

November 2020

To Archdeacons, Rural Deans, Parochial Clergy, SSM's (Self Supporting Minister), Clergy with Permission to Officiate (PTO), LLM's (Licensed Lay Minister), Deanery & PCC Treasurers and Church Wardens

Dear Colleagues

### Parochial Fees 2021

The parochial fees schedule for 2021 has been issued by Church Commissioners. A copy of the detailed table of fees is attached and can be found on both the Diocesan website and the Church of England website.

Clergy with PTO, SSMs and LLMs are able to claim a proportion of the DBF (Diocesan Board of Finance) fee (see table below) for certain services which they are invited to take. The remainder of the DBF fee needs to be remitted to the DBF. Clergy with PTO, SSMs and LLMs are not able to claim any part of the Parochial Church Council (PCC) fee or any part of any of the other fees which are due to the DBF.

Clergy with PTO, SSMs and LLMs are reminded that they must be in contact with the incumbent when invited to conduct a funeral service in church, or a service at a crematorium for one of the incumbent's parishioners. All fees should in the first instance be paid to the relevant parish. It is the responsibility of the parish/benefice to then make the necessary payments.

If there is any doubt as to which parish should receive the fees please contact me (01353 652708 or [Lorraine.orbell@elydiocese.org](mailto:Lorraine.orbell@elydiocese.org)). If those who have conducted a service have any problems receiving payment please also contact me.

The services for which fees are payable for 2021 will therefore be as follows:

	Fee to Clergy with PTO, SSM or LLM	Fee to DBF	Fee to PCC	Total Fee
Funeral Service	£100	£8	£91	£199
Crematorium Service	£130	£69	£0	£199
Wedding Service	£160	£51	£253	£464

Please note these are the only fees payable other than those for Casual Services.

The receiving of fees by Clergy with PTO, SSMs and LLMs will not constitute a contract of employment between the individual and the DBF. Recipients of fees are responsible for declaring this income to HM Revenue and Customs and paying any tax due.

### Casual duty for a Sunday or weekday service

For 2021, the fee payable to SSM's & Clergy with PTO for conducting a Sunday or weekday service (commonly in a vacancy) will remain £52. This fee is payable only once per benefice per Sunday.

If it is felt that some special circumstances exist in the case of a very large or geographically spread benefice then the case should be referred to the Archdeacon.

A parish/benefice can choose to pay a fee from its own resources for additional services where there is no provision for the fee being reclaimable from the DBF.

An SSM, a Clergy person with PTO or an LLM is not entitled to claim for taking a service in the parish or benefice in which he/she resides or is licensed or the parish where they worship if that is different whether there is a vacancy or not.

### Who is able to Claim a fee

In the case of Curates because this is a training post usually no fees are payable. However in the case of Self-supporting Curates & LLM's in Training once IME has been completed & signed off fees may be claimed after

the Training Incumbent has had an opportunity to assess the manner of conducting a service & providing any appropriate guidance.

LLM's who have been or are ordained Deacon & have been conducting Funerals for several years may continue to claim fees following an opportunity for the Training Incumbent to carry out an assessment as above.

### **A Parish/Benefice in Interregnum**

When it is known that a parish or benefice is about to begin an Interregnum the Rural Dean should meet with the Church Wardens and agree what will be the pattern of services. The Diocesan Office will on submission of a claim refund the appropriate payment in respect of one service by a visiting Priest for each Sunday and major festival. If the benefice comprises a significant number of parishes and it would be unrealistic to expect congregations to travel because of the distances involved then the Rural Dean can agree a second payment.

Once the pattern of services has been agreed the Rural Dean should send a brief note to Sarah Hewitt in the Diocesan Office setting out details of the agreement reached. This will enable the Finance team to approve and make a refund without the need for further enquiries relating to the validity of the claim which is both time consuming and a poor use of resources.

### **Reclaiming Fees from the Diocesan Office**

When there is a need to reclaim fees from the Diocesan Office (usually in a vacancy) these should ideally be reclaimed quarterly or half yearly. If there are special circumstances and a claim can only be submitted annually it is helpful for cash flow purposes if the Finance Department is made aware.

Claims relating to the final quarter of the calendar year must be submitted no later than the end of February the following year so that they can be consolidated for the Annual Audited Accounts. It will not be possible for claims submitted later than the end of February which relate to the previous year to be paid.

### **Travel expenses**

These continue to be at the rate of 45p per mile for all Clergy and LLMs. The rate for travel by bicycle is 20p per mile. Expenses for funerals are agreed with & refunded by the Funeral Director.

### **Further Information:**

This letter and the revised fees worksheet are available on the Diocesan website at

<https://www.elydiocese.org/department/finance/parochial-fees/>

In the Parochial Fees section there is also a link to the Church of England website. This contains updated guidance and frequently asked questions.

If you have any queries regarding any of the above please contact myself on 01353 652708 [lorraine.orbell@elydiocese.org](mailto:lorraine.orbell@elydiocese.org) or Sarah on 01353 652707 [sarah.hewitt@elydiocese.org](mailto:sarah.hewitt@elydiocese.org)

With best wishes

Mrs Lorraine Orbell  
Financial Controller