

## Diocese of Ely Running a parish during an Interregnum - Finance Guidance

### Issued to Churchwardens at the Announcement of a Vacancy

1. Shortly before a vacancy occurs, the Rural Dean, in consultation with the Churchwardens, must approve a pattern of Services. The Churchwardens should liaise with the Rural Dean on requests for occasional offices (baptisms, weddings, funerals) and the calling of banns. They should ensure that those who need these offices know who to contact.
2. The Churchwarden is sent these notes for guidance. A table of Parochial Fees, a fee return form and a vacancy expenses form can be found on the Diocesan website using this link: <https://www.elydiocese.org/diocesan-office-departments/finance/parochial-fees>
3. Churchwardens continue to be responsible for arranging the services within the pattern agreed by the Rural Dean. It is hoped that as far as possible the fullest use will be made of nearby parochial clergy. The Rural Dean may often be able to assist in arranging for clergy to take services. The Archdeacons are always willing to help with Sunday services in this way, but because their Sunday diaries get filled up quickly, it is important to contact them with as much notice as possible.
4. Unless otherwise agreed (in writing) with the Archdeacon, Rural Dean and Diocesan Office, the costs of occasional duties of **£52.00 per service** for conducting one service per week per benefice are available from the Diocesan budget. This is payable to licensed lay ministers (LLM), self-supporting ministers (SSM) and retired clergy with a permission to officiate in the Ely Diocese.

Where the parish is in a team ministry the expectation is that members of the team will conduct services and therefore no additional payments will be made. A vacancy expenses form should be submitted to the Diocesan Office quarterly or monthly.

5. Income from parochial fees will continue to be received and to be included in the fee return form and submitted to the Diocesan Office, quarterly or monthly.
6. From the 1<sup>st</sup> January each year, payment of the fees will be as per those listed in the Annual Fees Letter (found on the Diocesan website here - <https://www.elydiocese.org/parish-support/finance/parochial-fees/parochial-fees.php>). This is offered to Licensed Lay Ministers (LLMs), Self-Supporting Ministers (SSMs) and Retired Clergy with a Permission To Officiate (PTO).

If this offer is not taken up, then the full DBF part of the fee must be sent to the DBF. In every case the officiating clergy will be entitled to receive travelling expenses at the Diocesan mileage rate stipulated in the Fees letter for that year, found on the Diocesan website here - <https://www.elydiocese.org/parish-support/finance/parochial-fees/parochial-fees.php>.

7. A Churchwarden (or other officer) will be responsible for paying officiating clergy the service fee (as in 6 above) and/or travelling expenses, from PCC funds. The same person is responsible for collecting all statutory fees due.
8. A vacancy expenses form and a fee return form should be submitted to the diocese quarterly or monthly. The parochial fees collected will be netted off against the vacancy expenses and diocesan office will pay the difference to the parish. This will be via cheque unless the parish specifies and confirms their bank details, in this case a BACS payment will be made. Should the fees collected amount to more than the expenses claimed, a cheque should be sent to the Diocesan Office with the forms.
9. Paper copies of both forms can be obtained by contacting Sarah Hewitt.
10. Normal parochial expenses, such as postage, telephone, communion wine, wafers, candles, etc., should be borne by the PCC.
11. If advice is required over payments, please contact Mrs Lorraine Orbell.

### Contact details

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