

## Church of England Parochial Fees from 1 January 2013

### Frequently Asked Questions

List of questions – for answers see pp4 to 15

- 1 Remind me - what are parochial fees?
- 2 What has changed?
- 3 Why have changes been made?
- 4 What are the fees?
- 5 How were the figures calculated?
- 6 What does this mean in practice?
- 7 What PCC items are specifically covered by parochial fees?
- 8 What is the process for handling fees?
- 9 Can fees ever be waived?
- 10 What happens if a retired or self-supporting minister takes the service?
- 11 Who do we ask for help if we have questions?
- 12 Why are there fees set for 2014 as well as 2013?
- 13 What about a larger fee if the parish church is a large building?
- 14 What about Chaplains?
- 15 What about baptisms?
- 16 No fees for the funeral or burial of persons aged under 16 years?
- 17 What about fees for services at a Cathedral?
- 18 Marriage Certificate fees (under s63 of 1949 Marriage Act)
- 19 DBF fees – how to decide which DBF gets the fee
- 20 PCC fees for burial or funeral service– how to decide which PCC gets the fee
- 21 Who can conduct a funeral in a crematorium or a burial authority cemetery

- 22 What about ongoing churchyard maintenance?
- 23 Burial or other lawful disposal of cremated remains
- 24 What about fees for services in private chapels?
- 25 When do fees become payable?
- 26 Fees for committal
- 27 PCC fee for service at a crematorium or public burial authority cemetery
- 28 Travel expenses
- 29 Funeral Payment funerals and waiver
- 30 Fees for services taken by ministers of other denominations
- 31 Funeral fee – does it include burial?
- 32 Closed churchyards and churchyards vested in the Churches Conservation Trust
- 33 Size of Cremation Markers
- 34 Funeral service at graveside
- 35 Replacement Monuments

## **Definitions of terms used in relation to parochial fees**

**Burial:** includes burial in a vault or brick grave and the interment or deposit of cremated remains.

**Cemetery:** a burial ground maintained by a burial authority.

**Church:** buildings in which services are conducted for which a fee is payable, including chapels which have been licensed or otherwise authorised under the 1983 Pastoral Measure or the 1949 Marriage Act, but does not include any church or chapel in or belonging to any extra-parochial place which is licensed by the bishop under the 1949 Marriage Act.

**Churchyard:** includes the curtilage of a church and a burial ground of a church, whether or not immediately adjoining a church.

**Minister:** used in this Guide to refer to the officiant but has a narrower definition in relation to a service performed in a crematorium or unconsecrated cemetery under the provisions of section 2 of the Church of England (Miscellaneous Provisions) Measure 1992.

**Monument:** includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.

**Other lawful disposal of cremated remains:** This means that cremated remains should be disposed of reverently in a churchyard or other burial ground of a parish, or on an area of land designated by the bishop for this purpose, or at sea.

**Parochial fees:** any fees prescribed in respect of any of the matters set out in Schedule A1 of the Ecclesiastical Fees Measure 1986, as inserted by the Ecclesiastical Fees (Amendment) Measure 2011 and amended by the Parochial Fees and Scheduled Matters Amending Order 2012.

**Particular search:** a search made with a view to finding a specific entry about which the searcher has some knowledge and where the approximate date is known.

**Separate occasion:** on any occasion other than immediately preceding or following on from a service in church.

- **Immediately preceding:** includes the day before the day on which the service, burial or cremation takes place.
- **Following on:** includes the day after the service, burial or cremation takes place.

# Answers to Frequently Asked Questions

## 1 Remind me - what are parochial fees?

Parochial fees are fees set by the General Synod and Parliament for certain occasional offices conducted by the Church. The fees are listed on a Fees Table for each year, which should be readily available in your local parish. Parochial fees are legally payable. If there are no 'extras', the parochial fee for the relevant service is the fee that should be charged. Tables for 2013 and 2014 can be found on the Church of England website at <http://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

## 2 What has changed?

For most people, the most noticeable change has been that the level of fees has now changed.

The levels of fees will be built up from assumptions about the costs of ministry and the likely number of hours needed to provide a good ministry for the particular service.

Fees that were formerly payable to the incumbent have become payable to the DBF (or in a few cases, the PCC). Since almost all clergy who were legally entitled to fees assigned them to the DBF, the change in most cases will be that fees that were payable to the DBF by assignment have become payable to the DBF under legislation. Under transitional arrangements, incumbents who still receive fees direct will receive the DBF part of the fee while they remain in the post they held on 1 July 2011, but only provided they notified the Bishop in writing, before 31 December 2011, that they wished to continue to receive fees from 1 January 2013.

PCC fees continue to be payable to the PCC but some fees formerly payable to the incumbent become payable to the PCC.

Other changes have been made by legislation to clarify the scope and coverage of parochial fees.

It remains for each diocese to issue its own guidance for policy matters relating to parochial fees that are not covered by legislation, for example in the management of handling income from parochial fees and providing for adequate delivery of the services for which parochial fees are payable.

## 3 Why have changes been made?

Since 1998 concerns have been raised about issues relating to parochial fees. Since 2005 two successive working groups have considered how to address these concerns. The changes now being implemented reflect the outcome of the deliberations of the Fees Policy Working Group. It applied four general principles to its proposals for parochial fees. These are;

- Fees should be justifiable on the basis of a relationship to actual costs incurred;
- There be uniformity across the Church of England in the fees specified;
- Fees be as inclusive as possible, leaving 'extras' to apply only to those items over which people have a genuine choice;

- Fees be affordable, though also noting the clarified right to waive fees in clear cases of hardship.

The Fees Policy Working Group's proposals are set out in full in GS1813.

<http://www.churchofengland.org/media/1290799/g%201813.pdf> The earlier Fees Review Group's recommendations, which the Fees Policy Working Group took forward, were published in the report *Four Funerals and a Wedding GS Misc 877*

<http://www.churchofengland.org/media/38839/gsmisc877.rtf> The General Synod approved the proposed way forward proposed by the Fees Review Group when it accepted a follow up report

<http://www.churchofengland.org/media/1236161/g%201703.pdf> This formed the basis of the Fees Policy Working Group's deliberations.

## 4 What are the fees?

The 2013 and 2014 fees tables are on the Church of England website at

<http://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

## 5 How were the figures calculated?

**DBF fees** are built up from assumptions about the costs of ministry (from published statistics) and the likely number of hours needed to provide a good ministry for the particular service.

**PCC fees** include a location/building element based on national statistics for the overall costs of repairs and maintenance of church buildings and the number of hours in use, and an element for administrative staffing based on a secretarial rate of pay.

PCC fees for burials and monuments include an element to provide for long-term maintenance of the churchyard.

Heating and the cost of deploying vergers are not covered by the statutory fees, and so PCCs are able to charge for these items as 'extras', decided locally, if the person paying the fees wishes to have them.

Travel expenses are not included in parochial fees, and the previously issued guidance about travel expenses remains in force – see answer to question 28.

## 6 What does this mean in practice?

- New levels of fees came into effect from 1 January 2013.
- For the first time the Order specifies that parochial fees include any costs and expenses incurred in relation to a service for routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it. It is unlawful to make any additional charge, besides the parochial fee, for these items.
- Parochial fees are prescribed for the list of services and other duties specified in Schedule 1A to the Ecclesiastical Fees Measure, and there is a comparatively simple legislative mechanism for amending the list.
- The services and other duties for which parochial fees are prescribed are

**BAPTISMS**

Certificate issued at time of baptism

Short certificate of baptism given under Section 2 of the Baptismal Registers Measure 1961

## MARRIAGES

Publication of banns of marriage

Certificate of banns issued at time of publication

Marriage service in church

## FUNERALS AND BURIALS OF PERSONS AGED 16 YEARS OR MORE

A Service in church

Funeral service in church, whether taking place before or after burial or cremation

Burial in churchyard immediately preceding or following on from service in church

Burial in cemetery immediately preceding or following on from service in church

Cremation immediately preceding or following on from service in church

Burial of body in churchyard on separate occasion

Burial of cremated remains in churchyard or other lawful disposal of remains on separate occasion

Burial in cemetery on separate occasion

B No service in church

Service at graveside

Service in crematorium or cemetery

Burial of body in churchyard

Burial of cremated remains in churchyard or other lawful disposal of remains

C Certificate issued at time of burial

## MONUMENTS IN CHURCHYARDS

Permitted in accordance with rules, regulations or directions made by the Chancellor including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty) including inscription on existing monument

SEARCHES IN CHURCH REGISTERS ETC Searching registers of marriages for period before 1st July 1837—

(for up to 1 hour)

(for each subsequent hour or part of an hour)

Searching registers of baptisms or burials (including provision of one copy of any entry)

(for up to 1 hour)

(for each subsequent hour or part of an hour)

Each additional copy of an entry in a register of baptisms or burials Inspection of instrument of apportionment or agreement for exchange of land for tithes deposited under the Tithe Act 1836 Furnishing copies of above (for every 72 words)

- The incumbent or priest-in-charge of the benefice concerned will have a right of waiver - after consultation with the churchwardens for PCC fees. However, an incumbent/priest in charge cannot waive fees generally. They may only be waived “in a particular case”.

It remains for each diocese to decide when to issue its own guidance for policy matters relating to parochial fees that are not covered by legislation, for example in the management of handling income from parochial fees and providing for adequate delivery of the services for which parochial fees are payable.

## 7 What PCC items are specifically covered by parochial fees?

The Order specifies that parochial fees include any costs and expenses incurred in relation to a service for routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it. It is unlawful to make any additional charge, besides the parochial fee, for these items.

For clarification of what costs are covered by statutory fees, see the answer to question 5, which sets out which elements are included in the calculation of the fees.

## 8 What is the process for handling fees?

Before January 2013 each diocese will have had arrangements for handling incumbents’ assigned fees (which because of assignment were legally payable to the DBF).

It remains for each diocese to make its own arrangements. Now that fees have become payable to the DBF by legislation, there is no reason why a diocese can not continue with the arrangements that were in place before 1 January 2013 if it considers they are adequate.

## 9 Can fees ever be waived?

Under the new arrangements the incumbent or priest-in-charge of the benefice concerned has an enhanced right of waiver - after consultation with the churchwardens for PCC fees. However, an incumbent/priest in charge cannot waive fees generally. They may only be waived “in a particular case”. That means that the incumbent/priest in charge should be prepared to give a reason for any decision to waive a fee.

## 10 What happens if a retired or self-supporting minister takes the service?

**Legal entitlement** If a parochial fee is payable, the DBF part of the fee is legally payable to the DBF, and the PCC part is legally payable to the PCC, in the same way as if stipendiary clergy take the service.

**Handling fees** It remains for each diocese to make its own arrangements. There is no reason why a diocese can not continue with the arrangements that were in place before 1 January 2013 if it considers they are adequate.

**Payments to non-stipended ministers** It is for each DBF to decide whether payments are to be made to those ministers who are not in receipt of a stipend. It is now the practice in some dioceses to make such payments to retired stipendiary clergy who take services, but it is possible for a diocese to make payments to other ministers who are not in receipt of a stipend.

In respect of funeral services in a crematorium or public burial authority chapel, the answer to question 21 may apply.

## 11 Who do we ask for help if we have questions?

Every diocese has been informed of the new arrangements, and questions should be directed in the first instance to the person in the diocesan office who has the information about fees.

A range of information is on the relevant page of the Church of England website <http://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

## 12 Why are there fees set for 2014 as well as 2013?

Under the new arrangements fees Orders can set fees for periods of up to five years. However, the General Synod took the view that the first Order under the new arrangements should be for only two years, to allow the new arrangements to bed in.

## 13 What about a larger fee if the parish church is a large building?

There is no provision for variable charges according to the size of building. The working group looked at this and suggested that in exceptional cases an additional voluntary contribution may be invited (following consultation in every case with the archdeacon or other diocesan advisor).

The working group had in mind situations where exceptional costs were incurred, for example where the service was a civic occasion, or where a service was to be televised.

## 14 What about Chaplains?

Chaplains, for example hospital chaplains, prison chaplains, school chaplains, have never been entitled to receive parochial fees. Where a chaplain who is a clerk in holy orders or a licensed deaconess, reader or lay worker officiates at a service in respect of which fees are prescribed under a parochial fees order, as a matter of law the fees belong to the DBF and PCC in the same way as they do when the parochial clergy officiate. However, where chaplains take a service they may receive a payment, if the DBF has decided that they should.

Similarly, it would be for the DBF to decide whether to make a payment to the employer of a chaplain who takes a service in his employer's time (for example where a service is taken by a hospice chaplain at the request of the family of the deceased).

## 15 What about baptisms?

It is illegal to charge a fee for the administration of baptism, under the provision of the Baptismal Fees Abolition Act 1872. There is a fee payable for the supply of a certificate of baptism. It is made clear in the 2012 Order that this means a certified copy of the entry in the register of baptism, in the form prescribed by the Parochial Registers and Records Measure 1978. No fee is specified for the issuing of 'souvenir cards' that have no status in law.

A fee is also specified for a 'short' certificate under the Baptismal Registers Measure 1961.

## 16 No fees for the funeral or burial of persons aged under 16 years?

Under the new arrangements no fee is payable for the burial of a stillborn infant or for the funeral or burial of a person who dies within sixteen years after birth.

## 17 What about fees for services at a Cathedral?

Parochial fees for a parish of which a cathedral is the parish church, which would otherwise be payable to the PCC or the DBF, are now payable to the corporate body of the cathedral.

## 18 Marriage Certificate fees (under s63 of 1949 Marriage Act)

These fees are not parochial fees – they are set by the Secretary of State. From July 2011 they are payable to the PCC. The current fees that apply to certificates issued by the clergy who celebrated the marriage are £4 if issued on registration, and £10 if issued after registration.

## 19 DBF fees – how to decide which DBF gets the fee

Section 1(7) of the Ecclesiastical Fees Measure 1986 (as amended) sets out which DBF should receive the DBF part of the fee

- (a) In the case of a burial or funeral service that takes place in a church or churchyard, the DBF part of the fee belongs to the DBF of the diocese in which the church or churchyard is situated.
- (b) In the case of a burial or funeral service that takes place somewhere other than a church or churchyard, the DBF part of the fee belongs to the DBF of the diocese within which the deceased was a parishioner. If the deceased was a parishioner in more than one diocese the fee is to be shared equally between each of the DBFs in which he or she was a parishioner.
- (c) For this purpose the parish in question should be construed in accordance with paragraphs (b) and (c) of the definition of 'parochial church council' in section 1(7) (see FAQ 20 below) and 'parishioner' shall have effect accordingly.
- (d) In any other case, the PCC fee belongs to the PCC of the parish where the service or other event to which the fee relates takes place.

## 20 PCC fees for burial or funeral service— how to decide which PCC gets the fee

Section 1(7) of the Ecclesiastical Fees Measure 1986 (as amended) sets out which PCC should receive the PCC part of the fee

- (a) In the case of a burial or funeral service that takes place in a church or churchyard, the PCC fee belongs to the PCC of the parish where the church or churchyard is situated.
- (b) In the case of a burial or funeral service that takes place somewhere other than a church or churchyard, and the deceased was entered on a church electoral roll, the PCC fee belongs to the PCC of the parish on whose electoral roll the deceased was entered. If the deceased was entered on the electoral roll of more than one parish, the fee is to be shared equally between each of the PCCs of those parishes.
- (c) In the case of a burial or funeral service which takes place somewhere other than a church or churchyard and the deceased was not entered on any church electoral roll, the PCC fee belongs to the PCC of the parish where the deceased had his or her usual place of residence.
- (d) In any other case, the PCC fee belongs to the PCC of the parish where the service or other event to which the fee relates takes place.

## 21 Who can conduct a funeral in a crematorium or a burial authority cemetery

Section 2 of the Church of England (Miscellaneous Provisions) Measure 1992 provides that a minister (as defined in that section)<sup>1</sup> of a parish may lawfully conduct a funeral in a crematorium or a burial authority cemetery situated in another parish when he or she is the minister (as defined in section 2 of the Measure) of the parish where

- 1) the deceased person died, or
- 2) was resident immediately before death, or
- 3) was on the church electoral roll immediately before death.

Sometimes, another minister is approached by the family to take the service. It would be unlawful for that minister to take the service without obtaining the permission of the minister who may lawfully take the service under the 1992 Measure.

It is suggested that if another minister is approached to take the service, he should contact the minister who may lawfully take the service under the 1992 Measure, and indicate that he is willing to take the service, in accordance with the family's wishes, on behalf of the minister who may lawfully take the service under the 1992 Measure. If this was acceptable, the PCC of the parish of the minister who may lawfully take the service under the 1992 Measure would organise the service, and receive the PCC

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<sup>1</sup> Section 2(6) reads:-

'In this section – "minister", in relation to a parish, means – (a) the incumbent; (b) in a case where the benefice to which the parish belongs is vacant (and paragraph (c) below does not apply), the rural dean; (c) in a case where a suspension period' (having the same meaning as in the Pastoral Measure 1983) 'applies to the benefice to which the parish belongs, the priest-in-charge (if any); and (d) in a case where a special cure of souls in respect of the parish has been assigned to a vicar in a team ministry by a scheme under the Pastoral Measure 1983 or by his licence from the Bishop, that vicar.'

fee. If this is not possible, some arrangement could be made, but the PCC fee remains legally payable to the parish of the minister who may lawfully take the service under the 1992 Measure.

## 22 What about ongoing churchyard maintenance?

The fees for burial of a body, and also monument fees, include a one-off contribution towards the long term upkeep and maintenance of the churchyard.

Neither an incumbent nor a PCC has any power to require the payment of anything over and above the statutory fees. ‘Extras’ – i.e. payments over and above the statutory fees – can only be demanded in respect of things that are genuinely optional extras – i.e. items that individuals can choose to have or not to have as they wish. That is because payments for extras are contractual payments and not fees. Each PCC is under a statutory obligation to maintain the churchyard (section 4(1)(ii)(c), Parochial Church Councils (Powers) Measure 1956) so churchyard maintenance cannot be a genuinely optional extra. The PCC is not legally entitled to require other persons to defray the cost of its meeting its statutory duty in that regard.

For responsibility for maintenance see guidance issued by the Pastoral Division of the Church Commissioners *Responsible Care for Churchyards* on the Church Property page of the Church of England website <http://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/churchproperty.aspx>

## 23 Burial or other lawful disposal of cremated remains

Fees are prescribed for burial of cremated remains in a churchyard or other lawful disposal of remains. Sub-paragraph 4(b) of Canon B38 specifies what ‘lawful disposal’ means:

‘The ashes of a cremated body should be reverently disposed of by a minister in a churchyard or other burial ground in accordance with section 3 of the Church of England (Miscellaneous Provisions) Measure 1992 or on an area of land designated by the bishop for the purpose of this sub-paragraph or at sea.’

This does not include burial in a burial authority ceremony.

Separate fees are prescribed for burial (of a body or cremated remains – the same fee applies) in a burial authority cemetery following on, or immediately preceding a service in church, or on a separate occasion, following a service in church.

No statutory fees are prescribed for burial of a body or disposal of cremated remains in a burial authority ceremony if there has been no service in church.

## 24 Where can services be held?

The Measure prescribes statutory fees for services. The places where services for which statutory fees are payable can be held are

1 a church - the Measure defines ‘church’ for fees purposes as follows

“‘church’ means a parish church, a place licensed for public worship by the bishop under section 29(1) or a building designated as a parish centre of worship by the bishop under section 29(2) of the Pastoral Measure 1983 (1983 No. 1) and, in relation to marriage only, a public chapel licensed for the solemnization of marriages under

section 20 of the Marriage Act 1949 or an authorized chapel within the meaning of section 78(1)(a) of that Act, provided that the marriage takes place in accordance with the licence or as mentioned in section 78(1)(a), as the case may be, but does not include any church or chapel in or belonging to any extra-parochial place which is licensed by the bishop under section 21 of that Act and “churchyard” shall be construed accordingly.’

(Section 10 of the Ecclesiastical Fees Measure 1986 as amended by the Ecclesiastical Fees (Amendment) Measure 2011.)

(An amendment to this definition of ‘church’ will be made when the Church of England (Miscellaneous Provisions) Measure 2013 comes into effect.)

2 churchyard - within the definition of ‘church’ above, includes the curtilage of a ‘church’ and a burial ground of a ‘church’, whether or not immediately adjoining a ‘church’.

3 cemetery - schedule A1 of the Measure explains that this means a burial ground maintained by a burial authority.

4 crematorium - section 2 of the Cremation Act 1902 reads ‘The expression “crematorium” shall mean any building fitted with appliances for the purpose of burning human remains, and shall include everything incidental or ancillary thereto.’

Services in a cemetery or at a crematorium include services in a cemetery or crematorium chapel. Section 2 of the Church of England (Miscellaneous Provisions) Measure 1992 enables the minister of the parish (as defined in the Measure) to take a service in any cemetery or at a crematorium in another parish, provided, in the case of a cemetery, that the parish is chargeable with the expenses of the cemetery, or in the case of a cemetery or crematorium, that the bishop of the diocese has designated the cemetery or crematorium for the use of the parish.

## 25 When do fees become payable?

Fees are due on the performance of the office. Clergy cannot refuse to conduct a marriage service, or deny burial, on account of non-payment of the fee. The fee is recoverable under law.

## 26 Fee for committal

For the first time, the 2012 Order included a separate fee, payable to the DBF, for the attendance of the incumbent at a committal in a public burial authority cemetery or a crematorium immediately preceding or following on from a service in church.

In the 2013 and 2014 Fees Tables this is listed as ‘Burial in cemetery or cremation immediately preceding or following on from service in church’. The introduction of this fee reflects the principle behind the calculation of fees from 1 January 2013 that fees are built up from assumptions about the costs of ministry and the likely number of hours needed to provide the service.

This fee is payable in addition to the fee for a funeral service in church, but is not payable if the incumbent does not attend at the burial authority cemetery or at a crematorium.

This fee does not include any element for travel expenses – see answer to question 28.

## 27 PCC fee for service at a crematorium or public burial authority cemetery

For the first time, the 2012 Order included a payment, payable to the PCC, for parish administration in respect of a funeral service at a crematorium or public burial authority cemetery. This reflects the principle behind the calculation of fees from 1 January 2013 that fees are built up from assumptions about the costs of ministry and the likely number of hours needed to provide the service. An element for administration is now specifically included in parochial fees, and so is included in the fee for a service at a crematorium or public burial authority cemetery as there must always be a cost to the parish in the making of arrangements for a service.

This fee does not include any element for travel expenses – see answer to question 28.

See the answer to question 20 for which PCC should receive the fee.

## 28 Travel expenses

No element for travel expenses is included in parochial fees. The guidance on travel expenses remains as it was previously. See paragraph 38 of the *Guide to Church of England Parochial Fees*. This reads:

‘38. Often, the person in charge of the funeral, wherever it may be held, makes suitable arrangements for the transport of the minister to and from that place, and to and from the place where the interment takes place. If this does not happen, the minister concerned may claim any travelling expenses that may necessarily and reasonably be incurred. (The Secretary of the Diocesan Board of Finance may be consulted about any mileage rate generally adopted in the diocese.) See the booklet *The Parochial Expenses of the Clergy – a Guide to their Reimbursement*, which is available on the Church of England website at <http://www.churchofengland.org/clergy-office-holders/clergypay.aspx>. Printed copies are also available, free of charge, from Payroll Services (Clergy), Church House, Great Smith Street, London SW1P 3AZ.’

## 29 Funeral Payment funerals and waiver

If necessary, parochial fees can be waived – see answer to FAQ 9.

## 30 Fees for services taken by ministers of other denominations

There are no *statutory* fees payable when a minister of another denomination conducts a service in a Church of England church. Under section 1(1) of the Ecclesiastical Fees Measure 1986 (as amended by the 2011 Measure) parochial fees are payable where certain duties (set out in Schedule A1) are carried out by a clerk in holy orders or by a deaconess, reader or lay worker. Fees are only prescribed by the Archbishops’ Council for Church of England services.

The statutory fee prescribed in the Parochial Fees Order for a burial of a body in the churchyard would be payable where a minister of another church officiates at the burial of a body in a Church of England churchyard or burial ground in accordance with the Burial Laws Amendment Act 1880 (or where a burial of a body takes place under that Act in the absence of a minister).

### 31 Funeral fee – does it include burial?

Parochial fees are structured so that funeral services and burials or cremations that follow (or precede) the funeral service are separate services for the purpose of parochial fees.

Accordingly, when a funeral service is followed or preceded by a burial or cremation, the separate fees for the funeral service and the burial (and in the case of a cremation or burial in a public burial authority cemetery, the committal, if the minister attends) are all payable.

### 32 Closed churchyards and churchyards vested in the Churches Conservation Trust

Guidance is included in *Responsible Care for Churchyards* issued by the Pastoral Division of the Church Commissioners. For closed churchyards see paragraphs 14 to 18 of *Responsible Care for Churchyards*, and for churchyards vested in the CCT see paragraph 20 of *Responsible Care for Churchyards*. The guidance is published on the Church Property page of the Church of England website <http://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/churchproperty.aspx>

### 33 Size of Cremation Markers

Fees are prescribed for a small vase not exceeding 305mm x 203mm x 203mm (12”x 8”x 8”), and tablets, plaques, or any other marker commemorating a person whose remains have been cremated.

Only in the case of a small vase is the size specified. This is because the rules, regulations, or directions issued by the Chancellor of the diocese which apply generally, or to that churchyard or that part of the churchyard, will specify what is allowed for other markers for commemorating a person whose remains have been cremated.

### 34 Funeral service at graveside

A fee is specified for ‘Service at graveside’. Although it is not made explicit on the Table, this is intended to be for a full funeral service held at the graveside in the churchyard, and that is why the PCC part of the fee is the same as for ‘Funeral service in church’.

The fee for a funeral service held at the graveside in a burial authority cemetery is the fee for ‘Service at crematorium or cemetery’. See the answer to FAQ 27 for the rationale behind the PCC part of the fee.

See the answer to FAQ 21 for the right of a minister to take a funeral service for a parishioner in a crematorium or burial authority situated in another parish.

No statutory fees are prescribed for burial of a body or disposal of cremated remains in a burial authority cemetery if there has been no service in church or in the cemetery.

### 35 Replacement Monuments

Sometimes, it becomes necessary to replace an existing monument. The question is sometimes asked whether fees are payable, if the replacement monument is the same as the one it replaced.

The strict legal position is that parochial fees are always payable for the erection of any monument. However, the incumbent could waive the DBF part of the fee, and/or the PCC (or the incumbent, if that power has been delegated to him by the PCC) could waive the PCC part of the fee.

It may be helpful to bear in mind the rationale for the two parts of the fee.

**The DBF part** is in respect of the time taken for the work the incumbent must undertake to ensure that the replacement monument is in accordance with the rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorised by a particular faculty), at the time the replacement monument is proposed. (These may be different from those appertaining at the time of the original monument.)

**The PCC part** is a single payment to the PCC for long term maintenance of the churchyard.

It could be thought that if the monument is no different to the one it replaced, there would be no additional maintenance cost arising from the replacement. If the original was in a poor state of repair, replacement might reduce the cost of long term maintenance.