

 **DIOCESE OF
LICHFIELD**
GOING FOR GROWTH



The Finance Department

Phone: 01543 – 306054

Email: finance@lichfield.anglican.org

Website: www.lichfield.anglican.org



**Guidelines for Collections
taken in Church at Funerals,
Memorial Services and Services
of Thanksgiving**



Collections taken in Church at Funerals

Collections taken in Church legally belong to the PCC. It is important to make sure donors are aware exactly where their donation is going. Some PCC's have a policy in place that states that a part of all collections taken in Church will be retained for the Church. It is therefore vital that each PCC makes a clear decision about collections at funerals in particular, unless there is a specific request by the family.

Costs should be properly covered through the Statutory Fees and appropriate charges for extras as permitted by the Table of Parochial Fees.

Updated versions are available and can be downloaded at www.lichfield.anglican.org/ under fees within the Finance Department section.



Also the Church of England website as follows

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

Collections at Funerals, Memorial Services and Services of Thanksgiving

A clear agreement should be reached with the family and the Funeral Directors during the arrangement process. Information regarding donations could be printed in the Order of Service or in a clear notice at an appropriate moment during the service, followed up by a card/sign displaying the information at the point of donation. Remember that any Gift Aid recovered or claimed in respect of donations to a specific nominated charity is due to that charity.

We must remember to be sensitive and supportive where the family have instructions from the deceased or a particular cause or clear ideas of their own.

Process

Lichfield Diocesan Board of Finance strongly recommend that collections taken in Church should be paid through the PCC bank account.

When it comes to counting money the Church has received it is important to establish a procedure Church members trust, two people should always be involved with the handling and counting of Church collections.

Cash should be counted and banked in full, a cheque should then be drawn for the amount being sent either directly to the Charity or via the family or funeral directors. Remember to add any Gift Aid that has been reclaimed from these donations.