

INFORMATION LEAFLET

Newcastle Diocesan Board of Finance Payment for Services During a Vacancy or Sickness and Casual Duty Fees

1. WHEN

A. During a Vacancy

(a) Sunday and Weekday Services (Morning/Evening Prayer and Holy Communion)

First, a pattern of service must be agreed in advance by the Sequestrators (Area Dean and Churchwardens) in consultation with the Archdeacon, and a copy of the appropriate form, signed by all parties, is to be sent to Church House, usually by the Archdeacon. For agreed services arranged by the Area Dean, allowable expenses and, where appropriate, fees will be reimbursed by the diocese. Additional services may be arranged by the parish but the cost of them (fees and travelling expenses) will be paid by the parish.

(b) Weddings and Funerals

The normal statutory fees continue to apply during a vacancy and are payable to the Newcastle Diocesan Board of Finance (NDBF) and the PCC in the usual way through the PCC account. The Area Dean will give guidance on this matter.

B. During a Prolonged Period of Sickness

a) Sunday and Weekday Services

During a prolonged period of sickness, the pattern of services and arrangements of weddings, funerals and pastoral care **MUST** be agreed in consultation with the Area Dean.

For the first 28 weeks of sickness ALL payments to visiting clergy etc should be made by the PCC.

Subject to the incumbent having met statutory requirements by sending certificates of sickness to the Church Commissioners, PCC's can be reimbursed for not more than one service per worship centre a week during the first 13 weeks of sickness by forwarding an itemised claim to Church House.

Should the period of sickness extend beyond 28 weeks the incumbent should make an application and receive Employment Support Allowance (ESA) from DWP.

The gross stipend will then be reduced by an equivalent amount. (Sickness benefit is paid gross and is a taxable emolument). After 28 weeks of sickness, relevant payments to visiting clergy and Readers should continue to be paid by the PCC, who can be reimbursed by forwarding an itemised claim to Church House.

(b) Funerals

The normal statutory fees are payable in the first instance to the PCC, which is responsible for disbursing the right proportion to the Newcastle Diocesan Board of Finance, retaining for its own income the PCC fee. The PCC is also responsible for the disbursement of fees to retired stipendiary clergy, retired self-supporting clergy, all clergy with PTO, licensed Readers, Readers with PTO, where appropriate, and also to other parties where fees have been paid (for example, the organist). The Area Dean's advice on the receipt and dispersal of fees during a time of sickness should be sought.

(c) Weddings

The normal statutory fees are payable in the first instance to the PCC, which is responsible for disbursing the right proportion to the Newcastle Diocesan Board of Finance, retaining for its own income the PCC fee. The PCC is also responsible for the disbursement of fees to retired stipendiary clergy where appropriate, and also to other parties where fees have been paid (for example, the organist). The Area Dean's advice on the receipt and dispersal of fees during a time of sickness should be sought.

C. During Holidays and other Occasional Authorised Absences

It is recommended that the provision of Locums for holidays (not normally more than 6 Sundays per year) should, with the agreement of those concerned, be regarded as a parochial working expense and be met by the PCC.

2. WHO IS PAID

(a) Sunday and Weekday Services

For stipendiary clergy, no payment is made, but expenses must be reimbursed.

Retired former stipendiary clergy with PTO, non-stipendiary clergy, formerly non-stipendiary clergy with PTO, accredited lay workers, Readers and Readers with PTO may be paid for taking agreed Sunday and weekday services (see 1A above) during a vacancy or sickness and for casual duties in parishes other than in the parish where they habitually worship. Clergy and Reader entitled to receive a fee from casual duty and occasional office are reminded that fee income is taxable in the usual way.

(b) Funerals

The statutory fees and crematorium fees legally belong to the Newcastle Diocesan Board of Finance and to the PCC, as shown in the table of fees published by the Church of England on a national basis. All licensed clergy and Readers must pass statutory fees and crematorium fees to the incumbent or Sequestrators of the parish concerned. In the case of stipendiary clergy, retired self-supporting clergy, all clergy with PTO, licensed Readers, Readers with PTO, they are to receive the fees and disperse according to the directions of the Fees Order.

(C) Weddings

The statutory fees legally belong to the Newcastle Diocesan Board of Finance and to the PCC, as shown in the table of fees published by the Church of England on a national basis. All licensed clergy must pass statutory fees to the incumbent or Sequestrators of the parish concerned. In the case of stipendiary clergy, they are to receive the fees and disperse according to the directions of the Fees Order.

Payments due to the Newcastle Diocesan Board of Finance will normally be made monthly using the form to be found on the Diocesan website.

Where 'casual' help is requested from a non-stipendiary minister, Reader or retired priest, it is the responsibility of the incumbent issuing the invitation to collect the full fees, disburse them appropriately and include the NDBF fee within his/her return of income to Church House.

Returns are to be sent directly to Gillian Green in the Finance Department.

3. WHAT IS PAID

(a) Sunday and Weekday Services

For agreed services conducted by retired former stipendiary clergy, retired self-supporting clergy, all clergy with PTO, licensed Readers, Readers with PTO except for services in the parish where they reside. The rate is:

Single Service £40.00

Two or more services on the same day £80 in total

(b) Funerals

The normal statutory fee is payable to the Newcastle Diocesan Board of Finance and the PCC. Incumbents are responsible for reimbursing retired stipendiary clergy, retired self-supporting clergy, clergy with PTO, licensed Readers, Readers with PTO, directly for the portion of the fee due to the NDBF (80% of the statutory fee).

(c) Weddings

The normal statutory fee is payable to the Newcastle Diocesan Board of Finance and the PCC. Incumbents are responsible for reimbursing retired stipendiary clergy directly for the portion of the fee due to the NDBF (80% of the statutory fee).

Travelling expenses must in all cases (for stipendiary, non-stipendiary and retired clergy, accredited lay workers and readers) be reimbursed in full by the PCC or by agreement with Funeral Directors. The mileage rate for travel by car is 45.0p per mile.

4. WHAT MUST PCCS SEND TO CHURCH HOUSE?

- (i) Itemised claims forms in respect of reimbursement;
- (ii) Fees received for weddings conducted by non-stipendiary or assistant clergy.
- (iii) Part fees received for weddings and funerals conducted by retired stipendiary clergy if not otherwise remitted.

5. REIMBURSEMENT BY THE DIOCESAN BOARD OF FINANCE

Sequestrators are asked to arrange for the relevant payments to be made to visiting clergy and Readers from PCC funds, including the proportion of the NDBF fee due to retired stipendiary clergy, retired self-supporting clergy, all clergy with PTO, licensed Readers and Readers with PTO.

The Diocesan Board of Finance will pay all eligible persons the statutory fee in respect of all weddings and funerals conducted at the invitation of Area Deans, incumbents and priests in charge. Service fees and travelling expenses for visiting clergy and Readers taking agreed services during an interregnum or sickness may be reimbursed by the NDBF. However, the Board does not normally expect to be asked to meet the cost of visiting clergy etc during an interregnum or sickness in parishes where the presence of team clergy or assistant curates would enable services to be maintained without the need for outside assistance. The NDBF will only reimburse in respect of services which have been approved.

If there are any doubts about payment then ask your Area Dean beforehand.

Archdeacon of Lindisfarne
Archdeacon of Northumberland
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