

**PAYMENT OF PAROCHIAL AND CASUAL DUTY FEES
TO RETIRED CLERGY (AND OTHERS) WITH PERMISSION TO OFFICIATE,
SSMS, OLMs AND READERS**

**Guidance on Procedure for Parishes (including Area Deans and
Churchwardens in a vacancy), Clergy and Readers**

(Revised January 2016)

The Diocese of Manchester is extremely well served by the ministries of SSMS, OLMs and Readers, who support the stipendiary ministry. To this can be added a significant and growing number of retired stipendiary clergy (and other clergy with Permission to Officiate) who also give generously of their time and energy in pastoral and liturgical roles. The bishops and archdeacons are extremely grateful for all these ministries and wish to affirm all those who exercise them in their invaluable support. This Code of Practice sets out the basis of payments of fees and expenses to such ministers.

If an incumbent or priest in charge is unable to conduct a wedding or funeral due to holiday, day off, or prior engagement it is expected that they will, in the first instance, approach any other licensed clergy or, in the case of a funeral, Readers in the benefice to take the service. Thereafter they may approach retired stipendiary clergy, or stipendiary clergy, SSMS, OLMs or, in the case of a funeral, Readers from elsewhere.

The same order of preference should be followed by Churchwardens and the Area Dean during a vacancy, sabbatical or prolonged sickness absence.

Normally, retired stipendiary clergy, SSMS, OLMs and Readers should only conduct funerals or burials at the request of, or with the knowledge and consent of, the incumbent or priest in charge of the deceased person's parish of residence or where they were on the electoral roll. In exceptional cases where it is not possible to obtain consent the relevant incumbent/priest in charge should be informed as soon as possible. This is both for pastoral reasons and so that the service is recorded on the monthly return from the parish.

All payments of statutory fees by funeral directors or wedding couples should be made by cheque, payable as follows:

- Services in church – to the PCC
- Services at the crematorium, cemetery chapel or graveside taken by licensed clergy and Readers – to the PCC
- Services at the crematorium, cemetery chapel or graveside taken by retired stipendiary clergy – to 'Manchester Diocesan Board of Finance'.

Fees should be paid in advance or on the day of the service.

All cheques payable to the PCC should be passed to the PCC Treasurer. The incumbent/priest in charge (or churchwardens in a vacancy) is responsible for a monthly return to the diocese recording all services conducted (including those by retired stipendiary clergy at the crematorium etc.) and enclosing the DBF portion of fees collected by the PCC. Qualifying ministers not in receipt of a stipend and retired stipendiary clergy will be reimbursed by the DBF on receipt of their claim form.

All cheques payable to the DBF should be sent by the person taking the service to Church House, with their monthly claim form. The DBF will then reimburse retired stipendiary clergy and the relevant PCC. It is a statutory requirement that every funeral or burial is associated with a parish so that the appropriate PCC receives their part of the fee.

Travelling and Other Expenses

Travelling expenses are non-statutory payments and not, therefore, included in statutory fees. The DBF is unable to be involved in collecting, reimbursing or administering these. The payment of expenses for travelling to or from funerals should be arranged and paid locally by agreement between the minister and the funeral director. It is recommended that a standard mileage rate is agreed in each deanery.

Where an SSM, OLM or Reader incurs loss of earnings in order to conduct a wedding or a funeral he/she may claim additional expenses from the PCC concerned, provided the PCC has agreed to the arrangements. Any such additional expenses should not exceed one half of the DBF fee for a funeral service (the 'Casual Duty Fee' – see 1.2 below)

Fees for Sunday or Weekday Services

Holy Communion, Morning or Evening Prayer, All-Age services etc

The only ministers able to receive fees for Sunday or weekday services are retired stipendiary clergy with Permission to Officiate. The method by which these are paid depends on the circumstances.

1. General

Whenever service cover is needed in the absence of the incumbent, priest in charge or team vicar with responsibility, or during a vacancy, sabbatical or prolonged sickness absence, those making the arrangements are asked to try and arrange this, in the first instance, from clergy and Readers within the benefice, and then from licensed clergy, retired non-stipendiary clergy and Readers from elsewhere. In these circumstances no fee is payable. Thereafter they may approach retired stipendiary clergy for assistance.

- 1.1. Where a fee is payable to a retired stipendiary cleric for a Sunday or weekday service it is set at one half of the current year's DBF fee for a funeral service in church (the 'Casual Duty Fee').

No retired stipendiary cleric may receive fees for more than two services on any given day.

- 1.2. Casual Duty for Holiday Cover (or other occasions not included in 3. below)

No fee is payable when retired clergy conduct a service for the parish in which they normally worship and, generally, most retired stipendiary clergy would not expect to receive a fee for assisting in another parish within the same benefice (i.e. in a united benefice or team ministry) or mission partnership.

The PCC is asked to take responsibility for up to five Sundays per year for holiday cover that is undertaken by retired stipendiary clergy from outside the benefice or mission partnership.

Payment should be made by cheque or bank transfer to the retired cleric concerned and records kept. The retired cleric is responsible for declaring such fees as income to HMRC for tax purposes.

Travelling expenses may be paid in addition to such fees.

- 1.3. Cover during Vacancies, Sabbaticals or Prolonged Sickness Absence of the Incumbent, Priest in charge or Team Vicar with Responsibility

Subject to the conditions in 1 above, under these circumstances the DBF will be responsible for fees payable to retired stipendiary clergy with Permission to Officiate.

A retired stipendiary cleric who takes a service under these circumstances should claim both the fee and travelling expenses on the form provided by the Diocese, which should be counter-signed by a churchwarden or other officer of the parish concerned.

Current Fees from 1 January 2016.

Casual Duty Fee (= 50% of DBF Church Funeral Fee)	£48.00
Maximum Payment for Casual Duty in any one day	£96.00
Fee payable to qualifying ministers (2/3 DBF Fee) for:	
Wedding Service	£126.00
Funeral Service	£64.00
Diocesan Mileage Rate	
	0.45p/mile

For Further Information

'Fees 2016: Diocesan Systems, Guidance, Fee Table and Specimen Return Forms' *Issued annually by the DBF)*

'A Guide to Church of England Parochial Fees'
Issued by Church House, Westminster, but included in the Diocesan document above