

# **NOTES TO SEQUESTRATORS**

## **Introduction**

The main source of income during a period of sequestration continues to be 'local' income and you should prepare and submit as normal an account to the Diocesan Board of Finance for its share of the Parochial Fees on a monthly basis identifying on the heading of the form that this is your Sequestration account.

The Diocesan Board of Finance will be responsible for reimbursement of appropriate expenses to balance the account. Expenses which can be charged to a sequestration account included parsonage telephone line rental, cost of maintaining 'minimum' heating of the parsonage, reasonable expenses incurred by the church officials and limited expenses incurred in connection with the Induction of the new incumbent (e.g. postage). However, if these charges are to be reclaimed, you are asked to try and keep them as low as possible. If in doubt, please consult the Diocesan Office in advance. *(Please note: security alarm, water rates and parsonage house repairs are not chargeable to the sequestration account – see notes vacant parsonages)*

Any balance standing to the credit of the Sequestration Account should be submitted to the Board of Finance at the same time as you submitted the Sequestration account form. If the account is in debit a claim form for reimbursement can be made.

A monthly mailing of matters of interest is sent by the Diocese to each parish and during a vacancy this is addressed to the PCC Secretary. You need to arrange for your PCC Secretary to keep you and your fellow Church warden informed regarding this.

## **The Bishops Discretion Concerning Remuneration**

No payments are to be made by the sequestrators to retired clergy taking services during a vacancy. All others should be offered travelling expenses which can be charged to the sequestration account. Retired clergy apply to the Diocesan Board of Finance for the appropriate payment i.e. any fee or travelling expenses.

## **Vacant Parsonages**

Sequestrators should notify the police and the Property Secretary as soon as the house is empty.

When the furniture has been removed from the house you should make an application to the Local authority for exemption from council tax on 'unoccupied' property held for occupation by a Minister of Religion. Similarly water rates are not payable on unfurnished houses and you should contact the utility direct.

During severe winter weather serious damage can result from flooding caused by burst radiators, boilers, cisterns etc. This can be avoided if the water supply is turned off and the water system is thoroughly emptied. If necessary the Property Department should be consulted for advice.

The telephone should not be disconnected (as a reconnection fee would be charged when a new priest arrives). The line rental can be charged to the Sequestration account.

Because of the dangers of vandalism sequestrators should take especial care that the parsonage house is secure and inspected internally and externally at least twice a week or more frequently if the insurers specify. If possible a lived-in appearance should be maintained by the uses of lights on timers and curtained windows.

You should refer to the Parsonage House Guidance Notes on Vacancies on the Diocesan website for further detailed advice.

Any lettings may ONLY be done through the Property Committee and Diocesan Registry with a formal tenancy agreement incorporating appropriate safeguards.

If you are unclear on any of these matters please do not hesitate to telephone the Diocesan Office on 0161 828 1400

If you have any questions please contact in the first instance

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