

DIOCESE OF HEREFORD - FEES & EXPENSES CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS
FEES & EXPENSES FOR OFFICIATING AT A REGULAR WORSHIP SERVICE *
during vacancies, sabbaticals and long-term sickness

At the Parish Church of in the deanery of

DATE & TIME OF SERVICE	SERVICE (e.g. Holy Communion, Morning Worship)	NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO OFFICIANT £	PLEASE ✓ if you wish to claim the Fee	MILEAGE within diocese	SIGNATURE OF VOLUNTARY MINISTER

HDBF = Hereford Diocesan Board of Finance, The Diocesan Office, The Palace, Palace Yard, HEREFORD HR4 9BL

* Please only claim fees & expenses for a regular worship service on this form in accordance with the latest guidance contained in the "Payment of fees to voluntary ministers" booklet:

available from the Hereford Diocesan website [or](http://www.hereford.anglican.org) on request by e-mailing: finance@hereford.anglican.org

To claim fees for officiating at a wedding or funeral service in a parish, or at a crematorium, please use the separate claim forms available from the Diocesan office website.

A Voluntary Minister is entitled to claim fees and expenses for taking a regular worship service during a vacancy, sabbatical or in the case of long-term sickness of the incumbent / priest-in-charge if over and above a Voluntary Minister's normal working agreement. In such cases, fees & expenses are paid centrally by the Diocesan Office. Once completed by the voluntary minister(s), this form should be counter-signed by the Rural Dean. The Rural Dean should post this original form to: **HDBF Finance Team, The Diocesan Office, The Palace, Palace Yard, HEREFORD HR4 9BL** or scan and email it to: finance@hereford.anglican.org

Authorised by: (Rural Dean) **Date:**