

DIOCESE OF HEREFORD - FEE CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS
FEES FOR OFFICIATING AT A WEDDING or FUNERAL*

At the Parish Church of in the deanery of

DATE & TIME OF MARRIAGE SERVICE	NAMES OF COUPLE MARRYING		NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO HDBF £	FEE DUE TO OFFICIANT £
DATE & TIME OF FUNERAL SERVICE	NAME OF DECEASED	NAME OF FUNERAL DIRECTOR	NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO HDBF £	FEE DUE TO OFFICIANT £

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

Please claim fees for a wedding or funeral service on this form in accordance with the latest guidance contained in the "Payment of fees to voluntary ministers" booklet:

https://cofehereford.contentfiles.net/media/assets/file/Payment_of_Fees_to_VMs_web_version_July_2015.pdf

This claim form should be used when an incumbent is in post as well as

* To claim fees and expenses for officiating at a cremation service, please use the separate claim form available from the Diocesan website.

Please note: any travel expenses incurred by a Voluntary Minister in officiating at a wedding or funeral should be claimed from the PCC directly.

Once complete, please pass this form to PCC / BENEFICE TREASURER as appropriate.

PCC / Benefice Treasurers: please submit completed claim forms to HDBF with the appropriate fees on a monthly basis. HDBF Finance team will settle any **fees** owing to Voluntary Ministers on receipt requested by a Voluntary Minister are not reimbursable by the Diocese. PCCs should settle promptly any expenses requested by voluntary ministers. *Thank you very much for your assistance.*