

## **PAROCHIAL FEES**

# **BISHOPS' GUIDELINES FOR CLERGY AND PARISHES**

### **From our Bishops**

As a Church, we want to offer the best possible ministry to those who come to us for weddings, or who have been bereaved. Part of that ministry is clear and simple accounting for the costs that are involved.

These Guidelines for Parochial Fees offer helpful information - please read and refer to them and be ready to follow the rules. Some issues are perennially complex and emotive. It is important that all who have responsibility for managing fees do so according to these Guidelines which have been helpfully provided by the Archbishops' Council and upon which our own are based. Do draw the attention of the Guidelines on these matters to all clergy, Readers, PCC Treasurers, Funeral Directors and Crematorium Managers, where appropriate.

### **Who benefits?**

You will see that, generally, fee income is divided between the PCC and the Diocesan Board of Finance (DBF). We do not want people to feel that the DBF portion just goes into some anonymous fund held by the DBF at Wells. Just as the PCC's fee reflects the costs to the parish in providing the service, so the DBF portion goes straight into paying the stipends of parish clergy. The DBF's fee income is a means by which the diocese can pay adequate stipends and pensions to clergy. It makes a significant contribution to keeping Parish Share levels down.

The ministry of retired and other clergy with Permission to Officiate (PTO) is immensely valuable to the parishes and the diocese as a whole, as well as to the families they deal with. These Guidelines set out clear rules for acknowledging their contribution through the payment of appropriate fees and expenses for conducting services.



Although retired clergy with PTO may receive a portion of fee income in addition to their pension, stipendiary clergy do not receive any part of the fee directly now: it comes back to them from the DBF through their stipend. The general rule is that Readers and Self-Supporting Ministers (SSMs) are normally unpaid, but there are circumstances where it is right for an appropriate share of a fee to be paid, provided this is in their role description and specifically approved by the Bishops.

We are partners in ministry. In order to maintain the parochial ministry, we rely enormously on retired clergy, SSMs and Readers as well as parochial clergy and many hundreds of lay people. We are very grateful to all those who, whether upfront or behind the scenes, work so hard to bring Christian ministry to people at these times of great joy and great sorrow. We very much hope that our churches will continue in that spirit of service to the community and sensitive sharing of the gospel that is at the heart of the life of the Church of England.

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## 1. INTRODUCTION

### 1.1 Ownership and destination of fees

Under the Ecclesiastical Fees Measure 1986 (as amended by the 2011 Measure) a fee is in all but a very few cases the property either of a Diocesan Board of Finance (DBF) or a Parochial Church Council (PCC). In general, the DBF fee relates to the provision of authorised ministry (the costs of which are usually borne by a DBF) and the PCC fee relates to church buildings and local administration and ministry costs.

The DBF fee is a legal liability to the DBF and it is for the DBF to decide to which of its purposes that income should be applied. A PCC may also act as 'agent' for payments to musicians and others.

Although the legislation only mentions PCCs, it is recognised that in some benefices there is an existing Benefice Fees Account; this is entirely acceptable and where 'PCC' or 'parish' is used below, it is deemed to include 'Benefice'.

### 1.2 Good practice

In the past, the usual flow was through PCC/Incumbent to DBF and other recipients and it may be appropriate for this to continue as the normal pattern.

All fees should be passed to the PCC who will then make the appropriate apportionment to the DBF and any Retired Minister, as necessary. Incumbents/Priests in Charge should not handle fees through their own bank account.

The PCC Treasurer does not need to be the person handling the fees account. It can be someone specifically tasked with this, or an administrator, or the Incumbent, and the fees can be handled by the benefice, rather than by the individual parish.

Some parishes find it easier to open a separate bank account specifically for fees although this is not necessary as long as fee income is segregated/restricted. If this is done, the person operating such an account will need to be authorised to do so by each and all of the separate PCCs in the benefice. In those instances where the benefice is still only a single parish benefice, the PCC Treasurer or Parish Administrator, etc. should similarly be authorised to operate the account instead of the Incumbent. This account would need to be reported on to the benefice council and/or the PCCs just like any other account.

Because of the relative inaccessibility of banks in some parts of the diocese, or the increasing number of payments in cash, particularly by wedding couples – a declining number of whom have cheque books – as well as the rising costs of the fees, there is likely to be a quantity of cash collected. This must be kept in a church safe.

All parishes should submit apportioned fees to the DBF on a monthly or quarterly basis. It is not unreasonable to expect fees to be submitted within six weeks of the quarter end. A reminder will be issued by the DBF where fees have not been submitted within a reasonable timeframe. All fees should be submitted with a corresponding form detailing each service. All forms are available on the diocesan website at:

<http://www.bathandwells.org.uk/supporting-parishes/finances/parochial-fees/>. If there are no fees to apportion, please notify the diocesan office using the "Nil Fees Declaration Form".



The current Table of Parochial Fees should be displayed on all church noticeboards and websites and the PCC Treasurer and Churchwardens should also have a copy for their records. In addition to the prescribed fees, all additional fees charged locally (local fees) and agreed annually by the PCC, should be displayed, e.g. heating, the services of a verger, organist, choir, bellringers provision of specially purchased music sheets or recordings, taking of films, video tapes or sound recordings, flowers, etc. Certain local fees such as those for the organist should relate to the guidelines published by the Royal School of Church Music ([www.rscm.com](http://www.rscm.com)) who use the Incorporated Society of Musicians on which to base the *Recommended Minimum Salaries and Fees* ([www.ism.org](http://www.ism.org)) to ensure that the charges made are both fair and reasonable.

### **1.3 PCC fees – the elements**

The level of fees due to a PCC is built up from assumptions about PCC costs of ministry and the time taken in support work. These fees have a number of elements.

- A location/building element based on national statistics for overall costs of repairs and maintenance of church buildings plus assumptions about the number of hours in use.
- An element for administrative staffing based on a secretarial rate of pay.
- PCC fees for burials and monuments include an element to provide for long term maintenance of the churchyard.
- Fees for banns, searches and certificates have now been made payable to the PCC with no apportionment to the DBF.
- In respect of PCC fees for services at public cemeteries, other burial grounds or crematoria:
  - i) where the fee relates to a burial or funeral service which takes place other than in a church or churchyard, the fees are paid to the council of the parish on whose electoral roll the deceased was entered, provided that where the deceased was entered on the electoral roll of more than one parish, the fee shall be shared equally between each of the councils of those parishes,
  - ii) where the fee relates to a burial or funeral service which takes place other than in a church or churchyard and the deceased was not entered on any electoral roll, the fees are paid to the PCC of the parish where the deceased had his or her usual place of residence,
  - iii) if the deceased was a resident of a nursing or care home or similar, the fees are paid to the PCC of the parish which had been the deceased's place of residence prior to entering the care home,
  - iv) in any other case, the fees are paid to the PCC of the parish where the service or other event to which the fee relates takes place.

### **1.4 Extras**

'Extras' can only be charged for items over which those receiving the ministry have a genuine choice. 'Extras' should never be imposed by the Incumbent/Priest in Charge or PCC where those paying the fees have not agreed that they wish to be provided with the 'extras' in question. 'Extras' include the cost of heating the building (but not lighting) and the remuneration of a verger (where a paid verger is deployed) where the costs would normally be met by the PCC, as well as items such as music, flowers, bell-ringing, charges associated with live streaming etc. where it is likely that the PCC will act as the agent collecting payments and pass them on to those who offer the service in question.

Extra charges should not be made for the use of the church or for the completion of registers – these are covered in the PCC element of the fee.

Travel expenses should bear a clear relationship to actual distances travelled. Flat fees are discouraged.



## **2. CLERGY**

### **2.1 Stipendiary Clergy**

It is the Incumbent's/Priest in Charge's responsibility for ensuring that those who officiate at services on their behalf are reimbursed in accordance with these Guidelines. All Clergy who hold the Bishop's Licence, and Retired Clergy with Permission to Officiate (PTO), are asked to accept their mutual responsibility one to another and to comply with the Bishops' Guidelines in the treatment of fee income.

All travel expenses should be met in full accordance with the current PCC or diocesan mileage rate and are payable to Stipendiary Ministers, Retired Clergy, Self Supporting Ministers and Readers. In the case of funerals, the reimbursement of expenses is usually made by the person in charge of making the funeral arrangements or the Funeral Director on his/her behalf.

Fees are to be apportioned by the PCC to the DBF as per the Table of Parochial Fees.

### **2.2 Retired Clergy**

We value the contribution made to church life in the diocese by Retired Clergy.

Retired Clergy with Permission to Officiate (PTO) may officiate at services and they can claim an apportionment of the fee. Archbishops' Council has stated that if a minister without PTO takes a Church of England service, he/she is acting illegally, and by taking the service itself he/she is liable to action under the Clergy Discipline Measure (CDM) even if he/she takes no fee. If a visiting minister has been requested to take a service, he/she must seek permission from the Bishop and the Incumbent to perform the service.

The DBF has agreed that Retired Clergy may receive an apportionment of the Diocesan fee. Fees are apportioned by the PCC to the Retired Minister as per the Appendix to the Table of Parochial Fees and all working expenses should be reimbursed. Funeral Directors are requested to make all payments for fees directly to PCCs. If a Retired Minister receives any funeral fees (for example at a crematorium) directly from a Funeral Director, it is his/her responsibility to account to the DBF for the full amount received less his/her apportioned amount due.

Should the Retired Minister not wish to accept a fee, then the whole fee (excluding the PCC element) should be sent to the DBF with the relevant paperwork.

Ministers receiving such payments are responsible for declaring this income to HMRC for tax purposes.

Please see notes on vacant benefices regarding Casual Duty Fees (Sunday and weekday services during vacancies, holiday cover, sabbaticals, and periods of sickness) on pages 9 - 11.

### **2.3 Self Supporting Ministers and Readers**

Self Supporting Ministers (SSMs) and Readers (licenced or with PTO) are not entitled to receive a portion of the fees unless this has been provided for in their role description, and approved by the Bishop, or where they suffer a loss of earnings as a result of conducting a service. However, all expenses incurred should be reimbursed.

The DBF apportionment of fees are to be passed to the DBF by the PCC with the relevant paperwork.

### **2.4 House for Duty Priests**

The provision of pastoral care for parishes is sometimes by means of House for Duty appointments. This is effectively a stipendiary ministry since the provision of free housing is of considerable value and, in employment terms, this is payment in return for service. In all matters relating to fees therefore, House for Duty appointments are treated in the same manner as stipendiary appointments. As the payment takes the form of free housing rather than a stipend, fees should in all cases be assigned to the DBF unless this is provided for in the role description and approved by the Bishop, or where a loss of earnings is suffered as a result of conducting a service.



## 2.5 Chaplains

In cases where a NHS chaplain has been asked to conduct the funeral of a patient, it is necessary for the incumbent of the parish of residence to give his or her permission. Full guidance about the fees in such cases has been issued by the Archbishops' Council, but where a chaplain who is a clerk in holy orders or a licensed deaconess, reader or lay worker officiates at a service in respect of which fees are prescribed under a parochial fees order, as a matter of law the fees belong to the DBF and PCC in the same way as they do when the parochial clergy officiate.

## 2.6 Ministers from another Diocese

The DBF fee should go to the diocese in which the parish that is providing the service is located.

A minister can only lawfully take a service in a parish to which he/she is not licensed with the consent of the Incumbent. If there is no Incumbent/Priest in Charge, the Area Dean can give consent.

## 2.7 Ministers of another denomination

There are no *statutory* fees payable when a minister of another denomination conducts a service in a Church of England church.

Under section 1(1) of the Ecclesiastical Fees Measure 1986 (as amended by the 2011 Measure) parochial fees are payable where certain duties (set out in Schedule A of the Measure) are carried out by a clerk in holy orders or by a deaconess, reader, or lay worker. Fees are only prescribed by the Archbishops' Council for Church of England services. Parochial fees do not, therefore, arise where a duty is carried out by a minister of another denomination.

# 3. SERVICES

## 3.1 Marriages

It is the Bishop's expectation that each couple be properly prepared for their marriage and it is the responsibility of the Incumbent/Priest in Charge to ensure that this preparatory work is done.

In order that a couple planning a marriage in church may be informed in advance of the cost of their wedding, it is important that they receive a Table of Fees giving a breakdown of the charges payable to the PCC/benefice and to the DBF. It may be helpful to obtain an initial deposit and request payment a month before the marriage to eliminate the risk of non-payment.

Fees should be apportioned as per the Table of Parochial Fees.

If on the day of the service the Incumbent/Priest in Charge is not available, then two thirds of the DBF fee is normally payable to the officiant provided he/she is not stipendiary (please see notes on pages 3 - 4), with the remaining third going to the DBF. Please see the Appendix to the Table of Parochial Fees. The PCC should receive its usual fee.

Should the couple request that someone other than a stipendiary priest perform the preparatory counselling and the service, i.e. a close friend or relative, then the full fee is due to the DBF.

If the marriage service is conducted by a stipendiary minister from another parish, within or outside the Diocese, then the fee should be passed to the DBF through the PCC where the marriage took place.

Fees in relation to the publication of banns and the issuing of marriage certificates are, in all cases, payable to the PCC/benefice.

In the case of a marriage service in church, any costs and expenses incurred in respect of routine administration, making the church available and lighting it are all included in the fee prescribed as payable to the PCC/benefice.



### **3.2 Blessings of Marriage in Church following a Civil Ceremony**

There is no prescribed fee. However, in the light of the Bishop's expectations that the couple be properly prepared for their marriage, it is reasonable to expect them to make a payment equivalent to those fees for a marriage excluding the banns and certificate fees, with the PCC receiving the equivalent of the combined DBF and PCC fee. It is recommended that a policy is agreed between the Incumbent, PCC, and Churchwardens, for services taken where there are no statutory fees.

### **3.3 Collections at Weddings and Funerals**

A PCC can agree that collections in church at funeral services and other occasional services can go to charities and causes nominated by the family concerned. An officiating minister cannot agree to such requests without the authority of the PCC.

It is good practice for collections taken at funerals in church to be dealt with through the PCC account. The cash should be counted by two people (as for other collections), banked and a cheque drawn payable to the named charity. This should be sent without undue delay either directly to the charity or via the funeral directors, together with any envelopes addressed to the charity (Unopened).

The Treasurer should keep a record identifying the service or occasion, the amount collected and the purpose/name of recipient charity. You will also need a control record to ensure all monies collected have been passed on. The PCC are acting as "agent" for the charity concerned, so the amounts are not recorded as income in the financial statements nor in the registers, unless the money is given directly to the Church, or the PCC makes the decision as to the use to which it should be put.

Some Funeral Directors prefer to place a bowl or box for donations in church and to deal with the money given. If the PCC decides to allow this practice, they should be mindful that in doing so they have delegated their responsibility to control the collections under the PCC (Powers) Measure 1956.

### **3.4 Funerals**

It is the Bishop's expectation that proper pastoral care of the bereaved takes place in connection with a funeral and it is the Incumbent's/Priest in Charge responsibility to ensure that this care is provided.

No fee is payable in respect of a funeral or burial of a still born infant or for the funeral or burial of a person dying within eighteen years of birth.

#### **3.4.1 Funerals In Church**

If the Incumbent/Priest in Charge is not available and the funeral is conducted by a Retired Minister, then two thirds of the fee is normally payable to the officiant (please see the appendix to the Table of Parochial Fees) with the remainder going to the DBF.

If the funeral service is conducted by a stipendiary minister from another parish, within or outside the diocese, then the fee should be passed to the DBF through the PCC where the funeral took place.

In the case of a funeral service in church, any costs and expenses incurred in respect of routine administration, making the church available and lighting it are all included in the fee prescribed as payable to the PCC.

Funerals should be recorded in the service register.

#### **3.4.2 Services at a Cemetery or Crematorium**

An Incumbent/Priest in Charge is under a legal obligation, if requested, to conduct the funeral service of a deceased parishioner [Section 2(4) of the Church of England (Miscellaneous Provisions) Measure 1992] at a cemetery or crematorium. However, with the Incumbent's/Priest in Charge's consent, the service may be conducted by another priest or by a Reader. If the Incumbent/Priest in Charge is not available and the funeral is conducted by a Retired Minister, then the PCC needs to offer two thirds

of the fee to the officiant (please see the appendix to the Table of Parochial Fees) with the remainder going to the DBF.



The fees prescribed in the current Parochial Fees Order are payable to the DBF and the relevant PCC whenever a clerk in holy orders of the Church of England officiates at a funeral service at a crematorium, unless the DBF has expressly agreed that retired clergy who undertake occasional duties may keep the fee that is payable to the Board. Please refer to <http://www.bathandwells.org.uk/wp-content/uploads/2014/11/crematorium-funerals-and-parochial-fees.pdf>

There is an apportionment to the PCC for a service at the crematorium. Funeral Directors have been instructed to make all payments through the PCCs who will then apportion the fees as appropriate to all parties. If a Retired Minister receives any funeral fees directly from a Funeral Director, it is his/her responsibility to account to the DBF for the full amount received less their apportioned amount due.

When there is a service at the church followed by a service at the crematorium, the fees should be paid to the PCC where the funeral took place.

When there is a service at the crematorium without any separate service in church, the fees are payable to the PCC of the parish where the deceased lived.

Under the Parochial Fees Amending Order 2019 a cemetery includes any burial ground (except a churchyard) so, for example, a woodland burial ground is covered by the current Parochial Fees Order.

### **3.4.3 Memorial Services**

Where a service of thanksgiving or memorial is held in church within 24 hours of a cremation or burial in the same parish, and there was no funeral service in church, the fees are calculated on the same basis as if this were a funeral in church. Please refer to section 3.4.1. and the table of fees.

Where a service of thanksgiving or memorial service is held on a separate occasion there is no prescribed fee. However, it is reasonable to expect the family to make a payment equivalent to those fees for a funeral, with the PCC receiving the equivalent of the combined DBF and PCC fee. It is recommended that a policy is agreed between the Incumbent, PCC, and Churchwardens, for services taken where there are no statutory fees.

Memorial Services should be recorded in the service register.

In all cases the officiant must first seek and obtain the consent of the Incumbent/Priest in Charge. In cases of difficulty, the Archdeacon should be consulted. It follows from the above that Incumbents are responsible for ensuring that those who officiate on their behalf at funerals, do so in accordance with these Guidelines.

### **3.5 Burials**

Please see the Table of Parochial Fees for details of fees relating to burials. The fees for burial/cremation immediately before or after a funeral service in church differ from those for burial/cremation on a separate occasion. The 1986 Measure states that this provision includes the preceding or following day.

The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.

Please ensure that entries in the burials register are kept up to date and each entry numbered.

When a body or ashes are buried into an existing plot, the PCC and the DBF elements of the fee are payable. The PCC has the discretion to waive the PCC element of the fee, but National Church guidance is that this should only be exercised by the PCC in cases of financial hardship. The PCC element is a contribution toward the general upkeep of the church and churchyard. Whenever a Church of England minister officiates the burial, the DBF element of the fee is always payable.



The table of parochial fees applies to closed churchyards providing the interment is permitted either by a faculty or by any exemption specified in the closing order.

### **3.6 Monuments**

Stonemasons can obtain blue monument forms from the diocesan office.

The DBF fees for monuments are built up from an assumption about the length of time it takes for an Incumbent/Priest in Charge to carry out the legal duty of checking that the monument and/or inscription conforms to the appropriate churchyard regulations.

PCC fees for monuments include an element to provide for long term maintenance of the churchyard but not to the monument itself – the maintenance and upkeep of this remains the responsibility of the relatives and descendants of the deceased in perpetuity.

Monument fees should be apportioned as per the Table of Parochial Fees and stonemasons should be informed to whom the cheques should be made payable.

The fee for monuments applies to all ages of deceased, including still born infants or persons dying within eighteen years of birth.

### **3.7 Searches in Church Registers**

The search fee relates to a particular search where the approximate date of the baptism, marriage or burial is known. The fee for a more general search of a church register is negotiable.

All fees for searches in church registers are payable to the PCC.

### **3.8 Waiving of Fees**

There may be a situation where an Incumbent/Priest in Charge or PCC feels that a fee should be waived. The 1986 Measure, as amended, gives the Incumbent/Priest in Charge a right to waive the DBF's part of the fee but only "in a particular case". The PCC has always had the right to waive its part of the fee. The Archbishop's Council's advice is that the power to waive fees should only be exercised in cases of clear financial hardship.

If the DBF element of a fee is waived, the DBF should be notified by making an entry on the Parochial Fees Returns Form with a nil amount and a note saying why it was waived.

There is a fairly obvious difference between a pastoral service/ministry which is a public service (with a fee payable if it is a service of a description contained in the Order) and more private, pastoral ministry/prayer with family/friends only. Clergy and churchwardens will need to exercise their judgement in such cases, consulting the Archdeacon where necessary.

After consultation with the churchwardens, the Incumbent or Priest in Charge also has a right to waive any fee payable to the PCC, but only "in a particular case" and should be able to account for a particular decision to waive a fee.

It is understandable that some clergy have been known to waive fees for those who are long-standing members of the congregation. The Archbishops' Council believes, however, that this practice should not be encouraged, certainly as far as the DBF fee is concerned. The National Church's guide to fees can be viewed at: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church#na>



## 4. COVER

### 4.1 Vacant Benefices

Detailed information on the procedures during a vacancy will be issued along with other papers sent to Churchwardens and Treasurers at the commencement of the vacancy.

Fees for pastoral duties undertaken by Clergy during a vacancy are detailed below. These fees are for the whole benefice and in cases where there is more than one parish the sequestrators will need to liaise with each other to ensure that the total claim for all the parishes in the benefice does not exceed the maximum fee of £144 per week. Where any additional services are felt to be necessary, payment of the clergy is a matter for the individual PCC, and reimbursement out of the sequestration fund will not be available.

		<b>Maximum per week</b>
For any one service, or any combination, excluding weddings and funerals <i>(maximum of four services per week including Sunday.</i>	<b>£36.00 per service</b>	<b>£144</b>
Pastoral Visiting: One day's visiting	<b>£50</b>	<b>£100</b>
Pastoral Visiting: Half a day's visiting <i>(In both cases a maximum of two days per week in any benefice)</i>	<b>£25</b>	
<u>Maximum</u> weekly charge of a vacant benefice		<b>£244</b>

In all the above cases travelling expenses should be paid, at one of the current recommended PCC rates: **either** full reimbursement at 45p per mile (HMRC tax free rate) **or** the public transport rate equivalent of 25p per mile. The decision as to which rate is to be used is a matter for agreement between the sequestrators and the officiating clergy.

Payment for duties taken and expenses resulting from them are payable by the DBF. However, funds for this purpose are limited and therefore care should be exercised, especially as to the number of services. To keep travel expenses to a minimum wherever possible please arrange for the services to be taken by clergy living nearby. The advice of the Area Dean as to what is appropriate should be taken.

The above fees are not payable to full time stipendiary clergy, self supporting ministers (SSMs), Chaplains or Readers, although they can claim travelling expenses. Fees will be paid only to other clergy who hold the Bishop's Permission to Officiate (PTO). It is the responsibility of the sequestrators arranging the service to ensure that this requirement is complied with. Where that is not the case, then no payment will be made by the DBF. If a minister with PTO, who habitually worships at the church where there is a vacancy, it would normally be expected that they would not take a fee but legally they may still claim the fee.

In the case of impending vacancies, it should be noted that sequestration funds are not available for any period before the legal date of the Incumbent's/Priest in Charge departure. It remains his/her responsibility to provide for pastoral care and services up to the date when the vacancy commences, whether or not he/she has actually moved from the benefice before that date.

Likewise, sequestration funds cease to be available the day before the institution of a new Incumbent or the licensing of a Priest in Charge.

The Bath and Wells DBF operates a system of payment by BACS and reimburses the PCC for payments made to the officiant on receipt of a monthly claim from the sequestrator. BACS payments are usually made mid-month and at the end of the month. Forms are available from the Accounts Department.



## **4.2 Weddings, Funerals and Cremations during a vacancy**

Fees normally payable to the Incumbent/Priest in Charge should be treated as follows:

- i) Where a service is taken by full-time stipendiary clergy, non-stipendiary ministers, a Chaplain or a Reader the fee should be remitted to the DBF for the sequestration account.
- ii) Where the service is taken by any other clergy, the PCC will distribute two thirds of the fee to the clergy person with the remaining third being sent to the DBF. If they do not accept the fee, then it must be passed to the DBF.

In all cases travelling expenses may be claimed at the current diocesan rate, but in the case of funerals and interments they are to be paid by the Funeral Director. For weddings they are a matter for private agreement between the parties.

Extra fees are not payable for visiting clergy undertaking preparation for a wedding or a funeral; these costs are met through the parochial fee prescribed on the Table of Parochial Fees.

## **4.3 Sabbaticals and Holidays**

During sabbaticals and holiday periods, PCCs should pay the appropriate fee for casual duty and travel expenses of visiting clergy. These are not reimbursed by the DBF as they would be during a vacancy; arranging holiday cover is the responsibility of the Incumbent and casual duty fees are payable by the PCC.

When fees are received for wedding and funeral services taken during a sabbatical or holiday of the Incumbent, then two thirds of the fee is normally payable to the officiant provided he/she is not stipendiary (please see notes on pages 3 - 4), with the remaining third going to the DBF. Please see the Appendix to the Table of Parochial Fees.

If a stipendiary minister, SSMS, Chaplain or Reader takes a wedding or funeral service then the fees received are payable to the DBF through the PCC. Travel expenses should be reimbursed.

## **4.4 Services taken during periods of illness**

Fees for casual duty and travel expenses are payable by the DBF for a period of eight weeks commencing at the beginning of the fifth week from the time that an Incumbent is ill. These fees are not payable to stipendiary clergy, SSMS, Chaplains or Readers, although they may claim travel expenses. It is the responsibility of the churchwarden arranging the service to ensure that any visiting clergy have a valid PTO. Any exceptions to these rules must be agreed with the Finance Team and relevant Archdeacon.

## **4.5 When an Incumbent is suspended**

Fees for casual duty and travel expenses are payable by the DBF. These fees are not payable to stipendiary clergy, SSMS, Chaplains or Readers, although they may claim travel expenses. It is the responsibility of the churchwarden arranging the service to ensure that any visiting clergy have a valid PTO.

# **5. AUDIT**

## **5.1 Inspection of Parochial Registers/Fee Audits**

In accordance with Section 9(1) of the Parochial Registers and Records Measure 1978, the Bishop has instructed the DBF to set up a system of inspection of parochial registers on a random and risk basis by the Board's officers. This is, in part, a response to a requirement from the auditors of the DBF for a clear audit trail relating to the receipt and disbursement of fee income. It is also in response to a number of high-profile national cases concerning improper accounting of fee income.



## 6. COPYRIGHT

### 6.1 Video and Audio Recordings of Weddings and Baptisms

Couples getting married or having their children baptised are allowed to record the service without paying any copyright charges provided four conditions are met:

- the rights in the recording and copies of the recording are not to be sold for profit, apart from being sold to the couple or parents who ordered it.
- no more than three copies of the recording are made.
- no part of the recording is to be shown in public.
- permission of any copyright owners is obtained for any music, poetry or other creative work used in the service, either from the copyright owners directly or through the cover of the church's copyright licence (see 6.2 below).

An organist can ask for an extra 50 per cent of his/her fee for playing at a service if a sound recording is made, and an extra 100 per cent if a video recording is made. Professional musicians taking part in the service can ask for the same increases in their fees. Couples wanting to have music at their wedding or at the christening of their children should be told of the extra charge when the arrangements are being made for the service, so that there is no embarrassment afterwards.

### 6.2 Christian Copyright Licensing International

An organisation called Christian Copyright Licensing International has entered into copyright agreements with a large number of Christian music publishers. This enables churches to obtain permission to use these publishers' material by purchasing a licence from Christian Copyright Licensing, instead of having to deal with all the publishers one by one. [Christian Copyright Licensing International *website*: [www.ccli.com](http://www.ccli.com)]

The *church copyright licence* from Christian Copyright Licensing International permits a church to copy the words of thousands of worship songs and hymns for use in church services, in bulletins, liturgies, programmes, song sheets, posters, in bound or unbound song books compiled by the church. Christian Copyright Licensing International also offer a *music reproduction licence* to any church that has a church copyright licence. The music reproduction licence allows a church to photocopy the music of songs and hymns published by a wide range of music book publishers.

For words or music not covered by the church copyright licence or the music reproduction licence, a church should ensure that it purchases proper copies, and, if necessary, contact the copyright owner direct.

CCLI have introduced a streaming licence which is available to any church which holds a CCLI Church Copyright Licence, which the majority of Church of England churches do. For many churches, this licence will cover them for their streaming activity. For churches who are streaming their services via YouTube or Facebook, the CCLI Streaming Licence will cover them for live worship music performed as part of that stream. This would include services streamed or webcast via YouTube but embedded into the church's own website. If a church wishes to host a live stream on their own website then they can apply for a limited online music licence (LOML) from the Performing Rights Society. Churches using Zoom to stream services need both the CCLI Streaming Licence and the PRS for Music LOML

It is not a breach of copyright to play or perform music during acts of worship including weddings and funerals.