

Payment of Fees from 1 January 2018
to
Retired Clergy with Permission to Officiate
Self-Supporting Clergy
and Readers

In response to the Fees Measure 2013, which is both Ecclesiastical and secular law, the Blackburn Diocesan Board of Finance has adopted the following policy for the payment of fees.

The following amounts should be offered:

Retired Clergy with Permission to Officiate

- **Casual Duty Fees**

(that is fees for conducting services within the regular pattern of a parish)

£34 per service, with or without a sermon. Please note that the Diocese can only refund fees for up to 2 services per week during a vacancy.

- **Parochial Fees**

(essentially for weddings and funerals)

A sum equal to 80% of the DBF fee should be offered.

The fees are:

Weddings	£161
Funerals:	
Funeral service in church, burial in churchyard immediately preceding or following church service	£93
Funeral service in church, burial or other lawful disposal of cremated remains in churchyard preceding or following church service	£93
Funeral service in church, burial of body or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following church service	£104
Funeral service in church, cremation immediately preceding or following church service	£104
Funeral service in church only	£82
Burial of body in churchyard on a separate occasion	£32
Burial of cremated remains in churchyard or other lawful disposal of remains on separate occasion	£32
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion	£42
Funeral service at graveside in churchyard and burial of body	£82
Funeral service at graveside in churchyard and burial or other lawful disposal of cremated remains	£82
Funeral service at crematorium or cemetery and burial of body or burial or other lawful disposal of cremated remains	£129
Burial of body in churchyard (committal only) or burial or other lawful disposal in churchyard of cremated remains	£32

Notes:

Any funeral taken by a person with Permission to Officiate is classed as a Church of England funeral by virtue of that minister's ordination. Therefore, the fee must always be dealt with in the manner prescribed above.

Clergy in receipt of a stipend should not accept a fee.

Similarly, salaried clergy, such as those employed by the DBF or DBE and chaplains in all institutions (eg hospitals, hospices, prisons, schools and universities) should not accept a fee.

Self-Supporting Clergy

A fee should not be offered unless this is provided for in the Statement of Particulars.

Fees should be paid by the funeral director to the PCC.

However, if a fee is received by a Self-Supporting Priest for a funeral service, either in church or at a crematorium, it must be passed immediately to the PCC of the deceased's parish.

Readers

Readers should not accept a fee for taking services.

Fees should be paid by the funeral director to the PCC.

However, if a fee is received by a Reader for a funeral service, either in church or at a crematorium, it must be passed immediately to the PCC of the deceased's parish.

Expenses

All expenses, including mileage, incurred by a Minister carrying out any duty should be fully reimbursed by the parish, at the PCC rate, unless these have not been met elsewhere, for example by the funeral director.

Procedures

Some ministers will not wish to accept a fee, but it should always be offered and it is expected that fees will be paid promptly. If the fee is not accepted then the total fee must be passed to the DBF.

Where fees are paid to visiting ministers **during a vacancy**, these will be refunded by the Diocese on completion of the appropriate claim form. The DBF can only refund fees for 2 services per week, including Sunday. Fees cannot be reimbursed during an incumbent's absence through sickness or holiday.

During a vacancy the element of the fee which belongs to the DBF should continue to be sent to the Diocese.

Please note that there is no fee payable for funerals for those under the age of 16.

Fees can only be waived in exceptional circumstances such as extreme poverty. In the event of a minister wishing to waive a fee you must contact the Diocesan Secretary or Archdeacon in order that a record can be made of the DBF's agreement to any waiver.

If you have any queries please contact Mila Farnhill, Ruth McGaughey or Elaine Hargreaves at Church House. (Tel: 01254 503070)