

6. Waiving Fees

As fee income forms an integral part of Diocesan Budget and is legally payable, the waiving of fees should only be considered in very exceptional circumstances bearing in mind the lost income can only be recovered through increased Parish Share contributions. There is also a potential tax implication.

As the Incumbent is legally entitled to receive such income, the Inland Revenue may regard the waived fee as taxable, even though it has not been received. Fees may be waived in the case of the funeral of a child **but in all other circumstances** the permission of the Archdeacon should be obtained.



B Casual Duty Fees

1. Vacant Benefices

The Diocese is responsible for the payment of fees and travel expenses during a vacancy, and guidelines are sent from Church House to the churchwardens in such circumstances.

The Casual Duty fee for a Sunday (or weekday) service is set as an amount equal to one half of the Incumbent's fee for a funeral service in church, **£28.50 in 2011** - subject to a maximum of payment for two services per Sunday or four per week. In addition reasonable travel and other expenses should be reimbursed in full and should be offered at the time of the service unless other arrangements have been agreed.

No fee is payable to licensed Clergy or Readers, but their expenses are to be reimbursed in full. Where Holy Communion immediately follows another service then only one fee is payable.

2. Sickness, Holidays etc.

Fees and expenses are the responsibility of the PCC, and are normally payable at the above rate. However, in cases of long-term sickness absence the diocese will assist. It is expected that retired clergy who are retired in the benefice would not normally expect a fee in these circumstances.

C Exceptions

This leaflet is a set of guidelines which are not expected to cover every individual situation. The Archdeacon should be consulted where exceptions need to be made in particular cases.



Statutory Fees

Bishop's Guidelines

A Occasional Offices

1. Principles

a. The Incumbents portion of parochial fees are an integral part of clergy income and belong to the Incumbent of the Benefice; for convenience they may be assigned to the Diocesan Stipends Fund which helps to ensure consistent stipend payments.

b. The Table of Fees prepared annually by the Ministry Division of the Archbishops' Council is meant to ensure that excessive local fees should disbar no parishioner who is entitled to the benefit of an Occasional Office. The PCC may prescribe reasonable "extra" fees for such items as music, bells, heating, but these must be clearly described as "optional". The sum payable to the PCC includes the normal remuneration of any church servant (e.g. a verger).

c. The Incumbent's fee is intended not only to cover the actual time spent in conducting a service, but also the proper accompanying preparation and pastoral support as well as the necessary administration.

2. Payment of Fees

a. Fees are payable to the Incumbent who is responsible for keeping proper accounts on the sheet provided by the Diocesan Office which should be returned each year with the PUN/PUB form.

Where fees are **assigned** by the Incumbent, they may be collected by the parish treasurer, or other suitable person, and forwarded by them to Church House, but the Incumbent is responsible for ensuring that there is accurate and prompt payment.

b. In a Team Ministry the Team Vicars should agree with the Team Rector how to handle fees, which may include receiving and accounting for their own fees, assigning them or passing them to the Team Rector.

c. Assistant Curates, Non-Stipendiary clergy and Readers should always pass on fees to the Incumbent. The exception for "retired clergy" relates to all clergy, stipendiary or not who are retired, and acknowledges that a pension is usually a lesser amount than previous income. Readers are invited to refer to ¶6.4 in their own regulations.

d. During an interregnum all fees are payable to the Diocesan Board of Finance, except where services are taken by retired clergy, in which case they keep the incumbent's portion.

3. Marriages

It is the Bishop's expectation that each couple be properly prepared for their marriage, and it is the responsibility of the Incumbent to ensure that this preparatory work is done. It is also his or her responsibility to ensure that any marriage conducted within the parish church is conducted according to Marriage Law. If, on the day of the service, the Incumbent is not available, then **two-thirds** of the fee is normally payable if a retired priest officiates, with the remaining third going to the Incumbent. Should the couple request that someone other than the parish priest conduct the service, the full fee is payable to the Incumbent, and not to the officiant.

Fees in relation to the publication of Banns and the issuing of marriage certificates are in all cases payable to the Incumbent. The fees payable by the Registrar of Births, Marriages and Deaths, relating to the registration of marriages, are due to the Incumbent, unless a third party completes the work.

4. Blessing of Marriages 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 to the PCC and to the incumbent equivalent to those fees for a marriage, excluding the banns and certificate fees. Where the incumbent receives any such income, it should be treated in the same way as fee income. Where the Incumbent does not conduct the ceremony the same principles should be followed as in paragraph 3 above.

5. 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 responsibility to ensure that this care is carried out.

a. In church

Where the Incumbent is not the officiant, the principles in paragraph 3 above should be applied.

b. Memorial service

When a memorial service is carried out it is usual to charge a fee equal to that made for a funeral in church and the treatment of the fees is exactly the same. This also applies when a funeral service, incorporating the committal is held at the crematorium with a separate later memorial service.

c. At a Cemetery or Crematorium

If requested, an Incumbent is under a legal obligation to conduct the funeral service of a deceased parishioner at a cemetery or crematorium. However, with the Incumbent's consent, the service may be conducted by another priest or by a Reader. When a retired priest takes the service, then a fee of two-thirds of the Incumbent's fee is normally payable to the officiant.

It is recognised that Funeral Directors sometimes directly contact clergy not in parochial posts. All Clergy who hold the Bishop's Licence, including those with Permission to Officiate, accept their mutual responsibility one to another and must comply with the Bishop's guidelines in the treatment of fee income. **In all cases the officiant must first seek and obtain the consent of the Incumbent. In cases of difficulty, the Archdeacon should be consulted.**

Funeral Directors should be encouraged to pay all fees by cheque (to the Parish if possible rather than to individuals). It is not desirable that fees should be paid in cash.