We require one of the following services ....
Are parochial fees due and to whom should we pay it?

**Choose one of the following options**

- NONE OF THESE
- SEARCHES
- MONUMENTS IN CHURCHYARDS
- WEDDINGS / BLESSINGS*
  - *Following civil ceremony
- FUNERALS / BURIALS (Aged 16 years+)
- BAPTISMS

- Consult with the Benefice Clergy and/or DBF Accounts team
- Agreement received that parochial fee(s) will apply?

**Parochial Fees are not applicable**
Examples:
- Marriage in non-licensed places by Special Licence
- Services undertaken by other denominations

**Prescribed Parochial Fees must be charged by the PCC:**
See Table of Parochial Fees for specifics:

- DBF FEE + PCC FEE
- In the first instance, fees are NOT payable to the officiant. All fees (DBF + PCC element) are payable to the PCC

**PCC Fee**
- Can be reduced/waived at PCC discretion, with Benefice clergy approval
- PCC may offer a choice (and apply a charge) for optional extras to those receiving the ministry, e.g., organist, bells, verger, heating
- PCC can agree to pay reasonable travel and other expenses to the visiting clergy taking the service
- PCC pays the fee(s) and any other agreed expenditure directly to the retired clergy

**DBF Fee**
- Can only be waived in exceptional circumstances, with Archdeacon approval
- Will the service be officiated by a retired clergy with PTO?

- Is the service being held in a church where the Benefice is in Vacancy?
  - *(See B.1 for Team Benefice Vacancies: a TEAM VICAR Vacancy does not mean the Benefice is vacant)*
- Will the service be officiated by an ordained clergy who holds the Bishop’s license; or, retired clergy, LLMs, Lay Workers, Chaplains with P.T.O?

- Will the service be officiated by a retired clergy with PTO?
  - 100% to Clergy
  - 2/3ds to Clergy 1/3rd to DBF
  - 100% to DBF

- After deduction of fees due to retired clergy, submit quarterly DBF fee return (spreadsheet) with associated payment

Who are entitled to DBF fees?

Bishop’s Guidelines 2019 05.12.18