



## DIOCESE OF ST ALBANS

### GUIDE TO THE PAYMENT OF FEES

There are two main categories of fees: (1) Statutory fees for marriage and funeral services and (2) Fees for occasional duties.

#### (1) STATUTORY FEES

##### **Incumbents**

Incumbents with freehold of the benefice are entitled to keep statutory fees for all services taken in church, cemetery, crematorium or churchyard as a contribution towards their stipend. However, most incumbents nowadays enter into a Deed of Assignment to the Board of Finance so that the fees are paid to the Board and the stipend, or augmentation grant, is paid in full.

It is helpful if fees are sent in to the Diocesan Office on a regular basis. A cheque payable to the *St Albans Diocesan Board of Finance* should, therefore, be sent in, accompanied by a Record of Clergy and Casual Duty Fees, at the end of each quarter.

It is necessary for clergy who choose not to assign their fees, but to keep them as part of their stipend, to declare such fees on the annual return of income and expenditure and to have their augmentation grant reduced accordingly.

##### **Priests-in-Charge**

Priests-in-charge of parishes should not receive statutory fees because their parishes are technically vacant and they are paid augmentation grants from the Stipends Fund instead. Statutory fees received should be sent to the Diocesan Office, accompanied by a Record of Clergy and Casual Duty Fees, once a quarter.

##### **Team Vicars**

In some team ministries all fees are passed to the Team Rector who assigns them to the Board of Finance and sends in a cheque and remittance once a quarter. However, in other teams, the rector and team vicars deal with their own fees separately, but still assign them to the Board of Finance.

##### **Assistant Curates**

Assistant curates should not receive statutory parochial fees as these are the legal entitlement of the incumbent. However, the incumbent has the right to direct that the fee that would otherwise be payable to him or her should be payable to the minister performing the service. Assistants who receive statutory parochial fees should bear in mind that such fees are taxable income and should be declared on the annual return of income (PSA), as they form part of the stipend and will be taken into account in calculating the Stipends Fund grant (apart from the first £50). Alternatively, such fees may be legally assigned to the Board of Finance in return for a balancing stipend grant, on completion of a Deed of Assignment obtainable from the Diocesan Office.

The **Table of Parochial Fees** setting out the statutory fees is circulated to every parish in December each year by the Ministry Division of the Archbishops' Council.

##### **Non-Stipendiary Ministers and Readers**

Normally, **non-stipendiary ministers** with a bishop's licence and a job description receive no fees for conducting divine worship or occasional offices within the parishes to which they are licensed. They also receive no fee if conducting divine worship or occasional offices in a neighbouring parish, as part of the agreed pattern of their work.

Nevertheless, fees should be collected as set out in the Table of Parochial Fees and be passed to the

incumbent or priest-in-charge.

**Readers** are voluntary and unpaid and, therefore, not entitled to a fee for their service. When readers conduct a funeral, they should collect the fee payable to the incumbent in respect of the service and pass this to him/her.

## FEES IN A VACANCY

In a vacancy the incumbent's part of the statutory fee should be paid into the Vacancy Account after the deduction of any fee payable to a retired stipendiary priest if appropriate (see below).

## (2) FEES FOR OCCASIONAL DUTIES

### Retired Stipendiary Clergy

The Board of Finance has agreed that, with effect from 1<sup>st</sup> April 2009, the fee payable to retired stipendiary clergy for conducting one service of divine worship shall be 50% of the statutory fee payable to incumbents for a funeral service in church. For 2009 this will be £27.

For each subsequent service on the same day in the same parish or group of parishes the fee shall be 25% of the statutory fee payable to incumbents for a funeral service in church.

For weddings and funerals, the fee is two-thirds of the statutory fee payable to an incumbent as set out in the Table of Parochial Fees for each service, regardless of the number of services on the same day. The balance of the fee for a wedding or funeral should be passed to the incumbent/priest-in-charge as appropriate and treated as in **(1)** above.

Said services on weekdays may be the subject of individual arrangements at reduced rates.

Fees should be paid **only** to retired clergy. Clergy who are on the diocesan payroll in any sense whatever, non-stipendiary clergy (unless they have relinquished their Licence and have the Bishop's Permission to Officiate), and readers should pass fees, to be treated as in **(1)** above, to the incumbent/priest-in-charge as appropriate.

Expenses at the current rate should be paid **automatically** to all clergy and to readers, **whether or not retired**. A meal or other refreshment should be provided, where appropriate.

Further information about fees can be obtained from the *Diocesan Handbook* or from the booklets *A Guide to the Church of England Parochial Fees* (Church Commissioners 1993) and *Supplementary Guidance Notes for Clergy* (December 1999).

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