

DIOCESE OF ST ALBANS
GUIDE TO THE PAYMENT OF FEES
Updated November 2018

GUIDANCE

A Guide to Church of England Parochial Fees (last updated January 2015) is available at:
<https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church>

A summary of Frequently Asked Questions (last updated January 2015) is available at:
<https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/life-events>

Guidance from the Legal Office (dated January 2015) on Crematorium Funerals and Parochial Fees is available at: <https://www.churchofengland.org/sites/default/files/2017-12/crematorium%20funerals%20and%20parochial%20fees.pdf>

FEES

The table of parochial fees for 2019 is available at:
<https://www.churchofengland.org/sites/default/files/2018-11/Fees%20Table%202019%20%20-%20A4%20-%20all%20v2.pdf>

The table of parochial fees for 2019 (short summary) is available at:
<https://www.churchofengland.org/sites/default/files/2018-11/Fees%20Table%202019%20short%20summary%20v2.pdf>

The tables of parochial fees for 2018 are available at:
<https://www.churchofengland.org/sites/default/files/2017-10/Fees%20Table%202018%20%20-%20A4%20-%20all.pdf>

The table of parochial fees for 2018 (short summary) is available at:
<https://www.churchofengland.org/sites/default/files/2018-01/Fees%20Table%202018%20short%20summary.pdf>

FORMS

Fees should be sent to the Diocesan Office using the form available at:
<http://www.stalbans.anglican.org/finance/parochial-fees/>

Self- Supporting Ministers and Readers

Normally, Self-supporting ministers or Readers with a bishop's licence 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. They are, however, entitled to reimbursement of expenses.

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

FEES IN A VACANCY

In a vacancy the statutory DBF fee should be paid to the DBF in the usual way after the deduction of any fee payable to a retired stipendiary priest if appropriate (see over page).

FEES FOR OCCASIONAL DUTIES

Retired Stipendiary Clergy

The Board of Finance has agreed that the fee payable to retired clergy for conducting one service of divine worship shall be 50% of the statutory fee payable to the Diocesan Board of Finance for a funeral service in church. For 2018 this will be £51.50.

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 for a funeral service in church. For 2018 this will be £25.75.

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, Self supporting clergy (unless they have relinquished their Licence and have the Bishop's Permission to Officiate), and readers should pass fees to the responsible person in the parish who should send such fees to the DBF as above.

FEES FOR OCCASIONAL OFFICES

Where an occasional office is taken by a Reader or SSM, the whole of the DBF fee, or in the case of retired clergy one-third of the fee, must be paid to the DBF. Under the new arrangements, retired clergy who were previously SSMs are entitled to fees on the same basis as other retired clergy. Where services are taken wholly at the crematorium, the PCC fee belongs to the PCC of the parish on whose electoral roll the deceased was entered, otherwise the statutory 'PCC Fee' is payable to the parish in which the deceased was resident. The rest of the fee is payable to the DBF, except in cases where retired clergy officiate who are to be paid two-thirds of the fee, the balance being paid to the DBF. It is not permissible for those officiating at such a service to retain the full fee on the basis of operating as a 'civil celebrant' and to do so may constitute an ecclesiastical offence.

In all cases, expenses should be paid in full at diocesan rates which are set in accordance with HMRC limits. Expenses are extra to, and not deducted from, the fee. Details of current rates can be found at: <http://www.stalbans.anglican.org/finance/mileage-rates/>

A lump sum payment, or rates in excess of HMRC limits, is likely to give rise to a liability tax and is not recommended. Any payment received by an individual in excess of the approved rates for actual mileage involved should be paid to the PCC. Expenses incurred in pastoral visits prior to or following as service should be met by the PCC. A meal or other refreshment should be provided, where appropriate.

Any queries about fees should be addressed to Mita Afari at the Diocesan Office, telephone: 01727 818111; e-mail: mafari@stalbans.anglican.org