

## **FEES AND EXPENSES FOR OCCASIONAL DUTIES**

The Ecclesiastical Fees (Amendment) Measure took effect on 1 January 2013. Guidance on the Measure is contained in E10 Parochial Fees and also on the diocesan website.

### **Fees**

A copy of the Table of Parochial Fees prepared by the Archbishop's Council under the Ecclesiastical Fees Measure 1986 as amended by the Ecclesiastical Fees (Amendment) Measure 2011 and authorised by the current Parochial Fees Order is available on the diocesan website <http://www.cofesuffolk.org/information-for-clergy/parochial-fees> . The Table of Fees and its accompanying notes give up to date information on the statutory fees payable.

### **Fees for Occasional Duties by Retired Stipendiary clergy during vacancies**

Fees payable to retired stipendiary clergy with the Bishop's Permission to Officiate, are for occasional services conducted when a parish is vacant. The Diocesan Board of Finance recommends a standard fee per service, which for 2013 is £20 per service with a maximum of £40 in any one day.

All clergy and licensed lay ministers who take services in parishes during vacancies are entitled to claim their traveling expenses at the rate recommended by the DBF.

These fees and expenses are paid from sequestration funds. All claims for fees and traveling expenses should be submitted via the archdeacon using the form available either from the diocesan website (see above for the link) or from the archdeacon.

### **Fees for Occasional Duties by Retired Stipendiary clergy at the invitation of the incumbent**

When retired stipendiary clergy are invited by incumbents / priests in charge to conduct occasional marriage or funeral services, e.g. during times of holidays, periods of sickness or study leave, the retired clergy can claim the fee listed in the Archbishop's Council Table of Parochial Fees as payable towards the stipend of the Incumbent. Under the new arrangements for the payment of fees the fee is paid to the PCC or DBF and clergy should claim the fee from the DBF using the form available from the diocesan website.

<http://www.cofesuffolk.org/information-for-clergy/finance-forms-and-resources>

Current guidelines from the Archbishops' Council Ministry Division propose that eighty percent of the fee should be paid to the officiating minister and twenty percent retained by the diocese to meet the cost of continuing ministerial development to which all PTO's are entitled. This diocese has not adopted this approach. This does mean that the diocese is at variance with other dioceses, including some of our neighbouring dioceses. Retired clergy in receipt of full fees are invited to consider voluntarily remitting twenty percent of the fee to the diocese. If this is done by paying money back to the diocese after the full fee has been claimed, then this amount can be Gift Aided. If twenty percent of the fee is remitted on the claim form, then the amount can not be Gift Aided, as the donor has not made a physical payment.

### **Expenses**

Travel expenses can be claimed from the PCC. However, when it is necessary for the officiating minister to travel to a cemetery or crematorium, transport should normally be provided by the funeral director. If this is not possible, the officiating minister should claim reimbursement of traveling expenses from the funeral director on a mileage basis at the current diocesan mileage rate.

### **Fees for Sunday duty by Retired Stipendiary clergy at the invitation of the incumbent**

When retired stipendiary clergy are invited by incumbents / priests in charge to conduct Sunday services during holidays, periods of sickness or study leave the fee is the responsibility of the PCC. The rate is the same as that recommended by the DBF for services taken during a vacancy.

### **Fees and Expenses for Self Supporting Clergy**

Currently self supporting ministers are not entitled to any fee income. All statutory fees applicable to the minister (eg for funerals or marriages) are property of the Diocesan Board of Finance and contribute towards the cost of ministry within the diocese.

Out of pocket expenses incurred in the course of performing duty (eg travel as mileage allowance) may be claimed from the PCC, if not reimbursed from another source. Local arrangements for the reimbursement of these out of pocket expenses are a matter for the PCC.