

These answers should be read alongside:
the 'Guide to CofE Parochial Fees from January 2013'
and 'Quick Guide to Parochial Fees'.

Both documents are available on the diocesan website

<http://www.stedmundsbury.anglican.org/index.cfm?page=governance.content&cmid=107>

1. ADMINISTRATION FORMS	
1.1	<p>The quarterly fee forms have no column for the name of the funeral director, where should this information be recorded?</p> <p>The form has been amended and now has a column for detailing the Funeral Director/Stone Mason.</p>
1.2	<p>How do the quarterly fees forms need to be returned to Diocesan Office i.e. email or hand written?</p> <p>The forms can be emailed or returned by post</p>
1.3	<p>Would it not be easier if everybody emailed the forms back?</p> <p>Not all Treasurers have email and many still have to send in cheques by post.</p>
1.4	<p>What goes in the column headed 'Additional details' on the quarterly return form?</p> <p>This could be used for details of waived fees, and more information on the type of service.</p>
1.5	<p>If you have three churches in a benefice and three different treasurers how will fees be received and allocated?</p> <p>It will depend on whether funeral directors pay by cheque or BACS but all payment will be tracked back to the PCC. It is important that clear records are kept in each parish of all service taken. Returns to the diocese can be by individual parish or benefice. It is probably more helpful to do a benefice return so that clergy can ensure that all the services that they have taken are accounted for. Some benefices maintain a benefice account for all fees and one person acts on behalf of all the parishes.</p>
2. GENERAL	
2.1	<p>When a service is taken outside of the parish of the deceased, which PCC receives the fee? Or a minister is asked to conduct a funeral service for someone resident in a nursing home that is not part of their parish.</p> <p>The National Guidelines state: (a) In the case of a burial or funeral service that takes place in a church or</p>

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	<p>churchyard, the PCC fee belongs to the PCC of the parish where the church or churchyard is situated,</p> <p>(b) In the case of a burial or funeral service that takes place somewhere other than a church or churchyard, and the deceased was entered on a church electoral roll, the PCC fee belongs to the PCC of the parish on whose electoral roll the deceased was entered. If the deceased was entered on the electoral roll of more than one parish, the fee shall be shared equally between each of the PCCs of those parishes,</p> <p>(c) In the case of a burial or funeral service which takes place somewhere other than in a church or churchyard and the deceased was not entered on any church electoral roll, the PCC fee belongs to the PCC of the parish where the deceased had his or her usual place of residence,</p> <p>(d) in any other case, the PCC fee belongs to the PCC of the parish where the service or other event to which the fee relates takes place.</p> <p>In the situation where a person is from a nursing home rule c applies even if the service is conducted by a cleric from a different parish.</p>
2.2	<p>The fees table states that £21.00 is payable to the PCC if the service is taken at the crematorium. Why is this?</p> <p>This payment is to compensate for the service being taken out of the parish.</p>
2.3	<p>How can PCC fees and DBF fees be distinguished when paid electronically?</p> <p>It is important that it is made clear that any optional extra fees are paid directly to the PCC with only the DBF fee paid directly to the DBF.</p>
2.4	<p>If the crematorium fees are paid directly to the DBF how does the PCC get their payment back?</p> <p>It is hope that funeral directors won't pay the gross fee to the DBF. If this does occur the clergy with PTO will be paid on receipt of an authorised claim. The PCC portion will be recorded on the quarterly return and deducted from amounts due to the DBF.</p>
2.5	<p>How much do we charge for burial of ashes in a civic cemetery?</p> <p>If a service has taken place elsewhere then the fee is £56 (burial on separate occasion).</p>
<p>3. FUNERAL DIRECTORS AND MONUMENTAL MASONS</p>	
3.1	<p>As a diocese we have contacted local funeral directors, will we be making contact with local stone masons too?</p> <p>Yes.</p>
3.2	<p>Is there a way that parishes could be made aware of the funeral directors and stone masons who have chosen to pay direct to the DBF?</p> <p>All funeral directors are encouraged to pay the DBF directly. Monumental masons will need to continue to pay via the PCC as the incumbent needs to sign the</p>

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	'Application to introduce a monument into a churchyard' form saying that they have received the appropriate fee.
3.3	Will the DBF be advising the funeral directors not to make gross fee payments? Yes
3.4	How will the DBF deal with funeral directors who are slow to pay? The Archdeacon of Suffolk chairs the Funerals Group and funeral directors who are members of the group are willing to intervene. The DBF take appropriate credit control procedures against all overdue debts up to and including, as a last resort legal action.
4. SELF SUPPORTING MINISTERS	
4.1	When is a decision likely to be made about the SSM's fees? Will it be backdated? A consultation with SSM's will need to take place before any decision is made but backdating would not be an option.
4.2	Some SSM's feel strongly about receiving fees and this is true for some Readers too. Are there any plans to apply this to Readers too? This would be a decision to be made by the Diocesan Synod on the recommendation of the Bishop's Council.
5. WAIVING FEES	
5.1	Do clergy / PCCs need to record when fees have been waived? Yes. This should be recorded on the forms that are returned to the DBF.
5.2	When waiving fees, should both the DBF and the PCC fee be waived? Yes
6. EXPENSES	
6.1	When asked to take a funeral at the crematorium who should pay travel expenses? It is the funeral directors responsibility to provide transport, if this is not provided you have the right to charge the funeral director expenses. (Guide section 38)
6.2	I have been told that when a funeral is taken outside of my parish the travelling expenses should be taken from the fee to the DBF. Is this correct?

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	No. If you are asked to take a funeral by a funeral director of family of the deceased it is their responsibility to pay your traveling expenses. (Guide section 38)
6.3	Should expenses for travelling expenses to funeral visits be taken from unrestricted funds or out of the fee? The fee counts as unrestricted income to the PCC and so expenses are accounted for in the usual way.
6.4	There is no consistency on how funeral directors pay travelling expenses; some pay a standard payment and others per mile. What should clergy be claiming for? It is at the discretion of the PCC and the individual what is waived but funeral directors should be meeting the travelling expenses incurred. Guide: section 38
6.5	There are two types of travelling expenses funeral visits and funeral service, who pays which? See Guide section 38
7. EXTRAS	
7.1	When extras for weddings are not provided by incumbent but brought in by the individual should a fee still be charged? If the parish employs an organist then there will be an agreement about what happens if an organist is brought in. Usually there is a fee due to the organist. See the guidelines on the RSCM website.
7.2	Is there any way that there could be some uniformity in the charges for 'extras'? One way is to discuss the extras at chapter. Fees need to be reasonable and justifiable. For organist fees see the RSCM website and for bell ringers the Guild of Bell Ringers.
7.3	What guidance is the on charging for services of blessing , rededication or renewal of vows or thanksgiving services? The Guide section 23, 24 recommends that the charge for a special service should be based upon the parochial fee for an equivalent service.
7.4	Is it the discretion of the PCC on charges made for optional extras? Yes, these charges must be clearly recorded as to whether a charge was made or fee waived.
7.5	How do payments for 'extras' get handled when bell ringers and organists want paying in cash?

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	A cheque should be made payable to the PCC and the treasurer should make the payment or the family make a cash payment direct to the bell ringers and organist.
8. CLERGY WITH PERMISSION TO OFFICIATE	
8.1	<p>Some clergy with PTO get asked to cover services that for more than 1 parish, the returns form requests the signature of the Incumbent. Does this mean that a signature is required for each service taken or can one incumbent sign for all?</p> <p>One incumbent can sign for all. This would normally be the incumbent for whom the greatest number of services has been taken. However all incumbents need to be made aware of services taken relating to their benefices.</p>
8.2	<p>Who authorises the claim form if the parish is in vacancy?</p> <p>Where a parish is in vacancy it should be signed by the Rural Dean or the Incumbent that you normally work with.</p>
8.3	<p>What if Clergy with PTO are contacted directly by the funeral director to take a service and the incumbent may not be aware?</p> <p>As a matter of courtesy the person taking the service should notify the incumbent of that parish that they have taken the service. This is about our shared ministry together and also enables the local church to ensure effective on-going pastoral care.</p>
8.4	<p>Do clergy with PTO have to wait and make a quarterly claim?</p> <p>Clergy with PTO can make a claim on a monthly or quarterly basis</p>
8.5	<p>How should retired Clergy record fees on a tax return if paying 1/3rd to the diocese and gift aiding?</p> <p>If the fee to DBF is gift aided the DBF can claim gift aid on payment. The DBF does not pay tax and therefore the full fee should be declared on the individuals tax return form.</p>
8.6	<p>If a funeral director does pay a retired cleric the funeral fee at a crematorium, what should they do?</p> <p>The cleric should inform the DBF with all the details and also forward the PCC element of the fee (£21) to the PCC.</p>
8.7	<p>Can chaplains claim fees? Is it different if they are acting as locums?</p> <p>Chaplains are not entitled to fees, they are treated as SSMS. (Guide to Parochial Fees leaflet)</p>