

**Diocese of York**

**Fees for Casual Duty and Occasional Offices:
from 1 January 2025**

**Introduction**

This document is intended as a guide to fees for all clergy and PCCs with special focus on when and to whom it is appropriate to make personal payments for services. It should be read in conjunction with the national Table of Parochial Fees and the relevant pages on the diocesan website:

[**Life events parochial fees and guidance | The Church of England**](https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance)

[**www.dioceseofyork.org.uk/fees**](http://www.dioceseofyork.org.uk/fees)

**Who can receive payment for officiating at Sunday or Weekday Services?**

Casual duty fees for Sunday or Weekday services are due to retired clergy who were formerly stipendiary and from 2025, also to self-supporting ministers who have attained State Pension Age. They are ***not*** due to any other ministers, stipendiary, house for duty, or voluntary although they should be offered travelling expenses (see below). The Bishops assume that most retired clergy would not expect to receive a fee for assisting in the benefice where they regularly worship and that should be considered the norm except during a vacancy.

**Who should pay the fee for casual duty?**

Casual duty fees and expenses for parishes in vacancy will be met by the diocese for Sunday Services, Principal Feasts & other Principal Holy Days (listed in bold red type in Common Worship pp1-16) and Harvest & Patronal Festivals. Only one payment will be due when two services follow from each other in the same church (e.g. baptism following a morning service).

In cases where there are well attended mid-week Eucharistic services, the archdeacons may authorise claims to be submitted to the diocese, but this must be confirmed in writing by the archdeacon. The area dean should countersign all claims for payment before they are submitted to Diocesan House.

At all other times (e.g. to cover holiday absence) they are the responsibility of the PCC, although in situations of extended (i.e. in excess of 4 weeks) absence due to ill health, the archdeacons may authorise claims to be submitted to the diocese.

**What about Readers?**

PCCs and Churchwardens are reminded that the use of Readers should be considered when services of Morning and Evening Prayer are being arranged, especially during vacancies. Readers may not take any fees personally, but should receive travel expenses from the Diocese or PCC body as appropriate (see below).

**Fees for Occasional Offices (Parochial Fees)**

People are required by law to pay for some services provided by the church and by clergy, including marriages and funerals. These payments are called *parochial fees.* The fees rates are prepared by Archbishops’ Council and approved by General Synod (usually increased annually). Current rates can be obtained from the Church of England website or from finance@yorkdiocese.org Since 2013, parochial fees are composed of two elements: these are ‘fee payable towards the Diocesan Board of Finance’ and ‘fee payable to parochial church council’.

A very limited number of stipendiary clergy in the Diocese of York continue to have the right to retain fees. If this applies in your local situation, please contact finance@yorkdiocese.org for further guidance.

The DBF recommends that the people paying the fee (e.g. marriage couple, funeral director) should be encouraged to pay the total sum including both fee elements by cheque/BACS to the PCC. The PCC treasurer should then make a monthly (quarterly for returns of £400 or less per quarter) payment by BACS or cheque for the total of the DBF’s fees (less anything that was paid to a retired clergy person who might have taken the service) to the DBF, together with the appropriate Return of Fees form. If paying fees to the DBF by BACS, please use these bank account details:

**York** **Diocesan Board of Finance Limited 20-99-15 30985759**

Please quote parish name or code and the word **fees** in the payment reference and email the Return of Fees form to finance@yorkdiocese.org.

**Who may receive payment for officiating at occasional offices?**

A minister who conducts a wedding or funeral may receive payment (from the DBF) *if and only if* they are a retired priest, who, at some stage before retirement, had a stipendiary post (i.e. received a curate’s or incumbent’s stipend). The rate set in this diocese follows the national recommendation of the Archbishops’ Council and is equivalent to approximately 80% of the DBF fee. **Please note** that with effect from 1 January 2025 the DBF portion of the fee for a crematorium funeral has been reduced by the allocation of a portion of the fee to the PCC.

It is a condition of the licence they hold, that Readers and non-stipendiary ministers may not keep any portion of the DBF’s fee. They may receive out-of-pocket travel expenses, but not compensation for lost earnings. House-for-Duty clergy may not normally keep fees, but some individuals may have written permission from the bishop to retain them. Please ask the archdeacon or the bishop’s office for advice if you have any queries in relation to these points.

**Under what circumstances may fees be waived?**

Since January 2013, there are no fees due for funerals of those under the age of 18. The national guidance is that fees may be waived at the discretion of the incumbent or priest in charge for example in cases of clear financial hardship. Retired clergy, curates, readers etc do not have the authority to waive fees; in cases of uncertainty please consult the archdeacon. The incumbent may not waive fees generally – (s)he must be able to point to something about the particular case that would justify waiving the fee, and be prepared to produce a justification if asked, as part of an audit trail. We recommend that incumbents and churchwardens should make a written note of any waivers that have been made.

The DBF will expect confirmation that in those cases where the DBF fee has been waived, a similar waiver has applied to the PCC fees. You should be aware that checks may be made by, or on behalf of the archdeacons to ensure that proper records are being kept of all funerals and the associated fees.

**Expenses**

The payment of expenses is completely separate from the payment of fees. Any person taking **occasional offices** should be fully reimbursed for their expenses by those requesting the service.

Persons undertaking **casual duties** should also be fully reimbursed for their expenses. This includes readers, SSMs and visiting licenced clergy. The expenses should be paid by the PCC or DBF following the same guidelines as set out above re vacancies and illness.

The Diocese currently reimburses mileage at the following rates which have also been adopted by many of our PCCs:

|  |  |
| --- | --- |
| **Type of vehicle** | **Rate per mile** |
| Cars and vans  | 45p |
| Motorcycles | 24p |
| Cycles | 20p |

 **Payments to retired formerly stipendiary clergy
for Casual Duty and Occasional Offices (at January 1 2025)**

|  |  |
| --- | --- |
| Sunday & Weekday Public Worship*No more than £60.00 to be paid in respect of casual duty on any one day.*  | £30  |
| Marriage | £198 |
| Funeral in church | £102 |
| … followed by burial in churchyard | £14 |
| … or cremation, or burial in cemetery | £28 |
| Crematorium only funeral | £159\* |
| Burial of cremated remains | £42 |

**\***Fee has reduced from 2024, due to the allocation from 1 January 2025 of £35 of the total parochial fee to the PCC (2024: £nil).

 ***Ven Amanda Bloor*** *Archdeacon of Cleveland* ***Ven Andy Broom*** *Archdeacon of the East Riding* ***Ven Sam Rushton*** *Archdeacon of York* ***Canon Peter Warry*** *Diocesan Chief Executive*