**Diocese of York**

**Guidance Notes on Fees for Retired Clergy**

 **Introduction**

This document is intended as a guide to fees for retired ministers in the Diocese of York. The following guidance applies to casual duty fees and also payment for officiating at weddings and funerals.

Only retired clergy who were formerly stipendiary are eligible to receive payment for casual duty. House for duty, self-supporting or voluntary ministers may not normally receive a fee 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 is considered the norm, except during a vacancy.

**Casual Fees for Sunday and Midweek Duty during Vacancies**

The fee for each service is **£30.00** and should be claimed from the Diocese during vacancy and extended (i.e. greater than four weeks) absence due to illness, as agreed by the archdeacon. A maximum of 2 services may be claimed on any one day. Only one payment will be due when two services follow from each other in the same church (e.g. baptism following a morning service).

A payment will only be made by the diocese for mid-week services where that has been agreed at the beginning of the vacancy by the Archdeacon.

Claims should be made on the form provided and be countersigned by the Area Dean before being submitted to Diocesan Office for payment.

Payments for services under all other circumstances (e.g. holiday cover) are the responsibility of the PCC.

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

As you know, parochial fees must be charged for occasional offices. There are two elements to each fee; they are ‘Fee payable towards the Diocesan Board of Finance’ and ‘Fee payable to Parochial Church Council’. All fees are the legal property of the PCC and DBF and must pass through the appropriate parochial or diocesan accounts.

The Diocese of York has adopted the recommendation of the Archbishops’ Council and has determined that a payment will continued to be offered to those retired, formerly stipendiary, clergy officiating at occasional offices, with the rate set at approximately 80% of the fee payable to the DBF. The fees are set in such a way that retired, formerly stipendiary clergy will receive at least as much payment as under the previous system of assigned fees.

For the most frequently performed occasional offices, from **1 January 2025** you will be eligible to receive:

|  |  |
| --- | --- |
| 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 | £40 |

**\*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. The grant to a retired minister remains at 80% of the DBF Fee.

**Arrangements for handling of Fees where the service takes place in a church:**

Where the service takes place in church, the DBF recommends that the whole fee should be payable to the PCC which will then take responsibility for allocating the fee to the appropriate recipients, including the retired officiant and the DBF.

**Arrangements for handling of Fees where there is no service in church:**

If, at all possible, we advise that a single payment is made by BACS or cheque to the PCC of the parish on whose behalf the service is being conducted. The PCC will then ensure that the necessary payments are made to both the officiating minister and the DBF.

Where this is not possible, a BACS payment or cheque should be sent directly to York DBF. If a cheque is given to you, you are then asked to ensure that it is passed on to the DBF promptly who will ensure that the fee is allocated and remitted to the appropriate parties including yourself. Please do not ask for (or accept) cash payments, or cheques made payable to yourself personally.

We will provide you with a paper (or electronic) form on which you are asked to record details about the deceased. On receipt of a BACS payment/cheque and a completed form we will process a payment as quickly as we can.

**Expenses**

The payment of expenses is completely separate from the payment of fees. When you undertake casual duties you should always be offered full reimbursement of your expenses. The expenses should be paid by the PCC or DBF, as appropriate. In those cases where the DBF would normally be responsible for meeting casual duty fees, the DBF will be responsible for meeting travel expenses. In all other cases you should claim expenses from the PCC.

Expenses relating to occasional offices should be fully reimbursed by those requesting the service. You are responsible however for making Funeral Directors aware of the expenses that are to be claimed so that they can add it to the PCC/DBF payment or make a payment directly to you on behalf of the family.

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

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

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