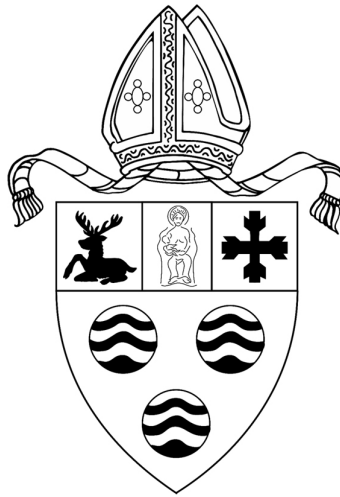


# DIOCESE OF SOUTHWELL & NOTTINGHAM



## *Regulations & Guidelines for the Payment of Parochial & Casual Duty Fees to Retired Clergy, Self Supporting Ministers & Readers*

*With reducing numbers of stipendiary clergy and in developing fresh patterns of shared ministry the Church relies heavily on Retired Clergy, Self Supporting Ministers and Readers. Without their considerable and much appreciated help it would be impossible to maintain the services and pastoral care needed in the parishes of our Diocese. These 'Diocesan Regulations & Guidelines' are based on those produced by the Church of England. They promote good practice in ministry and a proper balance between the financial needs of the Church and the principle of the labourer being worthy of hire.*

**+George Southwell & Nottingham**

*Revised & effective from 1 January 2007*

## REGULATIONS & GUIDELINES

*A national review of fees is under discussion and part of the on-going business of the Southwell & Nottingham Diocesan Synod is a review of retired clergy fees in particular. Until these changes are notified, all ministers licensed or permitted by the Bishop to officiate at services are required to adhere to these regulations for the pastoral and financial benefit of the diocesan family.*

### **1. Tables of Fees**

The annual Table of Parochial Fees published by the Archbishops' Council remains the statutory reference: in addition an annual *Diocesan Table of Parochial & Casual Duty Fees Payable to Retired Clergy, Self Supporting Ministers & Readers* will be provided to accompany the *Diocesan Regulations & Guidelines*.

### **2. Destination of Incumbents' Fees**

An Incumbent's/ Priest in Charge's fees go either:

- (a) to the incumbent, who then must declare them as part of annual stipend, or
- (b) to the S&NDBF where the incumbent has made a Deed of Assignment. Under these regulations the Board of Finance allows incumbents who have assigned their fees to pass on that part of the incumbent's fee allowed for in the *Diocesan Table* to a substitute minister on condition that the transaction is accounted for in the Assigned Fees Return. Please note that fees should be submitted on a monthly basis where possible using the forms obtainable from the Finance Office, who prefer to receive payment by cheque where possible. All ministers are encouraged to handle fees through the PCC treasurer concerned.

### **3. Fees due to Parochial Church Councils**

Such fees should go direct to PCCs whether there is an incumbent or vacancy.

### **4. During Vacancies in the Benefice**

Incumbents' fees are due to the S&NDBF. The PCC may pay substitute ministers fees and expenses for duty as allowed by the regulations, reclaiming them from the Board using the Green Forms provided.

**5. Expenses** of officiating ministers should be fully reimbursed by the PCC. Mileage rates for Retired Clergy, Self Supporting Ministers and Readers are the Inland Revenue agreed rates. [see *Table*, and note re local agreements with undertakers.]

## **6. Consent Required**

Where Retired Clergy, SSMS or Readers take Sunday/Weekday duty, Weddings or Funerals in church the consent of the person who has the cure of souls will be required. During a vacancy the Area Dean and Churchwardens must consent.

## **7. Casual Duty**

The casual duty fee payable by the PCC for a Sunday or weekday service i.e.. Holy Communion / a Service of the Word, with sermon, is now calculated as one half of the incumbent's fee for a funeral service in church - subject to a diocesan maximum of two services in one day. In addition expenses are payable by the PCC.[see *Diocesan Table*]

## **8. Fees to Retired Clergy**

All Retired Clergy who have the Bishop's Permission to Officiate should be offered: (a) A Casual Duty fee and expenses for a service in a parish other than the one where they normally worship – a Casual Duty fee should be offered however when their 'home' parish is in vacancy (b) An Occasional Office Fee for a Wedding or Funeral in church equal to two thirds of the incumbent's fee, plus expenses, providing the appropriate pastoral visiting before and after the service is undertaken by the retired clergy person; the balance goes to the Incumbent or S&NDBF if assigned [see *Diocesan Table*].

## **9. Fees for Services in a Crematorium or Cemetery**

Incumbents are encouraged to be proactive in developing and maintaining good relationships with local Funeral Directors. In particular clergy should make it clear to undertakers how and who to contact when they are unavailable, so that bereaved parishioners may remain in the care of the Church.

### **(a) Deceased's Incumbent takes the Service**

The 'Deceased's Incumbent' is either the incumbent of the parish of usual residence prior to death, or the incumbent of the parish on whose electoral roll the deceased's name was entered. The fee is kept or assigned by the incumbent.

**(b) Another Minister officiates at the request or with the consent of the Deceased's Incumbent**

The fees are payable to the Deceased's Incumbent but may in part be passed on to the deputising minister - Retired Clergyperson, SSM or Reader - but only in accordance with these *Diocesan Regulations & Guidelines* [see relevant sections]

**(c) Another Minister officiates without the prior consent of the Deceased's Incumbent**

No minister should officiate without prior consent. Clergy should discourage Funeral Directors from making such arrangements because the local church not only loses fee income, but also misses out on pastoral care and evangelistic opportunities.

**(d) When a Funeral Director asks a Retired Clergyperson, SSM or Reader to conduct a funeral**

Under these *Diocesan Regulations & Guidelines* the Bishop asks that in such circumstances ministers licensed by him inform the Deceased's Incumbent and abide by the fee entitlement indicated.

**10. Self Supporting Ministers' entitlements**

Licensed Self Supporting Ministers are not entitled to receive fees unless this is provided for in their Working Agreement. Expenses are payable by the parish receiving their ministry. Once retired with the Bishop's Permission To Officiate they become eligible for fees as in (8) above.

**11. Readers**

Active Readers under the age of 70 must hold a Bishop's License; beyond 70 Readers who wish to remain active must surrender their license and apply for the Bishop's Permission to Officiate. In either case Readers should not accept a fee, but should have their expenses reimbursed by the parish receiving their ministry.

**12. Readers and Funerals**

When Readers conduct a funeral, they should collect the fee payable to the incumbent (i.e.. the incumbent of the deceased's parish) in respect of the service and pass this to him/her; during a vacancy the fee should be paid to S&NDBF.

*In cases of uncertainty ministers should consult  
their Area Dean or Archdeacon*

*Diocesan Table of Fees Payable to  
Retired Clergy, Self Supporting Ministers  
& Readers*

**EFFECTIVE FROM 1 JANUARY 2007 (Revised May 2007)**

**CASUAL SUNDAY/WEEKDAY DUTY**

Holy Communion / Service of the Word, and Sermon

<i>Retired Clergy</i>	<b>£26.00 fee, plus expenses - in a parish other than where they normally worship; may be paid fee in 'home parish' when in vacancy</b>
<i>SSMs</i>	<b>No fee unless provided for in Working Agreement but expenses payable</b>
<i>Readers</i>	<b>No fee, but expenses payable</b>

**WEDDING IN CHURCH**

Pastoral Care, Service with Address

<i>Retired Clergy</i>	<b>£78.00, plus expenses - £39.00 payable to the Incumbent/S&amp;NDBF</b>
<i>SSMs</i>	<b>No fee unless provided for in Working Agreement but expenses payable - £117.00 payable to the Incumbent/S&amp;NDBF</b>

**FUNERAL IN CHURCH (Important Change from May 2007)**

Pastoral Care, Service with Address

<i>Retired Clergy</i>	<b>The Full Clergy Fee of £51.00, plus expenses is now payable.</b>
<i>SSMs</i>	<b>No fee unless provided for in Working Agreement but expenses payable - £51.00 payable to the Incumbent/S&amp;NDBF</b>
<i>Readers</i>	<b>No fee, but expenses payable - £51.00 payable to The Incumbent/S&amp;NDBF</b>

*Retired Clergy* **£62.00, plus expenses - £31.00 payable to the**

<i>SSMs</i>	<b>Deceased's Incumbent /S&amp;NDBF No fee unless provided for in Working Agreement but expenses payable - £93.00 payable to the Deceased's Incumbent/S&amp;NDBF</b>
<i>Readers</i>	<b>No fee, but expenses payable - £93.00 payable to the Deceased's Incumbent/S&amp;NDBF</b>

*NB. The fixed sum for ministers' travel expenses agreed with Funeral Directors in the Nottingham area for journeys to Bramcote and Wilford Hill crematoriums is applicable.*

### **CAR MILEAGE RATES**

**(Inland Revenue authorized since 1 April 2003 and still applicable)**

	<b><u>All car engine sizes</u></b>
Up to 10,000 Business miles in Tax Year	40p
Over 10,000 Business miles in Tax Year	25p

### **ADVICE UPDATE**

The national Table of Parochial Fees does not cover 'special services'. However, guidance has now been issued about appropriate fees for a Blessing following a Civil Marriage and Memorial Services in Church following a Funeral Service in a Crematorium or Cemetery. Please consult the Incumbent, Area Dean or Archdeacon as necessary.