

## Fees and Expenses for Occasional Services or during a Vacancy (last updated January 2025)

*Please note that this document is about services during a vacancy. If retired clergy are asked to cover services with a licensed minister in place it is advised that any fee to be paid is agreed in advance. The levels of fee set out on this paper may be used as a guide, but is ultimately a matter for agreement between the PCC and the minister concerned – the diocese has no authority to require any particular payment in such circumstances nor any responsibility to do so itself.*

The services of the church and the ministry to parishioners must obviously be maintained at the highest possible level; equally churchwardens should see that unnecessary expenditure is not incurred, especially in relation to travelling expenses. Churchwardens are responsible for the collection of fees payable by those getting married, for calling banns, for funerals and the erection of memorials in the churchyard. With these some of the fee will usually belong to the PCC and some to the diocese. There should already be a system for passing on the diocesan fees - probably administered by the treasurer but churchwardens should check that this is happening.

Where services can be maintained by stipendiary and non-stipendiary clergy, associate ministers and readers **within the benefice** no travelling expenses or fee are payable from diocesan funds.

Where such personnel are not available, all visiting clergy, associate ministers and readers are eligible for travelling expenses either at the diocesan mileage rate currently in force for a private car, or the actual cost of public transport if used and are payable by the PCC.

In those instances where retired clergy (including retired bishops) officiate, a fee (50% of the funeral-in-church fee) is payable for each Sunday or Festival\* service in addition to travelling expenses (which are paid by the PCC). This will be £63.50 from the 1st January 2025 (2024: £62.00). The payment for these services during a vacancy is the responsibility of the diocese as a charge on the Diocesan Stipends Fund. Payment will be made by St Martin's House directly to the officiants on receipt of the appropriate form, which is authorised by the area dean. (Available from the diocesan website at <https://www.leicester.anglican.org/fees/>)

The churchwardens have a responsibility to arrange for services to be taken by officiants living within a reasonable distance. Please seek advice of the area dean in instances of difficulty.

Fees and expenses may not be claimed from diocesan funds for weekday services; such services will depend upon the goodwill of priests in the locality.

Where possible, baptisms should be arranged for the times when a priest is present for another service in order to save additional expense. In exceptional circumstances where this is not possible, travelling expenses may be reimbursed by the PCC at the diocesan mileage rate. There is no service fee for a baptism.

If a priest is called for pastoral reasons (e.g. a sick visit) his/her out of pocket expenses should be reimbursed; in such cases it is appropriate that this should be charged to PCC funds, not the Diocesan Stipends Fund.

If the churchwardens wish to make arrangements for one priest to be responsible for all services, the area dean should consult the archdeacon and obtain his consent. A rate of remuneration will be agreed.

Further information can be obtained from Jim Pullen, Financial Controller, [Jim.Pullen@leicestercofe.org](mailto:Jim.Pullen@leicestercofe.org)

\* The Festivals to which this applies are: Ash Wednesday, Maundy Thursday, Christmas Day, Epiphany, the Annunciation, Ascension Day and All Saints Day.