

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

Collection of Fees

Fees for Occasional Services (Weddings, Funerals and associated activities) are of two kinds – Statutory Fees mandated by General Synod and Fees for extra provisions offered by parishes (such as the provision of service sheets, flowers, choir, etc.), which are determined by the PCC. A table of the fees currently in force can be found at <https://www.leicester.anglican.org/fees/> - these are usually revised annually from 1st January in line with inflation. There is no service fee for a baptism.

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 there is no statutory fee, PCCs may at their own discretion offer a fee as a gesture of goodwill, but there is no requirement to do so.

Travelling Expenses

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.

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

Retired clergy with Permission to Officiate (PTO)

In this section, reference to a Sunday Service refers to the principal Sunday service in the parish concerned.

A. For those churches where the benefice is in vacancy and which **are not** in a Minster Community, a fee is payable by the diocese to retired clergy (including retired bishops) with PTO for each Sunday or Festival* service at which they officiate. They may in addition claim travelling expenses from the PCC.

B. For those churches which **are** in a Minster Community and where there are insufficient stipendiary, non-stipendiary clergy, associate ministers and readers within the Minster Community to cover every Sunday or Festival* service, a fee is payable by the diocese to retired clergy (including retired bishops) with PTO for each Sunday or Festival* service at which they officiate. They may in addition claim travelling expenses from the PCC.

In either of the cases above, the fee payable is calculated as 50% of the DBF fee for a funeral in church, which will be £66.00 from the 1st January 2026 (2025: £63.50). Payment will be made to the officiants via bank transfer by the Finance Team at St Martin's House on receipt of the appropriate form, which is authorised by the area dean in case A or the oversight minister in case B. The form is available from the diocesan website at <https://www.leicester.anglican.org/fees/>

Fees and expenses may not be claimed from diocesan funds for weekday services other than Festivals.

Further information can be obtained from Jim Pullen, Financial Controller, 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.*