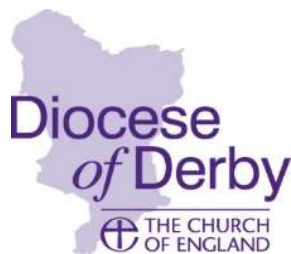


# PAROCHIAL FEES – 2021

*(locally revised)*



## **PAROCHIAL FEES – BRIEF GUIDANCE**

Please find below brief guidance on Parochial Fees for 2021. Full guidance is available on the Church of England website and we have updated the guidance process on the Derby Diocese website.

**National Schedules** Parochial Fees schedules are available on the Church of England website.

The 2021 locally revised Parochial Fees can be found following the link below:

<https://derby.anglican.org/en/church-admin/fees.html>

The locally revised Parochial Fees are included in this letter.

***Please note the change on the funerals table.***

### **Local Apportionment**

In some cases, the fee element payable to the Diocesan Board of Finance (DBF) is apportioned between the PTO clergy officiating the service and the DBF. An apportionment schedule is attached.

### **Clergy Holding the Permission to Officiate (PTO)**

On occasion where a PTO minister takes a specific fee earning service, they receive part of the DBF fee element. A guidance note on this is attached.

*For information: also included in this note is guidance on PTO clergy sharing in ministry and taking Sunday and Midweek services.*

### **Parochial Fee Returns**

We ask that parochial fee returns are sent to the Parish Support Office in Church House with payments of the DBF element of fees on a regular basis. For larger parishes this should be monthly and for smaller parishes should be quarterly. It is helpful for PCC's with no fee income for a quarterly period to send a 'nil' return. The form for completion is attached. **Please note the separate bank account for fees at the end of the form.**

*[NB: Where a PCC sends a sum of Parochial Fees due to DBF Ltd **net** of PTO fees for Sunday and Midweek services, please ensure that this is clearly identified on the fee return]*

### **Accounting for Parochial Fees**

Please remember that the DBF fee element legally belongs to the DBF, and in all cases should be paid to the DBF on a regular basis. PCC's should only account for the *PCC proportion* of the statutory fee in PCC annual accounts and the Return of Parish Finance Forms.

### **Schedules below:**

- Table of Parochial Fees (locally revised) from 1 January 2021
- Apportionment Schedule
- Clergy Holding the Permission to Officiate guidance and examples
- Return of Fees form

## TABLE OF PAROCHIAL FEES FROM 1 JANUARY 2021

### BAPTISM CERTIFICATES AND MARRIAGES

This table sets out the fees prescribed by the Parochial Fees Order 2019 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for funerals, burials, and monuments

For further information about fees refer to the **Guide to Church of England Parochial Fees** and **Frequently Asked Questions** which are available on the Church of England website.

#### BAPTISMS

Certificate issued at time of baptism (See Note A1)  
Short certificate of baptism given under section 2, Baptismal Registers Measure 1961

#### MARRIAGES

Publication of banns of marriage  
Certificate of banns issued at time of publication  
Marriage Service in Church (See Note A3)  
For marriage certificate see Note A4

#### SEARCHES IN CHURCH REGISTERS

Searching registers of marriages for period before 1 July 1837 (See Note A2)  
(for up to one hour)  
for each subsequent hour or part of an hour  
Searching registers of baptism or burials (See Note A2) (including the provision of one copy of any entry therein) for up to one hour  
for each subsequent hour or part of an hour  
Each additional copy of an entry in a register of baptism or burials  
Inspection of instrument of apportionment or agreement for exchange of land for tithes deposited under the Tithe Act 1836  
Furnishing copies of above (for every 72 words)

#### EXTRAS

The fees shown in the table do not include charges for heating, the services of a vergers, music (e.g. organist, choir), bells, and flowers, which are fixed by the Parochial Church Council. In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.

	Fee payable Towards Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
	—	15.00	<b>15.00</b>
	—	15.00	<b>15.00</b>
	—	31.00	<b>31.00</b>
	—	15.00	<b>15.00</b>
	211.00	253.00	<b>464.00</b>
	—	31.00	<b>31.00</b>
	—	31.00	<b>31.00</b>
	—	31.00	<b>31.00</b>
	—	15.00	<b>15.00</b>
	—	—	—
	—	15.00	<b>15.00</b>

*Statutory fees are only prescribed for matters in respect of which parishioners have a legal right. Not all services come into this category, for example funerals where there is a period of more than 48 hours between the funeral service and the cremation and between the cremation and the disposal of ashes. This also applies to special services such as memorial services and services of blessing and dedication following a civil marriage. The Archbishops' Council recommends that, where a memorial service is on a similar scale to a funeral service, or a service of blessing and dedication following a civil marriage or a renewal of marriage vows is on a scale equivalent to a wedding service, the PCC fee should be based on the statutory fee for the service, with the PCC receiving the equivalent of the combined DBF and PCC fee.*

#### NOTES:

##### A1. Certificates of Baptism

The fee for a certificate issued at the time of baptism is for a certified copy of the entry in the register book of baptisms giving the particulars required in Form No 1 in Schedule 1 to the Parochial Registers and Records Measure 1978. The fees payable for a certified copy of the full entry issued at any other time are the fees prescribed for searching registers of baptisms and burials and, if applicable, for each additional copy of an entry in such a register.

##### A2. Searches in Church Registers

The search fee relates to a particular search where the approximate date of the baptism or marriage is known. The fee for a more general search of a church register is negotiable.

##### A3. Costs and Expenses

In the case of a marriage service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the parochial church council.

##### A4. Fee for Marriage Certificate

The following fees are currently payable under the Marriage Act 1949 to the Parochial Church Council under the Registration of Births, Deaths and Marriages (Fees) (Amendment) Order 2018: certified copy of entry in marriage register at time of registration or subsequently, £11.00. This is not an ecclesiastical fee. (<https://www.gov.uk/order-copy-birth-death-marriage-certificate>)

## TABLE OF PAROCHIAL FEES FROM 1 JANUARY 2021 – FUNERALS, BURIALS AND MONUMENTS

This table sets out the fees prescribed by the Parochial Fees Order 2019 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for baptisms and marriage services.

For further information about fees refer to the **Guide to Church of England Parochial Fees and Frequently Asked Questions** which are available on the Church of England website.

### Funerals and Burials of Person aged 18 Years or More (See Note B2(i))

#### A. Service in Church

	Fee payable Towards Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
Funeral service in church, whether taking place before or after burial or cremation (See Note B1)	108.00	91.00	199.00
Burial of body in churchyard immediately preceding or following on from service in church	14.00	306.00	320.00
Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church	14.00	124.00	138.00
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church	29.00	—	29.00
Cremation immediately preceding or following on from service in church	29.00	—	29.00
Burial of body in churchyard on separate occasion (See Note B2(ii))	42.00	306.00	348.00
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(ii))	42.00	124.00	166.00
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii))	56.00	15.00	71.00

#### B. No Service in Church

Funeral service (including burial of body) at graveside in churchyard	108.00	306.00	414.00
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard	108.00	124.00	232.00
Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery	168.00	31.00	199.00
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation	168.00	31.00	199.00
Cremation immediately preceding or following on from funeral service in premises belong to funeral director	29.00	0.00	29.00
Burial of body in churchyard, not following service at graveside (committal only)	42.00	306.00	348.00
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)	42.00	124.00	166.00
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery (committal only)	29.00	0.00	29.00

#### C. Certificate issued at time of burial (See Note B2(iii))

### MONUMENTS IN CHURCHYARDS

Permitted in accordance with rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty, the fee for which is set by the Chancellor)			
Small cross of wood	14.00	32.00	46.00
Small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker commemorating a person whose remains have been cremated	14.00	62.00	76.00
Any other monument (the above fees include the approval of the original inscription by the incumbent)	14.00	130.00	144.00
Additional inscription on existing monument	14.00	15.00	29.00

### SEARCHES IN CHURCH REGISTERS

Searching registers of burials (See Note B3) (including the provision of one copy of any entry therein) for up to one hour for each subsequent hour or part of an hour	—	31.00	31.00
Each additional copy of an entry in a register of burials	—	31.00	31.00
	—	15.00	15.00

### EXTRAS

The fees shown in the table do not include charges for heating, the services of a verger, music (e.g. organist, choir), bells, and flowers, which are fixed by the Parochial Church Council. In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.

### NOTES:

#### B1. Definitions etc.

**'Burial'** includes deposit in a vault or brick grave and the interment or deposit of cremated remains.

**'Churchyard'** includes the curtilage of a church and a burial ground of a church whether or not immediately adjoining such church.

(NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)

**'Cemetery'** means any burial ground other than a churchyard.

**'Monument'** includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.

**'Immediately preceding or following on from service in church'** includes the day before and the day after the service in church. Where "—" appears in the table no fee is payable to the body indicated.

#### B2. Funerals & Burials

- i) No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within eighteen years after birth.
- ii) The fee for a burial in a churchyard or cemetery on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.
- iii) The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.

#### B3. Searches in Church Registers

The search fee relates to a particular search where the approximate date of the baptism, marriage or burial is known. The fee for a more general search of a church register is negotiable.

#### B4. Costs and Expenses

In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.



**DIOCESE OF DERBY – Table of Apportionment of Fees (where applicable)**

This table has been prepared to give examples & guidance on the apportionment of the Diocesan Board of Finance (DBF) fee **ON OCCASIONS WHERE RETIRED CLERGY OFFICIATE THE SERVICE**. It does not detail the fee payable to the PCC and the Table of Parochial Fees for 2021 should be referred to for this.

DIOCESAN TABLE OF APPORTIONMENT OF FEES – DBF FEE ONLY (APPENDIX TO PAROCHIAL FEES from 1 January 2021 - FUNERALS, BURIALS, and MONUMENTS)  Please refer to Notes in the Table of Parochial Fees if required	2021 fee payable towards Diocesan Board of Finance (for the payment of stipends)	2021 APPORTIONMENT OF DBF FEE	
		Fee to retired clergy with Permission to Officiate	Balance of fee to the Diocesan Board of Finance
<b>MARRIAGES</b>			
Marriage Service	£211.00	£141.00	£70.00
<b>FUNERALS AND BURIALS OF PERSON AGED 16 YEARS OR MORE</b>			
<b>Service in Church</b>			
Funeral Service in Church, whether taking place before or after burial or cremation	£108.00	£72.00	£36.00
Burial of body/cremated remains in Churchyard <i>'immediately preceding'</i> or following on from service in Church (*)	£14.00	£9.00	£5.00
Burial of body/cremated remains in Cemetery or Cremation <i>'immediately preceding'</i> or following on from service in Church (*)	£29.00	£19.00	£10.00
Burial of body/cremated remains in Churchyard on <i>'separate occasion'</i> (**)	£42.00	£28.00	£14.00
Burial body/cremated remains in Cemetery on <i>'separate occasion'</i> (**)	£56.00	£37.00	£19.00
<b>No Service in Church</b>			
Funeral Service at graveside in churchyard	£108.00	£72.00	£36.00
Funeral Service in Crematorium or Cemetery	£168.00	£112.00	£56.00
Burial of body/cremated remains in Churchyard or other lawful disposal	£42.00	£28.00	£14.00

**Monuments in Churchyards – DBF fees are not apportioned and the full DBF element is payable. For 2021 the DBF fee payable is £14.00**

**Notes**

(\*) *'Immediately Preceding'* – includes the day before and the day after the service in church

(\*\*) *'Separate Occasion'* – other times not covered under *'immediately preceding'*

**Travel expenses** - please note that travel expenses for Occasional Offices should be handled locally by the PCC. These are **NOT** payable from the fees as described in the Table of Parochial Fees or Diocesan Table of Apportionment of Fees, but in addition.

## **FEES FOR CLERGY HOLDING PERMISSION TO OFFICIATE FROM 1<sup>ST</sup> JANUARY 2021:** **DERBY DIOCESE**

This guidance relates to Clergy holding the Permission to Officiate (PTO) and outlines the fees payable for Ministry/Service cover and Specific Services.

### **MINISTRY/COVER**

#### **Sharing in ministry (i.e. “taking a turn”) in “home parish”**

No fee or expenses are applicable. Specifically deputising for the Incumbent’s holiday or sickness absence could trigger a fee which is payable by the PCC.

#### **Sunday & midweek services (eg vacancies, holidays)**

For 2021 this will be £54. This equates to half of the current rate payable to the DBF for a funeral in church per service.

No more than the equivalent of a whole funeral fee, in respect of such services, is applicable in any one day.

### **SPECIFIC SERVICES**

#### **Funerals**

Overall responsibility (i.e. preparation, general care etc) - 2/3rds of the 2021 statutory fee applies – see apportionment table.

Simply taking the services – to receive £54, with the balance of the fee payable to the DBF.

#### **Marriage Service**

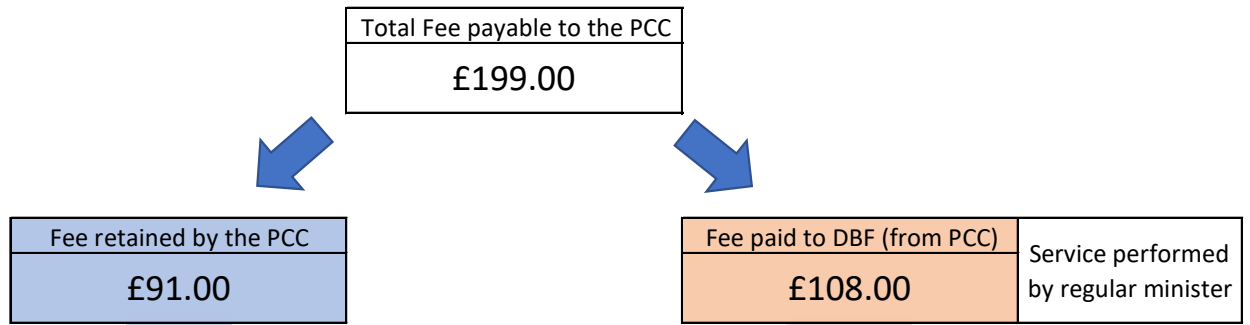
2/3rds of the 2021 statutory fee of £211 now applies. The fee will be £141 with effect from 1<sup>st</sup> January 2021.

Please refer to the **Diocesan** Table of Apportionment of Fees for the full list of fees payable for Marriages & Funerals.

Examples of the fee apportionment for illustration purposes are shown over the page.

## 2021 APPORTIONMENT OF FEES EXAMPLES

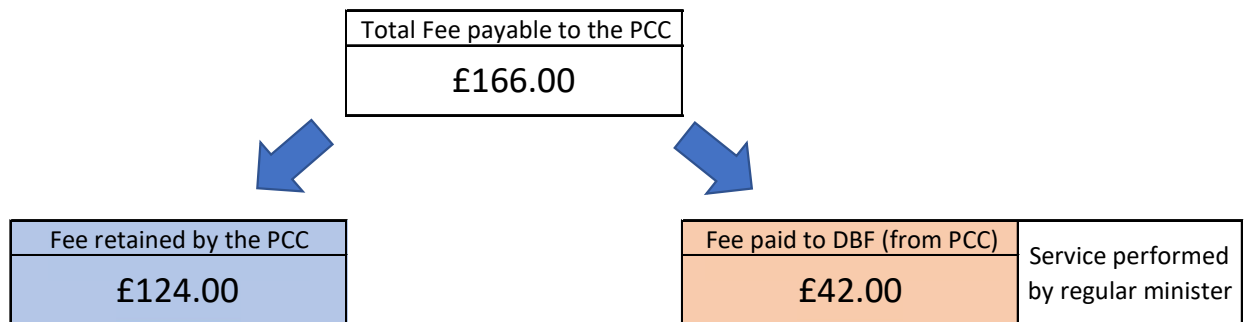
### Funeral Service in Church (whether taking place before or after burial or cremation)



**OR**

Fee paid to PTO (by PCC)	Service performed by Retired Clergy with PTO
£72.00	
Fee paid to DBF (from PCC)	
£36.00	

### Burial of cremated remain in churchyard .... on 'separate occasion'



**OR**

Fee paid to PTO (by PCC)	Service performed by Retired Clergy with PTO
£28.00	
Fee paid to DBF (from PCC)	
£14.00	

## RETURN OF FEES

Parish .....

Incumbent .....

Month .....

	Fee per Service	Number of Services	Total
Weddings			
Funerals in Church with Burial			
Funerals at Church & Crematorium			
Funerals at Crematorium only			
Monuments			
Other			
<b>TOTAL</b>			£

Date .....

**N.B.** Please make cheques payable to 'Derby Diocesan Board of Finance Ltd' or 'DDBF Ltd'

If you wish to make a BACS payment the bank details are:

Nat West – Derby DBF Ltd  
Account Number – 25451588  
Sort Code – 60 12 01

Reference: Parish name