

PAROCHIAL FEES – 2022

(locally revised)

PAROCHIAL FEES – BRIEF GUIDANCE

Please find below brief guidance on Parochial Fees for 2022. 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 2022 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 2022
- Apportionment Schedule
- Clergy Holding the Permission to Officiate guidance and examples
- Return of Fees form

TABLE OF PAROCHIAL FEES FROM 1 JANUARY 2022

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.

◀ Rectangular Ship

	Fee payable To Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
BAPTISMS			
Certificate issued at time of baptism (See Note A1)	—	16	16
Short certificate of baptism given under section 2, Baptismal Registers Measure 1961	—	16	16
MARRIAGES			
Publication of banns of marriage	—	32	32
Certificate of banns issued at time of publication	—	16	16
Marriage Service in Church (See Note A3)	218	262	480
SEARCHES IN CHURCH REGISTERS			
Searching registers of marriages for period before 1 July 1837 (See Note A2) (for up to one hour)	—	32	32
for each subsequent hour or part of an hour	—	32	32
Searching registers of baptism or burials (See Note A2) (including the provision of one copy of any entry therein) for up to one hour	—	32	32
for each subsequent hour or part of an hour	—	32	32
Each additional copy of an entry in a register of baptism	—	16	16
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)	—	16	16
EXTRAS			
The fees shown in the table do not include charges for heating, the services of a vergier, 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.			

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.

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 2022 should be referred to for this.

DIOCESAN TABLE OF APPORTIONMENT OF FEES – DBF FEE ONLY (APPENDIX TO PAROCHIAL FEES from 1 January 2022 - FUNERALS, BURIALS, and MONUMENTS) Please refer to Notes in the Table of Parochial Fees if required	2022 fee payable towards Diocesan Board of Finance (for the payment of stipends)	2022 APPORTIONMENT OF DBF FEE	
		Fee to retired clergy with Permission to Officiate	Balance of fee to the Diocesan Board of Finance
MARRIAGES			
Marriage Service	£218.00	£145.00	£73.00
FUNERALS AND BURIALS OF PERSON AGED 16 YEARS OR MORE			
Service in Church			
Funeral Service in Church, whether taking place before or after burial or cremation	£112.00	£75.00	£37.00
Burial of body/cremated remains in Churchyard <i>'immediately preceding'</i> or following on from service in Church (*)	£15.00	£10.00	£5.00
Burial of body/cremated remains in Cemetery or Cremation <i>'immediately preceding'</i> or following on from service in Church (*)	£30.00	£20.00	£10.00
Burial of body/cremated remains in Churchyard on <i>'separate occasion'</i> (**)	£44.00	£29.00	£15.00
Burial body/cremated remains in Cemetery on <i>'separate occasion'</i> (**)	£58.00	£39.00	£19.00
No Service in Church			
Funeral Service at graveside in churchyard	£112.00	£75.00	£37.00
Funeral Service in Crematorium or Cemetery	£174.00	£116.00	£58.00
Burial of body/cremated remains in Churchyard or other lawful disposal	£44.00	£29.00	£15.00

Monuments in Churchyards – DBF fees are not apportioned and the full DBF element is payable. For 2022 the DBF fee payable is £15.00

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 1ST JANUARY 2022: 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 2022 this will be £56. 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 2022 statutory fee applies – see apportionment table.

Simply taking the services – to receive £56, with the balance of the fee payable to the DBF.

Marriage Service

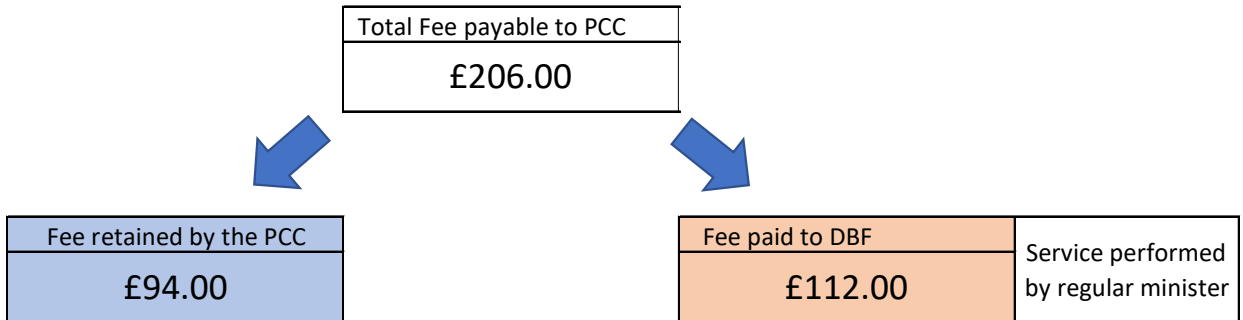
2/3rds of the 2022 statutory fee of £218 now applies. The fee will be £145 with effect from 1st January 2022.

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.

2022 APPORTIONMENT OF FEES EXAMPLES

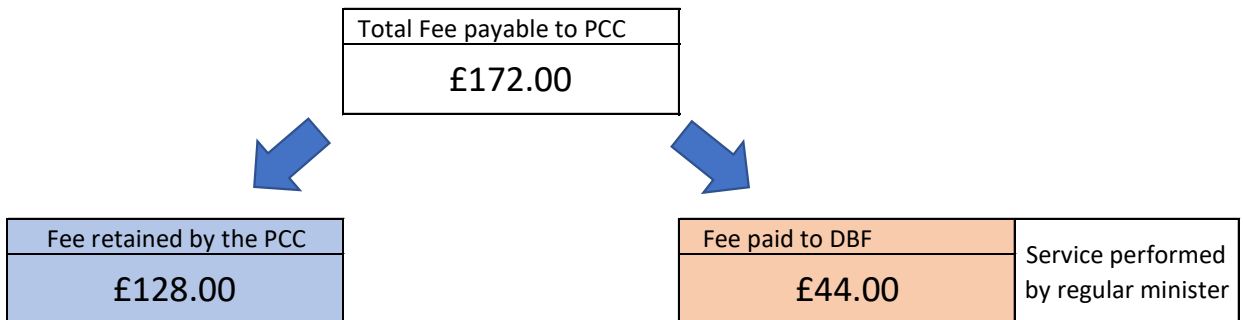
Funeral Service in Church (whether taking place before or after burial or cremation)



OR

Fee paid to PTO	Service performed by Retired Clergy with PTO
£75.00	
Fee paid to DBF	
£37.00	

Burial of cremated remain in churchyard on 'separate occasion'



OR

Fee paid to PTO	Service performed by Retired Clergy with PTO
£29.00	
Fee paid to DBF	
£15.00	

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			
TOTAL			£

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