

| Quick Reference Table of Parochial and DBF Fees from 1 January 2020 | Statutory Fee | | DBF Fee Apportionment if Service taken by retired clergy | |
|---|---------------|---------|--|-------------------------------------|
| | DBF Fee | PCC Fee | DBF Fee (20%) | Retired Minister Fee (20%) |
| | £ | £ | £ | £ |
| This document is a summary only of the the Parochial Fees 2020. 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: https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance Please refer to the full table for PCC fees for Baptisms and Searches in Registers | | | | |
| Baptisms | | | | |
| Certificate issued at time of baptism | 0.00 | 14.00 | 0.00 | 0.00 |
| Short certificate of baptism given under section 2, Baptismal Registers Measure 1961 | 0.00 | 14.00 | 0.00 | 0.00 |
| Marriages | | | | |
| Publication of Banns of Marriage | 0.00 | 31.00 | 0.00 | 0.00 |
| Certificate of banns issued at time of notification | 0.00 | 14.00 | 0.00 | 0.00 |
| Marriage Service ** <i>see below</i> | 211.00 | 252.00 | 42.20 | 168.80 |
| Church Services with burial of Person aged 18 Years or More | | | | |
| Funeral service in church ** <i>see below</i> | 108.00 | 91.00 | 21.60 | 86.40 |
| Memorial service (non-statutory - <i>it is recommended that this is charged as though funeral in church but with the DBF fee retained by the PCC, or shared with a retired minister if applicable</i>) | 0.00 | 199.00 | 0.00 | 86.40 |
| Funeral service in church plus burial of body at graveside in churchyard | 121.00 | 396.00 | 24.20 | 96.80 |
| Funeral service in church plus burial (or other lawful disposal) of cremated remains at graveside in churchyard | 121.00 | 214.00 | 24.20 | 96.80 |
| Funeral service including burial of body at graveside in churchyard | 108.00 | 305.00 | 21.60 | 86.40 |
| Funeral service including burial (or other lawful disposal) of cremated remains at graveside in churchyard | 108.00 | 123.00 | 21.60 | 86.40 |
| Burials of Person aged 18 Years or More | | | | |
| Burial of body , or burial or other lawful disposal of cremated remains , in cemetery with or without service in church | 28.00 | - | 5.60 | 22.40 |
| Burial of body in churchyard on separate occasion from church or graveside service, or committal only | 42.00 | 305.00 | 8.40 | 33.60 |
| Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion from church or graveside service, or committal only | 42.00 | 123.00 | 8.40 | 33.60 |
| Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion | 56.00 | 14.00 | 11.20 | 44.80 |

| Crematorium service/Cemetery/Cremation | | | | |
|--|--------|--------|-------|--------|
| Funeral service taken by licensed Minister at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery; including service at a Funeral Director's premises++ | 168.00 | 31.00 | 33.00 | 135.00 |
| Funeral service taken by Minister with PTO at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery; including service at a Funeral Director's premises | 199.00 | - | 64.00 | 135.00 |
| Cremation immediately preceding or following on from service in church or other premises | 28.00 | - | 5.60 | 22.40 |
| Monuments in Churchyards | | | | |
| Small cross of wood | 13.00 | 32.00 | 13.00 | 0.00 |
| Small vase, tablet, plaque or other marker commemorating a person whose remains have been cremated | 13.00 | 61.00 | 13.00 | 0.00 |
| Any other monument | 13.00 | 129.00 | 13.00 | 0.00 |
| Additional inscription on existing monument | 13.00 | 14.00 | 13.00 | 0.00 |
| <p><i>** Fees listed above are the statutory fees payable and do not include charges for heating, the services of a vergger, music (e.g. organist, choir), bells and flowers, which are fixed by the Parochial Church Council.</i></p> <p><i>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 the registers), making the church available and lighting it, are included in the fee prescribed as payable to the Parochial Church Council.</i></p> <p><i>++ The statutory fee for a funeral service at a crematorium or cemetery is £199 for the DBF and £0 for the PCC. Chichester DBF donates £31 to the PCC where the funeral is taken by a minister licensed to the benefice. If there is more than one PCC in the benefice, the minister should nominate which PCC should receive the fee.</i></p> | | | | |

Quick Reference Table of Parochial and DBF Fees from 1 January 2020 - Important Notes

This document is a **summary only** of the the Parochial Fees 2020. 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: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance>

Please refer to the full table for PCC fees for Searches in Registers

USER NOTES

- ☞ This Summary must be used in conjunction with the full table of parochial fees issued by the Church of England so that all fees due to both the DBF and PCC are captured.
- ☞ Fees for searches in Church Registers have not been included in this summary.
- ☞ The fees have been laid out so that PCC, DBF and Apportionment fees are clearer
- ☞ The layout of the fees is different from the full table so that funerals and burials are easier to look up
- ☞ Please note that a signature from a PCC Officer or Incumbent is required on the return to ensure the details are correct and in accordance with church records.
☞ If the form is submitted via email, please confirm the declaration in the body of the email.
- ☞ All totals are collated at the bottom of the form, with the DBF payable total highlighted.
- ☞ The form has been simplified to enable you to complete it easily and without duplication of work. Each service/event should go on a separate line.
- ☞ Any corrections or adjustments to balance with previously submitted fee forms can be added on the same form so that the total matches what is submitted.

FURTHER GUIDANCE <https://www.chichester.anglican.org/parochial-fees/>

We would be most grateful if you could remind yourselves of the following policies and procedures:

- ☞ It is the responsibility of the PCC to keep a record of all services taken and any fees due for those services, including noting the reasons for those services when the statutory fee has been waived. (Fees can only be waived in exceptional circumstances after consultation with their Archdeacon)
- ☞ The PCC should complete a Return of Parochial Fees form on a quarterly basis. The form and accompanying payment should be submitted to the Diocese of Chichester within 30 days of the end of the quarter.
- ☞ The PCC may, if it wishes, submit returns more frequently than quarterly if there are a large number of services each month.
- ☞ If there is less than £100 payable to the DBF at the end of the quarter then the PCC may file the return after six months. The PCC may defer again if there is still less than £100 to pay. A Return of Parochial fees form must be submitted at least once a year. If there is nothing to pay in a full year, a Nil Return form may be submitted instead.
- ☞ The details on the Return of Fees must match the service registers maintained by the Parish Church.

☞ The PCC is responsible for receiving all fees EXCEPT where ministers with PTO take a funeral at a crematorium or cemetery. Fees should be paid to the PCC and should never be paid directly to an individual. It is the PCC's responsibility to forward the DBF portion of the fee to the DBF and to pay retired ministers any amount owing to them.

☞ Where ministers with PTO take a funeral at a crematorium or cemetery, fees should be paid to the DBF. The DBF will pay retired ministers any amount owing to them. If the funeral director is willing to make two payments, it is acceptable for the retired minister's portion of the fee and expenses to be paid directly to them and the balance paid to the DBF. The DBF portion should not be paid directly to an individual.

☞ Parishes should avoid cash payments for fees. If unavoidable then a clear record should be kept of the cash received, a receipt should be given, and the cash should be banked as quickly as possible.