**THE CHICHESTER DIOCESAN FUND AND BOARD OF FINANCE (Inc)**

**Claim for fees for occasional clerical duty and** **travelling expenses**

(to be submitted via a churchwarden)

Name & Title Date

**Please print name**

Address \_\_\_\_\_\_\_\_\_\_\_\_ Tel \_\_ \_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Post code \_\_ **VACANCY / SICKNESS \**please delete***

**PARISH AT WHICH SERVICE WAS TAKEN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Service | Services taken |  Fee £ | Mileage  |   £ |  Total £ |
|  |  |  |  |  |  |

Signatures \_\_\_\_\_\_\_\_\_\_ \_\_

 Claimant Churchwarden/Sequestrator

Date \_\_\_\_\_\_\_ **PLEASE PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Notes:

1. When completed this form should be sent **by the Churchwarden to Sue Atkins**, Church House,

 211 New Church Road, Hove, East Sussex, BN3 4ED or to sue.atkins@chichester.anglican.org

Payment will then be made to the claimant direct**.**

 2 Details of the fees and travelling expenses allowed are shown overleaf.

 3Travelling expenses, but not fees, are payable to stipendiary clergy, SSMs, Readers and clergy in full-time employment**.**

4 The DBF periodically revises the level of fees and travelling expenses. Claims are amended for the

 current rates when processed at Church House.

**SCALE OF FEES FOR OCCASIONAL CLERICAL DUTY**

 **(With effect from 1 January 2022)**

***1 FULL SUNDAY DUTY***

 for full duty at all Sunday services

 (at least 2) customary in the church or

 churches concerned **£ 66.50**

***2 MAIN SUNDAY SERVICE***

or a major weekday festival service **£41.00**

***3 WEEKDAY SERVICE***

 short Sunday service or baptism service

 which is not part of the main service **£ 25.50**

 **Please note**: the Diocese will only pay for public worship, and will only pay a maximum of

 £90 per church per week. This cap does not apply to Easter (Holy Week) or Christmas.

 Such things as pastoral care or services in rest homes etc. should be the responsibility

 of the parish concerned.

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 For marriages, funerals, burials, during a vacancy, churchwardens should refer to the Notes

 for Sequestrators. The practice is to allow priests retired from stipendiary ministry to keep

a portion of the fees for any marriage or funeral services which they take. Details are available at <https://www.chichester.anglican.org/retired-clergy-expenses/>

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Transport should be provided to and from railway and bus stations.

Clergy using their own cars are authorised to charge travelling expenses at the current rate.

The maximum travelling allowance is now based on a return journey of 30 miles. From 6 April 2011, the current mileage rate is 45p. Expenses over and above the maximum should normally be met by the parish.

Exceptionally, a priest living in a deanery and taking services within the same deanery can be paid the actual mileage.