

## **Fees during vacancy and sickness**

### **Policy**

Chichester DBF covers the costs of providing clerical cover for essential parish services during vacancies and clergy sickness.

The Diocese will only pay for public worship. Such things as pastoral care or services in rest homes etc. should be the responsibility of the parish concerned.

Chichester DBF will not normally cover the cost of vacancy cover if there is another stipendiary priest in the benefice, such as an Incumbent, Associate Vicar, or a Curate who has been ordained priest. The Archdeacon may approve the payment of vacancy fees depending on the local circumstances such as the number of churches in the benefice. This must be agreed with the Archdeacon before the fee can be claimed and communicated to the DBF's finance team. Chichester DBF will pay for cover for a communion service where there is a Curate who is a deacon.

Chichester DBF will only pay the cost of sickness cover where the priest has informed the Clergy HR Officer of his/her sickness absence, and a fit note has been provided (if applicable).

### **Who is Entitled to a Fee?**

It is Chichester diocesan policy that clergy retired from stipendiary ministry are entitled to a casual duty fee for Sunday or mid-week services conducted in a parish in which they do not habitually worship to cover for a vacancy or for sickness.

If a retired priest agrees to take additional services beyond their normal ministry agreement within their own parish, then the DBF may agree to pay a fee for the additional services. This must be agreed in advance with the Archdeacon and communicated to the DBF's finance team.

Stipendiary clergy, SSMS, clergy in full time employment and lay ministers are not eligible to receive the casual duty fee.

Retired clergy means formerly stipendiary clergy who have reached state pension age, are not in stipendiary ministry, secular employment or self-employment, and who are beneficed, licensed or hold permission to officiate. It therefore includes retired house for duty clergy even if they are in receipt of an honorarium and/or housing allowance but no stipend or secular employment income. It does not include ministers who are over the state pension age but have earnings from part-time employment or self-employed work. Ministers who have taken early retirement may apply to the Remuneration Committee to be granted the right to claim fees. This will normally be granted in the case of ill health retirement, but not in the case of early retirement on financial grounds. It should be noted that clergy who are not beneficed, licensed or holding permission to officiate may not lawfully conduct occasional offices or any services.

## Travel Expenses

All visiting ministers including retired clergy, stipendiary clergy, SSMs, clergy in full time employment and lay ministers are entitled to travel expenses, subject to the limits outlined below.

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.

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

### ***Fees for 2024***

Full Sunday duty ( <i>two or more services</i> )	<b>£69</b>
Main Sunday service ( <i>or major festival service</i> )	<b>£43</b>
Weekday service ( <i>or short Sunday service or baptism service which is not part of the Main service</i> )	<b>£26.75</b>

*Subject to a maximum of £96 per church per week. This cap does not apply to Holy Week and Easter or Christmas.*

### **How to Claim**

The visiting minister should complete the appropriate claim form and give it to a churchwarden. It should be signed by both the person taking the service and the churchwarden. The PCC should pay the appropriate fee to the individual. The PCC can then claim reimbursement of expenses incurred on a quarterly basis from the DBF. The PCC reimbursement claim form can be found at <https://www.chichester.anglican.org/information-for-parishes-in-vacancy/>

### **Weddings and Funerals**

For marriages, funerals, and 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/>

11 January 2024

*To be incorporated into next version of Financial Aspects of Ministry*