



13 December 2023

**TO: ALL CLERGY (INCLUDING CLERGY WITH PERMISSION TO OFFICIATE),
CHURCHWARDENS FOR PARISHES IN AN INTERREGNUM, READERS AND
PARISH TREASURERS**

COPIED TO: BISHOP, AREA DEANS AND ARCHDEACONS

DIOCESE OF SHEFFIELD – PAROCHIAL FEES FOR 2024

I hope you are well. I am writing to provide an update on the annual fees for the coming year.

The PCC fees and the full list of charges are given on the national fees table, a copy of which is enclosed, together with a revised fee claim form (in editable and printable formats). As you will know, there was a change in 2020 – agreed by General Synod – regarding fees receivable in respect of cremations and burials not on PCC premises (e.g. Crematoria /Chapels of Ease). The effect of this change was a reduction to PCC fee income and an increase to SDBF income. The Finance and Property Committee has reviewed the arrangement and has again agreed that the PCC reduction will continue to be offset in 2024 by a £30 reduction to fees remitted to the SDBF, if a funeral is held in a crematorium or Chapel of Ease. In 2024 the fee for a funeral in a crematorium is £228, the PCC would therefore retain £30 and £198 would be remitted to the SDBF.

The table in Appendix 1 to this letter sets out the arrangements in the Diocese and shows examples of how the DBF fee can be divided to provide reward to an officiating non-stipendiary minister or Lay Reader where it is requested.

Please could I take this opportunity to remind you that all Church of England funerals are 'parish' funerals and should therefore go through the parish church. There is not a 'priest fee' but a DBF fee that the Diocese permits non-stipendiary clergy and Readers to claim two-thirds of as a good-will gesture. Payments made by Funeral Directors should therefore be made to the PCC so the fees can be apportioned accordingly.

You may also wish to know that when covering Eucharistic services in an Interregnum, Clergy with Permission to Officiate are entitled to claim for major feasts and festivals that do not fall on a Sunday such as Christmas and Patronal. This provision does not apply to regular weekday masses. If in doubt, please do contact your Archdeacon.

In terms of travelling expenses for funerals, the contribution from families will remain at £15 (for Snaith & Hatfield Deanery, please do contact the parish about local agreements which apply). To note, travelling fees are paid directly to the PCC, and the officiating minister claims their actual mileage back from the PCC. The diocesan mileage rate is 45p per mile, which is the maximum permitted by the Inland Revenue without assessment to tax as a 'benefit-in-kind'.



We are aware that many churches support the work of the Diocese through the fees generated by the offering of Weddings and Funerals to members of their local community. We would therefore like to thank you, on behalf of Church House and of course those individuals and families supported, for collecting and remitting the DBF portion of the fees, which is essential to our mission and ministry and very much appreciated.

May I also take this opportunity to thank you for your ministry during this past year and to wish you a very Happy Christmas.

With best wishes.

Yours sincerely,



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APPENDIX 1 – Examples of how the DBF fee can be divided to provide reward to an officiating non-stipendiary minister or Lay Reader

	Service	Total Fee Payable	PCC Fee	DBF Proportion of fee	
				Remitted to DBF (1/3)	Remitted to Non-Stipendiary Minister (2/3)
PTO/SSM	Weddings	£531	£290	£80	£161
PTO/SSM/R	Funerals in Church (note 1)	£228	£104	£41	£83
PTO/SSM/R	Funerals in Crematorium/ Cemetery (note 1)	£228	£30	£66	£132
PTO/SSM/R	Burial of Cremated Remains on separate occasion (Committal)	£192	£142	£17	£33
PTO/SSM/R	Burial of a body or cremated remains in a cemetery immediately preceding or following service in church	£34	£0	£11	£23
PTO	Eucharistic Sunday Services in Interregnum (note 2)	£35	--	--	£35
PTO	Maximum payment for Eucharistic services in interregna in any one day	£105	--	--	£105
PTO	Sunday Services not in an Interregnum (note 2)	To be agreed with Parish Priest			
	Baptisms	No fee or reward			

Note 1 * According to Canon E4.2A, if a Reader is to take a funeral service then it is at the invitation of the minister (or Area Dean) and with the goodwill of the persons responsible (i.e. with informed consent).

Note 2 ** Except in the parish within which one habitually worships.



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