# A quick guide to Parochial Fees

**Treasurers Training 2022** 



## Content of session

- What are Parochial Fees?
- PCC and DBF fee
- How to submit DBF fee
- How to account for fees
- Questions



## What are Parochial Fees?

Parochial fees are the required (legally payable) fees for weddings, baptisms and funerals

For some of you these may be administered centrally so you may not be involved with them at a parish level



#### TABLE OF PAROCHIAL FEES FROM 1 JANUARY 2023 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.

The 2019 Order set the framework for fees until 2024. It provided that fees would increase annually in line with CPI. The Archbishops' Council will be asked to consider if this remains appropriate in the light of prevailing inflation levels and may propose a revision to be considered by General Synod in February 2023.

For further information about fees refer to the <b>Guide to Church of England Parochial Fees</b> and <b>Frequently Asked Questions</b> which are a available on the Church of England website.	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 AI)  Short certificate of baptism given under section 2, Baptismal Registers Measure 1961	=	18 18	18 18
MARRIAGES Publication of banns of marriage Certificate of banns issued at time of publication Marriage Service in church (See Note A3)	<u></u>	36 18 288	36 18 528
SEARCHES IN CHURCH REGISTERS  Searching registers of marriages for period before 1 July 1837 (See Note A2)  (for up to one hour)  for each subsequent hour or part of an hour  Searching registers of baptism or burials (See Note A2) (including the provision of one copy of any entry therein) for up to one hour  for each subsequent hour or part of an hour  Each additional copy of an entry in a register of baptism  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)	_ _ _ _ _	36 36 36 36 18 —	36 36 36 36 18 —

#### EVTDAG

The fees shown in the table do not include charges for heating, the services of a verger, 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.



Published by The Archbishops' Council, Church House, Great Smith Street, London SW I P 3AZ 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.

#### TABLE OF PAROCHIAL FEES FROM 1 JANUARY 2023 - FUNERALS, BURIALS AND MONUMENTS

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 baptisms and marriage services.		I	I
The 2019 Order set the framework for fees until 2024. It provided that fees would increase annually in line with CPI. The Archbishops' Council will be asked to consider if this remains appropriate in the light of prevailing inflation levels and may propose a revision to be considered by General Synod in February 2023.	Fee payable Towards Diocesan Board of	Fee payable To Parochial Church	Total Fee Payable
For further information about fees refer to the <b>Guide to Church of England Parochial Fees</b> and <b>Frequently Asked Questions</b> which are available on the Church of England website.	Finance £	Council £	£
Funerals and Burials of Person aged 18 Years or More (See Note B2(i))  A. Service in Church			
Funeral service in church, whether taking place before or after burial or cremation (See Note B1)	124	104	228
Burial of body in churchyard immediately preceding or following on from service in church	17	348	365
Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or	17	141	158
following on from service in church	33	_	33
Cremation immediately preceding or following on from service in church	33	_	33
Burial of body in churchyard on separate occasion (See Note B2(II))	49	348	397
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(II))	49	141	190
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(II))	64	18	82
B. No Service in Church	124	240	470
Funeral service (including burial of body) at graveside in churchyard	124	348	472
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of	124	141	265
cremated remains) in cemetery	227	_	227
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation	227	_	227
Cremation immediately preceding or following on from funeral service in premises belong to funeral director	33		33
Burial of body in churchyard, not following service at graveside (committal only)	49	348	397
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)	49	141	190
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery (committal only)	33	_	33
C. Certificate issued at time of burial (See Note B2(iii))	_	18	18
MONUMENTS IN CHURCHYARDS  Permitted in accordance with rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty, the fee for which is set by the Chancellor)			
Small cross of wood	17	38	55
Small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker			
commemorating a person whose remains have been cremated	17	71	88
Any other monument	17	149	166
(the above fees include the approval of the original inscription by the incumbent)			
Additional inscription on existing monument	17	18	35
SEARCHES IN CHURCH REGISTERS			
Searching registers of burials (See Note B3) (including the provision of one copy of any entry therein) for up to one hour	-	36	36
for each subsequent hour or part of an hour	_	36	36
Each additional copy of an entry in a register of burials		18	18

This table sets out the fees prescribed by the Parochial Fees Order 2019 (a Statutory Instrument) and summarises other relevant

#### **EXTRAS**

The fees shown in the table do not include charges for heating, the services of a verger, 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.

#### NOTES:

#### B1. Definitions etc.

'Burial' includes deposit in a vault or brick grave and the interment or deposit of cremated remains.

'Churchyard' includes the curtilage of a church and a burial ground of a church whether or not immediately adjoining such church.

(NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)

'Cemetery' means any burial ground other than a churchyard.

'Monument' includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.

'immediately preceding or following on from service in church' includes the day before and the day after the service in church. See note at the top right of the table.

Where " - " appears in the table no fee is payable to the body indicated.

#### **B2. Funerals & Burials**

- No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within eighteen years after birth.
- The fee for a burial in a churchyard or cemetery on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.
- The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.

#### **B3. Searches in Church Registers**

The search fee relates to a particular search where the approximate date of the burial is known. The fee for a more general search of a church register is negotiable.

#### **B4.** Costs and Expenses

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.



## Fee payable to Parochial Church Council

Parochial fees do not include payment for "extras", which must be optional. For example:

- Heating
- The services of a verger
- The services of an organist, choir or bell-ringers
- Sheet or recorded music that has to be specially purchased
- The provision of recorded or taped music
- The taking of films, video or sound recordings (where permitted)
- Flowers
- Special furnishings



## Fee payable to Diocesan Board of Finance

Minister in receipt of a stipend

100% to DBF

Part time minister in receipt of a stipend

- 50% to minister
- 50% to DBF

Any minister (ordained or Reader) who is not in receipt of a stipend, (self supporting & retired stipendiary)

- 80% to minister
- 20% to DBF



**FUNERALS** Service in Church

Funeral service in church

Cremation immediately

No Service in Church

Small wood cross

Any other monument

Small vase

Burial of body in churchyard immediately

Burial of body in churchyard separately

Burial in cemetery on separate occasion

Service at crematorium or cemetery

Burial in cemetery (committal only)

Service at graveside including burial of body

Burial of body in churchyard (committal only)

Additional inscription on existing monument

Burial of cremated remains in churchyard immediately

Burial of cremated remains in churchyard separately

Burial of body/cremated remains in cemetery immediately

Service at graveside including burial of cremated remains

Funeral service in premises belonging to funeral director

Cremation immediately after service at funeral directors

Burial of cremated remains in churchyard (committal only)

MONUMENTS IN CHURCHYARDS (as approved by parish priest)

Parochial Fee Return Form 2022

											DISCOVERING GO GROWING TH	
Quarter Ended:	Please Select: Mar / Jun / Sept / Dec							, <del></del> ,				
PCC:			No of Stipendiary	100% Statutory		No of Retired Stipendiary	20% Statutory	No of Self Supporting	20% Statutory		No of Part Time Stipendiary	50% Statutory
`	s required for each PCC which is part of any form of ity (team, united benefice, cluster etc.))	Statutory Fee	Minister Services	Fees to TDBF		Minister Services	Fees to TDBF	Minister Services	Fees to TDBF		Clergy Services	Fees to TDBF
MARRIAGES								<u>'</u>				
Marriage Service	·	218.00			I					I		

112.00

15.00

15.00 30.00

30.00

44.00

44.00

58.00

112.00

112.00

206.00

206.00 30.00

44.00

44.00 30.00

15.00

15.00

15.00

15.00

0.00

0.00

TOTAL £ GROWING THE CHURCH 0.00

I certify that this Return is a complete and accurate summary.

Signed:

case of query):

Email address (for use in

Please select one of the following:

Name:

PCC:

Parochial Fee Return Form 2022								
Quarter Ended:	Please Select: Mar / Jun / Sept / Dec							

TOTAL to pay to Diocese £

Nil Return

calculated automatically

I am paying by bank transfer

I enclose cheque payable to "The Truro Diocesan Board of Finance Ltd"

amounts in the relevant columns for the percentage to be paid across to the TDBF

https://www.trurodiocese.org.uk/resources/parish-resources/gdpr-data-protection/

finance@truro.anglican.org within 28 days of the end of each calendar quarter

3. Even if there are no fees to declare, please complete the form as a 'Nil' Return

1. If completing the form electronically you only need to include information in the relevant purple boxes, the rest will be

2. If completing the form manually you will need to include information in the relevant purple boxes as well as including the

4. Once completed please return this form by post to 'Church House, Woodlands Court, Threemilestone TR4 9NH' or email it to

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DISCOVERING GOD'S KINGDOM

GROWING TH

5. If you should have any queries, please call Suzi Dyke on 01872 360 025 or email her at finance@truro.anglican.org 6. The personal information you include in this form will only be used to contact you regarding the contents of this form.

If you want to find out more about how we use personal data you can read our Privacy Notice at

Please collect payment by Direct Debit from the following account

Account name Sort Code Account number

## How to account for Parochial Fees

- Recommended that fees are paid to the PCC
- As the PCC is acting as the intermediary, the following elements should not be included in the year end financial statements:
  - Fees passed in full to bell ringers, organists, vergers, choir, etc.
  - Fees passed on to the Diocesan Board of Finance
  - Part fees passed on to retired clergy
- 'Extra' charges retained by the PCC should be posted as PCC income

## Service Fees

Only retired stipendiary clergy are entitled to a fee, when ministering outside their usual place of worship. The fees payable are

- £30 for a service with a sermon
- £15 for a second service or one without a sermon
- Fees earned in any one week, remain a maximum of £60

These fees should be met from the PCC's funds.



## Website Links

- Finance section of the diocese website:
- https://trurodiocese.org.uk/resources/parish-facing-support/finance/
- Parochial section of the diocese website:
- https://trurodiocese.org.uk/resources/parish-facingsupport/finance/parochial-fees/



## Any questions?





GROWING THE CHURCH

### Contact us

Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro, TR4 9NH

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Website www.truro.anglican.org

