

# A quick guide to Parochial Fees

Treasurers Training



# 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) statutory fees for weddings 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 2026 FROM 1 JANUARY 2026

## BAPTISM CERTIFICATES AND MARRIAGES

This table sets out the fees prescribed by the Parochial Fees Order 2024 (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.

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.

The 2024 Order set the framework for fees until the end of 2026. It provided that fees would increase annually in line with CPI, capped at 5%, rounded up to the nearest pound.

### BAPTISMS

Certificate issued at time of baptism (See Note A1)

Short certificate of baptism given under section 2, Baptismal Registers Measure 1961

	Fee payable To Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
	—	20	<b>20</b>
	—	20	<b>20</b>

### MARRIAGES

Publication of banns of marriage

Certificate of banns issued at time of publication

Marriage Service in church (See Note A3)

	—	39	<b>39</b>
	—	20	<b>20</b>
	257	309	<b>566</b>

### 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)

	—	39	<b>39</b>
	—	20	<b>20</b>
	—	—	—
	—	20	<b>20</b>

### 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.

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 2026 FROM 1 JANUARY 2026 – FUNERALS, BURIALS AND MONUMENTS

This table sets out the fees prescribed by the Parochial Fees Order 2024 (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 2024 Order set the framework for fees until the end of 2026. It provided that fees would increase annually in line with CPI, capped at 5%, rounded up to the nearest pound.

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.

## 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)

Burial of body in churchyard immediately preceding or following on from service in church

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 following on from service in church

Cremation immediately preceding or following on from service in church

Burial of body in churchyard on separate occasion (See Note B2(ii))

Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(iii))

Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii))

	Fee payable Towards Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
Funeral service in church, whether taking place before or after burial or cremation (See Note B1)	132	112	244
Burial of body in churchyard immediately preceding or following on from service in church	19	371	390
Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church	19	152	171
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church	37	—	37
Cremation immediately preceding or following on from service in church	37	—	37
Burial of body in churchyard on separate occasion (See Note B2(ii))	54	371	425
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(iii))	54	152	206
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii))	70	20	90
<b>B. No Service in Church</b>			
Funeral service (including burial of body) at graveside in churchyard	132	371	503
Funeral service (including burial or other lawful disposal of cremated remains) in churchyard	132	152	284
Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery	207	37	244
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation	244	—	244
Cremation immediately preceding or following on from funeral service in premises belonging to funeral director	37	—	37
Burial of body in churchyard, not following service at graveside (committal only)	54	371	425
Burial of cremated remains in churchyard or other lawful disposal of remains (committal only)	54	152	206
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery (committal only)	37	—	37
<b>C. Certificate issued at time of burial (See Note B2(iii))</b>			
<b>MONUMENTS IN CHURCHYARDS</b>			
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	19	41	60
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	19	77	96
Any other monument (the above fees include the approval of the original inscription by the incumbent)	19	160	179
Additional inscription on existing monument	19	20	39
<b>SEARCHES IN CHURCH REGISTERS</b>			
1. Searching registers of marriages for period before 1 July 1837 (See Note 4) (for up to one hour) for each subsequent hour or part of an hour	—	39	39
2. Searching registers of baptism or burials (See Note 4) (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 or burials	—	39	39
3. Inspection of instrument of apportionment or agreement for exchange of land for tithes deposited under the Tithe Act 183 Furnishing copies of above (for every 72 words)	—	20	20
<b>EXTRAS</b>			
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 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

The Minister needs to inform you if they are  
Stipendiary, part time, self supporting or retired.

# Parochial Fee Return Form 2026



# Parochial Fee Return Form 2026



Quarter Ended: Please Select: Mar / Jun / Sept / Dec

PCC:

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

Signed:

Name:

Email address (for use in  
case of query):

**TOTAL to pay to Diocese £**

Please select one of the following:

I am paying by bank transfer

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

Please collect payment by Direct Debit from the following account

Account name

Sort Code

Account number

Nil Return

**Notes**

1. If completing the form electronically you only need to include information in the relevant purple boxes, the rest will be calculated automatically
2. If completing the form manually you will need to include information in the relevant purple boxes as well as including the amounts in the relevant columns for the percentage to be paid across to the TDBF
3. Even if there are no fees to declare, please complete the form as a 'Nil' Return
4. Once completed please return this form by post to The Truro Diocesan Board of Finance Ltd 'Old Cathedral School Cathedral Close Truro TR1 2FQ' or email it to [finance@trurodiocese.org.uk](mailto:finance@trurodiocese.org.uk) within 28 days of the end of each calendar quarter
5. If you should have any queries, please call Suzi Dyke on 01872 360 025 or email [finance@trurodiocese.org.uk](mailto:finance@trurodiocese.org.uk)
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  
<https://www.trurodiocese.org.uk/resources/parish-resources/gdpr-data-protection/>



# How to account for Parochial Fees

Recommended that fees are paid to the PCC

- money retained by the PCC are treated as income

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

Please remember to add your PCC name the purple box at the top of the 1<sup>st</sup> page

‘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 and is not included on the parochial fee form.



# Website Links

Finance section of the diocese website:

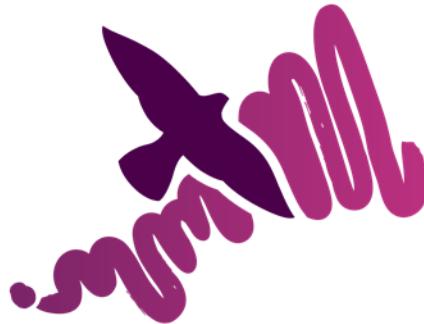
<https://trurodiocese.org.uk/resources/parish-facing-support/finance/>

Parochial section of the diocese website:

<https://trurodiocese.org.uk/resources/parish-facing-support/finance/parochial-fees/>

# Any questions?





# DIOCESE OF TRURO

Contact us

The Truro Diocesan Board of Finance Ltd  
Old Cathedral School  
Cathedral Close  
Truro  
TR1 2FQ

Telephone 01872 274351

Email [finance@trurodiocese.org](mailto:finance@trurodiocese.org)

Website [www.trurodiocese.org.uk](http://www.trurodiocese.org.uk)

