



DIOCESE OF YORK : FEES FOR CASUAL DUTY with effect from 5 April 2011

SUNDAY & WEEKDAY PUBLIC WORSHIP	Retired† clergy with permission to officiate	Stipendiary, House for Duty, Non-stipendiary Clergy or Readers
Each service *	£23.50	nil
† see note (ii) below	* No more than £47.00 in total should be paid in respect of any one day.	

OCCASIONAL OFFICES Weddings & Funerals:
see the Table of Parochial Fees from 1 January 2011 and the notes below.

FEES

- (i) The Archbishop assumes that most retired clergy would not expect to receive a fee for assisting in the benefice where they regularly worship and that should be considered the norm except during a vacancy.
- (ii) Casual duty fees for Sunday or Weekday services are **only** due to RETIRED CLERGY WHO WERE FORMERLY STIPENDIARY. They are **not** due to any other ministers, stipendiary, house for duty, self-supporting or voluntary although they should be offered travelling expenses (see below).
- (iii) Casual duty fees and expenses for parishes in vacancy will be met by the diocese for Sunday Services, Principal Feasts & other Principal Holy Days (listed in bold red type in Common Worship pp1-16) and Harvest & Patronal Festivals. The Rural Dean should first countersign such claims. AT ALL OTHER TIMES they are the responsibility of the PCC, although in situations of extended (i.e. in excess of 4 weeks) absence due to ill health, the Archdeacons may authorise claims to be submitted to the diocese.
- (iv) STIPENDIARY CLERGY taking services in parishes other than their own receive no fees for casual duties, and any fees received by them for conducting occasional offices in a parish other than their own must legally be included within stipend, by either being assigned or declared in a fee return.
- (v) CHURCHWARDENS are reminded that the use of READERS should be considered when services of Morning and Evening Prayer are being arranged.
- (vi) READERS may not take any fees personally, but should receive travel expenses (see below).
- (vii) Unless otherwise stipulated in the Working Agreement that was signed prior to Licensing, NON-STIPENDIARY or HOUSE FOR DUTY MINISTERS **may not** retain the minister's fee for conducting any OCCASIONAL OFFICE. Such fees must either be passed to the incumbent of the parish, or sent direct to the DBF. Those ministers should however receive travel expenses (see below).
- (viii) RETIRED FORMERLY STIPENDIARY CLERGY **may** retain the full minister's fee due for conducting an OCCASIONAL OFFICE. No other ministers who hold the Archbishop's Permission to Officiate may retain them.

EXPENSES

- (ix) The payment of expenses is completely separate from the payment of fees
- (x) ANY PERSON taking OCCASIONAL OFFICES should be fully reimbursed for their expenses by those requesting the service.
- (xi) Persons undertaking CASUAL DUTIES should be fully reimbursed by the PCC.
- (xii) The rate of 45p per mile is recommended as the current diocesan rate for travel by car.

GENERAL

- (xiii) CHURCHWARDENS during vacancies have a duty to collect and account for all other fees due to an incumbent e.g. reading of banns, monuments etc. All such fees must be passed on to the DBF. A booklet is issued to Churchwardens by the Diocesan Office before the start of a vacancy.
- (xiv) PCCs are encouraged to use this document as a guide when offering payments to retired clergy who take services to cover holidays or other absence.