



**THE DIOCESE OF
SHEFFIELD**

Church House
95-99 Effingham Street
Rotherham, S65 1BL

15 November 2024

**TO: ALL CLERGY (INCLUDING CLERGY WITH PERMISSION TO OFFICIATE),
CHURCHWARDENS, READERS AND PARISH TREASURERS**

COPIED TO: BISHOP, AREA DEANS AND ARCHDEACONS

DIOCESE OF SHEFFIELD – PAROCHIAL FEES FOR 2025

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 fee claim form (in editable and printable formats).

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 of which the Diocese permits non-stipendiary clergy (including clergy with PTO) and Readers to claim two-thirds as a good-will gesture. Payments made by Funeral Directors should therefore be made to the PCC so the fees can be apportioned accordingly.

When covering Eucharistic services in an Interregnum, Clergy with Permission to Officiate are also 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. A copy of the claim form is enclosed which you should complete and return to the Archdeacons' office for approval (by email if possible).

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'.



T: (01709) 309100 | **W:** sheffield.anglican.org | **E:** reception@sheffield.anglican.org

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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 all the best for the year ahead.

With kind regards.

Yours sincerely,



Katie Bell
Chief Executive and Diocesan Secretary
Office: (01709) 309100 | **Alt:** 01709 309 117
Email: katie.bell@sheffield.anglican.org



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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	£544	£297	£82	£165
PTO/SSM/R	Funerals in Church (note 1)	£234	£107	£42	£85
PTO/SSM/R	Funerals in Crematorium/ Cemetery (note 1)	£234	£35	£66	£133
PTO/SSM/R	Burial of Cremated Remains on separate occasion (Committal)	£198	£146	£17	£35
PTO/SSM/R	Burial of a body or cremated remains in a cemetery immediately preceding or following service in church	£35	£0	£12	£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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