



The Church of England  
in Essex and East London  
Diocese of Chelmsford

# Interregnum Procedures

January 2015

Everything you need to know  
Travelling expenses

Who does what and when!  
Eligibility for locum fees

Fees for services taken  
Claiming reimbursement

During an interregnum, the Church-wardens of the parish are responsible for accounting to the Diocesan Office for the collection and payment of fees. Fees which are payable to the PCC (for marriages, funerals etc) are not affected by this requirement.

## PAYMENT OF LOCUM FEES

### (i) Who is eligible?

ONLY locums who are retired stipendiary clergy and have the Bishop of Chelmsford's permission to officiate. Stipendiary clergy are not entitled to receive locum fees because their annual income is maintained at a fixed rate by the Diocese. Self-Supporting Ministers (SSM's) and Readers are voluntary and unpaid and are not entitled to a fee for their services.

### (ii) How much is payable?

For services which are part of the regular pattern of worship within the parish, the current (2015) fee payable to each eligible locum is:

Per service	£32.00
Maximum for one day	£64.00

NB: This changes each January.

Please check the Diocesan website for details.

### (iii) Travelling expenses of all locums should be met

We suggest that these be paid at the 'Inland Revenue Allowable Rate' (currently 45p per mile). These expenses remain the responsibility of the PCC during an interregnum.

## REIMBURSEMENT OF LOCUM FEES

### (Monthly Interregnum Return)

The PCC Treasurer should pay the locum fees and detail those eligible for reimbursement on the 'Monthly Interregnum Return'.

Locum fees eligible for reimbursement are those incurred for regular Sunday services; and for one weekday service where the parish has been accustomed to weekday celebrations of Holy Communion, from the official vacancy commencement date as on your letter.

Other weekday services will not qualify, except for such special occasions as Ash Wednesday, Maundy Thursday, Good Friday, Ascension Day, Christmas, Patronal and Dedication Festivals.

Your claim will be processed and any reimbursement due will be credited directly to your parish bank account. A remittance advice will be emailed to the treasurer.

## OCCASIONAL SERVICES

During an interregnum fees may be earned from occasional services like weddings and funerals.

These should continue to be dealt with as before the Interregnum, completing the Monthly Fee Return and making payments as normal.

NB: Travelling expenses should be met by the wedding party/funeral director.