



November 2024

Dear Colleagues,

Please find attached the Table of Parochial Fees as published by The Archbishops' Council from 1 January 2025 and a revised CDBF Fee Return Form for Officiants detailing the new fees and the portion due to DBF.

This form should be used when fees are not dealt with by a parish.

Properly authorised Ministers, not in receipt of a stipend, are offered 2/3rds of the DBF's fee. The remaining 1/3rd should be remitted to the DBF on a monthly, if not quarterly basis.

2024 Fees

Many thanks to those who have submitted their fees during 2024. We would be grateful if all fees due for 2024 are submitted no later than the 12th January 2025.

General guidance

- No fee is payable in respect of a still-born infant or for the funeral or burial of a person within the first eighteen years of birth. See note B2(i) on the table of fees
- Where possible, the preferred method of payment is via BACS (Bank details are on the return forms), however, cheques can still be accepted
- When paying by BACS please make a clear distinction that you are paying fees by quoting FEES and the parish number in the reference – for example “**FEES PTO** followed by **Officiant name**”
- The fees for a Locum taking a normal Sunday service are £42.00 per service
- The associated mileage expenses fee for Locums – 45p per mile

Some useful links are below for ease of reference. If you require assistance or have any queries, please email fees@chelmsford.anglican.org

Further information is available on the Diocese of Chelmsford website <https://www.chelmsford.anglican.org/support-for-parishes/finance/fees>

Church of England Guide to Parochial Fees <https://www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance/guide-church-england-parochial>

FAQ's

<https://www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance/life-events-ministry-fees-faqs>

Many thanks

Finance Team

Chelmsford Diocesan Board of Finance