



November 2024

To all Clergy and Treasurers,

2024 Fees

Many thanks to the Parishes who have submitted fees during 2024. For those who have outstanding fees to submit please could any fees due to the end of November 2024 be submitted during December so they can be included in the current financial year. December fees should then be submitted as early as possible in January 2025.

2025 Fees

The Table of Parochial Fees, as published by The Archbishops' Council from 1 January 2025, and the 2025 CDBF Fees Return form are attached.

General guidance

- All queries and returns should be emailed to fees@chelmsford.anglican.org
- Receipts by BACS is preferred but cheques are accepted. The payment should reference FEES followed by the parish Church Commissioners number, for example 'FEES 581234'
- Fee returns should ideally be submitted monthly, but if not at least quarterly
- In the event of a nil return an email confirming your parish number and which month(s) is sufficient
- 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
- 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.

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