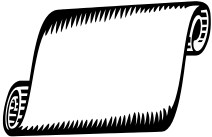


- Everything you need to know
- Who does what and when!
- Fees for services taken

- 1 Travelling Expenses
- 2 Eligibility for Locum Fees
- 3 Claiming Reimbursement

The Diocese of Chelmsford



Sickness Cover Procedures

During a period of long-term sickness, the Parish may claim reimbursement of locum costs, plus associated travel expenses, from the DBF as detailed below. The Parish will need to obtain authorisation from their Archdeacon prior to making their first claim.

PAYMENT OF LOCUM FEES

(i) What is a Locum

This is an authorised person who takes a parish service - **excluding** weddings and funerals

(ii) Who is eligible for a fee?

ONLY locums who are **retired stipendiary clergy** and have the Bishop of Chelmsford's **permission to officiate** are entitled to receive a Locum Fee. **Stipendiary clergy** are not because their annual income is maintained at a fixed rate by the Diocese.

All other authorised persons are voluntary and so unpaid.

(iii) How much is payable?

For services which are part of the regular pattern of worship within the parish, the current (2023) fee payable to each **eligible** locum is:

Per service	£40.00
Maximum for one day	£80.00

NB: This changes each January

- Please check the Diocesan Website for details.

iv) **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 may be claimed from the DBF at a rate of 45p per mile.

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 date authorised by your Archdeacon**.

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**.

*We can cover what are known as 'Principal Feasts' - as listed - in bold red type - in the Calendar at the front of the 'black' Common Worship book. Please designate these as such on your claim.

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.

So, as usual, retired clergy with PTO, SSMS, LLMs and House for Duty clergy will be able to retain $\frac{2}{3}$ of the Diocesan part of the Statutory Fee for the service if they so choose. They will need to declare this to HMRC as extra earned income.

Where the $\frac{2}{3}$ fee is retained the Fee Return Form should be completed as normal, but with the $\frac{1}{3}$ remaining fee figure written in the relevant column, so that we know that $\frac{2}{3}$ has been retained by the officiant.

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