



November 2023

Dear Colleagues,

Please find attached the Table of Parochial Fees as published by The Archbishops' Council from 1 January 2024 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.

We draw your attention to the following:

1. 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.
2. Please ensure that all returns are submitted using the Chelmsford Diocesan PTO Fee Return Form attached to this email, other forms cannot be accepted.
3. We are now approaching the financial year-end and would be grateful if all fees for 2023 are with us as soon as possible, and no later than **12th January 2024**.
4. Fee returns must be submitted on a monthly, if not quarterly basis.
5. The information listed on the fee return is relevant in the processing of fees, therefore we require **ALL** the requested information to be completed.
6. Where possible, the preferred method of payment is via BACS (Bank details are on the return forms), however, cheques can still be accepted.
7. 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**”.
8. Please note the fees for a Locum taking a normal Sunday service are £40.00 per service.
9. 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-and-giving/fees>

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

FAQ's

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

Many thanks
Finance Team
Chelmsford Diocesan Board of Finance