

Parishes of the Meon Bridge Benefice Fees and Charging Policy and Parochial Fees Order 2019

<http://www.bridgechurches.org.uk>

A guide to Church of England Parochial Fees can be found at

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

Preamble

The legislation relating to parochial fees underwent extensive revision by the General Synod in 2011.

The Ecclesiastical Fees (Amendment) Measure 2011 made the following changes to the legal framework relating to parochial fees:

- Replaced of the incumbent's fee by a fee payable to the diocesan board of finance;
- Established a list of services and other matters in respect of which parochial fees may be prescribed;
- Archbishops' Council given power to prescribe fees (including increases) for a period of up to five years;
- Express power to prescribe what costs and expenses are included within the statutory fees.

Fees for 2018 and 2019 can be found in the tables below. Further information on fees in the Church of England is provided in its guidance on-line Guidance and FAQs can be found at

<https://www.churchofengland.org/sites/default/files/2018-11/Fees%20Table%202019%20A4%20all%20v3.0.pdf>.

Policy

The Parochial Fees Order for the Benefice is issued in accordance with the Table of Parochial Fees from 1 January each year for occasional offices, pursuant to the Parochial Fees Order 2014 as published by the Church of England.

Table 1 prescribes the fees for baptisms and marriages.

Table 2 the fees for funerals, burials and monuments.

The fees for 'extras' – such as charges for heating, the services of a vergier, music, bells and flowers – are fixed by the individual combined Parochial Church Councils of the Benefice, but are not prescribed by the General Synod of the Church of England, although subject to its legal guidance.

Some Key Legal Points for the PCC, Clergy, Weddings Secretary and Treasurers:

1. In these notes, the Ecclesiastical Fees Measure 1986, as amended by the Ecclesiastical Fees (Amendment) Measure 2011, the Church of England (Miscellaneous Provisions) Measure 2014 and the Parochial Fees and Scheduled Matters Amending Order 2014, is referred to as the 1986 Measure as amended.
2. Parochial fees is the term used in this Guide for fees prescribed under the authority of the 1986 Measure as amended. The definition of parochial fees in the Measure is any fee prescribed in respect of any of the matters set out in Schedule A1 (Section 10 of the 1986 Measure as amended). Fees are prescribed for services such as marriages and funerals which an incumbent (i.e. the rector) is under a legal obligation to provide or conduct. That is why, for example, no fees are prescribed for a service of prayer and dedication after a civil marriage or for various extras, such as music, bells, flowers, etc.
3. The term minister is used in these notes to refer to the officiant but has a narrower definition in relation to a service performed in a crematorium or un-consecrated cemetery under the provisions of section 2 of the Church of England (Miscellaneous Provisions) Measure 1992.

4. The 1986 Measure, as amended, uses the term church as a general word for buildings in which services are conducted for which a fee is payable, including chapels which have been licensed or otherwise authorised under the 2011 Mission and Pastoral Measure or the 1949 Marriage Act, but does not include any church or chapel in or belonging to any extra-parochial place which is licensed by the bishop under the 1949 Marriage Act, such as Preshaw Chapel.
5. The term churchyard includes the curtilage of a church and a burial ground of a church, whether or not immediately adjoining a church.
6. **The fees shown in the first column** of the table of parochial fees are payable to the Diocesan Board of Finance (DBF).
7. **The fees shown in the second column** of the table of parochial fees are payable to the parochial church council. These fees should be regarded as a contribution toward the cost of the general upkeep of the church and churchyard for which the council is responsible. The prescribed fees are not, however, intended to include any payment for extras.
8. There is no provision for variable charges according to the size of the building.
9. From time to time a situation may arise where the Rector or parochial church council feels that a **fee** should be **waived**. The 1986 Measure, as amended, gives the incumbent/priest in charge a right to waive the DBF's part of the fee in a particular case if he or she so chooses. The PCC has always had the right to waive its part of the fee
10. In deciding what to do the following need to be borne in mind: -
 1. Parochial fees have been approved by the General Synod and Parliament; they are legally payable;
 2. If an incumbent/priest in charge waives the DBF fee the diocese will in most cases have to find additional funds for stipends. Ultimately these extra funds will have to be provided by the parishes;
 3. The incumbent/priest in charge has a right to waive the DBF fee in a particular case. That means that the incumbent/priest in charge cannot issue a general, blanket waiver of fees in the parish. There is not a statutory requirement for the incumbent/priest in charge to consult before waiving the DBF fee, but, if an incumbent/priest in charge or PCC is considering whether to waive or reduce a fee, regard should be had to any guidelines laid down by the diocese. The incumbent/priest in charge should be able to account for a particular decision to waive a fee.
 4. In the Diocese of Portsmouth, a decision to waive fees must be approved by the Archdeacon.
11. The incumbent/priest in charge also has a right, after consulting the churchwardens of the parish, to waive any fee payable to the PCC in a particular case.
12. The Archbishops' Council's advice is that the power to waive fees should only be exercised in cases of clear financial hardship. It is understandable that some clergy have been known to waive fees for those who are long-standing members of the congregation. The Council believes, however, that this practice should not be encouraged.
13. **A Parochial Fees Order** can specify costs and expenses which are to be included in a parochial fee prescribed by the Order.
14. The 2014 Order specifies that the parochial fees for marriage services and funeral services in church include any costs and expenses incurred² in respect of routine administration, including arranging dates and times and the making of entries in registers, making the church available and lighting it.[article 2 of Schedule 2 to the Parochial Fees and Scheduled Matters Amending Order 2014 (SI 2014/813)] Accordingly, it is unlawful for an incumbent or PCC to impose any additional

charges for making the church available and lighting it in connection with marriage services and funeral services in church.

15. To arrive at the level of fees to include routine administration, making the church available, and lighting the church for marriage and funeral services, the PCC fees have been calculated to include a location/building element based on national statistics for the overall costs of repairs and maintenance of church buildings and the number of hours in use, an element for administrative staffing based on a secretarial rate of pay, and an element for the cost of lighting. PCC fees for burials and monuments include an element towards meeting the cost of long-term maintenance of the churchyard.
16. The cost of heating and providing for the services of a vergers are not covered by the statutory parochial fees.
17. Parochial fees do not include payment for extras. Examples of the items for which a parish may decide to make an extra charge include:
 - * heating;
 - * the services of a vergers;
 - * the services of an organist, choir or bell-ringers;
 - * sheet or recorded music that must be specially purchased;
 - * the provision of recorded or taped music;
 - * the taking of films, video or sound recordings (where permitted);
 - * flowers;
 - * special furnishings.
18. Charges for extras are normally payable to the parochial church council or to the person providing the item (e.g. the organist or choristers).
19. Extras can only lawfully be charged for items over which those receiving the ministry have been given a genuine choice. Although parishes can generate much needed additional income from extras the charges need to be both realistic and fair.
20. Extras should never be imposed by the incumbent or PCC where those paying the fees have not agreed that they wish to be provided with the extras in question.
21. The website above offers further advice.
22. Any entitlement for an organist to receive a fee even when another person (e.g. a family friend) plays the organ must be clear in the contract and must be made clear to those who ask permission for someone other than the church organist to play for a service.
23. Entitlement (or not) to an additional fee when a service is recorded/filmed should also be clear in any contract and in information given to those seeking a service.
24. Each PCC treasurer, assisted by the Church Wardens, must make sure that proper records are kept of all payments for audit and other purposes. Each PCC should also make clear to those receiving payments who are not on the PCC's payroll, that they, not the PCC, are responsible for declaring their payments to HMRC for tax purposes.
25. Overall, clarity of information in all matters is essential.
26. Casual duty & other payments to retired ministers, and honoraria to retired ministers for weddings and funerals are paid in accordance with diocesan policy as agreed at Synod (https://cofeportsmouth.contentfiles.net/media/documents/document/2018/01/Portsmouth_Diocesan_Parochial_Fee_Policy_from_1.1.18.pdf). Details are set out in Table 3 below.

The Meon Bridge Benefice Parochial Fees Order 2019 for Baptisms and Marriages in 2019

Table 1 of Parochial Fees from 1 January 2019 – Baptisms and Marriages	Fee payable towards Diocesan Board of Finance	Fee Payable to Parochial Church Council (PCC)	Total Fee Payable
This table sets out the fees prescribed by the Parochial Fees Order 2014 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for funerals, burials, and monuments <i>For further information about fees refer to the Guide to Church of England Parochial Fees and Frequently Asked Questions which are available on the Church of England website</i>			
Baptisms (Christening) as per CofE fees table 2019			
Certificate issued at time of baptism (See Note A1)	—	14.00	14.00
Short certificate of baptism given under section 2, Baptismal Registers Measure 1961	—	14.00	14.00
Marriages			
Publication of banns of marriage		30	30
Certificate of banns issued at time of publication		14	14
Marriage Service in church (See Note A3. For marriage certificate see Note A4)	207.00	248.00	455.00
Searches in Church Registers as per CofE fees table 2019			
Searching registers of marriages for period before 1 July 1837 (See Note A2) (for up to one hour)	-	30	30
for each subsequent hour or part of an hour	-	30	30
Searching registers of baptisms (See Note A2) (including the provision of one copy: of any entry therein) for up to one hour	-	30	30
for each subsequent hour or part of an hour	-	30	30
Each additional copy of an entry in a register of baptism	-	14	14
Inspection of instrument of apportionment or agreement for exchange of land for tithes deposited under the Tithe Act 1836	-	-	-
Furnishing copies of above (for every 72 words)	-	14	14
Locally Set Fees for Christenings and Weddings ('Extras')			
Routine administration (including arranging dates and times and the making of entries in registers)	-	Modest donation welcome	
Making the church available, heating and lighting (e.g. for rehearsals, the arrangement of flowers)	-	Modest donation welcome	
Organist (Weddings) – paid to the organist if your wedding is filmed, musicians like the organist can request an increase in their fee to take into account professional performing rights	-		105
Organist (Baptisms) – paid to the organist	-	-	40
Verger (Weddings)	-	-	40
Verger (Baptisms)	-	-	15
Choir – the Choir is not always available, but when it is, it makes no charge (but donations welcome to Choir funds).	-	-	Donation
Other Musicians – please arrange privately	-	-	-
Flowers – to be arranged privately with arrangers or florists	-	-	-
<i>Heating in the Winter Months for Weddings (1 October – 30 April)</i>		25	25
Video Certificate for Weddings		50	50
Bells (Droxford only) before and/ or after service - £60/ £25 per rope (paid to the ringers) (x5 = £300/ £125- rope fee payable to each ringer) and £75 Tower Fee		75	375/ 200

Statutory fees are only prescribed for matters in respect of which parishioners have a legal right. Not all services come into this category, for example funerals where there is a period of more than 48 hours between the funeral service and the cremation and between the cremation and the disposal of ashes. This also applies to special services such as memorial services and services of blessing and dedication following a civil marriage. The Archbishop's Council recommends that, where a memorial service is on a similar scale to a funeral service, or a service of blessing and dedication following a civil marriage or a renewal of marriage vows is on a scale equivalent to a wedding service, the PCC fee should be based on the statutory fee for the service, with the PCC receiving the equivalent of the combined DBF and PCC fee.

NOTES:

A1. Certificates of Baptism

The fee for a certificate issued at the time of baptism is for a certified copy of the entry in the register book of baptisms giving the particulars required in Form No 1 in Schedule 1 to the Parochial Registers and Records Measure 1978. The fees payable for a certified copy of the full entry issued at any other time are the fees prescribed for searching registers of baptisms and burials and, if applicable, for each additional copy of an entry in such a register.

A2. Searches in Church Registers

The search fee relates to a particular search where the approximate date of the baptism or marriage is known. The fee for a more general search of a church register is negotiable.

A3. Costs and Expenses

In the case of a marriage service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the parochial church council.

A4. Fee for Marriage Certificate

The following fees are currently payable under the Marriage Act 1949 to the parochial church council under the Registration of Births, Deaths and Marriages (Fees) (Amendment) Order 2014: certified copy of entry in marriage register at time of registration £4.00; subsequently £10.00. The fees may be increased from 1 April 2019.

The Meon Bridge Benefice Parochial Fees Order 2019 for Funerals, Burials and Monuments 2019

Table 2 of Parochial Fees from 1 January 2019 – Funerals, Burials and Monuments This table sets out the fees prescribed by the Parochial Fees Order 2014 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for baptisms and marriage services. For further information about fees refer to the Guide to Church of England Parochial Fees and Frequently Asked Questions which are available on the Church of England website	Fee payable towards Diocesan Board of Finance	Fee Payable to Parochial Church Council (PCC)	Total Fee Payable
FUNERALS AND BURIALS OF PERSON AGED 16 YEARS OR MORE (See Note B2(i))			
Service in Church as per CofE fees table 2019			
Funeral service in church, whether taking place before or after burial or cremation (See Note B4)	106.00	89.00	195.00
Burial of body in churchyard immediately preceding or following on from service in church	13.00	300.00	313.00
Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church	13.00	121.00	134.00
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church	28.00	—	28.00
Cremation immediately preceding or following on from service in church	28.00	—	28.00
Burial of body in churchyard on separate occasion (See Note B2(ii))	41.00	300.00	341.00
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(ii))	41.00	121.00	162.00
Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii))	55.00	14.00	69.00
No Service in Church as per CofE fees table 2019			
Funeral service (including burial of body) at graveside in churchyard	106.00	300.00	406.00
Funeral service (including burial or other lawful disposal of cremated remains) in churchyard	106.00	121.00	227.00
Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery	165.00	30.00	195.00
Burial of body in churchyard (committal only)	41.00	300.00	341.00
Burial of cremated remains in churchyard or other lawful disposal of remains (committal only)	41.00	121.00	162.00
Certificate issued at time of burial (See Note B2(iii))	—	14.00	14.00
Monuments in Churchyards as per CofE fees table 2019			
Permitted in accordance with rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty, the fee for which is set by the Chancellor)			
Small cross of wood	13.00	31.00	44.00
Small vase not exceeding 305 mm x 203 mm x 203 mm (12 x 8 x 8) or tablet, plaque or other marker commemorating a person whose remains have been cremated	13.00	60.00	73.00
Any other monument	13.00	127.00	140.00
(the above fees include the approval of the original inscription by the incumbent)			
Additional inscription on existing monument	13.00	14.00	27.00
Searches in Church Registers as per CofE fees table 2019			
Searching registers of burials (See Note B3) (including the provision of one copy of any entry therein) for up to one hour	-	30	30
for each subsequent hour or part of an hour	-	30	30
Each additional copy of an entry in a register of burials	-	14	14

NOTES:

B1. Definitions etc.
'Burial' includes deposit in a vault or brick grave and the interment or deposit of cremated remains.
'Churchyard' includes the curtilage of a church and a burial ground of a church whether or not immediately adjoining such church. (NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)
'Cemetery' means a burial ground maintained by a burial authority.
'Monument' includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind. **'immediately preceding or following on from service in church'** includes the day before and the day after the service in church.
 Where "—" appears in the table no fee is payable to the body indicated.

B2. Funerals & Burials
 i) No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within sixteen years after birth.
 ii) The fee for a burial in a churchyard or cemetery on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.
 iii) The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.

B3. Searches in Church Registers
 The search fee relates to a particular search where the approximate date of the baptism, marriage or burial is known. The fee for a more general search of a church register is negotiable.

B4. Costs and Expenses
 In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.

Locally Set Fees for Funerals and Monuments ('Extras')			
Routine administration (including arranging dates and times and the making of entries in registers)	-	Modest donation welcome	
Making the church available, heating and lighting (e.g. the arrangement of flowers)	-	Modest donation welcome	
Organist (funerals) – paid to the organist	-		70
Verger (funerals) – paid to the verger	-	-	40
Choir – the Choir is not always available, but when it is, it makes no charge (but donations welcome to Choir funds).	-	-	Donation
Other Musicians – please arrange privately	-	-	-
Flowers – to be arranged privately with arrangers or florists	-	-	-
Bells (Droxford only) before and/ or after service - £60/ £25 per rope (paid to the ringers) (x5 = £300/ £125- rope fee payable to each ringer) and £75 Tower Fee		75	375/ 200

Table 3 of Parochial Fees from 1 January 2019 – Honoraria for Retired Ministers	
Weddings and funerals:	£85 (ie 80% of the church funeral fee rounded up to the nearest pound).
Casual duty:	
for the first Sunday service in the benefice	£32.00
for any additional services in the same benefice on the same Sunday	£16.00
for each midweek service	£32.00

A W Forrest
Rector

Angela Peagram
Churchwarden – Corhampton & Meonstoke for PCC

Sheila Matthiessen
Churchwarden - Droxford for PCC

Hugh Parry
Churchwarden - Exton for PCC

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