

Parishes of the Meon Bridge Benefice Fees and Charging Policy and Parochial Fees Order 2022

<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>, (NB This is not the primary legislation). Other guidance may be found at

Preamble

The legislation relating to parochial fees underwent extensive revision by the General Synod in 2011 and GS has made further modifications in 2019 to cover 2020-24.

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.

The new scheme is regulated by [The Parochial Fees and Scheduled Matters Amending Order 2019](#) which is described in the associated [Explanatory Memorandum](#). The Order amends the [Ecclesiastical Fees Measure 1986](#) ("the Measure") and comes into operation on 1st January 2020.

Fees for 2022 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 [Life events parochial fees and guidance | The Church of England](#).

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 2020, which is a statutory instrument in law, 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 vergers, 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. The 1986 Measure provides for the parochial fees payable to diocesan boards of finance and parochial church councils to be prescribed by a Parochial Fees Order for up to 5 years. Increases can be prescribed by reference to a published index of price or earnings increases. Schedule A1 to the 1986 Measure sets out in a list the matters in respect of which fees may be prescribed. The 1986 Measure makes provision for that list to be amended by a "Scheduled Matters Amending Order".
2. Amendments to Schedule A1 were previously made by **Parochial Fees and Scheduled Matters Amending Orders** in [2012](#) and [2014](#). The 2014 Order, as well as making amendments to Schedule A1, prescribed parochial fees for the period 1st January 2015 to 31st December 2019. The 2019 Order: makes further amendments to Schedule A1 (i.e. the list of matters in respect of which parochial fees may be prescribed and explanatory notes on the list); and prescribes parochial fees for the period 1st January 2020 to 31st December 2024.

3. In these notes, the Ecclesiastical Fees Measure 1986, as amended by the Ecclesiastical Fees (Amendment) Measure 2011, the Church of England (Miscellaneous Provisions) Measure 2019 and the Parochial Fees and Scheduled Matters Amending Order 2019, is referred to as the 1986 Measure as amended.
4. 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.
5. 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.
6. 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.
7. 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 reduce² 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 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.[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 Consumer Prices Index including owner occupiers' housing costs (CPIH) 12-month inflation rate was 4.8% in December 2021
(<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/december2021>) <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance> – this is the rate to be applied to non-statutory fees for 01Jan22 – 31Dec22 and rounded to the nearest whole pound.
17. The cost of heating and providing for the services of a vergers are not covered by the statutory parochial fees.
18. 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.
19. Charges for extras are normally payable to the parochial church council or to the person providing the item (e.g. the organist or choristers).
20. 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. ³
21. 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.
22. The website above offers further advice.

23. 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.
24. 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.
25. 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.
26. Overall, clarity of information in all matters is essential.
27. 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_Diocese_Parochial_Fee_Policy_from_1.1.18.pdf). Details are set out in Table 3 below.
 1. Ministers eligible to receive an honorarium for occasional offices. All retired stipendiary, self-supporting, lay readers and ministers who have served in secular chaplaincies who meet the following criteria may receive an honorarium and are referred to here as 'eligible ministers'.
 2. Such payments for occasional offices may only be made where: - a parochial fee due to the Diocesan Board of Finance has actually been paid for the service i.e. not waived;
 - and 1. The minister has retired from stipendiary ministry and is:
 - in receipt of the state pension and holds the Bishop's Permission to Officiate (PTO), or if still licensed, receives neither a stipend nor a house for duty.
 - OR 2. The minister is a self supporting minister (i.e. SSM/NSM or Reader) who is: retired from secular employment and in receipt of state pension and holds the Bishop's PTO, or, if licensed, does not occupy a house for duty.

NB The Amending Order 2019

Part 2 makes amendments to **Schedule A1 of the 1986 Measure** (the list of matters to which parochial fees relate and explanatory notes):

28. the age under which no fees should be payable in respect of a funeral to persons is changed to 18, [Articles 3(2), (3) and (4)];
29. Three new matters are added to the list under the heading "B. No Service in Church"; these cover the situation where a funeral takes place in a funeral director's chapel and cover subsequent cremation and burial. [Article 3(3)];
30. the definitions of "on a separate occasion", "immediately preceding" and "following on" *apply generally* for the purposes of the list of matters in Part 1 of the Schedule, [Article 3(2)];
31. the definition of "cemetery" in paragraph 6 is amended so that it ceases to be confined to burial grounds that are maintained by burial authorities and therefore covers other types of burial grounds, for example a woodland burial ground. [Article 3(5)];

Fees Tables

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 Archbishops' 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.

TABLE OF PAROCHIAL FEES from 1 January 2022

This table sets out the fees prescribed by the Parochial Fees Order 2019 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself.

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.

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
	BAPTISMS				
B1	Certificate issued at time of baptism (See Note 1)		0	16	16
B2	Short certificate of baptism given under section 2, Baptismal Registers Measure 1961		0	16	16
	LOCALLY SET FEES ('EXTRAS')				
Bx1	Heating in the Winter Months for Baptism not in main service (1 October – 30 April)			30	30
Bx2	Verger (Baptisms) paid to verger	16	0	0	16
Bx3	Making the church available at other times, heating and lighting (e.g. the arrangement of flowers)			d	d
Bx4	Organist (Baptisms) – paid to the organist	43			43
Bx5	Choir – the Choir is not always available, but when it is, it makes no charge (but donations welcome to Choir funds).	d			d
Bx6	Other Musicians – please arrange privately	n			n
Bx7	Flowers – to be arranged privately with arrangers or florists	n			n
Bx8	Routine administration (including arranging dates and times and the making of entries in registers)			0	0

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
Bx9a	Bells (Droxford only) before or after service - £26 rope fee payable to each ringer (paid to the ringers)	130			
	Bells (Droxford only) before or after service - £79 Tower Fee			79	209
Bx9b	Bells (Droxford only) before AND after service - £65 rope fee payable to each ringer (paid to the ringers)	325			
	Bells (Droxford only) before AND after service £105 Tower Fee			105	430

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
	MARRIAGES & BLESSINGS				
W1	Publication of banns of marriage		0	32	32
W2	Certificate of banns issued at time of publication		0	16	16
W3	Marriage Service (See Note 5)		218	262	480
	LOCALLY SET FEES ('EXTRAS')				
Wx1	Wedding Blessing Service (or renewal of vows when not part of regular service) in Church, not following a Benefice Church Wedding (See Note about 'Extras')			480	480
Wx2	Wedding Blessing Service (or renewal of vows when not part of regular service) in Church following a previous Church Wedding in the Benefice (See Note A5)			52	52
Wx3	Routine administration (including arranging dates and times and the making of entries in registers) payable to Wedding Administrator	d			d
Wx4	Heating in the Winter Months for Baptism not in main service (1 October – 30 April)			79	79
Wx5	Verger (Wedding) paid to verger	43	0		43
Wx6	Video Certificate for Weddings			26	26
Wx7	Making the church available at other times, heating and lighting (e.g. the arrangement of flowers)			d	d
Wx8	Organist (Wedding) – paid to the organist. <i>If your wedding is filmed, musicians like the organist can request an increase in their fee to take into account professional performing rights</i>	113			113
Wx9	Choir – the Choir is not always available, but when it is, it makes no charge (but donations welcome to Choir funds).	d			d
Wx10	Other Musicians – please arrange privately. <i>If your wedding is filmed, musicians like the organist can request an increase in their fee to take into account professional performing rights</i>	n			n
Wx11	Flowers – to be arranged privately with arrangers or florists	n			n
Wx12a	Bells (Droxford only) before or after service - £26 rope fee payable to each ringer (paid to the ringers)	130			
	Bells (Droxford only) before or after service - £79 Tower Fee			79	209
Wx12b	Bells (Droxford only) before AND after service - £65 rope fee payable to each ringer (paid to the ringers)	325			
	Bells (Droxford only) before AND after service £105 Tower Fee			105	430

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
	FUNERALS				
	Funerals and Burials of Person aged 18 Years or More (See Note 3(i))				
	A. Service in Church				
FA1	Funeral service in church, whether taking place before or after burial or cremation (See Note 5)		112	94	206
FA2	Burial of body in churchyard immediately preceding or following on from service in church		15	316	331
FA3	Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church		15	128	143
FA4	Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church		30	0	30
FA5	Cremation immediately preceding or following on from service in church		30	0	30
FA6	Burial of body in churchyard on separate occasion (See Note 3(ii))		44	316	360
FA7	Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note 3(ii))		44	128	172
FA8	Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note 3(ii))		58	16	74
	LOCALLY SET FEES ('EXTRAS')				
FAx1	Heating in the Winter Months for Baptism not in main service (1 October – 30 April)			79	79
FAx2	Verger (funerals) – paid to the verger	43	0	0	43
FAx3	Routine administration (including arranging dates and times and the making of entries in registers)			0	0
FAx4	Making the church available, heating and lighting (e.g. the arrangement of flowers)			d	d
FAx5	Organist (funerals) – paid to the organist	75	0	0	75
FAx6	Choir – the Choir is not always available, but when it is, it makes no charge (but donations welcome to Choir funds).	d			d
FAx7	Other Musicians – please arrange privately	n			n
FAx8	Flowers - - to be arranged privately with arrangers or florists	n			n

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
FAx10a	Bells (Droxford only) before or after service - £26 rope fee payable to each ringer (paid to the ringers)	130			
	Bells (Droxford only) before or after service - £79 Tower Fee			79	209
FAx10b	Bells (Droxford only) before AND after service - £65 rope fee payable to each ringer (paid to the ringers)	325			
	Bells (Droxford only) before AND after service £105 Tower Fee			105	430
	B. No Service in Church				
FB1	Funeral service (including burial of body) at graveside in churchyard		112	316	428
FB2	Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard		112	128	240
FB3	Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery		206	0	206
FB4	Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation		206	0	206
FB5	Cremation immediately preceding or following on from funeral service in premises belonging to funeral director		30	0	30
FB6	Burial of body in churchyard, not following service at graveside (committal only)		44	316	360
FB7	Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)		44	128	172
FB8	Burial of body, or burial or other lawful disposal of cremated remains, in cemetery (committal only)		30	0	30
	C. Certificates				
FC1	Certificate issued at time of burial (See Note 3(iii))		0	16	16

		Extras payable To Individuals or Groups	Fee payable To Diocesan Board of Finance	Fee payable To Parochial Church Council	Total Fee Payable
			£	£	£
	MONUMENTS IN CHURCHYARDS				
	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)				
M1	Small cross of wood		15	34	49
M2	Small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker commemorating a person whose remains have been cremated		15	64	79
M3	Any other monument (the above fees include the approval of the original inscription by the incumbent)		15	135	150
M4	Additional inscription on existing monument		15	16	31
	SEARCHES IN CHURCH REGISTERS				
S1a	Searching registers of marriages for period before 1 July 1837 (See Note 4) (for up to one hour)		0	32	32
S1b	for each subsequent hour or part of an hour		0	32	32
S2a	Searching registers of baptism or burials (See Note 4) (including the provision of one copy of any entry therein) for up to one hour		0	32	32
S2b	for each subsequent hour or part of an hour		0	32	32
S3	Each additional copy of an entry in a register of baptism or burials		0	16	16
S4	Inspection of instrument of apportionment or agreement for exchange of land for tithes deposited under the Tithe Act 1836		0	0	0
S5	Furnishing copies of above (for every 72 words)		0	16	16

LOCALLY SET FEES - EXTRAS

Some fees shown in the table refer to charges for heating, the services of a verger, music (e.g. organist, choir), bells, and flowers. These are fixed jointly by the Parochial Church Councils of the Benefice. 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.

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 Archbishops' 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:

1. 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.

2. 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 any burial ground other than a churchyard.

'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. *See note at the top right of the table.*

Where "0" appears in the table no fee is payable to the body indicated,

where "d" appears a modest donation is requested for those who provide the particular facility or service;

where "n" appears the charge is set by other persons or bodies and this should be arranged or negotiated with those persons or organisations..

3. 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 eighteen 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.

4. 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.

5. 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.

Table 3 of Parochial Fees from 1 January 2022 – Honoraria for Retired Ministers

Weddings and funerals:

Payment for conducting a **wedding** including all preparation and any follow up pastoral care will be 80% of the DBF fee for a funeral service in church (rounded up to the nearest 50p) **£90**

Payment for conducting a **funeral** service, wherever held, including all preparation, follow up pastoral care and any subsequent attendance at a burial or interment of ashes, will be 80% of the DBF fee for a funeral service in church. (rounded up to the nearest 50p). **£90**

If interment is undertaken by a DIFFERENT eligible minister on a separate occasion **£32.50**

Casual duty:

for the first Sunday service in the benefice **£35.00**

for any additional services in the same benefice on the same Sunday **£17.00**

for each midweek service **£35.00**

A W Forrest
Rector

To be reviewed by 31 December 2022