

## Reimbursement of Fees for Retired Clergy During a Vacancy

The current system for reimbursing retired clergy providing vacancy cover is as follows: -

### Reimbursement of Fee for Service of Worship

The diocese will continue to reimburse parishes for their payments to retired clergy with permission to officiate (but not if they are licenced to a particular parish) who undertake service cover (Holy Communion, Matins, Morning Prayer, Family Services and Evening Prayer) during a vacancy. The Claim Form is available from the Diocese of Oxford Website for this purpose.

### The 2025 fee is £46.50 per service (2024: £45.00)

However, it is now the responsibility of the churchwardens and treasurer during the vacancy to ensure that visiting clergy are paid promptly for services they have undertaken from PCC funds. We suggest that a cheque be left for the visiting clergy or sent to them within a week.

Once payment has been made by the PCC to visiting clergy, a claim to the diocese for reimbursement can be submitted to the Stipends Payroll Officer. We suggest this is done on a monthly basis. The form should state the services that have been covered and the name of the clergy. Please include the PCC bank details on the first claim submitted.

The finance department will refund fees paid directly to the PCC bank account. You may wish to retain a copy of this form for your own records, or to devise a local system to record monies received by visiting clergy.

### Travel Expenses

Please note, ALL costs related to the payment of travel expenses incurred by visiting clergy are now the responsibility of the PCC (as would be the case with an incumbent). These will no longer be reimbursed by the diocese. It is suggested that payment is made at the current rate of 45p per mile.

Service fees should only be paid to retired clergy with Permission to Officiate (but not licenced), this includes ex-stipendiary clergy and ex-self-supporting ministers, but it does **not** include Chaplains or LLMs. *N.B ALL clergy covering services during a vacancy should, however, be reimbursed for their travel expenses.*

### Fees for Occasional Offices

Retired Clergy with Permission to Officiate, SSMS and LLMs are entitled to retain two thirds of the Diocesan fee for weddings and funerals. The full fee for occasional offices taken by all other clergy must be sent to the Diocesan Board of Finance.

On rare occasions, due to exceptional circumstances, licensed clergy have been granted specific permission from the archdeacon to receive fees. Exceptions may be confirmed by contacting the Archdeacon's office.

Please note there is no fee for a service of baptism, even if it takes place at a separate service.

Archdeacon of Berkshire  
Archdeacon of Buckingham  
Archdeacon of Dorchester  
Archdeacon of Oxford