



FEES & EXPENSES CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS
FEES & EXPENSES FOR OFFICIATING AT A REGULAR WORSHIP SERVICE
 during vacancies, sabbaticals and long-term sickness *

At the Parish Church of in the Deanery of

DATE & TIME OF SERVICE	SERVICE <small>(e.g. Holy Communion, Morning Worship)</small>	NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST <small>(e.g. Retired, Reader, OLM, SSM)</small>	MILEAGE within diocese	PLEASE ✓ if you wish to claim a Fee	SIGNATURE OF VOLUNTARY MINISTER <small>Only sign if you wish to claim</small>	<i>For Diocesan Office use only</i> FEE DUE to Officiant £

* Please only claim fees & expenses for a regular worship service on this form in accordance with the latest Guidance for Voluntary Ministers available from:
www.hereford.anglican.org/parish-support/finance/guidance-for-clergy/

To claim fees for officiating at a wedding or funeral service in a parish, or at a crematorium, please use the separate claim forms available from the Diocese of Hereford website.

A Voluntary Minister may claim fees and expenses for taking a regular worship service **during a vacancy, sabbatical or in the case of long-term sickness** of the incumbent / priest-in-charge **if over and above** the Voluntary Minister's normal Working Agreement. In such cases, the Diocesan Office will pay fees and expenses.

The Voluntary Minister should complete this form, then pass to the Rural Dean for counter-signature. The Rural Dean should scan/email this form to: **finance@hereford.anglican.org** or post the original to: **HDBF Finance Team, The Diocesan Office, The Palace, Palace Yard, HEREFORD HR4 9BL** If questions, please email us or phone 01432 373300.

Authorised by Rural Dean:

Date: