



FEE CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS

FEES FOR OFFICIATING AT A CHURCH WEDDING or FUNERAL*

This claim form should be used when an incumbent or priest-in-charge is in post, as well as during a vacancy.

At the Parish Church of **in the Deanery of**

DATE & TIME OF MARRIAGE SERVICE	NAMES OF COUPLE MARRYING		NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO Hereford DBF per current Table of Parochial Fees £	<i>For Diocesan Office use only</i> FEE DUE to Officiant £
DATE & TIME OF FUNERAL SERVICE	NAME OF DECEASED	NAME OF FUNERAL DIRECTOR	NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO Hereford DBF per current Table of Parochial Fees £	<i>For Diocesan Office use only</i> FEE DUE to Officiant £

For the current Parochial (Life Events) Fees Table, please refer to: www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance

* Please only claim fees & expenses for weddings and funerals 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 and expenses for officiating at a cremation service, please use the separate claim form available from the Diocesan website.

Note on travel expenses

Weddings: A Voluntary Minister should claim travel expenses for weddings from the PCC, except during a vacancy you can claim from the Hereford DBF.

Funerals: A Voluntary Minister should always claim travel expenses for funerals from the Funeral Director.

Once complete, please pass this form to PCC / BENEFICE TREASURER or PAROCHIAL FEE ADMINISTRATOR as appropriate.

PCC / Benefice Treasurers or Parochial Fee Administrators: please submit completed claim forms to Hereford DBF with the appropriate fees promptly. We can only settle a fee due to a Voluntary Minister on receipt of this form and the statutory fee due to the DBF. PCCs should settle any expenses requested by Voluntary Ministers. *Thank you for your assistance.*

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