

Parochial Fees Update and frequently asked questions Issued MARCH 2018

Thank you for your co-operation and help, the system has bedded down well.

FAQ

Completing Form PF1

Please use the most up to date version of the form.

On the website alongside each PF1 is a set of guidance notes. Depending which software you use the form is more interactive and the guidance notes contain information on how to add churches and funeral directors to your list.

Please use the drop-down menus where possible, they contain information that helps complete the form, in particular information re category of minister.

Please do not complete the section marked 'office use only'.

Amending forms

We are receiving a high number of forms which are then resubmitted with amendments. We try to process each PF1 on the day it is submitted so changes can be confusing. Please wait until you have all the information and then submit the form. There are occasions when amendments are unavoidable due to illness or the family changing their mind about something.

What can be charged for?

You can only legitimately charge for services provided. There are many 'routine things' covered in the PCC fee, this includes lighting and administration concerned with the service. You are not permitted to charge for organ maintenance or the provision of the PA system. Heating should only be charged for when it is agreed in advance and used. You cannot have a blanket charge regardless of use.

Memorial / thanksgiving services on a separate occasion

The national guidance recommends that the same fee is charged for the service as for a funeral, as most services involve a significant amount of work.

Burial of ashes when no funeral director is involved

Sometimes a family will arrange for ashes to be buried and a family member is responsible for the practical arrangements. If no funeral director is involved, then the family should make payment direct to the PCC.

Double depth graves and subsequent burials

The fee is a payment for the service and not the grave space and so the full fee for burial in a churchyard should be charged.

Burial of ashes in existing grave space

The same logic applies.

Payment of travel expenses

Travel for the funeral service including committal is a permitted expense. It must appear on the form PF1 so that the funeral director can be invoiced. Where the person taking the service is either a member of clergy or reader based in the local church they receive their expenses from the PCC. In the case of retired clergy with Permission to Officiate please use the DBF claim form that is used to claim the fee for the service.

When the service is taken by a minister from another denomination

For a variety of reasons a service may be taken in the parish church by a minister from another denomination. This is usually to assist another denomination where their building is not large enough or in many villages doesn't exist anymore. The fees payable are those relating to the PCC and the organist and others. The ministers fee is set by another denomination. The easiest way to deal with services like this is for the PCC to invoice the Funeral Director for the PCC fee and local expenses and allow the minister to arrange their payment with the Funeral Director.

Completed forms

These should be e mailed to the Diocesan Office and copied to both the funeral director and the PCC treasurer.