**FEES FOR CASUAL DUTY**

**With effect from 1 Jan 2023**



***The fee for taking a public worship service on a Sunday or a weekday is £37.00. No more than £74.00 in total will be paid on any one day if several services are taken regardless of venue.***

**FEES**

1. Casual duty fees for Sunday or Weekday services are due to retired clergy, self-supporting ministers and chaplains not in receipt of a stipend, subject to points (b) and (c) below:
2. It is not expected that non-stipendiary clergy would receive a fee for assisting in the benefice where they regularly worship (or are licensed) and that should be considered the norm during a vacancy. Casual duty fees for sickness, sabbatical or holiday are covered by the parish.
3. However, if a retired cleric or self-supporting minister has been asked by their Bishop or Archdeacon to take on long term (in excess of 3 months) pastoral care in any parish, they will be entitled to receive a fee for all services taken during the period they have been asked to provide pastoral care. This must be agreed by their Bishop or Archdeacon, and the agreement must be recorded, and notified in writing to the Finance Department.
4. STIPENDIARY CLERGY doing duty in other parishes receive no fees.
5. CHURCHWARDENS are reminded that the use of READERS should be considered when services of Morning and Evening Prayers are being arranged. Fees are not due to Readers conducting services, however, travelling expenses (see below) will be paid.

**General**

1. This table may also be used as a guide in parishes when determining sums to be paid to visiting clergy or readers doing duty on other occasions (e.g. holiday or sickness relief). It is hoped PCCs would consider paying the fees at the same rates as the DBF.



**PAYMENT**

1. Payment for covering ordinary services during vacancy are made by the Diocesan Office through the monthly return form. A copy of the Form is attached to this notice and can be photocopied, or downloaded from [leeds.anglican.org](https://www.leeds.anglican.org/)
2. Churchwardens should complete the form and send it to their Area Dean who signs it to authorise payment before forwarding to the Diocesan Office for processing.
3. Bank details and an e-mail address are requested to facilitate payment by BACS and e-mailing a remittance advice.
4. The full rate of 45p per mile is recommended for travel by car in accordance with the HMRC recommended rate and will alter in line with any changes HMRC may make in the future.
5. Stipendiary clergy, stipendiary chaplains and Readers will receive only travel expenses. All retired clergy, SSM’s and non-stipendiary chaplains will receive a fee as well as travel expenses.

**Appendix 2**

**Clergy Cover in the Parish of: …………………………………………………………………………………..**

Diocese of Leeds, Church House, 17-19 York Place, Leeds, LS1 2EX DDI: 0113 200 540 Email: [finance@leeds.anglican.org](mailto:finance@leeds.anglican.org)

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| --- | --- | --- | --- | --- | --- |
| Date | Service taken (Church) | Name (capitals) | Mileage | Retired clergy, lay or Stipend? | Address |
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**Please return completed forms to the finance team at the above address.**

**Authorised by Area Dean: .…………………… Printed:…………………………………… Date: / /**