



2026 Fees Payable to Retired Clergy for Conducting Services

Dear Colleagues

Introduction

This Memorandum offers the guidelines for making such claims and from whom such fees and expenses should be claimed.

A summary of the parochial fees schedule for 2026 issued by Church Commissioners is attached. The full version can be found on the Diocesan website and on the Church of England national website.

All retired clergy with PTO are reminded that they must be in contact with the incumbent when invited to conduct a funeral service in church, or a service at a crematorium for one of the incumbent's parishioners. In all cases the Funeral [PF1 Form](#) must be completed in the usual way. Following the funeral, retired clergy with PTO should claim the appropriate fee and travel expenses payable to them through the PF1 administrator.

Any queries about the payment or receipt of parochial fees should in the first instance be addressed to Frances Blakeway, Finance Administrator, on 07483 006374 or by email fees@cofesuffolk.org.

Covering for a Sunday service

At present in this diocese former stipendiary retired clergy with Permission to Officiate (PTO) are entitled to a service fee and to claim travel expenses when leading worship during a vacancy. This fee will be paid by the diocese through the Sequestration fund and is claimed by the priest on the diocesan form and is authorised by the relevant archdeacon.

In 2026, the fee payable to former stipendiary retired clergy with PTO for conducting a Sunday service (in a vacancy) is £40 for each service (up to 2 services per Sunday in a single benefice). A fee may also be claimed for major festivals such as Ascension Day and Christmas Day.

At present retired clergy who were self-supporting ordained ministers (SSOMs) before retirement are not able to claim a fee for providing service cover from the Sequestration fund. **They may, however, claim travel expenses from the Sequestration fund during a vacancy.**

Apart from when a benefice is in vacancy, a retired clergy person with PTO is not normally entitled to a claim for taking a service in the parish or benefice in which he/she resides, or in the parish where they regularly worship if that is different.

Where an incumbent is absent (for reasons of illness, annual leave, or on sabbatical), there is **no** fee payable by the diocese. Cover is requested by the parish and/or rural dean on a good will basis, but parishes should offer to cover travelling costs. In exceptional cases or in the event of long-term illness the archdeacon may agree to offer financial help from the diocese to cover the costs of covering services.



Occasional Offices

Former stipendiary retired clergy with PTO may also claim fees for conducting weddings and funerals etc.

In addition, retired clergy with PTO who were previously self-supporting ordained ministers may claim an agreed percentage of the funeral fee. At the time of writing this is set at 40% of the DBF element (not the total) of the fee.

For weddings, 80% of the DBF element of the fee may be claimed.

Retired clergy with PTO who were self-supporting ordained ministers are not entitled to claim any other parochial fee.

The main services for which fees are payable for 2026 are as follows:

Service	Fee to Retired Clergy with PTO	Fee to DBF	Fee to PCC	Total Fee
Wedding	£205.60	£51.40	£309.00	£566.00
Funeral in Church	£52.80	£79.20	£112.00	£244.00
Crematorium	£82.80	£124.20	£37.00	£244.00

Recipients of fees are responsible for declaring this income to HM Revenue and Customs and paying any tax due.

Reclaiming Fees from the Diocesan Office

When there is a need to reclaim fees from the Diocesan Office (as in a vacancy) these should be reclaimed quarterly. The form to be completed and submitted is attached and can be found on the Diocesan website.

Claims relating to the final quarter of the calendar year must be submitted no later than the end of February the following year so that they can be consolidated for the Annual Audited Accounts. It will not be possible for claims submitted later than the end of February, which relate to the previous year, to be paid.

Travel expenses

These are at the rate of 55p per mile from 6th April 2026 (before this date, 45p per mile) for all Retired Clergy with PTO. The rate for travel by bicycle is 20p per mile.

Travel expenses for funerals are claimed using the PF1 form. Travel expenses for leading worship during a vacancy should be claimed on the same form used for claiming the service fee. On other occasions, travel expense should be claimed directly through the parish treasurer.

Further Information:

The Church of England [website](#) contains updated guidance and frequently asked questions.