



**DIOCESE OF TRURO**  
**Diocesan House Kenwyn Truro Cornwall TR1 1JQ**

Mrs Esther Pollard Deputy Diocesan Secretary

**To: The Clergy**

**PAROCHIAL FEES**

1. The Diocesan policy on receipt of parochial fees by officiating ministers for occasional offices is laid down in the Annual Fees Order approved by General Synod under the Ecclesiastical Fees Measure 1986 and the Bishop's Ad Clerum dated August 2001.
  - a. Where the services are taken by the incumbent or stipendiary priest in charge or team vicar, all fees shall be payable to the priest who will account for them in the normal way as part of stipend and, if fees are assigned, forward them to the Diocesan Office (see paragraph 3 below).
  - b. Where the incumbent or stipendiary priest in charge or team vicar is absent due to leave or other voluntary cause, fees are payable to that priest except that fees for services taken by another stipendiary shall be accounted part of the latter's stipend.
  - c. Where the incumbent or stipendiary priest in charge or team vicar is absent due to unavoidable cause such as sickness or compassionate reasons, fees are payable to that priest except that fees for services taken by another stipendiary shall be accounted part of the latter's stipend. Services that are taken by a curate (priest or deacon) NSM, OLM or Reader, fees shall be accounted as part of the principal's stipend. A retired stipendiary priest taking services may retain a proportion of the fees, as per the directions in the Bishop's Ad clerum dated August 2001. Non-stipendiaries, whether serving or retired, may not retain fees.
  - d. Where there is a vacancy, fees may be retained by other stipendiaries or by retired priests. Where services are taken by NSM, OLM or Readers, the priest's element shall be remitted to the Diocesan Office.
  - e. Where the parish priest is in House for Duty, with a licence to include fees signed before 1 April 2000, fees may be retained by that priest. Other House for Duty priests should not retain fees.

**ASSIGNMENT OF FEES**

2. Fees may be assigned by legal deed in return for full augmentation over Guaranteed Annuity to the Diocesan Standard Stipend. The accounting for fees by stipendiaries may be carried out by parochial treasurers, but remains the personal responsibility of the priest under the deed.
3. The priest assigning must send the fees to the Diocesan Office within 28 days of the end of a calendar quarter (31 March, 30 June, 30 September and 31 December) together with the Return attached. The Inland Revenue may demand to see this return as evidence of receipt and may compare with service record.

Esther Pollard  
Deputy Diocesan Secretary

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Telephone: **01872 274351** Fax: 01872 222510 E-mail: [esther.pollard@truro.anglican.org](mailto:esther.pollard@truro.anglican.org)  
Website: [www.truro.anglican.org](http://www.truro.anglican.org)

