

If the minister is not on the staff of a local church (e.g. a retired priest) and it is not clear which PCC should be paid, you should give a cheque made payable to **NDBF Ltd** to the minister together with a completed payment form which can be downloaded from www.dioceseofnorwich.org/fp

It may be preferable that you provide any out-of-pocket expenses (mileage etc.) directly to the minister.

The minister will then be responsible for passing the cheque on to NDBF Ltd who will ensure that the fees are distributed to the appropriate parties. **Please do not make out any cheques payable to a retired minister personally.**

Burial of cremated remains in a churchyard - The combined Diocesan and parish fees will be £166.

If you are involved in collecting the fees, please process them in the same way as for funeral fees.

Are there any circumstances in which fees are not charged?

Fees must normally be charged for all Church of England funerals, even if the priest or lay minister taking the service is a volunteer. In some instances Incumbents and Priests-in-Charge have the authority to waive fees if there are special individual circumstances, which they will discuss with you (Please note that retired clergy, Readers, assistant clergy etc. do not have the authority to waive fees, and if you have any queries on this point you should contact the area Archdeacon). Please note that **no fee** is charged for the burial of a stillborn infant or for the funeral or burial of a person who dies under the age of 18.

Service of thanksgiving

Where a service of thanksgiving is held, it is at the discretion of the incumbent/PCC as to the charge made as this is not covered by the table of parochial fees. However, the fees stated on the table of parochial fees may be a useful guide and consideration should also be taken in relation to any reasonable additional costs incurred (such as heating).

It is important to exercise discretion when differentiating between a funeral service and a thanksgiving service as it is likely that any service that is held in church either on the day of or the day preceding/following a funeral (such as at a crematorium) would be classed as a funeral service and not a remembrance service and therefore a statutory fee would be due.

What should we do if we are aware of a person claiming to carry out Church of England services who is not complying with these procedures?

Everyone involved in organising and conducting a Church of England funeral must comply with the legal requirements. A CofE funeral is a funeral taken by an authorised CofE minister (lay or ordained) who will have a licence or permission to officiate from the Bishop of Norwich. A service conducted by any other person cannot be described as a CofE funeral, even if the words from a CofE form of service are used. In addition, legislation makes it clear that the statutory fee no longer belongs to the minister but jointly to the NDBF Ltd and a PCC.

It is therefore unlawful for anyone to act in such a way that the NDBF/PCC's do not receive the part of the fee to which they are entitled. That is one reason why we recommend cheques are made payable to a PCC or to NDBF Ltd. If you have any concerns or queries, please contact the relevant Archdeacon.

In addition, the Archdeacon should be informed of any person claiming to take services in the name of the Church of England whom you have any reason to believe does not have the appropriate licence or authorisation to do so.

Archdeacon of Norwich

archdeacon.norwich@dioceseofnorwich.org

Tel: 01603 620007

Archdeacon of Norfolk

archdeacon.norfolk@dioceseofnorwich.org

Tel: 01603 559199

Archdeacon of Lynn

archdeacon.lynn@dioceseofnorwich.org

Tel: 01362 688032

Contact details

Whilst the above notes are to assist with the implementation of changes which came into effect from the 1st January 2013 the Diocese also wish to engage with Funeral Directors regarding suggestions which may help reduce the administrative burden. If you wish to clarify these notes or make suggestions as to how the Diocese can help, please contact James South using the following details:

Diocese of Norwich

109 Dereham Road

Easton

NR9 5ES

Tel: 01603 882347

Email: james.south@dioceseofnorwich.org