

General Guidelines for Occasional Offices Donations (Fees) to Clergy with Permission to Officiate

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These Guidelines are offered to assist chaplaincies which are in vacancy or where there are no existing arrangements. They are simply to assist both clergy with Permission to Officiate and Chaplaincy Treasurers, and are to be adapted to each country or archdeaconry.

The Table of suggested Donations is only intended to relate to services taken by clergy with Permission to Officiate. These are not statutory, but simply guidelines, as each chaplaincy has the discretion to decide the amounts.

Travelling expenses to the site of a Wedding/Wedding Blessing, a funeral directors, cemetery or crematorium are claimable by the person taking the service. The Chaplaincy Expenses claim form should be used.

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The following is a suggested scale:

Item	Service	Euro suggested amount for clergy with PtO	Euro suggested amount for Chaplaincy	Travel to venue
1	*Wedding/Wedding Blessing	€100	€500	.40c per km
2	Funeral at Crematorium or Church	€100	€200	.40c per km
3	Prayers at Funeral directors	€100	€200	.40c per km
4	Burial of body or cremated remains following service or separate occasion	€100	€200	.40c per km

Where a ceremony takes place in a church loaned to a chaplaincy by any other organisation, then there will need to be an agreement with the church authorities as to the cost. The cost of using private/rented premises will be the responsibility of the owners and couples concerned.

In the Diocese in Europe chaplaincies are responsible for all Church administration under local laws. It is important that there is a proper audit trail in the chaplaincy accounts with documentation being available for all clergy officiating at the Occasional Offices for their own personal tax records.

All donations (fees) and travel expense claims must be processed through the chaplaincy accounts by the treasurer for disbursement. (See Annexe 2). It is recommended that the treasurer raises a document detailing the fees to be sent to the couple or families concerned.

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Annexe 1

For comparison use only: [Church of England](#)

* Weddings/ Wedding Blessings.

Civil marriage is a legal status which exists in all EU countries, national rules on marriage differ from one EU country to another.

Annexe 2

To be used by clergy holding the Bishop's Permission to Officiate. Once complete, the form should be submitted to the relevant Chaplaincy Treasurer.

Cleric's details

Name of cleric officiating

Address
(house number, street
name, town)

Email

Sort Code

Account Number/ RIB

Cleric's details

Nature of occasional office Wedding Wedding Blessing Funeral

Name of wedding couple,
or
Address of deceased

Name of deceased

Funeral Director

Date of service

Place of service

Claim details

Wedding/Wedding Blessing Donation

Donation for a funeral service at a cemetery or crematorium

Travelling expenses

Total

Declaration

Signature

Print name

Date (DD/MM/YYYY)