

### **The following will be paid for by the Diocese**

- Reasonable travel expenses to clergy (and others) taking services (currently up to £5 or 45p per car-mile)
- Service fees to retired, previously stipendiary clergy (SSM clergy, current or retired, are not eligible for any fees)  
Fees (wef 1 April 2024): £52 for one Sunday service, £60 for two same-day Sunday services and £41 for a weekday service.
- Standing charges for the vicarage for telephone, electricity and gas
- Minor repairs to the vicarage and low level heating of the vicarage in winter (these must be agreed in advance by the Diocesan Property Department)

### **But these items are PCC responsibilities:**

- ◆ Routine upkeep of the vicarage garden during a vacancy.
- ◆ Water rates are always a PCC expense
- ◆ Advertising and interview expenses relating to the new post.

### **The following monies belong to the Diocese**

- Diocesan Board of Finance (DBF) fees for weddings and funerals in the church
- Retired clergy taking weddings and funerals should be paid 2/3 of the normal Diocesan fee with the remaining 1/3 belonging to the Diocese
- Any rents from property belonging to the benefice which normally goes to the incumbent (e.g. rent received for the vicarage garage)
- Any trust fund receipts which may go directly to the Incumbent

**NB: Self Supporting clergy (SSM) are not entitled to fees for weddings or funerals, except when retired. Stipendiary clergy are not entitled to fees whilst in a paid post in another parish or institution.**

**If there is any doubt about which clergy can be reimbursed and which cannot claim a fee please contact your Area Finance Adviser.**

### **The Sequestration Account**

Keeping track of the receipts and payments is carried out by setting up a sequestration account. It is not necessary to have a separate bank account in order to keep track of the money received and spent on sequestration items. However a separate category will be needed in the accounts so that the funds in and out can be easily identified. An Excel template is available that may help in recording sequestration details if the parish does not use accounting software.

Diocesan fees for weddings and funerals should continue to be paid to the diocese each quarter and a return form submitted.

### **At the end of the Interregnum**

The sequestration account should be emailed to the relevant Area Finance Adviser at the end of the interregnum\*. The claim should be signed by two PCC officers and include details of the PCC's bank account.

\*Parishes may submit an interim report and claim during a long vacancy.



## Common Fund during the Interregnum

Common Fund and the diocesan budget are based on figures that include an allowance, a reduction, for about twenty clergy vacancies across the diocese throughout the year. Without this allowance the costs per parish would be higher each year. This means that there is no reduction to a parish's Common Fund promise during a vacancy.

### Useful contacts

Elaine Saunders  
Common Fund & Stipends Administrator  
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Finance Adviser (Stepney)  
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## Notes for Treasurers during a Vacancy

When a parish becomes vacant it is said to be in an “interregnum”, a period “between reigns”. Until a new priest is in place a process known as “Sequestration” is put into effect. Sequestrators are appointed with the duty to ensure that services are maintained and that property is cared for during the vacancy. The Churchwardens and the Area Dean are the usual Sequestrators appointed.

## Receipts and Payments during a vacancy

During a vacancy the costs of providing clerical cover for essential parish services falls to the Diocese, as do some other costs. The non-PCC element of the fee for statutory services continues to belong to the Diocese, as does some other income.

The London Diocesan Fund is registered in England  
as a company limited by guarantee,  
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