Paying for clergy cover in a vacancy

During a parish vacancy it is normally the Area Dean and Churchwardens who organise clergy to take Sunday (and possibly midweek) services.

The fee for taking a service is £34.95* and the Diocese will reimburse for up to two services per week (per church) plus travel expenses (45p per mile). The fee is only payable to retired or non-stipendiary clergy who are not licensed to the parish. Travel expenses are payable to whomever takes the service (as long as they aren't licensed to the parish).

The PCC (treasurer/churchwarden) needs to send a brief **pdf/jpeg** statement, preferably on a monthly basis, to Cuthbert House at (invoices@durham.anglican.org).

PARISH OF					
Bank Account Name **Sort Code** **Account Number**					
	Day – Month	Day – Month	Day – Month	Day – Month	Day – Month
Date of service					
Name of Minister					
Fee					
Travel					
Total paid	£	£	£	£	£
Total Amount for this claim				**£**	

On the first submission of a claim the PCC bank account details should be supplied so that payments can be set up by BACS transfer.

Funerals and weddings are dealt with in the normal way – paying 80% of the DBF fee to visiting retired/non-stipendiary clergy and submitting the remaining 20% in the usual way via the DBF Fee Return form.

* £34.95 applicable from 1 April 2026