

1. RECORD DETAILS

Please enter:—

- (a) Name of benefice and parish (please state whether return represents fees for one parish or for the whole benefice)
- (b) Tick whether Treasurer/Administrator/Benefice Treasurer sending in fees, together with their name and contact number/address if not in the Diocesan Directory

2. MARRIAGES, BANNS and CERTIFICATES

Enter date of event plus appropriate reference:—

- (a) Marriage and Banns = MB)
- (b) MBC = Marriage, Banns and Certificate) These are entered in
- (c) B = Banns only) the 'Ref' column
- (d) BG = Blessing after civil marriage)
- (e) MC = Marriage Certificate)
- (f) SPL = Special Licence)
- (g) Name of groom
- (h) Name of parish

If you wish to use the form on your computer, an Excel version is available from Mary Roper at the Diocesan Office.

From the *Table of Parochial Fees for year 2006* please enter the incumbent's fees. Then enter the name of the officiant and, in accordance with the Bishop's Guidelines, the division of fees if it relates to a retired member of clergy with permission to officiate. The fee for the PCC is then entered and any extra costs such as organist, choir, bells etc. if you wish to do so (the extra costs do not need to be entered but is there for the PCC's use if desired). A copy of the Bishop's Guidelines is held with Treasurers but should another copy be required please contact Mary Roper.

Raise total at foot of page to be carried forward as sub total.

3. FUNERALS and BURIALS

Please enter:—

- (a) Date
- (b) F = Funeral) These are entered in
- (c) BL = Burial) the 'Ref' column
- (d) ASH = Burial of Cremated Remains)
- (e) Name of deceased
- (f) Name of parish
- (e) Fee paid to a retired member of clergy, amount paid and their name.
If a non-stipendiary minister or reader please enter their name. In this case the whole fee will be sent to the diocese, but travel expenses must be paid to the officiant.

Raise total at foot of page to be carried forward as sub total.

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4. MONUMENTS

- (a) Enter date
- (b) MT = Monument) These are
- (c) I = Added inscription) entered
- (d) T = Tablet or plaque) in the
- (e) V = Small vase) Ref
- (f) WC = Small wooden cross) column
- (g) Name of parish
- (h) Fee paid to officiant and to PCC

Raise total to be carried forward as sub total

No fee for a monument paid to other than the diocese in the absence of an incumbent

5. MISCELLANEOUS

- (a) Enter date
- (b) MSC — this covers registrar's fees, searches in church registers, baptism certificates (not parish baptism cards), affidavit and fees to surrogate (where relevant)
- (c) Name of parish
- (d) Fee paid

Raise total to be carried forward as sub total

6. CREMATORIUM /CEMETERY FEES

- (a) Enter date
- (b) Enter ref. CM for cremation
- (c) Name of deceased
- (d) Name of parish
- (e) Fee paid to officiant
If a retired member of clergy took the service and associated pastoral care enter amount paid and their name
If a non-stipendiary minister or reader please enter their name. In this case the whole fee will go to the diocese, but travel expenses must be paid to the officiant.
- (f) Enter name of crematorium/cemetery

Raise total and carry forward as sub total.

7. TOTAL

Add up sub-totals to create final total of parochial fees received.

Please make regular return of the forms together with a cheque for the appropriate amount (end March, end June, end September and end December).

If you have any queries you can contact me at the Diocesan Office on 01749 670777/685130 or, if you prefer, by e-mail mary.roper@bathwells.anglican.org

Mary Roper
Stipends Officer