

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 midweek services.

The fee for taking a service is £34.95 (as of 1 April 2026) and the Diocese will reimburse this fee for up to two services per week per church plus travel expenses of up to 55p per mile (as of 1 August 2026), in line with the Diocesan Expenses Policy. 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. Clergy who are licensed to the parish are not eligible to claim expenses.

To reclaim these costs, an officer of the PCC needs to send a **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				
Services	Day – Month	Day – Month	Day – Month	Day – Month
Date of service				
Name of Minister				
Fee				
Travel				
Total paid	£	£	£	£
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.