



Retired Clergy Service Fees Claim Form

For Services taken in a Vacancy

This form is for the use of Retired Clergy taking services during a Vacancy in churches outside their home parish.

The person taking the service should complete the form and give it to the Churchwarden / PCC Treasurer who should reimburse the Officiating Minister as soon as possible after the event.

The PCC Treasurer should submit claims for reimbursement on a monthly basis to:

- The Accounts Team, The Ely Diocesan Board of Finance, Diocesan Office, 206 Wellington Road, Lancaster Way Business Park, Witchford, Ely, Cambridgeshire, CB6 3NX,
- or by email to Sarah.hewitt@elydiocese.org

Name of Officiating Minister		
Address		
Telephone Number		
Service(s) Taken (Please list with details)		
Mileage (with dates)		
Fees Claimed (please itemize)		
BACS Details	Account Number	
	Sort Code	
	Name	
Signature(s) of Churchwarden or other Parish Representative		
Signature of Officiating Minister		