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| --- | --- |
| Open | Coventry DBF  2020 Claim Form for Fees for Additional Ministry |

See [www.dioceseofcoventry.org/finance/fees](http://www.dioceseofcoventry.org/finance/fees) for the full policy.

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| --- | --- | --- | --- | --- | --- | --- |
| Claim to Coventry DBF for expenses  for services taken during the period: | | | |  | | |
| Name: | |  | | | | |
| Address: | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |
| Bank account details (for direct payment): | | | | |  |
| Account name: | |  | | | |
| Account number: | |  | | Sort code: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Church and parish** | **Service** | | **Fee** | **Parish signature** |
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|  |  |  | |  |  |
|  |  | **Total claimed:** | |  |  |
| Signed: |  | | Date: |  | |

Please return this completed form to:  
[Yvette.mcdonald@covcofe.org](mailto:Yvette.mcdonald@covcofe.org) for a scanned copy with signatures,

Or by mail to: The Archdeacons’ Office, 1 Hill Top, Coventry, CV1 5AB.

Flowchart for Funerals:

Is there agreement from the parish for the minister to:

* Take service?
* Receive expenses?
* Receive appropriate fee?

Is an authorised colleague available?

Authorised minister

Parish

Family of deceased

No or don’t know

In vacancy?

Yes

No

Yes

No

Yes

Advise funeral director to pay Statutory Fee to PCC.

Claim expenses from PCC.

Claim fee from PCC if eligible.

Yes

No

Yes

No

Is an authorised minister from the parish available to take the service?

Parish make own arrangements with family and funeral director

Advise funeral director to pay Statutory Fee to the PCC and to copy arrangements to them.

Claim expenses from the parish.

Claim fee from DBF if eligible.

Authorised minister

* Why me?
* Which parish?

In vacancy?

Parish

Funeral Director