

## DIOCESE OF COVENTRY

### CHURCHYARD MEMORIALS: CHANCELLOR'S REGULATIONS

#### CONTENTS

1	INTRODUCTION .....	2
2	NO SPECIFIC RIGHT TO ERECT A MEMORIAL.....	3
3	PERMISSION .....	3
4	GENERAL APPROACH.....	4
5	MEMORIALS WHICH MAY BE AUTHORISED BY THE CHANCELLOR WITHOUT A FACULTY.....	5
6	MEMORIALS FOR WHICH A FACULTY IS REQUIRED.....	6
7	DESIGNS OR FEATURES NOT PERMITTED.....	7
8	ENGRAVED SYMBOLS.....	7
9	INSCRIPTIONS .....	8
10	FLOWERS.....	9
11	CREMATED REMAINS.....	10
12	CREATION OF GARDENS OF REMEMBRANCE.....	10
13	COMMEMORATION AFTER CREMATION.....	11
14	FLOWERS.....	11
15	RE-USE .....	12
16	LEGAL RESERVATIONS .....	12
17	FURTHER ADVICE.....	12
18	USEFUL ADDRESSES.....	13
19	RELEVANT PUBLICATIONS AND USEFUL ADDRESSES .....	14
20	MATERIALS FOR MEMORIALS .....	14

# 1 INTRODUCTION

- 1.1. A churchyard is consecrated to its purpose in the name of God, Father, Son and Holy Spirit, and with any burials in it, or works to it, this special status must be recognised, and those responsible for maintaining the churchyard must also ensure that whatever is done is in accord with Christian principles.
- 1.2. Many of our churchyards are ancient and are a significant part of our national heritage: we all have a duty to ensure that they are preserved for the present community, and handed on to posterity in a fit state.
- 1.3. It follows, therefore, that no work or alteration should be permitted which could be demonstrably harmful to the historical, archaeological, architectural, visual or ecological qualities of the churchyard or to the setting of the church.
- 1.4. The care of churchyards depends upon co-operation between parish priests, Parochial Church Councils (PCCs), mourners, memorial masons, diocesan officials, local authorities and some others. Church of England churchyards are administered under the law and must be kept worthy of their purpose.
- 1.5. “The most striking feature of any churchyard is likely to be the memorials, whether these are elaborate chest tombs or simple headstones. Memorials are a solace to the relatives of the people they commemorate, visitors come to look at them, and passers-by pause to read the inscriptions. They embody the social history of a community and form a tangible expression of its roots. Most important, they express the purpose of the churchyard, as a place where the mortal remains of past generations of Christian people are reverently laid and their earthly lives recorded”.  
Fourth Edition of *Churchyards Handbook 2001*
- 1.6. The passage continues: -  
“The law regulating what memorials may be erected, and also what may happen to them later, has important implications for Christian ministry. Regrettably, memorials can sometimes cause dissension or misunderstanding, particularly where relatives are not allowed to erect the type of stone, or to have carved the inscription, they have chosen. The designs proposed may not only lack aesthetic distinction, but may take little account of the essentially Christian nature of the churchyard. On the other hand, it may be pastorally difficult to refuse an unsatisfactory memorial if that is likely to cause resentment and distress”.
- 1.7. The Miscellaneous Rules to the 1991 Care of Churches and Ecclesiastical Jurisdiction Measure require Parochial Church Councils to keep a record of the creation of burial and reserved grave spaces within the churchyard.
- 1.8. Parochial Church Councils are encouraged to survey and record their churchyard and memorials both as a record of the past and an aid to future control and planning. Several books and booklets have been published with a view to offering a guide to this operation. The position, nature, material, inscription and designer (if known) of each memorial should be carefully recorded, photographed and marked onto a plan. The location of trees, especially yews that are part of our natural heritage, should also be marked. Records can be obtained from the Yew Tree Campaign Office at the Conservation Foundation. The original survey, or a copy of it, should be deposited with the County Record Office.
- 1.9. It is recommended that this document and its contents are made widely known within the parish.

## 2 NO SPECIFIC RIGHT TO ERECT A MEMORIAL

- 2.1. Burial may be a right but there is no specific right in law given to anyone to have a memorial erected in a churchyard nor to have any particular inscription on such a memorial. This is a privilege and requires separate permission.
- 2.2. Those intending to erect a memorial should not enter into any agreement with a memorial mason for its supply until the necessary appropriate permission for its introduction has been granted in writing by the incumbent or by faculty from the Chancellor.
- 2.3. The procedure for obtaining a memorial stone should be made clear to the bereaved family immediately the incumbent learns that there is to be a burial and before contact is made with a memorial mason. This could be phrased in kind and pastoral tones, which hopefully would avoid the potential difficulty for the incumbent at a later date of ill-feeling by the bereaved family based on ignorance of the Churchyard Regulations.
- 2.4. Memorials are the responsibility of the person(s) who paid for them and after those person(s) themselves have died, the heir(s) of the person commemorated. Therefore, great care should be taken to choose memorials, which are:
  - Of durable quality
  - Adequately and safely secured into the ground conforming to the National Association of Memorial Masons guidelines
  - Not readily susceptible to vandalism
  - Not expensive to maintain.
- 2.5. Churchyard maintenance is expensive. Relatives of those buried in a churchyard should be encouraged to make periodic gifts towards its upkeep, especially if they are not contributing to the church in other ways.

## 3 PERMISSION

- 3.1. **Permission for the erection of any memorial must be obtained from the Chancellor.**
- 3.2. However, the incumbent is authorised, by the Chancellor, to approve memorials and inscriptions without a faculty **provided that such memorials or inscriptions comply with Section 5 of these regulations.** Incumbent for present purposes is intended to include rectors, vicars, priests-in-charge, team vicar, and (where there is a vacancy Rural Deans after consultation with the Churchwardens). Churchwardens otherwise have no authority to give permission for the introduction of memorials into a churchyard. The incumbent may decline to exercise delegated authority and refer an application to the Chancellor.
- 3.3. Applications should be made on the official form to the incumbent with details of dimensions and materials. The wording of any inscription must be stated, and the type, size and position of the lettering should be specified.

- 3.4. **The incumbent's written consent, by way of the official form, must be obtained before an order for a memorial is placed.** An incumbent is not bound by decisions of previous incumbents, which contravene these regulations. The existence of memorials inappropriately authorised in the past shall not be grounds for further introductions of such memorials.
- 3.5. **Any proposed memorial or inscription, which is not covered by these regulations, requires faculty permission from the Chancellor.** If the incumbent receives an application for a memorial outside these regulations, the incumbent should inform the applicant that as the proposal does not comply with the Regulations within which the incumbent is able to give permission a faculty is required (at the expense of the parishioner: in 2012, the faculty fee is £174.40. This is revised annually by the General Synod of the Church of England) to authorise its introduction. In this way the incumbent is saved from appearing to be insensitive to the wishes of the parishioner, whilst at the same time the churchyard is protected from inappropriate additions. If the incumbent is uncertain whether or not to give permission for the erection of a particular memorial, the advice of the Archdeacon should be sought, before referring the matter to the Chancellor via the Diocesan Registrar.
- 3.6. The Chancellor encourages imaginative and well-designed memorials. An individually designed shape and hand-cut lettering need cost little more than a memorial that is mass-produced and machine engraved. This document and its rules aim only to set the minimum acceptable standard in the design for new memorials. They are not intended to discourage originality or high standards of design. As may be seen in the *Churchyards Handbook* and other works on the subject, the employment of suitable craftsmen and letter cutters can produce works of high quality and lively interest, which make a positive and lasting contribution to the churchyard. The DAC Secretary maintains a register of craftsmen and is happy to advise applicants on the choice of craftsmen, if so required. If clarification or further information is required the Diocesan Registrar should be consulted.
- 3.7. **Nothing may be erected or placed in the churchyard until either the written consent of the incumbent has been received, or until a faculty has been granted by the Chancellor. Any person, who is found responsible for the unlawful introduction of a memorial of any kind into a churchyard, could be required by the Chancellor to remove it, at the expense of the person who has unlawfully introduced that memorial.**

## 4 GENERAL APPROACH

- 4.1. The general approach is that each churchyard should be **harmonious** in appearance, and it should form a worthy setting for the church in its midst (many of which are listed buildings in conservation areas). Harmony does not mean uniformity but the design and choice of material for a memorial should seek to ensure its successful integration with the established character of the churchyard. Headstones need not be restricted to a conventional rectangular shape. Attractive, well-conceived new designs by skilled and imaginative craftsmen are genuinely encouraged. Harmony does, however, mean that stones should be compatible with, and appropriate to, their surroundings and that no memorial should stick out like a sore thumb. Stones traditionally used in the church or in local buildings, or stones closely similar to them in colour and texture, are to be used. English oak, long used for headboards in Warwickshire Churchyards, is considered an appropriate material for memorials and blends well with its surroundings.

- 4.2. A churchyard is not a private place in which anything is acceptable. It is a place where many people have a shared interest in its appearance. Nobody wants to see the appearance of a much-loved churchyard, or part of it, spoilt by the introduction of an inappropriate new headstone or other memorial. That this has happened in various places, even in recent times, cannot be denied. One of the objects now, however, is to help prevent it happening again; and it should be remembered that the Chancellor has the power to require the removal of any inappropriate memorial, or an inappropriate feature on a memorial, placed in a churchyard without proper permission.
- 4.3. These regulations apply in every churchyard in the diocese. Parochial Church Councils can assist greatly by: -
- Giving them as much local publicity as possible
  - Keeping them on permanent display in the church porch
  - Giving copies to memorial masons who do work in the churchyard
  - Bringing them to the attention of relatives at the earliest opportunity
- 4.4. Where a memorial to an individual already exists, a second memorial (whether in the same churchyard or elsewhere) to that individual can only be authorised by faculty. This situation may arise where cremated remains are not all interred in the same place.
- 4.5. These regulations apply not only to new memorials but also to existing ones for which an alteration or addition is proposed.
- 4.6. Any memorial, which it is proposed should have features not covered by these regulations, requires a faculty.

## **5 MEMORIALS WHICH MAY BE AUTHORISED BY THE CHANCELLOR WITHOUT A FACULTY**

- 5.1 The following will normally be acceptable for a memorial which may be permitted by the incumbent under delegated powers from the Chancellor and, therefore, do not require a faculty.
- 5.2 Upright headstones should be: -
- No more than 4 feet (1200mm) high (measured from the surface of the ground), or less than 2 feet 6 inches (750mm) high (measured from the surface of the ground);
- No more than 3 feet (900mm) wide, or less than 1 foot 8 inches (500mm) wide;
- No more than 6 inches (150mm) thick, or less than 3 inches (75mm) thick, except in the case of slate memorials which may be thinner, but no less than 1.5 inches (38mm) thick.
- For a child the headstone may be smaller, but should be no less than 2 feet (600mm) high, 1 foot 3 inches (375mm) wide and 2 inches (50mm) thick.
- 5.3 Horizontal stones or ledgers should be:
- No larger than 7 feet (2100mm) by 3 feet (900mm), including the base. They should be flush with the surrounding ground so that a mower may pass freely over them.

5.4 Headstones may be of three types: -

So shaped that they can be inserted directly into the ground at sufficient depth to ensure stability: -

On a stone base, provided that it is an integral part of the design, no more than 9 inches (225mm) high, 3 feet (900mm) wide or projecting 4 inches (100mm) on either side; the base being no more than 1 foot 3 inches (375mm) front to back.

On a vase base, no more than 4 inches (100mm) on either side; the base being no more than 1 foot 3 inches (375mm) front to back.

All headstones must be adequately secured to the ground conforming to the National Association of Memorial Masons guidance.

5.5 Materials should be of natural stone of a colour, type and texture traditionally used within, or in the locality of, the churchyard concerned. Where local stones are no longer available the substitution of matching natural stone of a similar geological nature is acceptable. "Stone" means natural stone, but not a synthetic material. The choice will depend on the locality in the Diocese (see 20).

## 6 MEMORIALS FOR WHICH A FACULTY IS REQUIRED

6.1 A proposal for a memorial outside Section 5 in these regulations requires a faculty from the Chancellor. It will usually have to be demonstrated that there is some substantial reason for permission to be given.

6.2 Polished granites, marbles or synthetic stone are contrary to these regulations. Memorials of this kind have become very popular in municipal cemeteries in recent years but unfortunately, these polished stones tend to stand out in a churchyard. Such stone rarely blends well with the church itself, and looks out of place amongst memorials made from the more traditional kinds of stone.

6.3 Where, through a lack of adherence to earlier diocesan rules, certain areas of graveyards have become partially dominated by such alien stones, PCCs are reminded that this is no reason to let the practice continue and are urged actively to discourage the use of such alien stones.

6.4 The fact that memorials of this kind may already exist in a churchyard is no indication that another one will be permitted.

However, where there is already in existence 6 (six) or more stones which are of the same material, design and colour, but do not meet these regulations at the date of publication, the incumbent may, with the Archdeacon's consent decide, on pastoral grounds, to permit the continuation of stones of the same material, design and colour as those existing to complete a clearly defined area or row.

6.5 Memorials in the form of a **natural boulder**, taken straight from a quarry, with a single, sloped face to carry the inscription.

6.6 A proposal for a **cross** of stone or wood, including a Celtic cross.

6.7 However, a **wooden cross** intended as a temporary memorial to mark a grave is permitted with the written authority of the incumbent for a maximum period of 2 years,

after which it should be removed within 7 days of notification by the PCC. If it is not removed within 7 days, the PCC may seek authority to remove the temporary marker.

6.8 The **permanent removal** of a memorial, for which the incumbent is prepared to give his consent, requires a faculty. (Temporary removal for repair or the addition of a further inscription may be authorised by the incumbent).

6.9 The **removal of a memorial** in order to replace it with one for the purposes of recording additional names or inscription (because there is insufficient space on the original memorial) requires a faculty **unless**: -

a) The memorial to be removed is less than 25 years old and is of no historical interest

**and**

b) The replacement memorial complies with Section 5 of these regulations and may be authorised by the incumbent

## **7 DESIGNS OR FEATURES NOT PERMITTED**

7.1 The following designs or features are **not permitted**: -

- Other shapes of memorials, such as an **open book** or like a **heart**
- **Kerbs, chippings, railings and chains**, which present problems of maintenance
- The incorporation of a **photograph** or **ceramic portrait** of the deceased is inappropriate on doctrinal grounds: they are not part of the English tradition, are out of harmony with the overall appearance of the average churchyard, and tend to become unsightly when exposed to our damp climate
- The same principle applies to **stone, concrete, metal, glass, plaster or plastic objects**, such as model people, animals or toys, and to windmills or jangling trinkets designed to make a noise when the wind blows – the fact that this kind of object has become quite common in municipal cemeteries (particularly on the graves of children) does not make it acceptable in a churchyard
- Gilding or silvering of inscriptions (see paragraph 9.6).

## **8 ENGRAVED SYMBOLS**

8.1 The inclusion of symbols, whether in low or high relief can often be visually delightful and a positive contribution to their setting, provide variety of interest and avoiding the repetition of standard catalogue images but it is important to maintain an acceptable standard of design of such symbols.

8.2 Frequently the motif is the traditional Christian symbol of a cross. A plain cross not exceeding 6" in height may be permitted by the incumbent without a faculty.

8.3 All other symbols are only allowed by faculty and designs must be fully described on the application form. Sometimes, the engraving is flowers or reflects something of particular interest in the life of the person who has died, such as a dog, a bird, a fishing rod, a tractor, a musical instrument or a motorcycle. Provided the motif is small and well carved, there can be no intrinsic objection. After all, our churches are full of small, often

irreverent, but interesting designs, and symbols, which can be seen in gargoyles, stained-glass windows and misericords.

- 8.4 A faculty is unlikely to be granted for a headstone dominated by a proposed engraving such as an electric guitar, a teddy bear or a sports car, however much the object in question featured in the life of the deceased individual.
- 8.5 Mechanically engraved or sand blasted images are inappropriate.
- 8.6 Small painted engravings may be acceptable, but care should be taken to choose a colour or colours, which blend in well with the surroundings. A proposal for a bright, perhaps brash, colour is unlikely to obtain a faculty. Permission is also unlikely to be granted for large painted engravings, which would dominate a headstone.

## **9 INSCRIPTIONS**

### **9.1 Aim**

An inscription should aim to be simple, reverent and commemorate accurately the existence of the person who has died. It should be informative to future readers. It should be consistent with the Christian belief in life after death and should not, therefore, simply be confined to expressions of personal loss or sorrow.

### **9.2 Personal details**

The inscription should record either his or her full name or else the surname and the Christian name by which he or she was generally known (for example “Thomas Joseph Smith” or “Thomas Smith”). Today there can be no reasonable objection to including, as well, any particular term of affection or widely used nickname (“Dad” or “Tommy”), perhaps in brackets or inverted commas.

### **9.3 Additional description**

However, a name on its own says little. A memorial is possibly the only place to say something publicly about the person who has died. It may, therefore, be appropriate to record what he/she did (“farmer in this village for fifty years”) or some feature of his/her character (“a much-loved father and grandfather” or “a kind and gentle daughter”).

### **9.4 Quotations**

Some may wish to add a biblical text, or an extract from a poem, or some suitable phrase from other Christian sources. Over-sentimental expressions should be discouraged, if possible. It is recognised, however, that this may not be easy. Whereas even fifty years ago many biblical or literary quotations were familiar to a broad cross-section of the population, this is probably true no longer. Nowadays, phrases picked up from popular songs (“He did it his way”), or television shows, may well be in the minds of grieving relatives – witness the deaths columns in local newspapers. So, an understanding, sensitive approach from the incumbent is to be encouraged. Careful, yet diplomatic, persuasion may be needed before agreement is reached upon an appropriate wording. In undertaking this sometimes difficult task, the incumbent should point out that memorials in churchyards are of a relatively permanent nature and, by their inscriptions, ought to reflect wherever possible the Christian approach to life and death. It should be emphasised that, simply because a grieving relative doggedly insists on a particular expression, no incumbent must feel obliged to agree to an inscription on a headstone which he or she genuinely feels is inappropriate.



## 9.5 Permission

The wording to be placed on a memorial, including additions following a subsequent interment, must be included on the application form to the incumbent and approved by him. If no agreement can be reached, the matter should be referred in the first instance to the Archdeacon for resolution and, if necessary, to the Chancellor via the Diocesan Registrar. An additional inscription must be consistent with the original inscription to which it is being added.

## 9.6 Incised inscriptions

Inscriptions should be incised into the stone or carved in relief thereby remaining legible for a very long time – witness the graves maintained by the Commonwealth War Graves Commission. Inscriptions may be painted black or white or in a colour that harmonises or blends in with the underlying stone.

Gilding or silvering of lettering is not permitted in churchyards without a faculty. Regrettably there are too many examples of such lettering without faculty permission. The fact that lettering of this kind may already exist in a churchyard is no indication that another one will be permitted.

The Chancellor can order the removal of an offending inscription, if the deceased's relatives have gone ahead and instructed the mason to undertake the work, without the incumbent's consent and in circumstances where the Chancellor agrees with the incumbent that the work in question is inappropriate.

## 9.8 Trademarks

No advertisement or trademark may be inscribed on the face of a headstone. The stonemason's name may, however, be discreetly inscribed on the side or on the reverse. Affixing a small plastic plate with the stonemason's name to the reverse of the headstone is not permitted.

# 10 FLOWERS

- 10.1. Flowers should be placed in not more than one container which matches the memorial and which must be either fixed onto/into the stone base or sunk completely into the ground so as to be firmly anchored and virtually invisible, yet removable should maintenance needs require it. Bulbs may not be planted in the soil of any grave.
- 10.2. If a flower vase is the only memorial it should be fixed securely to a foundation stone flush with the ground.
- 10.3. Wreaths or cut flowers may be laid on the ground or placed in authorised containers. They must be removed as soon as they appear withered.
- 10.4. Artificial flowers are not allowed except for Remembrance Day poppies and traditional Christmas wreaths and these should be removed after no more than 2 months.
- 10.5. An incumbent, churchwarden or whoever is authorised by the Parochial Church Council (PCC) to look after the churchyard is permitted, indeed encouraged, to remove unsightly flowers from any grave and any items not permitted in this section and any other permitted items if they consider they are not maintained to an acceptable and tidy condition. On such a sensitive issue, it is advisable that the PCC, before authorising the

removal of items (other than decayed vegetation), should consult with the families involved and give them the opportunity to comply with the PCC's requirements.

- 10.6. The bereaved should be encouraged, instead of placing cut flowers on graves where they quickly spoil, to have them placed in church on the anniversary of the death, or other appropriate occasion.

## **11 CREMATED REMAINS**

- 11.1. Almost every parish, rural and urban, is faced with the need to provide for the disposal of cremated remains. Cremation is likely to continue its trend towards becoming the generally accepted practice.
- 11.2. Cremated remains may be interred either in an existing grave or in a part of the churchyard especially reserved for the purpose. The established practice of burying cremated remains in existing family graves is encouraged. Burial of ashes within a family grave in a churchyard closed by Order in Council may require a faculty and the Diocesan Registrar should be consulted. Additional inscriptions may be made to existing grave memorials provided such additions exactly match the style and appearance of the earlier inscription and are approved by the incumbent.

## **12 CREATION OF GARDENS OF REMEMBRANCE**

- 12.1. Many PCCs have attempted to provide ground suitable for the burial of ashes, (often referred to as a Garden of Remembrance) sometimes with encouraging results, but often the outcome has been disastrous both aesthetically and on maintenance grounds.
- 12.2. The establishment of any new reserved area for the disposal of cremated remains requires the granting of a faculty by the Chancellor and the advice of the DAC must be obtained first.
- 12.3. Such a reserved area should be large enough for the requirements of at least the next 25 years, after which it can be re-used. This fact should be made clear to those intending to make use of the area. For this reason and for the sake of good maintenance the permanent marking of burial spaces is undesirable.
- 12.4. The ground need not be consecrated (although this is often felt to be desirable). A section of a closed churchyard may even be re-opened for this purpose. A system of defining and recording separate disposal spaces must be introduced. No interments are permitted within 8 feet (2.5m) of the wall of a church in order to avoid deterioration of the wall due to a build up of earth.
- 12.5. The boundary of the reserved area ought to be defined on the ground by wooden studs or stone setts, whose surface is level with the ground, and placed at intervals of 300mm, unless there is an existing natural or man-made boundary (hedge, wall, path, etc.) A scale plan of the area on which precise locations of burial of ashes can be recorded should be kept in the church.
- 12.6. The reserved area should be conceived as a restful place, where people may sit in tranquillity and reflect. It may be enhanced by the introduction of a suitable focal point, such as a tree or a sculpture. A general memorial to all in the Garden of Remembrance can provide a suitable focal point, and might well be a quality above and beyond the "mass produced" memorials, which so often appear in our churchyards.

- 12.7. Ashes should be in a small untreated soft wood casket. Ashes may not be scattered in a churchyard unless, under Canon B 38(4)(b), it can be justified on the basis of good and sufficient reason.

### **13        COMMEMORATION AFTER CREMATION**

- 13.1. The commemoration of those whose remains are so interred is a matter of considerable discussion. The bereaved relatives need to be assured that they have made a proper and fitting tribute to the departed, and also need a focus for their personal grief.
- 13.2. For aesthetic and maintenance reasons permanent marking of burial spaces is undesirable and the least satisfactory Gardens of Remembrance are those where memorials have been allowed in the past. The commemoration of disposals by the use of small horizontal slabs with inscriptions may well be felt, initially not to be visually intrusive. However, the cumulative effect of such an approach over a large area can be destructive of the character of the churchyard. Such extensive areas of paving are essentially urban in character, will detract from the visual pleasures of the scene and limit the natural habitat for plant life. It must also be borne in mind that the area may require re-use after, say, twenty-five years and that any slabs will then need to be removed. The use of vertical headstones is not permitted.
- 13.3. The best examples are invariably those where there are no individual memorials “on site”, and either a Book of Remembrance is available within the church, in a position affording opportunity for private prayer and contemplation for the bereaved, or an appropriate central marker stone is provided in the Garden of Remembrance which bears an appropriate general inscription describing the purpose of the area. Both require a faculty and the advice of the DAC should be sought **BEFORE** either a book and its display case is purchased for introduction into the church, or a design of the proposed central marker stone is finalised.
- 13.4. In granting a faculty for a new Garden of Remembrance, or an additional Garden of Remembrance in the same churchyard, or re-use of an existing garden, the Chancellor will normally require a condition that limits commemoration solely to a Book of Remembrance in the church, and prohibits memorials in the churchyard, dependent upon the particular circumstances. The Chancellor will have particular regard to the character, importance or established pattern of the disposal of graves and of cremated remains within the churchyard.
- 13.5. In exceptional circumstances, a faculty, for an extension to an existing Garden of Remembrance where it is existing practice, may permit individual marker stones.
- 13.6. In existing Gardens of Remembrance, where individual marker stones are currently allowed, the introduction of a new stone within any regulations set by the Chancellor requires the permission of the incumbent whose written consent must be obtained before a memorial is placed. The stone should be properly bedded tablets of stone laid flush with the ground of a size not exceeding 21” x 21” (530mm x 530mm). The type of stone permitted is the same as for grave memorials. Inscriptions on tablets should include the name of the deceased and dates of birth and death.
- 13.7. Any proposed memorial outside any regulations set by the Chancellor requires faculty permission from the Chancellor.

### **14        FLOWERS**

- 14.1. Provision for the display of floral tributes should be made either at a suitable place in church near to a Book of Remembrance or at a specified prepared place in the Garden of Remembrance. The placing of flower vases, plant containers and other receptacles on each individual plot leads inevitably to unseemly and unacceptable clutter and difficulties of maintenance and should be discouraged.
- 14.2. The PCC should agree rules for the location and removal of flowers, and a copy of the rules should be made available both to the family of the deceased before the interment of the ashes and generally available for perusal in the churchyard.
- 14.3. Where existing practice is for floral tributes on individual stones, only one removable container per stone is permitted. Flowers must be removed as soon as they appear to have withered.
- 14.4. Artificial flowers are not allowed – except for Remembrance Day poppies and traditional Christmas wreaths. They should be removed after no more than 2 months.
- 14.5. An incumbent, churchwarden or whoever is authorised by the Parochial Church Council (PCC) to look after the churchyard is permitted, indeed encouraged, to remove unsightly flowers and any items not permitted in this section and any other permitted items if they consider they are not maintained to an acceptable and tidy condition. On such a sensitive issue, it is advisable that the PCC, before authorising the removal of items (other than decayed vegetation), should consult with the families involved and give them the opportunity to comply with the PCC's requirements.
- 14.6. The bereaved should be encouraged, instead of placing cut flowers on stones where they quickly spoil, to have them placed in church on the anniversary of the death, or other appropriate occasion.

## **15 RE-USE**

- 15.1 Where small, individual stones have become the norm they may, with the authority of a faculty, be taken up at least a generation after the last interment and re-laid as a paved area after the manner of old gravestones.

## **16 LEGAL RESERVATIONS**

- 16.1 These regulations shall take effect subject always to any licences, faculties, decrees, orders or regulations, particular or general, which may be made and issued from time to time by the Chancellor of the Diocese.
- 16.2 The Consistory Court does not usually seek to exercise jurisdiction in the straightforward day-to-day management of the churchyard and the consent of the incumbent is, by custom, sufficient authority in such cases permitted under 3.2 above, provided that the incumbent gives his consent in writing.
- 16.3 In all cases not covered by these regulations, or where there is controversy, or where, for any reason, the incumbent shall have declined to give his consent to any proposal, the applicant shall be required to obtain the authority of a Faculty.

## **17 FURTHER ADVICE**

- 17.1 May be obtained from the Secretary of the Coventry Diocesan Advisory Committee (address below) or the Diocesan Registrar (address below).

17.2 Faculty petition forms, and forms for permission to introduce a memorial into a churchyard are available from 1 Hill Top, EXCEPT in the case of reservation of grave spaces or exhumation, when application should be made direct to the Diocesan Registrar.

17.3 These Regulations supersede and replace those issued in 1994.

## **18 USEFUL ADDRESSES**

### **The DAC**

Will Jones	Claire Strachan	Ryan Finnegan
Will.Jones@CovCofE.org	Claire.Strachan@CovCofE.org	Ryan.Finnegan@CovCofE.org
024 7652 1327	024 7652 1353	024 7652 1312
<a href="http://www.dioceseofcoventry.org/churchbuildings">www.dioceseofcoventry.org/churchbuildings</a>		

### **The Archdeacon Pastor**

The Venerable Sue Field  
Coventry Cathedral and Diocesan Offices  
1 Hill Top  
Coventry  
CV1 5AB  
024 7652 1337 (PA Yvette McDonald)

Sue.Field@CovCofE.org

### **Diocesan Registrar**

Mary H Allanson  
Rotherham and Co  
8 & 9 The Quadrant  
Coventry  
CV1 2EH  
024 7622 7331  
m.allansaon@rotherham-solicitors.co.uk

## **Diocesan Records Office**

The County Records Office  
Priory Park  
Cape Road  
Warwick  
CV34 4JS  
01926 738956

## **The National Association of Memorial Masons**

1 Castle Mews  
Rugby  
Warwickshire  
CV21 2XL  
T: 01788 542264  
F: 01788 542276  
enquiries@namm.org.uk  
www.namm.org.uk

## **19 RELEVANT PUBLICATIONS AND USEFUL ADDRESSES**

### **The Churchyard Handbook** (Church House Publishing 2003)

Available for purchase from Church House Bookshop, 31 Great Smith Street, Westminster, London, SW1P 3BN t: (020) 7898 1300/02 or [www.chbookshop.co.uk](http://www.chbookshop.co.uk).

### **Memorials by Artists** (H Fraser, 1998)

Illustrated booklet to assist in identifying suitable artist letter-cutters who can provide individual and characteristic monuments.

Available Harriet Frazer, Snape Priory, Saxmundham, Suffolk, IP17 1SA.

### **The National Association of Memorial Masons**

27a Albert Street, Rugby, Warwickshire, CV21 2SG t: 01788 542264 f: 01788 542276  
e: [enquiries@namm.org.uk](mailto:enquiries@namm.org.uk) w: [www.namm.org.uk](http://www.namm.org.uk).

### **The Crafts Council**

44a Pentonville Road, London, N1 9BY t: 020 7278 7700  
e: [reference@craftscouncil.org.uk](mailto:reference@craftscouncil.org.uk) w: [www.craftscouncil.org.uk](http://www.craftscouncil.org.uk).

## **20 MATERIALS FOR MEMORIALS**

The choice of suitable material will depend on the locality within the Diocese. As mentioned above (see 4.1), the aim should be to achieve harmony with what is there, so that the new monument integrates successfully into its setting. Geology, colour and texture are all a part of this. Generally, this will be a matter of selecting a stone which matches that used traditionally within the graveyard and its locality.

The Coventry Diocese contains a wide range of building stones, from the darker red sandstones of the north to the light grey lias of the south. Even within deaneries many differing stones co-exist, so that the rule must be to study each parish separately and to reach individual conclusions for each graveyard. In areas where stone is largely absent, a tradition of importation has grown up and matching material will be appropriate.

A list of stones, which may be appropriate, is given below, but this is intended for general guidance and is not exhaustive. Whilst the selection of stones stocked by memorial masons may not include all of these, it is a relatively easy matter to obtain the material to order. The quarry's advice should be sought on the suitability of their stone for the intended purpose and exposure, and on the colour and finish required.

## 20.1 Limestone:

### a) Colour: dark brown / blue 'ironstone':

'**Hornton**' - Horton Quarries Ltd, Edgehill, Banbury, Oxfordshire, OX15 6DX  
t: 01295 670238

**Edgehill & Northampton** – Bennie Stone, Oxwich Close, Brackmills Industrial Estate, Northampton, NN4 7BH t: 01604 704794

### b) Colour: brown / buff 'dark Cotswold'

'**Guiting**' – Kingston Minerals Ltd, Whelford Road, Fairford, Gloucestershire

Cotswold Hill Stone Ltd, Ford, Temple Guiting, Cheltenham, Gloucestershire  
t: 01386 584384

### c) Colour: buff / pale buff 'Cotswold'

'**Light Guiting**' – Kingston Minerals Ltd, Whelford Road, Fairford, Gloucestershire

'**Stoke Ground**' – The Bath Stone Group, Stoke Hill Mine, Midford Lane, Limpley Stoke, Bath, BA2 7GP t: 01225 723792

### d) Colour: grey

'**Blue lias**' – Tout Quarry, Charlton Adam, Somerton, Somerset, TA11 7AW  
t: 01458 223991

## 20.2 Sandstones:

### a) Colour: buff / pink buff

'**Hollington**' – J Oldham & Co Ltd, Tearne House, Hollington, Tean, Stoke-on-Trent, Staffordshire, t: 01889 507353

**Grinshill** – Grinshill Quarries Ltd, The Bungalow, Clive, Shropshire, SY4 3LF  
t: 01939 220522

### b) Colour: brown

'**Woodkirk**' – Pawson Bros Ltd, Britannia Quarries, Howley Park Trading Estate, Morley, Leeds, West Yorkshire, LS27 0BN t: 0113 253 0464

### c) Colour: grey

'**Chilmark**' – Chilmark Stone Ltd, Manor Farm Stud, Alvediston, Salisbury, Wiltshire, SP5 5JY

### 20.3 **Slates**

**a) Colour: light grey / dark grey**

**‘Welsh – Porthmadog or Penrhyn** – Snowdonia Natural Slate Products, Slate Workshop, Benar View, Blaenau Ffestiniog, Gwynedd t: 01766 832570

Welsh Slate, Business Design Centre, Unit 205, 52 Upper Street, London N1 0QH  
t: 020 7354 0306

**b) Colour: green**

Burlington Slate Ltd, Cavendish House, Kirkby-in-Furness, Cumbria, LA17 7UN  
t: 01229 889661