



Churchyards within Central Telford Parish

(includes Holy Trinity, Dawley, St Mary's, Ketley, St John's, Lawley, St Leonard's, Malinslee, St. James Churchyard, Stirchley)

June 2017

The death of a loved one is a difficult time for a family and friends and there are many questions that are raised in the days and weeks that follow. The Church is privileged to be a part of this conversation, along with the Funeral Directors and those in the local Council. When it comes to the final resting place of the person who has died, there are a number of factors which need to be taken into account, including the question of a coffin burial or the burial of ashes, where this will be and what type of memorial should be placed at the site. Inevitably there are rules and guidelines which come into the decision making process.

Some of these are from the government, both local and national, some are from the national Church authorities and some are decided by the local Church. They can relate to the nature of the resting place, the rules regarding a memorial stone and the care of the site in the longer term. Whilst understanding that decisions on these matters are highly personal, the rules and guidelines that exist aim to preserve the special nature of a churchyard – a place of quiet comfort, where relatives and friends can come to remember and treasure special moments. Creating such a space requires there to be consideration of others and an awareness of the needs of the wider community.

This guide seeks to offer a straightforward understanding of how we in Central Telford Parish are seeking to care for the wellbeing of the graveyards that we have as well as to put forward guidelines for those seeking to make use of these spaces.

This includes the following:

- ❖ the availability of spaces for both graves and the burial of ashes in the Churchyards, along with the limitations as to who can make use of them.
- ❖ a clear understanding of the rules which are legally binding concerning what may appear on stones, as well as an understanding that these change from time to time.
- ❖ the rules which we seek to enforce in order that the Churchyards are places of comfort and solace for all who use them.
- ❖ an awareness of the variations in the specifications laid down for memorials within the parish which have come about because of continuity from before the Churches of Central Telford were brought together to form one Parish.

The following provisions have been considered by the Parochial Church Council (PCC), the local decision making body of the Parish, in conjunction with the Diocese of Lichfield and under national guidelines and rules laid down in law. The PCC recognise that some of the restrictions involved may mean having to enforce rulings that are beyond our control or are in place in order to maintain good order in the churchyards for which we have responsibility.

**The PCC of Central Telford Parish
13 June 2017.**

The Current Availability for Interred Remains in Central Telford

Holy Trinity Church, Dawley

Full interments: Churchyard closed; interments in re-opened graves only

Cremated Remains interments: 2 x Cremated Remains areas;
Area by Church Vestry is full; interments in existing graves only.
New cremated remains graves available in lower Churchyard.

Notes

- New graves are restricted to people living or dying within the parish or having their names on the electoral roll at the time of their death. Any other requests are at the discretion of the incumbent.
- Guidelines for memorials: All memorial stones in the new area must be Yorkstone, 19¼ " x 19¼", black lettering, one sunken vase holder. A simple, befitting illustration may be permitted.

St Mary's, Ketley

Full interments: Churchyard closed ; interments in re-opened graves only.

Cremated Remains interments: Churchyard closed ; interments in re-opened graves only.

Notes

- All new memorials must be 18" x 18" Max flat tablets, fully honed/ unpolished, no black/ dark grey granite, no silver/ gold lettering.

St John's, Lawley

Full interments: New graves available in the upper Churchyard

Cremated Remains interments: New graves available in the lower Churchyard, by the Church Hall.

Notes

- New graves are restricted to people living or dying within the parish or having their names on the electoral roll at the time of their death. Any other requests are at the discretion of the incumbent.
- Guidelines for memorials: All new memorials must be 18" x 18" Max flat tablets, fully honed/ unpolished, no black/ dark grey granite, no silver/ gold lettering.

St Leonard's, Malinslee

Full interments: Churchyard closed; interments in re-opened graves only.

Cremated Remains interments: 2 x Cremated Remains areas;
'Easter Garden' (by Church Car Park) is full; interments in existing graves only.
New cremated remains graves available in lower Churchyard.

Notes

- New graves are restricted to people living or dying within the parish or having their names on the electoral roll at the time of their death. Any other requests are at the discretion of the incumbent.
- Guidelines for memorials: All new memorials must be 18" x 18" Max flat tablets, fully honed/ unpolished, no black/ dark grey granite, no silver/ gold lettering.

St. James Churchyard, Stirchley

Full interments: Churchyard closed; interments in re-opened graves only.

Cremated Remains interments: Churchyard closed; interments in re-opened graves only.

Notes

- All new memorials must be 18" x 15" Max plaques, fully honed/ unpolished, no black/ dark grey granite, no silver/ gold lettering.

Important Note Regarding Re-opening of Existing Plots at St Mary's and St James'

A faculty application (permission) is required for the re-opening of existing plots at St Mary's and St James' and this can take a few months to be granted. The decision is made by the Chancellor of Lichfield Diocese not the Parish and the family is liable for the cost of the application.

Guidelines for Cremated Remains Interments:

- Remains may be placed into a Wooden casket only if they are being interred into an existing grave and where a casket was used on the first interment. In the case of all new graves, cremated remains should be either poured directly into the grave from a polytainer or scatter tube, or placed into a sealed bio-casket. For all interments, whether full or cremated remains, into new or existing graves, the new Parish Churchyard guidelines must be signed prior to the burial.

Guidelines for Memorials

All Churchyards in Central Telford Parish come under the jurisdiction of the Diocese of Lichfield and are therefore subject to the **Diocese of Lichfield Chancellor's Churchyard Regulations**. A full copy of these may be found at:

https://cofelichfield.contentfiles.net/media/documents/document/2016/07/Churchyard_Regulations_11_11_131.pdf

The General Guidelines include:

- Replacing like for like is usually permitted.
- Any new memorial stone must be fully 'honed'/ unpolished, no gold/ silver lettering,
- No black or dark grey granite,
- No photographs,
- No Heart or book shaped designs.
- No new kerb sets or chippings are allowed, unless replacing existing.
- No free-standing vases, flower pots or other containers may be used.
- Flowers can only be placed in a vase within the headstone.
- Photographs are not allowed as part of churchyard memorials.

Ongoing Maintenance and Care

- No other tributes e.g. toys, wind chimes, photographs, lanterns or ornaments may be placed with the headstone.
- It is the responsibility of the family to remove any dead leaves, plants and dispose of them.
- Christmas Wreaths and Remembrance Day poppies should be removed within four weeks.
- Bins are available in all Churchyards and water may be available.
- Cut flowers placed on graves quickly wither and become unsightly. We would encourage families instead to have flowers placed in church on the anniversary of death or other appropriate occasions.

Important: Please Note:

- In the Churchyards which are closed, Telford and Wrekin Council are responsible for the general maintenance, including paths and the mowing of grass. Given the scale of the task, areas around closely packed graves may not always be mown. Neither the Council nor the Church can take responsibility for this.
- Whilst the Church does whatever it can to protect the Churchyard area the Vicar and Churchwardens cannot accept responsibility for any vandalism by people or damage by local animals caused to the plants, memorials etc in the churchyard.
- Whilst the Church seeks to respect the wishes of families, the Church reserves the right to remove any items from a grave which do not fall within the guidelines laid out in this document, in order to retain the stated aims of retaining the Churchyard as a place of quiet comfort. In such situations, where and when possible, due warning will be given to the families of the interred.
- The PCC and the Council appreciate the assistance of relatives in maintaining the standard of this Churchyard. Any permanent alterations to the appearance of graves must have the permission of the Vicar and PCC and if such permission is not sought additions or alterations will have to be removed in keeping with The Diocese's Churchyard Regulations.

Central Telford Parish wish to ensure that the graveyards be maintained in a condition which honours the memory of those whose remains are interred here, and brings comfort to those who are grieving. The Church also has obligation to ensure compliance with the regulations set by the Diocese of Lichfield for all areas where remains are laid to rest. These regulations change from time to time and what was permitted a few years ago, may no longer be the case. On some matters, the Church of England regulations are different from those for a municipal cemetery. **Before signing the attached document, you are advised to carefully read the current regulations, as well as those on the Diocesan Website (as above) before signing.**

We request that all those who ask for remains to be interred here to sign the attached agreement. Whoever signs is doing so on behalf of the whole family of the deceased. This agreement is in addition to, and does not substitute for, the Diocesan Application form.

The PCC of Central Telford Parish

May 2017



Application for a Memorial in a Churchyard within Central Telford Parish

(includes Holy Trinity, Dawley, St Mary's, Ketley, St John's, Lawley,
St Leonard's, Malinslee, St. James Churchyard, Stirchley)

I, the undersigned, request permission to inter the remains of the person named below in a Churchyard within the Parish of Central Telford.

I, on behalf of my family, have read the PCC document "**Churchyards within Central Telford Parish**" and agree to abide by the conditions stated in this document on the Diocesan Application Form.

Please note that this includes the ongoing care of the memorial and that no other tributes e.g. toys, wind chimes, photographs, lanterns or ornaments may be placed with the headstone.

I acknowledge the need to apply to the Incumbent of the Central Telford Parish, the Archdeacon or the Lichfield Diocesan faculty office for anything not covered by these conditions and the Diocesan Regulations.

Name of Deceased

Date of Funeral

Churchyard

Interred Remains Full Interment / Cremated Remains *(Delete as appropriate)*

Requested New Grave / Re-opened Grave *(Delete as appropriate)*

Additional Requests

Signed

Contact Address

Contact Phone Number

Email Address

Printed Name

Date

Please note that the person who signs this form does so on behalf of the whole family of the deceased and is responsible for passing on terms and conditions of the agreement.