

## Chancellor's Regulations Gravestones

Book 2



Diocesan Advisory Committee for the Care of Churches



# CHANCELLOR'S REGULATIONS

## Gravestones

Book 2

### INDEX

- 1 Incumbent's Delegated Authority
- 2 Materials
- 3 Sizes
- 4 Design
- 5 Inscriptions
- 6 Graves of the Commonwealth War Graves Commission
- 7 Procedures
- 8 Further Advice or Clarification

### **Appendices**

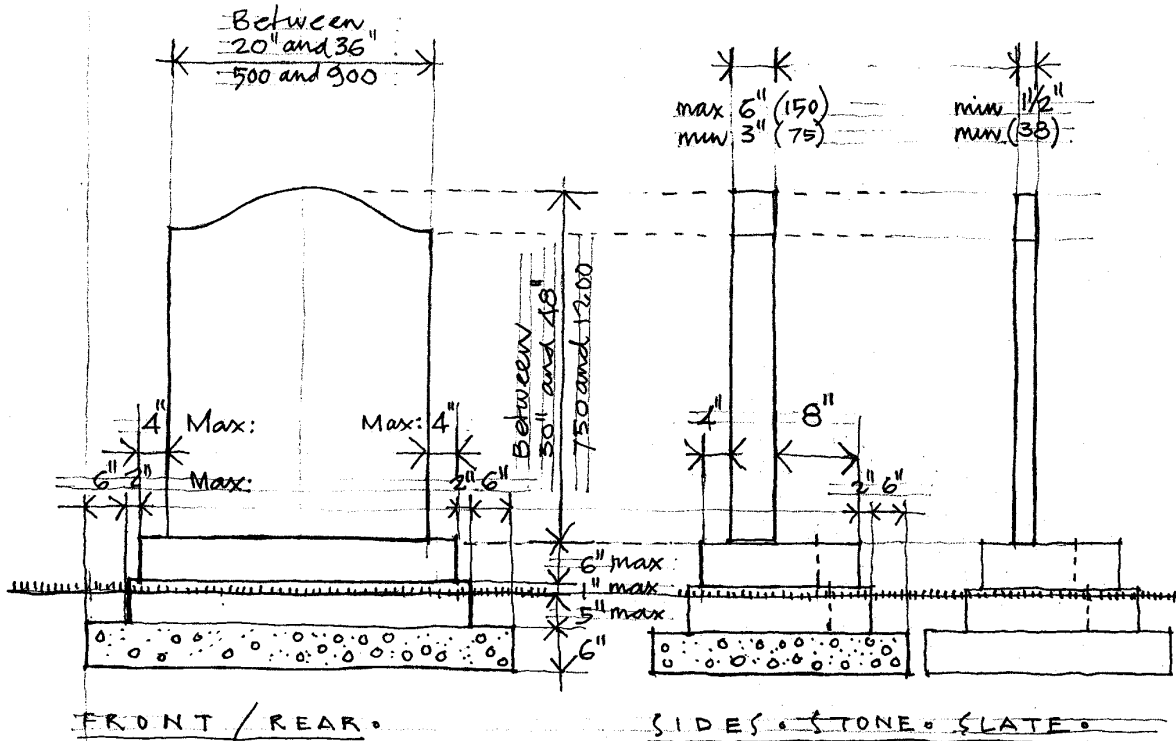
Appendix I – Gravestone Application Form

Appendix II – Permitted Materials

Appendix III – Archdeacon's Discretionary Procedure

# Gravestone Size Illustration

## DIMENSIONS OF GRAVESTONES. CHANCELLOR'S REGULATIONS.



## 1 Incumbent's Delegated Authority

1 The Incumbent/Priest in Charge, under the authority from the Chancellor, may permit gravestones within the limits defined in these regulations without the requirement of faculty.

2 The family of the deceased should have details of these regulations and any other local restrictions brought to their attention BEFORE an interment.

3 It is advised that written application for a gravestone should be made, on a form obtainable from the Incumbent of the Parish, and returned before any **firm** arrangements are made with the monumental mason. An example of a suitable form is at **Appendix I** to these Regulations. Copies of this form are available from the DAC office.

## 2 Materials

4 The material used should be natural stone or slate selected from those permitted by the Chancellor. Permitted stones are outlined in **Appendix II**. Hardwood is allowed only in the case of a cross (see 12 below).

## 3 Sizes

5 An upright gravestone is permitted within the following dimensions:

Height: No more than 1200mm (48") nor less than 750mm (30")  
Width: No more than 900mm (36") nor less than 500mm (20")  
Thickness: No more than 150mm (6") nor less than 75mm (3")  
except slate, which should not be less than 38mm (1½")  
and granite, which should not be less than 50mm (2")  
*[see illustration opposite]*

6 For children (0-12 years) a gravestone not less than 450mm (18" high x 375mm (15") wide is permitted with a thickness not less than 50mm (2"), except for slate 38mm (1½").

7 The gravestone may stand on a matching stone base, provided that the base is an integral part of the design, and does not project beyond the upright stone more than 102mm (4") in any direction, unless a vase hole is included, when it may project 200mm (8") in front and 102mm (4") behind the upright stone.

8 A plinth may be used to support the base and gravestone. At the highest point the plinth may not project more than 25mm (1") above ground level. The plinth may project beyond the base no more than 50mm (2") all round.

9 A foundation slab must be provided which will not interfere with the passage of a mower. This slab should extend between 75mm (3") to 150mm (6") all round. Gravestones should be fixed in accordance with the Code of Working Practice produced by the National Association of Memorial Masons (NAMM).

10 Horizontal ledgers or flat stones, either flush with the turf or raised not more than 225mm (9") above the base, which must extend no less than 75mm (3") all round and itself be flush with the turf, must not be larger than 2100 (84") by 900mm (36") overall, including the base.

11 Stone crosses are not to be recommended as they are subject to vandalism. If, however, they are allowed they should not exceed 1500mm (60") in height, measured from the surface of the ground.

12 Hardwood crosses are also prone to vandalism but may be permitted. In this case the cross should be no more than 900mm (36") high.

13 Stone vases are not recommended as they are not sufficiently permanent. However, if they are introduced they must be of good design and suitably inscribed if they are intended to be a sole memorial. They must be no more than 300mm (12") cube, nor less than 200mm (8") cube and securely cemented into a sunken slab and at the head of the grave.

#### 4 Design

14 Headstones need not be restricted to a rectangular shape. For example, curved tops are preferable to straight-edged ones. However, **no** gravestones in the shape of a heart or book are permitted, nor are kerbs, railings, stone or concrete slabs, chains, chippings or glass shades.

15 The growing of grass on a level grave for ease of maintenance should be encouraged and the planting of garden type shrub and herbaceous plants avoided.

16 Incumbents are urged to use their discretion regarding carvings on headstones. The stencilling upon headstones of general symbols such as candles, tracery windows, etc is not permitted. However, the **hand carving** of an appropriate symbol may be permitted.

17 Christian symbols are permitted and should be hand carved. Gold colouring may be used.

18 Highlighting or colour-shading of scenes on gravestones is not permitted.

19 Porcelain portraits, photographs and 'photo-blast etching' is not permitted.

20 Artificial flowers should be discouraged as they soon deteriorate in quality and appearance. Remembrance Day poppies and traditional Christmas wreaths are allowed but they must be removed after a period of not more than two months.

#### 5 Inscriptions

21 Inscriptions should be simple, reverent and appropriate to a churchyard. Great care should be taken not to permit the use of over-familiar terms on gravestones.

22 Inscriptions should be incised, or in relief, and may be in black, white, grey or gold. Coloured lettering must not be used. Traditional raised leaded lettering is permitted but plastic or other inserted lettering is not allowed.

23 The Incumbent may allow additional inscriptions on existing gravestones but layout and wording must be consistent with the original inscription.

24 No advertisement or trade mark should be inscribed on a headstone. The mason's name or the company name may be inscribed at the side or on the reverse in unleaded letters, no larger than 13mm (½") in height.

25 No other inscription is to appear on the reverse of a headstone without the approval of faculty.

## 6 Graves of the Commonwealth War Graves Commission

26 Gravestones provided by the Commission are of distinctive design and dimensions to indicate their special nature. The standard dimensions are 32" high by 15" wide. These are outside the normal standards approved but are permitted without the need for faculty.

## 7 Procedures

27 In strictly legal terms, a faculty is required in every case where a gravestone is introduced into a churchyard. HOWEVER these Chancellor's Regulations **delegate** power to Incumbents/Priests-in-Charge to permit gravestones within the limits defined in these regulations.

28 An Archdeacon's Discretionary Procedure (**Appendix III**) has been introduced to deal with proposals which are marginally beyond the scope of these Regulations.

29 **The Chancellor encourages the application for faculty approval for individual carved gravestones of good design.**

30 ***Any major departure from the Regulations must be applied for by faculty.***

31 Parishes may apply for a faculty in relation to detached churchyards or to continue a past practice where there has been a significant departure from regulations. A DAC advisory visit will be made in each case and this should be carried out before petitioning for faculty.

## 8 Further Advice or Clarification

32 Any assistance required with these regulations or any clarification or advice can be obtained by contacting:

Mrs Amanda Redgate  
Diocesan Registrar  
Jubilee House  
Westgate  
Southwell  
Notts, NG25 0JH  
01636 817221

Mr Jonathan Pickett  
DAC Secretary  
Jubilee House  
Westgate  
Southwell  
Notts, NG25 0JH  
01636 817210

[Amanda.redgate@southwell.anglican.org](mailto:Amanda.redgate@southwell.anglican.org)

[jonathan.pickett@southwell.anglican.org](mailto:jonathan.pickett@southwell.anglican.org)

*[Note 1. The word 'gravestone' has been used throughout and this term covers all grave markers, memorials and wooden crosses etc.]*

*[Note 2. A parish may incorporate the text of these regulations in a document produced to hand out to the bereaved. If a parish leaflet or booklet is produced it should be forwarded to the DAC for approval before issue.]*

Appendix I

## Diocese of Southwell & Nottingham

### APPLICATION TO INCUMBENT FOR PERMISSION TO INTRODUCE A MEMORIAL INTO A CHURCHYARD

Name of Churchyard		
Name & Address of Applicant:		Name and Address of Monumental Mason:
Measurements of Memorial:		Drawing of Proposed Gravestone:
Type and Colour of Stone to be used:		
Surface Finish:		
Description of any carving or decoration:		
Particulars of any receptacle for flowers incorporated in the gravestone:		Wording and Layout of Epitaph:
Type:	Lettering Size:	

1. I apply to the Incumbent to grant permission for the memorial herein described and I undertake that if permission is granted by the Incumbent the monument will be erected in exact conformity with that description.

2. I further undertake to indemnify the Incumbent against all costs and expenses to which he may be put in respect of any deviation from the undertaking numbered 1 above.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**(Applicant)**

We undertake to abide by the above.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**(Monumental Mason)**

The Incumbent will indicate below whether or not he is able to authorise the introduction into the churchyard of the monument described herein and will then sign the forms, returning one copy to the applicant and retaining the other himself.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**(Incumbent)**

To be completed in duplicate



## Appendix II

### PERMITTED MATERIALS

1 First and foremost, the material should be very carefully chosen to harmonise with the church building and any other local features.

2 The natural stone or slate used, should have a non-reflective finish. The surface which is to be inscribed, may have a 'fine rubbed' finish but **NO PART of the gravestone may be polished.**

3 The following examples of stones are permissible providing they are in sympathy with the church building, other gravestones and surrounding features:

### EXAMPLE STONES

<b>Sandstone</b>	Yorkshire Stone	Light Brown
	Forest of Dean	Green/Grey
	Serena	Light Grey
<b>Limestone</b>	Purbeck Thornback	Beige/Light Blue
	Ancaster	Beige
	Hopton Wood	Beige
	Grifton Wood	Beige
	Portland	Cream/White
	Mansfield	White
	Mansfield	Red
	Indiana	Beige
	Nabresina	Beige
	Celtic	Dark Grey
<b>Slate</b>	Welsh Slate	Various/Dark Blue
	Burlington	Blue/Grey
	Cumbrian	Dark Green Mottled
	Kirkstone	Light Sea Green
<b>Granite</b>	Cornish	Light Grey/Black Mottled
	Merrivale Devon	Grey Mottled
	Karin	Light Grey
	Glenaby	Blue Grey
	Balmoral	Red/Black Mottled
	Rustenburg	Fine Mottled Dark Grey

### OTHER STONES

4 Other suitable stones which are **closely similar** (ie within the colour and shade range) to the above list may also be allowed.

### WOODEN CROSSES

5 It is essential that a hardwood is used and particular care should be taken as to the choice of wood.

### MATERIALS NOT PERMISSABLE

**Imported Black, Blue or Red Granite**

**Granite darker than Rustenburg Grey**

**White marble**

**Conglomerate, Synthetic Stone or Plastic**

## Appendix III

### ARCHDEACON'S DISCRETIONARY PROCEDURE

1 A procedure has been introduced by the Chancellor to promote the introduction of individually designed memorials with interesting features and texts. People are encouraged to see a memorial as an opportunity to make a real contribution in keeping with that which the deceased has made to the local community.

2 A stone which is not normally acceptable according to the regulations may be suited to a particular churchyard or churchyard extension. The Archdeacon's Discretionary procedure set out below should be followed in these circumstances:

- The Incumbent asks the proposer to complete a form for introducing a memorial into a churchyard, stressing the importance of an accurate drawing of the memorial and details of the proposed inscription, type and colour of stone etc.
- The Incumbent sends a copy direct to the Archdeacon with his supporting comments and a copy is sent to the DAC Secretary.
- The Archdeacon may, either
  - Authorise the Incumbent to permit the memorial, or
  - Refer the matter to the Chancellor for consideration. The Chancellor will either indicate that the Incumbent may permit the memorial if the Incumbent so wishes, or direct that the applicant must petition for a faculty.

