

St Mary's Church Warden Responsibilities:

Service Collections, Baptisms/Christenings, Weddings, Burials, Headstones, associated Home Visits

Appendix 2: Churchwarden Responsibilities for Service Collections, Baptisms/Christenings, Weddings, Burials, Headstones, associated Home Visits

Collections from the Services:

All monies from the service collection plate go to the Treasurer (Jim Bloomer); count money with one of the duty sidespersons and put it in a labelled envelope with details and put in large safe in Vicars vestry.

Where cheques are received, details to be noted on the back of the cheque. Electronic/Bank transfers are accepted as well for payments, made out to 'PCC Allithwaite'.

Fees are paid directly to the undertaker as per Church of England costs current recommendations.

Treasurer to dispose of Collection monies as directed by Funeral Director/family/other request, as applicable.

Baptisms/Christenings:

The Baptism Register is kept in the main safe drawer, and is completed by the officiator/clergy who performed the Baptism.

i. Notification of a Baptism:

Clergy/parish office will phone CW to arrange a suitable date; the confirmed date is then to be entered into the Church Diary (on the Welcome desk).

Note: 3rd Sunday is a family service; check availability of a vicar is available for this service. Paperwork required;

CW to check with clergy what service arrangements are required and who to notify a visit by the clergy/pastoral team will then be arranged with the family.

Weddings:

The Wedding Register kept in safe drawer. These are duplicated and both are required to be completed – when full one is returned to St Mary's Archive for long term storage in Kendal Council Offices the other is sent to the Diocese Offices for archiving.

Clergy/parish office will phone CW to arrange a suitable date; the confirmed date is then to be entered into the Church Diary (on the Welcome desk).

Responsibility of the clergy: - Banns to be read before wedding.

Wedding service requirements need to be checked with the clergy team (Nick Ash/Brian Williams) as to what service arrangements are required.

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Burials:

St Mary's Churchyard graves belong to the Parish and charges can't be made for their use, they are for local population only. This is different to a Cemetery, where a payment is required for a grave plot. A faculty is required to reserve places in St Mary's graveyard which will need PCC approval. Note: PCC has a minuted policy that reserved places are not granted as the graveyard cannot be closed if it is not actually full (ref PCC Meeting dated <Minute item number dated XX/YY/ZZZZ>).

Grave Digger: - Edward Ridding who is based in Kirby Lonsdale.

On notification of a Burial or Internment of Ashes the following paragraphs are to be followed:

i. Notification of a Burial

Usually a Funeral Director will phone, either directly to CW or to Nick Ash or even the deputy (Brian Williams): if CW contacted directly, CW to contact Nick Ash/Brian Williams.

CW to check church diary for church availability, then book funeral details into it; fill out Booking form to notify Emma Jackson so that details can be included in the website calendar.

CW to contact the following people to confirm their availability for the service:

- Clergy (via Nick), notify Brian Williams (33314)
- Verger either Penny Hollander (33471/0797619946), Elaine Baldry (33829), Isabel Davey (35950), Penny Fairweather (34082)
- Church Cleaning Team, Bob Jarratt (33698)
- Organist
 - Geoff (34587)
 - Alison Gawith (33655)
 - Olive Maddock (see Alan Jones for contact details)
- Olivia Dewhurst-Maddock (car parking at St Mary's – school contact in case of burial) **contact JA for her contact details**
- Church heating to be switched on as required (ideally a couple of hours beforehand – pre-set the central heating console to come on automatically (suggest on the Sunday prior to the funeral to save someone coming in beforehand.)

Local Funeral Undertakers include:

- T. Knipe Ltd (Allithwaite)
- Lloyd Sanders and Son (Grange)
- Anthony G Clarke (Grange)
- Little and Cain Ltd (Grange)
- Alan Postlethwaite (Grange)

ii. Funeral followed by Burial:

The clergy will sort out the service to be used.

Church heating to be switched on if appropriate.

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There are 2 church yards; the 'old' one for existing graves, 'new' grave yard for new internments.

There is a requirement for a completed 'Green Certificate':

There are 2 sorts of Certificates

- Cremated remains
- Burial

The Certificate has a tear off section to be completed by clergy and sent to the Registrar.

iii. If the burial is for ashes (usually from a Crematorium) i.e. Cremated Remains:

Local Crematoria are situated in Barrow and Lancaster.

CW may be contacted by FD or Team Clergy.

If the service is to be held at St Mary's, CW to check that both clergy and the church are available for the requested date – Check Diary Dates – **and book church for required date and time**. Note St Mary's is not available on Monday afternoons and it is recommended not to be during school start and finish times – so 10am – 2pm is ideal.

CW to contact the following people to confirm their availability for a service:

- Clergy (via Nick), notify Brian Williams (33314)
- Verger (either Penny Hollander (33471/0797619946) or Elaine Baldry (33829), Isabel Davey(35950)
- Church Cleaning Team, Bob Jarratt (33698)
- Organist
 - Geoff (34587)
 - Alison Gawith (33655)
 - Olive Maddock (see Alan)
- Sarah Robinson (32144) – St Mary's Primary School Secretary (let her know about car parking at church – school contact in case of burial)
- Church heating to be switched on if appropriate.

The burial may be preceded or followed by memorial service at St Mary's.

Paperwork for the funeral needs to be ready for the clergy in the vestry and comprise:

- Burial Record box – new card to be completed
- Disposal of Cremated Remains Certificate
- Burial Register Book
- Registration of Death Certificate – needs to be completed by clergy who will tear off relevant section to be forwarded to Central Registration

Interment of ashes with no church service:

There are two graveyards for interment of ashes: 'Old' plots in Old Graveyard – now closed for new body internments with the following exceptions

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- family members may require burial next to family members on family plots here
- Ashes may be interred here if requested and if there is identified space – this can present grave numbering issues – bear in mind that grave references must be recorded in the Burial Register and Old Graveyard card indexing system

The FD or clergy may contact either the CW or St Mary's clergy:

CW to check availability of a suitable plot by checking either Old Graveyard map (if requested for burial here) or the New Graveyard map.

Plots for ashes are currently available in the New Graveyard alongside the wall adjacent to the field or in the Garden Of Remembrance section (refer to leaflets Burial Leaflet Edited 24th Oct 2015.pdf and Regulations for Garden of Remembrance).

Note under new Diocese regulations memorial stones are not permitted for internment of ashes sites, however they can still be used in the Old Graveyard.

Funeral Records for the **old graveyard** are maintained in a box kept in the tallboy unit next to the audio equipment in the vestry. These records will record where the original grave is which should cross reference on the graveyard map.

All Burials are required to be registered in the Burial Register. There is now a computerised system which has been created from these records; new additions are therefore to be notified to John Arthurs for database update.

New Grave Yard

Use new plan; fill out Burial list. Note D = double plot. Plan in glass wall unit on wall behind where the communion rails are stored in the vestry.

iv. Completion of the Book of Remembrance:

Gru Mousley is currently responsible for the completion of the Book of Remembrance.

Headstones:

The headstone maker/Undertaker will contact the CW for permission to erect it. He will need to know where the grave is situated.

The headstone design will require approval by **clergy member** preferably before the headstone is made – as directed by 'Guidance for those arranging a burial in a churchyard in the Diocese of Carlisle' also refer to documents

- Burial Leaflet Edited 24th Oct 2015.pdf
- Regulations for Garden of Remembrance.pdf

The undertaker may ring to know who to contact, and may also visit the family.

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Home Visits:

Avril looks after home visits for St Mary's church members and congregation – home visits for marriage and baptism.