

# St John's Garden of Remembrance Policy

Date 15th May 2017

## Introduction

This document sets out how St John's plans to use the memorial garden created in March 2017 as part of the church reordering project 2014-2017.

Rules and procedures for memorial gardens are set out in Diocesan guidance<sup>1</sup>. Faculty approval for our garden was obtained in November 2016.<sup>2</sup>

A Garden of Remembrance allows for the interment of ashes of loved ones. The garden is divided into 300 x 300mm plots within a grass lawn, without any individual identification of each plot, save for discrete grid markings at the edge of the interment area(s). The reason is to create an aesthetically pleasing environment for all.

A communal bench and area for displaying flowers is included in the garden. The area is conceived as a restful place, where people may sit in tranquility and reflect or pray.

This policy was considered by the Parochial Church Council, on 14th March 2017 and the garden was blessed by Bishop Christopher on March 26th 2017. The relevant minutes of the PCC meeting record the discussion and approval as follows:

Charlie Palmer talked through the draft Garden of Remembrance Policy and Procedures, stating that the appendices provided the workings and advice received in creating the document. There were a number of questions posed and it was agreed that we should allocate plots; that only pouring of ashes or use of a cardboard casket would be allowed; that a bible verse should perhaps be added to the inscription; and that there would be no additions to the nationally approved fee unless the interment includes a service in the church building. There was a discussion about how quickly the slots might be filled and how easy it will be to dig the holes. The number of interments will be reviewed after the first few years and some test holes will be dug before the area is turfed. Steve Coomber proposed the adoption of the policy subject to the comments made. This was seconded by Gill Palmer and approved unanimously. (PCC Meeting 14th March 2017)

Appendix B shows the plan of the area to the south of the church building which forms the garden of remembrance.

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<sup>1</sup> [http://www.dioceseofcoventry.org/images/document\\_library/UDR00024.pdf](http://www.dioceseofcoventry.org/images/document_library/UDR00024.pdf) available at: [http://www.dioceseofcoventry.org/?page\\_ref=1132](http://www.dioceseofcoventry.org/?page_ref=1132)

<sup>2</sup> <https://docs.google.com/document/d/1UP7hHHiGebkXRe-gS9ztHjRlPUjssd0Uu9L4qVLvGmA/edit?usp=sharing>

## Records and Procedures

1. The review and amendment of this policy and procedures are matters for the PCC.
2. The garden is laid to grass. The individual plots are not marked. This is to create an aesthetically pleasing environment for all.
3. Discrete markings on the edging stones reflect the grid pattern marked on the plan.
4. The grid defines individual plots of 300 x 300 mms (approx 1 foot square).
5. Individual plots may be reused after 25 years without notification or consultation.
6. A Book of Remembrance will record for each Interment: The Name of the Interred; Address; Date of Birth; Date of Death; Date of Interment; Plot Number
7. The Book of Remembrance will be kept in locked display cabinet in church or locked cupboard in the church office, together with a plan of the area. The plan will show which plots have been used and which are available for interment.
8. Plots will be allocated in order (see appendix C), and individuals will not be able to choose a particular plot. Undersoil obstacles such as roots may require some plots to be left unfilled.
9. In the centre of each 300x300mm plot, a 200mm diameter circle of turf will be removed, and a 200mm auger used to dig a hole to a depth of at least 500 mms.
10. Ashes should be placed in the hole using a cardboard casket<sup>3</sup> (Diameter 155 mm Height 260 mm) or preferably, poured into the ground directly from a container.
11. Removed soil will be used to backfill the hole and turf plug will be replaced following interment. No marking of the interment will be left on site.
12. An Inscription will mark the entrance to the Remembrance area as follows: St John's Garden of Remembrance. To the Glory of God. A suitable bible verse will be included.
13. Application for interment is via the Church Administrator (01926 853203 or [admin@stjohn316.co.uk](mailto:admin@stjohn316.co.uk) ) and at the discretion of the vicar.

## Display in Church and Garden, Availability to Families and Undertakers

1. A discrete notice in the Garden of Remembrance should read. "If you would like to know more about this Garden of Remembrance please contact the Church Administrator 01926 853203"
2. A copy of this policy should be made available to undertakers and families seeking the interment of loved ones.

## Flowers: Location and Removal

1. Floral tributes may be placed in the assigned area in the garden. They may not be placed on individual plots.
2. Artificial flowers, or objects are not allowed.
3. Flowers will be removed when they appear to the maintenance team to have withered.

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<sup>3</sup> Available from John Taylor (01926 854261) or other Undertakers.

4. Remembrance day poppies and Christmas wreaths may be laid in the flower area at the appropriate times of year. Such wreaths and poppies may not be placed on individual plots.
5. All flowers, wreaths and poppies will be removed no more than 2 months after the commemoration.
6. Bereaved families may also arrange via the church administrator to display flowers in church to mark anniversaries
7. These rules are designed to create and maintain an aesthetically pleasing and tranquil environment for all to enable them to reflect, remember and pray.

## Planned Capacity

1. The planned area allows for 836 plots each of an area 300x300mms. Over a 25 year period, this provides capacity for 33 interments a year. We currently undertake some 15-20 funerals a year. St Nicholas experience is that some 15% of funerals result in a request for interment. At 10 per year we have capacity for over 80 years!
2. Individual plots will be reused after 25 years.
3. Where couples plan to share a plot, the first interment may be capped with a ceramic tile at the request of the family. The tile will be removed at the second interment, leaving the remains below undisturbed.
4. A plot plan is shown in Appendix C together with details of plot numbering and order of usage.

## Charges

Charges are set and reviewed by the Church of England<sup>4</sup>. Current fees are shown in Appendix A. Additional charges may be made by the PCC for heating of the church, the provision of a vergers, and music, where any of these are needed. St John's will charge the following additional fees as required: heating the church £10<sup>5</sup>, vergers/technician £35<sup>6</sup>, organist £75. These charges do not include the services of an undertaker. John Shelton<sup>7</sup> will dig and backfill holes for £75 during the week and £85 at weekends.

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<sup>4</sup> <https://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

<sup>5</sup> Assuming annual costs of heating the church of £8000, for half a day.

<sup>6</sup> Payment made to vergers

<sup>7</sup> John Shelton, Kenilworth Grave digger 01926 632486



# Appendix A

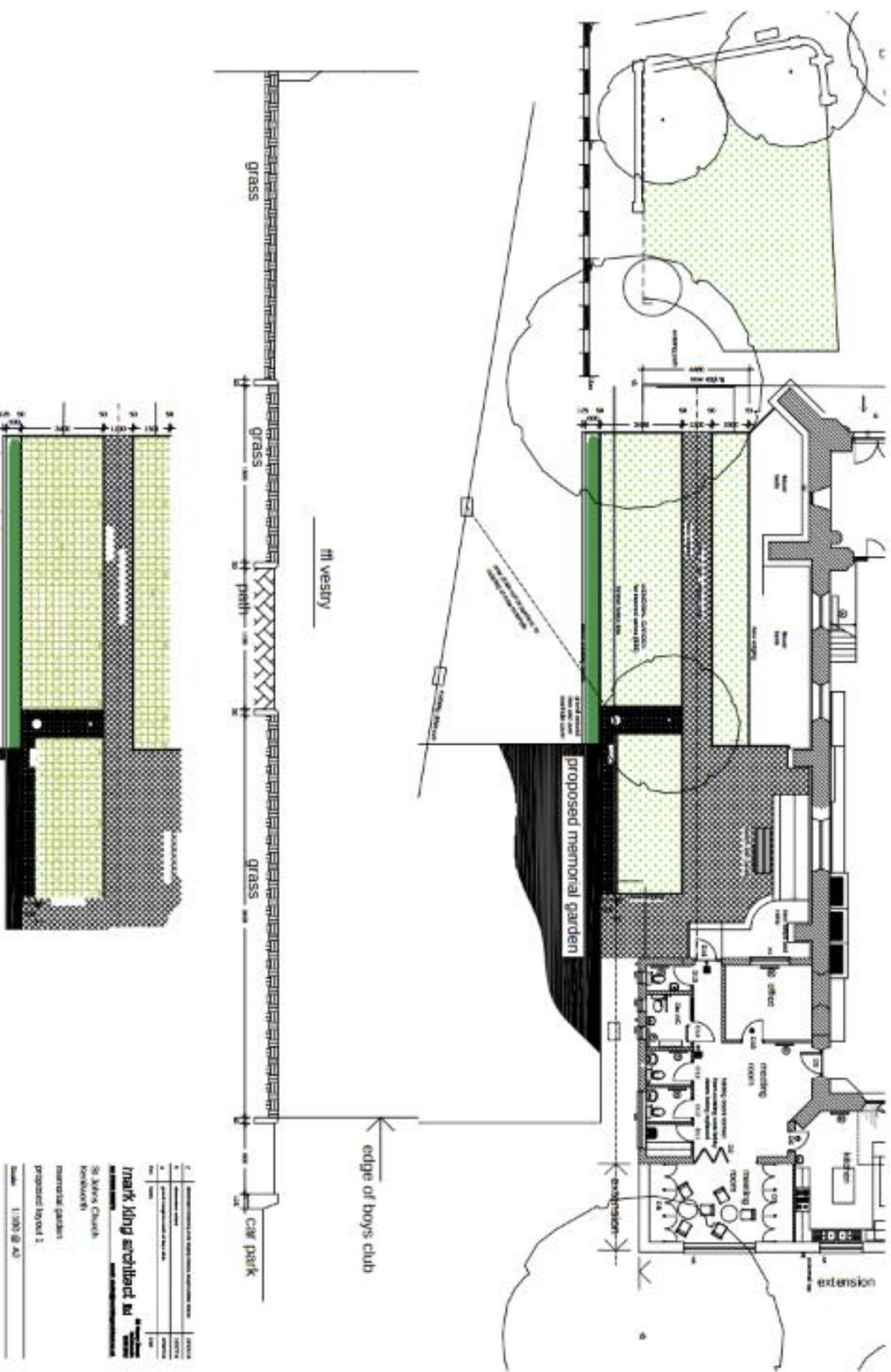
## National Church of England Guidance on Charges

<https://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

Table of Parochial Fees from 1 January 2017 – Funerals, Burials and Monuments	Fee payable Towards Diocesan Board of Finance	Fee Payable To Parochial Church Council	Total Fee Payable	Notes:
<p>This table sets out the fees prescribed by the Parochial Fees Order 2014 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for baptisms and marriage services.</p> <p>For further information about fees refer to the <b>Guide to Church of England Parochial Fees and Frequently Asked Questions</b> which are available on the Church of England website.</p>				<p><b>B1. Definitions etc.</b>  <b>Burial</b> includes deposit in a vault or brick grave and the interment or deposit of cremated remains.  <b>Churchyard</b> includes the curtilage of a church and a burial ground of a church whether or not immediately adjoining such church.            (NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)  <b>Cemetery</b> means a burial ground maintained by a burial authority.  <b>Monument</b> includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.  <b>Immediately preceding or following on from service in church</b> includes the day before and the day after the service in church. 'Where -' appears in the table no fee is payable to the body indicated.</p>
<p><b>Funerals and Burials of person Aged 16 Years or More</b> (See Note B2(i))</p> <p><b>Service in Church</b>            Funeral service in church, whether taking place before or after burial or cremation (See Note B4)            Burial of body in churchyard immediately preceding or following on from service in church            Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church            Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church            Cremation immediately preceding or following on from service in church            Burial of body in churchyard on separate occasion (See Note B2(ii))            Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(ii))            Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii))</p> <p><b>No Service in Church</b>            Funeral service (including burial of body) at graveside in churchyard            Funeral service (including burial or other lawful disposal of cremated remains) in churchyard            Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery            Burial of body in churchyard (committal only)            Burial of cremated remains in churchyard or other lawful disposal of remains (committal only)            Certificate issued at time of burial (See Note B2(iii))</p>	<p>98.00 12.00 12.00 26.00 26.00 38.00 38.00 51.00 98.00 98.00 154.00 38.00 38.00 -</p>	<p>84.00 279.00 113.00 - - 279.00 113.00 13.00 279.00 113.00 28.00 279.00 113.00 13.00</p>	<p>182.00 291.00 125.00 26.00 26.00 317.00 151.00 64.00 377.00 211.00 182.00 317.00 151.00 13.00</p>	<p><b>B2. Funerals &amp; Burials</b>            i) No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within sixteen years after birth.            ii) The fee for a burial in a churchyard or cemetery on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.            iii) The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.</p>
<p><b>Monuments in Churchyards</b>            Permitted in accordance with rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty, the fee for which is set by the Chancellor)            Small cross of wood            Small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker commemorating a person whose remains have been cremated            Any other monument            (the above fees include the approval of the original inscription by the incumbent)            Additional inscription on existing monument</p>	<p>12.00 12.00 12.00 12.00</p>	<p>29.00 56.00 118.00 13.00</p>	<p>41.00 68.00 130.00 25.00</p>	<p><b>B3. Searches in Church Registers</b>            The search fee relates to a particular search where the approximate date of the burial is known. The fee for a more general search of a church register is negotiable.</p>
<p><b>Searches in Church Registers</b>            Searching registers of burials (See Note B3) (including the provision of one copy of any entry therein) for up to one hour            for each subsequent hour or part of an hour            Each additional copy of an entry in a register of burials</p>	<p>- - -</p>	<p>28.00 28.00 13.00</p>	<p>28.00 28.00 13.00</p>	<p><b>B4. Costs and Expenses</b>            In the case of a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.</p>
<p><b>Extras</b>            The fees shown in the table do not include charges for heating, the services of a vergier, music (e.g. organist, choir), bells, and flowers, which are fixed by the Parochial Church Council. In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.</p>	<p>Published by            The Archbishops' Council            Church House, Great Smith Street,            London, SW1P 3AZ</p>			



# Appendix B Scale Plan of Garden

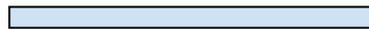


**mark King architect ltd**  
 St John's Church  
 Kentworth  
 memorial garden  
 proposed layout 1  
 scale: 1:200 @ A2

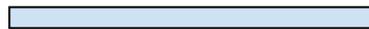
# Appendix C: Plot Grid

The Remembrance Garden comprises three sections: Vestry, South View, South Wall

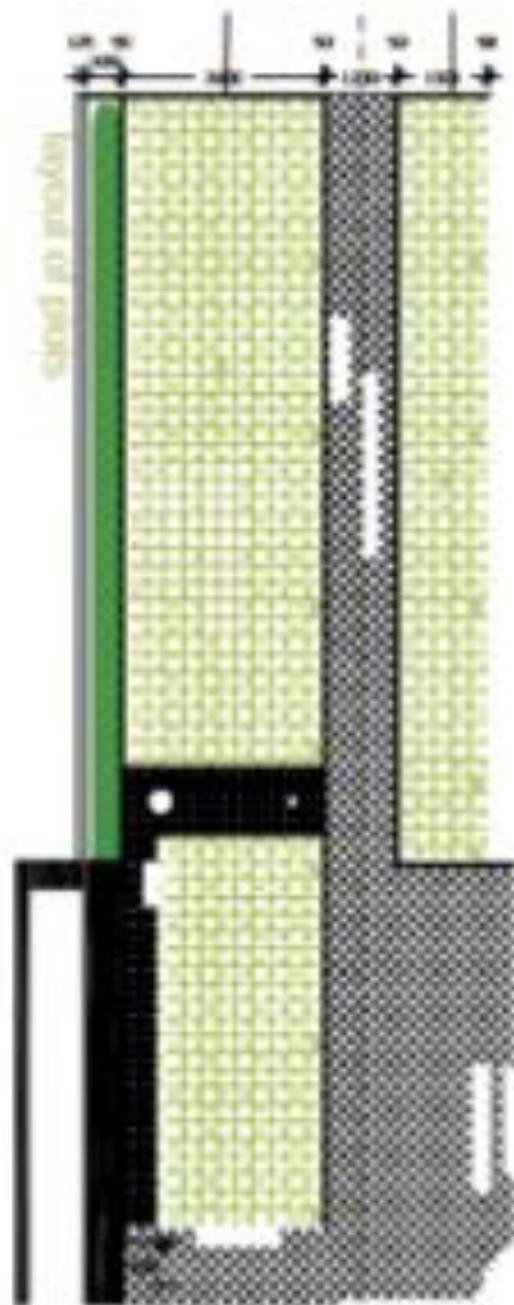
South Wall  
Section



South View



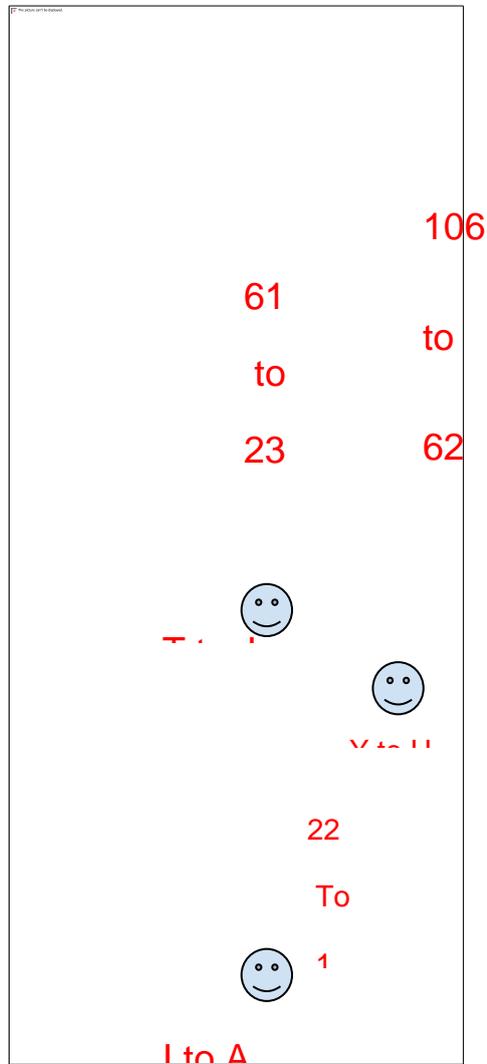
Vestry



## Numbers of Plots

Area	Plot Size (WestxSouth 300mms square))	Number of Plots	Numbering
Vestry	22x9	198	1A to 22I
South View	38x11	418	23J to 61T
South Wall	44x5	220	62U to 106Y

Start numbering  
each section form  
smiley face



## Order of Use of Plots

A 1 to 22; B 1 to 22; C 1 to 22 etc

## Plot Plan Key

Colour	Meaning
	Unused
	Unavailable due to underground obstacle
	Used

## Plot Plan: Vestry Section

	A	B	C	D	E	F	G	H	I
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22									

# Plot Plan: South View

	J	K	L	M	N	O	P	Q	R	S	T
23											
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47											
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49											
50											

## Plot Plan: South View, Continued

	J	K	L	M	N	O	P	Q	R	S	T
51											
52											
53											
54											
55											
56											
57											
58											
59											
60											
61											

## Plot Plan: South Wall

	U	V	W	X	Y
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## Plot Plan: South Wall, Continued

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