

DIOCESE OF CONNOR

PRO-FORMA GRAVEYARD REGULATIONS AND CHARGES

Effective from: 1 MAY 2024

PARISH OF GLENAVY

Approved by Select Vestry 24 April 2024

ALL GUIDELINES SHOULD BE READ IN CONJUNCTION WITH CHAPTER 12 OF THE CONSTITUTION OF THE CHURCH OF IRELAND AND WITH THE DIOCESAN REGULATIONS.

Throughout these documents the term *“officiating member of the clergy”* normally refers to the incumbent/rector. In the event of a vacancy, the officiating member of the clergy is the Rural Dean.

GOVERNING REGULATIONS

1. The burial ground at St Aidan’s Parish Church is managed by the officiating member of the clergy and churchwardens of the parish in accordance with these Parish Graveyard Regulations.
2. All committals should follow a Christian burial service and be conducted by a minister who is authorised to do so by the officiating member of the clergy and churchwardens.
3. Any requests to register an interest in an interment space, for permission to bury, or for the erection of headstones or grave surrounds, or alterations to these, must be directed to the officiating member of the clergy and churchwardens or to K Totten (Graveyard Registrar) who will respond on their behalf.
4. Normally the holder of burial registration papers, or a funeral director acting on their behalf will make application for burial to the officiating member of the clergy and churchwardens or to the graveyard registrar, who may respond on their behalf. These papers should be kept safely and produced before a burial can take place.
5. The precise location of any new interment space will be determined at the time of need by the officiating member of the clergy and churchwardens, provided that suitable space is available in the graveyard at that time. The registration of a burial space does not confer legal title or exclusive right of burial.
6. When members of a family have been buried in a particular place and following the death of the person whose name appears on the burial registration paper for that burial space, a family member/s may apply to the officiating member of the clergy and churchwardens or to the graveyard registrar on their behalf, for the registration of interest in that space to be transferred to themselves or another family member. When such a transfer of interest has been approved by the officiating member of the clergy and churchwardens, either the existing burial registration paper should be endorsed accordingly, or the existing burial registration

paper surrendered, and a new paper issued. Other relevant parish documents should be amended accordingly.

7. Prior to installation or alteration, all plans and proposed designs for headstones, flatstones, surrounds and for any treatment of the grave surface must be submitted in advance to the officiating member of the clergy and churchwardens for approval, or to the graveyard registrar.
8. Any proposed inscription or alteration to an inscription must be approved in advance by the officiating member of the clergy.
9. No permanent memorial marks, other than those approved above, may be placed on graves. Any hazardous or dangerous memorial or surround may be removed or laid flat in the interests of safety.
10. As the burial ground is subject to natural settlement, the registered holder of the burial registration papers should ensure that headstones, flatstones, memorials, grave surrounds and the actual grave are at all times maintained in good order.
11. Unauthorised memorials may be removed by instruction of the officiating member of the clergy and churchwardens at the expense of those holding the burial registration papers.

The charges outlined below are those approved by the Diocesan Council for this burial ground. Please note that interment spaces remain the property of the Church of Ireland.

The charges itemised are payable in advance to Glenavy Parish Church, via the Graveyard Registrar.

GRAVEYARD RULES

1. The officiating member of the clergy and churchwardens shall have the power to remove any bush, shrub or other form of growth which they consider detrimental to the burial ground or to any other interment space.
2. Any floral tributes used at the funeral may be placed at the interment space and will be disposed of on the instruction of the officiating member of the clergy and churchwardens after a suitable period or when withered. Artificial wreaths and flower containers are permitted, if maintained, but may be removed if detrimental to the surroundings and maintenance of the graveyard.
3. The time of the burial must not be arranged without prior permission of the officiating member of the clergy and churchwardens and reasonable notice must be given.
4. No burial may take place within 30 minutes of or during times of Divine Service.
5. Each single grave plot shall not measure more 8ft x 4ft / 2.40 m x 1.20 m than or less 7.6 ft x 3.6 ft / 2.3 m x 1.1 m

6. No coffin shall be laid in any grave nearer to the surface than 3ft 3 inches/1 metre, measuring from the upper part of the coffin.
 7. No coffin shall be buried within 12 ft/ 3.66 metres of the fabric of the church except in an existing vault.
 8. Foundations of headstones must be a minimum depth of 10 inches/25cm from ground level and have a minimum width of 12 inches/30cm, or as advised depending on base to be fitted at an existing plot (due to surrounding space).
 9. A fee will be charged where cremated remains are being interred in an existing grave. (See fees section for cremated remains).
 10. No interest in any particular interment space shall be registered until point of need (new plots - i.e. no new interment space may be purchased until point of need).
 11. No family may have an allocation of more than **one** interment space unless in exceptional circumstances. (Single graves only).
 12. All floral and other tributes may be removed from the grave 8 weeks after the interment, on the instruction of the officiating member of the clergy and churchwardens.
 13. No major or disruptive grave maintenance work may be carried out on a Sunday.
 14. No domestic animals other than guide dogs are to be brought into the graveyard.
 15. No trees may be planted on any grave space.
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Graveyard Fees *(as determined by select vestry)*

REGISTRATION OF AN INTEREST IN INTERMENT SPACE

Registration of each new burial space:

To be paid by bona-fide subscribing* parishioners

£450

To be paid by non-parishioners or non-subscribers:

£1,000

**See footnote at end of document*

Duplicate Papers:

A fee of £40 will be charged.

Amendment of Ownership:

A fee of **£15** will be charged per existing plot.

CHARGES FOR PERMISSION TO ERECT HEADSTONES AND GRAVE SURROUNDS:

Headstones only

To be paid by bona-fide subscribing* parishioners

£50

To be paid by Non-Parishioners and Non-Subscribing Parishioners

£150

Surrounds (including headstones)

To be paid by bona-fide subscribing* parishioners

£100

To be paid by Non-Parishioners and Non-Subscribing Parishioners

£350

**See footnote at end of regulations*

CHARGES FOR OPENING INTERMENT SPACE

Not more than £100

to be paid by bona-fide subscribing* parishioners

Not more than £250

to be paid by non-parishioners and non-subscribers

Not more than £50

to be paid by bona-fide subscribing* parishioners, for the interment of cremated remains in an existing grave

Not more than £100

to be paid by non-parishioners and non-subscribers for the interment of cremated remains in an existing grave.

Actual payment to the gravedigger is in addition to the above and is arranged locally.

**See footnote at end of regulations*

Footnote:

**A subscribing parishioner, either resident or accustomed, is defined as one who accepts the ministry of the Church of Ireland and has been subscribing to the funds of the parish through the parish financial system, either through regular giving or as an annual donation. It must be contributed in such a manner that a receipt could be demanded for it. General Sunday cash collections are not recordable and therefore are not considered as qualifying subscriptions.*

Note: A member of the parish, who due to age or infirmity, is no longer 'giving' to the Parish, will be considered as a subscribing parishioner for the purposes of these Regulations.

GARDEN OF REMEMBRANCE REGULATIONS AND CHARGES

PARISH OF GLENAVY

Approved by Select Vestry 24 April 2024

ALL GUIDELINES SHOULD BE READ IN CONJUNCTION WITH CHAPTER 12 OF THE CONSTITUTION OF THE CHURCH OF IRELAND AND WITH THE DIOCESAN REGULATIONS.

Throughout these documents the term “*officiating member of the clergy*” is normally the incumbent/rector. In the event of a vacancy, the officiating member of the clergy is the Rural Dean.

GARDEN OF REMEMBRANCE RULES AND FEES

1. Interment of cremated remains may only take place with the permission of the officiating member of the clergy and churchwardens.
2. All committals should follow a Christian funeral service and be conducted by a minister who is authorised to do so by the officiating member of the clergy and churchwardens.
3. It should be encouraged that committal of ashes be placed within existing family plot if applicable. The Graveyard Regulations also apply to that of the Garden of Remembrance.
4. Interments will be carried out sequentially and in rotation, with the precise place in the Garden of Remembrance at the discretion of the Graveyard Registrar, with the officiating member of clergy and church wardens as appropriate. A record of the site shall be maintained for subsequent use of the same ground in due course.
5. A recessed plaque, in keeping with the church surroundings (maximum width 8 inches/20cm, length 10 inches/25cm and depth of 1 inch/2.5cm) may be placed at the ashes plot in such a way that natural order is resumed, and grass can be maintained. Plans for the proposed plaque (including inscription) must be submitted to the officiating clergy and churchwardens for approval prior to installation or alteration. At such times when the site may be re-used, the plaque will be placed in an area nearby, at the discretion of the Graveyard Registrar.
6. Information about interments is recorded in the Parochial Register of Burials.
7. Cremated remains must not be scattered but should be buried directly in the soil in a casket made of wood or some other biodegradable container at a depth of not less than 30 cm.
8. Any floral tributes used at the funeral may be placed at the interment space and will be disposed of on the instruction of the officiating member of the clergy and churchwardens after a suitable period or when withered. No artificial wreaths, any other memorials or adornments, inscriptions or flower containers may be placed in the Garden of Remembrance.

GARDEN OF REMEMBRANCE

Burial of Cremated Remains

Actual payment to the gravedigger is in addition to the fees below and will be arranged locally.

To be paid by bona-fide subscribing* parishioners

£50

Non-parishioners and Non-Subscribing Parishioners

£100

**See footnote at end of regulations*

Footnote:

**A subscribing parishioner, either resident or accustomed, is defined as one who accepts the ministry of the Church of Ireland and has been subscribing to the funds of the parish through the parish financial system, either through regular giving or as an annual donation. It must be contributed in such a manner that a receipt could be demanded for it. General Sunday cash collections are not recordable and therefore are not considered as qualifying subscriptions.*

Note: A member of the parish, who due to age or infirmity, is no longer 'giving' to the Parish, will be considered as a subscribing parishioner for the purposes of these Regulations.