DIOCESE OF CONNOR

PRO-FORMA GRAVEYARD REGULATIONS AND CHARGES

Effective from: 10 November 2026

PARISH OF *GLENAVY*

Approved by Select Vestry 8 September 2026

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 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.

The transfer or registration of an interest in an interment space does not in itself guarantee a future interment. Any application will be considered at the Point of Need in accordance with these Regulations and the availability and suitability of the interment space.

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 than *8ft x 4ft / 2.40 m x 1.20 m* 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.

Graveyard Fees *(as determined by select vestry)*

REGISTRATION OF AN INTEREST IN INTERMENT SPACE

No new interment space will normally be allocated to a non-parishioner or non-subscriber. Existing arrangements concerning Methodist burials will continue to be recognized.

Registration of each new burial space:

To be paid by 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.

Transfer of Registered Interest:

Transfer of Registered Interest per existing plot to subscribing parishioner - £15

Transfer of Registered Interest per existing plot to non-parishioner/non-subscriber - £50

CHARGES FOR PERMISSION TO ERECT HEADSTONES AND GRAVE SURROUNDS:

Headstones only
To be paid by subscribing* parishioners *£50*

To be paid by Non-Parishioners and Non-Subscribing Parishioners *£150*

Surrounds (including headstones)
To be paid by 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 subscribing* parishioners

Not more than £1,000 to be paid by non-parishioners and non-subscribers

Not more than £50 to be paid by 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 ongoing and regular giving or as an annual donation over several years. 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 had been a recorded regular giver but, 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 plague (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 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 ongoing and regular giving or as an annual donation over several years. 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 had been a recorded regular giver but, 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.

EXHUMATION

Exhumation is a legal matter and may require civil court permission as well as a faculty.

1. Whenever a deceased person is buried in consecrated ground, it is assumed that the place of burial is intended to be the final resting place of that individual. The same principle applies when the cremated remains of a deceased person are interred in consecrated ground.

2. The exhumation of human remains (including cremated remains) from consecrated ground for the purpose of reburial in another place is unlawful, unless it has been authorised by faculty. The relatives or personal representatives of a deceased individual will be deemed in the first instance to have chosen the consecrated place of burial as the final resting place and accordingly a faculty for an exhumation will only be granted in wholly exceptional circumstances.

3. Anyone seeking a faculty authorising the exhumation of the remains of an individual buried in consecrated ground or cremated remains of such a person will therefore have to put forward special grounds in order to obtain a faculty. Mere convenience of visiting a grave or place of burial or the fact that relatives have subsequently moved to a different area are unlikely to justify the grant of a faculty for disturbing the remains.

4. Exhumation of human remains/cremated remains from a churchyard requires (in advance) a Petition and Faculty from the Bishop of the diocese. For guidance/advice, please contact the Registry Clerk/Diocesan Registrar/Assistant Registrar.

Updated 8 September 2026