

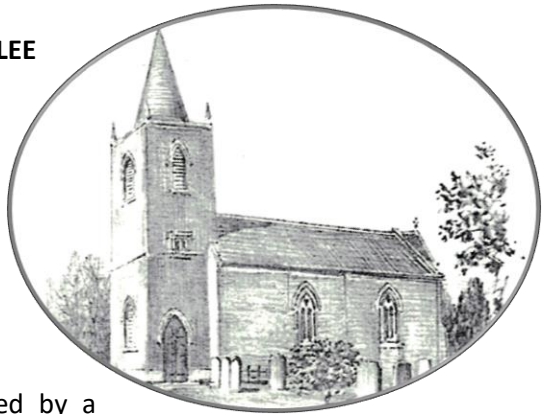
GRAVEYARD REGULATIONS AND CHARGES FOR HOLY TRINITY AGHALEE

January 2022

INTRODUCTION

•The burial ground at Aghalee parish Church is managed by the clergy* and churchwardens of the parish in accordance with the Parish Graveyard Regulations.

•All committals must be conducted by a member of the clergy who is authorised to do so.



Regulations

•Any requests for allocation of interment spaces, permission to bury, or the erection of headstones or grave surrounds must be directed to the clergy and churchwardens or to the Graveyard Registrar who will respond on their behalf.

•When the allocation of a new grave-space is approved by the clergy and churchwardens, this grave shall be deemed to be Registered to a named individual, on behalf of the family concerned. The name and contact details of the individual/family shall be recorded within a graveyard register (in accordance with GDPR); and grave registration papers shall be issued to the individual, and retained by them as proof of registration, for future reference.

•When a death occurs, the holder of the grave registration papers (or in the case of their own death, their next of kin) should make application for burial to the clergy and churchwardens. Registration papers should be produced before a burial can take place; and an endorsement should be made on the registration papers.

Re-allocation of Graves/Transfer of Registration papers.

At the request of, or upon the death of, the holder of the grave registration papers, the grave may be re-allocated to another member of the same family as agreed between the family and clergy. It is recommended that such a transfer be completed and properly recorded within a reasonable time after the bereavement. A **re-allocation fee** shall apply; to cover the issue of new papers. *(See diocesan guidance notes for further details)*

Maintenance

- As the burial ground is subject to natural decay, those holding burial papers should ensure that headstones, flatstones, memorials and grave surrounds are at all times maintained in good order for the benefit of other graveyard users.
- Prior to installation, plans and proposed designs for headstones, flatstones and surrounds and for any treatment of the grave surface must be submitted to the clergy and church wardens for approval.
- No permanent memorial marks other than those approved may be placed on graves. Any hazardous or dangerous memorial or surround or unauthorised memorials may be removed in the interests of safety, by instruction from the clergy and churchwardens at the expense of those holding the grave registration papers.
- Unauthorised memorials may be removed by instruction from the officiating member of clergy and church wardens at the expense of those holding the burial registration papers
- Any proposed inscription must be approved by the clergy.
- The charges outlined below are those approved by the Diocesan Council and are payable in advance to Aghalee Parish Church

PLEASE NOTE: Interment spaces remain the property of the Church of Ireland. The allocation of a burial space does not confer legal title or exclusive right of burial.

PLEASE NOTE: Normally the officiating member of the clergy is the incumbent/rector. In the event of a vacancy the Area Dean shall be the officiating member of the clergy.

GENERAL RULES

- The clergy and churchwardens shall have the power to remove any bush, shrub or other form of growth which they consider to be detrimental to the burial ground or any other internment space.
- The time of the burial must not be arranged without the prior permission of the officiating member of the clergy and churchwardens and reasonable notice must be given.
- No burial will take place within 30 minutes of or during times of Divine Service.

- Plots in the new east extension are restricted for allocation to subscribing parishioners/families (see *footnote at end of regulation); and may not be registered in advance, but only in sequence as need arises. (except in exceptional circumstances)
- Requests for allocation of more than one plot will be considered by the officiating member of the clergy and church wardens on the basis of individual circumstances, need and availability.
- Allocation of a specific plot or plots will be considered by the officiating member of the clergy and churchwardens.
- No coffin shall be laid in any grave nearer to the surface than 3ft 3 inches / 1 metre, measuring from the uppermost part of the coffin.
- No coffin shall be buried within 12ft / 3.66 metres of the fabric of the church except in an existing vault.
- Foundations of headstones must be a minimum of 8 inches / 0.20 metres deep from ground level and have a minimum width of 3 ft 3 inches /1 metre.
- In the interest of graveyard maintenance, grave surrounds are not permitted in the east-extension. However surrounds will continue to be permitted in the pre-existing burial ground.
- If a flower holder is desired it must be incorporated into the headstone. Where no headstone has been erected, a vase or similar vessel may be placed at the top of the grave on the base provided.
- Artificial wreaths or any other adornments are not permitted in the churchyard.
- All floral and other tributes may be removed from the grave six weeks after an interment, on the instruction of the officiating member of the clergy and churchwardens.
- Cremated remains may be interred in an existing grave; being buried directly into the soil or in a biodegradable container at a depth not less than 30cm. A fee will apply.
- No major or disruptive grave maintenance work to be carried out on a Sunday.

ALLOCATION OF INTERMENT SPACES

Burial Space - Size: 8ft x 4ft / 2.4 metres x 1.2 metre

Fee for allocation and registration of each new space:

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| To be paid by bona-fide *subscribing parishioner | £450 |
| To be paid by a *non-parishioner or non-subscriber | £1000 |

Re-Allocation / Duplicate Papers:

Where an individual wishes to transfer the allocation of a grave space, an application must be made to the clergy and churchwardens who may, at their discretion, arrange such a reallocation. **A fee of £40 applies for endorsement or duplication of papers.**

CHARGES FOR PERMISSION TO ERECT HEADSTONE AND SURROUNDS:

Headstone only:

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| To be paid by a *subscribing parishioner | £50 |
| To be paid by a *non-parishioner / non-subscriber | £150 |

Surrounds (including headstones)

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|---|------|
| To be paid by a *subscribing parishioner | £100 |
| To be paid by a *non-parishioner / non-subscriber | £350 |

N.B. The fees for duplicate/re-allocation papers and for headstones/surrounds are flat-rate fees - not multiplied by the number of burial spaces within a grave.

CHARGES FOR OPENING INTERMENT SPACE

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|---|-------------|
| To be paid by a *subscribing parishioner | £100 |
| To be paid by a *non-parishioner / non-subscriber | £250 - £500 |

.... the latter shall consist of £250 opening fee plus an additional 'churchyard maintenance fee' of £50 per year since last subscription / last opening; to a maximum of 5 years / £500 total fee).

N.B. Where an allocation of an interment space incorporates first opening, the clergy and churchwardens may waive the opening fee.

FOR INTERMENT OF ASHES IN EXISTING GRAVE

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|---|-------------|
| To be paid by a *subscribing parishioner | £50 |
| To be paid by a *non-parishioner / non-subscriber | £100 - £150 |

... may include £10 p.a. 'churchyard maintenance fee' (similar to opening fees, see above)

N.B. payment to the gravedigger is in addition to the above and should be arranged separately.

**'Subscribing parishioners' are understood to be those who subscribe to parish funds in such a manner that a receipt could be given for the past financial year; or subscriptions identified in the most recent Annual Financial Report.*