

# **DIOCESE OF CONNOR GRAVEYARD REGULATIONS AND CHARGES**

Effective from: 20<sup>th</sup> February 2015

## **PARISH OF EGLANTINE**

**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 All Saints’ Eglantine 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.
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. These papers should be produced before a burial can take place.
5. The precise location of any new interment space will be determined 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 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, flagstones, 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.

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, flat stones, memorials and grave surrounds 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 Eglantine Parish Church, Eglantine Rd, LISBURN BT27 5RQ

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## 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. Artificial wreaths or other adornments are not permitted in the churchyard.
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 8' x 4' (2.4 x 1.2m) of less than 7'6" x 3'6" (2.3 x 1.1m)
6. No coffin shall be laid in any grave nearer to the surface than 3ft 3 inches (1m), measuring from the upper part of the coffin.
7. No coffin shall be buried within 12 ft (3.66m) of the fabric of the church except in an existing vault.
8. 'Topping off' of graves is the responsibility of the person holding the Burial Registration Papers. Graves are to be 'topped off' not later than 6 months from the date of opening.
9. Foundations of headstones must be equivalent in depth to the height of the headstone above the ground with a maximum depth of 6ft/1.8metres and a minimum width equivalent to the width of the headstone. Foundations for surround should be neat and not spread into grave space as this can cause problems if the grave has to be opened at a later date. Graves within a surround should be finished with precast slabs cut to within

1"/2.5cms of the size and laid on a dry stone base about 4"/10 cms deep. The spaces between slabs should be sealed with half-strength cement to ease the problem of re-opening. The usual finish of chippings can be laid on top.

10. A fee will be charged where cremated remains are being interred in an existing grave. (See fees section for cremated remains).
11. The Rector and Churchwardens will not be responsible for any loss, injury or damage which may happen to any erection built or placed on a grave plot.
12. No family may have an allocation of more than two interment spaces.
13. All floral and other tributes may be removed from the grave four weeks after the interment, on the instruction of the officiating member of the clergy and churchwardens.
14. No major or disruptive grave maintenance work may be carried out on a Sunday.

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## **Graveyard Fees** *(level of fees to be 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

£150

### **REGISTRATION OF AN INTEREST IN INTERMENT SPACE IN THE CREMATION PLOT (GARDEN OF REMEMBRANCE)**

#### **Registration of each new burial space:**

To be paid by parishioners, non-parishioners and non-subscribers

£150

\*See footnote

**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 £100 each year to the funds of the parish through the parish financial system, either through regular giving or as a one-off donation for the previous five 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. A final decision rests with the Incumbent and Churchwardens.*

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**CHARGES FOR PERMISSION TO ERECT HEADSTONES AND GRAVE SURROUNDS:**

**Headstones only**

To be paid by Parishioners and Non-Parishioners

£50

**Surrounds (including headstones)**

To be paid by Parishioners and Non-Parishioners

£80

**CHARGES FOR OPENING INTERMENT SPACE**

£100

to be paid by parishioners, non-parishioners and non-subscribers

£100

to be paid by parishioners, 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.

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### CREMATION PLOT (GARDEN OF REMEMBRANCE) RULES AND FEES

- Interment of cremated remains may only take place with the permission of the officiating member of the clergy and churchwardens.
- 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.
- Spaces will be allocated as the need arises at the discretion of the officiating member of the clergy and churchwardens. The spaces will be covered using a stone provided by the parish. When an interment has taken place, a plaque shall be affixed to the covering stone, or the stone shall be inscribed showing the name of the deceased and the date of interment.
- Information about interments is recorded in the Parochial Register of Burials.
- 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.
- Any floral tributes used at the funeral may be placed on the gravel around the inside edge of the Cremation Plot and may 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.

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### CREMATION PLOT (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 parishioners, non-parishioners and non-subscribing parishioners  
(This figure includes memorial plaque).

£175

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