

## Emma Critchley

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**From:** Emma Critchley <ecritchley@stalbans.anglican.org>  
**Sent:** 07 June 2019 17:39  
**To:** Emma Critchley  
**Subject:** DAC updates for clergy and churchwardens - June 2019

Dear [recipient],

### **To all parish clergy and churchwardens**

I am writing with information about some matters concerning churches and churchyards. Please do pass it on to other people who may find it useful e.g. fabric committee, PCC Treasurer, etc.

#### **1. Learn about making your churchyard a Living Churchyard**

Judith Evans, our Living Churchyards co-ordinator and DAC member, is holding a Living Churchyard Workshop Day at Potton on Saturday 13 July. There are full details including a booking form at: <https://www.stalbans.anglican.org/faith/living-churchyards-2/>. The Living Churchyard Project aims to help churches manage their churchyards in a wildlife-friendly way, while being sensitive to the needs of all churchyard users, paying particular heed to the primary function as a resting place for the dead and a contemplative place for friends and relatives of those buried there. The Workshop Day will provide lots of ideas, in the context of a churchyard that is already being managed for wildlife and all churchyard users.

#### **2. Would you like a tree as part of the Commonwealth Canopy?** [For those of you in Bedfordshire, South-West Herts, Broxbourne or Welwyn Hatfield ]

The Woodland Trust is offering the donation of a tree to plant in constituencies across the country, to link the local area with the Queen's Commonwealth Canopy (QCC). Over 500 MPs agreed to be part of this initiative last year and planted trees in their constituencies. Bedfordshire, South-West Hertfordshire, Broxbourne and Welwyn Hatfield are as yet unrepresented by the QCC. The Queen's Commonwealth Canopy was launched at the Commonwealth heads of Government Meeting in 2015. It grows out of the work of Cool Earth, a charity which works with indigenous rainforest communities to prevent climate change through deforestation. By creating a pan-Commonwealth network of forest conservation projects, the QCC will mark Her Majesty the Queen's service to the Commonwealth while conserving indigenous forests for future generations.

If you would like to take part in the initiative, please let me know as soon as possible with the agreement of your PCC – first come, first served in each area.

Some further information:

- The trees are all UK sourced and grown and are likely to be either a Hazel, Birch or Rowan.
- The trees will be just 40-60cm in height on delivery and will grow to approximately 8-10m.
- Full instructions for planning and maintenance will be sent out with the tree.
- The tree could be planted as an individual specimen, as long as it is properly protected, or as part of existing planting.
- You will need a List B permission (by Archdeacon's Letter) for planting the tree in an agreed location within the churchyard.

#### **3. Insurance requirements**

Please do take the opportunity to check with your parish's contact with the insurer (often the PCC Treasurer) about any recent updates from the insurer, especially at the annual renewal date. Most parishes insured with Ecclesiastical have been moved over to the newer Parish Plus policy in the past few years. It is worth familiarising the PCC with the terms of your insurance cover and the special requirements relating to the protection of external metal and to building works, especially those involving external scaffolding.

#### **4. Private faculty petition forms soon to be available on the diocesan website**

In line with the General Synod's desire to simplify Church of England processes wherever possible, the Registry have made the private memorial faculty form (as distinct from the standard memorial form that goes to the Incumbent), the grave reservation form and the form to reserve a plot in a Garden of Remembrance available to download from the Diocesan Registry page of the Diocesan website. They will be available shortly at: <https://www.stalbans.anglican.org/diocese/diocesan-registry/>. The Registry will ensure the forms available are kept up to date and display the current fee.

It is not proposed to make available the exhumation form as it is helpful for the Registry to be involved at an earlier stage, often on the telephone where matters can be dealt with with greater sensitivity, and not least by sending an explanatory note and other relevant documentation. Neither is it proposed to make available the form for interment in a closed churchyard on the Diocesan website, as again, earlier involvement by the Registry is helpful as they will ascertain the precise arrangements for a particular churchyard and then advise the potential petitioner accordingly. If a Parish receives an enquiry about either of these matters, they are requested to contact the Registry for an initial discussion. The Registry Clerk can then send out the relevant form, if appropriate.

Standard PCC applications continue to be made using the standard application form, which is not currently available online, but is being commissioned as part of the development of the online portal.

#### **5. Churchyard Regulations and memorial application form**

The Diocesan Chancellor is undertaking a review of the Churchyard Regulations and guidance on memorials in churchyards, as well as the memorial application form, later this year. We shall consult all parish clergy on the revised documents and would also like to consult funeral directors operating in the Diocese. Please could you write to me with details of the firms you regularly deal with **by the end of July 2019?**

Thank you for your continuing care of your church and churchyard.

Best wishes,

Emma Critchley

Pastoral and Advisory Secretary

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