


ST JOHN & ST LUKE
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CLAY HILL

PCC of St John & St Luke, Clay Hill

Registered Charity number 1151418

Policy on the Interment of Ashes

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1. This document sets out the policy of the Parochial Church Council of the Parish of St John and St Luke, Clay Hill, (PCC) regarding the Interment of Ashes.
2. A person shall be deemed to qualify to have their cremated remains interred in either:
 - the Flower Bed adjacent to the West End of St John's Church; or
 - the Macy Memorial Garden in the grounds of St Luke's Churchif
 - 2.1 They were at the time of death; or have been at any time during their life for a minimum of two years; either:
 - on the electoral roll of the Parish of Clay Hill; or
 - a participant in the Stewardship Scheme of the Parish of Clay Hill;or
 - 2.2 They were spouse or partner of a person who qualified under the criteria in section 2.1 above, providing that the qualified person has had, or intends to have, their ashes interred in the same grounds.
3. For all interments, ashes will be placed directly into the soil and not buried in a container.

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4. For interments of ashes in the Macy Garden in the grounds of St Luke's Church:
 - 5.1 It is PCC policy that lack of space in the Macy Garden precludes interments of ashes under new stone plaques.
 - 5.2 Ashes may be interred either:
 - in the soil underneath an existing double stone plaque; or
 - in the soil around the central monument.
 - 5.3 For an interment underneath an existing double stone plaque, it is recommended that a standard format inscription as specified in Appendix A1 bearing details of the person whose remains have been interred be added to the plaque by an approved stone mason to provide a durable record of the location of that interment.
 - 5.4 For an interment around the central monument, it is recommended that a standard format inscription as specified in Appendix A2 bearing details of the person whose remains have been interred be added to the central monument by an approved stone mason to provide a durable record of the location of that interment.
 - 5.5 Where a stone plaque exists, a single movable vase or other marker no larger than the width of the plaque may be placed on the surface of the ground behind the plaque to commemorate the person whose remains have been interred. Plants and markers may not be permanently embedded in the ground.
5. For interments of ashes in the soil of the Flower Bed adjacent to the West End of St John's Church, it is recommended a small wooden cross maximum size 60cm x 30cm, with a standard format inscription plaque as specified in Appendix A3 bearing details of the person whose remains have been interred be placed to mark the location to provide a durable record of the location of that interment.
6. The name and details of any person whose ashes have been interred in the grounds of either church may optionally be recorded in St Luke's Church Book of Remembrance.
7. The Vicar and Churchwardens have discretion to amend any of the above policy statements in exceptional circumstances.

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APPENDIX: SPECIFICATIONS FOR INSCRIPTION FORMATS

A1. Specification for the format of an inscription on a memorial tablet in St. Luke's Macy Memorial Garden

Format	Example
<p>FIRST NAME(S) SURNAME DIED Xth MONTH XXXX AGED XX YEARS</p>	<p>JOHN SIMON JONES DIED 3rd DECEMBER 2008 AGED 59 YEARS</p>

Notes:

- Lettering must be black in colour.
- Full names must be used. A shortening of a Christian name by which the deceased was usually known (for example, "Tom" for Thomas or "Lizzy" for Elizabeth) may be permitted in brackets or quotation marks after the Christian name.
- First names and surname may be condensed to one line if there are restrictions on the space left on the tablet.
- Size and style must match the existing lettering on the tablet. As lettering varies between tablets, an inspection of the tablet to be altered will be necessary.

A2. Specification for the format of an inscription on the central monument in St. Luke's Macy Memorial Garden

Format	Example
<p>First Name(s) Surname DD.MM.YYYY – DD.MM.YYYY</p>	<p>John Jones 8.11.1938 – 14.3.2019</p>

Notes:

- Lettering must be black in colour.
- Full names must be used. A shortening of a Christian name by which the deceased was usually known (for example, "Tom" for Thomas or "Lizzy" for Elizabeth) may be permitted in brackets or quotation marks after the Christian name.
- Size and style must match the existing lettering on the central memorial.

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A3. Specification for the format of an inscription on a plaque on a wooden cross in St. John's West Window Interment Garden

Format	Example
<p>IN LOVING MEMORY FIRST NAME(S) SURNAME DIED Xth MONTH XXXX AGED XX YEARS</p>	<p>IN LOVING MEMORY JOHN SIMON JONES DIED 3rd DECEMBER 2008 AGED 59 YEARS</p>

Notes:

- Plaques must be made of either brass or black plastic
- Lettering must be black or white in colour.
- Full names must be used. A shortening of a Christian name by which the deceased was usually known (for example, "Tom" for Thomas or "Lizzy" for Elizabeth) may be permitted in brackets or quotation marks after the Christian name.
- First names and surname may be condensed to one line if there are restrictions on the space left on the tablet.
- Where the ashes of two people are interred in the same space, a single plaque may be made with both sets of details set side by side
- Size and style must match the existing lettering on other plaques as closely as possible.