

METALWORK (100-199)

WHAT TO INCLUDE: Any of these of which metal is the main purpose - alms dishes, altar crosses and crucifixes, armour, basins, candle extinguishers, candle snuffers, candlesticks, chalices, chandeliers and candelabra (if ornate but not ordinary lighting), churchwardens' staves, ciboria, communion cups, communion rails, cruets with precious metal fittings, ewers, flagons, gates and screens, hand bells, incense boats, keys (old, special and loose, and not in use), lecterns, metal boxes (both large trunks and offertory boxes, but not safes), missal stands, patens, portable sacramental objects including their cases, processional crosses, spoons, tower bells, significant vases and flower stands (owned by the church), vergers' wands, votive candle stands.

Any memorial or dedication tablet or plaque relating to an object, but not part of it, must be recorded with the object.

WHAT TO EXCLUDE: Safes and objects of mixed materials where the metal is not the main purpose of the object and which will be recorded elsewhere. For example, communion rails with wooden rails and wrought iron supports are recorded in Woodwork, and a brass desk on a wood or marble pulpit is recorded in Woodwork or Stonework. Also, any unremarkable metal folding tables and stacking chairs, kettles, boilers, fire extinguishers and flower stands should go in Miscellaneous as a note and **only if at all significant**.

Check that you do not include anything on loan to the church and which does not belong to it.

BEFORE YOU RECORD: These Section notes should be used in conjunction with the Example Pages and with the General Information for Recorders (in this Handbook) which includes **Recording an Object in the 1-10 Format**, together with the books **Inside Churches and Recording a Church: an illustrated glossary**.

Useful Books (see **Resources, Bibliography** for full details):

These are all important books which give you useful information and help with terminology:

- Emmerson R. *Church Plate* Church House Publishing
- Hull C. *Pewter* Shire Publications 1992

- Jackson CJ. *Jackson's Hallmarks* ed. Pickford I, Antiques Collector's Club Pocket Ed 2000.
- Wyler SB, *The Book of Sheffield Plate: with All Known Makers' Marks including Victorian Plate Insignia*, Bonanza Books New York 1949

The following reference books may be found in a public library:

- Jackson CJ, *Jackson's Silver & Gold Mark* ed Pickford 1, Antique Collectors' Club 1991
- Grimwade A. *London Goldsmiths 1697-1837* (good for biographical details)
- Culme J. *Directory of Gold and Silversmiths 1838-1914*
- Peal C, *Pewter of Great Britain*
- Various authors *The Church Bells of (County)*

Supplements available on the web site include

- Silver Makers' Marks
- Bell Recording forms (required for recording details of the tower bells - See Tower Bells paragraph)
- Recording Hallmarks a step-by-step guide

LOCATION OF OBJECTS: Check whether any objects belonging to the church are kept elsewhere for example in a bank or the diocesan treasury. Special arrangements will have to be made to record and photograph them at one session.

PHOTOGRAPHS AND DRAWINGS: Liaise with the Photographer and Group Leader to decide which objects need to be photographed so that special details are not overlooked. **Reproducing an image of a hallmark** is done by photographing and enlarging.

NUMBERING

- Objects in Metalwork are not all numbered clockwise round the church. The sequence starts with objects made of precious metal or pewter in the following order: gold, Britannia silver then Sterling silver. These are in date order within each metal Grouping. Then silver-plated objects followed by pewter. The numbering then continues with objects made of brass and other base metals and, finally, bells, with hand bells first and, at the last number, tower bells. It is important to keep pairs together and to record sets of objects as a group, and to include any case or box in the group e.g. Portable communion set: 104A Chalice, 104B Paten, 104C Case. The priority of a gilded object is governed by the underlying metal.

- Establish your numbering order and agree the list with your Group Leader and Photographer.

PRECIOUS METAL OBJECTS When handling precious metals, remember to wear white cotton or latex gloves, to support hinged lids and use a soft tape for measuring. You will need metric scales to weigh objects made of gold, silver, silver-gilt and pewter (but not silver-plated items).

HALLMARK INSERTION The set of marks which make up an object's Hallmark should be photographed and the cropped photograph inserted into the text in **6**.

Photography techniques are explained on the Church Recording website. The old system of smocking a hallmark is discouraged – only to be used if much better than a photograph and only if the church has agreed.

RECORDING AN OBJECT

Complete the Title Line as shown in the Example Pages or General Information in this Handbook. Complete as many as possible of the ten pieces of information requested in the **1-10 Format** beginning with a description at **1**. Some objects of lesser importance or with less information to supply may be recorded without using the **1-10** format, but any information given should be set out in the same order e.g. description followed by material, date and dimensions. See Example Pages for examples. The notes below give additional points to take into account when recording this Section.

Example: The following example, which is in the **1-10** format, shows some extra points to remember for precious metal objects.

Additional statement at the head of the Section: Photographed hallmarks will not be to scale when they are inserted into the text, in which case the following statement should be added: **All hallmarks in the text are enlarged unless otherwise stated.**

Title line: All precious metal objects **must** have a photograph (**Ph**) but their **location** is **never** given unless the item is on display in a secure treasury or museum.

103 CIBORIUM Ph

- 1 In addition to all the other information, the **location, description and interpretation of the hallmark** is given here.

e.g., There are five marks 1cm below the rim of the cup: maker (**E•P** in roman caps in a rectangle), lion passant, leopard's head, date letter

(gothic cap **R** in a rectangle with clipped corners), sovereign's head. On the rim of the lid, three marks, matching those on the cup: maker, lion passant, date letter.

It will only be necessary to include the detail in brackets if a clear reproduction of the hallmarks is not possible.

In addition to the full hallmark on the main body of the object, a partial hall mark should also be found on all the removable or hinged parts.

- 2 Chalice and communion cups are often gilded inside and are then recorded as: Sterling silver, parcel gilt (parcel = partly).
- 3 Date made and assay office: 1852-53. Date letter R London (ref a)
- 4 Measure, beginning with the weight in grams: wt 375g [if appropriate add "including lid"] h 14, h of bowl 9 x diam of rim 9, diam of foot 11cm

5-6 E•P for Edward Pairpoint (ref b)



7-9 As format.

10 a) Jackson, p.34 b) Goldsmiths' Company

HALLMARKS

The hallmark here shows the maker's mark **E•P** in roman caps in a rectangle, the lion passant for sterling silver, the leopard's head for the London Assay Office, the London date letter and the compulsory duty mark of the sovereign's head as applied between 1784 and 1890. In the 20th c, voluntary commemorative marks for royal events (coronations and jubilees) may also be found. Different assay offices have different symbols; Sheffield a crown, Birmingham an anchor and Edinburgh a castle. Before 1975, the date-letter cycles started on 19th May (Feast of St Dunstan, patron saint of goldsmiths) when the new Assay Master was elected, hence in this example **R** is expressed as 1852-53. But the letters were not synchronised between offices so care is needed to select the matching style of letter and shape of shield from the right assay office list in the Pocket Edition of *Jackson's Hallmarks*. This is an essential book and will help you identify many of the makers and dates but please consult with your CR advisor and **read the introduction to the Silver Makers' Marks supplement** to follow the correct procedures.

When trying to identify silver makers, begin by looking in the Pocket Jackson and in the Silver Makers' Marks supplement and then in any of the other reference books listed above. Ask your CR advisor who may have a record of makers' marks found in the Area and be able to identify it. There are also online catalogues of silver makers' marks for various Assay Offices which do give clear marks to check against, but online information is not always reliable. If you are in any doubt, refer to a national specialist listed in [Help Desk and External Experts](#) on the Church Recording website, who might recommend that you check with the appropriate Assay Office. Only send a photograph of the marks and not the whole page or Section, and if you write, enclose a stamped self-addressed envelope (Assay Offices' details are in the Useful Addresses list under *Authoritative/Reference Bodies* on the Church Recording website).

Silver-plated objects do not have the Assay Office hallmark but may have a maker's mark or be labelled EPNS (electro-plated nickel silver). No weight is given for silver-plated items.

Pewter items may have a makers' mark, and, in the case of 17th c pewter, there may also be a triad ownership mark of three initials, the upper one for the surname and the lower two the initials of the man and the women. Pewter is soft so **do not smoke** the marks. For more information contact the Pewter Society. (See Useful Addresses under *Authoritative/Reference Bodies* on the Church Recording Society's website).

TOWER BELLS

Recording the tower bells should be done in conjunction with the Tower Captain. You are not required to go into the bell chamber. If there is no Tower Captain you may find the Diocesan Advisory Committee (DAC) Bells adviser able to help. You may also find details in the last quinquennial inspection by an architect, or by contacting bell founders or bell hangers.

All information, including that on the Bell forms is then incorporated into the **1-10** format as shown in Example Pages. This is the one occasion in the Record when imperial measurements (inches and cwt) are acceptable.

Bells are made of bell metal (which is 77% copper, 23% tin) so at **2** put: Bell metal. Add the material of the frame if known e.g., Frame oak.

In many parts of the UK bells were listed in a series of books called the *Church Bells of (County)*. These were written in the late 19th and early 20th centuries so will only be relevant for bells that predate the book and have

not been recast since. Your county book may provide many of the details needed to complete this section, plus the bonus of information about the bell founder and the ringing practices of the church. You may also find a facsimile of the bell inscription and diameter of the bell mouth which can then be scanned into the Record. Anne Haward's book [Making Sense of It](#), (see [Resources](#)) may help you translate the inscription and the local *Victoria County History* series or British History Online www.british-history.ac.uk may provide more background information to make a very interesting bell record. Where there are three or more bells, more details may be found online at www.dove.cccb.org.uk

When you have completed your final draft give to:

- Group Leader / Compiler
 - A list of all names in the Section with their relevant object numbers (noting any agreed exclusions).
 - A list of all artists, craftsmen etc. with their trade and relevant object number.
 - A tidy copy of the bell forms for inclusion at the end of the Section, omitting personal details.
 - Copies of any letters or emails you have received from experts for inclusion in the Record, omitting personal details.
 - Your suggestions of items of special significance.
- Memorials Recorders, for inclusion in their list of Gifts given in Memory, for each gift the name(s) of the dedicatee(s) with their date(s) of death and the relevant object number.

Agree with your Group Leader who is to complete and send off any relevant information forms. The forms are listed in this Handbook and can be down loaded from the Church Recording website.

SECTION CHECKLIST

Check that precious metals have been recorded in the right order
Hallmarks have been photographed, identified and references given
Memorial and dedication inscriptions are in 9 , but position and letter style in 1
All other inscriptions and quotations are in 1
Reference given for any information not visible on the object
Help given on site with recording the bells acknowledged at 10