



WOODWORK (300-399)

WHAT TO INCLUDE: Whichever of the following are **significant historically** or in their **craftmanship** or **design** or due to a **notable association** with the church or its community - Altars, altarpieces, benches (with their platforms), biers, bookcases, chairs, chests (including iron bound), communion rails, credences, crosses, cupboards, doors and door furniture, internal wooden gates, gradines, lecterns, litany desks, missal stands, niches, pulpits (including all fittings of any material), pews, reredoses, roods, screens, sedilia, shelves, stalls, stools, tables, vestment chests, wooden statues etc. Any attached metal fittings should be described.

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

WHAT TO EXCLUDE: Font covers (unless the font is also of wood). Utility wooden objects without the significance described above. Liaise with the Recorder of Miscellaneous about utility wooden objects, such as sets of folding chairs, ladders etc., which might be listed, simply, in Miscellaneous.

BEFORE YOU RECORD: These Section notes should be used in conjunction with Sample Pages, 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 Bibliography for details)

- Cockhill T.A. *Glossary of Wood* Stobart & Co. 17979
- Geddes J. *Medieval Decorative Ironwork in England*
- Tisdall MW. *God's Beasts*. Chartlesfort Press

The following books can be read on www.archive.org

- Cox C & Harvey A. *Church Furniture* Methuen & Co.
- Howard F E & Crossley FH. *English Church Woodwork*

PHOTOGRAPHY. Liaise with your Photographer and Group Leader to decide which objects should be photographed. Photographs of complicated or elaborate mouldings which are difficult to describe are necessary. If there are carved bench/pew ends, angels, friezes or misericords of particular merit, it can be worth photographing the complete set and including them in pages of wallet size, or larger, photographs. A plan of the locations is recommended.

NUMBERING

- Start at the liturgical east end and number clockwise (the pulpit or stage end in non-conformist churches).
- Doors can be Grouped under one number and given consecutive alphabetic numbers e.g. 310A. This helps when quoting the number for doors in the description of doorways in Stonework.
- Sets of objects such as an altar cross and candlesticks may be recorded under one number, as A, B, etc.
- Roofs are given a final number in the section.
- Make a numbered plan or drawing to show main seating unless very simple.

RECORDING AN OBJECT

Complete the title line as shown in Sample Pages or General Information in this Handbook.

Note that most doors and screens have two locations since they lead from one area to another. Use a forward slash to divide the two locations e.g. **CHANCEL / VESTRY.**

For doorways always quote beneath the title line the number of the equivalent doorway in Stonework e.g. For Doorway see 224A. If doors are grouped together then they are given the penultimate number in the Section.

Complete as many as possible of the ten pieces of information in the **1-10 Format** beginning with a description at **1**. Some objects of lesser importance or with little 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 dimensions. See Sample Pages for examples. The notes below give additional points to take into account specific to this Section.

- 1** Use the correct terminology when describing woodwork. If the shape of an object is complicated a drawing or photograph can reduce the need for textual description. Describe the interior of a door with all its door furniture and then the exterior.
- 2** Identify the wood if possible.

- 3 Note dates that an item was made and/or restored.
- 4 Overall dimensions only, but if there are decorated panels, their dimensions may be included.
- 5-6 As format.
- 7 Give details of any history associated with the object e.g. re-ordering of benches, remodelling or restoration.
- 8-10 As format. Remember to give References at 10.

Hints. Group under one number similar moveable objects such as tables and chairs.

When you have completed your final draft give to

- 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.
- 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
 - Copies of any letters or emails you have received from experts for inclusion in the Record, omitting personal details.

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 downloaded from the Church Recording Society's website

SECTION CHECKLIST

Plan of benches, indicating bench fronts and seats
Doors cross-referenced with doorways in Stonework
Reference given for any information not on object