

## WINDOWS (700-799)

**WHAT TO INCLUDE:** All glazed windows including those in the clerestory, porch, tower and vestry, whether stained, painted or of plain glass. This includes War Memorial windows (which should also be noted in the Memorials Section). All memorial windows should be listed under 'items given in Memory' at the end of the Memorials Section, quoting the name(s) and the number where they are fully described.

Any memorial or dedication tablet or plaque relating to a window should be fully recorded with the window. The Stonework around the window should be recorded in this section.

**WHAT TO EXCLUDE:** Glazed doors (done in Woodwork), glass doors and glass screens (Miscellaneous), glazed screens (done in Stonework or Woodwork). Saddle or tie bars should only be mentioned if they are damaged or missing.

**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*.

**It is essential to take a pair of binoculars when recording windows.**

**Useful Books** (see Bibliography for details)

- Hicks C. *Discovering Stained Glass*. Shire Publications revised in 1996
- Hall J. *Hall's Dictionary of Subjects and Symbols in Art* (essential for identifying Biblical scenes)
- Cruden A. *A Complete Concordance to the Old and New Testaments* Lutterworth Press or James Clarke & Co. Ltd. 2002 (essential for identifying Biblical texts)

- Little J. *Stained Glass Marks & Monograms 2002* ed. Goedicke A. & Washbourn M. available from The Arts Society (see Publications in the Windows section of the Church Recording Microsite)

Also see General & Architecture books as well as

[www.stainedglassrecords.org.uk](http://www.stainedglassrecords.org.uk) lists stained glass windows and their makers in nearly 4000 churches in the south and east of England

[www.yorkglazierstrust.org.uk](http://www.yorkglazierstrust.org.uk) for a useful glossary of stained glass terms and the James Powell information in Windows on the Microsite

**Supplements** available on the Microsite include:

- Helpful Hints 1-4 and 5-8.
- Useful Addresses and Websites.
- James Powell information.

**PHOTOGRAPHY.** Before recording each stained-glass window, arrange for a photograph to be taken of the complete window and of specified details e.g. individual lights, designer's or maker's mark (if any), iconographic details, text etc. A good photograph will reduce the amount of written description: but what is not clearly visible in the photo will need describing in detail. Having photographs for reference will aid research. It is helpful to take working photographs yourself. For a plain glass window, only one photograph will be needed. If there is a number of identical plain glass windows one photograph will suffice. Separate photographs of the lights and the tracery of stained or coloured glass windows might be necessary. There is guidance in *Photography Chapter 5: Camera Basics 2* on the Microsite.

## NUMBERING

**700 is reserved for the East (liturgical east) window. A numbered plan is essential.** If there is no East window, please state and begin at 701. On a plan of the church, indicate the position of the windows by numbering them clockwise starting at the East window or the chancel. If there are windows at two levels, number the lower level first and continue the numbering for the higher level. If there is a clerestory, show this on the plan and continue to number in the 700 series clockwise starting at the east end. (See plan of Windows in Sample Pages).

## RECORDING A WINDOW

**Complete the title line** as in Sample 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 windows 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 for this Section.

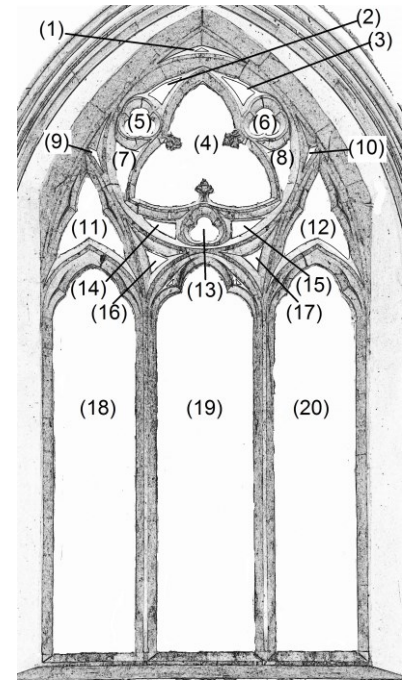
### 7--- WINDOW OF 3 LIGHTS AND 9 TRACERY LIGHTS Phs. (Position in church)

**Create and insert a diagram of the window** showing its lights. A drawing / diagram helps the reader to follow the description.

#### **Number the tracery lights and main lights (1), (2), etc.**

Brackets are used in order to differentiate the numbers from the **1-10** format numbers. Start at the top and group together as appropriate for describing logically. Sometimes it is more logical to number as shown in this drawing. Windows vary a great deal and tracery lights will not always need to be numbered in the same manner. **Never divide a light up by the saddle bars.**

**Diagrams are not necessary** for plain windows, lancet windows or single light windows, which should be photographed.



### 1 STONEMWORK (around the window)

NB: All the Stonework around a window, including the tracery, is recorded with the window in this Section and not in Stonework. However, Stonework Recorders may help with the description.

Using your reference material, work out the type of tracery. Describe the arch and the rere (or rear) arch which is the arch on the inside spanning the opening. Describe the reveals, splays and sills (if any). See drawing at the end of this Section. Be aware that the date of the stonework and the date when the stained glass was inserted may not be the same. Describe clear glass panes eg clear diamond crown glass quarries.

### TRACERY LIGHTS

**Describe the shape first then any common features in the glass** e.g. borders and backgrounds. Start at (1) and group together as appropriate. Refer to the light by putting the number in brackets. An easy way to describe tracery lights of a difficult shape is to say “shape as drawn”, as done in Sample Pages, or “shape

as photographed”, or “with bases shaped to conform with the heads of the main lights”.

## **MAIN LIGHTS**

**First describe the shape of the lights** e.g. “cinquefoil-headed” then describe common features first, the shape of the head of each light, borders, architectural canopies (framework), backgrounds etc. If a narrative window, **state subject** and give a general description before detailing each light by its number given in brackets. (See Sample Pages). Many windows will have scrolls with Biblical texts on them. Look up any text in the window as it can help to identify the scene (see *Cruden’s Concordance*).

**Record the text** carefully describing the style, colour and type of lettering. If the quote is inaccurate put [sic] after the text. If the **Biblical reference** is given on the window, record this here. If you have supplied the reference make this clear. A **translation** should follow any text quoted which is not in English. If there is a **memorial inscription or dedication** on the window, say so giving position and description, but quoting text in **9**. (See Sample Pages).

If there is a **memorial or dedication tablet or plaque** relating to the window, describe the tablet here in **1** after the description of the window. State its position. Describe the style and type of lettering but quote the inscription in **9**.

**Identify figures** if possible **but do not guess**. If it is unclear whether the figure is male or female, just use the term ‘figure’.

**Heraldry** must be blazoned and identified (see Heraldry Supplement and General Information).

**Makers’ marks or signatures** should be carefully noted – position, style of lettering etc. and a close-up photograph or a drawing should be provided.

At the end of the description, note any damage or poor condition of glass, lead, stonework etc.

- 2** Materials used in the window / plaque e.g. stained and painted glass, lead and stone.
- 3** Do not assume that any date on the window is also the date of its insertion or that the stonework and window are the same age. Accurate information should come from your research.
- 4** State what you have measured e.g. glazing. State ‘inaccessible’ if impossible to measure.

**5-6** Diligently try to discover the maker / designer of stained glass windows.

**7-10** As format.

**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.

Check that you have all the photographs you need and make final copies of your outline diagrams, which can be scanned and reduced if necessary.

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 download from the Microsite.

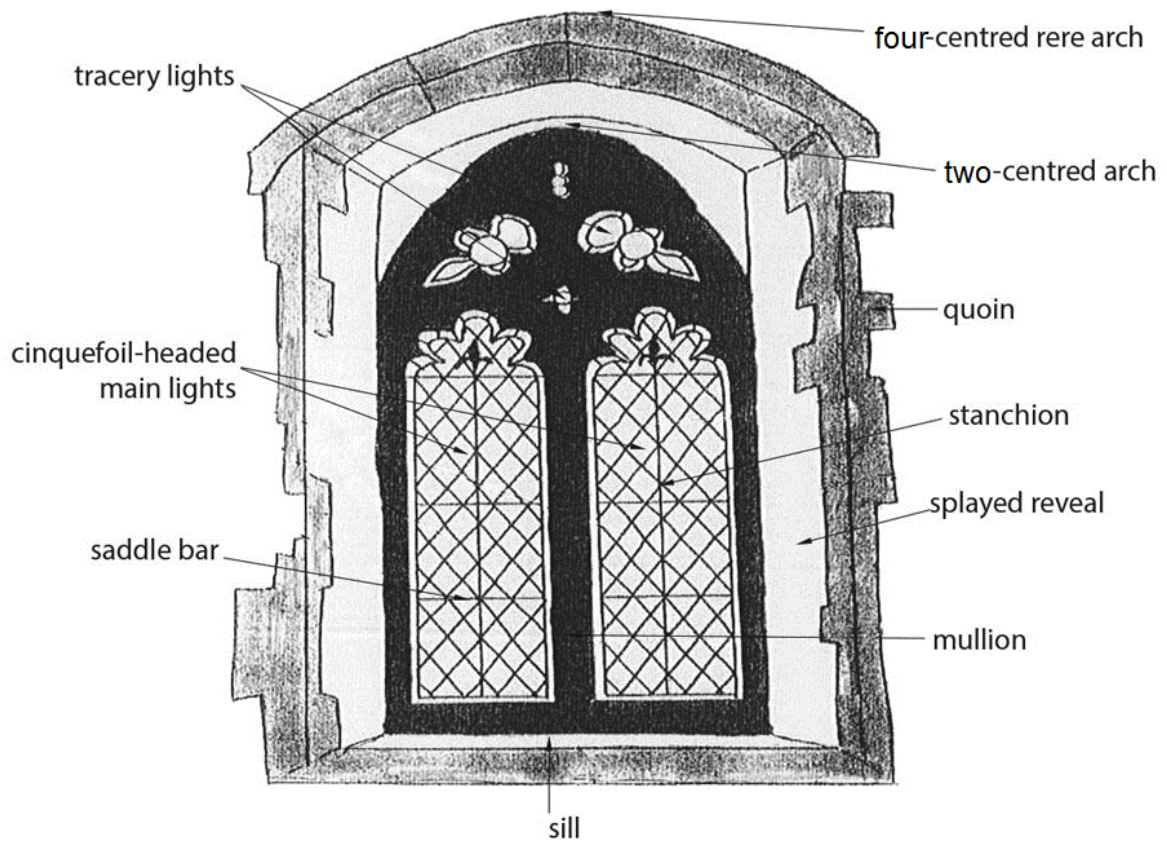
**SECTION CHECKLIST**

Numbered plan showing position of windows.
Check the inscriptions in the final copy against the objects to ensure accuracy.
700 is a dedicated number for the East window.
Description of stonework first at <b>1</b>
Diagram of each stained glass window suitable for reduction in final copy.
Lights numbered with brackets around numbers
Title of subject as heading for description of each light
Makers identified with references
Dedicatory and memorial inscriptions only at <b>9</b> . Quotations and other texts at <b>1</b>

Translations of foreign language inscriptions and texts including Latin and Greek, and of roman numerals to arabic numbers

References given for any information not on the object

Heraldry is blazoned and presented as requested in General Information



Drawing identifying some of the different parts of a window and the stone surround.