



WOODWORK (300-399)

WHAT TO INCLUDE

All wooden objects and those with a significant proportion of wood in their construction should be considered for inclusion.

Some will have significance because of their history, design or complexity and so merit a more detailed description whereas others such as hymn numbers boxes or bench platforms only need an outline description.

Metal attachments and fittings, including dedication plaques, should be included and if they are complicated, your Metalwork colleagues should provide a description that you can incorporate. An object may have a dedication plaque sited elsewhere such as on the wall and this should be included.

Font covers are included but will be united with the font description from Stonework when the record is compiled. Similarly, the organ stool may be described by Woodwork and be united with the organ description later. This way a better description of these items is recorded.

WHAT TO EXCLUDE

Churches have many utility wooden objects such as folding chairs, ladders, notice boards, ramps and so on that will be listed in Miscellaneous. It is usually clear in which section an object lies but discussion with the Miscellaneous recorder is useful to clarify the issue.

Organs are not recorded by Woodwork.

PHOTOGRAPHY

Liaise with your Photographer and Group Leader to decide which objects should be photographed. There will be complicated or elaborate designs on objects which are difficult to describe in which case photographs are necessary to complement your description. If there are carved items such as bench/pew ends, angels, friezes or misericords of particular merit, it can be worth photographing the complete set and including them. A plan of the locations is recommended.

BEFORE YOU RECORD

These notes should be used in conjunction with the Sample Page and Recording an Object in the 1-10 format: together with the books *Inside Churches* produced by NADFAS (now the Arts Society) and *Recording a Church: an illustrated glossary*. See bibliography below.

INVENTORY

At your first visit, create an inventory of all the objects you will be recording, in the order that you will be recording them. This helps both as a check list so that you don't miss those objects that will be moved around the church during your recording, and for the Group Leader in checking the record.

NUMBERING

- Start at the liturgical east end and number clockwise (the pulpit or stage end in non-conformist churches).
- Complete one area such as Chancel before going on to Nave.
- Doors can either be described and numbered as you reach them, or grouped under one number at the end of the section and given consecutive alphabetic suffixes e.g. 310A.
- Sets of objects such as an altar cross and candlesticks may be recorded under one number, as A, B, etc.
- Benches should be recorded in groups such as Choir benches and the benches in the body of the church.
- Roofs are recorded at the end of the section and each has its own number.
- Make a numbered plan or drawing to show main seating unless very simple.

RECORDING AN OBJECT

Complete the title line as shown in the Sample Page. 'Phs' goes after the title to show photographs have been taken although this may be added later when the photographer has finished.

Quote beneath the title line the number of the equivalent doorway in Stonework e.g. For Doorway see 224 in Stonework.

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

Complete as many as possible of the ten pieces of information in the 1-10 Format beginning with a description at 1. If there are no entries in for example numbers 5 to 8, you can write 5-8 and a dash. 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.

1 General Description. Start with an overall description of the object then go into detail, starting at the top and working down where that is appropriate. The terminology used when describing woodwork is not standardised as there is no definitive dictionary but try to be as accurate as possible. This may need reference to books, the internet or more experienced colleagues. If the shape of

an object is complicated a photograph can reduce the need for written description. Describe the interior of a door with all its door furniture first and then the exterior. So the subheadings are Interior, Furniture, Exterior, Furniture with a common section 4.

- 2 Materials.** Identify the wood if possible.
- 3 Date.** Note the date that an item was made and/or restored. Otherwise give a wider range e.g. "20th C., by appearance". If you don't know, leave it blank.
- 4 Dimensions.** State the overall dimensions first and then more detailed measurements sufficient to make sense of the object, such as dimensions of table tops, doors, drawers, leg heights, panels etc. Always height x width x depth, or length x width etc. in the form 'h. 6 x w. 5 x d. 12cm'. A typical line may look like this with no full stop at the end: 'Sides: h. 76 x w. 25 x d. 3.5; Floor rails: h. 6 x w. 6 x d. 53cm'
- 5 Designer/Artist** if known
- 6 Manufacturer** if known
- 7 History.** Give details of any history associated with the object e.g. re-ordering of benches, remodelling or restoration
- 8 Donor** and date of donation if known
- 9 Memorial inscription.** Use capitals and lower case but only Times NR script. Use a forward slash to signify a new line and one at the end. As an example: IN MEMORY OF OUR DEAR MOTHER / MATILDA / PRESENTED TO THIS CHURCH / BY HER FAMILY / DECEMBER 1967 / If the inscription needs translating, add the translation below.
- 10 Remember to give References** (see below).

References

If there is added information regarding dates, designer, manufacturer etc., this should be put into section 10. The format of the ref is (ref. a) and in section 10 they are listed as a) etc.

Punctuation

Use Times NR 12. Leave two spaces after a full stop.

No full stops at the end of lines such as in Section 2, 3 and 4.

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 Microsite

BIBLIOGRAPHY

Inside Churches produced by NADFAS (now the Arts Society)

Cox C & Harvey A, *English Church Furniture*, Methuen & Co. and at www.archive.org

Geddes J. *Medieval Decorative Ironwork in England*

Grossinger C, *The World Upside Down*, Harvey Miller 1997

Hayman R, *Church Misericords and Bench Ends*, Shire Publications 1989

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Thomas Cocke, *Recording a Church: an illustrated glossary*. 1996