



Church Recording Society

WHAT TO INCLUDE AND EXCLUDE WHEN RECORDING

It is for the Group Leader to make the final decision as to the recording of items, especially those which are of a temporary or 'fill in' nature, i.e. domestic furniture of no repute that has been brought in to provide storage, all and every hymn and prayer book as in some parishes these move around according to season or need, moulded pressed doors leading to newly constructed areas, audio or other equipment, etc.

Any memorial or dedication tablet or plaque relating to an object but not part of it must be recorded with the object. Check that you do not include anything on loan to the church and which does not belong to it.

	INCLUDE	EXCLUDE
MEMORIALS (001-099)	<p>Brasses (including indents or matrices which would once have held brasses), coffin lids and floor slabs/ledgerstones (even if you don't know who they are for or cannot read the inscription), effigies, monuments, table tombs, tomb chests, wall tablets, War Memorials and Rolls of Honour on any object of any material, except a window, which is noted here but recorded in Windows.</p> <p>In Scotland, memorial tablets attached to the external walls are recorded.</p>	<p>Anything which relates to a gift in memory. For example, a plaque noting that a window was given in memory is recorded in Windows with the relevant window.</p>
METALWORK (100-199)	<p>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.</p> <p>Do NOT state where objects of precious metal are kept and they are recorded in a specific order (see p16 under NUMBERING in the Handbook).</p>	<p>Safes and objects of mixed materials where the metal is not the material of 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 marble pulpit is recorded in 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.</p>

<p style="text-align: center;">STONEWORK (200-299)</p>	<p>Of the exterior Stonework, only the door arches (including blocked doors), mass dials and masons' marks. Inside, altar slabs (mensae), altar pieces (retables), arches and arcades, brackets, carved corbels, doorways, fragments of crosses or carved stones (whether built into, attached to the wall or loose in the church), gradines, graffiti, fonts (including the font cover and any metal furnishings), label stops, masons' marks, mass dials, niches, piscinae, pulpits, recesses, reredoses, roof vaults, screens, sedilia, statuary, stoups.</p>	<p>Walls and all external features except as at left.</p>
<p style="text-align: center;">WOODWORK (300-399)</p>	<p>Whichever of the following are significant historically or in their design or due to a noteable association with the church or its community - Altars, altarpieces, benches, biers, bookcases, chairs, chests (including iron bound), communion rails, credences, cupboards, doors and door furniture, internal wooden gates, gradines, lecterns, litany desks, missal stands, niches, pulpits (including all fittings of any material), pews, roods, reredoses, screens, sedilia, shelves, stalls, stools, tables, vestment chests, wooden statues etc. Any attached metal fittings should be described</p>	<p>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</p>
<p style="text-align: center;">TEXTILES (400-499)</p>	<p>Alms bags, altar cloths and all fair linen, banners, bookmarkers, burses and chalice veils, chasubles, corporals*, credence cloths, curtains**, dalmatics, dossals, flags/regimental colours (including poles), frontals and superfrontals, funeral palls, hassocks, houselling cloths, humeral veils, kneelers, lavabo towels*, mats, pallae*/pall boards, pulpit and lectern falls, purificators*, riddels, rugs** and carpets**(including carpet rods) stall falls, scarves, stoles, tunics, veils, vestments etc. Where applicable, include all metal and wooden fittings e.g. posts, poles and rails are recorded with their hangings. Textiles framed on the advice of conservators. Permanent carpeting should be included.</p> <p>* If these items are made from old cloths and hankies, then just state <i>xx pieces of white cotton or linen of assorted sizes used as purificators, corporals, pallae and lavabo towels</i>. If they are with embroidery, or some which are again known to have been either given or made for the church, then they should be listed as usual.</p> <p>**Only record those which are significant in the use of the church or which have an association with someone named as having donated or made them.</p>	<p>Do not record any vestments or personal possessions belonging to the incumbent, minister or other member of the church. Do not include temporary bits of carpet or rugs, door mats, coco-nut matting, bits of old carpet, likewise bits used on benches or on the floor of the pulpit and curtains and mats of little merit or utility items such as towels.</p>

<p style="text-align: center;">PAINTINGS ETC (500-599)</p>	<p>Benefaction boards, commandment tables, hatchments, list of incumbents, peal boards, Royal Arms (except if in a window, then include in the window), Stations of the Cross (all of this Group, starting with Royal Arms, then hatchments, are recorded in Paintings etc., regardless of material). Baptismal or cradle rolls (not necessary to transcribe), hanging paintings and anything glazed and framed as a picture, such as an embroidered picture), Peal Boards, photos, plans, prints, maps etc. which are on, or intended for, display, wall paintings, texts and stencils, unless excluded below.</p>	<p>War Memorials and Rolls of Honour (always recorded in Memorials), loose photographs and pictures (recorded in Library), memorial plaques relating to objects in other sections. Textiles framed on the advice of conservators (recorded in Textiles). Temporary displays.</p> <p>Do not record anything on loan to the church.</p>
<p style="text-align: center;">LIBRARY (600-699)</p>	<p>Archival material, documents, faculties, log books, Bibles, books, Books of Remembrance, unframed photographs, plans and maps, terriers and inventories, registers and records etc.</p> <p>Documents, registers etc. held in locations other than the church, e.g. at the County Record Office or with the Church Officials must be recorded.</p> <p>General music books, sheet music and service books and service sheets or the existence of a lending library should be noted but items do not need to be individually recorded.</p> <p>A box, cover or container of any material in which a book is kept or displayed is recorded with the book.</p>	<p>Anything in a frame or that belongs to the incumbent or other individual.</p>
<p style="text-align: center;">WINDOWS (700-799)</p>	<p>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. Decorated screens which are predominantly glass, not framed glazing.</p> <p>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.</p>	<p>Glazed doors (done in Woodwork), glass doors (Miscellaneous), glazed screens. Saddle or tie bars should only be mentioned if they are damaged or missing.</p>
<p style="text-align: center;">MISCELLANEOUS (800-899)</p>	<p>The following, if noteworthy - ceramics, permanent clocks, electronic organs (and their benches or stools), antique fire equipment, flooring including noteworthy metal heating grilles, glass doors and plain screens, special glassware including glass altar cruets with no precious metal parts, harmoniums (and their benches or stools), heating, lighting, mirrors, mosaics (both wall and floor), other musical instruments (but not bells), pianos (and their benches or stools), pipe organs (and their benches or stools), plaster or plastic statues, figurines and models, sound and video equipment, tiles (both wall and floor), turret clocks including tune barrels and carillons.</p> <p>Anything else not covered by any other section.</p>	<p>Chandeliers and candelabra which are in Metalwork or Woodwork), pulpit lights recorded with the pulpit and any of the above when it is supplementary to an object in another Section. Check that furniture has not been recorded already in the Woodwork Section. Do not record anything that does not belong to the church.</p>