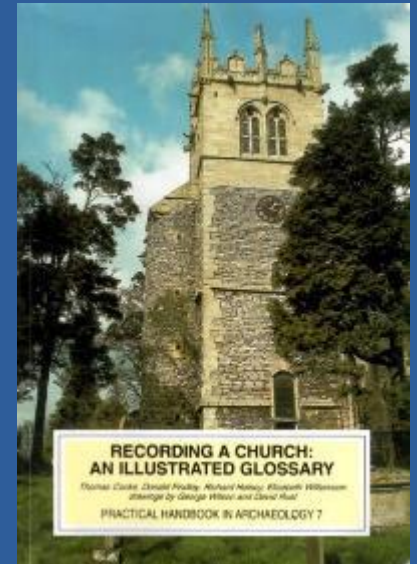
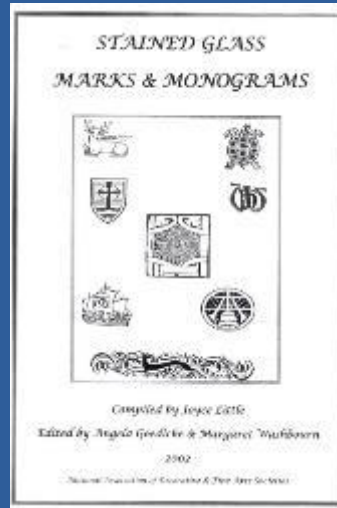
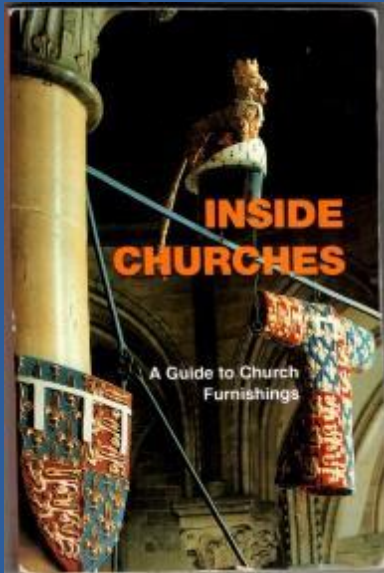




HOW TO RECORD A WINDOW



YOU WILL NEED



PLUS

THE HANDBOOK, SAMPLE PAGES,
ACCESS TO THE CHURCH RECORDERS' WEB SITE
THE BIBLE
A PAIR OF BINOCULARS

WHAT TO RECORD

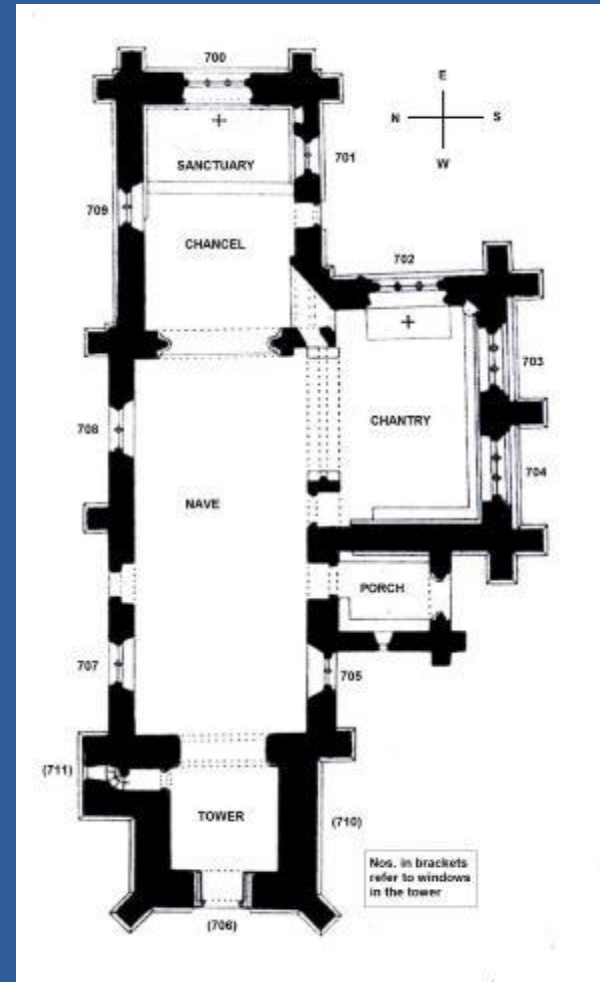
All glazed windows

plus

any memorial or dedication tablet
relating to the window you are
recording

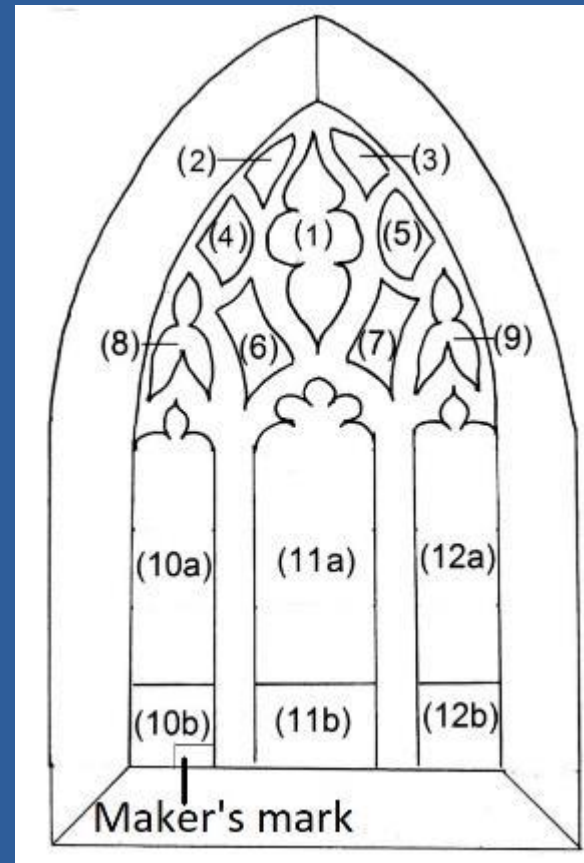
START BY DRAWING A PLAN AND NUMBERING THE WINDOWS

Number from
the east end
starting at 700
and continue
clockwise



DRAW A PLAN OF THE WINDOW GIVING EACH LIGHT A NUMBER

Numbers must
be bracketed.
Indicate Maker's
mark (if any)
plus the location
of any opening
window

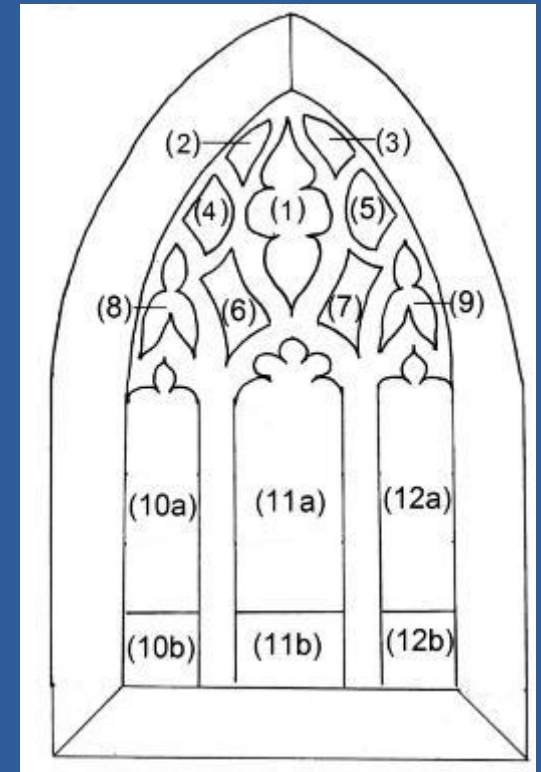


TITLE

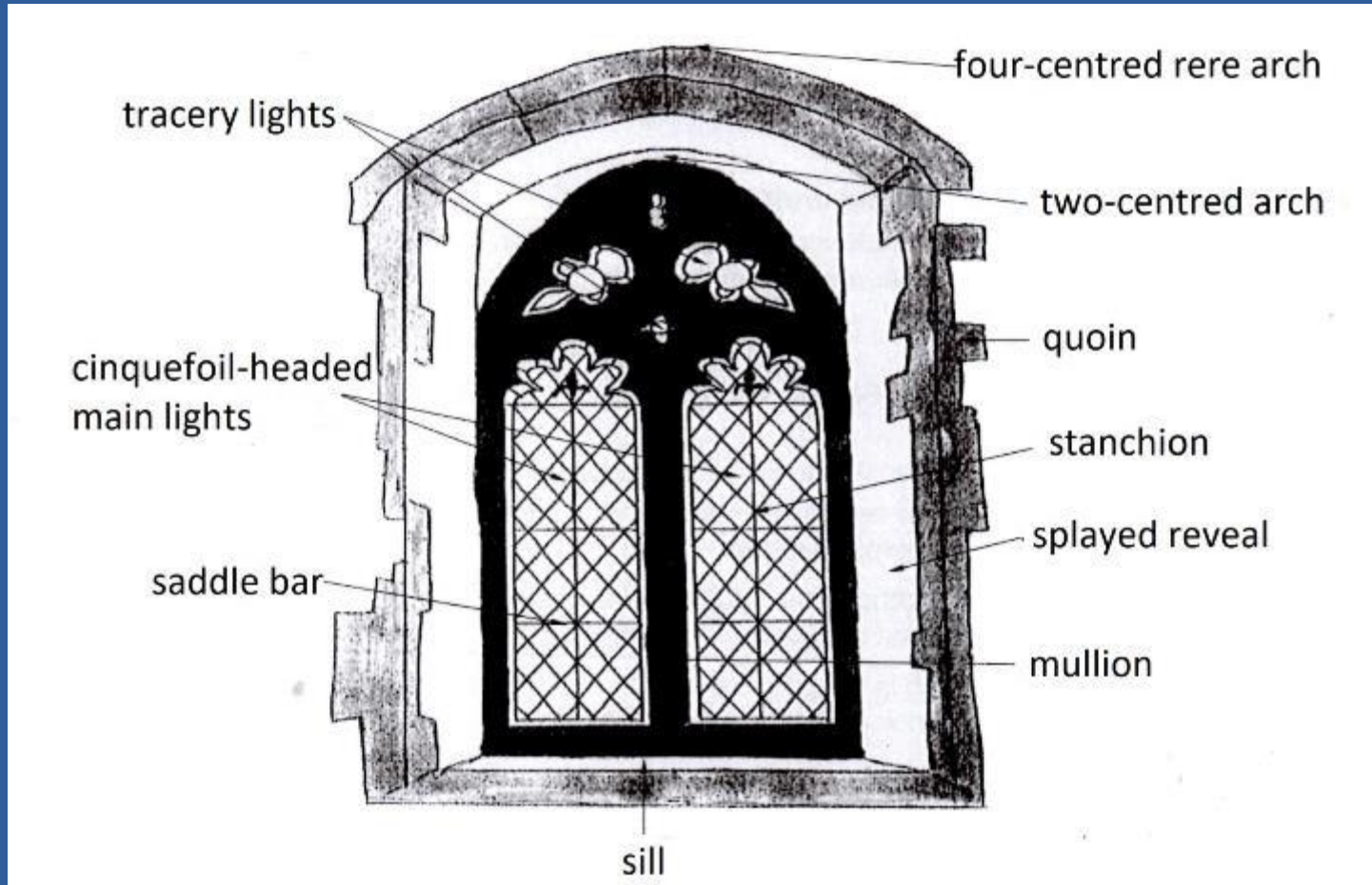
EXAMPLE

703 Window of 3 main lights
and 9 tracery lights

Plus position in church



PARTS OF A WINDOW



Handbook page 34

Para. 1 - DESCRIPTION

SUB-HEADINGS

Stonework

Tracery Lights

Main Lights (could be divided into more sub-headings)

FIRST SUB-HEADING - STONEMWORK

Age

Style of tracery

Type of arch or arches

Reveals and sill

Other features

AGE

Usually found in:

The Church Guide;

The RCHM (now Historic England) records - often held at your local Library or history centre;

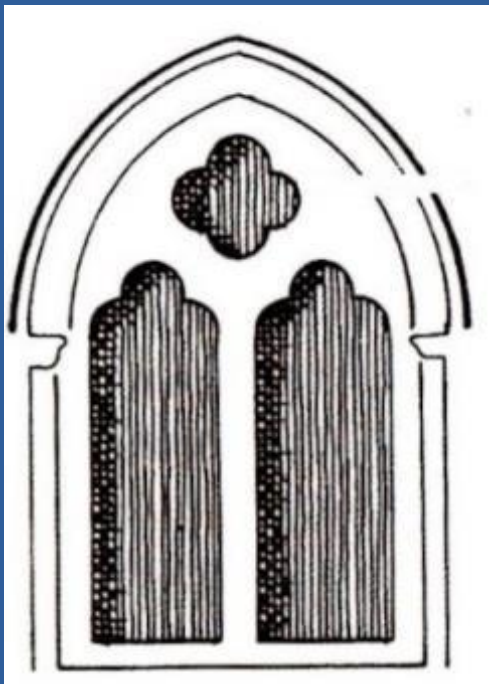
on line <http://www.british-history.ac.uk>

Note if the window has been restored

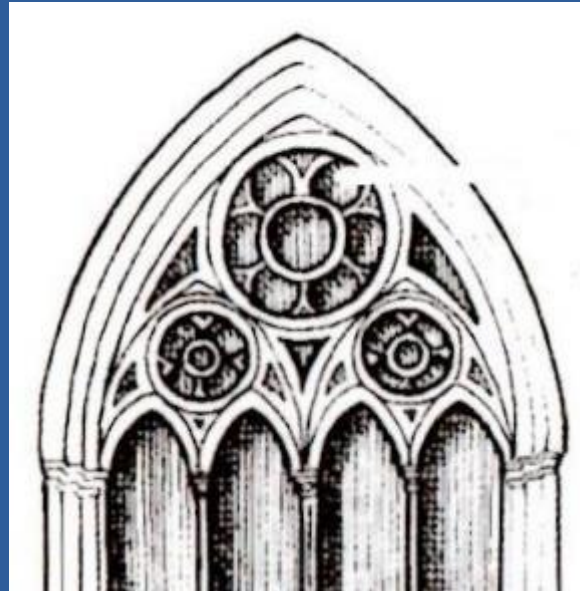
(Always quote your reference)

TRACERY

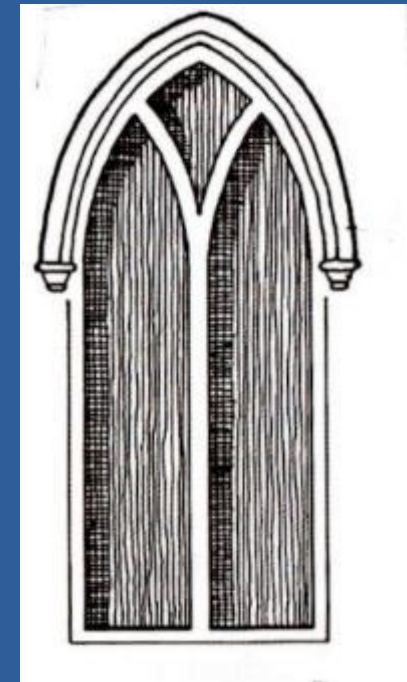
An Illustrated Glossary, pages 42 and 43



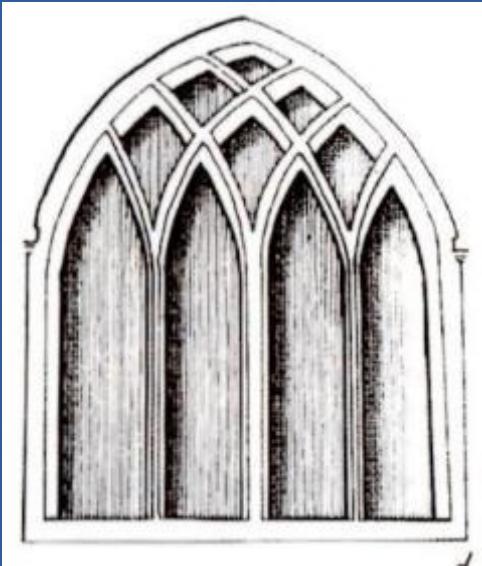
Plate



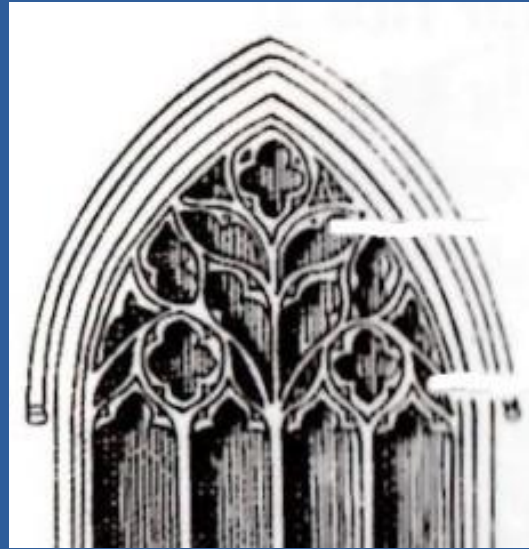
Geometric



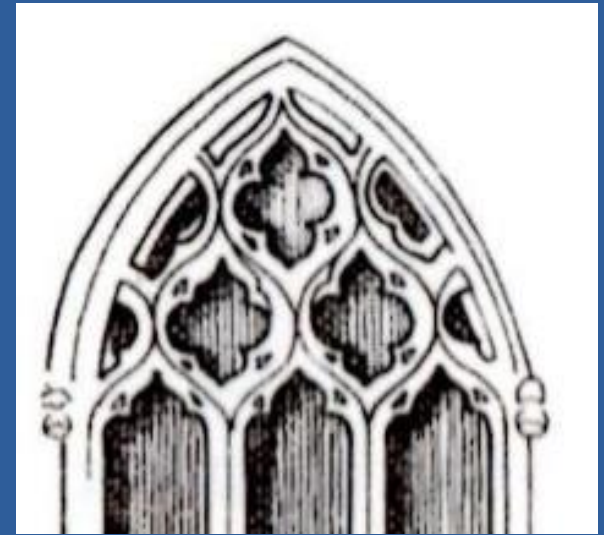
Y tracery



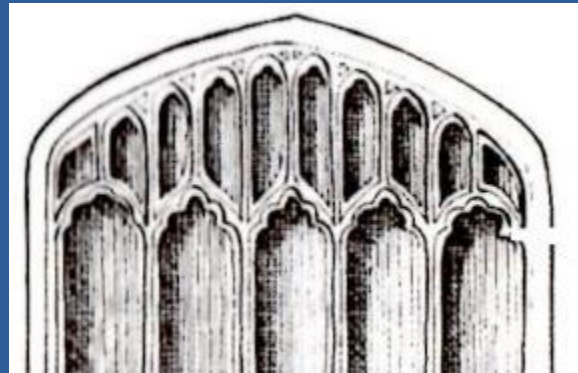
Intersecting



Flowing



Reticulated

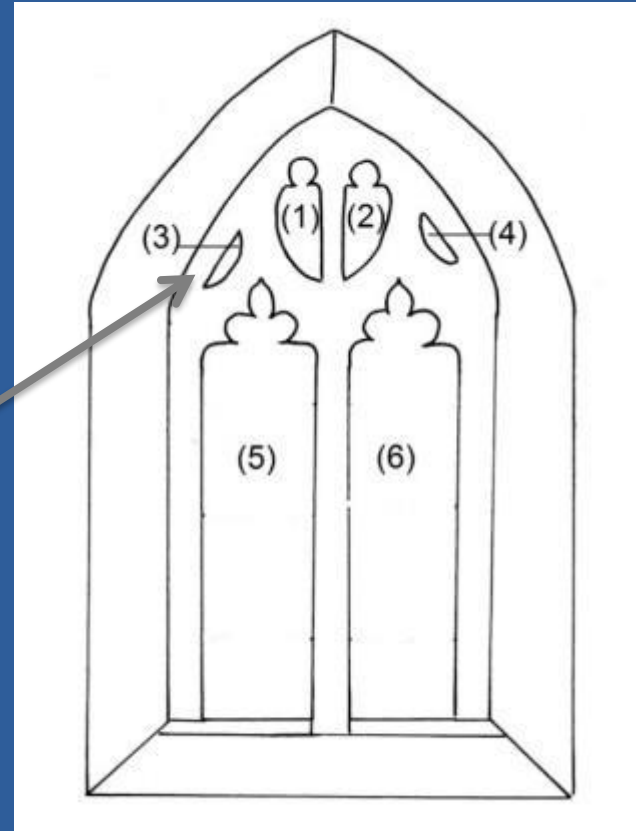


Panel or Perpendicular

What if the window does not fit into any of the illustrated types?

Example:

Just say a 19th c (ref. ?)
window with mouchette
and eyelet tracery
or simply
'as drawn'

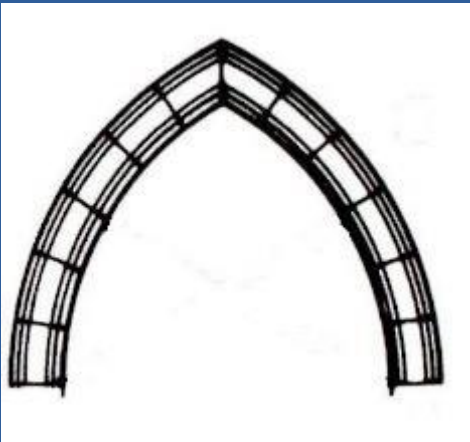


ARCHES

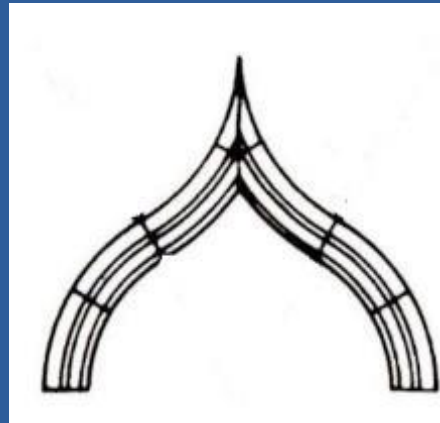
An Illustrated Glossary, pages 12 and 13



Three-centred



Two-centred



Ogee



Four-centred

REST OF STONework

Reveals - deeply splayed or shallow?

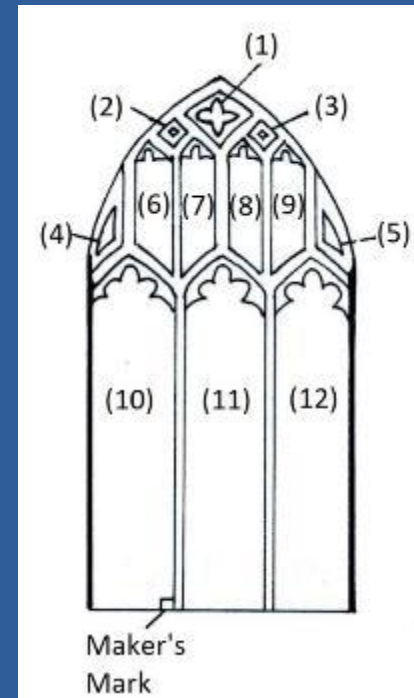
Mullions – chamfered/rolled/moulded?

Are there columns, pilasters etc?

Sill - flat, sloping, chamfered, moulded?

EXAMPLE OF STONEMWORK DESCRIPTION

Late 19th c (ref. ?)
perpendicular style
tracery beneath a
two-centred arch with
deeply splayed
reveals and sloping sill



Sample Pages Windows, p. 2

NEXT SUB-HEADING - TRACERY LIGHTS

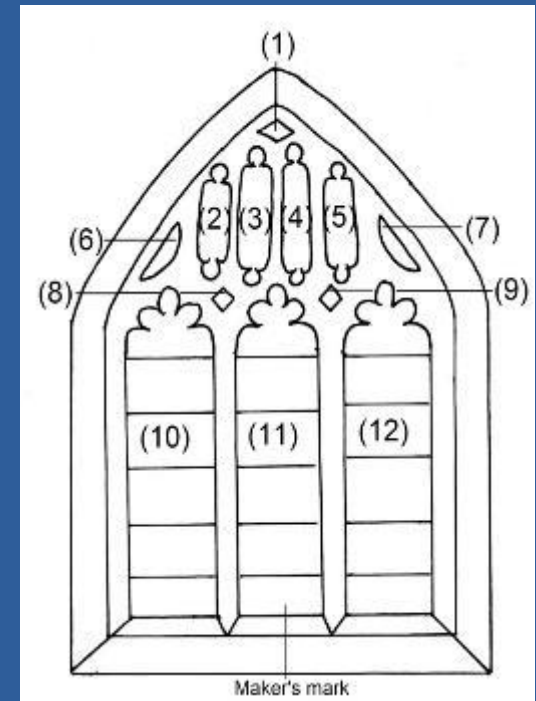
Start with shapes:

EXAMPLE

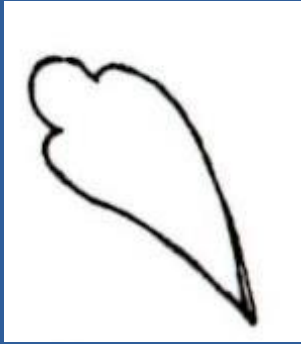
(1), (8) & (9) lozenge shaped.

(2) to (5) trefoil-shaped heads and bases.

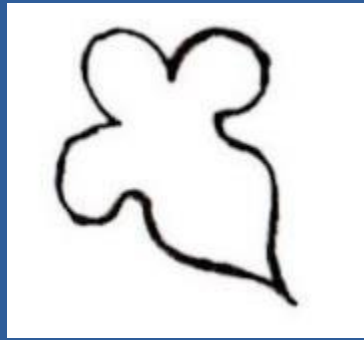
(6) & (7) half-elliptical shaped.



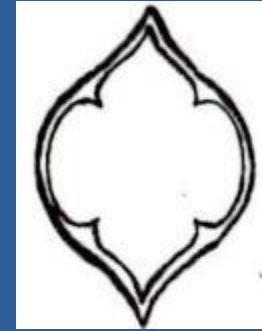
SOME SHAPES OF TRACERY



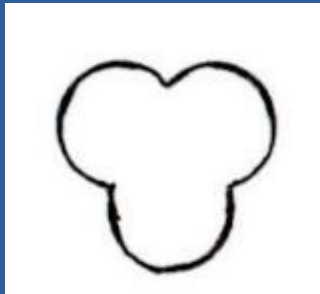
Mouchette



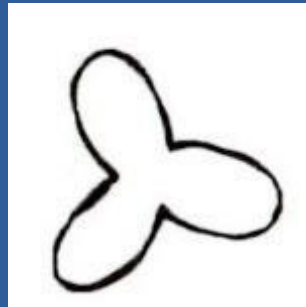
Dagger



Quatrefoil within
an ogival



Rounded-lobed
trefoil



Long-lobed
trefoil

Inside Churches page
232

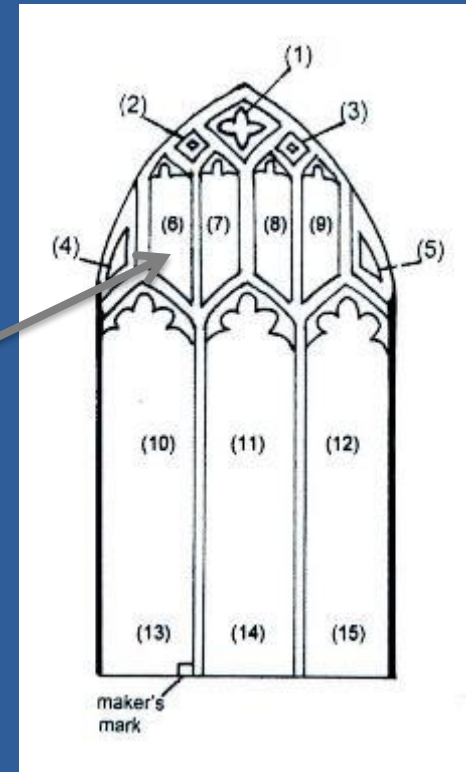
Plus lots more shapes
on page 85

WHAT IF YOU DON'T KNOW THE SHAPE

Refer to your drawing

EXAMPLE

Four pointed trefoil-headed lights with shaped bases as drawn



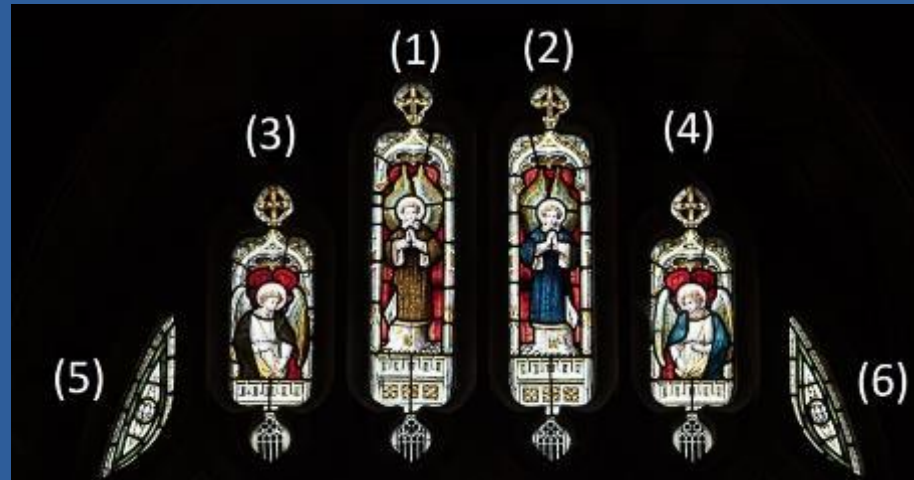
Sample Pages Windows, p. 2

Next step

ICONOGRAPHY

Describe the decoration
numbering the lights in brackets
as you go

COMMON FEATURES FIRST

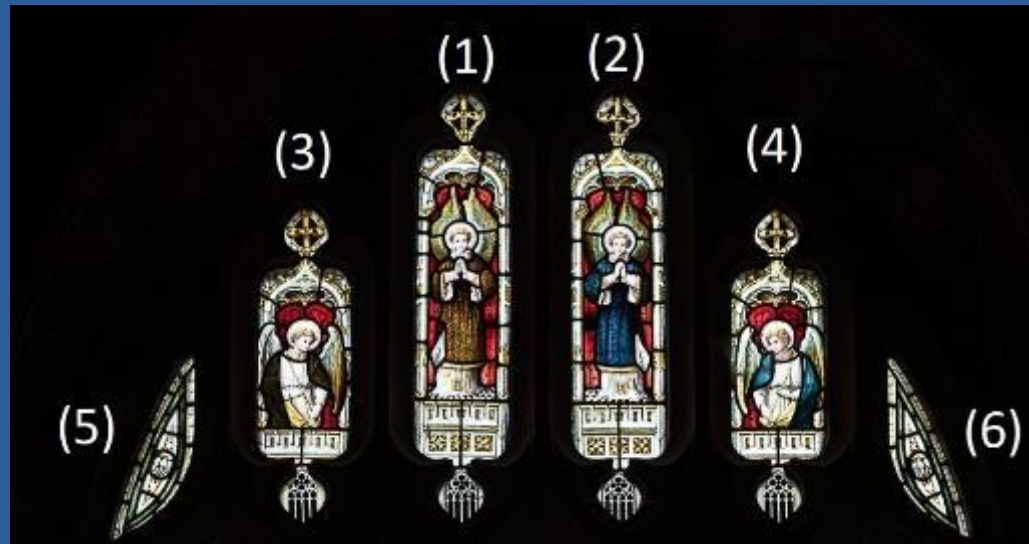


(1) to (4): Crocketed ogee arch terminating in a finial in the form of a cross. Supported by decorated shafts rising from an architectural plinth on which the white-nimbed angels stand or kneel. They are set against a red background.

(1) and (2): Wings raised above their head and hands held up in prayer,

(3) and (4) wings folded back and they are holding a buisine.

INDIVIDUAL FEATURES NEXT



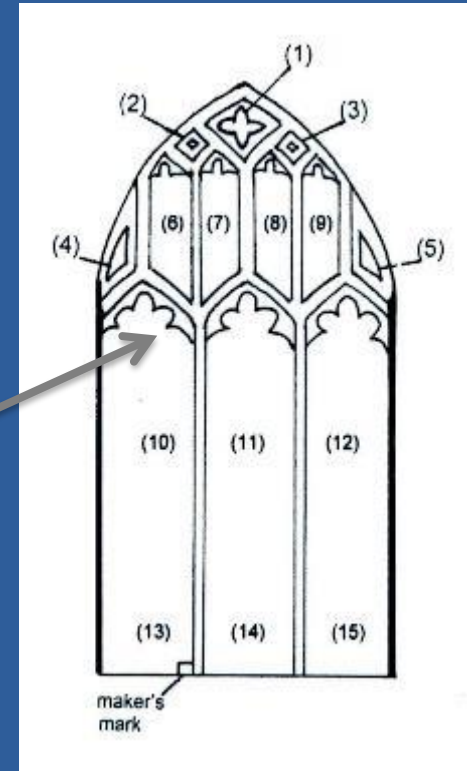
Now all that is needed is a description of the clothes they are wearing

NEXT SUB-HEADING - MAIN LIGHTS

Main Lights (10 – 15)

Describe heads - three cinquefoil-headed lights

Opening light?

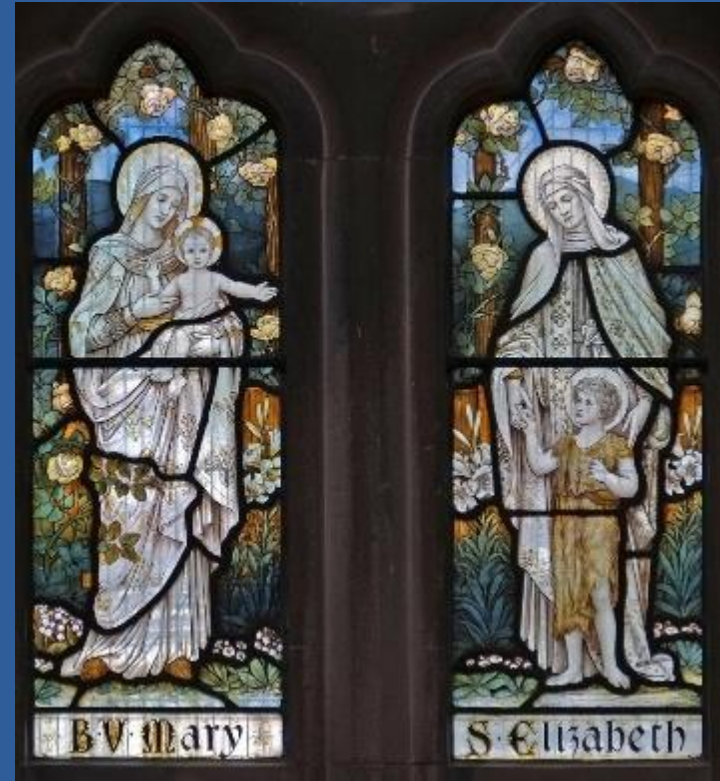


IS IT NARRATIVE



Narrative tells a story

FIGURATIVE



Figures - usually
saints

QUARRIES



Diamond-shaped.
Could be square or
rectangular

MEDIEVAL



Odd pieces of 14th c glass

BIBLICAL REFERENCES

Put in Heading

ELIJAH BEING FED BY THE
RAVENS - 1 Kings, 17 v6



www.christianbiblestudy.org

INSCRIPTIONS

Biblical quotes/Saints

names go in para. 1

Memorial inscriptions

in para. 9

Type/colour of lettering and
decoration must go in para. 1

(**Inside Churches pp. 80-84**)

Translate foreign words

I put my Trust in the Lord



FAITH

DESCRIBE COMMON AREAS

Canopies/shafts

Background
Landscape/buildings



Plinths

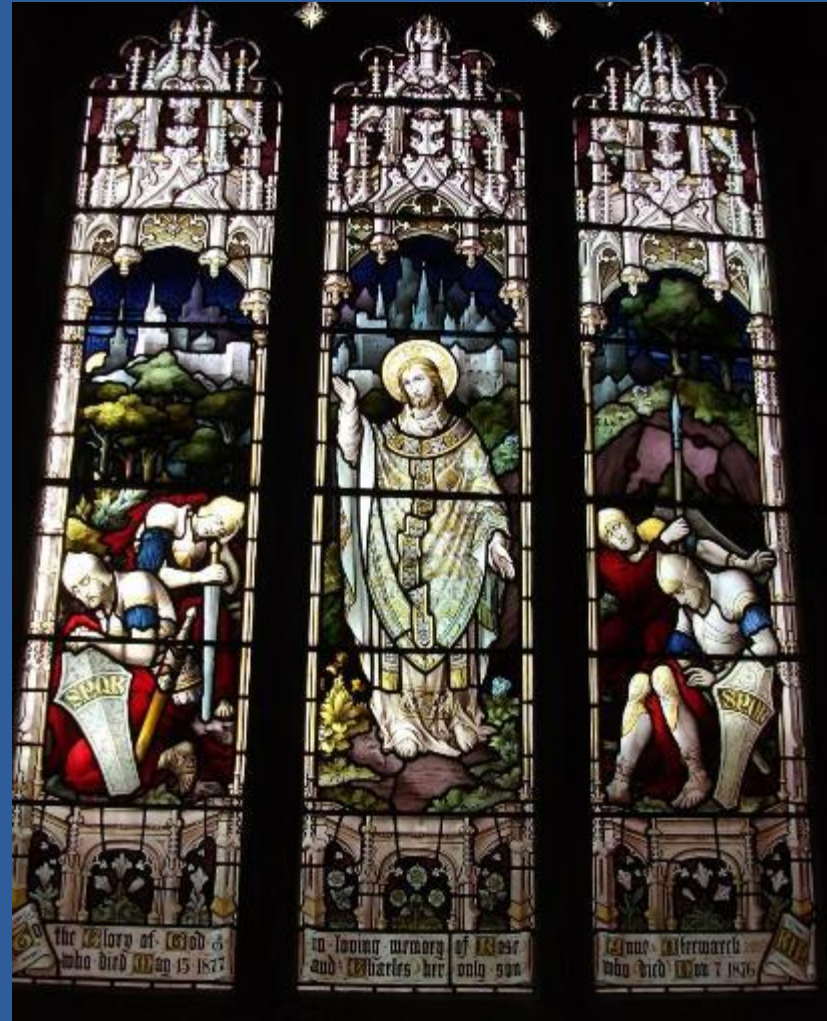
INDIVIDUAL FEATURES

Figures

Postures

Nimbus

Clothing



BIBLICAL QUOTES

“Behold I will raise
unto David a
Righteous Branch”

Jeremiah 23:5



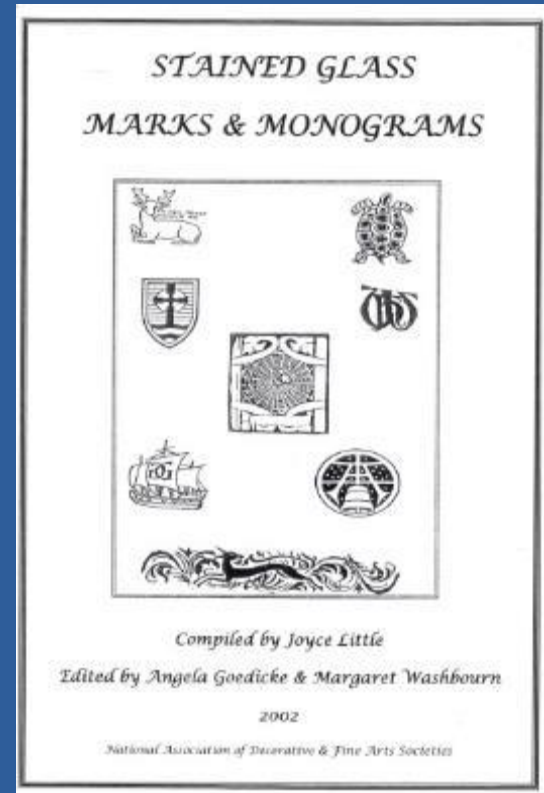
Cruden's Concordance
www.kingjamesbibleonline.org

MAKER'S MONOGRAM

Describe – Mark on window plan where it is located

Take a photograph or make a drawing

Check Marks & Monograms book



www.stainedglassrecords.org (Robert Eberhard)

Can be difficult to spot



Nathaniel Hubert John Westlake

FINISH OFF PARAGRAPH 1 WITH

Condition of window and metalwork
but only if broken or not in good
condition

IS THERE A MEMORIAL PLAQUE?

Record here in para. 1

See Sample Pages – p. 5

PARAGRAPHS 2 and 3

2. Stone, stained and painted glass, lead – plus material of any plaque or tablet
3. Only put in date if you know it and give a **reference** – could say last quarter of 19th c.

Check faculties or other documents at your local History Centre

Don't assume year of death is year of manufacture

PARAGRAPHS 4, 5 and 6

4. Height is difficult - but you could use a long stick or a laser machine even a balloon! - width and depth of reveals

5 & 6. Robert Eberhard's website will give some indication of maker if known
(reference)

Check Marks & Monograms Book

PARAGRAPHS 7 and 8

7. Research history of individuals through the internet, local history society, ancestry etc.
OPC website good source ([reference](#))
8. May find out the donor from the inscription

PARAGRAPH 9

9. Just the wording –

Remember the
description goes in
para. 1



PARAGRAPH 10

Any external reference that you used

Shortened version used here but give full reference to the compiler for insertion in the Introduction

Book: Full title, publisher, date and page no.

Web-site: give web address