

All Saints' Warlingham



**Churchyard
Festival**

GUIDANCE FOR PLANNING

A CHURCHYARD FESTIVAL



3rd - 5th May 2008

Introduction

In May 2006, the charity “Caring for God’s Acre” in the Diocese of Hereford, organised a national conference called “Cherishing Churchyards” (www.caringforgodsacre.co.uk). The conference was attended by delegates from various counties and there were eminent speakers, tutorials, workshops and exhibits.

The churchyard maintenance officer for All Saints’ Church, Warlingham, Surrey, was one of the delegates.

Following this it was agreed in principle by All Saints’ Warlingham PCC to hold a 2 or 3 days Churchyard Festival in 2008 at All Saints’ Warlingham with Professor David Bellamy as the main guest. He had already been approached by the Churchyard Maintenance Officer during the conference and had provisionally agreed to attend.

A booklet entitled “A Walk Through the Churchyard” had been issued in 2004 and a churchyard Management Plan had been drawn up. These laid emphasis on the country churchyard aspects with a view to encouraging growth of wild flowers. A grass and hedge cutting programme was incorporated. Some of the work is undertaken by contractors, the remainder is done by volunteers who meet on the third Saturday morning of each month.

The planning of such a major event (the like of which had probably not taken place in the churchyard since the Middle Ages) took almost two years to bring to fruition. The following pages are written to help other churches who are planning a similar event. It is neither a definitive nor authoritative paper – merely offered from experience.

A programme from the Warlingham Festival is at Appendix A (pages 12 & 13).

1. What is the purpose of the event you are planning?

- To invite all parishioners to visit the churchyard and appreciate its heritage, nature and environmental value
- To thank God for His creation
- To raise awareness of war dead graves/memorials in the churchyard
- To raise funds
- To draw attention to persons of note buried in the churchyard
- To find relatives' tombs
- To educate children and adults in the value of their heritage
- To celebrate an anniversary
- As outreach to local residents

There may be other ideas or a combination of some of these.

2. What are the initial steps?

- Obtain agreement in principle from your PCC
- Obtain agreement in principle from your Archdeacon.
- Set up a small active committee e.g. The Rector
A Diocesan Adviser
Both Churchwardens
Churchyard Officer(s)
Secretary
Treasurer for the event

People can be co-opted for specific actions, e.g. All Saints' Warlingham co-opted someone to deal with the music aspects.

- Appoint a 'Co-ordinator' who has excellent organisational skills and good attention to detail.

Most of the work should be done outside the meetings with reports back.

3. When to hold the Festival

Time of year

- Most country churchyards look their best in April/May with wild flowers and blossom.
- November would be suitable if emphasis is on war dead.
- Try not to conflict with other local events, or encourage them to form part of your event.
- If local or Diocesan events are planned e.g. May Queen, Faith in the Countryside Walk, try to include them.
- If you want a particular dignitary, check they are available (see 4 below).

4. Dignitaries

If you wish to invite dignitaries to open/attend/speak at your event remember that most of these people have commitments at least a year ahead, so invite them before fixing the date.

Check what they are prepared to do and whether they will charge fees.

It may be necessary to provide hotel accommodation, almost certainly travelling expenses and maybe gifts.

A well-known name (such as in our case Professor David Bellamy) will be a major factor in drawing the crowds.

5. Costs

- Staging such an event over 3 days can be very expensive – See Appendix B (page 14) for possible costs.
- If funds are short, beware! Some costs are inevitable and, if attendance is low, may not be recovered.
- Have money-making event(s) in advance.
- Get sponsorship for some events.
- Seek grants.
- Cut your coat according to your cloth.
- The Warlingham Festival was not intended to be fund-raising, but to cover costs. All events were free entry with the exception of the Saturday evening concert.

6. Exhibits, Displays etc.

- Check how much room is available in churchyard away from graves. (All Saints' Churchyard is approx. 2½ acres. There are graves in 2 acres (with some wide grass verges) and ½ acre still available for burials. The verges and ½ acre were used for exhibits.)
- Will there be exhibits etc. in church and hall, as well as churchyard?
- Consider the purpose of your event and invite appropriate exhibitors.
- If the purpose is to raise funds you could charge entry fee; ask exhibitors to pay fee on space allocated or percentage of takings.
- Bear in mind some exhibitors will charge you (e.g. falconry).
- Also bear in mind that some people will be visiting graves of loved ones (perhaps recent bereavements) and activities should not be out of keeping (e.g. bouncy castle)

A list of the exhibitors at the Warlingham Churchyard Festival is attached at Appendix C (page 15).

- When everything is agreed, send a plan of the area to exhibitors with positions marked; notifying when to set up and when to clear up. Ask them to bring their own marquee/gazebo/chairs and tables if possible.

7. Weather

- Pray!
- Prepare for wet weather conditions if possible
- If necessary, relocate elsewhere
- See also item 9 below.

8. Duration of Event

- One day
- Two days
- Three days (e.g. with Bank Holiday)
- Longer

9. Insurance

- Carry out a risk assessment.
- Check whether the church insurance will cover such an event.
- Update the insurance company with latest developments.
- Try and arrange a 'pay off fee' for exhibitors who charge and have to cancel because of weather (e.g. £50 instead of £250).
- Exhibitors should have their own Personal Liability insurance cover, especially if using knives for carving or engraving, or other possibly dangerous item.
- Make rota of church members to keep guard to prevent thefts in church and hall.
- Keep church and hall locked when not staffed by volunteer stewards.
- Comply with Health & Safety Regulations and any advice given by insurers (see item 12 below).

10. Police

- Keep the local police informed of what you are planning; they may assist with parking.
- Be aware of Licensing laws if serving or selling alcohol. Obtain a Temporary Event Notice if needed. This usually takes about 6-8 weeks to obtain and a fee is payable.
- Police may facilitate with dignitaries' parking.
- Police may wander round site to watch for problems.

11. First Aid

- Obtain services of St. John Ambulance or similar. A fee is usually payable.
- If you can encourage doctors to be on site this may help to keep insurance costs down.

12. Health & Safety

- Check that H&S requirements are complied with.
- If grass is uneven arrange for ground to be rolled beforehand.
- If setting up overnight, may need someone to sleep in marquee overnight for security – inform police!
- Display notices advising people to walk on paths and NOT to walk on graves.

13. Food

- All Saints' Warlingham invited a commercial company to provide all day refreshments (hot and cold) from a catering van, on the first day. This was situated outside churchyard with serving hatch through gap in hedge (to prevent traffic accidents). This released the Social Committee for other duties.
- Ensure there are plenty of dustbins and/or sacks for rubbish and clear up afterwards.
- The local Council may be willing to lend litter grabbers and to make a special collection.
- Warlingham Festival provided cream teas on Sunday afternoon.
- Refreshments were provided on Monday morning, prior to the 'Faith in the Countryside' walk.
- Refreshments were provided after the Sunday morning service.

14. Toilets

- Ensure there are enough toilets (including for the disabled) for expected number of visitors.
- If not, may have to hire a 'portaloo'. If placed in the churchyard, Archdeacon should be asked for permission.
- Provide sufficient toilet rolls, etc.

15. Raffle

- If conducting a raffle, comply with the Betting, Gaming & Lotteries Act.

16. Competitions

- A competition for children encourages them to attend, with parents, if the prize(s) is/are sufficiently enticing.

- A competition for adults which encourages them to wander round may be helpful. (Warlingham had photographs to identify).
- Simple competitions which can be done at any time of the day are best.
- Good prizes and maybe smaller ones for 2nd, 3rd & 4th places or even more.
- Free to enter.
- Ensure someone available to judge entries before prize-giving time.
- If children in groups are likely to be without parent/carer, ensure the adult in charge has had CRB checks.

17. Photographs

- Encourage people to take photographs, but not flash for indoor events e.g. concert.
- If children are taking part, obtain completed consent forms from parent/carer preferably beforehand (e.g. school choir, children's competition)
- Ask a church member who is a good photographer to take pictures throughout. Appoint a deputy so different aspects are recorded and in case of illness.
- Try and obtain photos of each event and make a photo scrapbook later for archives.
- To hire a professional photographer would be very expensive.

18. War Graves

If you have war graves in your churchyard, identify their locations. (The War Graves Commission has records.)

- Ensure these graves are well cared for, especially before the event. The War Graves Commission pays an annual amount for the upkeep of these graves.
- If these graves are to be a feature of your Festival, leave a note on each grave a couple of months beforehand so that relatives are aware.
- Mark each grave with a poppy cross (obtainable from British Legion).
- Find war veterans, relatives, British Legion members, uniformed organisations (e.g. Guides. Scouts) and children with grandparents (wearing medals) to stand at each grave. Rehearse if necessary.
- Give one person at each grave a packet of poppy petals (obtainable from British Legion).
- After Last Post played (and maybe hymns/prayers beforehand) the poppy petals are scattered on the graves.

19. Education

To encourage visitors to learn about the church and churchyard educational leaflets were written and produced (e.g. bird survey, churchyard

regulations.) These were packaged in eco-friendly Fairtrade bags bearing the Festival logo. They were on sale at the entry point.

With Diocesan help, an education package “All Saints’ Trail for Schools” was launched at the Festival.

- Local RE and History teachers were presented with a pack containing a book and disk.
- Presentation took place in church with school choir (singing environmental songs), teachers, parents.

20. ‘Faith in the Countryside’ walk

This walk takes place each year visiting 6 or 7 local churches and covering about 8 miles. On this occasion, the walkers started at All Saints’ Church Warlingham, having first attended a talk in church. Each walker was provided with refreshments and each was presented with a tree sapling.

21. Talks/Sermon (preferably linked to the theme of the Festival)

- Invite well-known, interesting speakers and publish title of talks beforehand.
- Fees and/or travelling expenses may be incurred.
- The Bishop of Southwark presided and preached at the Parish Communion.
- A University Professor gave an address during Songs of Praise.
- The same University Professor also gave a talk on the Bank Holiday Monday morning.
- A local Funeral Director also gave a talk on the Monday morning.

At the opening ceremony in church, guests were welcomed by the Rector, The Local MP (Shadow Minister for the Environment) and the Archdeacon introduced the main speaker – Professor David Bellamy.

22. Publicity

- Create a logo (All Saints’ Warlingham used a drawing of their ancient yew tree).
- Start feeding information at an early date, highlighting dignitaries and main event, and allowing people to note diaries (especially if event is at a Bank Holiday).
- Get permission from dignitaries to use their photos in publicity.
- Put brief details in church magazine, gradually increasing information in subsequent issues.
- Use your church website.
- Put notices in church/churchyard notice boards.
- Ask in local church magazine if any local organisation wishes to take part (e.g. WI)

- Advise local press
- Advise The Bridge diocesan newspaper.
- Advise Church Times
- Advise TV/Radio.
- Prepare detailed Programme of Events and issue:
 - with local free newspaper (costs involved)
 - to residents near church, so they are aware of possible traffic problems (the police may assist with this advice).
 - To local churches (all denominations)
 - To schools
 - To local history/nature groups
 - To friends of committee
 - To persons of local note e.g. Council members, doctors, shopkeepers, estate agents.
 - Keep copies of press cuttings
 - Prepare informative posters for display locally
 - Issue press release 2 or 3 weeks beforehand (having already given brief details)
 - Place signs around church and churchyard pointing to e.g. toilets, refreshments, plan of exhibits, 'Please keep to paths and do not walk on graves.'

23. Items for sale by Church

- Plan well ahead of event
- Items for sale should be relevant to theme e.g. environmental/nature.
- Allow plenty of time to prepare, e.g. if making lavender bags – need to pick lavender in August/September and dry it before making bags.
- Some items e.g. tea-towels, calico bags, take 6-8 weeks to print. Design may take longer!
- Possibly sell articles/books about churchyard. Self-help guided tours.
- Prepare a rota of people to sell items at stall.
- If environment is the theme, you may wish to obtain surveys of wild flowers or birds in the churchyard. A year would be needed for this.
- Laminating of documents is environmentally unfriendly. Try to avoid criticism.

24. Music Events

The following lists the events at the Warlingham Festival.

Saturday:

- ❖ Specially composed music (O Holy Lord God) sung by choir to welcome Professor David Bellamy
- ❖ Fairground organ at far end of churchyard provided background music during day.

- ❖ Local school choir sang in church prior to launch of “All Saints’ Trail for Schools”.
- ❖ The church Handbell Group played in church during the afternoon.
- ❖ Evening Concert “God’s Garden” in church starring international opera singer, a choir and two student professional opera singers. Tickets on sale beforehand in village, church and by e-mail. This was the only event charged for. Programme free. Drinks sold in interval (licence needed). Drinks also needed for performers (served in separate room). Changing room required for performers.

Sunday Morning:

- ❖ Parish Communion with Bishop of Southwark
- ❖ Hymn: “Jesus – the name high over all” (John Wesley) at grave of person who established Methodism in Warlingham, led by choir.
- ❖ Hymn at War Graves – led by choir (see also item 18 above).
- ❖ Choir and brass ensemble at blessing of new burial area singing new composition “Most High Omnipotent God”.

Sunday Afternoon:

- ❖ 4 opera singers (sponsored by a member of congregation in memory of his parents), individually serenaded couples under the yew tree.
- ❖ The opera singers also sang madrigals during the serving of cream teas.
- ❖ The singers then led a sing-along Hallelujah Chorus in church.

Sunday Evening:

- ❖ Songs of Praise style service, with visiting preacher. Hymns chosen by members of congregation in preceding weeks.

Pointers re music events

- Print tickets and programmes for the concert.
- Arrange times for rehearsals if required.
- Get piano tuned (book well in advance for a day close to event).
- If unusual hymns, get congregation to rehearse at previous Sunday services.
- Ensure sufficient chairs, tables, music stands for musicians.
- Gifts for performers.
- Separate dressing rooms for ‘star’ performers.
- Provide mirrors and water for performers’ dressing rooms.
- Appoint stewards to issue programmes and show people to seats.
- Appoint people to serve refreshments in interval.
- Provide service sheets for outdoor events.
- If recording is permitted, arrange this and possibly sell CD later. Make sure copyright not infringed and get permission from performers.
- Ensure each member of choir has copy of the music.

25. Miscellaneous points

- Sign up volunteers and helpers in good time.
- Provide loudspeaker (Portable Address System) for outdoor events (e.g. Bishop blessing field, prayers, readings).
- Recharge or put new batteries in indoor and outdoor sound systems before each event.
- Prior to talks, concerts etc. in church, advise audience to turn off mobile phones, no photographs during performance, show location of emergency exits.
- If you wish the dignitary to plant a tree, check whether you will need a Faculty.
- Obtain a good quality English tree from a recognised tree surgeon and arrange for it to be planted just prior to the event so it is ready for the dignitary to 'plant' it. If an oak tree is chosen, it is traditional to bury a coin of the realm beneath it.
- When siting the tree consider its size when mature.
- Ensure there is adequate time between specific events to move tables, chairs etc.
- Use the portable address system to advertise exhibits/displays.
- Raise the flag outside church if you have one.
- Ring the bell(s) to welcome visitors.
- Make a timetable of everything and stick to it!

26. After the Event

- Write letter of thanks to be signed by Rector to all those who contributed.
- Hold a Committee de-briefing meeting.
- Consider whether individual events were popular enough to repeat on another occasion.
- Collect press cuttings for archives.
- Complete a file for eventual transfer to Surrey History Centre for archives.
- Decide whether gifts should be awarded for special contributions.
- Work out costs
- Decide how to dispose of left over sales items.
- Compile an album of photographs, programmes, tickets, press cuttings, brochure etc. for church archives.

**CHURCHYARD FESTIVAL
WEEKEND PROGRAMME**
(subject to minor changes)
ADMISSION FREE
(except concert)



SATURDAY, 3rd MAY

From 9.30am the church will be open.

At 10am Professor David Bellamy OBE will be welcomed by the Revd Alan Middleton, Rector of All Saints', the Ven Danny Kajumba, Archdeacon of Reigate, Mr Peter Ainsworth, MP, Shadow Minister for the Environment. All Saints' Choir will be singing a piece especially dedicated to David Bellamy and composed by Tom McLelland-Young. David Bellamy will give a talk on 'SACRED SPACES' and declare the Festival OPEN. At about 11am he will visit the ancient yew tree and plant an English oak tree.

There will be Falconry displays, weather permitting, at 12.15pm and 3pm; the May Queen, who is being crowned on this day, will be visiting the festival, and there will be opportunities to meet experts and visit conservation and environmental displays and stalls such as Surrey Wildlife Trust, Fairground Organ, Bee-keeping, Fairtrade, Walking-stick making, Friends of All Saints', Blanchman's Farm Nature Reserve, Warlingham Fair and Victorian Hand-bier. In addition, there will be two competitions; a ceramic painting competition for under-10s and a photographic quiz for over 10s and there is a prize of a Nintendo DS Lite for the winner of each.

There will also be other displays and exhibitions inside the church and vestry including harp-making, finding tombstones and inscriptions, textiles on creation and conservation and a scale model of All Saints' Church. At 2pm the All Saints' Handbell Ringers will perform and at 4pm the All Saints' Trail for Schools will be launched when the Warlingham Park School choir will sing. There will be refreshments available during the day from 10.30-4.30.

At 7pm in the church 'GOD'S GARDEN' will be a concert of well known songs celebrating nature and creation, starring Della Jones, Warlingham's internationally acclaimed opera singer, with the Amici Coro choir, Sophie Dand and Letitia Perry. Tickets (adults £10, concessions £7) can be obtained from Woods Estate Agents, 2 Glebe Road, Warlingham or e-mail: allsaintsfestival@btinternet.com

SUNDAY, 4th MAY

At 9.30am there will a Parish Communion service for families with the Rt Revd Tom Butler, Bishop of Southwark. Afterwards there will be a musical journey through the churchyard, visiting the tomb of Richard Ward who established Methodism in Warlingham; poppy petals will be scattered on the war graves for Remembrance and at about 11.15am the Bishop will bless the extension of the churchyard.

There will be a delightful afternoon of music and singing from Opera à la Carte (2.30-4.30pm) including serenades, wandering minstrels and a sing-a-long 'Hallelujah Chorus'. Between 3 and 5pm cream teas will be served.

At 6pm in the church there will be a 'Songs of Praise' style service with favourite hymns. The preacher will be the Revd Professor Jeff Astley from Durham University.

MONDAY 5th MAY

Inside All Saints' church at 9.30am the Revd Professor Jeff Astley will talk on 'PASSING AWAY AND LASTING FOREVER'.

Then at 10am there will be a Faith in the Countryside Walk starting from All Saints', approximately eight miles long and visiting Whyteleafe, Old Coulsdon and Caterham churches. People can join part or all of the walk; details from Colin McDonald ☎ 01883 623557. Prior to the walk, Adrian Pink, the National President of the British Institute of Funeral Directors, will present oak saplings from Sherwood Forest to each of the walkers.

At 11am Adrian Pink will give a talk on 'THE LIFE OF A FUNERAL DIRECTOR AND WORKING WITH THE CHURCH' and the Festival will finish at 12noon.

Appendix B

These are some costs which you may encounter:

1. Hotel/fee/expenses for Dignitary and other principal guests
2. Car hire/parking
3. Printing:
 - brochures
 - leaflets
 - information sheets
 - posters/handbills
 - letters
 - labels
 - programmes
 - tickets
4. Music:
 - piano tuning
 - Choir(s)
 - Star performer(s)
 - Instrumentalists
 - Score(s)
5. Fees payable to some exhibitors
6. Hire of marquee/public address system/tables/chairs/equipment
7. Refreshments
8. Items specially made/purchased for sale
9. Tree – if one is to be planted
10. Extra grass cutting/rolling by contractors
11. Alcohol licence
12. St. John Ambulance
13. Identification badges for officials
14. Hire of hall
15. Gifts/donations to:
 - British Legion for poppy petals
 - Star performers
 - Those who loaned equipment

Stalls/Displays/Exhibits at
All Saints' Warlingham
Churchyard Festival 2008

Appendix C

1. Paint a ceramic butterfly competition for under 10s. Organised by All Saints'. Materials purchased from Antics 07905 216468.
2. Textiles on creation and conservation – Pamela Pavitt, 30 Wakefield Gardens, Upper Norwood, London SE19 2NR. Tel: 0208 658 3590.
3. Harp-making. Mr Peter Rovey, Pilgrim Harps. 01342 893242.
4. Ancient Yew Group. Tim Hills (co-founder) www.ancient-yew.org or e-mail tim@ancient-yew.org.
5. Fairground organ – Mr Richard Raczkowski, Bakers, Funeral Directors, Caterham, Surrey.
6. Bee keeping – Mrs C Rudland, 381 Godstone Road, Whyteleafe, Surrey CR3 0BF. Tel: 01883 622788 (needs shade).
7. Falconry – Hawkeye, PO Box 101, Ludlow CY8 3XA (needs marquee and large area for display)
8. Eco-friendly coffins – Adrian Pink, Funeral Director Tel: 0208 657 9923.
9. Stone Engraving – Mr Richard Raczkowski, Bakers Funeral Directors, Caterham, Surrey.
10. Surrey Wildlife Trust – Katy Gower, Surrey Wildlife Trust, School Lane, Pirbright, Woking, Surrey GU24 0BR. Tel:01483 795471.
11. Walking stick making – Mr Bernard Darby. Tel:01737 555168.
12. Blanchman's Farm Nature Reserve – Mrs Stella Sanders-Hewitt. Tel:01883 623520.

All Saints' groups also provided stalls/displays, e.g.:

- Mothers' Union in conjunction with Thames Water (freebies relating to water conservation)
- Churchyard Workers (lavender bags, baskets of flowers/plants, tea towel)
- Fairtrade
- Friends of All Saints' (notable tombs)
- Grave records
- Model of All Saints' Church