



Funeral and Burial of Ashes Policy – St Mary the Virgin, Ewell

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Purpose of this Policy

This policy ensures that all funerals and burials of ashes with Church connections or from the parish of St Mary the Virgin, Ewell are arranged with clarity, consistency, and pastoral care. It safeguards good communication between families, funeral directors, the parish office, and the clergy.

2. Scope

This policy applies to:

- All funerals and burials of ashes with parish/ Church connections
- All funerals and burials of ashes conducted by clergy of St Mary the Virgin, through St Mary's.
- Any funeral or burial of ashes where the deceased or their family has a pastoral, residential, or worshipping connection with the parish
- Memorials in the Churchyard.

3. Booking Requirements

- **All funeral and burial of ashes bookings must be made through the Parish Office.** Funeral Directors and families should **not** make direct arrangements with clergy without first contacting the Parish Office.

- **No funeral or burial of ashes is considered confirmed until the Parish Office has formally booked it.** This includes confirming the date, time, location, and officiating minister.
- **The Vicar must be informed of every funeral and burial of ashes request.** The Parish Office will notify the Vicar of all enquiries, whether or not the Vicar is the officiant.

4. Role of the Parish Office

The Parish Office will:

- Receive all initial funeral and burial of ashes enquiries
- Check clergy availability and confirm the officiant
- Coordinate diary bookings for the church, clergy, vergers, organists, and other personnel
- Provide families and funeral directors with the parish' funeral and burial of ashes information, fees, and options
- Ensure that the Vicar is kept informed of all funeral and burial of ashes arrangements

The Parish Office does **not** give advice regarding suitability of memorial stones; this is given in the Churchyard Regulations [churchyard-regulations-2022.pdf](#) It is the responsibility of the Funeral Director/Memorial Mason to ensure that they are using the most up to date version.

NO memorials are to be placed in the Churchyard without consulting the Parish Office and receiving written confirmation of permission and grave location. Should a memorial need to be removed or moved following an infringement of this, the full cost of this is to be borne by the Memorial Mason or the Funeral Director.

5. Role of the Vicar

The Vicar will:

- Maintain pastoral oversight of all funerals and burials of ashes connected with the parish
- Support clergy colleagues in their ministry at funerals and burials of ashes
- Take any necessary steps to ensure that funeral and burial of ashes ministry is offered with compassion, dignity, and theological integrity
- Be available for pastoral contact with bereaved families where appropriate

6. Direct Approaches to Clergy

If clergy are approached directly by families or funeral directors:

- Clergy will not confirm dates or make arrangements independently
- Clergy will refer all enquiries immediately to the Parish Office
- Clergy may offer pastoral reassurance but must not bypass the booking process

7. Funeral Directors/ Memorial Masons.

Funeral Directors and Memorial Masons working with families connected to St Mary the Virgin, Ewell must:

- Contact the Parish Office for all bookings
- Follow the parish's established procedures and fee structures
- Ensure all memorials are in accordance with the Churchyard Regulations: churchyard-regulations-2022.pdf and that they have full written permission and confirmation of location before memorial stones are placed.

In accordance with the Churchyard Regulations 2022, families and funeral directors are reminded that curb sets, gravel, lights, ornaments, and any other decorative items are not permitted in the Churchyard. These requirements follow the Diocese of Guildford's churchyard policy and are not unique to St Mary's. Any items placed that fall outside the regulations may be removed, and this may be carried out at the expense of the family. If you wish to discuss any proposed decorations or adornments, please speak with the Parish Office or a member of the clergy, who will be happy to advise and work with you as far as possible within the legislative framework.

8. Review of Policy

This policy will be reviewed annually by the Vicar/clergy, churchwardens and PCC of St. Mary's Ewell.

Vicar, Churchwardens and PCC of St. Mary's Ewell

20th August 2026