

Funeral Guidance Sheet Wardour Chapel January 2024

1. Inevitably funerals are arranged at short notice and at a very sad and emotional time for the whole family. This guidance is intended to help the family plan all aspects of the funeral. All contacts and fees are listed at the end of this guidance. All contact details are listed at the end of this guidance.

2. a. In the first instance contact the Tisbury Resident Priest Fr Jonathan Creer and/or the Wardour Deacon, Michael Hughes, and the Tisbury Parish Office who coordinate all Parish Services. Fr. Jonathan or Deacon Michael will discuss dates, who will officiate and the format of the Funeral eg a full Requiem Mass or a simpler form of Remembrance/Thanksgiving Service. Agree hymns, readings and who will give the address. The Priest/Deacon will give the homily. There is no official Chapel Choir so the family may wish to consider their own small choir or soloist if appropriate.

b. As Wardour is a private Chapel you are requested to consider inserting the following sentence at the end of the Order of Service:

As Wardour is a private Chapel there will be a retiring collection for its upkeep. Collection plates are on the tables at the rear of the Chapel and there is a Tap and Donate machine in the Vestibule. Thank you.

You may also wish to nominate a charity in the deceased name and this could be added to the Chapel notice.

c. Contact a local Funeral Director who will advise on the practical aspects of the funeral including preparation of the body and burial in Wardour Cemetery. Funeral Directors who have been used to conduct funerals at Wardour include: Chris White of Salisbury; Merefield and Henstridge of Shaftesbury; Coop Funeral Care and Bracher Brothers of Gillingham. The funeral directors will usually pay all third party fees on behalf of the family to save administration worries. These include use of the Chapel, the Wardour Cemetery fee, chapel verger/cleaner, organist fees, and any recording of the Service if requested by the family.

c. Contact the Wardour Cemetery Secretary, Mr Alan MacDermot concerning a burial plot. A separate copy of Cemetery instructions will be passed to the family with this guidance.

d. Contact Nick Wright, the Chapel Trustee responsible for the practical aspects of a funeral; he is always available to answer any practical queries. He will normally assist the Priest/Deacon on the Sanctuary at the actual Service.

3. Car Parking. The grounds outside the Chapel are private and do not belong to the Chapel Trust. Parking is therefore very limited in the immediate vicinity of the Chapel and is reserved for the Funeral Hearse, immediate family who will accompany the hearse to the cemetery, the Priest and the disabled. The majority of mourners will park in the lower car park as directed by 2 car parkers who should be nominated by the family. They will be briefed by an estate representative or Nick Wright depending on availability. The lower car park is about 250 metres from the Chapel.

4. Contact details.

a. Clergy/Parish offices.

The Resident Parish Priest Fr Jonathan Creer: jonathan.creer@cliftondiocese.com

Wardour Deacon, Michael Hughes: michael.hughes@cliftondiocese.com

Tisbury Parish Office: tisburyparish@cliftondiocese.com

b. Funeral Directors.

Chris White: Chriswhite.wilton@funeralpartners.co.uk

Merefield and Henstridge. info@mhfd.co.uk

Bracher Brothers of Gillingham. 01747 360996

c. All cemetery matters. Mr Alan MacDermot. alan.macdermot@phonecoop.coop

d. Nick Wright for all general matters including chapel availability, booking the organist and times for opening/closing the Chapel. nickwright029@gmail.com

5. Fees.

Wardour Chapel Fee	£600	
Cemetery Fees	£600	For purchase of a plot. A separate guidance sheet will be forwarded by Mr MacDermot.
Organist	£125	(or a fee of £100 is payable if family bring their own organist)
Chapel attendant	£40	Initial Chapel opening (£30 per opening thereafter)
Chapel Cleaning (before and after)	£30	
Celebrating Priest or Deacon	£199	This is a suggested fee in line with C of E charges but flexibility will be applied according to individual circumstances.

Approved by the Parish Priest and Chapel Trustees. 10 January 2024