

The Parish of St Mary Magdalene, Yarm

OCCASIONAL OFFICES

The following duties was agreed at the Parochial Church Council (PCC) meeting held on 18th January 2022

POLICIES RELATED TO OCCASIONAL OFFICES (Baptism, Marriage, Funerals, Burials)

1. BAPTISM

- a. Of children too young to answer for themselves.
 - i. All children normally resident in the Parish - shall be eligible to be Baptised in the Parish Church subject to the completion of an "Application for Baptism" and the normal rules applicable in the Church of England.
 - ii. Children not normally resident in the Parish - shall be eligible to be Baptised in the Parish Church subject to them satisfying the Incumbent that the family has close ties with the Parish, after seeking the goodwill of the Parish Priest of the Parish in which the person lives, the completion of an "Application for Baptism" and the normal rules applicable in the Church of England.
- b. Of adults and older children.
 - i. The same rules governing residence for Children too young to answer for themselves shall apply, however, the Incumbent shall discuss Confirmation with those seeking Baptism.

Notes:

1. Marriage of the parents is not a prerequisite for Baptism
2. All Godparents must be baptised.
3. A birth certificate will need to be seen before the baptism.
4. The date and time of the service will be agreed mutually by the parents and Incumbent.
5. There are no Fees for Baptism, but donations to the Church in thanksgiving are always welcomed

2. MARRIAGE

- a. Where one of the couple has a qualifying connection with the Parish Church, and the normal rules governing marriage in the Church of England are met the ceremony will take place in the Parish Church.
- b. Where one of the couple have been divorced, and one of the couple has a qualifying connection with the Parish Church, a marriage ceremony may take place in the Parish Church if the Incumbent agrees following a frank discussion between the couple and sight of the decree absolute. Before reaching a decision, the Incumbent may discuss the background with the Churchwardens and/or the Bishop. If it is decided not to offer a marriage service a Service of Prayers and Dedication after a Civil Ceremony will be offered.

Notes:

1. In all cases applications for marriage and the marriage itself will take place under the rules of the Church of England and using those rites
2. The date and time of the service will be agreed mutually by the couple and Incumbent.
3. Fees are charged in accordance with the nationally agreed fees for the Church of England plus any optional extras as agreed by the PCC. Donations to the Church in thanksgiving are always welcomed.

3. FUNERALS and BURIALS

- a. All persons normally resident in the Parish or who die in the Parish or whose name is on the Electoral Roll of the Parish at the time of death shall be eligible to have a funeral service in the

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Parish church and to have their ashes buried in the Churchyard in accordance with the Diocesan and Parish Churchyard Regulations.

- b. Any person not normally resident in the Parish or who does not die in the Parish or have their name on the Electoral Roll of the Parish at the time of death shall be eligible to a funeral service in the Parish church and to have their ashes buried in the Churchyard according with the Diocesan and Parish Churchyard Regulations, subject to the agreement of the Incumbent and Churchwardens who must be satisfied that the individual or family has or has had close ties with the Parish.
- c. Collections made at funeral services in Church will be collected counted and accounted for by the Church. These collections may be given to another charity or charities if a request is made by the family to the funeral director or officiant. Full details of the charity and the address where the donation is to be sent must be supplied prior to the service.
- d. The Churchyard is closed to the burial of bodies, unless in an existing grave or in a grave space reserved by faculty.
- e. Ashes following cremation may be buried in the Churchyard in the area set aside for the burial of ashes. Prior to the burial of ashes taking place the next of kin of the deceased must agree to the terms and conditions as defined by the Diocese.
- f. Memorials may be erected in accordance with the Diocese of York Churchyard rules and any local terms and conditions as approved by faculty. Any memorial erected without approval by the Rector or Chancellor will be removed.

Vice Chair:

Churchwarden:

Date: