how to write the history of your church
The Southwell & Nottingham Church History Project was founded in 1998. Its website is at:

http://southwellchurches.nottingham.ac.uk

The project aims to provide an accurately researched history and description of every church in the diocese which, wherever possible, goes beyond existing published works and guidebook(s). Full acknowledgement of authorship and other contributions is made on the website.

In some cases we have already included on the website a brief summary and picture of the church you may be planning to research. This in no way affects the full entry you are doing for us. We are required by the HLF to provide this information in order to meet our targets.

This guide shows you how to prepare a website entry, and how to present your material so that we can keep the editing of your work to a minimum.

The guide shows you:
- What information we need for the website, and how to prepare it.
- How to research the history of your church.
- How to take appropriate photographs.
- How to submit the entry.

We recognise that you may have limited amounts of time and energy, but we ask you to follow the guidelines as closely as you can, and to do your best!

We offer occasional training workshops designed to help you with your research. Details of these will be available in the Researchers' newsletter, and you are encouraged to attend.

If you have any queries about your work, please contact in the first instance:

Heather Sirrel: Open Churches and CHP Co-ordinator
01636 817223 or 07736 286 056
heather.sirrel@southwell.anglican.org
what information is needed for the website, and in what form should it be produced?

The best way to get a feel for what is required is to look at existing entries on the website. Obviously they vary according to the age and size of the church, and the range of evidence available, but the format is always the same as this makes searching the website relatively straightforward. Have a look, for example, at Nottingham St Peter, or Warsop St Peter and St Paul for particularly straightforward. Have a look, for example, at Nottingham

So it is very important that you follow the format set out here as closely as possible.

All the information given in this section can also be found in the Research Template, available via email from Heather Sirrel. The Research Template (a Microsoft Word document) can be used alongside this Briefing Paper; you may find it helpful to use it to enter your material under the relevant headings. But however you choose to compose your entry please make sure you follow the formatting details given below.

The sections of an entry are:

- **Introduction**
- **History of the Church**
- **Archaeology**
- **Fittings**
- **Glass**
- **Organ**
- **Bells**
- **Clock**
- **Stone**
- **Monuments & Memorials**
- **War Memorial**
- **Churchyard**
- **Incumbents**
- **References**
- **Plans**
- **Photographs, prints & drawings**

introduction

The introduction is a 200-word summary of the history of the church. You should probably write this last of all, when it should be easy to summarise the key points about the church through time.

history of the church

This is an important section in which you are asked to write a brief account of the church from its foundation to the present day. We ask you, if possible, to provide newly researched information and not to rely on an existing church guidebook, although of course you should consult this. And please mention the dedication – one earlier volunteer forgot!

Getting started

We recommend that you begin by introducing yourself to the incumbent or churchwarden and asking if you can look around the church. Explain the project and ask about any church guidebooks, drawings, sketches or photographs in the vestry or elsewhere in the church, but please do not rely on the existing guidebook if at all possible. Guidebooks may not be reliable on content but they often have a plan of the church, which is really useful. If there isn’t a plan of the church do a sketch plan on your first visit showing windows, doors, pillars, pulpit, font, etc - that is very helpful later.

While you are visiting the church, spend some time having a good look around both the church and churchyard, making notes and, if possible, taking photographs, of all relevant details such as the position, plan, style of windows, doors, roofs, interior features such as aisles, screens, galleries, stained glass, and so forth. Treat this as a ‘rough’ inventory of the site.

If the incumbent or churchwarden are keen to talk about the church you may find they volunteer some interesting items or records that are kept in the church safe – although churches should deposit their records in the Archive Office, a good deal of material survives in safes (and sometimes not in safes!) which should not be overlooked. Churchwardens are supposed to keep an up-to-date inventory of the church; which could help greatly with the fittings section of your entry. Some parishioners and the village/town local history society may also have useful material, including photographs and other memorabilia.

Then plan a visit to:
Nottinghamshire Local Studies Library, Nottingham Central Library, Angel Row, Nottingham. tel 0115 9152871, and ask to speak to the member of staff who deals with the Southwell and Nottingham Diocesan Church History Project. They have a copy of this Briefing Paper and will offer you as much help as they can.

Doubleday Card Index “this is now officially known as the “Nottinghamshire Information Index” contains an enormous number of useful references to individual churches. The library also has an excellent collection of historic photographs, which is classified by place and subject and, for other types of pictorial matter, a Pictorial Survey Index (covering engravings, paintings, etc.)

Some of this material is now available on a website: www.picturethepast.org.uk

All libraries in the county hold photographs, newspapers and other materials relating to their areas, including some collections of parish magazines.

If your church is medieval, or perhaps even Anglo-Saxon, start by checking Domesday Book, not the original of course, but one of the printed versions, which can be found in NLSL.

Medieval churches will also be mentioned in: Robert Thoroton: *Antiquities of Nottinghamshire (1677)* - NLSL Q.90. The text is reproduced with additional late 18th century material in John Throsby’s edition of Thoroton published in the 1790s. Available at NLSL Q.90, or on the internet at: http://www.british-history.ac.uk/source.aspx?pubid=442

NOTE

Where we refer below to particular books you might find it useful to consult, we have included the class mark used in Nottingham Central Library, Local Studies Collection (NLSL) for ease of access. A few are in Nottingham Central Library, Arts, and we have also included the reference.
Many Nottinghamshire directories are available for reference on microfiche in NLSL (www.nottinghamcity.gov.uk/libraries) and larger libraries in Nottinghamshire (www.nottsc.gov.uk/libraries). A number are also available for reference on CD, via Nottingham City Libraries. Some are accessible via www.historicdirectories.org which is fully searchable.


This gives evidence about the date of the church, the number of seats, and the minister, as well as attendance figures for Census Sunday 1851.

Also, include evidence on your church for c.1912, in M. Austin, ed., 'Under the Heavy Clouds': the Church of England in Derbyshire and Nottinghamshire 1911-1915 (2004), which records the parochial visitation of Bishop Edwyn Hoskyns. Find your church through the index.

Depending on where your church is, other books that may provide you with useful information are:

J.C. Cox: The Churches of Nottingham (1912) – NLSL L21 reference


Includes an entry on each parish in Nottinghamshire.

Sir Stephen Glynn’s notes on Nottinghamshire churches. Sir Stephen Glynn (1807-74) travelled the country writing notes about churches; his original notes are in the Clwyd Record Office. Check the index on the church history website (‘Resources’ section) and if there is an entry for your church Heather Simler can send you a photocopy (contact her on 01636 871223 or heather.simler@southwell.anglican.org). Alternatively, check the list in C.S. Bayes: Nineteenth-Century Notes on Nottinghamshire Churches, Transactions of the Thoroton Society, LXX (1976), 83-5 – NLSL L90 reference and lending.

Now it is time to start writing your entry

Make sure you mention all the relevant dates, e.g. of the church’s founding (where known – please don’t guess or use unsubstantiated dates), its first incumbency, rebuilding or restoration, beginning of parish registers and so on.

A finding aid for the dates of parish registers is available at: http://www.nottinghamshire.gov.uk/home/leisure/archives/archivescollections/parishregisterfindingaid.htm

Make sure you include material on the main alterations and additions to the church through time, where known, and particularly 19th and 20th century restorations. If possible make reference to the local community, including other churches, chapels, and church buildings in the parish. Use any 19th and 20th century contemporary descriptions. There is no word limit, but try not to write more than you need, or to repeat material. Obviously the older, and more important the church, the longer the entry is likely to be, but there is no absolute rule on this.

If you are very keen! – see page 17 for the more detailed guide to researching the history of your church.


H.M. Colvin, ed.: Biographical Dictionary of British Architects, 1600-1840 for useful biographical details on individual church architects – Nottingham Central Library, Arts, 720.92

One further website, which contains online versions of a wide range of relevant Nottinghamshire sources, including descriptions of churches. The site is fully searchable by place:

www.nottsociety.org.uk/publications/recordseries/search.htm

For the 19th century there may be a description of your church in Sir Stephen Glynn’s notes on Nottinghamshire churches. Sir Stephen Glynn (1807-74) travelled the country writing notes about churches; his original notes are in the Clwyd Record Office. Check the index on the church history website (‘Resources’ section) and if there is an entry for your church Heather Simler can send you a photocopy (contact her on 01636 871223 or heather.simler@southwell.anglican.org). Alternatively, check the list in C.S. Bayes: Nineteenth-Century Notes on Nottinghamshire Churches, Transactions of the Thoroton Society, LXX (1976), 83-5 – NLSL L90 reference and lending.

archaeology

So far, we have directed you to items in NLSL or on the web, but medieval churches in particular, need to be ‘read’. In other words you need to establish rough dates to determine approximate building periods of the church before documentary sources begin, based on the actual fabric.

All listed churches are likely to have a brief but accurate description in N. Pevsner and E. Williamson: Buildings of England: Nottinghamshire (2nd edn., 1979) – NLSL L72 (reference and lending), which is where we recommend you start.

Then we need you to summarise the main physical features of the church, and to provide approximate archaeological dating for discrete areas, together with phase changes and alterations. Also include features such as screens, roofs, blocked openings, and visible alterations.

If you feel confident, please use the technical terms, e.g. ‘Chancel – double hammerbeam with cross bracing between C15th century’. But if you do not feel confident to provide a technical account simply describe what you see, such as ‘Nave, 5 heavy tie beams with planking above, looks medieval’. If you are able to take some reasonable photographs the archaeology editor will provide any necessary technical wording.

Excavations

If you are aware of any archaeological excavations either inside the church or in the churchyard, add a description. Sometimes excavation reports have been published in Transactions of the Thoroton Society, or the church records may contain notes provided by an earlier excavator. Summarise what was excavated (e.g. south aisle floor), what was found (e.g. compact rubble surface, fragments of medieval tile, etc.) say who did the excavation, and when and, if known, why. Please let us know the source of your evidence.

Where appropriate, the official archaeological description will be added by the DAC Archaeological Adviser which will include a ‘statement of potential’.

A listed building description for most Nottinghamshire churches is available from the Images of England website: www.imagesofengland.org.uk

Recommended background reading if you need help with the archaeology


Mark Child: Discovering Churches and Churchyards: a guide to the architecture of English parish churches from Anglo-Saxon times to 1900 (Shire Books, 2007)

Warwick Rodwell: The Archaeology of Churches, (Tempsus 2005)

Slightly more technical are:


There is a useful section on researching church history on the website: www.buildinghistory.org/buildings/churches.shtml

More specific detail on the archaeology is given later in this Briefing Paper. (p20)

The sections on History and Archaeology are probably going to take you the most time. The sections that follow are more descriptive, and require you (and perhaps a wider group of volunteers) to walk round the church.
fittings

List all fittings with information about the most significant items, including a description, dates (and evidence for them), inscriptions, and any other interesting points; and also a sketch plan indicating the location of the main items and fittings. This should be no larger than A3 size.

We suggest that in most (but not all) churches, the following will be worth commenting on:

- Altar
- Altar rails and riddel posts (posts to the north and south of the altar)
- Reredos (painted and/or sculpted screen behind and above an altar)
- Screen
- Font
- Pulpit
- Reading desk(s)
- Pews
- Choir stalls
- Lectern
- Litany desk
- Rood (cross)
- Sounding board/Tester
- Stoup (vessel for holy water, usually near a door)
- Communion rails
- Communion table
- Piscina (if not fixed into the fabric – see below)
- Misericords

Only non-moveable fittings will appear on the website because of the potential security implications: no mention, for example, will be made of church plate. Any other items you would prefer not to appear on the website should be marked as such, and the information will be treated as confidential to members of the Diocesan Advisory Committee. We do not require information on items such as hymn books.

A typical pulpit at St Luke’s, Hickling

Also, we recognise that sometimes it is not easy to distinguish between fittings and fixtures. As a rule of thumb:

- Fittings can (in theory) be moved, but
- Fixtures are part of the fabric and should be commented on as appropriate in your discussion of the development of the church. Fixtures would include piscina, Easter Sepulchres, corbels, niches, wall paintings, graffiti and sedilia.

In practice we make little distinction between them on the website and there is no need to spend time trying to separate them out.

Glossary

For more definitions see
http://www.lookingatbuildings.org.uk/glossary/glossary.html

Glass

Describe the church glass in as much detail as possible, and note the stained glass makers where known. It is helpful to include a sketch plan showing the position of each window described, and appropriate pictures. If you can, please transcribe the wording of any text in the windows. Having a correct text is useful because if a window does get broken the glazier can be provided with the correct wording.

You may find information in articles by Nevil Truman, for which see M. Brook, ed.: A Nottinghamshire Bibliography: Publications on Nottinghamshire History before 1998 (Thoroton Society, 2002) – NLS L01 reference and lending; also at http://www.thorotonsociety.org.uk/publications/recordseries/bibliography.htm

For further information about glass please contact the DAC adviser Mr Tom Errington 01949 20650 or tom.errington@tiscali.co.uk.

Three organizations which may have information on a particular glass artist are:

- The British Society of Master Glass Painters: Hon. Librarian, Michael Peover, Melrose Villa, Jocelyn Road, Richmond, Surrey, TW9 2TJ
  www.librarian@bsmgp.org.uk
- The Stained Glass Museum, The South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL, Tel 01353 660347 or 01353 665025
  Email admin@stainedglassmuseum.com
  www.stainedglassmuseum.com
- Corpus Vitrearum Medii Aevi (CVMA): http://www.cvma.ac.uk/index.html

Remember to use this guide in conjunction with the continually-expanding resources section of the website: http://southwellchurches.history.nottingham.ac.uk/_main/hresource.php

Detail from the East window of St Andrew’s church, Caunton

Other possibly useful sources are:


John Baker: English Stained Glass (Thames and Hudson, 1960) – Nottingham Central Library, Arts, 748.592

Hugh Arnold: Stained Glass of the Middle Ages in England and France (Black, 1963) – Nottingham Central Library, Arts, 748.592

Patrick Reyntiens: The Beauty of Stained Glass (Herbert Press, 1990) – Nottingham Central Library, Arts, 748.5

Painton Cowen: A Guide to Stained Glass in Britain (Michael Joseph, 1985) (which includes a Nottinghamshire gazetteer) – Basement Library, 748.592
organ

A description of the organ, particularly if it is of historic interest, should be provided, and a picture if possible.

Many Nottinghamshire church organs, with useful information, can be found by referring to the National Pipe Organ Register: http://www.npor.org.uk

Mr Paul Hale, Rector Chori at Southwell Minster and DAC Organs Adviser (01636 812228 or PaulHale@diaphone.clara.net), should be consulted for clarification or advice on the correct entry.

bells

List the bells with inscription, date, weight, note, and bell founder if known. Tabulate the list if there are more than one or two bells in the tower.

Please include a general description of the bells, whether they are hung for full-circle ringing etc., plus anything that is known about their history.

If you are unsure about the details, check with Mr W.L. (Mick) Exton, DAC Bells Adviser (0115 926 5137), particularly if there have been recent changes to the bells and frame.

For further information on bells see:
All three volumes are available in NLSL at L20, reference and lending.

For details of bell founders see:
John R. Ketteringham: Lincolnshire Bells and Bellfounders (2000). Copy in the University of Nottingham library, King’s Meadow Campus, East Midlands Collection, Oversize, Lin 1.M13 LIN

clock

Describe the clock and provide a picture of the clock in its setting in the tower, if relevant.

The DAC Clocks Adviser, Mr David Cope (0115 928 1319), is willing to assist with the entry. Mr Cope is currently surveying and recording all tower and other church clocks in the Diocese.

stone

Describe the stonework used (where applicable), its origin and quality. Include a note of any other local buildings in similar stone if known.

The DAC Geological Adviser Dr Graham Lott, British Geological Survey, Keyworth (0115 936 3100 or gkl@bgs.ac.uk), is happy to assist.

Please only explore the church tower if you feel confident to.
monuments & memorials

A ‘monument’ is any ‘commemorative’ object, erected within or outside a church that is designed to perpetuate the memory of an individual, a group of individuals, or a family; it has no other purpose than to commemorate their memory. They vary in size from large, elaborate, canopied memorials to modest tablets or metal plaques affixed to a wall.

Monuments do not necessarily mark a place of burial; a war memorial, for example, is a special class of monument, although inside a church, older monuments may also double as grave-markers.

Gravestones and other churchyard memorials that do specifically mark a place of burial should be described as ‘grave-markers’, although where a large family vault has an elaborate memorial, that clearly does more than just read, ‘Here lies... etc.’, then this may be properly classed as a monument.

Describe any monuments within the church, including details of inscriptions and supply pictures if possible.


A useful guide is Brian Kemp: Church Monuments (Shire Album 149) – Nottingham Central Library, Arts, 731.760941.


Other organisations that may be able to help are:
The Church Monuments Society, c/o Society of Antiquaries, Burlington House, London, W1V 0HS
Tel 01509 650 637
www.churchmonumentsociety.org

The Monumental Brass Society, c/o Society of Antiquaries, Burlington House, London W1V 0HS
Tel 0171 734019
http://www.mbs-brasses.co.uk/, which does work on the study, preservation and recording of monumental brasses.

See also:
Suzanne Beedell: Brasses and Brass Rubbing (Bartholomew, 1973) – Nottingham Central Library, Arts, 739.522
Malcolm Norris: Brass Rubbing (Pan, 1977) – NLSL 760, Arts Library lending
Fr Jerome Bertram, ed.: Monumental Brasses as Art and History (Sutton, 1996) – Nottingham Central Library, Arts, 739.522

NADFAS (National Association of Decorative and Fine Arts Societies), NADFAS House, 8 Guilford Street, London WC1N 1DT
Tel 020 7430 0730
The Association photographs and records the history and details of church furnishings, monumental inscriptions, and stained glass. All NADFAS completed church records go to the Diocesan Records Office, as well as to the church, the CCC, the Victoria & Albert Museum, and to NADFAS’s Church Records’ archives. The NADFAS area representative is Lady Kennedy, tel 01572 737333, who can provide a local contact.

churchyard

Describe the churchyard, including its boundaries, and gravestones, and indicate the extent of burials and markers. Try to identify the earliest group of dates easily visible. Note dates of surviving burial registers - see http://www.nottinghamshire.gov.uk/home/leisure/archives/archivescollections/parishregisterfindingaid.htm

Give date of closure where relevant.

incumbents

Provide a tabulated list of incumbents and their dates. Be careful to check for accuracy, as we know from experience that lists appearing on church walls are not always accurate.

Consult information in the church registers and:

South Nottinghamshire is partially covered by the lists printed in J.T. Godfrey: Notes on the Churches of Nottinghamshire: Hundred of Bingham (1907) and Hundred of Rushcliffe (1912) – NLSL L21 reference and lending.

churchyard

Describe the war memorial, in terms of its size, its materials, and its location. Provide a list of names on the memorial, together with ranks and other details. Note whether it is a war memorial (naming just those who died) or a roll of honour (naming all those who fought). Supply a picture if possible. Dunham House may have information on the war memorial: check with Jonathan Pickett in the DAC office.

Email jonathan.pickett@southwell.anglican.org
Tel 01636 817210

There are no comparable lists for East Nottinghamshire.

The manuscripts of James Torres (c.1692), at York Minister Archives, list clergy for the whole county but are not entirely accurate. A microfilm copy of this document is in Nottinghamshire Archives, Z392. Nottingham Local Studies Library has news cuttings from the Nottingham Guardian based on the Torres MSS.

Information about clergy in the county can also be found at: http://www.nottingham.ac.uk/mss/collections/archdeaconry/parishes/clergy-newark.jhtml

Medieval clergy appointments are found in the Bishops’ Registers at the Borthwick Institute, York. Some have been published, e.g., by the Surtees Society.

Clergy records for the period when the Archdeaconry of Nottingham (i.e. Nottinghamshire) was in the Archdiocese of York, pre-1835, can be found on: http://www.theclergydatabase.org.uk/jsp/locations/index.jsp

Crockford’s Clerical Directory has been published since 1855 and lists all clergy (microfilm copy of selected editions in the Arts Library, Nottingham Central Library). Some of it is available online at: www.crockford.org.uk

war memorial

Describe the war memorial, in terms of its size, its materials, and its location. Provide a list of names on the memorial, together with ranks and other details. Note whether it is a war memorial (naming just those who died) or a roll of honour (naming all those who fought). Supply a picture if possible. Dunham House may have information on the war memorial: check with Jonathan Pickett in the DAC office.

Email jonathan.pickett@southwell.anglican.org
Tel 01636 817210

There are no comparable lists for East Nottinghamshire.

The manuscripts of James Torres (c.1692), at York Minister Archives, list clergy for the whole county but are not entirely accurate. A microfilm copy of this document is in Nottinghamshire Archives, Z392. Nottingham Local Studies Library has news cuttings from the Nottingham Guardian based on the Torres MSS.

Information about clergy in the county can also be found at: http://www.nottingham.ac.uk/mss/collections/archdeaconry/parishes/clergy-newark.jhtml

Medieval clergy appointments are found in the Bishops’ Registers at the Borthwick Institute, York. Some have been published, e.g., by the Surtees Society.

Clergy records for the period when the Archdeaconry of Nottingham (i.e. Nottinghamshire) was in the Archdiocese of York, pre-1835, can be found on: http://www.theclergydatabase.org.uk/jsp/locations/index.jsp

Crockford’s Clerical Directory has been published since 1855 and lists all clergy (microfilm copy of selected editions in the Arts Library, Nottingham Central Library). Some of it is available online at: www.crockford.org.uk
references

Make a list of all sources which include material relating to the church. We do not use footnotes.

Follow the format set out in http://southwellchurches.nottingham.ac.uk/ossington/hintro.php

So far we have discussed only the text of your entry, but we also encourage you to use and, where possible, provide other resources which are vital to the website. These are as follows, and we ask you to provide what you can.

plans

Provide at least one plan of the church and, if possible, several from different periods of its history, perhaps including those available from the church architect (from whom permission should be sought for reproduction – most are happy for their plans to be used in the research). There are some plans available at Dunham House; contact Jonathan Pickett jonathan.pickett@southwell.anglican.org

For historic plans see www.churchplansonline.org

For help photocopying or scanning plans contact heather.sirrel@southwell.anglican.org

photographs, prints & drawings

Some churches have already been photographed for the project, and we will let you know if yours is one of these. If you are responsible for photographs try to supply the following:

- At least two (preferably at least four if aspects are possible) views of the exterior from different sides.
- A view showing the churchyard (if there is one, and if a reasonably photogenic view is possible).
- At least two views of the interior, to include one from the west looking east, and one from the east looking west.
- More detailed photographs of important interior and exterior features, in particular:
  - The War Memorial, if there is one
  - Some of the more important stained glass windows (if any)
  - The most significant monuments/memorials
  - The clock, if a reasonably close shot can be achieved
  - The organ case, if it can be seen to advantage from any aspect
  - Any other significant features or fittings, especially anything mentioned in the text (but excluding anything that could be stolen)

Don’t worry about sending more photographs than we are likely to need, since this gives the webmaster plenty of alternatives to choose from. But do remember to make sure all your pictures are identified. If you send them to us as prints, please write on the back in pencil, or by using labels or post-it notes. If submitting digital photographs please provide a list of captions.

DO NOT embed photographs in the text of your entry.

Also supply, if possible:

- Old photographs of the church, especially any showing features which have now vanished
- Drawings of the church (or of important features), again particularly any showing things no longer in existence

Samuel Hieronymus Grimm’s drawings of Nottinghamshire churches from the late 19th century are available online at http://www.bl.uk/onlinegallery/onlineex/topdrawings/index.html

As far as possible all original documents and photographs will be returned to you once the website entry has gone ‘live’.

See also: further guidelines on taking photographs at the end of this briefing document. (p21)

Remember to use this guide in conjunction with the continually-expanding resources section of the website: http://southwellchurches.history.nottingham.ac.uk/_main/hresource.php
submitting your entry

The day comes when you have completed your research and put together your entry. Now you need to submit it, and to keep editing to a minimum, as well as to help the Webmaster with his task, please follow the guidelines below:

To achieve consistency entries will be edited for the website. The editors will read through your entry, looking for anything that needs attention and occasionally adding material they may have access to, and which you have not been able to use. Any queries will be referred back to you. We aim for a three-month turn-around period from receiving your entry to either submitting it to the Webmaster, or contacting you with queries/suggestions. Above all, we want the entry to be your work, possibly supplemented by some additional material, but not rewritten by us.

From the editors, your work will go to the Webmaster. It may still take a little time to get on to the site, depending on the length of the queue, and there will be a four-week 'closed' period when the Project Team, relevant incumbent, churchwardens and you are able to view the work and make any relevant comments or suggestions.

Full acknowledgement of authorship will be made on the website.

The process of transferring your material from the MS-Word files to the website is complex. It will greatly help the Webmaster if you follow the guidelines here. Web pages are laid out in a very different way from word-processed documents. A word-processed document with any formatting cannot simply be converted directly into a web page. Only the bare text can be translated and guidelines which may be of value.

We do not want to overburden you on the History, but if you want to take your work further, here are some additional hints and guidelines which may be of value.

Additional published sources

- Reg Brocklesby, ed.: The Register of William Melton, Archbishop of York, 1337-40 (Canterbury and York Society, 5 volumes, 1997-2002). Includes material on Nottinghamshire churches because in the medieval centuries the county was in the Archbishops of York.
- For evidence of the community size and structure in the 17th century use W.F. Webster, ed.; Protestantism Returns 1641-2 – NLSL Q10.1 reference and lending, and the Compton census of 1676. Nottinghamshire entries for the latter were produced in E.L. Guilford, ed.: Nottinghamshire in 1676, Transactions of the Thoroton Society, 28 (1928), 196c – NLSL L10 reference and lending. The material can also be found, with editorial additions, in Anne Whitteman, ed.: The Compton Census (1861), although NLSL does not have a copy.
- For the 1740s there may well be a description in Archbishop Herring’s Visitations, published by the Yorkshire Archæological Society, vol. 77 (1930). This is now available on the ‘Resources’ section of the CHF website.
- See also State of the Church in the County of Nottingham and Diocese of York. Compiled from Authentic Sources with Hints for Its Improvement, (1836) by Rev. Robert Simpson, M.A. (NLSL L12 reference), which gives incumbents in 1856 and any preferments held, observations, e.g. endowments, dates and costs of repairs and rebuilding; population in 1831 and church accommodation.
- R.W. Ambler, ed.: Lincolnshire Parish Correspondence of John Kaye, Bishop of Lincoln, 1827-53 (Lincolnshire Record Society, vol. 94, 2006). Copy in NLSL and in Nottingham University Library. For part of the period covered by this volume, the Archdeaconry of Nottingham (virtually the county of Nottinghamshire) was in the diocese of Lincoln, and Bishop Kaye’s correspondence refers on many occasions to Nottinghamshire parishes.

We will reimburse postage if you complete a project timesheet/ expenses form.

A good deal of information is available on websites, and new ones are coming on line all the time and include all sorts of information (some of it more useful than others). Apart from those listed separately in this document, see also the Ecclesiastical Society’s own listing of websites relating to church buildings: http://www.ecclesoc.org

There are also other places you can go in search of material and here we list places where material can be found:

Southwell Diocesan Archives, Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG. Tel 0115 958 1634, www.nottinghamshire.gov.uk/archives and ask to speak to the Duty Archivist. If, however, you require a more in-depth discussion, make a prior appointment to speak to the Principal Archivist, Mr Mark Dorrington. (Requires a reader’s ticket, so take identification such as a driving licence and an addressed utility bill.)

Begin by consulting the card index of all places in the county. This should help you to locate, if they survive:

Parish Records: These are listed separately under the parish name. They may include faculties, churchwardens’ accounts, vestry minutes, inventories, etc. 16th to 20th centuries.

Glebe Terriers, late 17th to early 19th centuries, list parish property and are listed in alphabetical order among the Diocesan records.

Churchwardens’ Accounts: Helpful on maintenance and repairs, and can be used to work out the interiors of some churches for periods before photography. May also provide evidence of joiners, organ repairers, painters and so forth. If they are early enough, they may include evidence in the 16th century for changes brought about by the Reformation including the removal of rood screens and gilded images.

The card index in NA will probably lead you to all the sources you need for your church, but also be aware that the Archives office holds:

Records of the Diocese of Southwell 1884-late 20th century: Reference DR. These include the Diocesan Registers (faculties, Orders in Council, etc); Diocesan Data Books (Ordinations etc), Clergy Subscription Books (1884-98) and Consistory Court Minutes, etc.

...continued...
Other papers in Nottinghamshire Archives include:

- Wills (bequests of fabric etc.)
- Estate papers of landowners/patron, legal papers re benefice.
- Transcripts of extracts from the Archdeacon of Nottingham’s Court Registers, 1565-1675 (originals in Nottingham University Manuscripts Department)
- Archbishop Drummond’s Visitations, 1764 (original in the Borthwick Institute, York – microfilm in NA). This will be published soon – check our website – resources section link.

For the later 19th century the NA holds the records of the Spiritual Aid and Church Extension Society which was concerned with church building matters. The collection is held among the Southwell Diocesan records. Also in the NA is the Southwell Diocesan Magazine, published monthly and collated into annual volumes from 1888 until 1948. It includes short articles on many churches, and entries on alterations to churches, additions to furniture, etc. There is an index in the ‘Resources’ section of the website from which you can identify whether there will be entries relevant to your church.

The following places are also likely to contain relevant material, but we realise that only the most enthusiastic researchers will have the time and energy to visit or contact them.

University of Nottingham Manuscripts Department,
University Park, Nottingham.
Tel 0115 951 4562
www.mss.library.nottingham.ac.uk

The Ecclesiastical records section is at
www.mss.library.nottingham.ac.uk/man_coll_eccrecs.html

Ecclesiastical records including material relating to the Archdeaconry of Nottingham (pre-1837), and Brass Rubbings Collection: No papers of individual Anglican churches but several collections for Nottingham nonconformist chapels.

To consult the records of the Archdeaconry of Nottingham, 1356-1942, go to the Archdeaconry Resources section of the Manuscripts Department’s website
http://www.nottingham.ac.uk/mss/collections/archdeaconry

This provides background information about the Archdeaconry and its procedures, and also links to detailed catalogue records and indexes elsewhere on the Department’s website.

Borthwick Institute of Historical Research,
Heslington, York, YO10 5DD
Tel 01904 321166 (search room)
Tel 01904 321160 (publication enquiries)
www.york.ac.uk/imsl/bith

Appointments to visit should be made, preferably by telephone.

The Borthwick contains diocesan documents pre-1837; mostly faculties. A list is available in Peter Evans, Church Fabric in the York Diocese 1613-1899 (York, Borthwick Texts and Calendars 19, 1999). Copy in Nottinghamshire Archives at 929.342843

N.B. Keep us informed if you are considering a visit to York and/or London (see below). On some occasions groups of researchers have been able to team up for such trips, and we can usually put people in touch with each other or put out information in the newsletter.

Lincolnshire Archives, St Rumbold Street, Lincoln, LN2 5AB
Tel 01522 526204 (enquiries)
Tel 01522 782040 (study table)
Tel 01522 525158 (search room appointments)
Fax 01522 530047
Email archive@lincolnshire.gov.uk
www.lincolnshire.gov.uk/section.asp?docId=27403

Nottingham was in the Diocese of Lincoln from 1837 until 1884 and information relating to faculties, appointments and similar subjects is held at Lincolnshire Archives. Each parish has a card, in a master index held at the Archive Office. An index of all faculties granted to churches in Nottinghamshire during these years can be found in the ‘Resources’ section on the website. Since many churches were reordered in this period, the information can be useful to you in terms of dating developments.

Bermondsey, Church of England Record Centre, 15 Galleywall Road, South Bermondsey, London, SE16 3PB
Tel 0171 231 1251
Email archivist@c-of-e.org.uk

Information on Church Commissioners and their predecessor bodies, e.g. the Ecclesiastical Commissioners and Queen Anne’s Bounty. Limited amount of Church Building Commissioners papers, although these can be extremely useful.

Entire National Society Archive (church schools).

Documentary material, on parish-by-parish basis, relating to all matters of property, boundaries, etc., and including diocesan-wide surveys in 1832, 1887 and 1922.

You do not need to go to Bermondsey. The records can be called up to Lambeth Palace Library (see below) and used there.

Lambeth Palace Library – Incorporated Church Building Society [ICBS], Lambeth Palace Road, London, SE1 7JU
Tel 0207 898 1400
www.lambethpalacelibrary.org

There are entries for all parishes that have received money from the Incorporated Church Building Societies for repairs, improvements, etc.

The Church Plans On-line Project has digitised and made available online many thousands of plans and architectural drawings from the ICBS’s archive, spanning the period 1818-1982. www.churchplansonline.org

Email architecture.survey@lpl.c-of-e.org.uk

The Lambeth Palace Library, the library of the Archbishops of Canterbury and the Church of England, has now put the catalogue to its archives and manuscripts online. You can search the catalogue at:
http://www.lambethpalacelibrary.org/content/digitalresources

The catalogue cross-searches data from Lambeth Palace Library alongside the Church of England Record Centre, enabling users to retrieve information across the complementary holdings and transforming access to the collection.

All Saints’ church, Harby with Swinethorpe
a more detailed guide to understanding the archaeology of your church

Try to identify and describe significant dating or phasing. Here are some possible examples:

- Chancel 13th century (windows and doorway)
- Nave 12th-14th century
  (12th century tower arch, 13th and 14th century windows)
- Tower 13th-15th centuries
  (2 lower stages 13th century; added belfry 15th century)
- Blocked north nave doorway
- Blocked window adjacent to blocked nave doorway – unknown date
- Added nave clerestory stage of uncertain date (possible post-medieval). Nave has re-used grave markers throughout floor, dating from 17th to 19th centuries
- Altered 13th century window at West end of North nave aisle, appears to have been 12th century
- Font, typical Norman tub-font, mid-12th century
- Traces of medieval painting on south wall of nave between windows
- Complex fabric on exterior north wall of chancel, appears to be at least 5 phases.

And so on...

(You may include the font here as fonts often move around the church and sometimes come from other places, so they count as ‘archaeological’ features.)

Note significant archaeological features that appear in the standing fabric — in this instance ‘archaeology’ refers to something physical and tangible that is normally visible but is not an ‘architectural’ object in the sense of something like a normal window, doorway, string-course, arch, etc., and which is usually indicative of an alteration or change to the building. Examples might include:

- Blocked north nave doorway
  (mouldings indicate c.13th century)
- Blocked window adjacent to blocked nave doorway – unknown date
- Added nave clerestory stage of uncertain date (possible post-medieval). Nave has re-used grave markers throughout floor, dating from 17th to 19th centuries
- Altered 13th century window at West end of North nave aisle, appears to have been 12th century
- Font, typical Norman tub-font, mid-12th century
- Traces of medieval painting on south wall of nave between windows
- Complex fabric on exterior north wall of chancel, appears to be at least 5 phases.

And so on...

Roofs. Describe what you see in the roofs in the nave, chancel, aisles and ground floor of the tower (and, only if you can get safe access, the upper floors of the tower and belfry). There are specific technical terms to describe roofs, but do not worry if you do not know these. The archaeological editor will identify them from any pictures you can supply.

Bellframe. Here we do need a technical description that uses the standard nomenclature, so unless you feel confident please simply leave blank and the archaeology editor will add. If you can enter the belfry safely then please take a photograph or two to help with identification.

Walls. Describe the nave, chancel and ground floor of the tower, if the walls are plastered, painted or simply undecorated stone or brick. Take care to distinguish between painting and plastering; plaster forms a hard surface above the core fabric whereas paint simply covers it and leaves the rough texture of the surface below still visible. If part is plaster and part not, just describe which areas are which.

Describe any wall painting, stencil work or texts.

If your church has already been photographed for the CHP website we will let you know this at an early stage. If it has not, and if you have the equipment for photographing the church we will be really grateful for the provision of suitable prints (preferably colour) or digital images. If you have no way of taking modern photographs please let us know and we will arrange for a photographer to visit the church. Here are some guidelines on getting the best results when taking pictures of your church.

- Before photographing smaller items it is wise to move out of the way moveable items which obscure them. Somehow we mentally edit these out when one is present in the building, but they do spoil the photo. Similarly for exterior photographs, items like telegraph poles, litter bins and parked cars can get in the way. These cannot always be moved, but sometimes they can be avoided by a suitable choice of vantage point.
- When photographing smaller items it is wise to move out of the way moveable items which obscure them. Somehow we mentally edit these out when one is present in the building, but they do spoil the photo. Similarly for exterior photographs, items like telegraph poles, litter bins and parked cars can get in the way. These cannot always be moved, but sometimes they can be avoided by a suitable choice of vantage point.
- When taking interior photographs, try to avoid very bright days when the sun streams through windows to illuminate only part of the church; it will be very difficult to achieve an accurate exposure under these conditions.

Guidelines on taking photographs

Maximising your success will depend a little on the equipment you have available. However, even the simplest equipment can provide good images if used carefully. Here are some hints:

- Get as close to the window as you can so that your viewfinder shows as little of the surrounding masonry as possible. This will ensure that your camera meter reads mainly from the light coming through the window. Surrounding masonry will mean the meter is influenced by the darker stones and so over-exposes the glass.
- Look carefully at the window before making the exposure. If outside trees are showing through, move to one side to try and reduce the foliage seen.
- Try to minimise the amount you point the camera upwards, by standing on a chair, pew or, preferably, a step ladder. This will reduce the distortion of the window resulting from pointing upwards. However, take care for your safety and preferably have someone with you.
- Try and choose a day where the weather is bright but without sunshine coming directly through the window. Sunlight will create highlights in the less dense areas of the window and may not record those parts with any detail.
- Finally, don’t use flash, which will falsify and distort the colours of the window, but do use a tripod for interiors. One of the most common problems the Webmaster encounters is camera-shake, which makes many photographs unusable.
Theft of valuable items from churches continues to be a worry for many churches, and therefore during the life of the project there have been a few occasions when people have been concerned about allowing access to churches. There have also been a few instances where churchwardens or others have found researchers and photographers a little aggressive or demanding. As the project grows more people are aware of our work, so these risks are lessened. However, we ask that all researchers and photographers follow these basic guidelines:

- When making contact please be clear that you are working on behalf of the Diocese of Southwell & Nottingham's Church History Project
- Encourage people to check with Heather Sirrel or Nick Harding for verification if they have any concerns (see back of this guide for contact details)
- If appropriate inform the incumbent that you wish to visit as well as another link person you may have contact with
- Avoid photographing 'in situ' any items that are both portable and valuable, and if possible move them out of the way
- Do not ring churchwardens, incumbents or other contacts after 8pm in the evening or early in the morning
- Allow churches plenty of time (days, or even weeks) to be able to allow access to the church for your research or photography
- Try not to be over-critical of a church's attempts at research or tourism information when seeing it in the church, as this may cause offence
- If appropriate ask Heather to send an 'official' letter of thanks after the visit to keep people 'on-side'!

Thank you for all you do for the Church History Project. We really appreciate all your hard work and support in seeing this develop and grow.

Nick Harding, Project Manager
The project is run by a small management team and consists of the following:

Janice Avery, Researcher Manager
**Home phone:** 0115 943 0346 (after 6pm)
**Email** janaver1@yahoo.co.uk

Professor John Beckett, CHP Research Group Chairman, & History Editor
**Postal address:**
Department of History
University of Nottingham
Nottingham, NG7 2RD

Dr Chris Brooke, Archaeologist & Medieval History Editor
**Postal address:**
Department of History
University of Nottingham
Nottingham, NG7 2RD

Nick Harding, CHP Project Manager
**Desk phone:** 01636 817234
**Email** nick@southwell.anglican.org

Revd Dr David Harper, CHP Webmaster
**Email** dl.harper@btopenworld.com

Jonathan Pickett, DAC Secretary
**Postal address:**
Diocese of Southwell & Nottingham
Dunham House
Westgate
Southwell
Nottinghamshire NG25 0JL
**Desk phone** 01636 817210
**Email** jonathan.pickett@southwell.anglican.org

Revd Canon Keith Turner, DAC Chairman

The first port of call for more information on any aspect of this project is Heather Sirrel.

Heather Sirrel
Church History & Open Churches Project Co-ordinator
**Postal address:**
Diocese of Southwell & Nottingham
Dunham House
Westgate
Southwell
Nottinghamshire NG25 0JL
**Desk phone** 01636 817223
**Mobile phone** 07736 286 056
**Email** heather.sirrel@southwell.anglican.org