The Southwell & Nottingham Diocese

.church
history
project

how to write
the history of your church

church
history

heritage learning welcome

contents

introduction

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 were required by the Heritage Lottery Fund 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:

Jackie Bates, Project Administrator, Southwell & Nottingham Diocese Church History Project
01636 817216
jacky.bates@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 lucid accounts of the **history** of these churches. The authors have not had the chance to consult everything that might be available, and yet these entries show what can be done by researchers with limited time and resources.

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 Jacky Bates. 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

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.
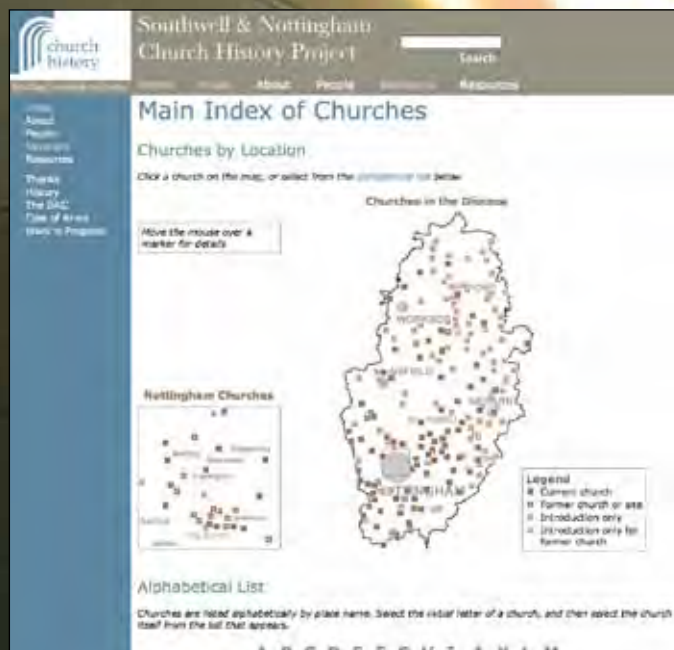
introduction

The introduction is a 200-word summary of the history of the church. These have all been written so you no longer need to produce one for your entry.

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.

Each village and church has a file, usually in category L.21-22 for Nottinghamshire and L.23-24 for Nottingham, but please ask at the enquiry desk for any help you may need. Tell them you are working on an entry for 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 QL90. The text is reproduced with additional late 18th century material in John Throsby's edition of Thoroton published in the 1790s. Available at NLSL QL90, or on the internet at:
http://www.british-history.ac.uk/source.aspx?pubid=442

Next use 19th century trade directories. These include an entry for each place, including a brief description of the church. NLSL has various series of directories, and we recommend that you use either White's or Wright's. The series known as White's begin 1832, and new editions followed in 1844, 1853, 1864 and so forth. By reading the entry on your church, in each of these directories, you should be able to track down evidence of change through time.

Many Nottinghamshire directories are available for reference on microfiche in NLSL (www.nottinghamcity.gov.uk/libraries) and larger libraries in Nottinghamshire (www.nottscc.gov.uk/libraries). A number are also available for reference on CD, via Nottingham City Libraries. Some are accessible via www.historicaldirectories.org which is fully searchable.

Use the information in the 1851 religious census: M.R. Watts, ed.; *Religion in Victorian Nottinghamshire: the Religious Census of 1851* (University of Nottingham, Adult Education Dept., 1988) – NLSL L21 reference and lending; also available at http://www.nottshistory.org.uk/resources/files/1851ReligiousCensus.pdf 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:

M. Brook, ed.: *A Nottinghamshire Bibliography: Publications on Nottinghamshire History before 1998* (Thoroton Society, 2002) – NLSL LO1 reference and lending: also at http://www.thorotonsociety.org.uk/publications/recordseries/bibliography.htm
Includes an entry on each parish in Nottinghamshire.

J.C. Cox: *The Churches of Nottinghamshire* (1912) – NLSL L21 reference
http://www.archive.org/details/nottinghamsh00coxuoft

J.T. Godfrey: *Notes on the Churches of Nottinghamshire* (Hundred of Bingham, 1907) NLSL L21 reference and lending; Hundred of Rushcliffe, 1912) – NLSL L21 reference

J. Pickworth-Hutchinson, ed.: *A Short Guide to the Parish Churches of the Bingham Rural Deanery* (1963) – NLSL L21 reference

H. Walkerdine and A.S. Buxton: *Old Churches of the Mansfield Deanery* (1907) – NLSL QL21 reference http://www.nottshistory.org.uk/mansfieldchurches/contents.htm

G. Mabbs: *The Churches in Nottinghamshire, a provision of public worship in The Midlands District* (1879) – NLSL L20 reference and lending

Keith Train: *Train on Churches* (1981) – NLSL L21 reference

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

And 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.nottshistory.org.uk/search.htm

For the 19th century there may be a description of your church in Sir Stephen Glynne's notes on Nottinghamshire churches. Sir Stephen Glynne (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 Jacky Bates can send you a photocopy (contact her on 01636 817216 or jacky.bates@southwell.anglican.org). Alternatively, check the list in C.S. Bayes: 'Nineteenth-Century Notes on Nottinghamshire Churches', Transactions of the Thoroton Society, LXXX (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 incumbent, 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.

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 C. Hartwell, N. Pevsner, and E. Williamson: *Buildings of England: Nottinghamshire* (3rd edn., 2020) – 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: https://historicengland.org.uk/listing/the-list
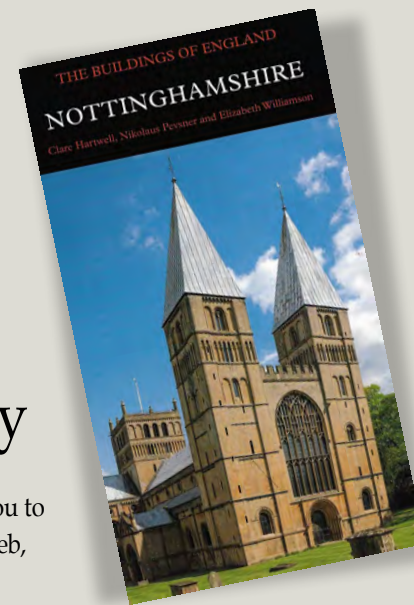
Recommended background reading if you need help with the archaeology

Stephen Friar: *A Companion to the English Parish Church* (1996) - Nottingham Central Library, Arts, 726.50941

Richard Taylor: *How to Read a Church* (2003) – Nottingham Central Library, Arts, 726.5

Mark Child: *Discovering Church Architecture: a Glossary of Terms* (Shire Books, 1976)

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*, (Tempus 2005)

Slightly more technical are:

Harold Mytum: *Practical Handbook in Archaeology 15. Recording and Analysing Graveyards* (Council for British Archaeology 2000)

David Parsons: *Practical Handbook in Archaeology 8. Churches and chapels: investigating places of worship* (Council for British Archaeology 1998)

Thomas Cocke, Donald Finley, Richard Halsey and Elizabeth Williamson: *Practical Handbook in Archaeology 7. Recording a church: An illustrated glossary (Revised edition)* (Council for British Archaeology 1996)

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)

Misericord(s)

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) – NLSL LO1 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 Küpper
01522 561620 or glazing@lincolncathedral.com.

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

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

Other possibly useful sources are:

The National Association of Decorative & Fine Arts Societies http://www.nadfas.org.uk and particularly pages like http://www.nadfas.org.uk/default.asp?section=244&page=10270

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

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

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, DAC Organs Adviser (07974 931057 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:
George Dawson: *The Church Bells of Nottinghamshire. Part 1: Adbolton to Forest Town* (1994)

George Dawson: *The church bells of Nottinghamshire. Part 2: Gamston to Nuthall* (1995)

George Dawson: *The church bells of Nottinghamshire. Part 3: Oldcotes to Wyverton* (1995)

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

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

clock

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

The DAC Clocks Adviser, Mr Robin Hutchinson (01332 511569 or r123hutchinson@gmail.com), is willing to assist with the entry.

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.

One of the Sacheverall family monuments at Ratcliffe-on-Soar

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, include details of inscriptions and supply pictures if possible.

Some information may be available from listings undertaken by the Nottinghamshire Family History Society (see http://www.nottsfhs.org.uk), or from early quinquennial material at Jubilee House (contact jonathan.pickett@southwell.anglican.org or jacky.bates@southwell.anglican.org).

Check individual entries in *Transactions of the Thoroton Society* articles (see M. Brook, ed.: *A Nottinghamshire Bibliography: Publications on Nottinghamshire History before 1998* (Thoroton Society, 2002) – NLSL LO1 reference and lending, or at **http://www.thorotonsociety.org.uk/publications/recordseries/bibliography.htm**

Alabaster monuments are described and illustrated in George Fellows: *Arms, Armour and Alabaster around Nottingham*, *(1907)* **http://www.nottshistory.org.uk/fellows1907/contents.htm**

Military effigies in Nottinghamshire churches are detailed in Rev. Henry Lawrence, M.A. and T.E. Routh: *'Military Effigies in Nottinghamshire before the Black Death'*, *Transactions of the Thoroton Society*, 28 (1924) **http://www.nottshistory.org.uk/articles/tts/tts1924/effigies/effigies1.htm**

Monumental brasses are covered in Joseph Bramley: *'Notts monumental brasses'*, *Transactions of the Thoroton Society*, 17 (1913) **http://www.nottshistory.org.uk/articles/tts/tts1913/brasses/brassesp1.htm**

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

For a more detailed explanation of various types of monument and memorial, see Stephen Friar: *A Companion to the English Parish Church* (1996).

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.churchmonumentssociety.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 Recorders' archives. The NADFAS area representative is Lady Kennedy, **tel 01572 737333**, who can provide a local contact.

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. Jubilee 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

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:

K.S.S. Train, ed.: *Lists of the Clergy of Central Nottinghamshire* (Thoroton Society Record Series, XV, 1953) and *Lists of the Clergy of North Nottinghamshire* (Thoroton Society Record Series, XX, 1961) – NLSL L21 reference.

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.

There are no comparable lists for East Nottinghamshire.

The manuscripts of James Torres (c.1692), at York Minster 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.phtml

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.

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

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 Jubilee House, contact Jonathan Pickett jonathan.pickett@southwell.anglican.org

For historic plans see www.churchplansonline.org
For help photocopying or scanning plans contact jacky.bates@southwell.anglican.org
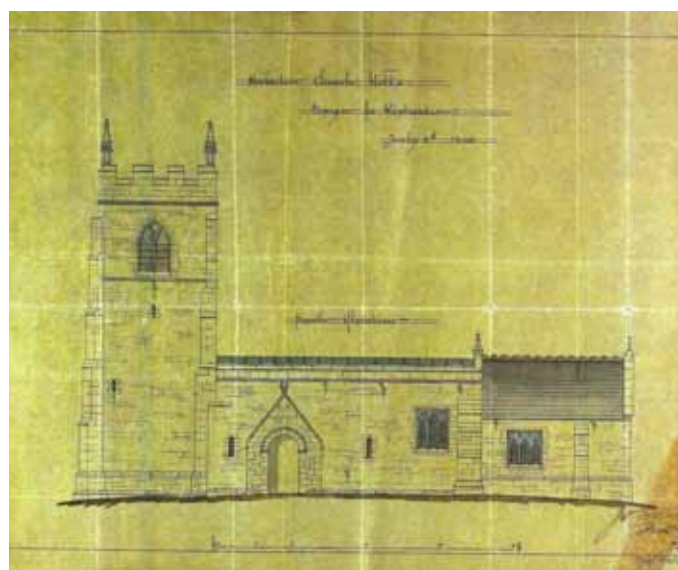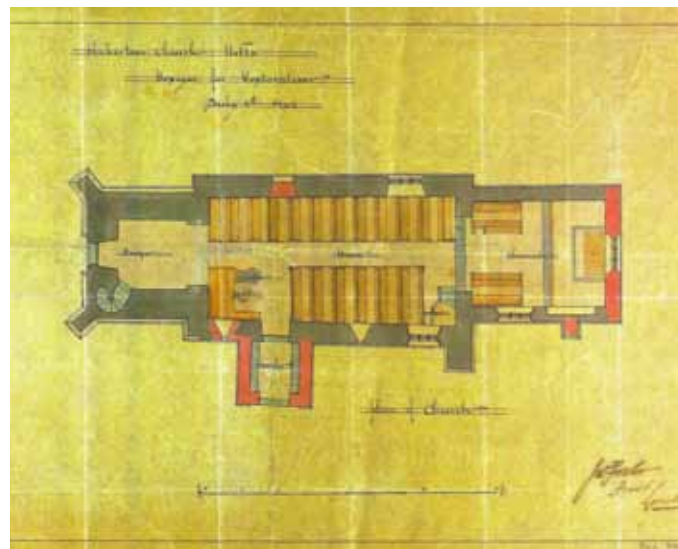
photographs, prints & drawings

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 18th 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)
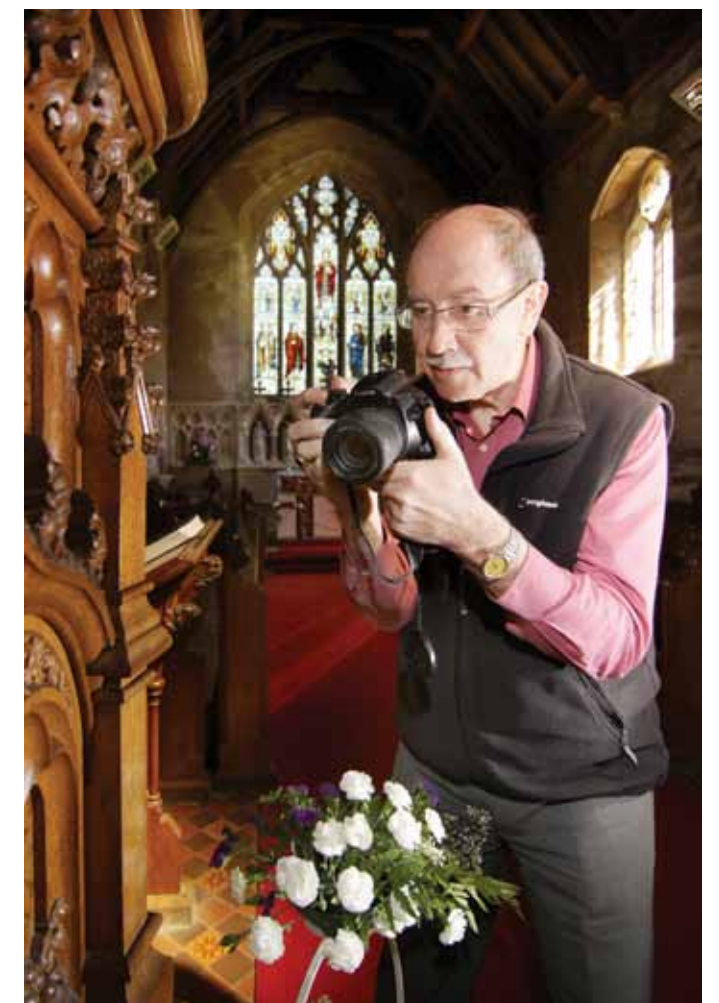
submitting your entry

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 used, and all other layout features have to be added afterwards 'by hand'. The only formatting features that survive this process are italics and bold text. For this reason, please supply files with as little formatting as possible. In particular:

- Do not make any attempt to make your word-processed document look like the final web page. All such work is totally wasted, and some of it makes the Webmaster's job more difficult.

- Do not convert your documents to 'HTML'. Word-processors do not do this job very well, and our standards are different.

- For tabulated data (such as lists of incumbents) if possible use an *MS-Word* 'table' (starting from 'Table' on the menu bar). If this cannot be done and 'tabs' have to be used, then make sure there is always the same number of tabs between

corresponding items, however wide those items may be. (If the "Show/Hide ¶" button is pressed, then tabs appear as little arrows in MS-Word. Make sure there is always the same number of arrows between columns.) Setting up tab-settings on the ruler for the whole document will make the result look more sensible. In any case do not use multiple spaces to set out data. For help with this please contact Jacky Bates (contact details on the back of this document).

- Do not include footnotes. Sources should be included in a separate 'References' section.

- Pictures (photographs, drawings, plans, etc.) should be provided either as digital images (on a CD) or as originals if possible.

- Digital images can be in any standard picture format (JPEG is usually the best for photographs; GIF may be better for drawings; PNG is also acceptable). They should be at least 1000 pixels in the longer direction (unless they are of small details) – larger is preferable. If supplying JPEGs, use minimal compression. Please provide captions for each image.

- Photographs can be supplied as photographic prints.

- Do not supply photocopies (or computer printouts) unless there is no alternative. These do not reproduce well, especially if they are copies of photographs. (Clearly there may be no option, if originals are kept in an archive and may not be removed.)

- **Do not** embed pictures in word-processed documents. These cannot be used. If not provided as originals, they must be supplied as picture-format files.

Please send your entry to Prof. John Beckett, School of History, University Park, Nottingham, NG7 2RD. If this is not convenient please contact Janice Avery (janaver1@yahoo.co.uk) or Jacky Bates (contact details on the back of this document) – to discuss how best to submit *your entry. You should provide:

- A hard copy (printed version) of your completed entry.

- Photographs – either on a CD, with a list of captions for identification, or as prints, which should contain details pencilled on the back.

- An electronic copy of your entry on a separate CD (in Word or any other Windows compatible program). If you need some blank CDs or help burning your work to disc please contact Jacky Bates (contact details at the back of this document).

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

a more detailed guide to researching the history of your church

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, 1317-40* (Canterbury and York Society, 5 volumes, 1997-2002). Includes material on Nottinghamshire churches because in the medieval centuries the county was in the Archbishopric of York.

- R.A. Marchant: 'The Restoration of Nottinghamshire Churches 1635-40', *Transactions of the Thoroton Society*, 65 (1961), 57-93

- For evidence of the community size and structure in the 17th century use W.F. Webster, ed.: *Protestation Returns 1641-2 –* NLSL QL98.1 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 (1924), 106-13 – NLSL L90 reference and lending. The material can also be found, with editorial additions, in Anne Whiteman, ed.: *The Compton Census* (1986), although NLSL does not have a copy.

- For the 1740s there may well be a description in Archbishop Herring's Visitation, published by the *Yorkshire Archaeological Society*: vol. 77 (1930). This is now available on the 'Resources' section of the CHP 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 L21 reference), which gives incumbents in 1836 and any preferments held; observations, e.g. endowments, dates and costs of repairs and rebuilds; population in 1831 and church accommodation.

- R.W. Ambler, ed.: *Lincolnshire Parish Correspondence of John Kate, 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.

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 Ecclesiological Society's own listing of websites relating to church buildings: http://www.ecclsoc.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. (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 Day Books (ordinations etc.), Clergy Subscription Books (1884-98) and Consistory Court Minutes, etc.

Other papers in Nottinghamshire Archives include:

- Wills (bequests of fabric etc.)
- Estate papers of landowner/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 Visitation, 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 & Special Collections Kings Meadow Campus, Lenton Lane, Nottingham.
Tel 0115 951 4565
www.nottingham.ac.uk/manuscriptsandspecialcollections/

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, 1556-1942, 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/inst/bihr
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, 1995). 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

Nottinghamshire 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
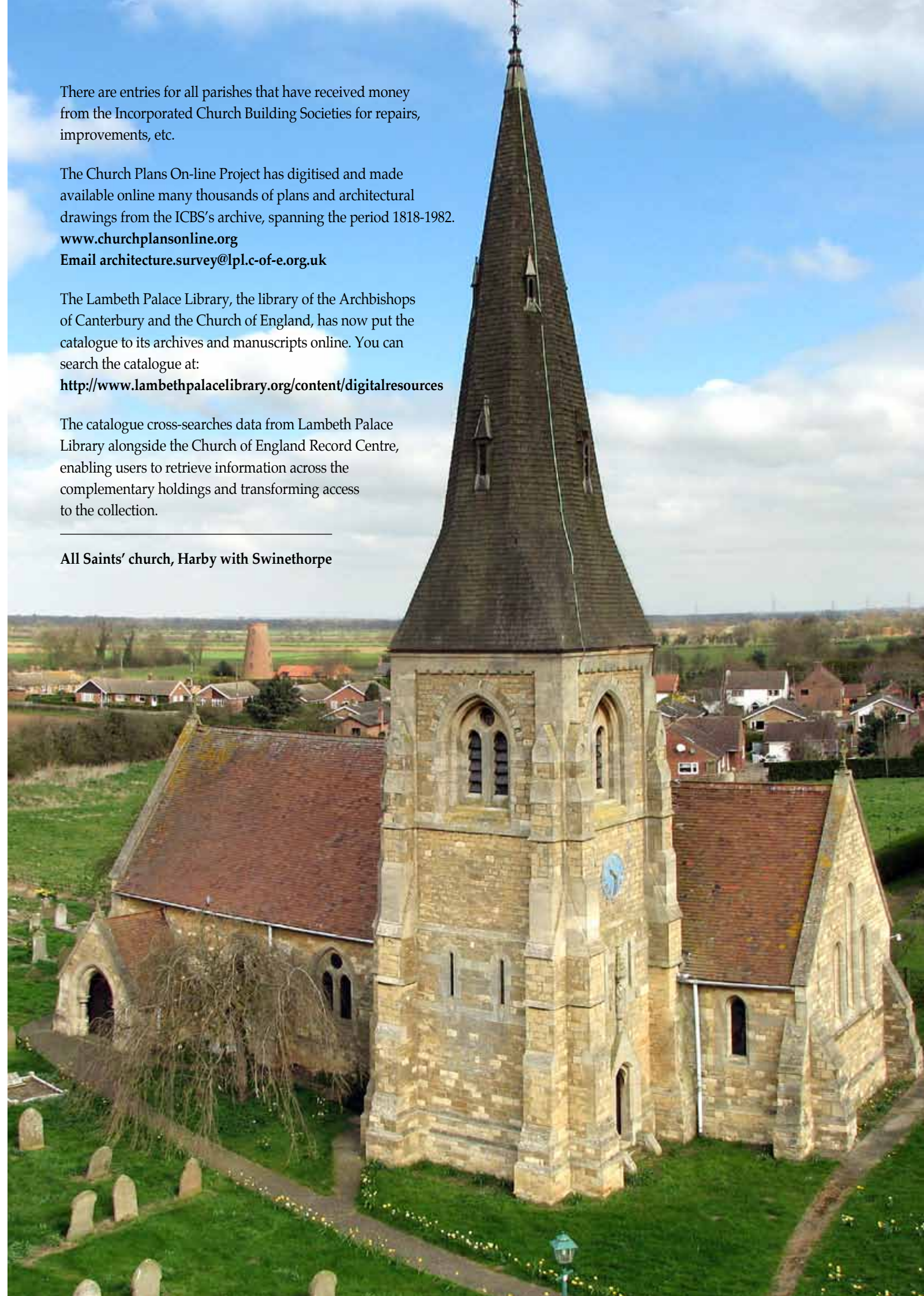
a more detailed guide to understanding the archaeology of your church

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)

And so on…

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…

(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.)

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.

Southwell Minster East Window, by Geoff Buxton

guidelines on taking photographs

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 taking interior photographs that are likely to include some valuable but moveable fittings, e.g. candlesticks, either move them to one side, or take the picture from sufficient distance so that the fittings cannot easily be recognised.

- When taking general interior views, 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.

STAINED GLASS WINDOWS

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.

- 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.

- 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 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.

working with churches - guidelines

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 Jonathan Pickett or Jacky Bates 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 Jacky 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.
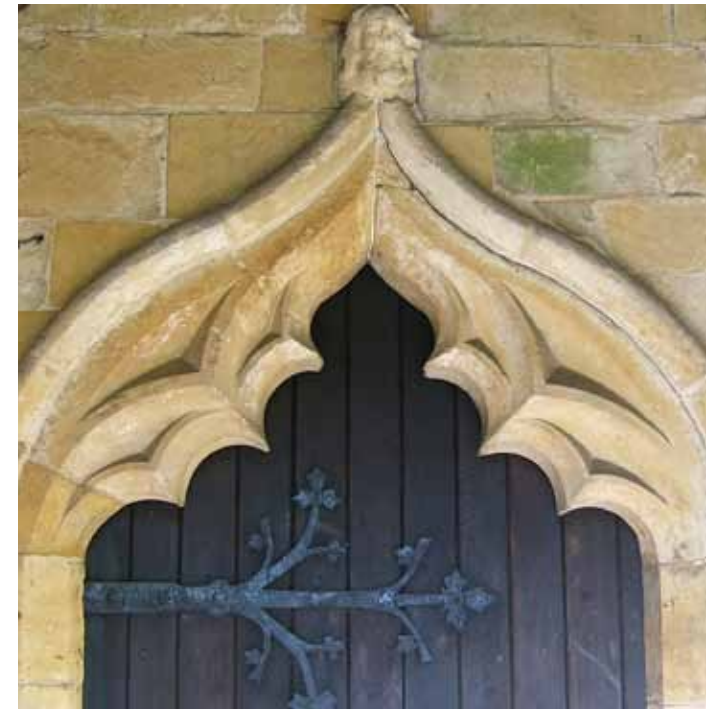
Updates to website addresses published in the Briefing Document

A number of the website addresses in the Briefing Document are no longer working. Please use the following list which is current as of June 2016.

1851 religious census
http://www.nottshistory.org.uk/resources/files/1851ReligiousCensus.pdf

Archdeaconry of Nottingham: parish clergy and officials
http://www.nottingham.ac.uk/manuscriptsandspecialcollections/collectionsindepth/archdeaconry/parishes/parishclergyandofficials.aspx

Church Plans Online
This website is no longer available.

Clergy of the Church of England Database
http://db.theclergydatabase.org.uk/jsp/locations/index.jsp

Historical Directories (University of Leicester Special Collections Online)
http://leicester.contentdm.oclc.org/cdm/search/collection/p16445coll4/searchterm/Nottinghamshire/field/place/mode/exact/conn/and/order/nosort

Lincolnshire Archives
https://www.lincolnshire.gov.uk/residents/archives/

Military effigies in Nottinghamshire churches
http://www.nottshistory.org.uk/articles/tts/tts1924/effigies/effigies1.htm

Monumental brasses in Nottinghamshire
http://www.nottshistory.org.uk/articles/tts/tts1913/brasses/brassesp1.htm

Parish Register Finding Aids
http://site.nottinghamshire.gov.uk/learning/history/archives/archivescollections/parishregisterfindingaid/

The Nottinghamshire Bibliography Online
http://www.thorotonsociety.org.uk/bibliography.htm

University of Nottingham, Manuscripts and Special Collections
http://www.nottingham.ac.uk/manuscriptsandspecialcollections/index.aspx

Archdeaconry of Nottingham resources section
http://www.nottingham.ac.uk/manuscriptsandspecialcollections/collectionsindepth/archdeaconry/introduction.aspx

Religious records section
http://www.nottingham.ac.uk/manuscriptsandspecialcollections/collections/allcollections/religious.aspx

The Southwell & Nottingham Diocese

Church History Project - Who's Who

The project is run by a small management team and consists of the following:

Janice Avery, Researcher Manager
Home phone: 01509 673642 (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

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

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

The first port of call for more information on any aspect of this project is Jacky Bates.

Jacky Bates
Church History Project Co-ordinator
Postal address:
Diocese of Southwell & Nottingham
Jubilee House
Westgate
Southwell
Nottinghamshire NG25 0JH
Desk phone 01636 817216
Email jacky.bates@southwell.anglican.org

church history
heritage learning welcome

THE CHURCH OF ENGLAND
Diocese of Southwell & Nottingham

The University of Nottingham

heritage lottery fund
LOTTERY FUNDED