

Application for a funeral and / or burial at St Andrew's Church Wraysbury, St Thomas's Church, Colnbrook, or St Michael's Church, Horton

To enable us to start the process, please provide the following information, in as much detail as possible:

(This form can not be completed online. It can be printed, completed by hand then scanned or photographed, or downloaded as a word document and completed digitally, or downloaded as a Google Sheets copy and completed online. Please return completed document to Office@CHWChurches.org)

This form covers a number of different services - please complete as fully as possible.

1	Which church are you enquiring about?	St Andrew Church
2	Name of deceased	
3	Date of birth	
4	Date of death	
5	Age at death	
6	Address	
7	The deceased's connection with the required parish or church , full details including dates). Details of who can be buried at St Michael's are available here	
8	Next of kin (name, address, contact number, email address and relationship)	
9	Requested date of funeral / service	
10	Requested time of funeral / service	
11	Planned format (ie, service? Full burial? Burial of ashes? Vicar to attend cremation?)	
12	For a service inside the church we might be able to arrange for an organist (at additional fee), or recorded music is permitted - please advise asap so we can check if it works.	
13	Will recorded music be required? Please see separate document for what facilities we have, and confirm this will be available to be tested in advance of the service	
14	Burial of ashes only: Usually, a member of the clergy will be present. If you would like to opt-out of this, someone will reach out to discuss the details with you.	
14A	Church service then cemetery: Do you want the clergy member to attend the cemetery too?	
14B	Cremation or Cremation and church service? (please advise, and advise address of crematorium)	
15	Do you have a priest in mind for the service? (If being arranged by Funeral Directors, please let church admin team and visiting vicar have each other's phone numbers)	

15A	<i>If the proposed vicar is being arranged by the family or undertakers please provide details of their "home" church. A service in a Church of England church must be presided over by a C of E vicar. If the preferred vicar had been ordained in the Anglican church they can take the service, if they haven't we will need to arrange a C of E vicar to attend as well.</i>	
16	Are there any factors limiting the date (family members only in the country for a short period etc?)	
17	Full Burial: Proposed size of casket, and what is it made of? (details of permitted caskets at St Michael's are available here). Please note our doors are made for only modest coffins to be carried through	
17A	Burial of ashes: Are you requesting ashes are buried in a casket or poured into the plot? If you would like the casket / container buried please advise the appx size.	
17B	Flowers: (St Michael's) We ask that the family remove the floral tributes a few weeks after the service, when they are past their best. We charge a deposit which will be refunded on request after the flowers have been removed. The deposit will be waived if only loose flowers or small bouquets (with no wrappings) will be left	☐ Floral tributes which will be removed ☐ Loose flowers with no wrapping ☐ No flowers or floral tributes
18	Proposed location if reusing existing plot (please provide at least 2 of the following: What3Words location; photos; Google maps with location marked; description of location and names on the grave and others nearby)	
19	Preferred location if new plot (please note this cannot be guaranteed) St Michael's only: Main graveyard or Extension graveyard?	
20	Expected number of attendees	
20A	If in excess of 100 are expected, or the hearse and mourners are walking to and / or from the church, have the police been advised?	
20B	St Michael's only: Champney Hall car park may be available for mourners to use. Please book via ChampneyHall@gmail.com A small fee will be charged	
21	If Burial / Burial of Ashes, will a temporary marker be provided to identify the plot until a memorial stone is in place?	
22	Funeral Directors: If full burial please contact the admin team a few days before the funeral to identify the site of the grave	
23	Are the family aware that we only give consent for the grave to be dug by the appointed contractors (Neil Curtis and sons for a burial, our own contractors for burial of ashes)	
24	The Church of England's fees schedule is available here . Please contact the admin team if anything needs explaining. There will be an additional verger's fee, and an optional heating fee	
25	The church needs to collect data to process this application. Our GDPR consent form is available from the St Andrew's website**. Please ensure the family is aware of this and consents to the explanation given	

26	If access before the service is required (flowers, music set up, projector set up etc) please contact the admin team at Office@CHWChurches.org	
If the application is approved		
26	Are the family aware that they / the stone mason will need to submit details of any proposed memorial, (and pay a fee), and await written consent from the diocese before it can be installed.**	
27	Are the family aware that there is a very specific set of regulations relating to burials at St Michael's **	
After the funeral		
28	Is the family aware / Will you make the family aware that there is a guide to burial of ashes at both churches that they should read **	
29	Is the family aware / Will you make the family aware that there is a Church of England leaflet about commemoration a loved one, and churchyard regulations that they should read**	
30	Is the family aware / Will you make the family aware that there is a letter about regulations for memorials and monuments at both churches that they should read**	
31	Would you/ the family like to receive our weekly newsletter? Please let us have your email address if you are interested	
	Date of application	

* the answers to these sections need to be confirmed as a yes or Not Applicable or we cannot proceed

** these documents are all available from the Funeral section on the CHW website