

## ST MARY MAGDALENE BOLNEY IN THE DIOCESE OF CHICHESTER.

[www.stmarymagdalenebolney.org.uk](http://www.stmarymagdalenebolney.org.uk)

### Policy for Significant Events, including preparations for death of the Sovereign

The Parochial Church Council of St Mary Magdalene Bolney, recognises that a formal procedure is required to manage the occurrence of the death of the Sovereign and other significant events.

#### **Flying the Flag**

Following the death of the Sovereign, the Union Flag will be flown at half-mast on the Church Tower.

The day following the death of the Sovereign (D + 1) when the new Sovereign is proclaimed, the flag will be raised to full mast at 11.00 hours and flown throughout the day.

On the following day (D + 2) the flag will be returned to half-mast at 13.00 hours.

If the death occurs late in the day, arrangements for the ceremonial matters on D + 1 may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace/Downing Street.

The flag will continue to fly at half-mast until 08.00 hours on the morning following the funeral.

The flag can also be raised at half mast, at other occasions of significant mourning including the death of other senior Royals.

#### **Altar**

The altar will be covered in black cloth on the death of the Sovereign and other significant events. An official framed **photograph** will be displayed, along with a **framed tribute** and **candle. White lilies** may also be displayed on or by the altar.

All may be removed during services, and will be removed within one week of a state funeral.

#### **Book of Condolence**

Following the announcement of the death of the Sovereign, a Book of Condolence ideally with appropriate wording embellished on the front cover, will be opened in the Church, on a table to the right of the altar.

It may be removed during services and will be removed within one week of the state funeral and stored in the vestry.

On other significant occasions consideration will be given to whether a Book of Condolence will be opened.

#### **The Votive Stand**

The Votive Stand will be placed to the left of the altar for the lighting of candles

#### **The Churchyard**

Upon the death of the Sovereign, a designated area in the churchyard may be used to allow laying of flowers, as well as for reflection and remembrance.

Tributes will be removed within one week of the state funeral and composted.

### **Bell Ringing after the death of a Sovereign**

Guidance on bell ringing after the death of a Sovereign is formulated in consultation with The Royal Household/Lambeth Palace and is organised separately by the bell ringers.

### **Services During the Period of Mourning after the death of a Sovereign**

Any service held during the mourning period of the death of the Sovereign will commence with a 2 minute silence. Services taking place should be reviewed and special material will be available to add to existing forms of service.

### **Prayer and Worship During the Period of Mourning after the death of a Sovereign**

Resources for private prayer and public worship will be made available through the C of E website, including prayers, orders of service which can be customised, as well as proper texts and intercessions, which might be added to services during the period of mourning.

### **Day of the Funeral of a Sovereign**

The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11). Other events which may also mean that the date of the funeral will change are, for example, Christmas, Easter and Remembrance Day. On the death of the Sovereign there will be a two-minute silence at 11.00 hours on the day of the funeral.

Adopted:

Review annually: 2nd meeting after each APCM