

# Remembrance Sunday Ceremony Policy

Stedham and Iping

## Introduction

Remembrance Sunday is a significant occasion for every community in the country including that of Stedham with Iping, providing an opportunity to honour those who have served and sacrificed their lives for the nation. This policy sets out the guidelines and procedures for organising and conducting the Remembrance Sunday Ceremony in Stedham Village, ensuring that the event is respectful, inclusive, and safe for all participants.

## 1. Purpose

The purpose of this policy is to establish clear standards for the planning, management, and conduct of the Remembrance Sunday Ceremony, ensuring the event is delivered with dignity and in accordance with national traditions.

## 2. Scope

This policy applies to all individuals and groups involved in the organisation, participation, and attendance of the Remembrance Sunday Ceremony in Stedham Village, including the Stedham with Iping Parish Council (SIPC), local organisations, religious representatives, veterans, residents, and visitors.

## 3. Event Planning and Organisation

- The Rector and Parochial Church Council (PCC) will each year oversee all the arrangements, liaising with the SIPC as appropriate.
- The PCC must coordinate with religious leaders, veteran groups, and youth organisations for participation in the ceremony.
- All event plans must be finalised and circulated to stakeholders at least two weeks prior to the ceremony.

## 4. Ceremony Protocol

- The ceremony shall be held at St James Church (within which is the official Stedham War Memorials) on Remembrance Sunday, commencing at 10:50 and concluding by 11:50.
- The event shall include a two-minute silence at 11:00, the laying of wreaths, the playing of the Last Post and Reveille, prayers, readings, and hymns including the National Anthem, in accordance with guidelines from the Royal British Legion and the Church of England.
- A designated person (normally the Rector or a Church Warden) will guide the proceedings, ensuring all elements are conducted respectfully and punctually.
- The Iping ceremony of laying the wreaths on the Iping memorials takes place at midday on Remembrance Sunday.

## 5. Inclusivity and Accessibility

- The ceremony shall be open to all residents and visitors, regardless of background, faith, or affiliation.
- Information regarding the ceremony and accessibility arrangements should be publicly communicated at least two weeks in advance.

## 6. Communications

- The SIPC shall publicise the event via noticeboards, the village website, and social media channels.
- Any changes to the event (e.g., due to weather or emergencies) must be communicated promptly to all stakeholders.

## 7. Armistice Day – 11 November

A ceremony of remembrance will take place at 1100 on Armistice Day at the Memorial Hall. It will be organised by the Memorial Hall Trust in conjunction with SIPC and include the Stedham school. If Armistice Day falls on a Sunday, the wreaths will be laid at the Memorial Hall at 12 noon after the completion of the Remembrance Ceremony in St James.

## 8. Review

The PCC in conjunction with the SIPC shall review the event each year, gathering feedback from participants and stakeholders to improve future ceremonies. This policy will be reviewed annually in September and amended as necessary.

## 9. Contact Information

For queries regarding this policy or the Remembrance Sunday Ceremony, please contact the SIPC Clerk in the first instance.

Proposal for Adoption by Stedham with Iping Parish Council.