

GREAT DUNMOW TOWN COUNCIL

CIVIC SERVICE

The Civic Service is held annually at St. Mary's Parish Church in June at a mutually agreed time. The service is open to everyone, and the Town Mayor may wish to invite Mayors and Leaders from other local communities. Chairs of Governors of all three Dunmow schools are invited to attend.

It is a regular church service during which the incoming Town Mayor is welcomed, and prayers are said for the mayoral year. The new Town Mayor and Deputy Town Mayor are presented with their chains of office.

The service includes the presentation of the Town Awards.

Preceding the Civic Service there will be a rehearsal in the church which the Town Mayor, Deputy Town Mayor and outgoing Town Mayor are expected to attend, along with the Town Clerk and the vicar.

The council will nominate a councillor to welcome dignitaries.

In order to ensure that all runs smoothly this is the procedure:

1. All Town Councillors, their spouses or partners if they wish, Town Clerk, Deputy Town Clerk and Town Crier meet in the vicar's garden half an hour before the service commences along with uniformed participants with banners or standards. If the weather is wet, parties will congregate together in the church.
2. Everyone else goes straight into the church.
3. The first four rows on the right will be reserved for Town Councillors and their spouses and partners. Notices will be put on the seats.
4. Family of the Town Mayor will have a second row pew reserved for them on the left hand side.
5. Any visiting Mayors or dignitaries will be sitting on the left hand side of the church. Named reserved notices will be put on their seats.
6. The Town Mayor's and Deputy Town Mayor's chains of office will be in the church ready and prepared for presentation.
7. Just before the service commences the vicar will come out of the church and councillors line up to prepare to process into the church. Spouses and partners are welcome to accompany their 'other halves.'
8. Order of procession:
 - Choir
 - Clergy
 - Uniformed participants with banners or standards (eg Scouts, British Legion, Cadets)
 - Town Crier
 - Town Clerk and Deputy Town Clerk
 - New Town Mayor and Consort
 - New Deputy Town Mayor and Consort
 - Outgoing Town Mayor and Consort

Behind them, the rest of the councillors in order of length of service, accompanied by their spouses or partners if they wish.

9. The Town Mayor and Consort, Deputy Town Mayor and Partner, outgoing Town Mayor and Consort sit in the front left hand pew, which will be reserved for them. The Town Clerk and Deputy Town Clerk sit in the row behind.
10. All other councillors and their spouses and partners sit in the four front right hand pews which will be reserved for them.
11. The Town Crier will assist and then take a seat in the front left hand pew.
12. During the service the Town Clerk will give a reading. The following takes place:
13. Town Clerk gives the Town Mayor's chain of office to the outgoing Town Mayor. The outgoing Town Mayor congratulates the new Town Mayor and puts the chain on him or her.
14. Town Clerk gives the Deputy Town Mayor's chain of office to the new Town Mayor. The new Town Mayor congratulates the new Deputy Town Mayor and puts the chain on him or her.
15. Prayers in accordance with the Order of Service.
16. The outgoing Town Mayor and new Deputy Town Mayor return to their seats.
17. In accordance with the Order of Service, the new Town Mayor (assisted by the Town Clerk) will present the Town Awards.
18. When the service is over, all will leave their pews in the same order in which they arrived, assisted by the Town Crier.
19. Refreshments are served at the rear of the church by the Friends of St.Mary's Church.

APPROVED BY THE TOWN COUNCIL	25 th FEBRUARY 2016
REVIEWED BY FINANCE & POLICY	2 ND FEBRUARY 2017
	19 th APRIL 2018
	4 th JULY 2019
REVIEWED BY THE TOWN COUNCIL	2 nd OCTOBER 2025