

Procedural notes for
The Right Worshipful Mayor of Durham's
Ceremonial Bodyguard.

Information

The purpose of this document is to standardise the procedure of the "Bodyguard" when a member past or present dies and has requested their attendance in regalia at his funeral.

Method.

As a self-governing body it is felt that there must be written criteria which is agreeable to the serving bodyguard members, the current Mayor and the Charter Trustees. These guidelines would apply to serving, retired and resigned members of the "Bodyguard" provided they have completed 6 years of continuous service and are in receipt of the Mayoral Medal.

1. The question now arises should honorary members of the "Bodyguard" be accorded the same privilege?
2. The "Bodyguard" should only attend in full regalia if it has been requested verbally or in writing to their Secretary by the deceased's family or by the member prior to their demise. He would liaise with the Mayor's Secretary in all matters appertaining to the funeral.
3. How the "Bodyguard" deploy at such an event will depend on a variety of factors e.g. weather, size of venue, access etc. However the final decision must be left to the current Captain on the day.

4. As a guide the following format could be used and adapted to suite the prevailing condition. At the venue members of the "Bodyguard" will form up in 2 columns either side of the entrance. The hat and gloves of the member together with any decorations would be placed on his coffin. The only other item which could be placed on the coffin safely is the Civic Sword and that could only be done if the coffin were placed on a trolley rather than carried by under bearers. The funeral procession would then pass through the members of the Bodyguard and into the venue.
5. The "Bodyguard" would process into the venue to their assigned position. The funeral service would proceed and prior to the final moving of the coffin the Sword bearer would retrieve the Civic Sword, hat, gloves and decorations (if any, returning them to the deceased's family.) Regardless of whether it is cremation or interment this procedure would still apply.
6. At the end of the service the Bodyguard would leave the venue before the congregation and form up either side of the exit allowing (where applicable) the coffin and congregation to pass through their ranks for a final time.

Conclusion

This standardisation of a procedure on such an occasion would enhance the "Bodyguards" presence. Their appearance in public at such a time would undoubtedly be appreciated by all concerned and it would be a fitting tribute to a member who had voluntarily devoted so much time to the Mayor's Ceremonial Bodyguard.

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