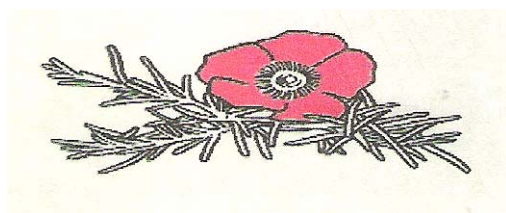




Remembrance Services
Ceremonial
and
Orders of Service



Matt Walsh

The following is an explanation of the conventions and procedures for the organising and conducting of Military Remembrance Services.

Military Remembrance Services are conducted on many occasions as a mark of respect and as a time to remember and commemorate those who paid the supreme sacrifice defending our country.

The most important days in Australia are:

- Anzac Day 25th April
- Remembrance Day 11th November

followed by VP Day – (Victory in the Pacific) 15th August, this is the day the Japanese surrendered and the threat to Australia was removed. There are a number of other days on which we remember our war dead these are related to particular battles or units in all wars, campaigns and actions in which Australian Troops were involved. Some are: 15th February –The Fall of Singapore; 20th May- The Fall of Greece & Crete; 6th August- The Sandakan Death March.

It is important that Remembrance Services are conducted with dignity and respect. The following information will assist in this being achieved.

Flags

The Australian National Flag



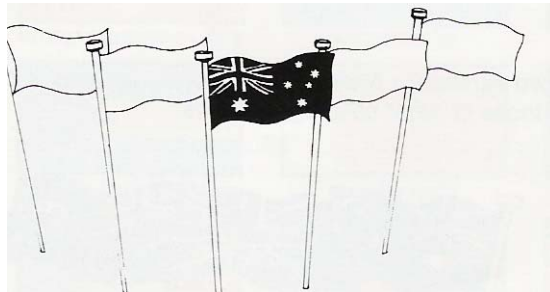
The Australian National Flag is the senior flag at any Remembrance Service conducted in Australia.

If more than one flag is flown, each flag should be flown on a separate flagpole with the Australian National Flag (ANF) taking the place of honour.

At any Service the Australian National Flag should be the first flag raised and the last flag lowered unless it is possible to raise and lower all flags together.

If there are two flag poles available the Australian National Flag is the only flag being flown it is flown on the left flag pole as one faces the flag.

If there are more than two flag poles and the total number of flags being flown is an odd number the Australian National Flag is to be flown in the centre.



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If the total number of flags being flown is even then the Australian National Flag is to be flown on the left as one faces the flags.



Lowering and Raising of Flags

All flags are lowered to half mast during the sounding of the 'Last Post' and are not returned to the peak (masthead) until the sounding of "Reveille" or "Rouse".

At all times during the raising and lowering of the Australian National Flag those present should be standing and men in civilian dress are to remove any hat being worn. If military headdress is being worn by civilians the headdress should remain on. If in military uniform then the military salute is given.



The Ode of Remembrance

The 'Ode of Remembrance' is the 4th verse of Laurence Binyon's Poem "for the Fallen" and its recital has become a traditional part of Remembrances Services.

"The Ode"

*"They shall grow not old-as we that are left grow old
Age shall not weary them, nor the years condemn
At the going down of the sun and in the morning
We will remember them"
Lest we Forget.*

'The Ode' is part of Remembrances Services conducted by Returned and Services Organisations in Australia, New Zealand, Britain, Canada and the USA.

At the completion of 'The Ode' after the words "Lest we Forget" it is traditional for persons to place their right hand over their left breast (heart) and repeat the words "Lest we Forget". This is the RSL salute.

During the reciting of "The Ode" all attending the Service should stand to attention and remain standing until the completion of "The Ode".

Catafalque Party

A Catafalque Party is mounted at a Cenotaph or other Military Memorial as a sign of respect to those who have given their lives in defence of the Nation.

A Cenotaph or Memorial is a 'Symbolic Coffin' for those who have fallen in battle or as the result of engagement in war.

A Catafalque Party is usually made up of serving members of the Defence Force or Cadets. If a Catafalque Party is not available then a Colour or Banner Party may be used in the Ceremony. A Colour or Banner Party may be made up of members of a Unit Association of a current or former unit.

Procedures at Remembrance Services

If a Catafalque Party or Colour or Banner Party is to be part of the Service those attending should stand as the Party takes its position.

During the sounding of the 'Last Post' the recital of 'The Ode' and the sounding of 'Reveille or Rouse' and the playing of the National Anthem all present should stand.

Laying of Wreaths



The order for the laying of wreaths is normally determined by Protocol as laid down by either the State or Federal Government. Generally it follows that wreaths are laid in order of seniority or prominence of those taking part in the Service.

When laying a wreath the following procedures should be followed.

1. Person laying the wreath moves up to the Memorial carrying the wreath in the right hand.
2. Halts, pauses and then lays the wreath.
3. Straightens up, steps back a pace, pauses and places right hand across the left breast (heart) or if wearing military headdress either as a serving member of the Defence force or a member of a Military Association then they should Salute.
4. Pauses again and then moves away from the Memorial.

Period of Silence

A period of silence of one or two minutes is included in all Remembrance Services as a sign of respect to the fallen. It offers a time of those attending to reflect on the significance of the occasion and the commemoration.

The period of silence is held between the sounding of the 'Last Post' and the reciting of 'The Ode of Remembrance'.

The bugle call played after the "Silence" during any Anzac Day Ceremony is:

- Anzac Day Dawn Service- "**Reveille**".
- Anzac Day Services and Remembrance Day service at other times of the day – "**Rouse**".
- Any other Remembrance Service – "**Rouse**".

The Last Post



The sounding of the 'Last Post' was the call to 'soldiers to retire for the night', it has become the custom to sound the 'Last Post' at Remembrance Services to indicate that our fallen service men and women have retired.

When the Order '*Bugler Sound the Last Post*' given those in Uniform should Stand to Attention and Salute. Armed Parties are to be given the command "*Present Arms*". They should remain in this position until the finish of the sounding of the "*Reveille or Rouse*".

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Reveille and Rouse

The sounding of "**Reveille or Rouse**" at Remembrance Services is to call the soldiers spirits to arise ready to fight another day.

We have called them to retire with the sounding of the '*Last Post*' it is important that we also call on them to arise.



The Lament

The Lament played on the bagpipes is often played at Remembrance Services. The Lament is an expression of grief, the mourning of the dead. It is a Scottish Unit tradition.

If the Lament is to be included in a Remembrance Service it is played after '*The Ode*' and before the sounding of 'Reveille'.

Dress

Service Personnel (Cadets) or Unit representatives taking part in a Remembrance service may only wear their Uniform if they are participating as a member of a formed body of troops who are participating as a member of a Catafalque Party – Band or Honour Guard, Flag Orderly or Marshal or Speaker.

Decorations and Medals

A person attending a Remembrance Service in a Military Uniform are not to wear Next of Kin (NOK) Orders, Decorations or Medals, however they may wear Medals or Decoration which have been awarded to them personally.

Association Members and others in civilian dress are to wear:

- Medals or Decorations awarded to them personally on the '*left side*'.
- Medals or Decoration awarded to other family members on the '*right side*'

The Salute by Veterans at the Cenotaph or Wreath Laying Ceremony (Remembrance Service)

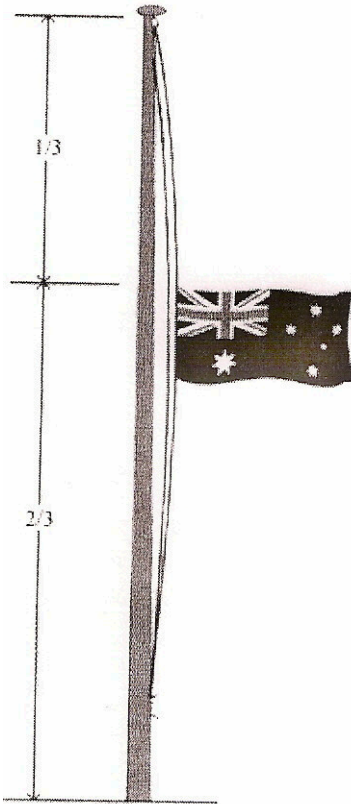
It will be noticed at any Remembrance Service or when passing a Cenotaph Veterans will place their Right Hand over their "Left Side" many may believe that they are placing their 'Hand over their Heart' in Respect or Remembrance of their Fallen Comrades";- this is not so.

The Veterans Salute to their "Fallen Comrades" originated in London on Armistice Day in 1920, during the ceremony to unveil and dedicate the Cenotaph in Whitehall at the same time a funeral procession accompanying the remains of the "Unknown Soldier" halted at the Cenotaph during the ceremony before proceeding to Westminster Abbey for internment. Those present included the senior Soldier, sailor and many Victoria Cross winners. The ceremony concluded with a march past. The Regimental Sergeant Major of the Guard Regiment conducting the ceremony, faced with a gathering of highly decorated and high ranking military men (including many Victoria Cross winners), all wearing rows of medals, decreed that all would salute the Cenotaph as they marched past by placing their hand over their medals, signifying that "*No matter what honours we may have been awarded they are nothing compared with the honour due to those who paid the supreme sacrifice*".

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Half Masting the Flag

At a Remembrance Service there is a correct method for flying a flag at half mast. The flag is lowered **only 1/3 the way down the flagpole NOT half way down.**



Flags – Order of Precedence at Commemorative Services

1. Australian National Flag (ANF)
2. Other Nations in alphabetical order. eg New Zealand; United Kingdom; United States.
3. State Flags in order of Population size.
4. Australian White Ensign (AWN- Navy)
5. RAAF Ensign.
6. Merchant Navy

Note. The Army Flag is the Australian National Flag.

Sample Remembrance Service – Order of Service

*Royal Australian Corps
of
Military Police*

Flag Orderlies take Post. } If available
March on of the Catafalque Party or the Colour or Banner Party. }

Introduction: Master of Ceremonies

On this day we recall those who in the great tragedy of war gave their lives for Australia and for the freedom of mankind and those who sleep in unknown resting places in many lands and in every sea.

(or similar introduction suitable to the Remembrance occasion)



Prayer of Remembrance

Almighty God, Our Heavenly Father, we remember with thanksgiving those who made the supreme sacrifice for us during times of war. We pray that the offering of their lives may not have been in vain. May grace enable us this day to dedicate to the cause of justice, freedom and peace and give wisdom and strength to build a better world, for the honour and glory of your name through Jesus, Christ Our Lord. Amen.



Prayer for the Australian Defence Force

God our Father, we pray for all who have served in the Defence of our Nation, as soldiers, sailors and members of the Air Force. Bless all members of the armed forces. Defend them in danger. Give them courage to meet all occasions with discipline and loyalty. May those who now serve continue in the traditions established by those who have gone before them, to the honour of your Name. Amen.



Prayer for Peace

Father of all, we are your family and you call us to live together as brothers and sisters, help us to overcome the barriers that divide people and nations from one another. Bless every effort being made to bring peace and understanding to the world, so that we may learn your ways and serve your will. In the name of Jesus Christ Our Lord. Amen.

Remembrance Address



Laying of Wreaths on the Memorial or Cenotaph

(if youth are present they should be provided with a single flower and invited to come forward and place their floral tribute on the Cenotaph)

Sounding of “The Last Post”



One minutes Silence

Ode of Remembrance



“They shall grow not old – as we that are left grow old
Age shall not weary them, nor the years condemn
At the going down of the sun and in the morning
We will remember them”
Lest We Forget.

Sounding of Rouse (Reveille)

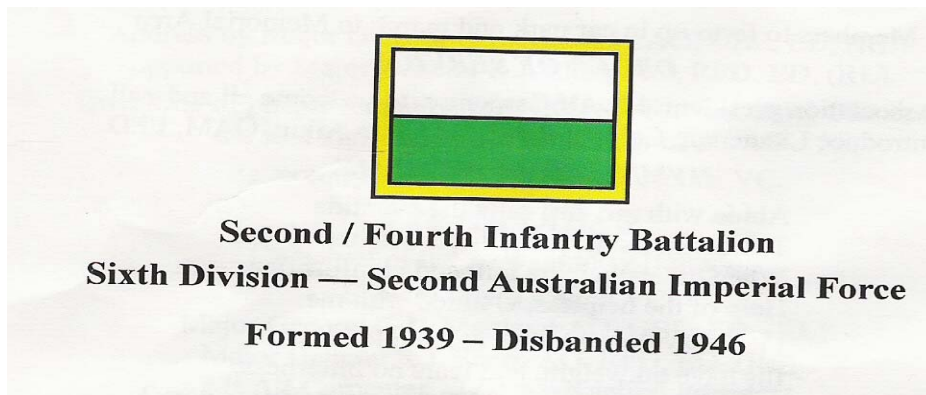


National Anthem (all present to sing)



Colour Party or Catafalque Party dismounts (if available)
Service Dismissed.

Alternate Order of Service.



REMEMBRANCE SERVICE AND DEDICATION

Flag orderlies take Post } If available
March on of the Catafalque Party or the Colour or Banner Party }

Introduction: Master of Ceremonies.

Prologue:

We are gathered here today to remember the sacrifice of our servicemen and women. They were the men and women who were willing to believe in something greater than themselves. It was their willingness to act as such as much as their action that gives them hero status in our society today.

We are thankful for those first Anzacs whose actions established the traditions we as a nation hold so dear to day.

When the time again came, the sons and daughters of our Anzacs came forward without question and accepted the responsibilities asked of them in defending and representing their country in World War II and in times of turmoil in Korea, Borneo, Vietnam, and the various UN campaigns and more recently East Timor, Afghanistan and Iraq.

Let us on this day remember the sacrifices of our brothers and sisters and recall the efforts of those who now sleep peacefully in far away places amid the ridges of Gallipoli, the terraced hills of Palastine, in Flanders Fields and the sands of El Alemien and the tropical forests of Kanchanburi, Kraji and New Guinea and the peaceful olive groves of Greece and Crete.

Fear not that you have died for naught, the torch you threw to us we caught, and now our hands will hold it high, its glorious light shall never die. We'll not break faith with you, who lie in many fields.

We will accept the challenge and continue to ensure that Australia remains the great nation it is. Your sacrifice shall not be in vain.

Hymn; *'The Recessional'*



God of our Fathers, known of old
Lord of our far flung battle line
Beneath whose awful hand we hold
Dominion, over palm and pine
Lord God of Hosts, be with us yet
Lest we forget – lest we forget

The tumult and the shouting dies
The captains and the kings depart
Still stands, Thine ancient sacrifice
An humble and contrite heart
Lord God of Hosts, be with us yet
Lest we forget – lest we forget.

Prayer of Remembrance



Almighty God, Our Heavenly Father, we remember with thanksgiving those who made the supreme sacrifice for us during times of war. We pray that the offering of their lives may not have been in vain. May grace enable us this day to dedicate to the cause of justice, freedom and peace and give wisdom and strength to build a better world, for the honour and glory of your name through Jesus Christ Our Lord. Amen.

Prayer for the Australian Defence Force



God Our Father, we pray for all who have served in the Defence of our Nation, as soldiers, sailors, and members of the Air Force. May those who now serve continue in the traditions established by those who have gone before them, to the honour of your Name. Amen.

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Prayer for Peace



Father of all, we are your family and you call us to live together as brothers and sisters, help us to overcome the barriers that divide people and nations from one another. Bless every effort being made

to bring peace and understanding to the world, so that we may learn your ways and serve your will. In the name of Jesus Our Lord. Amen.



Hymn: “Lead Kindly Light”

Lead, kindly Light, amid the encircling gloom
Lead Thou me on,
The night is dark and I am far from home,
Lead thou me on,
Keep thou my feet; I do not ask to see
The distant scene; one step enough for me.

So long thy power hath blest me, sure it still.
Will Lead me on
O’er moor and fen, o’er crag and torrent still.
The night is gone.
And with morn those angel faces smile
Which I have loved long since and lost awhile.

The Remembrance Address



Laying of Wreaths on the Memorial or Cenotaph

*(If Youth are invited to attend then consideration should be given to providing them with a **single flower** and inviting them to come forward and place their tribute on the Cenotaph)*

Sounding of ‘The Last Post’



One Minutes Silence

Ode of Remembrance

“They shall grow not old – as we that are left grow old
Age shall not weary them, nor the years condemn
At the going down of the sun and in the morning
We will remember them”.
Lest We Forget.



Where it can be arranged a Piper plays *‘The Lament’ – Flowers of the Forest.*

Sounding of – Rouse (Reveille)



National Anthem (all to sing)



Catafalque or Colour or Banner Party dismounts (if available)
Service dismissed.

It is recommended that copies of the Prayers and Readings be provided in large print to those leading the Prayers and Readings.

Invocation

Lord God, be with us this morning as we gather to pay tribute to those who have been involved in our Nation's battles. As we remember those who have died in war, let us commend their souls again to God's eternal mercy, and let us pray that He will give us grace to serve Him unto our life's end. **Amen.**

A Prayer for those who suffer because of War

Father of mercies and god of all comfort, whose Son ministered to those in need: - We pray for all those who suffer through the wars of nations, by loss of home or faculties, by loss of friends and loved ones, by loss of happiness or security or freedom.

We pray for those whose hearts are still bitter, and find it difficult to forgive. Comfort their hearts, uphold their faith and grant them peace through Jesus Christ Our Lord. **Amen.**

The Soldier's Prayer – A Prayer of Commitment

Almighty God, whose command is over all, and whose love never fails, let me be aware of your presence, and obedient to Your will. Help me to accept my share of responsibility with a strong heart and cheerful mind. Make me to be considerate of those with whom I live and work, and faithful to the duties my country has entrusted to me. Let my uniform remind me daily of the tradition of the Army in which I serve. When I am inclined to doubt, strengthen my faith. When I am tempted to sin, help me to resist. When I fail, give me the courage to try again. Guide me with the light of your truth and keep before me the life and example of Jesus in whose name I pray. **Amen.**

Prayer for Australia

Lord God Almighty we ask you to guide us by your wisdom and spirit, that we may seek together to establish peace and happiness, truth, justice and faithfulness in our land Australia.

Direct the hearts and minds of those who have in their hands the government of our nation and people. We pray that together we may seek the welfare of all Australians, to the honour of your name. **Amen.**

Benediction



Go out into the world in peace. Be brave; keep hold of what is good. Never pay back wrong for wrong; encourage the faint hearted; Support the weak and distressed; give due honour to everyone. Be always joyful and give thanks whatever happens for this is what God wills for you. **Amen.**

Alternative Benediction

Christ has shown you what is good.

What does the Lord require of you but to do justice, and to love kindness, and to walk humbly before your God.

God be with you in your going out, and in your coming in

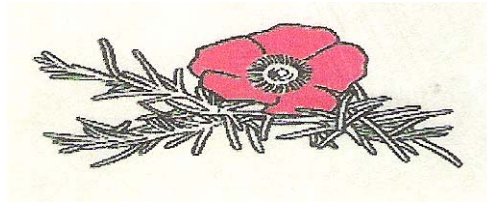
God be with you in your work, and in your leisure.

God be with you in company, and in solitude.

God be with you in your life's journey and at its end.

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Go in peace to love and serve your God and your fellowman and may the grace of our Lord Jesus Christ, and the love of god and the fellowship of the Holy spirit, be with us all and all those we love now and for ever more. **Amen.**



The Author

Matt Walsh JP. MLO ALGA (MCAE), Dip. Bus & Corp Law (CPS) was called up for National Service in 1957 and received a deferment by late 1958 he had become tired of waiting and enlisted in his local Citizen Military Forces (CMF) Unit, 19 Coy (Tipper) Royal Australian Army Service Corps (RAASC) at Ashfield. He was to later find out that this was the same unit that his grandfather had served in during World War I.

In 1959 he was finally called up for National Service and was posted to 13th National Service Training Battalion at Ingleburn, on completion of his full time training he was posted back to 19 Coy RAASC, until the cessation of Nation Service in 1960.

In 1961 he re-enlisted in the CMF with 5 Field Squadron Royal Australian Engineers (RAE) and in 1963 transferred to 1 Division Provost Company (Military Police) and then to 2 Division Provost Company, he took his discharge in 1969 with the rank of Sergeant.

He has served on the Executive Committee of the Defence Reserves Association (NSW), the Military Police Association of Australia and the NSW Military Police Association, the Joint Committee for the Commemoration of the Battle of Crete and the Greek Campaign, the Reserve Forces Day Council, the Ashfield RSL Sub Branch and the NSW National Serviceman's Association and is a Director of The Army Museum of New South Wales Foundation.

In 2002 he wrote the 'History of Ingleburn Military Camp'. He has been awarded the 'Australian Defence Medal' and the 'Anniversary of National Service Medal' in January 2006 he was awarded the 'Australia Day Achievement Medallion' by the National Australia Day Council in 2007 he was appointed a "Member of the Order of Liverpool" by Liverpool City Council..