



Duties of a Mace-Bearer

The Mace is the emblem of the power, authority and dignity of the Mayor and the office of Mace-Bearer has a long history. In many towns he/she is known by the ancient title of Serjeant-at-Mace; as the title implies, this officer carries the mace before the Mayor and is responsible for its proper care. The Mace-Bearer must ensure that the mace and robes are kept in good order. (Civic Ceremonial V Edition by Paul Millward).

Stratford-upon-Avon Town Council has two Maces, the Sadler and the Ludford. The older of the two, the Sadler Mace, was presented by John Sadler, Citizen and Grocer, in 1632. The Ludford Mace was given by a John Ludford, Steward of the Court of Record of the Borough in 1746.

The main duties of a Mace-Bearer are:

- Attending the Mayor on Civic Occasions, when the Mayor is robed;
- Attending full meetings of the Town Council which occur on eight Tuesday evenings during the municipal year at 6:30pm.

Civic Events in the Municipal Year:

Event	Month
Shakespeare's Schools Week	March (daytime)
Reception for the Voluntary Sector	April (evening event)
Shakespeare Birthday Celebrations: Parade & Flag Unfurling Ceremony (Sat) Shakespeare Services (Sun)	April – Saturday & Sunday nearest 23 April (morning events)
Annual Meeting & Mayor Making	May – usually 3 rd Friday in May (12 noon)

Civic Dinner	May – usually 3 rd Friday in May (evening event)
Civic Sunday following the Annual Meeting & Mayor Making event	May (morning event)
Opening of the Mop Fair	October 12 th (11am)
Remembrance Sunday	November – 2 nd Sunday (10:45am)
Christmas Lights Switch On	November – usually 3 rd Saturday (evening event)
Mayor's Personal Civic Sunday	Flexible Date
Mayor's Ball or equivalent high profile charitable event	Flexible Date

In addition:

- Unforeseen one-off Civic Receptions;
- Royal Visits that involve the Town Council and Town Hall.

Uniform Responsibilities:

- The care of personal Mace-Bearer's robes, including gloves and hat;
- Reporting to the Civic Officer any matters of concern regarding the Maces or the uniform so that appropriate action may be taken to rectify any issues;

No personal allowance is given for clothing but the Mace-Bearers are expected to attend appropriately dressed i.e.:

- Male – dark suit, white shirt, Town Council corporate tie, black shoes;
- Female – black dress, or dark trouser suit with white blouse, black shoes.

A Mace-Bearer's uniform is provided and consists of:

- Black gown;
- Black top hat;
- White gloves (black gloves are provided as appropriate);
- Town Council corporate tie and black tie;

- Town Council lapel pin.

General Duties:

- The Mace-Bearers work alongside the Beadle to support the Mayor, Mayoress and/or Consort in their duties but are directly answerable to the Town Clerk;
- When on duty, a Mace-Bearer's job is to guard the Maces and be vigilant at all times regarding their security;
- It is inappropriate for a Mace-Bearer to socialise with guests when on duty, unless told to stand down by either the Mayor or Town Clerk;
- The Civic Officer is responsible for advising, by email, all general matters of information, including dates for meetings, the civic diary, detailed programmes/instructions for civic events and other communications.

The Civic Calendar is finalised as early in the New Year as possible. A Relief Mace-Bearer is usually available should either of the Mace-Bearers be indisposed due to illness. However, it is important to emphasise that the prime consideration in appointing a Mace-Bearer is the strength of the person's commitment to the office, both in terms of continuing the traditions of this historic office and in relation to the need to remain available for all functions at which a Mace-Bearer's presence is required.

The office is for a fixed term of five years with the opportunity to extend by mutual consent and the position attracts a modest honorarium of £600.00 per annum, paid quarterly which is linked to the NJC pay awards.

Town Clerk
August 2026