

# SERVICE INSTRUCTIONS

## **St Matthew's Church, St Leonards** **Friday 26 June 13.15 pm**

St. Matthew's Road  
St. Leonards-on-Sea  
East Sussex  
TN38 0TN

- **Some schools**

**All readers, prayer leaders, musicians, choir** to be in the church for rehearsal at **12.30**. **Dramatic Readers to be available for practice at 12.15** so that they can practice before people arrive. Following feedback the Dramatic Reading practice has to be finished by 12.30 so that it is a surprise for the other children

- **Each school group** to be in its allocated **seats** by **13.00 at the latest** for the pre-service warm up session.

**NB** Please do not have family members and friends sitting with your school as it obstructs the view for the pupils behind them. There will be designated seating for "FAMILY AND FRIENDS"

- **Each school Group** to please bring its **banner and stand**. Banner to be left at the back of the venue on arrival. Stand to be placed at the front of the church. Please read the **Banners and Stands instructions** carefully. **Banner bearers** to go to the back of the church after the informal welcome to collect their banner. **Banner receivers** to go and stand next to their school's stand. After the procession, at the end of the first hymn when directed by the leader, the banner bearers and receivers will return in pairs/threes to their school groups for the service. The **banner bearers** need to be ready to collect their school banner after the offertory dedication. They will remain standing at the front of the venue until the final hymn when they will be led out by the Service Leader. **Banner receivers** to collect stands **after the service**.
- **Each school** is invited to bring an **offering** to support children and families across Sussex (see enclosed leaflets). Why not make this a fun fundraising year 6 project. **School cheques should be made payable to Chichester Diocesan Board of Finance**. One child should be chosen to present your school's cheque and to come to the back of the venue to process up during the **LAST** verse of the hymn "*Prayer of St Richard*".
- **Parking**: On street parking is usually available around St. Matthew's Gardens.
- **Toilets** are available in The Church Centre.

If you have any queries please telephone the Education Team on **01273 425687**.

Thank You.