

SERVICE INSTRUCTIONS

Chichester Cathedral – Monday 27 June 13.15 pm

- **Some schools**

All readers, prayer readers, musicians, choir to be in the Cathedral 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 offering dedication and before the Headteacher’s prayer**. 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. One child should be chosen to present your school’s **cheque/envelope** and to come to the back of the venue to process up during the **LAST** verse of the hymn “*Prayer of St Richard*”.

Methods of Donation

- **Cheques** should be made payable to “**Chichester Diocesan Fund and Board of Finance Inc**”. It is important to use the correct name above.
- **BACS** payment to “Chichester Diocesan Fund and Board of Finance Inc” Sort Code 20-12-75 Account No. 20207314 Ref “Leavers donation” with amount donated on compliment slip in an envelope to be presented.
- **QR Code** on enclosed programme with the amount donated on compliment slip in an envelope to be presented.
- **Picnicking** is allowed in the grounds and the cloisters may be used in the event of wet weather. NOTE: There are toilets (blue door) just outside the cloisters.
- **Parking** Coaches should park in the coach park off the Avenue de Chartres next to Waitrose. The set down point is at the Cathedral Bell Tower in West Street. There are various public car parks in Chichester but NOT in the Cathedral grounds.

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

Thank You.