

SERVICE INSTRUCTIONS

Lancing College Chapel – Monday 4 July 10.30 am

- **Some schools**

All readers, prayer leaders, musicians, choir to be in the chapel for rehearsal at **09.45**. **Dramatic Readers to be available for practice at 09.30** so that they can practice before people arrive. Following feedback the Dramatic Reading practice has to be finished by 09.45 so that it is a surprise for the other children.

- **Each school group** to be in its allocated **seats** by **10.15 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 **NOT** possible in the grounds.
- **Toilets**: There are limited toilet facilities in the Foyer area opposite the entrance to the Chapel.
- **Parking** Please read these instructions and keep to them as there have been complaints in past years of cars and coaches parked in the incorrect places. All coaches **must** park in The Drive (see map). After the service coaches should continue up The Drive and follow the road round the Chapel and down again. We will once again hire the field alongside the chapel to serve as a **car park** (see map). All cars must park in the field and, as with the coaches, on exiting follow the road round the chapel and down.

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

Thank You.