

SERVICE INSTRUCTIONS

St Matthew's Church, St Leonards **Friday 1 July 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 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.
- **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.