

## SERVICE INSTRUCTIONS

**St Andrew's Church, Eastbourne BN22 7RT**

**Morning service 10:30am**

### **09:30 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.*

### **09:45 BIBLE READERS, PRAYER LEADERS AND CHOIR**

to be in the church for rehearsal at 09.45.

**10-10:15 ALL SCHOOLS** to be in 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" where available. Our celebrations have large numbers of schools attending, so please contact the Education Department in advance to check available capacity if you expect significant numbers of guests wanting to join you.*

**BANNER AND STAND** 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.

**OFFERING** Each school is invited to bring an offering to support our designated charity, Family Support Work. Details of this charity are on the programme or can be found at [www.familysupportwork.org](http://www.familysupportwork.org). One child should be chosen to present your school's named envelope – either containing cheque/cash or details of any BACS transfer that the school has made/will make. They will be invited 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 [Family Support Work](#) or [CDAFSW](#).
- BACS payment to "Chichester Diocesan Association for Family Support Work"  
Sort Code [20-12-75](#)  
Account No. [40257133](#) Ref "[Leavers' donation](#)"  
Please bring named envelope (with amount donated on compliment slip) to the service
- QR Code on programme (with the amount donated on compliment slip in an envelope to be presented)

**TOILETS:** There are *very* limited toilet facilities in the church.

**PARKING:** **Seaside/Vine Square, Eastbourne, BN22 7RT** On street parking is available in Winchelsea Road, and a small amount of parking is available in Vine Square (Be aware that this is a one-way street). There is no church car park.

**PICNICKING:** *there is a park nearby and the beach is a short walk.*

If you have any queries please telephone the Education Team on 01273 425687, or contact us at [leavers@chichester.anglican.org](mailto:leavers@chichester.anglican.org)

We look forward to seeing you at the Leavers' Celebration