

SERVICE INSTRUCTIONS

St Matthew's Church, St Leonards-on-Sea, TN38 0TN

Afternoon service 1:15pm

12:15 DRAMATIC READERS

to be available for practice at 12:15

12:30 BIBLE READERS, PRAYER LEADERS AND CHOIR

to be available to rehearse 12.30, and readers to familiarise themselves with using microphones.

12:45-13:00 ALL SCHOOLS to be in 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" 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 (on our website) carefully.

OFFERING Each school is invited to bring an offering to support our designated charity, Family Support Work. Details of this charity can be found at www.familysupportwork.org. One/two children 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 hymn "Prayer of St Richard".

Methods of Donation- *please do not make payment to Diocese of Chichester/DBF*

- 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 donation amount on compliment slip in an envelope to be presented)

TOILETS: are available in The Church Centre *next to the church*

PARKING: On street parking is usually available around St. Matthew's Gardens *and coach drop off in St Matthew's Road.*

PICNICKING: *grass area alongside church*

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

We look forward to seeing you at the Leavers' service