

## SERVICE INSTRUCTIONS

**All Saints Church, Crowborough TN6 1EF**

**Morning service 10:30am**

### **09:30 DRAMATIC READERS**

to be available for practice at 09.30.

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

to be available to rehearse 09.45 and readers to familiarise themselves with using microphones.

**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 separate 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](http://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)

**PICNICKING** is allowed in the grounds. In the event of wet weather indoor accommodation is available.

**TOILETS:** There are toilets in the church off the main worship area and also downstairs.

**PARKING:** Coaches should park in the road in front of the church if there is space.

Cars should turn into Glebelands Road alongside the church and follow the signs for the church and parish halls car parks. Please do not park cars in front of the church as this is for coaches. (There is also space around the green opposite the church).

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' Service