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**The Bishop of Horsham**

**LITURGY BOOKING FORM**

**Liturgical Arrangements for a Parish Visit**

Please complete and return this form, along with a draft order of service (A4 Word format)

for the Bishop’s approval, at least 2 weeks before her visit, by email to the Bishop’s PA

[amanda.belcher@chichester.anglican.org](mailto:amanda.belcher@chichester.anglican.org)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Date**  **….…./….…./………** | **Start time** | | | | | | **Finish time** (approx) | | |
| **Parish** |  | | | | | | | | |
| **Intention of Service**  Please state | (preach and preside / preach/ patronal festival / other) | | | | | | | | |
| **Address of the Church**  Please include postcode and any ‘signposting tips’ |  | | | | | | | | |
| **Is parking provided?** If yes, please state where | (yes / no) Please save the Bishop a parking place if available | | | | | | | | |
| **Contact name** |  | | | | | | | | |
| **Contact Phone/Mobile ON THE DAY** |  | | | | | Priest’s Contact phone/mobile | | | |
| **Expected numbers** | Adults |  | | Children | |  | |  | |
| **Clergy attending** |  | | | | | | | | |
| Are any **specially-invited guests attending?** Please provide details |  | | | | | | | | |
| **Vestments** The Bishop usually travels with her own vestments, but helpful to know  **Colour:**  Licensing (White)  Confirmation (white or for the day) & other services (For the Day)  Please specify…………………………………………. | | | | | | | | | **Can be supplied?**  (yes / no) |
| **Readings** | | | | | **Translation** | | | | |
| OT: | NT: | | | | Gospel: | | | | |
| **Is a Sound System used?** (yes / no) | | | | | **Bishop controlled?** (yes / no) | | | | |
| **Will there be a choir or other musicians (please briefly describe)?** (yes / no) | | | **Will there be servers?** (yes / no) | | | | | | |
| **Is incense used?** (yes / no) | | | If yes, when: | | | | | | |
| **The Bishop will not sing the service but if it is your custom is happy for a cantor to lead appropriate sections** | | | | | | | | | |
| **Where is the sermon preached from?  How many minutes long?** | | |  | | | | | | |
| **How is communion distributed?**  If more than 60 are expected, please arrange for additional stations of distribution | | |  | | | | | | |
| **Any other helpful information**  **Please briefly describe your church tradition**  If confirmations &/or baptisms please provide names, ages for those under 18, and signed confirmation return (blank available on the diocesan website)  PLEASE SUPPLY TESTIMONIALS FROM CONFIRMATION CANDIDATES AT LEAST 7 DAYS BEFORE THE SERVICE and information to satisfy the Bishop that they have been properly instructed and prepared. | | |  | | | | | | |

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Return Checklist:

|  |  |
| --- | --- |
| Draft Order of Service in A4 Word Format |  |
| Text of Readings included in draft OOS |  |
| Text of Hymns included in draft OOS |  |

**The Rt Rev’d Ruth Bushyager, Bishop of Horsham,** Bishop’s House, 21 Guildford Road, Horsham  RH12 1LU     
Telephone: 01403 599226  *Office hours:  Monday to Thursday, 9 am – 2 pm.*