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**The Bishop of Lewes**

**LITURGY BOOKING FORM**

**Liturgical Arrangements for a Parish Visit**

Please complete and return this form along with a draft order of service for the Bishop’s approval,

by email to the Bishop’s PA [nicky.still@chichester.anglican.org](mailto:nicky.still@chichester.anglican.org)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Date**  **….…./….…./………** | **Start time** | | | | | | **Finish time** (approx) | | | |
| **Parish** |  | | | | | | | | | |
| **Intention of Service**  Please state | (preach and preside / patronal festival / other) | | | | | | | | | |
| **Address of the Church**  With postcode please |  | | | | | | | | | |
| **Is parking provided?** If yes, please state where | (yes / no) Please save the Bishop a parking place if available | | | | | | | | | |
| **Contact name**  **and address** |  | | | | | | | | | |
| **Contact Phone/Mobile**  **ON THE DAY** |  | | | | | **Email** | |  | | |
| **Expected numbers** | Adults |  | | Children | |  | | Total |  | |
| **Clergy attending** |  | | | | | | | | | |
| **Are any specially invited guests attending?** Please provide details |  | | | | | | | | | |
| **Vestments** Please indicate if you need the Bishop to bring his own  **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?** (yes / no) | | | **Will there be servers?** (yes / no) | | | | | | | |
| **Is incense used?** (yes / no) | | | If yes, when: | | | | | | | |
| **The Bishop is happy to sing the preface if required** | | | | | | | | | | |
| **Parts sung communally:** | | | | | | | | | | |
| **Where is the sermon preached from?** | | |  | | | | | | | |
| **How is communion distributed?**  The Bishop prefers 1ciborium and 2 chalices at the altar rail. If more than 75 are expected please arrange for additional stations of distribution | | |  | | | | | | | |
| **Recordings** Is permission to record requested (yes / no)  Permission to record this service and the Bishop’s sermon must be sought from the Bishop’s Office before the event. If permission is granted a copy of the proposed upload should be sent to the Bishop’s office on suitable media and agreement requested for the upload. | | | | | | | | | | |
| **Bishop’s Chaplain**  Do you have someone who could chaplain for the Bishop if required? (yes / no)  If yes, please provide details: | | | | | | | | | | |
| **Any other helpful information** Any information will be helpful to ensure the Bishop is well briefed for his visit  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 14 DAYS BEFORE THE SERVICE | | |  | | | | | | | |

Please complete and return with a draft order of service for the Bishop’s approval,

**at least 2 weeks before** the Bishop’s visit,

by email to [nicky.still@chichester.anglican.org](mailto:nicky.still@chichester.anglican.org) A4 Word format:

Return Checklist:

|  |  |
| --- | --- |
| Liturgy Booking Form Completed |  |
| Draft Order of Service in A4 Word Format |  |
| Text of Readings included in draft OOS |  |
| Text of Hymns included in draft OOS |  |
| Date emailed to Bishop’s PA …………. / ……… /…………. | |