# Service Planner (for 10:30 and similar services)

**Service:**

|  |  |
| --- | --- |
| Date: | Type of Service: |
| Time: | Theme: |

**Who’s Who:**

|  |  |
| --- | --- |
| Leading: | Preaching: |
| Warden in Charge: | Prayers: |
| Reading: | Readings: |
| Music: | Sound: |
| Laptop: | Record: |

If you are unsure about leading a service, please see link: [www.standrewsandallsaints.org/resources/procedures/leading-a-service-at-st-andrews/](http://www.standrewsandallsaints.org/resources/procedures/leading-a-service-at-st-andrews/) . **Once the Service Planner is complete, please make sure that a copy is sent to all those above + the church office**.

**Order of Service:**

Please ensure that you include all videos, interviews, drama sections, etc. clearly showing where they occur in the service and, as much as possible where the people involved will be standing and any potential copyright issues.