



**The Cathedral Church of the Holy Spirit
Guildford**

VISITING CHOIR PACK

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CATHEDRAL CONTACTS

Sub Dean and Precentor:	Canon Nicholas Thistlethwaite	01483 547865 precentor@guildford-cathedral.org
Music Department Secretary:	Mrs Penny Peters	01483 547868 penny@guildford-cathedral.org
Organist:	Mrs Katherine Dienes-Williams	01483 547866 organist@guildford-cathedral.org
Dean's Virger:	Christopher Jarrett	01483 547877 virger@guildford-cathedral.org
Refectory:	Tim Brennan	01483 560471 refectory@caperandberry.co.uk

NOTES FOR VISITING CHOIRS

1 General notes

1.1 The Dean and Chapter welcome expressions of interest from choirs who would like to visit the Cathedral to sing a service. They should in the first instance contact the Precentor at the Cathedral Office, Stag Hill, Guildford, GU2 7UP. Choirs are asked to give some indication of their range of experience, and to provide the name of someone – preferably a precentor or organist at another cathedral – who has heard the choir recently and can confirm that they are able to sing to an appropriate standard. Alternatively, a recent recording of the choir (preferably an unedited recording of a service) can be sent.

1.2 Services undertaken by visiting choirs include Choral Evensong at 5 p.m. on Saturdays (throughout the year), and the 9.45 a.m. Sung Eucharist, 11.30 Choral Mattins, and 6.30 p.m. Sung Evensong on Sundays when the Cathedral Choir is on leave. Choirs undertaking the Sunday Eucharist are normally expected to sing at Mattins as well, but this is not essential. Weekday Choral Evensongs (5.30 p.m.) are occasionally available when there is a change in the Cathedral Choir's normal routine, and the Dean and Chapter will consider applications for longer residences during the summer months.

1.3 Once he is satisfied that a choir is able to provide music to the standard expected in a cathedral, the Precentor will contact the organiser to discuss a convenient date and will then issue an invitation to the choir. In the case of church or chapel choirs, acceptance of the invitation must be accompanied by the written consent of the parish priest or chaplain of the school or college concerned. (The choir may not sing at the Cathedral if the incumbent or chaplain has other plans for the choir on the date in question.) Once accepted, the invitation must be regarded as binding. Except in the direst emergency, it is not acceptable for visits to be cancelled at short notice – i.e. within three months of the date.

1.4 It is the responsibility of the organiser to ensure that final details of the choice of music and organ voluntaries are submitted to the Precentor's Secretary not later than two months before the date of the visit. Time must be allowed before this for securing the Precentor's approval (see 2.2 below).

1.5 The Precentor will normally sing the Office and copies of the Responses should be sent to him in good time. (This is not necessary with familiar sets of Responses such as those by Rose, Clucas or the Tudor composers.) In the Precentor's absence, it may be necessary for a member of the choir to sing, and the organiser is therefore encouraged to contact the Precentor's office beforehand to establish whether that is the case.

1.6 We would be glad to know in advance if a priest will be accompanying the choir, so that he or she may be invited to robe and possibly take some part in the service.

1.7 Choirs should bring their own organist. He or she must be an experienced accompanist, able to cope with the challenges of a large cathedral organ. Competence in improvisation is essential if the visit includes Sunday services.

1.8 The Cathedral expects visiting choirs which include children and young people to comply with their own diocesan child protection policy. A declaration must be completed confirming that all adult members of the choir (singers and organists) have either undergone a CRB check or filed a self-declaration form. This declaration must be countersigned by the relevant parish priest. The Cathedral believes that promoting the welfare of children is a priority, and we are also required by

our insurers to take appropriate steps to safeguard children who are engaged in activities on our premises. The declaration form can be found at the end of this visiting choirs' pack.

2 Choice of Music

2.1 The music required from the choir is as follows:

Choral Evensong (weekdays, Saturdays and Sundays)

Responses – Lord's Prayer

Psalm(s)

Canticle settings (Magnificat and Nunc Dimittis)

Anthem

Choral Mattins (Sundays)

Responses – Lord's Prayer

Venite (chant)

Psalm

Te Deum (ordinary/festal times) or Benedicite (penitential seasons)

Jubilate (ordinary/festal times) or Benedictus (penitential seasons)

(one canticle is to be sung to a setting, one to chant)

Anthem

Sung Eucharist (Sundays)

Mass Setting (Latin or English), including either Kyrie (Advent & Lent)

or Gloria (all other times), Sanctus, Benedictus, Agnus Dei

Gospel Responses

Creed (Merbecke) – 1st Sunday of the month only (BCP)

Communion Motet

Hymns (chosen by the Precentor) are sung at the Sunday services. A hymn may also be sung at a Saturday Evensong, and on a Saint's day or its Eve. Introits are not sung.

2.2 Details of the music proposed for the service(s) must be submitted to the Precentor for approval no later than three months before the date of the visit. Choirs are strongly advised not to purchase copies or commence rehearsing until approval has been given. During the summer months, when music is provided by a succession of visiting choirs, it is sometimes necessary to ask for changes of repertoire to prevent duplication. It is also sometimes the case that choirs propose music that is inappropriate to the Church's season or is over-ambitious. In all instances, the Precentor's decision is final.

2.3 Choirmasters are urged to be realistic about the abilities of their choirs and to make due allowance for the challenge of an unfamiliar acoustic, the considerable distance between the two sides of the choir, and problems of co-ordination with the organ. It is infinitely preferable to have simple music sung well rather than to have complicated music sung badly.

2.4 The following points are relevant:

Responses. Choirs singing more than one Office in the course of a weekend (e.g. Saturday Evensong and Sunday Mattins) should normally choose just one set of Responses to be used at both/all services. Over elaborate settings are to be avoided.

The Lord's Prayer. This may be intoned or sung to a setting. Please advise the Precentor accordingly. At Mattins and Evensong the 1662 form of the Prayer ('which art', 'in earth', 'them that') is used.

Psalms. On Saturdays and other weekdays it is usual to sing the psalms for the day from the monthly cycle. However, the Precentor will be happy to suggest a smaller portion of psalmody if that would be helpful. Proper psalms are sung on Saints' days and their eves, and the Sunday psalms will be selected from those provided in the Revised Common Lectionary.

Anthems. The anthem should not normally exceed five minutes in length. If you wish to choose a piece that will last longer than this, please consult the Precentor.

Canticles at Mattins. One canticle is sung to a setting and the second is chanted. This is the normal practice during Cathedral Choir terms, and the Dean and Chapter believe it is right to continue the pattern at other times.

Mass Settings. The individual movements of the mass setting should be of appropriate length, so that the proper balance between the different components of the service (said-sung, choir-congregation, prayer-acclamation) is maintained. In particular, the settings of the Sanctus and Benedictus should not be too long: each is a part of the Eucharistic Prayer and must not predominate over the other elements. The text of the Mass on the first Sunday of the month when the Book of Common Prayer is used should be either BCP or Latin; on other Sundays when *Common Worship, Order One* is used, BCP, Latin or modern texts may be used.

Communion Motet. This should be a short reflective piece, which will not intrude unduly on the administration of Communion. Loud pieces, and those of an aggressive modern tonality are not appropriate.

Organ voluntaries. Pre-service music should be fairly restrained. Closing voluntaries may be louder and more exuberant. Both should strive to reflect the liturgical season, as far as possible.

New compositions. It is not appropriate for first performances of new compositions to take place during a choir visit. If it is hoped to perform an unpublished piece of music, a copy must be sent to the Precentor for approval when the proposed choice of music is submitted.

2.5 Choirs are expected to bring their own Psalters, chant books and hymn books. It is not possible for visiting choirs to make use of the Cathedral music library, and they must bring sufficient copies for the singers.

2.6 Illegal photocopies of choral music must not be used in the Cathedral.

2.7 Hymns are congregational, and should be sung 'full' throughout. Unison verses with varied organ accompaniments may be sung where appropriate; not more than one descant should be sung in each service. The tunes and words are as given in *Common Praise*, the most recent edition of *Hymns Ancient & Modern*. Choirs without access to *Common Praise* should consult the Precentor

in good time before their visit. The play-over should consist of the first two or three lines of the tune (not the last lines), and organists are particularly asked to note that the Cathedral congregation is not used to 'gathering' notes at the beginning of verses.

2.8 Chants for psalms and canticles are not to be played over. A chord is put down, and the conductor brings the choir in with the first verse. The Gloria should be sung at the end of each psalm, using the term 'Holy Ghost' rather than 'Holy Spirit'.

2.9 Recordings must not be made without the permission of the Dean and Chapter. The question of fees payable for recording music still in copyright is a vexed one, and the Dean and Chapter do not usually feel able to grant permission for recordings.

3 Rehearsal

3.1 It is essential that visiting choirs rehearse in the choirstalls. Times can be arranged with the Dean's Virger (01483 547877) who should be contacted at least one month before the visit. Rehearsals should conclude not later than fifteen minutes before the start of the service. No rehearsal time is available immediately before Mattins on a Sunday. The Song Room in the Crypt is normally available for rehearsal and 'warm up' purposes. The virgers can supply a key to the Song Room; visitors may leave bags and outer garments there during the service provided they make themselves responsible for locking the door; even so, the Dean and Chapter can accept no responsibility for any property left in the Song Room and it is left entirely at the owner's risk.

3.2 When rehearsing in the choirstalls, the choir is expected to conduct itself in an appropriate way. Cassocks should be worn (robed choirs) and bags and outer garments should be kept out of sight. Younger choristers should be warned not to run or talk loudly in the Cathedral, and should move about the Choir as little as possible. As soon as the rehearsal is over members of the choir should go quietly to the Crypt.

3.3 Food and/or drink must not be taken into the choirstalls under any circumstances (this includes bottles of water). Food and drink (including bottles of water) may not be consumed in the Cathedral or Song Room. Those using the Song Room for rehearsal are asked not to handle any of the music or books they find there, and to leave the Room as they find it.

3.4 The choir should be directed by the conductor from the music stand adjacent to the Cantoris stalls. (It may be moved to the Decani side if the conductor has also to play the organ.) It is not acceptable for the conductor to stand in the middle of the Choir to direct the singers or to use a platform. When not conducting (e.g. during the lessons) the conductor should retire to one of the rear stalls.

3.5 In the Eucharist the Gospel responses are sung and the Sursum Corda *may* be sung, at the discretion of the Celebrant. A strong unison lead from the choir supported by clear *mf* registration on the organ is required.

3.6 A time should be agreed with the Dean's Virger when the processions into and out of the stalls can be rehearsed. It will normally be most convenient for this to be arranged for the beginning or end of the rehearsal in the choirstalls. The Dean and Chapter expect the processions to be orderly and dignified.

3.7 A choir that does not have robes may prefer not to process. This is perfectly acceptable. In that case, the choir enters the stalls about five minutes before the beginning of the service. The Dean's Virger will explain how this is to be done.

3.8 The organist should also make arrangements with the Precentor's Secretary for rehearsal time at the organ. The availability of the organ is subject to other bookings in the Cathedral Diary, but in principle up to three hours is made available for preparation. Visiting organists are asked to take careful note of the instructions for the use of the organ (sent with these notes), in particular those concerning the availability of channels for the combination system.

4 Dress and robing

4.1 Choirs should wear their customary robes. Dark shoes (preferably black) with low heels should be worn. (Trainers are not acceptable.) Women choristers with open gowns are asked to wear a skirt or dress rather than trousers. Academic hoods may be worn by those entitled to them at Evensong and Mattins on Saturdays, Sundays, and Saints' days and their eves; they should not be worn at the Eucharist.

4.2 Choirs that do not have robes should dress in a neat and tidy fashion, preferably with some degree of uniformity (e.g. dark suits for the men – not dinner jackets – white blouses and dark skirts for the women). The Dean and Chapter respectfully request that ladies wear knee-length skirts, and blouses that cover the arms.

4.3 The Song Room in the Crypt provides adequate accommodation for visiting choirs. There are toilet facilities available there, and also in the Cathedral Refectory. Choirs are asked to ensure that they do not remove music copies or books belonging to the Cathedral Choir.

4.4 Choirs are particularly asked to ensure that there is a minimum of noise in the Crypt, since any noise is very easily heard upstairs in the Cathedral.

5 Refectory, accommodation and car parking

5.1 There is a Cathedral Refectory which is open at certain specified times. The Manager may be contacted on 01483 560471. Refreshments or meals may be ordered through the Refectory (subject to other bookings) or visiting choirs may simply make use of the Refectory alongside the general public. In the latter case, and if a large influx of choir members is likely, it would be much appreciated if the organiser would telephone the Manager and warn him of this. It is in any case advisable to telephone the Refectory beforehand if you plan to use its facilities; the opening hours do vary from time to time and it is as well to check that it will be open when you require it. It is the responsibility of choir members to pay for any meals or refreshments taken.

5.2 On Sundays, choirs singing the 9.45 and 11.30 services are welcome to take coffee between the two services in the Refectory. The coffee is provided on a special table on the far side of the room, and there is no charge. Cassocks may be left on.

5.3 There is no residential accommodation at the Cathedral for visiting choirs. However, the University of Surrey is next door to the Cathedral on Stag Hill, and there are residential facilities there during the vacation periods. Enquiries should be addressed to the Conference Secretary, University of Surrey, Stag Hill, Guildford, Surrey, GU2 7XH (01483 686767). Some local schools offer accommodation during vacations and there are a good many hotels in the area.

5.4 The Cathedral has ample car parking, and the spaces adjacent to the north wall of the Cathedral (on the right as one enters the car park) are reserved for choir members. Cars should not be left in the car park overnight, however.

6 Finally ...

The Dean and Chapter are most grateful to the choirs who come to sing at the Cathedral. We are conscious of how much work goes into these visits, and hope that they prove enjoyable and rewarding for our visitors and for us.

Canon Nicholas Thistlethwaite
Precentor

RUNNING ORDER OF CHORAL SERVICES

SUNG EUCHARIST

(Common Worship, Order 1, Modern)

Every Sunday except the First Sunday of the month

Organ (ending at 9.44)

Notices

First Hymn (*Choir in procession*)

The Greeting

Prayers of Penitence

Gloria in Excelsis or **Kyrie** (penitential seasons)

The Collect

The Reading (*sit*)

Psalm (*as soon as Reading ended*)

The Gospel (*with responses sung,*

then turn to face reader)

Organ to cover movement of procession

Sermon (*sit*)

Creed – said (*do not turn east*)

Intercessions (*sit*)

Brief organ cover

The Peace (*stand*) *brief exchanging of*

Peace, then organist plays over:

Second Hymn

Organ may need to play on to

cover preparation of altar; stop when

all movement ceases

Taking of the Bread and Wine

Sursum Corda (*sung or said*)

The Eucharistic Prayer (*said throughout,*

except for:

Sanctus

Benedictus (*at the end, after the 'Amen'*)

The Lord's Prayer (*said*)

Breaking of the Bread

Giving of Communion

Agnus Dei (*after words of invitation*)

Those who wish receive Communion and

*then return to sing **Motet**.*

Organ may need to cover until the

Communion is finished

Post-Communion prayers (*sit*)

Blessing & Dismissal

Third Hymn

Organ Voluntary (*choir processes out*)

SUNG EUCHARIST

(Book of Common Prayer)

First Sunday of the month

Organ (ending at 9.44)

Notices

First Hymn (*Choir in procession*)

Lord's Prayer (*sit or kneel*)

Prayer of Preparation

Summary of the Law

Kyrie eleison (*stand*)

Collect (*remain standing*)

Epistle (*sit*)

Second Hymn

The Gospel (*with responses sung,*

then turn to face reader)

Organ to cover movement of procession

Sermon (*sit*)

Creed – Merbecke (*do not turn east*)

Offertory Sentence

Third Hymn

Organ may need to play on to cover

preparation of altar; stop when all movement

ceases

Intercession (*sit or kneel*)

Confession

Absolution

Comfortable Words

Prayer of Humble Access (*together*)

Sursum Corda (*said or sung*)

Prayer of Consecration (*said throughout,*

except for:

Sanctus (*stand*)

Benedictus

Lord's Prayer (*said*)

Agnus Dei

Communion – *those who wish to receive do so*

*and the **motet** follows*

Prayer after Communion (*sit or kneel*)

Gloria in excelsis - except in Advent and Lent

(*stand*)

Blessing

Fourth Hymn

Organ Voluntary (*choir processes out*)

CHORAL EVENSONG - Sundays
(Book of Common Prayer, as on cards)

Organ (to cover entry of choir and clergy;
end on note for Precentor)

Opening Responses

First Hymn (announced)

Psalm (announced)

First Lesson (sit)

Magnificat

Second Lesson (sit)

Nunc Dimittis

Creed – said (do not turn east)

Officiant begins: 'I believe in God', and

Choir joins in, 'the Father Almighty ...'

Lesser Litany (note for Precentor)

Lord's Prayer

Responses

Collects

Anthem (announced)

Prayers (sit)

Second Hymn (announced)

Sermon (sit)

Third Hymn (announced)

Organ may need to cover until

Collection received and blessed

Blessing (stand)

Organ Voluntary (choir and clergy
process out)

MATTINS

(Book of Common Prayer, as on cards)

Organ (ending at 11.29)

Notices

First Hymn (Choir in procession)

Opening Responses (note for Precentor)

Venite, vv 1-7 + Gloria (not announced)

Psalm (announced)

First Lesson (sit)

Te Deum or **Benedicite**

Second Lesson (sit)

Jubilate or **Benedictus**

Creed - said (do not turn east)

Lesser Litany (note for Precentor)

Lord's Prayer

Responses

Collects

Anthem (announced)

Short Sermon (sit)

Prayers

Second Hymn (announced)

Blessing

Organ Voluntary (choir processes out)

CHORAL EVENSONG - Weekdays & Saturdays
(Book of Common Prayer, as on cards)

Organ (to cover entry of choir and clergy;
end on note for Precentor)

Opening Responses

Psalm(s) (announced)

First Lesson (sit)

Magnificat

Second Lesson (sit)

Nunc Dimittis

Creed – said (do not turn east)

Officiant begins: 'I believe in God', and

Choir joins in, 'the Father Almighty ...'

Lesser Litany (note for Precentor)

Lord's Prayer

Responses

Collects

Anthem (announced)

Prayers (sit)

Organ Voluntary (choir and clergy
process out)

N.B. Because the choirstalls are not provided with kneelers, choir members should sit for the prayers. They should sit upright – there is no need to crouch.

THE CATHEDRAL ORGAN

The following notes may be of use:

1. The organ is a four manual instrument, with 80 speaking stops. The main part of the instrument is situated in the north gallery. A small Positive division is situated on the north side of the choir and the console is in a loft on the south side.
2. There are two separate blower switches (positive and main organ) on the right hand side of the console at the bottom of the stop jambs.
3. The positive is a floating division and can be coupled to any manual; the 8 foot flute is also available independently on the Swell, and the drawstop for this can be found at the bottom of the Pedal drawstops.
4. There are 16 general pistons and 8 memories for general and divisional pistons. All pistons are on a capture system operated by holding in the setter button beneath the choir manual (left hand side). General channel 1 is set as a general crescendo for choir accompaniment, which you may find helpful. Please note that only certain channels are available for use, and read carefully the card on the console giving details of which channels may be altered. CHANNELS 1 - 4 MUST NOT BE ALTERED UNDER ANY CIRCUMSTANCES, EVEN IF THEY ARE UNLOCKED.

Some useful hints for service playing:

1. For congregational hymns etc, a firm lead from the Great and Swell choruses is appropriate.
2. For **choir** accompaniment, the **positive** is the most useful section. It can be clearly heard by the choir and so lends confidence in the large space of the choirstalls.
3. The main organ should be used very sparingly in choir accompaniment. It is very easy to misjudge choir/organ balance from the console; the main organ is much closer to the listening congregation than to the choir. It is recommended that the Great division not be used for choir accompaniment; it is better to couple the Positive and Swell to the Great manual. As a guideline the following combinations are suggested;

‘P’ Positive 8’ Flute + soft Swell

‘mp’ Positive 8’4’ Flutes + Swell piston 4

‘mf-f’ Positive 8’8’4’4’ + Swell piston 5 or 6 (the Swell pedal should only be fully open for the loudest dynamics)

4. There is one pedal stop in the Positive case (Quintaton 16’) which speaks promptly and should be drawn whenever the Positive is in use.
5. The player experiences a slight sound delay when playing the main organ; it may be helpful in rapid passage work to have some Positive stops coupled to facilitate rhythmic precision.

Please leave the console and loft tidy and free of waste paper and please note that food and drink (including sweets and bottled water) are not to be consumed in the organ loft. Only the designated accompanist of a visiting choir may play the Cathedral organ.

**Guildford Cathedral
VISITING CHOIR APPLICATION FORM**

Please print or use capitals

NAME OF CHOIR

APPROXIMATE NUMBER OF VOICES		
Boys Girls	Sopranos (adults) Altos (male) Contraltos	Tenors Basses

CONDUCTOR/DIRECTOR	Full Name Address Telephone/email
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CONTACT (if different from above)	Full Name Address Telephone/email
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INCUMBENT/CHAPLAIN (for Church Choir)	Full Name Address Telephone/email
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PREVIOUS VISITS TO GUILDFORD CATHEDRAL (if applicable)	Approximate dates
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RECENT VISITS TO OTHER CATHEDRALS (to whom reference may be made)	
Cathedral	Date

We would be interested to sing at Guildford Cathedral:

Service: Saturday Evensong (5.00 pm) }
 Sunday morning Eucharist (9.45 am) and Mattins (11.30 am) } *Please delete as appropriate*
 Sunday Evensong (6.30 pm) }
 Other (specify) }

Availability:

Signature Date

Guildford Cathedral

VISITING CHOIR DECLARATION FORM

Name of Choir:

Name of correspondent:

Address of correspondent:

.....

.....

.....

I declare that all the adult members of the above choir and the organist(s) have made the appropriate self-declaration or undergone CRB clearance in accordance with the.....
Diocesan Child Protection Policy.

Signature:

Date:

Countersigned by parish priest or PCC Secretary:

Name:

Address:

.....

.....

.....

Signature:

Date: