

VISITING CHOIRS | INFORMATION PACK

THANK YOU

...for bringing your choir to Guildford Cathedral. Choral worship is an extremely important part of our life here, and we value the ability to continue with it at the times when the Cathedral Choir is not in residence. Guildford Cathedral is a beautiful place in which to sing, full of light and space, and characterised by a simple beauty and warm welcome.

This information pack is designed to guide you through the process of the entire visit, from the first enquiry, through making a booking, right through to the last note of the final organ voluntary. There are different patterns of services available to you, ranging from single evensongs through to complete weekends and even longer residences – we will endeavour to find the best option for you.



OUR EXPECTATIONS



Cathedral services can be extremely beautiful, created by a combination of the building, the liturgy, and the music. The music is the thing most often commented on by worshippers, and can be the very thing to turn an ordinary service into something extraordinary. We have a duty to ensure that a high standard of music-making is maintained in the Cathedral, and as such we have expectations of our visiting choirs.

Your choir will need first and foremost to be able to sing the chosen repertoire (see below) confidently and accurately. In addition, it is essential that the director and organist are experienced in performing music within liturgy – there is no assistance available during services! The size of your ensemble is not too much of an issue for us; although for small (fewer than 16) or very large (more than 40) groups you will first need to make sure that we are happy and able to accommodate you.

Your organist will need to be a competent liturgical accompanist with experience of handling a Cathedral instrument: the organ at Guildford is fairly substantial, and a little idiosyncratic for the purposes of accompaniment. For weekend services, they must be a good hymn-accompanist and be able to extemporise confidently.

CHOOSING REPERTOIRE

This is perhaps the most exciting part of preparing for a Cathedral visit. A brief look at the Cathedral music lists will demonstrate our commitment to providing a broad spectrum of musical styles whilst ensuring the music always reflects the liturgical flavour. This applies to both organ music and choral music.

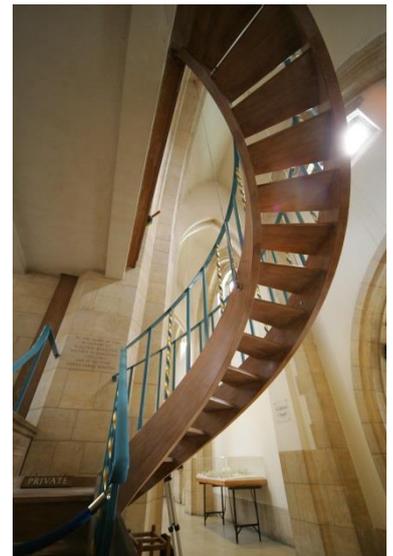
You will be sent a repertoire before your visit: this will include details of readings, and feast days (where applicable). **Please return it by the date requested as the date will have been set with internal printing deadlines in mind.**

EVENSONG

Responses: please choose from the following list:

Ayleward	Radcliffe
Byrd	Plainsong
Clucas	Rose
Ebdon	Sanders ('Dresden Amen' responses)
Forbes L'Estrange	Shephard
Leighton	Smith (5-part)
Lloyd (Set I)	Smith (4-part)
Lloyd (Set II)	Sumsion
McDowall	Tomkins
Moore (Set I)	
Morley	

For responses which are for upper or lower voices, please submit these individually for approval.



Psalmody: Usually we sing the psalms for the day as set in the Book of Common Prayer, except on Sundays and Saints' Days and their eves, when a separate lectionary is used. Please use the Coverdale translation. We sing the complete psalms for each evening, omitting any 'cursing' verses, with a *Gloria Patri* at the end of each psalm. It is usually possible to sing a smaller portion – please ask if you would like to do this.

Canticles: *Magnificat* and *Nunc Dimittis* please. Usually we sing these in English to one of the many settings written for Evensong, although sometimes Latin is used, especially in 16th Century continental repertoire. If the *Magnificat* is a polyphonic setting without an attached *Nunc dimittis*, the *Nunc dimittis* may be sung to plainsong. The *Magnificat* may **not** be sung entirely to plainsong. It is our common practice to keep either English or Latin for both canticles. It is not possible to sing the 'alternative canticles' contained in the Book of Common Prayer.

Anthem: This should normally be fairly brief on weekdays (4-6mins), but might be more extended for a Saturday or Sunday. If there is a Festival or Holy Day, the anthem should directly reflect this on the day itself, or the day before (the Eve). At other times, the anthem should reflect the season, or the lectionary readings (which will be sent to you). Settings of psalms, Eucharistic texts, and Marian texts are usually appropriate throughout the year.

THE CATHEDRAL EUCHARIST



Mass Setting: *Gloria, Sanctus, Benedictus, Agnus Dei*. At a Traditional Rite Eucharist (you will be advised if you are required to sing this), we also require a *Kyrie*, although there is a congregational setting of this which may be used. The setting of the *Gloria in excelsis* is **not** sung during Advent or Lent.

- Please choose a setting in either Latin or English.
- The setting of the *Benedictus qui venit* is usually sung following immediately on from *Sanctus*. If a particularly long setting is chosen we may request a cut to be made.

Psalmody: This is proper to the day, and you will be informed as to which psalm is chosen in the Lectionary. We use the Common Worship responsorial psalms, and will provide you with the appropriate psalm.

Gospel acclamation: A gospel acclamation is sung along with a congregational Alleluia. We will provide the music for this, though you may supply your own version of the gospel acclamation: please let us know.

Motet: The Motet is sung during the distribution of Communion and can be generically Eucharistic in nature. Please avoid choosing music which has any sustained *forte* passages, especially if accompanied.

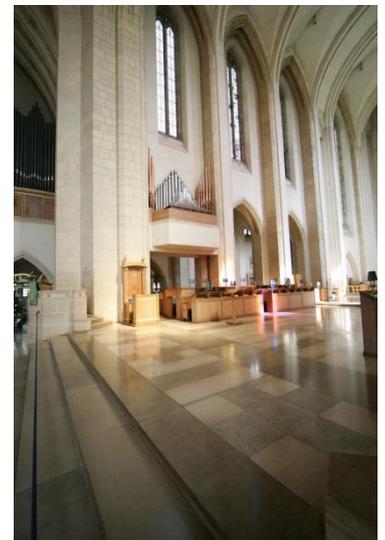
MATTINS

Responses: please choose from the list of responses printed on page 2 of this booklet.

Venite (Psalm 95): We sing vv.1-7 and the *Gloria Patri* to Anglican chant.

Canticles: These are the *Te Deum* and *Jubilate Deo* except in Advent and Lent when we sing the *Benedicite, omnia opera* and the *Benedictus*.

- One of these will be sung to a setting, and the other must be sung to Anglican chant. For example, if the *Te Deum* were sung to the setting in A by Stanford, then the *Jubilate Deo* would be chanted.
- The setting would normally be in English, or occasionally may be in Latin. If chanting the *Te Deum*, we finish at "... in glory everlasting."
- There is also a shortened form of the *Benedicite* which we will indicate if appropriate.



Anthem: This is normally relatively brief (about 4-6mins), although can be a little more extended if appropriate. If there is a Festival or Holy Day, the anthem should directly reflect this. At other times, the anthem should reflect the season. Settings of psalms, Eucharistic texts and Marian texts are usually appropriate throughout the year.

HYMNS & LITURGICAL MUSIC

- Hymns will be sent to you, along with liturgical music as appropriate ahead of your visit. Hymn descants and re-harmonisations should be used sparingly, and certainly no more than once in each service. If you intend to use a descant, please inform us one month before your visit (for printing in the Order of Service).
- If you are singing for a Saturday evensong only, and are likely to bring a substantial number of people with you (around 30 or more), then you may wish to sing a hymn. You may suggest one which you would like to sing, however we reserve the right to choose one ourselves, and the Canon Liturgist's decision is final.
- The Cathedral uses the hymn book *Common Praise*.

MUSIC COPIES

- Please make sure that you are singing from legally-produced copies of music: photocopies are not allowed (with the exception of hymns, psalms, and other liturgical music).
- If you wish to sing from tablet computers, please inform us ahead of your visit (we do not have power-charging facilities for these).
- Please bring a set of music for the officiant or celebrant, as appropriate.

ORDERS OF SERVICE

A running order for Evensong and Mattins is found in this document. For Sunday services, PDFs will be emailed to you the Friday before the Sunday, and copies will be printed for you.

ACCOMMODATION

We regret that we are unable to provide recommendations of accommodation, however it may be of interest to note that some previous Visiting Choirs have stayed in University of Surrey accommodation; additionally, there are hotels near to the Cathedral.

SAFEGUARDING

- We ask that you adhere to Guildford Cathedral's Safeguarding policy, and a declaration form detailing this will be sent to you ahead of your visit.
- The form must be completed even if you have no young people or vulnerable adults in your group.
- The form must be completed for each subsequent visit made to Guildford Cathedral, unless there are no changes in personnel.
- Please note we recommend one DBS-checked chaperone for every 8 young people who are aged 16 or under.
- Your choir will not be allowed to sing at Guildford Cathedral until we have received this form.
- During your stay with us, please ensure that you and all members of your choir, and non-singers accompanying the group (if applicable) wear a 'Visiting Choir Member' lanyard, a box of which may be found on the Song School piano.

RISK ASSESSMENTS

- A copy of the Cathedral's Risk Assessment will be sent to you.
- If there are public health measures in place, you will be sent the relevant Risk Assessment.
- We recommend that you undertake your own risk assessment as well, but this is not obligatory.

STREAMING

- Sunday services are live-streamed by a team of dedicated volunteers, and are broadcast on the Cathedral's Facebook page and YouTube account.
- Sunday services remain up for 48 hours, after which time they are deleted.
- If you would like a copy of the service(s), please write to suborganist@guildford-cathedral.org at least one week before your visit.
- Services from Monday to Saturday are not customarily streamed, however it may be possible for one of our volunteer live-streamers to stream a service if you wish.
- Requests for this have to be made at least six weeks in advance of your visit (to suborganist@guildford-cathedral.org).

CAR PARKING

- The Cathedral has an ANPR system in place, managed by Horizon Parking, which was introduced in September 2016 to enable visitors to the Cathedral to park.
- Please note that if any member of your choir, or your organist or director, are intending to drive to Guildford Cathedral, they must submit their Vehicle Registration Number on the form provided, or they risk incurring a parking ticket.
- Please warn any supporters coming to attend Evensong that if they are parked in the Cathedral car park for longer than 2 hours, they will receive a parking ticket.

HOW WE PROCESS YOUR DATA

A copy of the forms returned to the Cathedral will be kept in a locked box from date of receipt until after the choir's visit to the Cathedral to sing for services, after which time they will be securely destroyed. Electronic forms are filed on a secure serve, If you have any questions concerning the processing of your data, please email suborganist@guildford-cathedral.org.

CHOIR REHEARSAL

The following times are automatically booked for your visit:

WEEKDAY EVENSONG

14.00-16.00 | Song School

16.00-17.00 | Cathedral Floor

17.30 | Evensong

SATURDAY EVENSONG

13.30-15.30 | Song School

15.30-16.30 | Cathedral Floor

17.00 | Evensong

SUNDAY MORNING

08.00-08.45 | Song School

08.45-09.35 | Cathedral Floor

09.45 | Eucharist

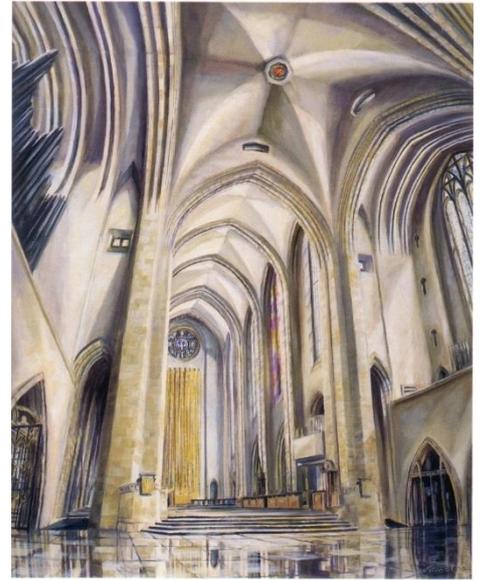
11.30 | Mattins (as advised at time of booking)

SUNDAY EVENSONG

14.30-16.30 | Song School

16.30-17.30 | Cathedral Floor

18.00 | Evensong



It is important to note that learning music is not appropriate during rehearsal in the stalls – we expect that the choir will have learnt the repertoire before visiting the Cathedral.

If you require any additional time (either in the Song Room or Quire) please contact the Sub Organist with your request as soon as possible.

PROCESSIONAL REHEARSAL

- A Virger will lead a processional rehearsal when you arrive on the Cathedral Floor for your pre-service rehearsal.
- Please make contact with the Virgers to arrange for this, by emailing them: virger@guildford-cathedral.org.

RESPONSES REHEARSAL

The Canon Liturgist or another Canon will normally sing the responses at Mattins and Evensong, and will not usually be available for rehearsal. However, if none of our singing clergy are available we will ask you to provide a cantor. You will be advised of the correct Collects.

ORGAN REHEARSAL

The following times are automatically booked for your visit:

WEEKDAY EVENSONG

14.00-16.00

17.30 | Evensong

SATURDAY EVENSONG

13.30-15.30

17.00 | Evensong

SUNDAY MORNING

09.45 | Eucharist

11.30 | Mattins (as advised at time of booking)

SUNDAY EVENSONG

14.30-16.30

18.00 | Evensong



If you are playing on Sunday morning, it is possible to arrange for extra practice time on Saturday. The Cathedral is normally booked 0900-1000 on weekdays for use of the Cathedral organists – during Cathedral Choir vacations this can often be used by a visiting organist. Please book this with the Sub Organist, suborganist@guildford-cathedral.org.

ORGAN REPERTOIRE

Please send details of Organ Voluntaries. This is important as it enables us to publish the details where appropriate, which is much appreciated by our congregations, both those in the building and online.

The voluntaries should follow on from the musical style of the choral music, and reflect the season or particular liturgical occasion. Pre-service organ music should be fairly restrained in the main, as it is part of preparation for worship, however it need not always be very short and entirely *mezzo piano*!

Here are some guidelines for the suitable lengths of voluntaries.

	Weekday Evensong	Saturday Evensong	Sunday Eucharist	Sunday Mattins	Sunday Evensong
Pre-service	3-5mins	5-7mins	5-7mins	4-5mins	5-10mins
Post-service	3-5mins	5-7mins	5-7mins	4-5mins	5-7mins

These are guidelines only, and it may be that something shorter or longer is appropriate on a certain occasion. If in doubt, please contact the Sub Organist.

Please aim to play repertoire before each service - improvisation alone should not be the norm.

The Cathedral Organ is louder, and speaks more directly into the building, than you would imagine when sat at the console; please register with this in mind. For accompanying, the Positive organ provides a very useful pitch reference for musicians in the Quire, whilst the rest of the organ provides the colour

ORGAN SPECIFICATION AND MEMORY LEVEL ALLOCATIONS

GREAT

Double Diapason	16
Bourdon (Choir)	16†
Open Diapason I	8
Open Diapason II	8
Open Diapason III	8
Waldflöte	8
Stopped Diapason	8
Octave Diapason	4
Principal	4
Stopped Flute	4
Twelfth	2 2/3
Fifteenth	2
Mixture (19.22.26.29)	IV
Trombone	16
Trumpet	8
Clarion	4
Swell to Great; Choir to Great	
Solo to Great; Positive to Great	

SOLO (ENCLOSED)

Hohlflöte	8
Viole d'Orchestre	8
Violes Celestes	8
Concert Flute	4
Piccolo	2
Clarinet	8
Orchestral Oboe	8
Tremulant	
Tuba (unenclosed)	8
Solo Octave; Solo Unison Off	
Solo Sub Octave	
Positive to Solo	

POSITIVE (FLOATING)

Gemshorn	8
Rohr Gedackt	8
Principal	4
Spitzflöte	4
Nazard	2 2/3
Blockflöte	2
Tierce	1 3/5
Larigot	1 1/3
Furniture (22.26.29)	III

Tremulant

SWELL (ENCLOSED)	
Contra Salicional	16
Geigen Diapason	8
Rohrflöte	8
Salicional	8
Vox Angelica	8
Principal	4
Koppelflöte	4
Fifteenth	2
Mixture (19.22.26.29)	IV
Oboe	8
Vox humana	8
Tremulant	
Contra Fagotto	16
Cornoepen	8
Clarion	4
Rohr Gedackt (Positive)	8
Swell Octave; Swell Unison Off	
Swell Sub Octave	
Solo to Swell; Positive to Swell	

PEDAL

Sub Bass	32
Open Wood	16
Open Metal	16
Violone	16
Major Bourdon	16
Minor Bourdon (Choir)	16†
Salicional (Swell)	16
Quintaton (Positive)	16
Octave Wood	8
Principal	8
Bass Flute	8
Fifteenth	4
Octave Flute	4
Mixture (19.22.26.29)	IV
Contra Trombone	32
Ophicleide	16
Trombone (Great)	16
Trumpet	8
Clarion	4
Great to Pedal; Swell to Pedal	
Choir to Pedal; Solo to Pedal	
Positive to Pedal	

CHOIR (UNENCLOSED)

Bourdon	16†
Open Diapason	8
Stopped Diapason	8
Salicional	8*
Principal	4*
Suabe Flute	4
Nazard	2 2/3
Flageolet	2
Tierce	1 3/5
Larigot	1 1/3

Tremulant

Trombone (Great)	16
Trumpet (Great)	8
Clarion (Great)	4
Swell to Choir; Solo to Choir	
Positive to Choir	

ACCESSORIES

Great and Pedal Combinations	
8 thumb pistons each	
to Great, Swell, Solo, Choir	
4 thumb pistons to Positive	
8 general thumb pistons	
8 toe pistons to Pedal	
8 toe pistons to Swell	
Generals on Swell toe pistons	
11 reversible thumb pistons	
5 reversible toe pistons	
Setter piston	
Cancel piston	
96 levels of memory	
for general pistons	
16 levels of memory	
for divisional pistons	
Manual compass:	
CC - c (61 notes)	
Pedal compass:	
CCC - G (32 notes)	

† On a separate chest
* new (2015-18)

Divisionals		Generals	
1	General crescendo (please do not alter)	1	Hymns (please do not alter)
2-3	Visiting organists	8-9	Visiting organists
4-6	Organist & Master of the Choristers	10-29	Organist & Master of the Choristers
7-9	Sub Organist	30-59	Sub Organist
10-12	Organ Scholar	60-75	Organ Scholar
13-16	Recitalists	76-96	Visiting Recitalists

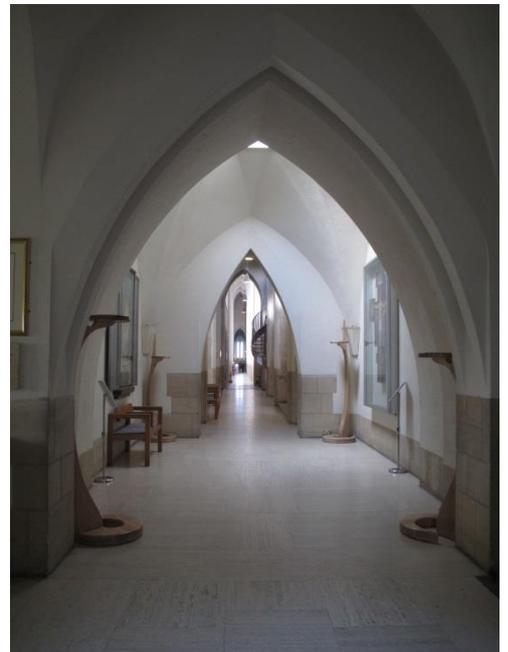
REPERTOIRE APPROVAL

Once your chosen repertoire has been submitted, the Canon Liturgist will approve it or otherwise. If your chosen repertoire creates a repetition with another service within a particular time frame (usually about four weeks), we will have to ask for a change. Similarly, if the repertoire is considered in any way inappropriate (liturgically or for other reasons), we may ask for an alternative choice. It is not acceptable to use a Cathedral visit for the first performance of a new work; furthermore, a perusal copy will need to be sent to the Sub Organist (suborganist@guildford-cathedral.org) for any music that is to be performed which is unpublished.

Once your repertoire has been approved, you will be sent a complete list of what we are expecting by way of confirmation.

CATHEDRAL FACILITIES

- The Cathedral Song Room is available to you during your visit. Feel free to use this for rehearsal purposes and for storage of personal belongings. **Please note that the Cathedral does not accept any liability for loss or theft of items left anywhere on the premises.** Please do not touch any of the music or choir robes, or indeed any other Cathedral Choir property. A rail is provided for the hanging of robes - please do not use the Cathedral Choir rails.
- Please ensure that the corded rope at the top of the Crypt staircases is always replaced after you have passed through it.
- There are several toilets in the Crypt: Ladies on the South side, and Gentlemen and Boys separately on the North Side. There is also an emergency toilet located off the North Ambulatory.
- The Crypt Kitchen area may be used to eat a packed lunch/tea or for a cup of tea. Any cups used should be washed up. Please do not bring any food or drink into the Song Room or onto the Cathedral floor.
- Seasons Café (which fulfils the function of a Cathedral Refectory) is normally open Monday-Sunday, 9am-4.30pm. They sell a range of drinks and snacks as well as hot meals at lunchtime. You are advised to make contact with them before your visit if you wish to use this facility as a large group. Their contact details are appended to this document.
- It is possible to arrange for a guided tour of the Cathedral. The Sub Organist will be happy to liaise with you in this matter.



CATHEDRAL ORDERS OF SERVICE

MATTINS

ORGAN VOLUNTARY

Please finish by 1128 for Notices to be read.

NOTICES

PROCESSIONAL HYMN

Announced at the end of Notices.

RESPONSES

Immediately following the Hymn, note from organ.

VENITE

Unannounced and immediately following Responses.
Verses 1-7 and *Gloria Patri* please.

PSALMODY

Announced. Please commence once congregation is seated.

1ST LESSON

Read from the Lectern.

TE DEUM

Unannounced.

2ND LESSON

Read from the Lectern.

JUBILATE DEO

Unannounced.

APOSTLES' CREED

Recited by all. We do not face East

RESPONSES

Immediately following the Creed, note from organ.

ANTHEM

Announced.

PRAYERS

OFFERTORY HYMN

Announced. Organist please be aware there is a collection and cover may be needed.
Cue that it is ok to finish is when collection is blessed at the High Altar.

BLESSING

ORGAN VOLUNTARY

EVENSONG

ORGAN VOLUNTARY finishing at 4.59 (Saturday) or 5.29 (Weekdays) or 5.59 (Sundays)

ORGANIST PLAYS CHOIR INTO STALLS

Please wait for all clergy to be in place and for the virger to have bowed to the officiant.

RESPONSES

Immediately, note from organ.

On Sundays

HYMN

Announced

PSALMODY

Announced. Please commence once congregation is seated.

1ST LESSON

Read from the Presbytery step.

MAGNIFICAT

Unannounced.

2ND LESSON

Read from the Presbytery step.

NUNC DIMITTIS

Unannounced.

APOSTLES' CREED

Recited by all. We do not face East.

RESPONSES

Immediately following the Creed, note from organ.

ANTHEM

Announced.

PRAYERS

Usually ending with the Grace.

On Saturdays

HYMN

Announced

On Sundays

HYMN

Announced

SERMON

OFFERTORY HYMN

Announced. Organist please be aware there is a collection and that cover may be needed. Cue that it is ok to finish is when collection is blessed.

BLESSING

ORGAN VOLUNTARY

CATHEDRAL ETIQUETTE

We are certain that choirs in general are well aware of the basic etiquette involved when working in a Cathedral. It is important to remember that this is both a holy place and a place of work for many. When in the Cathedral building, we ask that all choir members conduct themselves with the appropriate professional attitude, and that those in the care of children ensure that their charges do likewise. Even professional Choristers have sometimes to be reminded of these things!

There are some points which pertain specifically to services:

- Please remember to sit and stand tidily as directed. This leads the congregation.
- The Conductor must conduct from the North-West end of the choir stalls. It is not necessary to be completely tucked in to one side, but it is not possible to stand directly in the middle of the stalls. Please bear in mind that there may be movement of clergy through the middle of the Quire (eg. during a psalm).
- Robed choirs: please feel free to wear your choir robes. Academic hoods are only worn on Sundays for Mattins and Evensong, and never at the Eucharist.
- Non-robed choirs: please dress in a sober fashion. Lounge suits are fine for gentlemen, and a blouse with long black skirt or trousers is fine for Ladies. Shoes should be black. It is not appropriate to wear evening dress for any services.

In the unlikely event of there being a problem or concern during your visit, in the first instance, please contact a member of clergy or the Sub Organist. They will listen to you concerns, and seek to resolve the matter swiftly and appropriately.

FAQs

Where can my choir find a cup of tea?

Seasons Café (which fulfils the function of a Cathedral Refectory) is usually open Monday-Sunday, 9am-4.30pm, however it is important to phone in advance of the day as they sometimes take on bookings for functions which use the whole space, closing the café.

May we take a photograph of the choir in the Cathedral?

So long as this does not take place during a Cathedral service, you are permitted to take photographs in the Cathedral. Please be aware of the safeguarding issues surrounding this activity, particularly with respect to children.

Is it possible to sing an Introit?

With regret, no. We do not sing introits except for specific liturgical reasons.

Is it OK to sing a piece in Latin?

That is absolutely fine for most things you are likely to sing. Responses and psalms are always in English, but the Cathedral Choir often sings the Evening Canticles and the Mass in Latin, as well as Anthems and Motets in various other languages.

What if we need to cancel our booking?

If this instance does occur, please contact the Sub Organist as soon as possible. Cancellation is not something we would wish to happen as it affects the liturgical life of the Cathedral, although we recognise that there are occasions when it is unavoidable.

Do we need to bring our own organist, or will one of the Cathedral staff be available?

Please bring your own organist if at all possible. A fee is payable for the use of Cathedral organists, and we cannot in any case guarantee their availability during vacations. If you are having trouble finding somebody to play for you, please contact the Sub Organist who will offer advice on whom to try locally to Guildford.

Do we need to sing the cantor part in responses?

The Responses at Mattins and Evensong will normally be sung by the Canon Liturgist or one of our singing Canons. If we require you to provide a cantor, we will advise you accordingly.

CHECKLIST

Have you...

- Chosen your repertoire, submitted it, and received approval?
- Submitted your organ voluntaries, and received approval?
- Returned Safeguarding forms, Car parking forms, and Names lists?
- Made contact with Seasons Café if you want to guarantee a cup of tea?
- Requested PDF(s) of order(s) of service?
- Made contact with the Virgers to arrange a processional rehearsal?
- Packed a copy of music for the officiant/celebrant?
- Asked for live-stream copies of services, where relevant?

Thank you for coming – we look forward to welcoming you!

CONTACTS

Sub Organist:

Richard Moore

suborganist@guildford-cathedral.org

01483 547 867

Music and Liturgy Administrator:

Carolyn Howard-Jones (Mrs)

liturgymusic@guildford-cathedral.org

01483 547 868

Virgers:

virger@guildford-cathedral.org

01483 547 877

Seasons Café (Cathedral Refectory):

seasonscathedral@thetipsypigs.co.uk

01483 563 841