



**GUILDFORD
CATHEDRAL**

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 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 form approximately three months before your visit: this will include details of readings, and feast days (where applicable). **Please return it by the date on the document.**

EVENSONG

Responses: please choose from the following list:

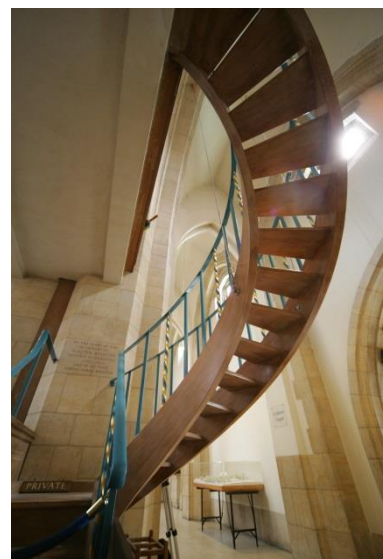
Ayleward
Byrd
Clucas
Ebdon
Leighton
Moore (Set 1)
Morley
Plainsong
Radcliffe
Rose
Sanders ('Dresden Amen' responses)
Shephard
Smith (5-part)
Smith (4-part)
Sumsion
Tomkins

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, which will be indicated on your repertoire form.

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. 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 the Traditional Rite Eucharist (normally the first Sunday of each month), we also require a *Kyrie*, although there is a congregational setting of this which may be used. *Gloria in excelsis* is **not** sung during Advent or Lent.

Please choose a setting in either Latin or English. *Benedictus qui venit* is usually sung separately from *Sanctus* (except at a Traditional Rite Eucharist), and if a particularly long setting is chosen we may request a cut to be made. Please inform us if the *Sanctus* and *Benedictus* movements have to run together for musical reasons.

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 one month before your visit.

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: 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 following list:

Ayleward
Byrd
Clucas
Ebdon
Leighton
Moore (Set 1)
Morley
Plainsong
Radcliffe
Rose
Sanders ('Dresden Amen' responses)
Shephard
Smith (5-part)
Smith (4-part)
Sumsion
Tomkins

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

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 (again, you need not inform us of which 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

Hymns will be sent to you, along with any other necessary liturgical music, approximately one month before your visit: we regret it is not possible to have this information any further in advance. Hymn descants and re-harmonisations should be used sparingly, and certainly no more than once in each 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

PDF Documents of annotated orders of service are available and can be sent to you upon request. Hard copies of these annotated orders of service will be available, in the Song School, for your use.

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.

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. 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.

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 of your choir, 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.

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. If you have any questions concerning the processing of your data, please email richard@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

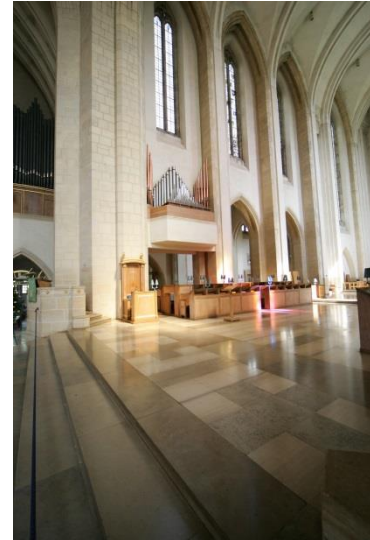
13.30-15.30 | Song School
15.30-16.30 | Cathedral Floor
17.00 | Evensong

SUNDAY MORNING

08.00-08.45 | Song School
08.45-09.35 | Cathedral Floor
09.45 | Eucharist
11.30 | Mattins (except on 2nd Sunday of the month)

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 (except on 2nd Sunday of the month)

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.

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.

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.

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 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.
- There are several toilets in the Crypt - Ladies on the South side, and Gentlemen and Boys separately on the North Side.
- The Crypt Kitchen area may be used to eat a packed lunch/tea or for drinks of water. Any cups used should be washed up, and we regret that the tea, coffee etc. is not available to visitors. 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 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?

Season's 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 can impact on the Cathedral Music Staff, although 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 Precentor 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 annotated order(s) of service?
- Made contact with the Virgers to arrange a processional rehearsal?
- Packed a copy of music for the officiant/celebrant?

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

CONTACTS

Sub Organist: Richard Moore
richard@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