



Information for Visiting Choirs

Last updated : March 2019

Introduction

Many thanks for arranging to bring your choir to sing at St Edmundsbury Cathedral. We are always glad to welcome visiting choirs, who play a valuable part in the life of the Cathedral, enabling our choral tradition to continue when our own choirs are on holiday. We look forward to welcoming you to the Cathedral and hope that you enjoy singing here, as well as finding time to enjoy what this historic market town has to offer.

This booklet is intended to cover most of the queries which visiting choirs may have. However, if you have further questions, please do not hesitate to get in touch.

Arranging a visit

The contact for visiting choirs is the Assistant Director of Music, Alexander Binns (until Easter 2019) and the Liturgy and Music Administrator, Anna Ellis (from Easter 2019). Please contact him to discuss potential dates and to get an idea of the sort of standard and repertoire required. The dates available normally include single weekdays during the academic year, occasional Saturdays, as well as full weekends in each choir holiday and full weeks during the Summer. Once you have a date, Alexander or Anna is your first port of call for **all** visiting choir arrangements.

Normal Routine

Monday to Friday	3.00–4.00 pm	Organist Rehearsal
	4.00–5.15 pm	Quire Stalls available for Rehearsal
	5.30 pm	Evensong (BCP, Quire)
Saturday	1.00–2.00 pm	Organist Rehearsal
	2.00–3.15 pm	Quire Stalls available for Rehearsal
	3.30 pm	Evensong (BCP, Quire)
	(Some Saturday evensongs are at 5.30 pm, with other times adjusted accordingly)	
Sunday	8.45–9.00 am	Organist Rehearsal
	9.00–9.40 am	Nave and Quire Stalls available for rehearsal
	10.00 am	Sung Eucharist (CW, Nave)
	11.30 am	Mattins (BCP, Quire) <i>on the 2nd, 3rd and 4th Sundays of the month</i> (There is a said Morning Prayer on the 1st Sunday of the month for which no choir or organist is required)
	1.30–2.00 pm	Organist Rehearsal
	2.00–3.15 pm	Quire Stalls available for Rehearsal
	3.30 pm	Evensong (BCP, Quire)

If you desire further rehearsal time, please contact us and we will endeavour to fit you in. Visiting choirs are welcome to make use of the Song School, both for rehearsing and robing. It is important that any extra rehearsal times for this room are booked in advance, and that the Cathedral's choirs' music and robes are not disturbed.

Most visiting choirs who sing for several days wish to have one day off (or more) during the week. The Cathedral will be happy to accommodate your requests. Please get in touch to negotiate these.

Accommodation

The Cathedral is unfortunately unable to provide any accommodation. There are three schools in the area which may be able to help:

- Culford School (five miles north of Bury St Edmunds), 01284 385350.
- Moreton Hall School (one mile from the Cathedral), 01284 753532.
- The Priory School (one mile from the Cathedral), 01284 761934.

Adult visiting choirs normally stay at one of the town's hotels. A few are listed here:

- Premier Inn (very close to the Cathedral).
- The Angel Hotel (01284 714000, www.theangel.co.uk) is extremely convenient for the Cathedral, but only for those without a budget restriction.
- The Chantry Hotel (01284 767427, www.chantryhotel.com) is a popular small central option.
- Best Western Priory (01284 766181, www.bestwestern.co.uk) and The Dragonfly Hotel (formerly 'Quality Hotel') (01284 760884, www.dragonflyburystedmunds.co.uk) are quite large, but not very central.
- Travelodge (c. 15 mins walk from the Cathedral). Opened early 2019.

Organists

The Cathedral requires visiting choirs to provide their own accompanists, who should be competent and able to play a large organ confidently. The organist will be expected to play for the entire service, including voluntaries before and after. Visiting organists must book any practice time additional to the above in advance. Organists should keep to their allocated practice time and ensure that they finish punctually to avoid clashes with other events in the Cathedral. Further instructions for organists are available at the end of this document.

Music Choice

Do not feel that singing in the Cathedral demands a challenging repertoire. It is often more effective and fulfilling to perform modest music which is well-known to the singers. The workload can easily be further reduced by performing only one or two sets of responses during a week. Some choirs choose to perform one or more of their services with only the front or back row of their choir.

For **Evensong**, you are expected to choose Responses, Canticles (*Magnificat* and *Nunc Dimittis*) and an Anthem. We don't have introits. The choice of psalmody will be sent to you about a month in advance (we have our own Psalm Lectionary), which you can sing to chants and pointing of your choice. Psalms should be sung to the text in the Book of Common Prayer (1662), and we sing all verses specified (including "cursing" verses), with a *Gloria Patri* at the end of each psalm (though only at the very end of a portion of 119). We only have Hymns on Saturdays, Sundays and Festivals, and these will be chosen for you. The readings come from the "Additional Weekday Lectionary" on weekdays, and the Common Worship Lectionary (Second Service/Evening Prayer) for Sundays, Holy Days and eves of Holy Days.

For the Common Worship **Sung Eucharist**, you are expected to choose a Mass Setting (*Gloria in Excelsis* (or *Kyrie* in Advent and Lent), *Sanctus*, *Benedictus* and *Agnus Dei*) and a Motet. When a *Benedictus* is particularly long, it is sung instead of the Motet. The readings come from the Common Worship Lectionary (Sunday Principal Service).

For **Mattins**, you are expected to choose Responses, Canticles (*Te Deum* and *Jubilate*, except in Advent and Lent, when a *Benedicite* and *Benedictus* should be sung) and an Anthem. Information about psalmody and hymns are as per Evensong above. The choir also sings the *Venite* (to plainsong or Anglican chant, verses 1–7 with no *Gloria Patri*) or, between Easter Day and Pentecost inclusive, the Easter Anthems (to Anglican chant, including *Gloria Patri*). The readings come from the Common Worship Lectionary (Third Service/Morning Prayer).

On Principal Feasts and some Festivals, there is a **Solemn Eucharist**, and on Festivals there is a **Solemn Evensong**, for which the requirements are slightly different. Requirements for these services will be made available to visiting choirs when appropriate.

Please send your music list (preferably by email) no later than four weeks before your first service. Please specify organ voluntaries for Sunday services as these will also be published. If you are singing a set of responses which is not in the standard repertoire, please provide a copy on the day for the Precentor. If the cantor part is unusual, please send a copy at least two weeks in advance of your visit.

The Hymn book used for Quire services is *New English Hymnal*, and for Nave services is the latest version of *Ancient and Modern*. There are approximately 12 full *NEH* and 12 melody-only *NEH* in the Quire stalls which may be used, and the same number of *A&M* in the Song School which may also be used (though please do not use the books with choristers' names in). Please return hymn books to the Quire or Song School, where you found them.

Safeguarding

All choirs are required to complete the **Visiting Choirs' Safeguarding Declaration Form** (on the website under *Visiting Choirs*) and send it to the Cathedral at least one week before their visit, or earlier if advised. If this is not possible (e.g. you are not certain which adults will be travelling with you in advance), you must contact us to make alternative arrangements. We reserve the right to cancel your visit should the Safeguarding Declaration Form not be returned in sufficient time. Under GDPR regulations the form will be stored on the Cathedral's secure database until one month after your visit, at which point it will be destroyed.

Choirs that include children under the age of 18 are required to be aware of their Safeguarding responsibilities and confirm that they have their own Safeguarding Policy and recruitment and supervision procedures.

Choirs of adults only should ensure they are familiar with St Edmundsbury Cathedral's Safeguarding Policy (also on the website).

Processions and Seating

Visiting choirs are required to rehearse the processions with the verger on duty before their first service.

Please bear this in mind when planning rehearsals. It is also important to set aside time to rehearse movements for the Sunday Eucharist.

Please ensure that choir members do not use the crossing area (under the Tower) to get between the Nave and the Quire (unless in procession). Accidents have happened in the past as the floor levels are not obvious; it is far better to use the North Aisle.

The choir stalls are those in the front two rows of the Quire where there are lights. The total space available is 36, although this can be increased by occupying a third row if required. The choirmaster conducts from the north side at the easternmost end of the choir stalls. There is a labelled space reserved for the choirmaster east of the choir (on the south side). In the Nave, there are special stalls, which can seat 32. Additional chairs can be added if required. Please let us know roughly how many singers you expect to bring in advance of your visit, so that the vergers can be prepared.

On the day

Parking

Parking in the Cathedral Car Park is very limited and we cannot guarantee that there will be a space. To gain access when the barrier is lowered please contact the Vergers on 01284 748729 or 07951 642269. On Sundays, parking tends to be easier as the barrier is up, but we recommend to arrive early in order to find a space. Please avoid those spaces marked as 'no unauthorised parking' and do not park in the yellow box at the far end of the Car Park. We suggest Ram Meadow Car Park on Cotton Lane, IP33 1XP if you are unable to park at the Cathedral.

Arrival

Upon arrival, please find a verger who will let you have a key to the Song School. Valuables may be left in the Song School providing you ensure that all doors are securely locked, but are entirely at the owner's risk. Please note that the Song School has three exits and you must ensure all doors are locked: one set of double doors leads into the Cathedral and another into the Cathedral Centre (and down to the Cloisters). The third exit, beside the Song School toilets, should not be used, as it is not as easy to lock it. On Sunday morning it would be better to arrive through the cloisters / Cathedral Centre rather than the Cathedral, to avoid disturbing the 8 am service if it is still going.

Robing

Please wear what you normally wear for services. If you normally robe with surplices, please wear cassocks for all rehearsals in the Cathedral.

Refreshments

Between each rehearsal and service, tea and coffee making facilities are provided. Tea, squash and biscuits are served in the after the Sunday morning 10.00 am service, to which visiting choirs are warmly welcomed. Wine and nibbles is served to Visiting Choirs who sing on Sunday morning either following the 10.00am or 11.30am service. Pilgrims' Kitchen, serving tea, coffee, cakes and hot lunches, is open from 8.30 am until 4.00 pm in winter and 5.00 pm in summer, Monday to Saturday.

Meals

The Pilgrims' Kitchen offers an evening meal package to Visiting Choirs who are singing at the Cathedral. For a minimum of 20 persons, a two course meal can be provided for £12.50 per head, and a three course meal for £17.50 per head, both of which include Tea and Coffee. The Pilgrims' Kitchen is fully licensed and guests can purchase wine and beer. For enquiries about evening meals please contact the Assistant Director of Music first.

Audio Recording

If you would like to record services whilst here, this may be permitted, but microphones should be discretely placed — ideally in the Organ Loft. Please let us know if you would like to record your services, and liaise with the vergers on the day regarding microphone placement.

Smoking

Please note that St Edmundsbury Cathedral is a no smoking site, this also includes the Car Park, Cloister Garth and Pilgrims' Kitchen Garden.

Photographs

Photography is allowed in the Cathedral. If you wish to have a group photo of the choir, it is appreciated by the vergers if you can schedule this into your day at some point before evensong. It isn't usually possible to arrange a photograph after evensong, as this is when the vergers are preparing the Cathedral for the next day and closing up.

Tours

The Cathedral is pleased to be able to offer those visiting choirs singing for more than one day a free tour. Please get in touch with the Visits department to arrange this (01284 748730 / visits@stedscathedral.org).

Bury St Edmunds

You should try to spend some time exploring the town, including the Abbey Ruins. The Tourist Information Centre telephone number is 01284 764667, and their website <http://www.visit-burystedmunds.co.uk>.

Order of Services

Sung Eucharist (CW)

You will be sent a copy of the relevant order of service in good time. There is a special version of each of the Seasonal Eucharist booklets with markings just for the organist and director. There are two copies in the organ loft, and the appropriate version should be emailed to you before your visit.

Evensong (Quire)

Organ Music	The bell will be rung about 5 minutes before the service. It is usual to wait until this is finished before playing (start with a piece rather than improvise) though you are welcome to start earlier. Please ensure you are playing quietly for the vestry prayer (two minutes before the service). End in the key of the responses (on weekdays).
Opening Hymn	Sundays only; announced.
Sentences / Welcome / Confession / Absolution	Sundays only.
The Lord's Prayer	"which art", "in earth", "them that". Sundays only.
Responses	The officiating priest will normally take a note from a tuning fork. Please be prepared to provide a cantor to sing the responses, as some of the officiating priests, especially during choir holidays, do not sing.
Psalm	Announced.
First Lesson	Sit.
Magnificat	Not announced. No pause after the Lesson, so stand and begin straight away.
Second Lesson	Sit.
Nunc Dimittis	Not announced. No pause after the Lesson, so stand and begin straight away.
Creed	All turn East.
Responses	See note above.
The Lord's Prayer	"which art", "in earth", "them that". The officiating priest will start this if you look at them!
Collects	Usually 3 collects, but usually 4 in Advent and Lent.
Anthem	Announced
Prayers	Kneel; normally ends with the grace, which is only said by all if the priest says "we say together..."
Hymn	Saturdays, Sundays and Festivals only; announced.
Blessing	Saturdays, Sundays and Festivals only.
Organ Voluntary	No need to improvise the choir out: start straight away.

Mattins (Quire)

On occasion, the 10.00 am Sung Eucharist finishes later than 11.20 am. If this is the case, the starting time of the 11.30 am service may be delayed slightly if you wish. Please liaise with the officiating priest immediately after the 10.00 am service.

Organ Music	The bell will be rung about 5 minutes before the service. It is usual to wait until this is finished before playing (start with a piece rather than improvise) though you are welcome to start earlier. Please ensure you are playing quietly for the vestry prayer (two minutes before the service). End in the key of the responses (on weekdays).
Responses	The officiating priest will normally take a note from a tuning fork. Please be prepared to provide a cantor to sing the responses, as some of the officiating priests, especially during choir holidays, do not sing.
Venite	Only the first 7 verses, without <i>Gloria Patri</i> . Not announced, so start immediately after the Responses. In Eastertide, sing the Easter Anthems instead.
Psalm	Announced.
First Lesson	Sit.
Te Deum	Not announced. Benedicite in Advent and Lent. No pause after the Lesson.
Second Lesson	Sit.
Jubilate	Not announced. Benedictus in Advent and Lent. No pause after the Lesson.
Creed	All turn East.
Responses	See note above.
The Lord's Prayer	"which art", "in earth", "them that". The officiating priest will start this if you look at them!
Collects	Usually 3 collects, but usually 4 in Advent and Lent.
Anthem	Announced
Prayers	Kneel; normally ends with the grace, which is only said by all if the priest says "we say together..."
Hymn	Announced.
Blessing	
Organ Voluntary	No need to improvise the choir out: start straight away.

Notes for Organists

We hope you enjoy playing the Cathedral's magnificent new Harrison & Harrison organ (2010). Before starting to play, please read the instructions on the organ console carefully (these are duplicated below).

If you want any additional practice time, this should be booked in advance. You can normally practice from 3 pm on a day when there is a 5.30 pm Evensong. On Sundays, there is a short slot from about 8.45 am and then at 1.30 pm. Organists should keep to their allocated practice time and ensure that they finish punctually to avoid clashes with other events in the Cathedral.

The Cathedral's organists tend to play restrained voluntaries on weekdays, reserving the organ's loudest sounds for weekends. The Cathedral expects organists to play a voluntary before services, only extemporising from approximately two minutes before the service starts. The voluntary after the Cathedral Eucharist needs to be no more than five minutes long in order to allow preparations for the 11.30 am service to take place. The most substantial voluntaries are usually played after Sunday Evensong. Weekday Evensongs also only need short (2-5 minutes) voluntaries. It isn't appropriate to play more than one piece afterwards (though a (short) Prelude & Fugue or Chorale & Chorale Prelude would be fine).

If you are playing during Advent or Lent, please ensure that you choose voluntaries appropriate to these penitential times of the year.

Please note the following points:

- Please do not play loudly for prolonged periods. Normal accompaniment levels are acceptable, but quiet sounds must be used for note learning and/or repetitive practice. Use the Television system to see if any groups are being shown around the Quire or front of the Nave, and please be sensitive to them by playing quietly whilst they are near the organ. Keep the AV sliding doors open when you are practising so you can see the telephone flasher, and answer the telephone (on the right side of the console) if it flashes!
- Do not use an eraser at the music desk.
- Please do not allow anyone into the loft except a page turner.
- On Mondays to Fridays from 1 May until 30 September, there are prayers at 12 noon and 3.00 pm — please ensure that you stop playing in time for these.
- Any problems should be noted in the organ tuning book, and reported to a member of the Music Department (via a verger if necessary) immediately.

Switching on

Lights

The light switches are on the right as you enter the organ loft crow's nest from the passageway. The dimmer switch controls the music desk light; the other switch turns on a small LED strip that lights the general pistons.

Organ

Press the ON button on the LH console jamb underneath the piston memory display.

The key cover can be placed on the edge of the crow's nest (the south-eastern corner works well) or rolled up.

Audio and visual system

- Open the sliding doors above the music desk and gently pull forward the trolley on which the television is mounted.
- Turn on the switch to the left of the television monitor.
- Wait a second, then press the RH button on the top of the television to switch it on.
- Open the drawer on the underside of the console below the LH stop jamb.
- Using the black buttons in the drawer, select a camera position as required:
 1. Quire and High Altar (for Quire services)
 2. Nave overview (for Nave services)
 3. Pulpit and Nave Pavement
 4. Great West doors, Font and Porch entrance
- Select the relevant microphone by using the three toggle switches to the right of the volume control. The top switch is the Nave microphone; the middle is the PA system and the bottom is the Quire microphone. You should leave the PA system switched on at all times. You should turn the volume down before using the switches.

Switching off

Ensure that the audio-visual switch to the left of the television monitor is off. Gently push the monitor trolley away from you, and shut the sliding doors. Press the OFF button on the LH piston jamb, and turn the lights out as you leave.

Before leaving

- Please ensure all swell boxes are left open.
- Please replace the key cover.
- Please check that you have not removed anything from the loft.
- Please ensure the organ and audio-visual system are both turned off.
- Turn off all lights and shut the door at the top of the stairs behind you.
- Turn off the lights at the bottom of the stairs and shut both doors behind you.

Piston Allocation

There are separate memory systems for general and divisional pistons. Divisional channel 8 is available for visiting accompanists, and General channels 1 to 14. On no account may any other channels be altered. Please check that this corresponds with the information sheet above the piston display as it may have changed.

Hints on accompanying services at St Edmundsbury Cathedral

It is necessary to accompany in different ways when choirs are singing in different parts of the building. It can also be difficult to judge balance from the console so it is necessary to rely on your conductor to check balance. Please use the following hints as a general guide.

Services in the Quire

The Choir division (directly above the console) may be used as a smaller Great division, and is particularly clear and immediate. Keep the Transept Swell box shut. Balance in the Quire is much as it sounds at the console, although you should use a little more Solo organ than you think. The Great chorus adds bulk to the sound rather than volume and is rarely much needed. The Great Trumpet 8' may be used as a solo reed as the Solo reeds are extremely loud.

Choral accompaniment (Divisional pistons channel 1)

A guideline maximum registration is Swell 8/Great 4/Choir 5 (Full Swell / Great to 4', not including Open Diapason I / Choir to 2' flute), depending on the volume of the choir. Great care should be taken with the Swell box to ensure that the choir is not overpowered. Full Swell with the box open will be too much.

Hymns (Divisional pistons channel 2)

Hymns should be played more strongly than choral accompaniment. It is advisable to use at least Swell 5/Great 3/Choir 4 (Swell to Mixture / Great to 4' / Choir to 2'). However, the tutti is overpowering in the Quire and so a guideline maximum registration (for a big hymn, with the Quire full) is Swell 8/Great 5/Choir 6 (Full swell / Great to 2' including Open Diapason I / Choir to 1').

Giving notes

If you need to give a note for the priest (eg Responses or Sursum Corda), this should be on the Swell Open Diapason 8' with the boxes shut. Notes for the choir should be given on the Swell Lieblich Gedackt and Echo Gamba 8'.

Services in the Nave

The Great, Pedal and Solo divisions are all considerably louder in the Nave than at the console; the Choir division is significantly less present and bright. The Quire Swell box should be kept shut. The Great Open Diapason No 1 adds bulk to the sound and should not be used in the chorus except for hymns and big voluntaries (not Baroque music).

Choral accompaniment (Divisional pistons channel 1)

Care should be taken not to use too much of the Great division. A guideline maximum is Swell 8/Great 3/Choir 6 (Full Swell / Great to 4' flute, not including Open Diapason I / Choir to 1'). Pedal reeds should be used with care. The swell boxes are very effective and full Swell can be overpowering.

Hymns (Divisional pistons channel 2)

When playing hymns in the Nave, they need to be bold. As a general rule, Great 6 (to mixture, including Open Diapason I) is a minimum; Great 7 (including the Trumpet) is usual for first and last verses. It is also advisable to couple through Choir 6 (up to 2' Fifteenth), and include a Swell Reed. Do not have manuals only verses.

Giving notes

Notes for either priest (eg Sursum Corda) or choir should be given on the Swell Open Diapason 8'.

Congregational responses

General 10 on channel 20 is set up for congregational responses. The priest's part should be accompanied on the Choir, the Congregational response on the Great.

Contact Details

Alexander Binns *Assistant Director of Music* (until Easter 2019)
adom@stedscathedral.org 01284 748737, 07891 510211

Anna Ellis *Liturgy and Music Administrator* 01284 748733
liturgy.admin@stedscathedral.org

*The Assistant Director of Music (until Easter 2019) and the Liturgy and Music Administrator (from Easter 2019) is the first port of call for **all** enquiries relating to Visiting Choirs and their arrangements.*

Visits Department 01284 748730
visits@stedscathedral.org

Pilgrims' Kitchen 01284 748738
pilgrimskitchen@stedscathedral.org

The contact details below may be useful during your visit. For enquiries before your visit, please contact the Assistant Director of Music or Liturgy and Music Administrator.

Canon Philip Banks *Precentor* 01284 748724
precentor@stedscathedral.org

The Very Revered Joseph Hawes *Dean*

Canon Matthew Vernon *Canon Pastor and Sub Dean*

Rachel Clover *Head Verger* 01284 748729
Duty Verger telephone 07498 323720

Bridget Tuck *Receptionist* 01284 748720
reception@stedscathedral.org

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