



INFORMATION FOR VISITING CHOIRS (updated April 2018)



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Introduction

We are extremely grateful that you have offered to sing at Salisbury Cathedral. We very much look forward to welcoming you, and hope that you will enjoy your visit.

Apart from the major Festivals at Christmas and Easter, the Cathedral Choir only sings during school terms, so there are many occasions throughout the year when we depend on the generosity and enthusiasm of visiting choirs to sing services here. We are conscious of the considerable time and hard work required and are very appreciative of the high standard achieved. We take pride in our Cathedral being a centre of musical and liturgical excellence, and it is to the great credit of our visiting choirs that this is maintained so effectively during the absence of the Cathedral choir.

We hope that during your visit you will derive much satisfaction from your contribution to our worship and find time to enjoy the Cathedral and Close to the full.

Canon Tom Clammer, Precentor

Contacts for visiting choirs

Andrea McDermott
Liturgical Administrator
First point of contact for visiting choirs
• 01722 555147
• a.mcdermott@salcath.co.uk

Cathedral Vestry
Contact for guidance on choir/organist rehearsals and practical issues
• 01722 555150
• vestry@salcath.co.uk

Hannah Paye
Visitor Services
Contact for tours of the Cathedral
• 01722 555124
• h.paye@salcath.co.uk

John Challenger
Assistant Director of Music
Contact for advice on repertoire
• 01722 555127
• j.challenger@salcath.co.uk

Department of Liturgy and Music

Canon Tom Clammer, *Precentor*
David Halls, *Director of Music*
John Challenger, *Assistant Director of Music*
Andrea McDermott, *Liturgical Administrator*
Barbara Sherwood and Jane Bell, *Department Secretaries*



Further information

Guided tours

The Visitor Services Department is happy to pre-arrange tours of the Cathedral for visiting choirs. Unfortunately it is often not possible to arrange tours (especially of the Cathedral tower) at short notice.

Hannah Paye, Visitor Services

• 01722 555124 • h.paye@salcath.co.uk

Accommodation

Unfortunately, the Cathedral cannot provide accommodation for visiting choirs, nor make arrangements on their behalf. However, the following may be able to provide accommodation:

Salisbury Cathedral School

Available often during holidays. Dormitory accommodation and self-catering facilities. Additional block charge for use of swimming pool and tennis courts. Rehearsal space (charge). Please contact the School Bursar for further details:

Sasha Stagg, Bursar

• 01722 555302 • stagg.s@salisburycathedralschool.com

Sarum College

Individual rooms and set meals provided. Full Board, Bed & Breakfast and other terms by arrangement. Early booking is recommended.

• 01722 424800 • hospitality@sarum.ac.uk

Further listings of accommodation can be found on the Salisbury Tourist Information Centre website at www.visitsalisbury.com.

The Cathedral Refectory (01722 555175) is open from 0930-1730 every day.

The Father Willis Organ 2019 and 2020

Please note that, between January 2019 and March 2020, the Cathedral's Father Willis Organ is undergoing restoration and will be unavailable. The Cathedral is hiring an Allen Digital Organ to accompany the liturgy during this time, and this will be available for you. There may also be some disruption to layout in the quire, owing to scaffolding. Precise details and updates can be given nearer the time of your visit, but we advise that there should be no need to alter repertoire choices during this period. We apologise for inconvenience while we secure the future of our great Father Willis Organ.



Terms of booking

We understand that visiting choirs often need to plan their trips a long time in advance, and indeed this is helpful for us. However, we ask you to accept that circumstances (such as a change in school term dates) can arise which affect the availability of your dates, and in a worst case scenario the offer may be withdrawn. In any such instance, we will give the maximum notice possible of any changes, but regret that Chapter cannot accept liability for financial loss.

Occasionally circumstances arise whereby a special service has to be arranged at short notice (such as a funeral), or a routine service is modified or replaced by different liturgy. We may invite the visiting choir to sing at such a service, but reserve the right to make this decision.

Occasionally, a last-minute arrangement in the Cathedral may prevent you from rehearsing in the choir stalls; wherever possible, we will notify you in advance.

The Cathedral Song Room may be used for rehearsals if booked in advance, but the floor bears a maximum weight limit of 28 people. We can help with the booking of alternative rehearsal spaces (such as at the Cathedral School), but any booking costs must be accepted and paid.

We regret that the Chapter cannot offer fees for the services of visiting choirs and organists, nor contribute to accommodation costs and other expenses.

We do not normally allow services to be recorded.

Visiting choirs are strongly advised not to leave valuables unattended in the robing area, or in any part of the Cathedral. We regret that the Cathedral cannot be held responsible for the safety of possessions and valuables. A verger will be able advise you on a sensible security procedure.

Practicalities

Organists

Please send a copy of the *Information for Visiting Organists* and the *Organ Book* to your organist; these are included with this information pack. When engaging an organist for your visit, it is essential that you bring an experienced player who is able to accompany Cathedral-style liturgy on a large instrument. If you would like the Cathedral to provide an organist, we may be able to do so. In most cases, a professional fee is charged.

Arrival, refreshments and general assistance

Please report on arrival to the Vestry in the South Quire Aisle, where the vergers or a member of the Cathedral music staff will make you feel welcome. The Outer Vestry will be available for you to robe. Refreshments may be available in the Cathedral Refectory; for large groups, booking is advised (refectory@salcath.co.uk). Once you have arrived at the Cathedral, in the absence of any music staff, the vergers are your main point of contact, and will be on-hand to help you.



Rehearsal arrangements

The following rehearsal times will automatically be booked for you:

Monday-Saturday

Choir stalls: 1600-1700

Song Room: as required (28 people max.)

Sunday

Choir stalls: 1500-1600 only

Song Room: as required (28 people max.)

Sufficient time should be reserved for rehearsing processions with a vergers.

Seating

If there are more than 42 members in your choir, please discuss seating with us in advance.

Allocation for seating in the choir stalls is as follows:

Front Row: 8 north, 8 south

Second Row: 7 north, 7 south

Back row: 6 north, 6 south

The position of the conductor's stand is at the west point between the choir stalls. The organist has clear vision of the conductor and of the building via two CCTV cameras. The conductor is asked to take special care not to impede processions, especially at the start of Evensong.

Discipline

Visiting choirs are asked to respect the Cathedral as a place of prayer and contemplation, particularly immediately before and after services, when silence must be maintained. Please be aware that, particularly on a Sunday, said services may be taking place as you walk through the Cathedral. Visiting musicians must NOT use or move any Cathedral choir music, or copies in the organ loft.

Processions

Salisbury Cathedral strives for professionalism in all aspects of its liturgy, and visiting choirs are expected to treat procession and appearance as an integral part of this. Robed choirs are asked to ensure that their robes are worn correctly, and unrobed choirs are asked to dress smartly and similarly. You and your choir will be briefed by a vergers on the processional aspects of the service(s) you are to sing; please allow a brief amount of time during your rehearsal for this. As a rule of thumb, visiting choirs are expected to take part in the Cathedral's processions, except in the cases below.

If your choir is larger than 50 members, you will be asked not to process. Non-processing choirs are asked to enter the stalls silently and orderly five minutes before the start of the service; procession is not necessary in this instance. At the end of the service, please remain in the stalls silently until the conclusion of the organ voluntary. Unrobed choirs may request not to process if preferred; in this case, please inform a vergers and follow the guidelines above.



Repertoire requirements

Included in this pack is the music details form.

Please submit this form no later than **three months** before the date of singing. All visiting choir repertoire must be approved, added to the website, and the music scheme typeset and published (two months in advance). Missing or late information delays the printing and publication of Cathedral News, and in an extreme case may result in your booking being withdrawn.

We are happy to offer advice on the choosing of repertoire. You may be asked to make changes to your repertoire if there is duplication on a nearby date. The following music is required:

Choral Evensong (Monday-Saturday 1730, Sunday 1630)

- Very occasionally, a short **Introit** is required - see music details form
- **Responses** (chosen from the list on page 7)
- **Psalmody** (see page 7)
- An **Office Hymn** will be set for the eve of (and on a) Feast, and will be listed in the music scheme
- **Magnificat** and **Nunc Dimittis**
- **Anthem**
- A **Hymn** is sung on Saturday and Sunday Evensongs, and will be listed in the music scheme
- On weekdays, Saturdays and Sundays (respectively), Evensong concludes with the **Ferial** or **Festal Responses** by Naylor, or the final **Amen** by Orlando Gibbons

Sung Eucharist (Sunday 1030, weekday Feasts 1730)

- The service includes several **Hymns**, the first of which is sung in procession; these will be listed in the music scheme
- **Mass Setting** (Kyrie*, Gloria†, Sanctus & Benedictus‡, Agnus Dei)
- The **Gospel Acclamation** set for the liturgical season is provided with the Organ Book
- The **Creed** is sung to the setting by Merbecke and is well known to the congregation
- The **Communion Motet** should be reflective in mood
- The service also includes several musical responses, which are well known to the congregation; these may be found in the Organ Book

* The Kyrie is omitted during the season of Easter and Ascension

† The Gloria is omitted during the seasons of Advent and Lent

‡ Please omit the Benedictus if it is long



Some notes about choosing repertoire

- We ask that you choose repertoire which is relevant to the Church's calendar and which the choir can sing really well, rather than be over-ambitious or elaborate.
- If you are bringing your choir to sing Evensong on a Friday (except in the case of a Feast Day), please choose plain music, and ask the organist not to provide voluntaries.
- Throughout Lent, please choose austere music to reflect the season.
- Please limit your choice of responses to the following list: *Ayleward, Byrd, Clucas, plainsong, Radcliffe, Reading, Rose, Shephard, Smith, Sumsion, Tomkins*. In most circumstances, the Cathedral will provide a cantor.
- For Evensongs on Monday through to Saturday you are required to sing the appointed psalmody for the day, as specified below. The psalm for Sunday Evensong is taken from the Common Worship Lectionary, and you will be notified of this. Psalmody should be sung to the translation by Coverdale found in the Book of Common Prayer (1662). At the end of the evening's psalmody, please include the Gloria; this is not required between psalms but only at the end.
- We ask that visiting choirs learn thoroughly the relevant Final Responses, Sung Amen, Gospel Acclamation, or responsorial music specified and supplied with this pack.
- The hymns are published in the music scheme, available on the Cathedral's website: <http://www.salisburycathedral.org.uk/worship-music-services/music-schemes>. Unless otherwise stated, all hymns are taken from the New English Hymnal. A limited number of these will be available for use in the choir stalls. Hymns are occasionally taken from another source, such as Hymns for Today, or the recently updated Hymns Ancient and Modern; please let us know if you require copies to be sent to you.

Appointed psalms for Evensong (Monday to Saturday)

The desired portion of psalmody for each day of the month is as follows:

- | | | |
|----------------|------------------|---------------------|
| 1) Ps 6 | 12) Ps 65 | 23) Ps 115 |
| 2) Ps 12 | 13) Ps 70 | 24) Ps 119: 1-16 |
| 3) Ps 18: 1-15 | 14) Ps 74 | 25) Ps 119: 73-88 |
| 4) Ps 23 | 15) Ps 78: 1-17 | 26) Ps 119: 145-160 |
| 5) Ps 29 | 16) Ps 84 | 27) Ps 126 & 127 |
| 6) Ps 33 | 17) Ps 89: 1-19 | 28) Ps 138 |
| 7) Ps 37: 1-11 | 18) Ps 94 | 29) Ps 142 |
| 8) Ps 41 | 19) Ps 101 | 30) Ps 148 |
| 9) Ps 48 | 20) Ps 104: 1-23 | 31) Ps 150 |
| 10) Ps 53 & 54 | 21) Ps 106: 1-12 | |
| 11) Ps 61 | 22) Ps 108 | |

Rubrics

Silence is kept for five minutes before each service, when any organ playing must finish. The Canon in Residence then enters the quire, and welcomes the congregation before the procession and start of the service. The Canon in Residence says the vestry prayer ending with an 'Amen' (which can be clearly heard from the organ loft) and is the cue for the procession and improvisation (or hymn where applicable). The conductor processes at the rear of the choir. At the end of the service, please wait for the organ voluntary to finish before collecting music from the stalls.

Choral Evensong (Monday-Saturday 1730, Sunday 1630)

- from 1715 (1615)* Quiet organ music may be played
1725 (1625) Organ music ceases; silence; welcome
1730 (1630) Vestry prayer ending with a bold 'Amen'; organ improvisation to cover procession
[Introit](#) (required only in certain situations - see Music Details Form)
[Opening Responses](#)
announced [Psalmody](#)
Old Testament (first) Lesson
announced [Office Hymn](#) (on certain days only)
[Magnificat](#)
New Testament (second) Lesson
[Nunc Dimittis](#)
Creed (please turn to face East)
[Second Set of Responses](#) (please remain standing); [Collects](#)*
announced [Anthem](#)
Prayers

Weekdays

Ferial Responses (Naylor) Organ Voluntary and Recession
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Saturdays

<i>announced</i> Hymn Blessing Festal Responses (Naylor) Organ Voluntary and Recession

Sundays

<i>announced</i> Hymn Blessing, concluding with... Sung Amen (Gibbons) Organ Voluntary and Recession

* Please check the number of Collects with the Precentor; three 'Amens' are required in Ordinary Time; sometimes four will be required.



Sung Eucharist (Sunday 1030, weekday Feasts 1730)

- If a bespoke order of service has been produced, the hymns will be unannounced as they will be included in the booklet. If a non-bespoke general-use order of service is being used, the hymns will not be included in the booklet and therefore will be announced
- Please clarify with the Precentor whether the **Gloria** requires a sung intonation from a member of the Clergy, and if necessary, ask the organist to provide notes
- The **Gospel Acclamation** set for the liturgical season is provided with the Organ Book
- The **Creed** is sung to the setting by Merbecke and is well known to the congregation
- This service includes several musical responses, which are well known to the congregation
- The choice of **Communion Motet** should be reflective in mood

from 1015 (1715) Quiet organ music may be played

1025 (1725) Organ music ceases; silence; welcome

1030 (1730) Vestry prayer ending with a bold 'Amen'; improvisation into **Processional Hymn**
Greeting and Prayers of Penitence

Kyrie (omitted *on Sundays* during Easter and Ascension)

Short Prayer of Absolution

Gloria (omitted during Advent and Lent)

Collect

Reading

Gradual Hymn followed immediately by...

Gospel Acclamation set for the liturgical season

Gospel Responses ('Glory to you, O Lord') sung by all

Gospel Reading

Gospel Responses ('Praise to you, O Christ') sung by all

Sermon

Creed; **said** out of choir term time (usually omitted during weekday Eucharists)

Prayers of Intercession

The Peace (the organist should leave a pause before starting the hymn)

Offertory Hymn

The **Eucharistic Prayer** may be intoned by a member of the clergy

Sanctus (& Benedictus)

Prayers of Consecration including **Congregational Responses**

Agnus Dei

Communion Motet

Choir receives communion if desired

Post-Communion Prayers and Dismissal

Final Hymn during which the choir (if processing) takes the lead of the verger to the West End of the Cathedral (Sundays only)

Sung Dismissal ('Go in the peace of Christ')

Organ Voluntary and Recession