



INFORMATION FOR VISITING CHOIRS

Version: January 2016

Liturgy and Music Department

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Introduction

We are very grateful to all who come and sing for our services when our Cathedral Choirs are on holiday. We hope that you enjoy the experience of leading the worship at Rochester and feel welcomed by the Cathedral staff. These notes aim to answer many questions you may have before your visit, but if you still have unanswered questions, please do contact us.

Arranging a visit

We try and book choirs at least a year in advance, so do contact us as early as you like. The contact for visiting choirs is the Precentor's Secretary. The Director of Music would like to hear a recent recording (from the last year or two) of the choir, which should include (if possible), amongst other repertoire, chanted psalm singing. If all is well, we can then negotiate a date (or dates) for your visit. A list of dates available is on the website, under "Music" - "Visiting Choirs".

Normal Routine

Our normal rehearsal and service times are:

Weekdays	3.30pm	Gundulf Tower (Choir Room) available for rehearsal
	4.30pm - 5.15pm	Rehearsal in Stalls
	5.30pm - 6.15pm	Evensong
Saturdays <i>(and bank holidays)</i>	1.30pm	Gundulf Tower available for rehearsal
	2.15pm - 3.00pm	Rehearsal in Stalls
	3.15pm - 4.00pm	Evensong
Sundays	8.30am	Gundulf Tower available for rehearsal
	9.00am - 9.35am	Rehearsal in Stalls
	9.45am - 10.20am	Mattins
	10.30am - 12.00pm	Sung Eucharist
	2.15pm - 3.00pm	Rehearsal in Stalls
	3.15pm - 4.00pm	Evensong

Please contact the Director of Music to arrange rehearsals outside of these times. This also includes arranging the organist's rehearsal times.

Choirs singing a full week are expected to have one evening off; this is normally a Wednesday, but this is your choice. Friday's music should normally be unaccompanied. The Cathedral Choir's tradition is to sing the entire service unaccompanied with no organ music before or after the service, but visiting choirs are welcome to use the organ if required.

Organist

We would expect you to bring your own organist, 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 and hymns. Notes regarding use of the organ are at the end of this document.

Choosing your music

Except for hymns and psalms, you have free choice of the music, subject to our agreement. Anthems should be liturgically and seasonally appropriate, not too short or long and **well within the capabilities of the choir** – we appreciate simple music sung well. You are welcome to request the readings for each service, which may help with your music choice. On Sundays we use the Common Worship Lectionary (*Second Service/Evening Prayer* is always for Evensong, *Sunday Principal Service* for Sung Eucharist and *Third Service/Morning Prayer* for Mattins), but we have a special lectionary for weekdays.

We will tell you which psalms are to be sung. On weekdays and Saturdays these are usually (but not always) a portion from the evening psalms for the day, and on Sundays they are usually as specified in the Lectionary. On major feast days, Psalm 150 is sung unaccompanied in procession at the end of the service. We use 1662 *Book of Common Prayer* words, and you are welcome to choose the pointing and chant(s). "Cursing verses" are always omitted.

When choosing responses, it is worth bearing in mind that the Cathedral Choir sings one set of responses for the whole week.

Organ voluntaries are expected before and after each service. These are normally not longer than 5 minutes in length, although Sunday's Sung Eucharist and Evensong voluntaries may be. Please inform the Precentor's Secretary in advance of the titles of Sunday Sung Eucharist and Evensong post-service voluntaries, so they can go onto the music list.

The Cathedral uses *New English Hymnal* for most services; occasionally other hymn books are used, especially at the Sung Eucharist. Approximately 30 *NEH* full music copies are available for use (in the Stalls and in the first floor of the Gundulf Tower) as well as 15 melody copies. Apart from this, you are expected to provide your own music copies and asked not to touch any part of the Cathedral Choirs' Music Libraries.

Safeguarding and Health and Safety Requirements

We require you to sign and return the attached form before you visit us, which outlines your responsibilities in these areas. (refer back page).

Where to stay

Accommodation in Rochester itself is limited, but the following list gives an idea of what may be available. Please help us update this list by telling us of any other appropriate options and of any options which are no longer available.

University College for the Creative Arts

Dolphin House and Dickens House

Stan Carey, Senior Scheme Officer, The Hyde Group

Tel: 01634 841520, Email: stan.carey@hyde-housing.co.uk

Holiday Inn, Chatham

Near the M2, south of Rochester

Maidstone Road, Chatham, ME5 9SF

Tel: 0870 4009069, Web: www.holidayinn.com

Greystones B&B

Quite small, but 8 minutes walk from the Cathedral

25 Watts Avenue, Rochester, Kent, ME1 1RX

Tel: 01634 409565, Email: greystones.rochester@gmail.com

Capstone Farm Youth Hostel

You will need your own transport to get to and from the Cathedral

Capstone Farm, 377 Capstone Road, Gillingham, ME7 3JE

Tel: 01634 400788

Cobham Hall School

Full Board. Price includes use of all facilities, swimming pool and grounds. 5 miles away.

Mr Nick Powell, Bursar, Cobham Hall School, Cobham Kent

Tel: 01474 823371, Email: enquiries@cobhamhall.com

University of Greenwich, Medway Campus

Flats of 5/6 single-bed rooms.

Conference Office, Avery Hill Campus, Southwood Site, Avery Hill Road, Eltham, SE9 2UG

Tel: 020 8331 8121, Email: K.Sinnott@greenwich.ac.uk

Rochester Independent College

Bed and Breakfast. Inexpensive.

Accommodation Officer, Rochester Independent College, Rochester, ME1 1XF

Tel: 01634 828115, Email: enquiries@rochester-college.org

Arethusa Venture Centre

Bed and Breakfast. small dormitories. Inexpensive.

Lower Upnor, Rochester, ME2 4XB

Tel: 01634 719933, www.arethusa.org.uk, email: info@arethusa.org.uk

King Charles Hotel, Brompton

97 Bedrooms

Tel: 01634 830303

On the day

Parking

You are welcome to drop off music etc. at the North Door, but we are unfortunately unable to offer any parking spaces.

Arrival

Upon arrival, please find a verger who will let you into the Gundulf Tower and Organ Loft. Should you have any problems on the day of arrival, the vergers' direct dial is 01634 810075. The Gundulf Tower is protected by a coded lock, so valuables may be left there, but entirely at the owner's risk.

Robing

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

Refreshments

Due to the current building works taking place in the Cathedral there will unfortunately not be any teas/coffees etc.. available until further notice.

Processions & Order

The vergers will be able to guide you through the procession: please arrange a time upon arrival. At weekends there is usually a vergers to lead the choir in and out. Here, in any case, is a short guide.

For *Evensong in the Quire*, the choir assembles at the top of the Crypt steps, by the South Door. After a short prayer, the procession moves a small distance down the South Aisle, around the Nave Altar (if present) and up the Pulpitum steps, under the organ screen. Enter the Stalls by their nearest end. Remain facing east until the Precentor arrives; bow with the Precentor then face inwards. If an introit is sung, it should be sung from the Nave, at the bottom of the Pulpitum steps. Quiet organ music should cover the procession into the Quire, after the introit.

At the end of the service, turn east, bow (led by the conductor), then wait for a vergers to appear (if there is one) and leave the Stalls, heading east and turning right and then right, down the Kent Steps to be dismissed from the top of the Crypt steps.

For *Eucharists in the Nave*, the choir assembles in the same place, and then processes in to the first hymn, all the way down the South Aisle and up the Centre Aisle, round the altar to the Stalls. Without bowing, face inwards for the remainder of the hymn, and for all musical items, but turn East to face the President for the spoken parts if he or she is on the Pulpitum Steps. Face West for the Gospel and face across the Nave for the Creed. Communion is administered to the choir in a semi-circle east of the altar (the front rows stay in their places, the back rows join onto the ends). After the final hymn, begin processing out as the vergers appears at the Nave Altar (without bowing), and follow out, through the Centre Aisle and down the South Aisle, to be dismissed from the usual place. In some seasons of the year, the procession starts during the hymn, the choir following the clergy, pausing at the West Door in the centre aisle, where the blessing and dismissal takes place; the procession then continues back down the South Aisle.

For *Eucharists in the Quire*, the choir assembles in the same place, and then processes in to the first hymn, the same route as at Evensong. Face the clergy for the spoken parts of the service and turn East for the Creed. Communion is administered to the choir in standing positions near the High Altar: process up in two lines, pausing at the step in line with the lectern and pulpit until the clergy are ready to administer. Once they have received, each member of the choir returns to the Stalls individually. At the end, process out as for Evensong, except without bowing.

For *all services*, please maintain a uniformity of posture (eg. position of hands) and agree how the choir will kneel. The Quire Stalls hold about 32 in two rows either side, with the option of a further 10 by entering the back rows. Please arrange with a vergers if you require more space than this. The Nave Stalls are similar, but if a third row is required, one row will sit on the benches with no backs.

Audio Recording

If you would like to record the services while you are here, please obtain permission in advance. There are suspended microphones in the Quire which lead to a pair of phono-out sockets in the Organ Loft, to which you are welcome to connect. We do not usually allow other microphones to be set up in the Cathedral without prior permission from the Precentor, which means services in the Nave cannot be recorded. Video Recording will not normally be allowed.

Respect for the cathedral environment

Young singers especially will need to be reminded to respect the sanctity and help maintain the calm of the cathedral. This is particularly important:

- Just before services
- At prayers at noon on weekdays
- During all services (including said services, especially the 8.00am Communion on Sunday mornings)

Mobile Phone ringtones should not be heard in the Cathedral at any time. Please also avoid bringing water into services.

Order of Services

Sung Eucharist (Nave (or Quire in August))

Sundays at 10.30am

Organ Music	<i>Optional: we usually leave silence between the services</i>
Notices	<i>Start at 10.29am</i>
Processional Hymn	<i>Announced at end of notices</i>
<i>The service continues according to the booklet in use on the day; below is an outline:</i>	
Opening Prayers	
Kyrie	<i>Sung in Advent and Lent only</i>
Gloria	<i>Omitted in Advent and Lent</i>
	<i>If there is an intonation, a member of the choir should sing this</i>
Collect	<i>Said Amen</i>
First Reading	
Gradual Hymn	<i>Unannounced if printed in order of service</i>
Second Reading	
Organ Improvisation	<i>Quiet; lasting about a minute until the Gospel party reaches the altar and lifts the Gospel Book; end on G major chord (or, in Lent, A minor)</i>
Gospel Acclamation	<i>Normally "Alleluia", but in Lent "Praise to you, O Christ..." (see back page); once chord is given, choir sings once, then again with congregation. Cantor (full or soloist) sings verse (printed in the weekly sheet, point to fit), then all repeat the acclamation. After the Gospel, all say "Praise to you, O Christ", then Organ Chord prior to the acclamation once more. This is followed by an organ improvisation (at all times of the year) to reflect the Gospel</i>
Sermon	
Creed	<i>Said, facing across the Nave</i>
Intercessions	
Peace	<i>Stand promptly to lead the congregation</i>
Offertory Hymn	<i>Unannounced if printed in order of service; organist improvise at end until collection has been received and the altar party are ready</i>

Sursum Corda	<i>Sung (see back page); no note given</i>
Eucharistic Prayer	<i>Including Sanctus, and, if inseparable, Benedictus</i>
The Lord's Prayer	<i>Said</i>
Communion	Benedictus <i>sung while altar party are communicating. Then stand in a semi-circle east of the altar (the front rows stay in their places, the back rows join onto the ends) for communion.</i> Agnus Dei <i>follows and, if time, Communion Motet</i>
Post-Communion Prayer	
Closing Hymn	<i>Unannounced if printed in order of service</i>
Dismissal	
Organ Voluntary	

Evensong (Quire)

Weekdays at 5.30pm, Saturdays, Sundays and Bank Holidays at 3.15pm

Organ Music	<i>Begin about 5 minutes before the service</i>
Introit	<i>Optional (more usual on Sundays); not announced</i>
Sentences / Welcome / Confession	<i>Sundays only; ending with The Lord's Prayer; kneel after "saying after [or with] me"</i>
Opening Responses	<i>Give note to Precentor; choir stand from the beginning</i>
Office Hymn	<i>Announced</i>
Psalm	<i>Announced</i>
First Lesson	<i>Sit</i>
Magnificat	<i>Not announced</i>
Second Lesson	<i>Sit</i>
Nunc Dimittis	<i>Not announced</i>
Creed	<i>All turn East</i>
Responses	<i>Give note to Precentor; short pause after 'let us pray'; remain standing</i>
The Lord's Prayer	<i>The choir starts this, not the Precentor 'who art', 'on earth', 'those who'</i>
Responses & Collects	<i>Usually 3 collects, but usually 4 in Advent and Lent</i>
Anthem	<i>Announced</i>
Sermon	<i>Sit; Sundays only</i>
Intercessions	<i>Kneel; ends with the Grace</i>
Hymn	<i>Bank Holidays, Saturdays and Sundays only; announced; with collection</i>
Blessing	<i>Bank Holidays (sometimes!), Saturdays and Sundays only; said Amen</i>
Dismissal Responses	<i>Mondays to Fridays only; these can be omitted; please confirm with the Precentor which set you plan to sing</i>
Organ Voluntary	

Mattins (Quire)

Sundays at 9.45am (maximum duration 35 minutes)

Organ Music	<i>Begin about 5 minutes before the service</i>
Opening Responses	<i>Give note to Precentor</i>
Venite	<i>vv.1-7 + gloria; not announced; omit if other canticles are too long</i>
Welcome	
Psalm	<i>Announced</i>
First Lesson	<i>Sit</i>
Canticle 1	<i>Usually Benedictus (BCP canticle, not from the communion), sung to chant; this may be the Te Deum if agreed with the Precentor</i>
Second Lesson	<i>Sit</i>
Canticle 2	<i>Te Deum, Jubilate or Benedicite; in Lent: Benedicite or Salvator Mundi</i>
Creed	<i>All turn East</i>
Responses	<i>Give note to Precentor; small pause after 'let us pray'; remain standing</i>
The Lord's Prayer	<i>The choir starts this, not the Precentor 'who art', 'on earth', 'those who'</i>
Responses & Collects	<i>Usually 3 collects, but usually 4 in Advent and Lent</i>
Anthem	<i>Announced; this should be short; alternatively it can be omitted if canticles are too long</i>
Hymn	<i>Announced</i>
Organ Voluntary	

Organ Specification

Great Organ		Choir Organ		Swell Organ	
Double Open Diapason	16ft	Stopped Diapason	8ft	Bourdon	16ft
Open Diapason I	8ft	Dulciana	8ft	Open Diapason	8ft
Open Diapason II	8ft	Principal	4ft	Lieblich Gedeckt	8ft
Chimney Flute	8ft	Nason Flute	4ft	Salicional	8ft
Octave	4ft	Flageolet	2ft	Voix Celeste	8ft
Principal	4ft	Larigot	1 1/3 ft	Principal	4ft
Spitzflute	4ft	Sesquialtera	II	Suabe Flute	4ft
Twelfth	2 2/3 ft	Mixture	II	Fifteenth	2ft
Fifteenth	2ft	<i>Tremulant</i>		Mixture	III-IV
Recorder	2ft	<i>Swell to Choir</i>		Sharp Mixture	III
Tierce	1 3/5 ft	<i>Solo to Choir</i>		Hautboy	8ft
Full Mixture	IV			<i>Tremulant</i>	
Sharp Mixture	IV			Contra Fagotto	16ft
<i>Tremulant</i>				Trumpet	8ft
Posaune	8ft	Pedal Organ		Clarion	4ft
Clarion	4ft	Subbass (<i>rank A</i>)	32ft	<i>Octave</i>	
<i>Choir to Great</i>		Open Diapason Wood	16ft	<i>Sub Octave</i>	
<i>Swell to Great</i>		Open Diapason Metal	16ft	<i>Unison Off</i>	
<i>Solo to Great</i>		Violone	16ft	<i>Solo to Swell</i>	
Solo Organ (enclosed)		Bourdon (<i>rank A</i>)	16ft		
Wald Flute	8ft	Principal	8ft	Accessories	
Viola	8ft	Gemshorn	8ft	Great & Pedal Combs Coupled	
Viola Celeste	8ft	Bass Flute (<i>rank A</i>)	8ft	Generals on Swell Toe Pistons	
Flûte Harmonique	4ft	Fifteenth	4ft	Full Organ (adjustable)	
Piccolo	2ft	Flute (<i>rank A</i>)	4ft	West Shutters On (Swell)	
Corno di Bassetto	8ft	Mixture	IV	8 thumb pistons to each manual	
Vox Humana	8ft	Contra Trombone (<i>rank B</i>)	32ft	department, and generals	
<i>Tremulant</i>		Ophicleide	16ft	8 toe pistons toe Pedal and Swell	
(unenclosed)		Trombone (<i>rank B</i>)	16ft	Stepper up (>) and down	
Posaune (<i>from Great</i>)	8ft	Fagotto (<i>from Swell</i>)	16ft	(<) thumb pistons and toe pistons	
Clarion (<i>from Great</i>)	4ft	Trumpet	8ft	999 general memory levels	
Tuba	8ft	Clarion	4ft	32 divisional memory levels	
<i>Octave</i>		<i>Choir to Pedal</i>			
<i>Sub Octave</i>		<i>Great to Pedal</i>			
<i>Unison Off</i>		<i>Swell to Pedal</i>			
		<i>Solo to Pedal</i>			

*Built by Mander Organs, 1989
Piston system upgraded 2012*

Notes for Visiting Organists

Blower

The three switches to the right of the organist's knees turn the organ and lights on and off. Please leave the swell and solo boxes open when turning off the organ.

Sound System

The power button for the sound system is on the far right of the mixer unit above the swell and pedal stops. There are volume controls for each of the Nave, Quire and PA feeds, and a switch for the PA feed. The Quire feed comes from the suspended microphones, but if you want the Nave feed you must connect the Nave microphone to the lead below the pulpit. It is stored at the foot of the organ loft stairs; please ensure that it is replaced there after use, as microphones left out in the nave have in the past been stolen.

Camera System

The power button for the monitor is on the bottom right. There are four cameras, including two which are controllable. The keyboard is usually on the organ bench, but it may be stored on the music cabinet to the left of the console. A quick summary of operation follows:

- Ensure the "SPOT" light is lit - if not, press the "SPOT" button.
- Choose your camera by pressing the number (see list in loft), followed by "CAM".

- If the camera is controllable you can:
 - Use the joystick to move the picture, and twist it to zoom in and out, *or*
 - Use the presets (see list in left) by pressing the number, followed by "PRESET".

Pistons

A logical crescendo can be found on divisional channel 1. There are some channels (both divisional and general) allocated to visitors – please see the notice to the left of the channel controls. Please ensure you leave a note on the console if you want to keep your settings (and indicate when you need them until)!

Practice

Please book in practice time in advance with the Assistant/Director of Music. Reasonable use of loud stops is permitted from 9.00am to 10.00am and from 3.30pm (1.30pm on a Saturday). Outside these hours the organ should usually be played quietly. Please refer to the weekly diary printout to the right of the console. Organ playing must stop completely 10 minutes before any service (including the 1.00pm Eucharist on a Tuesday and Thursday), from 12 noon to 12.30pm for midday prayers (Monday to Saturday) and from 10.55am to 11.05am on Saturday for the Turning of the Page. No playing is allowed after 11.00pm.

Music

All of these are usually sung in Unison

2. Gospel Alleluia (*all times except Lent*)

Al-le-lu-ia, Al-le-lu-ia, Al-le-lu-ia.

The musical score for 'Gospel Alleluia' is written for a single melodic line on a treble clef staff. It begins with a key signature of one sharp (F#) and a common time signature (C). The melody consists of eighth and quarter notes, with some rests. The lyrics 'Al-le-lu-ia, Al-le-lu-ia, Al-le-lu-ia.' are placed below the notes. The piece concludes with a double bar line.

2a. Praise to you, O Christ (*adapt music from refrain for the verse*) (*Lent only*)

Praise to you, O Christ, king of e-ter-nal glo-ry.

The musical score for 'Praise to you, O Christ' is written for a single melodic line on a treble clef staff. It begins with a key signature of one sharp (F#) and a common time signature (C). The melody consists of eighth and quarter notes. The lyrics 'Praise to you, O Christ, king of e-ter-nal glo-ry.' are placed below the notes. The piece concludes with a double bar line.

3. Sursum Corda (*unaccompanied*)

The Lord be with you

and al-so with you.

The musical score for 'The Lord be with you' is written for a single melodic line on a treble clef staff. It begins with a key signature of two flats (Bb, Eb) and a common time signature (C). The melody consists of quarter and eighth notes. The lyrics 'and al-so with you.' are placed below the notes. The piece concludes with a double bar line.

Lift up your hearts.

We lift them to the Lord.

The musical score for 'Lift up your hearts' is written for a single melodic line on a treble clef staff. It begins with a key signature of two flats (Bb, Eb) and a common time signature (C). The melody consists of quarter and eighth notes. The lyrics 'We lift them to the Lord.' are placed below the notes. The piece concludes with a double bar line.

Let us give thanks to the Lord our God.

It is right to give thanks and praise.

The musical score for 'Let us give thanks to the Lord our God' is written for a single melodic line on a treble clef staff. It begins with a key signature of two flats (Bb, Eb) and a common time signature (C). The melody consists of quarter and eighth notes. The lyrics 'It is right to give thanks and praise.' are placed below the notes. The piece concludes with a double bar line.

**Dean and Chapter of Rochester
Cathedral Music Department**

www.rochestercathedral.org

Safeguard of Children & Vulnerable Adult Requirements

- Visiting choirs that include children or young people under the age of 18 should confirm at the time of booking that they follow their own Child Protection Procedures which should ensure an adequate recruitment procedure that includes checking the background of adult singers, choir trainers and choir attendants (including a current Criminal Records Bureau Disclosure).
- Whilst in the cathedral two adults should always be in attendance of the children and young people.
- No person under the age of 18 years should be left in charge of the children and young people.
- To ensure the welfare of the young people (under 18) they should not be left unattended at any time.

A copy of the cathedral’s child protection policy and of the procedures which the cathedral follows where allegations of abuse are made is available on the cathedral website (“News & Events” – “Useful Documents”) or in hard copy upon request. . The Child Protection Representative for the cathedral are:

Anne Rouse
01634 819573 (Home)
Mobile 07896 042605 (Mobile)

or

Janice Keen
087032 15159
07010 715159 (out of hours)

Health and Safety / Risk Assessment

Although there is no obvious risk to visitors to the cathedral the onus for assessment of risk is on the leaders of the visiting choir.

The Dean and Chapter can take no responsibility for personal possessions – choir members may leave personal belongings in the Gundulph Choir Vestry at their own risk.

Please advise us in advance if any of your choir members has any difficulties with steps or other special mobility, hearing or visual needs.

Declaration

I confirm that we have our own Child Protection Procedures in place and that I am aware of the Child Protection and Health and Safety requirements for Rochester Cathedral. I confirm that we will comply with the above agreement and principles.

Signed..... Position.....

Choir..... Date.....

Please sign 2 copies, one to be retained by the cathedral, and one by the choir

To be returned to Kay McDowell, at least 1 week prior to your visit