

## **INFORMATION FOR VISITING CHOIRS**

We are delighted that your choir wishes to visit Lichfield Cathedral and look forward to welcoming you to this magnificent building in which the praises of God have been sung for more than 700 years.

In this booklet you will find practical information about your visit, times of services, contact details etc.

Those of you returning to Lichfield may find that some of the arrangements have changed since your last visit **so we would ask that you read through this booklet to familiarise yourself with any new procedures.**

Should you have any questions about any of the arrangements please contact Nigel Argust ([nigel.argust@lichfield-cathedral.org](mailto:nigel.argust@lichfield-cathedral.org)).

**Canon Andrew Stead**  
**Precentor**  
**May 2019**

## TIMES OF SERVICES AT LICHFIELD CATHEDRAL

### Monday to Saturday

08:00	Morning Prayer
12:30	Eucharist
17:30	Evensong (or Evening Prayer)

### Sunday

07:40	Morning Prayer
08:00	Holy Communion (Common Worship; traditional language)
11:00	Choral Eucharist
15:00	Choral Evensong and Homily (or Evening Prayer)

## THINGS TO THINK ABOUT BEFORE YOUR VISIT

### CHOOSING MUSIC FOR YOUR VISIT

It would be appreciated if you could supply details of the music you are planning to perform at least ten weeks prior to your visit, so that the Music List can be printed and any adjustments to the proposed repertoire can be discussed with you prior to your singers being given the music or commencing rehearsals.

Directors of Choirs are particularly asked to choose music suited to the capabilities of the singers and which enrich the contribution to a feast day or liturgical season. **Please avoid choosing music which is too ambitious or too large-scale for your choir - the Cathedral has a particularly dry acoustic which many choirs find challenging in itself, and the organ is at sharp pitch (A452); nearly a semitone sharp.** The duration of settings and anthems should also balance to ensure the service is not too long.

## **PREPARING FOR A SERVICE**

### **ARRIVING**

Please arrive early enough so that you are robed and in the Cathedral at 4.30pm for a welcome and briefing on the first day. If your first day is Sunday we will confirm details with you when the booking is made. There will be a brief rehearsal of processions at this time, and an opportunity to ask questions.

There is no vestry accommodation in the Cathedral; robes should be left in the Song School (14 The Close - see p4). Please note that no water etc is allowed in the Cathedral Choir Stalls.

### **ACCOMPANIMENT AND PRACTICE TIMES**

Your organist needs to be of at least ARCO or comparable standard, with experience of playing and accompanying on a large instrument such as our 4-manual Hill, and experience of playing in a Cathedral or large Parish Church. Accompanying the choir in the Nave at the Sunday Eucharist is particularly challenging; one of our music staff will be on duty to play for the Sunday Eucharist if it helps or if we deem it necessary.

Organ and choir practice is usually booked from 4pm on Mondays to Saturdays, and from 9.30am on Sundays.

Please also see the **NOTES FOR VISITING ORGANISTS** at the back of this booklet.

### **REHEARSALS – MONDAY TO SATURDAY**

You may rehearse in Quire from 4pm-5.15pm. The Song School (see overleaf) is usually available for rehearsals at other times.

### **REHEARSALS – SUNDAY**

Rehearsals for the Choral Eucharist take place in the nave stalls between 10am and 10.45am. Rehearsals for Sunday Evensong take place in the Quire from 2pm-2.45pm. Please finish promptly. If there are any events taking place in the building that will affect these timings, we will let you know.

### **ROBES**

Please wear cassocks for cathedral rehearsals. If your choir does not wear cassocks, please wear what you wear in services (e.g. gowns, suits) in cathedral rehearsals as well. Please be aware that there will be visitors in the building.

## **USE OF THE SONG SCHOOL**

You are welcome to use the Song School at 14 The Close. We have two rehearsal rooms with music desks, digital pianos at 'Lichfield' sharp pitch, toilet and kitchen facilities. It has key codes on the doors so you can come and go as you please.

**PLEASE NOTE:** 14 The Close is also home to some of our residents. Please be mindful of this when using the facilities and respect the privacy of the tenants by not using their private garden and driveway. As the building is home to residents, it is not possible to rehearse there after Evensong.

### **PLEASE NOTE THE FOLLOWING CONDITIONS:**

1. Please do not use Cathedral copies of music.
2. Please do not take food or drink (other than water) into a rehearsal room.
3. Please leave the rehearsal rooms in a clean and tidy condition.

## **COPYRIGHT**

The legal requirements of all music protected under copyright must be observed. It is not permitted to bring photocopied material into the Cathedral without the written permission of the copyright owner.

## **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

We want Lichfield Cathedral to be a place where children and vulnerable adults thrive and are safe and happy. We hope that all members of visiting choirs feel welcomed by Cathedral clergy and staff that they may meet during their visit here. However, all children, young people and vulnerable adults who come as part of, or as a supporter of, a visiting choir are the responsibility of that choir at all times. It is also the responsibility of the choir to which they are attached to ensure that all adults abide by the safeguarding policies of the church or group of which they are part. For your reference a copy of Lichfield Cathedral's Safeguarding Policy Statement is on p13 of these notes.

## PRACTICAL ARRANGEMENTS

### REFRESHMENTS

Tea and coffee is provided free of charge in the Song School - this is on a help yourself basis (there is a dishwasher!) Please advise us of the approximate numbers of choir members, and any accompanying visitors, so that enough tea/coffee/milk/soft drinks may be arranged. Other refreshments (lunch etc.) are available – please contact Chapters, the Café in The Close at [chapters@lichfield-cathedral.org](mailto:chapters@lichfield-cathedral.org)

### TOILET FACILITIES

Toilets are available in the Song School and alongside Chapters, the Café in The Close - there are no toilet facilities in the Cathedral.

### PARKING

**Parking is not available in The Close. This also applies to coaches and minibuses.**

There are a limited number of accessible parking spaces for Blue Badge Holders at the West Front. Visitors in cars can be dropped off and collected outside the West Front of the Cathedral but vehicles must then use the public pay and display car parks, most of which are just a short walk away. Coaches are asked to use the drop-off area outside Lichfield Registry Office (postcode WS13 6PN) to drop-off and collect passengers. There is a pedestrian crossing adjacent. For more details about car parks, see the map at [www.lichfielddc.gov.uk/Residents/Transport-and-streets/Car-parking/Lichfield-city-car-park-map.aspx](http://www.lichfielddc.gov.uk/Residents/Transport-and-streets/Car-parking/Lichfield-city-car-park-map.aspx) on Lichfield District Council's website. This is an interactive site and you can find out about parking charges, opening times etc by clicking on each car symbol.

Coach parking is also available nearby. If you are planning to arrive by coach, please advise your Coach Company to contact *VisitLichfield* on 01543 308216 who will be happy to send out a Coach Driver Information Pack.

## CHORAL EVENSONG

### EVENSONG

We sing Evensong straight from the BCP of 1662, with the penitential opening on Sundays in Advent and Lent. There is an Office Hymn every day and a Collection Hymn on Sundays. Hymns are usually from Common Praise. There are booklets in the choir stalls giving details of the office and any seasonal variations.

Choirs should assemble *silently please* in the vestibule to the Chapter House five minutes before the service time, ready to start. There is a vestry prayer before the procession. A vergers will lead you via the Crossing and the west end of the stalls, remain facing East and we all bow together with the vergers. At the end of the service we all face east, bow together with the vergers and leave the choir stalls from the *east end - so the same singers lead both in and out*. Again, the vergers will lead you out.

### PSALMS

At Evensong daily from Monday to Saturday we sing the psalms appointed for that evening in the *Book of Common Prayer*. Visiting Choirs are not expected to sing all of the psalmody appointed; please ask if you would like to do fewer verses than those set. On Sundays and Festivals we use the Proper Psalms from the *Common Worship* Lectionary.

- **Order of Service** *sung parts in italics, only the psalm, hymn and anthem are announced*
- *Opening Responses (a cantor will be provided)*
- Welcome and Introduction from Canon in Residence
- *Psalmody*
- OT reading
- *Office Hymn (first/last verses in unison)*
- *Magnificat*
- NT reading
- *Nunc Dimittis*
- Apostles' Creed (turn to face East)
- *Lesser Litany and Lord's Prayer - Second set of Responses*
- *Three Collects; four in Advent and Lent.*
- *Anthem*
- A short homily on Sundays ending with a short Litany
- Intercessions on other days - all say the Grace; 'Ghost' not 'Spirit'.
- *Hymn on Sundays only*
- Said responsorial dismissal on Saturdays
- Blessing on Sundays. Said 'Amen'.

## THE LORD'S PRAYER

Please ensure that you have prepared a Lord's Prayer with words as they appear in the BCP.....Our Father *which* art ..., thy will be done *in* earth ..., as we forgive *them that* trespass ...

## ORGAN VOLUNTARIES

From Tuesday to Friday we require only a short piece to play the choir out. On Saturdays and Sundays we welcome the bigger voluntaries. As some members of the congregation stay to listen to the voluntary we ask you to observe this convention with some care.

## CANTORS

Our cantors (who will sing the Responses) are familiar with the following settings for full choir:

*Ayleward, Byrd, Clucas, Ebdon, Rose, Sanders, Leighton, Morley, Plainsong, Reading, Shephard, Smith, Sumsion, Tomkins, Walsh.*

If you wish to do a setting not listed, we shall need you to supply a copy prior to your visit so that the cantor can prepare any unfamiliar settings. If you are here for several days we ask you to use the same responses each day.

## SUNDAY EUCHARIST

Each Sunday has its own booklet containing the Ordinary and Proper texts (Common Worship Order 1), the readings and hymns. If you are singing at a Sunday Eucharist a copy of this will be provided.

- *Introit Hymn*, sung in procession (*first/last verses in unison*)
- *Responsorial Kyrie* - *the music is at the end of these notes on page 15*
- *Gloria* (Kyrie in Lent and Advent)
- *Collect* - *sung unison Amen*
- One reading (either OT or Epistle) then...
- The *Alleluia* is sung by the choir and repeated by everyone (see page 16). The choir or a soloist sings the sentence for the Sunday, then the Alleluia is repeated by everyone. The organist needs to accompany the Alleluias and the sentence. The text of the sentence is always in the Sunday booklet.

NB: Alleluia is not sung during Lent. A different Gospel Acclamation will be provided if your visit falls between Ash Wednesday and Easter.

*Gospel Responses* are then sung unaccompanied to the melody below; no notes are given

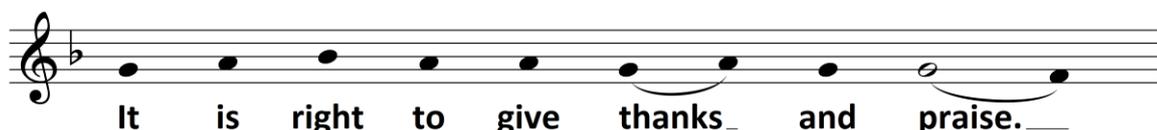
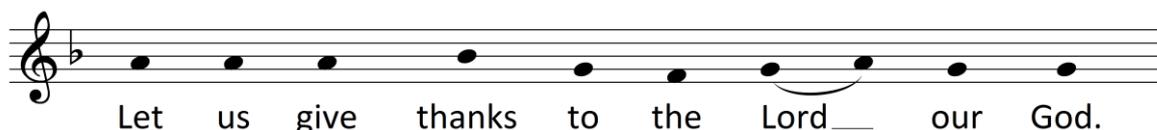
Before the Gospel:



After the Gospel:



- *Organ fanfare* of about 30 seconds is required between the Gospel and the Sermon, whilst the servers return and the preacher approaches the Legilium. It will be useful if the organist can have read the gospel reading and perhaps reflect its theme or tone or idea musically in this fanfare.
- *Creed said*
- The Peace - the organist should wait for 30/40 secs then play over the hymn
- *Offertory Hymn (first/last verses in unison)* – organist please be ready to fill in if necessary
- *Sursum corda* (President pitches own note)



- *Sanctus and Benedictus*: the Benedictus, if very long, should be postponed until the Communion or omitted.
- There are some further congregational plainchant interpolations during the Prayer of Consecration - you will find them in the Sunday booklet.
- *Agnus Dei* and a *Motet* are sung during the Communion, the *Agnus* before the choir receives and the *Motet* to try to coincide with the end of the administration.
- *Final Hymn (first/last verses in unison)*
- Blessing and Dismissal
- Voluntary follows immediately

## OTHER USEFUL INFORMATION

### TOURS

While you are visiting Lichfield perhaps your choir would like a guided tour of the Cathedral, a special view of some of the Cathedral treasures, or a Tower Tour. We would be delighted to arrange a tour for you - please contact our Visitor Services team on [visitorservices@lichfield-cathedral.org](mailto:visitorservices@lichfield-cathedral.org)

### ACCOMMODATION

Lichfield Tourist Information Centre (TIC) has a list of approved establishments in Lichfield and the surrounding area. The TIC can be contacted via its website [www.visitlichfield.co.uk](http://www.visitlichfield.co.uk) where you can also view some of the accommodation available.

### WHAT HAPPENS NEXT?

Please remember we need the music list and the names of your conductor and organist for your visit at least ten weeks in advance. We also need some idea of the number of singers you will be bringing.

If you need any more information, then please email me [nigel.argust@lichfield-cathedral.org](mailto:nigel.argust@lichfield-cathedral.org) or give me a call on 07746 384224

**Nigel Argust**  
**May 2019**

## NOTES FOR VISITING ORGANISTS

Welcome to Lichfield Cathedral's organ. This is a remarkable instrument, and these notes are intended to help you get the most from your time here. Please read them carefully, and enjoy playing this wonderful organ!

### **TURNING ON**

The blower switches are on the wall to the right of the console. The larger operates the main organ, the smaller the Nave organ. To turn them on, move them to a 'twelve o'clock' position. The light switches are underneath the blowers, and the music desk light can be dimmed via the control at the top right hand corner of the console itself. When removing the blue key cover, please take care to store it somewhere where it will not get covered in dust!

### **MEMORY CHANNELS**

Divisional channels 7 – 8 and memory levels 25 – 32 are reserved for visiting organists. You are most welcome to refer to the resident organists' divisional channels if you wish, but they must on no account be changed. A green light indicates that a channel has been locked and should not be used. You are welcome to lock any free channels for your use, but please remember to unlock them again once you have finished with them. In the event of further memory being needed, the duty vergers should be contacted (see below), who can then contact the duty organist for advice.

### **TELEVISION / SOUND EQUIPMENT**

The television can be turned on by the button at the bottom right of the set. All other controls are to the left of the console. There are two cameras; one camera (the Cyclops), situated in the roof of the crossing, is turned on at the top left of the control desk, and can be moved around as necessary by what's left of the joystick. You can zoom in and out by using the relevant buttons, and fine-tune the focus by using the 'Near' and 'Far' buttons. The other camera is focused on the conductor in the Quire. The sound system can only be turned on by the vergers, but once on can be controlled separately at the console (this will only affect the speakers in the organ loft). Pressing the yellow buttons on the map of the building will turn on the microphones in that area – they can be turned off again by pressing once more. The dial to the left controls whether the spoken (speech) microphones, ambient (music) microphones, or both are turned on at the console. The right-hand dial is a volume control. The other functions do not currently work, and should be left alone, please.

## ADVICE ON USING THE ORGAN

### IN THE QUIRE

The organ is largely as you hear it at the console, though it is perhaps helpful to note that the Swell shutters are angled horizontally and thus shoot the full might of the Swell right down onto the Quire floor. The Solo organ is generally a little more present than you might think, with the exception of the Solo Tuba which speaks into the North Transept. It is deafening there, and in the Nave, but has little presence in the Quire itself. If one is needed, it is often advisable to use the Solo Orchestral Trumpet, or couple up the Great 8' Reed via the transfer. The Great and Pedal Reeds are very loud in the Quire, and these should be reserved for the most extravagant of climaxes only, as the sound can easily be wearing on a congregation's ears!

### IN THE NAVE

The most important thing to remember here is that the main organ does not speak well into the Nave, and you have to use much more of it than you might think. If leading a congregational hymn, you will need most of the Great, Swell and Pedal, even in middle verses, reserving only the large reeds and 32's for bigger moments. You will also need to use the Nave organ. This is almost inaudible to you at the console, but a white light under the stop knobs will indicate whether you have this on (if not, check that the blower is on, and that the relevant coupler is drawn). For an average sized congregation, the Nave chorus to 2' or Mixture is generally sufficient, as the Reeds are quite powerful. For climaxes, you might wish to add the 8' and Pedal 16', but any more than that is likely to drown rather than support all but the largest of congregations. The Nave organ is rarely useful for accompanying choirs, but just occasionally the 8' Stopped Diapason can help to bring the sound forward to them without the Nave being intrusive in its own right. However, you will still need to budget for using quite a lot of the main organ. It is sometimes useful to combine the Solo and Swell departments to act as a 'Nave Swell'.

### OTHER USEFUL INFORMATION

Please do not rub anything out on the console!

When practising, please be mindful of others. The building is often busy with pilgrims, tourists and staff – not least the Vergers, whose office is directly opposite the main body of the organ. We therefore ask that you do not undertake sustained loud practice for long periods, or when quieter practice would suffice. **Please be aware that there are weekday prayers on the hour between 1100 and 1500, for which practice must stop.**

In the event of any problems, please do not attempt to rectify these yourself, but call the duty verger, who will be able to pass on your query to the best-placed person. The telephone on the right of the console may be used – dial **6165** for the Vergers' Office, or, out-of-hours **9 07805 005982**. If the problem is one of organ maintenance, but does not require immediate attention, please note it in the small blue book on the console.

Please ensure that you are signed in and out (together with any sets of keys) at the Vergers' office, located in the south quire aisle. In the highly unlikely event of an evacuation for fire, the organ will automatically cut out. You should leave the loft via the organ staircase, taking the first door you come to on descending (about halfway down the staircase), then through the choristers' vestry, and out through the Vicars' Door on the left at the bottom of the staircase. Please then make your way to the assembly point at the flagpole in the north-west corner of the lawn in front of the West End, where you can be accounted for. In the extremely unlikely scenario that this route is impassable, you can access the cathedral roof through either the hatch to the right of the door as you exit the loft to descend the stairs (this will take you east), or by carrying straight on and exiting through the door ahead (this will take you west). Once on the roof, you will need to wait to be rescued. **The roof doors should only be used in extreme emergencies.** Should you need to raise the alarm for fire, note that the nearest fire alarm is situated at the top of the loft stairs.

#### **FINISHING UP**

Please remember to:

- turn off all sound and TV equipment, remembering both to turn off the TV set and the camera itself;
- leave the volume control of the sound system low or off (this prevents feedback in certain situations);
- unlock any used divisional and / or memory channels;
- turn off the console lights;
- turn off the blower switches by moving them anti-clockwise;
- replace the blue cloth key-cover;
- turn off the corridor / staircase lights behind you;
- sign out and return keys to the vergers.

We hope very much you enjoy your time at Lichfield Cathedral!

**Martyn Rawles**

**Assistant Director of Music and Organist**

Revised May 2019

## CATHEDRAL SAFEGUARDING POLICY STATEMENT

### **Cathedral Safeguarding Officer: Simon Warburton, Executive Director**

The Chapter of Lichfield Cathedral recognises the importance of its ministry to children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of all who are in any way vulnerable while entrusted to its care.

#### **As part of its mission, the Cathedral is committed to**

- the safeguarding, care and nurture of the children, young people and vulnerable adults within the Cathedral community;
- the careful selection and training of ordained and lay ministers, volunteers and paid staff with responsibility for children, young people and vulnerable adults using DBS checks or those of similar overseas organisations, amongst other tools, to check the background of each person;
- responding without delay to every complaint made that a child or young or vulnerable person for whom it is responsible may have been harmed;
- fully co-operating with the statutory agencies during any investigation made into allegations concerning a member of the Cathedral community;
- seeking to offer informed pastoral care to any child, young person or adult who has suffered abuse;
- caring for and supervising any members of the Cathedral community known to have offended against a child.

A copy of the full Safeguarding Policy and Procedures is held in the Chapter Office at 19a The Close, Lichfield, WS13 7LD and on the website at [www.lichfield-cathedral.org](http://www.lichfield-cathedral.org)



Alleluia - the organ plays the first four notes as an introduction...

*Choir only first time; repeat with congregation*

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

*Soloist or full choir to one of the texts below* *repeat Alleluia (tutti)*

*Soloist or full choir to one of the texts below* *repeat Alleluia (tutti)*

The words of the Gospel Sentence proper to the Sunday are in the Sunday booklet, a copy of which will be sent to you.