

# Chichester Cathedral

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## Guide for Visiting Choirs

*Sunday Services Pack*

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## Introduction

We are delighted that your choir will be singing at Chichester Cathedral shortly, and we look forward to welcoming you for what we hope will be a memorable and rewarding visit.

This booklet is intended to help you prepare for your visit. Please take some time to read through it. We hope that it answers some of the questions you may have. If you require any further information, please contact the Liturgy and Music Assistant:

Charlotte Rattray  
*Liturgy and Music Assistant*  
Telephone: 01243 812488  
E-mail: [lmassistant@chichestercathedral.org.uk](mailto:lmassistant@chichestercathedral.org.uk)

Or further contacts within the Liturgy and Music Department are:

Richard Paterson  
*Liturgy and Music Administrator*  
Telephone: 01243 812487  
E-mail: [liturgymusic@chichestercathedral.org.uk](mailto:liturgymusic@chichestercathedral.org.uk)

Charles Harrison  
*Organist and Master of the Choristers*  
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***Please note: Our Song School is accessed via a long, stone, spiral stair case. There is no disabled access. If this poses a problem please let us know immediately so that we can try to arrange an alternative rehearsal space for you.***

## Music Information

### What we need from you

Some time before your visit you will be contacted by the Liturgy and Music Assistant. You will be given a deadline for when you need to submit your choice of music for the service that you are singing. This information will provide the basis of the Cathedral Schema – the official listing of all Cathedral services and events. **It is vital that this information is supplied by the deadline provided so that it can be approved.** Occasionally we may ask you to change the music you have chosen, either because it appears in another service close to the date of yours, or if we think it is inappropriate liturgically. Further information we require from you is the total number in your choir and your preferred rehearsal times (please see below).

### Choice of music

In choosing music, please give precedence to the quality of the musical performance. Please consider carefully the technical limitations of the choir and the accompanist, and do not attempt to be over ambitious. Experience has shown us that simple music well performed is far more effective than repertoire which overstretches the abilities of the musicians. On the whole, the settings should be reasonably concise.

### Music Requirements

- Mattins – Responses, Canticles and Anthem
- Sung Eucharist – Communion Setting and Communion Motet/Anthem
- Evensong – Responses, Canticles and Anthem

### Responses

Please provide the Liturgy and Music department with a copy of the responses (either by email or by post) when you submit your music choices. It is preferred that you choose one set of Responses to be sung at all services. There may be special exceptions for this.

### Canticles

- Mattins: Te Deum and Jubilate
- Evensong: Magnificat and Nunc Dimittis
- Canticles begin immediately after the lessons. It is not necessary to wait until the lesson reader has returned to their stall. Please don't take the tempos too slowly.

### Anthem

- Mattins: The maximum duration is **3 minutes**
- Evensong: The maximum duration is **6 minutes** but shorter settings are preferred.

## **Final Dismissal**

- Mattins: There is **no** dismissal at the end of Mattins.
- Sung Eucharist: The Liturgy and Music Department will provide a copy of the sung dismissal.
- Evensong: The Ferial Dismissal in G is to be used by **all** visiting choirs. The Liturgy and Music Department will provide a copy of this.

## **Hymns**

The Cathedral usually uses the New English Hymnal. Amens are sung at the ends of hymns where they are printed (i.e. after a Doxology).

## **Cantor**

Normally, the Officiant will be provided by the Cathedral. If no singing priest is available, you will need to provide a Cantor. We will let you know about this in good time. The Cantor does not need to be in Holy Orders.

Please provide copies of the music for the Officiant.

## Details of Sunday Services

Details of the procedures at the Sunday services are given below.

Please note, Choral Mattins is part of our tradition and we ask all visiting choirs to sing it if they visit on a Sunday. It is not an optional extra.

Please familiarise yourself with the information relevant to the services you are singing, so that you are able to keep to the customary form. The Head Verger or verger-on-duty will give assistance with processional details.

### Mattins – Sundays at 10am

*Book of Common Prayer (Page 4)*

Please note: in selecting the music for Mattins, the time element is vital.

The Service should end at the very latest by **10.45am**.

- Assemble in the South Transept, where the Head Verger or Priest Vicar will instruct in ceremonial.
- A Verger will lead the Choir to the Choir Stalls. The Organist should play the Choir in with some quiet music.
- Begin immediately with *O Lord, open thou our lips* (Give note for Officiant)
- *Venite* - verses 1-11 and Gloria. **Not announced.** (During Eastertide the Venite is replaced by the Easter anthems.)
- Psalm(s) are **announced**  
**\*Please sing the Gloria at the end of each psalm unless advised otherwise.**
- Sit for the First Lesson
- *Te Deum*
- Sit for the Second lesson
- *Jubilate*
- The Apostles' Creed is said and introduced with the words *I believe in God ....* (The tradition in Chichester is not to turn East).
- The Officiant then takes up singing at *The Lord be with you* (**please give note**)
- There is a slight pause for the congregation to kneel; the Choir remains standing
- *Let us pray* is sung
- The Lord's Prayer – the Officiant intones the beginning unless a harmonised setting is used  
\* The Common Worship Order One (Traditional Language) form of the Lord's Prayer is always used, (i.e. *Our Father who...., on earth...., those who*).
- Responses and Collects are sung (**4 Collects during Advent and Lent**)
- The Anthem is **announced** by the Priest Vicar or Officiant. The **maximum duration is 3 minutes**, in order to allow sufficient time between services. Please provide a translation of texts where applicable.
- Sermon
- Hymn is **announced** - Collection
- Blessing (Choir remains standing)
- Organ voluntary (maximum of 5 minutes)
- Exit – West via the Arundel Screen; return straight to the Song School; there is **no dismissal** after Mattins.

## Sung Eucharist – Sundays at 11am

*Common Worship – Order 1 (contemporary language)*

There are **no announcements** during this service. Members of the congregation are provided with a booklet containing full details of the service, including readings and hymns with the tunes printed.

Please assemble in the South Transept

- The vestry prayer is said. The Choir should say a firm ‘Amen’ as this serves as the cue for the organist to start the hymn.
- Introit Hymn. The Choir follows the crucifer down the South Nave Aisle and up the Centre Aisle, passing through the Arundel Screen and into the Stalls. The sanctuary party remains in front of the Arundel Screen from where the Collect for Purity is said, standing, followed by the Confession and Absolution.
- The *Gloria* follows - give intonation where applicable. Before the service please give a copy of the setting to the Verger for the President.
- Remain standing for the Collect.
- Sit for the first reading
- Gradual Psalm - sung by the choir. We will advise if this is to be responsorial, or sung to Anglican chant. The Gloria is not sung.
- Sit for the second reading
- Stand for the Gradual Hymn and Gospel. The Response before and after are said. Turn towards the reader for the Gospel. After the Gospel, when the response has been said, a short fanfare should be extemporised by the organist.
- Sermon
- Stand for the Nicene Creed which is said. (The tradition in Chichester is not to turn East).
- Kneel for the Intercessions
- Stand for *We are the body of Christ ...*
- Offertory Hymn – during which the clergy and servers go to the High Altar.
- The *Sursum Corda* is sung unaccompanied. **Please give notes (Eb F G Eb).**
- *Sanctus* and *Benedictus* – sung. Remain standing for the Eucharistic Prayer.
- The Acclamations are said.
- The Doxology will be sung by the Celebrant. (It will only be said when the Blessing and Honour appears at the end of the Eucharistic Prayer) :



- All kneel after the *Amen*
- The Lord's Prayer is said
- Remaining kneeling until after the Prayer of Humble Access (*We do not presume ...*) when those in the Choir who wish to communicate or receive a blessing should go first before the congregation.
- As the choir go up for the Eucharist, the conductor's box and music stand are moved away to the side to allow the congregation room to move up to the altar.
- The *Agnus Dei* is sung after the Choir has communicated and as soon as they are all back in the stalls. The conductor will need to move the music stand back into position.
- The Choir then sings a motet or anthem. Then the Communion hymn is sung.

- As soon as the last member of the congregation has communicated, all stand for the Post Communion prayer, Blessing, and hymn which is **unannounced**.
- The Dismissal – the Liturgy and Music Department will provide a copy of this, including the harmonised accompaniment for the organist.
- When the Bishop presides, a responsorial Episcopal blessing is sung after the Post Communion Prayer. The Liturgy and Music department will provide further information if this is the case.
- Organ voluntary (maximum of 5 minutes).
- The Choir is led by a Verger to the South Transept.



## Evensong – Sundays at 3.30pm

*Book of Common Prayer (Page 16)*

- The Choir should be assembled in the South Transept by 3.25pm.
- The Organist should play the Choir in, as for Mattins.
- The Service begins with the sentence, said, standing.  
\*Please note that it is not the custom at Chichester to sing an Introit.
- The Officiant introduces the General Confession *Let us humbly confess our sins to Almighty God.* All kneel
- The Absolution is said
- Response – *Amen*
- No Lord's Prayer
- All Stand for *O Lord, open thou our lips.* Sung – give note for Officiant
- Responses - sung
- Office Hymn – **announced**
- Psalm(s) – **announced**  
**\*Please sing the Gloria at the end of each psalm unless advised otherwise.**
- Sit for the First Lesson
- *Magnificat*
- Sit for the Second Lesson
- *Nunc Dimittis*
- The Apostles' Creed is said and introduced with the words *I believe in God ....* (The tradition in Chichester is not to turn East).
- The Officiant then takes up singing at *The Lord be with you (please give note)*
- There is a slight pause for the congregation to kneel; the Choir remains standing
- *Let us pray* is intoned
- The Lord's Prayer – the Officiant intones the beginning unless a harmonised setting is used.  
\*The Common Worship Order One (Traditional Language) form of the Lord's Prayer is always used, (i.e. *Our Father who ....., on earth ..., those who,*).
- Responses and Collects are sung (**4 Collects during Advent and Lent**)
- The Anthem is **announced** by the Priest Vicar or Officiant. The **maximum duration is 6 minutes.** Please provide a copy for the Officiant and a translation of texts where applicable.
- Prayers – said
- Final hymn is **announced** - collection
- The Blessing (remain standing)
- Exit – West via the Arundel Screen to the South Transept
- The Choir sings the **Ferial Dismissal in G** (please give note) in the South Transept.
- Organ voluntary (maximum of 5 minutes).

# **Emergency Exit from Song School**

The emergency exit from the song school is through the small hatch in the chorister cassock cupboard. Follow the staircase downwards to the Canons' Vestry on the ground floor of the Cathedral.

## **Emergency exit procedure**

Break the glass on the LHS of the hatch door for key

2 torches must be used – one by the person leading the way, and one by the person at the back

Emergency exit involves ducking under a very low doorway and an uneven spiral staircase. This is potentially hazardous and care should be taken to avoid slipping on the steps

Anyone who suffers from claustrophobia must not attempt to use this exit but wait in the song school for help to arrive

For your own safety nobody must attempt to climb the staircase any higher than the main floor of the song school

All choir members must strictly observe the instructions of their leader at all times and act with due diligence and care

Visiting choirs are asked to familiarize themselves with the procedures above

No children under the age of 16 may be in the song school unsupervised

**Howard Waddell**  
**Head Verger**  
**6 February 2013**