

# Chichester Cathedral

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Guide for Visiting Choirs

*Weekday Sung Eucharist Pack*

# CONTENTS

<u>INTRODUCTION</u>	<u>3</u>
<u>MUSIC INFORMATION</u>	<u>4</u>
WHAT WE NEED FROM YOU _____	4
CHOICE OF MUSIC _____	4
COMMUNION SETTING _____	4
COMMUNION MOTET/ANTHEM _____	4
HYMNS _____	4
<u>DETAILS OF SUNG EUCHARIST SERVICE</u>	<u>5</u>

## 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*  
Telephone: 01243 812486  
E-mail: [organist@chichestercathedral.org.uk](mailto:organist@chichestercathedral.org.uk)

***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 for Evensong should be reasonably concise.

## Communion Setting

The communion setting includes the Gloria, Sanctus and Benedictus and Agnus Dei. On occasions when the Benedictus is too long the Liturgy and Music Department may advise for it to be omitted. Please provide a copy of the setting for the President.

## Communion Motet/Anthem

The maximum duration is between **3 and 4 minutes**.

## 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).

## Details of Sung Eucharist Service

Details of the procedures at the weekday and Saturday Evensong service are given below. Please familiarise yourself with the information so that you are able to keep to the customary form. The Head Verger or verger-on-duty will give assistance with processional details.

### Sung Eucharist – Weekdays at 5.30pm

*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

- Audible Amen.
- On the direction of the Verger, the Choir proceeds to the Choir Stalls and the organist then plays over the introit hymn. During the hymn the Sanctuary party process to the High Altar from where the Collect for Purity is said, all standing, followed by the Confession and Absolution.
- The *Gloria* follows – the intonation is always sung by the president. Before the service please give a copy of the setting to the Vergers for the President.
- Remain standing for the Collect
- Sit for the first reading
- Gradual Psalm - sung by the choir. The Gloria is not sung
- Sit for the second reading. (Note: at some weekday Eucharists there will be only one reading. On these occasions there will be no Gradual Psalm).
- Stand for the Gradual Hymn and Gospel. The responses 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. (The Creed is occasionally omitted at weekday celebrations at the discretion of the President).
- Kneel for the Intercessions
- Stand for *We are the body of Christ...*
- Offertory Hymn
- The *Sursum Corda* is sung unaccompanied. **Please give notes (Eb F G Eb).**
- *Sanctus* and *Benedictus* – sung
- The Doxology may be sung depending upon the Celebrant:



- The congregation kneel after the *Amen* but for weekday celebrations it is suggested that the Choir remains standing at this point.
- The Lord's Prayer is said
- At weekday celebrations the *Agnus Dei* is sung before the Invitation to Communion (i.e. immediately after *Though we are many we are one body because we all share in one bread*).

- The President says *Draw near with faith....* and then leads the Prayer of Humble Access.
- Those in the Choir who wish to communicate or receive a blessing should then go up first.
- When the Choir have returned from Communion they sing a motet. There is no communion hymn at weekday Sung Eucharists.
- 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.
- Organ voluntary (maximum of 5 minutes)
- The Choir is led by a Verger to the South Transept.

# 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**