



Bristol Cathedral

Bristol Cathedral

Visiting Choir Handbook 2015-16

## CONTENTS

Introduction	3
Preparing for your visit	4
Preparation Timescale	7
During your visit	8
Information about Services	10
Visiting Choir Information	11
Orders of Service	12-15
Music	
Final Responses	16
Gospel Acclamation	17
Accommodation Addresses	18
Child Protection Requirements	19



# Introduction

Thank you for your interest in bringing your choir to sing at Bristol Cathedral. Sung worship has been at the heart of this cathedral church for nearly half a millennium, and the contribution your choir can bring to that long tradition is important. We are grateful to you for the hard work, time, and effort put into your visit, and we look forward to welcoming you here.

At the cathedral, it is the choir's role to lead the worship both in the sung liturgy and the spoken word. When your choir is singing at the cathedral you effectively become 'our choir'. We will rely on you to represent us and to help lead us in worship. You will realise that we will expect a high level of discipline and conduct within the services, and as you move around the cathedral.

This booklet aims to provide all the salient information needed for your visit. It is for those coming to sing one service, or a whole week of services, for adult choirs, or for choirs with a range of ages, so do refer to those sections which apply to you.

If you have any queries about anything within this document, or any other point that needs extra clarity, please do not hesitate to contact me.

Thank you once more for the music you can offer to lead our worship. We hope you enjoy singing at Bristol Cathedral.

**Tim Popple**  
Music Administrator

0117 946 8173 (office hours)  
tim.popple@bristol-cathedral.co.uk

Further information about the cathedral can be found at:  
[www.bristol-cathedral.co.uk](http://www.bristol-cathedral.co.uk)  
0117 926 4879

# Preparing for your visit

## Music Choice

In choosing your music, please consider first and foremost the quality of the performance you will give and the capabilities of your musicians. Experience has shown that good performances of simple repertoire, already well-known to the singers, are always more satisfying for choir and congregation than unsuccessful attempts at more complex music. Please ensure that music choices are of an appropriate length – for instance, extensive polyphony in the Sanctus and Benedictus is not helpful to the flow of the Eucharist, however beautiful it may be! You can find details of the type of music required for particular liturgies with the running order for each service.

If you are coming for a week, please bear in mind the cumulative vocal and musical strain of singing every day; even the most polished choir may struggle to perform well at the Sunday services if it is under-rehearsed or tired out because of the previous week's Evensongs.

Please see page 7 for the Preparation Timeline. This preparation allows us to include full details on the Cathedral music list and, in rare cases, to request alterations in the music you have chosen. We will only do this if the same music is already planned in another service close to yours, or if we feel that other music would fit better within a certain day's liturgy. If you are coming during the summer months, it is worth remembering that many popular anthems and settings are often suggested by more than one visiting choir, and so we are less likely to request changes if you submit your music early. It is common practice to repeat the same set of Preces and Responses for the duration of a week. Repetition of settings or anthems should be avoided.

## Psalmody

Evensong – The Psalms are from a version of the Book of Common Prayer Psalter, but the *English Book of Common Prayer (Coverdale)* text is used.

Eucharist – Is in contemporary language, including the Psalm, which uses the Common Worship contemporary language words without the Gloria at the end.

Words for psalms can be found most conveniently from the Oremus Bible Browser – [bible.oremus.org](http://bible.oremus.org).

Psalms for the day will be sent once booking has been confirmed.

## Hymns

Hymns are chosen by the Canon Precentor and will be given to you once you have submitted the music your choir intends to sing.

## Liturgy at Bristol Cathedral

Please consider the liturgical season and any particular feast days that may fall during your visit, and try to select music which complements each occasion. In choosing music for Sunday services, it can be particularly helpful to look at the Lectionary for the day in question. We are very happy to offer guidance or suggestions, so please don't hesitate to get in touch if you would like to discuss music for a particular date before making a final choice. Readings at Evensong on weekdays and Saturdays are taken from the Pillar Lectionary. On Sundays, feast days and solemnities, we use the Common Worship Lectionary. On Sundays, the 10.00am Eucharist is treated as the principal service, with Evensong as the second service. Readings at the Sunday Eucharist during Trinity season are taken from the "continuous" prescription where a choice is given. However, there are some variations, so please double check with us that a particular reading will be used if it is linked to your choice of music.

## Organists

*A copy of these notes for Organists can also be found in the organ loft.*

It is hoped the following guidelines will assist you when playing:

The on/off switch for the blower is situated under the console on the right hand side. Console lights are operated by one large switch at the bottom of the loft stairs on the left as you enter. Please do not touch the switches under the console on the left.

Balance

- The Great is situated on two soundboards above the console in the western case.
- The Swell is situated at the top of the eastern case.
- The Choir is situated at the bottom of the eastern case.
- The Solo is situated between the two cases at the back – Tromba and Harmonic Flute 8 are not enclosed.
- The Pedal is spread around both cases.

Divisional pistons are controlled by the dial below the stops (Couplers) on the left hand side of the console. General pistons are controlled by the switches below the stops (Solo) on the right hand side of the console. There is a digital display to indicate the level selected.

The allocation of levels for both sets of pistons is as follows:

	Director of Music	Organ Scholar	Assistant Organist	Visitors
Divisionals	1-2	3	4-6	7-8
Generals	1-15	16-30	31-50	51-64

Please leave swell and solo boxes open when you have finished playing.

Do not use an eraser on the music desk.

The hymnbooks behind the organ bench may be used for services, but under no circumstances must any other music stored in the loft be used.

Please remember to turn off TV monitor and camera (switches on ledge) after each rehearsal and service.

When practising in the daytime the Dean & Chapter request that the volume is kept to a reasonable level.

Should a fault (tuning or mechanical) occur when playing please make a note and leave it for the Cathedral Organist to deal with.

**UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO RECTIFY IT.**

Thank you for taking the time to read this, and I hope you enjoy the experience of playing this magnificent Cathedral organ.

## Child Protection Requirements

Visiting Choirs that include children or young people under the age of 18 should confirm that they follow their own Child Protection Procedures. These should ensure an adequate recruitment procedure that includes checking the background of adult singers, choir trainers and choir attendants (including a current DBS).

Please sign and return the declaration form on page 19.

## Initial Preparation Timeline

## Time scale

1. Contact Music Administrator with suggested dates of visit.

Initial contact

2. Music Administrator confirms dates, books visit into diary.

As soon as booked

3. Complete the information on page 12 and email it to the Music Administrator.

Once confirmation has been received

4. Music Administrator confirms psalms of the day, and any special Feast Days or Gospel Acclamations for your visit.

Once choir information received

## Final Preparation Timeline

5. Email the Music Administrator with your music choices for the services, detailed on pages 13-16.

Six weeks before your visit

6. Music Administrator sends hymns for your visit.

During the calendar month before your visit

7. Check in with the Duty Verger, who will look after you on your visit.

Upon arrival

# During your visit

## Arrival

Upon arrival, the Vergers are on hand as your first point of contact in the Cathedral. They will direct you to the relevant rooms for rehearsal and/or changing, as necessary. They will provide you with any keys as necessary. These are to be kept safe for the duration of your visit, and returned at the end of each day. The Vergers will take you through the specifics of the service you are singing, including the choreography of processing, the order of service, and any other information as deemed necessary.

For choirs singing our Sunday services, please note that there is an 8.00am BCP Communion in the Quire. This lasts until approximately 8.40am. The cloister will be locked until the service has finished. We advise that choirs arrive no earlier than 8.50am through the Cloister door at the rear of the Cathedral, to allow for access restrictions.

## Car parking

Limited space for up to three cars may be made available in the Cathedral Cloister if you let us know in advance. Please report to the Verger on duty to provide registration details of cars parked in the Cloister. If you require information on alternative parking options, please contact the Music Administrator.

## Rehearsals

Generally, choirs are able to rehearse in the Cathedral Choir Stalls from 3.00pm on weekdays and from 2.00pm on Saturdays. However it is highly recommended to book rehearsal times with the Music Administrator to avoid clashing with any other activities. We ask that choirs vacate the choir stalls half an hour before the start of the service so that people arriving for the service have time for private reflection. Organists who wish to book additional practice time should contact the Music Administrator directly.

## The Song School

If you are visiting within choir term time, the Chapter House will be made available as a rehearsal room. Out of choir term time, the Song School may be available for use for rehearsals. When using the Song School:

- Please close and cover the piano, leaving no items on top
- Please remove all items (including coats, bags etc.) from the room

The only exceptions to this are robes, which may be hung neatly on the cupboards, and music, which can be left tidily in the Song School stalls between services.

## Hymn Books

The Cathedral hymn book is The New English Hymnal (NEH). Up to 30 Full Music copies are available for visiting choirs for use during your stay with us. Please let the Music Administrator know in advance if you would like to borrow them.

## Robing

A room will be made available for leaving your coats, etc, and for robing. A key will be provided. Please return the key at the end of each day of your visit. For those who have one, you are most welcome to wear academic hoods with your choir dress at Evensong, but not at the Eucharist.

## Refreshments

The Cathedral Coffee Shop is normally open for snacks (weekdays 10.00am – 3.00pm (4.00pm in the Summer) and Saturdays 10.00am – 3.00pm). Tea, squash, and biscuits will be provided between rehearsal and service from 4.45pm (weekdays) and from 3.00pm (weekends). Please time your rehearsals accordingly.

## The Choir Stalls

Please ask your choir to leave the choir stalls tidy after each rehearsal and service – nothing should be left behind (including hymn books) when the service is over. Please do not bring food and drink into the choir stalls. Bottled water is acceptable.

## Dress

Rehearsals: Robed choirs who wear cassocks and surplices should wear cassocks but not surplices for all rehearsals in the Cathedral. Choirs which do not usually robe should dress smartly (suits and ties for men).

Services: Again, non-robing choirs should dress smartly. At Evensong (but not the Eucharist) robing choirs may wear academic hoods.

## Recording

If you wish to record your choir, you need first to obtain permission. Please contact us to arrange this. You are asked to record discreetly and with consideration for those worshipping at the Cathedral.

## Security

During your visit a nominated individual will be provided with keys from the Vergers for one or more of the following rooms: The Chapter House, the Song School, the Old Library, the Organ Loft. (The key to the Organ Loft is usually given to the organist, and the other keys to a member of the choir or the choir director.) Security of the property left in the rooms for which you have keys remains the responsibility of the person to whom the key was entrusted. All keys are to be returned to the duty Verger at the end of each day during your visit, and collected from the duty Verger the next day.

## Information about Services

### Cantor

Please provide your own cantor for the responses at all services.

### Hymns

As noted above, the Cathedral uses the New English Hymnal. Please do not use alternative hymn tunes unless we have indicated this on the music list or when sending hymn information. Hymns will be sent the Calendar Month before your visit.

### Order of Service

The running order of each service at the Cathedral is detailed on pages 12-15.

*Please complete the following information, copy and paste, and email it to the Music Administrator at [tim.popple@bristol-cathedral.co.uk](mailto:tim.popple@bristol-cathedral.co.uk)*

## VISITING CHOIR INFORMATION

Name of choir: \_\_\_\_\_

Name of director of music: \_\_\_\_\_

Contact for director of music (email/telephone number): \_\_\_\_\_

Name of organist: \_\_\_\_\_

Contact for organist: \_\_\_\_\_

Number in choir (please indicate numbers of minors, if relevant): \_\_\_\_\_

Robed or unrobed? \_\_\_\_\_

Date(s) singing at Bristol Cathedral:  
*Please detail below*

---

---

---

---

---

---

---

ORDER OF SERVICE FOR WEEKDAY EVENSONG

Time 5.15pm

*Preces*

Welcome

*Psalm(s)*

Old Testament Reading

*Magnificat*

New Testament Reading

*Nunc Dimittis*

Creed (said)

*Versicle and Response, Lesser Litany, Lord's Prayer (sung or intoned)*

*Versicles and Responses, Collects*

*Anthem (title & composer)* (announced)

Prayers and Grace

*Final Responses* – Plainsong (copy provided)

Hymn: (announced)

Recession during final voluntary.

Please send the information in this box to the Music Administrator no later than six weeks before your visit.

**MUSIC CHOICES**

*Date:* \_\_\_\_\_

*Preces and Responses:* \_\_\_\_\_

*Magnificat and Nunc Dimittis:* \_\_\_\_\_

*Anthem:* \_\_\_\_\_

## ORDER OF SERVICE FOR CHORAL EUCHARIST

Time 10.00am

The organ music stops at 9.58am, and is followed by the Welcome and Notices and the ringing of a bell.

Processional hymn

Greeting, Collect for Purity, Confession (Kyrie sung in Lent and Advent), Absolution

*Gloria sung by the choir; Intonation sung by a Cantor*

Collect of the day

Old Testament Reading

*Psalm (sung by Choir) (We provide the text)*

New Testament Reading

*Alleluia Chant/Acclamation sung by Choir and Congregation (We provide music and text)*

Gospel

Organ fanfare to cover procession after Gospel (1 minute)

Sermon

Creed (said)

Intercessions

The Peace

Offertory hymn

*Sanctus and Benedictus sung by the choir*

Lord's Prayer (said)

*Agnus Dei, sung by the choir*

Communion of the choir and people

Organ music to cover choir receiving communion

Communion Hymn while the congregation receive communion

*Communion Motet sung by the choir*

Post-Communion prayer said by the Celebrant

Post-Communion hymn

Prayer and Blessing

Dismissal (said) *(Sung in Eastertide)*

Recession during organ voluntary

Please send the information in this box to the Music Administrator no later than six weeks before your visit.

### MUSIC CHOICES

*Date:* \_\_\_\_\_

*Mass setting:* \_\_\_\_\_

*Communion motet:* \_\_\_\_\_

*Organ Voluntary:* \_\_\_\_\_

ORDER OF SERVICE FOR SUNDAY EVENSONG

Time 3.30pm

Welcome and Opening Sentence

Exhortation, General Confession, Absolution

Lord's Prayer (said)

*Versicles and Responses*

*Psalms:*

Old Testament Reading

*Magnificat*

New Testament Reading

*Nunc Dimittis*

Creed (said)

Versicle and Response, Lesser Litany, Lord's Prayer (sung or intoned)

Versicles and Responses, Collects (intoned by Precentor)

*Anthem* (announced)

Prayers and Grace

*Final Responses*

Hymn: (announced)

Sermon

Hymn: (announced)

Blessing

Recession during final voluntary.

Organ Voluntary

Please send the information in this box to the Music Administrator no later than six weeks before your visit.

**MUSIC CHOICES**

*Date:* \_\_\_\_\_

*Preres and Responses:*\_\_\_\_\_

*Magnificat and Nunc Dimittis:*\_\_\_\_\_

*Anthem:*\_\_\_\_\_

*Organ Voluntary:*\_\_\_\_\_

## ORDER OF SERVICE FOR CHORAL EUCHARIST

Time 6.00pm

(Only on feast days, usually a Thursday)

The organ voluntary stops at 5.58pm, and is followed by the Welcome and Notices and the ringing of a bell.

Processional hymn

Greeting, Collect for Purity, Confession (Kyrie sung in Lent and Advent), Absolution

*Gloria sung by the choir; Intonation sung by a Cantor*

Collect of the day

Old Testament Reading

*Psalm (sung by Choir) (We provide the text)*

New Testament Reading

*Alleluia Chant/Acclamation sung by Choir and Congregation (We provide music and text)*

Gospel

Organ fanfare to cover procession after Gospel (1 minute)

Sermon

Creed (said)

Intercessions

The Peace

Offertory hymn

*Sanctus and Benedictus sung by the choir*

Lord's Prayer (said)

*Agnus Dei, sung by the choir*

Communion of the choir and people

Organ music to cover choir receiving communion

Communion Hymn while the congregation receive communion

*Communion Motet sung by the choir*

Post-Communion prayer said by the Celebrant

Post-Communion hymn

Prayer and Blessing

Dismissal (said)

Recession during organ voluntary

Please send the information in this box to the Music Administrator no later than six weeks before your visit.

### MUSIC CHOICES

*Date:* \_\_\_\_\_

*Mass setting:* \_\_\_\_\_

*Communion motet:* \_\_\_\_\_

*Organ Voluntary:* \_\_\_\_\_

## FINAL RESPONSES for use at Choral Evensong

(If there are final responses to the Preces and Responses you have chosen, please use those. If you customarily sing the Naylor Finals, feel free to use those.)

Festal responses are always used on Saturdays (first of Sunday), Sundays, and on Feast Days and "First of..." Feast Days, the Evensong before. If you are uncertain, please ask.

### Ferial



The Lord be with you: And with thy Spi - rit.

Musical notation for the first ferial response, consisting of two staves in G major (one sharp) and 8/8 time. The melody is a simple, stepwise line with a repeat sign in the middle.



The Lord give us his peace: And life e - ter - nal, A - men.

Musical notation for the second ferial response, consisting of two staves in G major (one sharp) and 8/8 time. The melody is a simple, stepwise line with a repeat sign in the middle.

### Festal



The Lord be with you: And with thy spi - rit.

Musical notation for the first festal response, consisting of two staves in G major (one sharp) and 8/8 time. The melody is a simple, stepwise line with a repeat sign in the middle.



Let us bless the Lord: Thanksbe to God.

Musical notation for the second festal response, consisting of two staves in G major (one sharp) and 8/8 time. The melody is a simple, stepwise line with a repeat sign in the middle.

# GOSPEL ACCLAMATION (ordinary time)

(For Acclamations in other times, please contact the Music Administrator)

Playover, refrain first time choir only, refrain second time with congregation, verse, refrain with congregation again.

## Refrain (sung twice after organ playover)

Full Unison

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

## Verse

TB\* S

Speak, Lord, your ser - vant is list - en - ing, You

have the words of e - ter - nal life.

Repeat Refrain (once)

\* if sung by girls' choir alone, full in 2 parts

## ACCOMMODATION SUGGESTIONS

YOUTH HOSTEL	Youth Hostel 64 Prince Street Bristol BS1 4QD	0117 922 1659
UNIVERSITY	The Accommodation Officer University of Bristol c/o Senate House Tyndall Ave Bristol BS8 1TH	0117 928 9000 central-catering@bris.ac.uk
	The Accommodation Officer University of the West of England Coldharbour Lane Bristol BS16 1QY	0117 962 6261
LARGE HOUSE	The Gothic Mansion Redcatch Road Bristol	<a href="http://www.thegothicmansion.com">www.thegothicmansion.com</a>
COLLEGES	The Bursar Trinity College Stoke Hill Bristol BS9 1JP	0117 968 2803
	The Bursar Wesley College Henbury Road Bristol BS10 7DQ	0117 959 1200
	The Bursar Bristol Baptist College 8 Woodland Road Bristol BS8 1UN	0117 926 0248
SCHOOLS	Clifton College Services Ltd 32 College Road Bristol BS8 3JH	0117 315 7669 <a href="mailto:ccsl@clifton-college.avon.sch.uk">ccsl@clifton-college.avon.sch.uk</a>
HOTEL	Ibis Hotel Explore Lane Anchor Road Bristol	0117 319 9000

## CHILD PROTECTION REQUIREMENTS

Visiting Choirs that include children or young people under the age of 18 should confirm that they follow their own Child Protection.

I confirm that my choir .....

follows a procedure that includes checking the background of adult singers, choir trainers and choir attendants including a current DBS or equivalent if from overseas.

Please sign and return this declaration form.

Name (please print).....

Position.....

Signed.....

Date.....

