

# **SOUTHWARK CATHEDRAL**

## **INFORMATION FOR VISITING CHOIRS**

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<b>Precentor</b>	Canon Gilly Myers
<b>Succentor</b>	Rachel Young
<b>Director of Music</b>	Peter Wright
<b>Assistant Organist</b>	Stephen Disley
<b>Head Verger</b>	Paul Timms 020 7367 6701
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## INFORMATION FOR VISITING CHOIRS

Thank you for your contribution to the music in the Cathedral and we look forward to welcoming you at our worship.

The Cathedral is a busy centre of many activities and the following notes are intended to help the smooth arrangements of your visit and to make the most effective use of your talents in worship here.

Should you have any queries, please do not hesitate to telephone us on the music office number 020 7367 6732, or write to us here at the Cathedral Office.

We hope that your visit will prove inspiring, and that we shall have the pleasure of your company again.

### SAFEGUARDING

Southwark Cathedral Chapter is committed to the creating a safe environment in which children and vulnerable adults can flourish and contribute to the working life of the Cathedral in the context of a safe and supporting environment. The Chapter's policies on Safeguarding of Children and Vulnerable Adults are available from <http://cathedral.southwark.anglican.org/community/safeguarding>.

Leaders of choir masters of visiting choirs and orchestras must ensure that:

- Children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring
- You have full liability insurance for this.

It is Chapter policy that all leaders or choir masters of visiting choirs and orchestras read and agree to abide by these policies and guidelines and sign the declaration to this effect.

We regret that there are no dedicated toilet facilities available for visiting choirs and for children in particular. There are public toilets adjacent to the Song School which will be available but not for exclusive use by the visiting choir as the public will still be admitted. Choir leaders should therefore undertake a risk assessment of the toilets prior to their use by members under the age of 18 and make sure appropriate supervision is put in place.

**In the event of Fire, or if an emergency evacuation is necessary, the choir leader is responsible for ensuring all choir members leave by the designated fire exit or nearest exit. If you are allocated a room in the Millennium Buildings on the first floor as a green room, a safe refuge is provided at the top of the stairs outside the lift for those who may have difficulty being evacuated. Do not use the lift when the fire alarm sounds.**

**All choir members should proceed to the fire assembly point on Cathedral Square next to the River Thames on the north side of the Cathedral (unless otherwise advised). If any choir members have been left in the safe refuge area the choir leader must ensure that this fact is reported to the duty verger who will be at the assembly point. Choir members must not return to the Cathedral buildings until instructed that it is safe to do so by the duty verger.**

An accident book is located at Reception in the Cathedral Offices, and you are required to complete details of any accident or incident occurring which did or could give rise to injury. Details should be completed as soon as possible after the accident or incident, but in any case before you leave the Cathedral.

Southwark Cathedral has adopted the Diocesan policies, procedures and guidelines for safeguarding children, adults who may be vulnerable, and responding to domestic abuse, *A Safe Church*. A copy of *A Safe Church* is available to view on request. It is also downloadable from <http://www.southwark.anglican.org/what/diocesan-policies-procedures>.

In addition to the above, for bookings which include children and young people under 18 years:

- you must comply with the Guidelines for Activities with children and young people/adults who may be vulnerable, found on pages 4-7 to 4-13 of *A Safe Church*

- you will ensure that children are only cared for by their parents, or by adults who have been recruited safely, which includes a satisfactory disclosure from the Disclosure and Barring Service
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- no person under the age of 18 years will be left in charge of children of any age
- no child or group of children or young people should be left unattended at any time
- you will immediately (within 24 hours) inform the Cathedral's Safeguarding Officer of a) the occurrence of any incidents or allegations of abuse or causes of concern during your stay which relate to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it; b) of the details of any known offenders against children or vulnerable adults who are part of your group.

## **ARRIVAL**

You will be met by the Head Verger or one of his staff who will welcome you and generally make things easy for you. You will have the use of the Song School for storage of robes etc., and this contains a piano which may be used for pre-rehearsal warm-ups.

## **MUSIC**

We request that you return your chosen music on the forms provided **as soon as possible** to avoid duplication of repertoire, and so that the music lists and service papers containing details of your music can be printed. It is also important that you complete the details of numbers accurately in order that the vergers have some idea of how many they can expect. It is essential that you make a copy of the proforma before returning it as it contains details which you will not otherwise have on file.

The Cathedral reserves the right for its Director of Music to suggest adjustments to the proposed music, where, in his judgement, this would be prudent.

We scrupulously observe the legal requirements of all music protected under copyright. It is not permitted to bring photocopied music to the Cathedral without written permission of the copyright owner.

## **PSALMS AND HYMNS**

Psalms should be taken from the Common Worship lectionary. Hymns for weekday and Saturday Evensongs should be chosen by you (from New English Hymnal) while Sunday hymns are selected by the Precentor. Evensong psalms are sung in the Coverdale (Book of Common Prayer) translation.

## **WEEKDAY EVENSONG**

The Song School is reserved for you from **3.30pm** and the Cathedral is available for your rehearsal from **4.00pm**. You should arrive at the Cathedral in good time in order that you may assemble in the Song School, unpack, robe and be ready for your processional rehearsal. Your rehearsal should finish 20 minutes before the service and light refreshments will be available.

The Priest officiating at the service will be available to rehearse the Responses with you, should you wish, at the end of the rehearsal. Please advise us if you require this.

The service is BCP (1662) and follows the order on page 7. The choir should be assembled at **5.20pm** in the Song School for the vestry prayer and procession at **5.27pm**. The service is at **5.30pm** and usually ends at **6.10pm**.

## **SATURDAY REHEARSAL & EVENSONG**

The Song School is reserved for you from **2.00pm** and the Cathedral is available for your rehearsal from **2.30pm**. You should arrive at the Cathedral in good time in order that you may assemble in the Song School, unpack, robe and be ready for your processional rehearsal. Your rehearsal should finish 20 minutes before the service and light refreshments will be available.

The Priest officiating at the service will be available to rehearse the Responses with you, should you wish, at the end of the rehearsal. Please advise us if you require this.

The service is BCP (1662), and follows the order on page 8. The choir should be assembled at **3.50pm** in the Song School for the vestry prayer and procession at **3.57pm**. The service is at **4.00pm** and usually ends at **5.00pm**.

### **SUNDAY EUCHARIST**

The Song School is reserved for you from **9.30am** and the Cathedral is available for your rehearsal from **10.00am**. You should arrive at the Cathedral in good time in order that you may assemble in the Song School, unpack, robe and be ready for your processional rehearsal. Your rehearsal should finish 15 minutes before the service.

The service begins at **11.00am**, Common Worship order one (modern language), and follows the order on page 6. Any period of setting is appropriate, and we are quite relaxed about the mixture of styles and languages, including the use of Latin. We shall send you the Responsorial Psalm, if there is one, and the Alleluia and Response which precede the Gospel. The Choir will sing *Gloria* (or *Kyrie* during Lent and Advent), *Sanctus*, *Benedictus* and *Agnus Dei* and then two motets; one at the Offertory and one during Communion.

The choir should be assembled in the Song School at **10.50am** for the vestry prayer and procession at **10.57am**. This will ensure a prompt start to the service, which is usually over by **12.15pm**.

### **SUNDAY EVENSONG**

The Cathedral is available for your rehearsal from **2.00pm**. Your rehearsal should finish 15 minutes before the service in order that you rehearse the outward procession before the congregation take their places for the service.

The Priest officiating at the service will be available to rehearse the Responses with you, should you wish, at the end of the rehearsal. Please advise us if you require this. The service is BCP (1662) and follows the order on page 7. The choir should be assembled at **2.55pm** in the Song School for the vestry prayer and procession at **2.57pm**. The service is at **3.00pm** and usually ends at **4.15pm**.

### **SONG SCHOOL**

When leaving the Song School unattended, please ensure that the door is firmly locked.

### **THE ORGAN**

The organ is a fine 4-manual instrument by T C Lewis (1897). It has 8 channels of memory and you are welcome to use channels 6-8. The Great Organ is much louder in the building than at the console and it is advisable to use little more than the small Open Diapason to accompany even a sizeable choir unless a short passage of exceptional power is required. Conversely the Swell is louder at the console than in the nave and so it is advisable to use this to achieve variety of colour. When playing hymns, however, plenty of Great will be needed.

To arrange practice time on the organ, please contact the Music Administrator, Susanna Bloomfield (0207 367 6732) at the Cathedral Office. The building does get very busy so we ask you to restrict this to one session per service. The Vergers will have keys to give you access to the organ loft.

### **GENERAL GUIDELINES**

Choirmasters are asked to bear in mind the difficulties of adjusting to an unfamiliar building when choosing the music. Because the service is being held in a Cathedral, there is sometimes felt to be the need to produce something on a grand scale - this is not so! The choice of music should be suited to the capabilities of the singers. Something simple, performed well, is likely to be more conducive to worship. Overall presentation is important and so we expect an appropriate standard of dress and reverence both inside and outside the Cathedral.

### **ACCOMMODATION**

Unfortunately, the Cathedral is not in a position to offer accommodation, as we have no residential choir school. Southwark Information Centre website [www.tourist-information-uk.com/attractions/southwark.htm](http://www.tourist-information-uk.com/attractions/southwark.htm) will be able to give you details of accommodation in the area.

## **REFRESHMENTS**

All the congregation are invited for a cup of tea/coffee after the Sunday Morning Eucharist in the Cathedral 'Link', and our visiting choirs are most welcome. There is a small kitchen adjacent to the Song School which is available for you to use for hot and cold drinks.

## **LUNCHTIME**

How lunch is organised is largely up to you. Our Refectory is open every day (Monday to Saturday 9.00am to 6.00pm and Sunday 10.00am to 6.00pm) and offers a range of food and drink as well as hot lunches between midday and 3.00pm. The Refectory Manager can be contacted on 020 7407 5740.

## **TRANSPORT**

Parking in the area is severely restricted and so you are strongly advised to use public transport if at all possible. The nearest station is LONDON BRIDGE (British Rail *and* London Underground). If you need to bring a coach or minibus please contact the Head Verger, Paul Timms, on 020 7367 6701, to make the necessary arrangements.

**SUNDAY EUCHARIST**  
**(Common Worship, Order 1, Modern Language)**  
**11.00 am**

**ORGAN VOLUNTARY** (*Finish by 10.58 am*)

*Choir waits at back of Cathedral for:*

Notices and welcome

**INTROIT HYMN** (*in procession*)

Confession

**GLORIA (KYRIE** *in Lent and Advent*)

Collect

Old Testament Lesson

**GRADUAL PSALM** (*unannounced*) (or **Advent Prose/Lent Prose** as appropriate)

New Testament Lesson

**ACCLAMATION & SENTENCE** (*sung*)

Gospel (*face West*)

**GOSPEL IMPROVISATION** (*about 30 secs*) on organ

Sermon

Creed

Intercessions

Peace (*stand*)

**HYMN** (*unannounced*)

**OFFERTORY MOTET** (*immediately after hymn*)

Eucharistic Prayer

**SANCTUS & BENEDICTUS**

**ACCLAMATIONS** (*said*)

Lord's Prayer

Invitation

**AGNUS DEI**

*Choir then receives Communion*

*(Some quiet organ music is usually appropriate here)*

**COMMUNION MOTET**

Prayer of Thanksgiving

Blessing

**FINAL HYMN** (*in procession*)

Dismissal (*from West end*)

**ORGAN VOLUNTARY**

**CATHEDRAL CHORAL EVENSONG**  
**(BCP 1662)**  
**5.30pm Weekday/4.00pm Saturday/3.00pm Sunday**

**ORGAN VOLUNTARY**

Entrance of Choir & Clergy

Opening Sentence

Penitential opening (*Sunday only*)

**RESPONSES**

**PSALM** (*announced*)

1st lesson (*20 second silence after reading – judged by conducting organist*)

**OFFICE HYMN** (*Sunday only*)

**MAGNIFICAT**

2nd lesson (*20 second silence after reading – judged by conducting organist*)

**NUNC DIMITTIS**

Creed (*said*)

**LESSER LITANY, LORD'S PRAYER and RESPONSES**

**COLLECTS**

**ANTHEM** (*announced*)

Homily (*Sunday only*)

Prayers

Grace

**HYMN** (*announced*)

(*On Sundays organ cover may be needed after Collection*)

Blessing (*Sunday only*)

**ORGAN VOLUNTARY**

Exit of Choir (*Choir lead - Clergy follow*)

**PLEASE RETAIN THIS FOR YOUR OWN INFORMATION**

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO US NO LATER THAN SIX WEEKS BEFORE THE SERVICE IN ORDER TO CONFIRM YOUR BOOKING.**

**SOUTHWARK CATHEDRAL  
SUNDAY CHORAL EUCHARIST 11.00am**

DATE ...../...../.....

Sung by the choir of .....

Choirmaster .....

Address .....

Telephone/Fax .....

Organist .....

Name..... Telephone .....

CATHEDRAL REHEARSAL 10.00am - 10.45am

ORGAN VOLUNTARY.....

SETTING .....

PSALM ..... *or* GRADUAL HYMN .....

OFFERTORY ANTHEM .....

COMMUNION MOTET .....

HYMNS ..... (NEW ENGLISH HYMNAL)

TUNES .....

ORGAN VOLUNTARY.....

NUMBER OF SINGERS:

Trebles/Sopranos.....

Altos/Contraltos .....

Tenors .....

Basses .....

**I confirm that I have read and agree to abide by the guidelines and safeguarding policies supplied to me by Southwark Cathedral**

Signed.....(Choir master)

Date.....

Please return this form to Susanna Bloomfield, Pastoral and Music Administrator, Southwark Cathedral, London, SE1 9DA

We cannot confirm your booking until this form is received. The form can be posted or emailed in pdf format.



**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO US NO LATER THAN SIX WEEKS BEFORE THE SERVICE IN ORDER TO CONFIRM YOUR BOOKING.**

**SOUTHWARK CATHEDRAL CHORAL EVENSONG**

Date...../...../.....

Day .....5.30pm / 4.00pm Saturday / 3.00pm Sunday

Sung by the choir of .....

Choirmaster .....

Address .....

Telephone/Fax .....

Organist .....

Name.....Telephone .....

CATHEDRAL REHEARSAL 4.00pm Weekday / 2.30 Saturday / 1.45 Sunday

SETTING .....

RESPONSES .....

PSALM.....CHANT.....

ANTHEM .....

HYMNS.....

TUNES.....

(NEW ENGLISH HYMNAL)

NUMBER OF SINGERS:

Trebles/Sopranos.....

Altos/Contraltos .....

Tenors .....

Basses .....

**I confirm that I have read and agree to abide by the guidelines and safeguarding policies supplied to me by Southwark Cathedral**

Signed.....(Choir master)

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