

SOUTHWARK

◆ CATHEDRAL ◆

Information for visiting choirs singing services at Southwark Cathedral



Welcome

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.

Contacts

Dean	The Very Reverend Andrew Nunn
Precentor	Canon Andrew Zihni
Director of Music	Ian Keatley
Assistant Organist / Music Administrator	James Gough 020 7367 6723 james.gough@southwark.anglican.org
Head Verger	Paul Timms 020 7367 6701
Office	The Music Office Southwark Cathedral London Bridge London SE1 9DA 020 7367 6700 cathedral@southwark.anglican.org

Practical information

Providing music details

We request that you return your chosen music on the forms provided at least six weeks before the date of your visit, for approval and to avoid duplication of repertoire, and so that the music lists and service papers containing details of your music can be prepared. It is also important that you complete the details of chorister 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 pro-forma 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.

Copyright

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 and are sung to Anglican chant, any of which you are free to choose. The hymn 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 (BCP) translation.

Repertoire

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.

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.

Weekday rehearsal and Evensong

The Song School is reserved for you from 3.30pm. 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.

NB During the summer break, mid-week Choral Evensong is at 4.00pm.

Saturday rehearsal and 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

below. 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. It is our custom to omit longer settings of the Benedictus often found in examples from the classical period.

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

There is a small kitchen within the Song School which is available for you to use for hot and cold drinks and toilets are also available which are for the use of choristers only. Please note that the door to the Song School must remain closed and locked at all times. Do not leave the door unlocked or on the latch at any time even during song school rehearsals. Southwark Cathedral takes no responsibility for lost or stolen property.

Clothing

Visiting choirs are invited to wear what they would usually wear for services, though choirs need not robe if they do not normally do so. In the event that a choir is not robed, smart attire is necessary. The Cathedral does not allow visiting choirs to borrow robes from the Cathedral Choir. Overall presentation is important and so we expect an appropriate standard of dress and reverence both inside and outside the Cathedral.

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 email the Music Administrator, [James Gough](#), at the Cathedral Office. Alternatively, he can be reached on 020 7367 6723. 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. The organ specification can be found on the [Cathedral website](#).

Accommodation

Unfortunately, the Cathedral is not in a position to offer accommodation, as we have no residential choir school.

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.

Lunchtime

How lunch is organised is largely up to you. Our Café 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 Cafe Manager can be contacted on 020 7407 5740. There are also many places near the Cathedral for buying food and drink and some restaurants in the area.

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.

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 policy 'Promoting A Safe Church' is available on the [Cathedral website](#).

Order of services

Sunday Choral 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

Processional Hymn

Confession

Gloria (*Kyrie in Lent and Advent*)

Collect

Old Testament Lesson

Gradual Psalm (*unannounced*) or Advent/Lent Prose

New Testament Lesson

Acclamation & Sentence (*sung*)

Gospel (*face West*)

Gospel Improvisation (*about 30 secs*) on organ

Sermon

Creed

Intercessions

Peace (*stand*)

Offertory Motet (*unannounced*)

Hymn (*immediately after motet*)

Eucharistic Prayer

Sanctus & Benedictus

Benedictus is not normally sung unless the
Sanctus /Benedictus are one movement.

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

Choral Evensong

BCP 1662

5.30pm Weekday / 4.00pm Saturday and
summer break / 3.00pm Sunday

—

Organ Voluntary

Entrance of Choir & Clergy

Opening Sentence

Penitential opening (*Sunday only*)

Responses

Psalm (*announced*)

First Lesson

Magnificat

Second Lesson

Nunc Dimittis

Creed (*said*)

Lesser Litany, Lord's Prayer and Responses

Collects

Anthem (*announced*)

Homily (*Sunday only*)

Prayers

Grace

Hymn (*announced*)

No Hymn on weekday services except feast days.

*On Sundays organ cover may be needed
after Collection.*

Blessing (*Sunday only*)

Organ Voluntary

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

Sunday Choral Eucharist Booking form

This form must be completed, signed and returned to us no later than six weeks before the service in order to confirm your booking.

Service

Date / /

11.00am, Cathedral rehearsal 10.00–10.45am

Choir

Sung by the choir of

Choirmaster

Address

Telephone Choirmaster

Organist

Telephone Organist

Music

Pre-service Organ Voluntary

Setting

Psalm or Gradual Hymn

Offertory Anthem

Communion Motet

Hymns (New English Hymnal) / /

Tunes / /

Post-service 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 _____ (Choirmaster)

Date _____

Please return this form to James Gough, Music Administrator, Southwark Cathedral, London, SE1 9DA

Choral Evensong Booking form

This form must be completed, signed and returned to us no later than six weeks before the service in order to confirm your booking.

Service

Date / /

Day of the week

Begin 5.30pm Weekday / 4.00pm Saturday and Summer Break / 3.00pm Sunday

Cathedral Rehearsal 4.00pm Weekday / 2.30pm Saturday / 1.45pm Sunday

Choir

Sung by the choir of

Choirmaster

Address

Telephone Choirmaster

Organist

Telephone Organist

Music

Setting

Responses

Psalm Chant

Anthem

Hymns (New English Hymnal) /

Tunes /

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 (Choirmaster)

Date

Please return this form to James Gough, Music Administrator, Southwark Cathedral, London, SE1 9DA