

INFORMATION FOR VISITING CHOIRS November 2020

The Dean and Chapter would like to welcome you to Gloucester Cathedral. We are most grateful for your help in leading our worship and maintaining our choral tradition.

Please could you bear the following points in mind:

- Prior to a confirmed booking, visiting choirs may be asked to provide either (a) a reference from a professional Cathedral musician, or (b) information regarding recent experience of singing Anglican services in Cathedrals. A CD is not required as this is only valid on the day it was recorded.
- **Arrival on first day:** Please contact the Duty Verger by phone when you are within an hour of arrival at the Cathedral. **The number is: 07889 166791.** Our Duty Vergers are not always on site and need notice to meet you and give you a key to your vestry.

COVID-19 STATEMENT

Gloucester Cathedral is following all the guidelines and restrictions due to the Covid pandemic. Please liaise direct with the Precentor Richard Mitchell for all situations regarding your visit and the Covid protocols. Richard.Mitchell@gloucestercathedral.org.uk

Please be advised that social distancing regulations mean that we can only take a total of 12 singers in the Quire and Nave stalls (i.e. Cantoris 6, Decani 6). If you have a greater number of singers than this we can accommodate them but they will be in additional seating and may not have book stands in front of them.

SCHEDULE OF WEEKLY SERVICES

Evensong at 5.30pm from Monday to Friday

- The Book of Common Prayer beginning with “O Lord open thou our lips” is followed immediately by the Psalm(s) (announced).
- The Creed is said (facing East).
- During the second set of responses, after the sung “The Lord be with you and with thy Spirit”, the congregation kneels **before** the bidding, “Let us pray”.
- A hymn will generally be sung on each weekday including a Friday; if a visiting choir chooses to sing unaccompanied on a Friday a hymn can be omitted.
- It is customary to kneel for the Prayers of Intercession.

Evensong at 4.30pm on Saturday and 3.00pm on Sunday.

- As above except that an Introit is sung before the Opening Responses, please select one and submit it with your music listing.
- A hymn (announced) is sung after the Prayers of intercession. On Sundays a collection is taken.
- A Blessing (on Sundays, from the High Altar) follows the hymn, with said Amen.
- It is customary to kneel for the Prayers of Intercession, but to remain standing for the Blessing.

INFORMATION FOR VISITING CHOIRS

November 2020

Sung Eucharist at 10.15am on Sunday, and on Feast Days during the week at 5.30pm.

Common Worship format.

- An Order of Service is produced with all texts of choral items, readings and the Eucharistic Prayer. Hymns are not announced.
- The Gloria, Sanctus, Benedictus and Agnus Dei are sung by the choir only, to any setting in English or Latin using either traditional or modern words. * In Lent the Kyrie replaces the Gloria.
- **Please ensure you inform the Music Department whether the Mass is sung in English (BCP or Common Worship) or in Latin as the transcript is printed in the Order of Service each week.**
- The Gospel Responses, Sursum Corda (Eucharistic Prayer) and Acclamations are sung to congregational music.
- A hymn is sung at the Gradual. A Motet is usually sung at Communion.
- The sentence before the Gospel reading is sung by the choir, according to the Acclamations Sheet.
- Please could your organist be prepared to improvise after the offertory hymn, should the need arise, until the President is still, at the altar.
- The Agnus Dei is generally followed by a Communion Motet which is then followed by a Communion Hymn. Choir (and organist) should receive Communion or a blessing after singing the motet (please ensure this is not too long). If the congregation are still receiving please go down the side aisles to the back of the nave and come up the centre. If the congregation have finished, then the Stewards will direct you the short way to the communion rails. Please fill the communion rails from the edges inwards towards the centre. Organists should also be prepared to play softly *after the Communion hymn*, if necessary.

Preces and Responses at Evensong

Visiting choirs are expected to provide their own Cantor to sing the responses; this can be someone from the choir. Final responses (Festal at weekends, normally Ferial on weekdays) may or may not be sung. Please inform the vergers on duty before Evensong.

Vestry

- You will have been allocated a vestry for the duration of your visit; however it is advisory not to leave valuables there unless the room can be secured with lock and key. Please note that visiting choirs are not permitted access to the Cathedral Song School.
 - The Chapter House and Education Centre have a piano for your rehearsal
 - The Parliament Rooms Suite will have a keyboard for rehearsals.
 - The Education Centre comfortably holds 30-35 people.
- You are requested to ensure that the allocated vestry is left clean, tidy and, in respect to the Education Centre, that you ensure all lights and taps are turned off and that the Centre is left in good order, i.e. with chairs stacked and all rubbish removed from the premises. The Education staff work a term-time school pattern and therefore the centre could be shut up for a few weeks after your departure; no food rubbish should be left in any bins.
- If you intend to arrive and access your vestry more than 30 minutes before your rehearsal allocation time in the Quire please inform the Music Department in advance; it is quite possible that your vestry allocation may not be available earlier in the day due to the very tight scheduling of space within the Cathedral.

INFORMATION FOR VISITING CHOIRS November 2020

No. of singers in choir

- All choirs should inform the Music Department and the Cathedral Vergers (Vergers@gloucestercathedral.org.uk) of the number of people singing in the choir so that the Vergers and Stewards know what seating to keep free.

Rehearsal

- Rehearsal times in the cathedral choir stalls are:
 - 4.15 to 5.15pm on weekdays,
 - 3.15 to 4.15pm on Saturdays,
 - 9.30am to 10.00am and 1.30 to 2.45pm on Sundays.

Music selection

Liturgical matters should be referred to Nigel Sharp (Liturgy Administrator) who will liaise with The Precentor. Please leave a message and he will get back to you, 01452 508214, (part time post Wednesday - Friday).

- Please send your suggested music list to Nigel Sharp, Liturgy Administrator, (Nigel.Sharp@gloucestercathedral.org.uk) at least 10 weeks before your visit.
- Please provide us with texts (and where appropriate, English translations) of all anthems proposed. An introit (lasting 3 minutes maximum) will be needed for Saturday and Sunday Evensongs, and a nominated organ voluntary is needed for both Sunday services please. The hymns will be shown in our 2 monthly Music and Services booklet which is put on the website at the beginning of February, April, June, August, October, December.
- A list of the psalm(s) for the day is available on the Visiting Choirs page of our website.

Organist

Choirs are expected to provide their own organist who should be a thoroughly competent player able to deal with difficult acoustic conditions. At the console you will find full instructions on how to control the instrument, including pre-set registrations and prescribed harmonisations for the Gospel Acclamations and Sursum Corda. The organ specification is available from the Music Department.

Organist only rehearsal times have been automatically booked for:

- Monday-Friday 9am-10am;
- Saturday 9am-10am;
- Sunday 9-9.30am.

Please advise your organist to ensure volume is kept to a minimum during the rehearsal so as not adversely to affect visitors' enjoyment of the Cathedral. There is a restriction on the use of the organ and no playing is allowed between 10am-4pm Monday-Friday due to consideration for guides conducting tours around the Cathedral. Your organist will also need to liaise with the Vergers for access or for confirmation of rehearsal times in case any other events become scheduled into the Cathedral diary. Should your organist need additional rehearsal time outside of these times please contact Nick Penney (Visitor Operations Manager) to arrange further rehearsals which must be booked into the Cathedral diary.

Email: Nicholas.penny@gloucestercathedral.org.uk or phone: 01452 508211.

Assembly

Your point of assembly for the vestry prayer before and after the services is the North Transept. The procession from there enters the Quire as directed by the Vergers on the day. Upon arrival or during rehearsal times the Cathedral vergers will 'walk through' processing procedures which must be strictly observed.

INFORMATION FOR VISITING CHOIRS

November 2020

Recording

Choirs are generally not permitted to make sound or video recordings in the Cathedral.

Assistance on the day

During your visit, the Events/Operations team Events@gloucestercathedral.org.uk or the vergers (vergers@gloucestercathedral.org.uk) will always be pleased to help over any problems as will the Precentor or his deputy. Duty Verger: 07889 166 791.

Cathedral Tours

If your group would like a tour of the Cathedral please contact Visits@gloucestercathedral.org.uk to arrange for a guide and tour to be booked, as a visiting choir a general tour of the Cathedral with a guide will be free of charge. Crypt, Tower and Harry Potter tours may also be booked (charged for), depending on the time of year. All tours must be booked in advance of your visit, it is not possible to arrange any tours at short notice, at least 2 weeks' notice should be given in order for the Visits Department to have time to arrange a guide. When given a time slot please ensure you arrive promptly.

House-keeping

- The toilets are situated in the west walk of the Cloisters through which there is also access to the Cathedral Coffee Shop for refreshments. Opening times for the coffee shop are on the website. The Cathedral does not provide free facilities or refreshments for visiting choirs.
- Please do not remove books of any description from the choir stalls. If you use our hymn books please leave them tidy afterwards.
- Please ensure that kneelers in the back row of the choir stalls are left where you found them.
- At the conclusion of a service please assist the vergers by clearing yourselves and your property from the vestry as quickly as possible. In this connection please inform your organist that concluding organ voluntaries from Monday to Friday and on Sunday mornings should not last longer than five minutes. Voluntaries after Saturday and Sunday afternoon services can be longer as the Cathedral remains open for longer.
- Please try to ensure that none of your property or music is left behind as we cannot guarantee to return it.

Parking and drop off

- Car parking: there are no spaces for parking cars in the Cathedral Close. Coach parking or drop off is also not possible in the Cathedral Close; coaches should drop off the choir and their robes in the layby outside the Dick Whittington pub in Westgate Street and then park in the Gloucester Coach Park at the end of Westgate Street.

For general information please contact Helen Sims, Music Department Manager, Tel: 01452 508212, Email: helen.sims@gloucestercathedral.org.uk

Suggested Accommodation

Residential accommodation can be arranged at your own expense at the following venues:-

**INFORMATION FOR VISITING CHOIRS
November 2020**

The New County Inn, Southgate Street. Breakfast on a pre-order basis only, bar facilities. The rooms are complete with kettle, fridge and microwave plus shower or bath in each room. Please booking to use the links below, the New County Inn has an agreement to forward a percentage of your booking as a donation to Cathedral funds.

Tel: 01242 582172 | Email: info@roomsbooked.com | Website: www.roomsbooked.com

Wild Goose Lodge, Shepherd's Patch, Slimbridge, Gloucestershire GL2 7BP
Contact: 01453 890275 www.wildgooselodge.co.uk Can accommodate up to 46 people, catered or self catered; can reconfigure the facilities to suit the group.

Quire Court Apartment, Hare Lane, Gloucester. GL1 2BE.
Sleeps 8 +2 (100mtrs from Cathedral). Self catering or fully serviced apartment.
Contact: Adrian or Sue - 07969 383 230/01454 23 29 24. www.quirecourtapartment.co.uk

Hartpury College, Hartpury, Gloucester Contact: Ms. Carol Tilling 01452 702124

Travel Lodge Gloucester Gloucester Quays, St Ann Way, Gloucester, GL1 5SF
Tel: 0871 984 6427, Fax: 01452 504053

The New Inn Hotel, 16 Northgate St, Gloucester, GL1 1SF
01452 522177 www.newinn-hotel.co.uk

The Edward Hotel , London Road, Gloucester. 01452 525865.
www.edwardhotel-gloucester.co.uk

The Premier Inn Gloucester Quays, Bakers Quay, St Ann Way, Gloucester GL1 5BQ
Sat Nav Directions: GL1 5SF