



INFORMATION
for
VISITING CHOIRS
and
ORGANISTS

INFORMATION FOR VISITING CHOIRS AND ORGANISTS



USEFUL CONTACTS

We will be very happy to try to answer any questions you may have before or during your visit to Southwell that this information pack cannot answer. Before your stay, the vast majority of your communications with the Cathedral should be directed to the Liturgy and Music Administrator, but you may find it useful to make a note of all of the following contacts before arriving in Southwell:

Erik Sharman, *Liturgy and Music Administrator*
litmus@southwellminster.org.uk
01636 817280

The Revd Canon Dr Richard Frith, *Canon Precentor*
[Taking up his post in September 2019]

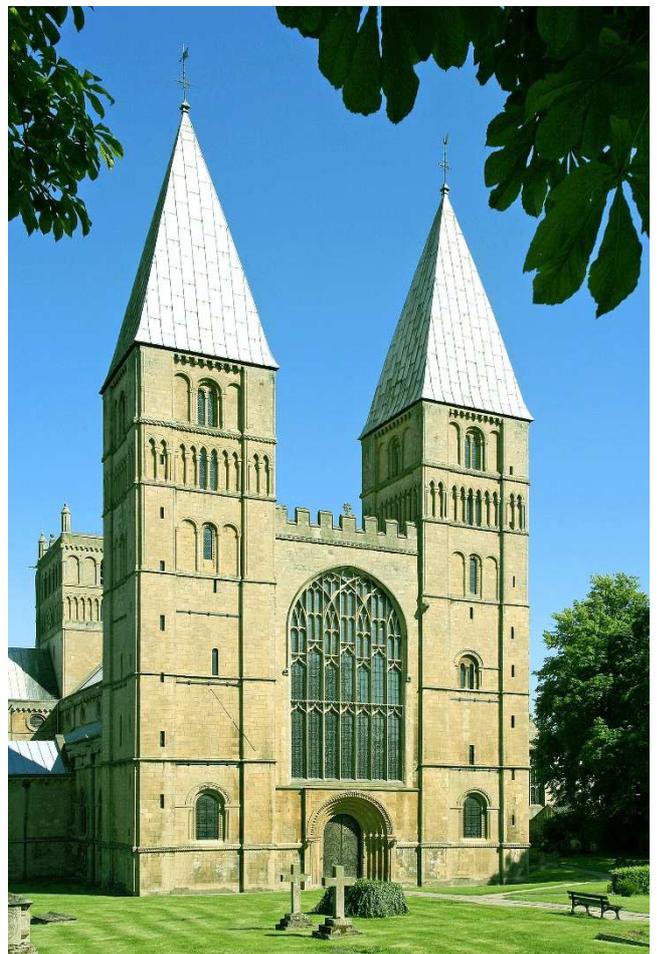
Paul Provost, *Rector Chori (Director of Music)*
rectorchori@southwellminster.org.uk
01636 817281

Simon Hogan, *Assistant Director of Music*
adom@southwellminster.org.uk
01636 814155

Andrew Todd, *Head Verger*
headverger@southwellminster.org.uk
01636 817290

Vicky Thorpe, *Safeguarding Coordinator*
safeguarding@southwellminster.org.uk
01636 817285 or 01636 817290

Postal Address:
The Minster Centre
Church Street
Southwell
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INFORMATION FOR VISITING CHOIRS AND ORGANISTS



WELCOME AND INTRODUCTION

We are delighted that you would like to come to Southwell Minster to lead our worship as a visiting choir. Southwell is a beautiful town, and the Minster is a delight in which to sing – most choirs who have come here book in for a return trip. We value the chance to continue our rich tradition of choral worship when the Cathedral Choir is not in residence, and we hope you will enjoy the warmth and hospitality of our Minster.

Thank you in advance for reading these notes carefully; we very much look forward to welcoming you to Southwell.

About the Cathedral

The Cathedral and Parish Church of the Blessed Virgin Mary has stood in the centre of Southwell for centuries. The Minster, as it is known locally, is a beacon of living faith for the people of Nottinghamshire, witnessing through the centuries to God's love for his people, and today inspiring all who come as pilgrims or tourists. The building is of Saxon origin and was founded as a collegiate church in the tenth century. The church was elevated to cathedral status with the creation of the Diocese of Southwell in 1884 and is now the Cathedral of Nottinghamshire.

The primary work of Southwell Minster today is the same as it has been through the ages: the worship of God, the mission of the gospel and the ministry of hospitality and welcome. It is a prayerful place and daily worship is at the centre of our life. Services have been sung in the Minster for centuries, and the tradition of daily choral worship continues to thrive. Today, the Cathedral Choir comprises the boy choristers, girl choristers, and lay clerks who, between them and with the Minster Chorale, provide music for eight choral services each week during school terms. The boys and girls usually sing as separate groups, combining for particularly important occasions such as Christmas and Easter services, and notable events in the life of the Minster. All of the choristers are educated at Southwell Minster School, a voluntary-aided Church of England school with a Junior School for choristers and other talented young musicians.

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SERVICES AND MUSIC

Sung Services

The daily pattern of worship is the heartbeat of this Cathedral, a rhythm of praise and prayer in which choral music plays a vital part. An average week at the Minster contains around 27 regular services, of which eight are usually sung by the Cathedral's Music Foundation. Visiting choirs may generally sing Evensong at 5.30pm on weekdays and Saturdays, and the 10.30am Sung Eucharist and 3.30pm Evensong on Sundays. After Sunday Evensong, visiting choirs are invited to stay for tea at Sacrista Prebend Retreat House free of charge.

The normal pattern for a visiting choir that is in residence for more than one day is to complete the visit with a Sunday, having sung Evensong on one or more preceding days in that week. The keenest of choirs could sing up to eight services in a week if they wished, but we are also very happy to hear from choirs for whom singing just one or two services would be more manageable.

It is the responsibility of a visiting choir to provide its own legal copies of all music required for the services sung, as detailed below. Please make sure to bring at least one extra copy of all music to be sung for the clergy.

Basic orders for each service that a visiting choir might sing at Southwell Minster follow below (full orders will be available to you when you arrive in Southwell, or on request in advance). Music that should be prepared for each service is in bold; **please read the 'Choosing Music' section below carefully before beginning to choose your music.**

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3.30pm/5.30pm Evensong BOOK OF COMMON PRAYER (1662)

Organ Prelude

Introit *sung unaccompanied in the North Transept*

The choir and clergy process into the Quire (see 'Processions')

(On Fridays and other penitential occasions, the General Confession is said, the text to which will be available to you in the stalls.)

Preces

*(On Feast Days and Sundays, an **Office Hymn** is sung.)*

Psalmody *(announced)*

First Lesson

*On Feast Days, an **Antiphon** is sung.*

Magnificat

*On Feast Days, the **Antiphon** is repeated.*

Second Lesson

Nunc Dimittis

Apostles' Creed

The Lesser Litany, Lord's Prayer, Responses and Collects

Anthem *(announced)*

Prayers of Intercession and the Grace

*(On Saturdays and Sundays, an **Offertory Hymn** is sung and a Blessing is given.)*

Dismissal (Final Responses)

Organ Voluntary *during which the clergy and choir depart (see 'Processions')*

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Southwell
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*The Cathedral and Parish Church
of the Blessed Virgin Mary*

10.30am Sung Eucharist COMMON WORSHIP (ORDER ONE)

Processional Hymn

The Greeting

Prayer of Preparation

Prayer of Penitence

*(In penitential seasons, the **Kyrie Eleison** is sung)*

Absolution

Gloria in Excelsis

(omitted in penitential seasons)

Collect

Reading(s)

Gradual Hymn

Gospel Acclamation

Gospel Reading

Sermon

Creed

Prayers of Intercession

Peace

Offertory Hymn

Taking of the Bread and Wine

Sursum Corda

Eucharistic Prayer

Sanctus and Benedictus

Lord's Prayer

Agnus Dei

Giving of Communion

Communion Motet

Communion Hymn

Prayer after Communion

Blessing and Dismissal

Final Hymn

Organ Voluntary

INFORMATION FOR VISITING CHOIRS AND ORGANISTS



Choosing Music

General Comments

All music to be sung should be submitted to the Liturgy and Music Department for approval no later than two months before your arrival in Southwell. Music should be chosen with care, taking into consideration the technical abilities of the choir (including the skill of the accompanist) and the liturgical season or Feast Day as appropriate. As a rule, we (and the congregation attending your services) would far rather a visiting choir sing simpler repertoire with which it is comfortable and confident than stumble through 'cathedral'-standard music that is too difficult for the singers or organist. We will be only too happy to help you to choose appropriate music if needed.

It can be helpful to look up the readings before making any choices so as to identify any themes that the choir could consolidate through its music. Bible references will be provided on your form when you come to choose your music; please note that the Revised English Bible is the default translation at Evensong, whereas the New Revised Standard Version (Anglicised Edition) is used on Sunday mornings.

Choirs are asked to maintain a progression through the week in terms of the size of pieces: it is as appropriate to sing a simpler piece at an Evensong early in the week as it is to sing a larger, more complex one on a Sunday or a Feast Day. Friday Evensongs are normally unaccompanied at Southwell when sung by the Cathedral Choir, but this is not essential if it would be too demanding for your choir.

Please note that the Liturgy and Music Department reserves the right to ask you to change your choices if it feels that the music chosen is out of season, makes for an unbalanced service or to prevent duplicating music that will already be sung shortly before or after your stay by the Cathedral's own choirs.

It is not usually suitable to use your Cathedral visit for a first performance of a work. The scores of any unpublished pieces must be sent to the Liturgy and Music Office in advance for approval.

It is worth reiterating here that it is the visiting choir's own responsibility to provide legal copies of all music required, and to bring at least one extra copy of every piece for clergy use during the service(s). Please see the 'Copyright' section below for more information.

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Item-Specific Comments

Introits – These should be unaccompanied and no longer than two minutes in duration; the idea is simply to give the congregation a glimpse of the liturgical themes to follow in the service. The Cathedral Choir usually sings the same introit all week, and visiting choirs are encouraged to do likewise.

Preces and Responses – As with introits, the Cathedral Choir often sings the same set of responses for a whole week, so there is no need to learn multiple sets unless you choose to do so for thematic reasons. Please make sure that a member of the choir is prepared to act as cantor, and establish with the clergy before the service who will sing the office.

Hymns – These are taken from the New English Hymnal (which will be available to you in the stalls) unless otherwise stated. If a hymn is taken from another hymnal, the words and tune will be printed in that week's Pew News, copies of which will be available to you. Please ask the Liturgy and Music Administrator for details of the hymns chosen for your visit.

Psalmody – We will let you know at the point of choosing music which psalm(s) to sing at each service. If singing all of the appointed psalmody on a given day will prove too challenging for your choir, we will be happy to discuss this. All psalms should be sung to the translation in the Book of Common Prayer, either to Anglican chant or to plainsong. Please note also that it is the custom at Southwell for the Gloria Patri to be sung at the end of the final psalm only rather than after each individual psalm, and that we observe the omission of cursing verses – please be strict about this, and ask if you are in any doubt.

Antiphons – On Feast Days (and their eves) an antiphon is sung to plainsong immediately before and after the Magnificat. Should this be relevant to any services during your residency, the Liturgy and Music Administrator will be able to explain further and provide you with the music in good time to rehearse it with your choir.

Canticles – These may be sung in any language (but usually in English or Latin). Please be aware on Feast Days that a member of the clergy will pass through the choir stalls during the Magnificat to cense the altar; members of the choir should simply ignore that the censuring is taking place.

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Final Responses – Unless you are told otherwise, on weekdays these are ferial ('And life eternal. Amen.')

 and festal on Saturdays and Sundays ('Thanks be to God.'). The settings (both ferial and festal) by Edward Naylor of the final responses will be available to you in the stalls if required, or you may sing a setting of your choice.

Mass Settings – Visiting choirs are required to prepare the Gloria in Excelsis, Sanctus, Benedictus and Agnus Dei from an appropriate setting; we do not require this to be in any particular language.

Communion Motets – These motets should be short, quiet and reflective, so as not to distract from the administration of Communion.

Organ Voluntaries – See 'Service Information for Organists'.

INFORMATION FOR VISITING CHOIRS AND ORGANISTS



Facilities and Access

On arrival, please find a Verger, who will grant you access to your robing and rehearsal room. Unless we inform you otherwise, this will be the Hoskyns Room, to be found in the Archbishop's Palace, adjacent to the Cathedral itself. The Vergers' vestry is situated in the North Quire Aisle, just past the entrance to the Chapter House on the left; if you cannot find the vestry, please speak to a Steward, who will be happy to help.

The Hoskyns Room is accessed by a key fob, with which the Verger on duty will provide you on arrival; the room itself is located at the far end of the corridor once you have gone through the door operated by the key fob. Exit from the inside is by a green button on the wall to the left; the door must not be propped open for health and safety reasons. You will have automatic access to the Hoskyns Room between 8.00am and 5.00pm on Sundays, and from 3.00pm to 7.00pm on any other day during your visit. If you know in advance that you would like to gain access earlier than 3.00pm, please contact the Liturgy and Music Administrator, who will try to assist you; we cannot guarantee access outside of these times because the Hoskyns Room is also used by other Cathedral departments. You must not use the smaller rehearsal room in that corridor or access the Song School without the written permission of the Rector Chori.

Private toilet facilities can be found through the door on the right in the corridor as you approach the Hoskyns Room; if there are children in the choir, adults are encouraged to use the public toilets next to the front door of the Archbishop's Palace. You are also welcome to use the small kitchen in the Hoskyns Room for making tea and coffee. Please leave all rooms in a tidy state and make sure to wash up if you use the kitchen.

Southwell Minster has level access for wheelchair users. If members of the choir have any access requirements, please let the Liturgy and Music Administrator know in advance so that appropriate arrangements can be made.

Robing

If your choir normally wears robes, please robe in the Hoskyns Room for any rehearsals in the Cathedral; surplices are only to be worn during services. A robing rail will be provided. If your choir does not usually robe, please dress smartly and uniformly, e.g. in suits, school uniform, or all black. The floor in the Cathedral is uneven in places, so it is advisable to wear flat shoes.

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Rehearsals

Choirs may rehearse in the Hoskyns Room at any time to which they have (authorised) access to the room; an upright piano and music stands are available to you there. Unless you are informed otherwise in advance of your stay, you may also rehearse in the Cathedral on Sundays between 2.00pm and 3.15pm, and on other days between 4.00pm and 5.15pm. Please adhere strictly to these times so as to allow a period of calm before the service. Rehearsal time in the Cathedral on Sunday mornings is scarce due to other services taking place; if you would like to rehearse in the building on a Sunday morning, please speak in advance to the Liturgy and Music Administrator.

Organists should contact the Liturgy and Music Administrator in advance to book rehearsal time. Please note that the Cathedral can be a very busy space at times, so the more notice we have of your preferred time(s), the more easily we can try to make suitable arrangements for you.

Choir Stalls

At Southwell, the Dean's stall is (unusually) on the north side, so Decani and Cantoris are the opposite way around to most other churches: Decani is on the north side (the left side when facing the High Altar), and Cantoris is on the south. The conductor usually sits at the east end of Decani on the third row and conducts from the music stand provided at the east end of the stalls.

In the Quire, the stalls are equipped with New English Hymnals (melody copies in the front row, harmony copies in the back row), Bibles, the Book of Common Prayer and blue Choir Guides, which contain orders of service and music for the final responses, amongst other useful information. Please leave the stalls and all items in them in a tidy state; hymnals, if moved around to use, should be returned to the stall where they were found.

Water may be taken into the choir stalls so long as it is in a sealed bottle.

Recording and Photography

No recordings may be made of the choir inside the Cathedral, or photographs taken during services, without the prior written permission of the Dean. Should you wish to use the building out of hours for recording purposes, this will be treated as a separate venue booking and fees may be payable.

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Processions

A few minutes before the start of each service, please line up in the North Transept, where a member of the clergy will greet you and lead a prayer. Southwell custom is that the processional order is choir first, then conductor, then clergy; the order is reversed in recession, so the clergy lead out, followed by the conductor, followed by the choir. The presence of a Crucifer and Acolytes does not affect the processional order in the way that it might at other cathedrals.

For Quire services, Southwell custom is to enter the Quire by passing under the Pulpitum, then to enter the choir stalls at the west (near) end; all remain facing east until the choir is in place, then the conductor leads a bow and all turn in to sing the Preces at Evensong or a hymn at the Eucharist (except on Fridays, where the conductor should move to his/her stall after leading the bow for the penitential introduction to Evensong).

At the end of the service, the choir should turn east, follow the conductor in bowing, then leave the stalls from the east end (closest to the High Altar), leaving the Quire under the Pulpitum once more. By the time the conductor and choir reach the screen, the clergy should already have turned and departed. If a blessing has been given from the High Altar, the choir should wait to bow and leave the stalls until that party has moved past the choir. Please follow the clergy out into the Crossing for dismissal, then return to the Hoskyns Room to disrobe.

The Vergers will be very happy to talk you through processions (and any other aspects of your services) if you still have questions on the day. Please agree a suitable time with the Verger on duty when you collect your key fob for the Archbishop's Palace.

Leading Worship

At Southwell Minster, we take a great deal of care in the preparation and presentation of worship, so it is important that visiting choirs not only sing their music (including hymns) well, but also give a firm and positive lead in the spoken parts of the service. Please take care to stand, kneel, sit and walk in an appropriate manner. Please note also that BCP services use the 1662 version of the Lord's Prayer ('which art in heaven', 'in earth', 'them that trespass'), and that Common Worship services usually use the contemporary version ('Our Father in heaven...'). This distinction applies equally to the dismissal by the clergy at the end of a service: the response to 'The Lord be with you' is 'And with thy spirit' at BCP services, and 'And also with you' at CW services.

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PRACTICAL INFORMATION

Getting Here



Originally a Roman settlement, Southwell is a historic town with some 7,500 residents and lies on the River Greet. The town boasts a number of impressive buildings, including multiple Georgian prebendal houses, an old workhouse (now owned by the National Trust), a racecourse, independent shops and restaurants, and many old taverns. Notable events include the Southwell Music Festival and the Gate to Southwell Folk Festival.

Southwell is 14 miles north-east of Nottingham and 8 miles west of Newark. Regular trains from London Kings Cross reach Newark Northgate in around 80 minutes and Nottingham in around 2 hours, and public buses run to Southwell from near to both railway stations.

Southwell Minster itself has no vehicular access, but there are nearby public car parks on Church Street (opposite the Minster), King Street and Bishop's Drive (off Westgate – free long-stay parking), or there is on-street parking on Church Street or Bishop's Drive. Please note that the car parks on Church Street and King Street are free only for up to two hours and 'pay and display' thereafter. You are required to display a ticket, even in a free period.

By prior arrangement, it may be possible for vehicles to park in the rear car park of Sacrista Prebend Retreat House. Additionally, a vehicle can get close to the back door of the Archbishop's Palace for dropping off robes and music (please ask for directions) but you will need to park elsewhere after unloading.

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Accommodation

There is no residential accommodation attached to the Cathedral available to visiting choirs, but here are a few suggestions of places to stay. For a full list of accommodation options, please see <http://www.visitsouthwell.com/stay/all-accommodation/>.

Sacrista Prebend Retreat House, 4 Westgate

Situated opposite the Minster, Sacrista Prebend offers bed-and-breakfast accommodation for a maximum of six people.

sacrista_prebend@btinternet.com
01636 816833

Brackenhurst College, Nottingham Trent University, Brackenhurst Lane

Ideal and affordable for larger choirs outside of University term-times (e.g. during August), Brackenhurst is a mile's walk from the Minster, or three minutes by car, and there is a regular bus service.

brackenhurstaccommodation@ntu.ac.uk
01636 817070

The Saracens Head Hotel

A famous historic coaching inn nearby that offers a 10% discount to visiting choirs and other parties connected with the Minster.

www.saracensheadhotel.com
info@saracensheadhotel.com
01636 812120

Food and Drink

There are plenty of places to eat and drink in Southwell. Here are a few recommendations:

Cafés: The Refectory*, The Old Theatre Deli, Alfresco, Gossips, Southwell Garden Centre*

Pubs: The Hearty Goodfellow*, The Admiral Rodney*, The Coach House, The Final Whistle

Restaurants: La Parisienne (French/Moroccan), Mughal Rasoi (Indian), Bamboo Garden (Chinese), The Piano* (Italian), Scoози (fast food)

Newark is also 20-25 minutes away by car (traffic-permitting), with a wide variety of places to eat and drink.

*These establishments all offer a traditional Sunday lunch (early booking advised).

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Local Tourism

Information about Southwell, what to do and upcoming events can be found at www.visitsouthwell.com. Popular sites of interest nearby (in addition to Southwell Minster and the Archbishop's Palace, both of which are free to the public), are the Victorian Workhouse, the Southwell walking trail and the British Horological Institute.

It may be possible to book a guided tour of the Cathedral and Archbishop's Palace for your group. For more information, please contact the Liturgy and Music Administrator.

Lunchtime Concerts

In addition to helping to lead our daily worship at the Cathedral, it may also be possible for a visiting choir to perform a short lunchtime concert during your stay (except on Sundays). We have an established lunchtime concert series with a loyal following, so these concerts are usually well-attended. For more information, please contact the Liturgy and Music Administrator.

Copyright

Southwell Minster takes copyright law very seriously. Visiting choirs are therefore required to provide its own legally sourced copies of music they will sing (including at least one spare copy for clergy use), and to sign a declaration to this effect.

Please note that music remains in copyright for the lifetimes of, and 70 years after, the deaths of the latest of these:

- the composer of the music;
- the editor or arranger of the music;
- the author of the words;
- the translator of the words.

In addition, any published and printed image remains in copyright for 25 years.

INFORMATION FOR VISITING CHOIRS AND ORGANISTS



Safeguarding

Southwell Minster is committed to ensuring that children, young people and adults at risk who come to visit us may worship, learn, and grow in Christ safely. We want Southwell Minster to be a place where children thrive and are happy. We hope that all young choristers from visiting choirs feel welcomed by Cathedral clergy and staff that they may meet during their visit here. However, all children and young people who come as part of, or as a supporter of, a visiting choir are the responsibility of that choir at all times.

All visiting choirs are required to sign a declaration stating that they will abide by our safeguarding policy, created and maintained in consultation with the Diocese of Southwell and Nottingham. Please visit <http://southwellminster.org/about-us/safeguarding/> for further information and to read our policy documents in full.

In light of the importance of safeguarding, it is the responsibility of the choir to declare any known safeguarding issue relating to their leaders or choir members. This declaration should also include any safeguarding agreements within the choir and how they are managed. These can be sent to the Liturgy and Music Administrator, or directly to the Safeguarding Coordinator by post or email (see 'Useful Contacts' above). All declarations are confidential to the safeguarding team, which includes the Safeguarding Coordinator, Cathedral Administrator and Diocesan Safeguarding Adviser, with communication as required. If necessary, any action or decisions will be discussed with those who have made the declaration directly. Making a declaration does not mean a visiting choir will be refused a request to sing, although due process will take place to ensure the safety of all in the Cathedral. Every effort is made to ensure that visiting choirs have a safe and positive visit to the Minster.

Fire Safety

Please make sure on arrival to read the notice in the Hoskyns Room detailing evacuation procedures in the unlikely event of the fire alarm sounding while you are inside the Archbishop's Palace. Inside the Cathedral, please follow the instructions of the Vergers and Stewards at all times.

NOTES FOR VISITING ORGANISTS

We hope that visiting organists will enjoy their time at the Minster just as much as the choirs. These notes are therefore intended to make it as easy as possible for you to feel at ease on our organs as quickly as possible in the relatively short time you will have to practise before services. Full specifications of our organs are available on our website: <http://southwellminster.org/theme/organs/>.

Practice times should be booked through the Liturgy and Music Administrator as far in advance as possible before your visit. The Cathedral can be a very busy space, but we will do our best to accommodate your requests for practice time; as there are various members of the community working in the Minster throughout the day, please try to avoid playing loudly for long periods of time. Before practising on either organ, please double-check with the Vergers that there are no tours or similar events taking place in the building.

Quire Organ

Switching On – Switches to the blowers (Nave and Quire) and the lights are on the wall to the left of the console. When switching off, please ensure both boxes are left open.

Balance – The balance of this fine Nicholson organ is a lot smoother downstairs than it sounds at the console; otherwise it sounds much as you hear it from upstairs. With a reasonably sized choir you will want to go no louder than full Swell (box shut; perhaps half open for big climaxes) coupled to the Great Small Open Diapason (with 16' and flutes); it can also be worth coupling some of the Choir organ through too (up to 2', or full with the box shut) for a fuller sound. On the other hand, the Swell strings alone are too quiet to accompany singers. For *piano* accompaniments, it is best to keep the Open Diapason in action, or to couple the Choir flutes for additional support. The Pedal balances much as you hear it.

Pistons – A list of piston allocations can be found at the console. If practising in advance, please leave a note listing your pistons so that they are not altered before your return.

Camera – The screen is to be found on the left-hand side, hidden behind a sliding panel above the pedal stops. The controls are under the Choir manual on the left. Full instructions, including presets, are available at the console – please leave them visible when you leave.

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Nave Organ

Switching On – In order to switch on the Nave Organ, firstly switch on the power at the mains (against the nearest pillar) and then use the switch under the Solo stops. Note that there is a separate 'on' button for the Tubas.

Balance – The Cathedral's Binns organ is 'hidden' from sight along the South Triforium; the Swell is situated approximately opposite the console, with the Great, Pedal and Solo stops further west. The Swell is therefore as you hear it, but the Great is somewhat louder to the congregation than at the console, and the Tubas even more so. To accompany a choir you need only use the Swell (up to *full swell* with careful box work), with the Great *rohr flute* and *gemshorn* for big climaxes. The acoustic in the Nave is such that the sound of a small- to medium-sized choir struggles to carry to the congregation, whereas the organ is right on top of them. For hymns, Great to Principal (with Swell coupled) is more than enough for a loud verse, and the Tubas are best avoided unless for special effect.

Pistons – A list of piston allocations can be found at the console. If practising in advance, please leave a note listing your pistons so that they are not altered before your return.

Service Information for Organists

Organists may find the following additional information useful in advance of their visit to Southwell. A separate booklet can be found in the organ loft next to the hymn books which guides you through the 11.15 BCP Eucharist – it is a more complicated service than most, and a lot happens in short spaces of time, so please take a moment to read through it beforehand.

Choosing Voluntaries – Pre-service music should be meditative in character, with post-service music being more affirmative, though both should be reflective of the liturgical season. Voluntaries should be of an appropriate scale to each service: quiet voluntaries are best on weekdays, leaving the longer, louder voluntaries for Saturdays and Sundays. It is just as important that organ music be submitted in advance as the choral music, so that the Liturgy and Music Department can judge all of the music chosen as a whole.

Pre-Service Music at the Eucharist – Please finish your pre-service music three minutes before the scheduled start to the service, so as to allow time for a member of the clergy to give notices. At the scheduled start time, please begin the processional hymn, which is unannounced (at the 11.15, please begin improvising to cover the choir's procession into the stalls, then move as seamlessly as possible into the playover).

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Pre-Service Music at Evensong – Please play right up to the scheduled start time for the service. Staff organists tend to finish playing their pieces two or three minutes beforehand, then improvise quietly on the Nave Organ. (This can be played from the Quire console by drawing the two transfer stops to the right of the Pedal stops. All stops with red dots are duplicated by the Nave. Ensure the Nave blowers are switched on before you begin.)

Intonations – At Evensong, intonations are not normally needed if the service is sung by the Canon Precentor. If the choir is providing its own cantor, please feel free to give notes on the organ if that is the choir's usual custom. At the 11.15 BCP Eucharist intonations are needed, and should be given on a clear 8' stop such as the Swell Open Diapason. In the Nave, intonations can be a little softer.

Hymns – Please give the congregation a good lead at all times when accompanying hymns, refraining from devices such as unaccompanied or choir-only verses.

