



WINCHESTER
CATHEDRAL

NOTES FOR
VISITING CHOIRS AND
ORGANISTS

Thank you for bringing your choir to sing at Winchester Cathedral. We very much hope that your time here will be enjoyable and rewarding. Choral services have been offered in this place for many centuries and, by your visit, you are enabling us to maintain that wonderful tradition whilst the Cathedral Choir is away.

The following notes are detailed in the hope that you will arrive knowing what to expect, and be able to offer the best standard of music within our service structure. Please do not hesitate to be in contact if anything is unclear, or if we can be of more assistance.

Michael St. John-Channell
Canon Precentor & Sacrist

COMMUNICATIONS

Overseas visitors, please dial +44 1962 instead of 01962

Liturgy and Music Office *(for all enquiries except organ practice)*

Sue Armstrong (01962) 857219
sue.armstrong@winchester-cathedral.org.uk

Assistant Director of Music *(for booking organ practice)*

Simon Bell (01962) 857213
simon.bell@winchester-cathedral.org.uk

Fax: (01962) 857201

Post: Liturgy & Music Office,
Cathedral Office,
9 The Close,
Winchester,
Hampshire, SO23 9LS
U.K.

CHOICE OF MUSIC

Whilst the choice of responses, canticles or mass setting and anthem is entirely yours, we would ask that you bear in mind the liturgical season in which your visit falls, and that your choice reflects this rhythm in the Church's year. It may be necessary to have a second choice of music at the ready in case another choir may have sung your first choice at a time close to your visit. There is no need to let us have your second choices unless we contact you.

Experience suggests it is better to choose music which is not too elaborate or ambitious. In general terms, we would far rather hear a simple piece sung well than a more complex work nearly come off the rails! We would also recommend that you do not use your visit as a chance to try out 'first performances' or premières of home-grown compositions.

Because of the size of the building, a visit to Winchester will almost certainly involve a certain amount of time getting used to the acoustics. The Quire stalls are 'drier' than one might think and some choirs have said that they found it quite difficult to hear from side to side. The Nave (where Sunday morning services take place) is much more resonant and easier to sing in, though words need to be well projected.

For us, the focal point of Evensong is the singing of the psalms and responses. We ask that you give plenty of rehearsal time to these items. When it comes to the service, they are, after all, the first thing that the congregation will hear you sing and, as the Magnificat may be some 15 minutes away(!), the detrimental effect of poorly prepared responses and psalms may be impossible to retrieve.

You will be sent the numbers of any hymns and psalms (or portions of psalms) to be sung during your visit. Hymns will normally be from *The New English Hymnal*, and Psalms will use the version in the Book of Common Prayer: please bring your own copies of these things as we are unable to provide hymnbooks or psalters. For the hymns, the Cathedral Choir sings the first and last verses in unison and we would be grateful if you would do likewise. The hymns should be accompanied throughout at a level appropriate to the number of people in the congregation. Descants are not encouraged, unless extremely well-known.

At Mattins on Sundays, only one of the canticles (i.e. either the Te Deum or the Jubilate) is sung just by the choir to the setting of your choice. The Venite and the other canticle (which you are not singing to the setting) are sung congregationally to Anglican chant. Copies of these, with the appointed chants, will be sent to you once we have received your choice of music. We ask that your choir should sing in unison for the congregational items. Orders of service for all services will be available at the time of your visit. During Advent and Lent, we use the Benedicite and Benedictus (instead of the Te Deum and Jubilate respectively) at Mattins, and the Kyrie replaces the Gloria of the

Mass. Between Easter and Pentecost we use the Easter Anthems at Mattins, instead of the Venite.

Please return the music pro forma to the Liturgy and Music office AS SOON AS POSSIBLE and, anyway, not later than the first day of the month preceding that of your visit (or for summer visitors, by the beginning of June) to ensure there are no repertoire repetitions. The music can then be published in our monthly newsletter and on our service lists. If your Responses are not in 'common' use, please enclose one copy for the Precentor.

It is not our normal practice to sing introits or final 'responses'.

Please also let us know now if your choir is more than 35-strong.

As we are all aware, the Choir's primary responsibility is to lead all parts of the service. Please take just as much care with the spoken parts of the service and lead these with confidence. Many people in the congregation, particularly over the summer months, will be visitors and maybe unfamiliar with our services and a good strong lead will help them to enjoy the act of worship.

ORGANIST

With regret, we are unable to provide an organist to play for Visiting Choirs, and it is therefore your responsibility to bring your own organist. Please submit the player's name and details of experience to the Liturgy and Music office in advance of your visit. Please pass on the notes at the end of this booklet to your organist.

SONG ROOM (off the South Transept)

For those choirs visiting outside the Cathedral Choir's term (including during half-term), the Song Room is available for robing and rehearsal. If visiting for only one day, it will be available from 3pm. For those who are here for longer, the room is more generally available. Please take particular care not to disturb music belonging to the Cathedral and please make sure that none of it goes home with you! Always ensure that the Song Room door is locked when you leave it for a rehearsal or service in the Cathedral (or ask a Virger to see that it is done). Unfortunately, the Cathedral authorities cannot accept any responsibility for the safety of personal property or valuables. Bottled water should be available in the Song Room but we ask that no further comestibles be taken in there.

For choirs visiting during Cathedral Choir term, you will be asked to robe in the South Transept, and may lock valuables in the adjoining Fishermen's Chapel. We regret that the Song Room itself is only available for rehearsal if prior permission has been obtained.

Should you have any particular rehearsal problems during your visit, the Liturgy & Music Office or Virgers will always be willing to help.

RECORDINGS

For copyright reasons, visiting choirs are not permitted to make audio or video recordings of services or rehearsals in the Cathedral. It is hoped that in this way, visiting choirs will help to maintain the feel of the Cathedral as a place of worship.

We hope these notes have been helpful. Please contact us as soon as possible if there is anything in these notes that is unclear and we hope that you enjoy your visit to Winchester. We are certainly extremely grateful that you and your choir have given up your time to sing here.

MONDAY-THURSDAY - 5.30pm EVENSONG

(in Quire)

3.00pm	Organ practice – loud if necessary
3.45pm	Processional rehearsal with a Virger (first day of visit only)
4.00pm	Choir/organ practice in stalls
5.15pm	Choir to South Transept quietly
5.20pm	Announcement
5.21pm	Organ Music – start by 5.23pm if no announcement
5.27pm	Choir assembles in silence in South Transept, voluntary stops
5.29pm	Prayer, then process via Nave Dais to Quire Stalls - remain facing East and bow with Canon or Virger Organist improvises until all in their place

Order of Service

Welcome

Opening Responses

Precentor takes own note / remain standing

Psalm(s)

Announced

First Lesson

Magnificat

Not announced

Second Lesson

Nunc Dimittis

Not announced

Creed

said without repeating opening phrase

Lesser Litany, Lord's Prayer, Responses, Collects - Precentor takes

own note / kneel after 'And with thy spirit'

Short spoken 'Fleury' prayer with said Amen

Anthem

Please sit for announcement

Said intercessions normally ending with the **Grace**

Organ Voluntary

no more than 5 minutes

Turn to face High Altar and bow with Virger

Exit eastwards to South Transept (following Virger)

Dismissal Prayer

All bow to Dean or Canon in residence

Please remain quiet until end of organ voluntary

FRIDAY - 5.30pm EVENSONG

(in Quire)

3.00pm	Organ practice – loud if necessary
3.45pm	Processional rehearsal with a Virger (first day of visit only)
4.00pm	Choir/organ practice in stalls
5.15pm	Choir to South Transept quietly
5.20pm	Announcement
5.21pm	Organ Music – start by 5.23pm if no announcement
5.27pm	Choir assembles in silence in South Transept, voluntary stops
5.29pm	Prayer, then process via Nave Dais to Quire Stalls - remain facing East and bow with Canon or Virger Organist improvises until all in their place

Order of Service

Welcome

Penitential Opening

Kneel for Confession

Opening Responses

Stand for first response / Precentor takes own note

Psalm(s)

Announced

First Lesson

Magnificat

Not announced

Second Lesson

Nunc Dimittis

Not announced

Creed

said without repeating opening phrase

Lesser Litany, Lord's Prayer, Responses, Collects - Precentor takes

own note / kneel after 'And with thy spirit'

Short spoken 'Fleury' prayer

Anthem

Please sit for announcement

Said intercessions normally ending with the **Grace**

Organ Voluntary

no more than 5 minutes

Turn to face High Altar and bow with Virger
Exit eastwards to South Transept (following Virger)
Dismissal Prayer
All bow to Dean or Canon in residence
Please remain quiet until end of organ voluntary

SATURDAY - 5.30pm EVENSONG

(in Quire)

3.00pm	Organ practice – loud if necessary
3.45pm	Processional rehearsal with a Virger (first day of visit only)
4.00pm	Choir/organ practice in stalls
5.15pm	Choir to South Transept quietly
5.20pm	Announcement
5.21pm	Organ Music – start by 5.23pm if no announcement
5.27pm	Choir assembles in silence in South Transept, voluntary stops
5.29pm	Prayer, then process via Nave Dais to Quire Stalls - remain facing East and bow with Canon or Virger Organist improvises until all in their place

Order of Service

Welcome	
Penitential Opening	<i>Kneel for Confession</i>
Opening Responses	<i>Stand for first response /Precentor takes own note</i>
Psalm(s)	<i>Announced</i>
First Lesson	
Magnificat	<i><u>Not</u> announced</i>
Second Lesson	
Nunc Dimittis	<i><u>Not</u> announced</i>
Creed	<i>said without repeating opening phrase</i>
Lesser Litany, Lord's Prayer, Responses, Collects	<i>- Precentor takes own note / kneel after 'And with thy spirit'</i>
Short spoken 'Fleury' prayer	
Anthem	<i>Please sit for announcement</i>
Said intercessions normally ending with the Grace	
Hymn	<i>Announced</i>
Blessing	<i>said Amen</i>
Organ Voluntary	<i>no more than 5 minutes</i>

Turn to face High Altar and bow with Virger
Exit eastwards to South Transept (following Virger)
Dismissal Prayer
All bow to Dean or Canon in residence
Please remain quiet until end of organ voluntary

SUNDAY – 9.45 am MATTINS

(usually in the Nave)

8.45-9.30am	Organ/Choir rehearsal
9.35-9.40am	Organ Music
c.9.40am	Dean's announcement, then silence is kept
9.40am	Choir assembles in silence in South Transept
9.44am	Prayer
9.45am	Processional Hymn , processing westwards, following Virger, via 'crossing' and up the Nave Sanctuary steps.

Order of Service *(maroon service books will be available)*

Opening Responses	<i>Precentor takes own note / standing throughout</i>
Venite/Easter Anthems	<i><u>Not</u> announced. Play over chant. Choir & Congregation</i>
Psalm	<i><u>Not</u> announced</i>
First Lesson	
Te Deum/Benedicite	<i><u>Not</u> announced. Either choir setting or congregational chant: Play over chant (1st chant only in the case of the Te Deum)</i>
Second Lesson	
Jubilate/Benedictus	<i><u>Not</u> announced. Either choir setting or congregational chant: Play over chant.</i>
Creed	<i>said without repeating opening phrase</i>
Lesser Litany	<i>Precentor takes own note / kneel after 'And with thy spirit'</i>
Lord's Prayer	
Responses	
Collects	
Anthem	<i><u>Not</u> announced</i>
Sermon	
Said intercessions normally ending with the Grace	
Hymn	<i>Announced</i>
Blessing	<i>Said Amen</i>
Organ Voluntary	<i>no more than 5 minutes</i>

Process westwards, following Virger

(NB Please see Choice of Music for variations in Advent and Lent)

SUNDAY - 3.30pm EVENSONG

(in Quire)

2.00pm	Organ/Choir practice in stalls
3.15pm	Choir to South Transept quietly
3.20pm	Announcement
3.21pm	Organ Music – start by 3.23pm if no announcement
3.28pm	Choir assembles in silence in South Transept
3.29pm	Prayer, then process via Nave Dais to Quire Stalls - remain facing East and bow with Canon or Virger

Order of Service

Welcome

Penitential opening *Kneel at Confession*

Opening Responses *Precentor takes own note*

Office Hymn *Announced*

Psalm(s) *Announced*

First Lesson

Magnificat *Not announced*

Second Lesson

Nunc Dimittis *Not announced*

Creed *said without repeating opening phrase*

Lesser Litany, Lord's Prayer, Responses, Collects - *Precentor takes
own note / kneel after 'And with thy spirit'*

Short spoken 'Fleury' prayer

Anthem *Announced*

Sermon

Said intercessions normally ending with the **Grace**

Offertory Hymn *Announced*

Blessing *Said Amen*

Organ Voluntary *no more than 10 minutes*

Face Altar and bow with Virger

Exit Eastwards to South Transept (Virger leads)

Dismissal Prayer

All bow to Dean or Canon in Residence

Please remain quiet until the end of the Organ Voluntary.

PSALMS

The psalm(s) for your service(s) will be chosen from the list below, according to the date of your visit and are part of the Book of Common Prayer's provision of psalms for the day.

N.B. If you are singing on a major festival, or its eve, a proper psalm appointed for that service may replace the normal provision and will be indicated on the repertoire pro forma.

<u>DATE</u>	<u>PSALM</u>
1	8
2	14
3	18 v.1-20
4	23
5	27
6	32
7	37 v.1-22
8	42, 43
9	48
10	55 (omit v.16)
11	59
12	66
13	69 v.1-18
14	73
15	78 v.1-17
16	84 or 85
17	89 v.1-19
18	93
19	98
20	104 v.1-24
21	106 v.1-12
22	108
23	115
24	119 v.1-16
25	119 v.73-88
26	119 v.145-160
27	126, 127 or 130, 131
28	138
29	143
30	147, 149
31	148, 150

SUNDAY MORNING

The psalms at Mattins and Eucharist are chosen a few months in advance by the Precentor. This will be indicated on the repertoire pro forma.

SUNDAY REFRESHMENTS

Coffee will be provided in the South Transept for the Choir between the Sunday morning services.

GUIDED TOURS

If your stay in Winchester is an extended one, we are able to arrange for one of our Cathedral Guides to take your choir members and friends on a Guided Tour of the Cathedral. If you are interested, please contact:

Michael Honeysett
Education Department
(01962) 857225
michael.honeysett@winchester-cathedral.org.uk

Please note that this needs to be booked at least one month in advance of your visit.

CLOSE OPENING HOURS

Please note that all the Close gates are locked at 10pm every night and remain locked until 7am.

PARKING

Due to a low arch, all vehicles over 2.8 metres in height cannot enter the Inner Close from St Swithun's Street. These vehicles will need to drop off passengers at the Broadway (see attached map) and walk to the Cathedral.

We regret that there is very limited car parking within the Close and we are unable to guarantee a fixed number of spaces. Please contact us in the days before your visit to confirm how much parking is available. We would be very grateful for as much car-sharing as possible. City centre car parks are shown on the map.

ACCOMMODATION IN WINCHESTER

The following schools/colleges may be able to help with accommodation for Visiting Choirs:

The Pilgrims' School (occasionally available during school holidays)

The Bursar
3, The Close,
Winchester,
Hampshire, SO23 9LT
(01962) 854189

The Pilgrims' School is the Cathedral Choir School and is located in The Close. The accommodation is in the form of comfortable preparatory school dormitories.

The University of Winchester

The Conference Office
Sparkford Road,
Winchester,
Hampshire, SO22 4NR
(01962) 827322

The University of Winchester is a 15-20 minute walk from the Cathedral.

Sparsholt College

The Wessex Centre
Sparsholt,
Winchester,
Hampshire, SO21 2NF
(01962) 797259

St Swithun's School

The Assistant Bursar
Alresford Road,
Winchester,
Hampshire, SO21 1HA
(01962) 835798

Both St Swithun's School and Sparsholt College are situated outside the city centre. While it is possible to walk from St Swithun's School (it is about a twenty-five-minute walk), we strongly recommend you bring your own transport.

Park Place

Wickham,
Fareham,
Hampshire

(www.parkplacecentre.org.uk)

(Please see their website for information. Whilst this is about 20 miles from Winchester, if you have your own transport, some choirs have found it a good place to stay)

In addition, there are hotels and guest houses located within about 10 minutes walk of the Cathedral. The Winchester Tourist Information Office have a good website

(www.visitwinchester.co.uk)

Hotels

Hotel du Vin – (01962) 841414
The Winchester Hotel - (01962) 709988
The Winchester Royal Hotel - (01962) 840840
Hotel Mercure Wessex - (01962) 861611
Portland House Hotel - (01962) 865195
Giffard House Hotel - (01962) 852628
The Grange - (01962) 851419 (15 mins)
The Wykeham Arms - (01962) 853834

NOTES FOR YOUR ORGANIST

A copy of these notes, with a more detailed guide to playing for services, will be available in a green folder which is kept in the Organ Loft, either on the console or on the bookshelf to its left.

We hope you will enjoy playing the Cathedral organ and that the following notes will be of help.

The blower and light switches are under the console, on the left-hand side. Please ensure that the Swell boxes are open BEFORE switching off the organ.

Pistons: The General piston memory display is at the bass end of the Solo manual. Please use levels 1-20 **ONLY**. Please do not alter any other generals as they may be set for Cathedral use for specific music. By using the + and – pistons it is possible to scroll through the generals as required. The divisional piston memory selector is at the treble end of the Solo manual. Divisional level 1 is a standard setting and you are welcome to use this, but please do not alter it. Divisional level 8 is free for you to change. A green light on either display indicates a locked channel, but please do not use unlocked channels outside your allocation.

Please remove copies from the music desk when rubbing out markings. Please do not mark or remove the hymn books in the organ loft. We would ask you not to touch any of the other music left in the loft. Please refrain from eating and drinking in the loft.

If there is a fault with the organ please write a brief but specific description of it in the notebook provided on the console. There is no need to use the other black books – the voluntary book is for use by the Cathedral Organists during term time only.

TV The monitor is switched on by pressing the button in the bottom right hand corner of the set, just behind the top of the music desk. The control panel is much less complicated than it looks! The system is shared by the Virgers for security so please use the system at service or rehearsal times only. To enable you to use it, please press 2 followed by the TV sign under button 7. The picture may not change but you will have gained control. The two main cameras are nos. 3 (for the Quire) and 4 (for the Nave). To select these, please press 3 or 4 as appropriate followed by the camera sign under button 9. The cameras are then controlled by the joystick. After a short period the phrase 'Control Lost' will appear on the screen. Ignore it!

Sound Relay You will only need this to hear your Choir if they are singing on the Nave steps (usually Sunday morning only). The sound is controlled by the black box to the right of the TV. To switch it on, press the green 'Rehearsal On/Off' button. Select the orange button for the Dais. Select the speech and music setting on the other dial. To turn the speakers on, turn the dial on the right-hand speaker.

ORGAN PRACTICE

Organ practice must be booked in advance with either Simon Bell (term time) or Sue Armstrong/Emma Law (holidays). In exceptional cases, it may be possible to arrange extra time. Please check the diary on the console to confirm your loud practice time: if your name is not there, please check with a Virger.

On weekdays and Saturdays, there are fixed rules about practising for resident organists and visitors alike:

8.45 - 10.00am	Outside term only: organ practice allowed, with loud playing if required.
10.00 - 3.00pm	Outside term only: time available on practice organ in the Song Room.
3.00 - 4.00pm	Organ practice allowed, with loud playing if required.

If absolutely necessary, it may be possible for the Cathedral organ to be used between 10am – 3pm on the condition it is very quiet (i.e. only swell 8' flute). This time must be pre-booked with Simon Bell or Sue Armstrong. Failure to observe these restrictions will result in practice rights during the day being withdrawn for **all** organists. We regret that evening practice sessions are not available. During the main visitor season, organists stop playing while short prayers are said on the hour, every hour. At 12noon on Thursdays and Saints' days, there is a celebration of Holy Communion. Please stop between 11.45am and 12.45pm for Holy Communion and between 11.45am and 12.30pm for the prayers.

Musical balance: Musical balance: Overall, the organ needs careful treatment when accompanying services in the Quire; the whole ensemble sounds much louder downstairs than at the console, with the Choir organ being particularly 'present' in the stalls (it is situated in the lowest part of the case). Conversely the Solo organ is quieter downstairs than upstairs as it is placed at the top and back of the case. Please also bear in mind that the whole organ is on the congregation-side of the singers and is therefore louder for them than it seems at the console.

When accompanying congregations in the Nave, it is necessary to use at least Swell reeds and Great to mixture for hymn accompaniment. The Nave section is very useful in bringing the sound of the organ further towards the Nave and it is important to use it for these services. By drawing Nave on Great, combinations of Nave and Great stops may be set and controlled from the Great pistons. The Pedal 16 and 32 Bombarde reeds are considerably louder down the Nave than they are at the console.

Have a fun time!

Winchester Cathedral Organ

Henry Willis 1851 and 1854 : Henry Willis and Sons 1897 : Additions: Hele & Co 1905
Rebuilt and enlarged: Harrison & Harrison 1938 and 1986-1988

PEDAL ORGAN

1.	Double Open Wood	32
2.	Open Wood	16
3.	Principal	16
4.	Open Diapason	16
5.	Violone (Nave Organ)	16
6.	Bourdon	16
7.	Octave	8
8.	Stopped Flute	8
9.	Super Octave	4
10.	Open Flute	4
11.	Mixture 19.22.26.29	IV
12.	Contra Bombarde	32
13.	Bombarde	16
14.	Ophicleide	16
15.	Fagotto	16
16.	Trumpet	8
17.	Clarion	4

Choir to Pedal

Choir Octave to Pedal

Great to Pedal

Swell to Pedal

Solo to Pedal

CHOIR ORGAN

18.	Open Diapason	8
19.	Stopped Flute	8
20.	Prestant	4
21.	Chimney Flute	4
22.	Nazard	2 ² / ₃
23.	Gemshorn	2
24.	Tierce	1 ³ / ₅
25.	Larigot	1 ¹ / ₃
26.	Mixture 22.26.29.33	IV
27.	Cremona	8

Tremulant

Swell to Choir

Solo to Choir

NAVE ORGAN

28.	Bourdon	16
29.	Open Diapason	8
30.	Stopped Diapason	8
31.	Octave	4
32.	Wald Flute	4
33.	Super Octave	2
34.	Mixture 19.22.26.29	IV-V
35.	Mounted Cornet (<i>tenor G</i>)	V
36.	Trumpet (<i>French shallots</i>)	8

Nave on Solo

Nave on Great

Eight adjustable thumb pistons to each manual (8 levels)

Swell pistons duplicated by foot pistons

Eight foot pistons to the Pedal Organ

Twelve general pistons per level with Stepper (128 levels)

Reversible thumb and foot pistons to couplers and 32's

Great and Pedal combinations coupled

Pedal to Swell pistons

GREAT ORGAN

37.	Double Open Diapason	16
38.	Open Diapason I	8
39.	Open Diapason II	8
40.	Claribel Flute	8
41.	Stopped Diapason	8
42.	Principal I	4
43.	Principal II	4
44.	Flûte Harmonique	4
45.	Twelfth	2 ² / ₃
46.	Fifteenth	2
47.	Open Flute	2
48.	Seventeenth	1 ³ / ₅
49.	Full Mixture 19.22.26.29	IV
50.	Sharp Mixture 26.29.33	III
51.	Double Trumpet	16
52.	Trumpet	8
53.	Clarion	4

Great reeds on Solo

Great reeds on Pedal

Choir to Great

Swell to Great

Solo to Great

SWELL ORGAN (enclosed)

54.	Double Diapason	16
55.	Open Diapason	8
56.	Violin Diapason	8
57.	Lieblich Gedeckt	8
58.	Echo Salicional	8
59.	Vox Angelica (<i>tenor C</i>)	8
60.	Principal	4
61.	Lieblich Flute	4
62.	Twelfth	2 ² / ₃
63.	Fifteenth	2
64.	Mixture 15.19.22	III-IV
65.	Contra Oboe	16
66.	Oboe	8

Tremulant

67.	Contra Posaune	16
68.	Cornoepen	8
69.	Clarion	4

Octave

Suboctave

Unison off

Solo to Swell

SOLO ORGAN (enclosed)

70.	Viola da Gamba	8
71.	Voix Céleste (<i>tenor C</i>)	8
72.	Harmonic Flute	8
73.	Concert Flute	4
74.	Harmonic Piccolo	2
75.	Clarinet	8
76.	Orchestral Oboe	8
	<i>Tremulant</i>	
77.	Tromba	8
78.	Tuba (<i>unenclosed</i>)	8
79.	Tuba Clarion (<i>unenclosed</i>)	4

Octave

Suboctave

Nave Organ on Choir pistons
General pistons on Swell foot pistons

Unison off
Great *to* *So*

