



CARLISLE CATHEDRAL

Information for Visiting Choirs

We are delighted that your choir hopes to visit Carlisle Cathedral, and look forward to welcoming you to this magnificent building in which the praises of God have been sung for more than 700 years. This booklet will guide you through the practicalities of your visit. Please do not hesitate to get in touch if you have any queries.

Booking your visit

The first decision to be made is when you would like to visit, and how many services you would like to sing. You can see exactly which slots are currently available for visiting choirs on the online calendar on the cathedral website at https://www.carlislecathedral.org.uk/visiting_choirs

During the summer period when our own choir is on holiday, visiting choirs often sing for an entire week, culminating in the Sunday services, but we also accept bookings for shorter periods which include Sundays. Feel free to request a Sunday and just part of the preceding week, or even just a Saturday and Sunday. During choir half terms, we are happy to welcome visiting choirs on weekdays, and on many Saturdays during the remainder of the year.

When you have identified a date or dates when you would like to sing, contact our Music Department Administrator musicadmin@carlislecathedral.org.uk who will confirm that the dates are still available and pencil your choir in. As the online calendar is regularly updated, the information about 'available' dates *should* be correct, but please wait for a confirmation reply before making firm arrangements with your choir.

You should then complete the booking form and return it to the Music Administrator by email or by post at the earliest opportunity. When we have received this, we will confirm by email that your visit is booked, and it will appear on the visiting choir calendar.

Organists

Visiting choirs need to arrange for their own organist to accompany them and, in the hands of a skilled player, the Cathedral organ is a superb instrument for accompaniment. Your organist will play for the entire service, including voluntaries before and after and any congregational music such as hymns. If you are not able to bring your own organist and have difficulty in finding someone to play, we can suggest local organists who might be able to undertake this work – any booking of an organist's services and negotiation of fees would be your responsibility.

Choosing the music

Don't feel that singing in a cathedral demands a challenging and impressive repertoire. It is always much more effective and rewarding to sing relatively modest music which is well-known to the singers so that they can really enjoy the experience of singing in the Cathedral and leave knowing that they have sung well, have risen to any challenges, and that their singing has inspired and moved the worshippers who have attended the services.

On a practical note, it's absolutely fine to sing the same set of responses for the whole week (as many cathedral choirs do) to free up time for rehearsal of other music. Although the psalms set for the day is, for us, a very important part of the service, if you feel that the psalms set are too long

for you to be able to do them justice, we would much rather you sang a shorter portion of around twenty verses well than struggle through the whole thing. If you feel you need to reduce the number of verses or to sing just one of the psalms set, then please indicate this when you submit your music list to us.

If you are singing for a whole week, feel free to sing one or more of your services as just upper or lower voices in order to give the other singers in the choir some free time or extra rehearsal time.

The music list sheets towards the end of this booklet show exactly what you will need to prepare for each of the services. When you have decided on your music choices, please send the completed music list form (available on the website) to us – this needs to be done at least eight weeks before you are due to sing, so that our own music lists and publicity can be prepared in time.

You will want to choose anthems which are appropriate to the season, taking into account any Saints' Days or other celebrations in the Lectionary. We use the Common Worship Lectionary for psalms and readings (Second Service for Evensong, and Principal Service for the Sunday Eucharists). When we confirm your booking initially, we will also let you know which psalms are set for your visit, and pass on any other relevant liturgical information such as Saints' Days. In Carlisle, we do not use readings and psalms for the Eve of a Saint's Day, but that need not prevent you from reflecting the feast in your choice of anthem. If you normally like to take inspiration for your choice of anthems from the readings for the service please note that only one of the first two readings in the Lectionary is used at a Sunday Eucharist and, as the choice of reading takes into account the wishes of the preacher that day, the information is not usually available in advance of the deadline for choosing music.

Arrival

Please contact the vergers by telephone or email in advance of your visit to discuss at what time you would like to arrive, so that they can be ready to meet you and let you into the Song Room. The vergers will let you know if your proposed time is convenient, and they may suggest an amended time to avoid clashing with services or other events in the building.

headverger@carlislecathedral.org.uk

Tel. 01228 535169

Rehearsal

The Song Room is generally available for choir rehearsals at any time during the day for the duration of your visit, other than when there is a service taking place in the Cathedral. The following times are automatically booked in the diary for possible rehearsal in the Cathedral:

Weekdays	8.40am to 10.00am	Organ practice	
	3.30pm to 4.30pm	Organ practice	
	4.30pm to 5.30pm	Choir practice	Evensong is at 5.45pm
Sundays	8.40am to 9.15am	Organ practice	
	9.15am to 10.15am	Choir practice	The Eucharist is at 10.30am
	1.15pm to 2.00pm	Organ practice	
	2.00pm to 2.45pm	Choir practice	Evensong is at 3.00pm

Depending on the relative needs of your choir and organist, you may wish to vary the division between choir and organ practice within these times. These bookings are nearly always guaranteed, but if there are any events taking place in the building which would affect these times, we will let you know well in advance and discuss alternative rehearsal time at another point in the day if necessary.

Refreshments

Tea, coffee, squash and biscuits are served after the Sunday morning Eucharist, to which visiting choirs are warmly invited. At other times, you can use the coffee machine and kettle in the small kitchen area in the Song Room to serve refreshments for your choir. There are cups with lids on

the shelves which you can use to minimise the risk of spills and scalding, particularly if there are children in your choir. Please wash up any cups and equipment you use and leave the area tidy for the next choir. You are welcome to help yourselves to any supplies of tea, coffee and sugar, but will need to buy your own milk as there is no refrigerator. The vergers will be happy to show you how to use the filter coffee machine, and may even be able to provide extra supplies of coffee if you run out.

Tours of the Cathedral

On Saturdays, it may be possible to organise a guided tour of the Cathedral for your choir. If you would like to explore this possibility, please contact the Cathedral Office office@carlislecathedral.org.uk 01228 548151.

Robes

If your choir normally wears cassocks and surplices for services, then please wear cassocks only for all rehearsals in the Cathedral. Otherwise wear what you normally wear for services (e.g. gowns, suits) for Cathedral rehearsals as well.

Lavatories

Lavatories are available in the Song Room – there are no facilities in the Cathedral.

Cantors

The Dean or another member of Chapter will normally sing the Office unless other arrangements have been made in advance (e.g. if you are bringing your own priest). Our clergy are familiar with, and have copies of, the following responses:

Trebles only: Archer, Darke, plainsong (unis.)

A.T.B.: Rose, Lloyd, Plainsong (unis.), Harris, Walsh, Tallis, Ashfield,

S.A.T.B.: Rose, Reading, Lloyd (Set 1), Lloyd (Set 2), Tudor Composers (Ed. Watkins Shaw - Byrd, Morley, Smith, Tomkins), Radcliffe, Plainsong (unis.), Sumsion, Moore, Walsh, Shephard, Clucas, Ebdon, Leighton, Ayleward, Oxely, Tallis, Gibbons/Barnard, Aston

If you are singing responses not on the above list, please send us a copy at least two weeks before your visit.

Processions

The procession is an important part of the service and, if you are unsure about this or are not used to processing, the vergers will be very happy to show you what we normally do in Carlisle, and will arrange a rehearsal for your choir. If you are a liturgical choir and have a well-established routine for processions which works in our building, then please just do what you normally do. The details of exactly when to bow and whether to leave from the west or east of the stalls are much less important than the general principle of entering and leaving in a tidy, organised and professional manner.

Conducting

There is no conducting stand in the Cathedral, so you need to bring one of the black stands from the Song Room with you for the rehearsal, and leave it there for the service, returning it to the Song Room afterwards.

You should conduct from the west end of the stalls for evensongs, as the congregation sits to the west of the choir in the Well, and from the east end of the stalls for the Sunday Eucharist, when the bulk of the congregation is to the east. In this way, the choir will be singing in the direction of the congregation when they turn to face you. Because you will be at the opposite end for the Sunday Eucharist, you may want to move your singers as well so that they are in the same positions relative

to you, which will affect the procession order. You can conduct from either side or from the centre, depending on what your choir is used to. If you conduct from the centre, be aware that during Sunday evensongs the lesson readers will be processing to and from the lectern during the psalm and canticles, so you will need to leave space for them. We usually conduct the hymns in Carlisle, partly because we feel that this makes the point that they are just as important for the choir as any of the other music in the service, but if your choir is used to singing hymns without a conductor, just do what you normally do.

Security

Please remind members of your choir not to leave money or valuables unattended. The Cathedral cannot accept liability for any loss or damage to personal property.

Recordings

If you wish to make an audio recording of any of the services whilst here, this may be permitted, but you should let us know in advance. Any microphones must be discreetly placed in the organ loft. It must be clearly understood that any such recording is for private use only, and that under no circumstances should be used for commercial or public broadcasting purposes.

Photographs

If you wish to take a group photograph of your choir you are welcome to do so – in front of the High Altar is a popular place for this. Please discuss with the vergers beforehand to find a suitable time.

Parking

Please note that parking in the Abbey grounds is not available to visiting choirs, other than in exceptional circumstances. You are welcome to bring a vehicle into the Close for the purposes of dropping off robes and music.

Suggestions for Accommodation

Travel Lodge Carlisle Central (11 minute walk from the Cathedral) 08719 846374
www.travelodge.co.uk

Crown and Mitre (2 minute walk from the Cathedral) 01228 525491
www.peelhotels.co.uk/hotels/crown-and-mitre-hotel-carlisle-cumbria-england/

Old Brewery Residences (student accommodation north west of city centre, 10 minute walk from Cathedral) 01228-597352 or see www.u-student.com

YHA (10 minute walk from Cathedral) www.yha.org.uk/school-trips/hostel/carlisle

Carlisle Racecourse (on the edge of the city) www.carlisle-races.co.uk 01228-522973

Lime House School, Dalston (a few miles outside Carlisle) www.limehouseschool.co.uk 01228-710225

The services in detail

CHORAL EVENSONG, AT 5.45PM ON WEEKDAYS AND 3.00PM ON SUNDAYS

Rehearsal in the stalls ends fifteen minutes before the start of the service. Three minutes before the start of the service, the choir lines up in front of the screen to the North Transept. There is usually silence before weekday services, but on Sundays the organist plays a voluntary, which should end around one minute before the service is due to start.

The ship's bell is rung three times to signal the start of the service

The organist then extemporises to play the choir into the stalls. All remain facing east until the entire choir is in the stalls, bow together and turn inwards.

The service proceeds as follows:

Responses	Sung standing throughout. See note above regarding Cantors
<i>On Saints' Days and Sundays only</i>	
Office Hymn	Announced
Psalm(s)	Announced
<i>First lesson</i>	
Magnificat	Not announced
<i>Second Lesson</i>	
Nunc Dimittis	Not announced
<i>The Creed</i>	Turn to face east for the Creed. Text from the Book of Common Prayer.
Second set of responses	There are always just three collects, even in Advent and Lent. We normally sing 'which art' and 'them that', but there is no problem if your choir is used to 'who art' and 'those who'.
Anthem	Announced
<i>Intercessions, ending with the Grace</i>	Decide in advance whether your choir will sit or kneel for the prayers.
<i>On Sundays only</i>	
Final Hymn	Announced
<i>On Sundays only</i>	
Blessing	

The organ voluntary follows immediately.

The choir processes out (turning east to bow together first), and assembles outside the Song Room door in the aisle for the vestry prayer.

SUNG EUCHARIST AT 10.30AM ON SUNDAYS

The service follows Common Worship Order One. A congregational booklet with the order of service for the various liturgical seasons is supplemented each week by a sheet which includes the words of all the hymns. Copies of both for all your singers will be given to you by the vergers towards the end of the week. Hymns are from the New English Hymnal, copies of which are available in the choir stalls.

An organ voluntary is played, ending one minute before the service is due to start. The choir assembles **in the Crossing facing east** at 10:27 (note the difference from weekday evensongs – this is so that the choir’s singing projects into the Quire at the start of the hymn).

At 10:30 a ship’s bell is sounded three times and the service proceeds as follows:

Processional Hymn	Not announced. The choir leads the procession. There is no need to bow during a processional hymn, so each choir member should simply turn inwards on reaching his or her place.
<i>Welcome and opening prayers</i>	Remain standing
Gloria in excelsis (the Kyrie is sung instead during Advent and Lent)	Any intonation should be sung by a member of the choir
<i>Collect for the day</i>	Remain standing
<i>First reading</i>	Sit for the reading
Gradual Hymn	Not announced
<i>The Gospel</i>	Face east for the Gospel. The Gospel is preceded by the sung Gospel responses (the simple unison setting printed in the order of service) and followed by an organ extemporisation
<i>The Sermon</i>	Sit
<i>The Nicene Creed</i>	Stand and face east
<i>The Intercessions</i>	Decide in advance if your choir will sit or kneel
<i>The Peace</i>	
Offertory Hymn	Not announced. Allow around half a minute for the Peace to be exchanged before the playover to the hymn
<i>Offertory prayers</i>	
Sursum Corda	Sung unaccompanied by choir and congregation to the usual setting in the service booklet. The intonation is given by the organist after the Offertory prayers.
<i>Eucharistic Prayer</i>	
Sanctus	The Benedictus is normally sung during the administration unless there are compelling musical reasons for it to follow immediately after the Sanctus.
<i>Eucharistic Prayer, continued, including the Acclamations and Doxology</i>	Remain standing. The music for the acclamations and doxology are printed in the order of service.
<i>The Lord’s Prayer</i>	Sit for the Lord’s Prayer. Note that the modern words are used at the Eucharist.

The Communion

The choir receives Communion first. Process out from the east of the choir stalls to the High Altar, and kneel at the communion rail. There is no need to process back to the stalls together – individuals simply return to their places after their own communion.

Benedictus, Agnus Dei and Motet

These three items should last no longer than 10 minutes. The Benedictus may be omitted entirely from the service, particularly if it is a long and complex setting – if you choose to do so, let us know in advance.

*Post-communion prayers,
ending with the Blessing*

Final Hymn

Not announced

Dismissal

The organ voluntary follows immediately after the Dismissal. This should be the voluntary itself, not improvisation.

The choir processes out, turning east to bow together first, and assembles outside the Song Room door in the aisle for the vestry prayer.

Information for visiting organists

Carlisle Cathedral's organ dates from 1856 and was originally built by 'Father' Willis. It has had subsequent rebuilds in 1907 (Harrison and Harrison), 1962 (J W Walker and Son) and 1997 (David Wells). With its four manuals and pedals and almost 4000 pipes it is one of the treasures of the Cathedral. More information can be found on website including the specification of the instrument: http://www.carlislecathedral.org.uk/the_cathedral_organ. The details below are to help you get the best possible playing experience and to answer any questions you may have prior to and during your visit.

Entering and exiting the loft

The organ loft door is located on the left hand side of the archway underneath the organ case. This will be locked so you will need to find the duty verger to unlock it for you (office in north-east aisle). On opening the door you will find the light switch on the left hand wall. Please take care not to bump your head on the way up. On exiting, please make the door locks on you way out.

N.B The steps are very creaky and noisy. Please therefore do not climb up or down during a service unless in an emergency.

Switching on and off

The blower switch is on the right hand side of the console on the Positive Organ stop jamb.

The light switch is to the left of the console at about shoulder height on the case itself.

If required, the fan heater to your left can be switched on with the dial on the right hand side of the unit (the sound is covered by blower noise so can be used in services.)

The television can be turned on by the button at the bottom right of the set. All other controls are to the left of the console underneath the fan heater. There are three cameras; camera 1 is pointing at the west crossing (to see when the choir is lined up), camera 2 is pointing at the choir stalls and can be moved by hand (behind you) as necessary to see the conductor and camera 3 is pointing at the high altar and can be useful during the offertory. There is also a mirror above you that is good for a general view of the east of the Cathedral.

The speaker to your right is connected to the main speaker system and allows you to hear the spoken word more clearly. The volume control ranges from 0 – 11 as required.

When you have finished using the organ, please make sure that everything is switched off and as you found it and that the swell pedals are fully open.

Piston memory channels

Divisional channels 14 – 15, general memory levels 81 – 96 and sequencer levels 801 – 999 are reserved for visiting organists. Divisional 16 is set as a quiet practice channel for piston practice (the same stops are available on every piston). You are most welcome to refer to the resident organists' divisional channels if you wish, but they must on no account be changed. It is strongly recommended not to use the sequencer, unless acquainted with this system, as it is very easy for things to go wrong.

N.B **Please do not**, under any circumstances, touch the **read** and **write** buttons at the top left above the solo manual. These are part of an old card reading system that if touched will wipe the entire organ memory.

Advice on using the organ

Although still essentially a Willis, the organ is now much more neo-classical in style with some German influences. For example, the Great flue work is not based on the usual Open I, II and III but on three Principals of differing character. The Positive is baroque in style, the Swell is brightly voiced in the Principal ranks and the Solo is a mixture of solo stops and choir stops. This mix makes the organ extremely versatile from Baroque German music, French Baroque music, French music (French swell by coupling Solo and Swell) and of course the English Romantic repertoire. Please have a look at the different divisional channels to get some ideas. As in many cathedrals, the organ does not sound quite the same downstairs quite as it does from the console.

A few pointers to help you along the way:

Pedal: This sounds very big at the console but the upper work does not speak well into the building. Use more 16' than you think (e.g. Open Wood). The Violone has some louder notes than expected. The Trombone and the Ophicleide sound the opposite volume downstairs to what they do at the console. The 32' is better used underpinning a large foundation sound or full Swell.

Swell and Solo: These both speak much more clearly than heard at the console. Take particular care with the Solo box as the first quarter of opening is quite dramatic.

Great: This is pretty much as you hear but the reeds are not as loud downstairs. Avoid the Open Diapason unless soloing at tenor pitch. Avoid the Mixture until at full organ as it is overpowering and bright.

Positive: This is in a separate case to the left of the console. It is not as loud downstairs as it is at the console. N.B Tuning on this manual can become different from the rest of the organ due to its proximity to the south door (Especially during the summer).

Suggested Bach Plenum: Gt to Mixture (no Open I) coupled to Sw to Mixture/Sesquialtera and Solo to mutations, Pedal (32') 16', 8', 4' flues, Trombone coupled to Positive to Cymbale and Double Trumpet 16'.

Accompanying congregational hymns (Sunday morning Eucharist)

In general, accompaniment of hymns needs to be fairly bold to support and encourage the congregation, but our building is such that this can successfully be achieved without using a huge amount of organ. In fact, too much organ can be quite overwhelming in the hymns.

A good 'foundation' for the hymns, would be Diapasons 8' and 4' on both Great and Choir, with some Swell coupled. The 16' Diapason on the Great (and the 32' on the Pedal) are also useful to give body to the sound without adding too much volume. Variation can then be achieved by adding the 2' on the Great and/or Choir, mutations, and altering the Swell registration and box position. Full Swell can become quite tiring on the ears, but the Swell generally works well in the background with the box closed, or open to about one third. For musical climaxes, the Swell box can be fully opened, and the Great mixture can be used sparingly for the loudest moments.

These are just some guidelines rather than precise instructions, so do bear them in mind, but feel free to explore and experiment.

Accompanying congregational hymns (Sunday afternoon and weekday feasts)

General maximum registration – Full Swell (box 1/3), Positive to 2', Gt to 4' (no Principal 4' or Open 8')

Accompanying choirs (Sunday morning Eucharist)

The congregation mainly sits in the east end of the building to where the organ speaks best in the main. (i.e over the heads of the choir). Please be aware it is therefore easy to drown the choir out

if the box is too wide or if there is too much upperwork. It is a good idea for the choir director to listen from the High Altar rail from time to time to gauge the best balance.

Accompanying choirs (Sunday afternoon and weekdays)

The congregation sits in the Quire for these services and therefore much closer to the choir, allowing for more organ. For psalms, it is only necessary to accompany on the Swell (with some Solo) being careful of the box. For large works, especially with a big adult choir, it is possible to use the majority of the organ at times, but again, best to get the choir director to listen from various different areas in the Quire.

Voluntaries and improvisations

Evensongs

During the week, there is no pre-service voluntary. The bell will be rung to signal the beginning of the service. The organist then improvises until the choir is in position, allowing enough time for the priests to enter their stalls (out of sight from the console). The note of the first response for the priest should be trailed from the last chord. The voluntary comes immediately after the Grace on weekdays, and after the Blessing on Sundays. It is suggested that this is no more than 6 minutes long on weekdays.

Sunday Eucharist

There is quiet organ music before the Eucharist which finishes a few minutes before the bell at 10:30.

An improvisation is required after the gospel, lasting no more than 1 minute. Material in this improvisation needs to have some relevance to the gospel reading.

Occasionally the Offertory hymn is not long enough. Extemporisation may be required after the last verse up to when the vergers place the communion rails in the centre.

While the choir receive communion there may be quiet organ music. The final voluntary begins after the dismissal.

Other things to note

Please be aware that the responses may be sung at treble or bass pitch depending on which Canon is singing the Office. Please make sure you check which it is. If in doubt, please give all notes in octaves. For services in the Quire priests notes (and choir) to be given on Swell Lieblich and Echo Gamba. On Sunday mornings the Sursum Corda to be given on the Swell Open Diapason.

Gospel acclamations and Eucharistic acclamation harmonies can be found on the organ when you arrive with suggested registrations.

Other useful information

Please do not rub anything out on the console music desk as eraser shavings can cause ciphers to occur.

On weekdays practice time is available between 8.30am and 10am and 3.30pm and your choir rehearsal. Although this is designated time for 'music in the cathedral', please be mindful of others. The building is often busy, especially during the afternoon slot with tourists and staff – not least the vergers. The Positive division is next to the shop, which is open between 10am and 4.30pm, so please avoid using this division during the first hour of your afternoon practice. In general, please do not undertake sustained loud practice for long periods, or when quieter practice would suffice.

In the event of any problems, please do not attempt to rectify these yourself, but seek out the duty verger, who will be able to pass on your query to the best-placed person. If any minor things occur which don't require immediate attention, please note these in the small blue book on the console.

We hope that you have an enjoyable and rewarding time playing the Cathedral organ here at Carlisle.

Edward Taylor
Assistant Organist

April 2018

Preparation timeline

What you need to do

Check online calendar to identify possible dates for your visit

Contact the Music Department Administrator to check that these dates are available

Complete and send us the booking form available on the website

Two months before your visit

E-mail the Music Department Administrator with your music list, as detailed on the Music List forms (available on the website)

At least one week before your visit

Contact the vergers to discuss any practical details about your visit. This will include the time at which you would like to arrive – the vergers will let you know if this is convenient, and they may suggest an amended time to avoid clashing with services or other events in the building.

What we need to do

Book those dates provisionally for your choir

Confirm the dates to you and book your choir in the Cathedral diary. We will also let you know which psalms are set at the services when you will be singing, and any important liturgical information, e.g. Saints' Days.

One month before your visit

We will send you the list of hymns