

# CHICHESTER CATHEDRAL

## Guide for Visiting Choirs & Organists

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## Introduction

We look forward to welcoming you to Chichester Cathedral!

This booklet is intended to help you prepare and plan for your visit. We hope that it answers most of the questions you may have about our worship and arrangements for rehearsals. However, please don't hesitate to contact us if you have any further queries.

Mr Chris George, Liturgy & Music Coordinator

[chris.george@chichestercathedral.org.uk](mailto:chris.george@chichestercathedral.org.uk) 01243 812 488

## Safeguarding

Your safety and wellbeing is very important to us. Please see our [safeguarding flow chart](#) and [contact document](#) by clicking on the links.

As a Cathedral we are committed to the protection of **all who visit us**, whether that's as a tourist, a visiting choir member, a volunteer, or a regular member of our congregation, for example. Please help us to sustain a safe and welcoming environment for all, by immediately raising any concerns you may have about the protection of children or **anyone** who might be vulnerable. Our Cathedral Safeguarding Officer, Mr Colin Perkins, can be contacted here: [colin.perkins@chichester.anglican.org](mailto:colin.perkins@chichester.anglican.org) 07500 771210. You can also talk to these specially trained people:

### THE DEAN

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### CLERGY

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You can read our Safeguarding Policy at  
<https://www.chichestercathedral.org.uk/about-us/safeguarding>

# Safety Notices

## Your responsibility as Choir Director

As Director of Choir, **you are responsible for your members at all times whilst on Cathedral premises.** Please consider the risks – as well as the obvious positives! – when planning your visit to Chichester. This is especially important if you're bringing children and young people, but you may equally have others that could be seen as vulnerable (perhaps due to mobility issues, for example.)

We recommend you draw up a risk assessment in advance to help you in your planning, and to both allocate and clearly communicate who amongst the choir leadership team is responsible for what during your time with us. Thank you.

## Our Song School

Our Song School is accessed via a long medieval stone spiral staircase (40 steep steps). There is no disabled access. If this poses a problem, please let us know immediately so we can explore other options, such as rehearsals in the Quire.

For safeguarding reasons, **no child under the age of 18 should be left unsupervised in the Song School.**

## Emergency Exit from Song School

Normally, you will enter and exit the Song School via the usual entrance in the nave just off the North Transept. If, in an emergency, this is not possible, then there is another emergency exit through the small hatch in the chorister cassock cupboard. Follow the staircase downwards to the Canons' Vestry on the ground floor of the Cathedral.

*Please familiarise yourself with this Emergency Exit Procedure:*

- Break the glass on the LHS of the hatch door for key
- 2 torches must be used – one by the person leading the way, and one by the person at the back
- Emergency exit involves ducking under a very low doorway and using an uneven spiral staircase. This is potentially hazardous and care should be taken to avoid slipping on the steps
- This area is a narrow space and so if any of your party are claustrophobic, please do inform us before your visit so this can be addressed.
- For your own safety nobody must attempt to climb the staircase any higher than the main floor of the Song School.
- All choir members must strictly observe the instructions of their leader at all times and act with due diligence and care.

### Evacuating during an event in worship

In the case that there is an event that occurs during worship that requires evacuation, please follow the instructions of the verging team, who are trained to deal with situations such as these.

If you have any questions regarding the process, please do ask a member of the verging team before the service on the day and they will be able to talk you through it.

### Choir Stalls

Please ask your choir members to take care when entering and leaving the Choir Stalls as the steps are steep and uneven.

**If you struggle with steps, please do stay seated and do not process out with the choir.** A member of the Verging team will be happy to help. Alternatively, we recommend that during your rehearsal in the Choir stalls someone is appointed to stand at the foot of the steps to help the other choir members as they come out.

# Choral Evensong

Details of the procedures at Evensong are given below.

The vergers on duty will give assistance with processional details on the day.

## Evensong – Weekdays and Saturdays at 5.30pm, Sundays at 3.00pm

*Book of Common Prayer (Page 19)*

- The Choir should be assembled in the South Transept by 5.25pm or 2.55pm Sundays. The Organist should play the Choir in with some quiet music, ending when the vergers have returned to their stall after all have bowed to the altar  
**\*Please note that it is not the custom at Chichester to sing an Introit.**
- On Sundays, a hymn is announced and sung immediately, after which all are invited to sit or kneel for the General Confession and Absolution.
- All stand for the opening Preces (*O Lord, open thou our lips*) which are sung – **give note for the Officiant.**
- An office hymn is sung (**announced**) on major feast days on Monday-Saturday. The Liturgy and Music Department will advise about this.
- Psalms for the day. The Psalms are **announced**. On major festivals, or on the eve of a major festival, a Proper Psalm replaces the psalms for the day. The Liturgy and Music Department will advise about this.  
**Our practice is only to sing a single Gloria at the end of the final psalm**
- Sit for the First Lesson
- *Magnificat*
- Sit for the Second Lesson
- *Nunc Dimittis*
- The Apostles' Creed is said and introduced with the words *I believe in God...* (The tradition in Chichester is not to turn East).
- The Officiant then takes up singing at *The Lord be with you* – **give note for the Officiant.**
- *Let us pray* is intoned - there is a slight pause for the congregation to kneel; the Choir remains standing
- The Lord's Prayer – the Officiant intones the beginning unless a harmonised setting is used.  
**\*The Common Worship Order One (Traditional Language) form of the Lord's Prayer is always used, (i.e. *Our Father who..., on earth..., those who*).**
- Responses and Collects are sung (**4 Collects during Advent and Lent**)
- The Anthem is **announced** by the Officiant. The **maximum duration is 6 minutes.** Please provide a translation of texts where applicable.
- The prayers after the anthem are read by the Canon-in-Residence
- The prayers end with the Grace
- The **weekday** custom is for the **Ferial Dismissal in G** (please give note) to be sung (standing in the stalls) after the Grace. The choir and clergy process back to the South

Transept during the Organ voluntary (maximum of 5 minutes). The spoken dismissal in the transept is said (or occasionally shouted!) over the organ.

- On **weekends**, after the Prayers a hymn is announced and sung, which is followed by the Blessing. Quiet organ music is played as the choir and clergy process to the South Transept, where the **Ferial Dismissal** is sung (please give note). The Organ voluntary (maximum of 5 minutes) is then played.

## Please Note

- On the whole, the settings for Evensong should be reasonably concise.
- *Responses*: **Please provide us with a copy of the responses (either by email or by post) when you submit your music choices.** If you are singing several services within one week it is preferred that you choose one set of Responses to be sung at all services. There may be special exceptions for this.
- *Canticles*: Magnificat and Nunc Dimittis. Canticles begin immediately after the lessons.
- *Anthem*: The maximum duration is 6 minutes, but shorter settings are preferred.
- *Final Dismissal*: The Ferial Dismissal in G is to be used by all visiting choirs. We will provide you with a copy of this.
- *Psalms*: The psalms for the day are required to be sung in their entirety. Should you feel the length required for your visit is too much then we can usually suggest a cut. The next page shows which psalms are sung when – but this pattern changes on feast days and Sundays. **We will confirm which psalms you need to prepare.**
- *Hymns*: The Cathedral usually uses the New English Hymnal. Amens are sung at the ends of hymns where they are printed (i.e. after a Doxology). Our normal practice is to sing the first and last verse in unison, and middle verses in harmony.
- *Cantor*: Normally, the Officiant will be provided by the Cathedral. If no singing priest is available, you will need to provide a Cantor. We will let you know about this in good time. The Cantor does not need to be in Holy Orders.

## Evensong Psalms for the Day

- Cathedral practice is only to sing the Gloria at the end of the final psalm

Day	Evensong Psalms	Amendments	
1	6, 7, 8		
2	12, 13, 14	<i>Psalm 14</i>	<i>Omit verses 5, 6 and 7</i>
3	18		
4	22, 23		
5	27, 28, 29		
6	32, 33, 34		
7	37		
8	41, 42, 43	<i>Psalm 42</i>	
9	47, 48, 49		
10	53, 54, 55	<i>Psalm 55</i>	<i>Omit verse 16</i>
11	59, 60, 61		
12	65, 66, 67		
13	69, 70	<i>Psalm 69</i>	<i>Omit verses 23 – 29 inclusive</i>
14	73, 74		
15	78		
16	82, 83, 84, 85		
17	89		
18	93, 94		
19	98, 99, 100, 101		
20	104		
21	106		
22	108, 109	<i>Psalm 109</i>	<i>Omit verses 5 – 19 inclusive</i>
23	114, 115		
24	119: 1-32	<i>In Psalm 119, the Gloria is only sung once at the end of the extract, not after each group of verses.</i>	
25	119: 73-104		
26	119: 145-end		
27	126, 127, 128, 129, 130, 131		
28	136, 137, 138	<i>Psalm 137</i>	<i>Omit verses 7, 8 and 9</i>
29	142, 143		
30	147, 148, 149, 150		
31	When no Proper Psalm is to be sung on this day the Psalms used are those Evensong Psalms which were omitted from the daily course on the most recent Sunday.		

# Choral Mattins – Sundays at 10.15am

*Book of Common Prayer (Page 4)*

Please note: in selecting the music for Mattins, the time element is vital.

The Service should end at the very latest by **10.50am**.

- Assemble in the South Transept by 10.10am, where the Head Verger will instruct in ceremonial.
- A Verger will lead the Choir to the Choir Stalls. The Organist should play the Choir in with some quiet music.
- Begin immediately with *O Lord, open thou our lips* (Give note for Officiant)
- Venite - verses 1-7, plus Gloria. Not announced, and sung immediately after the opening Preces. (During Eastertide the Venite is replaced by the Easter Anthems.)
- The Psalm is announced (Typically there will only be one, short, psalm at Mattins.)
- Sit for the First Lesson
- Te Deum or Benedicite. If you choose the Te Deum, it must be followed by Jubilate. Similarly, if you choose the Benedicite, it must be followed by the Benedictus.
- Sit for the Second Lesson
- Jubilate or Benedictus
- The Apostles' Creed is said and introduced with the words *I believe in God ....* (The tradition in Chichester is not to turn East).
- The Officiant then takes up singing at *The Lord be with you* (please give note)
- *Let us pray* is sung - there is a slight pause for the congregation to kneel; the Choir remains standing
- The Lord's Prayer – the Officiant intones the beginning unless a harmonised setting is used
  - \* The Common Worship Order One (Traditional Language) form of the Lord's Prayer is always used, (i.e. Our Father who...., on earth...., those who).
- Responses and Collects are sung (4 Collects during Advent and Lent)
- The Anthem is announced by the Officiant. The maximum duration is 3 minutes, in order to allow sufficient time between services. Please provide a translation of texts where applicable.
- Hymn is announced.
- Blessing (Choir remains standing)
- Organ voluntary (maximum of 5 minutes). The voluntary begins immediately after the sung dismissal in the stalls, and accompanies the procession out.
- The spoken dismissal in the South Transept is said whilst the organ plays.



# Sung Eucharist – Sundays at 11.15am

*Common Worship – Order 1 (contemporary language)*

There are **no announcements** during this service. Members of the congregation and choir are provided with a booklet containing full details of the service, including readings and hymns with the tunes printed. The instructions below will serve as a guide until you have the confirmed order of service which you will be sent a couple of weeks in advance.

Please assemble in the South Transept at 11.10am promptly.

- The vestry prayer is said. The Choir should say a firm 'Amen' as this serves as the cue for the organist to start.
- The choir and clergy process through the nave to their places during the Processional Hymn. The choir process under the Arundel Screen to sit in the quire stalls throughout the service. Additional organ playing may be required after the last verse of the hymn, as the altar is censed. Finish playing when the celebrant has stopped moving.
- The sanctuary party assemble in front of the Arundel Screen from where the Prayer of Preparation is said, standing, followed by the Confession and Absolution.
- The Gloria (Kyrie eleison in Advent and Lent) follows. If applicable, the Gloria incipit is usually sung by the celebrant (Liturgy and Music department will advise), for which please give the intonation. Before the service please give a copy of the setting to the Verger for the celebrant.
- Remain standing for the Collect.
- Sit for the first reading
- Stand for the sung Gospel Acclamation (led by the choir – music provided by the Liturgy and Music department) and Gospel Reading. The Responses before and after are said. Turn towards the reader for the Gospel. Organ music plays as the Gospel procession returns – finish playing when the servers have returned to their seats.
- Sermon
- Stand for the Nicene Creed which is said. (The tradition in Chichester is not to turn East).
- Sit or kneel for the Intercessions
- Stand for The Peace
- The offertory hymn is sung, the altar and congregation are censed. Additional organ playing may be required after the last verse of the hymn, as the altar and congregation are censed. Finish playing when the thurifer is stood to the side of the altar.
- The Sursum Corda and preface of the Eucharistic Prayer are sung unaccompanied (Liturgy and Music department will advise if otherwise)
- Sanctus (and Benedictus if applicable) – sung. The combined time limit for the Sanctus and Benedictus should be no longer than 5 minutes. If this will be exceeded, then just

sing the Sanctus. If a Latin mass is being sung, please sing the Sanctus only, with no Benedictus.

- Remain standing for the Eucharistic Prayer.
  - The Acclamation is said.
  - The Doxology will be sung by the Celebrant, ending with a sung Amen from the whole congregation (printed in the service booklet). (When Eucharistic Prayer A or G is used, the Doxology is said, followed by a sung response “Blessing and honour and glory and power...”, printed in the service booklet – organ accompaniment will be sent if applicable. Organist to give a note before accompanying)
  - Sit after the *Amen*
  - The Lord’s Prayer, breaking of the bread and invitation to communion are said
  - The Agnus Dei and motet are sung immediately after the Invitation to Communion
  - The choir receives communion after the congregation have all received – please move as directed. Some quiet covering organ music is required.
  - All stand for the Post Communion prayer, hymn (which is unannounced) and Blessing
  - The Dismissal is said
  - Organ voluntary (maximum of 5 minutes). The voluntary begins immediately after the Dismissal, and accompanies the procession out.
  - Exit to the South Transept. The spoken dismissal in the transept is said whilst the organ plays.
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# General Information

## What we need from you

Before your visit, we will contact you with a request for your musical choices, and a deadline by when this information is needed. This information will then be placed on our website, and the Cathedral Schema – the official listing of all Cathedral services and events. Occasionally we may ask you to change the music you have chosen, either because it appears in another service close to the date of yours, its length, or if we think it is inappropriate liturgically.

## Choice of music

In choosing music, please give precedence to the quality of the musical performance. Consider carefully the technical limitations of the choir and the accompanist, and do not attempt to be over ambitious. Experience has shown us that simple music well performed is far more effective than repertoire which overstretches the abilities of the musicians.

## Choir Size

Due to limited space in our stalls we can accommodate a maximum choir size of 35 people. Please refer to the Choir Stalls guidelines and Quire plan that follow.

## Rehearsals

**\*\* Please note: Visiting choirs no longer have a rehearsal slot on Sunday mornings. This is to allow our ever-growing Children's and Families Service.**

You will be notified of the specific rehearsal times available for your given date(s) in advance, and you will be asked to inform us of your preferences. This enables us to book you into the Cathedral Diary to avoid clashes with other events. Unfortunately, it isn't always possible to give you your preferred times due to other events or services taking place in the Cathedral at the time, and there may be rare occasions when changes have to be made to pre-arranged rehearsal times to avoid a clash with a service that has been booked in afterwards. It is very important that choirs and organists stick to the rehearsal times that they have been booked for and not to start early or finish late. This is particularly important when rehearsing in the stalls or on the organ.

## Song School

The Song School is available for use by choirs. On weekdays and Saturdays the choir may usually rehearse for the majority of the afternoon (stopping for the duration of any services taking place), and often mornings too, if desired. Specific timings are on the music choice booking forms. On Sundays the choir may usually rehearse from 1pm – 2.30pm.

**\*\*Please note: Practise in the song school outside the times laid out is not permitted. If you do wish to arrange alternative times, please inform us as soon as possible before your visit.**

We would be very grateful if choirs could note the following requests when using the Song School:

- Please do not eat or drink in the Song School.
- Please do not hang coat hangers on the historic woodwork around the edge of the Song School.
- Please take care not to remove music belonging to the Cathedral Choir that may be out in the stalls.
- Please do not remove hymnbooks from the Song School.
- Please leave the Song School in a tidy state once you have finished rehearsing and also ensure nothing is left behind.

### **Choir Stalls**

On weekdays and Saturdays, the choir may usually rehearse from 4pm - 5pm in the Stalls. On Sundays the choir may usually rehearse from 1pm – 2.30pm. We would be very grateful if choirs could note the following requests when using the Choir Stalls:

- Please do not eat or drink in the Choir Stalls.
- Please take care not to remove music belonging to the Cathedral choir that may be out in the stalls.
- The hymnbooks can be used but please do not remove them from the stalls.
- Please do not touch the light fittings on the choir stalls as they are easily damaged.
- Please do not tip up the seats in the stalls as the misericords below are very delicate.
- Please leave the Choir Stalls in a tidy state once you have finished rehearsing and also ensure nothing is left behind.

### **Organ Practice**

On weekdays and Saturdays the Organist can usually rehearse at 1.45pm - 2.30pm and 3.15pm - 4pm. During the holidays there is often extra time available at 8.45am - 10am. We can advise you on what practice time is available during your visit, according to the Cathedral diary.

### **Car parking**

Car parking is not available in the precincts. In special circumstances (such as minibus access) it may be possible to provide parking in the Bishop's Palace grounds, if advance notice has been given. We need a minimum of two weeks' notice for this and we cannot guarantee that we can obtain permission to park. Please contact Thomas Roberts if you would like to be forwarded a map of nearby car parks.

### **Toilets**

Toilet facilities are available in the North Transept of the Cathedral.

### **Behaviour when in the Cathedral**


Please remember that the Cathedral is a very ancient building, dedicated to God, and therefore needs to be treated with respect. If you are bringing young people, a reminder about appropriate noise levels and/or not running inside might be helpful.


### Choir Stalls Guidelines

We can only accommodate a maximum of 35 people in a choir. The Quire Plan, p11. illustrates the exact 35 places that can be filled in the Quire.

#### Legend

 1st Area

 2nd Area

 3rd Area

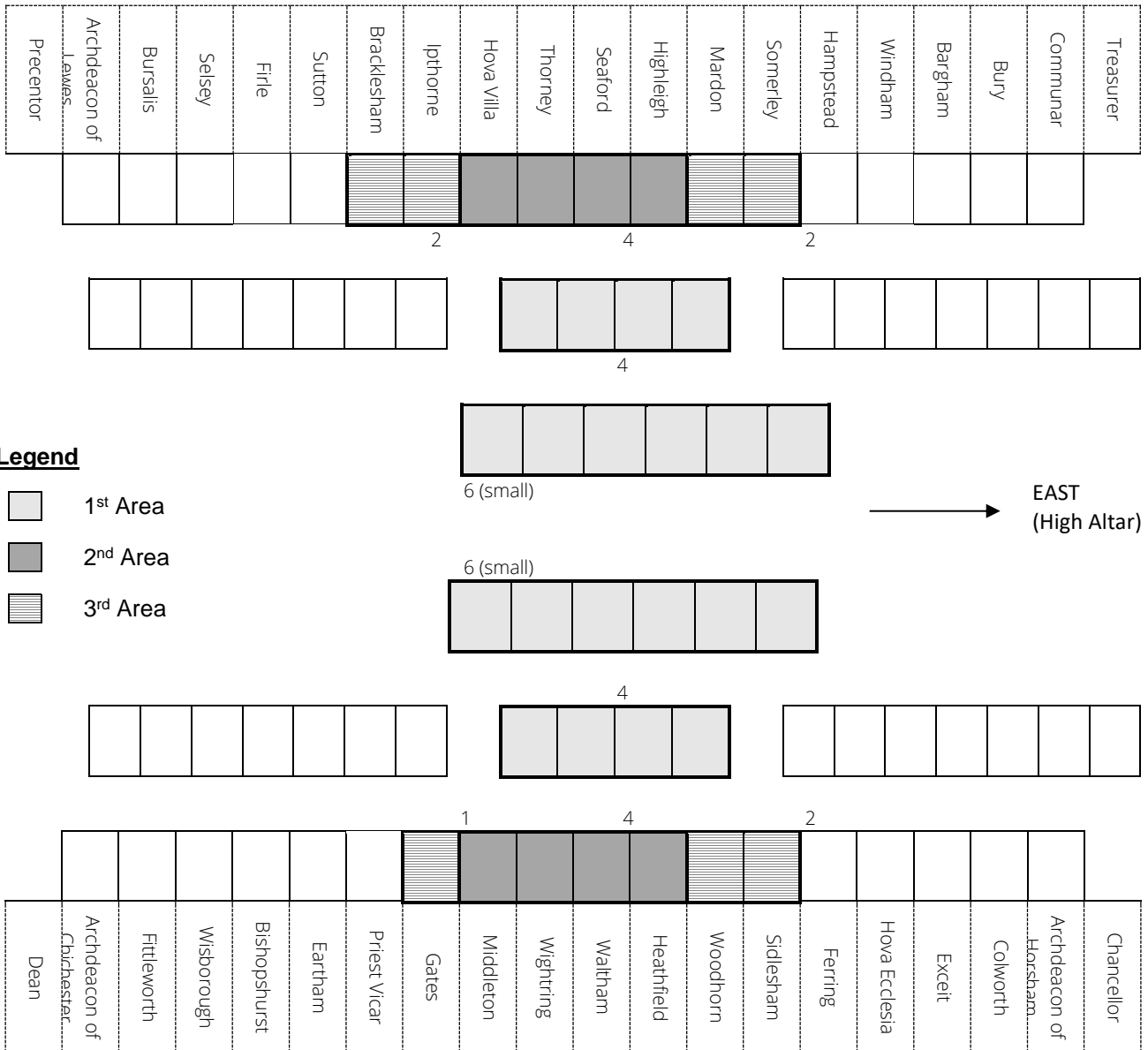
The legend illustrates the order in which these places are to be filled.

The 1st area is the Choir Stalls which the Cathedral Choir occupies. On either side there is a row of 6 chorister stalls and a row of 4 lay vicar stalls – making 20 places in total. These stalls need to be filled on both sides first. Please bear in mind that the 6 chorister stalls have less leg room than the others.

The 2nd and 3rd areas need to be filled in order and it is preferred that people are distributed on both sides as evenly as possible. The 2nd area has a total of 8 places, the 3rd area has a total of 7 places.

The Vergers will be prepared to give you any further help and guidance on the day of your visit.

# Quire Plan



# Notes for Organists

Hymn and service books can be found in the cupboard to the right of the console; controls for the television system are in the cupboard to the left of the console.

## Organ practice

On weekdays and Saturdays the Organist can usually rehearse at 1.45pm - 2.30pm and 3.15pm - 4pm. During the holidays there is usually extra time available at 8.45am - 10am.

- *Organists are asked to keep to their allocated practice time and not to start early or over-run. This is to prevent clashes with other events taking place in the Cathedral.*

## Pistons

Visiting organists may set any combinations they wish on memory channels 11 to 20. Each level of memory controls both departmental and general pistons. A 'conventional' setting of all the pistons will be found on memory 1; visiting organists are welcome to use this setting.

## Voluntaries

Before the service you may play as much or as little music as you wish, but please be sure that the organ is played quietly before the service and that you stop 2 minutes before the start, so that the vestry prayers can be said audibly in the South Transept. The Voluntary begins immediately after the sung dismissal in the stalls, and accompanies the procession out, so we don't need quiet music at this point. The spoken dismissal in the transept is said (or occasionally shouted!) over the organ. Voluntaries should last for a maximum of 5 minutes.

## Hymn play-overs

Play-overs should provide fitting introductions to the hymns (usually the first one or two lines, occasionally just the last one or two). It is not necessary to play over the whole verse.

## Hymn re-harmonisations

Changes to the harmony in the last verses of hymns are generally discouraged: they are used very sparingly and by the Cathedral's organists, and are calculated to enhance the congregation's experience and the liturgical atmosphere. Please be aware that many published re-harmonisations fall short of these criteria.

## **Giving notes**

Please read through the relevant pack for details of the service(s) you will be playing at. This will inform you of all of the notes you need to give throughout the service.

## **General**

Only the person accompanying the choir should play the organ, and it is not permissible for others to 'have a go'. It is acceptable for small numbers of people in your party to view the console, but please remember that after Evensong the Vergers (who will have been on duty since the early morning) will wish to close the Cathedral and should not be unduly delayed by groups of choir members visiting the organ loft.

Our safeguarding policy and procedures apply to visiting organists as well as the choir and the details of the visiting organists are required in the safeguarding and booking form prior to the visit.



## Organ Specification

<b>Great Organ</b>	<i>14 stops</i>	<b>Swell Organ</b>	<i>13 stops</i>
Double Open Diapason	16	Double Diapason	16
Open Diapason I	8	Open Diapason	8
Open Diapason II	8	Stopped Diapason	8
Stopped Diapason	8	Salicional	8
Principal	4	Vox Angelica T.C.	8
Suabe Flute	4	Principal	4
Twelfth	2 2/3	Flute	4
Fifteenth	2	Fifteenth	2
* Flageolet	2	Mixture 17.19.22	III
* Tierce	1 3/5	Fagotto	16
Full Mixture	III	Cornocean	8
Sharp Mixture	II	Hautboy	8
Trumpet	8	Clarion	4
* Clarion	4	Tremulant	
Swell to Great			
Choir to Great			
Solo to Great			
<b>Choir Organ</b>	<i>7 stops</i>	<b>Solo Organ</b>	<i>5 stops</i>
Stopped Diapason	8	* Wald Flute	8
Dulciana	8	* Flauto Traverso	4
Principal	4	* Cornet	III – V
Flute	4	Cremona	8
* Fifteenth	2	* Posaune	8
* Nineteenth	1 1/3	Solo and Choir Tremulants on	
* Mixture 22.26	II	Sub Octave	
Swell to Choir			
<b>Pedal Organ</b>	<i>9 stops</i>	<b>Nave Organ</b>	
Open Diapason (wood)	16	Playable by electro-pneumatic action	
* Violone	16	from the Great and Solo keyboards	
Bourdon	16	of the main organ and from a	
* Quint	10 2/3	separate moveable console in the	
Principal	8	Nave.	
* Fifteenth	4	* Open Diapason	8
* Mixture 19.22.26.29	IV	* Stopped Diapason	8
* Contra Fagotto	32	* Principal	4
Trombone	16	* Flute	4
Great to Pedal		* Fifteenth	2
Swell to Pedal		* Mixture 19.22.26.29	IV
Choir to Pedal		Subbass (pedal)	16
Solo to Pedal			
Solo Octave to Pedal			

*\* denotes new pipework at the 1986 rebuild*

## *Accessories*

8 thumb pistons to Great Organ  
8 thumb pistons to Swell organ  
6 thumb pistons to Choir Organ  
4 thumb pistons to Solo Organ  
4 thumb pistons to Nave Organ  
12 General thumb pistons  
Reversible thumb pistons to the usual couplers  
8 composition pedals to Swell Organ  
8 composition pedals to Pedal Organ  
Reversible composition pedals to Great to Pedal and Swell to Great  
Great and Pedal combinations coupled  
Pedal on Swell pistons  
General pistons on Swell composition pedals  
Adjustable pistons have 128 separate memory channels  
Sequencer with associated thumb and toe pistons for advance and reverse

The restoration work of 1984-86 together with the new additions are the work of N.P. Mander Ltd. The keyboard and drawstop actions of the main organ are mechanical, with electrically operated piston action and optional switched electrical assistance to the coupling.

## **Instructions**

Please ensure that your **hands and shoes are clean** before playing the organ.

**Never** adjust the **organ bench** while sitting on it. This strains the mechanism, and can cause serious damage.

Visiting organists are not permitted to open or enter the organ cases. In case of a fault, please inform the vergers.

Never use **rubbers** on the music desk. Remove copies to the organ bench before erasing any markings.

Generally, for practice after 10am, the loudest permitted registration is as follows: Swell 8' foundation stops and 4' Flute; Pedal 16' Bourdon; Choir 8' Flute.

Please take any **litter** away with you, and do not bring any food or drink into the organ loft. The door should always be locked when the organ is unattended.

**The mains switch** is located immediately inside the entrance to the organ, and controls the blower and all electrical circuits within the organ. Please turn this off as you leave the organ; it is not necessary to turn off the console or stairs light separately.

**The electric couplers** are operated from the panel in the cupboard to the right of the console, where preferences for the choir and solo tremulants may also be selected.

## Pistons

When the organ comes on the display on the top of the two piston control units will show the memory level currently in use. If you wish to set your own pistons, please use channels 21 to 30. If the signal light on the display unit is on, this means that a memory is locked. To unlock, turn the key to the right and then back to the central position again and the light will then disappear. To lock your own settings once you have set them, turn the key to the right and then back to the centre again and the signal light will reappear. If you prefer to use our own conventional setting of departmental and general pistons, you will find this on memory 1 (please do not alter any settings on this memory).

To switch on the **Nave Organ**, pull out the white knob to the left-hand side of the Nave draw-stops. The Nave organ should always be used together with the main organ for hymns at the Sung Eucharist on Sundays: for most hymns, a minimum of 8', 4' and 2' principals should be used.

## Voluntaries

Please conclude pre-service voluntaries 2 minutes before the start of the service so that the vestry prayers can be said in the south transept. After Evensong, please play quietly while the choir processes out and begin your voluntary after the closing prayers have been said in the transept. On Sundays, the voluntaries after Mattins and Sung Eucharist may begin immediately after the Blessing or Dismissal. The voluntary after Mattins should not be longer than about 5 minutes; after Eucharist, voluntaries may be a little longer.

**When you have finished**, please check that the main and Nave blowers are switched off, the swell box is open, and the mains switch immediately inside the organ door is turned off. Lock the organ loft door as you leave.

Our organ loft camera system is on its very last legs and is limping on until we can have it replaced. Please be very careful inside the LH cupboard: the connections are not all brilliant and if they are moved the camera system may fail entirely.

1. Switch the system on using the very top switch. The television monitor will come on automatically.
2. The switch on the black box immediately below the top switch overrides the colour system and switches in a black and white camera which shows the view of the South Transept, where the choir line up before and after services. **The south transept camera is currently not working; please don't touch the switch on the black box**
3. The next control down operates the remote control for the cameras. Top right you will see the four control buttons for left-right-up-down. The next two controls immediately under these control the zoom in and zoom out (on the panel the large figure of a man indicates zoom in and the small figure indicates zoom out). When you turn the system on there will be a red indicator light on one of the switches at the bottom of that control panel. This indicates that, when the top control buttons are pushed it will be the Choir camera that is responding to the instructions. If you press the button immediately above the red one which is illuminated, the illuminated light will then move to the button you are pressing, and this indicates that the same top controls will now be moving the Nave camera rather than the Choir camera. **The nave camera can still be controlled in this way. The quire camera cannot be moved or zoomed.**
4. The two buttons at the bottom of the lowest control box control the picture that is seen on the screen. Press the bottom button to see the Nave view and the button immediately above it to see the Choir.

# Copyright Designs and Patents Act 1988

It is essential for musicians to be aware of the copyright and performing right provisions contained within the Copyright Designs and Patents Act 1988 (referred to below as 'The Act'). It is also sensible to ensure that Church Authorities are aware of current legislation pertaining to copyright matters.

In general the author of a work is the first owner of any copyright in it. The Act states the duration of copyright in a work as 70 years from the end of the calendar year in which the author dies. Copyright in a typographical arrangement of a published edition lasts for 25 years from the date of first publication. A work passes into the public domain at the end of the term of copyright. In the case of sound recordings copyright is vested in the person who makes the arrangements necessary for the making of the recording. Copyright subsists in sound recordings and lasts for 50 years from the end of the calendar year in which the recording is made. The copyright owner in a musical work has the exclusive right to copy the work or any substantial part of it. A sound recording of organ music which is under copyright will amount to an infringement of that copyright if the recording is made without the licence of the copyright owner.

The Act provides that any performance in the United Kingdom is a 'qualifying performance' afforded protection under the Act. The performer's rights are infringed by a person who, without his consent, makes, otherwise than for private and domestic use, a recording of the whole or any substantial part of a qualifying performance.

Many well-known hymns might appear to be out of copyright because they sound as if they were written long ago. However, the music might be out of copyright but the associated words may have been written at a much later date; alternatively, the music to be recorded may be a modern arrangement of a work in the public domain. In such cases it is likely that at least part of the work remains in copyright and appropriate consent must be sought from the copyright owner(s). Permission is not required to perform or record works within the public domain.

Although Divine Service and, therefore, the Marriage Service, qualify as a public performance within the definition of the Act, the Performing Right Society chooses to grant a free licence for performances during Divine Service in churches or other places of worship and permission to perform copyright works is therefore not required.

## Recordings for private and domestic use only

If you wish to make an audio or video recording of your choir in the Cathedral, you should inform us as early as possible, so that a formal application can be made to Chapter. Please note that no recording of any sort may be made without such permission, and that a request does not guarantee permission.

Where a sound and/or video recording is to be made of a service then the party responsible for making the recording, must obtain the licence of the copyright holder or the appropriate collecting society acting on his or her behalf.

# Accommodation

The following are brief details of possible accommodation for choirs in the Chichester area, including some that you might not find on an initial google search. You are advised to arrange accommodation as early as possible, as availability can be limited.

The Cathedral has a number of accommodation options – from bedrooms at 4, Canon Lane, to luxury self-accommodation suites, an apartment and a stunning four-bedroom house. For details see: <https://www.chichestercathedral.org.uk/venues/accommodation>

Contact: Maria Gordon, Bookings and Events Administrator

Telephone: 01243 813586

Email: [bookings@chichestercathedral.org.uk](mailto:bookings@chichestercathedral.org.uk)

Proximity to Cathedral: Within the Cathedral grounds

## Travelodge Chichester Central

Chapel Street, Chichester,

PO19 1DL, United Kingdom

Sat nav postcode: PO19 1DL

Tel: 08719 846454

Within walking distance of several bus stops, this red-brick hotel is also a 1-minute walk from Chichester Cathedral and 4 miles from the 17th-century Goodwood House. No-frills rooms come with ensuite bathrooms and 30 minutes of free Wi-Fi per day, plus TVs, work desks and tea and coffee-making facilities. Other hotel amenities include limited on-site parking (which you must pay for). <https://www.travelodge.co.uk>

## Premier Inn, Chichester

Chichester Gate, Leisure Park, Terminus Rd, Chichester PO19 8EL

Phone: 0871 527 8242

Close to the Chichester By-Pass and a 4-minute walk from Chichester rail station, this modern no-frills hotel is 0.6 miles from Chichester Cathedral. Rooms range from singles to family rooms with 2 pull-out beds, where kids aged 15 and under eat and stay free with paying adults. In-room amenities feature free WiFi, pillow-top mattresses and en suite bathrooms with showers, as well as tea and coffeemaking facilities, TVs and desks. There's an on-site Thyme restaurant/bar and free parking. Breakfast (an extra cost) includes all-you-can-eat and light choices.

<https://www.premierinn.com/gb/en/home.html>

## University of Chichester, (Bishop Otter Campus)

College Lane, Chichester, PO19 6PE

Contact: Conference Services Reception

Telephone: 01243 816069

Email: [bedandbreakfast@chi.ac.uk](mailto:bedandbreakfast@chi.ac.uk)

\* The University is only able to accept bookings for accommodation during the Summer Vacation from mid- June until the first weekend in September.

The University of Chichester can accommodate up to 400 guests in its halls of residence. The University is sorry but is unable to accept young children under the age of 10 years old as all of the accommodation consists of single study bedrooms, there is a mixture of rooms with en-suite showers and some with shared facilities. The accommodation has been inspected by Quality in Tourism and has been rated 3 star for its Ensuite rooms and 2 star for its standard rooms in their Campus Accommodation rating scheme.

Proximity to Cathedral: 1 mile walk (15 minutes)

\* The University also offers accommodation at its Bognor Regis Campus (7 miles from Cathedral).

\* The University can also cater for groups and offer packages with rehearsal space on a Bed and Breakfast, Full or Half Board basis. Please contact the University Conference Office to discuss your requirements. Tel: 01243 812120 Email: [conference@chi.ac.uk](mailto:conference@chi.ac.uk)

#### Goodwood Equestrian Facilities

Goodwood Estate Co. Ltd., Goodwood, Chichester, PO18 OPX

Contact: Mrs Anita Skeats, Accommodation Supervisor.

Telephone: 01243 774157

Up to 80 people can be accommodated in dormitories which vary in size, accommodating between two and thirteen. Only available for groups of more than six.

Price: On application

Proximity to Cathedral: 4.5 miles

#### Great Ballard School

Eartham, Nr Chichester, West Sussex, PO18 OLR

Contacts: Mrs Sue Jay, Managing Director. Diane Johnston, Facilities Manager

Telephone: 01243 814236

Email: [admin@greatballard.co.uk](mailto:admin@greatballard.co.uk)

Accommodation with up to 50 beds.

Proximity to Cathedral: 8 miles

Use of swimming pool is allowable if there is a qualified lifeguard in the group with a certificate of proof.

Arundel Youth Hostel

Warningcamp, Arundel, BN18 9QY

Proximity to Cathedral: 13 miles

#### Littlehampton Youth Hostel

63 Surrey Street, Littlehampton, BN17 5AW

Proximity to Cathedral: 13.5 miles

Telephone: 01903 882204

Email: [arundel@yha.org.uk](mailto:arundel@yha.org.uk) or [littlehampton@yha.org.uk](mailto:littlehampton@yha.org.uk)

Accommodation varies from twin rooms up to rooms for 6.



### West Hill Park School

West Hill Park School, St Margaret's Lane, Titchfield, Fareham, Hants, PO14 4BS

<http://www.westhillpark.com/Lettings>

25 miles away – half an hour along M27

### Bedales

Bedales School, Church Road, Steep, Petersfield, GU32 2DG. 25 miles away – along A3 and A259.

<https://www.bedales.org.uk/home/bedales-estate/facilities-hire>

There are four boarding houses on the Bedales and Dunhurst sites, with 408 beds in total. Some ground-floor rooms are suitable for residents who cannot climb stairs; there are no lifts. All beds are singles (not bunks), and there is a desk or table for every resident. All boarding houses have common rooms and domestic kitchen facilities.

Bathrooms/showers are shared.

### Musgrove House B&B

63 Oving Road, Chichester, PO19 7EN

1.2 miles away – walkable distance to the Cathedral. 3 double/twin rooms, private parking.

Telephone: 01243 790 179

[enquiries@musgrovehouse.co.uk](mailto:enquiries@musgrovehouse.co.uk)

[www.musgrovehouse.co.uk](http://www.musgrovehouse.co.uk)

Form updated by: Thomas Roberts

Date: August 2024

To be reviewed: August 2025