

## INFORMATION FOR VISITING CHOIRS

Thank you for your contribution to music in St Asaph Cathedral and we look forward to welcoming you at our worship.

The Cathedral is a centre of many activities and the following notes are intended to help the smooth arrangements of your visit and to make the most effective use of your talents in worship here.

Should you have any queries, please do not hesitate to contact us at the Cathedral Office on 01745 532581.

We hope that your visit will prove inspiring, and that we shall have the pleasure of welcoming you here again in the future.

### **Safeguarding**

St Asaph Cathedral Chapter is committed to creating a safe environment in which children and vulnerable adults can flourish and contribute to the working life of the Cathedral in the context of a safe and supportive environment. The policies on Safeguarding of Children and Vulnerable adults can be found at <https://www.churchinwales.org.uk/structure/representative-body/hr/safeguarding/>

Choir leaders must ensure that:

- Children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring
- You have full liability insurance for this

There are no dedicated toilet facilities available for visiting choirs in the cathedral. There are public, gender neutral toilets in the cathedral. Appropriate supervision should therefore be put in place for any under 18's using the Cathedral toilet facilities. The Song School is not accessible by the general public and the toilets there are for exclusive use of those using the building.

In the event of Fire, or if an emergency evacuation is necessary, the choir leader is responsible for ensuring all choir members leave by the nearest safe exit. All choir members should proceed to the fire assembly point which is in front of the Diocesan Office opposite the north-west corner of the Cathedral and next door to the Song School (unless otherwise advised).

An accident book is located in the Cathedral, and you are required to complete details of any accident or incident occurring which did or could give rise to injury. Details should be completed as soon as possible after the incident but before you leave the Cathedral. Please speak to a member of the Cathedral staff.

### **Arrival**

You will be met by a member of the Cathedral staff who will welcome you and generally make things as easy as possible for you. You will have the use of the Song School for storage of robes etc, and this contains a piano for rehearsal and/or pre-rehearsal warm-up.

## Music

We request that you return your chosen music on the forms provided **as soon as possible** to avoid duplication of repertoire, and so that the music lists and service papers containing details of your music can be printed. It is also important that you complete the details of numbers accurately in order that we have an some idea of how many people we can expect. It is important that you make a copy of the proforma before returning it as it contains details which you will not otherwise have on file.

The Cathedral reserves the right for the Precentor to suggest adjustments to the proposed music, where, in his judgement, this would be prudent.

## Psalms and Hymns

Psalm are taken from the Church in Wales Lectionary. Details and text can be provided by the Cathedral. Hymns for the Cathedral Eucharist are chosen by the Precentor but hymns for Evensong may be selected by you. Evensong Psalms are from the Church in Wales Book of Common Prayer 1984 which uses the Revised Parish Psalter.

## Sunday Eucharist

The Song School is reserved for you from **9.30am** and the Cathedral is available from **10am**. You should arrive at the Cathedral in good time in order that you may assemble in the Song School, unpack, robe and be ready for your rehearsal. During this time instructions will be given regarding processing in and out and about receiving holy communion. The rehearsal in the Cathedral should be finished by 10.30am. You are free to continue rehearsing in the Song School.

The service begins at **11am**, and uses the Alternative Order for the Holy Eucharist in the Church in Wales 2004, and follows the order from Page 23. Any period of setting is appropriate, and we are quite relaxed about the mixture of styles and languages, including the use of Latin. We shall send you the Responsorial Psalm, the Gospel Alleluia and the other weekly sung parts of the service. The Choir will sing the *Gloria* (or *Kyrie* during Advent and Lent), Sanctus, Benedictus and Agnus Dei, and the Motet during the administration of Holy Communion.

The choir should be assembled in the Song School at **10.50am** for the vestry prayer and procession over to the Cathedral at **10.55am**. This will ensure a prompt start to the service, which is usually over by **12.15pm**.

## Sunday Evensong

The Cathedral is available for your rehearsal from **1.45pm**. Your rehearsal should finish 20 minutes before the service in order that you rehearse the outward procession before the congregation take their places for the services.

The person officiating at the service will be available to rehearse the Responses with you, should you wish, at the end of the rehearsal. Please advise us if you require this. The service is from the Church in Wales Book of Common Prayer 1984, but canticles and responses are usually BCP 1662 (there is very little difference in the wording).

The choir should be assembled in the Song School at **3.25pm** for the vestry pray and procession over to the Cathedral at **3.27pm**. The service is at **3.30pm** and is usually over by **4.12pm**.

## **Song School**

When leaving the Song School unattended, please ensure that the door is firmly locked.

## **The Organ**

The organ is a fine 4-manual instrument by William Hill. It was re-built by Woods of Huddersfield in 1998 when organ case was installed. It has a number of channels of memory and there can be someone on hand to show your organist how to use these.

To arrange to practice time on the organ please contact the Cathedral Office on 01745 532581

## **General Guidelines**

Choir leaders are asked to bear in mind the difficulties of adjusting to an unfamiliar building when choosing the music. Because the service is being held in a Cathedral, there is sometimes felt to be the need to produce something on a grand scale – this is not so! The choice of music should be suited to the capabilities of the singers. Something simple, performed well, is likely to be more conducive to worship. Overall presentation is important and so we expect an appropriate standard of dress both inside and outside the Cathedral.

## **Accommodation**

Unfortunately, the Cathedral is not in a position to offer accommodation, as we have no residential choir school. The Tourist Information Centre website [https://www.walesdirectory.co.uk/Towns\\_in\\_Wales/St\\_Asaph\\_Town.htm](https://www.walesdirectory.co.uk/Towns_in_Wales/St_Asaph_Town.htm) will be able to give you details of accommodation in the area.

## **Refreshments**

All the congregation are invited for tea/coffee and biscuits after the Sunday Morning Eucharist in the South Trancept of the Cathedral, and our visiting choirs are most welcome. There is a small kitchen in the Song School which is available for you to use for hot and cold drinks and where you can eat a packed lunch.

## **Further Information**

For further information about St Asaph Cathedral please visit our website:

[www.stasaphcathedral.wales](http://www.stasaphcathedral.wales)

**SUNDAY EUCHARIST**  
(Church in Wales 2004 Rite, Modern Language)  
11am

**Organ Voluntary** (*Finish by 10.55am*)

*Choir waits at the back of the Cathedral for:*

Notices and welcome

*The organ plays the choir in and then we sing*

**Entrance Hymn** (*Not announced*)

Confession and Absolution

**Gloria** (*Kyrie in Advent and Lent*)

Collect

Old Testament Reading

**Responsorial Psalm**

New Testament Reading

**Gospel Acclamation & Sentence** (*Sung*)

Gospel (*face the reader*)

**Gospel Acclamation & Sentence** (*Sung*)

Sermon

Creed

Intercessions

The Peace

**Hymn** (*Unannounced*)

Eucharistic Prayer

**Sursum Corda**

**Sanctus & Benedictus**

**Acclamations**

**Great Amen**

Lord's Prayer

**Agnus Dei**

Invitation

**Communion Motet**

**Post Communion Hymn**

Post Communion Prayer

Blessing

Dismissal

**Organ Voluntary**

**CATHEDRAL CHORAL EVENSONG**  
**(Church in Wales BCP 1984 with elements of 1662 BCP)**  
**3.30pm Sunday**

**Organ Voluntary**

Entrance of Choir and Clergy

**Responses**

**Psalm** (*announced*)

1<sup>st</sup> Lesson

**Office Hymn** (*announced*)

**Magnificat**

2<sup>nd</sup> Lesson

**Nunc Dimittis**

Creed (*said*)

**Lesser Litany, Lord's Prayer and Responses**

**Collects**

**Anthem** (*announced*)

Prayers

**Hymn** (*announced*)

Blessing

**Organ Voluntary**

Exit of Choir (*Choir lead – Clergy follow*)

**PLEASE RETAIN THIS FOR YOUR OWN INFORMATION**

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO US NO LATER THAN SIX WEEKS BEFORE THE SERVICE IN ORDER TO CONFIRM YOUR BOOKING**

**ST ASAPH CATHEDRAL  
SUNDAY CHORAL EUCHARIST 11am**

DATE ...../...../.....

Sung by the Choir of .....

Choir Leader .....

Address .....

Telephone ..... Email .....

Organist Name .....

Telephone ..... Email .....

Mass Setting.....

Psalm ..... or Gradual Hymn .....

Communion Motet .....

Organ Voluntary .....

Number of Singers:

Trebles/Sopranos .....

Altos/Contraltos .....

Tenors .....

Basses .....

**I confirm that I have read and agree to abide by the guidelines and safeguarding policies as found above.**

Signed ..... (Choir Leader)

Date .....

Please return this form to: The Precentor, St Asaph Cathedral Office, High Street, St Asaph. LL17 0RD or email in pdf format to: [precentor@stasaphcathedral.wales](mailto:precentor@stasaphcathedral.wales)

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO US NO LATER THAN SIX WEEKS BEFORE THE SERVICE IN ORDER TO CONFIRM YOUR BOOKING**

**ST ASAPH CATHEDRAL  
SUNDAY CHORAL EVENSONG 3.30pm**

DATE ...../...../.....

Sung by the Choir of .....

Choir Leader .....

Address .....

Telephone ..... Email .....

Organist Name .....

Telephone ..... Email .....

Setting ..... Responses .....

Psalm ..... Chant .....

Anthem .....

Hymns .....

Tunes ..... (New English Hymnal)

Organ Voluntary .....

Number of Singers:

Trebles/Sopranos .....

Altos/Contraltos .....

Tenors .....

Basses .....

**I confirm that I have read and agree to abide by the guidelines and safeguarding policies as found above.**

Signed ..... (Choir Leader)

Date .....

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