

St Mary Redcliffe Church, Bristol

Information for Visiting Choirs 2018-2019

2018 dates available for Visiting Choirs (Sundays)	2019 dates available for Visiting Choirs (Sundays)
11 or 18 February	17 or 24 February
8 April	(8 April)
27 May or 3 June	26 May or 3 June
22,29 July	21,28 July
12,19,26 August	4,11,18,25 August
28 October	27 October

Introduction

Visiting Choirs are welcome throughout the year but especially during school holidays on Sundays, when our main choirs are on holiday. Saturday Evensong is sometimes possible at 4.30pm if there are no concerts or weddings scheduled at the same time. We can often accommodate visiting choirs on request on weekdays in term time to sing Choral Evensong at 4.30pm but we do not often a full week's residency as happens in some cathedrals.

At the church, it is the choir's role to lead the worship both in the sung liturgy and the spoken word. When your choir is singing here, you effectively become 'our choir'.

This booklet aims to provide all the relevant information needed for your visit. It is for those coming to sing one service, or a weekend of services, for adult choirs, or for choirs with a range of ages, so please refer to those sections which apply to you. If you have any queries about anything within this document, or any other point that needs extra clarity, please do not hesitate to contact me. Thank you for leading our worship.

Andrew Kirk
Director of Music
0117 231 0065 (office hours)
a.kirk@stmaryredcliffe.co.uk

Further information about the church can be found at:
www.stmaryredcliffe.co.uk or 0117 231 0060 for general enquiries

Preparing for your visit

In choosing your music, please consider the quality of the performance you will give and the capabilities of your musicians. Experience has shown that good performances of simple repertoire, already well-known to the singers, are often more satisfying for choir and congregation than ambitious attempts at more complex music.

Please ensure that music choices are of an appropriate length – for instance, extensive polyphony in the Sanctus and Benedictus is not always helpful to the flow of the Eucharist, however beautiful it may be! If these two items are longer than 3-4 minutes, we would recommend omitting the Benedictus.

Psalmody Evensong – The Psalms are from a version of the Book of Common Prayer Psalter, but the English Book of Common Prayer (Coverdale) text is used. Words for psalms can be found most conveniently from the Oremus Bible Browser – bible.oremus.org.

Psalms for the day will be confirmed within 2-3 months of your visit. Usually there is a choice Mon-Sat between using the Psalms for The Day (or a portion of them) or the Psalm set in the Common Worship Lectionary.

Hymns are chosen by the Clergy or Director of Music at Redcliffe and will be given to you once you have submitted the music your choir intends to sing. If you have a particular favourite hymn, we may be able to accommodate your wishes.

Please consider the liturgical season and any particular feast days that may fall during your visit, and try to select music which complements each occasion. In choosing music for Sunday services, it can be particularly helpful to look at the Common Worship Lectionary for the day in question. We are very happy to offer guidance or suggestions, so please don't hesitate to get in touch if you would like to discuss music for a particular date before making a final choice.

Readings at all services are from the Common Worship Lectionary. On Sundays, the 9.30am Eucharist is treated as the principal service, with Evensong as the second service and Mattins as the third service. However, there are some variations, so please double check with us that a particular reading will be used if it is linked to your choice of music.

Notes for Organists

Welcome to St Mary Redcliffe Church and the magnificent Harrison & Harrison Organ (4327 pipes) which was built in 1912. It was fully restored by H&H in 2010.

Please check before you start playing that there is not a service, tour or other event happening.

See one of the vergers if unsure or if there are any urgent problems with the instrument.

During the day, when the church is open, including Sundays, please keep within the following levels:-

Great up to 8 & 4 flues – Gt 3 on div level 1 (pipes above console).

Pedal to balance.

Swell boxes almost closed for chorus reeds (pipes in n.transept/aisle)

Choir/Solo within reasonable limits: avoid the Tuba please. (pipes on right side – choir at lower level behind woodwork and unenclosed; solo/echo above choir at level of south façade pipes)

The exception to this guide is visiting organists rehearsing on a Thursday for the Lunchtime Recital (but please try to avoid playing loudly for long periods of time)

Pistons & Memories

Divisionals: 1-3 – please do not alter. Divisional 1 or 2 is set up for normal service playing.

Generals: Director of Music Levels 1-49; Assistant Organists 50-99; **Visiting Organists 100-149**; Recordings 150-199; Organ Scholar 200-229; Organ Students/Spares 230-256.

Visiting organists - please leave a note with the channels you have used if necessary.

Apart from levels 100-149, please do not alter any of the other general levels without permission.

Choir Accompanying

It is often best to use the **solo/echo**, where the pistons (levels 1,2) are set up as a swell division.

The **left expression pedal** is for the solo/echo (although the Tuba is unenclosed).

The **choir** organ can be used freely; **great/pedal**- 8fts are usually ample for accompaniments, but quite a lot more can be used for hymn playing (up to mixtures for a large congregation of 100+).

The choir cannot hear the softer swell stops from the stalls, but it can be used for solo effects. The **swell** chorus reeds are too loud to 'balance' the choir in most accompaniments. The **right swell pedal** is best used for a normal crescendo, with the **middle pedal closed**. Use both swell boxes fully open with great discretion! Avoid octave couplers with full swell please.

Balance is generally as you hear at the console: take care balancing swell, choir and solo divisions if uncoupled, bearing in mind the swell division is much nearer you! The 32ft ophicleide only balances with the manuals when all the great and swell reeds are in play. (Please do not couple the Tuba). When you have finished playing, please leave all the expression (swell) boxes open!

If you find any **faults**, please write these in the organ tuning book, preferably in pencil. If you are playing for a Sunday service, please write the names of your voluntaries in the A4 book to be found on the shelves behind the organ bench.

Use of Erasers – please remove music from the desk before any rubbing out.

Organ Voluntaries

It is the custom at the church to play a bigger voluntary after the 9.30am service (up to 5 minutes duration but no longer please) .The voluntary at Mattins should reflect the quieter nature of the service and is generally a quieter and shorter piece (similar to a Cathedral mid-week Evensong). Sunday or weekday Evensongs can be loud pieces or quieter, at your discretion. Please avoid using the Great and Pedal Reeds apart from at the very end of a big voluntary – the volume of the organ can be devastating to other worshippers, tourists and staff! It will not be possible to practise loud voluntaries on a Sunday morning before the service – see the guidelines on volume listed earlier.

Administration

Initial Preparation Timeline

Contact Andrew Kirk (AK) with suggested dates of visit.

AK confirms dates in consultation with other church staff, asks for visit to be booked into diary.

As soon as booking is provisionally taken:

Complete the Choir information on and email it to me

Once confirmation has been received:

Email AK with your music choices for the service(s) 6 weeks or more before your visit

AK sends list of hymns and psalm for your visit 3-4 weeks before.

On arrival at the church

Check in with the Duty Verger, who will look after you on your visit. The Vergers are on hand as your first point of contact. They will direct you to the choir vestry downstairs for rehearsal and/or changing, as necessary.

The Vergers will take you through the specifics of the service you are singing, including the choreography of processing, the order of service, and any other information as deemed necessary. For choirs singing our Sunday services, please note that there is an 8.00am Communion in the Lady Chapel. This lasts until approximately 8.45am, so no rehearsal time in church is available till then.

Car parking: Limited space for up to two cars may be made available in the staff car park if you let us know in advance. Please report to the Verger on duty to provide registration details of cars parked. There is some car parking on Pump Lane (free on weekends) and an NCP car park on Portwall Lane (off Redcliffe Way) which is operational 24 hours per day.

Rehearsals: Generally, choirs are able to rehearse in the Stalls from 3pm on weekdays and from 5.00pm on Sundays. However it is highly recommended to book rehearsal times to avoid clashing with any other activities. We ask that choirs vacate the choir stalls 20 minutes before the start of the service so that people arriving for the service have time for private reflection. Organists who wish to book additional practice time should contact us directly.

The Choir Vestry: If you are visiting within choir term time, the Choir Vestry will usually be made available as a rehearsal room. Please leave this in the state you found it (i.e. tidy) with all litter in the bins. Please ensure the outer door is bolted before services so valuables can be kept safely in the vestry. No responsibility can be taken by the church for any missing or stolen items.

New English Hymnal (NEH): Up to 16 Full Music copies and 20 melody editions are available for visiting choirs for use during your stay with us. Please do not use alternative hymn tunes unless we have indicated this on the music list or when sending hymn information.

Refreshments: The ARC café is normally open for lunch/snacks from Mon-Fri 10.00am – 2.30pm. Tea, Coffee, squash, and cake/biscuits will usually be provided by church members between rehearsal and service at the back of church at 4pm Mon-Sat and 5.45pm on Sundays.

Toilets: there are several toilets near the undercroft café near the choir vestry exit door. There is a portaloo with level access in the south churchyard.

Choir Stalls Please ask your choir to leave the stalls tidy after each rehearsal and service – nothing should be left behind (including hymn books and water) when the service is over. Please do not bring food and drink into the choir stalls. Bottled water is acceptable if used discretely.

Rehearsals: Robed choirs who wear cassocks and surplices should wear cassocks but not surplices for all rehearsals in the church. Choirs which do not usually robe should dress smartly (suits and ties for men).

Services: Again, non-robing choirs should dress smartly.
At Evensong (but not the Eucharist) robing choirs may wear academic hoods.

Recording If you wish to record your choir, you need to inform us. You are asked to record discretely and with consideration for those worshipping.

Information about Services

Please be ready to provide your own cantor for the responses at services.

It is possible that one of our Clergy or Lay Ministers may be able to sing these if requested.

Please complete the following information, copy and paste, and email it to the Director of Music Music, Andrew Kirk: a.kirk@stmaryredcliffe.co.uk

VISITING CHOIR INFORMATION

Name of choir: _____

Name of director of music: _____

Contact for director of music (email/telephone number): _____

Name of organist: _____

Contact for organist: _____

Number in choir (please indicate numbers of minors, if relevant): _____

Robed or unrobed? _____

Date(s) singing at St Mary Redcliffe:

ORDER OF SERVICE FOR EVENSONG

Time 4.30pm (Mon-Sat); 6.30pm Sunday

Introit (optional) sung from the Lady Chapel Ambulatory

Walk into organ music (short way)

Welcome

Preces

Psalm(s)

Old Testament Reading

Magnificat

New Testament Reading

Nunc Dimittis

Creed (said)

Versicle and Response, Lesser Litany, Lord's Prayer (sung or intoned) Versicles and Responses,

Collects

Anthem (title & composer) (announced)

Prayers and Grace

Hymn

Process out (short way)

Final Responses (optional)

Organ voluntary.

(On Sundays there is an extra hymn and a Sermon after the Prayers and Grace)

Please send the information in this box to AK no later than six weeks before your visit.

MUSIC CHOICES FOR EVENSONG

Date: _____

Introit (optional) _____

Preces and Responses: _____

Magnificat and Nunc Dimittis: _____

Anthem: _____

Sung Final Responses: (optional) _____

ORDER OF SERVICE FOR CHORAL EUCHARIST

Time 9.30am

The organ music stops at 9.25am, and is followed by the Welcome and Notices

Processional hymn (after Vestry Prayer)

Greeting,

Collect for Purity,

Confession (Kyrie sung in Lent and Advent),

Absolution

Gloria (usually Merbecke or Shaw – can be a choral setting if requested in advance),

Collect of the day

Old Testament Reading

New Testament Reading

Gradual Hymn

Alleluia Chant/Acclamation sung by Choir and Congregation (We provide music and text)

Gospel Organ fanfare to cover procession after Gospel (30 secs) Sermon

Creed (sung to Merbecke or Shaw)

Intercessions

The Peace

Offertory hymn

Sanctus and Benedictus sung by the choir

Lord's Prayer (said)

Agnus Dei, sung by the choir

Choir receive communion

Communion of the people during which a Motet is sung

Communion Hymn towards end of people's communion

Post-Communion prayer said

Blessing Dismissal

Recessional Hymn

Vestry Prayer (organist to wait for Amen)

organ voluntary

Please send the information in this box to AK no later than six weeks before your visit.

MUSIC CHOICES FOR EUCHARIST

Date: _____

Mass setting: _____

Communion motet: _____

Organ Voluntary: _____

ORDER OF SERVICE FOR MATTINS

Time 11.15am Sunday

Introit (optional) sung from the Lady Chapel Ambulatory

Walk into organ music (short way)

Welcome

Preces

(We do not sing the Venite)

Psalm(s)

Old Testament Reading

Te Deum

New Testament Reading

Jubilate

Creed (said)

Versicle and Response, Lesser Litany, Lord's Prayer (sung or intoned) Versicles and Responses,

Collects

Anthem (title & composer) (announced)

Short Meditation, Prayers and Grace

Hymn

Process out (short way)

Final Responses (said or sung)

Organ voluntary.

Please send the information in this box to AK no later than six weeks before your visit.

MUSIC CHOICES FOR MATTINS

Date: _____

Introit (optional) _____

Preces and Responses: _____

Te Deum: _____

Jubilate: _____

Anthem: _____

Sung Final Responses: (optional) _____

ACCOMMODATION SUGGESTIONS

HOLLAND MERCURE HOTEL Redcliffe Hill (2 minute walk)

DOUBLE TREE HILTON Redcliffe Way (1 minute walk)

YOUTH HOSTEL Prince Street (5 minute walk)

VARIOUS B&Bs and GUESTHOUSES Coronation Road (10 minute walk)

BRISTOL UNIVERSITY The Accommodation Officer 0117 928 9000 University of Bristol central-catering@bris.ac.uk c/o Senate House Tyndall Ave Bristol BS8 1TH

The Accommodation Officer 0117 962 6261 University of the West of England Coldharbour Lane Bristol BS16 1QY

COLLEGES The Bursar 0117 968 2803 Trinity College Stoke Hill Bristol BS9 1JP
The Bursar 0117 959 1200 Wesley College Henbury Road Bristol BS10 7DQ
The Bursar 0117 926 0248 Bristol Baptist College 8 Woodland Road Bristol BS8 1UN

CHILD PROTECTION REQUIREMENTS

Visiting Choirs that include children or young people under the age of 18 should confirm that they follow their own Child Protection. I confirm that my choir follows a procedure that includes checking the background of choir trainers and choir attendants including a current DBS or equivalent if from overseas.

Please sign and return this declaration form.

Name (please print).....

Position.....

Signed.....

Date.....