

INFORMATION FOR VISITING CHOIRS
(updated August 2024)



Introduction

We are extremely grateful that you have offered to sing at Salisbury Cathedral. We very much look forward to welcoming you, and hope that you will enjoy your visit.

Aside from the major Festivals at Christmas and Easter, the Cathedral Choir only sings during school terms, so there are many occasions throughout the year when we depend on the generosity and enthusiasm of visiting choirs to sing services here. We are conscious of the considerable time and hard work required and are very appreciative of the high standard achieved. We take pride in our Cathedral being a centre of musical and liturgical excellence, and it is to the great credit of our visiting choirs that this is maintained so effectively during the absence of the Cathedral choir.

We hope that during your visit you will derive much satisfaction from your contribution to our worship and find time to enjoy the Cathedral and our wonderful city to the full.

Canon Anna Macham, Precentor

Contacts

Hester Greatrix
Music Officer
First point of contact for visiting choirs

- h.greatrix@salcath.co.uk

Cathedral Vestry
For guidance on practical issues in the Cathedral during your stay

- 01722 555150
- vestry@salcath.co.uk

Visitor Services
Contact for tours of the Cathedral

- 01722 555120
- visitorsadmin@salcath.co.uk

Before your visit

In advance of your visit to Salisbury Cathedral we require you to submit a **Music Details Form** alongside a Safeguarding Form.

The Music Details Form should be submitted to the Music Officer (h.greatrix@salcath.co.uk) at least **three months** before your visit. All visiting choir repertoire must be approved, after which it can be included in our Music Scheme. Missing or late information delays the printing and publication of our Music Scheme and Sunday Notices, and in an extreme case may result in your booking being withdrawn.

All visiting choirs must download, complete, and return the relevant Safeguarding Form at least **four weeks** prior to their visit. We reserve the right to cancel your visit if the form is not returned in this timescale. The completed form should be sent to our Music Officer (h.greatrix@salcath.co.uk) and will be retained on file.



Repertoire

The following music is required from all visiting choirs. We ask that music is chosen to reflect the liturgical season, and that it is not overly ambitious or elaborate. Choirs should also learn the necessary Final Responses, Sung Amen, Gospel Acclamation, and familiarise themselves with the spoken elements of the service.

Choral Evensong (Monday-Saturday 17:30, Sunday 16:30)

- Very occasionally, a short **Introit** is required
- **Responses** (chosen from the Cathedral set list)
- **Psalm**
- An **Office Hymn** will be set for the eve of a Feast and for a Feast Day
- **Magnificat** and **Nunc Dimittis**
- **Anthem** - up to 8 minutes long.
- A **Hymn** is sung on Saturday and Sunday Evensongs as well as some Feast Days
- On weekdays, Saturdays, and Sundays (respectively), Evensong concludes with the **Ferial** or **Festal Responses** by Naylor, or the final **Amen** by Orlando Gibbons
- **Organ voluntary** - up to 10 minutes long. No voluntary on Fridays.

Sung Eucharist (Sunday 10:30, weekday Feasts 17:30)

- The service includes several **Hymns**, the first of which is sung in procession
- **Mass Setting** - Kyrie*, Gloria†, Sanctus & Benedictus‡, Agnus Dei
- The **Gospel Acclamation** set for the liturgical season (Organ Book)
- The **Creed** is recited
- The **Communion Motet** should be suitable for the liturgical season - up to 5 minutes long
- The service also includes several congregational responses (Organ Book)
- **Organ voluntary** - up to 10 minutes long

* The Kyrie is sung only during the seasons of Advent and Lent

† The Gloria is sung except during the seasons of Advent and Lent

‡ Please omit the Benedictus unless it is short

The Cathedral Music Officer will advise hymns and psalms in advance of your visit and let you know of any additional requirements. We ask that you provide your own hymnals and psalters; if this is a problem, please contact the Music Officer (h.greatrix@salcath.co.uk).

Psalmody should be sung to the translation by Coverdale found in the Book of Common Prayer (1662). At the end of the evening's psalmody, the Gloria should be sung.

Intros are not required except at Christmastide and Eastertide when a short introit is required as a station piece either at the Crib or Easter Garden at the Spire Crossing. An unaccompanied verse of a seasonal hymn is ideal and this should be listed on the Music Details Form.

Responses should be chosen from the list below. A cantor will be provided for the service.

Archer (Upper Voices)	Forbes L'Estrange	Reading	Smith
Ayleward	Ebdon	Rose	Sumsion
Byrd (please specify 4-part or 5-part)	Plainsong	Rose (ATB)	Tomkins
Clucas	Radcliffe	Shephard	

If there are any alternative settings within the Responses, or if you wish to sing an alternative setting of the Lord's Prayer, please specify which will be sung.

Hymns are taken from the New English Hymnal. Occasionally hymns are taken from other sources, such as the 2013 edition of Hymns Ancient & Modern (Ancient & Modern: Hymns and Songs for Refreshing Worship). Please let us know if you require copies to be sent to you.



Rehearsal Arrangements

The following rehearsal times will automatically be booked for you on the day of your visit:

	Choir	Organ
Monday-Friday	1600-1700 Quire	0830-0930
Monday (Bank Holidays)	1600-1700 Quire	0930-1030
Saturday	1600-1700 Quire	0930-1030
Sunday	1500-1600 Quire It is not possible to rehearse in the Cathedral before the Sung Eucharist	Choir rehearsal only

**Sufficient time should be reserved for rehearsing processions with a verger.*

The Cathedral is a busy working environment, and it may not be possible to arrange additional rehearsal times aside from those listed. The Cathedral Song Room may be used for rehearsals for small groups (max. 28 people), but this must be booked in advance through the Music Officer (h.greatrix@salcath.co.uk). Please note that the Song Room is accessible via a steep staircase and there is no access to this space for those with reduced mobility.

We can assist with the booking of alternative rehearsal spaces (such as at Salisbury Cathedral School), but any booking costs must be accepted and paid for by your choir.

Service Rubrics

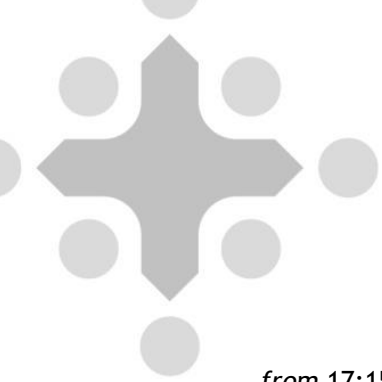
Salisbury Cathedral strives for professionalism in all aspects of its liturgy, and visiting choirs are expected to treat both procession and appearance as an integral part of this.

The Cathedral is a place of prayer and contemplation, particularly during hourly prayers and immediately before and after services, when silence must be maintained.

Robed choirs will normally process. The choir will be briefed by a verger on the processional aspects of the service(s) at the beginning of the first rehearsal in the Quire; please allow time during your rehearsal for this. Before the service, the choir should assemble in the South Quire Aisle (outside the Vestry) and keep silence for five minutes before each service. At the end of the service, please wait for the organ voluntary to finish before collecting music from the stalls.

Unrobed choirs do not process and are asked to enter the stalls silently five minutes before the start of the service. At the end of the service, please remain in the stalls silently until the conclusion of the organ voluntary.

At Evensong, the organist plays before the service, during the vestry prayer and subsequent procession into the Quire. Once all are in place (including the clergy), Evensong then begins immediately with the Opening Responses, after which a member of clergy welcomes the congregation, incorporating the announcement of the psalmody into their welcome.



Choral Evensong

Monday-Saturday 17:30, Sunday 16:30

from 17:15 (Mon-Fri)
16:15 (Sundays)

Quiet organ music may be played until the choir/clergy have arrived in the stalls; Responses and Welcome.

During Christmas, Epiphany, Easter or Ascensiontide, weekend choral evensongs begin as follows:

- **Organ** to be played until choir/clergy have arrived at the Crib or Easter Garden (Spire Crossing)
- **Short Introit**
- Prayer
- **Short additional organ improvisation** to cover arrival into the stalls

17:30 (Mon-Fri) Vestry prayer ending with an 'Amen'; continued **organ improvisation** to
16:30 (Sundays) cover procession

Short introit (if required)

Opening Responses and Welcome

announced **Psalmody**

Old Testament Reading (First Lesson)

announced **Office Hymn** (if required)

Magnificat

New Testament Reading (Second Lesson)

Nunc Dimittis

Creed (facing East)

Second set of Responses (please remain standing)

Collects*

announced **Anthem**

Prayers, usually ending with 'The grace...' then:

Weekdays **Ferial Responses** (Naylor)

Organ Voluntary (not Fridays) and Recession

Saturdays

announced **Hymn**

Blessing

Festal Responses (Naylor)

Organ voluntary and Recession

Sundays

announced **Hymn**

Blessing, concluding with **Sung Amen** (Gibbons)

Organ voluntary and Recession

* Please check the number of Collects with the Precentor; three 'Amens' are sung in Ordinary Time, however occasionally four may be required, for example during the Lent period.



Sung Eucharist

Sunday 10:30, Weekday Feasts 17:30

from 10:20 (Sundays) **Quiet organ music** may be played (silence is requested during Lent)
17:07 (Feasts)

10:25 (Sundays) Organ music ceases; silence; welcome is given by the Canon in Residence
17:27 (Feasts)

Please note this next paragraph does not apply during Advent or Lent, where the Advent or Lent Prose is sung, and there is no organ music.

10:30 (Sundays) Vestry prayer ending with a bold 'Amen'; **Processional Hymn** begins
17:30 (Feasts) (extension may be required by the organist)

The service then proceeds as follows Greeting and Prayers of Penitence
Kyrie (Advent & Lent only)

Short Prayer of Absolution

Gloria (omitted during Advent & Lent)

Collect for the day

Reading

announced during **Gradual Hymn** followed immediately by...

Weekday Eucharist **Gospel Acclamation** set for the liturgical season (not weekdays)

Gospel Responses sung by all

Gospel Reading

Gospel Responses ('Praise to you, O Christ') sung by all

Organ improvisation is required as the Gospel Procession returns

Sermon

Creed (said during weekday Eucharists)

Prayers of Intercession

The Peace

announced during **Offertory Hymn** (the organist should leave a pause before starting the hymn)

Weekday Eucharist The Eucharistic Prayer (unaccompanied) may be intoned by a member of the clergy

Sanctus & Benedictus

Prayers of Consecration including **Congregational Responses**

Agnus Dei

Communion Motet (**quiet organ improvisation** may be required after this)

Prayers and Dismissal

announced during **Final Hymn** during which the choir (if processing) takes the lead of the
Weekday Eucharist vergers to the West End of the Cathedral (Sundays only); following the hymn,
the organist should cover the procession until stationary, and cadence clearly
into G major for the...

Sung Dismissal ('Go in the peace of Christ')

Organ Voluntary and Recession



Arrival and general assistance

Please enter the Cathedral via the visitors' entrance (west). The staff at the front desk will be made aware of your arrival. Visiting choirs are to report to the Vestry in the South Quire Aisle, where the vergers or a member of the Cathedral music staff will meet you.

The Choir Vestry will be available for you to robe if required. Bags may be left here at your own risk (see Terms of booking). Once you have arrived at the Cathedral, in the absence of any music staff, the vergers are your main point of contact, and will be on hand to help you.

The Vestry will provide a key to the Choir Vestry, visitor lanyards for each choir member, and two swipe access passes which can be used to access the Cathedral via the South Transept Door at the South-East corner of the Cloisters. These must be returned before leaving the building. The South Transept Door will be unlocked and open during services.

Please advise us of any access requirements on the Music Details Form.

Facilities

The Cathedral Refectory is open 09:30-17:00 Monday-Saturday and 10:00-16:00 on Sundays; last orders are 15 minutes before closing time. Booking is advised for large groups (01722 555175 or refectory@salcath.co.uk).

There are public toilets located in the cloisters near to the exit from the South Transept. Children and vulnerable adults who are members of a visiting choir should use the toilet in the Vestry, as part of our safeguarding protocol.

If you are travelling by car or minibus, enter the Close via the High Street Gate (postcode SP1 2PE) and you will be directed to available parking. We offer free parking for the duration of your Quire rehearsal at 4pm until the end of your service.

If your choir is travelling by coach, there is an official coach drop-off point on St John's Street, near St Ann's Gate (pedestrian access only). The postcode is SP1 2EB.

Seating in the Quire

If there are more than 46 members of your choir, please discuss seating with us in advance. Allocation for seating in the choir stalls is as follows:

Front Row: 8 north, 8 south
Second Row: 7 north, 7 south
Back row: 8 north, 8 south

The built-in conductor's stand folds out from the front row of the north-side choir stalls and is clearly visible from all rows on both sides. Your director should use this, rather than introduce a freestanding music stand to the aisle. The organist has clear vision of the conductor and of the building via two cameras. The conductor is asked to take special care not to impede processions, especially at the start and end of services.

The lighting in the stalls is good when stood, however may be insufficient for singers who stay seated during the service or are visually impaired. Book lights are recommended.



Visiting Clergy

Visiting clergy are welcome to robe and process and to read a lesson as allocated by a member of the Cathedral clergy officiating at the service, however all visiting clergy must be subject to a compulsory background check. Please email Canon Precentor, Anna Macham (a.macham@salcath.co.uk) for more information.

Quiet Day

If you are bringing your choir for a week-long residency, you will be expected to take a quiet day which will be advised by the music officer. This allows your choir to have a break from rehearsing and gives them chance to explore the Salisbury area. Occasionally there may be two quiet days during one residency due to pre-booked events within the Cathedral.

The Visitor Services Department is happy to arrange tours of the Cathedral for your choir when you visit us to sing a service. The floor tour will be free for singing members of your choir and accompanying family and friends will be eligible for a reduced rate. When and if available, a tower tour can be offered at a reduced rate. These must be booked well in advance. Please contact Visitor Services on 01722 555124 or at visitorsadmin@salcath.co.uk.

Dress Code

Visiting choirs should bring their own robes if usually worn. Unrobed choirs are asked to dress smartly and, if possible, uniformly.

Social Media

We encourage you to post about your visit on social media. Feel free to tag us (Facebook @SalisburyCathedral, Instagram @SalisburyCathedral and X, formerly Twitter, @SalisburyCath), and the marketing team may share your posts. Please ensure all social media posts are in accordance with your choir's safeguarding policy.

Accommodation

The Cathedral does not itself have any residential accommodation it can offer you. However, the following places may be able to provide accommodation for you:

Salisbury Cathedral School

Available often during holidays. Dormitory accommodation and self-catering facilities. Additional block charge for use of swimming pool and tennis courts. Rehearsal space (charge). Please contact the School Bursar for further details; contact details are on this page [Salisbury Cathedral School - Facilities for Hire](#)

Sarum College

Individual rooms and set meals provided. Full Board, Bed & Breakfast and other terms by arrangement. Early booking is recommended.

• 01722 424800 • hospitality@sarum.ac.uk

Further listings of accommodation can be found on the Salisbury Tourist Information Centre website at www.visitwiltshire.co.uk/salisbury

Terms of booking

Possibility of cancellation

We understand that you may well need to plan your trip a long time in advance, and indeed this is helpful for us. However, we ask you to accept that circumstances (such as a change in school term dates) can arise which affect the availability of your dates, and in a worst-case scenario the offer may be withdrawn. In any such instance, we will give the maximum notice possible of any changes, but regret that **Chapter cannot accept liability for financial loss.**

Last-minute arrangement changes

Occasionally circumstances arise whereby a special service has to be arranged at short notice (such as a funeral), or a routine service is modified or replaced by different liturgy. Occasionally, a last-minute arrangement in the Cathedral may prevent you from rehearsing in the choir stalls; wherever possible, we will notify you in advance.

Costs

We regret that the Chapter cannot offer fees for the services of visiting choirs and organists, nor contribute towards accommodation costs and other expenses. If you do not have an organist who would feel comfortable playing for a service in the Cathedral, we may be able to help you find one, but this would involve a fee (and possibly also some travel expenses), the payment of which would be your responsibility.

Recording and Photography

We do not normally allow services to be recorded. Photography is not allowed during a service.

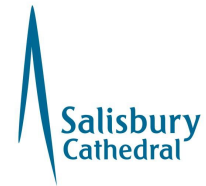
Livestreaming of Services

Visiting choirs should be aware that some services are livestreamed, particularly Sunday morning Eucharist and Choral Evensong on Sunday.

Valuables and Personal Belongings

You are strongly advised not to leave valuables unattended in the robing area, or in any part of the Cathedral. We regret that the Cathedral cannot be held responsible for the safety of possessions and valuables. A vergers will be able to advise you on a sensible security procedure, which may entail a member of your choir being temporarily responsible for a vestry key.

Fire Safety



Main Cathedral

1. If you discover a fire, the nearest manual call point should be used. The manual call point will immediately trigger the audible alarms, even if the silent alarm is active. If you cannot locate an MCP, please alert a steward or member of staff.
2. Evacuation must begin immediately on the sounding of the fire alarm. Any event must stop for evacuation.
3. Only trained staff should use extinguishers. If the fire cannot be extinguished using one fire extinguisher, then staff should focus on evacuation.
4. Cathedral Staff and volunteers will coordinate any evacuation process. Follow their instructions in the case of an alarm.
 - a. Cathedral Stewards wearing a blue or white sash will direct visitors to exits.
 - b. Cathedral Fire Marshals wearing hi-vis jackets will oversee the evacuation.
5. The assembly point for the Cathedral is the WEST LAWNS (outside the main entrance/opposite the West Doors).
6. A silent alarm will be used for events over 800 capacity. Cathedral staff will investigate the fire before announcing evacuation instructions over the PA.
7. The organiser should ensure that all the performers meet at the designated assembly point and are fully accounted for.

Song School

In the event of evacuation of the Cathedral Song Room, the safest route is straight down the stairs and out.

ON DISCOVERING A FIRE

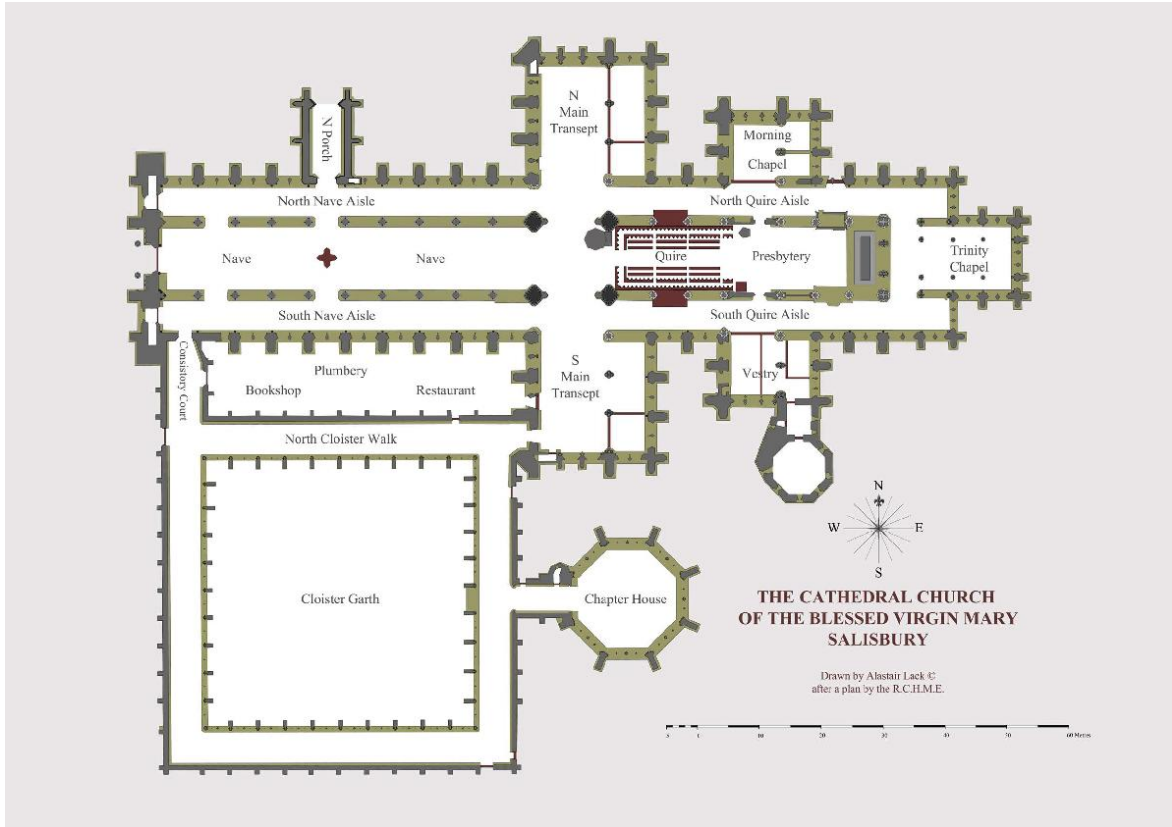
1. Sound the alarm using the nearest break glass point: INNER VESTRY, BEHIND DOOR
2. Dial 999 to call the Fire Brigade.
3. Do not tackle the fire but proceed to the assembly point: WEST LAWNS

ON HEARING THE FIRE ALARM

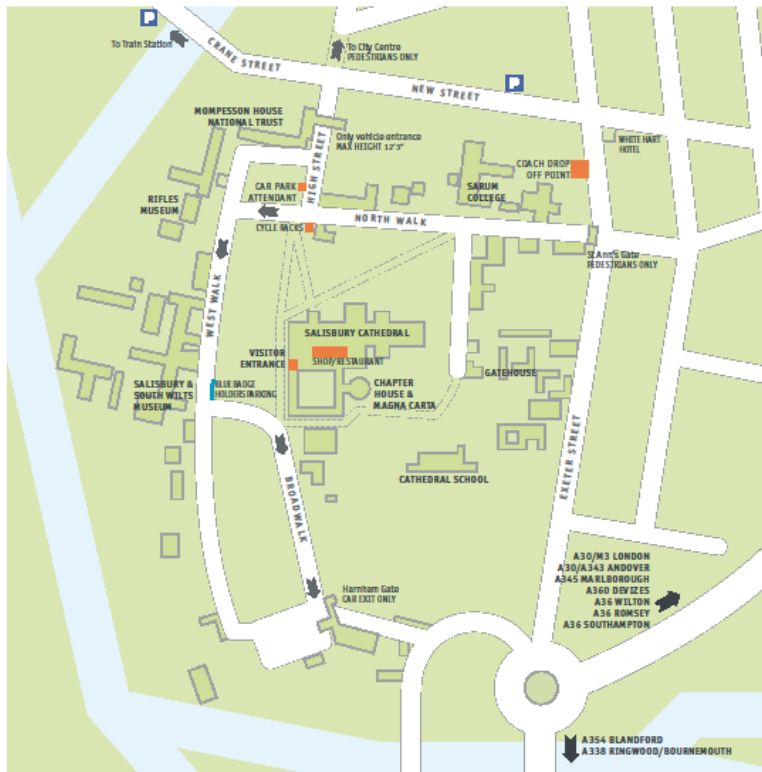
4. Leave building via SOUTH TRANSEPT and CLOISTERS.
5. Report to the assembly point: WEST LAWNS.
6. Close all doors behind you.

FIRE MARSHALS

7. Fire Marshals in this area are responsible for checking: VESTRY, SONG SCHOOL, MAIN CATHEDRAL.
8. DO NOT return to the building for any reason until authorised.
9. DO NOT put yourself or others at risk. Report any persons refusing to evacuate to the evacuation lead.



Salisbury Cathedral and Close



- 10 minute walk from Salisbury Railway Station (north west of Salisbury Cathedral)
- 10 minute walk from Salisbury Bus Station (north of Salisbury Cathedral)
- Nearest city centre car park is in New Street (Long Stay)
- Salisbury is served by four Park and Ride sites- The Beehive P&R (north of Salisbury on A345), Wilton P&R (west of Salisbury A36/A30/A360), Britford P&R (south east of Salisbury A338/A354), and London Road P&R (north east of Salisbury on A30).
- Cycle racks are available just as you enter the Cathedral grounds via the High Street

