



THE CATHEDRAL AND
ABBAY CHURCH OF
SĀINT ĀLBĀN

NOTES FOR VISITING CHOIRS

Please feel free to photocopy sections of this guide for distribution to your choir members and organist.

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MESSAGE FROM THE DEAN

It is a real pleasure to welcome the many visiting choirs - from parish churches, cathedrals, schools, colleges, universities and independent groups – who come from near and far to help us maintain the sung worship of the cathedral through the year.

We hope that you will enjoy your visit and derive inspiration from joining in a tradition of daily choral singing which dates back to the early Middle Ages; as we in turn are refreshed by the variety, different traditions and styles of singing you bring.

These notes are intended to help you to feel clear and relaxed about the necessary arrangements for preparing and ordering our services, and other practical matters.

We are most grateful for the gift of your time and talent to help us; and we hope you will be blessed by your joining with us to sing God's praise in this ancient and beautiful place.

Jeffrey John

The Alban Prayer

*Among the roses of the martyrs
brightly shines Saint Alban.*

Almighty God,
We thank you for this place built to your glory
and in memory of Alban, our first martyr.
Following his example in the fellowship of the saints,
may we worship and adore
the true and living God,
and be faithful witnesses to the Christ,
who is alive and reigns, now and for ever.

Pray for us Alban, pray for us all Saints of God:
that we may be made worthy of the promises of Christ.

AMEN

A BRIEF HISTORY OF THE CATHEDRAL

Ever since Saint Alban (the first Christian martyr in Britain) was martyred in the middle of the third century, worship has been offered to God on the site of his execution, where the Cathedral and Abbey Church now stands.

Soon after Alban's death the site became a place of pilgrimage, and then in 793 King Offa of Mercia founded the Benedictine monastery. After the Norman Conquest a new Abbey Church was started in 1077, using brick from the deserted Roman City of Verulamium.

The monastic life flourished until 1539 when the monasteries were dissolved by King Henry VIII. The great Abbey Church was saved by the people of St Albans who bought it for £400 as their parish church. Since that time it has continued to be a lively parish church and, in addition, has served as the Cathedral Church of the Diocese of St Albans since 1877 when a new diocese was formed out of the Diocese of Rochester.

SERVICE TIMES

Worship is the central activity of the Cathedral. Services take place daily:

Monday – Saturday

Morning Prayer	7.30am (8.30am on Saturdays / Bank Holidays)
Eucharist	8.00am (8.30am on Saturdays / Bank Holidays)
Eucharist	12.00noon (Roman Catholic Mass on Fridays)
Evensong	5.00pm (Tuesday – Friday) (4.00pm on Saturdays)
Evening Prayer	5.00pm (Monday)

Sundays

Eucharist	8.00am (& 12.15pm on 3 rd Sundays only)
Parish Eucharist	9.30am
Choral Eucharist	11.15am (1 st , 2 nd , 4 th and 5 th Sundays)
Matins	11.15am (3 rd Sundays only)
Evensong	6.30pm

Other ecumenical services take place during the month on set days. Our monthly Service and Music list contains the full information for all the services that take place in the cathedral.

ARRANGING DATES TO SING AT ST ALBANS CATHEDRAL

In the first instance, choirs should contact the Music Secretary to discuss dates. The visiting choirs' diary is planned at least a year in advance, but usually no further than two years in advance. However, it is always worth contacting us at any time to discuss availability.

If this is your choir's first visit, or if your choir has not visited St Albans for some time, we will ask to hear a recording of the choir in advance. Please be aware that we do not confirm any dates until we have received your recording.

Dates are offered on a provisional basis and should then be confirmed in writing (by e-mail). Please ensure you provide us with a postal contact address, plus an e-mail address and a contact telephone number. Once we have confirmed the dates with you, please send in details of your music to the Music Secretary for approval **at least two months before your visit**. Once we have received your music choices, the Music Secretary will supply details of hymns and psalms.

SERVICES AVAILABLE FOR VISITING CHOIRS

All services are sung in the Quire.

(i) **Term-time**

The Cathedral Choir and Abbey Girls Choir cover all term-time choral services, apart from Monday Evensong at 5.00pm, which is available to visiting choirs.

Occasionally it is possible for visiting choirs to sing Evensong on other weekdays during term-time by arrangement with the Master of the Music and the Precentor. Availability is also dependant on the Cathedral diary and rehearsal space available.

(ii) **Cathedral Choir holiday periods**

Choir holidays generally correspond with school holidays and half-terms. The summer holiday usually lasts from about the end of the third week in July until the end of the first week in September. During this period all sung services are available to visiting choirs (subject to Cathedral diary availability) – Weekday Evensong at 5.00pm, Saturday Evensong at 4.00pm, Sunday Choral Eucharist or Matins at 11.15am and Sunday Evensong at 6.30pm.

There is usually a two week holiday period immediately after Christmas and Easter, as well as a half-term holiday of a week or so each term. At half-terms, Sunday Evensong is replaced by a Taizé-style service, for which no choir is required.

Unfortunately, singular Saturday Evensong dates are rare and sometimes only occur at short notice. On these occasions, we will normally approach regular choirs from the St Albans diocese.

(iii) **Weddings**

If you are singing on a Saturday, you may be offered the opportunity to sing at a wedding (usually hymns and one or two anthems). In such cases, the Precentor or the Music Secretary will contact you. Once a wedding is confirmed with a Visiting Choir, we will put you in touch with the couple for you to liaise directly about music choices alongside the officiating priest, and also fees. It is up to the Visiting Choir to invoice wedding couples for your own set fee as this is not organised by the Cathedral.

CHOICE OF MUSIC

Evensong

Responses

Canticles (Magnificat and Nunc Dimittis)

Anthem

Choral Eucharist

Mass Setting (omitting Kyrie & Credo)

Communion Motet

Matins

Responses

Canticles (Te Deum and Jubilate or Benedicite & Benedictus in Lent)

Anthem

Details should be sent in writing to the Music Secretary at least two months before your visit. Any music from the established church music repertoire is acceptable, including music by well-known contemporary composers. Occasionally, choirs are asked to change their music choices, if they do not fit with the season/festival, or to avoid too much repetition.

Performance of own compositions and local settings is discouraged: any request to sing such pieces must be approved by the Master of the Music. The Precentor and music staff are happy to discuss repertoire with you.

RESPONSES, PSALMS, HYMNS, & ANTHEMS

- **Responses** We suggest you choose well known Responses from standard repertoire (e.g. Smith, Rose, Byrd etc.). As not all officiants can sight-sing, we therefore ask visiting choirs to provide a cantor. The collect for the day is provided by the Music Secretary and will be sent to you prior to your visit.
- **Psalms** We use our own cycle of psalms and details will always be sent, although the choice of chants is up to you. The Coverdale (BCP) version of the words must be used. We omit bracketed verses. During Advent and Lent, the Gradual Psalm sung at the Choral Eucharist is replaced by the Advent or Lent Prose. A copy of the music is available from the Music Secretary.
- **Hymns** Hymns are selected by the Precentor from *Common Praise* and the Music Secretary can supply copies of the individual hymns. Choirs should reproduce the copies they need from the sheet(s) provided. The Cathedral's harmony hymn books are not available for use by visiting choirs. Please note that all verses of all hymns should be sung by the full choir and should be accompanied by the Cathedral Organ.
- **Anthems/Motets** should be suitable for the liturgical season. We recognise that not all visiting choirs are from churches, and are happy to advise on suitable repertoire. The Music Secretary will advise you if your visit coincides with a particular season or feast day.
- **Venite (Matins)** Visiting choirs should use one of the Cathedral chants and the cathedral pointing, as the Venite is also sung by the congregation. A copy of the Cathedral chants is available from the Music Secretary.
- **Mass Settings (Choral Eucharist)** should be suitable for the liturgical season. The Gloria, Sanctus and Benedictus, and Agnus Dei should be sung. The Kyrie is sung by the choir to a plainchant setting (a choice of settings is available from the Music Secretary). The Creed is sung to the Merbecke setting (version as printed in the Cathedral's order of service) and is congregational. During Advent and Lent, the Gloria is omitted.

THE HARRISON & HARRISON CATHEDRAL ORGAN

The Harrison & Harrison organ has recently undergone complete refurbishment, and was brought back into use at Easter 2009.

The organ was originally built by Harrison and Harrison in 1962 and is now a four-manual instrument. It is built and voiced along neo-classical lines. The organ loft is equipped with an efficient closed-circuit television and sound system for both the Nave and the Quire. There is a noticeable time-lag between sound at the organ console and for the choir singing downstairs. Instructions for visiting organists can be found on the organ console. Further details about the organ can be found on pages 13-14 of this booklet.

Visiting Choirs should make their own arrangements to bring an organist with them. As visiting choirs sing outside term-time, it is not possible to arrange for one of our Cathedral Organists to play for visiting choir services. If you need advice on finding a local organist, the RSCM have a list of available organists who may be willing to play.

For further information visit www.rscm-stalbans.co.uk.

IMPORTANT NOTE: Organists wishing to arrange extra practice in addition to the stated choir rehearsal times below, should contact the Music Secretary in good time before your visit. All extra organ rehearsal time is subject to availability.

ON THE DAY

On arrival, please report to the Virgers office. (office next to the Bookstall in the South Transept) **as soon as you arrive**. They will give you the necessary keys and show you to the relevant places. They will also want to rehearse the processions with you. We cannot always accommodate people/belongings arriving substantially before the booked rehearsal times, as rooms may be in use for other Cathedral purposes.

REHEARSALS

Choirs will automatically be booked in to rehearse in the Cathedral as follows:

Mondays - Fridays 3.00pm until Evensong

Saturdays 2.30pm until Evensong

Sundays 10.50am until Choral Eucharist / Matins

4.30pm until Evensong

Additional rehearsals may be negotiated with the Music Secretary.

On Sundays there is little time before the 11.15am service since the previous service does not usually finish until 10.40am, therefore there is only a short amount of time from 10.50-11.05am. It is not advisable to rehearse any later than 11.05am due to the number of congregation who will have arrived by that time and organ music is required before the service too. Notices are read before the Choral Eucharist by the celebrant before the opening hymn at around 11.13am. You may wish to bear in mind these timings when choosing music for Sunday morning services.

The **Song School**, at the top of the Chapter House, is usually available during the Cathedral Choirs' holiday time for storing your own books and music, and can be used for robing and rehearsing. Please respect the piano, robes, music etc. you may find there as you would your own. The Cathedral Music Library is strictly out of bounds, and please don't consume any food or drink in the Song School (however, bottled water is allowed). Please make sure you secure the doors when leaving the room and we advise you not to leave any valuables unattended.

Access to the Song School is via 53 steps. There is no lift / elevator.

Occasionally, choirs may be allocated the Crypt or Library, both of which have electric pianos but again, access is via stairs.

If you require extra rehearsal time in addition to the rehearsal times allocated, please discuss this with the Music Secretary as this will need to be booked into the Cathedral Diary.

CHILDREN

We expect visiting choirs to comply with the Cathedral's Child Protection Policy, a copy of which is available for inspection from the Music Secretary. For choirs which contain both adults and children, this will mean that adults should have an enhanced CRB disclosure. The Cathedral expects all visiting choirs to ensure adequate care and supervision of any children who are with them.

PARKING

Parking in the Cathedral precincts is very limited, and therefore restricted to those with a parking permit. Two car parking permits are provided for Sumpter Yard, on request, if space is available. We would ask that you close the barrier behind you on arrival and departure. Please do not block any access routes used by residents or pedestrians.

Unfortunately, it is not possible to offer parking to all your choir members. There are other car parks within the city centre for your choir members to use and all are only a 5-10 minute walk from the Cathedral. Locations and maps for these car parks can be found at www.stalbans.gov.uk/transport-and-streets/parking

Coach drivers may be able to stop briefly on Holywell Hill, traffic conditions permitting, to drop off and then park at Westminster Lodge, at the bottom of Holywell Hill, where there is plenty of room for coaches.

TEA & CATERING

The Abbots Kitchen serve a wide choice of hot meals, salads and various snacks and can cater for booked parties during the day and in the evening. If you wish to make arrangements for extra catering for your choir, please contact the Catering Manager on 01727 890214 / abbotskitchen@stalbanscathedral.org

GUIDED TOURS

There are free public tours which take place in the Cathedral at the following times and can cater for a small number of choir members. There is no charge for these tours, but donations are gratefully received and go towards supporting the work of the Cathedral. Tours of the Cathedral last for approx. 1 hour.

The days and times that these are available are as follows, please bear in mind that some of the afternoon tours may overlap with the choir's allocated rehearsal timings in the Cathedral:

Monday – Friday: 11.30am and 2.30pm

Saturday: 11.30am and 2.00pm

Sunday: 2.30pm

Visiting Choirs can also book a private tour for your group. Booked guided tours need to be arranged at least one month prior to your visit and there is a charge for these tours.

If you would like to find out more please contact the Cathedral Office
(tel 01727 890200 / mail@stalbanscathedral.org).

ROBES

If possible, choirs should wear cassock and surplice, although other suitable dress is quite acceptable (no short trousers or skirts though). RSCM medals may be worn by those who have them.

WHERE TO STAY

Unfortunately St Albans has neither residential schools nor student halls of residence within the city, but some local hotels may offer a competitive group rate; the local Tourist Information Office (01727 864511) can supply contact numbers or look up the website:

www.enjoystalbans.com/where-to-stay/index.html

A few options for accommodation nearby include –

- **Clarion Collection Hotel** Holywell Hill, St Albans, AL1 1HG
(situated opposite the Cathedral)
Tel: 01727 848849 e-mail: info@clarioncollectionhotelstalbans.co.uk
www.stalbanshotel.co.uk
- **Premier Inn, St Albans City Centre** St Peters Street, St Albans, AL1 3ED
(5 minute walk, located in the city centre)
Tel: 0871 527 9464, www.premierinn.com
- **Quality Hotel** London Road, St Albans, AL1 1JQ
(5-10 minute drive / 20 minute walk)
Tel: 01727 857858, e-mail: st.albans@quality-hotels.net
www.stalbans-hotels.co.uk
- **University of Hertfordshire** Hatfield Business Park, Hatfield, AL10 9TP
(15-20 minute drive, accommodation available on the De Havilland Campus for groups of 10 or more)
Tel: 01707 285032, e-mail: sales@conferencehertfordshire.co.uk
www.conferencehertfordshire.co.uk/index.php/conferences/group-bookings

BEFORE THE SERVICE

Five minutes before the service the choir lines up on the Chapter House bridge outside the Kell Room ready to proceed down the Michael Stair to the Quire. Before processing, the Precentor or officiating priest says a prayer. A Virger will lead the procession. The choir stalls are entered from the west end. The choir should not face east to reverence the altar but proceed directly to places and face each other.

At the end of the service the clergy recess first, followed by the choir, in reverse order, and return to the Chapter House bridge for the dismissal:

V. The Lord be with you

R. **and with thy spirit.**

V. Let us bless the Lord.

R. **Thanks be to God.**

V. May the souls of the faithful departed through the mercy of God rest in peace

R. **and rise in glory. Amen.**

AFTER THE SERVICE

The Cathedral normally closes at 6.00pm Monday-Saturday and 8.00pm on Sundays. Please gather up your belongings promptly to avoid any delay for the Virgers in closing the building. Your co-operation in this is encouraged, and much appreciated.

LOST PROPERTY

If you discover you have left anything behind (or taken something of ours by mistake!), please contact the Virgers in the first instance on 01727 890209 or email virgers@stalbanscathedral.org

ORDERS OF SERVICE

Some features of all our services are peculiar to St Albans:

WEEKDAY EVENSONG

Welcome to congregation by officiant

Responses (Officiant may need organ note)

Psalm(s) (announced by the officiant)

First Lesson

Hymn (announced)

Magnificat

Second Lesson

Nunc Dimittis

Creed (turn to face East)

Responses and Collects

(Officiant may need organ note. Congregation kneels after 'Let us pray'. The Lord's Prayer is sung and we use the form 'Our Father, Who art in heaven ...')

Anthem (announced)

Prayers (officiant) The choir should kneel for a short series of prayers ending with

The Grace (said together by all) 'The Grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with us all evermore, Amen'.

Voluntary follows immediately after the anthem, and the clergy & choir depart. The choir follows behind the clergy.

SUNDAY EVENSONG

Welcome

Invitation to Confession

Confession (all kneel)

Absolution (stand at end)

Responses (Officiant may need organ note)

Psalm(s) (announced by the officiant)

First Lesson

Hymn (announced)

Magnificat

Second Lesson

Nunc Dimittis

Creed (turn to face East)

Responses and Collects (Officiant may need organ note. Congregation kneels after 'Let us pray'. The Lord's Prayer is sung and we use the form 'Our Father, Who art in heaven ...')

Anthem (announced)

Sermon follows immediately after the Anthem. (Choir should remain standing after the Anthem until the preacher has said his/her opening prayer and then sit.)

Prayers (all kneel)

Hymn (announced) The organist may need to extemporise at the end until the collection has been taken.

Blessing (remain standing)

Voluntary during which the clergy & choir depart. The choir follows behind the clergy.

SUNDAY MATINS

The organist should play before the service and finish once the choir and clergy have processed into the stalls.

Welcome

Invitation to Confession

Confession (All kneel)

Absolution (stand at end)

Responses (Officiant may need organ note)

Venite (Unannounced; omit bracketed verses. This is sung by the whole congregation; please use the pointing and one of the chants provided. Please note - Easter Anthems replace the Venite between Easter and Pentecost)

Psalm(s) (announced)

First Lesson

Hymn (announced)

Te Deum (or Benedicite in Lent)

Second Lesson

Jubilate (or Benedictus in Lent)

Creed (turn to face East)

Responses and Collects (Officiant may need organ note. Congregation kneels after 'Let us pray'. The Lord's Prayer is sung and we use the form 'Our Father, Who art in heaven ...')

Anthem (announced)

Sermon follows immediately after the Anthem. (Choir should remain standing after the Anthem until the preacher has said his/her opening prayer and then sit.)

Prayers (all kneel)

Hymn (announced)

Blessing (remain standing)

Voluntary during which the clergy & choir depart. The choir follows behind the clergy.

The organ voluntary should be strictly no longer than 4 minutes, owing to a said Holy Communion service which begins in the Lady Chapel immediately after Matins.

CHORAL EUCHARIST

A separate sheet with information for organists will be sent to you in advance. You will find an annotated Order of Service and full music version of the Creed by the organ console.

At 11.13 the Dean or one of the other clergy will give the notices for the week. The organist should stop playing for this, then provide cover for the entry of the choir.

The choir lines up on the Chapter House bridge before the service and is joined by the clergy. Cross, lights and thurifer wait at the bottom of the Michael stair in the South Transept. Prayer said by Celebrant. Choir is virged in ahead of the altar party to stalls from West End. The choir should not face East, but proceed directly to places & face each other. Once in place the organist should begin the playover for the opening hymn.

Introit Hymn (unannounced).

Organist may need to extemporise at end of hymn to cover censuring of altar.

Greeting (said) 'The Lord be with you'; '**and with thy spirit**'

Collect for Purity

Confession (Deacon introduces first line)

Kyrie (sung by the choir using one of the plainsong Kyrie settings provided).

Absolution (Celebrant)

Gloria (sung by the choir); omitted during Advent and Lent

Collect for the day *Organist gives an A for this.* At end Celebrant finishes on leading note e.g. A - G sharp. All sing 'Amen' (unaccompanied) e.g. G sharp - A.

Epistle (read by Sub Deacon; all sit)

Gradual Psalm (sung by choir and unannounced). No Gloria at the end. This is immediately followed by an acclamation, usually an alleluia. Beginning on a F (see separate sheet), it usually takes the form of alleluia-verse-repeat of alleluia. In Lent the alleluia is replaced with the acclamation 'Praise to thee O Christ, king of eternal Glory' (see sheet). (The acclamation is unaccompanied). NB During Advent and Lent, the Gradual Psalm is replaced by the Advent or Lent Prose.

The organ should then give a B flat for the introduction and response to the Gospel (on sheet – accompanied).

Gospel (sung by Deacon from Presbytery steps) *Organist please give note for Deacon, who sings 'The Lord be with you' / 'and with thy spirit'.* After the Gospel is announced all sing: '**Glory be to thee, O Lord**'. At the end of the Gospel all sing '**Praise be to thee, O Christ**' in response to the Deacon's 'This is the gospel of the Lord'. (For both organist comes in straight away with chord and congregation and choir join in immediately thereafter).

Homily (from Pulpit; all sit)

When homily is finished Altar party returns to Sanctuary (*organist extemporises quietly just to get them back*)

Creed (sung facing East: to the setting by Merbecke) *Organist plays over 'I believe in one God' for the Celebrant.* This is sung by the choir and congregation, accompanied by the organ. The tempo of this needs to flow at quite a brisk tempo per syllable (quaver = c.176), otherwise it becomes very laboured.

Intercessions (all kneel)

Peace All stand immediately at end of Intercessions:

Celebrant: 'The peace of the Lord be always with you'

Congregation: '**And with thy Spirit**'

Offertory Hymn (unannounced). *Organist extemporises at end of hymn to cover censuring of elements, Altar, Sanctuary party and congregation. NB – This takes a long time: the thurifer will come to the top of the Presbytery steps to cense the congregation in the Crossing & Quire. Choir members should bow to the thurifer in response to his/her bow. Organist should bring improvisation to an end once the celebrant turns to face the congregation.*

Sursum Corda *Organist gives appropriate notes for Celebrant e.g. FGAF (this is sung by choir and congregation, unaccompanied)*

Preface (sung by Celebrant)

Sanctus and Benedictus (Choir)

Eucharistic Prayer with sung Dresden Amen (accompanied)

The Lord's Prayer (said, introduced by Celebrant)

Breaking of the Bread (Celebrant)

Invitation to Communion

Agnus Dei Choir, straight in after Invitation to Communion (after prayer 'we do not presume...' in Advent & Lent).

Distribution of Holy Communion (Choir master, please follow the directions of the virger, who will usher the choir forward to receive communion; the choir goes direct to the altar rail and does not wait with other members of the congregation; the choir then returns via side aisles and under organ loft to places).

Motet

Prayer after Communion (led by Celebrant)

Blessing

Dismissal (sung by Deacon – *organist please give note*) – the Response is sung (accompanied)

Voluntary

All process out to Chapter House: Servers, then Altar party. Choir is virged out after celebrant.

THE CATHEDRAL ORGAN
HARRISON & HARRISON, DURHAM
 1962 2009

PEDAL ORGAN

1. Sub Bass	32
2. Principal	16
3. Major Bass	16
4. Bourdon	16
5. Quint	10 ² / ₃
6. Octave	8
7. Gedackt	8
8. Nazard	5 ¹ / ₃
9. Choral Bass	4
10. Open Flute	2
11. Mixture 19 22 26 29	IV
12. * Fagotto	32
13. Bombardon	16
14. Bass Trumpet (from 41)	16
15. * Fagotto (from 12)	16
16. Tromba	8
17. Shawm	4

i Choir to Pedal *ii* Great to Pedal
iii Swell to Pedal *iv* Solo to Pedal

CHOIR ORGAN

18. Quintaton	16
19. Open Diapason	8
20. Gedackt-pommer	8
21. Flauto Traverso	8
22. Octave	4
23. Rohr Flute	4
24. Wald Flute	2
25. Larigot	1 ¹ / ₃
26. Sesquialtera 19 24/12 17	II
27. Mixture 22 26 29 33	IV
28. Cromorne	8

v Tremulant *vi* Octave *vii* Unison off
viii Swell to Choir *ix* Solo to Choir

ACCESSORIES

Sixteen general pistons and general cancel
 Eight foot pistons to the Pedal Organ
 Eight pistons and cancel to the Choir Organ
 Eight pistons and cancel to the Great Organ
 Eight pistons and cancel to the Swell Organ
 (duplicated by foot pistons)
 Three pistons and cancel to the Solo Organ
 Four pistons and cancel to the Nave Organ
 Cancel pistons to Solo and Nave
 Reversible pistons: *i* - *iv*, *viii*, *x* - *xii*, *xix* - *xxi*
 Reversible foot pistons: *ii*; *xx*
 Stepper, operating general pistons in sequence
 Combination couplers:
Great & Pedal Combinations Coupled
Generals on foot pistons
 Eight divisional and 256 general piston memory levels
 Cimbelstern (drawstop and foot pedal)
 Balanced expression pedal to the Swell Organ
 * new stops
 The actions are electro-pneumatic
 Manual compass 58 notes; pedal compass 32 notes

GREAT ORGAN

29. Principal	16
30. Bourdon	16
31. Principal	8
32. Diapason	8
33. Spitzflute	8
34. Stopped Diapason	8
35. Octave	4
36. Stopped Flute	4
37. Quint	2 ² / ₃
38. Super Octave	2
39. Blockflute	2
40. Mixture 19 22 26 29	IV-VI
41. Bass Trumpet	16
42. * Trumpet	8
43. * Clarion	4
44. Grand Cornet 1 8 12 15 17 (tenor g)	V

x Choir to Great
xi Swell to Great *xii* Solo to Great

SWELL ORGAN

45. Open Diapason	8
46. Rohr Flute	8
47. Viola	8
48. Celeste (tenor c)	8
49. Principal	4
50. Open Flute	4
51. Nazard	2 ² / ₃
52. * Octave	2
53. Gemshorn	2
54. Tierce	1 ³ / ₅
55. Mixture 22 26 29	III
56. * Cimbel 29 33 36	III
57. Corno di Bassetto	16
58. Hautboy	8
59. Vox Humana	8
60. Trumpet	8
61. Clarion	4

xiii Tremulant *xiv* Octave
xv Sub Octave *xvi* Unison Off

SOLO ORGAN

62. Fanfare Trumpet	8
63. Grand Cornet (from Great)	V
64. Corno di Bassetto (from Swell)	16

xvii Octave *xviii* Unison off
xix Great Reeds on Solo

NAVE ORGAN (prepared for)

65. * Bourdon (bass from 72)	16
66. * Principal	8
67. * Rohr Flute	8
68. * Octave	4
69. * Spitzflute	4
70. * Super Octave	2
71. * Mixture 19 22 26 29	IV
72. * Pedal Sub Bass	16

xx Nave on Great *xxi* Nave on Solo

ORGAN LOFT CCTV, SOUND SYSTEM & LIGHTING

Power

- Please turn on both sets of plugs behind you as you face the console and also the two sockets in the floor box at the left hand side of the console (behind the bookcase). This will activate the PA/CCTV systems and speakers.

Lighting

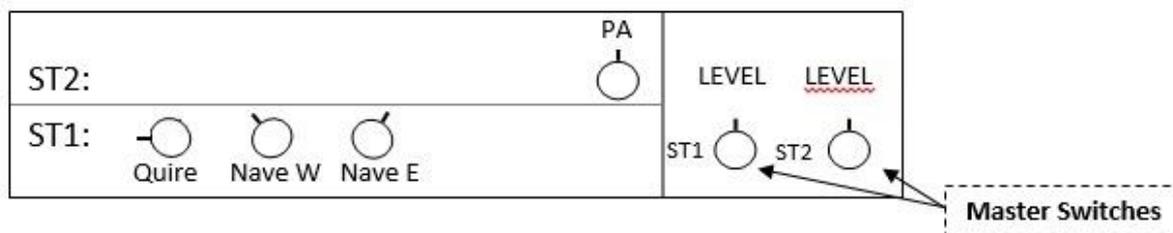
- The light switches for the manuals and pedals are located under the left hand side of the console next to the blower switches. Please under no circumstances adjust either the height or angle of the console light.

CCTV

- Change the camera view (eg. Quire or Nave) by pressing **Video** on the TV monitor.
- Then select **Choir** or **Nave** as appropriate on the CCTV control box with the joysticks (on the shelf to the left of the console), in order to activate the controls.
- You can change the angle, zoom and focus on the CCTV control box.
- If you encounter a problem angling the camera, please check that the leads in the back of the CCTV control box are securely connected.

Sound System

- You need to use this during rehearsals and services in order to hear the choir in the Quire or in the Nave.
- Below is a mock-up of the mixer to the left of the organ console. Please set up as below, ensuring that all knobs not shown are turned off (anti-clockwise).



- ST1 refers to the speakers on the floor behind you (amplifying the choir) and ST2 refers to the single speaker next to the mixer (which is used for amplification of the PA system)
- Once set up as above, please only adjust the two master volume switches.
- For Quire services, turn off the Nave inputs (and vice-versa for Quire services).
- It is possible to talk to the conductor during rehearsals by pressing the switch below the microphone on the bookcase. However it is **essential that you switch off the microphone again after each use** as the sound from this microphone is relayed throughout the entire cathedral sound system.

Security of the Organ Loft

- Before you access the loft, you will need to sign out a key from the Virgers.
- Ensure that the organ loft is locked when you leave. However, do not lock yourself in the loft during services.
- One page-turner is permitted in the loft with each visiting organist. Please do not invite other visitors including members of the choir up to the organ loft, without prior permission from the Master of the Music.

When you have finished, please ensure that **all power points are switched off**, the blower and lights are off, and the dust-cover has been placed over the keyboards. Lock the organ gate when you leave.

If you have any queries, please see a Virger.