



Great St Mary's

THE UNIVERSITY CHURCH CAMBRIDGE

Great St Mary's, The University Church Guidelines for Visiting Choirs

We welcome visiting choirs to come and sing for worship via arrangement with the Director of Music and Church Administrator.

Service Times

Choral services take place on Sundays as follows:

0930 Parish Communion

1115 Choral Mattins (finishes c.1210)

1730 Evening Worship, usually Choral Evensong. An alternative service may take place on the fourth Sunday of the month. Except in August, services on the second and fourth Sundays are held in Michaelhouse. (finishes c.1825)

Rehearsal Times

Rehearsals should be booked well in advance with the Music Administrator, Emma Dunn. Outside of the Choir terms, the Choir Room is usually available for rehearsals when required. Rehearsals are welcome on Sundays in the Church at the following times:

0845 for Parish Communion (following said Eucharist)

c.1040 for Choral Mattins (immediately following Parish Communion)

1600 for Evening Worship

Please note that rehearsal time before Sunday morning services is very limited. It may be possible to hold additional rehearsals in the Church by prior arrangement. Please report to the Verger upon arrival. They will direct visitors as appropriate and arrange a rehearsal of the processional route.

Choir Room

Visiting choirs may make use of the Choir Room for rehearsals and robing by prior arrangement with the Director of Music or Church Secretary. Please ensure that the room is left in a tidy state after use. Note that valuables should not be left here as the room is **not** secure. Visiting Choirs should be careful to shut the Choir Room door when they leave.

We regret that we cannot make our robes available to visiting choirs. Visiting choirs are welcome to bring their own robes, or to dress in a manner commensurate with the reverent nature of services.

The choir music library is not available to visitors. Hymn books (Ancient and Modern New Standard) are found in the stalls and are available for the use of Visiting Choirs. They should be replaced in the stalls at the end of any service or rehearsal for which they are used. Psalms are normally produced on a separate sheet every Sunday. We can produce these for visiting choirs, or, visiting Directors can bring their own. Please confirm this with the Music Team in advance.

Services

Choirs should line up in the narthex at the west end of the Church not later than five minutes before the start of the service for a vestry prayer. There are four rows of stalls in the Chancel.

Please leave the choir stalls tidy. Orders of service are available on the stalls; please ensure that these are replaced. Do remember to check the stalls for stray music or litter after the service.

Bottles of water only may be taken into the Church during rehearsals. Please ensure that these are removed before services.

Music

Introits may be sung at the beginning of any service. For Mattins and Evensong you should choose a set of responses, settings of the canticles and an anthem.

For Eucharist you should choose a mass setting and an anthem (to be sung during communion). Normally, at Great St Mary's, the Mass ordinary is sung to one of a handful of congregational settings that are rotated from time to time throughout the year. Visiting Choirs are welcome to sing either a Choral Mass setting on their own, or whichever congregational setting is currently in use at Great St Mary's. Please consult the Director of Music to discuss this.

There is a broad choice of canticles for Choral Mattins (two of: Te Deum, Benedictus, Benedicite, Jubilate, Venite or Benedictus Es), and an element of flexibility on how they are performed. In addition to a Choral setting, Visiting Choirs may prefer to chant one or both canticles, or replace them with a metrical paraphrase (a booklet of metrical canticles is available to be sung with the congregation). Please ensure that your choice of music is provided to the Music Team at least one month in advance of your visit. The same is true of the canticles for Choral Evensong (Magnificat or Cantate Domino, and Nunc Dimittis or Deus Misereatur).

It is customary to hold Evening Worship in our sister church, Michaelhouse on the second and fourth Sundays of each month, except during the Summer holiday period. The Chapel has a grand piano but no organ. Please ensure that any accompaniments are suitable for performance on the piano. It may be possible to transfer the service to Great St Mary's if the choice of music requires organ accompaniment. This needs to be arranged in good time with the clergy. For details of the hymns and psalms for the day please contact the Director of Music. The congregation usually use Hymns Ancient and Modern (New Standard). The BCP (Coverdale) translation of the psalms should be used. Please submit the desired chant and pointing with your music choices so that copies can be produced for the congregation. Choirs should present their own Cantor for Mattins and Evensong. Depending on the complexity and familiarity of the response setting the minister may prefer to perform this role. It is hoped that choirs will bring their own organist. The Parish Organ is available for use by visitors; a specification is enclosed with this document. If an organist cannot be arranged and you require a member of the music staff to play, then please ensure that the Director of Music is informed in good time to enable mutually convenient rehearsal times to be arranged. The Choir should, of course, be well-rehearsed prior to the visit, and be able to give a good performance of the music planned.

Parish Communion

The service commences with a processional hymn sung as the choir and clergy process from the narthex at the west end of the Church into the stalls. Choirs are welcome to sing a mass setting, including the Gloria (or Kyrie in Advent and Lent), Sanctus, Benedictus and Agnus Dei. The Creed is said. The choir take communion first. Directions for receiving communion will be given by the clergy before the service. An anthem or motet should be sung after the choir return to the stalls. If this is short, then an additional anthem or communion hymn may be sung. Led by a verger, the choir should process out during the final hymn and wait at the west end of the church for a final blessing and dismissal. The verger will arrive to lead the procession.

Mattins and Evensong according to the Book of Common Prayer

The choir process into place, following the verger, before the service begins. After the welcome a hymn is sung, followed by the confession and absolution. Following this the service follows the pattern laid out in the BCP. We do not sing the Venite before the psalms at Mattins.

Please ensure that the setting of the Lord's Prayer during the responses uses the BCP words. i.e. "Our Father, which art in heaven ... in earth as it is in heaven ... we forgive them that trespass against us" etc. This should be intoned or sung as part of the response setting.

The choir should turn to face the high altar for the Creed, which is said.

The prayers follow after the anthem. These may be followed by a hymn before the sermon. After the sermon is the final hymn. Following the final blessing the choir should process out during the organ voluntary. If a choral dismissal is used, then this should immediately follow the blessing.

Accommodation and Remuneration

Please note that Great St Mary's cannot offer any financial remuneration or contribution to accommodation costs. Accommodation can often be found cheaply via the Colleges of the University, and the theological colleges (Westcott House, Westminster College and Ridley Hall) are especially welcoming to visiting choirs.

Correspondence

Please address all correspondence to the Music Administrator in the first instance:

Emma Dunn
Great St Mary's, the University Church
Senate House Hill
Cambridge
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music@gsm.cam.ac.uk

Rehearsals may be booked with Emma Dunn (above) and the Church office:
01223 741716
office@gsm.cam.ac.uk

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