



Great St Mary's

THE UNIVERSITY CHURCH CAMBRIDGE

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

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Kenneth Jones Organ (1991) Guidelines for Visiting Organists

Welcome to Great St Mary's. We do hope you enjoy playing this organ, and would be grateful if you could observe the following guidelines.

Use of the organ must be agreed with the Director of Music in the first instance, booked through the Music Administrator, Emma Dunn at the above email address or at the Church Office, 01223 741720 and agreed with the shop staff, vergers and church office staff on arrival. Many visitors come to the church seeking quiet reflection and the Church Office is located *within* and *next to* the organ chamber. Organ-playing therefore needs to be minimised during office hours and when the church is open to the public.

Except for preparation immediately before mid-week services or recitals, the organ is not to be played between 10am and 4pm on weekdays. The church is normally open from 8.30 or 9am on weekdays and closes to the public at around 4.30pm. 'Out-of-hours' practice time can usually be arranged in consultation with the above members of staff. However, the organ is not available between 4pm and 9pm on Mondays, Wednesdays and Fridays during term time, nor immediately before services on Sundays.

During the day, when the church is open, please practise on the 8' flutes and strings only. The Solo 8' flute can be coupled to the pedal effectively. The tremulants are very loud inside the case and must *not* be used during the day.

'Loud' practice (anything louder than the 8' flutes) should be restricted to immediately before services or concerts, or to times when the church is closed to the public.

Please try and avoid using erasers on music when it is on the music desk.

Pistons

The organ has eight piston memory-channels, which are allocated in the following way. *Please do not alter Channels 1-4.*

Channel 1 Bold settings for hymn-playing. *Please do not alter Channel 1.*

The general pistons are configured thus:

① *mp* (minimum for a congregation of 80+); ② *mf*; ③ *f*;

④ *ff* (maximum for smaller congregations); ⑤ *ff* (louder and brighter than 4);

⑥ *Tutti*; ⑦ Trumpets Soli on Great; ⑧ *mf* (louder than 2)

Channel 2 Settings for choral accompaniment. *Please do not alter Channel 2.*

Channel 3 Director of Music only. *Please do not alter Channel 3.*

Channel 4 GSM Organ Students only. *Please do not alter Channel 4.*

Channels 5, 6, 7 and 8 are normally available to visitors, subject to any informal notices to the contrary left on the console.

The Great-to-Pedal combination coupler is the green push-switch located near the memory control.

The toe-pistons to the left of the swell pedal are generals, and this cannot, currently, be altered.

Using the organ

Be aware that the pedal division is ineffective outside of the chancel. The Subbass and Open Wood are no longer performing well, and should be drawn together to compensate for each other's deficiencies. Using either of these without a manual stop coupled will be all but inaudible outside the chancel. The Trombone, though raucous at the console, is effective from further away. The Solo stops are voiced to strengthen the pedal and coupling these can be useful, even though the 16' Double Diapason stops at bottom F#.

The Swell reeds are louder in the nave than at the console, but the reverse is the case for the Great 8' flute and the Solo 8' flute.

When accompanying choirs, the organ may need to be used sparingly, as much of it is very bright and uncompromising. A conductor standing in the chancel will be able to judge the balance quite well. The Swell can be very loud with the box open. Singers in the choir stalls *must* turn towards the nave in order for a good sound to be transmitted through the chancel arch. Hymns for congregational singing need to be registered boldly, which will make the organ seem very loud in the chancel. It may be necessary to remind choirs not to 'over-sing' in order to compete with the organ, particularly in hymns.

When leaving, please ensure that the swell box is open, the blower and the lights are switched off, the console and music desk are left tidy, any litter is removed, and any music, service books or notices are replaced on the music desk as you found them. If there are any problems, please contact the Director of Music.

(August 2016)