



WINCHESTER  
CATHEDRAL

**NOTES FOR  
VISITING CHOIRS AND  
ORGANISTS**

Thank you for bringing your choir to sing at Winchester Cathedral. We hope that your time here will be enjoyable and rewarding. Choral services have been offered in this place for many centuries. Through your visit, you are enabling us to maintain this wonderful tradition whilst the cathedral's resident choirs are away.

There is a limit on the number of singers we can accommodate. Please let us know immediately if your choir usually has more than 35 members.

## COMMUNICATIONS

visiting.choirs@winchester-cathedral.org.uk

### **Visiting Choir Coordinator:**

Oliver Morrell *Sub-Organist*  
+44 (0) 1962 857 219

**Post:** Liturgy & Music Office  
Cathedral Office  
9 The Close  
Winchester  
Hampshire  
SO23 9LS  
U.K.

## CHOICE OF MUSIC

Please ensure that your music choices are submitted **two months** before your visit.

When choosing your music, please consider the liturgical season in which your visit falls. It may be necessary to have a second choice in mind in case of duplication.

We would much rather hear a simple piece sung well than a more complex piece sung without confidence. Please take particular care when rehearsing the responses and psalms, as these are just as integral a part of the service as the anthem. Likewise, the choir should also provide a strong lead in all spoken parts of the service. If you feel comfortable doing so, Friday Evensongs may be unaccompanied with no voluntaries.

When deciding on your music, you may find the following checklist useful:

### **Evensongs**

- Responses (these can be repeated throughout the week)  
*Psalm list on page 7, although this changes on Sundays and feast days.*
- Canticles (Magnificat and Nunc Dimittis)
- Anthem (no more than 6 minutes in length on weekdays, or 8 minutes at weekends)
- Final responses (if your chosen responses do not set these, please use Naylor ferial/festal final responses – we can send you the music if necessary)

### **Sunday Eucharist**

- Mass setting (Gloria, Sanctus and Agnus Dei only, unless the Benedictus is very short; the Kyrie replaces the Gloria during Advent and Lent)  
*You will be sent the psalm number, Gospel acclamation, Nicene Creed, Lord's Prayer and all relevant responses in advance of your visit.*
- Communion motet (no more than 4 minutes in length, and not required if the Agnus Dei is substantial)

Please bring your own music for the hymns and psalms, as we cannot provide hymn books and psalters. For the hymns, please sing the first and last verses in unison. Descants are not encouraged.

## **ORGANIST**

We are unable to provide an organist to play for visiting choirs. It is therefore your responsibility to bring your own organist and pass on this information pack.

## **SAFEGUARDING**

Please complete the following safeguarding form **two months** before your visit:

<https://forms.office.com/e/cdqtCtxLsm>

We want Winchester Cathedral to be a place where children thrive and are happy. We hope that all young choristers from visiting choirs feel welcomed by Cathedral clergy and staff that they may meet during their visit here. However, all children and young people who come as part of, or as a supporter of, a visiting choir are always the responsibility of that choir. It is also the responsibility of the choir to which they are attached to ensure that all adults abide by the child protection and safeguarding policies of the church, college or school of which they are a part. We strongly encourage all choirs to have their own safeguarding policies in place.

## **LIVE STREAMING**

All services are live streamed to the Cathedral's website, Facebook and YouTube channel. This includes video of the organist. You must make all members of you choir aware of this before your visit.

## **SONG ROOM (off the South Transept)**

The song room is available for the use of visiting choirs during school holidays only. Additional rehearsal space is not available during term time.

## **WATER**

No cups or bottles of water should be taken into the choir stalls.

## **RECORDINGS**

As the Cathedral is a place of worship, visiting choirs are not permitted to make audio or video recordings during rehearsals or services.

## EVENSONG 5.30pm (3.30pm on Sundays)

*(in Quire)*

3pm (1pm)	Organ practice – loud if necessary
3.45pm	<i>Processional rehearsal with a Virger (first day of visit only)</i>
4pm (2pm)	Choir rehearsal in stalls
5.15pm (3.15pm)	Choir assembles in South Transept in silence
5.20pm (3.20pm)	Announcement, followed by organ music (the organist may begin from 5.23pm/3.23pm if no announcement has been made)
5.29pm (3.29pm)	Organ voluntary ends; vestry prayer; procession (covered by organ improvisation)

### Order of Service

Welcome

**[Penitential opening]**

*Kneel for Confession (Fridays/weekends only)*

Preces and responses

*Please check whether the cantor will take their own note*

**[Hymn]**

*Announced (Sundays only)*

Psalm(s)

*Announced*

First Lesson

Magnificat

Second Lesson

Nunc Dimittis

Creed

*Said facing East*

Lesser Litany, Lord's Prayer, Responses, Collects

Short spoken 'Fleury' prayer with said Amen

Anthem

*Announced*

Intercessions ending with the Grace

*Sit or kneel*

**[Hymn]**

*Announced (weekends/feast days only)*

**[Blessing]**

*Weekends only*

Final responses

Organ Voluntary

## SUNDAY EUCHARIST (11am)

*(in Nave, except August when in Quire)*

9am Organ practice  
9.30am Choir rehearsal in stalls

*If there is time after the rehearsal, pre-service organ music may be played until 10.55am.*

10.55am Announcement; choir assembles in South Transept in silence  
11.00am Vestry prayer (loud Amen as a cue to the organist for the processional hymn)

*A seasonal order of service will be sent in advance, but some key points to note:*

- Psalm – no Gloria at the end
- Gospel Acclamation
  - i. Alleluia sung by the choir (accompanied)
  - ii. Alleluia repeated by the choir and congregation (accompanied)
  - iii. Scriptural sentence sung by the choir
  - iv. Alleluia repeated by the choir and congregation (accompanied)
  - v. *Gospel reading*
  - vi. Alleluia repeated by the choir and congregation (accompanied; give a gathering note)
  - vii. Short organ improvisation until the Gospel party has returned to the sanctuary and the preacher is ready in the pulpit
- Creed – please let us know if you would rather this be said than sung to the Merbecke chant. If it is sung, the organist should wait for the preacher to return to their seat before giving the intonation. The intonation is sung by one member of choir, then the rest is sung congregationally with organ accompaniment.
- Sursum Corda – may be said or sung; please check with a virger (unaccompanied)
- Acclamations during Eucharistic Prayer – accompanied
- Lord's Prayer – sung congregationally unaccompanied
- Communion – the choir receives communion before the congregation (this may be covered by organ improvisation), then sings the Agnus Dei (and communion motet, if necessary) whilst the congregation receives communion

## PSALMS

Normally we follow the Book of Common Prayer's provision of psalms for the day, as outlined in the list below. We do not follow this list on Sundays and major festivals (or their eves), and the appointed psalms for these services will be indicated to you.

<u>DATE</u>	<u>PSALM</u>
1	8
2	14
3	18 v.1-20
4	23
5	27
6	32
7	37 v.1-22
8	42, 43
9	48
10	53
11	59
12	66
13	69 v.1-18
14	73
15	78 v.1-17
16	84 or 85
17	89 v.1-19
18	93
19	98
20	104 v.1-24
21	106 v.1-12
22	108
23	115
24	119 v.1-16
25	119 v.73-88
26	119 v.145-160
27	126, 127 or 130, 131
28	138
29	143
30	147, 149
31	148, 150

## **GUIDED TOURS**

If your stay in Winchester is an extended one, we can arrange for one of our Cathedral Guides to take your choir members and friends on a guided tour of the Cathedral. We will also be happy to offer a group discount on entrance tickets to the Cathedral, which will allow you to visit the Kings and Scribes Exhibition. If you are interested, please contact Linda Bonnot at least one month in advance of your visit:

**Linda Bonnot**      01962 857286  
linda.bonnot@winchester-cathedral.org.uk

## **CATHEDRAL ENTRANCE CHARGE**

Only those singing/playing with or directly responsible for the choir will be able to enter the Cathedral without charge. All other supporters, should they wish to visit before the service, will be charged for entry.

## **CLOSE OPENING HOURS**

The Close gates are locked at 10pm every night and remain locked until 7am.

## **PARKING**

Due to a low arch, all vehicles over 2.8m in height (including all coaches) cannot enter the Inner Close from St Swithun's Street. These vehicles will need to drop off passengers at the Broadway. From here it is a short walk to the Cathedral.

We regret that there is very limited car parking within The Close and therefore ask visiting choirs to use public car parks in the city centre. If you require parking for blue badge holders, please contact the visiting choir coordinator (contact details on page 2) as far in advance of your visit as possible.



## ACCOMMODATION IN WINCHESTER

The following schools/colleges may be able to help with accommodation for visiting choirs:

### **The Pilgrims' School (occasionally available during school holidays)**

The Bursar  
3 The Close  
Winchester  
Hampshire, SO23 9LT  
01962 854189

The Pilgrims' School is the Cathedral Choir School and is in The Close. The accommodation is in the form of comfortable preparatory school dormitories. Please note that this is not suitable accommodation for an adult choir.

### **Winchester College (during school holidays)**

Helen Muir-Davies  
Winchester College Enterprises  
73 Kingsgate Street  
Winchester  
Hampshire, SO23 9PE  
01962 621209

Winchester College is a 5-minute walk from the Cathedral and offers a range of small, shared rooms.

### **The University of Winchester**

The Conference Office  
Sparkford Road  
Winchester  
Hampshire, SO22 4NR  
01962 827322

The University of Winchester is a 15/20-minute walk from the Cathedral.

**Sparsholt College**

The Wessex Centre  
Sparsholt  
Winchester  
Hampshire, SO21 2NF  
01962 797259

**St Swithun's School**

The Assistant Bursar  
Alresford Road  
Winchester  
Hampshire, SO21 1HA  
01962 835798

Both St Swithun's School and Sparsholt College are situated outside the city centre. Whilst it is possible to walk from St Swithun's School (it is about a 25-minute walk), we strongly recommend you bring your own transport.

In addition, there are many hotels and guest houses nearby. The Winchester Tourist Information Office has a useful website ([www.visitwinchester.co.uk](http://www.visitwinchester.co.uk)).

Hotel du Vin 01962 841414  
The Winchester Hotel 01962 709988  
The Winchester Royal Hotel 01962 840840  
Premier Inn 0871 527 9424  
Hotel Mercure Wessex 01962 861611  
Portland House Hotel 01962 865195  
Giffard House Hotel 01962 852628  
The Grange 01962 851419  
The Wykeham Arms 01962 853834  
Holiday Inn 0871 423 4876

## NOTES FOR YOUR ORGANIST

The blower and light switches are under the console, on the left-hand side. Please ensure that the Swell boxes are open BEFORE switching off the organ.

**Pistons:** The General piston memory display is at the bass end of the Solo manual. Please use levels 1-20 only. Please do not alter any other generals as they may be set for Cathedral use for specific music. By using the + and – pistons it is possible to scroll through the generals as required. The divisional piston memory selector is at the treble end of the Solo manual. Divisional level 1 is a standard setting and you are welcome to use this, but please do not alter it. Divisional level 8 is free for you to change. A green light on either display indicates a locked channel, but please do not use unlocked channels outside your allocation.

Please remove copies from the music desk when rubbing out markings. Please do not mark or remove the hymn books from the organ loft. We ask you not to touch any of the other music left in the loft. Please refrain from eating and drinking in the loft.

If there is a fault with the organ please write a brief but specific description of it in the notebook provided on the console. There is no need to use the other black books – the voluntary book is for use by the Cathedral Organists during term time only.

**TV:** Each monitor is switched on by pressing the button in the bottom right hand corner of the set, just behind the top of the music desk. The video feed is controlled by the touch-screen panel to your left (simply tap the screen to activate the first time). To select a camera, first ensure that you are on the home page of the system; next touch the picture of the screen on which you wish the feed to appear; then select the input camera from the list below (use Quire (*South East*) to see the conductor). To adjust the picture shown, go to the ‘Cameras’ page, select the relevant camera and use the zoom and arrow buttons to move the picture. Please do not adjust any of the pre-sets or other cameras, as these are being used by the virgers for the live stream. When you have finished the rehearsal or services, please switch off the monitors above the music desk. The touch-screen will turn off of its own accord. Please do not use the ‘Shutdown’ button, as this will cut off the system for the whole Cathedral.

**Sound Relay:** You will only need this to hear your choir if they are singing in the Nave. The sound is also controlled by the touch-screen panel to your right, on the page labelled ‘Organists’. You will need to select *Dais East (N)* and *Dais East (S)* so that they are both green (sometimes visiting organists find that adding *Dais West (N)* and *Dais West (S)* is helpful). You will also need to unmute the speakers – the ‘Mute’ button is in the bottom right corner, and should show green. The volume can also be adjusted using the screen; it is usually helpful to have this set in the middle of its range.

## ORGAN PRACTICE

Please collect the key to the loft from a virger. It is worth shutting the door behind you to avoid unwanted visitors! Organ practice is booked for the hour before each choir practice in the stalls. In exceptional cases, it may be possible to arrange extra time; please contact the visiting choir coordinator (contact details on page 2). The practice slots available are:

9-10.15am	<b>Outside term only:</b> organ practice allowed, with loud playing if required. <u>Please advise the visiting choir coordinator (contact details on page 2) if you would like to use this practice slot.</u>
3-4pm	Organ practice allowed, with loud playing if required.

Whilst we understand that the opportunity to play the Cathedral organ is rare one, we ask that you are considerate in your practice. Guided tours take place throughout the day, thus it would be appreciated if practice did not exceed a volume appropriate to the service being prepared.

If absolutely necessary, it may be possible for the Cathedral organ to be used between 10am and 3pm on the condition it is very quiet (i.e. only Swell 8' flute). This time must be booked in advance. Failure to observe these restrictions will result in practice rights during the day being withdrawn for all organists. We regret that evening practice sessions are not available. During the main visitor season, organists must stop playing whilst short prayers are said on the hour, every hour. At 12noon on Wednesdays, Fridays and saints' days, there is a celebration of Holy Communion. There must be no playing between 11.45am and 12.45pm on these days.

**Musical balance:** Overall, the organ needs careful treatment when accompanying services in the Quire; the whole ensemble sounds much louder downstairs than at the console, with the Choir organ being particularly present in the stalls (it is situated in the lowest part of the case). Conversely the Solo organ is quieter downstairs than upstairs as it is placed at the top and back of the case. Please also bear in mind that the whole organ is on the congregation-side of the singers and is therefore louder for them than it seems at the console.

When accompanying congregations in the Nave, it is necessary to use at least Swell reeds and Great to mixture for hymn accompaniment. The Nave section is very useful in bringing the sound of the organ further towards the Nave and it is important to use it for these services. By drawing Nave on Great, combinations of Nave and Great stops may be set and controlled from the Great pistons. The Pedal 16' and 32' Bombarde reeds are considerably louder down the Nave than they are at the console.

We hope you enjoy your time here!

*If there are any problems, please contact a virger or Oliver Morrell (01962 857249).*

# Winchester Cathedral Organ

Henry Willis 1851 and 1854 : Henry Willis and Sons 1897 : Additions: Hele & Co 1905  
 Rebuilt and enlarged: Harrison & Harrison 1938 and 1986-1988 : Restored Harrison & Harrison 2023

## PEDAL ORGAN

1.	Double Open Wood	32
2.	Open Wood	16
3.	Principal	16
4.	Open Diapason	16
5.	Violone (Nave Organ)	16
6.	Bourdon	16
7.	Octave	8
8.	Stopped Flute	8
9.	Super Octave	4
10.	Open Flute	4
11.	Mixture 19.22.26.29	IV
12.	Contra Bombarde	32
13.	Bombarde	16
14.	Ophicleide	16
15.	Fagotto	16
16.	Trumpet	8
17.	Clarion	4

*Choir to Pedal*  
*Choir Octave to Pedal*  
*Great to Pedal*  
*Swell to Pedal*  
*Solo to Pedal*

## CHOIR ORGAN

18.	Open Diapason	8
19.	Stopped Flute	8
20.	Prestant	4
21.	Chimney Flute	4
22.	Nazard	2 <sup>2</sup> / <sub>3</sub>
23.	Gemshorn	2
24.	Tierce	1 <sup>3</sup> / <sub>5</sub>
25.	Larigot	1 <sup>1</sup> / <sub>3</sub>
26.	Mixture 22.26.29.33	IV
27.	Cremona	8

*Tremulant*  
*Swell to Choir*  
*Solo to Choir*

## NAVE ORGAN

28.	Bourdon	16
29.	Open Diapason	8
30.	Stopped Diapason	8
31.	Octave	4
32.	Wald Flute	4
33.	Super Octave	2
34.	Mixture 19.22.26.29	IV-V
35.	Mounted Cornet ( <i>tenor G</i> )	V
36.	Trumpet ( <i>French shallots</i> )	8

*Nave on Solo*  
*Nave on Great*

*Eight adjustable thumb pistons to each manual (8 levels)*  
*Swell pistons duplicated by foot pistons*  
*Eight foot pistons to the Pedal Organ*  
*Twelve general pistons per level with Stepper (128 levels)*  
*Reversible thumb and foot pistons to couplers and 32s*  
*Great and Pedal combinations coupled*  
*Pedal to Swell pistons*  
*Nave Organ on Choir pistons*  
*General pistons on Swell foot pistons*

## GREAT ORGAN

37.	Double Open Diapason	16
38.	Open Diapason I	8
39.	Open Diapason II	8
40.	Claribel Flute	8
41.	Stopped Diapason	8
42.	Principal I	4
43.	Principal II	4
44.	Flûte Harmonique	4
45.	Twelfth	2 <sup>2</sup> / <sub>3</sub>
46.	Fifteenth	2
47.	Open Flute	2
48.	Seventeenth	1 <sup>3</sup> / <sub>5</sub>
49.	Full Mixture 19.22.26.29	IV
50.	Sharp Mixture 26.29.33	III
51.	Double Trumpet	16
52.	Trumpet	8
53.	Clarion	4

*Great reeds on Solo*  
*Great reeds on Pedal*  
*Choir to Great*  
*Swell to Great*  
*Solo to Great*

## SWELL ORGAN (enclosed)

54.	Double Diapason	16
55.	Open Diapason	8
56.	Violin Diapason	8
57.	Lieblich Gedeckt	8
58.	Echo Salicional	8
59.	Vox Angelica ( <i>tenor C</i> )	8
60.	Principal	4
61.	Lieblich Flute	4
62.	Twelfth	2 <sup>2</sup> / <sub>3</sub>
63.	Fifteenth	2
64.	Mixture 15.19.22	III-IV
65.	Contra Oboe	16
66.	Oboe	8

*Tremulant*

67.	Contra Posaune	16
68.	Cornopean	8
69.	Clarion	4
70.	Vox Humana (added 2023)	8

*Octave*  
*Suboctave*  
*Unison off*  
*Solo to Swell*

## SOLO ORGAN (enclosed)

71.	Viola da Gamba	8
72.	Voix Céleste ( <i>tenor C</i> )	8
73.	Harmonic Flute	8
74.	Concert Flute	4
75.	Harmonic Piccolo	2
76.	Clarinet	8
77.	Orchestral Oboe	8

*Tremulant*

78.	Tromba	8
79.	Tuba ( <i>unenclosed</i> )	8
80.	Tuba Clarion ( <i>unenclosed</i> )	4

*Octave*

*Suboctave*

*Unison off*  
*Great to Solo*

## CHAMBER ORGAN

The Cathedral's Hauptwerk chamber organ was acquired in 2024, built by Renatus and Romsey Organ Works and funded by a generous donor. Visiting choirs are very welcome to use it. Please make us aware of this before your visit so we can make sure it is in the right part of the building for you.

Set-up instructions:

- Insert power cable (stored on the music shelves in the organ loft) under right-hand side of the case.
- Pull out drawer on right-hand side – once the organ is connected to a power source, the power button will have a steady green light.
- Press the power button and wait for software to load – it is loaded and ready to use once the green light has stopped flashing and gone off. This takes around 45 seconds.
- Pitch, temperament and volume can be adjusted on the black menu. The +/- buttons alter the pitch by semitones. The last setting is automatically loaded when the organ is switched on again, so always worth double-checking!
- Please do not switch the organ off during the service, as the speakers make quite a loud noise as they shut down.