



RIPON CATHEDRAL

Information for visiting choirs

July 2023

Introduction

Thank you for bringing your choir to sing at Ripon Cathedral.

Daily worship is at the heart of our mission and ministry and your choir's contribution is a very important part of our work in welcoming people from far and near to this holy place. We are very grateful for all the time and effort that goes into organising a visit, and very much look forward to welcoming you.

If you are planning to bring a choir to sing here for the first time, please email us to book this first – or indeed to ask any questions you may have. All events in the cathedral must be approved at the weekly diary meeting before confirmation; we ask choirs new to the cathedral to provide either a recent live recording (preferably from a choral service) or reference from a recently visited cathedral or similar.

This booklet will provide much of the information you will need to prepare for the services you will be singing. It is written both for choirs coming to sing one service, and for those staying for longer periods, so please refer to the parts which apply to you. If you have any questions, please contact us and we will do our best to help.

We hope you enjoy singing at Ripon Cathedral.

Tim Harper
Assistant Director of Music

01765 603496 (Tue - Fri 9.30 - 4.00)
timharper@riponcathedral.org.uk

Further information about the Cathedral can be found on the website www.riponcathedral.org.uk

Contents

p. 3	1. Safeguarding
p. 4	2. Preparing for your visit
p. 5	3. During your visit
p. 6	4. Rehearsal schedule
p. 7	5. Information about services
p. 9	6. Notes for organists
p. 12	7. Accommodation suggestions
p. 12	8. Cathedral contacts

1 Safeguarding

Ripon Cathedral Chapter is committed to creating a safe environment in which children and vulnerable adults can flourish and contribute to the working life of the Cathedral in the context of a safe and supporting environment. The Chapter's policies on Safeguarding of Children and Vulnerable Adults are available from <https://www.riponcathedral.org.uk/safeguarding/>

Leaders and conductors of visiting choirs and orchestras must ensure that:

- Children and adults who may be vulnerable are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring.
- You have full liability insurance for this.

It is Chapter policy that all leaders or choir masters of visiting choirs and orchestras read and agree to abide by these policies and guidelines and sign the declaration to this effect.

We regret that toilet facilities are limited in the cathedral. Toilets will be available but their use will not be exclusively for the visiting choir as members of staff will use them. Choir leaders should therefore undertake a risk assessment of the toilets prior to their use by members under the age of 18 and make sure appropriate supervision is put in place.

In the event of Fire, or if an emergency evacuation is necessary, the choir leader is responsible for ensuring all choir members leave by the designated fire exit or nearest exit. The exits will be drawn to your attention by the duty vergers.

An accident book is located at Reception in the Cathedral Offices, and you are required to complete details of any accident or incident occurring which did or could give rise to injury. Details should be completed as soon as possible after the accident or incident, certainly before you leave the Cathedral.

Ripon Cathedral has adopted the Diocesan policies, procedures and guidelines for safeguarding children; adults who may be vulnerable; and responding to domestic abuse, *A Safer Church*. A copy of *A Safer Church* is available to view on request. It is also downloadable from <https://www.riponcathedral.org.uk/wp-content/uploads/Safeguarding-CoE-National-Policy-PromotingSaferChurchWeb.pdf>

In addition to the above, for bookings which include children and young people under 18 years:

- you must comply with the Guidelines for Activities with children and young people/adults who may be vulnerable, found on pages 4-7 to 4-13 of *A Safer Church*.
- you will ensure that children are only cared for by their parents, or by adults who have been recruited safely, which includes a satisfactory disclosure from the Disclosure and Barring Service.
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group.
- no person under the age of 18 years will be left in charge of children of any age.
- no child or group of children or young people should be left unattended at any time.
- you will immediately (within 24 hours) inform the Cathedral's Safeguarding Officer of
 - a) the occurrence of any incidents or allegations of abuse or causes of concern during your stay, and contact details for the person in your organisation who is dealing with it;
 - b) of the details of any known offenders against children or vulnerable adults who are part of your group.

2 Preparing for your visit

Risk Assessments and Covid-19

You are welcome to visit us in advance when preparing your own Risk Assessment. Choir members are advised to wear sensible footwear and to take due care on stairs and uneven surfaces. The duty vergers are First-Aid trained for emergencies; we recommend that a member of your tour party is, too. Following the coronavirus pandemic, our cathedral patterns are largely back to normal, but please continue to take appropriate precautions. The Sunday 10.30 Eucharist is live-streamed on the cathedral's YouTube channel; two stalls rehearsals are provided for it: Saturday afternoon (with easier audibility) and Sunday morning (against the cathedral bells).

Accommodation & Parking

Sadly, the cathedral is unable to provide accommodation for visiting choirs, but there are suggestions of the back page of this booklet. The cathedral has no available parking, so please investigate the 'Cathedral' car park opposite Sainsbury's, or local street parking. Drop-off and pick-up with large coaches is advised at the city's coach park, opposite the bus stand.

What we need from you

We will send you the psalms and hymns for your visit as soon as they are available.

By the start of the calendar month before your visit, please submit:

- Responses, canticles, anthem and (if sung), final responses for Evensong.
- Setting and motet for a Eucharist.
- The safeguarding self-declaration form.

A fortnight before your visit, please submit:

- Sunday final organ voluntaries for publication in the order of service.
- Texts (and translations) of anthems or motets if we are not able to source them.

If you sing a Eucharist, we will share an electronic copy of the order of service to aid the choir's preparations.

Psalms and Hymns

Psalms are as appointed by the Common Worship lectionary and sung, to the Coverdale (Book of Common Prayer) translation, by the choir to an Anglican chant of your choice. Please ensure that the psalms are prepared as carefully as the rest of your music. Feast Days, including the Eve, are marked with the proper psalm, preceded by an office hymn. Hymns, taken mostly from the New English Hymnal, sometimes from Ancient & Modern New Standard, are sung by the choir and congregation. The cathedral hymnbooks are not available to visiting choirs, but we can provide electronic copies of A&MNS hymns if you do not have access to this book.

Choral Repertoire

Please choose music to match the comfort zone of your singers, especially given the distance between the Quire stalls, the powerful organ – very close to the choir in the Quire but rather distant in the Nave – and if this is your first visit here. While we appreciate that the visit may be an exciting opportunity to showcase your choir, the cathedral's liturgy is best served by simpler music performed well; if you are singing here for several days, please consider the cumulative effect of the repertoire towards the final service. Organ practice time is limited, so please also consider your organist's workload in terms of complicated accompaniments. If singing for a whole week, you may like a 'dumb' day to rest – and to explore the various delights in and around Ripon.

We may ask you to consider alternative choices to serve a particular liturgical occasion or to avoid too many repetitions on the cathedral's music list; when several choirs choose the same piece, we operate a first-come, first-served basis. Please be prepared to submit copies of unpublished music, including Preces & Responses; please also ensure that the Responses are compatible for UK worship ("O Lord, save the Queen...").

Visiting choirs are welcome to use the chamber organ for Tudor and other appropriate repertoire.

Organists

Please arrange to bring your own organist for your visit. This must be an experienced player able to handle a large and complex instrument and to accompany and lead worship to a professional standard on limited rehearsal time. Please ensure that your organist has read the relevant notes of this booklet.

Guided Tours

Subject to the availability of our guides, choirs singing for at least three services (including a weekday, due to weekend time restrictions) are eligible for a free tour. Please email us to ask about this.

3 During your visit

Arrival at the Cathedral

On arrival, please come to the Chapter House – which is, among other things, the vergers' office, by the Double Open Wood pipes in the South Quire Aisle. The duty verger will welcome you and supply you with keys to the organ and Cathedral Hall; however, please be aware that he or she may have other duties to juggle at the same time and may not be able to be in two places at once. Please familiarise yourself and your choir with the evacuation procedures when these are given to you.

Rehearsing in the Cathedral

The Song School is no longer available for choral rehearsal; the Cathedral Hall is now the primary space for this, but it needs to be booked early in case of interest from other potential users – please see the next page for more details. Organ practice and stalls rehearsals are allocated at the time of the booking: all Evensongs have an hour for each, finishing 30 minutes before the start of the service. Sunday Eucharists are currently allocated two rehearsals: Saturday afternoon, then on the day 9.00-10.10. This latter rehearsal is against the cathedral bells but allows you a stalls rehearsal shortly before the live-streamed 10.30 service. Organ practice is limited to allocated sessions within the cathedral's opening hours.

Spoken Leads and Presentation

Please ensure that the spoken leads from the choir are clear, confident and at the same speed as the clergy. Please also take care with the choir's presentation, not just for the live-streamed Sunday Eucharist but as a matter of course for all services.

Hymnbooks

Please bring your own hymnbooks or hymn booklets. We can provide electronic copies of any A&MNS hymns, should you not be able to source them.

Choir stalls

Please ask your choir to leave the choir stalls tidy – nothing should be left behind when the service is over. Only water bottles with a secure cap should be taken into the stalls; please be discreet in their use.

Misericords

These 15th-century carved seats are on the back row of the Quire choir stalls. They are much heavier than they look: please ensure your singers use the utmost care (and both hands) should they need to raise or lower them, or preferably ask the duty verger.

Dress

Choirs are welcome either to bring their own robes or to please dress smartly for the service: suits and ties for men, equivalent for ladies.

Visiting Clergy

We are delighted to welcome clergy who wish to accompany choirs on their visits here. Please let us know before your visit if a member of the clergy will be part of your group and if he or she wishes to robe for services. Visiting clergy are warmly invited to participate in our worship by reading a lesson. To be part of the procession, please bring choir dress.

Recordings

Please inform us if you wish to record your services; this can be arranged in consultation with the duty verger.

First Aid & Emergencies

The duty verger is First-Aid trained and can be called during an emergency in the cathedral. We recommend that you have a similarly trained member of the tour party, particularly for activities not in the main cathedral.

4 Rehearsal schedule

Cathedral Hall

The Cathedral Hall is now the primary venue for pre-stalls rehearsals. It is to be found down the south steps, on the left after the Music Office. Please book it at the same time as booking your visit to maximise the chances of its availability. The key is obtained from the duty vergers (in the cathedral) on your arrival. Choirs are welcome to use the taps and kettles, but you must leave the room (at least) as tidy as you found it. Whenever it is unattended, it is imperative that all doors and windows are locked, and all lights turned off. Please report any problems to a member of cathedral staff at the earliest opportunity. It can be used for storage throughout your stay, but it is helpful for us to know your rehearsal schedule, so that any necessary maintenance can be done during busy times without disturbing your activities.

Should it be unavailable, we will communicate other options to you, again subject to availability.

Stalls Rehearsals & Service Times (subject to variation)

For a single weekday evensong (Monday-Saturday), the rehearsals in the cathedral are usually as follows:

3.05 - 4.00pm	Organ practice (following prayers at 3.00)
4.00-5.00	Choir rehearsal*
5.25	Gather in South Transept
5.30 - c. 6.15	Evensong

When a Sunday Eucharist requires a visiting choir, Saturday Evensong is tied to the booking and not available independently. For choirs travelling a long way to sing a weekend here, please note that the main organ practice available is on the Saturday morning, so separate travel arrangements may be required. Saturdays are popular for weddings and Sundays for baptisms, which may affect the standard timings.

SATURDAY	
9.00 - 11.30am	Organ practice (both consoles, for two or three services); please stop for prayers at 11.00
3.05 [†] - 4.00pm	Choir rehearsal for Sunday Eucharist (Nave)*/**
4.00 - 5.00	Choir rehearsal for Saturday Evensong (Quire)*
5.25	Gather in South Transept
5.30 [†] - c. 6.15	Evensong
SUNDAY	
9.00 - 10.10am	Choir rehearsal for Sunday Eucharist (Nave)***
10.25	Gather in South Transept
10.30 - c. 11.45	Eucharist
1.15 - 2.00pm	Organ practice is sometimes available, but not guaranteed.
2.00 - 3.00	Choir rehearsal for Sunday Evensong (Quire)
3.25	Gather in South Transept
3.30 - c. 4.30	Sunday Evensong

Notes

*Rehearsals for the first service of a visit, and for the Eucharist, include a processional rehearsal with a vergers.

** This rehearsal is not compromised by the sound of bellringing.

*** This rehearsal is compromised by the bells, hence the rehearsal above.

[†]One Saturday, either the last in July or the first in August, is the St Wilfrid Procession, an informal service concluding the city's annual festivities. Choir rehearsals are an hour earlier, while Evensong might be slightly delayed. The choir is welcome to sing at this service, which includes two hymns and the giving of awards related to the procession. It is not possible to say on which Saturday this falls before the council confirms it.

5 Information about services

Evensong

Repertoire

We require responses, canticles and an anthem for Evensong. Introits are not sung, but choirs are encouraged to sing the final responses in the Transept: always to the festal words except during Advent and Lent (ferial). Please make sure that the Responses (2nd Set) are compatible with UK worship ("O Lord, save the Queen"...).

Cantor

Please prepare a singer to act as cantor for the Responses (and final responses). The cathedral can provide the collects, which are taken from BCP (except for Saints' Days, which have their own Proper collect). If present, the Canon Precentor may be available to sing, but please be prepared to submit music in advance.

Hymns

Hymns are only sung on feast days (including the Eve) immediately before the Psalm, and on Sundays before the Psalm and before the Blessing. We can supply electronic copies if you are unable to source them yourself. We regret that the cathedral hymnbooks are not available for visiting choir use.

Hymns are usually sung at a flowing pace and visiting choirs are encouraged to follow this practice, which is also warmly appreciated by the congregation. Amens are sung, whether plagal, plainsong or melodic (e.g. *Deus Tuorum Militum*, *Gonfalon Royal*).

Lessons and Pauses

The choir should stand and sit with the conductor; please allocate a little time to prepare this during your rehearsal. At Evensong after each lesson, please stand together 15 seconds after the reader has sat down.

Running Order for Evensong (Monday-Saturday 5.30, Sunday 3.30)

All Evensongs are in the Quire, unless special circumstances require the Nave.

	<i>Gather in the South Transept five minutes before the service starts.</i>
Procession	<i>The choir leads this into the stalls. For a Quire service, bow East with the conductor.</i>
[Confession]	<i>On Sundays, with Absolution; check with a member of clergy just in case it is omitted.</i>
Preces	<i>unannounced</i>
[Office Hymn]	<i>Sundays and Saints' Days only. If so, announced together with the following psalm.</i>
Psalm	<i>announced (unless following the hymn). Sit simultaneously with the conductor at the end.</i>
First Lesson	<i>15 seconds after the reader has sat down, stand together for the...</i>
Magnificat	<i>unannounced. Sit simultaneously with conductor at the end.</i>
Second Lesson	<i>15 seconds after the reader has sat down, stand together for the...</i>
Nunc Dimittis	<i>unannounced</i>
Creed	<i>said together, joining the clergy after "I believe in God". In the Quire, it is said facing East.</i>
Responses	<i>unannounced. Lord's Prayer to 1662 wording: Which art...in earth...them that.</i>
Anthem	<i>announced</i>
Prayers	<i>concluding with the Grace.</i>
[Offertory Hymn]	<i>on Sundays; the organist may need to cover the end of this, finishing softly.</i>
[Blessing]	<i>on Sundays; said Amen.</i>
Procession	<i>(If in Quire, turn East and bow first.) The choir leads this, into the South Transept.</i>
Final Responses	<i>preferably sung. A member of clergy then dismisses the choir.</i>

Notes

- BCP wording (with Coverdale Psalms) is used for Evensong.
- However, the Canticles and Anthem may be sung in another language.
- There is no longer a sung vestry prayer before Sunday services.
- Festal Evensong includes censing around the Altar during the Office Hymn and Magnificat.

Sung Eucharist

Repertoire

Please choose a mass setting: *Gloria* (or *Kyrie Eleison* in Advent and Lent), *Sanctus*, *Benedictus* and *Agnus Dei*. Please also prepare a short communion motet. Please be aware that a particularly long *Agnus* may not leave enough time for the motet if the distribution finishes quickly. A long *Benedictus* may be omitted or sung after the *Agnus* as the motet. There is no gradual psalm or sung congregational responses; the sursum corda is currently said.

Hymns

There are four hymns at the Sunday Eucharist: Processional, Gradual, Offertory and Recessional. As for Evensong, we will let you know hymns and tunes. Please prepare these as carefully as the rest of the service music, making it the priority to lead the congregation's singing; the first and last hymns at the Eucharist are sung in procession, so please do not sing a descant or other arrangement during them – this has been known to lead to the collapse of a hymn.

Order of Service

Each choral Eucharist has a dedicated order of service. We will provide an electronic copy in advance to aid the choir's preparations; paper copies should be available in time for your Saturday afternoon rehearsal. Any deviations from the standard pattern will be communicated to you in advance.

Running Order for Sunday 10.30 Eucharist

	<i>Gather in the South Transept five minutes before the service starts.</i>
	<i>The organist plays softly until a member of clergy welcomes the congregation from the Lectern.</i>
	<i>A member of clergy greets the choir; after the "Amen", the organist plays over the hymn.</i>
Processional Hymn	<i>Process into the Nave stalls following Cross & Lights, via the West End. The organist may need to cover until clergy are in place (and any censuring completed).</i>
	<i>Opening words of the service.</i>
Gloria in excelsis	<i>or, in penitential seasons, Kyrie eleison.</i>
OT/NT reading	<i>Usually just one. No gradual psalm.</i>
Gradual Hymn	<i>This covers the gospel party's procession into the congregation; organist to cover if it doesn't.</i>
Alleluia	<i>Sung, with tone vi verse (choir or cantor); we can provide the music.</i>
Gospel	<i>Said responses to the Gospel; the organ covers the procession back.</i>
Sermon	<i>Please remember that the choir is on view and on livestream during this.</i>
Creed	<i>Stand together to say this, following the lead of the clergy.</i>
Intercessions	<i>Please join in the spoken responses, as led by the Intercessor.</i>
Offertory Hymn	<i>The organist may need to cover the collection (and any censuring) until the two acolytes are in place in front of the altar.</i>
Eucharistic Prayer	<i>Sursum corda & Preface are said.</i>
Sanctus & Benedictus	<i>A long Benedictus may be cut, shortened or sung as a motet.</i>
	<i>Sit with the congregation after the Great Amen (said). After the pre-communion prayers, gather round the altar to receive communion while the organ covers softly.</i>
Agnus Dei	<i>Sung once the choir is back in the stalls.</i>
Motet	<i>The organist may need to cover afterwards until the President is ready.</i>
	<i>Sit for post-communion prayer & notices; stand for the Blessing.</i>
Recessional Hymn	<i>Process out, following Cross & Lights via the West End to the South Transept.</i>
	<i>A spoken congregational response follows the hymn, but there is no sung dismissal.</i>
	<i>A member of clergy dismisses the choir.</i>

Notes

- Common Worship is used for the service.
- However, the Mass and Motet may be sung to any language.
- There is no longer a sung vestry prayer before Sunday services, nor final responses after a Eucharist.
- Incense may be used at a Festal Eucharist around the Altar & congregation and near the organ console.

6 Notes for organists

The cathedral organ is a four-manual Lewis/Harrison & Harrison instrument, sited largely on the screen. It has two consoles: one on the screen for accompanying services in the Quire and a mobile one for the Nave. Its specification is available at: <https://www.riponcathedral.org.uk/wp-content/uploads/Ripon-Cathedral-Organ.pdf>

Access to the organ and practice time

To start your practice, please obtain the organ key from the duty verger, who will either be in the Chapter House (in the South Quire Aisle, by the Double Open Wood pipes) or clearing up a recently concluded service. Practice time is allocated at the time of booking, usually: one hour before an Evensong (Monday-Saturday), or if playing for a weekend, 9.00-11.30am on the Saturday morning. Sunday 1.15-2.00 is sometimes available, but not always. We will communicate any variations to you but cannot guarantee any more time than this, particularly at busy times in the cathedral diary; please choose repertoire to allow for preparation under these restrictions. Please take appropriate care on the stairs and limit organ loft access to the designated organist and page-turner: sharing playing duties dilutes the time available to prepare service music on a complex instrument, while all the practice time must be used to prepare for services, not for other members of the choir to have a play. Please practise with sensitivity to other users of the building and stop for prayers at 11.00am and 3.00pm.

If practising for the weekend, you are encouraged to:

- 1) turn the blowers on upstairs,
- 2) practise downstairs first,
- 3) finish upstairs, to avoid turning the blower off and on quickly; it needs sufficient rest between uses.

The Sunday Eucharist is played from the mobile console; all other services are in the Quire, played from the screen. Information about both consoles follows.

Screen Console

Power

You need to turn on the:

- Power switch next to the green light, by the DOW pipes opposite the Chapter House door.
- White switch for the monitor and console light (in the loft, to the right of the console, next to the...)
- Red power switch for the blowers – turn clockwise.

When playing for a service in the Quire

- Turn on the TV monitor: press the big power button (possibly a few times) until it turns green, quickly press the right side of the PC/AV button, then select the view: 1 = South Transept (for each end of the service); 4 = conductor (who needs to stand within this view – do not adjust the camera).
- Check with the verger that the main sound system is on before the choir rehearsal begins.
- Turn on the sound monitor to your left. The volume needs to be kept low.

Piston Levels

Please use Generals 75-99 and Divisional 8. You are welcome to consult Divisionals 1 & 3 (repertoire, hymns) and 4 (accompaniment), but these are not to be changed. The stepper acts through the generals in sequence. (We cannot vouch for previous visiting organists' settings!)

Organ Balance

This is not what it sounds like from the console. The organ is very loud and prompt in the Quire, easily able to overwhelm the choir, while the apparent balance between divisions is misleading. In an accompanimental chorus, not much Great is required; the Swell, your main source of colour, sounds a little more distant downstairs, while the Solo – disconcertingly right above your head – sounds a lot more subtle. Conversely, the Pedal and Choir are much louder and prompter downstairs: the former needs very little, while the latter is best restricted to single-stop solos and congregational hymns. The Double Open Wood is very loud and boomy, usually best avoided under quiet registrations; for soft 32', it is often better to experiment with the Sw. 16' and/or Gt/Pd soft 16's. For 'soft Choir', try Solo 4' flute & sub. or soft Swell with 4' flute. For office hymns, try coupling together Great to 4', Choir to 4' or Mixture, Swell to Mixtures (and reeds *ad lib.*), Pedal based on SB or OW.

The Great reeds & Pedal Oph./Bomb. are exceedingly loud and wearing, best kept to single-chord climaxes (if at all) and certainly not whole passages. For these, instead couple the Solo Contra Tuba 16', box shut, with oct. (& unison off for 8' only). NB This is the same rank as the Pedal Tubas, in the Solo box just above your head. Please show similar discretion with the two big Solo (8') reeds.

Here is a rough guide to dynamics for doubling a choir singing mid-range in harmony. It is in line with what supports (rather than drives) the cathedral choir; a little more can be used when the choir is in unison, when the accompaniment speaks against or above the choir, or for larger and/or louder choirs:

Dynamic	<i>p</i>	<i>mp</i>	<i>mf</i>	<i>f</i>	<i>ff</i>	<i>fff</i>
Swell	Diapasons 8'	8' 4' (+ Oboe)	8' 4' 2' (Oboe)	+ Mixtures	+ 16' Reed	+ 8' Reed (box shut)
Great	-	-	Stopped Diap.	+ Flûte 8'	+ Small OD	(+ 16' SD <i>ad lib.</i>)
Pedal	Lieblich Bourdon 16'				+ Flute 8' or Subbass 16'	+ DOW 32', Tuba 16' (Solo box shut)

Order of Weekday Evensong (Monday-Saturday)

- Play softly (watching Camera 1), then play the choir in until bowing is completed (Camera 4).
- Preces are unannounced; please finish in the right key and on the cantor's note.
- Announcement for (Office Hymn, if Saints' Day, and) Psalm.
- Old Testament/Magnificat/New Testament/Nunc/Creed/Responses 2nd set follow unannounced.
- Anthem is announced.
- Prayers finish with the Grace; play the choir out softly for the final responses in the Transept.
- If the voluntary is loud, please wait for the choir's sung & said dismissal to be completed.

Order of Sunday Evensong:

- Play softly beforehand, then play the choir in until bowing is completed (Camera 4).
- Confession and Absolution usually follow – check with your DoM and the clergy.
- Preces are unannounced; check with the cantor beforehand if a note is needed or if he/she has a fork.
- Office Hymn and Psalm are announced together.
- Old Testament/Magnificat/New Testament/Nunc/Creed/Responses 2nd set follow unannounced.
- Anthem is announced.
- Prayers finish with the Grace.
- Offertory Hymn is announced; check camera 2 in case you need to extend the hymn, finishing softly.
- After the Blessing (said Amen), play the choir out softly for the final responses in the Transept.
- If the voluntary is loud, please wait for the choir's sung & said dismissal to be completed.

Voluntaries

While we appreciate that it may be an exciting opportunity to play the cathedral organ, please ensure that voluntaries do not overshadow the service music – or require too much practice/setting up to prepare the service music properly. The restrictions on the use of the Great reeds (and louder) still apply here; indeed, the cathedral organists play quiet pieces around services at least as much as loud ones.

Please also note

You are partially on view to the Quire congregation; conversation is audible downstairs, while movements to the player's right may be visible.

When finished, please check:

- TV & sound system off; swell boxes open; red power switch off (anticlockwise), white switch off.
- Blue keyboard cover replaced, organ loft left tidy, lights off and door locked;
- Power switch next to green light (by the DOW pipes) off.
- Key returned to verger.

Mobile Console

Power

- The light switches are on the foldable music desk and close to the right knee. Take care with the glass doors & console lid; also the music desk light fitting as it can become hot.
- Console power & blowers are controlled by turning the key clockwise.

Both consoles can be on at once. This saves turning the blower off and on during the Saturday morning practice session (as mentioned on previous page), but:

- Stops drawn on one console affect the other.
- Memories are completely independent between consoles.
- Balances are very different from upstairs (especially the Pedal & Choir).
- When the mobile console is on, the upstairs console cannot control the swell boxes.
- Downstairs, the swell boxes may ‘rock’ when set in certain intermediate positions.

Piston Levels

As per upstairs, please use Generals 75-99 and Divisional 8; these are independent of the upstairs memories, so will not overwrite them. Again, you may consult – but not change – Divisionals 1 & 3 (repertoire, hymns) and 4 (accompaniment). The stepper acts through the generals in sequence. Please note the General level selectors are the blank black buttons on the right-hand panel, not the buttons with white arrows.

Organ Balance

Unlike upstairs, you can hear the organ balance where you are, sat close to the choir. For equivalent accompanimental balances to those in the Quire, you need a little more Great and a lot more Pedal; the Swell is more present since the box opens into the North Transept, while the Solo has largely the same effect each way. The Choir is now effectively an echo division, not a means to support the choir.

The Great reeds and Ophicleide require the same discretion as in the Quire, with the same Solo Contra Tuba options as mentioned above. However, both 32's are now much more usable in choral accompaniment.

For Sunday Eucharist hymns, try Gt to between 4' and Mixture, Sw. to between Mixtures and (almost) any combination of chorus reeds (with octave *ad lib.*), and Pedal to 16' Tuba. Soloing a hymn melody using Gt reeds on Ch. (and/or Orchestral Trumpet coupled to Ch.) can help guide the congregation – particularly when the choir, mid-procession, is at the West End, at which point your priority is to keep the hymn moving and everyone together.

Dynamic	<i>p</i>	<i>mp</i>	<i>mf</i>	<i>f</i>	<i>ff</i>	<i>fff</i>
Swell	Diapasons 8'	8' 4' (+ Oboe)	8' 4' 2' (Oboe)	+ Mixtures	+ 16' Reed	+ 8' (4') Reed(s) (box shut)
Great	-	(Stopped Diap.)	Stopped Diap. & Flûte 8'	+ Small OD	+ Large OD (+ 16' SD)	(+ SD 16' Oct 4' <i>ad lib.</i>)
Pedal	Subbass 16' & Flute 8'			+ 16's, 8' (<i>ad lib.</i>)	(+ 32' DOW <i>ad lib.</i>)	+ DOW 32', Tuba 16' (Solo box shut); 32' reed (<i>ad lib.</i>)

For a Eucharist, please follow the order of service, noting the points on p. 8 above.

Voluntaries

Within reason, a larger-scale voluntary is appropriate after the Sunday Eucharist and often after Sunday Evensong. The Lewis Great chorus is well worth exploring for a plenum; however, the restrictions on the use of the Great reeds still apply, even in a French (or French-style) toccata. This is especially the case on a Sunday morning, when the congregation gathers in the South Transept for coffee after the service. The Sunday Eucharist voluntary needs to be submitted in time to print it in the order of service.

Please also note

You are partially on view to the Nave congregation, so please dress smartly. A page-turner can be useful during the final voluntary in politely keeping any enthusiastic listeners at sufficient distance for the player's comfort.

When finished, please check:

- Swell boxes open; key turned anticlockwise & both light switches off.
- Music desk folded down – please bend the light fitting away from the keyboard, taking care if it is hot.
- Console closed up – with careful placing of the console lid onto the glass doors.
- Key returned to verger.

Chamber Organ

It is possible to use the cathedral's chamber organ to accompany the choir. Though it is normally used in the Quire, with suitable notice it could be moved to the Nave – please ask in advance.

- In the Quire, it normally lives against the east-most stalls on the north side. By angling the left-hand side about 45 degrees, the organist can stand behind it, facing the conductor, while the power cable can reach the power socket (in the stalls) without an extension lead.
- Given sufficient notice, for more elaborate accompaniments the verger may be able to take the front doors off to allow more sound out.
- Please ensure that the pitch lever (on the right) is pushed all the way to the left for 440 pitch, otherwise you will break the mechanism when pulling the keyboard out. We do not currently recommend using the 415-pitch mechanism.
- Please take care raising the music desk; this lifts up and has supports for two different angles.
- The stops are on the left. With the cathedral choir, 8' alone is usually used; thick chords on all three stops are not recommended.
- The chamber and cathedral organs are at slightly different pitches, not suitable for playing together.
- When finished, please push in the stops, carefully put the music desk away and keyboard in, ask a verger to replace the doors (if removed), unplug and leave neatly against the stalls.

7 Accommodation suggestions

Unfortunately, since the closure of the choir school in July 2012, the cathedral is not able to offer or arrange accommodation for you. However, here are some suggestions to help you make your own arrangements; please contact prospective venues directly and note the travel requirements between accommodation and cathedral. A small, adult-only choir might be best served by an internet search for local hotels. For larger choirs, or those with children, here is a (non-exhaustive) list of schools in the area that you may wish to investigate:

- Ripon Grammar School: <https://www.ripongrammar.co.uk/about/community-lettings/>
- Queen Mary's School: <https://www.queenmarys.org/venue-hire/>
- Harrogate Ladies' College: <https://www.hlc.org.uk/about-hlc/venue-hire/accommodation-hire/>
- Ashville College, Harrogate: <https://www.ashville.co.uk/hire-our-campus/>
- Cundall Manor School: <https://www.cundallmanorschool.com/facilities/>
- Queen Ethelburga's, York: <https://www.qe-enterprises.org/venue-hire>

8 Cathedral contacts

Assistant Director of Music: Tim Harper
timharper@riponcathedral.org.uk
01765 603496 (Tue - Fri 9.30 - 4.00)

Please contact the Assistant Director of Music in the first instance for all enquiries, from bookings, submitting repertoire and any final arrangements.

The Precentor
Canon Michael Gisbourne canonmichael@riponcathedral.org.uk

Chapter House (Vergers' Office)
01765 602072 (8.00 - 6.00 every day)

Please telephone the Chapter House if you are delayed in arriving, or if you urgently need to contact the Vergers during your visit.

Cathedral Office
01765 603462 (9.00 - 5.00 Mon - Fri)

The Office oversees the general administration of the Cathedral.