

INFORMATION FOR VISITING CHOIRS

We are delighted that your choir wishes to visit Beverley Minster and look forward to welcoming you to this magnificent building in which the praises of God have been sung for more than 800 years.

In this booklet you will find practical information about your visit, times of services, contact details etc.

Those of you returning to Beverley Minster may find that some of the arrangements have changed since your last visit so we would ask that you read through this booklet and familiarise yourself with any new procedures.

Should you have any questions about any of the arrangements please contact the Director of Music, Robert Poyser.

beverleyminstermusicdepartment@gmail.com / 01482868540

TIMES OF SERVICES AT BEVERLEY MINSTER

Weekdays and Saturdays for visiting choirs in residence

17:00 Choral Evensong

Thursday

10.00 Holy Communion (Said)

19:30 Choral Evensong during term time

Sunday

08:00 BCP Holy Communion

10:30 Parish Eucharist (All-Age First Sunday of the month)

15.00 Baptism (Third Sunday of the Month)

17:30 Choral Evensong

19:15 Worship Teaching and Ministry (last Sunday of the Month)

CHOOSING MUSIC FOR YOUR VISIT

It would be appreciated if you could supply details of the music you are planning to perform at least ten weeks prior to your visit, so that the Music List can be printed.

Directors of Choirs are particularly asked to choose music suited to the capabilities of the singers and which enrich the contribution to a feast day or liturgical season. **Please avoid choosing music which is too ambitious or too large-scale for your choir - the Minster has a particularly large acoustic, especially in the Nave, and the organ is nearly a semitone sharp pitch.** The duration of settings and anthems should also balance to ensure the service is not too long. Please note that our choral Eucharist is sung to a congregational setting copies of which can be provided for duplication in advance.

We are particularly keen to welcome visiting choirs on Saturdays and at weekends when the Minster Choir is on holiday. These are usually late July and August and around half terms and the weekend after Christmas and Easter.

COPYRIGHT

The legal requirements of all music protected under copyright must be observed. It is not permitted to bring photocopied material into the Minster without the written permission of the copyright owner.

CANTORS

We would be grateful if you could provide your own cantor.

ARRIVING

Please arrive early enough so that you are ready for a welcome and briefing on the first day. If your first day is Sunday we will confirm details with you when the booking is made. There will be a brief rehearsal of processions at this time, and an opportunity to ask questions.

There is vestry accommodation in the Minster where robes should be left. This is locked during the service. Please note that no water etc is allowed in the Minster Quire Stalls.

ACCOMPANIMENT AND PRACTICE TIMES

Unless we hear to the contrary, we assume that you are bringing your own organist. If you are visiting out of choir term we *may* be able to provide an organist but would need to know well in advance.

We require organists to be of a high standard, with experience of playing and accompanying on a large instrument such as our 4-manual instrument. We will book rehearsal times for the organist prior to your visit.

Please also see the **Notes for Visiting Organists** at the back of this booklet.

REHEARSALS – WEEKDAYS AND SATURDAY

You may rehearse in the Quire from 15.00 until 16.45 - on your first day there will be a welcome and briefing. The Song School (see below) is usually available for rehearsals at other times.

REHEARSALS – SUNDAY

Rehearsals for the Choral Eucharist take place in the nave stalls between just after 0900 (after the early communion service has finished) and should finish by 1015. Rehearsals for Sunday Evensong take place in Quire from 1500 until 1715 except when there is an afternoon baptism service. Please finish promptly. If there are any events taking place in the building that will affect these slots, we will let you know.

USE OF THE SONG SCHOOL

You are welcome to use the Song School in the Parish Hall. There are toilet and kitchen facilities there. The Virger will provide you with a key for this for the duration of your visit.

PLEASE NOTE THE FOLLOWING CONDITIONS:

1. Please do not use Minster copies of music.
2. Please do not take food or drink (other than water) into the rehearsal room.
3. Please leave the rehearsal room in a clean and tidy condition.

REFRESHMENTS

Please advise us of the approximate numbers of choir members, and any accompanying visitors, so that enough tea/coffee/milk/soft drinks may be arranged.

ROBES

Please wear cassocks for Minster rehearsals. If your choir does not wear cassocks, please wear what you wear in services (e.g. gowns, suits) in Minster rehearsals as well. Please be aware that there will be visitors in the building and we require appropriate levels of dignity.

TOILET FACILITIES

Toilets are available in the Parish Hall. There are limited facilities in the Minster.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

We want Beverley Minster to be a place where children and vulnerable adults thrive and are safe and happy. We hope that all members of visiting choirs feel welcomed by Minster clergy and staff that they may meet during their visit here. However, all children, young people and vulnerable adults who come as part of, or as a supporter of, a visiting choir are the responsibility of that choir at all times. It is also the responsibility of the choir to which they are attached to ensure that all adults abide by the safeguarding policies of the church of which they are part. For your reference a copy of Beverley Minster's Safeguarding Policy Statement is later on in these notes.

PARKING

Parking is available in Minster Car Park on a first come, first served basis. There is no reserved parking available. Coaches should drop off on Eastgate but small minibuses might fit in our car park!

There are a limited number of accessible parking spaces for Blue Badge Holders at the front of the car park. Visitors in cars can be dropped off and collected outside the Highgate entrance but vehicles must then use the car park.

EVENSONG

We sing Evensong straight from the BCP of 1662, with the penitential opening on Sundays. There is a hymn every day and three on Sundays. Hymns are usually from Hymns Old and New (HON).

Choirs should assemble quietly in the North Quire Aisle five minutes before the service time, ready to start. There is a vestry prayer before the procession. We enter underneath the Organ Screen at the west end of the stalls, remain facing East and we all bow together. At the end of the service we all face east, bow together and leave the choir stalls from the *east end - so the same singers lead both in and out.*

PSALMS

At Evensong daily from Tuesday to Saturday we sing the psalms appointed for that evening in the *Book of Common Prayer*. Visiting Choirs are not expected to sing all of the psalmody appointed; please ask if you would like to do fewer verses than those set. On Sundays and Festivals we use the Proper Psalms from the *Common Worship* Lectionary.

Order of Service

- Introit (Weekdays and Saturdays)
- Welcome and Introduction (Sundays)
- Hymn (Sundays)
- Penitential opening (Sundays)
- Opening Responses
- Psalmody
- OT reading
- Magnificat
- NT reading
- Nunc Dimittis
- Apostles' Creed (turn to face East – we say this quite steadily)
- Lesser Litany and Lord's Prayer - Second set of Responses
- Three Collects; four in Advent and Lent. (Said on Sundays)
- Anthem
- Prayers
- Hymn
- A sermon on Sundays ending with a short Litany
- Hymn on Sundays only
- Blessing on Sundays. Said 'Amen'.
- Sung dismissal in North Quire Aisle
- Organ voluntary

THE LORD'S PRAYER

Please ensure that you have prepared a Lord's Prayer with words as they appear in the BCP.....Our Father *which* art ..., thy will be done *in* earth ..., as we forgive *them that* trespass ...

ORGAN VOLUNTARIES

From Tuesday to Friday we require only a short piece to play the choir out. At weekend evensongs we welcome the bigger voluntaries. As some members of the congregation stay to listen to the voluntary we ask you to observe this convention with some care.

SUNDAY EUCHARIST (SUNG ELEMENTS)

- Four hymns
- Communion setting – St Michael's Mass – Fisher/Poyser (a copy can be posted out and freely duplicated)
- Responsorial psalm (scanned and emailed out)
- Communion anthem (unaccompanied works best and sung from the West End)
- A short organ piece during communion and a final voluntary (not too long/loud as coffee is served afterwards underneath the tubas!)

ACCOMMODATION

Beverley Tourist Information Centre (TIC) has a list of establishments in Beverley and the surrounding area. The TIC can be contacted via its website www.visithullandeastyorkshire.com where you can also view some of the accommodation available.

TOURS

While you are visiting Beverley perhaps your choir would like a guided tour of the Minster or a Roof Tour. We would be delighted to arrange such tours for you at a cost of £10 per person for a roof tour and £5 for ground only. Roof tours happen on a Saturday morning only at 11am. All monies raised go towards the upkeep of the Minster and your support would be much appreciated.

TO ARRANGE A MINSTER TOUR OR TOWER TOUR PLEASE CONTACT THE PARISH CENTRE

Tel 01482 868540

Email minster@beverleyminsyer.org.uk

WHAT HAPPENS NEXT?

Please remember that we need the music list and the names of your conductor and organist for your visit at least ten weeks in advance. We also need some idea of the number of singers you will be bringing.

NOTES FOR VISITING ORGANISTS

Welcome to Beverley Minster's organ. A full specification can be found in the Organ section of the website. This is a remarkable instrument, and these notes are intended to help you get the most from your time here. Please read them carefully, and enjoy playing this wonderful organ! Instructions on how to switch on, use the tv camera, information on divisional and general pistons and practice times are to be found on the organ console.

ADVICE ON USING THE ORGAN

IN THE QUIRE

The organ is largely as you hear it at the console, though it is perhaps helpful to note that the Swell shutters are angled horizontally and thus shoot the full might of the Swell right down onto the Quire floor and also over the top of the solo box down the Nave. The Solo organ is generally a little more distant and speaks directly down the Nave. The Great Reeds are very loud in the Quire, as is the 32' reed, and these should be reserved for the most extravagant of climaxes only, as the sound can easily be wearing on a congregation's ears!

IN THE NAVE

The organ speaks well into the Nave although adding the choir to it can add brightness. If leading a congregational hymn, you will need most of the Great up to mixtures, Swell and Pedal.

OTHER USEFUL INFORMATION

Please do not rub anything out on the console!

When practising, please be mindful of others. The building is often busy with tourists and staff. We therefore ask that you do not undertake sustained loud practice for long periods, or when quieter practice would suffice. **Please be aware that there are prayers at 1200 for which practice must stop.**

In the event of any problems, please do not attempt to rectify these yourself, but call the duty virger, who will be able to pass on your query to the best-placed person. If the

problem is one of organ maintenance, but does not require immediate attention, please note it.

FINISHING UP

Please remember to:

- turn off all sound and TV equipment, remembering both to turn off the TV set and the camera itself;
- turn off the console lights;
- turn off the corridor / staircase lights behind you;

We hope very much you enjoy your time at Beverley Minster

BEVERLEY MINSTER SAFEGUARDING POLICY STATEMENT

Safeguarding

Beverley Minster, as part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community.

In all these principles we will follow legislation, guidance and recognized good practice

The Church of England has agreed the following statement of safeguarding principles

- We will carefully select, support and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognizes the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The full Safeguarding Policy is available in the Virgers' Vestry, and on Reception at the Parish Centre, 38 Highgate.