



St PAUL'S CATHEDRAL

Dress

The way a visiting choir looks and behaves helps to create an atmosphere of calm and reverence and is as important as the singing. We ask that your choir wear their usual uniform (i.e., cassock and surplice, school uniform, academic gown) or similar smart attire, for example all black (trousers or long skirts), dark suits, white shirts and sober coloured ties. Shoes should be flat or have a small heel of up to one inch. High heels, boots and sandals are not permitted. Bags, water bottles, etc. should never be carried in procession. Please contact us if you have any questions.

Photographs

Photography is not permitted in the Cathedral during worship. Your co-operation in explaining this to your Choir and members of your party will be much appreciated. Some choirs like to take a group photograph in St Paul's and the Virgers can help you with this. Please liaise with the Virgers when you arrive for your rehearsal to set up a time for your group photograph. It may be possible with the prior agreement of the Deputy Events Manager to allow visiting choirs to have photographs taken during the rehearsal in the Quire. Please contact them at least one month in advance of your visit to enquire about this. It is very important that any photographer follows the directions of the Virgers at all times whilst in the Cathedral.

Recording

Recording equipment is not allowed on the Cathedral Floor and members of the congregation are not allowed to record services. If you would like an audio recording for your archive or for your private use, this may be possible with a discreetly placed small recording device, but it must be discussed with the Deputy Events Manager in advance. Video recording is strictly forbidden, as is the uploading of video and audio material on internet sites such as YouTube (this includes any organ accompaniment). St Paul's does not live stream or record the regular services.

Supporters

You are welcome to bring along supporters to the service. Please ask your guests to wait under the north side of the Dome by 4.40 pm. Following the announcement from the duty Virger, the gates will be opened and congregation are then directed through to the Quire by the duty Steward or Virger. We will try to seat as many of your supporters in the Quire as possible. Please make your supporters aware that all seating is unreserved and the capacity in the Quire is limited. Additional congregation can sit under the Dome. Please ask your guests to follow the Stewards' directions to exit the Cathedral immediately after the service.

Security

On arrival, please enter via the North West Crypt entrance. Please be aware that security checks are in place on all entrances, so please advise your choir members to have their bags ready for inspection on arrival. Bags above the maximum permitted dimensions of 45cm x 30cm x 25cm including handles, wheels and pockets cannot be brought into the Cathedral. Please let us know in advance if you plan to bring your robes in suitcases so that we can forewarn our security staff.

There is heightened security at all public buildings in the City of London, so visiting choirs must sign in on arrival in the Crypt, with the steward stationed at the Churchill Gates. All choir members and accompanying staff must wear the badges provided for the duration of their visit. Please send a full list of all the names of your party to the Deputy Events Manager with your completed safeguarding form two weeks before your visit. Further information about security and arrival in the section 'On the Day'.

Arriving at St Paul's

Please telephone the Virgers' Office in advance on 020 7246 8320 to notify them of your estimated time of arrival. This should be between 1.30 pm and 2 pm on the day of your service. The Virgers are not available to greet you before 1.30 pm, and so if you arrive early, you will need to wait until 1.30 pm for access to the practice room. You may wait in the crypt area, by the Cathedral Shop.

Visiting Choirs are asked to enter the Cathedral via the north-west Crypt entrance, which is opposite the Paul Café on the north side of the Cathedral (that is the left hand side if you are facing the steps at the front). Please advise your choir members to have their bags ready for inspection on arrival. After entering the Crypt, proceed past the Shop and make your way to the Churchill Gates. A Steward will be on hand to welcome you and assist with the signing-in process. The Steward will also call a Virger who will take you to the Choir Practice Room.

The Choir Practice Room

The Choir Practice Room is available for rehearsal and robing. On arrival, the Virgers will sign you out a security card to access the room. The designated card holder must return this card to the Duty Virger, as soon as the room has been vacated.

Members of the public (including family and friends of the Choir) are not allowed to use this room. In the CPR you will find a water dispenser and ample toilet facilities. There are some very strict rules which we ask you to observe as this space is the private working room of the Cathedral Choir:

- i. Please do not bring food or drink in to the Choir Practice Room.
- ii. Please do not move any furniture.
- iii. Please do not touch or move any music, including the library boxes on shelving around the walls.
- iv. Please leave the room tidy. A senior member of the choir must check that there is no rubbish left in the room and that everything is as it was when you arrived.
- v. Please do not forget to return the security card for access back to the Duty Virgers.

On Mondays in term time, and on certain other days, there are Cathedral rehearsals in the Choir Practice Room after 4.15 pm. On these days, you and your choir may have to remove all of your bags and belongings from the Choir Practice Room to the Dean's Aisle before your 3.30 pm rehearsal. Please follow the direction of the Virgers on the day.

Facilities in the Crypt

WCs are located at the west end of the Crypt (opposite the Shop).

The Cathedral Shop is usually open until 5 pm.

There is a Coffee Cart available for purchases (drinks and light snacks) at the west end of the Crypt.

After the Service

The Cathedral closes – and the Cathedral staff leave – at **6 pm**. Please therefore, arrange to meet your family and friends outside the Cathedral after the service. It becomes very difficult to clear the Cathedral if your supporters are still in the building! The outside of the West End of the Cathedral is a good meeting place and is a covered area in case of bad weather.

Please ensure that you have **all your possessions and all your party with you** when you leave the Cathedral. A responsible adult should be the last person in your party to leave, and should inform a Virger (or Steward) that everyone in your party has left the Cathedral. Do make sure you return the Security Card to the Virgers, and also remember to collect all of your music.

The usual exit point for Visiting Choirs is via the Undercroft which surfaces in front of the Chapter House. Please follow the direction of the Virgers on the day.

REHEARSALS

The Choir Practice Room is available for rehearsals from **1.30 pm - 3.30 pm**. You are strongly advised to use this time, as there can only be limited rehearsal in the Quire Stalls.

Visiting organists may practice on the Cathedral Floor from 2.30 pm. The Organ Loft is accessed via the Dean's Aisle on the south side of the Cathedral. Further notes for visiting organists are contained on a separate sheet.

From **3.30 pm - 4.15 pm** you can rehearse in the Quire Stalls. We ask that your choir wear their usual uniform (i.e. cassock and surplice, school uniform, academic gown) or similar smart attire, for example all black (trousers or long skirts), dark suits, white shirts and sober coloured ties. This can save time at the end of the rehearsal and prior to the service as well as looking smart when the Cathedral is open. Shoes should be flat or have a small heel of up to one inch. High heels, boots and sandals are not permitted.

No mobile phones or other devices may be used in the Quire Stalls or anywhere on the Cathedral Floor.

At **4.00 pm** there is a short announcement and prayers led by the duty chaplain. You will need to stop rehearsing for this brief time.

At **4.15 pm** the Officiant who will be singing the service will rehearse the Responses with you. This will be followed by a processional rehearsal led by the Virgiers. If you are singing for us more than one day in a row, this only takes place on the first day of your visit.

All rehearsals, both musical and processional, must finish by **4.30 pm** and the Quire Stalls need to be cleared so that we can prepare to receive worshippers. No organ practice can take place after this time (e.g. going over sections of accompaniments, checking registration, etc). You are welcome to go downstairs and use the Choir Practice Room (if available) or the Crypt facilities.

1.30-3.30 pm	Choir Rehearsal - <i>N.B. It takes 10 minutes to relocate to the Quire</i>	Choir Practice Room
2.30-3.30 pm	Organist Rehearsal NB Prayers at 3 pm	Cathedral Floor
3.30-4.15 pm	Full Rehearsal NB Prayers at 4 pm	Cathedral Floor
4.15 pm	Rehearsal with Officiant followed by Processional Rehearsal	Cathedral Floor
4.30 pm	Rehearsal ends Quire vacated	Return to Crypt
By 4.55 pm	Choir lined up in silence in the Dean's Aisle facing West ready for Vestry Prayer.	Dean's Aisle

Arriving at St Paul's

Please telephone the Virgers' Office in advance on 020 7246 8320 to notify them of your estimated time of arrival. Please do not arrive before 8.30 am on the day of your services.

On Sundays, Visiting Choirs are asked to enter the Cathedral via the West Doors. Please gather outside as a group first before entering the Cathedral. A Steward will be on hand to welcome you and assist with the signing-in process. The Steward will also call a Virger who will take you to the Choir Practice Room.

The Choir Practice Room

The Choir Practice Room is available for rehearsal and robing. On arrival, the Virgers will sign you out a security card to access the room. The designated card holder must return this card to the Duty Virger, as soon as the room has been vacated.

Members of the public (including family and friends of the Choir) are not allowed to use this room. In the CPR you will find a water dispenser and ample toilet facilities. There are some very strict rules which we ask you to observe as this space is the private working room of the Cathedral Choir:

- i. Please do not bring food or drink into the Choir Practice Room.
- ii. Please do not move any furniture.
- iii. Please do not touch or move any music, including the library boxes on shelving around the walls.
- iv. Please leave the room tidy. A senior member of the choir must check that there is no rubbish left in the room and that everything is as it was when you arrived.
- v. Please do not forget to return the security card for access back to the Duty Virgers.

St Paul's is very busy and on certain days, because of subsequent rehearsals, we may ask you to take all your bags, robes and any other belongings up to the Cathedral Floor. We will give you advanced warning if this is the case and the Virgers will help you.

Facilities in the Crypt

WCs are located at the west end of the Crypt

The Cathedral Shop is open on Sundays, but please be aware there is currently no café. Outside of the Cathedral there are plenty of options within the vicinity of St Paul's for food and drink, that are open on Sundays.

After the Service

After Evensong, we respectfully ask that all belongings and rubbish are removed and all people are cleared from the CPR by **4.20 pm**. Please ensure that you have **all your possessions and all your party with you** when you leave the Cathedral. A responsible adult should be the last person in your party to leave, and should inform a Virger (or Steward) that everyone in your party has left the Cathedral. Please also make sure you return the security card for the CPR to the Virgers, and collect all of your music.

As you leave, please exit via the North West Crypt Entrance.

Please do not go back upstairs at 4.20 pm as there is usually an Organ Recital at 4.30 pm. Therefore, arrange to meet your family and friends outside the Cathedral after the service. The outside of the West End of the Cathedral is a good meeting place and there is a covered area in case of bad weather under the portico at the top of the West Steps.

You are of course most welcome to attend the Organ Recital at 4.30 pm and the Eucharist at 5.30 pm.

REHEARSALS

The Choir Practice Room is available for rehearsal from 8.30 am – 9 am, and will be available to you until 4.20 pm. You may rehearse on the Cathedral Floor between 9.45 am and 10.45 am, which will be immediately followed by a processional rehearsal led by the Virgers. The Choir Practice Room will be available for the choir to use to have a short break and a drink of water before having to line up for the Eucharist at 11.10 am.

The Choir Practice Room is available for practice from 1.30 pm until 2.40 pm and Cathedral Floor is available for practice from 2 pm – 2.40 pm, so we suggest warming up in the practice room before rehearsing music on the Cathedral Floor with the organ.

No mobile telephones or any other electronic devices may be used during rehearsals or any services.

SUNDAY VISITING CHOIR SCHEDULE		
8.30 – 9.15 am	Choir Rehearsal Please gather outside as a group before entering the Cathedral.	Choir Practice Room
8.30 – 9.15 am	<i>Morning Prayer in the Middlesex Chapel. The choir should not proceed upstairs to the Cathedral Floor until 9.15 am, once this service has ended.</i>	Middlesex Chapel, Cathedral Floor
9.15 – 9.45 am	Cathedral Organist Practice	Cathedral Floor
9.45 am	Rehearsal in the Dome Stalls	Cathedral Floor
10.45 am	Processional Rehearsal led by the Virgers	Cathedral Floor
10.55 – 11.10 am	<u>Short break</u>	Choir Practice Room is available Please do not bring food or drink in to the Choir Practice Room.
11.10 am	Line up in the Dean's Aisle for Vestry Prayer	Dean's Aisle
11.15 am – 12.20 pm	Sung Eucharist	Cathedral Floor, under the Dome
12.20 – 1.30 pm	Lunch break	You are welcome to have packed lunches in the western part of the crypt. Please do not bring food or drink in to the Choir Practice Room.
1.30 – 2 pm	Choir Rehearsal	Choir Practice Room
2 – 2.40 pm	Choir Rehearsal	Cathedral Floor
2.40 pm	Responses rehearsal with the Officiant	Cathedral Floor
2.45 pm	Processional Rehearsal led by the Virgers	Cathedral Floor
2.55 pm	Line up in the Dean's Aisle for Vestry Prayer	Dean's Aisle
3 pm – 4 pm	Evensong	Cathedral Floor
By 4.20 pm	Clear of the Choir Practice Room and exit via the Northwest Crypt Door unless otherwise instructed by a Virger.	