



EXETER CATHEDRAL

Information for Visiting Organists and Directors

2011

GENERAL INFORMATION FOR VISITING ORGANISTS AND DIRECTORS

Sunday: The Order for the Sung Eucharist (9.45 in the Nave)

Underlined parts of the Service outline are sung. Nothing is announced.

Choir processes from the Vestry to the South Transept during the Notices. Choir Introit

Choir processes down S. Aisle and up Centre Aisle to Stalls during the Hymn

Introit Hymn

Greeting

Collect for Purity

Prayers of Penitence

Absolution

Gloria (Kyrie in Advent and Lent) (please advise Precentor if there is an intonation)

Collect *sung* (choir sing unison Amen with inflexion)

OT or NT Reading

Alleluia or Lenten acclamation

Gospel – sung responses

Sermon *followed by a pause*

Creed (said, but sung to Merbecke during Advent and Lent)

Prayers of Intercession

The Peace

Offertory Hymn

Preparation of the Gifts

Eucharistic Prayer

Sursum Corda, and Preface *sung by President after Organ intonation*

Sanctus

Benedictus (* If the Setting is very long, sing only the Sanctus here and sing Benedictus as below)

The Lord's Prayer

Breaking of the Bread

Invitation

Agnus Dei...

Communion of the Choir at a standing station under the organ

Communion of the People

During this the Choir may sing ...Benedictus.(*if not already sung above)

...Motet

...Communion Hymn

Silence

Prayer

Blessing

Post Communion Hymn

Dismissal (sung at Eastertide)

Sacred Ministers lead out westward in front of the congregational chairs,

Ministers to a Chapel, Choir take themselves to Chapter House for refreshments, exit from East end of stalls.

Sunday: The Order for Mattins (usually 11.15am in the Quire)

"O Lord open thou our lips" etc...

Hymn (announced)

Psalm (announced)

1st Lesson

Te Deum

2nd Lesson

Jubilate (to a chant if you wish)

Creed (said - choir face East)

Responses (from 'The Lord be with you'). Choir remain standing throughout.

Collects and Amens

Anthem (announced)

Bidding Prayer (remain standing)

Sermon

Hymn (announced)

Blessing

Sunday: The Order for Evensong (in the Quire)

"O Lord open thou our lips" etc...

sometimes the office hymn is sung here (*announced*)

Psalm (*announced*)

1st Lesson

Magnificat

2nd Lesson

Nunc Dimittis

Creed (*said - choir face East*)

Responses (from 'The Lord be with you'). Choir remain standing throughout.

Collects and Amens

Anthem (*announced*)

Prayers

Hymn (*announced*)

ADDITIONAL INFORMATION FOR VISITING ORGANISTS

A specification is overleaf for your information. The stop list is fairly conventional for an English Cathedral Organ of its pedigree. In the spring of 2001 the Organ was restored and updated. The new stops on the Minstrel organ (62-67, 69) were installed in spring 2003. Please see the following note, also on the console, regarding the use of Piston Channels:

Divisionals

Channels 1 - 6 are reserved for resident organists. You are welcome to use them, but they must not be altered. If you wish to set your own, please use 7 or 8.

Generals

Channels 1 - 20 are not available. Please use 21 onwards (there are 64 channels).

Minstrel Organ

This is situated in the Minstrels' Gallery on the north side of the Nave. It has its own blower switch and is a 'floating' division on the console. Its main function is to support the congregational singing in Nave services. Please note that because of the acoustic of the Cathedral the organist needs to use a fuller sound when accompanying hymns and congregational music in the nave than in the Quire. The Minstrel division is particularly useful for supporting hymnody when coupled to the main organ. However it is difficult to assess the balance from the console and it is advisable to listen to the effects down in the Nave if possible. CCTV in the Organ Loft facilitates good vision for both the Nave and Quire.

If you have access to the Internet there are further details about the Organ on the official Cathedral Website www.exeter-cathedral.org.uk

Visiting choirs are expected to provide an organist of suitable competence to accompany services at which they are singing. Please be sensitive to other activities going on in the building and do not play any louder than is necessary for the purposes of practising.

Sunday: The Sung Eucharist

BEFORE THE SERVICE

Please feel free to play anytime after 09.15. Half of the congregation will be in their seats by 09.30. Please play from at least 09.30. Feel free to play something quite strong (such as a Bach Prelude and Fugue) and then something more reflective. Aim to finish by 09.40. The choir should gather in the Vestry facing the Canons Vestry by 09.35 ready for the vestry prayer. They will then process through the South Quire Aisle and assemble in the South Transept as a group for the Introit.

09.40 Notices then silence

**When the Cathedral Clock chimes, begin the Introit.
Then play over the Entrance Hymn.**

WATCH for the Procession. If the hymn finishes before the ministers and servers are in their places, carry on playing.

THE GATHERING

Greeting/Collect for Purity/Confession

After the Absolution **THE GLORIA IN EXCELSIS** (or in Lent and Advent the **KYRIE**)

THE COLLECT is sung on a monotone, usually with a simple inflexion at the end. *The choir sings the Amen.*

THE LITURGY OF THE WORD

AFTER THE FIRST READING there is a **HYMN** or a **PSALM** then **ALLELUIA** or **LENTEN GOSPEL ACCLAMATION**- please check your music list/Cathedral weekly sheet.

GOSPEL has responses before and after – *please accompany them.*

AFTER THE GOSPEL please play as the ministers go back to the altar. Keep an eye out for the President or Deacon going back to the Chair. Feel free to make this a Fanfare if this is appropriate. *The music should acclaim the gospel reading just heard and there may be an organ interpretation of what has been heard. This should be short, and ends when the Gospel Book is placed back on the altar*

SILENCE is kept after the Sermon, then the **CREED is SAID (BUT Merbecke in Lent and Advent)** followed by the Intercessions *The choir kneels or sits.*

THE LITURGY OF THE EUCHARIST

THE PEACE – allow about 15-20 seconds for the people to exchange the sign of peace, then **PLAY OVER THE OFFERTORY HYMN**. Again, **WATCH FOR THE END** and carry on playing if the altar is still being prepared. Once the sidesmen leave and the President is back at the centre of the altar – please stop *promptly*.

After the short prayer GIVE THE INTONATION for the SURSUM CORDA.

ACCOMPANY the people's responses if possible.

THE PREFACE leads into the **SANCTUS AND BENEDICTUS** (*N.B. Please agree with the Precentor or, in his absence, the Canon in Residence if the Benedictus is to be omitted – this is only with the very long settings*)

After the **OUR FATHER** and **BREAKING OF THE BREAD** the President invites the people to communion then the **AGNUS DEI** is sung.

HOLY COMMUNION

The choir receive communion under the organ screen – Organists who wish to receive Communion should go downstairs and receive first from the minister under the organ screen. [**Benedictus – if not sung earlier**] **Motet, Communion Hymn**, then, if there are still queues of people, **PLAY** some quiet reflective music. At the end of Communion, **SILENCE** is kept.

POST COMMUNION

PRAYER and BLESSING

PLAY OVER HYMN

DISMISSAL

VOLUNTARY The choir leave from the back of the stalls and go to the Chapter House where Coffee will be available.

Weekday Eucharists

BEFORE THE SERVICE

Evening Prayer is said in the Lady Chapel at 17.00. This is usually over by c17.15. You may play pre-service music immediately the Chapter have left the Lady Chapel. It helps to use the camera in the South Quire Aisle.

WATCH for the Procession.

If the choir are processing

Play them into the stalls. When they are in their places, **PLAY OVER THE FIRST HYMN.**

If the choir are not processing,

Play until the servers reach the entrance to the Nave and the Cathedral Clock strikes half the hour. **PLAY OVER THE FIRST HYMN**

N.B. Incense is used, so if the hymn finishes and the altar is still being censed, please cover with appropriate music.

THE GATHERING

Greeting/Collect for Purity/Confession

After the Absolution **THE GLORIA IN EXCELSIS** is sung.

THE COLLECT is sung on a monotone, usually with a simple inflexion at the end. *The choir sings the Amen.*

THE LITURGY OF THE WORD

AFTER THE FIRST READING there is usually an **ALLELUIA.**

GOSPEL has responses before and after – *please accompany them.*

AFTER THE GOSPEL please play as the ministers go back to the altar. Keep an eye out for the President or Deacon going back to the Sedilia. Feel free to make this a Fanfare if this is appropriate. *The music should acclaim the gospel reading just heard but should not be over long!*

Then the **CREED is SAID** on principal feast days followed by the Intercessions *The choir kneels or sits.*

THE LITURGY OF THE EUCHARIST

THE PEACE – allow about 15 secs for the people to exchange the sign of peace, then **PLAY OVER THE OFFERTORY HYMN.** Again, **WATCH FOR THE END** and carry on playing if the altar and people are still being censed. Once the incensation is over and the President is back at the centre of the altar – please stop *promptly.*

After the short prayer **GIVE THE INTONATION** for the **SURSUM CORDA ACCOMPANY** the peoples' responses if possible.

THE PREFACE leads into the **SANCTUS AND BENEDICTUS** (*N.B. Please agree with the Precentor or, in his absence, the Canon in Residence if the Benedictus is to be omitted – this is only with the very long settings*)

After the **OUR FATHER, BREAKING OF THE BREAD** and **INVITATION TO COMMUNION** the **AGNUS DEI** is sung.

HOLY COMMUNION

The choir always receive communion first at the High Altar – Organists who wish to receive Communion should go downstairs and slip in by the gap near the Bishop's Throne, otherwise, please play quietly. [**Benedictus – if not sung earlier**] **Motet, [Communion Hymn]**, then, if there are still queues of people, **PLAY** some quiet reflective music.

At the end of Communion, **SILENCE** is kept.

POST COMMUNION

PRAYER, BLESSING and DISMISSAL

VOLUNTARY

If the choir process, they follow the servers and clergy to the Vestries.

ORGAN SPECIFICATION

PEDAL ORGAN

1. Contra Violone (from 3) 32
2. Open Diapason 16
3. Violone 16
4. Bourdon 16
5. Quintadena (from 38) 16
6. Octave (from 2) 8
7. Violoncello 8
8. Flute (from 4) 8
9. Fifteenth 4
10. Octave Flute (from 4) 4
11. Mixture II
12. Contra Trombone (from 13) 32
13. Trombone 16
14. Tromba (from 13) 8

I Choir to Pedal II Great to Pedal

III Swell to Pedal IV Solo to Pedal

CHOIR ORGAN

15. Lieblich Bourdon (12 from 4) 16
16. Lieblich Gedackt 8
17. Viola 8
18. Lieblich Flute 4
19. Nazard 22/3
20. Open Flute 2
21. Tierce 13/5
22. Larigot 11/3
23. Clarinet 8

V Tremulant VI Octaves alone

VII Swell to Choir VIII Solo to Choir

Stops 15-18 have three extra notes in the treble, for use with the octave coupler.

GREAT ORGAN

24. Double Open Diapason (bass from 3) 16
25. Open Diapason No 1 8
26. Open Diapason No 2 8
27. Stopped Diapason 8
28. Octave 4
29. Principal 4
30. Harmonic Flute 4
31. Twelfth 22/3
32. Fifteenth 2
33. Mixture IV
34. Sharp Mixture III
35. Double Trumpet 16
36. Trumpet 8
37. Clarion 4

IX Reeds on Choir X Reeds on Pedal XI Choir to Great

XII Swell to Great XIII Solo to Great

ACCESSORIES

Eight foot pistons to the Pedal Organ
Eight pistons to the Choir Organ
Eight pistons to the Great Organ
Eight pistons to the Swell Organ (duplicated by foot pistons)
Eight pistons to the Solo organ
Three pistons to the Minstrel Organ
Eight general pistons and general cancel
Two general pistons for couplers
Reversible pistons: I-IV, VII, VIII, XI-XIII, XVIII, XXIV; I, 13
Reversible foot piston to *Great to Pedal*

SWELL ORGAN

38. Quintadena 16
39. Open Diapason 8
40. Stopped Diapason 8
41. Salicional 8
42. Voix Célestes (12 from 41) 8
43. Principal 4
44. Flute 4
45. Twelfth 22/3
46. Fifteenth 2
47. Mixture IV
48. Hautboy 8
49. Contra Fagotto 16
50. Cornopean 8
51. Clarion 4

XIV Tremulant

XV Octave XVI Sub Octave

XVII Unison off XVIII Solo to Swell

SOLO ORGAN (52-59 enclosed)

52. Viole d'Orchestre 8
 53. Claribel Flute 8
 54. Viole Céleste (tenor c) 8
 55. Harmonic Flute 4
 56. Piccolo 2
 57. Corno di Bassetto 8
 58. Orchestral Oboe 8
 59. Vox Humana 8
- XIX Tremulant*
60. Tuba 8
 61. Trompette (from 68) 8

XX Octave XXI Sub Octave XXII Unison Off

MINSTREL ORGAN

- Manual
62. Bourdon (12 from Pedal) 16
 63. Open Diapason 8
 64. Stopped Diapason 8
 65. Principal 4
 66. Fifteenth 2
 67. Mixture V
 68. Trompette 8

Pedal

69. Bourdon 16

XXIII Minstrel on Choir XXIV Minstrel on Great

XXV Minstrel on Solo

Combination Couplers: *Great and Pedal pistons*

Pedal to Swell pistons

Generals on Swell foot pistons

Sequencer, operating general pistons.

The pistons are adjustable, with eight divisional and 64 general memories

Balanced expression pedals to Swell and Solo organs

The manual compass is 58 notes; the pedal 30 notes

The actions are electro-pneumatic

Gospel Alleluia

1st time choir, 2nd time all

Al - le - lu - ia, al - le - lu - ia, al - le - lu - ia. To

Hold Chord 1st time To Pno.

Cantor

Speak Lord for your servant is listen - ing you have the words of e - ter - nal life

Repeat Alleluia (All)

Sursam Corda

Priest

The Lord be with you

All

and also with you.

Lift up your hearts.

we lift them to the Lord

Let us give thanks to the Lord our God.

it is right to give thanks and praise.

