



VISITING CHOIRS FOR SERVICES at ST GEORGE'S CHAPEL, WINDSOR CASTLE

Even if you have been to St George's before:

Please read all the following information as some may have changed since your last visit.

Below is some information which you may find useful for your forthcoming visit to sing a Service or Services at St George's Chapel, Windsor Castle. Please direct any queries to the Liturgy Assistant, (01753 848 816 liturgy.assistant@stgeorges-windsor.org). Please note that this is a part-time job so questions may not be responded to immediately.

As Director of the Visiting Choir please ensure that all in your choir, and any family/friends who wish to attend the Service, are advised of all necessary information.

TIMETABLE

WEEKDAY and SATURDAY SERVICES

Normally, the dungeon is available for robing, and can also be arranged for additional rehearsal from 3pm (an upright piano is available). Please note that access to this room is down **very** steep steps (see photograph).



4.15 – 5 pm Choirs are asked to wait just inside the north door of the Chapel until Chapel staff invite them further into the Chapel (as this is also closing time for visitors).

Rehearsal in Choir stalls. Because of the timetable for tourists visiting the Chapel during the day it isn't possible for rehearsals to take place at any other times.

Sufficient time should be left within the rehearsal period for the Chapel staff to run through the processional routine with the Choir.

5.15 pm Choral Evensong

SUNDAY SERVICES

Normally the dungeon is available for robing, and can be arranged for additional rehearsal from 9.15 am in the morning. An upright piano is available. Please note that access to this room is down **very** steep steps.

9.30 am	Chapel opens for rehearsal (rehearsal ends no later than 10:30)
10.45 am	Mattins & Sermon
12 noon	Sung Eucharist
	The Choir may return to the dungeon immediately after Sung Eucharist for an extra Evensong practice if you wish.
4.30 – 5 pm	Rehearsal in Choir stalls
5.15 pm	Choral Evensong

ORGANISTS

Please note that the in-house organists are not available to play for Visiting choirs. You should therefore ensure that you have someone with your group who will be playing for the Services. Organists may practice in Chapel during public opening hours, provided that it is done quietly. Please ask your organist to contact us directly to discuss times and access to the organ loft. Information about piston settings, use of stops etc., will be found on the notice board on the north side of the organ and will be sent in advance.

NUMBERS

As the choir will sit within the choir stalls there can be an **absolute maximum of 40** singers in your choir. Ideally there should be no more than 32-36 singers.

MUSIC

Please choose music that your choir can sing well and competently. *We strongly encourage* you to sing straightforward pieces of music capably; for example a simple motet sung well is preferable to an ambitious major choral anthem. This makes your visit to the Chapel an enjoyable experience and ensures that your music will enhance the worship being offered.

We will require the details of the music you intend to sing at least one month in advance. Hymn (New English Hymnal) and psalm (BCP Psalter) numbers will be provided by us in advance of your visit.

Mattins: Responses, psalm, two morning canticles (Te Deum & Jubilate), 3 hymns. In Advent & Lent the 2 canticles are Benedictus and Benedicite.

Eucharist: Eucharist: Setting (Gloria, Sanctus and Benedictus, Agnus Dei only) and 3 hymns. In Advent and Lent the Kyrie is sung instead of the Gloria.

Evensong: Responses, Psalm, Evening Canticles, Anthem and, weekends only, one hymn.

Please note that the St George's Choir Music Library (plus hymnbooks and Psalters) is not available for use by other choirs.

If the Cantor is a member of the clergy he or she is welcome to robe. However any member of clergy in the choir should dress as others in the choir.

SECURITY and ENTRY TO THE CHAPEL

Due to security at Windsor Castle, we require names of all members of the choir, musicians and staff at least a month before your visit. Please also provide us with a contact mobile phone number which will be carried on the day. It is expected and requested that Visiting Choirs singing evensong will arrive altogether at 3pm. If this is not likely to be the case, please let us know in advance. If there is a delay on the day, please phone the Chapel Vestry on 01753 848727. In emergencies only, please call Vaughn Wright (Virger) directly on 0797 1160710.

All choir/staff members over 16 must bring photographic ID. When the choir arrives at King Henry VIII Gate, the Police will contact a member of the Chapel staff who will come to the gate and escort the Choir (as one group) to the dungeon for rehearsal and then later to the Chapel. Please note that there are many residents in the area together with St George's House (a consultation centre) so quietness is appreciated. There is no parking available inside Windsor Castle. Please note that the steps to the Dungeon are very steep.

Friends and family are welcome to attend the Service(s) but, unless they are present as formal chaperones for children, cannot attend rehearsals. Friends & family should queue at the King Henry VIII gate where they will be ushered to the Chapel approximately 15 minutes before the Service begins. If a large number is expected it is helpful to know in advance. No admittance to the Chapel is possible once the Service has commenced. Please ensure that this information is passed on to those who might like to attend a Service. Worshippers are asked to leave promptly after each service has ended.

PARKING

Please be aware that there is no parking available inside Windsor Castle. You can be dropped off at Henry VIII gate, otherwise there are adequate coach parks just a short walk from the Castle.

REHEARSAL AREA

Please note that access to the rehearsal area (the dungeon) is via very steep steps. There is an upright piano, a fridge, tables and chairs and a sink in the dungeon. The so called dungeon was built as a store room at the bottom of the 13th century Curfew Tower. Although it has been used as a dungeon at times we hope you will find it more enjoyable than previous occupants! The route between the dungeon and the chapel and also between both buildings and the lavatories is partly residential and partly occupied by a consultation centre; choir/ensemble members should therefore move quietly and directly between buildings. Please note that the lights in the Dungeon cannot be adjusted and all should be turned off when leaving.

WATER

No bottles should be brought into the Chapel for Services.

FIRE/EMERGENCY

The member of Chapel staff who meets you at Henry VIII gate will brief the choir members on actions to take in case of a fire or other emergency.

FIRST AID

There are first aid boxes in the dungeon and in the Chapel. Chapel staff will be able to summon assistance if there is medical need to do so.

PHOTOGRAPHY/RECORDING

No photography or recording is allowed in St George's Chapel. A group photograph of the choir on the west steps of the Chapel can be taken if agreed at the time with the Virger or his representative.

SMOKING

There is a smoking shelter outside the North side of the Chapel. If any member of the choir wishes to smoke the Chapel staff will point out the location. Smoking is not permitted anywhere else.

AT THE END OF THE SERVICE

At the end of the Service family and friends should leave the Chapel promptly by way of the south door and not follow the choir out of the north door. The choir will be able to meet up with family and friends just outside the Castle exit.

REGULATIONS FOR CHOIRS WITH CHILDREN

St George's Chapel has a safeguarding policy in place (this is available to view in the vestry). All Visiting Choirs employing children should have, and be able to produce, a valid safeguarding policy. St George's reserves the right to disallow the visit of any choir without such a policy. The onus is upon the Visiting Choir to make sure valid safeguarding clearance is held by an appropriate number of adult singers/chaperones. St George's Chapel and the College of St George accept no responsibility for matters arising from Visiting Choirs in this respect. It is expected that all Visiting Choirs employing children will bring adequate adult supervision, with the ability to care for children in case of a medical emergency or illness.

ENTRANCE TO PARTS OF THE CASTLE OTHER THAN CHAPEL & REHEARSAL AREA

Tickets can be purchased in advance from the Windsor Castle Ticket Sales and Information Office on telephone number +44 (0)20 7766 7304 or by e-mail to: bookinginfo@royalcollection.org.uk or at the visitor admission centre. Entry to the Chapel to sing at a Service or to attend as a member of the congregation does not bring access to the remainder of the Castle.