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## **INFORMATION FOR VISITING CHOIRS SINGING EVENSONG 2021 / 2022**

Thank you for bringing your choir to sing at St Paul's Cathedral. You are joining our living tradition of daily choral worship maintained by the Cathedral Choir in this magnificent building. We appreciate that a great deal of energy is invested in these visits and we will do all we can to make it an enjoyable and rewarding occasion for you.

These notes are designed to give you information and advice and they outline our rules which we require choirs to observe. They come from many years' experience of welcoming visitors and we hope that you find them useful. Please do take the time to read them thoroughly, even if you have visited St Paul's previously or other cathedrals elsewhere.

If anything is unclear, do not hesitate to contact the Succentor on 020 7246 8338 or the Deputy Events Coordinator on 020 7246 8318. The general reception number is 020 7246 8350. The direct line for the Virgers' Office is 020 7246 8320.

### **CONTENTS**

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<b>Preparing for your visit</b> .....	<b>2</b>
<b>Choosing Music</b> .....	<b>4</b>
<b>On the Day</b> .....	<b>6</b>
<b>Rehearsals</b> .....	<b>7</b>
<b>Notes for Conductors</b> .....	<b>8</b>
<b>The Order for Evensong</b> .....	<b>9</b>
<b>Checklist</b> .....	<b>10</b>

Our worshipping life at St Paul's benefits greatly from visiting choirs,  
and we are very grateful for your willingness to be part of this.  
We hope you have an enjoyable and uplifting time.

## PREPARING FOR YOUR VISIT

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We are very fortunate to be able to welcome choirs from many different countries who all assist in leading our choral worship when the Cathedral Choir is off duty. As we are considered the National Cathedral, as well as the Mother Church of the Diocese of London, it is highly likely that in the event of a major London incident and the aftermath of this, or a national bereavement (a major tragedy or a significant death), our usual pattern of services and visiting would need to be withdrawn. On such an occasion it may be necessary to cancel your visit at short notice, or ask that you may need to make sudden alterations to your visit or your repertoire. The Succentor, the Deputy Events Coordinator and the Cathedral Music Department will do their utmost to advise and assist and, if necessary, rebook your visit for another time. In this situation, we will contact the Choir Director by telephone, so please do always make sure we have the correct name on file of the Choir Director, and an up-to-date mobile telephone number.

### **Safeguarding Children and Adults At Risk**

St Paul's Cathedral takes very seriously the safeguarding of children and adults at risk. It is important that you adhere to the Cathedral's policy on safeguarding, that you have your own policy in place and that you have a suitable number of dedicated and DBS-cleared chaperones to look after choir members in your care. To help ensure appropriate safeguarding, there is a form for you to fill in which needs to be returned to the Liturgy Office **no later than two weeks** before your service. Your choir will not be able to sing at St Paul's Cathedral until this form has been satisfactorily completed and returned.

### **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.

### **Music**

You will be sent a repertoire form which needs to be filled in and returned for approval no later than three months before your choir's visit. This form will specify the psalmody for the day, the readings and, if there is to be one, the hymn. We ask that you choose music which is relevant to the Church's calendar and which your choir can sing really well. There is further advice later in this document. St Paul's reserves the right to have the final say on your repertoire choices.

### **Number of singers**

Please let us know the size and composition of your choir when planning your visit. The Dome/Quire Stalls can comfortably accommodate a maximum of 50 singers and the maximum safe capacity of the Choir Practice Room is 60 people, and so we ask that you limit your choir size to 50 singers plus any support staff, director and accompanist. Unfortunately we are not able to accommodate larger choirs. If you have any queries about this, please contact us before filling out your application form.

### **Parking Arrangements**

Unfortunately, there are no parking facilities at the Cathedral. You will need to consider this before you arrive. There are several tube stops nearby (St Paul's, Blackfriars, Mansion House and Bank) as well as mainline stations (City Thameslink, Blackfriars and Cannon Street). If the choir are travelling by coach, it may be possible to arrange for your Choir to be dropped off at the Cathedral. Please contact the Deputy Events Coordinator for further advice well in advance of your visit.

### **Photographs**

Photography is not permitted in the Cathedral at any time. 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 Liturgical Office to allow visiting choirs to have photographs taken during the rehearsal in the Quire. Please contact the Liturgical Office 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 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 Liturgical Office in advance. Video recording is strictly forbidden, as is the uploading of video and audio material on internet sites such as YouTube.

## Supporters

You are welcome to bring along supporters to the service. Please ask your guests meet under the north side of the Dome by 4.40 pm, and have them identify themselves to the duty Steward or Virger. We will try to seat as many of your supporters in the Quire as possible. Additional guests 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. Any individual bag, rucksack or suitcase which would be larger than airline hand baggage (56cm x 45cm x 25cm, including handles, wheels and pockets) are not permitted. 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 Liturgical Office with your completed safeguarding form two weeks before your visit. Further information about security and arrival in the section 'On the Day'.

## Tours of the Cathedral

If you would like a guided tour of the Cathedral, please contact our Admissions Department:

Telephone: 020 7246 8357 (Monday, Tuesday, Thursday and Friday: 8.00 am-2.45 pm)

e-mail: [admissions@stpaulscathedral.org.uk](mailto:admissions@stpaulscathedral.org.uk)

When contacting them, please do specify the contact name and that that you are a visiting choir singing services here at St Paul's – please be aware there is a small charge per person. Tours should be booked no later than six weeks in advance of your visit. Finally, if you have booked a tour, please do confirm you have done so with the Deputy Events Coordinator, so that we can arrange for the Choir Practice Room to be available at an earlier time in order to store your robes and music.

Supporters of the choir are welcome to tour the Cathedral during the afternoon and there is currently a special rate charged for supporters – 50% off the standard admission rate. Supporters should contact our Admissions Department on 0207 246 8357 a six weeks before the visit. The group leader will need to give names of supporters and the name of the choir to the Admissions Department when booking.

## Visiting Organists

Some visiting choirs prefer to bring their own players rather than use one of the Cathedral Organists. In such cases, we need to see their Curriculum Vitae before we can give permission for this. The standard of music at St Paul's is very high and we ask that you only suggest organists who are confident and experienced in playing for Anglican liturgy. There is a separate set of guidance notes for visiting organists.

## Accommodation

Sadly, we cannot provide accommodation for choirs, but we can recommend the Royal Foundation of St Katharine's, which is within easy reach of St Paul's and offers a group rate for large groups. Please ensure you book well in advance of your visit, as their rooms are in high demand. We ask that you contact them directly: [www.rfsk.org.uk](http://www.rfsk.org.uk) / +44 (0)300 111 1147 / [reservations@rfsk.org.uk](mailto:reservations@rfsk.org.uk)

An alternative option is LSE Vacations, managed by the London School of Economics. Please visit their website for further details of accommodation. [www.lsevacations.co.uk](http://www.lsevacations.co.uk) / +44 (0)20 7955 7676 / [vacations@lse.ac.uk](mailto:vacations@lse.ac.uk)

**We are immensely grateful to visiting choirs for enabling our daily choral worship at St Paul's to continue when the Cathedral Choir is not on duty. As a Christian community, we work hard to ensure a good and positive welcome to all who visit St Paul's and we hope that you enjoy your experience with us. We would like to hear directly from you if you feel that we fall short of this aim, as creating the right environment for our visitors to worship God is central to our mission and outreach. If your experience has been unsatisfactory then please send a formal letter to the Succentor. We would be disappointed to learn of any frustrations of visiting choirs via third parties or on social media.**

## CHOOSING MUSIC

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Whilst we appreciate that a visit to St Paul's is an exciting opportunity to perform large choral works, we ask you to bear in mind two things:

- i. Weekday Evensong is part of a cycle of on-going worship that has been taking place for hundreds of years. Part of its success is the appropriateness of the music and choosing repertoire judiciously to fit the day of the week and the season. Big anthems and elaborate settings are usually reserved for major feasts, Saturdays and Sundays.
- ii. St Paul's is a large building with difficult acoustics. Many singers find themselves intimidated by the space, and often find that hearing the other side is very hard. Rehearsal time on the Cathedral floor is limited, and a large proportion of this time will be spent adjusting to the new surroundings.

With these points in mind please choose music that your choir is confident in singing. Modest music sung well is far more helpful to the prayers of the congregation than difficult music sung badly.

### **Music for feasts and seasons**

We take great care to ensure that worship in the Cathedral reflects the rhythm of the liturgical year. If possible, please choose an anthem which reflects the liturgical season or the feast day. On the Repertoire Form you will find details of the season or feast, in addition to the Psalm, Readings and Hymn (where applicable). Please do ask for guidance if you have any questions.

### **'First performances'**

For the reasons listed above we do not allow visiting choirs to do first performances of new compositions. Rehearsal time is limited and choirs never have enough time to prepare in the building. It usually leads to increased stress and an unsatisfactory experience.

### **Repetition of Repertoire**

As a general rule we do not allow the same piece or setting to appear more than once on a four-week music scheme. Please be advised that you may be asked to change your repertoire if it has already been submitted by another choir. You are therefore encouraged to submit your music choices well in advance to avoid this fate!

### **Photocopied Music**

Please note that it is forbidden to use photocopied scores at St Paul's. Choirs might like to take a look at [www.cpd.org](http://www.cpd.org) which legally provides a large number of scores from the choral repertory.

**St Paul's reserves the right to have the final say on your repertoire choices.**

## These are the parts of Evensong for which you must provide music:

### Preces & Responses

Well-known settings of the Responses are always more successful. These are the opening moments of the service and need to sound strong and confident. Below is a list of responses from which you may choose.

#### Full Choir - SATB

Richard Ayleward	Philip Radcliffe
William Byrd	John Reading
Humphrey Clucas	Bernard Rose
Thomas Ebdon	Richard Shephard
Gabriel Jackson	William Smith (4 part)
Kenneth Leighton	William Smith (5 part)
Philip Moore	Paul Spicer (set II)
Plainsong	Thomas Tomkins

#### Upper Voices

Malcolm Archer
(unaccompanied)
John Bradbury
Stephen Darlington
Harold Darke
Sarah MacDonald
Plainsong
Bernard Rose
Richard Shephard

#### ATB Voices

Robert Ashfield
William Byrd
William Harris
Michael Leighton-Jones
Philip Moore
Plainsong
Bernard Rose
Thomas Tallis
Michael Walsh

Choirs singing for more than one day should use the same set of responses for the duration of their visit, unless longer than one week. The cantor part is sung by a member of the Cathedral clergy. If you would like to change the pitch of the Responses to fit with a psalm or anthem, please give advance warning to the Liturgical Office. When submitting your repertoire choices, please specify what key the Responses are being sung in.

The modified traditional version of the Lord's Prayer is used (...*who* art in heaven...*those who* trespass against us...). If you are singing a set of Tudor Responses with a variant version this is also acceptable. If the Our Father is to be recited on a monotone it is begun by the Officiant.

### Psalmody

The Psalms must be sung to the Coverdale translation found in the 1662 Book of Common Prayer using Anglican chant. The chosen psalmody will be listed in the repertoire sheet which will be sent to you in due course. If there is more than one psalm, please sing the Gloria between each psalm and again at the end of the psalms. The congregation will stand only for the last Gloria. The psalms for your day are confirmed on the Repertoire Form. Choirs not familiar with Anglican chant are advised to prepare the psalms carefully – the singing of the psalms is the most important part of the service. Here at St Paul's we observe the omission of verses (sometimes referred to as the 'cursing verses') as set out in the 1946 'Shorter Prayer Book'. Any verse omissions will be noted on the repertoire sheet that we send you – please don't make any additional omissions.

### Magnificat & Nunc Dimittis

There are many settings from which to choose. Evensong should last no longer than 45 minutes. If you have picked a reasonably long anthem then it would be good to have a shorter setting of these canticles and vice versa.

### Anthem

This should be suitable for the Season or Feast. You should look to readings to see if there are any themes that the anthem could highlight.

### Final Responses

If your chosen setting of responses includes a Final Responses section, please omit this. The service will end with The Grace after the Prayers or if there is a hymn, after the Blessing (see page 9).

### Hymns

If there is a hymn to be sung, we provide the Congregation with a printed hymn-sheet which includes the tune but no harmonies. There are some copies of the New English Hymnal in the Quire but **you should use the words on the sheet rather than a hymn book**, just in case of any discrepancies. We will send you a copy of the hymn in advance. Descants are not used and hymns are not conducted. In preparing the hymn, it may help you to note that hymns must have a steady tempo with well-paced rhythm but with enough space for breathing between lines. Please follow the direction and pace of the organist.

## ON THE DAY

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### 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 café area.

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. 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.

We regret that failure to follow these rules may mean that we will be unable to invite your choir back to sing at St Paul's.

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

There are toilets at the west end of the Crypt (opposite the Shop).

The Cathedral Shop is usually open until 5 pm.

The Crypt Café is usually open until 5 pm and serves tea, coffee, snacks and light meals.

### 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.

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.

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## 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 telephones or pagers or any other electronic 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 Virgers. 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 <b>NB Prayers at 3 pm</b>	Cathedral Floor
3.30-4.15 pm	Full Rehearsal <b>NB Prayers at 4 pm</b>	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

## NOTES FOR CONDUCTORS

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All singers need to be reminded of the sanctity and calm of the Cathedral. Appropriate behaviour is required at all times. The use of mobile phones, iPods and other electronic devices is not allowed.

Singers and organists are very visible to the Congregation. Please ask them not to talk during the service nor put their feet up on the kneelers or sit with the legs crossed. Please ensure that the Choir knows when to sit and stand.

The organ at St Paul's is a sizeable instrument and balance with the Choir can be difficult. If you are coming with your own organist, he/she will have some notes which will help with registration and balance. It is worth remembering that what seems balance to you as conductor in the middle of the Quire can sound organ-heavy further away.

At Evensong, visiting choirs do not sing an Introit.

At the end of each Lesson, the reader pauses for about ten seconds before concluding the reading and then you will see the Virger move forward to escort the reader back to their stall. This should be your cue to go to the conducting position (i.e. fairly promptly) and start the canticles rather than waiting for the reader to return to their seat.

Please ensure that your Choir recites the Creed confidently, and says 'Amen' firmly at the end of all spoken prayers. We will provide an order of service for you.

Choirs should provide copies of all their music (including psalms and the harmony for hymns). Please respect current copyright laws and do not use illegal photocopies. It is not possible for visiting choirs to have access to material from the Cathedral Choir Library.

Please provide two extra sets of music for the Virgers and Clergy for the service. This can be given to the Virgers on arrival and they will return it to you at the end of the day. Please make sure you the Quire stalls are clear after the service and check that you have all your music.

Some Directors adopt a deliberately slow singing pace in the Cathedral's acoustics, especially when visiting for the first time. This is not necessary when singing in the Quire, and many choirs have struggled (and their vocal quality has been diminished) simply because they have sung much more slowly than is usual for them.

If there is a hymn, it is not conducted.



## THE ORDER OF EVENSONG

At 4.55pm your Choir should be standing in processional order in the Dean's Aisle facing west, in silence, ready for the Vestry Prayer. The Dean's Aisle is to the South side of the Quire, or on your right hand side as you face the High Altar.

After leaving the Choir Practice Room please do not talk as it can clearly be heard in the building. The Organist may play pre-service music from about 4.50pm.

Before the service and Vestry Prayer	The organist should play the choir in using a key related to the pitch of the first set of Responses. This format of prayer may be used: (The choir responds with the words in bold-type) The Lord be with you. <b>And with thy Spirit.</b> <i>A prayer is said to which all respond</i> <b>Amen.</b>
Procession to Quire	This is led by the Virger. On arriving in the Quire please face East and bow on cue from the Virger.
Welcome	Given by the Canon in Residence from their stall, and includes announcing the Psalm.
<b>Responses</b>	Sung after the Welcome. No note needed from organ.
<b>Psalm</b>	To begin as soon as the congregation are seated.
First Lesson	Read by the Canon-in-Residence. The Choir sits.
<b>Magnificat</b>	Not announced. The conductor should move into position as soon as the reader says ' <i>Here ends the first lesson</i> '.
Second Lesson	The Choir sits.
<b>Nunc dimittis</b>	Not announced. Start as for Magnificat. Remain standing at end and face East.
Apostles Creed	Led by the Officiant and spoken by everyone confidently. Please remaining facing East until the end of the Creed.
<b>Lesser Litany, Lord's Prayer, Responses &amp; Collects</b>	Please remain standing to sing the second set of responses and the collects. In Advent and Lent, from the second week of the season, four collects are sung. No note needed from organ.
<b>Anthem</b>	Announced by the Officiant
Prayers	The Officiant says "Let us pray", at which point the choir should sit or kneel. The Prayers end with the Grace, which is said by the Officiant alone. Speak the 'Amen' confidently each time.
Recessional	Organ Voluntary begins. Please stand and face East and bow to the altar on cue from the Virger. Procession returns to the Dean's Aisle for final prayer.

<b>N.B. If a Hymn is to be sung or if there is a Sermon, Evensong ends as follows</b>	
Prayers	Please sit or kneel for the Prayers. The Prayers end with the Grace.
Sermon	<i>There may or may not be a sermon.</i>
<b>Hymn</b>	Announced by the Officiant.
Blessing	Speak the 'Amen' confidently.
Recessional	Organ Voluntary begins. Please stand and face East and bow to the altar on cue from the Virger. Procession returns to the Dean's Aisle for final prayer which may take this format: (The choir responds with the words in bold-type) The Lord be with you. <b>And with thy Spirit.</b> Let us bless the Lord <b>Thanks be to God.</b> May the souls of the faithful departed rest in peace <b>and rise in glory. Amen.</b>

## VISITING CHOIR CHECKLIST

To assist you in the practical aspect of organising your choir's visit to St Paul's, we have provided a checklist for you so that you know everything is in order and that you have done all you need to do to ensure the day goes smoothly.

### Your 'To Do' Checklist

- Confirm your date(s) with the Deputy Events Coordinator and the Succentor.
- Return your organist's CV as soon as possible (if applicable).
- Once received, return your completed Repertoire Form with your music choices, by the deadline given (usually at least three months before your visit).
- Return the Safeguarding Form and submit a list of names of people in your party at least two weeks before your arrival. (*Remember, a maximum of 50 singers can fit in the Quire.*)
- Is your Choir going to have a photograph or recording?
- Does your Choir want a tour of the Cathedral?
- Have you got two sets of music for the Virgers and Clergy?

### Useful Contact Details:

The Reverend Rosemary Morton, Succentor	Tel 020 7246 8338 Email <a href="mailto:visitingchoirs@stpaulscathedral.org.uk">visitingchoirs@stpaulscathedral.org.uk</a>
Gemma Winpenny, Deputy Events Coordinator	Tel 020 7246 8318 Email <a href="mailto:visitingchoirs@stpaulscathedral.org.uk">visitingchoirs@stpaulscathedral.org.uk</a>
Organ Scholar	Tel 020 7236 6883 / 020 7651 0896 Email <a href="mailto:organscholar@stpaulscathedral.org.uk">organscholar@stpaulscathedral.org.uk</a>
Virgers	Tel 020 7246 8320 Email <a href="mailto:virgers@stpaulscathedral.org.uk">virgers@stpaulscathedral.org.uk</a>

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[facebook.com/StPauls](https://facebook.com/StPauls)  
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