



St Marylebone
Parish Church

A Guide to Advent & Christmas Carol Services 2024



www.stmarylebone.org

020 7935 7315

Welcome to St Marylebone Parish Church!

We are delighted you are considering holding a Carol Service
at St. Marylebone Parish Church.

This leaflet will help you decide what might be best for you.



Date & Time

Finding a date is crucial. Carol Services will usually take place between Advent Sunday and the third Sunday of December, give or take a day or two. As most people want a service on a Monday, Tuesday, Wednesday, or Thursday there is huge pressure on the most popular dates. Looking ahead - sometimes two or three years is essential.

How do I make an enquiry?

In the first instance, please make an appointment through the Parish Office (parishoffice@stmarylebone.org/ 020 7935 7315) with the Rector's PA & Parish Administrator.

An initial meeting usually takes place with the Rector to discuss your requirements and what St Marylebone can offer. You will also be shown a range of Orders of Services from previous Carol Services at St Marylebone.

What happens next?

Once a date and a time has been agreed for the Carol Service, a deposit invoice will be sent out. For some charities and institutions, a purchase order has to be set up first.

The deposit is non-refundable but will secure your date and time in the calendar. The balance has to be paid at least one month before the date of the Carol Service.

Preparatory Meetings and Conversation

You will meet several times with the Rector or other members of the team at St Marylebone. The initial meeting will usually take place in the spring of the year of the Carol Service. The main meeting, at which content and readers/performers will be finalised, usually takes place in September.

What does a 'typical' Christmas Carol Service look like?

There is, of course, no such thing as a 'typical' Carol Service. Every charity and institution is unique and every service will be individually tailored to your requirements. However, there is a basic outline:

Music before the service

Entry Carol (*usually* Once in Royal David's City, *first verse Soprano Solo*) then everyone joins in

Welcome by the Rector (approx. 2 minutes)

Choir Christmas Anthem/Song

Reading 1

Carol

Reading 2 or Song

Choir Christmas Anthem/Song

Reading 3

Carol

Short Presentation about the Charity or a short film about the work of the charity or an additional Song, Performance or Reading – or at 5. or 13.

Choir Christmas Anthem/Song

Reading 4

Carol

A Prayer and a Blessing by the Rector (approx. 2 minutes)

Exit Voluntary

A Reception usually follows the service.

One of the Readings must be a telling of the Christmas Story from Holy Scripture. Several alternatives will be provided.

Music



St Marylebone is renowned for its music. The parish church retains a professional choir and three professional organists. Indeed, this is one of the reasons why so many charities and institutions choose to come to St Marylebone.

The Rector will discuss options for music before and after the service and will suggest music for the choir to sing. The congregational carols which will be sung by everyone will also be discussed.

Additional choirs may only be invited at the Rector's discretion. In all instances, please make sure to ask before inviting. Additional singers and musicians, including harpists, string quartets, brass ensembles can be requested at an additional cost.

Performers

Many charities and institutions are supported by well-known TV or film celebrities. Three or four guest stars are usually sufficient. St Marylebone can also help suggest readings or music to be sung. Singers should perform live and not use a backing track.

Orders of Service

You will be required to send copies of the order of service well in advance for proof reading and correcting – before going into print. St Marylebone will provide the text for hymns along with copy relating to the parish church, its musicians and singers, along with seasonal images if requested.

Reception

Wine and mince pies have become a popular way of rounding off a Carol Service at St Marylebone. You may cater for this yourselves or you can use our preferred caterer. Some charities and institutions like to hold a VIP/Trustees Reception in addition to a general reception. This can also be accommodated.

Parking

There is very limited parking at the parish church, but some parking may be available if booked well in advance. Charities and institutions may use the slip road immediately in front of the parish church to drop off and pick up, but not to park.

Seating Capacity

St Marylebone is a very large parish church and we can comfortably accommodate 850 people. The ground floor, which is fully accessible, can seat 480. The remaining seats are split between two levels of galleries which are not accessible to visitors with special mobility requirements.

Stewarding and Housekeeping

Hirers should supply a team of stewards (minimum: ground floor x 4, 1st floor gallery x 2, upper gallery x 2) to steward and to help clear up after their event.

You can arrange for your deliveries to arrive at the parish church on the day of your event within a 2-hour slot, agreed with our Building Team. If deliveries are arriving at any other time that day, a member of your team must be at the parish church to receive the delivery.

Items, including all your rubbish, can be stored in the locked vestibule overnight following your event, but everything, including rubbish, must be collected between 9.30am - 10.30am the following morning. You must supply your own rubbish bags.

Disabled Access

The ground floor and the Crypt (Basement) are fully accessible. There is a ramp from pavement to entrance level. We can seat 8 wheelchair users and their accompaniers at the front of the parish church unless a stage is used when there is more restricted access for wheelchair users.

There is an excellent sound system and this has a dedicated hearing loop facility.

Equipment belonging to Charities and Institutions

Any electrical equipment must have a valid PAT certificate before it can be used in the parish church.

Our Building Manager must be consulted before you bring in anything to position on site. All banners must be secure and not pose a trip or fire hazard.



Decoration

The parish church is decorated throughout Advent with hanging garlands, large Christmas trees and other seasonal decoration. All the garlands are lit.

Parish Church Equipment

The parish church has two large projection screens and two high-definition projectors. These are available for hire. If you do request our screens, you must provide a laptop and someone to operate it. You will be required to speak with a member of our Building Team to arrange a meeting at least 2 weeks in advance of your Carol Service for instructions to be given for screens, sound system and projector if you are using them.

Recording

If you record or broadcast your service, additional fees might apply. Please tell us well in advance if there are plans to record or broadcast your service. There is no increase in the fee if traditional photography is used.

Rehearsal

The parish church will usually be available to the charity or institution from 4 pm on the day of the Carol Service. The parish church's musicians will rehearse for 45 minutes one hour before start time and the charity's/institution's guest performers will have to be timetabled around this.

How much will it cost?

Cost will depend on your requirements, and we will discuss what you need and agree a sum to be invoiced. In 2023 the cost to hire the church for a carol service will be in the region of **£4,120** (which includes a 10-voice choir but does *not* include use of extra rooms or equipment).

Other costs, if required could include:

Printing orders of service: at cost

Livestreaming: £110

Screens: £130

Video camera: £55

Technician: £105

Kitchen: £250

Browning Room: £250

Howard de Walden Room: £150

Samworth Hall: £300



Deposit invoices should be paid on booking, balance invoices should be paid in full at least four weeks before your Carol Service.

Payment can be made in one of two ways:

By a single cheque made payable to: *"The Ecclesiastical Parish of St Marylebone with Holy Trinity St Marylebone"* and sent to:

The Finance Officer,
St Marylebone Parish Church,
17 Marylebone Road,
London, NW1 5LT.

Payment can be made electronically (this is preferred) by using the following details:

Account Name:	The Ecclesiastical Parish of St Marylebone with Holy Trinity St Marylebone
Sort Code:	20-03-79
Account No.:	50808210

The cost of your Carol Service will include:

Heating, Lighting, Decorations, Cleaning, Verger, a member of the Clergy Team, In-house Site Team; Discussions in preparation for your event; Full Choir, Director of Music and Organist, Organ.

Additional charges will be made for additional room hire, recording or broadcasting, catering (if required), extra musicians, instrumentalists, singers, parking, etc..

Conditions of Hire, Risk Assessments, Safeguarding

Your charity or institution will need to complete our Conditions of Hire documentation as part of your booking process. You will also have to complete your own Risk Assessment and return this to us before the event. This will be done via our Building Manager.

Communication and Management of the Event

We hope that this brochure will help you to answer many of your questions but, as time draws near to your Carol Service, there are often other questions that arise. In this event please direct all your questions to the parish office, email address: parishoffice@stmarylebone.org



Readings

At least one reading of the Christmas story must be included in every Carol service. You may choose from the Gospels of St Matthew or St Luke:

Matthew 1.18-23, The birth of Emmanuel

Luke 2.1-7, The birth of Jesus

Luke 2.8-16, The Shepherds visit the manger

Matthew 2.1-11, The Wise Men are led by the star to Bethlehem

It is recommended that the readings are read from the King James Version or the New Revised Standard Version of the Bible.

Music

Music will be a vital component of your Carol Service. These lists are not meant to be exhaustive – just a few suggestions . . .

Carols

Singing carols is a great way for the whole congregation to come together - to play a part in helping you to raise money for your charity or institution. Here are some congregational carols to choose from.

Traditionally, the service always starts with Once in Royal David's City and ends with either Hark! The herald angels sing! or O Come all ye faithful! Additional carols could include:

Silent night, holy night
Of the Father's heart begotten
Joy to the world
The angel Gabriel from heaven
While shepherds watched
Whence is that good fragrance
Calypso Carol (See him lying in a bed of straw)
It came up on a midnight clear
Once in Royal David's city
In Dulci Jubilo
Angels from the realms of Glory
God rest ye merry gentlemen
The first Nowell
The holly and the ivy
Good King Wenceslas looked out
Ding Dong! Merrily on high
O Come, O Come Emmanuel
We three Kings
What child is this?

Choir Items

The famous professional choir of St Marylebone will sing three pieces during your Carol Service. Here are some to choose from:

The Lamb, John Tavener

Ding dong merrily, Rutter

Three Kings, Peter Cornelius

Sans Day Carol, Traditional Cornish

Suo Gân, Traditional Welsh

Follow that Star! Peter Gritton

Hodie, Christus natus est, Sweelinck

No small wonder, Paul Edwards or Poulenc

I sing of a maiden, Britten, Hadley, Byrchmore

Stille Nacht, Franz Gruber

There is a flower, John Rutter

Shepherd's Pipe Carol, John Rutter

O Magnus Mysterium, J L de Victoria or Poulenc or Lauridsen

In the bleak midwinter, P Meador, H Darke

Sussex carol, Traditional English

What sweeter music, John Rutter

Of the Father's heart begotten, Traditional

There is no rose, Benjamin Britten

Tomorrow shall be my dancing day, John Gardner

Bogoroditse Dyevo, Sergei Rachmaninoff

The Coventry Carol, Traditional English

Bethlehem Down, Peter Worlock

A spotless Rose, Herbert Howells

In dulci jubilo, Traditional German arr. Pearson

For unto us a child in born, G F Handel

And the Glory of the Lord, G F Handel

Wolcom, Yole, Benjamin Britten

Star Carol, John Rutter
Gloria in excelsis, Antonio Vivaldi
There is no rose, Phillip Cooke
Nativity Carol, John Rutter
Personent Hodie, Gustav Holst
This day Christ was born, William Byrd
Schlafe mein Liebster, J S Bach
Joys Seven, English Traditional arr. Stephen Cleobury
A great and might wonder, Michael Praetorius
This is the truth, R Vaughan Williams
Virga Jesse, A Bruckner
Sir Christmas, William Mathias
Rise up shepherd!, Grayston Ives
Ding dong! Merrily, Charles Wood
Myn Lyking, R R Terry
The shepherds' farewell, Hector Berlioz
In the bleak midwinter, Harold Darke
The Crown of Roses, P I Tchaikovsky
Out of your sleep, Rodney Bennet
A babe is born, William Mathias
Adam Lay ybounden, Archer or Warlock or Ord or Baigent or
Grahl
A tender shoot, Goldsmidt
There is no rose, Rathbone
The Angel Gabriel, Higgins
Rocking Carol, Higginbottom
A cradle song, R Panufnik
Ave Maria, A Bruckner
Hymn to the Virgin, Benjamin Britten
Quem vidistis, pastores? Richard Dering,
O leave your sheep, Leighton,

Videntes stellam, Lassus or Francis Poulenc
Lully, lulla, Leighton

Music before the Carol Service begins

There will be approximately 15 minutes of seasonal organ music before the service whilst people gather in the parish church. Here are some examples:

In dulci jubilo, D Buxtehude

In dulci jubilo, J S Bach

Wachet auf, J S Bach

Es is ein Ros, J Brahms

Desseins Eternels, Olivier Messiaen

Puer nobis nascitur, J F Dandrieu

A Cei-ci Le Moitre De To L'univar, Claude Balbastre

Fantasia in E flat, Camille Saint Saenz

Trio Sonata no 1 in E flat maj, J S Bach

Von Himmel hoch, J S Bach

Music at the end of the Carol Service

A big memorable piece of music will round off the Carol Service as people leave or stay for refreshments. Here are some suggestions:

Prelude and Fugue in C, J S Bach

Prelude and Fugue in G major, J S Bach

Toccata in G *from* 12 Pieces for Organ, T Dubois

Finale, from Symphony No. 1, L Vierne

Toccata, C M Widor

La Rejouissance, G F Handel

Arrival of the Queen of Sheba, G F Handel

Nun ruhen alle Walder, Van Oortmerssen

Marche Pontificale, C M Widor
Final from Symphony No 6, C M Widor
Mohrentanz, Tielman Susato

Many pieces of music are available on YouTube. It helps to listen to several versions as there are many poor recordings uploaded to social media and media sharing sites.

The Rector and Churchwardens look forward to welcoming you to St Marylebone









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