

WASHINGTON CATHEDRAL
Mount Saint Alban
Washington, D.C. 20016

MEMORANDUM

TO: Dr. Charles Warren
The Reverend Howard S. Anderson
The Reverend William Wendt
Mr. Stephen H. Prussing
Mr. Wes Dibbern

FROM: Wayne Dirksen, Precentor

SUBJECT: Suggestions for final arrangements for service May 17th.

Choirs who are going to participate either before the service or during it should be given specific locations where they are to be seated. We would need to know whether their music is unaccompanied, for in some areas of the cathedral there is no accompanying instrument available except that which they might bring. They probably ought to be instructed to meet in the cathedral in the center at 2:45 that day and if their directors are on hand they could then be distributed around.

What we are aiming for is a "sing-in" and that sounds like it would be more satisfactory if it were just sort of a happening. It will not be. It will be satisfactory if a schedule is laid out so that each group knows whom it follows and how long it is expected to contribute. Indeed, if a number can be found or a couple upon which all can join in from all over, that would be fine, but this too ought to be pre-planned. It might be well if we could obtain the cooperation of the choral directors involved to have them come to the cathedral the Sunday afternoon before at some specified time -- it could be 2:00 or 2:30 -- and meet there together with Steve and myself and talk over the problems so that we can make the experience as rewarding as possible for every choir member who will want to come and contribute well that day.

Participants in the service, and I realize there may be no way of knowing how many there will be, ought to be told to gather in the Bethlehem Chapel, using either the north or south lower entrances of the cathedral at not later than 3:15 to 3:30 on that day. Some may be in vestments, others may not. All banner carriers should be invited to assemble in this same place. Acolyte and torch bearers from the cathedral, if used, or elsewhere, if not, and at this point I am trying to recall whether we were going to use our own or not, will then form the procession of participants. At 3:45 we can move out the south door of the cathedral and up the drive and in the south transept entrance. Another possibility would be to move out the north door of the cathedral and up the drive and into the northwest wing and around and in the west end into the cathedral and down the center aisle. The latter move, if the weather is beautiful would be a nice one and probably the one we would use.

Now then, when these men are in the cathedral they must have a place to sit, and I would suggest that we reserve the front rows of the transepts on both

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sides of the cathedral. For instance, if we have 200 we can easily put 100 on each side in the front rows. This will leave the nave center section free for the guests who will come and I know that we will have some special seating in the front of the nave for special guests.

Now participants in the service should be instructed to meet at no later than 3:40 in the clergy vesting room -- it is called the Slype, and is in the north transept of the cathedral. Most of them will know where it is and of course, ushers will be on hand to tell them where it is.

Ushers from churches, and these should be gathered by name by someone and submitted to Mr. Bruce Bryan, our Cathedral Usher, will be instructed to meet at 2:45 for their instructions. I

If musical groups performing need special instrumental accompaniment -- we have a grand piano and a portable pipe organ -- but if special electronic instruments are needed or arrangements for such, the directors of those groups should be put personally in touch with me. They will be required to come to the cathedral, look the layout over, and I may then assist them in obtaining what they will. Any charges involved for the rental of such instruments will be taken out of the offering.

That brings me to the offering. The offering received will be charged with any expenses the cathedral incurs in the service, plus \$125.00 to go to the cathedral offering fund. This because the service comes at one of our regular service times and therefore supplants an offering we normally would receive. The remainder of the offering, after an accounting has been made, will be sent with a statement to the Council of Churches of Greater Washington.

I hope this gets to you early next week and is helpful in enabling all of us to think together through the technical details of arrangements. If people are well informed as to what is expected of them the experience will be a very fine one for all. I look forward to it.

Sincerely,

Wayne Dirksen

P.S. One other thing, before the program is committed to print I must myself see it. This is only to be assured that every good information we can put in it is there and that credit is given to the many people who will be contributing. For instance, there will be the bell-ringers of the cathedral who will be ringing the peal bells at the time the procession moves on the outside. Since singing will be going on in the cathedral I thought this might be a more appropriate musical accompaniment for our procession than bagpipes and have so ordered it. In addition there is Tom Godley who has promised us balloons -- if balloons are

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available, since balloon makers seem to be having labor troubles like many other organizations in the country. At any rate, he wants to make this his gift and at this time is not sure he's going to be able to do it due to technical matters, but if he is, then I certainly want that in the program also. So let us keep in close touch. Thanks again.

Wayne Dirksen