



**Bishop
Hogarth**

Catholic Education Trust

PRAYER AND LITURGY

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Introduction

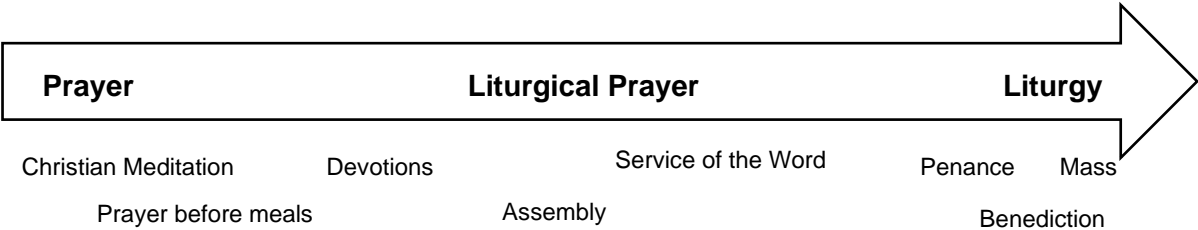
Understanding Prayer and Liturgy

(From the draft Prayer and Liturgy Directory, September 2022)

In any school there will be a range of prayer and liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation. Each form of prayer and liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.

Definition of Terms

Prayer, Liturgical Prayer, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.



Prayer	Liturgical Prayer	Liturgy
Simple structure	Structured (often 4 part)	Taken from official books
One or two elements	Elements drawn from liturgy	Complex structure
Balance of familiarity & creativity	Places of Scripture	Many elements
	Contrasts and creativity	Range of ministry

In Catholic terminology ‘worship’ is not generally used to name and describe a distinct type of prayer or event. Worship is about living our lives in a way that recognises that everything we have is a gift from God and that everything we do gives glory to God. That, of course, does include prayer but the scope is broader. With that understanding of worship it will be seen that that the purpose of education in a Catholic school is to know and love Christ and to open the vision and imagination of all pupils to the wonder of living in God’s world, and the responsibilities that follow from this.

Under Section 48 of the Education Act 2005 there is a statutory duty to inspect and report on denominational education (that is religious education) and collective worship in schools designated as having a religious character. For this reason, the term ‘Collective Worship’ has been kept as the headline judgement by the Catholic Schools Inspectorate but throughout the framework it is referred to as prayer and liturgy. This model policy addresses the shift in vocabulary and is an interim response to the draft Prayer and Liturgy Directory. When the Directory is published it will contain a model policy which the Diocese of Hexham and Newcastle will adapt for schools.

Carmel College's Prayer and Liturgy Policy

Vision & Mission Statement

Our Catholic ethos and support for one another as a family of schools drives all that we do. Our mission is guided by a collective culture and vision where:

'Our schools are places of excellence –providing service and witness to children, their families and the wider Catholic community, adding value as a family of schools and enriching the learning and experience of all our young people, so they may achieve their full potential.'

The Nature of Prayer and Liturgy

Prayer and liturgy in a Catholic school names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

'The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.'¹

Legal Requirements

It is a legal requirement that there is a daily 'act of worship' offered for all pupils. This can take place at any time during the school day and can be either a single 'act of worship' for all pupils, or separate 'acts of worship' in school groups. Holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. Prayer, liturgical prayer and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between will always be made clear.

The 'act of worship' is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education. Responsibility for arranging prayer and liturgy lies with the Governing Body after consultation with the headteacher.

Parents have a right to withdraw their child from 'Collective Worship'. However, given the importance of prayer and liturgy in a Catholic school, parents and prospective parents will be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured, within Come and See RE curriculum.

The Place of Prayer and Liturgy in the Life of Carmel College

Prayer and liturgy is an integral part of school life and central to the Catholic tradition.

Prayer and liturgy takes into account the religious and educational needs of all who share in it:

- Those who form part of the worshipping community in church;
- Those for whom school may be their first and only experience of church;
- Those from other Christian traditions – or none;
- Those from other faith backgrounds.

¹ Christ at the Centre Rev Marcus Stock, 2005

The Aims of Prayer and Liturgy

Prayer and liturgy in Carmel College School aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To pray using prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To participate fully
- To take time out 'to wonder at', 'to come to terms with' and 'to give worth to.'

Principles

All acts of prayer in Carmel College will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead prayer times;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church.² Celebrations will be appropriate to the age and groupings of the children.

Planning, content and celebration

Prayer and liturgy is planned following a structure with reference to the Church's seasons, Religious Education Curriculum, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles will be used appropriate to the age of the children and the occasion.

Each Friday the school community prays 'The Examen.'

Staff pray each day during staff briefing and there is an optional informal time of prayer for staff on Thursday mornings.

An example of our Morning Liturgical prayer:

² Directory for Masses with Children, paragraph 9.

The Timetable of Prayer and Liturgy is as below:

Day	Event	Time and Location
Monday	Morning Worship	Form Room/ Assembly
Tuesday	Morning Worship Student Led Liturgy	Form Room/ Assembly Break time – Chapel
Wednesday	Morning Worship Holy Mass	Form Room/ Assembly 12:30PM- Chapel
Thursday	Staff Morning Prayer Youth SVP Meeting Y7-10 VI Form Spiritual Depth Meeting	8:30am- Chapel Form time- Chapel 12:30pm- Chapel
Friday	Quiet Time with the Blessed Sacrament The Examen Rosary and Devotions Lenten Stations	8:30am- Chapel In Form Time May and October 12:30pm- Chapel

Example of Liturgy below:

"EACH OF YOU RECEIVED A SPIRITUAL GIFT. GOD HAS SHOWN YOU HIS GRACE IN GIVING YOU DIFFERENT GIFTS, AND YOU ARE LIKE SERVANTS"

Resilience

Responsibility


Honesty

Outdoor Time

**Tuesday 4th July 2023 –
St Elizabeth of Portugal**

Sign of the Cross and Gather

Today's Gospel is the Calming of the Storm. Are there any storms in your own life today?



We Reflect

Reflect on the artwork. Discuss how the Disciples are feeling?

How might it have felt for Jesus to be asleep when they were so worried?

Are there times we feel like God is 'sleeping' and not listening to our concerns?

We go forth

Lord, calm the storms in our life today. Be with us through the challenges we might face. Amen.

Living the Word of God

Create a Mission based on the artwork!

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy, supported by the Lay Chaplain/ Assistant Vice Principal for Catholic Life. All staff lead worship and facilitate the students to create their own prayer experiences. The class teacher will lead class prayer and liturgy. All students prepare their own Liturgical Prayer each morning focusing on the daily scriptures from the Celebration of Mass. Each Form prepares the Liturgy for Holy Mass twice throughout the academic year.

All assemblies follow the BHCET Trust Spirituality Planner and the reflections, Prayers and Assemblies link to the Sunday Gospel themes with linked virtue and CST principles.

Many of our Liturgical Prayer experiences are shared via a live stream.

Training is provided to staff and CPD given on facilitating prayer.

All prayer and worship is planned following a structure with reference to the Church's seasons, significant dates and the curriculum. Students are encouraged to plan and lead their own Worship under the supervision of the Pastoral Team and the Lay Chaplain. Worship is flexible to respond to the changing situations in the College and the wider community.

Liturgical Prayer follows an agreed structure and students become trained in leading and devising times of prayer that incorporate a range of styles of worship such as music, silence, poetry, meditation etc. All Form classes have resources to help create a prayerful atmosphere. All form classes have a prayer bag, use a prayer journal, and have a focal point display.

Students and staff use the Liturgy website to assist in creating high quality times of prayer and reflection.

Recording

Prayer and liturgy is recorded on Liturgy Planning sheets and these are shared with PLM's and the Head of Catholic Life. All staff and students use the Liturgy website (liturgy.bhcet.org.uk)

Many times of prayer are recorded and stored on the school's system.

Monitoring and Evaluation

Prayer and liturgy is monitored using prayer and liturgy monitoring form.

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST
MONITORING OF PRAYER AND LITURGY**

Form/ Class: Date: Member of Staff Leader/ Facilitating	
Theme:	
Provision Prompts <ul style="list-style-type: none"> <input type="checkbox"/> attention to mood & setting <input type="checkbox"/> theme/message clear & appropriate <input type="checkbox"/> theme message appropriate for time of liturgical year <input type="checkbox"/> use of Scripture <input type="checkbox"/> opportunities for pupils to lead & participate <input type="checkbox"/> opportunities for spiritual growth <input type="checkbox"/> quiet reflection <input type="checkbox"/> spontaneous prayer <input type="checkbox"/> traditional prayer <input type="checkbox"/> appropriate music <input type="checkbox"/> use of art/artefacts <input type="checkbox"/> standard of organisation 	Evaluation of evidence
Outcomes <ul style="list-style-type: none"> <input type="checkbox"/> Prompts <input type="checkbox"/> participation in prayer <input type="checkbox"/> engaged <input type="checkbox"/> respect <input type="checkbox"/> awe and wonder <input type="checkbox"/> interest & concentration <input type="checkbox"/> behaviour <input type="checkbox"/> developing a sense of belonging <input type="checkbox"/> students undertake ministries with confidence 	

Informal monitoring takes place regularly with Senior Leaders visiting form classes each morning. Following monitoring, training needs will be identified and outcomes used to inform the school's CSED (Catholic Schools Evaluation Document). Whole staff training is given on Worship and Catholic Life. Each Form class receives at least one formal observation and feedback.

Resources

Focal points in each classroom and throughout the school will reflect the liturgical season. In this way they will be an outward sign of the school's ethos.

Each classroom has a crucifix and chaplaincy noticeboard. Prayer bags are made available to each form tutor to assist them in making their form room a place of prayer.

The Chapel is made available to all members of the Community and is used daily for Worship and reflection.

The Blessed Sacrament is reserved during the week and all are welcome to pay a visit throughout the day.

Religious artwork that has been purchased alongside artwork created by students is displayed throughout the College building.

The Liturgy Website is central to our daily pattern of prayer.

- Many resources for 'Prayer Stations' and Creative Prayer.

The learning environment

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'³

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference Come and See topics. In this way they will be an outward sign of the school's ethos.

³ Christ at the Centre Rev Marcus Stock, 2005

Retreats

- Students have the opportunity to take part in an Away Day or retreat. These are generally facilitated by the Youth Ministry Team.
- The College works with the Diocesan Youth Service to tailor retreats to the maturity and needs of students.
- Carmel Sixth Form students participate in the Annual Lourdes Pilgrimage and create a year of preparation for students attending. Names are shared each year with students in the lower year groups who would benefit from attending the pilgrimage. We have a long tradition of younger students being part of HCPT groups in the region.
- The College provide opportunities for students to attend diocesan events e.g Annual Youth Festival.
- Each year group from Y7-11 is invited to participate in a residential retreat at the Emmaus Youth Village. Students in sixth form are invited to an overnight retreat during October. Year 11 students are invited on a residential retreat/ an away day as part of the sacramental preparation.

Other opportunities

Developing Parish Links

- The College works with clergy to ensure that Mass is celebrated weekly, on special occasions and on Holy Days of Obligation.
- The Clergy of the Deanery offer the Sacrament of Reconciliation twice a year in College.
- Parishioners of the Deanery are invited to join in the College's prayer life, especially the Christmas Liturgy and Holy Mass.
- The Lay Chaplain supports the Deanery by providing Sacramental Catechesis for the Confirmation programme.
- The College SVP Conference work closely with the Deanery SVP conference and the Justice and Peace Group.
- Students provide refreshments after Masses at different parishes as an opportunity for parish- college engagement.
- The College is a signpost for families to join in parish life with the sharing of information about events etc.
- Andrew Gardner and the RE department produce and deliver the Sacramental catechesis for Confirmation.

Eucharist

The Eucharist is placed at the centre of all that we do at Carmel College.

- The Lay Chaplain ensures that the celebration of Holy Mass is reverent, well prepared and fitting to the community participating within it. Students are carefully prepared to participate within the Mass and the Sacrament of Reconciliation.
- Mass is celebrated each Week in the Chapel with various classes taking the lead in preparing the Liturgy.
- Mass is celebrated each Holy Day by a retired priest. Mass is also celebrated for Y13 Leavers and Transition from Y6.
- The Blessed Sacrament is reserved in College during Term time.
- Role of Trust Head of Catholic Life

The Role of the Lay Chaplain/ Head of Catholic Life

- Praying daily for the needs of the College community
- Maintaining a high profile presence around the school and at school events
- Preparation of school liturgies (including school and class liturgies, weekly Mass, Masses for Holy Days of Obligation Marian, Advent and Lenten devotions, Reconciliation Services, preparing readers, servers and others involved in the liturgy, and liaising with the Music department with regards to fitting musical accompaniment to enhance the celebration of these liturgies.
- To be a presence in all aspects of pastoral care within the College, working closely with the Vice Principal Pastoral, Pastoral Learning Managers and the Director of Sixth Form.
- Developing opportunities for prayer and meditation during the College day and beyond.
- Promotion of staff faith development and providing opportunities for Staff to gather together for prayer (including induction of new staff)
- Care of the College Chapel and Sacristy- ensuring that it is well appointed and conducive to prayer and reflection.
- Preparation of materials for Morning Acts of Worship within form time and also to produce and provide guidance to Pastoral Learning Managers about Acts of Worship taking place in Year group assemblies
- Devising and facilitating a retreat programme (working with the Diocesan Youth Service) for Years 7-10 and the Sixth Form
- Devising and running the Chaplaincy Timetable (with assistance from other members of the Staff Chaplaincy Team)
- Working with the RE Department to support the RE curriculum, giving guidance on matters of liturgy and spirituality
- Offering support to staff and students facing particular challenges and difficulties, especially in times of personal and family crisis such as bereavement)
- Liaising with local parishes and with the Roman Catholic Diocese of Hexham and Newcastle.
- Supporting and monitoring of Spirituality throughout the Bishop Hogarth Catholic Education Trust
- Leading a Youth SVP group in Years 7-10
- Leading the Sixth Form Spiritual Depth group
- Co-ordination of charitable giving within the College
- To work closely with parishes in providing and developing Sacramental Catechesis.
- To be a College link to the Catholic press and the Northern Cross
- Leading the Annual Pilgrimage to Lourdes with HCPT
- Leading the Staff Chaplaincy Team
- To be a witness to Christian living and a signpost to the wider Church family.

The Trust Head of Catholic Life acts as a resource to support to Lay Chaplains and Chaplaincy Teams. Their role is to provide:

- Training and support
- Point of contact
- Identify and meet the training needs of those involved in chaplaincy in our schools
- Oversee spirituality timetables
- Assistance with sacred spaces
- Opportunities to meet and discuss ideas and problem-solve together
- Assistance with the planning and preparation of key Liturgical celebrations including major feasts and seasons across sectors
- Resources for websites

The Trust Head of Catholic Life will work with school Chaplains and those with responsibility for co-ordinating collective worship to develop ideas to:

- Make prayer engaging and meaningful
- Increase involvement of our young people in the prayer life of their school
- Develop whole Trust MAT spirituality events including retreats and liturgies

The Coordinator for Prayer and Liturgy

The Coordinator for Prayer and Liturgy is Andrew Gardner.

Policy Monitoring and Review

This policy is monitored by the Prayer and Liturgy Coordinator and is evaluated and reviewed by the whole school staff and governors every three years. The Foundation Governors in particular will play a most important role.

The Role of the Coordinator for Prayer and Liturgy

- Formulating a written policy for prayer and liturgy
- Ensuring that there is a development plan for prayer and liturgy included in the school development plan
- Ensuring that prayer and liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that prayer and liturgy takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for prayer times
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to prayer and liturgy including withdrawal from Collective Worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing Acts of Prayer and Liturgy and providing feedback
- Informing the headteacher of standards and developments in prayer and liturgy

Communication

- Communicating to members of the school community the significance and content of prayer and liturgy
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards prayer and liturgy
- Informing newly appointed colleagues of school policy regarding prayer and liturgy
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

Professional development/Ongoing formation

- Leading and organising in-service training and ongoing formation for prayer and liturgy
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

Resources

- Evaluating existing resources
- Developing the resources available for prayer and liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently

[Consideration should be given to the establishment of a planning group, which might include, the coordinator, the headteacher, deputy, staff, pupils, governors and school chaplain. It would be part of the role of the coordinator to lead this group.]