

CORPUS CHRISTI



CATHOLIC COLLEGE

LEEDS

COLLECTIVE WORSHIP
POLICY AND GUIDELINES

Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly. James 3:1

COLLECTIVE WORSHIP POLICY AND GUIDELINES

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COLLECTIVE WORSHIP AT CORPUS CHRISTI CATHOLIC COLLEGE

Prayer and Worship in a Catholic school 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 with Him, made possible through the work of Jesus Christ and the witness of the Holy Spirit. It is an integral part of the life of the Catholic school, putting Christ at the centre of education, helping to create and sustain the Catholic ethos, making it tangible.

It is the aim of Corpus Christi Catholic College to create opportunities for all those in the school community to grow together in faith. Our school motto, "Laborare Est Orare" tells us, in the words of St Benedict, that "to work is to pray". We seek to offer an education in the practice of the faith through collective worship.

"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'" Matthew 19:14



DAILY ACT OF WORSHIP: THE LEGAL REQUIREMENT

The legal requirement (Section 70 of the 1998 Education Act) is that 'subject to the parental right of exclusion or other special arrangement each pupil in attendance at a community, foundation or voluntary school shall on each school day take part in an act of collective worship.'

This can take place at any time during the school day and can be either a single act of worship for all students, or separate acts of worship for students in different age groups or in different school groups.

Simply holding an assembly that includes a prayer said either by the teacher or everyone present does not fulfil this requirement. However, in a Catholic school it is more than just a legal requirement. It is an integral part of school life, which contributes to its distinctiveness and enhances the individual relationship between God and humanity.

Implementation of this Collective Worship Policy is a shared responsibility of all colleagues, who are overseen and supported by the Lay Chaplain and Principal.

THE AIMS OF DAILY COLLECTIVE WORSHIP

The daily act of worship aims to provide opportunity for all students and staff:

- * To contemplate something of the mystery of God and to give honour, praise and thanks to Him
- * To develop a sense of awe, wonder and inspiration in the person of Christ
- * To evangelise and “break open” the Word of God to reveal Christ’s message
- * To reflect upon the Word of God and respond in action and mission
- * To reflect upon the mission of the Church
- * To catechise students on the liturgical calendar based on the life, death and resurrection of Christ Jesus
- * To grow in liturgical understanding
- * To enrich religious experience
- * To reinforce prayers which are part of the Catholic tradition
- * To reflect on spiritual and moral issues
- * To respond to and celebrate life
- * To explore their own beliefs
- * To experience a sense of belonging and develop community spirit
- * To develop a common ethos and shared values
- * To reinforce positive attitudes
- * To develop the skills of:
 - Reverence
 - Contemplation
 - Reflection
 - Interpretation
 - Empathy
 - Meditation

STRUCTURING A COLLECTIVE ACT OF WORSHIP

WELCOME	Setting the scene. Introducing the theme. Ensuring that the environment is conducive to prayer.
WORD	This time provides the main content for the act of collective worship. Scripture or the Tradition of the Church is the focus. This time can be both evangelistic and catechetical.
WORSHIP	Worship is an opportunity for students to respond to God about what they have seen or heard. It is an opportunity for a variety of prayer styles and prayer traditions of the Church to be explored.
WITNESS	The ‘Witness’ part is an opportunity for the students to put into practice what they have heard, seen or prayed in some way outside of the context of the collective act of worship. It is an opportunity for students to personally deepen their faith, or share their faith with others.

STAFF RESPONSIBILITY FOR COLLECTIVE WORSHIP

- **The Principal is** responsible for reviewing this policy. Consultation will involve: Members of the Chaplaincy Team (inclusive of school Chaplains, Lay Chaplain, teaching and support staff, SLT and Governors. The policy is open to all for viewing.
- **Governors and Principal** To ensure the Collective Worship Policy is implemented and practised daily.
- **Principal and Lay Chaplain:** To oversee and monitor the implementation of the policy.
- **Chaplaincy Team:** To support, review, monitor and evaluate the practice of Collective Worship.
- **Lay Chaplain:** to lead and support students and staff in the delivery of Collective Worship; to undertake and assist in the monitoring of Collective Worship
- **Progress Leaders:** To deliver all year group assemblies and to monitor delivery of Collective Worship within their year group.
- **Form Tutors:** Daily prayer is the responsibility of Form Tutors except when the whole school and year group assemblies are taking place when Year Leaders and/or other key stakeholders may take a lead or have oversight of Daily Collective worship.
- **All Staff:** are responsible for encouraging pupil participation. It is the responsibility of the person leading the assembly or Collective Worship to emphasize the importance of prayer by creating an atmosphere conducive to prayer. It is the responsibility of every member of staff present in an assembly to support the importance of prayer by helping to create an atmosphere conducive to prayer. For example, directing the students into the assembly in an orderly and quiet manner; supervising students in assembly; taking an active part and leading by example.

STAFF CONTINUING PROFESSIONAL DEVELOPMENT TRAINING

- New staff and ITT induction sessions
- Discussions with individuals, line managers
- Performance management
- Daily Collective Worship Pupil and Staff surveys and questionnaires
- Discussions at Tutor Group meetings, Pastoral meetings, Chaplaincy Team meetings

LINKS WITH OTHER POLICIES

This policy is written and to be practised in the context of the school 'Mission Statement'; 'Continuing Professional Development Policy' 'Equal Opportunities Policy'; 'Initial Teacher Training Policy'; 'NQT Policy' 'Performance Management Policy'; 'Educational Visits Policy'.

For the policy on 'Worship and the Religious Life of the School', please see the RE Department Handbook.

FUNDING

- School Budget: Chaplaincy capitation for resources
- Colleagues wishing to purchase resources should see the Lay Chaplain, in charge of Chaplaincy capitation.

GOOD PRACTICE

- * Where there is evidence of the planning and evaluation of provision
- * Where there is a clear theme and message
- * When opportunity is taken through the choice of themes for the students to become familiar with the traditions, customs and practice of the seasons and feasts of the Church and where topics relevant to pupil's lives are reflected upon in the context of the Word of God and the teachings of the Church
- * Where opportunity is given to reflect upon and to develop the values of 'community activity, exchange of greetings, capacity to listen, to seek and grant pardon, expression of gratitude, experience of symbolic action, a meal of friendship and festive celebration'. (General Catechetical Directory no. 25)
- * When a 'sacred space' is created through a focal point, music etc.
- * When Scripture is given prominence
- * When opportunity is taken to use liturgical responses and actions
- * When there is evidence of a variety of approaches, telling a story, describing a situation or event, using images, special objects, dance, drama, music etc.
- * Where there is opportunity for individual and communal prayer in a variety of forms e.g. spontaneous, litany, intercession, meditation, traditional etc.
- * Where students not only lead acts of worship but are skilled in preparing acts of worship
- * Where the act of worship follows a liturgical structure, Gathering, Word, Action, Mission
- * Where it encourages thinking about the needs of others
- * Where it affirms relationships and provides the opportunity for the collective sharing of joys and sorrows
- * Where it helps to promote a common ethos and shared vision
- * Where there is good use of visual aids, story, scripture etc.
- * Where there is effective use made of music
- * Where silence is used effectively to allow time for thought, prayer and reflection
- * Language that is used is suitable for the age group
- * There is a direct link between faith and everyday life
- * The act of worship is separated from administration
- * When gathering and leaving is conducted appropriately
- * Where the senses are engaged
- * When the act of worship encourages thinking about the needs of others
- * When it is a learning experience but the focus is on worship and not on teaching
- * Where adults are good role models
- * When practical, that other adults/parents are invited to share (not simply observe) in the time of worship

PRINCIPLES FOR PREPARING COLLECTIVE WORSHIP

- * Keep it concise
- * Keep it simple
- * Make it regular
- * Provide variety
- * Get students involved

PLANNING AN ACT OF DAILY COLLECTIVE WORSHIP

WELCOME

- * Set the scene – what do the students think about the theme
- * Create a focal point to help students to focus during prayer using cloths, a projected image, photographs, painting, Book of the Gospels, crucifix, statue, rosary, lighted candle, special object, flowers etc. We can meet God in visual images and they can be a powerful catalyst for prayer. Remember quality and not quantity. Ask yourself, is it attractive, would it help me, is it relevant, does it reflect the theme, the liturgical year?).
- * Use liturgical colours (green for ordinary time, purple for Advent and Lent, white/gold for Christmas and Easter, red for apostles, martyrs. Palm Sunday, Good Friday and Pentecost, white/ blue for Our Lady

Prepare a sacred space. Images, words, music, and lighting remind us of the presence of God.

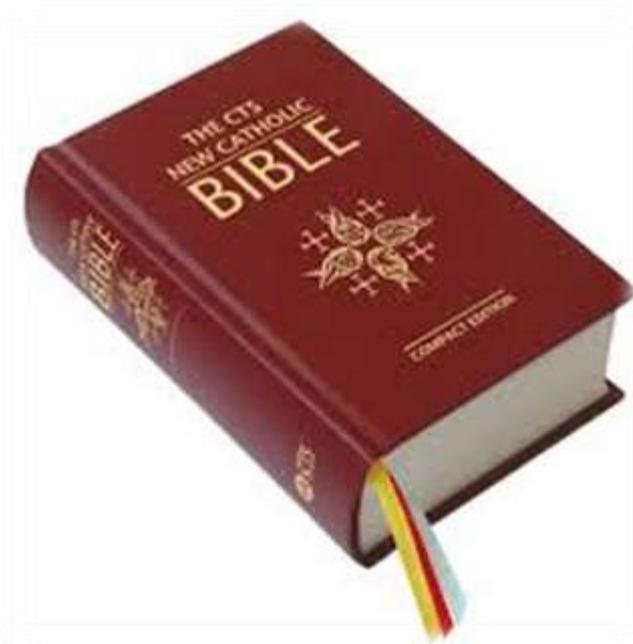


- * Use symbols of the season e.g. red poppy, autumn leaves, seas shells, and symbols of Baptism.
- * Play reflective music – in order to listen reflectively
- * Change the lighting to create a different atmosphere
- * Light a candle – a sign of God's presence and love
- * Make the sign of the cross
- * Make the sign of the cross on the forehead, lips and heart – 'May Jesus be in my mind, on my lips and in my heart'.
- * Ask students to present to the class an object they have brought in from home to represent the theme of week or of the day
- * Use breathing/ stilling routine
- * Pass something round to hold attention
- * Picking up an object e.g. pebble, picture etc. on the way in
- * Sound i.e. triangle/Indian bell
- * Sit in an outside space
- * Contribute item to a display e.g. pebble, coin
- * Movement from silence/quiet to next stage
- * Have a prayer board for prayer intentions. These intentions could be placed here at any time during a day and brought to the next time of prayer.
- * Consider the class sending out an invitation to others to join them.

WORD

- * Listen to a reading from the New or Old Testament. Sometimes it is sufficient to present just a few sentences.
- * Ensure the reading links to the theme or feast or liturgical season
- * If it is a reading from one of the Gospels (Matthew, Mark, Luke or John), stand to show respect to a Gospel reading, say '+Jesus be in my mind +on my lips + and in my heart'
- * Mime the story as it is read
- * Act out the story
- * Sections narrated by students or 'part-speaking'
- * Gospel story presented as a news report
- * ICT e.g. project a single image or a series of images to tell a story from the scriptures with key questions to consider: What do I see? What do I feel? What do I like? What was God doing in this situation?
- * Prepare a PowerPoint of images and phrases with background music that makes the Scripture of the day relevant to the world we live in.
- * Use guided meditation. This is a way of praying with Scripture. Do a stilling exercise, invite the students to listen to the story and as they do to imagine they are someone in the story. What do they see, hear, did Jesus speak to them, what was he doing? etc.
- * Tell story in own words
- * Show a 'visual story' of a biblical passage from 'Youtube' or read Gospel story and place pictures on a display
- * Use the same reading over the course of a week

The Scriptures are a primary source of faith, a special sign of God's presence and should be given prominence.



- * Use pictures, images from 'God's Story'
 - * Hot seat a character
 - * Using the Scripture as a way in to explore at an area of the Catholic faith.
- The YouCat or the Catechism of the Catholic Church will be useful in helping prepare for this

WORSHIP

- * Invite the students to talk silently to God about what they feel and what ideas they have. (If silence is difficult, play some quiet music in the background)
- * Invite students to quietly in their hearts thank and praise God for His gifts
- * Invite students to reflect upon the times when they remove themselves from God's presence, that they do not build up the kingdom of God. Ask for forgiveness and help.
- * Pray for the needs of others
- * In some circumstances, encourage spontaneous prayer. Encourage this as a circle time type of activity and pass a heart, a stone etc. around the circle
- * Use a litany style prayer 'For... we thank you God'. 'For the times.... We are sorry'.
- * Use prayerful signs/gestures/actions to accompany a prayer, song
- * Use a mantra, a word or phrase to repeat. Students can choose their own.
- * Blessing with water or dipping the hands in water while music is played is a prayerful gesture
- * Process with symbolic items
- * Symbolic hand washing
- * Use traditional prayers. There are many that have been handed down through the history of the Catholic Church and it is important for students to take part in and become part of this tradition.
- * Pass on a sign of peace

This is a special time to respond to the Word of God in prayer. Make sure that students are given quiet time to internalise the message and to respond within. This is also an excellent opportunity to explore the variety of prayer styles found within the Catholic tradition.

- * Collective collage/artwork based on story e.g. Cotton wool balls stuck onto body of lamb, use collage to create a community garden etc.
- * Plant seeds
- * Place a stone at the foot of a cross
- * Drop pebble in water
- * Reflect and write on leaf and make a prayer tree.
- * Light a candle
- * Blessing with water/ oil
- * Use touch e.g. hand on hand, shake hands, sign of peace, hold hands, link arms, clap hands
- * On a large sheet of paper students could add their own paint stroke.
- * Destroy papers (reconciliation)
- * Sign language
- * Respond using clay, drawing, painting etc
- * Private response diary/prayer journal
- * Write personal prayers on post-its
- * Use cut out shapes e.g. hearts, people, stars to write prayers on.
- * Posters
- * Dance



WITNESS

- * Request to do something linked with the word e.g. prayer, deed, to pass something on.
- * Memento as a reminder e.g. card, shell, prayer, candle
- * Mission through personal example i.e. forgiveness
- * Evangelisation project to share the message they have heard.
- * Shake hands
- * Ensure students continue to do what they are asked to do
- * Words of commitment: making an an internal promise or making a vocal promise
- * Reflect (at another time) on how their 'mission' has made an impact on others
- * Find a few moments in the day to say thank you to God.
- * Say a prayer for someone in need.
- * Tell your mum/dad you love her/him
- * Care for God's world by picking up a piece of litter
- * Remember to say please and thank you
- * Greet someone with a smile
- * Do something helpful at home
- * Invite someone lonely or isolated to join you at break time.
- * Contribute to class book of ideas
- * Assist in a project raising funds

Here students come to reflect on what they would like to hold on to from what they have seen and heard. It's an opportunity to express understand and live out faith in the school community, at home, in the parish, the local and wider community. They identify ways of applying faith to life.

PLANNING CHECKLIST FOR AN ACT OF WORSHIP

Theme: "All things are possible"		Date: 25/03/2013		
Who is the act of worship for? Year 7		Where will the act of worship take place? School Hall		
	DETAILS	WHO?	RESOURCES	
WELCOME				
How will I create an atmosphere of prayer?	Make sure the chapel doors are opened and that the candles are lit. Gentle music during Gospel Introduce Gospel the same way as Mass.	Caretakers – doors. Kaleigh & Simon acolytes. Mr Atkin - music	Candles Lighter Music for Alleluia Lectionary	
What will be the main image or focus?	Image of a group of people holding hands together.	Alisa - PP	PowerPoint Screen Projector	
How will I begin?	Give a penny to everyone as they walk in. Play the Busted Halo video to introduce the theme.	Year 7 chaplaincy group	Sound	
WORD				
What will be the scriptural (biblical) focus?	Matthew 19:26 "With God all things are possible"			
How will the scriptural (biblical) focus be presented?	On PowerPoint Students holding up words during the Gospel reading.	Steven, Alex, Emily and Anna	Empty boxes, string, photocopies of main theme. Copies of the readings for rehearsing.	
What key phrase or word will be emphasised?	"All things are possible"			
WORSHIP				
What will we do in response to listening to the Word of God?	PRAYER (Tick)	SYMBOLIC ACTION (Tick)	Form Tutor and 7B	1 image to go with each prayer
	√			
What type of prayer will be used?	Adoration	Contrition	Thanksgiving	Supplication (Intercession)
				√
Prayer response: further details.	Intercessions praying for the work of CAFOD and for those in our own community who are in need.			

Will you use music? What will it be?	Yes. Hillsong 'All Things Are Possible'	Sam	iPod
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WITNESS

What will I do to help the students take the message away with them?	God has given us the capacity to make a difference & in some cases change lives. Collecting the pennies around school and give them to CAFOD	Contact CAFOD Leeds	CAFOD penny boxes given to all Yr 7 form tutors.
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Theme:	Date:
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Who is the act of worship for?	Where will the act of worship take place?
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	DETAILS	WHO?	RESOURCES
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WELCOME

How will I create an atmosphere of prayer?			
What will be the main image or focus?			
How will I begin?			

WORD

What will be the scriptural (biblical) focus?			
How will the scriptural (biblical) focus be presented?			
What key phrase or word will be emphasised?			

WORSHIP

What will we do in response to listening to the Word of God?	PRAYER (Tick)	SYMBOLIC ACTION (Tick)		
What type of prayer will be used?	Adoration	Contrition	Thanksgiving	Supplication (Intercession)

Prayer response: further details.			
Will you use music? What will it be?			
WITNESS			
What will I do to help the students take the message away with them?			

HELPING OLDER STUDENTS TO PLAN AN ACT OF WORSHIP

WELCOME		
What music might you play?	How will you arrange the students?	Can you find an appropriate image, picture, poster/artefact for your prayer focus?
WORD		
What will you read?	Who will read?	Will you act out the reading or use a PowerPoint presentation?
WORSHIP		
How will you help your friends to reflect on what they have read? Make sure you give some silent time.	Will you say prayers that need a response?	Who will lead the prayers?
WITNESS		
What do you want your friends to take away from this Act of Worship to remember it's message?		

HELPING YOUNGER STUDENTS TO PLAN AN ACT OF WORSHIP

WELCOME

Something to look at:

Something to listen to:

WORD

Something to say:

WORSHIP

Something to do:

WITNESS

Something to remember:

MONITORING AND EVALUATING AN ACT OF DAILY COLLECTIVE WORSHIP

At least once a year, the school's provision of Collective Worship will be monitored and evaluated to consider whether it meets the needs of all students. Monitoring and reviewing processes include, for example:

- * Form Tutor and/or Student Questionnaires
- * Year Leaders/School and SLT Questionnaires
- * Chaplaincy Team meetings will monitor and review practice and will consider future developments.
- * Year group meetings
- * SLT meetings
- * Collective Worship Evaluation Form

The policy will be reviewed as part of the School Development Plan Three Year Whole School Policies cycle or when appropriate. Evaluation will take place at Chaplaincy Team meetings and reviewing processes. Evaluation will particularly take place in Term III with a view to revising aims and setting revised or new objectives for the following school year.

COLLECTIVE WORSHIP EVALUATION FORM

DATE:	FORM GROUP:	LEAD TEACHER:	THEME:
Did the act of worship follow the WWW structure? DEFINITELY / NO / PARTLY		Was the Church's liturgical year recognised and celebrated? DEFINITELY / NO / PARTLY	
Did students come to know more about God the Father, Jesus or the Holy Spirit? DEFINITELY / NO / PARTLY		EVIDENCE:	
WELCOME			
Have students been involved in the planning, preparation and leading of the act of worship? DEFINITELY / NO / PARTLY		EVIDENCE:	
Was a 'sacred space' created using a prayer focus related to the theme, music, images, objects etc.? DEFINITELY / NO / PARTLY		EVIDENCE:	
WORD			
Was prominence given to the Scriptures as the Word of God? DEFINITELY / NO / PARTLY		EVIDENCE:	
Was a variety of approaches used, e.g., storytelling, use of images, drama, music etc? DEFINITELY / NO / PARTLY		EVIDENCE:	
Was the language used suitable for the year group? DEFINITELY / NO / PARTLY		EVIDENCE:	
WORSHIP			
Was the main emphasis on worshipping God? DEFINITELY / NO / PARTLY		EVIDENCE:	
Were students actively involved in the worship? DEFINITELY / NO / PARTLY		EVIDENCE:	
Was a time of silence given for students to think, reflect and pray? DEFINITELY / NO / PARTLY		EVIDENCE:	
Were the students respectful and reverent? DEFINITELY / NO / PARTLY		EVIDENCE:	
Was the worship linked to everyday life e.g. joys and sorrows, a special event, world matters etc? DEFINITELY / NO / PARTLY		EVIDENCE:	
Were prayers from the Catholic heritage used? DEFINITELY / NO / PARTLY		EVIDENCE:	
WITNESS			
Were the students encouraged to think about the needs of others? DEFINITELY / NO / PARTLY		EVIDENCE:	
Do you think students came away from the Act of Worship knowing how to carry its message into their everyday life? DEFINITELY / NO / PARTLY		EVIDENCE:	

RESOURCES

INTERNAL RESOURCES

- Daily Prayer Calendar with weekly themes
- Weekly student bulletin with school daily prayer
- Tutor Group Prayer Books
- Prayer Boxes
- Weekly staff bulletin with school weekly prayer
- Prayers in the student planner
- Collective Worship materials on school network using Moodle 'Daily Collective Worship' with school prayers and recommended websites or the College website to access the weekly prayers
- Student and staff intentions book in the Chapel
- Residential prayer booklet
- Members of the Chaplaincy Team have various resources, for example, assembly books, books on festivals

EXTERNAL RESOURCES

THE CATHOLIC CHURCH IN ENGLAND AND WALES

- www.liturgyoffice.org.uk - The Bishops of England and Wales Liturgy Office
- www.edurcdhn.org.uk - Diocese of Hexham and Newcastle
- www.hallam-diocese.com/schools - The Hallam site offers the latest materials prepared by the Inter-diocesan Planning Group
- www.cesew.org.uk - Catholic Education Service
- <http://www.catholicyouthwork.com> - Catholic Youth Work Resources

FURTHER AFIELD

- www.catholic-forum.com - This site has links to all kinds of things Catholic (mainly in the U.S.) – schools, colleges, discussion groups. Religious art and music from the most highbrow to material that would even give kitsch a bad name!
- www.missiontogether.org.uk - Mission Together
- www.liturgyoffice.org.uk/SOS - Spirit of the Season
- www.chpublishing.co.uk/schools - Church House Publishing
- www.cafod.org/primary - CAFOD Primary Resources
- www.cafod.org/secondary - CAFOD Secondary Resources
- www.teachernet.gov.uk - Teacher NET
- www.culham.ac.uk/cw/assemblies - Culham Institute
- <http://www.assemblies.org.uk/> - School Assemblies for all seasons
- <http://www.prayingeachday.org/collectivesites.html> - Prayers and Subject specific related material
- www.jesuit.ie/prayer - The website of the Irish Jesuits has prayer ideas linked to the readings of the day, as well as teaching on Ignatian prayer.
- www.theresite.org.uk - This site is the national RE Council's own directory of RE related organisations. It is a fund of useful information.
- <http://www.ewtn.co.uk/> - Eternal Word Television Network website has some useful prayer resources.
- <http://bustedhalo.com> - Busted Halo website has some great Catholic video resources.