

## PRAYER AND LITURGY POLICY

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education and the Prayer and Liturgy Directory '*To love you more clearly*' [September 2023]

This policy has been reviewed in line with the Sustainable Development Goals

### Mission Statement:

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

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Policy to be reviewed by or before	March 2026

The policy should address:

- Context
- Statement of Requirement
- Statement of Inclusivity
- Responsibility:
  - a) Governors
  - b) College Leaders
  - c) Prayer and Liturgy Co Ordinator
- Overview of prayer and liturgy provision
- Resourcing
- Training and formation
- Monitoring and Evaluation
- Review

### **Context**

A sixth form is very much a period of transition from heteronomy to autonomy, when students move from dependence to independence. It is a time of becoming oneself and taking responsibility for their faith. It is a progression to adulthood and is often more marked in colleges as it is a break from their high college experience to a more independent, less structured environment of the college. For example, there is no college uniform. It is therefore crucial to make any act of worship relevant and meaningful to this age group as they explore their independent responses to faith.

Notre Dame has a significant number of students who have no faith, who are not familiar with the rites of worship as well as those from other faith traditions, we focus on silence in the still and silent moment as silence is active not passive prayer – it is a key part of the Catholic tradition, but it allows the many faiths to come together to pray [‘Meeting God in Friend and Stranger’ Catholic Bishops’ Conference of England and Wales 2010]

Education in the faith has to adapt to each child, since older resources and recipes do not always work..... Since adolescents usually have issues with authority and rules, it is best to encourage their own experience of faith and to provide them with attractive testimonies that win them over by their sheer beauty. **Amoris Laetitia [The Joy of Love] 19th March 2016 – Apostolic Exultation Pope Francis**

The context of this prayer and liturgy policy ‘The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the college community to become reflective, experience the presence of God and should develop a mature spiritual life.’ (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

### **1. Statement of Requirement**

- The law requires all maintained Catholic colleges to provide an act of daily collective worship (prayer and liturgy) for all students, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (College Standards and Framework Act 1998, schedule 20; 70 9.4 Model prayer and liturgy policy Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free College: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).

- Sixth Formers have the right to withdraw themselves from religious services liturgy (College Standards and Framework Act 1998, s.71(1B))
- The college's provision for prayer and liturgy will fulfil students' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which students in the college will be familiar. Prayer and liturgy are not designated curriculum time. In the context of the Catholic college, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education

## **2. Statement of inclusivity**

### **2.1 As a Catholic college that is rooted in the Catholic tradition but open to all**

'Whilst acts of collective worship will always be in accordance with the tradition of the Catholic Church, links with other faiths can be made via assemblies and religious education lessons. Colleges could consider ways in which the traditions of prayer, reflection, pilgrimage and a social commitment to peace in all faith traditions can be celebrated. All members of the college community, of all faiths, are encouraged to come together to pray at times of special need or celebration. This is always to be done in ways which respect the integrity of faith and prayer. Moments of collective silence may be one way of achieving this.'

**Catholic College, Children of Other Faiths and Community Cohesions: Cherishing Education for Human Growth CES 2008**

### **2.2 Prayer with the whole college community.**

Students of no faith or other faith traditions who are present at acts of prayer and liturgy are asked to respect and support the prayers of others, by keeping silence and by adopting appropriate postures. At the same time, the college respects their religious integrity by not asking them to say the responses and prayers, to sing or to perform gestures (for example, making the Sign of the Cross) that do not correspond to their own faith. It is inappropriate to ask someone who is not a Christian to lead Christian prayer or to perform a liturgical ministry so to facilitate the provision of prayer, so tutorials provide recordings of prayers by students which are played in an atmosphere of respectful silence

## **3. Responsibility**

### **3.1 Governors**

The duty of governors of Catholic colleges is to direct the promotion, monitoring and evaluation of prayer and liturgy by

- Knowing that there is a named person(s) who is responsible for prayer and liturgy in the college - the Prayer and Liturgy Coordinator (Lay Chaplain)
- Undertaking the periodic review of the policy and implementing any necessary amendments.
- Understanding that prayer and liturgy are central to the Catholic life of the college and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- Overseeing the process for reviewing and reflecting, ensuring the voice of students is heard.
- Allocating sufficient financial budgeting that reflects its centrality to the life of a Catholic college.

### **3.2 College Leaders**

#### **The Principal**

As the spiritual leader of the college as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the college and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the college have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the college.

### **3.3 Prayer and Liturgy Coordinator**

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the college and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the college year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments Model prayer and liturgy policy 71 9.4
- there is daily planned prayer for all students, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- students are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and students
- induction on prayer and liturgy takes place for new members of staff as required • staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole-college development and the Catholic life of the college
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

## **4. Overview of prayer and liturgy provision**

### **Formal Prayer and Worship takes place:**

- Monday – Thursday at 8am in the Chapel
- At Staff briefings
- Before meetings with staff
- At the beginning and end of Senior Leadership meetings
- At the beginning of tutorials
- At Assemblies
- To mark Advent, Christmas, Easter and before examinations
- When students meet with staff before Chaplaincy meetings.

### **The Celebration of Holy Mass takes place:**

- Tuesday and Thursday in the Chapel 1:15pm
- On Holy Days of obligation, during Lent and Advent and on Notre Dame Day annually.
- When Upper 6 officially leave
- To formally welcome Lower 6 at the beginning of the academic year

### **Other liturgies take place:**

- Advent carol service for college and wider community
- On Ash Wednesday for the distribution of ashes
- Remembrance Day Service, Holocaust Memorial Day Service

## **5. Resourcing**

Prayer and liturgy are central to the college's understanding of itself as a Catholic college, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the college is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the college.

### **Examples of resources**

- Chapel prayer and reflection resource
- Notre Dame prayer book volumes 1, 2 and 3
- Exam prayers
- Chaplaincy provision – annual budget allocation

Prayer resources are current and relevant so that all students regardless of where they are on their faith journey can access them. Prayer resources link to international and national events e.g. Jubilee 2025, Remembrance Day, Christian Unity Week, CAFOD Family Fast Days etc.

The Chaplaincy operates an open-door policy in a dedicated space for students and staff to meet formally and informally.

The Chaplaincy has resources available to use and borrow. Resources include texts, prayers, books, artefacts, statues, images and expertise. The Lay Chaplain offers their time to talk about spiritual matters and for the planning of prayer and worship.

## **6. Training and formation**

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

Annually, all staff have professional development of Catholic Life and Mission as part of our Mission and Ethos day.

### **Training Record (Example)**

<b>Who</b>	<b>When</b>	<b>Training given</b>
<b>PTE staff</b>		
<b>Achievement tutors</b>		
<b>Exam invigilators</b>		

A complete record of training is kept by Lucy Johnson.

## **7. Monitoring and evaluation**

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: students, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

Evaluation should consider the quality of the provision for prayer and liturgy and how it fulfils the principles found in the Prayer and Liturgy Directory.

Though the process of monitoring and evaluation are important prayer and liturgy are not simply a lesson or subject and priority should be given to participation in what is being celebrated followed by reflective engagement and how it affects how we live.

Preparation, monitoring and evaluation should take account of:

- long term — the whole year and beyond
- medium term — the overview of a term
- short term — daily or weekly events

## **8. Evidence for Preparing, Monitoring and Evaluation**

This can take many forms and will depend on the college and its context. This might include forms used for monitoring and review, student planning sheets, recorded examples of liturgies, prayers and prayer services, photographs and videos, newsletters, reflections, evaluations, and student voice. Most importantly, it will be evident in how the community participates in prayer and liturgy and the impact it has on their lives and their community.

Evidence at Notre Dame consists of

- Recording of prayers
- Tutor prayers and still and silent moment slides
- Service booklets for staff and student led liturgies
- Learning walks – achievement tutors and PTE staff
- SPOC survey results
- Focus group feedback
- Assembly observations
- Photographs
- Student evaluation of assemblies

## **Review**

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors