

	<p>Policy Name: <b>Chaplaincy, Prayer and Liturgy Policy</b></p> <p>Owner: Lay Chaplain, Governor Ethos Committee</p> <p>Review Date: Sept 2024                      Next Review: Sept 2025</p> <p>Policy reviewed annually or as regulations or review demands</p>
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## 1: The Context of our Chaplaincy Policy

The Chaplaincy sits at the heart of spiritual life at Mayfield. It exists to provide relevant spiritual and pastoral support to all girls and staff in the school community. While remaining true to the Catholic identity of the School, and drawing heavily from the example of Blessed Cornelia Connelly, our Foundress, the Chaplaincy is committed to offering an experience which will take into account the lived experience and faith needs of all the members of the Mayfield community, students and staff alike, whether they are those:

- who are regularly practicing Catholics;
- for whom Mayfield might be their first and only experience of Church;
- from other Christian denominations;
- from other faith backgrounds, or none.

The Chaplaincy strives to engage students with the spiritual aspects of themselves, no matter what their experience of faith or Church, so that they are spiritually aware and able to make their own choices and form their own beliefs.

The Chaplaincy serves a number of functions:

- To offer pastoral support to girls, staff and the wider school community;
- To provide opportunities for prayer, worship and the Sacraments, especially the celebration of Mass and the Sacrament of Reconciliation to girls, staff and parents;
- To facilitate the whole School involvement in community service and charity fundraising.

## 2: Our Collective Responsibility

Chaplaincy is such a vital, and central part of our School, that it must be the shared responsibility of all members of staff. However, some staff members bear a particular responsibility for Chaplaincy, and for the provision of prayer and liturgy within the School:

### a. Governance

The Governors, as guardians of the Catholic school's life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the School and therefore are in line with the guidance set out by the Prayer and Liturgy Directory for Catholic Schools in England and Wales;
- there is a named person who is responsible for prayer and liturgy in the School (the Lay Chaplain);
- the Prayer and Liturgy Policy is updated regularly and shared with all stakeholders;

- in collaboration with the Headmistress ensures that there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

Whilst all Governors are guardians of the School's life and mission there is an Ethos Committee within the Board who particularly work to ensure the School lives out its mission, maintains Christ at its centre and cherishes the distinctive nature of a Catholic school.

#### **b. Headmistress**

The Headmistress, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the School 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 School 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 School.

#### **c. Lay Chaplain**

The Lay Chaplain ensures that:

- prayer and liturgy are central to the Catholic life of the School 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 school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments;
- there is daily planned prayer for all pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory;
- pupils 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 pupils;
- 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 Headmistress and Governing Body to support whole-school development and the Catholic life of the School;
- 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.

### **3: The Chaplaincy Team**

The Chaplaincy Team comprises the Lay Chaplain, Head of Pastoral, Head of RS, and Chaplaincy Prefect. It also includes Chaplaincy Ambassadors, taken from each year group in the School, whose role is to promote Chaplaincy activities and faith opportunities in the School, while representing the students' views to the Chaplain.

The team is supported by several members of staff - the Chaplaincy Support Group - who meet once per half-term to advise the Chaplaincy Team, and feedback on issues or concerns.

#### **4: The Chapel**

Built in the early 14<sup>th</sup> Century, we are incredibly lucky to have Mayfield School Chapel on site. Morning prayer, Mass, Liturgy and choir practice all take place in the Chapel, as does the annual Live Crib Nativity story. The Chapel is a place of life and is open to all - whether you wish to say a prayer, light a candle, or simply take advantage of a quiet place to sit and think. We endeavour to have the Blessed Sacrament reposed in the tabernacle at all times while the School is open.

#### **Baptisms, Weddings, Memorial Services and Funerals:**

For those with close links to the School, e.g. Old Cornelians and members of the Mayfield community it may be possible to hold Baptisms, Marriages, Funerals or Memorial services in the School Chapel, if the Chapel is not being used by the School. Permission to use the School Chapel is generally limited to events that would take place outside of the school term. Please contact the Lay Chaplain for more information.

#### **5: Communal Worship**

##### **Liturgy:**

Each girl participates in one liturgy each week, with Years 7 to 10 having Liturgy on Wednesday mornings, and Years 11- 13 having Liturgy on Tuesday mornings. The liturgies provide a regular time of reflection and are an act of communal worship for all girls. Students and staff are encouraged to play a role in delivering Liturgy, whether that is suggesting themes or topics, picking hymns, or writing or delivering the liturgies. The girls are encouraged to participate fully and to give regular feedback to ensure the liturgies remain engaging and prayerful.

##### **Eucharist:**

*"The Eucharist is the Source and Summit of our Christian Life."* (CCC 1324). It is integral to the faith life of Mayfield School. During term time, we endeavour to offer two Masses per week in the School Chapel, one of which fulfils the Sunday obligation.

Boarders are expected to attend and participate in Sunday Mass. Mass in the School is also open to all members of the community who wish to attend. Wherever possible, students will fill the service roles of the Mass, for example: ushering, serving altar, reading, leading singing and, where appropriate, distributing Holy Communion.

The school endeavours to ensure sufficient members of staff are trained to lead a Service of Word and Communion in the event of a genuine emergency. However, a Service of Word and Communion can never replace the Holy Sacrifice of Mass.

##### **Whole School Masses:**

For special school events and for Holy Days of Obligation that fall during term time, the School will have a Whole School Mass that is held during the school day. Mass will normally be celebrated twice on these occasions, so the entire student body is able to attend. In most years the following Whole School Masses are held:

- Early September (Welcome Mass);
- 15th October (Foundation Day);
- 8th December (Feast of the Immaculate Conception);
- 15th January (Cornelia Connelly's Birthday);
- Ash Wednesday;
- Ascension Day;
- 29th June (Feast of Saints Peter and Paul).

## 6: Prayer

*"Prayer is the great source from whence the graces of God flow into the soul. Apart from prayer there are no graces; without graces, no virtues nor any means of acquiring them."* Cornelia Connelly

Prayer is integral to life here at Mayfield School. Our prayer life follows the rhythm of the School day, as our liturgical practices follow the rhythm of the Church calendar.

It is our duty to offer reverent, diverse and appropriate prayer experiences, and to ensure enough time is devoted to prayer and worship in the timetable, to impress on everyone the importance of prayer.

The prayer life of the School should, as much as possible, reflect the liturgical life of the Church. Care should be taken to highlight and explain the various seasons, and to offer appropriate liturgies; for example, access should be offered to the Stations of the Cross regularly during Lent. Throughout the year, common forms of prayer and devotion are made available to the students, to enable them to experience different ways of praying.

Prayer is offered in a number of ways:

### **Daily Morning Prayer:**

Starting the day with a morning prayer is important to the school community and students are expected to begin each day with prayer. This will either be done in Tutor time, Assembly or through Liturgy.

Tutors are given a range of resources to lead morning prayer with their Tutor groups and students are encouraged to actively participate in this part of Tutor time. Resources include a School Prayer Book, compiled by students and staff, and based on the shorter form of the Liturgy of the Hours. Every week Tutors receive a set of daily prayer slides, which draw from the Liturgical Calendar, Saints' feast days, the life of the Church and current events. The slides also tend to reflect an element of Catholic Social Teaching, where appropriate.

For any staff, students or other members of the school community who wish to join, morning prayer is also said in the Chapel at 08:10 each morning.

### **Grace Before Meals:**

Students are encouraged to be thankful for the food that they eat, and in all dining rooms in the school Grace is displayed prominently. Any weekend where Sunday lunch is celebrated 'family-style', boarders pray Grace together.

**Daily Evening Prayer:**

Prayer is said in the Boarding Houses each evening and the Boarding Houses are provided with a range of resources to facilitate evening prayer. This is a community time in each House, with staff and students all expected to contribute, participate and occasionally lead.

**Sacraments:**

Mayfield School is committed to making all appropriate Sacraments available to our students and Rosary and Prayer before the Blessed Sacrament are offered regularly throughout the year.

The Sacrament of Reconciliation is offered to all members of the school community once per term. Boarders have a dedicated Reconciliation Service after supper and in place of evening prayer. Anybody who wishes to receive the Sacrament during the service is afforded that opportunity. For day girls, and members of staff, a visiting priest makes themselves available for a period of time during a school day, to offer the Sacrament to anyone who wishes. Reconciliation is also usually available before or after Sunday or Whole School Masses and, where requested, by appointment.

**Staff Briefing and Meetings:**

Staff briefing and whole school staff meetings begin with a time of prayer or reflection. This is led by a wide range of staff members.

**7: Confirmation**

Confirmation is offered annually to students in Year 9 and above. Depending on the pastoral circumstances, this might be offered alongside the Sacraments of Baptism and Eucharist as RCIC (Rite of Catholic Initiation for Children) provision.

The Confirmation preparation programme begins in September, and continues throughout the school year. The Sacrament of Confirmation is usually celebrated in June. We believe the programme teaches young people to take ownership of their faith through various activities, conversations, but above all - prayer. Confirmation preparation is also offered to the young people of the local Deanery through our school programme.

It may also be appropriate to offer Confirmation preparation to girls from a Church of England background. This should be agreed with the girl, her parents and her vicar.

**8: Retreats**

In Christian tradition, retreats are an important part of spiritual formation. Going on retreat allows you to separate yourself from your normal routine and responsibilities so you can be open and ready to listen to God. Every member of the school community is offered a retreat experience at least once per year - for students, the retreat day is known as a Day of Recollection:

**Days of Recollection:**

Each year group has a Day of Recollection, which takes place off-site. The theme of the day is based on the year group's Cornelian Principle:

- Joy: We find joy in all we do;
- Compassion: We cultivate empathy;
- Integrity: We develop strong moral values;
- Generosity: We nurture a spirit of charitable giving and kindness for all;
- Gratitude: We are thankful;
- Respect: Through our actions we show that we value all;
- Courage: We have the confidence and resilience to make the right choices.

### **Staff Retreat:**

At the end of the Spring Term, all staff members are invited to a staff retreat day. This day helps build a sense of community between all the different departments within the School. It is a day to promote well-being, mindfulness, contemplation, as well as faith based activities and fun.

### **9: Catholic Social Teaching:**

Catholic Social Teaching forms the foundation of everything we do at Mayfield, so it is natural that our charitable fundraising and outreach efforts fall under the Chaplaincy banner.

### **Fundraising:**

Each year, the Chaplain and the Charities Prefect select a suitable Whole School Charity, towards which all funds raised in that year will go. With some small exceptions, all funds raised by the various efforts throughout the School will go towards said Charity.

Our priority, when choosing charities to support, is to focus on smaller, grass roots charities, preferably with some sort of link to the School. While the Charity does not have to be Catholic or Christian in name, it must not have any aims or goals contrary to Catholic Teaching.

### **Outreach:**

The school motto is "*Actions not Words*". Here at Mayfield, it's more than a motto. The Actions not Words programme enables and empowers our students and staff to reach out and to serve the local community. Engagement with local primary schools is very important- whether that is sending students to the schools regularly, as mentors or reading buddies, or hosting primary schools on our campus for retreat days, sports coaching or science, maths, or language workshops.

Actions not Words, while lived out throughout the School, is formalised in Year 12, with students committing a minimum of an hour per week to a recognised AnW's programme.

### **10: 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 School. Any individual training needs will be identified and addressed through training and 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.

## **11: 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: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

## **12: Review**

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