



St Paul's Catholic School

# Prayer & Liturgy Policy

**Approved by:** Governing Body **Date:** 24<sup>th</sup> September 2025

**Last reviewed on:** 24<sup>th</sup> September 2025

**Next review due by:** 23<sup>rd</sup> September 2027

## **Prayer & Liturgy Policy**

### **Mission and Ethos**

#### **Motto**

“Let your light shine before others” (Matthew 5:16)

#### **Mission Statement**

As a Catholic School community, we live out our motto of Jesus’ words:

“Let your light shine before others.”

We believe that our light is the unique gifts and talents given to us by God, and we are called to let that light shine through our actions, learning, and service to others.

### **1. The Nature of Prayer and Liturgy**

Prayer and liturgy are central to the life of St Paul’s Catholic School. They:

- Recognise and celebrate God’s presence in our lives.
- Give glory, honour, praise, and thanks to God.
- Invite staff and students into relationship with Jesus Christ through the Holy Spirit.
- Help our community become reflective, spiritually mature, and aware of the sacred in everyday life.

### **2. Legal and Statutory Requirements**

- Each pupil is entitled to a daily act of worship, which may be whole-school, year-group, form-based, or in smaller settings such as the Chapel.
- Our Prayer Assemblies are clearly distinguished as acts of worship, with Pastoral Assemblies as opportunities for spiritual, moral and community development.
- Worship is not curriculum time, though it complements Religious Education.
- Governors, in consultation with the Principal and our Chaplain, Deacon Seamus, are responsible for ensuring legal and liturgical compliance.

### **3. Purpose and Aims**

Prayer and liturgy at St Paul’s provide opportunities for:

‘Let your light shine before others’ Matthew 5

1. Encounter with Christ and reflection on the mystery of God.
2. Celebration of life, faith, and community.
3. Growth in liturgical understanding and prayer life.
4. Exploration of personal belief and spiritual development.
5. Strengthening a sense of belonging within the Catholic community.
6. Enrichment of moral values and Gospel virtues.
7. Active participation and leadership in worship.
8. Reflection leading to action — mission lived out in service.

#### **4. Organisation of Prayer and Liturgy**

- Daily Prayer in Form Time: All students begin the day in prayer, led by tutors or pupils.
- Prayer on the Bell: When the bell rings, it means prayer and reflection has started.
- Weekly Celebration of the Word: Each year group gathers in the Theatre for a Celebration of the Word, led by staff and/or students on a rota.
- Chapel Liturgies and prayer opportunities: Small-group liturgies and opportunities for prayer, take place regularly in the Chapel including Lectio Divina, Rosary, Jubilee prayer services, Encounter Adoration etc.
- Weekly Mass with a Class on rota, is celebrated by Deanery priests
- Staff Mass: The academic year begins with a whole-staff Mass.
- Feast Day Mass: The whole school celebrates Mass together in June/July.
- Thanksgiving Masses: Year 11 and Year 13 celebrate a Mass of Thanksgiving, before examinations.
- Ash Wednesday: Distribution of ashes for all staff and students, by Sixth Form and Year 11 students
- Stations of the Cross: During Lent, all students participate in the Stations of the Cross, which take place outside the front of the school.
- Liturgical Seasons: The school follows the rhythm of the Church's year, marking Advent, Christmas, Lent, Holy Week, and Easter.

## **5. Leadership and Roles**

- The Chaplain, Deacon Seamus O'Looskan: Oversees and coordinates all liturgies and acts of worship. Provides support and formation, for staff and students in leading prayer.
- Fr David Cain (Parish Priest): Celebrates school Masses and supports the sacramental and liturgical life of the community.
- Chair of Governors, (Mr. Duncan Macdonald): Monitors and evaluates the Catholic life of the school, including prayer and liturgy.
- Teachers: Lead daily prayer with form groups, encourage pupil participation, and support liturgical celebrations.
- Students: Participate fully in prayer and worship. Pupil Chaplaincy teams through the 'Gifts of Grace' model, are encouraged to plan, prepare, and lead liturgies as appropriate. These include Year group Ceferinos and Yr 10 Mazzarello Mentors.

## **6. Planning, Recording, and Evaluation**

- All liturgies are planned using the Nottingham Diocese Youth Service structure of Gather, Word, Response, Mission.
- Planning is responsive to the liturgical season, school events, and the needs of the community.
- Records of key celebrations, themes, and resources are maintained.
- Monitoring and evaluation are carried out by Deacon Seamus, Ceferino Team, Year Heads and Vice Principal with feedback from staff, students, and governors, to ensure continual development. This follows the QA and Catholic life cycle.

## **7. Resources and Environment**

- Each classroom has a prayer board
- The school Chapel provides a sacred space for prayer, reflection, and liturgy, with artwork from current and past students.
- Resources such as Bibles, candles, rosaries, vestments and liturgical artefacts, and music are maintained and made available. The Savio Team work as servers and sacristans in the Chapel
- Displays across the school reflect Catholic identity and the liturgical year.

## 8. Trust

- The St Thomas Aquinas Trust through the Lead Lay Chaplain, support the School Chaplaincy. Feast Day of St Thomas Aquinas, is celebrated with representatives from St. Paul's school.
- Chaplaincy meetings for Chaplain and Bosco Leadership Team, are held regularly for support, Inset and sharing of resources.
- Trust QA – the Trust provide valuable QA for the Catholic Life and Mission and Collective Worship.
- Trust Support for Catholic Life, providing initiatives and resources to use to build the Catholic Life and Mission of the school.

## 9. Community and Parish Links

- St Paul's Catholic School maintains strong partnerships with local parishes, especially the Holy Family Parish Cluster -St Joseph's, Sacred Heart, Our Lady's, St Thomas More, and Immaculate Conception Churches.
- Our Parish Priest, Fr David Cain and the Assistant Priest, play an active role in the sacramental life of the school. Our Chaplain is also Parish Deacon to the Holy Family Parish Cluster and oversees Catechesis and the summer 4Mission Camp.
- Parents and parishioners are welcomed at school celebrations wherever possible.

## 10. Evaluation and Review

- This policy will be reviewed every two years, or earlier if required.
- The review will be led by Deacon Seamus and the Principal, in consultation with the Chair of Governors and Parish Priest.
- Feedback from students, parents, and staff, will be incorporated to ensure prayer and liturgy remain central to the mission of the school.

## Approval

**Chair of Governors:** Duncan Macdonald

**Date:** 24<sup>th</sup> September 2025

**Principal:** Shelley Conaghan

**Date:** 24<sup>th</sup> September 2025