



"With Christ as our guide, we let our light shine."

St Mary's Catholic Primary School

Prayer and Liturgy Policy

'Sing a new song unto the Lord; proclaim his help day by day.'

Psalm 95: 1-2

"Catholic Theology emphasises that faith, while always a personal response to God, is never to be regarded simply as the response of an individual believer. Rather it is always expressed in and through participation in the life of the community of faith...through their active participation in prayer, sacramental life and service to others."

Religious Education – Curriculum Directory for Catholic Schools

At St Mary's Catholic Primary School, the daily act of Prayer and Liturgy is more than a legal obligation. As a Christian community, the daily acknowledgement of the one true God, who is Father, Son and Holy Spirit, is a focal point and is at the heart of all we do. Prayer and Liturgy 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. This acknowledgement is made through prayer, reflection and liturgical celebration, all of which are central to Catholic tradition and therefore integral to the life of the school. The policy is to support the Liturgical life of the school by providing guidelines for various acts of worship from the individual, to class prayer times, to Masses in school and with the Parish and the wider community.

At St Mary's, Prayer and Liturgy considers 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.

At St Mary's, pupils have the opportunity to:

- Say regular prayers at the beginning and end of each day, before and after lunch.
- Attend whole school assembly twice weekly
- Attend Mass in school and in church throughout the year
- Attend whole school Mass for all Holy Days of Obligation and special occasions such as St Mary's Feast Day, Our Lady Immaculate Feast day, Leavers' Mass.
- Participate in class-based prayer times throughout the year, where pupils take leading roles as they progress through the school.
- Attend prayer services, Rosary Club, Stations of the Cross and Prayer Stations led by the Chaplain and Mission Team for other pupils
- Learn the traditional prayers of the church

- Participate in Adoration (Key stage 2)
- Participate in spontaneous prayer at appropriate times.

Planning Liturgy

When planning any Prayer and Liturgy, we try to use the *Gather Listen Respond and Go Forth* model. This model reflects the four parts of Mass and it is a good basis on which to plan Worship. The table later in the policy gives some suggestions on how to plan Worship based on this model.

When planning Worship, it should reflect the theme, or liturgical season of the church where appropriate. (For example, don't sing Alleluia during a Lent worship, or have a lively upbeat service for a Reconciliation service that has a reflective undertone.) Allow the children to feel differences in the mood of the Liturgical calendar and to experience different collective Worships to further their spiritual self. As the children grow in age and confidence, they can take a more active part in the planning of Liturgy.

- Children in Early Years can help to prepare the focus, for example, selecting the right liturgical colour of cloth, placing a candle and a Bible in the centre, with the adult placing any additional props.
- Children in Key Stage 1 can write simple prayers that can be used, they can help to choose the songs sung with guidance so they fit in the theme of the Worship. Children can choose the artefacts needed and the correct liturgical cloths as a teaching point or reinforcement. They can identify which aspect of the worship is happening.
- Children in Key Stage 2 can plan simple acts of Worship, reflecting on the four aspects: *Gather Listen Respond and Go Forth*. The children can think about the type of response that would be the most appropriate e.g John the Baptist, using holy water and inviting each child to bless themselves in response to a meditation read. They can lead through sharing readings and prayers, playing musical instruments and using recorded music through their worship.

When planning Prayer and Liturgy with the class, or for the school, a similar format to the Mass (*Gather Listen Respond and Go Forth*) can be used. There are many books and resources that can be used to support this (see RE Lead in the first instance.) A good starting point is either a theme relevant to the people present – for example, the Virtue to Live By at that time - or a celebration from the Liturgical Calendar – for example, a Feast day or the Gospel from the previous Sunday.

In the appendix there is a suggestion for a prayer time and a blank copy that can be used in planning a service. This follows the Gather Listen Respond and Go format used in the table on the following page.

Displays for Gatherings

When creating a prayer focus for Prayer and Liturgy during key Liturgical seasons, the use of colour is encouraged to show the changes throughout the year, reflecting the vestments and colours shown in Church.

Green – Ordinary Time
 Purple – for Lent
 Purple – for Advent
 White – for Christmastide
 White and Gold – Eastertide

In addition, key symbols, icons or visual aids could form part of the display e.g. a bowl of water, pictures of the disciples, fishing net, fish to reflect the Calling of the Twelve.

Liturgical Music

There is a wide selection of music, covering a variety of themes, that can be chosen to enhance the worship (available via CDs or online.) Music can be used directly in worship for communal singing or used as background music for quiet moments or meditation.

The music should reflect the liturgical season and/or the theme for the Mass. It should be selected carefully. The music should also reflect the Congregation so that all can participate in the majority of the worship.

Members of staff should encourage children to take an active part in Worship, leading the music or singing both in the classroom and for Prayer and Liturgy or Masses. This will also help the children grow in confidence and ability.

Staff leading liturgical music may attend or encourage others to attend In-service specific to Christian music such as those offered by One Life, CJM and the Diocese to enhance provision. Staff need to be confident in using the right music to reflect the Liturgical calendar or the theme of the worship. In the back of the Liturgical Hymns Old and New, there is an index of uses and themes including music for the various parts of the Mass.

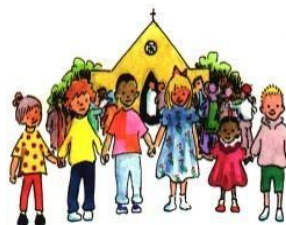
Prayer and Liturgy weekly overview

Monday	Tuesday	Wednesday	Thursday	Friday
Whole School Gospel Reflection / Prayer and Liturgy	Class Worship CST / Ten Ten (EYFS/KS1 30mins KS2 40 mins) <i>(½ termly on a rota)</i>	Whole School Prayer and Liturgy	Virtue Focus <i>(Each Virtue explored over a three week period)</i>	Whole School Celebration, Praise and Worship

The Four Parts to Worship

There are four distinct parts to the Mass and these should form the basis for any act of Prayer and Liturgy. These are some suggestions:

1. Gather				2. Listen			
<p>Opening hymn/ song/ Taize chant (Song – Gather)</p> <p>Light on a cross or object</p> <p>Procession</p> <p>Greeting/ introduction</p> <p>Prayer</p> <p>An action – sign of peace/ lighting of candle/ confession of sin</p> <p>Slide/ visual aid</p> <p>Poem or Short Drama</p>				<p>Psalms (spoken/ sung/ using CD)</p> <p>Old/New Testament reading</p> <p>Gospel acclamation</p> <p>Gospel</p> <p>Drama of Gospel</p> <p>Secular writing e.g. poem, speech “I have a dream”</p> <p>Meditation</p> <p>Use of Taize or classical music in the background whilst listening</p>			
3. Respond				4. Go forth			
Symbol	Significance	Activity/ action	Theme	<p>Renewal of baptismal promises</p> <p>Final prayer</p> <p>A “Mission” to take away</p> <p>Final hymn/ prayer/ poem to conclude</p> <p>What will you do today to spread the Good News?</p> <p>How can you live out that message in your own life today?</p>			
Water	Recalling Baptism Cleansing	Signing or washing hands with holy water (anyone can bless holy water with a simple prayer) Blessing each other with holy water	Christian unity Reconciliation Church Family Life				
Ice	Coldness of heart Sin	A block of ice used (melts with the sin) individuals go and touch the ice after reconciliation, individuals bring up an ice cube	Reconciliation				
Light (candles)	Christ the Light, light of faith, hope, stillness, peace	Individuals light candle, Dimmed light and focus on candles around a cross.	Church, Christian unity				
Oil	Dedication, vocation, healing	Anointing of hands with oil, using oil on forehead	Church, thanksgiving				
Hands	Peace	Making the sign of peace, laying of hands on one Another, paper hands placed by individuals as an offering of their own hands	Healing				
Prayers	Prayer	Asking, thanking, silent prayers, use of music	Prayer/ intercession				
Incense	Prayer	Incense sticks burned as a fragrant offering	Prayer/ intercession				
Stone	Sorrow/ burden	Each person lays a stone at the foot of a cross					



Planning a Mass

Environment:

A class can personalise the Church, School Hall, Emmaus Room or classroom by creating a prayer focus or artwork that reflects the theme, season or special characteristics of the celebration. The environment should be created through a tasteful and appropriate display. Out of courtesy, speak with the Priest who is celebrating the Mass in advance so he is not surprised by the changes to the worship area – he is likely to give some helpful suggestions!

Scripture Readings:

Scripture readings for each day of the year are already selected so all you have to do is locate and copy them so children can practice them before the Mass. You will want to give the children the opportunity to practice in the church and use a live microphone. Try to keep the practice simple and brief. Ensure that children know how to approach the Sanctuary, and how to leave. The children should act in a reverent manner at all times during the readings.

The daily readings can be found in the Lectionary, (the book that contains all of the readings for the Mass.) This is available in the church. The school also has a copy in their possession. We also have a Children's Lectionary that is especially created for children's liturgies.

When using the lectionary, you will need to know what liturgical season your Mass will be celebrated in (i.e. Ordinary Time; Advent; Lent; or Easter) and what Cycle the readings are in (Cycle A, B, or C). The cycle changes on the First Sunday of Advent. **See Universalis website to check the readings of the day or 'The Ordo' available in the headteacher's office.**

To proclaim the Word of God is an honour and a privilege, therefore it should be practised, reverent and accessible for all.

Music:

Music chosen must reflect the **Gospel** and Liturgy of the Mass. It can bring in the theme for the celebration or any focus made by the Church e.g. Youth Sunday. It is important to make each celebration fresh and alive. Although a Mass may have been similar to one last year, try and choose alternative hymns. Your choice of music will also depend upon whether or not you will have the accompaniment of instruments with your singing. If there are no choir or instruments to assist you with the music a basic rule to keep in mind is to choose songs that the children are familiar with. You don't want to be the only one singing. It's always good to practise the songs you'll be using before the Mass. If it is possible, plan to practise the songs with the entire school body before Mass begins. Either the screen should be used or a hymn sheet prepared so that everyone has access to the songs.



- † Make sure children speak clearly and wait for the responses if appropriate. The microphone/sound system can be used but make sure the children have practised before!
- † Practise with the children how to approach the altar reverently, bowing head to the priest and standing smart joining hands. Remind children that when they are standing at the front even when not reading- they should be reverent – everyone can see them!


- † Ensure you have communicated with the Priest well ahead of time so he is informed of what the Mass will look like.
- † Make sure staff are at strategic points:
 - Someone to oversee the readers
 - Someone to oversee the offertory
 - Someone to oversee the music
 - Someone who knows which children receive Communion and who can oversee this
 - A member of staff may be needed to give out Communion, check with the Priest beforehand!





Please Note:

The Head of School or RE Subject Lead must see any song sheets or booklets or PowerPoints at **least 3 days** prior to printing to ensure everything is in place for ALL celebrations in Church.

The Structure of the Mass

	Part of Mass	Notes	Music
Introductory Rites The "Gathering")	Entrance Song 	Should reflect the "Gathering" of people and the theme for the Mass (or season)	Here In This Place, Christ Be Our Light, Here I am to Worship
	Entrance antiphon	We meet God as we gather together	Should be reflected in entrance song
	Sign of the cross/ greeting	Our sense of identity/ belonging	
	Penitential Rite	We pray for forgiveness, ideally in positive statements, "You forgave our sins, we offer the times we have not listened" Finish with Lord have mercy, Kyrie Eleison or something similar	
	Gloria	Church's song of joy <u>Not sung during Lent/Advent</u>	Words must be the same
	Opening prayer	Allows a pause for the prayers to be gathered and given up.	
Liturgy of the Word The "Listening"	First reading	Old Testament in general links to the Gospel	
	Psalm	Response to the proclaimed word. Can be split into two parts	Sung (see the index of hymnals)
	Second Reading	New Testament Doesn't always relate to the Gospel, but a letter may be read over several weeks.	
	Gospel Acclamation (Highlight in the Mass)	Alleluia means "Praise God" and is an acclamation so should be sung! <u>Not said during Lent</u>	Glory to You O Lord (during Lent)
	Gospel	Gospel could be acted out, signed, or read	All readings can help you pick out songs. Look for familiar words
	Homily	An opportunity for the Priest to reflect on the teachings of the readings.	
	Creed	Profession of Faith	
	Prayers of the Faithful	General guidance is usually 5 prayers: Church, World, Local Community, Any other needs and Mary Responses to prayer: Lord hear us/ Lord graciously hear us Lord in your mercy/ hear our prayer	

Liturgy of the Eucharist (Means "Thanksgiving")
Response

	Preparation of the gifts 	Significance of this part is that the bread and wine represent us, they have been made with the work of human hands. (Bread and wine should be last in a procession)	Hymns should have words bread and wine (not blood and body)
	Sanctus	Eucharistic prayer is the prayer of the church that joins us with heaven. Sanctus should be sung "...and so we join with all the choirs of angels as we join them in their unending hymn of praise"	
	Lord's Supper	We invoke the Holy Spirit to transform the bread and wine- words of institution are used, Jesus' command "Do this in memory of me"	
	Memorial Acclamation (Highlight in the Mass)	High point of the Mass- our response to what has just happened	Various see the back of Hymns Old and New
	Great Amen	Should be with gusto. Amen means "I agree/ believe" and it should be highlighted	Various sung responses using "Amen"
	Our Father	Should be joined in by all the congregation.	
	Sign of Peace	Getting us ready to receive Jesus, He is with us now and the actions are important forms of prayer.	
	Breaking of Bread	Breaking of bread covers the fourth action by Jesus. A piece of the host is placed in the chalice. This is a historical link to the Early Church.	
	Communion	We become in union with Christ symbolic as one body. This is our food for our journey to eternity, the prayer after communion gives us a foretaste of the banquet we will receive in heaven.	Hymns should reflect Christ's body and blood in union
Concluding Rite The "Go"	Blessing 	We thank God for the gift of Christ we have received and the effect on our lives. We are blessed and dismissed to go forth and make a better world	
	Recessional Hymn	Should be relevant to elements of the Mass, or reflect the dismissing.	Should reflect the "Mission" element- we are going out to spread the Word.

Always speak to the RE Lead and/or Chaplain when organising a Mass. There are a selection of books that can guide staff in planning for Masses. The books suggest themes and prayers for a variety of Liturgical seasons and themes. Where possible, children should be involved in the selection of readings and/or music depending on their age. The readings and music should reflect the maturity of the children who are present.

Items used at Mass and Liturgies

Books



Sacramentary

Contains the opening prayer, prayer over the gifts, prayer after communion, and solemn blessings. Eucharistic prayers and prefaces for all of the masses including most special occasions.



Book of the Gospels

Contains only the Gospel readings. It is used on more solemn occasions and is carried by the deacon if it is used.



Lectionary

Contains the scripture readings for Mass. It is carried in the procession by the lector and placed on the ambo.

Hymnal/Missalette

Contains all the parts of the mass for a specific season in the liturgical year including instructions on when to stand, sit, or kneel.

Objects



Chalice The large cup used at Mass used to hold the wine which becomes the Blood of Christ.



Paten

A saucer-like disk which holds the bread which becomes the Body of Christ.



Ciborium

A vessel used to hold the Hosts which will be used for communion. They are also used to reserve the Blessed Sacrament in the tabernacle.

Decanter or Flagon

The bottle or pitcher like vessel used to hold the wine which will be consecrated at mass for the communion of the people. It is brought forth with the gifts.

Communion Cups

Chalice like vessels used at communion when the people receive from the cup. They are kept on the Credence Table and brought to the Altar at communion time.



Corporal A white linen cloth on which are placed the vessels containing the bread and wine during Mass which will become the Body and Blood of Christ.



Purificator

A white cloth use to cleanse the chalice. It resembles a napkin.



Pall

The stiff, square, white cover that is placed over the paten when it is on the chalice.



Tabernacle

The shrine or receptacle either round or rectangular that serves as a place for the exclusive reservation of the Blessed Sacrament. It should be of solid material, opaque,

secure and inviolable, fitting the architecture of the church in a prominent place.



Censor & Boat

The Censor, also known as the Thurible, is used at solemn occasion to incense the bread and wine after the offertory, the priest, and congregation. The Boat holds the incense until it is place in the censor by the celebrant.



Monstrance

A sacred vessel designed to expose the consecrated Host to the congregation either for adoration in church of carrying in procession, particularly on the Solemnity of the Body and Blood of Christ.



Sanctuary Lamp

An oil lamp or wax candle that burns near the tabernacle. It is always lit whenever the Blessed Sacrament is reserved in churches or chapels as a sign of honour shown to the Lord.

Vestments



Alb

A long white garment which can be used by all liturgical ministers. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."



Cincture

A long cord used for fastening albs at the waist. It holds the loose-fitting type of alb in place and is used to adjust it to proper length. It is usually

white, although the liturgical color of the day may be used.

Liturgical Colours for Chasuble, Dalmatic and Stoles

●Green - Worn during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.

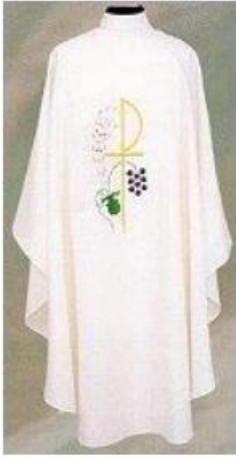
●Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists.

●Violet - Worn during Advent and Lent or at Masses for the dead.

○White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints, Birth of John the Baptist, Chair of Peter, Conversion of Paul, St. John the Evangelist and is the preferred colour for Masses for the dead..

●Rose - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday/ Mothering Sunday).

●Black - Was traditionally worn at Masses for the dead. Now the preferred colour is White or Violet.



Chasuble

The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest. It is the proper Mass vestment for the main celebrant and its colour varies according to the feast.



Dalmatic

A loose-fitting robe with open sides and wide sleeves worn by a deacon on more solemn feasts. It takes its colour from the liturgical feast as listed above.



Priest Stole

A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A priest wears it around the neck, letting it hang down in front.



Deacon Stole

A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A deacon wears it over his left shoulder, fastening it at his right side.



Cassock

A long black garment worn by Altar Servers under the Surplice. Also worn by Diocesan Priests (Black), Monsignors (Rose), Bishops (Violet), Cardinals (Red), and the Pope (White).



Surplice

This is a wide-sleeved garment, slipped over the head, covering the shoulders, and coming down below the hips. It is worn over the

cassock.