

difference in



make me to be

of brilliant ideas; to give me the will to make a



You; to give me

a heart transformed with Your amazing love; to give me a spirit of courage and generosity; to give me a mind full

the world; to give me the grace to love You

and those around me in all that I do, through



Christ our Lord. Amen

St Wilfrid's School Prayer - Loving Father, when

You created me, You had a definite plan; You didn't

average, but to be beautiful, great and talented;

You want the best, from me and the best for me. Lord, I ask you with hope and joy to give me a strong faith in

Chaplaincy Handbook



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1. INTRODUCTION

The Purpose of This Handbook

The aim of this handbook is simply to familiarise staff with what Chaplaincy is. You might be new to working in a Catholic school, and therefore unfamiliar with the nature of Chaplaincy. If so, this guide will hopefully answer at least a few of your questions.

This handbook also gives a whistle-stop tour of classroom prayer, and of collective acts of worship in school more generally. Since facilitating prayer is an important part of a tutor's role it is good to be familiar with what it entails and with the resources available to help you. This guide aims to do just that.

The Purpose and Nature of Chaplaincy

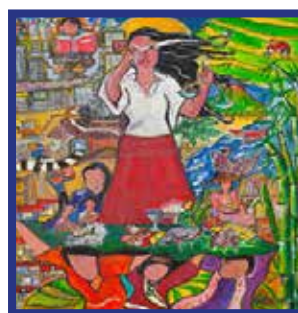
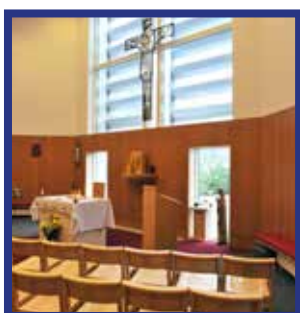
Although Catholic schools share much in common with their secular counterparts, there are several features of a school like St. Wilfrid's which mark it out as having a distinctive Christian quality. The ethos of a Catholic school should shine out in everything that we do: in the curriculum, in the appearance of the building and, perhaps most importantly, in the presence of loving relationships. All of this helps to animate the ethos of the school in a way which is faithful to the Gospel, and which says to the students that they were made by God, that they are loved by God, and that they have an important and vibrant role to play in building up the Kingdom of God.

It is perhaps beyond the scope of this handbook to give a detailed description of every single thing that a Catholic school should be and do. But it is important to emphasise that the people who make up the community play a key role in bringing the schools values and character to life. Every member of staff has a role to play in this to some degree, especially those in certain roles.

The majority of Catholic secondary schools have a Chaplain. Sometimes this is a priest or deacon serving either full-time or part-time, and at other times perhaps a religious sister or brother. In more and more cases today, however, chaplaincy roles are occupied by lay people, and it is this model which we follow at St. Wilfrid's.

St. Wilfrid's is the Catholic secondary school of the Crawley Deanery in the diocese of Arundel & Brighton. We are an important part of these communities, as well as the town of Crawley. We are extremely lucky in that we have considerable support from a great many people, including deanery clergy, members of the wider diocese, and a committed team of staff within the school who are always willing to help out. All those involved in chaplaincy at St. Wilfrid's work together to provide a number of different things. We meet together regularly to discuss priorities and to talk about the best approaches to take to different issues and challenges.

*Vision for Chaplaincy:
"Think of the love the
Father has lavished
on us by letting us be
called the Children of
God, for that is what
we are!"
1 John 3:1*



Meeting The Team



You! At St Wilfrid's everyone has a role to play within Chaplaincy, in many ways we are one big team, led by Our Lay Chaplain, Claire Franke.

An Explanation of Weekly Themes

Each year, the Chaplain at St. Wilfrid's will put together a list of themes for each week of the academic year. These readings are normally based on the Gospel reading from Mass the previous Sunday (as given in the Lectionary and adjusted by diocesan norms) but at other times they will factor in important national events or dates in the Church's calendar. Examples of recent themes include: Journey, Community, Forgiveness, and Humility. You will also see themes such as Advent, Lent and Easter at appropriate times of the year.

This is a very fruitful way of working, as it enables us to focus each week on a different aspect of what it means to believe in God and live a Christian life. Weekly assemblies and prayer resources will normally pick up on the weekly theme, as well as many other activities in school.



Claire Franke
Our Lay Chaplain

Oversight: Management, The Governors, And Student Voice

The work of Chaplaincy in the school is overseen and supported by numerous different people and bodies. The deanery clergy, for instance, have a strong say in the work of chaplaincy. The Chaplain reports to the Deanery Priests and meet regularly with the clergy. Inside the school, the Chaplain is line managed by the Head Teacher. The Chaplain also reports each term to the Governors Spiritual and Community Committee, who are responsible for overseeing Chaplaincy on behalf of the governing body. There is also a committee within school made up of staff and students. Mirroring the governors' committee, this is known as the Spiritual Life Group and it meets at least once each term. Staff and student "voice" is really important in informing and developing the spiritual opportunities and the Catholic life of the school. Therefore, there are a number of other forums for feedback, including regular feedback forms and online surveys capturing opinion on prayer, liturgy, retreat days, and assemblies. The Head students and student council facilitate a lot of this feedback.

THE SHORT VERSION...

Chaplaincy is an important part of Catholic schools and exists to help in bringing the ethos of the school to life.

At St. Wilfrid's, we have a Lay Chaplain who is assisted by other staff, by local clergy, and by others.

St. Wilfrid's school is the Catholic secondary school of the Crawley Deanery, and part of the Diocese of Arundel & Brighton.

2. SUPPORT FROM THE CHAPLAIN & AREAS WHERE YOU MIGHT NEED HELP

Three basic, but very useful, things: The weekly Chaplaincy E-mail, the annual rota, and the Chaplaincy T Drive

Every Thursday the Chaplain sends an E-mail to all staff giving details of the week ahead. This E-mail is extremely useful, especially for tutors and those preparing assemblies, as it contains:

- The weekly theme
- An explanation of the weekly theme and possible reflections and questions to draw from it. This includes an exposition of how the theme was drawn from the Gospel and will be especially useful for those planning assemblies.
- Links to the weekly PowerPoint prayer resources
- Details about any other Chaplaincy events happening during the week
- Links to general (i.e. Not specific to the week) prayer resources, including:
 - PowerPoint prayers with various themes
 - PowerPoint prayers for various times of the year
 - Short reflective PowerPoints
 - Useful resources on the web which work well with interactive whiteboards



The Annual rota can be found in the Chaplaincy folder on the T Drive. This gives an overview of the current academic year and includes:

- Weekly themes
- Sunday Mass details - i.e. Which Sunday is observed prior to each week and which reading the theme is based upon
- Other notable feasts or events during the week
- Details of who is leading the main Key Stage assemblies each week
- Details of the Friday Mass each week - most weeks there will be a form assigned to Mass, but some weeks it will be a year group or a different group such as Confirmation candidates



The Chaplaincy folder on the school's intranet is the place to look for documents relating to prayer and chaplaincy. This is currently T:\Chaplaincy. This folder contains:

- The annual rota (as described above)
- All prayer resources produced by the Chaplain, including weekly resources and general resources as well as an archive of old prayer resources
- The file containing all of the readings and themes for the academic year
- Information on Community days, immersion day's retreats and other events and activities that run throughout the year

Assemblies: A Critical Vehicle For Promoting Our Catholic Ethos

Please see page 19 of the staff handbooks for expectations of assembly.

An important part of school life is the programme of assemblies delivered both to each year group and to each key stage. Key Stage assemblies (for years 7-9 and 10-13 respectively) are shared among the Leadership Team, Head of RE and Chaplaincy team, while year group assemblies are divided up at the discretion of the Head of Year.

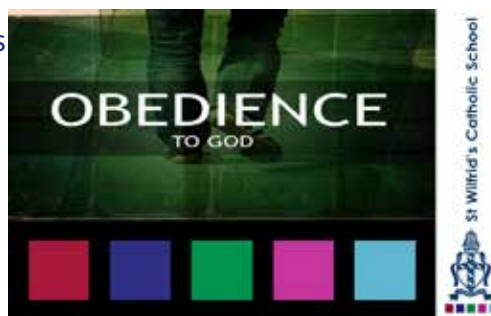
Assemblies are usually centred on the weekly theme, although this may change in a week where an important event or situation requires a focus. Each assembly should begin with the sign of the cross being made and a candle being lit, as a symbol of Christ's light in our lives and as an indicator to all that this is a special time set aside for our daily collective act of worship. In all cases it is important to understand that assemblies should have a solid Christian content and should include prayer. For this reason, it is important for those leading assembly to be able to introduce an element of prayer into assembly and also for them to be able to understand the theme of the week and why the theme was chosen. In other words, they should be able to briefly explain the message behind the Sunday reading from which it was taken.



Each Thursday the Chaplain sends round a weekly E-mail to staff. Included in this are some thought starters for those leading assemblies and a brief explanation of the weekly theme. The Chaplaincy team is always happy to assist staff in taking or preparing assemblies.

The Plasma Screens

In a busy school it's often hard to get messages out to students. For this reason, the Chaplaincy makes a lot of use of the plasma screens around the school. The Chaplaincy plasma content is updated at least every week and contains a lot of relevant information about what's going on in Chaplaincy and reflections on the theme of the week. We also carry information about Mass times around the deanery and other information, such as confirmation programmes and retreats, on behalf of our deanery parishes from time to time. With a thousand people in our community and only one Chaplain, the plasma screens are likely to be the only contact most people have with Chaplaincy during most days. For this reason, it's important to us to keep the content up-to-date, informative and user-friendly. Please encourage students to have a look at the Chaplaincy notices on the plasma screens and to act on anything they find interesting.



Pastoral Support within Chaplaincy

The Chaplains role, inspired by the Emmaus Road scripture, is to walk alongside members of our community in times of difficulty, listening, caring, guiding and encouraging where it is needed. Therefore, the Chaplain offers a listening service to staff and students that are experiencing difficulties.



Heads of Year, tutors and classroom teachers often “refer” students to the Chaplains listening service, particularly in the case of bereavements and other significant losses. Students also “drop in” and refer themselves to the listening service. Sometimes a student will be so distressed that they need to take some time to compose themselves before returning to class, at these times the Chaplain will email their class teacher, HOY, and reception to let them know that the “missing” student is with the Chaplain. But, in most cases the Chaplain will arrange a time to meet in advance and if this involves a student’s coming out of a lesson to talk, that class teacher’s permission will be asked for in advance. If a student becomes distressed or asks to see the Chaplain during lesson time, please send an email to the Chaplain to see if she is available, if she is, she will come to your class and take the student with her. Students should not be sent out of class or request to leave on an adhoc basis.

The Chaplain can also advise staff on how to work with students who are upset or vulnerable, and can assist in tailoring things such as classroom prayer around their needs.

Bereavement Services

Beginning in 2016 we have weekly peer support groups for our children who have experienced a significant bereavement or loss. The organisation behind the programme is called Rainbows. At secondary level the groups are called Spectrum. The programme that fosters emotional healing for those who are grieving a loss through death, divorce or any other painful transition in their lives.

We are currently running two groups, led by two pairs of staff one tailored for KS3 and the other for KS4&5. The programme runs within school as a 12-week course, which culminates in a “Celebrate Me” day.

Signs of grief in the classroom

- Inappropriate behaviour
- Daydreaming
- Incomplete work
- Fall in standard of work
- Truancy



If you have any concerns about a student please feel free to speak to the Chaplain me or their HOY about their suitability for this programme

The House System

The Chaplain sits outside of this system in order to be able to provide support throughout the year to all house leaders and to the house system in general and is on hand to assist with House assemblies and events. Our five houses are named after five religious orders represented locally in Sussex. The Chaplain can assist in helping houses to access prayer resources or ways of praying in the tradition of their houses religious order. The Chaplain also acts as a liaison between the houses and their associated religious orders, for instance by arranging for house leaders and captains to visit religious houses every so often. An explanation of each house, their patron saint and connected religious order has been prepared by the Chaplain and can be found in the House section of the T drive.



3. CLASSROOM PRAYER

Overview

A key feature of any Catholic school is that each and every student is offered the chance to take part in a time of prayer and reflection each day. On two mornings each week, this will happen during assemblies, but on the other three it is the responsibility of the tutor to ensure that it happens during tutor time.

The purpose of daily prayer time is to invite the students to reflect on the events of their lives in the light of the Gospel, to draw strength and to spend time communicating with God. For some students this will be easy and natural for them; for others it will be quite alien. For this reason it is important for us to be sensitive both in the resources that are produced and in the way that they are delivered.

The aim in facilitating times of prayer is to present something which enables those with little or no faith experience to grasp key concepts and ideas, and also to allow those who already have a faith commitment to engage in a deeper way.

It is also important to recognise that staff who are charged with facilitating prayer times may also have differing levels of comfort and experience where prayer is concerned. For this reason a great deal of support and a wide range of resources are offered. If classroom prayer is something which you find challenging then the Chaplain will always be happy to lend advice and assistance.

There are a great deal of ways to facilitate classroom prayer. Some staff will feel able to prepare something creative of their own each day, whereas others may prefer to deliver something pre-prepared or to ask students from the form to take the lead. As long as the students in the form are being offered a genuine chance to engage in prayer each day, then this prayer can take a variety of formats.

What follows is a brief overview of the resources and techniques available to you, the tutor.

Setting An Atmosphere For Prayer

Prayer is an intimate thing. It's quality time with God, and so, even if you have a lot of other things to get through in tutor time, it's important to ensure that prayer isn't rushed through and that students have a chance to enter into the right frame of mind. Try to block out any distractions during prayer as far as possible. You might want to close your door and blank your whiteboard for instance. Some forms light a candle to show that they are entering a special time (talk to the Chaplain if you want a candle). Others might play some gentle background music or put an appropriate image or PowerPoint slide on their whiteboard. Try to put some thought in to how you are going to show your form that this is a special time.

Using the Tutor Prayer Resources

The T drive has a useful range of generic PowerPoint prayers. There are a stock of general PowerPoint prayers with varying themes and lengths including Lectio Divina, silent prayer, mediation and more active prayer activities.

Using the Prayer Book

There are a lot of general prayers at the front of the book, followed by a section of prayers for each house. The prayers for each house contain prayers specific to the spirituality of the houses attached religious order as well as prayers written and submitted by students in each house. The book is a fantastic way for houses to pray together and to strengthen their identity as a house in a spiritual setting. If you want to use the prayer book, just set an atmosphere for prayer (as described above), make the sign of the cross, and then pick a prayer. This can be read by the tutor or by some of the students. It might be an idea to give the students a few moments of quiet reflection before or after reading the prayer.



Putting Your Own Prayers Together

Writing and planning your own times of prayer is something that might be daunting to many. With a bit of help, however, it can be done. The school recognises that those who are personally unfamiliar with the Christian faith may find that this is beyond them, and that is why so many other options are offered. If you want to pursue this option, however, and would like some assistance, then the T drive provides a short guide to writing and preparing your own times of prayer. If in doubt please feel free to talk to one of the Chaplaincy team



Getting Students Involved In Prayer

We encourage you to involve students in the delivery of classroom prayer. This can be done by inviting students to introduced pre-prepared resources, or perhaps by asking them to prepare something of their own. This ensures that prayer is not something that is “done to them” but done with them.

Working With The Prayer Tradition Of Your House (Religious Order)

Each form in the school is attached to a specific house. Given that the houses are named after particular saints and religious orders, it may be fruitful to bring the particular prayer traditions of that religious order into your form prayer from time to time. Grasping the prayer traditions of a religious order can be a daunting and time-consuming task. For this reason the Chaplain is always available to help. The Classroom prayer booklet also provides guidance in these matters.

Prayers For Certain Unexpected Situations

It may be that something happens in your tutor group that you feel should be picked up on in prayer time. If people are upset by something or if there is a particular difficulty or trauma (such as the loss of a loved one) then the regular prayer resources provided may not be appropriate. Alternatively, on a more positive note, there may be something to celebrate, which you may also want to pick up on. Both the Prayer Booklet and the T drive contain prayers for unexpected situations, which you may find useful. If not, then it might be fruitful to talk to the tutor group about how to address the situation in prayer.

Whatever happens, the Chaplain is always available to offer support and advice about how to tailor prayer to any difficult situation.

THE SHORT VERSION...

What can you do? Use the Prayer Book, Weekly PowerPoint prayers, General PowerPoint prayers, Include the students in the planning and delivery of collective acts of worship

What doesn't count (at least by itself)?

- 'Quiet time' or 'time to reflect'
- 'Thought for the day'
- Making prayer resources available for private use

A time of prayer must always be available

4. MASSES, THE CHAPEL AND LARGE LITURGIES

Our Chapel

The Chapel is located at the very front of the school and was consecrated by Bishop Kieran Conry on July 8th 2009. It's an extremely beautiful Chapel which we are lucky to have and which we try to make good use of. The Chapel has space for about 60-70 people. When the dividing wall is open, it can take about 110 more. The altar in the Chapel contains a relic of St. Philip Howard, an important local saint and a fascinating figure in English Catholic history. The weekly Chaplaincy E-mail will tell you all about Masses and other things coming up in the Chapel, but the Chapel is always open and is free for staff and students to use throughout the day. Teachers may also take their classes into the Chapel if they have a specific spiritual reason to do so. Please check with the Chaplain to make sure it's free before you do this.



Friday Mass

Friday Mass is one of the most visible events in Chaplaincy and one of the most important things happening in school each week. Mass is at 9am and runs until 9.35 am, throughout the specially extended tutor time. Each week, one tutor group is 'on Mass'. The rota will tell you when your tutor group is up. Generally speaking, each tutor group from year 7-13 has one Mass each year, with year 7 forms having an additional one. One thing that makes Friday Mass special is that any student who wants to come along is welcome to do so, and many students often take this opportunity. Attendance at Mass has averaged over 100 people recently, the vast majority of whom are students choosing to come voluntarily. Tutors should be aware that any students must be allowed to attend Friday Mass and should not be told otherwise except in exceptional circumstances and in discussion with the Chaplain or Head of RE. Students should also not be told that they need to see their tutor before coming to Mass. Registration for those students is taken care of in the first lesson. The Friday Mass is a Mass of Crawley parish and is usually served by the Crawley parish clergy. We invite parishioners to come along to the Mass, and many do.



Other Masses

Friday Masses constitute the vast majority of Masses during the year, but there are others. Whenever a Holy Day of Obligation falls on a school day we will have a voluntary Mass. The very first thing that Year 7s do when they start school on their first day is celebrate Mass. We also have a Mass to welcome the Sixth Form at the start of the year and Masses on immersion days and other programmes. There is also a teaching Masses organised each year and throughout the year Masses for staff are offered. In the summer we also have a whole school Mass to start the celebrations for 'St Wilfrid's Day'.

Other Liturgies And Times Of Prayer

There are various non Eucharistic liturgies throughout the year. Each term ends with a large liturgy in the hall, for instance, chief among which is the Christmas liturgy, which is coordinated by the Chaplain and supported by, Drama, Music, Dance and various other staff. Other times of prayer are also held throughout the year. This includes Sixth Form reflections in the Chapel, times of adoration during Advent and Lent, Celebration liturgies and many others.

The Sacrament Of Reconciliation In School

Every single term, we invite priests from around the Deanery to come in to school to offer the chance to receive the Sacrament of Reconciliation. This happens during Advent, during Lent, and during the summer term. This is advertised well in advance and the students are briefed and prepared in assemblies at the start of the week. We then set aside a two hour period during which students are allowed to leave their lessons and come to the Chapel. They can receive the Sacrament, or simply have a chat with a priest if they want to. The latter option is especially useful for non-Catholic students. We set the Chapel out and organise the experience so that the students are able to examine their consciences, to receive the Sacrament (or just chat to a priest, of course) and then to reflect afterwards - perhaps to complete a penance - before returning to lessons. This is always entirely voluntary and usually attracts around 200 students.



THE SHORT VERSION...

The Chapel is for...

- Mass, prayer, liturgy and the administration of the Sacraments.
- RE lessons which draw specific benefit from being in there.
 - meeting students at the start of retreat days.
 - counselling of a distinctly spiritual nature.
 - Personal prayer or reflective time

The Chapel is not for...

- general lessons or meetings.
- socialising or 'a place to chat'.
 - storage!
- people to wait, in place of reception.

5. THE SCHOOL'S RETREAT PROGRAMME

These include, away days, immersion days and residential retreats. In Years 7-10 these programmes involve each student in the year group. From year 11 upwards, the programmes take the form of voluntary residential retreats.

Each programme includes time to pray, time to reflect, and time for students to mix with their friends and get to know them a little better. More specifically, this is the basic outline of each programme:

Year 7 Community Days: One Body

Location & Format: Day retreats (one tutor group per day) in the PLC during the first half term at school

The purpose of the Year 7 programme is to welcome the students to the school, to encourage them to see the good in their peers and to enjoy getting to know them, and to introduce them to what it means to be part of a Catholic school community. The students use the scripture focus of St Paul's analogy of the body throughout the day as a model view of community. Each session is inspired by one particular part of the text taken from 1 Corinthians 12



Year 8 Community Day: Faith in Action

Location & Format: Immersion day for the entire year group.

The bible tells us that faith without works is dead (James 2:20), and so we challenge ourselves constantly to ensure that we are living our faith out in our lives. One of the most important ways in which we can do this is through learning about situations and issues in the wider world and reflecting on how we can respond to them in our own lives. For this reason, this immersion day introduces the students to the Christian commitment to social justice. Unlike day retreats, which have a reflective tone, the immersion days are far more active and fast paced. That said, reflective liturgical and prayerful times are built into the programme

Year 9 Community Day: Looking Deeper

Location & Format: Day retreats held in school on immersion days.

Inspired by Luke 5:4 "Put out into the deep water and let out your net for a catch" The year 9 days help students to reflect on who they are and on what their gifts and talents are. Christians believe that we are all made by God, all loved by God, and all given a specific calling in life. Any part of faith and spiritual formation involves an element of learning about who we are and discerning what we are called to do in life. What do we contribute to the world around us? What are we really good at? What do we enjoy? When do we find ourselves making the biggest difference to others? In keeping with the "Looking Deeper" theme we have introduced a teaching Mass to this programme.

Year 10 Immersion Day: Discipleship

Location & Format: Immersion day for the entire year group.

This immersion day will be run along the lines of a school mission inspired by the words of John: "If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free", with music, guest speakers and a variety of workshops and activities. The aim of the day is to really challenge the students to reflect on their relationship with God and on what they believe. Do we take our beliefs seriously? Do we let them impact on our lives? Do we feel joy when we think about our faith in God? If not, what can we do to change things? This immersion day usual takes place on or around the feast of St Wilfrid so we have a Mass of St Wilfrid as part of this day.

Voluntary Residential Retreat Programme And Other “Away” Activities

For a number of years we have supported and built up close links with the retreat programme at Worth Abbey run by the Wellspring Community. They run termly retreats for 11-13 year olds and separate termly retreats for 14-16 years olds. The Chaplaincy team promotes and encourages students to attend these retreats and also helps to deliver the programme for the retreat team. We are delighted with our new additions to our retreat programme this year. We are going to be able to offer retreats for key stage 4 and 5 students to Womersley, which will be run by the chaplaincy team and also we are planning to join a Youth 2000 retreat for our KS4 students later this academic year.

Taize Evenings

Since September 2016 we have gathered with a number of other diocesan secondary schools taking part in these wonderful Taize evenings. The young people in our group have a chance to mingle, share some food and then have a meaningful time of music and reflection in “Taize style”. Each evening has proved more popular than our transport has allowed (Even with consistent support from a core of six staff members who can drive the minibus) and so it has had to be on a first come first serve basis and it is with that in mind that we were delighted to host the evening for the first time in June 2017 here at St Wilfrid’s, which means that everyone who wanted to came and enjoyed this time of faith and friendship. We have plenty more evenings of this style planned for the coming year



Big Church Day Out

For the second year running this was a real highlight of the summer term. Our weekend at this festival style event of live music from various stages along with lots of opportunity for collective worship, praise and prayer. We were a band of 20 this year, but would love to see this event grow next year, it’s far too good an event to be missed!



6. STUDENT INVOLVEMENT IN CHAPLAINCY

Student Involvement

Chaplaincy is always enriched by having students involved in the process. Students shouldn't just 'receive' but should also be involved in shaping the work of Chaplaincy and in ministering to their peers.

Mass Preparation: Student Leaders And The Chapel Choir

Chaplaincy student leaders help out in preparing younger students for Mass and in promoting Mass. We have also got Sixth Formers involved in the retreat programme with younger students this year. The Chapel choir is one of our most successful ventures in Chaplaincy and has played a key role in making Friday Mass so successful. The choir practice every Thursday and then animate Mass on a Friday morning.

Student Involvement In The Outreach Project

One of the more successful elements of the, already hugely successful, Chaplaincy outreach programme has been the involvement of students. When we go in to primary schools, we take students with us who were previously at that school and involve them in the work. This may include working with small groups of students or even helping to lead sessions. The involvement of students has been extremely popular with parents, with the primary school children, with their teachers and with the students themselves.

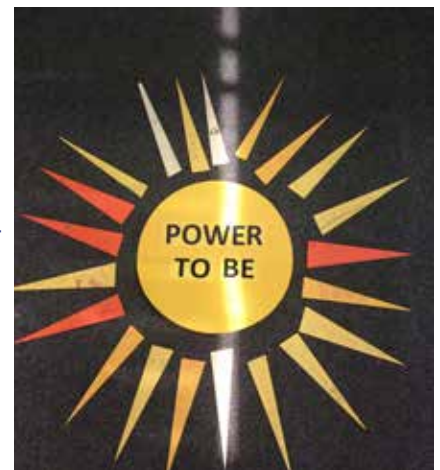
The aim is to assist deanery primary schools with liturgy and RE and in other areas as required and to give our students (Particularly the "One World Group") an opportunity to "practice what they preach". Therefore, one key feature of the outreach project is the involvement of St.

Wilfrid's students in the work. It is very much still a growing project, with new avenues and opportunities being discovered all of the time. The work that we do also varies with time and from location to location. The outreach work, through dialogue, has taken on a new angle and we have delivered CPD for 10 staff from St Robert Southwell for a morning here at St Wilfrid's looking at Ethos and Catholicity. We've also hosted the Assistant Head from St John's for a day looking at Chaplaincy and RE.



One World Group

The aforementioned outreach is the tip of the iceberg when it comes to the events and activities that this group have been involved in over the year, such as Lobbying our local MP about climate change, visiting CAFODs headquarters, creating lessons and quizzes for tutor time to raise awareness of climate change, refugees and Fairtrade, organising termly food donations and fast days and running our Fairtrade stall. This is in essence a Justice and Peace group that is inspired by CAFOD. They meet in school on a weekly basis to plan activities and events to raise awareness of issues surrounding Fairtrade, Climate Change and Refugees.



7. STAFF INVOLVEMENT IN CHAPLAINCY

Spiritual support for the staff is as important as the support we give to the students. After all, if we don't have a strong prayer life ourselves, then it becomes harder for us to minister properly to those entrusted to us. For this reason, there is a comprehensive programme of events offered to staff in school.

Our Chapel is always open and a time set aside for staff to pray quietly before the day begins.

Briefing Prayers

Every staff briefing on a Monday begins with a prayer, led by a different member of staff. This is usually something quite personal to the person leading it and is usually linked to the theme of the week and it ensures that the staff pray together at least once each week.

Thursday Staff Prayer

Every Thursday at 8.30am there is a 15 minute reflection for staff in the Chapel.

INSET Prayer

Every INSET day begins with a prayer led by the Chaplain and often other staff as well. This is a great way to focus ourselves ahead of what is often a challenging and rewarding chance to reflect on our work.

Spiritual INSET Days

Every two years we have a spiritual INSET day with the entire staff. This is compulsory for all staff. Our next spiritual INSET is in November and we have invited our deanery primary schools to be a part of this day too.



8. SCHOOL INVOLVEMENT WITH WIDER CATHOLIC EVENTS AND PROGRAMMES AND LIAISON WITH THE WIDER CATHOLIC COMMUNITY

Promoting And Organising Involvement With Lourdes

Being Catholic means being part of a global Church, a wider communion, and it's important to us that our students see a view of the Church beyond their own school and their own parishes. For this reason, we make every effort to get involved with the Diocese and the wider Church.

Our Involvement With Lourdes

In recent years, St. Wilfrid's has become central to the diocesan pilgrimage to Lourdes. Most of the preparation events are held at our school and we now send more students on the pilgrimage than many other Diocesan schools. Members of our community regularly join the Youth Service Group ('the Redshirts'), the hospitalite groups, and the family group. The cost of Lourdes can be prohibitive to some, and this is a special concern in times of economic downturn. The school is sadly not in a position to pay for students out right to go to Lourdes, although a significant contribution is made. The Chaplaincy team also takes part in fundraising activities to help students raise the money they need. Some of these are done by the school alone, and others are done in conjunction with local parishes. We also try to identify possible grants which the students can access, such as those from the Catenian Association. For students who go to Lourdes, we are keen to emphasise that the experience of Lourdes doesn't end when the coach arrives back in Crawley! But rather a spiritual pilgrimage should bear fruit beyond simply the time in which it is held. For this reason, we try to involve students who have been to Lourdes in the spiritual life of the school. The students are also encouraged to help promote the pilgrimage by sharing their experiences in assemblies at smaller forums.



World Youth Day

World Youth Day is a global Catholic youth event held every 2-3 years and involving literally millions of young Catholics.



Crawley Deanery Confirmations

We do all that we can to support and liaise with the parishes in their catechesis for Confirmation. Each year we ask the parishes what we can do in school to assist them. We also tell students who to contact in their parishes, and run special Masses for those who are being Confirmed. We also run a "Post Confirmation Group" which encourages and enables students to be more involved with other Chaplaincy events and to provide opportunities for them to develop their relationship with God.

The Annual Good Shepherd Appeal And Celebration

Each year we support the Good Shepherd Appeal and attend the Good Shepherd Celebration. This is a great appeal, since it invites young people to show solidarity with young people just like themselves in different parts of the world.



Diocesan Chaplains' Meetings

The Chaplain regularly attends and contributes to meetings of Diocesan Secondary Chaplains. This is important to the school as it enables us to gauge the work that we are doing and to find support and encouragement.

YAAB

We have close links with Jack Regan (former Chaplain of St Wilfrid's) and the A&B Catholic Youth Service. This link helps us to advertise and provide a wealth of opportunities for our young people to encounter Christ through the Diocesan programme of events. Jack runs Encounter out of St Wilfrid's and the team here supports these regular evenings for 15-30 year olds, through talks, live music and adoration.

Million Minutes

We have worked with this organisation that enables youth action and advocacy activities that give voice and support to young people (aged up to 25) to transform their lives and their world. They organise the "Celebrating Young Peoples Awards". See below to hear about our success at last years award ceremony.

Celebrating Young Peoples Awards

The Celebrating Young People Awards honour the achievements of those truly remarkable young people who make our communities and our world a better place. Hosted by Baroness Shelia Hollins and presented by Cardinal Nichols, the awardees were drawn from throughout England and Wales and reflect achievements in every area of social action. We nominated our Homelessness Campaign group, Patrick Kerr, Erin Quinliven and Lucy O'Brien, for the Cardinal Hume Award for Living out the option for the poor in their campaign work. Reena Joseph for the Dorothy Day award for her efforts throughout her time here in fostering community and participation. And Saima Salleem for the Jimmy Mizen Award for promoting solidarity and peace within our community. We were delighted that our Homelessness Campaign Group and Reena won the overall awards in their categories. We are the only school in the country to have representatives winning in more than one category. To find out more about the awards and the recipients go to <http://millionminutes.org/2016recipients>



Other Causes And Events

The vibrancy of Chaplaincy means that the school is often asked to play a part in a variety of events and projects. Last year for example, we took students to: Flame, the biannual largest gathering of young Catholics in the UK; Women's World Day, a global prayer movement; Big Church Day Out among other things.

9. CHAPLAINCY INVOLVEMENT WITH OTHER SCHOOL INITIATIVES

Primary School Liaison

The Chaplain does a great deal of work connected with visiting primary schools and in assisting in the induction of year 6 students rising into year 7. It is important to have chaplaincy play a big part in this process as it sends a strong message regarding what the school is about.



Fairtrade

The School is proud to be an official Fairtrade school. The Chaplaincy team are responsible for maintaining this status along with other key staff. The Chaplain also regularly visits deanery primary schools with students and staff to promote awareness of Fairtrade.



Religious Education

The Chaplaincy team and the RE departments work is, as you would expect, interwoven. The Chaplain supports RE lessons, often being invited in to talk about particular curriculum areas. The other side of the coin is that the RE department support the work of the Chaplaincy team especially when it comes to enhancing the students experience of liturgical times of year, such as building in lessons on the Stations of the Cross during Lent. The RE team are also key to supporting and delivering the retreat programme throughout the school and at the same time the Chaplain is called upon to play a lead in the RE immersion days. The Chaplain also has had a key role in Spiritual Development (Sixth Form General RE), supporting the wider programme at key times and writing resources for staff to deliver through the programme. This year Youth SVP volunteering opportunities have been offered during General RE time, this new venture is heavily supported by the Chaplaincy team.

Open Evenings And Other Representation

The Chaplain plays a role in promoting the school and especially the Catholic life of the school. This can be seen on open evenings, at local events and in many other ways.

Staff Induction

The Chaplain plays a role in the induction of new staff to the school and also students on placements. This involves helping staff to understand what it means to work in a school with a Catholic ethos, and what is required of them. It also involves giving a great deal of support in areas such as form time prayer, pastoral support and preparing assemblies. The Chaplain has also been asked to deliver sessions on Spirituality and Ethos to RE trainees at Sussex University, through INSPIRE teaching alliance



Charity Work

Inviting students to get involved with charitable work is an important part of school life, and a great way to invite students to reflect on the Christian call to serve those in need. As a school one particular Charity is supported by all throughout the year and the Chaplaincy team plays a key role in supporting the chosen charity. Examples of Charities supported in recent years include, Crawley Open House and Macmillan Cancer Support. The Chaplaincy team is also regularly involved with the Good Shepherd appeal and the Good Shepherd Celebration. The Chaplaincy team also supports and promotes the work of CAFOD throughout the year and running the Poppy Appeal within school. Each house also has a charity it supports. Chaplaincy helps out with this by helping houses to identify charities and by helping them to maintain links.

Contributions To Policies And Discussions

From time to time the Chaplain is asked to contribute to policies and to other discussions about major decisions within the school. Making policies and decisions in line with our Catholic ethos is very important to us as a school, and the Chaplain is always happy to help out in this regard.

Social & Ethical Studies (SES)

New to the Chaplains role in 2017 is the responsibility for Social and Ethical Studies, our name for our PSHCE programme within school. There are many benefits for having SES under the Chaplaincy umbrella as the work of the Chaplain often overlaps with core themes in SES. It also insures that the Catholic nature and Ethos of our school permeates into key areas of the personal development and formation of our young people

Newsletter & Promotion of Chaplaincy

The Chaplaincy newsletter is produced as a section of the school newsletter each term and sent to every parent, Catholic Church and Primary School in the Deanery. This is a good way of promoting the work of Chaplaincy and making the wider community feel more involved. It is also a good way to thank people for the assistance they give and to spread useful information. The Chaplaincy team also use the St Wilfrid's Twitter and Facebook pages for promoting and spreading information in a more immediate way in between the publishing of the newsletters.

Another, often unreported way of promoting Chaplaincy is what we refer to as our "In reach project", this is a general Ethos of being around or "walking alongside" our students. The Chaplaincy team tries to have a visible presence at break times, rather than be sat in an office or the staff room, we like to be where the students are, chatting with them, we sometimes say we are "wasting time purposefully" at these break time encounters.



Mission Statement

To provide an inspiring and personalised education for all students, enabling them to realise their full potential in a dynamic environment which follows the teachings of Christ and His Church.

