

CATHOLIC SCHOOL EVANGELISATION WORKSHOP  
2019 – 2021 STAFF FORMATION PLANNING BOOKLET

School Name: St Joseph's School Queens Park

Leadership Team: John Rose, Principal

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Kaye Savage-Morton Assistant Principal



# EVANGELISATION PLAN

A school Evangelisation Plan should be for three years, but reviewed annually. It cannot do everything: priorities have to be established based upon staff needs, staff capacity and resources. What realistically can be achieved in three years needs to be borne in mind at all times.

A staff strategy may need to be delayed where prerequisite leadership team formation is needed lest leaders not know what they are needing to do.

Where the religious life of the school is concerned, the priority needs to be empowering students and staff to participate. This includes understanding the meaning of all rituals and prayers.

The following sheets are templates which can be reproduced as required.

**Link to QCS Tool:**

101 Systematic Evangelisation Planning

[http://intranet.cathednet.wa.edu.au/Office/school\\_improvement/Pages/default.aspx](http://intranet.cathednet.wa.edu.au/Office/school_improvement/Pages/default.aspx)

## **CHRIST IS THE FOUNDATION**

**- Integrating faith and life -**

- Relating the religious life of their school to the lives of Catholic school staff and students –

## 1. STAFF FORMATION PLANNING

Which of the ways used to commonly promote religious awakening are we using in our school community to raise awareness of the presence of Christ as its head?

<p><b>Number</b> 6</p>	<p><b>How?</b>            School Prayer- recited at the beginning of Assemblies and at various other times throughout the school week.            School song- sung at masses and occasional assemblies.            Whole school and class masses: 2 whole school masses at the church per term. Each class will have one class mass per year (years 3-6), one class liturgy per year (PP-year 2).            Staff prayer- Held every Thursday morning. All staff attend. Staff members present 1 staff prayer per semester            Assemblies: reflecting a Gospel message throughout the liturgical year.            Social Justice: Fundraising and events and service projects promoted throughout the school as well as clear explanations about why we are raising money.</p>
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Of those we are using, could we use any more effectively and how?

<p><b>Number</b> 2</p>	<p><b>How?</b>            Social Justice: staff partaking in Christian Service.            Get our year 6 Social Justice team to verbalise why we are undertaking various social justice projects at Monday assemblies and through classroom announcements.</p>
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Which, if any, of those we are not using could we introduce into our school community of faith, and how?

<p><b>Number</b> 2</p>	<p><b>How?</b>            Sacred Silence: Each class to implement a period of Sacred Silence each day at the teacher's discretion. This time is to be used for silent, prayer-based reflection in class, not just as quiet time.             Introduction of the Making Jesus Real program into the school. MJR language to be promoted throughout the year levels. Year 5 and 6 to begin using the MJR books in class. Whole school MJR activities to be introduced.</p>
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**What opportunities in the school day are there for staff to help students grow in awareness that Christ is present in them?**

**Number**

**1**

**How**

Using MJR language to acknowledge “God Moments” throughout the school to raise students’ awareness of the ‘Spirit of Jesus’ present in their lives and around our school.

## 2. CHRISTIAN WITNESS: BEHAVIOUR EXPRESSING THE DIVINE LIFE WITHIN (1) : Witness to the presence of Christ

Sacred Focus (Classroom prayer centre, chapel, crucifix etc)	Reverence Sign (‘Etiquette’, expressions of reverence)			Effectiveness Indicators (what signs are there that staff understand the meaning of the sacred places and signs in the school?)
	How	When	Who	
<p>Staff Formation</p> <p>-Grotto to Our Lady.</p> <p>-Prayer tables.</p> <p>-Crucifix.</p> <p>-Original school doors.</p> <p>-Parish Hall</p>	<p>Already, we have our Rosary here in May, however perhaps have some of our PP-Year 2 class liturgies here. <b>Perhaps host assemblies and ‘Sacred Silence’ at the Grotto.</b></p> <p>All classrooms have a prayer table. <b>School will purchase liturgical table cloths to reflect the liturgical calendar for each classroom. Leadership team to guide staff with prayer tables and sacred spaces in classrooms.</b></p> <p>The Crucifix is present in every room around the school. The school entrance has the crucifix overhead. <b>Students and staff to be reminded of the significance and presence of the Crucifix.</b></p> <p>We still have the original door of the school containing significant symbols on the stained glass windows pertaining to the Mercy Sisters. <b>Students, staff and students to be reminded of the significance of this door and the symbols within the stained glass windows.</b></p> <p>The parish hall is on the school grounds. As part of our FSW program and at various times throughout the year, staff are to be informed of the significance of this building in the history of the Parish as it was the original Parish Church. Mass is still held here occasionally and we must be aware of the fact that it is a Parish building.</p>			<p>Staff take classes there of their own accord. The wider community become aware of the Grotto and its significance in our school.</p> <p>Each classroom has a liturgically correct and appropriate prayer table at all times of the year.</p>
<p><b>Leadership Formation</b></p> <p>Leadership take time to reflect on their own spiritual journeys and reflect on this aspect of their lives at least once a year.</p>	<p><b>Leadership team are planning to visit New Norcia in 2018 or 2019 for a reflection day. This could also be used as an opportunity to assess New Norcia for a whole staff trip.</b></p>			<p>Leadership to present to staff on their trip.</p>



### 3. CHRISTIAN WITNESS: BEHAVIOUR EXPRESSING THE DIVINE LIFE WITHIN (2) : The community life of the school

#### 1. What opportunities will our school offer school staff to keep deepening their personal relationships with Jesus?

- Ongoing staff prayer and guidance for staff members who may not feel comfortable presenting staff prayer.
- Faith formation days: Days for the staff to develop their own faith. Staff to be given opportunities to provide input into the content of these days.
- RE PD days: staff can find their own PD's or these can be recommended by staff.
- Friday morning mass: Staff encouraged to go to 8.15 mass on a Friday morning.
- Whole school social justice activity day: One day in the next two years where all staff take part in a social justice/charity activity.

#### 2. How will we keep before our school staff

- the meaning of Christian witness
- that Christ works through the Holy Spirit, through Christian witness to others?

- Modelling Social Justice activities to the whole school.
- Ensuring that Social Justice issues remain at the heart of the school culture.
- Maintaining our Mission fundraisers and ensuring that P&F fundraisers do not overshadow these efforts.



### 3. How can we give Christian witness?

#### Which of the ways of giving Christian witness listed in the Chart of page 5 do we offer in our school?

- We can give Christian witness through the manner in which school staff relate to students, parents and the wider community.
- We can continue to reach out to those in our school (and wider) community in need of support at various times, such as during times of sickness, bereavement, financial hardship etc.
- We will strive to be disciples of Jesus not afraid to express our faith and stand up for what is just and right in our community.

#### Are there any other ways we can/need to do so?

- It may be good for staff to participate in Social Justice activities.
- Organise ways to connect to our wider community.

Staff Formation	How	When	Who	Effectiveness indicators
Accreditation.	Staff have the opportunity to chose their own relevant PD ask leadership team for guidance.		Faith Story Witness.	Staff taking ownership of their own faith journey.  New staff attain a good background knowledge on the history of our school.
<b>Leadership Formation</b> Leadership take time to reflect on their own spiritual journeys and reflect on this aspect of their lives at least once a year.	<b>Leadership team are planning to visit New Norcia in 2018 or 2019 for a reflection day. This could also be used as an opportunity to assess New Norcia for a whole staff trip.</b>			Leadership to present to staff on their trip.

**4. INTRODUCING CHRIST: How will our school proclaim Jesus is Risen and present?**

Theme	When Proclaimed <i>(Feast, event, opportunity etc)</i>	How <i>(Method - address, written paragraph etc)</i>	Where <i>(Assembly, newsletter, etc)</i>	Effectiveness Indicators <i>(Signs of student understanding)</i>
Feasts  Easter mass	St. Joseph's Day  Mercy Day  After Easter holidays.	Continue to include Grandparents day as part of our Mercy day celebrations.  <i>Celebrate the risen Jesus at the first Monday assembly after Easter and at the Easter mass.</i>	Mass, assembly, newsletters.	Increased community involvement.

**5. THE CALL TO GROW IN DISCIPLESHIP: *Christian experiences of God: The Apostles' Creed***

<p><b>BELIEFS TO BE PROCLAIMED</b>                  For example</p> <ul style="list-style-type: none"> <li>• <i>Jesus conceived by the Holy Spirit</i></li> <li>• <i>Need to pray for the dead</i></li> </ul> <p><i>Beliefs are listed under each article of the creed</i></p>	<p><b>FEAST/EVENT</b></p> <ul style="list-style-type: none"> <li>• <i>Advent</i></li> <li>• <i>death of a parent</i></li> </ul>	<p><b>WAY/BELIEF PROCLAIMED</b></p> <ul style="list-style-type: none"> <li>• <i>Newsletter</i></li> <li>• <i>school posters</i></li> </ul>	<p><b>EFFECTIVENESS INDICATORS</b></p>
<p><b>Staff Formation</b></p> <p><b>How</b>                  Breaking down the meaning of 'The Creed' so all staff understand why we recite this prayer at the mass.</p>	<p><b>When</b>                  Staff PD day or have 1 staff meeting per term dedicated to understanding formal prayers.</p>	<p><b>Who</b>                  All staff.</p>	<p>Staff more aware of the link between the Creed and renewal of Baptismal promises.</p>
<p><b>Leadership Formation</b></p> <p>Ensure our understanding of the Creed and other significant Catholic prayers is deep. Meet with Fr. Peter once a semester to discuss faith formation at St. Joseph's School.</p>			

**6. THE CALL TO GROW IN DISCIPLESHIP: *Celebrating the Eucharist***

<p><b>EUCCHARIST: Year</b></p> <p>1. How will our school life seek to help students, and therefore staff, in non-verbal ways to become aware of the sacred before celebrations of the Eucharist?</p>	<p><b>EFFECTIVENESS INDICATOR</b>                  eg attentiveness, participation</p>
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<p>2. What practices or strategies have been used in our school to ‘apprentice’ participants to recall for what in their lives they will give thanks?</p> <p>3. How will they be ‘apprenticed’ in seeking for their lives what Jesus offers them through the Eucharist</p> <ul style="list-style-type: none"> <li>• prayers for needs answered in ways God knows to be good</li> <li>• guidance for their lives and decisions and insights into heart questions</li> <li>• freedom from all that is not of God in their lives</li> <li>• empowerment to live as Jesus taught in family, school and other settings?</li> </ul> <p>4. How will our school seek to ‘apprentice’ students prepare for active participation by remembering the meaning of the ritual elements?</p>									
<table border="0"> <thead> <tr> <th data-bbox="107 592 488 624">STAFF FORMATION</th> <th data-bbox="510 592 1048 624">HOW</th> <th data-bbox="1070 592 1384 624">WHEN</th> <th data-bbox="1406 592 1809 624">WHO</th> </tr> </thead> <tbody> <tr> <td data-bbox="107 639 488 719">Understand the parts of the mass and mass rituals.</td> <td data-bbox="510 639 1048 719">Visit the church as a staff and break down the parts of the mass</td> <td data-bbox="1070 639 1384 719">Pupil free day.</td> <td data-bbox="1406 639 1809 719">All staff and older students under the guidance of Fr Peter.</td> </tr> </tbody> </table>	STAFF FORMATION	HOW	WHEN	WHO	Understand the parts of the mass and mass rituals.	Visit the church as a staff and break down the parts of the mass	Pupil free day.	All staff and older students under the guidance of Fr Peter.	
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<p><b>LEADERSHIP FORMATION</b></p> <p>Read and understand Bishop Holohan’s draft document “Masses for Students in Catholic Schools in the Bunbury Diocese”.</p>									

**7. THE CALL TO GROW IN DISCIPLESHIP: *Celebrating the Sacrament of Penance and Reconciliation***

<p>How will our school seek to ‘apprentice’ students</p> <ul style="list-style-type: none"> <li>• teaching the regular examination of conscience?</li> </ul>	<p><b>EFFECTIVENESS INDICATOR</b> eg attentiveness, participation</p>
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<ul style="list-style-type: none"> <li>teaching them to pray a prayer of sorrow to God for sins?</li> </ul> <p>How often will our students have opportunities in the school year to celebrate Penance for their ‘apprenticeship’?</p>	
<p style="text-align: center;"><b>HOW/WHEN/WHO</b></p> <p>Through our RE lessons in class on a daily basis informed and guided by the Gospel and the RE guidelines.</p> <p>Introduction of Liturgies of the word for our students in Pre Primary to Year Two (as they don’t have class masses).</p> <p>Students receive the Sacrament of reconciliation at the following times throughout the year: During Lent and Advent (Yrs 4-6), before receiving the Sacrament of First Eucharist and Confirmation.</p> <p>Students are given A5 cards to guide them through the Reconciliation process.</p>	
<p><b>LEADERSHIP FORMATION</b></p> <p>Staff to be given opportunities to deepen their knowledge of the Sacrament of Reconciliation.</p>	

**8. THE CALL TO GROW IN DISCIPLESHIP: Formal Prayer**

Names of Formal Prayers	Year	When integrated into the school day	Effectiveness Indicators
St. Joseph’s School Prayer Our Father Hail Mary Glory Be Apostles Creed Act of Contrition	These prayers will be introduced as per the RE guidelines.	We would like all staff to begin and end their day in class with a prayer and also to say Grace Before Meals and a Thanksgiving Grace After Meals.	Bishops literacy assessment: are our students familiar with the prayers they are assessed on here?

<b>Staff Formation</b> A deeper look at the formal prayers of the Catholic Church and the meaning behind them		<b>How/When/Who</b> Handouts, staff PD's, staff meetings. All staff.	

**THE CALL TO GROW IN DISCIPLESHIP: *Informal Prayer***

<b>Intention</b> Sacred Silence to be introduced across the school and at the beginning of our masses and Sacramental celebrations.  <b>Prayer related to gifts of the Holy Spirit</b>	<b>Year</b>	<b>When integrated into the school day</b> Sacred Silence can be instituted at a time to be decided by the teacher. Before school, after recess or after lunch could be good times.	<b>Effectiveness Indicators</b> Sufficient opportunity to pray informally? Teachers and students gain a deeper appreciation of silent reflection time and it becomes part of the fabric of our school days.
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<p>Perhaps have our Confirmation candidates write short prayers related to the gifts of the Holy Spirit that we recite at Monday assemblies or in classes.</p>			<p>The church remains a place of quiet reverence before our liturgical celebrations.</p>
<p><b>Staff Formation</b> Staff to be given opportunities to explore informal prayer and how they can incorporate it into their school day</p>	<p><b>How/When/Who</b></p> <p>During our staff meetings dedicated to RE. RE PD days. Individual staff PD.</p>		<p>Staff become more familiar and confident with different forms or informal prayer.</p>
<p><b>Leadership Formation</b> Leadership to utilise human resources at CEWA for advice on how to assist staff in developing informal prayer at our school.</p>	<p>APRE to relay back information provided at APRE days. APRE to research appropriate texts and readings to assist in the implementation of informal prayer throughout the school. Leadership team to draw up a simple informal prayer policy or scope and sequence for staff to refer to.</p>		<p>Informal prayer becomes more widespread throughout the school.</p>