

## PRAYER AND LITURGY GUIDELINES

### 1 New Hall School Mission & Ethos Statement

New Hall, a Catholic boarding and day school, provides **the best start in life**, enabling students to meet confidently the challenges of the wider world.

Here **academic excellence** is achieved in surroundings where relationships are based on **care, trust and respect**.

We **welcome** students from many traditions, building a Christian **community** that has at its heart **prayer** and **service** to others.

### 2 Mission Statement of the Founding Religious Community

The School's Mission & Ethos Statement arises from and is rooted in the Mission Statement of the Religious Community who founded the School, namely:

We, the Canonesses of the Holy Sepulchre, are called by God to build a community which lives so as to proclaim in faith, hope, love and thanksgiving the joyful mystery of the life, death and resurrection of Jesus Christ, our risen Lord.

We are called to be people of prayer with a mandate to celebrate the Liturgy of Hours centred on the Eucharist.

We are called to serve one another and the needs of the world today being sensitive to the signs of the times as we work to build the Kingdom of God in all that we are and do.

### 3 Ethos of the charity

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Holy Sepulchre of Our Lord in Jerusalem. The Canonesses base their charism on the Rule of St Augustine, which has a special emphasis on the following:

#### 3.1 Hospitality

New Hall is a place where all are welcome. This is captured in the choice of School hymn, *Let us build a house*, which has the memorable refrain "All are welcome in this place". A special emphasis is placed on welcoming visitors as Christ did, for He said: "I was a stranger and you welcomed me".

#### 3.2 The Resurrection

The founding Religious Community has a charism that places a special emphasis on the Resurrection; the convent at New Hall was originally named The Priory of the Resurrection. Above the altar in the New Hall Chapel is a proclamation of this central belief: "Alleluia, The Lord is Risen". The joy and hope that springs from belief in the Resurrection remains at the heart of School life.

### 3.3 Prayer

The founding Religious Community gathered regularly throughout the day in the Chapel for prayer. The school continues this tradition of placing God at the centre of School life, through communal worship.

### 3.4 Community life

New Hall is a place where relationships are “*based on care, trust and respect*” (Mission & Ethos Statement). Everyone is encouraged to grow as individuals through community life, respecting differences and valuing each person as made “*in the image and likeness of God*” (Genesis).

### 3.5 Service to others

It is fundamental to New Hall’s character to nurture a spirit of service to those in need and to ensure that faith is lived out in actions, not just words, as instructed by Catholic Social Teaching. A love for justice and a special concern for the poor and helpless is fostered. Founded 40 years ago, New Hall Voluntary Service (NHVS) runs weekly Action Groups, supporting many people in need in the local and wider community, through student and adult volunteers. The School also has an emphasis on charity fundraising.

*“The chaplaincy team of staff and pupils provides highly effective service to the community through liturgy, organizing fundraising activities and their role as mentors to younger pupils.”* (Diocese of Brentwood Section 48 Inspection Report 2018)

The faith which lies at the heart of this foundation remains essential to the character of the charity today.

The charity, in accordance with its objects, founding ethos, Mission & Ethos Statement and Aims of the School, seeks to support students, and those in the wider community, in their faith development. The charity also seeks to enable people to live out Christian beliefs and values through community work, hospitality and voluntary and charitable service to those in need.

The School intends to develop the skills and knowledge needed by students who are entering a rapidly changing world. Emphasis is placed on students achieving their personal best, on enabling students to discover their own strengths and weaknesses and on them developing self-motivation and transferable skills to allow them to adapt to changing circumstances in the future. The policy of the Governors is to work to fulfil the aims of the charity in promoting charitable work and charitable purposes, in connection with the Catholic faith.

## 4 Prayer and collective worship

All our activities are rooted in prayer, both communal and individual. We believe that prayer and worship in our School provides opportunities for all staff and students:

- to contemplate the mystery of God
- to reflect on spiritual and moral issues and through Jesus’ teachings
- to foster and nurture relationships with others and with Christ
- to respond to and celebrate life
- to experience a sense of community and belonging

- to develop a common ethos and shared values
- to enrich religious experience
- to grow in liturgical understanding and development
- to experience awe and wonder and to recognise God in creation

#### **4.1 Attendance at collective worship**

Times of prayer can provide a space for all to reflect on their spiritual journey, be nourished by what they see and hear, and be encouraged to live lives in the service of others. Therefore, all students, irrespective of their faith, are expected to attend and to participate in Chapel assemblies, Mass and other liturgies. We recognise the Church's desire for participation to be full, conscious and active.

All staff attend Mass at the start of the academic year. Teaching staff attend weekly Chapel assemblies, and Masses and other liturgies which are assigned to their tutor group or to the whole School.

*'Acts of Collective Worship engage all pupils' interest and inspire them in deep thought and heartfelt response'* (Diocese of Brentwood Section 48 Inspection Report 2018)

#### **4.2 Prayer times**

- Daily morning and/or evening prayer in the Chapel or one of the four boarding houses
- Preparatory Division Gospel Assemblies and daily class prayers
- Senior Division Divisional and Chapel assemblies or Tutor group prayers (at each tutorial)
- Prayer before lunch for Senior Divisions students at the end of their period 4 lessons

### **5 Mass and other Liturgical Services at New Hall**

#### **5.1 Weekly Mass**

Mass is celebrated regularly in term time at the following times:

- Sunday 5.30pm in the Chapel/Walkfares Canopy
- Monday 1.30pm in the Chapel
- Tuesday 7.40am in the Barn Chapel

#### **5.2 Sunday Mass**

This involves all boarding students and residential staff. Parents, members of the local parish and the wider community are welcome to attend. A rota is produced by the Chaplaincy Team and each of the 4 boarding houses takes it in turn to take leading roles. They have a session to explain the form of the Mass prior to the start of the Mass with the Chaplaincy Team so that they can rehearse readings and are familiar with the liturgy.

#### **5.3 Mass at other times throughout the year**

In addition to Mass being celebrated on Sundays, Mondays and Tuesdays during term time, Mass is also celebrated at New Hall on the following occasions:

- funeral services and baptisms are accommodated on request. Several weddings have been celebrated at New Hall since the first wedding in the Chapel in 2018

- Ash Wednesday Mass or non-Eucharistic liturgy with 'distribution of ashes'
- start of academic year whole staff Mass
- start of Term Mass
- end of Year Mass
- Foundation Day Mass
- Mass on Holy Days of Obligation
- class Mass and liturgies, held on a rota basis in the Preparatory Division, prepared by each class with their class teacher and the Chaplaincy Team

All Masses at New Hall are organised by the Chaplaincy Team and celebrated by the resident Priest Chaplain.

Students also attend the Diocesan Youth Mass at Brentwood Cathedral, on the first Thursday of the month and the annual Lourdes Mass.

#### **5.4 Liturgical services**

Many other liturgical services take place for the Preparatory Divisions and Senior Divisions, as follows:

- Advent services
- Carol services
- Ash Wednesday services
- Lent Reconciliation service
- Weekly Stations of the Cross in Lent
- Lenten Liturgy
- Easter Liturgy
- Prefect Induction Liturgy
- May Procession
- Corpus Christi Procession and Benediction
- Year 6 Celebration Mass
- Year 11 Celebration Liturgy
- Confirmation Mass (each year) Anglican and Catholic
- Catholic Independent Schools' Conference (CISC) Mass for representatives from all CISC schools in the Diocese of Brentwood

All liturgical services are prepared by the Chaplaincy Team and are celebrated by the School's Priest Chaplain and other invited clergy.

<b>6 New Hall Chaplaincy</b>
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The Chaplaincy at New Hall exists to foster the spiritual, moral and personal development of the students and staff of the School. The Chaplaincy helps realise the Mission & Ethos Statement, Aims of the School and the School's distinctive ethos.

Key responsibilities of the Chaplaincy Team:

- to work with the Principal and all staff to incorporate the Mission & Ethos Statement into the day-to-day life of the School and to promote the distinctive values and traditions of New Hall
- to plan liturgical services and Masses
- to work with the Director of Music to ensure appropriate liturgical music is selected and prepared
- to support and co-ordinate the work of all those engaged in chaplaincy activities
- to establish the Chaplaincy Chambers as a place of prayer, fellowship and support
- to liaise with the deanery clergy and members of the local wider Christian community
- to create and support ecumenical links in School and locally
- to assist all staff, especially those with pastoral responsibilities, by providing spiritual and pastoral resources, e.g. prayer resources, books, videos
- to work with the Theology Department and pastoral staff to increase opportunities for prayer and worship in the School
- to support the sacramental preparation within the School
- to plan and lead retreats for members of the New Hall School community and visiting schools
- to lead staff INSET sessions on the Catholic Ethos of New Hall

## **7 Ministerial formation**

In addition to appropriate time being set aside for the celebration of liturgy, New Hall Chaplaincy dedicates time to formation and rehearsal so that those with particular ministries are helped to prepare adequately. This includes the opportunity for spiritual reflection as well as practical rehearsal and allows students to assist with confidence and skill.

The Head of Chaplaincy works with the Head of Careers & Alumni Association to promote religious vocations as future pathways for our students.

## **8 School responsibilities in facilitating prayer and liturgy**

Mrs Jeffrey, Principal, is ultimately responsible for the implementation of the Prayer and Liturgy Procedure agreed by the Governing Body. In collaboration with other staff, the Principal has oversight of prayer and liturgy in the School, and ensures it is understood as central to New Hall's unique mission. The first aim of our School Development Plan is always to promote the Catholic life of the School and to promote outstanding Religious Education.

Mr Schreiber, Head of Chaplaincy, is the Prayer and Liturgy Coordinator. With the Chaplaincy Team and Theology Department, he ensures that prayer and liturgy is organised, led, monitored and evaluated, providing relevant support and resources for staff and students where required.