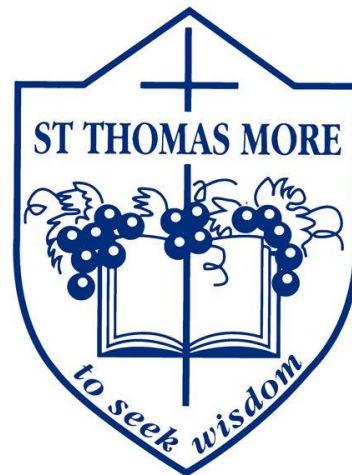


St Thomas More Catholic Primary School  
Margaret River

CATHOLIC SCHOOL EVANGELISATION PLAN

2019 – 2021



# 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?**

<b>Number</b>	<b>How?</b>
<ol style="list-style-type: none"> <li>1. Setting aside sacred spaces</li> <li>2. Sacred Catholic objects</li> <li>3. Providing sacred silences</li> <li>4. Developing etiquette practices</li> <li>5. Teaching and using sacred gestures</li> <li>6. Sacred times to focus on the divine in the day</li> </ol>	<ol style="list-style-type: none"> <li>1. Each classroom has sacred space. The sacred space reflects the colour of liturgical season. The sacred space includes sacred Catholic objects, such as: crucifix, bible, candle, etc.</li> <li>2. Each room in the school has a crucifix</li> <li>3. Time for sacred silence is provided during the mass</li> <li>4. Expecting teachers to ensure children in their class to enter and exit church reverently</li> <li>5. The children are explicitly taught the sign of the cross and to genuflect before taking their seat in Church. Teachers explain the meaning behind the practices.</li> <li>6. Teachers to ensure students pray daily at the commencement of the day, before meals and at the end of the day.</li> </ol>

**Of those we are using, could we use any more effectively and how?**

<b>Number</b>	<b>How?</b>
<ol style="list-style-type: none"> <li>1. Setting aside sacred spaces</li> <li>2. Sacred Catholic objects</li> <li>3. Providing sacred silences</li> <li>4. Developing etiquette practices</li> <li>5. Teaching and using sacred gestures</li> <li>6. Sacred times to focus on the divine in the day</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop a whole school outdoor sacred space for quiet reflection.</li> <li>2. Develop icons and symbols to include in the outdoor sacred space.</li> <li>3. Provide explanation to teachers to build capacity of the importance of sacred silences (especially before worship or prayer). Expectation from the leadership team that teachers enforce sacred silences.</li> <li>4. Provide explanation to teachers to build capacity of the importance of reverence and etiquette in the church (i.e. bowing before an altar; genuflecting before a tabernacle when the Lord's presence is indicated by the red lamp). Expectation from the leadership team that teachers enforce reverence and etiquette in the church</li> <li>5. Provide explanation to teachers to build capacity of the understanding the sign of the cross</li> <li>6. Expectation from the leadership team that teachers enforce prayer at the commencement of the day, before meals and at the end of the day.</li> </ol>

**Which, if any, of those we are not using could we introduce into our school community of faith, and how?**

<b>Number</b>	<b>How?</b>
N/A	N/A

**What opportunities in the school day are there for staff to help students grow in awareness that Christ is present in them?**

**Number**

6. Sacred times to focus on the divine in the day

**How**

6. Allowing time for formal and informal prayer each day. Teachers to explicitly explain the importance of prayer (builds relationship with God). Teachers to give time for sacred silences that helps students to grow in awareness that Christ is present in them.

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

<b>Sacred Focus</b> <i>(Classroom prayer centre, chapel, crucifix etc)</i>  <b>Staff Formation</b>	<b>Reverence Sign</b> <i>(‘Etiquette’, expressions of reverence)</i>			<b>Effectiveness Indicators</b> (what signs are there that staff understand the meaning of the sacred places and signs in the school?)
	How	When	Who	
Understanding the meaning behind Catholic symbols, etiquette and rituals.	Opportunities for Professional and Faith Development (Staff Reflection/PD days and Retreat days)	Yearly	CEO, Parish Priest, School	Students responses and actions during Sacred Celebrations, Masses, formal prayers, informal prayers  Students’ results in BRLA demonstrates student knowledge and understanding of symbols, etiquette and rituals
<b>Leadership Formation</b>  Encourage, support and provide opportunities for staff to undertake Faith and Knowledge Development	Provide opportunities for staff to undertake Faith and Knowledge development	Yearly	CEO, Parish Priest, School	Teachers’ programs reflect explicit explanation of responses and actions used during Sacred Celebrations, etc.

### 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?

- Professional Development in regard to Faith and Knowledge
- Staff Prayer once a week
- Staff Memos (reflection on the Gospel)
- Staff Meetings (pastoral care, good news discussion)
- Newsletter (reflection and prayer)
- Encourage, support and provide opportunities for staff to undertake and maintain Accreditation requirements.

#### 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?**
- Leadership, through words and actions, will model Gospel values
  - Expectations of words and actions of staff particularly in the light of love and forgiveness.
  - Professional Development – staff are given time to reflect and wonder about Christ.
  - To encourage staff to support charity giving and inspire others to do the same.

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

Which of the ways of giving Christian witness listed in the Chart of page 7 & 8 do we offer in our school?

- Caring for students with particular needs
- Developing respectful relationships with others
- Working with students to promote the good of the school community and peace within the school and beyond
- Participation in school life and activities
- Sharing in the joys, sorrows, yearnings of students and suffering of students and other staff

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

Staff Formation	How	When	Who	Effectiveness indicators
Developing respectful relationships with others	<ul style="list-style-type: none"> <li>• Leadership expectations and holding staff accountable for their words and actions</li> <li>• Team building / Wellness PD day</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Yearly</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>• A unified and respectful staff environment</li> <li>• Established a successful retreat</li> </ul>
Reflecting a spirit of Christian service	<ul style="list-style-type: none"> <li>• Invite to all staff to be active members of liturgical celebrations</li> <li>• Encourage all staff to become Extraordinary Ministers of the Eucharist</li> </ul>	<ul style="list-style-type: none"> <li>• Masses and Liturgical celebrations</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Growth in confidence in staff at reading at masses and liturgies and praying in public</li> <li>• Confidence in staff to speak to students in regard to Gospel stories</li> <li>• Staff trained to be active members of masses and liturgical celebrations; including becoming Extraordinary Ministers of the Eucharist</li> </ul>



<b>Leadership Formation</b>	<b>How</b>	<b>When</b>	<b>Who</b>	<b>Effectiveness indicators</b>
Attend Evangelisation Planning PD to develop understanding on ways to unite staff	Professional Development	March 2019	CEWA	Evangelisation Plan established

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

<b>Theme</b>	<b>When Proclaimed (Feast, event, opportunity etc)</b>	<b>How (Method - address, written paragraph etc)</b>	<b>Where (Assembly, newsletter, etc)</b>	<b>Effectiveness Indicators (Signs of student understanding)</b>
Healing & Forgiving Sins	Lent, Holy Week, Easter Sacrament of Reconciliation	Mass and liturgy prayer sessions Stations of the Cross Classroom Holy Week Activities Sacrament of Reconciliation Class Reconciliations	Church Newsletter Classroom Assembly Sacred Space	Active participation in Masses and Liturgical prayer session  Number of students participating in Sacrament of Reconciliation
Curing paralytics	Act of Reconciliation Letting go of past indiscretions	Discussion at Staff Meetings in regard to staff interactions towards one another. Harmony Day Celebrations	Staff Prayer Staff Handbook Code of Conduct Newsletter	Staff interactions are based on mutual respect and understanding Staff follow Code of Conduct Harmony Day Celebrations
<b>Leadership Formation</b>				

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

<b>BELIEFS TO BE PROCLAIMED</b>	<b>FEAST/EVENT</b>	<b>WAY/BELIEF PROCLAIMED</b>	<b>EFFECTIVENESS INDICATORS</b>
Jesus was conceived by the Holy Spirit	Advent and Christmas	Staff Memo Staff Meetings Assemblies Newsletter	
Belief in the Holy Catholic Church	Mass Class Liturgies	Reflections during mass Homily Reflections in the Newsletter	
Belief in the Holy Spirit	Confirmation	Sacrament of Confirmation Reflections in the Newsletter Classroom Teaching program	
<b>Leadership Formation</b>			

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

<p><b>EUCCHARIST: Year</b></p> <ol style="list-style-type: none"> <li>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?</li> <li>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?</li> <li>3. How will they be ‘apprenticed’ in seeking for their lives what Jesus offers them through the Eucharist <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> </li> <li>4. How will our school seek to ‘apprentice’ students prepare for active participation by remembering the meaning of the ritual elements?</li> </ol>				<p><b>EFFECTIVENESS INDICATOR</b> eg attentiveness, participation</p>
<b>STAFF FORMATION</b>	<b>HOW</b>	<b>WHEN</b>	<b>WHO</b>	<p>A greater understanding of the Eucharist</p> <p>Greater participation in the mass for both staff and students</p> <p>Staff using correct gestures</p>
Developing staff’s understanding of the celebration of the Eucharist	Short after school PD session Explanation during mass Offering staff opportunities to be Eucharistic Ministers	Staff Meeting  During Masses and Liturgies	Leadership Team  Parish Priest	
Develop staff’s understanding of gestures used during the celebration of the Eucharist (i.e. sacred silence, genuflection, bowing to the altar)	Explanation during mass Discussion at Staff Meeting	Masses and Liturgies Staff Meeting	Leadership Team Parish Priest	
<b>LEADERSHIP FORMATION</b>				

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

<p><b>How will our school seek to ‘apprentice’ students</b></p> <ul style="list-style-type: none"> <li>• teaching the regular examination of conscience?</li> <li>• teaching them to pray a prayer of sorrow to God for sins?</li> </ul> <p><b>How often will our students have opportunities in the school year to celebrate Penance for their ‘apprenticeship’?</b></p>				<p><b>EFFECTIVENESS INDICATOR</b> eg attentiveness, participation</p>
<b>STAFF FORMATION</b>	<b>HOW</b>	<b>WHEN</b>	<b>WHO</b>	
Providing information about how to do an examination of conscience and why	Verbal discussion and written information	Staff Meeting Staff Memo	Leadership Team Parish Priest	
Encouraging staff to attend Reconciliation	Provide time once a term for Reconciliation	Class Reconciliation	Staff	
<b>LEADERSHIP FORMATION</b>				

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

<b>Names of Formal Prayers</b>	<b>Year</b>	<b>When integrated into the school day</b>			<b>Effectiveness Indicators</b> <i>(Do staff and students know the basic formal prayers?)</i>
School Prayer	K-6	Assemblies (Look at rewriting school prayer to reflect school values)			
Hail Mary	K-3 (intro) / K-6	Start of the Day / End of the Day, Units of Work			
Our Father	K-3 (intro) / K-6	Start of the Day / End of the Day, Units of Work			
Glory Be	K-3 (intro) / K-6	Rosary / Start of the Day / End of the Day, Units of Work			
Sign of the Cross	K-6	Beginning and End of Prayers, Units of Work			
Act of Contrition	Year 3	Explicitly taught during Sacrament of Reconciliation, Units of Work			
Rosary	PP – 6 (May & October)	May and October at Friday morning assemblies			Staff and Students knowing prayers and actively participating in prayer throughout the day
<b>Staff Formation</b>		<b>How</b>	<b>When</b>	<b>Who</b>	
Understanding the Mysteries of the Rosary		Provide information in regard to the Rosary and the Mysteries from Leadership Team before May and October (Joyful in May and Glorious in October)			Staff and students actively participating in the Rosary and prayers
Understanding the Apostles Creed		Provide information in regard to the Apostles Creed and its meaning in everyday language by Leadership Team as part of a Staff Meeting or Staff Prayer			
Understanding the importance of Prayer		Provide information about What is prayer? Why we pray? How we pray? Informal and Formal prayer. (See pages 2 – 7 in Unit 10)			
<b>Leadership Formation</b>					

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

<p><b>Intention</b> Adoration Thanksgiving Petition Contrition</p> <p><b>Prayer related to gifts of the Holy Spirit</b> Wisdom Understanding Counsel Fortitude Knowledge Piety Fear of the Lord</p>	<p><b>Year</b> K-6  K-6 Year 6 Confirmation</p>	<p><b>When integrated into the school day</b>  Beginning of the day or as teacher determines need in the class / integration into other learning areas.</p>	<p><b>Effectiveness Indicators</b> Sufficient opportunity to pray informally?</p>
<p><b>Staff Formation</b>  Incorporating Prayers of the Faithful into Classroom prayers.</p>	<p><b>How</b>    <b>When</b>    <b>Who</b></p> <p>Discussions at staff meetings, including information about informal prayer in the classroom.</p> <p>Whole school prayer scope and sequence.</p>		
<p><b>Leadership Formation</b>  APRE Day Conferences</p>			