

School Name: St Luke's Catholic Primary School

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# 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.

**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?

Number	How
6	School Prayer - recited at the beginning of Assemblies School Song - Masses and assemblies? Whole School Mass - 2 whole school masses a term. Class Liturgies Weekly staff prayer and reflection opportunities Regular Masses and religious Feast Days Staff retreats Religious Education Professional Development Faith Story and Witness Social Justice: fundraising events for charities

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

Number	How
	Weekly staff prayer roster will be revitalised and provide an opportunity for staff to stop, pause and reflect on Jesus within their lives.  Asking Eugene Lee to come and work with staff on how to apply 'Making Jesus Real' and how we can embed the practices within their classroom and whole school.  Social Justice events to be more meaningful

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>  <b>Sacred Silence:</b>  Staff to be given reflection/silent time instead of formal staff prayer from time to time.  Each class to implement reflection time weekly  Sacred Silence Area/Prayer garden to be established</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?**

<p><b>Number</b></p>	<p><b>How</b>  Looking for 'God Moments'  MJR Board near Library to display what children are displaying  Wanted Poster  Prayer Garden  Service for Staff and Students – inclusive of PD Day for Staff Service  Student Service – Year 6 Christmas Shoe Boxes, Year 5 Share the Dignity Handbags, Year 4 Blanket Drive for the Homeless, Year 3 Toys, Year 2 Songs for Elderly, Year 1 RSPCA, Pre Primary and Kindy Internal. Two classes a term will be responsible to complete their service and present in the newsletter.  Staff reward children with raffle tickets for displaying the Rainbow Values  Teachers to use MJR language in classrooms and while on duty</p>
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2. CHRISTIAN WITNESS: BEHAVIOUR EXPRESSING THE DIVINE LIFE WITHIN (1) : Witness to the presence of Christ

Sacred Focus (Classroom prayer centre, chapel, crucifix etc  Staff Formation	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	
Prayer table and liturgical calendar	Encourage staff to continue to use prayer table and change colour. Ensure all staff have a liturgical calendar displayed. Prayers displayed in the class – Scope and Sequence			Each class displays a prayer table with correct liturgical colour at all times of the year Class teachers placing a significant importance in prayer and symbols in the classroom  Reverent when reciting the St Luke’s School Prayer  Reverent when entering and exiting the Church  Grow and sell herbs and vegetables to our school community  Students visit Meath Care Inc, Age centre
St Luke’s Statue and Painting	Students and staff to be reminded of the significance of these symbols.			
Church Etiquette	Sitting quietly before Mass and reflecting. Play reflective music as children are entering and leaving the Church. Bowing before receiving communion Kneel quietly and upright during the Eucharist			
Ritual	Bless with holy water when entering and exiting the Church Genuflect currently before sitting in a pew			
Awareness of God’s presence in creation *Creation  *People	Sustainability programs - Continue and expand new herb and vegetable garden  Develop a sense of community engagement and social service			

<p><b>Leadership Formation</b></p> <p><b>Present Evangelisation Plan to staff</b></p> <p><b>School Prayer</b></p> <p><b>Aboriginal Spirituality</b></p>	<p><b>Leadership Team to present at staff meeting or cluster meeting.</b></p> <p><b>Adding Jesus in Our Hearts at the end of every school prayer.</b></p> <p><b>To sing the Aboriginal Our Father at chosen Assemblies.</b></p>	<p><b>Staff are informed about what is expected to be covered in a Catholic School.</b></p>
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**3. CHRISTIAN WITNESS: BEHAVIOUR EXPRESSING THE DIVINE LIFE WITHIN (2) : The community life of the school**

<p><b>1. What opportunities will our school offer school staff to keep deepening their personal relationships with Jesus?</b></p>
<ul style="list-style-type: none"> <li>• Staff modelling through their interaction with each other and students.</li> <li>• Support in times of personal crisis</li> <li>• Celebrating staff birthdays and important events</li> <li>• Celebration of St Luke's and International Teachers Day- acknowledging our history and our future.</li> <li>• Celebration of our four faction Houses; MacKillop, McSweeney, Laurence and O'Connor</li> <li>•</li> <li>• 6 hours of PD for new staff every year – Faith Story &amp; Witness</li> <li>• Ongoing CEO Accreditation for staff</li> <li>• Lenten &amp; Advent discussion programmes</li> <li>•</li> <li>• More involvement with the Parish Priest</li> <li>• Staff rostered to attend Parish Council Meetings</li> <li>•</li> <li>• Staff are invited to participate in the Mass e.g. Playing instruments</li> <li>• Regional Mass at the beginning of every school year</li> <li>• Before every meeting/PD – staff rotate to lead. Staff prayers will be 10 minutes with the opportunity for discussion</li> </ul>



## 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 respectful and Christ-like behaviour through interactions with other staff and parents.

Staff to be actively involved in Social Justice activities whole for school.

Continuing to maintain a focus on the mission fundraiser already taking place. Staff to explain focus and why we fundraise to **students**.

## 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?**

Treating all with equal love and respect.

Showing special concern for students with particular needs.

Praying for students who are involved in the Sacraments.

Helping students to understand and to practise the religious and moral teachings of Christ whenever opportunities arise.

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

Organise ways to connect to wider community on a more regular basis

Social Justice initiatives that are more relevant to the students ie - helping in local communities, connect with an Aboriginal community and discuss ways to support this.

Staff Formation	How	When	Who	Effectiveness indicators
Accreditation to Teach/Lead  Staff Retreat Day  Special Ministry	Leadership to annually check and update staff accreditation. Continue to offer PD Religious days to count towards Accreditation.  Friday 4 <sup>th</sup> June Staff Retreat Day – School Charism  Encourage staff to become Extraordinary Minister of the Eucharist. Leadership to organise staff to attend 2021 training sessions.			
<b>Leadership Formation</b>	<b>School charism</b>			

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

Theme	When Proclaimed (Feast, event, opportunity etc)	How (Method - address, written paragraph etc)	Where (Assembly, newsletter, etc)	Effectiveness Indicators (Signs of student understanding)
Feasts	St Luke's  Faction/House Liturgies  Mercy Day	Continue to celebrate the St Luke's Feast as a school and Parish.  Continue to celebrate liturgies as a whole school.  Introduce celebrations to identify our connection to Mercy Order ie mass or liturgy	Masses Assemblies Newsletters	Increased involvement by school community

<p>Easter/Lent</p>     <p>Advent</p>	<p>Easter Liturgies</p>   <p>Weekly Advent Liturgies</p>	<p>Each class to prepare and present to whole school part of the Easter story.</p>  <p>Gather as a school on Friday afternoon to celebrate Advent Prayers read by all classes</p>		
<p><b>Leadership Formation</b></p>	<p><b>Faith, Story and Witness and Feast Day celebrations looking back at our school's history.</b></p>			

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

<p><b>BELIEFS TO BE PROCLAIMED</b></p> <p>For example</p> <ul style="list-style-type: none"> <li>• <i>Jesus conceived by the Holy Spirit</i></li> <li>•</li> <li>• <i>Need to pray for the dead</i></li> <li>•</li> <li>• <i>Beliefs are listed under each article of the creed</i></li> <li>•</li> </ul>	<p><b>FEAST/EVENT</b></p> <ul style="list-style-type: none"> <li>• <i>Advent</i></li> <li>•</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>•</li> <li>• <i>school posters</i></li> </ul>	<p><b>EFFECTIVENESS INDICATORS</b></p>
<p><b>Staff Formation</b></p> <p style="text-align: right;"><b>How</b></p> <p>Break down the meaning of 'The Creed'. Discuss as a staff so all staff have an understanding why we recite this prayer</p> <p><b>Look at different forms of prayers</b></p> <p><b>Adoration – Praising God</b></p> <p><b>Contrition – Asking for God's forgiveness</b></p> <p><b>Petition – Asking God for a favour</b></p> <p><b>Thanksgiving – Showing God Gratitude</b></p>	<p style="text-align: center;"><b>When</b></p> <p><b>Part of a staff PD</b></p> <p>Daily prayer, school prayer, prayer before lunch, before carnivals</p> <p>Reconciliation, NAIDOC Week, Harmony Day, Sorry Day, Carnivals</p> <p>End of term Masses, Eucharist, Feast Days, Graduation</p>	<p style="text-align: center;"><b>Who</b></p> <p>All staff</p> <p>Staff, students, parents and Leadership</p> <p>Staff, students, parents and Leadership</p> <p>Staff, Students</p>	
<p><b>Leadership Formation</b></p>			

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

<p><b>EUCCHARIST: Year</b></p> <ol style="list-style-type: none"> <li>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? <ul style="list-style-type: none"> <li>symbols, altar serving, reverence</li> </ul> </li> <li>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>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>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></p> <p>Attentiveness Participation</p> <p>Reverence Quiet reflection/prayer</p> <p>Special assemblies</p> <p>Teachers and students to initiate regular contact with Parish Priest</p>
<b>STAFF FORMATION</b>	<p><b>How</b></p> <p><b>When</b></p> <p><b>Who</b></p>	
Understanding the parts of the Mass and Mass rituals	<p>Invite the Parish Priest to speak with staff and revise the different parts of the Mass</p> <p>Each class is to plan and conduct a Liturgy for the whole school, once a year.</p>	
<b>LEADERSHIP FORMATION</b>		

**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> <li>• <b>Students to regularly go to Reconciliation.</b></li> <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>.</p>	<p><b>EFFECTIVENESS INDICATOR</b> eg attentiveness, participation</p>												
<table border="0"> <thead> <tr> <th data-bbox="98 600 669 632"><b>STAFF FORMATION</b></th> <th data-bbox="669 600 1039 632"><b>HOW</b></th> <th data-bbox="1039 600 1408 632"><b>WHEN</b></th> <th data-bbox="1408 600 1789 632"><b>WHO</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="98 647 669 719">Students and staff to receive the Sacrament of Reconciliation before the Sacrament of Confirmation and First Eucharist, during Lent and Advent (Yrs4-6)</td> <td data-bbox="669 647 1039 719"></td> <td data-bbox="1039 647 1408 719"></td> <td data-bbox="1408 647 1789 719"></td> </tr> <tr> <td data-bbox="98 783 669 815">Students to be taught during Religious Education Lessons the Act of Contrition.</td> <td data-bbox="669 783 1039 815"></td> <td data-bbox="1039 783 1408 815"></td> <td data-bbox="1408 783 1789 815"></td> </tr> </tbody> </table>	<b>STAFF FORMATION</b>	<b>HOW</b>	<b>WHEN</b>	<b>WHO</b>	Students and staff to receive the Sacrament of Reconciliation before the Sacrament of Confirmation and First Eucharist, during Lent and Advent (Yrs4-6)				Students to be taught during Religious Education Lessons the Act of Contrition.				<p>Students attend and participate</p> <p>Students can recite the Act of Contrition</p>
<b>STAFF FORMATION</b>	<b>HOW</b>	<b>WHEN</b>	<b>WHO</b>										
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**8. THE CALL TO GROW IN DISCIPLESHIP: *Formal Prayer***

<p><b>Names of Formal Prayers</b></p> <p>Lords Prayer Hail Mary St Luke's School Prayer Thanksgiving Glory Be Creed Sign of the Cross The Rosary</p>	<p><b>Year</b></p> <p>Formal prayers to be introduced as per 'Formal Prayer Scope and Sequence'</p>	<p><b>When integrated into the school day</b></p> <p>All staff are expected to lead their class in prayer at the beginning of the day, before lunch and at the end of each day.</p> <p>Staff to ensure a variety of prayers are included each day</p> <p>Newsletter</p> <p>Class liturgies and formal celebration</p> <p>At the commencement of each assembly</p> <p>Prayer of Sorrow for Reconciliation</p> <p>Religious displays outside the library and within the Administration building</p> <p>Explicitly teach the Prayers, where appropriate unpack them to gain critical meaning. Apply the meaning to personal life</p>	<p><b>Effectiveness Indicators</b></p> <p><i>Develop a Formal Prayer Scope and Sequence</i></p>
<p><b>Staff Formation</b></p> <p>Staff to have a deeper understanding of formal prayers</p>		<p><b>How</b></p> <ul style="list-style-type: none"> <li>All staff to increase their understanding of Formal Prayer</li> <li>Introduce a Scope and Sequence for Formal Prayer</li> <li>Staff prayer at the commencement of Staff Meetings</li> <li>Years 4 to 6 go to Mass every week.</li> <li>At least two Whole School Masses per term</li> </ul> <p><b>When</b></p> <p><b>Who</b></p>	<p>Staff participation in Staff Prayer and Masses</p>
<p><b>Leadership Formation</b></p>		<p>Leadership Team to create a Staff prayer roster for Staff Prayer</p>	

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

<p><b>Intention</b></p> <p><b>Prayer related to gifts of the Holy Spirit</b>                  Intention - Pray, lifting their minds to God, and who expresses praise for every sign of God's goodness in their life, thanks for blessings received, witness for others and petitions</p> <p>Giving students opportunities to get in touch with their inner spirituality by creating and taking part in: Prayer of thanksgiving Petition Contrition (sorrow) And Adoration (praise)</p>	<p><b>Year</b></p> <p>Kindy - Year 6</p>	<p><b>When integrated into the school day</b></p> <ul style="list-style-type: none"> <li>• Offer opportunities to develop prayer and self reflection</li> <li>• Introduce a Staff reflection prayer with guiding questions to focus</li> <li>• Plan for opportunities for students to enjoy and explore creation and respond to through prayer, journal writing, mindfulness, music, hymn singing and visual arts</li> </ul>	<p><b>Effectiveness Indicators</b></p> <p>Sufficient opportunity to pray informally?</p>
<p><b>Staff Formation</b></p> <p>Gain a deeper understanding of Prayer</p>	<p><b>How</b> <b>When</b> <b>Who</b></p> <p><b>Professional Development - Accreditation renewal - Faith Based - Prayer</b></p>		
<p><b>Leadership Formation</b></p>			



## Resources for viewing

[http://www.stcolumbassp.wa.edu.au/pdf/policies\\_evangelisationplan.pdf](http://www.stcolumbassp.wa.edu.au/pdf/policies_evangelisationplan.pdf)

[http://www.stbenedicts.wa.edu.au/pdf/policies/policy\\_evangelisation.pdf](http://www.stbenedicts.wa.edu.au/pdf/policies/policy_evangelisation.pdf)

[http://www.assumption.wa.edu.au/app/webroot/js/tiny\\_mce/plugins/filemanager/files/Evangelisation\\_Plan.pdf](http://www.assumption.wa.edu.au/app/webroot/js/tiny_mce/plugins/filemanager/files/Evangelisation_Plan.pdf)

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<http://www.motherteresa.wa.edu.au/wp-content/uploads/2015/07/MTCS-Evangelisation-Plan-2015-17.pdf>

<http://www.stdamienscps.wa.edu.au/wp-content/uploads/2018/02/Evangelisation-Plan-St-Damiens-2016-2018-3.pdf>

[https://www.stjoespinjarra.wa.edu.au/pdf/policy\\_evangelisation.pdf](https://www.stjoespinjarra.wa.edu.au/pdf/policy_evangelisation.pdf)

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