

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> School Liturgies	<i>Administrative Procedure Number</i> 202
<i>Directional Policy</i> Catholic Education	

Title of Administrative Procedure:

School Liturgies

Date Approved:

October 2022

Projected Review Date:

October 2027

Directional Policy Alignment:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board serves the common good by applying the teachings of the Roman Catholic Church in the context of a culturally, religiously, and regionally diverse society. This administrative procedure recognizes that school liturgies invite full and active participation by staff, students, their families and members of the local parish providing opportunities for school, parish and home to celebrate God’s presence within themselves and the world around them.

Alignment with Multi-Year Strategic Plan:

The School Liturgies Administrative Procedure is situated in the pillar of the Strategic Priorities, which focuses on being community. School liturgies serve the priority of inspiring faith and valuing relationships, particularly our collective relationship with God.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

As a Board, we are committed to working together to prepare students for school liturgies, rally participation in liturgies and ensure respect and reverence for liturgical norms. [School liturgies](#) include the liturgy of the Eucharist (the source and summit of the Catholic faith) as well as liturgies of the Word, school celebrations of the [sacrament of reconciliation](#) and prayer services (Remembrance Day, Ash Wednesday, blessing of bibles, schools, chapels, etc).

In both elementary and secondary schools, significant time should be devoted to the active preparation of students and staff called to participate in liturgies. In addition to the participation of the congregation in music ministry, responses and communal prayer, participants can be invited to prepare the liturgical space and the altar, proclaim God's Word, sing in the choir, serve, lead the universal prayers or bring the gifts to the altar. School liturgies invite the visible integration of the arts and may include teams and clubs taking on leadership roles.

The following guidelines will support liturgical celebration, particularly the celebration of masses, in schools:

- Liturgical planning shall respect the liturgical seasons, feasts/solemnities/memorials and the liturgical requirements outlined in the current ORDO (as guided by the Animating Catholic Teaching [ACT plan](#));
- School staff and the celebrant for a mass shall work together to plan the mass and must complete the [Diocesan Liturgical Planning Form for Schools](#) at least one week prior to the mass;
- The parish church is the primary place of Eucharistic celebration; however, particular circumstances, such as distance to the parish church and numbers of students in schools, can make this difficult for schools. On these occasions, an auditorium or gymnasium is converted into a worship space carefully following the [Requisites for the Celebration of Mass Outside of a Sacred Space](#);
- Mass PowerPoint templates and resources can be accessed in the [Faith Ambassador Board Share Folder](#) and further instruction for teaching masses and special liturgies is outlined in the [Pastoral Care for Catholic Schools](#) document.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment with the Directional Policy 200, [Catholic Education](#);
- Reviewing the School Liturgies Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Supporting the implementation and adherence to this administrative procedure in alignment with the [Catholic Education Policy](#)

The Superintendent of Faith and Equity is responsible for:

- Overseeing the budget for transportation to local parishes for the celebration of the Eucharist.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting the implementation and adherence to this administrative procedure in alignment with the [Catholic Education Policy](#).

Principals and Vice-Principals are responsible for:

- Considering the creation of sacred space or transport to the church;
- Planning for liturgical celebrations (including completion of the [Diocesan Liturgical Planning Form for Schools](#) and review of the [Requisites for the Celebration of Mass Outside of a Sacred Space](#) if applicable);
- Communicating dates and times of school liturgies to invite families and members of the school and local parish communities.

Chaplaincy Team Leaders are responsible for:

- Planning for masses, school celebrations of reconciliation, communal prayers and secondary school liturgical celebrations;
- Preparing sacred space and liturgical furnishings for religious celebration (ie. Ambo/Lectern, Altar, Roman Missal, Bread and Wine for consecration, visual aids, etc.);
- Caring for the chapel as a space where smaller groups gather for the celebration of the liturgy or devotional prayer (including liturgical furnishings, liturgical books and maintaining a warm ambiance as a space of welcome, reflection or pastoral care) and the reservation of the Blessed Sacrament (where applicable) following the norms outlined in the [Pastoral Care in Catholic Schools](#) document.

Faith Ambassadors are responsible for:

- Offering support for the coordination of liturgies and meaningful celebrations of the sacraments of the Eucharist and Reconciliation in schools;
- Preparing sacred space and liturgical furnishings for religious celebration (ie. Ambo/Lectern, Altar, Roman Missal, Bread and Wine for consecration, visual aids, etc.).

Staff are responsible for:

- Catechesis around the celebration of the Eucharist and the customs and practices that are part of Catholic liturgy consistent with the *Growing in Faith, Growing in Christ* program and Religious Education curriculum documents;
- Collaborating with colleagues to prepare students and to encourage full and active participation in the liturgy.

Students are responsible for:

- Participating actively in liturgical celebrations;
- Showing respect and reverence for the norms of liturgy and prayer.

Parents are responsible for:

- Encouraging their children to participate actively in liturgical celebrations;
- Encouraging their children to show respect and reverence for the norms of liturgy and prayer.

Progress Indicators:

- Engagement of various community members in the planning, preparation and participation in school liturgies;
- Collaborative planning for liturgies (facilitated by the ACT plan) and completion of the [Diocesan Liturgical Planning Form for Schools](#);
- Preparation of students and staff for active participation in the liturgy (knowledge of music, responses, etc.).

Definitions:

- **ORDO:** The ORDO is a book published annually that delineates specific requirements for the celebration of the liturgy.

References:

- Congregation for Divine Worship and the Discipline of the Sacrament. *Redemptionis Sacramentum: On Certain Matters to be Observed or to be Avoided regarding the Most Holy Eucharist*. 2004. Retrieved from http://www.vatican.va/roman_curia/congregations/ccdds/documents/rc_con_ccdds_d oc_20040423_redemptionis-sacramentum_en.html
- Institute for Catholic Education. *Renewing the Promise*. (2018). Retrieved from <http://iceont.ca/news-and-updates/renewingthepromise/>
- Sacred Congregation for Divine Worship, *Directory for Masses with Children*, 1 November 1973. Retrieved from

<http://www.catholicliturgy.com/index.cfm/FuseAction/documentText/Index/2/SubIndex/11/ContentIndex/484/Start/477>