



**URSULINE HIGH SCHOOL**  
**Wimbledon**

**Chaplaincy**  
**Policy**

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## URSULINE HIGH SCHOOL, WIMBLEDON

### CHAPLAINCY POLICY

Chaplaincy is a pastoral ministry which is very much rooted in our school mission statement. For this reason it is the task of all who work in the school to uphold the school ethos and contribute to chaplaincy.

#### School Mission Statement

Inspired by the life and work of Saint Angela Merici, our Ursuline school commits itself to education for tomorrow's world within the dynamic tradition of Catholic belief and practice. As an Ursuline school we are part of the Ursuline Education Community who work to promote the Ursuline values of Serviam, Insieme, respect, kindness, generosity, service, perseverance and gratitude, we try to witness excellence in every aspect of life, thereby fully developing each individual.

We aim:

- To encourage students to develop their gifts and talents for the good of others, especially the less fortunate and most needy.
- To help students live out the school motto "SERVIAM" – I will serve
- To build a caring and supportive Catholic community where each individual is able to grow in their understanding of the faith and in their commitment to Christ.
- To set standards of excellence in teaching and learning and to provide a broad balanced and relevant curriculum.
- To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.
- To foster an attitude of respect for all regardless of age, race, colour, creed or gender.
- To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.
- To widen horizons, to encourage a sense of commitment and service to the wider world, and to enable each one to go on learning and changing all through life.

#### Chaplaincy Mission

Chaplaincy aims to help students:

- Be aware of Christ as a centre of their lives.
- Be willing, in the spirit of SERVIAM, to develop their talents and use them for the good of others, especially the most needy.
- Be friendly, happy and confident and be able to work with patience and generosity, assured that with God they can do great things.
- Be focused on Catholic Social Teaching, particularly the Common Good as they keep alive the Gospel values in our world of today.
- Be able to recognise the uniqueness of each individual by showing respect and love for all.
- To know St Angela and to have shared her values in the context of their Ursuline School.

In the spirit of the Ursuline ethos, chaplaincy therefore encompasses:

- Faith Development
- Prayer
- Philanthropy & Charity initiatives
- Community development and cohesion

#### The Chaplain

To support the head with the spiritual dimension of the school, Ursuline employs a lay chaplain with the role of:

#### Providing Strategic Direction and Development

- To contribute to developing the mission statement of the school
- To develop and implement a vision for the Chaplaincy
- To co-ordinate and develop students' spiritual and faith development
- To develop the liturgical life of the school
- To develop the sense of community within our local Catholic neighbourhood and foster links with our key parishes

#### Embedding Ethos

- To develop the Ursuline ethos of Service in collaboration with other Ursuline schools and the diocese
- To work collaboratively and develop collaborative teams across the school
- To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21<sup>st</sup> century
- To exemplify, explore and explain the Ursuline values and virtues
- Each student has an online Serviam passport where they upload their serviam activities each student is asked to complete at least 2 per half term.

#### Developing Staff

- To enable opportunities of faith/spiritual development for staff
- To develop staff awareness and ability to contribute to the school ethos/mission statement
- To develop staff awareness of the Ursuline virtues and student leavers profile
- To develop staff contribution to the school liturgical calendar and collective worship

#### Developing Students

- To encourage students to live out the school motto "SERVIAM"
- To develop and implement a policy for the faith/spiritual development of students
- To develop student awareness and ability to contribute to the school ethos/mission statement
- To develop student contribution to the school liturgical calendar
- To encourage students to be confident in organizing and leading Morning Prayers and take ownership of special assemblies/liturgies
- To develop young women as leaders through the Chaplaincy teams
- To give students the opportunity to get involved in positive initiatives which reach out to the poor and weak or better our world
- The chaplaincy team is part of the student leader programme and is the biggest sup group. It is a very diverse group which represents all members of the school community.
- Ethnicity's

#### Developing Parents/carers and families

- To develop parents/carers/families awareness and ability to contribute to the school ethos/mission statement

#### Creating Links

- To develop links between UHS Wimbledon, Ursuline Schools in the UK, Europe and the world.
- To work closely with Wimbledon College Chaplain on the spiritual/religious formation of Sixthform students and pursue common initiatives such as joint year 13 Faith day, Eucharistic ministers training and commissioning and Generations Together events
- To work closely with the St Philomena's chaplain as part of the Avila partnership holding a joint year 12 retreat on faith in action.
- To build links with charities that welcome the involvement of our students
- To work with local care homes through the YSVP visit
- To involve members of the feeder parishes in the life of the school and to encourage students to get involved in the life of their parishes
- To work closely with the Sacred Heart Youth Minister within school on retreat days and Faith days.

#### Review and Evaluation

- To monitor and evaluate the work of the Chaplaincy in developing the ethos of the school
- To monitor and review assemblies, retreats and faith development across the school
- To keep a record of charity initiatives across the school

The chaplain has an office to work from and is responsible for the chapel area. The Blessed Sacrament is present in the tabernacle. The chapel is used for Morning Prayers led by students, staff briefing on Mondays, Wednesdays and Fridays, the smaller services and Masses, as a place of prayer and a quiet place to reflect and talk. The chapel is only be used on other occasions with prior permission from the chaplain. Classroom space is used during lunch breaks to discuss and organise chaplaincy/charity activities.

The chaplain has a budget to cover photocopying, hospitality, liturgical resources, stationery and other materials, travel and CPD. Chaplaincy has its own laptop and projector as well as a camera, ipod and a set of 60 wireless headphones that are used for mediations during retreats and lunchtime prayer sessions. **The chaplaincy budget is managed by the Assistant Headteacher: Ethos.**

The chaplain is line managed by the Assistant Headteacher with responsibility for Ethos and sends reports to the Governors' Ethos Committee. The chaplain works closely with the Head of Music and Performing Arts who is also responsible for Music Liturgy, as well as the RE staff and Head of Years especially for Retreats. **The Ethos Operations group meet termly to plan and review the liturgical life of the school.** The chaplain works closely with form tutors for the student led Morning Prayers held most days in the Chapel. The chaplain works hand in hand with the Director of Extended Learning on the Philanthropy project with Year 8s.

#### Chaplaincy Activities

The chaplaincy activities can be very varied and some of them may fall under more than one of these broad titles. This is because in the spirit of St Angela Merici, the call is for our faith to lead to action and for our action to lead to prayer.

#### Faith Development

- Theme and thoughts for the week + daily prayers
- Morning Prayer in the chapel most mornings
- Assemblies and Collective Worship
- Masses at the start of the school year, Feast of St Ursula, Feast of St Angela, Thanksgiving Masses in May for Yr 13 and Yr 11 and July for Yr 7s – Yr 10s.

- Voluntary Masses on Holy Days of Obligation and special occasions
- Remembrance Service
- Special Assemblies at Christmas and Holy Week/Easter
- Advent Services for each class in KS3
- Christmas Tree Service
- Joint Christmas Carol Service with Wimbledon College
- Ash Wednesday Services for staff and each year group
- Reconciliation Services in advent for students in Y7-11 in Lent.
- Themed Voluntary Services in the chapel from time to time eg. Languages Week, All Souls Day, Way of the Cross, etc.
- Retreat Days for students in Years 7 to 11
- Chaplaincy team retreats
- Sycamore programme for faith formation
- Year 12 Avila retreat with St Philomena's
- Eucharistic Ministers' Programme open to sixthformers + Commissioning Mass
- Prayer moments and services/Masses on a whole variety of occasions eg. for Staff, parents' meetings, launches, etc.
- Chaplaincy Team Meetings, which include liturgical ministries training

#### Philanthropy & Charity initiatives

- Raising money for good causes through cake sales, sponsored events including sporting ones, accessories day, appeals, etc.
- Selling of charity insignia – eg: British Legion poppies,
- Holding a Christmas tea party for the retired of the local parishes.
- Christmas Fairs organised by Yr 7s, 8s, 9s, 12s
- Catholic Children's society Christmas gift appeal
- First Give project introducing Philanthropy to all Yr 8s
- Yr 9 Social Enterprise Project with SERVIAM
- Collections eg: tins of food for Foodbank, toys/games for Wimbledon Guild.
- Staff charity cake and coffee events

#### Social Justice Awareness

- Assemblies and talks focusing on Catholic Social Teaching and Justice
- Posters and displays
- PSHEC sessions
- Variety of themes: Fair Trade, Women, Poverty, Human rights, Racism, Disability, Peace, Sex trafficking (Sixthform), etc. in retreats.
- Ursuline Links UK with projects in London, Manchester and overseas in the USA and South Africa.
- Links with organisations like Amnesty International, Faith in Action Homeless, Wimbledon Guild, Wimbledon Foodbank, MENCAP, etc.

#### Community Development

- Yr 7 Ethos Day and PGL trip
- Sessions re school ethos for new staff and new students joining Ursuline
- Commissioning of Yr 7 students
- Presence at Parents' Information evenings
- Generations Together Forums + Generations Question Together
- Sixthform talks on volunteering, community service and "putting faith into action"
- Multicultural Evening

- Sixthformers helping each week at the Perseid School, Faith in Action Homeless Drop In, primary schools, etc.
- Exchanges/links with other Ursuline schools, locally and from abroad
- Ursuline Conferences (for staff)
- Development of pastoral and liturgical links with the local parish (especially through the youth minister), the deanery and other feeder parishes
- Attendance at Diocesan Chaplains' Meetings and ACCE National Conference
- Yr 10 YSVP to two local care homes St Teresa's and Kew House
- Yr 9 CAFOD group led by the parish youth minister

This policy will be reviewed and evaluated by the school Chaplain every two years.

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