

Sion Catholic Community for Evangelism

Areas of Responsibility (Accompanying manual)

This document lists all areas of responsibility for delegation within the staff body as part of the pre-mission process. To be used in conjunction with the pre-mission manual.

2015/2016



Areas of Responsibility Content

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NB All examples given in this manual will need to be adapted for each mission i.e. the size, timings, information etc.

Mission Contact

Role and responsibilities

Role:

- ✂ To be the facilitator of the mission within the school, to be the main contact and liaison manager between the Sion Community and the school.

Responsibilities:

- ✂ To liaise with the pre-mission coordinator during the pre-mission process
- ✂ To oversee the preparations within the school; to make sure each area of responsibility is delegated to a member of the staffing body and that progress is being made in each area of preparation. To ensure that the student body is sufficiently and appropriately prepared practically and spiritually for the mission.
- ✂ To be the main point of contact for both the staff and the mission team leader during the mission for information and communication.
- ✂ To coordinate mission follow up and ensure spiritual development continues after the mission.

General Practicalities:

- ✂ **Team Accommodation:** Our Team need to be housed as close to the school as possible because they will be arriving in school as early as 7.00am each morning. Sion Youth will normally have only one vehicle so it would be helpful if team members could be located close together to make the daily journey to and from host families as easy as possible.
- ✂ **Lighting:** The team prefer to use stage lighting rather than the main lights when doing assemblies in the hall. If the school does not have adequate lighting, it would be very helpful if this could be borrowed or hired for the Mission week and if a member of staff familiar with the lighting rig could spend some time with the team on Sunday, showing them how it works, or organise pupils to be on lighting duty for the assemblies throughout the week.
- ✂ **Full addresses of locations:** to include the school, local parishes and host home addresses – preferably sent to Sion Youth before the Mission.
- ✂ **The Eucharist:** The Eucharist with a monstrance will need to be present in the chapel for the duration of mission week for prayer times- both for the mission events (Lightfever) and for the team's personal prayer.

Mission Contact
Mission Week Preparation Checklist

| Description | Pre-Mission Timing (Weeks) | □ |
|--|---------------------------------------|---|
| Notification of Priests for Sacrament of Reconciliation and for School Mass(es) on Friday of Mission | 12 | |
| Advertise for host families to provide housing for the team during mission week | 12 | |
| Noting in the diary and organising post mission events including the continuation of the Alpha Course for both staff and pupils after the mission, the post mission day in Brentwood, Essex and Sion Youth Events. | 12 | |
| Posters, publicity and invitations underway | 6 | |
| Programme of events finalised and prepared | 4-6 | |
| School Mission Prayer Cards drafted and displayed | 4 | |
| Caretaker and other staff booked for extra cover | 4 | |
| Pupils and staff notified of assemblies | 2 nd Pre- Mission Visit | |
| Lunch (in canteen) arranged for 2-3 people | 2 nd Pre- Mission Visit | |
| Refreshments for Staff and Governor's meeting | 2 nd Pre- Mission Visit | |
| Invitations for Staff and Governors meeting sent out | 2 nd Pre- Mission Visit | |
| Invitations for 'Prayer for You' pupils: (20 upper school) | 2 nd Pre- Mission Visit | |
| Preparation and practice of music for final School Mass(es) | 3 | |
| Letter and enclosure to local Parish Priests and to Parents | 3 | |
| Host families and suitable accommodation found | 3 | |
| Final Timetable and location addresses to Mission Coordinator | 2 | |
| Availability of Base (Team Operations) Room | 1 | |
| Caretaker informed of team's arrival and requirements (Access to school premises etc. on Saturday and Sunday) | 1 | |
| Mission artwork completed and displayed | 1 | |

| | | |
|--|---|--|
| Drama and dance volunteers final rehearsals | 1 | |
| Lighting people selected and informed (Equipment hired if appropriate) | 1 | |
| Stage blocks available (If any are owned by the school) | 1 | |
| Hosts informed to collect team @ 5:30pm on Saturday and informed of team meal requirements | 1 | |
| Arrangements for attendance of masses made and team and hosts informed | 1 | |
| Room availability for workshops | 1 | |
| Saturday and Sunday lunch for team arranged | 1 | |
| Team lunch-time meals in school (in pupil canteen) arranged | 1 | |
| Refreshments for Staff reflection and Social on Monday, evening event on Thursday and Pizza for Youth Alpha Launch Party on Wednesday | 1 | |
| SMT, RE, Chaplaincy Post-Mission meeting booked for week after Mission | 1 | |
| Availability of School Chapel and Tabernacle Key | 1 | |
| Permission letters prepared (if necessary) for 'Youth Alpha Launch Party' on Wednesday and mission event on Thursday | 1 | |
| Electric piano with pedal, ladders and publicity board in hall from Friday (ready for the next day so that there is no delay in setting up) | 1 | |

Pre Mission 1 Meeting Agenda

| | |
|--------------------|--|
| School: | |
| Date: | |
| Sion team present: | |
| Staff present: | |

| Type of agenda point | Agenda Point | Action Point | Action Person |
|-------------------------|--|--------------|---------------|
| - Prayer (2mins) | a) Prayer led by School. | | |
| - Discussion (5mins) | b) Why did your school book a mission? What is your vision? What is your past experience of mission? | | |
| - Presentation (10mins) | c) Sion Youth Mission vision introduction by pre mission co-ordinator. a. Overview of mission process. b. Pre Mission Manual. c. Accompanying manual. | | |
| - Presentation (10mins) | d) Timetable overview by pre mission co-ordinator. | | |
| - Decision (15mins) | e) Pre mission questionnaire. | | |
| - Discussion (5mins) | f) Establishing a core team. a. Prayer Course. | | |
| - Presentation (15mins) | g) Pre and post mission preparation. a. Alpha (Video). b. Lightfever. c. Prayer 4 U (leaflet). d. PODs (leaflet). | | |

| | | | |
|-------------------------|--|--|--|
| | <p>e. Events:</p> <p style="padding-left: 40px;">i. Summer Camp.</p> <p style="padding-left: 40px;">ii. D- Weekend.</p> | | |
| - <i>Prayer (3mins)</i> | h) Prayer led by Sion. | | |

Mission Contact
Example of a School Mission Prayer

St Bede's RC High School

Mission Prayer

Father God,
You have shown us your love through
Jesus, your son.

Today we pray that our special time of
Mission will help us to
know and experience that love.

Fill our hearts and lives,
fill this whole place,
with the love and power of your Holy Spirit.

We make this prayer in Jesus' name.

Amen

External Advertising and Networking Role and Responsibilities

Role:

- ∞ To make the mission known to the local area and all members of the school community.

Responsibilities:

- ∞ Creation and distribution of external publicity

Areas to be targeted for publicity and advertising:

- ∞ Home: all parents should receive copies of the mission programme, an invitation to the evening event and a copy of the school's mission prayer- page 5.
- ∞ Parish: an example of a letter to be sent to Parish priests can be found in appendix 4. This should be accompanied by a mission programme and the mission prayer. The letter encourages the Priest to ask parishioners to pray for the Mission and to include in the parish newsletter a programme of events and an invitation to attend the evening event (an example for which is found in appendix 3). It may also be appropriate to ask older pupils to speak at the masses in their Parish the week before the mission, to extend a personal invitation to the mission events.
- ∞ Local area: local newspapers and Radio stations can also be informed about the mission. Sion Youth and pupils have, on a number of occasions, been interviewed in the run up to and during the mission week itself. This is a great opportunity to share the Gospel with the local area.

Past pupils' experiences of mission week are listed below (appendix 1) and can be used in the advertising of the mission week itself.

External Advertising and Networking

Appendix 1: Experiences of Mission

‘By watching these young, passionate people express their views on a topic that is not always welcomed by everybody, it has made me confident about my own beliefs. For the gifted team from the Sion Community placed their faith in God and in turn received the courage and ability to talk to us in this way, and to speak with such determination and motivation. They have presented us with dramas, music, dance and many other fun ways that have created the fantastic and memorable week of mission. I’m sure that to each and every one of us this experience has strengthened our own beliefs. Mission week has shown me how I can have God in every aspect of my life.’

(Yr 11 Pupil)

‘I have spoken to numerous pupils about their views on the mission week and the one thing that has become apparent from it all is that the Sion Community has created some kind of impact on everyone and their views.

Mission has personally inspired me to be more open about my religion and not be ashamed to admit that I am Catholic and I believe in God.

They have shown us a new lively angle to religion and showed us that religion doesn’t have to be dull and boring, but it can be colourful and fun. I think that by involving everybody in the activities, the whole school got a taste of the mission and that is what made it extremely enjoyable.

These people have shown us how just ordinary human beings can experience something so amazing to such a degree. You don’t have to be stunningly beautiful, the best at everything or have lots of money to experience God – you just need to believe in yourself and have faith in God.’

(Yr 11 Pupil)

‘The mission has been incredibly worthwhile in our eyes. For nearly a whole week, the entire school has been brought together as a true community. The sense of wonder on all of the children’s faces has been very touching for us to see, especially as it has been beneficial to all of our pupils, especially our more challenging ones!’

(Member of Staff)

External Advertising and Networking

Appendix 2: Head teacher's Draft Letter to Parents

Dear Parent/Guardian

I am writing to let you know that later this term we will be welcoming the Sion Youth Mission Team into our school. Members of Sion Catholic Community for Evangelism will lead the team. The Mission will be held at our school from to

During their stay, members of the team will work in classrooms and with year groups, exploring the Gospel message with our young people. They will also lead assemblies, prayer times, celebratory liturgies and an evening event.

As the Mission is intended for the whole school community, staff, children and parents, I am writing to invite you from all denominations and faiths as part of our school community to the following evening event during the Mission: -

Thursday evening (*insert date, place and time*)

More information about this Mission Event is given in the enclosed Programme of Events. The content will be appropriate and relevant for all ages (young and old!).

I would be grateful if you would keep our forthcoming Mission in your prayers (please feel free to use our school's own special Mission Prayer shown on the enclosed card) and I look forward to seeing you at the mission event, which will mark a very special time for our school.

Yours sincerely,

Head teacher [Enc: Mission Programme and Mission Prayer]



SION YOUTH MISSION – PROGRAMME FOR THE WEEK

*Please note: The themes for older students are subject to change.



The Overview*:

Every year group will attend an assembly led by the SION Youth TEAM each day, on themes laid out below. Normal lessons will continue, but students who wish, will be allowed to attend a variety of workshops during the day, and to make appointments for times of prayer with the team. Sign up for this occurs during break and lunch times. Exposition of the Blessed Sacrament in the chapel at lunch times, under the name of 'Lightfever', will provide an opportunity for both the Sion team and all members of the College Community, to spend time in adoration of our Lord and Saviour, Jesus Christ.

| DAY | THEME | CONTENT | AFTER SCHOOL / EVENING EVENTS |
|-----------|-------------------------------|--|--|
| Monday | 'Choose Life' | The Call God has chosen and called us individually and asks for a response. | After school social with Staff and Governors. |
| Tuesday | 'Who's ya Daddy' | God the Father The Father has a plan for each of us and loves us into being who He made us to be. | |
| Wednesday | 'He Will Rock You' | God the Son (Jesus Christ) Jesus is the word of God, fully God and fully man, and is the key to our personal relationship with God- He is the rock. <i>This will be a day of RECONCILIATION</i> <i>A team of priests will be in school to hear individual confessions and celebrate the Sacrament with any who choose to take up the opportunity.</i>  <i>Reconciliation</i> | After school the Youth Alpha course will begin with games, refreshments and input from the team for those who wish to go deeper in their mission experience. Students wishing to attend should organise their own transport home by agreement with parents. |
| Thursday | 'Life to the Max' | God the Holy Spirit The Holy Spirit is the bond of love between the Father and the Son, and shows the power of God in our lives. | 'The Time is Now' 7.30pm Evening Event at a local Parish Church. The Sion Team extend a warm welcome to parishioners, parents, students and staff to experience an evening of renewing our faith and commitment to Christ. |
| Friday | 'All for One and One for All' | The Church Called to belong to the Body of Christ, we need both personal and corporate prayer. <i>Celebration of Whole School Mass brings the Mission week to an end.</i>  | |

External Advertising and Networking

Appendix 4: Head teacher's Draft Letter to Parish Priest

Dear Fr

As you may already know, our school is due to have a Mission, led by the Sion Youth team from Sion Catholic Community for Evangelism, from to **(insert dates)** The participation of our local clergy is integral to the success of the Mission so I am writing to ask for your support in the week itself and in the preparations and to invite your Parish community to join us in celebrating certain aspects of the Mission.

The Mission Team will be presenting a special evening event on the Thursday **(insert date and time)** of the Mission week. It is evangelistic in its content and parishioners are invited to come and be refreshed in their own faith and to invite friends who they would like to share the Gospel with to come with them. I enclose a copy of the mission programme for information and distribution to parishioners, alongside the mission prayer (also enclosed) to encourage people to pray for the success of the mission. May I also suggest that the following text may be useful for advertising the Mission in your newsletter:

'A dynamic team of young people from Sion Community will be presenting the Gospel and creating space for people to reflect and respond, whether it be for the first time or the hundredth time! A great chance to be refreshed in your faith and also to invite others to come and hear the Good News.'

On the Wednesday morning **(insert date and time)** of the Mission, there will be an assembly looking, in part, at salvation and reconciliation. The hope is to offer the opportunity of the Sacrament throughout the day. The Mission Team would very much appreciate your help to minister the sacrament, alongside other Priests, on this special day.

On the Friday morning **(insert date and time)**, we will be having Mass in school at which we hope a number of priests, yourself included, will be able to concelebrate. The School Mass/Masses is/are **(delete as appropriate)** the finale of the Mission and is/are seen as vital to encourage the on-going work of mission in our school.

We will also be hosting a staff and governors meeting, in which a member of Sion Community will present to us an overview of Mission week and share from their experiences of previous Missions. We would love you to join us for this presentation, taking place on **(insert date and time of pre-mission visit 2)**.

I do realise that you are very busy but I hope you will be able to spare some time to get involved with this very exciting venture. I look forward to hearing from you.

Yours sincerely,

Head teacher

Inc: Mission Programme and Mission Prayer

Timetabling

Role and responsibilities

Role:

- ✎ To be responsible for the placement of mission events

Responsibilities:

- ✎ To make sure rooms are available for the timetabled events
- ✎ To ensure that each year group is not hitting the same subjects throughout the week during assembly and workshop times.

Rooms needed:

- ✎ **Base Room:** Constant access to a private base room is a real help to Sion Youth. The room would preferably be lockable and as close to the school Hall as possible. Sion Youth would use it to meet, plan, pray and store their belongings.
- ✎ **Hall:** For all mission assemblies and after school events.
- ✎ **Workshop spaces:** Preferably the hall, 1 other large space for active workshops, an art space and 2 classrooms (amount of classrooms needed for workshops will vary depending on the mission).
- ✎ **Classroom sessions:** A timetable of all classes running on Monday afternoon so that the team leader can allocate a team member to every class.

Example timetable

| | | Monday | Tuesday | Wednesday | Thursday | Friday | |
|-------------|--------------------|--|-----------------------------|---|---------------------------------------|----------------------------|-------------|
| 7:00 | | Team in school for 7:00 to rehearse and pray (Chapel and Hall) | | | | | |
| 8:15 | | Staff Prayer (Chapel) | | | | | |
| 9:00 | Assemblies (Hall) | 9:00 | Year 7&8 | Year 7&8 | Year 7&8 | Year 7&8 | Mass set up |
| | | 9:45 | Year 9&10 | Year 9&10 | Year 9&10 | Year 9&10 | |
| | | 10:10 | Year 11 | Year 11 | Year 11 | Year 11 | Break 10:10 |
| 11:10 Break | | Year 7 sign up | Year 9 sign up | Year 10 sign up | Year 11 sign up | Whole School Liturgy 10:40 | |
| 11:25 | Team Time | Year 11 Classrooms | Year 7 Workshops | Year 9 Workshops | Year 10 Workshops | | |
| | Year 11 Classrooms | | | | | | |
| 12:25 Lunch | | Year 8 sign up | Lightfever 12:45 (Chapel) | Lightfever 12:45 (Chapel) | Lightfever 12:45 (Chapel) | Optional Mass 1250 | |
| 13:25 | Year 10 Classrooms | Year 9 Classrooms | Year 8 Workshops | Prayer for U (Chapel) | Year 11 Workshops | Pupil follow up session | |
| | Year 9 Classrooms | | | | | | |
| 14:25 | Year 8 Classrooms | Year 7 Classrooms | Prayer for U (Chapel) | Team Time | Prayer for U (Chapel) | Evaluation meeting | |
| | Year 7 Classrooms | | | | | | |
| 15:30 | | Staff Social 15:30-16:30 | Team rehearse (Hall) | Youth Alpha Launch Party 15:30-17:00 (Hall) | Team rehearse and pray (Local Parish) | Team depart | |
| 18:30 | | Team depart | Team depart for team social | Team depart | Main Event 18:00 | | |

Subject departments

Role and responsibilities

Role:

- ✂ To help the students understand that God is part of all areas of life and education
- ✂ To promote and advertise the mission events in school (internal advertising)

Responsibilities:

- ✂ To involve the students in creating decorative advertising within the school in advance of the mission. Advertising can take different forms, from a display board in the School Foyer to A6 flyers on the back of toilet doors! It is important to include the titles of what is being advertised, as well as the date and time. Some stories of people's experiences of Mission, that you may wish to use in publicity, can be found in the external advertising section. Many schools choose to use the themes of the mission to create banners using unfitted sheets and fabric paint to decorate the main hall. It is a very effective way of involving pupils in preparing for the mission and increasing their sense of ownership of it. Whatever is done artistically should be backed up by verbal announcements, where possible given by pupils, in form time and assemblies.
- ✂ To advertise around the school in the last few weeks before mission. This can begin by advertising the week itself; then advertising the Main Event and the Youth Alpha Launch Party. As the week begins, you can advertise the daily themes and 'Lightfever'. Template posters can be found on the resources section for mission on our website:
www.sionyouth.org.uk
- ✂ To facilitate the involvement and discussion of the mission and faith, as far as is possible, within the context of the existing curriculum a list of suggested ways of doing this can be requested from the pre-mission co-ordinator [source used-
<http://www.education.gov.uk/schools/teachingandlearning/curriculum/secondary>]

Mission Administration

Role and responsibilities

Role:

- ⌘ To facilitate the administration necessary for mission activities.

Responsibilities:

- ⌘ To produce sign up slips for workshops that can be downloaded from the resources section of our website.
- ⌘ To produce Prayer For You slips (example in appendix 1).
- ⌘ To produce reconciliation slips if appropriate (example in appendix2).

Mission Administration

Appendix 1: Example of Prayer 4 You card

Size to be reduced, preferably printed on the back of each other, remove circle before printing, print onto a different colour for each day (e.g. red= Tuesday, yellow= Wednesday and orange= Thursday) 8 needed for every 5 minute slot not including the first 10 minutes (for an hour long session 80 cards will need to be produced) [separate word document available for editing]

Prayer 4 You

14:30 14:35 14:40 14:45 14:50 14:55 15:00 15:05 15:10 15:15 15:20 15:25

- Go to normal lessons, show this card to your teacher at the start of the lesson,
- At the time circled go to the chapel- do not leave lesson before your circled time!
- Ask the supervising teacher/team member at the chapel to sign this card for you when you leave the chapel
- Show your teacher the signed card when you return to your lesson

Signed : _____

Returned at : _____

Prayer 4 You

Things to know:

In the chapel you will be sent to 1 member of the team and a student trained in prayer, they'll have a chat with you to get to know you a bit and find out if you have anything you would like them to pray for specifically, then they will simply pray. You close your eyes, pray in whatever way you are most comfortable and they'll pray too- for you and on your behalf. Simple.

Things you may want to pray for:

- For a certain situation you are dealing with.
- To get to know God better or for the first time.
- For a person in your life who needs God.
- Or simply ask them to pray for you- you may not have anything you want to pray for specifically and that's fine too!

Mission Administration

Appendix 2: Example of a time allocation card for the sacrament of Reconciliation

Size to be reduced, preferably printed on the back of each other, remove circle and text in square brackets before printing

Reconciliation

[LIST 5 MINUTE INTERVALS FOR THE DURATION OF THE TIME FOR RECONCILIATION EACH CARD WILL HAVE 1 5 MINUTE SLOT CIRCLED. BELOW IS AN EXAMPLE]

11:30 11:35 11:40 11:45 **11:50** 11:55 12:00 12:05 12:10 12:15 12:20 12:25 12:30

Important

- Go to normal lessons until the time circled, do not leave a lesson before your circled time!
- Show this card to your teacher before leaving the lesson
- Ask the supervising teacher/team member at the reconciliation to sign this card for you as you leave
- Show your teacher the signed card when you return to your lesson

Signed: _____

Returned at : _____

Reconciliation

Some suggestions for preparing for reconciliation

You might like to think about:

- How do I want to act differently?
- How have my actions been hurtful to myself, others, the world or God?
- Why did I do these things?
- Am I really sorry for them?
- There is nothing you could ever do that would stop God loving you and there is nothing God won't forgive when we bring it to him.

You might find it helpful to spend some time quietly praying about these things and asking God to help you answer these questions while you wait to see the Priest.

If you haven't been to confession for a while or just want to talk to the priest and not receive the sacrament let him know before you start so that he can guide you.

Site Staff

Role and responsibilities

Role:

- ✎ To liaise with the mission contact and mission team leader as to the requirements for the use of the premises

Responsibilities:

- ✎ Seating in the hall for assemblies, the main event (if to happen in school) and the school masses.
- ✎ To ensure the school is open for the mission team when needed
- ✎ To be available during the pre-mission visits for any questions regarding use of the site

Practicalities:

- ✎ **Ladders:** (as many as possible) – to be used on Saturday and Sunday for the decoration of the main hall and on Friday afternoon to remove banners. The ladders need to reach to the lighting rigs/ ceiling on the stage. Members of our team are trained in ladder safety.
- ✎ **Timings:** the mission team will usually need to be in school from 7am to 6.30pm Monday to Friday (with the exception of the main event should it happen in school) and from 12pm to 5pm on Saturday and Sunday the weekend before.

Post- Mission Role and responsibilities

Role:

- ⌘ To enable the continuation of God's work within the school after mission

Responsibilities:

- ⌘ To facilitate evaluation of the mission within the staff and student bodies:
www.sionyouth.org.uk/mission-evaluation
- ⌘ To provide information of parishes for those students and staff who wish to return to Sunday services.
- ⌘ To discuss and develop spirituality of the whole school and of individuals with the mission team leader, as much as is appropriate, and with the SMT/SLT and all involved in the spiritual development of the school.
- ⌘ To facilitate the continuation of Youth Alpha, Lightfever and Prayer for you.
- ⌘ To support student driven prayer groups which form as a result of mission (PODs – Pockets of Disciples).
- ⌘ To enable groups to attend the annual Sion events of that year (e.g. D-Weekend and Festival Sanctus) if individual students require it: www.sionyouth.org.uk/events
- ⌘ To organise the logistics for the post mission day prior to the mission.

