

RED BEND CATHOLIC COLLEGE



— CHAPEL OF —  
Mary our Good Mother



*The Chapel of Mary Our Good Mother is a sacred and inclusive prayer space for our College community, dedicated to fostering spiritual growth and unity.*

It is a place where students, staff, and other members of our community can come together to pray, celebrate Mass, and deepen their understanding of the Marist Charism, faith and God's love.

The Chapel is intended for faith-based activities such as prayer, scripture study, liturgies, reflective talks, Mass, and the receiving of sacraments. It serves as a vital part of our spiritual life, providing a space for contemplation, worship, and communal bonding.

This document outlines the expectations and instructions for the respectful and proper use of the Chapel, ensuring that it remains a place of reverence and spiritual enrichment for all who enter.

**INSPIRING MINDS, HEARTS AND SPIRITS**

# USE OF THE CHAPEL

## Booking

- Prior Booking: All events or activities in the Chapel are to receive prior approval by the Director of Mission and Catholic Identity through the SOBS online booking system.

## Expectations for use of the Chapel

- Staff must ensure that the following expectations are made clear to the students before entering the chapel and followed.
- When using the Chapel for non-liturgical purposes, the same expectations apply.

## Beginning

- Dispose of rubbish before entering. Food and drink are not permitted within the Chapel.
- Students are briefed before entering including removing hats, and ensuring that uniforms are worn correctly. All are to enter the chapel in silence and remain in silence unless participating in responses or hymns.
- At the instruction of a staff member, everyone genuflects towards the tabernacle (right knee touches the ground).

## During

- Participate in prayers and hymns proudly and respectfully.
- Handle religious items with care.
- Disrespectful behaviour is removed quietly.

## Conclusion

- At the instruction of a staff member, everyone stands and genuflects towards the tabernacle (right knee touches the ground)
- Staff member dismisses students in an orderly manner.
- All lights, air conditioning, and AV equipment must be turned off. If outside of day school hours, please also lock both doors.

# INSTRUCTIONS FOR THE USE OF LIGHTING, AC AND AV

**LIGHTS** - All lights are switched on using the labelled switches in front of the Sacristy door. There is a separate light next to the side/back door for the far seating area.

**FANS** - Turn fan switch on using the labelled switches in front of the Sacristy door. Use the remote controllers above the switchboard to turn on each fan.

**COMPUTER** - Turn on the computer by pushing in the power button on the right-hand side of the monitor.

**AUDIO/VISUAL (AV)** - Sound for the computer, lectern, microphone or lapel mic can be adjusted with the labelled AV cabinet switchboard. The data projectors are turned on with the remote controllers on the top shelf of the AV cupboard.

**MICROPHONES** - A roving and lapel microphone are located in the AV cupboard on the lower shelf in the black box. Spare batteries can be collected from the front office.

**AIR-CONDITIONING (AC)** - AC units are turned on with the remote controllers in the top shelf of the AV cupboard.

**BLUETOOTH** - If you want to use Bluetooth, open the audio cabinet and hold down the Logitech Bluetooth controller until you see Logitech pop up on your device.

**KEYBOARD** - Keyboard is only used by those trained in playing hymns. To turn on, please press the button located on the left of the keyboard.

*For any IT issues, please contact  
support@redbendcc.nsw.edu.au or visit the IT office.*



## INSTRUCTIONS FOR THE USE OF RELIGIOUS ELEMENTS

**SACRISTY** - If required to access the Sacristy, the key to the Sacristy is held by Mission and Life Team (MLT) staff (including the Principal, Deputy Principal, Director of Mission and Catholic Identity) and the Director of Boarding.

**TABERNACLE** - The Blessed Sacrament is located in the Tabernacle. The key is held by the MLT. Only staff and students who have completed a training course as Extraordinary Ministers of Holy Communion are to access the Tabernacle. All are expected to genuflect (or bow) when approaching the Tabernacle or coming to the Sanctuary to read from the lectern.

**SANCTUARY** - This is the raised area where the altar and tabernacle are located. When accessing and leaving the sanctuary, please bow.

**CANDLES** - Candles are only lit under staff supervision. Please ensure all candles are blown out at the conclusion.

# GUIDELINES FOR INDIVIDUAL CHAPEL PRAYER OUTSIDE OF NORMAL HOURS

**OPENING HOURS** - The Chapel is left open 8am - 4pm school days for quiet prayer. All students and staff are encouraged to pray during these times. Students can access the chapel for personal prayer outside these hours by asking a staff member. Remember, these guidelines are meant to enhance your personal prayer experience while respecting the sacred space of the Chapel and the practices of others who may be present.

**RESPECTFUL ENTRY** - Enter the Chapel quietly and respectfully, acknowledging its sacredness.

**SUITABLE SPACE** - Select a suitable space in the chapel. Your prayer may include Silent Reflection, Personal Prayer, Rosary, Meditation, or reading scripture or set prayers.

**PRAYER BOOKS** - Liturgical books for prayer or liturgy are located on the right hand side when entering the Chapel. Please ensure these books are returned on exiting.

**CLOSURE** - Conclude your prayer time with the sign of the cross, leaving the Chapel quietly and respectfully. Switch off all lights, AV and AC. Lock doors if outside of day school hours.

*Answer me when I call to you, my righteous God. Give me relief from my distress; have mercy on me and hear my prayer. - Psalms 4:1*







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