When we plan collective worship, we think about the four main headings:

gather, listen, respond /reflect and go forth.		
Gather	Listen	What is the Scripture reading? Could you include a video / drama to draw out the main themes of this passage? Is it in keeping with the Churches liturgical year? Why / How? Or does it connect to a special year group intention?
What questions are you asking learners to think about? What actions are you hoping to see after the event? Allow for reflection time, discussion time and feedback. Make it clear why this theme is important to us as Catholics.	GO FORTH AND SET THE WORLD ON FIRE Go Forth	What is the "take home" message? What is the impact that you are hoping for and how will this be monitored? Make reference to it at the end of the service. Include music either here or on entry.