

COMMUNITY SERVICE HANDBOOK

2015 – 2016: Sophomore – Junior – Senior



2015 - 2016
BETHLEHEM CATHOLIC HIGH SCHOOL
Upper Classmen

Why We Offer Community Service

*“...the Son of man came not to be served but to serve,
and to give His life as a ransom for many.” Matthew 20:28*

Reflecting on the above passage from Sacred Scripture, our Lord gives us an example of how we are to live our lives. We are to live in a way that seeks to serve those who are in need. In 1 Peter 4:10:

*“As each has received a gift, employ it for one another,
as good stewards of God’s varied Grace...”*

We at Bethlehem Catholic High School recognize and take seriously the call to serve in the name of our Lord, Jesus Christ. We seek to encourage opportunities for our students to go beyond the classroom and take what they learn into the community. Through the sharing of their time and talent, students will work, in the name of the Lord, to bring hope and healing to those in need. It is our hope they will see that service is not something you do; it’s something you live.

What Is Community Service

Community Service to others comes in many forms. As a general rule, a student may count any volunteer work (or service hours) he or she completes for a community focused **non-profit and/or charitable organization, nursing home or hospital**, who does not promote or support values or goals contrary to the teaching of the Roman Catholic Church. Furthermore, the student may not be compensated in any manner for the service performed.

If a student is part of an organization performing service, he or she may count the service hours only if the organization does not receive any compensation. (For example, service completed as a team or club/activity fundraiser are not counted).

Hours are not counted if they are for a for-profit business or if a student leaves during normal school hours to offer community service.

Special note regarding community service related to politics, elections, campaigns and etc. Service hours are not counted for volunteer work completed for election of specific candidates, campaigns, or other political events. For more information regarding this special note, please see the Chaplain.

Each student will be required to have a supervisor to assist and guide him or her in completing the community service. A supervisor may not be the student’s parent or family

member. The supervisor will be required to validate the satisfactory completion of the service hours.

In some instances a student may offer community service to a particular person in need. Often this may be tutoring, shoveling snow, cutting grass, assisting in moving, cleaning a home or any other act of personal care or service. These hours may be counted as long as the service is not for the student's family member.

For more detail on examples of community service and service hour limits see the section, Service Hour Specifics.

Tracking Community Service Hours

Deadlines

All service hours are to be completed by April 15th of each school year. A student may begin to complete his or her service hours for the following school year, the day after the last day of school. (For example, if the last day of school is June 5th, the student may begin to work on the following school year's service hour requirement on June 6th).

Tracking

Tracking service hours is done through the School Website. From the School Website (www.becahi.org) navigate to Student Resources -> Service Hours -> Service Hour Entry

You will have the opportunity to complete the online form. In order to properly enter your service hours, you will need the following information:

- Your Student ID
- Your supervisor's name and telephone number
- Your supervisor's email address ***
- The Organization
- The service date
- The location (City, State)
- The hours served

*** You must have your supervisor's email address to use the online form submission. If your supervisor does not have an email address you will not be able to submit your hours online, and you MUST complete a manual log complete with all required information. All manual logs are to be turned into the student's Theology Teacher.

Since online forms can be submitted at any time, you must enter your service hours within 30 days of completing your service. If your service occurs over a period of time, you will have 30 days from the last date of service to enter your hours. This deadline requirement holds for all service completed over the summer break as well.

In the event you are not able to submit your service hours online, you **MUST** complete a manual service log. All manual service logs must be turned in within 30 days of completing the service. In the case where the service occurs over the summer, and a manual service log must be completed, those logs must be turned in, to the Chaplain, within the first two (2) weeks of first day of school. Any missed deadlines (online or manual log submission) will result in no credit given for the hours.

Reflection Papers

Since service can and should have a deep and positive affect on the students, Religion teachers often ask for a reflection paper to be written on the service completed. These assignments need to be completed as assigned and are independent of the service hour completion and submission deadlines.

Questions, Concerns, Issues etc.

The first line of contact should be with the student's Religion teacher. Many questions and problems are easily resolved through the help and guidance of the student's Religion teacher. In the event the teacher cannot resolve the question or problem, he or she will refer the student to the Chaplain.

Since service hours are a school and Diocesan requirement, every effort must be made to complete the required number of hours of service by April 15th. If a student has a serious issue and completion of the service hours by the April 15th deadline presents an undue burden or hardship, the student must speak to the Chaplain as soon as possible to discuss his or her individual situation. Failure to complete the required number of service hours may result in the student not being able to either Graduate or begin the next school year, at Bethlehem Catholic.

Magis Service Society of Bethlehem Catholic High School

Background/Inspiration

Magis is a Latin term for "more" that was adopted by St. Ignatius of Loyola and suggests the spirit of generous excellence in which ministry should be carried on. Living the magis calls us to examine how our choices affect others and guides us to make decisions that benefit the greater good.

Recognition

This Society seeks to recognize those graduating Bethlehem Catholic High School Seniors who have demonstrated, by their witness of service, they are living the Magis. Seniors are honored and visibly recognized at Graduation and Baccalaureate Mass by wearing a gold cord over their graduation gown.

Eligibility/Requirements

The following serve as a minimum required to be considered for this honor:

- Be a graduating Bethlehem Catholic High School Senior of good reputation (Note, this honor can be revoked at any time prior to graduation for conduct not becoming of a Golden Hawk.)
- Display a spirit of generous excellence in the ministries served (Don't just show up, but be inspirational and transformative in the manner in which you serve.)
- Exceed the total required number of service hours with a minimum of at least 10 hours in each of the following areas:
 - Service to School
 - Service to Parish/Church
 - Service to Local Community
 - Service to those in a Nursing Home or Hospital
- Display a desire to experience and serve in diverse ministries that challenge you to "*live the more*". (This means you will have various and diverse service opportunities, not simply doing the same service or same type of service each year.)
- Complete the Reflection Questions and submit them to Fr. Kevin Gualano by the deadline.
- Be approved by the Magis Faculty Committee for confirmation of reflection essay and quality and diversity of service hours.

Reflection Questions

The student will be required to write a brief 1-2 page reflection that answers the following three questions (12 pt Times New Roman Font, Double Spaced):

1. Who has been the most influential person for you during your service experiences. Why is this person the most memorable?
2. What service experience had the biggest impact on you? In other words what experience touched your heart or moved you the most? Why?
3. How have you learned to "*live the more*" through this experience? What changes in yourself or in your attitudes, values or priorities have you noticed?

Service Hour Specifics

The following chart highlights the minimum community service hours for each academic class year. Hours must be completed by April 15th of the current school year.

Academic Class Standing	Total Hours (Including essential area hours)
Freshman	10
Sophomore	15
Junior	20
Senior	25

The following are some considerations to keep in mind when planning to complete your community service hours:

- Hours are not counted if the student leaves during normal school hours to offer community service (ex. Kirkland, Iron Pigs etc.)
- Hours are not counted if the student completes service for a for-profit business.
- Hours are not counted for serving as a leader on any retreat teams (Parish or School or otherwise)
- Hours are counted if a student attends an official and organized service trip (Ex. Becahi, Notre Dame Parish). In order for a service trip to count for completed hours, proper documentation from the service trip supervisor is required. (Ex. Amount of actual service hours completed – not to include social time or time spent on activities other than dedicated service projects.)
- All Bethlehem Catholic High School service events will automatically be tracked and entered for the student (Ex. Open Houses, Middle School Dances, Freshman Orientation etc.) Students may be required to check in and check out to verify attendance. Failure to check in or check out may result in no hours being credited.
- Hours are not counted for students who Altar Serve, Cantor, Lector or Sing in the Choir for Mass on Sundays. As Sunday is an obligation day, and students are required to attend Mass, hours will not be counted. An exception to this would be special occasion Masses such as: Weddings, Funerals, Easter Triduum, Christmas Midnight Mass. Since these require specialized training and preparation, hours are counted for not only serving at these liturgies, but also any practices or training.
- Hours are counted for Altar Server training or assisting at Altar Server training.

General Closing Thoughts

It is important to keep in mind that the purpose of this program is to complete service hours that impact the community and assist the student to grow in charity. Any opportunities or ideas for service that are not covered in this document should not be presumed to be approved. It is recommended that students discuss all ideas and opportunities for service hours with their Theology Teachers prior to completing them. Issues and questions should be directed to the student's Theology Teacher first. If the Theology Teacher is not able to assist the student he or she will partner with the Chaplain for further assistance.