

# Bethlehem Catholic High School

## Service Handbook

### 2022-2023

#### Why We Serve

*"...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 we do; it is something we live.

#### What is Community Service

Community Service comes in many forms. 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, provided that the organization does not promote or support values or goals contrary to the teachings of the Catholic Church. When seeking out service opportunities, students are encouraged to consider how they may live the Corporal Works of Mercy: feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick and imprisoned, and burying the dead.

#### Service Requirements

The following chart highlights the **minimum** number of community service hours required for each academic class year:

<b>Academic Class Standing</b>	<b>Total Hours</b>
Freshman	10
Sophomore	15
Junior	20
Senior	25

- Students must complete the minimum number of hours required for their class year (See chart above).

- Service hours completed during the summer must be submitted for approval by October 15<sup>th</sup> of the subsequent school year. All service hours completed during the school year must be submitted by April 15<sup>th</sup>. Students are highly encouraged to submit their service hours within 30 days of completing each service activity.
- Students may not be compensated in any manner for the service performed. Students who participate in school clubs, sports, and/or fundraising activities may only receive service hours for opportunities that have been pre-approved by Fr. Ezaki. Team management hours and fundraising events that provide individual benefits to students will not be counted toward a student's required service hours.
- Hours will not be counted if they are completed for a for-profit business, unless the business is a hospital, nursing home, or school.
- Students may not complete community service during school hours unless they are taking part in a service activity that is sponsored by Bethlehem Catholic High School.
- Students who serve on a Retreat Team, either through their parish or through Bethlehem Catholic, may not count this time toward their required service hours.
- Students who attend service trips may count only the hours of actual service completed. Social and spiritual activities, as well as transportation or other daily tasks, may not be counted toward service hours.
- Students who serve at Bethlehem Catholic High School service events are required to check in and check out to verify attendance. Failure to check in or check out may result in no hours being credited.
- Students are encouraged to seek out service opportunities within their parishes and parish schools.
- Students who altar serve, cantor, lector, or sing in the choir for Mass at their parishes may submit up to 5 hours spent on these ministries toward their required service hours.
- Service hours are not counted for volunteer work related to elections, political organizations, or political candidates' campaigns.
- Students will not receive service hours for donating items to school-sponsored or community collections.
- Students who are members of the National Honor Society may not count their NHS tutoring time toward their required service hours.
- In rare instances, a student may offer community service to a particular person in need. Often this may be tutoring, shoveling snow, babysitting, cutting grass, assisting in moving, cleaning a home, or any other act of personal care or service. These hours may be counted provided that the service is not for the student's family member.
- Students are encouraged to seek out a variety of different service experiences over the course of their high school careers.

## **Tracking Community Service Hours**

### **Deadlines**

As stated above, all service hours completed during the summer are due by October 15<sup>th</sup> of the subsequent school year. All students are required to have completed their minimum number of required service hours by April 15<sup>th</sup> of each year. Failure to submit one's hours according to the above deadlines

may result in the denial of those hours. Service hours are considered completed when all documentation has been submitted to Bethlehem Catholic, complete with the service supervisors' signatures.

Students who fail to complete their service hours by April 15<sup>th</sup> will receive an "Incomplete" for their service requirement on their report card. Seniors who receive this "Incomplete" may not receive their diplomas and underclassmen may not receive their schedules for the following year until all hours are completed and all documentation submitted.

## **Tracking**

All service hours should be tracked on the Service Log sheets available on the school website and submitted to a student's Theology teacher upon completion. Service Logs must be signed by the person who supervised the service, typically the organization's representative. Parents are not permitted to sign service logs. For service completed over the summer, the Service Log Sheet should be submitted to the student's Theology teacher upon returning to school in the fall.

## **Questions, Concerns, Issues etc.**

It is important to keep in mind that the purpose of this program is to complete service hours that impact the community and help the students 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 unless the activity has already been approved by the Campus Ministry Office. 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 Fr. Ezaki for further information.

As stated above, all service hours must be submitted no later than April 15<sup>th</sup>. If a student has a serious issue and completion of the service hours by the April 15<sup>th</sup> deadline presents an undue burden or hardship, the student must speak to his or her Theology teacher as soon as possible to discuss his or her individual situation.

# **Magis Service Award 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 out. 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 award distinguishes 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 unbecoming of a Bethlehem Catholic student).
- Display a spirit of generous excellence in the ministries served (Do not just show up but be inspirational and transformative in the way 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 in a Word document and email them to both Fr. Ezaki and Miss DeSanto, Campus Minister, 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?

**Bethlehem Catholic High School**  
**Service Handbook – Signature Page**  
**2022-2023**

**Student Name (Please Print):** \_\_\_\_\_

**Theology Teacher:** \_\_\_\_\_ **Class Period:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I acknowledge that I have read the *Bethlehem Catholic High School Service Handbook 2022-2023* in its entirety and understand the service requirements described therein. I am committed to adhering to all requirements and deadlines as outlined in the Service Handbook. I understand that failure to adhere to these service requirements and deadlines for the 2022-2023 school year may result in the denial of submitted hours and/or an incomplete for my service hour requirement. I understand that all questions regarding service hours should be directed to my Theology teacher.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Printed)

**Please return this signed form to your Theology Teacher.**