

Saint Viator High School

Christian
Service
Experience

2011-2012
Guide

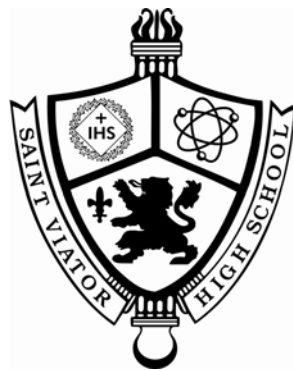


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MISSION OF THE CLERICS OF ST. VIATOR

To proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated.

MISSION OF SAINT VIATOR HIGH SCHOOL

Saint Viator High School is established by the Clerics of St. Viator and the Archdiocese of Chicago to continue the Viatorian mission in the Church “to proclaim Jesus Christ and His Gospel and to raise up communities where faith is lived, deepened and celebrated.” Saint Viator High School is, therefore, a Catholic educational community called to provide religious formation and an academic program of excellence to young men and women of the northwest suburbs of Chicago.

The school will attain these goals by providing a college preparatory curriculum integrated with Christian principles, which emphasize responsibility to society and to the Church. Saint Viator will foster a respect for the dignity and uniqueness of individuals and will challenge students to reach their maximum potential in intellectual, physical, spiritual and emotional growth.

Through the full collaboration of parents, students, faculty and staff in dimensions of the school’s life and governance, Saint Viator High School will achieve its mission by becoming an educational and formational community of faith.

Established April 19, 1990 Board of Governors

PROFILE OF SAINT VIATOR HIGH SCHOOL GRADUATES

Saint Viator High School graduates reflect the Viatorian values of life-long, collaborative learning within a Catholic community. They have benefited from instruction that responds to a variety of learning styles. Our graduates are critical thinkers who have the ability to recognize and evaluate information and apply appropriate solutions. Enhancing a global prospective, they are dynamic creators, communicators and collaborators. They seek to reach their maximum potential intellectually, physically, spiritually and emotionally as they meet challenges of the world.

As members of a Catholic and global community, Saint Viator graduates...

- understand Catholic history, traditions, and beliefs resulting in the ability to make moral judgments based on Catholic principles;
- possess a developed sense of respect for self and others, and respond to the needs of others with caring service;
- cultivate the ability to make responsible life choices;
- seek to be leaders within their faith community who model the values embodied in the Gospel message;
- accept and respect other cultures, traditions and values;
- master the essential concepts and skills of each discipline;
- solve problems collaboratively with an international perspective;
- navigate using discernment and evaluation the vast quantities of information available in the twenty-first century via changing modes of technology;
- possess a sense of pride in their country, religious tradition and family.

CHRISTIAN SERVICE RATIONALE

Jesus taught, healed and reached out to all people with love, yet he touched in a special way the poor, sick, oppressed, weak and needy.

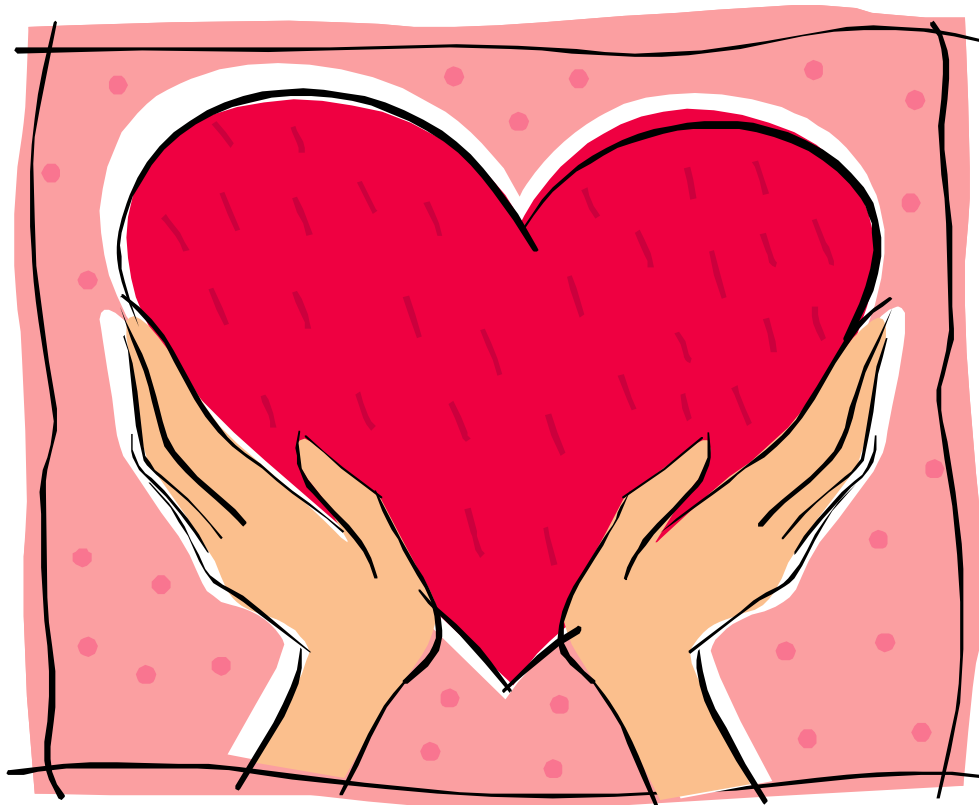
The belief in the dignity and worth of each person is essential to the gospel and the social teaching of the Catholic Church.

As disciples of Jesus, we hear the call to continue his mission and ministry, and proclaim the Gospel in our world today.

We are called to live the faith passed on to us through Jesus Christ. Saint Viator High School provides its students the opportunity to concretely live out and celebrate their faith through service.

Christian service complements the school's curriculum by providing experiences that assist students in recognizing the broader perspective of community and their unique roles in building Christian community.

Christian service challenges students, faculty and staff alike to learn about their community and its needs, and then to respond in loving service in order to transform the world in the name of Jesus.



GOALS OF CHRISTIAN SERVICE

The goals are based on the mission and profile of the Saint Viator graduate, and the Viatorian mission of proclaiming Jesus Christ and His gospel and raising up communities where faith is lived, deepened and celebrated. The service requirement has been designed to achieve the following goals:

- **Gospel Values**
To give each student the opportunity to reflect on the gospel of Jesus Christ in relation to how it calls each person to love and serve others.
- **Justice**
To challenge each student to respond to those gospel values that are at the heart of the church's teaching on social justice.
- **Community**
To invite each student to active and responsible participation in the life, mission and work of the Catholic faith community.¹
- **Self Knowledge**
To provide the opportunity for each student to experience many types of service in order to clarify each student's particular gifts and talents.
- **Service**
To emphasize to parents and students the importance Saint Viator High School places on service to people who are in need.
- **Reflection**
To give students the opportunity to reflect on their service experience and how it affects their lives.
- **Skills**
To provide an opportunity for students to develop skills in working with people that will help them in future career planning.
- **Self Worth**
To encourage each student's sense of self-worth that comes with making a contribution.
- **Growth**
To encourage each student to meet and accept new challenges.
- **Viatorian Identity**
To follow in the Viatorian tradition, and have Saint Viator High School students, living in a world of cultural diversity, embrace and learn from those who are "accounted of little importance" by some.²

¹ *Renewing the Vision*

² adapted from the Clerics of St. Viator Vision Statement

THE CHRISTIAN SERVICE EXPERIENCE

Within the four years at Saint Viator, students are required to complete **100 Christian service hours**. These hours are to be completed in the following categories:

30 Hours with the Marginalized

15 Hours within a Parish/Church Community

15 Hours within the Civic Community

40 additional hours of the student's choice in any or all of the three categories.

***Students may also have up to 15 of the 100 hours in the In House category (see page 6)**

Freshman Year	Sophomore Year	Junior Year	Senior Year
25 Hours	25 Hours	25 Hours	25 Hours

Transfer students are required to complete the minimum number of hours for each year they are enrolled at Saint Viator.

Students may complete Christian service hours in any category, any year. For example, a student may choose to complete:

- 10 hours in Marginalized, 10 in Parish/Church, and 5 in Civic Community within one year, or
- 25 hours in any one category within one year.

The total hours in each category must be fulfilled by the time the student graduates.

While 25 hours fulfill the requirement each year, many students perform more than the minimum. Students should continue to turn in documentation of all their service hours so accurate records are kept. Any hours above the 25 hour minimum will count toward fulfilling the requirement in the three categories: Marginalized, Parish/Church, Civic Community. For example, if a freshman completes 30 hours with the Marginalized that first year, he/she will have met the requirement for the Marginalized category. However, he/she must still complete 25 hours during sophomore, junior and senior year to meet the graduation requirement.

The Christian Service Experience will run from June 16, 2011 – June 15, 2012. In the summer of 2011, hours completed after June 15 will be applied to the upcoming school year. For the Class of 2012, all Christian service requirements (hours and paper) must be completed by April 15, 2012.

This is to ensure that all requirements have been met in time for graduation. A senior who has not completed his or her service by April 15, along with being ineligible to graduate, will not be allowed to participate in prom, senior celebration, spring sports or co-curricular activities until the Christian service requirement is completed, verified and recorded.

The Christian Service Experience is comprised of three parts.

- Preparation for the Experience
- Experience of Christian Service
- Reflection on the Experience

Along with the completion of the minimum number of Christian service hours, students will participate in a process of Theological Reflection each year. A student's Christian service requirement is not considered complete until the reflection process is also completed. This reflection process is explained in more detail beginning on page 10

WHAT IS CHRISTIAN SERVICE?

Service comes in many forms. The expectation is that students will complete meaningful service **with** people, not **for** people. The service experience should provide the student with a broader experience of life. Ideally, the service should be something to which students can make a firm commitment. The following offers examples of each category:

Marginalized (30 hours)

Inspired by Jesus, Fr. Louis Querbes, the founder of the Clerics of St. Viator, had a special concern for those people counted as least important by society. In this tradition, we place an importance on service with the marginalized of today's society. The marginalized are those who are often on the fringes of society or who are members of an often forgotten group of people. This may include people who are materially or economically poor. It may also include people who are poor in spirit, or who have given up hope. Some examples of people who may be on the margins of society today are: (This is not a complete list, please do not limit yourself to just these areas.)

Elderly	Economically Disadvantaged
Physically/Mentally Ill	Homeless
Hungry	Persons with Disabilities

Parish or Church Community (15 hours)

As Christians, we are called to be active members in our church community. Parishes offer many opportunities for service including, but not limited to:

- Teaching Religious Education Classes
- Volunteer at Catholic Grade School
- Lectors, Acolytes, Eucharistic Ministers
- Parish Mission Trips
- Youth Group Service Activities
- Peer Ministry
- Coaching a Parish Grade School Sports Team
- After School Tutoring Programs

Civic Community (15 hours)

As members of our local, state, national and global community, we are called to "give back" to the community. This is perhaps the broadest category. These are just a few of the many opportunities your community may offer:

Relay for Life	Village Festivals
Volunteer at Public Library	Sports Camps/Feeder Programs

In House (optional category - not to exceed 15 hours)

Students may have up to 15 of their 100 hours as In House hours. These are hours of service to the Saint Viator High School community. Examples of In House hours are:

Retreat Leader	Retreat Support Staff	Hosting a Shadow
Open House Tour Guide	Usher at a school play or musical	Sports Feeder Program

HOW DO I KNOW IF THIS IS CHRISTIAN SERVICE?

If you can honestly answer “TRUE” to all of the statements, then your service hours are probably acceptable to fulfill the Christian Service Experience. If you answered “FALSE” to any statements, or have any questions, please stop in and see the Christian Service Coordinator in Campus Ministry.

I am not receiving monetary compensation for my service hours.	True	False
My primary motivation is not to receive any recognition or award.	True	False
I am filling a need for a person or group (family members do not count).	True	False
I am going outside of my “comfort zone” when I do my service hours.	True	False
(a) I am reaching out to help people that I did not know before I started.	True	False
(b) I am performing an activity or learning a new skill that I never did before.	True	False
(c) I am going to a place that is outside of my familiar, everyday world.	True	False
(You should be able to answer yes to at least one of these.)		
I am performing my service hours willingly and with a positive attitude.	True	False
I am contributing to the Saint Viator High School legacy of service.	True	False
I am making a difference!	True	False

WHAT DOESN'T COUNT AS CHRISTIAN SERVICE?

This is not a complete list:

- Student's or parent's place of employment
- Babysitting for family, friends or neighbors
- Walking a neighbor's dog
- Shoveling your driveway
- Any work done for your family **including grandparents or other extended family**
- Fashion Show modeling

The only way to ensure that service opportunities will count towards your total number of hours is to have them pre-approved by a campus minister.

PRE-APPROVAL FOR CHRISTIAN SERVICE HOURS

Each student must get his or her Christian service hours pre-approved. **Pre-Approval Forms are only available through Campus Ministry.** (They are not available on the website since they are in triplicate).

How to get your Christian service hours Pre-Approved:

- 1. Fill out the Pre-Approval Form and bring it to the Christian Service Coordinator in Campus Ministry.**
- 2. The Service Coordinator will sign off on all acceptable service hours.**
(If service hours proposed by the student are not acceptable, the service coordinator will discuss other possible options with the student.)
- 3. The form will be returned to the student. You can go ahead and complete your hours!**

WHAT IF A SERVICE OPPORTUNITY COMES UP AND I DON'T HAVE THE CHANCE TO GET IT PRE-APPROVED?

Great Question!

Although pre-approval is necessary, we realize that service opportunities may come up at the last minute and pre-approval is not always possible, especially during school vacations.

In this situation, a student may participate in the service opportunity. Please read through this guide to understand what does and doesn't qualify as service.

After completing the service experience, a student may bring the approval form to the Coordinator of Christian Service for possible approval. Approval is at the discretion of the Coordinator and will not be granted if the service does not meet the standards of the Saint Viator Christian Service Experience.

RECORDING OF CHRISTIAN SERVICE HOURS

Official records of each student's Christian service hours are kept through Campus Ministry.

Website Information

Information about the student's completed service hours will be available on the school's website. When a parent logs onto the Saint Viator High School Information Access System, one of the choices will be to view their child's Christian service record. Records are updated on a regular basis.

High School Transcript

Since completing Christian service is part of the Saint Viator High School graduation requirement, the total number of hours completed are recorded on a student's permanent high school transcript.

Awards

In order to be eligible for the Presidential Service Award, Christian service hours should be turned in by February 1, 2012

VERIFICATION OF CHRISTIAN SERVICE HOURS

On a random basis, calls will be placed to the service sites to verify a student's recorded hours. If a student has falsified his or her Christian service hours or service forms, the matter will be dealt with as academic dishonesty. **Please note that a parent signature to verify service hours is NOT acceptable.**

NON-COMPLETION OF CHRISTIAN SERVICE HOURS

If a student has not completed the minimum 25 hours of Christian service by the deadline, the student will be ineligible for any co-curricular activities until the hours are completed and recorded. A student who has not completed the Christian service requirement will be allowed to attend the first day of sports tryouts in August but will not be able to practice with teams until the service hours have been recorded in the computer system. Please note that hours and papers turned in after the June deadline will not be recorded until classes resume in August. This will result in a student missing many important practices.

A student who ends a school year at Saint Viator without having completed the Christian service requirement will receive a letter during the summer with information about eligibility for co-curricular activities and as to when those hours must be completed in order to continue classes.

The senior year deadline to complete Christian Service is April 15. A senior who has not completed his/her service by the deadline, along with being ineligible to graduate, will not be allowed to participate in prom, senior celebration, spring sports or co-curricular activities until the Christian service requirement is recorded. If a large number of seniors wait until the deadline day to turn in paperwork, it may take several days until all the paperwork can be processed. Students will be ineligible for any co-curricular activities until the paperwork is verified and recorded.

REFLECTION PROCESS

The reflection process is a required part of the Saint Viator Christian Service Experience. A student's Christian service requirement will not be considered fulfilled until the reflection process is completed.

This reflection process will give students an opportunity to relate their Christian Service Experience to the teachings of Jesus and the Catholic Church, and apply the lessons learned to their own lives. The reflection process will consist of 2 parts:

1. Personal Reflection

- a. After each service experience, students fill out the reflection portion of the pre-approval form. This serves as a brief summary and reflection of each experience. As soon as the pre-approval form is complete, it should be turned in to the Service Coordinator in Campus Ministry.

- b. Every student will be required to complete one in-depth Theological Reflection each year. This may be done any time throughout the year after the student has completed at least one service experience. The student may wait to complete this form until after he/she has completed several service experiences. The directions for this reflection paper are in this Service Guide. The directions provide questions for the student to answer and direct the student in the process of reflection.

The Theological Reflection must be turned in to the Service Coordinator in Campus Ministry by June 15 (Classes of 2013, 2014 and 2015) or April 15 (Class of 2012).

Papers will be reviewed by the Christian Service Coordinator or other Saint Viator High School faculty. Papers that are not deemed satisfactory may be returned to be rewritten and resubmitted. The Saint Viator High School Academic Integrity Policy applies to all Personal Reflection Papers.

2. Group Reflection

Students are expected to participate in a group discussion/reflection. Group reflections will be scheduled by Campus Ministry and times will be announced. The meetings take place during the school day either through religion class or during an activity period. Freshmen participate in the group reflection through the freshman retreat.

Freshman Year Personal Reflection Paper Instructions

Format Instructions for the Personal Reflection Paper:

The Personal Reflection must:

- Be 2 pages typed and double spaced
- Be 12 point, Times New Roman Font
- Have 1-inch margins on all sides of the paper
- Not be double spaced between paragraphs
- Be proofread and spell checked
- Have the name of the student and the year of graduation on it

Papers should be turned in to the Service Coordinator in Campus Ministry by June 15th.

Content Instructions for the Personal Reflection Paper:

1. Describe a memorable or significant experience from your overall service work.

2. Describe things you learned about yourself or how it has changed you. For example:

- Strengths or weaknesses you recognized in yourself
- Particular things you liked or disliked about your work
- New abilities you discovered about yourself

Be specific. Support each of your statements with specific evidence/examples.

3. Explain how your experience helped you:

- Learn something new about the people you worked with
- Experience and/or realize the presence of God in your life

Sophomore Year Personal Reflection Paper Instructions

Format Instructions for the Personal Reflection Paper:

The paper must:

- Be 2 pages typed and double spaced
- Be 12 point, Times New Roman Font
- Have 1-inch margins on all sides of the paper
- Not be double spaced between paragraphs
- Be proofread and spell checked
- Have the name of the student and the year of graduation on it

Papers should be turned in to the Service Coordinator in Campus Ministry by June 15th.

Content Instructions for the Personal Reflection Paper:

Choose one of these scripture stories/passages as the basis for your paper:

- A. Exodus 3:7
- B. 1 John 4: 8ff
- C. James 2 : 14 – 17
- D. Matthew 25:34-40

The full verses can be found on the Christian Service page of the school website under “Sophomore Year Reflection Paper”.

Write out the passage (single spaced on top of first page). Answer the following questions based upon your experience and how it relates to the scripture you chose:

- Why did you choose this passage?
- Why/How does this connect with your service?
- What have you learned from your project? What have you learned about God, yourself, and others?
- Where do you see this passage applied in today’s world?
- Does this project give you any insight into your future?

Junior Year Personal Reflection Paper

Format Instructions for the Personal Reflection Paper:

The Personal Reflection must:

- Be 2 pages typed and double spaced
- Be 12 point, Times New Roman Font
- Have 1-inch margins on all sides of the paper
- Not be double spaced between paragraphs
- Be proofread and spell checked
- Have the name of the student and the year of graduation on it

Papers should be turned in to the Service Coordinator in Campus Ministry no later than June 15th.

Content Instructions for the Personal Reflection Paper:

1. List all of locations you completed Christian Service this year.

Describe the work you did at each place.

Where did you do your service work? What kind of work did you do?

What population did you work with? Was this your first contact with this population?

Was your work Social Service, Social Action, or both? (see below for definitions)

Social Service is giving direct aid to someone in need. It usually involves performing one or more of the corporal works of mercy. That is, giving alms to the poor, feeding the hungry, clothing the naked, visiting the sick or imprisoned, taking care of orphans and widows, visiting the shut-ins, etc. Another name for it is charity.

Social Action is correcting the structures that perpetuate the need. Through the lens of social justice, we begin to take a look at the problems and issues facing us in our own communities, the nation and finally, the world, and we begin to ask questions such as, "Why is there so much unemployment in our area?", "Why are there so many poor in our community?", "How will the deforestation of our rain forests affect our global climate?", etc. Another name for this is Justice

2. Read and review the 7 Basic Themes of Catholic Social Teaching. These can be found on the Christian Service page of the school website under "Junior Year Reflection Paper".
3. Describe what theme or themes of the Catholic Social Teaching your Christian Service is an example of and why. How does your service fulfill the theme(s)?
4. Describe where you see other examples of Catholic Social Teaching (from any of the themes) being lived out by others in your world or the world in general. (This should be at least 1 or 2 paragraphs)

Senior Year Personal Reflection Paper Instructions

Format Instructions for the Personal Reflection Paper:

The Personal Reflection must:

- Be 2 pages typed and double spaced, and be 12 point, Times New Roman Font
- Have 1-inch margins on all sides of the paper
- Not be double spaced between paragraphs
- Be proofread and spell checked
- Have the name of the student and the year of graduation on it

Content Instructions for the Personal Reflection Paper:

1. Read the “Profile of Saint Viator High School Graduates” found on page 2 of this Christian Service Guide.
2. Using specific examples, reflect on how your service experience relates to the Profile.
3. In your reflection paper describe how your service experience will allow you to continue embracing and living out the profile of Saint Viator High School Graduates.

To start your paper, list the three bullet points you will be addressing in the paper

You must relate your experience to bullet point #4 (seek to be leaders within their faith community...). You must also relate your service experience to any other two bullet points of your choice from the Profile.

GENERAL REMINDERS REGARDING CHRISTIAN SERVICE

When you sign up for a project, you are committing yourself to that service experience.

- If a student signs up for a Campus Ministry service trip and fails to show up for that trip without notice, Campus Ministry reserves the right to prohibit that student from signing up for further trip.

For some people, you may be the only person from Saint Viator they will ever meet.

You are representing your school. The impression they have of Saint Viator High School will depend on you. Always strive to make a good impression. How do you do this?

- Dress neatly and appropriately for the work you will be doing.
- Treat everyone you meet with respect.
- Do your service with a cheerful heart, not an “I am being forced to do this” attitude.
- Be on time.

Notices will be posted in Campus Ministry and on the Web to let you know about new service opportunities that come up throughout the year. Be sure to check them on a regular basis.

To participate in a school-sponsored project, don't wait until the last minute to sign up. Many trips have a limited number of spaces, and they fill up quickly.

OTHER THOUGHTS

- Be creative with your service opportunities. Do not just limit yourself to service that is offered through Campus Ministry or other organizations! If you see a need somewhere, be creative! Get a group of friends together and make a difference! Have your team or club do a service project together! Replace a practice with a service trip! The possibilities are endless!
- More and more, colleges are looking for well-rounded students with a variety of experiences including Christian service. The hours are recorded as part of a student's permanent high school transcript and gives students an advantage when applying for certain scholarships. It is important to turn all service hours in to Campus Ministry even if it is over the 25 hour minimum.
- Campus Ministry will do everything possible to assist students in completing their Christian service hours. In the end, though, the responsibility remains with the student!
- Keep your schedule in mind and plan ahead! If you are committed to a school activity (clubs, sports, etc), you should make every effort to plan your service around these activities.
- Be Proactive. Plan ahead! Don't wait until the last minute to plan your Christian service hours!

SERVICE OPPORTUNITIES AVAILABLE FOR STUDENTS

Information is available on the Saint Viator website at www.saintviator.com. On the “Student Life” tab, use the pull down menu to go to “Christian Service.”

Campus Ministry is notified of opportunities for Christian service throughout the year. Students should stop by Campus Ministry or check the website on a regular basis to find out about upcoming opportunities.

IN-HOUSE SERVICE OPPORTUNITIES

Some in-house service opportunities will be available to students throughout the school year.

Only 15 of a student’s 100 total hours will count as service hours to Saint Viator High School. In-house service opportunities will be limited to the following:

Kairos Retreat Leader	10 hours
Quest Retreat Leader	5 hours
Bridges Retreat Leader	5 hours
Freshman Retreat Leader	5 hours
Freshmen Retreat Support Staff	3 hours
Recycling Program	Hours vary depending on participation
Saint Viator Sports Feeder Programs	Hours vary depending on participation
Open House Tour Guide	Hours vary depending on participation
Usher at School Play or Musical	Hours vary depending on participation
Hosting a Shadow	2 hours

QUICK REFERENCE GUIDE

Hours Required:

The graduation requirement will be 100 total hours of Christian service. A minimum of 25 hours must be completed per year. The following hours in each category must be fulfilled by the time the student graduates:

- 30 hours – Marginalized
- 15 hours – Parish/Church
- 15 hours – Civic Community
- 40 hours – Student Choice within any of these 3 categories
- Students may also have up to 15 of their 100 hours in the optional In House category

Christian Service information is available:

- On the Saint Viator website by clicking the “Christian Service” link of the “Student Life” tab
- In the Campus Ministry office

Pre-approval of hours

- Christian Service hours must be pre-approved by Ms. Fons
- Pre-approval forms are available in Campus Ministry

What doesn't count as Christian Service?

- Student's or parent's place of employment
- Babysitting for family, friends or neighbors
- Walking a neighbor's dog
- Shoveling your driveway
- Any work done for your family including extended family (grandparents, aunts, etc)

What is the deadline for completing the Christian Service Requirement?

- For the Classes of 2013, 2014, 2015, all Christian service hours and the personal reflection paper for the 2011-2012 school year must be completed and turned in by June 15, 2012.
- For the Class of 2012, all Christian service hours and the personal reflection paper for the 2011-2012 school year must be completed and turned in by April 15, 2012.

If you have additional questions, please contact:

Ms. Betsy Fons
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Coordinator of Christian Service
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