



2016-2017

**Student Service
Handbook**

The Corporal Works of Mercy

FEED THE HUNGRY

GIVE DRINK TO THE THIRSTY

SHELTER THE HOMELESS

CLOTH THE NAKED

CARE FOR THE SICK

VISIT THE IMPRISONED

BURY THE DEAD

The Spiritual Works of Mercy

CONVERT THE SINNER

INSTRUCT THE IGNORANT

COUNSEL THE DOUBTFUL

COMFORT THE SORROWFUL

BEAR WRONGS PATIENTLY

FORGIVE INJURIES

PRAY FOR THE LIVING AND THE DEAD

The Eight Principles of Catholic Social Teaching

DIGNITY OF THE HUMAN PERSON AND RESPECT FOR LIFE

THE CALL TO FAMILY, COMMUNITY AND PARTICIPATION

RIGHTS AND RESPONSIBILITIES

COMMON GOOD

PREFERENTIAL OPTION AND LOVE FOR THE POOR

DIGNITY OF WORK AND THE RIGHTS OF WORKERS

SOLIDARITY

STEWARDSHIP

"Dear young people, go to meet Jesus the Savior! Love and adore Him in the Eucharist. He is present in the Holy Mass that makes sacramentally present the sacrifice of the Cross. He comes into us in Holy Communion and remains in the tabernacles of our churches, because He is our friend, the friend of all, especially of you young people, who are so much in need of confidence and love. The twenty-first century will be how you young people will want it to be and will make it. After so much violence and oppression, the world needs young people capable of 'building bridges' to unite and reconcile. Only courageous young people, with minds and hearts open to high and generous ideals, will be able to restore beauty to life and to human relationships." **Pope John Paul II, World Day of Prayer for Vocations, May 14, 2000**

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At Muskegon Catholic Central High School, our service to others is based on the Gospel; "Whatever you did for one of these least brothers of mine, you did for me." (Mt. 25:40) Christ calls us to serve others. In addition, the tradition of the Catholic Church gives us the Works of Mercy and the Principles of Catholic Social Teaching to guide us. At MCC, we believe service is an integral part of our Catholic Faith, and a key component of the Crusader spirit.

We have three levels of service at MCC; school, parish, and community. **All service must be performed for a non-profit organization. Service to family members, for-profit businesses/organizations, etc., even if service is performed without pay, will not count towards a student's service hours.** If there is ever any question as to whether or not a service will "count", check with the Campus Ministry Office **BEFORE** beginning the service. Students will participate in all three levels during a four-year education at MCC.

The goal of our service program is not to have students accumulate a certain amount of hours; service should NOT be a matter of simply "punching the clock". Our hope is that, by encouraging and enabling students in learning to serve others, the students will make service a way of life during their high school years and beyond. **Please remember that service is a graduation requirement for Muskegon Catholic Central.**

All service is overseen by the Campus Ministry Office, in cooperation with the Religion Department. Service for Freshmen, Sophomore and Junior years can affect a student's grade in religion class. **In the case that a student fails to complete their required service, they will receive an incomplete for their religion grade until the required service is completed and confirmed.**

Senior Service will be a separate credit/no credit class.

All service requirements may be completed during the summer months. If a students desires to complete their service requirement during the summer, the particular service **must** receive approval by the Campus Ministry Office **prior** to beginning the service.

Description of types of Service

Parish: We recognize that service to the local parishes and churches is a noble form of service. Parish service is described as, service to a student's home parish/church in which the result is a direct benefit to the parish/church community. Examples of this would be altar serving, vacation Bible school, parish/church grounds work, etc....

School: We recognize that service to the Muskegon Catholic Central school is also a form of service. School service is described as, service the student performs that directly benefits Muskegon Catholic School community OR is service that is part of a school function. Examples of this would be school athletic camps, school grounds work, school child care, etc....

Community: As part of Muskegon Catholic Central's desire to reach out to the greater community, community based service is also promoted. Community service is described as, service the student performs that directly benefits those people in the community and do not fit the above two categories. Examples of this would be non-profit organizations, mission trips, elderly work, hospital work, etc....

Determination of the type of service a student presents will be left to the discretion of the Campus Ministry and Counseling departments.

Freshmen and Sophomore Service

Freshmen must complete twenty (20) hours of service

- Minimum of six (6) hours to the Lenten Fish Dinners. Students are to sign up to work with the 7-12 school office unless instructed otherwise.

Sophomores must complete twenty-five (25) hours of service

These students will need to fulfill their service hours either at school or at a church/parish.

Examples of parish service would be altar serving, music ministry, greeter, building and grounds work, etc. Examples of school service would be helping a teacher with classroom cleaning, etc., working on school fundraisers, serving at Mass, acting as a host for school Open Houses; or offering time in the 7-12 school office by helping with administrative projects, school mailings, Back to School set-up, etc. Students that participate in any school mission trips or school service projects may count this for their service hour commitment.

Junior Service

Juniors must complete thirty (30) hours of service

These students will need to fulfill their service hours either in school, church/parish, or community non-profit organizations.

In addition, during second semester of his or her junior year, a student will begin their Senior Community Service/Seminar Project by conducting research on a variety of community service opportunities, under the guidance of the Campus Ministry Office and the Counseling Department. On the student's part, this may include phone calling, interviews, visits, and/or computer research, so that a student may find a service opportunity that they will find most meaningful. Once a student finds a service opportunity, the student will be asked to make a thirty-five (35) hour commitment to be fulfilled over the following year. *(Since many service opportunities need summer volunteers, we ask that the student do this research and commitment PRIOR to end of the junior year.)*

Senior Service

Seniors must complete forty-five (50) hours of service as defined below:

- Thirty-five (35) hours Senior Community Service/Seminar Project (Research and approval of their project is required to be completed by the end of their Junior year). **These thirty-five (35) hours MUST be completed by the end of February of their senior year.**
- Five (5) hours to the Annual Rainbow Auction. Students are to sign up to work with the Special Events Manager in the Foundation Office.
- Ten (10) hours to a church or parish organized and assigned by the Campus Ministry Office. (Senior Service Project).

Seniors will meet with both the Campus Minister and the Counseling Department, at least once a month during their senior year, to work on and prepare for the successful completion of their Senior Community Service/Seminar Project.

In May of the senior year, students will prepare and present an oral report detailing their thirty-five (35) hour service commitment experience.

- The report must have a written and visual aspect detailing the service opportunity.
- Reports must be a minimum of five (5) minutes and no longer than eight (8) minutes.
- Every senior presentation will be subject to follow-up by MCC Administration.

Every senior student must obtain ***a letter from the organization where they completed their thirty-five (35) hours or more. The letter must be on the organizations letterhead, and it MUST be signed by the Supervisor that the student directly reported to while completing their service.*** The verification letters are to be mailed directly to the Campus Ministry Office, or turned in by the student. The letters are due no later than the last academic day for the senior class.

Lastly, during the month of May, senior students will be asked to focus on serving their parish/community in a focused program, as part of Senior Seminar. The Campus Ministry Office will assign senior students to work at a local church or parish. Seniors must perform ten (10) hours of this service, and they will be working with other senior students that were assigned to their group by the Campus Ministry Office.

This ten (10) hour commitment is meant to positively influence both the seniors and our local churches or parishes prior to graduation. It is a final gift from the senior class to our local faith communities.

Submitting Service Hours Online

All Freshmen, Sophomores, and Juniors are required to submit their service hours for each service project that they worked. This year we are implementing a new online tracking system. Students will log into x2VOL to look for service opportunities, enter service hours, and view their progress in fulfilling the requirements.

In addition to a detailed description regarding their service work, the online form also requires that the student submit the name, phone number and email address of the Service Hour Project Supervisor so that the information can be verified. Once verified by the Project Supervisor, the Campus Minister will review the information to determine whether it meets the criteria listed in this document.

Visit muskegoncatholic.org/service-learning for x2VOL login information and video tutorials.

Students will also be provided training during Advisory, on how to log this information.

If there is a problem that occurs while trying to report service hours online, please see the Campus Minister to discuss appropriate action.