



Service Hours Handbook

2019-2020

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CORPORAL WORKS OF MERCY

- ☑ To feed the hungry & To give drink to the thirsty: Do we help out at food pantries; do we donate food or money to buy food for the hungry? Our witness can be extremely powerful by giving "our daily bread" to those who so desperately need it.
- ☑ To clothe the naked: How many pairs of shoes do we need? Is it possible for us to donate these excesses of ours in order to bring hope to those who need it?
- ☑ To shelter the homeless: Are our doors open to those who are in need? Do we give money or time to the many shelters that provide such crucial aid to those who are unable to provide for themselves?
- ☑ To visit the sick & those in prison: We should freely choose to visit the shut-ins, the sick, the lonely, and those imprisoned—they are permanently confined to stark building with little love or attention paid to them. We can be a great source of hope in their lives.
- ☑ To bury the dead: Let us always show respect for the bodies of those who have gone before us.

SPIRITUAL WORKS OF MERCY

- ☑ To instruct the ignorant: Help people understand and learn.
- ☑ To counsel the doubtful: Give good advice to those who are uncertain about what to do.
- ☑ To admonish sinners: Help people who sin understand and live God's love. Be a good example—refuse to take part in things you know are wrong!
- ☑ To bear wrongs patiently: Deal kindly with people who do thoughtless things.
- ☑ To forgive offenses willingly: Forgive people who cause pain, even if they don't deserve it, even if they are not sorry... really!
- ☑ To comfort the suffering: Look for those who are having a tough time. Rather than try to "fix" the problem, be present to them. Just as "shared joy is doubled," "shared sorrow is halved."
- ☑ To pray for the living and the dead: If we can do nothing else, we can PRAY! Offer up your sufferings to alleviate the pain of others.

And God will say to us,
"Amen, I say to you,
whatever you did for one
of these least brothers of
mine, you did for me."

MATTHEW 25:40



Service Learning Program Requirements

- A minimum of **twelve hours of service** for the underprivileged/underserved (related to the **Corporal Works of Mercy**) is required per year (**at least 6 hours each semester**), as well as one of the two options for fulfilling the **Spiritual Works of Mercy**. Completion of the service hours and documentation will be assigned a **test grade** in the second and fourth quarters and will comprise about 10% of the quarter grade.
- For each semester, the student must document his/her service by submitting the following to the Theology teacher:
 - Intent to Serve Form (where you intend to perform both your Spiritual and Corporal Works of Mercy by the end of the 1st/3rd quarter)
 - Log Sheet
 - Reflective questions, project, or paper (per your Theology teacher)

Goals of the Service Program:

1. To put into practice the Corporal and Spiritual Works of Mercy, developing a love for Christ which overflows into service of neighbor so that it becomes a way of life.
2. To encourage respect for the dignity of the human person.

Service Learning Program Requirements Chart

DUE DATES: See your Theology teacher for specific due dates

1st Semester Intent to Serve Form due by **end of 1st quarter**

1st Semester Service due by **end of 2nd quarter**

2nd Semester Intent to Serve Form due by **end of 3rd quarter** (Only if your hours are not yet complete for the year).

2nd Semester Service due: **Seniors-** end of April

Freshmen, Sophomores and Juniors- end of 4th quarter

	Freshmen	Sophomores	Juniors	Seniors
Minimum Required Hours	♦ 12 hours for the year (minimum of 6 first semester)			
Intent to Serve Form	♦ One form in fall completed by student and <u>signed by student and parent</u> ♦ Second form in spring for those who have not yet completed hour, <u>signed by student and parent</u>			
Log Sheet & Supervisor's Report	♦ Completed by student at agency (bring every time you volunteer!)			
Reflection Questions/Essay	♦ One reflection per semester, completed by student ♦ Turned in to <u>Theology Teacher</u> *Note*: No credit will be given for this reflection if the Log Sheet has not been completed & submitted.			

Completion of the service hours and documentation will be assigned a test grade in the second and fourth quarters and will comprise about 10% of the quarter grade.

Directions for the Minimum Required Service Hours

Complete these **4 easy steps** in order:

Step 1: Determine with which agency you would like to volunteer for corporal works of mercy, and what you would like to do for spiritual works of mercy (either from the list or have one approved by your Theology teacher. Contact the agency to ensure that they can accommodate you as a volunteer. Schedule specific dates and times of service.

Step 2: Fill out the Intent to Serve Form which includes supervisor contact information and parents' signature and when you will complete your service (dates AND times). Turn this form in on the date required by your Theology teacher.

***Note*:** Form will not be accepted without parent signature.

Step 3: Please fill out the log sheet as you perform your service. Get signatures from the required supervisor or youth minister. *In some circumstances, your Theology teacher may give prior approval for a parent signature (e.g. Lenten Penance Service). At the end of each semester, you are responsible for having the signatures and turning it in to your Theology teacher with your reflection questions on the date they assign. **Credit will not be accepted for hours without a signature or with a parent signature; it must have a signature of a representative from the agency.**

Step 4: Complete reflection assignment and turn in to Theology teacher on the date he/she assigns.

***Note*:** No credit will be given for the reflections if at least a portion of the hours are not completed. You must complete a reflection each semester, even if you completed your hours during the fall semester. Failure to complete the service component of Theology will result in an incomplete, and a student will be required to fulfill their service before they pass Theology.

Spiritual Works of Mercy

Instruct the ignorant
Counsel the doubtful
Admonish sinners
Bear wrongs patiently
Forgive offences willingly
Comfort the sorrowful
Pray for the living and the dead

Option One:

A significant scale event

- SEARCH - juniors and seniors, various weekends
- A retreat pre-approved by your Theology teacher
- March for Life, January
- Youth 2000 or Steubenville conference (various times and locations)
- Motherhouse Trip (senior girls only)

Three *different* small scale events

- A non-Sunday Mass
 - ✘ 6:15 AM at Saint Louis
 - ✘ 8:15 AM on Saturdays at Saint Paul
- A time of prayer at the abortion clinic
- Vespers (Evening Prayer) or Compline (Night Prayer) at your church
- A Lenten or Advent Penance service at your church
- Bible Study – 1st and 3rd Wednesdays before school in A-111
- SEARCH Closing Mass
- An hour of prayer in adoration (either Fridays during lunch at school or any perpetual adoration chapel in the city (St. Louis, St. Ann on Highland, Incarnation))
- 40 Days for Life Events (day of silence for the unborn at lunch; cemetery for the unborn, etc.)
- Altar serving or reading at Mass
- A selected FOCUS event (at the University of Memphis) or parish talk
- Helping with Sunday school or CCD.
- Christmas at the Cathedral
- Any Triduum liturgy (Holy Thursday Mass, Good Friday Veneration of the Cross; Holy Saturday Easter Vigil)
- Another event pre-approved by your Theology teacher

Option Two:

Corporal Works of Mercy

Feed the hungry
Give drink to the thirsty
Shelter the homeless
Visit the sick
Visit the prisoners
Bury the dead
Give alms to the poor

Corporal Works of Mercy Service Requirements

- 12 hours total for the entire year; minimum of 6 completed by the end of first semester. Summer mission trips may count for the fall service hours.
- Must be for the underprivileged and/or underserved & must be done free of charge.
- All service activities and agencies must be approved by Theology teachers.
- Failure to complete service as required will result in the student's receiving a zero for the incomplete work. Dishonesty in logging and reflecting on service is a serious breach of the Honor Code and will be handled as stated in the school handbook.
- Donating items to or baking for an agency will only count for up to 2 of your total 12 hours.

Those who are **Underserved/Underprivileged** include the following:

- The elderly
- The poor
- The homeless
- Children who are poor/at risk
- The sick/dying
- Refugees
- The disabled

Listed below are some examples of **unapproved** types of service that are frequently mentioned:

- Babysitting for free
- Doing chores for your family
- On campus school activities that you volunteer for (decorating for homecoming, helping with the school play, sports, etc.)
- Yard work
- SEARCH retreats (unless it is for your spiritual experience)
- If you are fulfilling service hours for an honor society, you may not "double-dip" and count this also as service hours



Service Awards Honoring Those Who Serve The Benedictine Cross

St. Benedict at Auburndale encourages its students to make service a way of life. In the spirit of Saint Benedict, whose motto *Ora et Labora* – prayer and work – teaches us how service flows from love for God and brings us back to Him through Christ, we would like to recognize students who exceed the service requirement for their grade level by honoring them in the following ways:

Semester Honors

Any student who completes and documents a minimum of 25 hours of service at approved agencies during the school year will receive the Benedictine Cross Award. Students earning this honor will be announced during the awards day.

Class Service Awards

Traditionally, the student from each class who is most dedicated to service to others has been recognized at awards day. The documented service hours of each student will be reviewed to select the recipient for each class. The awards will be given to the member of each class who has most dedicated herself to service as follows:

- Freshman – Saint Teresa of Calcutta Service Award
- Sophomore – Saint Thomas Aquinas Service Award
- Junior – Dorothy Day Service Award
- Senior – Saint Benedict Service Award

Intent to Serve form

Name: _____ Period: _____

Please complete this form and submit it to your Theology teacher by _____
If you are performing more than one service in either category, please print as many as you need and turn them in at the same time.

Corporal Works of Mercy:

Name of Organization where you will serve: _____

Name of Supervisor: _____

Email of Supervisor: _____

What dates are you planning on completing this service? _____

What type of service will you be doing? _____

Student Signature: _____

Parent Signature: _____

Spiritual Works of Mercy:

Name of Organization where you will serve: _____

Name of Supervisor: _____

Email of Supervisor: _____

What dates are you planning on completing this service? _____

What type of service will you be doing? _____

Student Signature: _____

Parent Signature: _____

Corporal and Spiritual Works of Mercy Service Hours Log*

*Bring this with you every time you perform your Spiritual and Corporal Works of Mercy. Print off as many as you need.

Name: _____ Period: _____

Please check whether the information below is for:

a Corporal Work of Mercy or

a Spiritual Work of Mercy

Date:	Name of Organization: Contact Name: Email/Phone:	Description of Service performed: Total # of Hours:
	Name of Organization: Contact Name: Email/Phone:	Description of Service performed: Total # of Hours:
	Name of Organization: Contact Name: Email/Phone:	Description of Service Performed: Total # of Hours:
		Total # of Hours:

Corporal and Spiritual Works of Mercy

End of Semester Reflection page 1

Please check whether the information below is for:

- a Corporal Work of Mercy or
- a Spiritual Work of Mercy

NAME _____ **DATE** _____

NAME OF EVENT _____ **DATE OF EVENT** _____

ADDRESS OF LOCATION FOR WORK OF MERCY

NAME OF ADULT CHAPERONE _____

SIGNATURE OF ADULT CHAPERONE _____

PHONE NUMBER OF ADULT CHAPERONE _____

E-MAIL OF ADULT CHAPERONE _____

NUMBER OF CORPORAL HOURS WORKED _____ *** IF YOU THINK YOU WOULD QUALIFY FOR A SERVICE AWARD, PLEASE INDICATE HERE:** _____

PARENT'S SIGNATURE _____

STUDENT'S SIGNATURE _____

***Please print and fill out the information above for as many different Corporal and Spiritual Works of Mercy as you completed for the semester.*

Corporal and Spiritual Works of Mercy

End of Semester Reflection page 2

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Corporal Works of Mercy:

*In order to receive a test grade for each semester, you must: (a) get approval of your service project by the end of the quarter, (b) complete **at least six hours by the end of the semester** with a non-profit organization whose mission is consistent with the mission of St. Benedict at Auburndale Catholic High School (c) complete the form above, and (d) submit the form with an essay by _____ for the first semester AND by _____ for the second semester.*

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Spiritual Works of Mercy:

Choose either one significant scale event lasting one day or longer OR three different small-scale events from the list provided and complete the form above for each event.

Reflection:

Your essay needs to meet the following requirements: it must be written in Times New Roman, 12 pt. font and double-spaced with one-inch margins. It must be at least one (1) page long. It must have fewer than three (3) English spelling or punctuation errors.

Consider **both** the **corporal and spiritual works of mercy** that you performed this semester. Please apply what you have learned in all of your experiences doing these corporal and spiritual works of mercy to respond to the following questions.

Describe the activities included in your works of mercy and how you were involved in them.

In what way(s) did these experiences impact your relationship with God?

What are two specific facts you learned about yourself through these experiences?

What are two specific facts you learned about others through these experiences?

Would you like to be involved in these kinds of activities again? Why or why not?

How does sharing your faith with others enrich your own spiritual life?