

BISHOP CHATARD HIGH SCHOOL
Indianapolis, Indiana

SERVICE MANUAL
2009-2010

“It was not you that chose me,
but I that chose you.”

John 15:16

Program Overview:

The goal of the Bishop Chatard Service Program is to foster the development of empathy, awareness, social responsibility, and a sense of caring for others as our community serves those with needs. Our efforts are based on the mission of Bishop Chatard High School to form the entire human person on, through, and with the teachings of Jesus Christ and the Catholic Church.

The involvement of the entire Bishop Chatard community is vital to the program's success. Each student is expected to be engaged in this program through their completion of 3 service projects. One of the projects will be completed through the service group, one project will be completed at one of the North Deanery grade schools, and the remaining project ought to be done through an outside agency, with a parish, with the student's family, or through Bishop Chatard.

Project Defined:

Each service project will be two hours or more (with "more" stressed), consisting of five people or more, and BCHS students are expected to take a leadership role in planning, organizing, and implementing each project.

Leadership Role Defined:

Each student is to take a leadership role in each service project. A leadership role is planning and organizing a service project for a group of people, organizing work schedules, recruiting others to be involved in the project, raising money, advertising the service project, or another duty as defined by the service advisor.

The Projects:

1. One full day of school the entire Bishop Chatard community will spend in service. All students (organized in their service groups) will travel away from Bishop Chatard High School and engage in service work amongst our community. Each group will be set up with an agency desiring specific needs. Students will have the opportunity to experience a different side of life together as a group. The upperclassmen will take a leadership position. Students absent on this day will need to complete 5 service hours on their own.
2. One ½ day of school the entire Bishop Chatard community will spend in service. All students will spend ½ of a school day performing service in a parish. Students will be organized according to their home parish (those without a parish in the North Deanery will be assigned one) and lend a helping hand wherever they are needed (in the classroom, on the parish grounds, in the cafeteria...etc). Also, they will help to plan and carry out the ministries necessary for a Mass while at the parish. Students absent on this day will need to complete 2.5 hours to their parish or faith community.
3. Students plan, organize, and implement a service project with an outside agency, with a parish, with one's family (not to one's family) or through Bishop Chatard. The leader of the service groups will meet with their students to help them plan, organize and implement their own project (i.e., organize work schedules, get pledges or donations, raise consciousness, etc.). Each student in the group should have some leadership role. What will each student's role be? How will each student be impacted by this project? (i.e. time commitment, physical work, requirements, taking responsibility for getting \$50 donations, making poster or going to homerooms, making announcements, etc.)

Elements of each project:

Each service project, through Bishop Chatard, an outside agency, with a parish, or with family member, should entail three components (Service Advisors will keep records of all the students in their group):

1. Education (Define an issue or need, who is affected and how, what purpose does our service provide, etc.)
2. The Service (The actual service event)
3. The Reflection (Brief summary of the education component, brief summary of the service project, and a personal reflection on the issue and the service performed).

Philosophy

Jesus Christ came to bring good news to the poor, freedom for prisoners, sight for the blind, and restoration for every broken person. Our efforts, which are his, reach out to the afflicted, and in a special way to the poor and disadvantaged. We come not just to serve the poor, but to be with them and of them because it is only from there that we can appeal as Jesus did for the conversion and deliverance of all. Our concern for the dignity of every human being as God's cherished child directs our care to victims of every injury: prejudice, hunger, ignorance, addiction, and abuse. Our mission sends us into every kind of work reminding us once again that the farther we go in giving, the more we stand to receive.

The objectives of the Bishop Chatard Service Program are:

1. To enable our students to work directly with the poor and disadvantaged, and through that contact to grow to a deeper appreciation of the dignity of all human persons;
2. To give our students an opportunity to reflect on the message of Jesus Christ as it relates to experience of their service, and make that message a more permanent part of their lives;
3. To expose the student to a variety of service opportunities so that he or she will discover his or her gifts and interests, and remain committed to some type of Christian service for life.

Service Groups

One of the unique aspects of service at Bishop Chatard is that it involves administrators, faculty, staff and students. Each student is assigned to a service group with an administrator, teacher or staff person as the advisor. The group meets each month on a shortened schedule to pray, to share service experiences, and to explore new service opportunities. The service groups will also spend one day out of school together completing a service project. The advisor maintains individual service records on each student in his or her group, helps each student to plan and organize their service project, and reviews the essay for seniors in the group.

Service Requirements

Students may begin or even complete their service project in the summer, and are encouraged to do so. Students must fill out a service hour form after completing each service project. All students are required to complete their service projects and requirements by April 14th 2010. Students that who do not have their projects/requirements completed by April 14th will be placed in a special service group. The special service group will have arranged for them appropriate service opportunities to make up the missing requirements. The days and times of the service opportunities will be at the discretion of the Administration and will take precedence over any extra curricular activities. The enrollment for any freshman, sophomore, or junior who does not complete all of their projects or requirements will be in review for the following year. In addition, all seniors will need to complete a senior service essay by April 7th, 2010. This essay should be a reflection of the service completed over the year(s) at Bishop Chatard High School. Any senior who does not complete their service project or essay will not be allowed to take part in the graduation ceremonies.”

Saint Francis of Assisi Service Award

In order to recognize those students whose commitment to service goes beyond requirements each service month a student will be presented with a Saint Francis Medal after the monthly school liturgy. The student and his or her service projects will be highlighted at the presentation, in the school's monthly bulletin, and the entire group will be recognized in the annual report of the president. Any service advisor, teacher, or student (with corresponding faculty sponsorship) can submit nominations for SFA Award recipients to the campus ministry advisory board for review with the final selection determined by the director of campus ministry.

BISHOP CHATARD HIGH SCHOOL SERVICE RECORD

NAME: _____ Year of Graduation _____

Service Advisor: _____

STUDENT:

Organization where service was done: _____ Date(s): _____

Briefly explain the work completed during this service project:

What need/issue was addressed through your service project?

Who was affected by your service project and how?

What was the purpose of the service project you performed?

What are the names of the other people who assisted you in the service project and how did they help?

Please explain what leadership role you held while completing the service project.

What impact did this service project have on your life?

PERSON IN CHARGE OF SERVICE

Name: _____ Organization: _____

Telephone #: _____ Number of hours worked: _____ Date(s): _____

Frequently Asked Questions

If I have already completed service hours for the 2009-2010 school year will the hours not be counted under this new program?

If the service work completed for service hours fits the requirements for a service project then it can be counted as a service project.

As a service advisor what is my role for the entire day of service?

The responsibility of the service advisor is to plan and organize (using the students in the service group) a day of service at a certain organization. In planning the service project it is important to include education, service, and reflection. The Campus Ministry Department is a resource to be used to help plan and organize a successful day.

As a service advisor what is my role for the 1/2 day of service to a Parish?

Service Advisors will be given a varied amount of responsibilities for this service day. It will be likened to the role a chaperone would hold on a field trip.

How will service advisors know what parish they will be serving on the ½ of service?

All service advisors will be assigned to their home parish (if it is one of the North Deanery Parishes). If an advisor is not Catholic, or does not belong to a parish in the North Deanery, they will then be assigned to a parish.

As a service advisor, if I already have an organization that I have worked with in the past, or would like to work with, can I organize my group to work with this organization?

Yes. This is the desired approach. Each service group will spend an entire school day working in the community. Therefore, if there is an organization you are familiar with the planning of that day will be easier.

As a service advisor, if I do not have an organization that I have worked with in the past, or would like to work with, how do I find one?

If you do not have an organization you would like to work with the Campus Ministry Department will work with you to find a suitable organization.

On the day of service to the community and the ½ of service to a North Deanery Parish how will the service groups be transported?

The transportation will take place through Bishop Chatard Mini-buses, school busses, and adult volunteers.