

BISHOP CHATARD HIGH SCHOOL
Indianapolis, Indiana

SERVICE MANUAL
2010-2011

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

John 15:16

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.

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. Students are expected to be engaged in this program through their completion of 3 service projects and 4 service hours (juniors and seniors) or 2 service projects and 8 service hours (sophomores and freshman).

Juniors and Seniors:

1. Community Service Day
2. Parish Service Day
3. Personal Service Project
4. 4 Service Hours:
 - 3 hours to a parish
 - 1 hour to Bishop Chatard High School

Freshman and Sophomores:

1. Community Service Day
2. Parish Service Day
3. 12 Service Hours:
 - 8 hours to a nonprofit organization
 - 3 hours to a parish
 - 1 hour to Bishop Chatard High School

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 juniors and seniors to plan and organize their service project, and reviews the essay for seniors in the group.

Service Requirements Explained (Juniors and Seniors):

1. The entire Bishop Chatard community will spend one full school day 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. Juniors and Seniors will take a leadership position. Students absent on this day will need to arrange with the Campus Ministry Department an appropriate make up service experience.
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). Students absent on this day will need to arrange with the Campus Ministry Department an appropriate make up service experience.
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 Each student in the group should have some leadership role (i.e. time commitment, physical work, taking responsibility for getting donations, making poster or going to homerooms, making announcements, etc.). The goal of this project is to create an environment for the juniors and seniors to engage in meaningful service to/with other human beings they are in direct contact with.
4. 3 hours of service to/with a parish. Non-Catholics can do service to their own church/parish. If a student does not belong to a parish he/she may do service to/with any North Deanery Parish.
5. 1 hour of service to Bishop Chatard High School. This does NOT include service with an athletic team/club.

Personal Service Project Defined (Juniors and Seniors):

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. The service project will include meaningful service to/with other human beings they are in direct contact with.

Leadership Role Defined (Juniors and Seniors):

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.

Service Requirements Explained (Freshman and Sophomores):

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. Juniors and Seniors will take a leadership position. Students absent on this day will need to arrange with the Campus Ministry Department an appropriate make up service experience.
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). Students absent on this day will need to arrange with the Campus Ministry Department an appropriate make up service experience.
4. 8 hours of service to a nonprofit organization. Students must do service with an approved nonprofit organization. There is a list of approved nonprofit organizations included in the service manual. In addition, there is an approved nonprofit organizations list on the website (the website contains the most updated approved agency list). If a student wished to complete their requirement with an organization not on the list he/she can get approved by checking with their service advisor.
5. 3 hours of service to/with a parish. Non-Catholics can do service to their own church/parish. If a student does not belong to a parish he/she may do service to/with any North Deanery Parish.
6. 1 hour of service to Bishop Chatard High School. This does NOT include service with an athletic team/club.

Service Requirements

Students may begin or even complete their service requirements in the summer, and are encouraged to do so. Students must fill out a service hour form after completing all service requirements. All students are required to complete their service projects and requirements by April 20, 2011. Students that who do not have their projects/requirements completed by April 20, 2011 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 20, 2011. 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 month a student will be presented with a Saint Francis Medal after the 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.

Approved nonprofit organizations 2010-2011

- Any Parish in the Archdiocese of Indianapolis
- Any Parish in the Diocese of Lafayette
- St. Vincent DePaul
- Rebuilding the Wall
- St. Mary's Child Center
- St. Augustine's Home for the Aged
- Wheeler Mission
- Cathedral Soup Kitchen
- Beggars for the Poor
- Foodlink
- The Lord's Pantry
- The Archdiocese of Indianapolis: Refugee Resettlement (Catholic Charities)
- Habitat for Humanity
- Art With a Heart
- Miracle Place
- Coburn Place
- Christamore House
- St. Vincent's New Hope
- The Ronald McDonald House
- St. Vincent's Hospital
- Riley Hospital
- St. Paul Hermitage
- Beech Grove Meadows
- Joy's House
- Knights of Columbus
- Hollis Adams
- Salvation Army
- Tangram
- The Archdiocese of Indianapolis: A Caring Place (Catholic Charities)
- Our Lady of Grace Monastery
- The Archdiocese of Indianapolis: The Christmas Store (Catholic Charities)
- The Archdiocese of Indianapolis: Crisis Office (Catholic Charities)
- The Archdiocese of Indianapolis: Holy Family Shelter (Catholic Charities)

****The above list is not final. Therefore, if a student wishes to work with/for an agency not on this list they need to get it approved by their service advisor.****