

Service Overview

"For God is not unjust so as to overlook your work and the love that you have shown for his name in serving the saints, as you still do."

Hebrews 6:10

While many students do plan, and are highly encouraged to complete, their service hours during the summer, here is some information that I hope you find helpful. Please read this document in its entirety, which not only outlines our 4-year service requirement and commitment to service, but also to keep in mind the importance of a timely completion and reporting of hours through our online RenWeb system.

Christian education encompasses educating the student in soul, mind and body, where we strive for excellence not only in the classroom, off campus in competition, or fine arts, but also in service to the community at large. It gives us a broad range of experiences to encounter God and to walk the talk of being there for Others. Forming students to discern God's presence, furthers the mission of the graduate of graduation. Students across all grade levels have a yearly service requirement. Students who graduate from Calvary Episcopal Preparatory must fulfill these requirements to receive their diploma. Through their four years of education, we hope that the student will be truly fulfilled through his/her experiences in service. Service for all grade levels, incoming registered freshman, can begin the summer prior to their entering grade. To achieve the goal of making service an integral part of every student's experience, the criteria for each grade level is listed below:

Freshmen have a 15-hour service requirement, the focus being service to the elderly. This service can be done in many capacities at nursing homes or retirement facilities, or communities.

Sophomores have a 15-hour service requirement with the focus being mentoring/tutoring at underprivileged institutions. In addition, they may also work with special needs students. No more than 10 hours may be completed through the "Study Buddies" program at Calvary

Juniors have a 25-hour requirement with focus being service done through their place of worship. This helps support your own worship community with projects done through the church. If a student does not have a place of worship, they may volunteer with Calvary Episcopal Church. The Youth in Philanthropy program (YIP) may count towards part of the required hours.

Seniors have a 100-hour minimum requirement to complete their senior project, done with preferably no more than two agencies, pre-approved. The senior should find a project that will help him/her maximize their learning potential, finalize and pre-approve it prior to starting, to ensure the project satisfies the criteria. Seniors submit a signed contract for this. Summer is best time to complete.

The idea of doing Service to others is not for the sake of accumulating hours, but to do it seeking God in all things, through our actions. We can make it a learning experience about issues of Social Justice, and to put into practice some of these issues studied in classes as well as the teachings of the Church. Having yearly thematic service requirements challenges the students to diversify their experiences and work with different populations. Some become life-changing experiences for our youth, where one learns to appreciate the value of direct service, followed by a personal reflection, on the relationships built in serving others. Projects include a variety of options (as stated above), but the main focus for service to be directed towards the poor, marginalized, underprivileged, elderly, etc., serving at local soup kitchens and homeless shelters, including summer camps for the physically and mentally challenged.

A few things to keep in mind that students must consider:

- *Must be direct service of basic human good, serving people in need.*
- * *Seniors doing hours at the Houston Food Bank can count no more than 50 hours maximum, since most of these hours are non-person contact hours.*
- *No compensation should be received for any services rendered*
- *Service to one's own direct family cannot qualify*
- *Hours done on campus (Athletic Events, Concession Stand, Curriculum night, athletic camps, to name a few) will not count unless otherwise noted.*
- *Hours for NHS, and like clubs/organizations are independent of the grade level requirement, and each is reported separately; cannot double-dip*
- *Projects Must be pre-approved unless chosen for the provided Organizations list.*
- *Hours are not cumulative from one year to the next*
- *When in doubt about what qualifies or not for a particular grade level, please contact Mr. Menn*

Once hours are complete, a student should obtain some form of verification which contains the adult supervisor's name, email and/or phone no. for verification purposes. Students will report their hours through RenWeb portal to include this information, It is advised to let the adult supervisor know that they will receive an email to verify your hours. Note: the adult supervisor CANNOT be a parent or family member, unless this is discussed with Mr. Menn in advance. If online verification does not take place, the student will be requested for paper documentation, which can be obtained one of two ways:

1. **Official letter** (on agency stationary) where hours were completed, to include supervisor name and contact information or;
2. [Service Hours Verification form](#). This outlines the above information but must be filled out with dates of service. Students need to take the two-page sheet with them.

Students completing their hours in the summer can report their hours online, beginning in August. Those that do it during the school year are encouraged to report their completed hours within two weeks of completing volunteer hours. It is also important to note that all hours completed in the summer **MUST** be reported by the first quarter deadline. Incoming freshmen will only receive their login credentials for RenWeb after school begins. This system will be explained through academic classes, and soon after, can report their hours online.

Finally, all students will have a Reflection component to accompany their Service experience. This will be done via Bible classes. It is imperative that students do complete their hours' requirement prior to doing their Reflection for that service to have meaning and value. Failure to complete the required hours could impact the student's continued status as a Calvary student. Seniors will sign up for their individual/group Senior Reflection meetings directly with Mr. Menn. This information will be available to seniors once school begins.

Our vision and philosophy is to help students grow in the true sense of humility. It is about empowering students to "find God in all things." Thank you, parents, for your attention to this important aspect of your child's educational formation here at Calvary Episcopal Preparatory. For questions, clarifications, or to pre-verify service projects, please email the Dean of Students, tmenn@ces-richmond.org

Freshman Service

"What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?"

Micah 6:8

Our program is not just about service, it is about service-learning. As an Episcopal school we want students to reflect on their service, to gain understanding about people's lives, and witness how our society does and does not take care of its most vulnerable members. Therefore, our goals are for each person in our school family to understand the responsibility of putting faith into action, experience the joy of serving Christ in the needy and poor among us, and follow Christ's call to build a world grounded in faith and justice. Consequently, we ask our students to willingly accept God's call to serve others and to develop the habit of living virtuously, committed to serving others with their families.

The main theme of the freshman service project is: Care of the whole person. Each freshman must choose a 15-hour service project to complete before the end of freshman year. **Freshmen are encouraged to visit nursing homes and work with the elderly for their service projects.** Other forms of service are also applicable but must be pre-approved. This service project can only begin after a freshman has officially registered as a Calvary student and may be completed during the summer between 8th grade and freshman year.

We also ask family members to join their children for at least five hours of service. The family component in developing a "habit of service" is essential to the freshmen service project. We invite freshmen to choose a project that will enrich themselves and their families. When we say "service with family" we mean that at least one family member must participate with the student, as both volunteer at an organization or a service-oriented event. "Family member" can be defined as mom/step-mom, dad/step-dad, siblings, cousins, aunts and uncles, or grandparents.

The Process and Requirements

- Each freshman must think, pray and discern with their family the best place to complete his or her service project. Projects must be submitted to and approved by Mr. Menn.
- Each freshman must complete their Service Project by the first week after Spring Break of freshman year and will submit a Reflection component to the bible teacher **by an April date provided by the respective Bible teacher.**

Reflection questions for Service-Learning Project

1. Describe your service-learning project. Include a description of the agency or organization you worked for during the project. What were your duties and responsibilities at the site?
2. How is your service-learning project experience related to your Spiritual education? How has it enabled your growth as a person striving to become a Man or Woman for Others? How does the service-learning experience connect to your long-term goals?
3. How has this experience impacted your value and belief system? How has your service affected your own sense of civic and Christian responsibility?
4. Explain why your service was important to you in your understanding and connection with a Faith that does Justice?
5. How was your experience of doing service with your family? What was your family's experience of the Service-Learning Project?

Sophomore Service

"Today our prime educational objective must be to form men and women for others; men and women who will live not for themselves but for God."

Fr. Pedro Arrupe, SJ, Former Superior General of the Society of Jesus

As they continue their Spiritual Formation, we expect our sophomores to be grounded in the ideal that love expresses itself better in actions than in words. Therefore, sophomores continue to experience the joy of serving Christ in the needy and the poor among us and follow Christ's call to build a world grounded in faith and justice.

The sophomore project has both, individual and class components:

- Each student must design a 15-hour service project to complete before the end of their sophomore year.
- The focus of service should be on being available for (i) tutoring/mentoring at charitable agencies and underprivileged schools, or;
- (ii) serve in homeless shelters / soup kitchens in the surrounding greater Houston area community.
- Many locations are listed on our Service Organizations sheet. Any location not listed must be approved by Mr. Menn prior to starting your service. Other suitable projects are also welcome, although they will need approval.
- Service may begin during the summer after freshman year is completed.

The Process and Requirements:

- Each sophomore must think, pray and discern with his/her family the best place to complete his service project. Projects must be submitted to and approved by Mr. Menn; pre-approval is not necessary if the project is chosen from the list.
- Each sophomore must complete their Service Project by the first week after Spring Break of Sophomore year and will submit a Reflection component to Mrs. Kalina by **an April date provided in Bible Class.**
- Reflection component is worth one quiz grade. Please take reflection papers seriously.

Reflection questions for Service-Learning Project:

Describe your service-learning project. Include a description of the agency or organization you worked for during the project. What were your duties and responsibilities at the site?

How is your service-learning project experience related to your Spiritual education? How has it enabled your growth as a person striving to become a Man or Woman for Others? How does the service-learning experience connect to your long-term goals?

How has this experience impacted your value and belief system? How has your service affected your own sense of civic and Christian responsibility?

Explain why your service was important to you in your understanding and connection with a Faith that does Justice? How was your experience of doing service with your family? What was your family's experience of the Service-Learning Project?

Reflection component is due on a date to be announced by Mrs. Kalina, after required hours are met. Those who lack the required hours will affect their grade in Bible class. (see requirements on pg. 1.)

Junior Service

"This is how we know what love is: Christ gave his life for us. We too, then ought to give our lives for our brothers."

1 John 3: 16-18

Now into the third year of service, after experiences with freshman and sophomore years, the expectations for our juniors is to live out the ideals of focusing on strengthening the values of our 3 R's. Reverence for God, Respect for others, and Responsibility for self. Therefore, juniors will continue their experiences serving others in all those capacities, specially the joy of serving Christ in the needy and the poor among us.

The junior project focuses on serving the needs of the local worshipping community. One suggestion is by being part of a service project at their church or faith community. Juniors are encouraged to serve in a leadership role at their worshipping community. This can include social outreach programs run by the place of worship, such as serving at food pantries, Thanksgiving meal delivery program, serving on a parish's Action/Outreach Committee, Acolytes and Altar Server at Mass, helping with the Children's ministries, participating in the Youth in Philanthropy program, etc. It can also include being a leader for programs such as Vacation Bible School.

If your place of worship does not have social ministry projects, then you may participate in Calvary Episcopal Church events or pick from the service organization list. It is a good idea to approve any location not on the list, prior to starting your service, lest it not count. At least 25 hours must be fulfilled between the summer starting their junior year and ending by the Fall semester of junior year. Hours should be completed and verified by the first week after returning to school in the spring semester.

Juniors may not begin their senior service projects until their junior hours are completed and verified.

The Process and Requirements:

Each junior must think, pray and discern the best place to complete their service project. The first choice should be at one's own faith community.

- Projects must be submitted to and approved by Mr. Menn or Mrs. Kalina.
- Each junior must complete their Service Project by the end of first semester of junior year (can include Christmas Break).
- All juniors must submit a Reflection component to Mrs. Kalina by a date in Spring semester provided during Bible Class.

Reflection questions for Service-Learning Project Essay:

Describe your service-learning project. Include a description of the parish/ church community, agency or organization you worked for during the project. What were your duties and responsibilities at the site?

How is your service-learning project experience related to your Spiritual education? How has it enabled your growth as a person striving to become a Man or Woman for Others? How does the service-learning experience connect to your long-term goals?

How has this experience impacted your value and belief system? How has your service affected your own sense of civic and Christian responsibility?

Explain why your service was important to you in your understanding and connection with a Faith that does Justice?

How was your experience of doing service with your family? What was your family's experience of the Service-Learning Project?

Reflection component is due on a date to be announced by Mrs. Kalina, after required hours are met. Those who lack the required hours will affect their grade in Bible class.

For questions, contact the Mr. Menn via email at tmenn@ces-richmond.org or by phone 281-342-3161.

Senior Service

"The greatest among you will be your servant."

Matthew 23: 11

Each senior at Calvary Episcopal Preparatory is required to complete 100 hours of community service in order to graduate. Senior projects have taken our students to soup kitchens, Native-American missions, summer camps for special-needs children, and many places locally, nationally and abroad. Students can begin earning Senior Service hours as early as Spring Break of their junior year.

The Purpose

The Senior Project, a graduation requirement at CEP, gives us a chance to make our motto of being *Called to A Higher Standard* a reality, a chance, in the words of Community Life "to put into practice the attitudes of social justice and Christian concern that are so fundamental to Christian education."

The Requirements

Senior Service Project must involve service to the poor. Please note that poverty is broader than just economic disadvantage. Excellent service projects can be created meeting the needs of the elderly, the disabled, the socially marginalized, etc. However, not all volunteer work (though worthy) is appropriate for Senior Project.

Specifically:

- Plan your service project and get it approved by Mr. Menn prior to the end of your Spring semester of your Junior year or before you leave for the summer.
- At least 100 hours of service is required by Spring Break of your senior year. (Plan on having at least 50 hours completed by the end of the first quarter as a progress check).
- Upon completion of service, certify those hours using our volunteer certification form, or, by obtaining a letter from the appropriate supervisor at the organization of service completed, on their letter-head.
- Submit a reflection product in the form of an essay (at least two pages, typed) to Mrs. Kalina.

Failure to certify 100 hours by the end of the first semester date will result in a grade of 'U' on the transcript.

The Opportunities

- School mission trips - local, national and international
- Church mission trips affiliated through your place of worship or Calvary Church
- Residential summer camps such as MDA, UCP, Spike 'n' Wave, Camp Champions
- Parish outreach programs
- Catholic Charities Programs such as mentoring refugee children
- Special Olympics

For a list of various organizations and places seeking volunteers, see the service Organizations list.

Parents with questions should contact Mr. Menn, Dean of Students via email at tmenn@ces-richmond.org or by phone 281-342-3161.