

SETON CATHOLIC HIGH SCHOOL
Richmond, Indiana



SERVICE MANUAL
2015 – 2016

Program Overview:

"The spirit of the Lord God is upon me, because the Lord has sent me to bring glad tidings to the lowly, to heal the brokenhearted, to proclaim liberty to the captives and release to the prisoners, to announce a year of favor from the Lord and a day of vindication by our God, to comfort all who mourn."

– Isaiah 61.1-2

One of the hallmarks of the educational program at Seton Catholic is her formation of young men and women as Christian witnesses in the world. In response to Jesus' call to love others, all students are challenged to integrate this command into their own lives through participation in and reflection on service to the community.

The goal of the Seton Catholic 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 Seton Catholic High School to form the entire human person on, through, and with the teachings of Jesus Christ and the Roman Catholic Church.

The involvement of the entire Seton Catholic community is vital to the program's success. Each student is expected to be engaged in this program through his/her completion of service projects. All service must be completed through a Seton Catholic service event, a Church sponsored service event, or through an approved non-profit organization.

Project Defined:

Each service project will be two hours or more (with "more" stressed), and SCHS students are expected to take a leadership role in planning, organizing, and implementing each project. Serving at Mass is the only exception that will be made to this two-hour rule. Students who serve at Mass may claim credit for one hour each time.

Leadership Role Defined:

Each student is to take a leadership role in each service project. The term "leadership role" refers to all aspects planning and organizing a service project from start to finish.

The Projects:

1. Service to Seton Catholic High School
2. Service to the student's home parish or church
3. Service at an approved non-profit organization

Service Hour Benchmarks:

Jr. High (7th and 8th Grade): 20 hours per school year

- Complete 10 hours each semester.

Freshmen: 30 hours per school year

- Complete at least 15 hours each semester.

Sophomores: 30 hours per school year

- Complete at least 15 hours each semester.

Juniors: 40 hours per school year

- Complete at least 20 hours each semester.

Seniors: 40 hours per school year

- Complete at least 20 hours each semester.

These numbers represent minimum service hour requirements. Students are welcome to earn more than the minimum each year.

Elements of each project:

Each service project, through Seton Catholic, an outside agency, or with a parish or church, should entail three components:

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 Seton Catholic 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/she will discover his/her gifts and interests, and remain committed to some type of Christian service for life.

Service Requirements:

- The student cannot receive any compensation for his/her service.
- School-wide activities sponsored by SCHS (such as Branch Out Day, food drives, Easter Basket collections, etc.) cannot be counted toward a student's individual service hours.
- All service hours must be documented on the official SCHS Service Record form and turned in to the student's theology teacher. Incomplete forms will not be accepted. ***Documentation forms must be turned in no more than one week after the completion of the service hours.***
- ***Parents/Guardians may NOT sign the official SCHS Service Record form.*** The completed form must include proper signatures and phone contact information of the person/people in charge. Forms submitted without this information will be classified as "incomplete." (see above)
- The school Chaplain coordinates the Christian Service program of the school, and has the final say on disputes regarding the program.
- Ideas for Christian service are announced regularly and can also be obtained in theology classes.
- Fall semester service hours may begin on the first day of summer vacation and must be turned on or before December 5, 2014. Spring semester service hours begin on the first day of Christmas break.
- Students may perform a maximum of five (5) hours of Christian service per organization. The only exception is Seton Elementary's summer fun camp. A student may perform up to five (5) hours at the summer fun camp and still do a maximum of five (5) hours in the "School" classification.
- Students are limited to no more than five (5) hours per activity. In addition, students may earn up to 50% of the total hours required in one category. The following fictitious scenario is meant to serve as a basic example:

Rick Ruhl is in the 7th grade. From June through October, he serves at his church five times and earns five service hours (classification: Church). In so doing, Rick has fulfilled 50% of the total first semester service hour requirement for his grade level. He may choose to volunteer at school or at an approved non-profit organization, or a combination of both, for the remaining five hours.
- Service activities that are often extensions of being part of an athletic team, and/or are organized by a member of the coaching staff, do NOT qualify for this program. If you are doing something as part of a team or due to a team expectation, it does NOT qualify for this program. Possible examples include, but are not limited to:
 - Baseball team members helping with the annual Chili Cook-off;
 - Golf team members helping with the annual Golf Outing;
 - Baseball team members sprucing up one of the fields for Richmond Parks Department.
- Students may perform a maximum of five (5) hours of Christian service in "Church" (one hour increments) by volunteering at weekend Masses. Such volunteerism is limited to the following:

- Server (all grades);
 - Lector (grades 9-12);
 - Eucharistic Minister (must be Confirmed, Commissioned, and must be willing to commit to being scheduled to serve in this capacity at weekend Masses).
- Christian service hours earned through this program apply only to this program. The Christian service hour requirements stipulated in the high school's Service Program are completely separate and apart from Seton Catholic School's new family service hour program (FiSH).
 - Students may begin or even complete their service projects in the summer, and are encouraged to do so. All students are required to complete their service projects on or before May 1, 2015. This approach is intended to allow students to focus on their studies and finals during the month of May. In addition, all seniors will need to complete a senior service essay by May 1, 2015. This essay should be a reflection of the service completed over the year(s) at Seton Catholic High School. Any senior who does not complete his/her service projects or essay will not be allowed to take part in the graduation ceremonies and a diploma will not be granted until the hours are completed. *Note:* Successful completion of eight semesters of theology classes with a passing grade is required for graduation from SCHS.
 - Students failing to complete the required service hours will lose 10% on their theology grade for the semester, receive an incomplete (I) for theology class on their grade report and no GPA will be calculated. Students have 30 days after the end of the semester to make up the missing hours; after the 30 days, the incomplete will be changed to an F for theology class.

Approved Non-profit Organizations:

If a student wishes to work with/for an agency not on this list, they need to get it approved by their theology teacher or Principal.

The list below is not final. Check back to this list for updates throughout the year.

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| ▪ 4-H | ▪ Junior Achievement |
| ▪ Abilities Richmond | ▪ Knights of Columbus |
| ▪ Adult Day Care | ▪ Knights of St. John |
| ▪ American Red Cross | ▪ Lions Club |
| ▪ Birthright | ▪ Morrison-Reeves Library |
| ▪ Birth to Five | ▪ Reid Hospital (approved projects) |
| ▪ Boys & Girls Club | ▪ Relay for Life |
| ▪ Cardinal Greenway | ▪ Richmond Art Museum |
| ▪ Catholic Women United | ▪ Richmond Civic Theatre |
| ▪ Circle-U Food Pantry | ▪ Richmond Day Nursery |
| ▪ Community Food Pantry | ▪ Rock Solid Ministries |
| ▪ Cope Environmental | ▪ Salvation Army |
| ▪ Gospel of Life Committee | ▪ St. Vincent de Paul |
| ▪ Habitat for Humanity | ▪ Senior Opportunities Services (SOS) |
| ▪ Hayes Arboretum | ▪ Starr-Gennett Foundation |
| ▪ Help the Animals Shelter | ▪ Wayne County Historic Preservation Commission |
| ▪ Jacy House | |

The following is intended to serve as a handy reference tool for possible Christian Service contacts.

Service Contacts

Abilities Richmond

1813 National Rd W
Richmond, IN 47374
Tami, (765) 966-0066

American Red Cross

Wayne/Union County Chapter
1 Woodside Dr, Suite L-103
Richmond, IN 47374
(765) 962-9508

Birth to Five Richmond

498 NW 18th St
Richmond, IN 47374
Portia, (765) 966-6080

Birthright of Richmond

303 S 6th St
Richmond, IN 47374
Diane, (765) 962-7439

Boys & Girls Club of Wayne County

1717 S L St
Richmond, IN 47374
Bruce Daggy, (765) 962-6922

Cardinal Greenways

700 E Wysor St
Muncie, IN 47305
Angie Pool, (765) 287-0399

Catholic Women United

Nancy Kitchin, (765) 277-0787

Circle U Help Center (Food Pantry)

19 N 13th St
Richmond, IN 47374
Rick Pegg, (765) 966-1013

Community Food Pantry

306 N 19th St
Richmond, IN 47374
(765) 962-1145

Cope Environmental Center

4910 Shoemaker Rd
Centerville, IN 47330
Alison Zajdel, (765) 855-3188

Habitat for Humanity of Greater Richmond

1114 S F St
Richmond, IN 47374
Karen Vinson, (765) 962-5986

Hayes Arboretum

801 Elks Country Club Rd
Richmond, IN 47374
Steve Hayes, (765) 962-3745

HELP the Animals Inc

2101 W Main St
Richmond, IN 47374
Diane Hill, (765) 962-6811

JACY House of Richmond

2 Quaker Hill Dr
Richmond, IN 47374
Amanda Hill, (765) 962-9043

Knights of Columbus Richmond

204 N 10th St
Richmond, IN 47374
Donnie Miller, (765) 238-8416

Knights of St. John Club

455 S 5th St
Richmond, IN 47374
Charlie Weiss, (765) 967-0344

Morrison-Reeves Library

80 N 6th St
Richmond, IN 47374
(765) 966-8291

Reid Hospital & Health Care Services

1100 Reid Pkwy
Richmond, IN 47374
Becky Jewison, (765) 983-3000

Relay for Life

American Cancer Society
1(800) 227-2345

Richmond Art Museum

350 Hub Etchison Pkwy
Richmond, IN 47374
Lance Crow, (765) 966-0256

Richmond Catholic Community

240 S 6th Street
Richmond, IN 47374
Jim Mackey, (765) 962-3902
Elementary School, (765) 962-4877
High School, (765) 965-6956

Richmond Civic Theatre

1003 E Main St
Richmond, IN 47374
Bonnie Miller, (765) 962-8011

Richmond Day Nursery

300 N 10th St
Richmond, IN 47374
Carolyn Bryant, (765) 966-1238

Richmond Lions Club

(765) 962-3431

Rock Solid Ministries Richmond

1024 E Main St
Richmond, IN 47374
(765) 962-5099

Salvation Army

707 S A St
Richmond, IN 47374
(765) 966-7791

St. Vincent de Paul Richmond

Lois Martin, (765) 962-2339

Starr Gennett Foundation

33 S 7th St
Richmond, IN 47374
Terri, (765) 962-2860

Wayne County 4-H

Sandy House, (765) 866-5400