



Fairfield College Preparatory School

A Jesuit, Catholic School of Excellence

Fairfield College Preparatory School Christian Service Guidelines and Protocols

Overview

The Christian Service Program at Fairfield Prep is designed with the following framework in mind: exposure, education, and advocacy. Beginning freshman year, students are required to become active members of the community (both on campus and off) to engage with their peers and local organizations in meaningful ways that address the needs of the marginalized, the under-resourced, and the underrepresented in our midst. By exposing Prep students to injustices and inequalities locally and abroad and educating them on the root causes and their impacts, we can empower them to take meaningful action and be part of the solutions.

Freshman Requirements

Hours: Freshman are required to complete 5 hours of service work before the end of their 9th grade year

Where/How to Serve: Freshman can earn the 5 required hours by participating in the mandatory Freshman Retreat that invites elementary students from inner city Bridgeport schools to the Prep campus for a day of field games, food, and mentoring. If, for whatever reason, a student does not or cannot attend the scheduled Freshman Retreat, earning the 5 hours outside of school time is his responsibility. **Please note that any service work done at an outside organization must be approved by the Director of Christian Service before the student begins the opportunity.**

Tracking Hours: Hours are to be submitted to the students' Theology teacher using the documentation form included in this information guide.

Reflection Component: At the end of the school year, Freshman are required to write a 1-2 page summary of their service work for the year. Prompts and due dates will be provided by the Theology teachers, with the final draft being turned in to the Director of Christian Service.

Failure to Complete Service Hours: Any student who does not meet the service hour requirement by the Spring deadline is subject to a grade penalty for their Theology course average for the year. A rubric outlining the grade penalty scale for missing hours is attached below.

Sophomore Requirements

Hours: Sophomores are required to complete 20 hours of service work by the end of their 10th grade year. The 20 hours are divided among both semesters: 10 hours are due by the end of quarter 2, and 10 hours are due at the end of quarter 4. Specific information regarding dates and deadlines are forthcoming and will be shared by the Theology teachers.

Where/How to Serve: Sophomores are encouraged to divide their time serving between Prep events, community opportunities, and their church or parish. In many cases, service opportunities will be made available to the students through an email announcement and a post in the weekly *Prep in a Minute* newsletters. The following suggestions are acceptable ways to earn service hours toward the sophomore requirement:

- Serving as an altar server or a church lector
- Participating in school events through the Admissions Office or the Advancement Office
- Participating in school-offered events such as sandwich-making opportunities, beach clean-ups, etc.
- Engaging with community organizations such as soup kitchens, food pantries, Boys and Girls Clubs, etc.
- Virtual service immersions and seminars hosted by the Christian Service office
- Participating in the “Grounded in Gratitude” retreat
- Participating in the scheduled Urban Plunges (12 hours total)

Any service work done at an outside organization must be approved by the Director of Christian Service before the student begins the opportunity.

Tracking Hours: Hours are to be submitted to the students’ Theology teacher using the documentation form included in this information guide.

Reflection Component: At the end of each semester, sophomores are required to write a 1-2 page summary of their service work for the year. Prompts and due dates will be provided by the Theology teachers, with the final draft being turned in to the Director of Christian Service.

Failure to Complete Service Hours: Any student who does not meet the service hour requirement by the given deadlines is subject to a grade penalty for their Theology course average for the year. A rubric outlining the grade penalty scale for missing hours is attached below.

****Please note that in an effort to maintain the integrity of Prep’s Christian Service program and facilitate the students’ safe return to outside volunteer work, the former “Ministry of Presence” or “At-Home Service” opportunity will no longer be available or accepted as a legitimate means of earning service hours****

Junior Requirements

Hours: Juniors are required to complete 30 hours of service by the end of their 11th grade year. The 30 hours will be divided between both semesters: 15 hours are due by the end of quarter 2, and 15 hours are due by the end of quarter 4. Specific information regarding dates and deadlines are forthcoming and will be shared by the Theology teachers.

Where/How to Serve: Juniors are encouraged to begin working closely with different organizations in the local community. In many cases, service opportunities will be made available to the students through an email announcement and a post in the weekly *Prep in a Minute* newsletters. The following suggestions are acceptable ways to earn service hours toward the sophomore requirement, though students are not limited to these:

- Participating in school events through the Admissions Office or the Advancement Office
- Participating in school-offered events such as sandwich-making opportunities, beach clean-ups, etc.
- Engaging with community organizations such as soup kitchens, food pantries, Boys and Girls Clubs, etc.
- Virtual service immersions and seminars hosted by the Christian Service office
- Participating in the “Grounded in Gratitude” retreat as a retreat leader
- Participating in the scheduled Urban Plunges (12 hours total)
- In-person service immersions or initiatives (domestic or international)

Any service work done at an outside organization must be approved by the Director of Christian Service before the student begins the opportunity.

Tracking Hours: Hours are to be submitted to the students’ Theology teacher using the documentation form included in this information guide.

Reflection Component: At the end of each semester, juniors are required to write a 1-2 page summary of their service work for the year. Prompts and due dates will be provided by the Theology teachers, with the final draft being turned in to the Director of Christian Service.

Failure to Complete Service Hours: Any student who does not meet the service hour requirement by the given deadlines is subject to a grade penalty for their Theology course average for the year. A rubric outlining the grade penalty scale for missing hours is attached below.

****Please note that in an effort to maintain the integrity of Prep’s Christian Service program and facilitate the students’ safe return to outside volunteer work, the former “Ministry of Presence” or “At-Home Service” opportunity will no longer be available or accepted as a legitimate means of earning service hours****

Senior Requirements

Hours: Seniors are required to complete a 48-hour service requirement by the end of their 12th grade year. For seniors, service is not only a yearly requirement, but a quarterly one. Seniors are responsible for completing 12 hours of service per quarter, totaling to 48 hours for the year. Whether or not extra hours carry over from one quarter to another is at the discretion of the individual Theology teachers.

Where/How to Serve: For the duration of their senior year, students are required to select one community agency or organization to work with. Organizations that are acceptable for senior service hours are as follows, though students are not solely limited to these:

- Wakeman Boys and Girls Club
- Operation: Hope
- Blessed Sacrament Food Pantry
- Merton House Soup Kitchen
- Spooner House
- Nourish Bridgeport
- Cardinal Shehan Center
- Tutoring through Bridgeport Public Schools

Any service work done at an outside organization must be approved by the Director of Christian Service before the student begins the opportunity.

Tracking Hours: Hours are to be submitted to the Director of Christian service and their Theology teacher using the MobileServe app/website. Tutorials will be provided to each of the senior classes to ensure a seamless transition to the digital tracking platform. All service hours for seniors MUST BE UPLOADED TO MOBILESERVE to receive credit.

Reflection Component: At the end of each semester, seniors are required to write a 2-3 page summary of their service work for the year. Prompts and due dates will be provided by the Theology teachers, with the final draft being turned in to the Director of Christian Service.

Failure to Complete Service Hours: Any student who does not meet the service hour requirement by the given deadlines is subject to a grade penalty for their Theology course average for the year as well as the quarter. A rubric outlining the grade penalty scale for missing hours is attached below.

****Please note that in an effort to maintain the integrity of Prep's Christian Service program and facilitate the students' safe return to outside volunteer work, the former "Ministry of Presence" or "At-Home Service" opportunity will no longer be available or accepted as a legitimate means of earning service hours****

Summer Service Hours

Students in grades 10-12 are eligible to carry over **up to 5 hours** of service completed over the summer to their service hour requirement for the year. All summer volunteer work must be appropriately documented and submitted for credit towards the grade/service requirement. Please be sure to have the summer opportunity confirmed and verified by the Director of Christian Service before beginning the work.

Things to Remember

1. The Director of Christian Service reserves the right to reject any service hours deemed illegitimate or improperly logged
2. How a lack of service hours impacts an individual student's class average or quarter grade is at the discretion of the Theology teachers (please see the rubrics below for a basic guideline)
3. Each Theology teacher has the right to uphold varying levels of flexibility when it comes to due dates, deadlines, etc.
4. Students should communicate any service questions or concerns to their Theology teacher **FIRST** given that it impacts their grade, and then utilize the Director of Christian Service as a second line of defense or assistance if needed.
5. In an effort to reinforce personal responsibility and initiative, **STUDENTS** in each grade level are encouraged to reach out to the Theology teachers or Service Director as needed, rather than having communication initiated solely by parents or guardians.
6. Any sort of extension, modification, or accommodations related to an individual student's service hours will be determined on a case-by-case basis including (but not limited to) the Christian Service Office, the Theology teachers, and the Guidance office.

Any questions or concerns can be directed to the Director of Christian Service, Ms. Ashley Woodworth, via email: awoodworth@fairfieldprep.org



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9th-11th Grade Service Log

****One new log should be started for each different service opportunity****

Student Name:
Theology Teacher:
Grade:

Date(s) of Service	Hours Completed	Name/Description of Service

Supervisor Signature: _____

<p>Cumulative Reflection Question: (1 strong paragraph) In completing these service hours, how have your efforts contributed to your continued growth as a young man that is for and with others? Be specific.</p>
