



CNHS Service Policy

Intent & Mission

Like many schools, Cardinal Newman High School features a strong service program, but what sets our service program apart from others is our emphasis on the theological virtue of charity. The *Catechism of the Catholic Church* defines charity as “the theological virtue by which we love God above all things for his own sake, and our neighbor as ourselves for the love of God” (CCC 1822). Further expounding, the Catechism states, “Faith in God's love encompasses the call and the obligation to respond with sincere love to divine charity. The first commandment enjoins us to love God above everything and all creatures for him and because of him” (CCC 2093). Therefore, our works of service at Cardinal Newman High School are primarily directed toward the love of God, and by extension, the love of all that God loves.

In a particular way, Catholic Schools are called to reach out to the suffering, the poor, and the vulnerable in our midst through concrete acts of charity. As Jesus tells us in the Gospel of Matthew, our eternal salvation will be determined by our service to Christ in the *least of His brothers and sisters* (*Matthew 25:40,45*). So too, our school should be measured by our response in charity towards the less fortunate in our community and beyond. In this spirit, we encourage our students to serve individuals and communities locally and abroad. Regardless of where and whom they serve, spiritual reflection is an integral component of a student’s service experience and deepens his/her formation as a Christian disciple.

Access to and Accumulation of Hours

With this mission in mind, we offer an orientation to our students about the service requirement and procedures at the beginning of every school year. Students attend a service fair to meet with representatives and mentors from different nonprofit service organizations in our community. In addition, the Christian Service Coordinator communicates new service opportunities to students via email, and Theology teachers announce them in classes.

After being trained in the program by the Service Coordinator, students regularly log in to the MobileServe service hour recording system to document their service hours performed. They are also asked to write a brief reflection on the service performed. A representative of the service organization then verifies the logged service hours. Once verified, the pending service hours are given final approval by the Christian Service Coordinator. Approval of service hours is at the discretion of the Christian Service Coordinator; any questions

regarding the legitimacy of a given service activity should first be cleared with the Coordinator.

Each student is required to perform at least 25 service hours per academic year. Starting the third week of June, students may begin accruing **a maximum of 15 hours** during the summer before the new school year in which they intend to claim those hours. **All remaining service hours must be completed by May 1.**

Service Definition & Criteria

- Service is an activity supervised by a non-related adult (over 25) wherein students perform acts of charity for others in the greater community.
 - Optionally, a maximum of 5 hours per year may be accrued through volunteer service rendered to your family or to Cardinal Newman High School. Family volunteer hours may be verified by a parent. School volunteer hours must be verified by the faculty or staff overseeing the service.
- Christian Service requires the student to go beyond volunteerism, putting his/her God-given gifts and talents to work in the community.
- Students must choose service opportunities from the CN-Approved Service Organization List provided by the Christian Service Coordinator and available on the school website.
- Service may not normally occur in a for-profit business or organization.
- Service must be for an individual or group other than the student's own family (apart from the limited "Volunteer Service to Family or School" goal).
- There can be no monetary compensation for service performed.
- Service must be completed outside of class time.
- Service clubs, ASB and student council students may only claim hours for meetings when they are actively planning for a direct service event at which they will serve the greater community. Regular informational meetings do not count.
- Item or monetary donations are not redeemable for service hours unless otherwise explicitly communicated by the Christian Service Coordinator, and this will be in reference to the hours spent preparing the donated items.

The Senior Christian Service Project is governed by specific requirements and policies communicated through the senior Theology class and by the Christian Service Coordinator.

Graduation Requirement:

Each student must complete 25 Christian Service volunteer hours per year according to this policy to advance to the next grade, completing a total of 100 hours by the end of senior year. Transfer students must complete this requirement corresponding to the amount of time that they are enrolled in Cardinal Newman High School.

Students who do not complete all 25 hours by the due date will be required to meet with an administrator, and to return to school on designated days after the end of the school year in order to complete their missing hours.

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