



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 their 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 at the beginning of every school year. Students attend a service fair to meet with mentors and representatives from different nonprofit 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. Students can also find current service opportunities under the “Service Opportunities” page on the CN school website.

After being trained in the program by the Service Coordinator, students regularly log in to the Mobile Serve service hour recording system to document their service hours performed. Students are asked to write a brief reflection on the service performed in MobileServe. 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 prior to performing the service and logging the service hours.

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 mere 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.
- Juniors & seniors must complete a minimum of 20 out of their required 25 service hours as part of their Christian Service Project Phases I & II.
 - Christian Service Project Phase I for juniors is proposed in the Spring Semester of their Sophomore year and must be approved by the Christian Service Coordinator.
 - Christian Service Project Phase II for seniors continues from Phase I of their junior year, the specifics of which are proposed in the Spring Semester of their junior year. Phase II must be approved by the Christian Service Coordinator. Additional specific requirements and assignments of the Christian Service Project Phase II are communicated through the Senior Theology class.

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.

Please address any special circumstances to the Christian Service Coordinator:

Mr. Perrin Cheney
cheney@cardinalnewman.org
(707) 546-6470 x152

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Service Continuum

Freshman Year

Students must complete 25 approved service hours from the list of CN-approved service organizations according to the service policy. Students are introduced to service opportunities by the Christian Service Coordinator and their Theology teachers. This introduction provides freshman students with exposure to the diversity of needs in our community. In addition, students are catechised in the doctrine of Christian service. Students are given opportunities for prayerful written reflection upon their acts of service in light of Gospel principles.

Sophomore Year

Through their study of Sacred Scripture, sophomores become familiar with the importance of acts of service and mercy as expressed in Scripture. In their Church History Course they see the works of mercy lived out in the life of the Church. In response to their theological studies, and in order for them to make use of their God-given talents, they continue to serve those in need in our community. Students must complete 25 approved service hours according to the service policy. Their service is completed from the list of CN-approved service organizations. Sophomores explore different service opportunities in anticipation of their Christian Service Project completed over their junior and senior years (Phases I & II). In the fourth quarter, sophomores propose their Christian Service Project Phase I to be completed in their junior year (ultimately continued into Phase II in their senior year).

Junior Year

Juniors begin the first phase of their two year Christian Service Project by completing a minimum of 20 of their required 25 hours of service at their identified project and

organization. Students study various social issues in their Theology classes and prepare an annotated bibliography on one of these issues in their English classes. These academic exercises assist them in choosing an area in which to more fully develop Phase II of their Christian Service project for their upcoming senior year. If there are remaining service hours to complete to reach the required 25 hours of service, juniors must choose service opportunities from the list of CN-approved service organizations, or may complete these hours through the Volunteer Service to Family or School optional and limited service category. A maximum of 5 hours can be logged outside of their Christian Service Project. During the Spring Semester, juniors receive a more in-depth orientation to the Christian Service Project Phase II (senior year). They then work to identify a mentor in the community who assists them in creating and proposing their project. Juniors complete and submit a proposal for Phase II of their project expressing how they plan to increase their commitment, leadership, or intentionality in Phase II of their project. Proposed projects must then be approved by the Christian Service Coordinator.

Senior Year

The Christian Service Project at the senior level (Phase II) allows students to work with a mentor in the community while, at the same time, receiving direction from their Theology and English teachers with Christian Service assignments. The curriculum of their Senior Theology class supports and directs the academic and spiritual reflection associated with their Christian Service Project Phase II. Seniors work closely with the Christian Service Coordinator who supports them throughout their senior year in the various elements of their project, in varying ways and degrees. A minimum of 20 of the required 25 service hours must be completed in conjunction with this Christian Service Project Phase II (as expressed above for junior year). The Christian Service Project Phase II culminates in a formal board presentation made to CN students and before a panel of community, business, educational and non-profit leaders, as well as faculty and staff. This presentation allows the students to demonstrate mastery and accomplishment of the Cardinal Newman mission.

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