

Christian Community Service Policy

Rooted in our Mission Statement, Catholic High's commitment to Christian community service stands to give witness to our faith and empower our young women to live out our motto, "let your light shine." Christian community service is a **yearly commitment and a prerequisite for advancement to the next grade level and graduation**. Through action and reflection, Christian community service provides opportunities to build discipleship within the Catholic High community, the Greater Baltimore community, and the world. In the words attributed to St. Francis, "Preach the Gospel at all times and when necessary, use words."

Christian Community Service Requirements:

- Students are required **to complete 30 service hours every year**. A minimum of 15 hours is required by a determined semester deadline. Hours must be completed, logged, & verified by a supervisor by the deadlines.
 - First half of service hours (at least 15 service hours) is due by January 5, 2026.
 - Final portion of service hours (at least 30 hours total for the entire school year) is due by April 27, 2026.
- Students may begin logging service hours for the 2025-2026 school year beginning May 1, 2025. Any hours completed prior to this date will not be counted toward the student's 2025-2026 service requirement.
- Community Service hours do not rollover in order that service is part of a student's entire TCHS experience.
- Students will be required to complete a graded Christian Community Service Reflection Assignment through their Theology class. Details and rubrics will be provided through the Theology Department.

Approved Locations:

- Service opportunities must occur within a **formal volunteer program or under a direct volunteer supervisor/** event coordinator, at a non-profit that does not conflict with our Catholic values.
- Students are required to serve with an organization included in **TCHS' Community Service Digital Catalog or in the preapproved categorized settings** listed below:

<ul style="list-style-type: none"> ○ Camps that are faith-based and/or service-based ○ Emergency services (e.g. Red Cross, police, firefighters) ○ Church events, programs, & ministries ○ Community Parks & Recreation 	<ul style="list-style-type: none"> ○ Libraries & Schools ○ TCHS Institutional Advancement Office/events volunteer ○ Opportunities listed within the TCHS Service Bulletin
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- **If a student wishes to volunteer outside of these settings in an alternative location, such as a different nonprofit organization, she must first receive approval from the Office of Mission.**

Please Note:

- Students may *not* volunteer in the family's workplace or for her family members. Parents may *not* sign off as supervisor on logged service hours. If you have questions, please contact the Office of Mission.
- At-home service projects may *not* be submitted for service hours **unless specifically approved** by the Office of Mission in advance. **Proper supervision, verification and procedures are needed for all service hours.**
- TCHS values direct service to those in need; therefore, at least 25 hours must occur outside the home. Minimal at-home services are able to be approved each year. (i.e. casseroles, card making, etc.)

Recommendations:

- Begin community service over the summer. It is common for there to be volunteer training or an orientation at many sites, so setting up a site takes some time.
- Current students should submit hours and receive verification via MobileServe before leaving a volunteer site, if possible. Hours must be submitted as soon as possible.
- Only incoming students should utilize the paper log form available on the school website until a specified date when a MobileServe account can be created.
- Go beyond the requirement and submit all your hours. Service hours are used to nominate students for many scholarships and awards.
- Contact a local, Catholic non-profit organization such as Catholic Charities or St. Vincent de Paul for extensive service locations and opportunities.
- Consider building a meaningful relationship with an organization. It would be both rewarding for the student and helpful for the agency. Committing to an agency provides connections that are helpful in applying to colleges and businesses.
- We encourage students to wear their Catholic High uniforms or clothing with the TCHS logo on it to promote our school.
- Ask fellow students from your geographical area where and how they serve for inspiration. You could arrange to serve together and carpool.

The following Service Awards are given at the end of the school year to deserving Catholic High students:

- Mother Generosa Award: 50-99 hours of service
- Saint Clare Award: 100-199 hours of service
- Saint Francis Award: 200 or more hours of service
- Canticle Award: Senior student with highest total number of hours over all four years.

Consequences:

Completed yearly service hours are required for promotion to the next grade level. Completion of Christian Community Service hours is a handbook requirement.

If service hours are not completed, logged, & verified by the published deadline, the following disciplinary action will occur.

- » School detention given by the Office of Mission
- » Parent notification given by the Office of Mission
- » Service contract given by the Office of Mission
- » Extracurricular activities, including sports, dances, and clubs, suspended until service obligation is met as stated in the contract.