



“Whatever you did for one of these least brothers of mine, you did for me.” (Mt. 25:40)

2020-2021
Faith in Action
Handbook:
A call to Service
and Justice

Prayer before Service (Saint Teresa of Calcutta)

Dear Lord, the Great Healer, I kneel before You, since every perfect gift must come from You. I pray, give skill to my hands, clear vision to my mind, kindness and meekness to my heart. Give me singleness of purpose, strength to lift up a part of the burden of my suffering fellow men and women, and a true realization of the privilege that is mine. Take from my heart all the guile and worldliness that with the simple faith of a child, I may rely on You.

Amen.

The Corporal Works of Mercy

FEED THE HUNGRY

GIVE DRINK TO THE THIRSTY

SHELTER THE HOMELESS

CLOTH THE NAKED

CARE FOR THE SICK

VISIT THE IMPRISONED

BURY THE DEAD

The Spiritual Works of Mercy

CONVERT THE SINNER

INSTRUCT THE IGNORANT

COUNSEL THE DOUBTFUL

COMFORT THE SORROWFUL

BEAR WRONGS PATIENTLY

FORGIVE INJURIES

PRAY FOR THE LIVING AND THE DEAD

Imagine what might happen if instead of performing each of these works of mercy out of a sense of duty, but rather out of a sense of charity and the true mercy you felt through prayer!

The Eight Principles of Catholic Social Teaching

DIGNITY OF THE HUMAN PERSON AND RESPECT FOR LIFE

THE CALL TO FAMILY, COMMUNITY AND PARTICIPATION

RIGHTS AND RESPONSIBILITIES

COMMON GOOD

PREFERENTIAL OPTION AND LOVE FOR THE POOR

DIGNITY OF WORK AND THE RIGHTS OF WORKERS

SOLIDARITY

STEWARDSHIP

“Only in Christ do we find real love, and the fullness of life. Love of Christ does not distract us from interest in others, but rather invites us to responsibility for them, to the exclusion of no one.... And so I invite you today to look to Christ. To be Christians means to be missionaries, to be apostles. It is not enough to discover Christ - you must bring Him to others! The way Jesus shows you is not easy. Rather, it is like a path winding up a mountain. Do not lose heart! The steeper the road, the faster it rises towards ever wider horizons.” -Saint John Paul II

At Muskegon Catholic Central, our service to others is based on the Gospel; Christ calls us to serve others. In addition, the tradition of the Catholic Church gives us the Works of Mercy and the Principles of Catholic Social Teaching to guide us. At MCC, we believe service is an integral part of our Catholic Faith, and a key component of the Crusader spirit.

All service opportunities outlined below must be performed for a non-profit organization. Service to family members, for-profit businesses/organizations, etc., even if service is performed without pay, will not count towards a student’s service hours. If there is ever any question as to whether or not a service experience will “count”, check with Mr. Hilgert in the Campus Ministry Office **BEFORE** beginning the service.

All service is overseen by the Campus Ministry Office, in cooperation with the Religion Department. **In the case that a freshman, sophomore or junior student fails to complete their service goals, they will receive an incomplete for their religion grade until the service goal is completed and confirmed.**

Senior Capstone Service Projects will be a separate credit / no credit class. **If a senior student fails to complete their Capstone Project, they will receive an incomplete for their religion grade, and their diploma will be withheld, until the required Capstone Project is completed and confirmed.**

Beginning in the school year of 2020-2021 there is **NO expected minimum number of hours of service to be performed** for students in grades 9-11 (Seniors are expected to complete a Senior Capstone Service Project that is explained below). We are asking students instead to focus on specific types and forms of lived faith, aka service, outlined below. Students should spend a substantial amount of time on the goals below in order to make a noticeable impact-- both on themselves and the organization where they are spending their time. We want students to focus on the quality of time, rather than the quantity of time, spent on these specific types and forms of service.

This policy flows from our mission to educate the spirit of our students and our desire for students to have the opportunity to fully participate in the life of the Church and to live Her teachings. We pray that through this process, along with the expectations listed below, that students discover that discipleship to Jesus Christ is service. We pray also that by encouraging and enabling students in learning to serve others, that students may be inspired into a life of service and justice during their high school years and beyond.

Although students do not need to complete a specific number of hours of service, **completion of the service goals listed below are a graduation requirement for Muskegon Catholic Central**

All Students must still **log all projects and hours served in to our service logging website www.x2vol.com** (details can be found at the end of this document). Creating and maintaining this online log of service hours that they have performed will be beneficial for students in the future; scholarships, colleges, universities, employers and the military are increasingly interested in the life of service of applicants.

Additionally, beginning in the school year of 2020-2021 awards will be given to all students in grades 9-11 who complete the following hours of service in one year: 25-49hrs of service, 50-74hrs of service, 75-99hrs of service and 100+hrs of service. **Lastly, Seniors who perform over 300 cumulative hours of service during high school will earn a service cord to wear at graduation.**

Families are encouraged to participate along with their students during these experiences for Faith in Action. These are tremendous opportunities for faith sharing between generations, and are a powerful opportunity for parents/guardians to witness their lived faith to their children. I highly encourage families to visit [Catholic Uprise](#) for ideas and opportunities for their students and families.

Lastly, students are strongly encouraged to participate in a mission trip experience with the school or their church during their high school years. *“God put us in the world to know, to love, and to serve Him.” (CCC, 1721)* Mission Trips are powerful and transformative opportunities that have a deep and profound impact on participants. These trips often serve as moments of conversion that draw young people into a deeper relationship with God.

Faith in Action Goals and Expectations for Grades 7-12

The goals listed below are the minimum level of participation expected of students. However, students are invited and encouraged to participate in acts of Service, Justice, and Charity beyond the goals listed below.

“We are not saved by works, but we are saved for works”

7th and 8th Grade Service

7th and 8th grade students will be required to do a total of **six (6) service hours** during the semester that they attend their religion course (**3 hours each term**). The opportunities for these hours will be **provided and accomplished during class time**. If the student is not present during the time of service, they will be required to accomplish these hours outside of class. The service hours required for 7th and 8th grade will count towards a **test grade** in the religion course.

Freshman Year: Faith in Action through service to school and church

During Freshman year, students are expected to contribute to the life of their school and parish communities.

Recognizing that service to Muskegon Catholic Central school is a form of service. Students should perform service that directly benefits the Muskegon Catholic School community **or** is service that is part of a school function. etc....

- Freshmen **must** work a minimum of **TWO** Lenten Fish Dinners as part of their Freshman service goals. Students are to sign up to work the Fish Fry with the 7-12 school office unless instructed otherwise.
- Freshmen **must** assist with at least **THREE** additional, unique, school functions. Examples of this would be school athletic camps, school grounds work, school child care, helping at athletic events, Rainbow Auction, Crusader Open, etc.
- Freshmen **must** participate in a half-day service project during a school day that will be organized by the Campus Minister.

We also recognize that service to the local parishes and churches is a noble form of service. Parish service is described as service to a student's home parish/church in which the result is a direct benefit to the parish/church community.

- Students **should** participate in the life of their parish/church by altar serving, volunteering with Vacation Bible school, parish/church grounds work, singing in the Choir, playing in the church band/orchestra, helping with the Parish Outreach program, ushering, lecturing, or other such activities.
- Participation in a school or parish mission trip would also satisfy this goal.

A necessary component of these types of lived faith is **reflection**. Students **must submit to the Campus Ministry Office a ½-1 page typed double-spaced reflection** for each distinct project in which they participate (example: a student would write one reflection for working two Fish Frys, one reflection for Altar Serving at mass 14 different time, one reflection for working 3 hours concession for Volleyball, one reflection for helping for one week of Vacation Bible School, etc.)

Each reflection should address the following:

You will most likely serve many people or groups during one project; whom all did you serve and benefitted from your contributions?

How did I make a positive impact?

Why was my participation of value?

How was my participation a reflection of my faith?

Did you feel the same at the beginning of the experience as you did at the end of the experience?

Sophomore Year: Faith in Action through the Works of Mercy

Sophomores will focus their Faith in Action around the Corporal and Spiritual Works of Mercy.

“The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities.” (CCC, 2447)

- Sophomores **must** complete at least ONE act/project that corresponds to each different Corporal and Spiritual Works of Mercy (14 projects to be completed in total).
- Students should visit www.CatholicUprise.com and explore the following link: [The 14 Works of Mercy](#) on ideas and opportunities to live out these acts of mercy.
- **Sophomores must also** participate in a half-day service project during a school day that will be organized by the Campus Minister.
- Participation in a school or parish mission trip may provide the opportunity to complete many, if not all, of the components of this goal.

A necessary component of these types of lived faith is **reflection**. Students **must submit to the Campus Ministry Office two separate 2-3 page typed double-spaced reflections** on their experiences performing both the Corporal Works of Mercy and the Spiritual Works of Mercy (one reflection will consider the Corporal Works of Mercy that they performed and the other reflection will consider the Spiritual Works of Mercy they performed).

Each reflection should address the following:

You will most likely serve many people or groups while living and praying both the Corporal and Spiritual Works of Mercy; whom all did you serve and benefitted from your contributions?

How did I make a positive impact?

Why was my participation of value?

How was my participation a reflection of my faith?

Did you feel the same at the beginning of the experience as you did at the end of the experience?

Junior Year: Faith in Action through Catholic Social Teaching

Juniors will focus their Faith in Action around the principles of Catholic Social Teaching

“But you will receive power when the holy Spirit comes upon you, and you will be my witnesses in Jerusalem, throughout Judea and Samaria, and to the ends of the earth.” -Acts 1:8

As part of our baptismal call, and as part of Muskegon Catholic Central’s desire to reach out to the greater community, Juniors are invited to explore the principles of Catholic Social Teaching (CST) in their local communities and in projects that impact communities beyond our own. Community service is described as service the student performs that directly benefits people in the community or the greater world. **Juniors will need to fulfill their service hours either in school, church/parish, community non-profit organizations, or on school or church sponsored mission trips.**

- Juniors **must** complete at least ONE act/project that corresponds to each different principle of Catholic Social Teaching, eight projects in total.
- A great resource for further ideas and information the tenets of CST can be found at TheReligionTeacher.com/social-justice-activities This website has many links to information and activities with regards to CST
- Juniors **must also** participate in a half-day service project during a school day that will be organized by the Campus Minister.
- Participation in a school or parish mission trip may provide the opportunity to complete many, if not all, of the components of this goal.

A necessary component of these types of lived faith experiences is **reflection**. Students **must submit to the Campus Ministry Office a ½-1 page typed double-spaced reflection** for each distinct project in which they participate (example: a student would write one reflection for working 4 hours at the Humane Society for Care for Creation, one reflection for 6 hours performed with Catholic Charities West Michigan for the Preferential Option and Love for the Poor, etc) Eight separate reflections **must** be submitted.

- **Each reflection should address the following:**
- You will most likely serve many people or groups during one project; whom all did you serve and benefitted from your contributions?
- How did I make a positive impact?
- Why was my participation of value?

- How was my participation a reflection of my faith?
- Did you feel the same at the beginning of the experience as you did at the end of the experience?

Senior Capstone Service Project

Building on their service experiences during their time as underclassman, Seniors must complete a Senior Service Capstone Project. This project is designed to demonstrate the cumulative experience of Catholic Social Teaching and the Works of Mercy that students have learned, explored, and lived during their time at MCC.

- Seniors **must** participate in a full-day of service/justice during a school day that will be organized by the Campus Minister.
- Seniors **must** choose ONE ORGANIZATION to which they will contribute **a minimum of thirty (30) hours of service**. These hours must be completed and submitted on www.x2vol.com by **April 16, 2021**
- These hours must be towards a non-profit organization. Seniors **must** obtain acceptance of their Organization and Project from the Campus Minister before beginning their project.
- In determining the Organization and Project they wish to undertake, Seniors should consider the following:
 - The Work performed,
 - The People served
 - How this experience will accomplish the mission of MCC to educate them in Body, Mind, and Spirit.
 - What principle(s) of Catholic Social Teaching will be addressed through their service.
 - What works of Mercy will be performed in this service.
 - What is the connection to their own life
- In May of their senior year, seniors will present an oral and visual (video) report detailing their thirty (30) hours of their Senior Capstone Service experience. *(Additional information regarding presentation expectations will be distributed at the beginning of the school year).*
- Senior Capstone Service Projects may **NOT** be a school collection-to donate towards a project, instead students must donate thirty (30) hours of their time directly towards the non-profit organization.
- Below is a list of some organizations that will accept individuals eighteen (18) years of age or younger for volunteer service, and they do **NOT** need parent supervision are as follows:
 - Muskegon County Prosecutor's Office - 231.724.6435
 - United Way – 231.722.3134
 - Disability Connection thru United Way – 231-722-0088
 - Habitat for Humanity – 231.727.6020
 - Human Society – 231.773.8689
 - NOAH Project – 231.865.1264
 - Pound Buddies – 231.724.6500
 - Heaven Can Wait – 616.402.1417

- Catholic Charities of West Michigan – 231.726.4735
- Family Promise – 231.747.8855
- YEP! Community encompass – 231.728.3117
- Mercy Health Partners – 231.728.471
- Salvation Army – 231.773.3284
- Hope's Outlet – 231.737.9707
- Community Action Partnership – 231.725.9499
- Sanctuary at the Park – 231.672.2786 or 231.672.2780
- Mission for Area People – 231.733.1792 press #2
- Kid's Food Basket – 231.747.8575
- Praying Pelican Missions (Spring Break Mission Trip) – See MCC Campus Minister
- St. Mary Parish, Spring Lake (Summer Mission Trip) – 616.935.6974
- Various Parishes in the Diocese of Grand Rapids– Volunteer to help with summer vacation bible school, help plan/lead retreats, etc.

We encourage Seniors to complete, or at least begin, their thirty (30) hours of non-profit service hours during the SUMMER MONTHS OF 2020! Once the school year begins, it becomes much more difficult to find the time needed to achieve this service and graduation requirement. As we also learned in the Spring of 2020, unexpected circumstances may arise that make completion of hours extremely difficult.

- **Seniors must work** Five (5) hours at the school's Annual Rainbow Auction. Students are to sign up to work with the Director of Advancement in the Foundation Office.
- **Seniors must also work** Ten (10) hours with a church or parish, organized and assigned by the MCC Campus Minister. During the month of May, senior students will be asked to focus on serving their parish/community in a focused program, as part of Senior Seminar. The Campus Ministry Office will assign senior students to work at a local church or parish. Seniors must perform ten (10) hours of this service, and they will be working with other senior students that were assigned to their group by the Campus Ministry Office. This ten (10) hour commitment is meant to positively influence both the seniors and our local churches or parishes prior to graduation. It is a final gift from the senior class to our local faith communities.

Seniors will meet with the Campus Minister at least once a month during their senior year to work on, and prepare for, the successful completion of their Senior Capstone Service Project.

Submitting Service Hours Online

All students are required to submit their service hours for each service project that they work. Students will log into x2VOL to look for service opportunities, enter service hours, and view their progress in fulfilling the requirements.

In addition to a detailed description regarding their service work, the online form also requires that the student submit the name, phone number and **email address (preferred)** of the Service Hour Project Supervisor so that the information can be verified. Once verified by the Project Supervisor, the Campus Minister will review the information to determine whether it meets the criteria listed in this document. If the supervisor cannot verify online, **verification may be obtained by paper form, but hours must still be submitted online.**

Please see below on a “How to Tutorial” to begin logging in to the X2Vol website and begin logging hours.

You may also visit muskegoncatholic.org/service-learning for x2VOL login information and video tutorials.

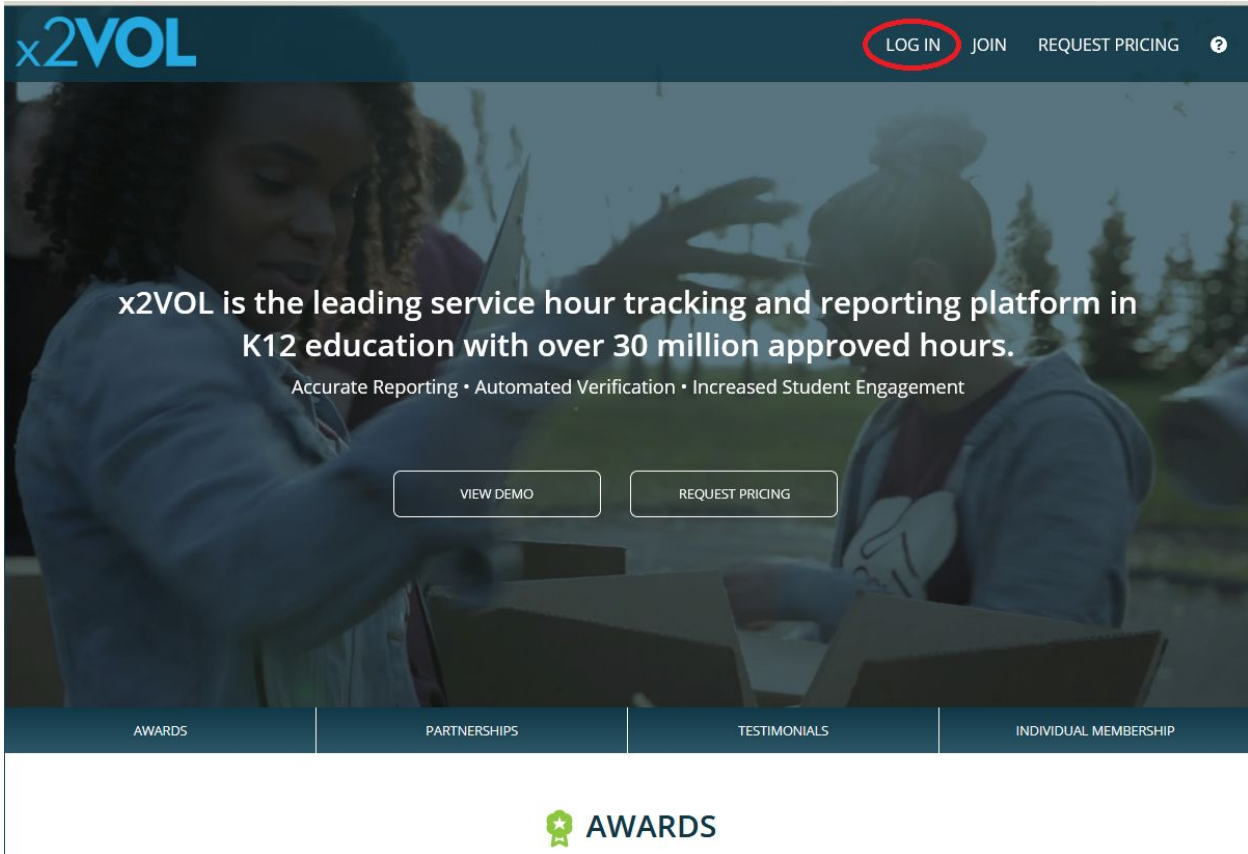
Students will also be provided training during Advisory, on how to log this information.

If there is a problem that occurs while trying to report service hours online, please see the Campus Minister to discuss appropriate action.

Service Hours logging procedure tutorial for x2vol

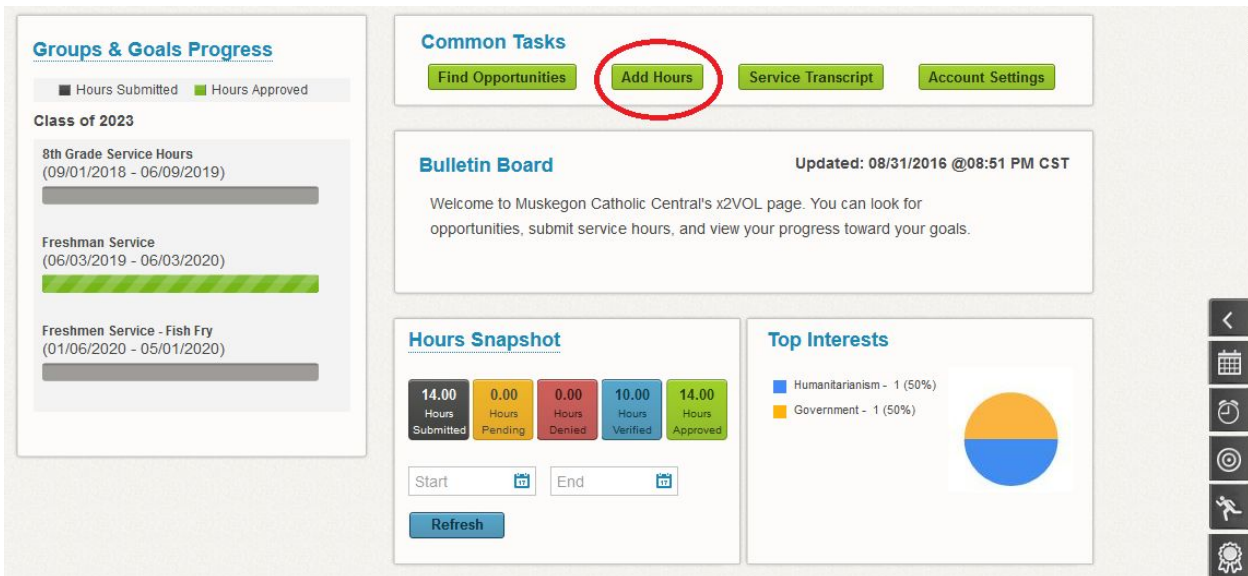
This tutorial is designed to assist students/families with regards to the use of the Service Hours logging website, www.x2vol.com; with the use of this tutorial you will have the tools necessary to begin logging your service hours.

1) Go to www.x2vol.com and login (circled in red)



2) Once you are logged in you will come to your main dashboard screen. You have several options on this screen, including adding hours.

3) On your main dashboard screen click the tab labeled "Add Hours" (circled in red)



4) You will be redirected to your "My Activity Log" page. This page lists all of your currently submitted hours, as well as giving you the opportunity to submit additional hours.

5) Click the "Create New" tab (circled in red) to add new hours.

Dashboard Opportunities & Projects Groups & Goals Profile Help Logout

My Activity Log Find Opportunities Official Service Transcript™

My Activity Log

Print Activity Log

x2VOL powered by IntelliVOL

2 Personal Projects **Create New** Newest to Oldest

ACTIVE PROJECTS

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
<input checked="" type="checkbox"/> St Joe's 08/14/2019	4.00		4.00	✘
<input checked="" type="checkbox"/> St Joe's 08/13/2019	10.00	10.00	10.00	✘

0 Community & Campus Opportunities Find New Newest to Oldest

ACTIVE OPPORTUNITIES

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
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6) This will take you to a page to record a new project and hours.

7) This page has many fields that **MUST** be completed fully. These fields are all circled in red below. When complete be sure to click **SUBMIT** located at the bottom of the page.

Create a Personal Project



Activity

[Max. 100 characters]

test

I rang bells for the Salvation Army during the Christmas season.

Personal Projects

If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.

Attachments

[+ Add files...](#)

You can upload .pdf, .jpg, .png, .gif, .bmp, .zip, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .bt, .wmv, .mp4, .rtf, .csv, .pps, .wma, .flv, .mov, .mpg files. The maximum file size is 20MB.

Drop Files Here

Make this a recurring project

Allows you to reuse this personal project for future claims without reentering the information.
(ex. Volunteering at the food bank several times a month.)

Interests (Please select the interest that best describes the activity you performed) Humanitarianism Faith-based Environmental Government Educational

Activity Contact

Kevin Hilgert

(220) 755-2201

khilgert@muskegoncatholic.org

Verification

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

Claim Hours

 (Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page.
If you have been instructed to provide one entry per date please do so.

Date

Hours

Minutes

00

00

Reflection

Apply Hours to Goal(s)

Organization Goals
 Select where the hours being claimed will be credited to. Either choose an ["Exclusive Goal"](#) or choose the option ["Apply to all Non-Exclusive Goals"](#).

NOTE: Below are all ACTIVE goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.

	GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
<input checked="" type="radio"/>	Apply to all Non-Exclusive Goals:						
	Freshman Service	Class of 2023	6/3/2019	6/3/2020	14.00	14.00	0.00

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

Comments

DATE	USER	COMMENT

Claim History

DATE/TIME	EVENT	USER



8) Repeat as necessary for additional new projects/hours completed.