



# Christian Ministry Guide

## 2011-2012

*“Whatsoever you do for the least of my people;  
that you do unto me.” (Matthew 25:40)*

All of us are called to serve. We are called to this life of service by Jesus Christ Himself. This call is reiterated again and again throughout the Scriptures, and through numerous Church documents. Pope John Paul II challenged each of us to be active in our families, Church and communities by working for justice to achieve peace. Each of our students at Nolan Catholic is called to serve. One way in which we answer this call is through the Christian Ministry program. In this way, we share our time and talents with the Church and community.

### **Called in Baptism and gifted by the Holy Spirit.**

The life of a Christian is one of loving service to those in need. The Christian Ministry Program of Nolan Catholic High School is an opportunity to explore the many ministry opportunities of the Church and the wider community.

### **Important Components of the Christian Ministry Program:**

#### **† The Spirituality of Service**

Christian Ministry is the freely offered gift of one's time, talents and personality. We can be Christ for others in many ways. While some of the agencies where we carry out our ministry are not “Church-related”, we consider the student's contribution to be “Christian ministry” in that our faith is the motivation, prayer is the source of our strength, and to serve as Jesus did is our goal.

#### **† An Opportunity to Learn**

Christian Ministry is an opportunity to learn and grow in ways that are impossible in a classroom. Through Christian ministry, students may discover their personal gifts, values, limitations, and perhaps, dreams for the future. They will learn about people and have their eyes opened to the problems in our community.

#### **† Choosing A Ministry**

Examine your own gifts and interests. Listen to the Holy Spirit. It is often better to find something that will be difficult or challenging. You'll get more out of the experience. The easy ministries aren't necessarily the most fun or rewarding. When we stretch beyond our “comfort zone”, we often gain the most.

#### **† Making a Commitment**

It is the investment of oneself that makes for rewarding ministry. While there are many short term ministry opportunities, we recommend that you make a long term commitment (a semester, a summer, a year) to one ministry. This will give you the opportunity to develop relationships, become experienced in your field, and perhaps witness changes or growth in those you are helping. Your agency also benefits because they can count on your dedicated service. In selecting an agency, be sure it meets the criteria outlined below. If there is ANY question, please see the Director of Christian Ministry.

#### **† Action-Reflection Process**

In your religion classes, you will be given the opportunity to reflect on your ministry and share your experiences with others. It is in this setting, that much of the learning takes place. In addition, the senior level Christian Vocations/Ministry course offers another opportunity to synthesize your ministry experiences.

#### **† Recording Your Ministry**

**The student is the Christian minister.** It is the Christian minister's responsibility to report the hours of

service on a CM form. Please turn in originals only, but photocopy them for your own records. Photocopies are not allowed to be turned in for credit unless first cleared by the Director of Christian Ministry. We do NOT want parents or volunteer coordinators to mail in your records. The supervisor should initial EACH day of ministry. Also, the supervisor must fill out their information at the bottom of the form and sign the form. N.B. The supervisor must be an adult. Parents may not sign as supervisor in lieu of the actual supervisor. The STUDENT should turn in forms to the Director of Christian Ministry in D21. **Only current original CM forms are accepted! (no fax, no scan, no copy)** CM forms are available in D21 and may be downloaded at the bottom of the Christian Ministry page. ALL sections of the CM form must be complete for hours to be added to the student record. **CM forms MUST be turned in within 6 weeks of completion of the work that is being documented. ANY CM forms turned in later than 6 weeks after completion of the work will not be accepted and are considered null and void. The only exceptions are summertime hours and end of year hours. Please see Deadlines section on the Christian Ministry page.**

### **Criteria for Christian Ministry Sites**

You have several options in selecting your ministry site. You may find an agency on your own or continue to serve an agency if it meets the following criteria:

#### *1. SERVICE TO OR WITH PEOPLE*

We ask that the majority of your service involve working directly with people, serving as Christ did. While there may be a few occasions where you will indirectly help others through other means (office work, cleaning), we require that MOST hours come from direct service to others. Service must be for a non-profit agency such as those listed at the end of this publication. For any other agency or organization type to be validly accepted, it must be approved by the Director of Christian Ministry.

#### *2. VOLUNTEER SERVICE*

Christian ministry is a contribution of your time and talents in a volunteer capacity. This is work that is not for payment, outside of the ministry we already freely give to family, friends and neighbors.

#### *3. SUPERVISOR PRESENCE*

An adult must be available at your ministry site to supervise, record your service, and evaluate your ministry. The supervisor should also be available to provide training, support and assistance.

#### *4. NOLAN CATHOLIC SERVICE*

We encourage service to Nolan Catholic High School. Helping clean the ball fields after school, tutoring after school, Ambassador functions in the evening, etc., are all excellent ways to earn hours while helping out your Alma Mater. However, hours worked during the course of a school day or as a requirement for a course CANNOT be counted. This would include such things as marching band practice after school, Ambassador Shadow work during school, assisting with a day retreat during school, etc. N.B. Some items, such as retreats, will have some hours associated with them that are valid to claim, as they sometimes involve both school time and outside time. (Exception to this is given ONLY to office aids officially scheduled and by the Guidance Department and approved by the Director of Christian Ministry. In order for office aids to receive hours, they must complete a Long Term Project write-up, as seen on the Christian Ministry page of Long Term Project Hours.) When in question about such events, please contact the Director of Christian Ministry for clarification.

### **Requirements and Consequences**

#### **† Start Date for Ministry**

Students may begin their Christian Ministry as soon as they are high school students at Nolan Catholic. Therefore, service may begin as early as the first day after completion of 8<sup>th</sup> grade the summer before a student's freshman year.

### † Hour Requirements

Students are REQUIRED to complete 20 hours by the end of freshman year, 40 hours by the end of sophomore year, and 60 hours by the end of junior year. SENIORS MUST HAVE COMPLETED A MINIMUM OF 75 HOURS IN ORDER TO GRADUATE FROM NOLAN CATHOLIC HIGH SCHOOL. DIPLOMAS WILL BE WITHHELD IF HOURS ARE INCOMPLETE.

### † Transfer Student Transfer Hours

Students transferring to Nolan Catholic who already have service hours from a program at their previous school may certainly transfer some of these hours to NCHS. Students are limited to transferring 25 hours per semester of their previous high school. So, a first year sophomore may transfer a maximum of 50 hours. Students must provide documentation of the hours from the former high school to the Director of Christian Ministry for hours to be considered for transfer.

### † Long Term Projects

Many NCHS students continually do ministry with the same agency with loyalty and faithfulness. This is to be commended and is truly at the heart of the purpose of the Christian Ministry Program. In order to more easily facilitate the documentation of hours for these long term projects, a student may submit a project proposal to the Director of Christian Ministry, outlining the scope and sequence of their plan with the agency. After a face to face meeting with the Director about the project, if approved, the student then proceeds with their ministry. At the conclusion of the project, the student then submits both documentation of the work completed as well as a reflection paper on what was done and how it helped others. Projects are NOT bound by the six week deadline. Projects may span two or more months, and all hours are then turned in at the end of the project along with the reflection paper. However, students who opt out of the reflection paper in the end will then have all their hours subject to the six week rule and will risk losing some of them. Students who opt to document a long term project will receive an additional 5 Christian Ministry hours over and above those documented by the agency. These hours are in compensation for the time involved with the proposal, interview, and reflection paper that must be done. For complete guidelines on what is necessary for the proposal and for the reflection paper, please see the bottom of the website and download those pdf files. If there are any questions concerning the long term project option, please see the Director of Christian Ministry for further information and clarification.

### † Deadlines

There are four different “deadlines” to remember about in each academic year, as far as submitting Christian Ministry Log Forms is concerned. The first deadline is the **Summer Hours deadline**. On the calendar, there will be a date indicated in August as the summer hour deadline. Hours served during the summer, especially in late May, in June, and in early July will need to be turned in by that time. Summer hours are those performed between the last day of classes in May and the first day of classes in August. Some July hours are possible to fall into the next deadline. There is a **Six Week deadline**, which means that any hours that are completed must be turned in within six weeks of their completion. Hours not turned in within that time frame are considered outdated and no longer valid. The only exception is for summer hours, which must be turned in by the above stated deadline, or they become invalid as well. The **Spring Deadline** is in mid-April and will be noted on the calendar also. This deadline is when the minimum number of hours for each class level for that year must be logged in, or the student will be placed on CM probation. (see website for explanation of probation.) Also, this is the deadline for the awards. Any hours turned in after this deadline can get a student off probation, but cannot qualify a student for the awards of that year. The **End of Year deadline** is the last day of class, the week before finals in May. All hours earned prior to this date must be turned in on this date or be rendered invalid. This is because during the summer, there is no collection of hours, and hours earned in late April and early May are NOT considered summer hours. Summer hours begin the evening of the last school day in May (not the last exam day).

### † Monitoring and Administration of Hours

Christian Ministry hours are updated twice each quarter and posted in the main hallway on the Christian Ministry bulletin board as well as on Edline. In addition, a student is more than welcome to see the Director of Christian Ministry at any time to get the most recent update of his/her hours. It is the

responsibility of the student to keep up with his/her CM hours total. Whenever discrepancies are seen, the student should immediately contact the Director of Christian Ministry in person in order to find the problem and correct it immediately. Failure to do so can result in loss of hours and/or the Director not being able to find the problem in a timely fashion for receipt of award or avoidance of probation.

#### **† CM Forms Not Properly Filled Out**

Any CM forms not properly filled out will be returned to the student to be completed and returned. Forms returned to the student are not considered to be handed in or logged in until the student returns the form to the Director of Christian Ministry and the form is completed. The student must complete/amend the form as needed immediately and give it back to the Director of Christian Ministry within two weeks of the date of return to student. Failure to do so will forfeit the hours. The form will be considered out of date.

#### **† Consequences for Incomplete Hours**

For each school year, there will be a final due date for hours to be counted toward that school year. The date will be published in the NCHS calendar and will be given as a reminder in the Spring Semester to students. If hours are not completed by this date (NOT the last day of school), the student will be placed on academic probation. The student will remain on probation until the required number of hours is completed. Being on academic probation will affect ability to participate in extracurricular activities as follows.

Since Christian Ministry Hours are a graduation requirement, deficiency in hours will be counted as one course failure. Once the student fulfills the hours requirement, the deficiency is remedied and student's "failure" is considered corrected. Therefore, a student with two or more course failures or one course failure and deficiency in the Christian Ministry hour requirement will be ineligible for participation in extracurricular activities. Please see the Student Handbook for complete guidelines on academic ineligibility.

#### **† Honor Code**

Any honesty infractions that are committed in the CM Program will be referred to the Honor Council. Any students who are found guilty of dishonesty, plagiarism, etc. in the CM Program will lose those hours in question, as well as have one strike against them in the Honor Code, as per the Honor Council guidelines in the Student Handbook.

#### **† Awards for Exceeding Hour Requirements**

Students who go beyond the requirement of hours will be recognized with the following awards. Freshmen will receive a pin for recognition of achievement of 50 hours or more. Sophomores will receive a certificate for recognition of achievement of 100 hours or more. Juniors will receive a certificate for recognition of achievement of 150 hours or more. Seniors will receive a golden cord to be worn at graduation ceremonies for recognition of achievement of 200 hours or more. In addition, for each graduating class, one student will be chosen to receive the Christian Ministry Program Award, which recognizes that person who has most exhibited outstanding service to his/her community at large in the spirit of the Christian Ministry Program.

### **Common Questions Regarding the Christian Ministry Program**

#### **† *What if I fulfill the 75 hours in one year?***

WONDERFUL! We hope that Nolan Catholic students will continue to serve their school, church and community beyond the required hours. Continue to turn in these CM forms. Nolan Catholic will give special commendation to those students who model commitment to Christian Ministry. (see AWARDS above)

#### **† *What is not included in my service hours?***

Initial interviews, transportation to the ministry site, lunch breaks, dinner breaks and hours being served to Teen Court due to a ticket do NOT count towards one's required ministry hours. However, training for a

specific ministry can count towards one's hours. Babysitting (unless for a parish in a group child care setting with supervision), work for family and/or friends, and such do not count. Donations of goods do not count, regardless of the donations site's policy, but the time spent gathering the goods can count. Work done in one's home, even with parental and/or adult supervision, cannot be counted. "Double-dipping" is not allowed either. There are many other requirements a person can have besides NCHS, such as Confirmation hours at a parish, Eagle Scout service projects, etc. These hours gain the benefit of those programs, and are not counted as valid hours in the NCHS Christian Ministry Program. Further, even if parishes accept NCHS hours in lieu of their own Confirmation requirement, this is still "double-dipping" and is not allowed. See also "Nolan Catholic Service" above for more information. If there is a question as to whether a specific activity is allowed, please contact the Director of Christian Ministry for approval.

### † **How are hours counted for ministry during Mass and Sunday services?**

Liturgical ministry is GREATLY encouraged. Keep a record of all masses in which you participate as an altar server, lector, Eucharistic minister, cantor, choir member, etc. Altar servers and choir members receive a full hour for each Mass. Cantors, lectors and Eucharistic ministers will receive ¼ hour for each Mass. Any training will also count towards one's total hours. See the Director of Christian Ministry with any questions regarding these hours.

### **Christian Ministry Agencies**

Nolan Catholic students are highly encouraged to minister through their church or parish. Contact someone on the staff about ministry opportunities (youth minister, DRE, pastor, liturgical ministry coordinator, etc.). In addition, there are many other agencies in need of support. Some of these are listed below. You are also free to find an agency of your choice. If you have any questions about the agency, see the Director of Christian Ministry.

Arlington Women's Shelter | 817-548-0583 | [www.womensshelter.org](http://www.womensshelter.org)  
Beautiful Feet Ministries | 817-536-0505 | [www.thefeet.org](http://www.thefeet.org)  
Catholic Charities | 817-534-0814 | [www.ccdofw.org](http://www.ccdofw.org)  
Eastside Ministries | 817-446-3278 | [www.eastsideministries.org](http://www.eastsideministries.org)  
Habitat for Humanity | 817-926-9219 | [www.fwhabitat.org](http://www.fwhabitat.org)  
Harvest House | 817-295-6252 | [www.yourharvesthouse.org](http://www.yourharvesthouse.org)  
Mid-Cities Care Corps | 817-282-0531 | [www.midcitiescarecorps.org](http://www.midcitiescarecorps.org)  
Meals on Wheels | 817-336-0912 | [www.mealsonwheels.org](http://www.mealsonwheels.org)  
Mission Arlington | 817-277-6620 | [www.missionarlington.org](http://www.missionarlington.org)  
Ronald McDonald House | 817-870-4942 | [www.ftworthrmh.org](http://www.ftworthrmh.org)  
Tarrant Area Food Bank | 817-332-9177 | [www.tafb.org](http://www.tafb.org)  
Texas Special Olympics | 817-332-3433 | [www.sotx.org](http://www.sotx.org)  
The Family Place | 214-443-7714 | [www.familyplace.org](http://www.familyplace.org)  
The Salvation Army | 817-344-1820 | [www.salvationarmydfw.org](http://www.salvationarmydfw.org)  
The Warm Place | 817-870-2272 | [www.thewarmplace.org](http://www.thewarmplace.org)  
Union Gospel Mission | 817-332-2922 | [www.uniongospelmissionftw.org](http://www.uniongospelmissionftw.org)  
Wings of Hope | 817-790-8810 | [www.wingsofhopehorses.org](http://www.wingsofhopehorses.org)  
Workforce Solutions For Tarrant County | 817-536-8559 | [www.workforcesolutions.net](http://www.workforcesolutions.net)

In addition to these listed opportunities, students should attend to the Daily Bulletin, pay attention to the weekly NCHS broadcast and check the Christian Ministry bulletin board in the Main Hallway for specific events available in the larger Tarrant County community. The Director of Christian Ministry will notify students through these venues of other available opportunities in the community.