

# OUR LADY ACADEMY

## Ministry Project Guidelines

*“God requires that we should be shining lamps giving light to all around us”-Mother Catherine McAuley*

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*Service Learning Our Lady Academy seeks to create a Christ-centered community that is rooted in the Gospel values and fostered by the charisms of the Sisters of Mercy. Preparation of life is not just found between the covers of a book. We desire to develop in our students an awareness of those in need and a sense of compassion and justice. Through our service learning program, we hope to instill the core belief that every human life is created by God and deserves love and respect. By offering assistance to those in need, students provide a valuable social service and grow to be women who make service an integral part of their lives.*

*With this mission in mind, each student is required to complete a minimum number of service learning hours. **In addition to the service performed, the student must turn in a verification of Service Hours signed by the supervisor (may not be signed by the student's parent), and a reflective response. Reflection forms must be turned in during the quarter they are completed, or they will not be accepted. SUMMER SERVICE PROJECT REFLECTIONS ARE DUE NO LATER THAN SEPTEMBER 8. FINAL SERVICE LEARNING REPORTS ARE DUE NO LATER THAN May 5 of the school year. Reflections will count as a test grade for the fourth quarter Religion grading period. Students not completing required number of service hours and reflections will not receive Religion credit for the year until hours are completed.** Information regarding the report will be distributed to students during the first week of Religion class.*

### **How many hours are required?**

*7th grade= 5 hours; 2 of the 5 must be completed at your Church or Parish  
8th grade= 10 hours; 3 of the 10 must be completed at your Church or Parish  
9th grade= 15 hours; 5 of the 15 must be completed at your Church or Parish  
10th grade= 20 hours; 6 of the 20 must be completed at your Church or Parish  
11th grade= 25 hours; 8 of the 25 must be completed at your Church or Parish  
12<sup>th</sup> grade= 25 hours; 8 of the 25 must be completed at your Church or Parish*

### **How do I find a service project?**

*The first step is to think about your gifts and interests? In Matthew 5:14-16, Jesus says, “You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to the whole house. In the same way let your light shine before others, so that they may see your good works and give glory to your Father in Heaven.” How can you use those gifts to bring the light of Jesus to others? How can serving Jesus help you grow in your own faith? True service is more than just volunteer work, and you want your service to make a difference! Answering these questions will help you decide which type is service you are called to perform:*

- **Direct Service** involves working directly with those in need. You will interact with those you are serving. An example of this type of service would be working with Buddy Ball or serving at a soup kitchen.
- **Indirect Service** involves working behind the scenes to serve those in need. You will not have direct human contact with those you are helping. Collecting items for a food pantry or giving blood are examples of indirect service.
- **Advocacy Service** involves educating and bringing awareness to the public about a need or an issue. This type of service may involve working for marches or walks.

*After deciding which type of service to perform, the next step is to consult local agencies and projects planned by school and church clubs and groups to pick a project. If you are in doubt about an activity, or are having*

*trouble finding one, consult your Religion teacher before you begin. Your teacher can help you find a project that will use your gifts and fit the mission of service. Here are some great places to begin looking for service projects:*

- *Gaits to Success*
- *Feed My Sheep*
- *Goodwill Centers*
- *St. Gerard and Morning Star Crisis Pregnancy Centers*
- *Humane Society of South Mississippi*
- *Loaves and Fishes*
- *Dunbar and Dixie Whitehouse Nursing Villages*
- *Hancock and Harrison County Food Pantries*
- *St. Vincent dePaul Society at your local Church Parish*
- *St. Joseph's Helping Hands at your local Church Parish*
- *Red Cross Blood Drives*
- *Lynn Meadows Discovery Center*
- *Buddy Ball*
- *Boys and Girls Club*
- *Organizations supporting Catholic Education*
- *OLA project involving service may be sponsored by OLA Ambassadors and Campus Ministry*
- *Parish youth group or school sponsored mission and service trips, Vacation Bible Schools*

***Organizations and projects should be in line with Catholic Social Teaching and Doctrine.***

*We are aware that students put in valuable time volunteering for a variety of needs, however, not all of these needs meet the criteria for service for this experience. While OLA encourages volunteerism, the following activities are **not acceptable** for the requirements of this program:*

- *Babysitting*
- *Private/family/for profit businesses*
- *Tutoring siblings or friends*
- *Private physician's offices*
- *Private dancing schools*
- *Politically affiliated groups/activities*
- *Any service performed for a family member*
- *Concession Stands*
- *Any service for which compensation is received*

*If you have any questions regarding service projects, please see your Religion teacher for answers. Forms to be signed supervisor and service reflection guidelines will be provided during the first week of Religion classes.*

*Sign and return your acknowledgement by the end of the first week of school.*

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***We have read and understand the Service Project Guidelines for the Our Lady Academy Service Hours Program and agree to abide by these guidelines.***

***Parent's Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

***Student's Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_



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## Student Service Learning Form

Student's Name: \_\_\_\_\_ Advisory: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_

### EVALUATION

What service did this student provide?

How would you rate this student's performance? (please circle)

Excellent      Good      Satisfactory      Fair      Poor

Additional Comments:

If you have any concerns or questions, please call Our Lady Academy (228) 467-7048

*Let us fit young women for earth without unfitting them for Heaven."  
Catherine McAuley, Foundress of the Sisters of Mercy*

# OUR LADY ACADEMY

## Ministry Project Reflection

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### *Directions for reflections:*

- 1. Write one reflection per service project completed, answering every question in complete, thoughtful sentences. If more space is needed, staple additional paper to the back of this one.*
- 2. Complete the visual exercise at the end of the reflection questions.*
- 3. Summer service project reflections should be turned in no later than September 8. All service hours are to be turned in during the quarter they are completed or they will not be accepted. The last day for all service projects to be turned in for the school year is May 5.*

### **STUDENT INFORMATION**

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- 1. Why did you choose this project? What need were you attempting to meet?*
- 2. What were your primary duties and responsibilities during this project? Think about what you actually did to complete this service.*
- 3. What type of service did you perform (direct, indirect, advocacy), and who will benefit from the service you performed?*
- 4. What you participate in this service again? Why or why not?*
- 5. In what ways did you see Christ in others in this project? In what ways did you live Christ's teachings through this project?*
- 6. List the gifts, talents, or skills you used in service to others during this project?*

**VISUAL EXERCISE – On the back, design an original billboard advertising the group you served.**

