



MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

CHRISTIAN SERVICE LEARNING

CECWA POLICY:	Catholic Identity
EXECUTIVE DIRECTIVE:	Catholic, Faith Life and Culture
COLLEGE PROCEDURE:	Christian Service Learning
REVIEWED:	2021
NEXT REVIEW:	2024

"Mandurah Catholic College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each student."

School-based Procedures are not variations to CEWA Executive Directives. They enact contextual decisions; they have the legal obligation of CECWA policy for people acting under the authority of the Principal.

Please note this document is to be read in conjunction with the CECWA Policy – [Catholic Identity](#) and the Executive Directive – [Catholic, Faith Life and Culture](#)

AIM

One of the key roles of Catholic schools is to form young people committed to the love, compassion and justice of the Gospel of Jesus Christ. Catholic schools need to promote justice, particularly to those who are culturally, physically, intellectually, financially, or spiritually disadvantaged. Our hope is that Catholic schools will demonstrate the Church's commitment to the dignity of the individual. Catholic schools foster a Christian attitude in society and encourage the development of the kind of world envisaged by Christ (*Mandate para 6 and 22*).

Mandurah Catholic College (MCC) challenges our students to grow in their understanding that faith is not just a personal response to God's love but a communal response to love one another as Jesus taught in order 'to make the world a better place for all' (*Mandate, para 24*). Christian Service Learning (CSL) in Catholic schools is not just about giving service to others, but about encountering others, about the dignity and needs of others and about God reaching out to and through each person.

As a community, MCC seeks to inspire its students in their search for values that are based on faith in Jesus Christ so that "Our love is not just words or mere talk, but something real or active" (1 John 3:18).

MCC is a Catholic community underpinned by the spirituality of the Holy Family. As a Catholic school grounded in Gospel values, we challenge students to strive to "seek truth" through realising their full Christian potential by promoting the Holy Family virtues of Peace and Hope, Learning, Faith and Love. It is within this vision that we foster student's holistic development by offering them opportunities to grow from a faith perspective as people of service, compassion and justice to make a positive contribution to society through engaging in the program.

The CSL Program involves all students from Y07 to Y12. The program provides a tangible way to teach students how to put love into action, commencing with their family. The program teaches students that faith is not just a personal response to God's love, but it is also a communal response to love one another as Jesus taught us. It also teaches that we need to do more than just acknowledge the needs of others in the community, who may be poor or marginalised and that we need to act with compassion and empathy.

SCOPE

All Secondary School students.

PRINCIPLES

1. Catholic schools support and challenge students to explore Catholic teaching on social justice, including the common good, and reflect on why they serve as part of an integrated and articulated school plan which actively seeks to promote justice.
2. CSL provides students with diverse opportunities to acquire the knowledge and understandings of love, compassion, justice and service as articulated in the Gospels and to apply their knowledge and skills to real situations in society.
3. CSL provides students with the active experience of 'service' as a way of learning and living that permeates all aspects of life rather than an activity that is isolated from the rest of their lives.
4. CSL is designed to enable students to grow, from a faith perspective, as people of service. The 'learning' aspect is enhanced through adequate preparation, critical reflection (including theological), awareness activities, guidance and discernment.
5. CSL is embedded in the curriculum and offers students the flexibility to be conducted in and out of school time, both on and off the school premises.
6. The CSL Program is a fundamental and practical 'hands-on' component of our College Ministry mission. It aims to complement the 'head' and 'heart' aspects of our Religious Education curriculum, Liturgy and Retreat Program. Together they are designed to provide rich, varied, authentic and challenging avenues to educate and evangelise our students in the Gospel values.
7. Students develop a deep understanding of the meaning, practice and value of 'service' from a Catholic faith perspective through active participation in thoughtfully organised service experiences that meet actual community needs and are coordinated in collaboration with the school and community.
8. Students will not receive any financial reward for their Christian Service activities and their CSL requirements must be up to date for them to be considered for leadership positions in the College.
9. Banking service hours towards the following years CSL requirements is only permitted in Years 10 and 11.
10. Over time the College plans to expand the CSL Program to facilitate Years 5-12 formally participating in the program.

PROCEDURE

1. The activities and projects undertaken by the students of Mandurah Catholic College will reflect our personal charism, culture and mission.
2. The Year 7-12 students at Mandurah Catholic College will undertake CSL activities and projects that will benefit the family, school, local community, communities intra and inter-state and overseas.
3. Students will be challenged in developmentally appropriate ways to think and act in ways that reflect values that are consistent with the Gospel.
4. The College will offer diverse projects and experiences to cater for the different needs and interests of our students, school and community.
5. Students will have an active role in the planning and organisation of their chosen 'service' projects through the 'enquire, act, reflect' process.
6. Service at Mandurah Catholic College has been divided into four different areas:
 - Year 7: Home Based – Family
 - Year 8: Reaching Out - Family/Parish
 - Year 9: School Based - Home, School and Parish family
 - Year 10, 11 and 12 - Community Based - Community family
7. Key Support People:
 - Religion teacher
 - Coordinator of CSL
 - HOLA Religion
 - Head of Year
 - Head of House
 - College Leadership Team

YEAR 7 CHRISTIAN SERVICE LEARNING "HOME BASED" PROGRAM

Year 7 is the first year of the CSL Program at the College. The program provides a tangible way to teach students how to put love into action, commencing with their immediate family. The program teaches students that faith is not just a personal response to God's love but it is also a communal response to love one another as Jesus taught us. It also teaches that we need to do more than just acknowledge the needs of others in the community, who may be poor or marginalised and that we need to act with compassion and empathy.

Students will learn through service;

- To act first and foremost out of love and respect for each human being regardless of race, religion, beliefs or cultural background;
- To operate out of a foundation of prayer, faith and reflection;
- To give of one's time to help preserve and protect the dignity of all in our community.

Students start this program with an Induction during a "Transition" lesson at the beginning of term 1. Students will have the program explained, including their rights and responsibilities. Use of the CSL Journal and how to complete the Reflection questions will also be explained.

Year 7 Requirements:

Year 7 students will participate in a "Home-Based" CSL Program, commencing Term 1 and concluding in Term 3.

The program requirements are:

- A minimum of 10 hours of service for the year commencing in the first half of Term.
- At least more than one different service activity, some examples include:
 - Working in the garden
 - Reading to younger siblings
 - Helping with the washing
 - Cleaning the windows
 - Tidying the linen cupboard or pantry
 - Helping with sibling's homework
 - Helping with food shopping
 - Doing the ironing
 - Tidying the garage/garden shed
- Students will not receive any financial reward for their Christian Service activities.
- Students will use the CSL Journal to:
 - Answer scripture reflection questions with their Religion teacher in class;
 - Log activities in the "Record of Service" table;
 - Complete the "Post Service Reflection" after at least 3 service activities;
 - Record parents/guardian's response on the "Comments" page;
- The 'service' supervisor must sign/date the CSL Journal to validate each activity.
- The CSL requirement is considered fulfilled when all parts of the Journal are complete.
- A student's CSL requirements must be up to date in order for them to be considered for leadership positions in the College.
- Students submit their completed CSL Journal to their Religion teacher by the end of Term 3. Religion teachers forward all CSL Journals to the Coordinator of CSL.
- The number of CSL hours completed for the year will be included in the Semester 2 report.

Year 7 Preparation:

Induction will be held early in term 1 ensuring students are briefed and prepared to start the CSL Program. Induction will include:

- Introduction to the meaning of CSL at Mandurah Catholic College (senior students may be guest speakers and share their service learning experiences).
- Program briefing.
- Definition of CSL activities.
- How to use the Journal.
- Completion of scripture reading, discussion and questions in Journal.

YEAR 8 CHRISTIAN SERVICE LEARNING "REACHING OUT" PROGRAM

The theme for the Year 8 CSL Program is "Reaching Out".

Students are now at a stage in their lives where their personal identity is constantly evolving, they are developing their sense of belonging, building new relationships, becoming more independent and their sense of respect for themselves and others in the community is maturing. Students will learn through service to act first and foremost out of love and respect for each human being regardless of race, religion, beliefs or cultural background. They will start to explore ways they can be of service not just to their family but also their extended family, neighbours and/or parish. Extended family includes grandparents, aunts, uncles, older cousins etc. Students are encouraged to be inventive with their chosen activities and seek a variety of people within their extended family/neighbourhood/Parish.

Year 8 Requirements:

- A minimum of 10 hours of service commencing during the first half of Term 1.
- At least more than one different service activity.
- Activities completed for family, extended family or neighbours will include something students would not normally do in the household, some examples include:
 - Working in the garden
 - Reading to younger siblings/cousins/nephews/nieces
 - Helping with the washing
 - Cleaning the windows
 - Tidying the linen cupboard or pantry
 - Helping with siblings/cousins/nephew's/nieces' homework
 - Helping with food shopping
 - Doing the ironing
 - Tidying the garage/garden shed

Examples of serving Parish/faith community include:

- Gardening
 - Assisting with parish events/Masses/Liturgies
 - Choir
 - Youth Group
 - Playing musical instrument at Mass
 - Altar servers
- Students will not receive any financial reward for their Christian Service activities.
 - Students will use the CSL Journal to:
 - Answer scripture reflection questions with their Religion teacher in class;
 - Log activities in the "Record of Service" table;
 - Complete the "Post Service Reflection" after each service activity;
 - Record parents/guardian's response on the "Comments" page;
 - The 'service' supervisor must sign/date the journal to validate activities.
 - CSL requirements are considered complete when all parts of the CSL Journal are complete.
 - CSL requirements must be up to date to be considered for Student Leadership positions.
 - CSL Journals are to be submitted to the Religion teacher by the end of Term 3. Religion teachers then forward the CSL Journals to the Coordinator of Service Learning.
 - CSL hours a student completes for the year will be included in their Semester 2 report.

Year 8 Preparation:

Induction will be held in Religion classes in the first half of term 1, ensuring students are briefed and prepared to start the CSL Program. This Induction will include:

- The meaning of CSL (senior students may be guest speakers to share learning experiences).
- Program briefing.
- Definition of CSL
- How to use the Journal.
- Completion of scripture reading, discussion and questions in Journal.

YEAR 9 CHRISTIAN SERVICE LEARNING "SCHOOL BASED" PROGRAM

The theme for the Year 9 Program is "School Based".

The program teaches students that faith is not just a personal response to God's love, but it is also a communal response to love one another as Jesus taught us, that we need to do more than just acknowledge the needs of others, but we need to act with compassion and empathy. This program recognises that our College community, family and Parish consists of representatives from a variety of groups in society and that, like the wider world, students are called to respond to the specific needs of individuals and the whole school community by actively participating in service initiatives. The scope to intentionally integrate CSL into student's academic curriculum has been enhanced in this program, providing structured time for a student to think, talk or write about their participation throughout their service experience and develop their understanding of the local and global impact of service learning.

Year 9 Requirements:

- A minimum of 10 hours of service commencing in Term 1.
- At least more than one service activity.
- Students may include a maximum of two House Mission Service hours towards their total of 10 "School Based" service hours. Some examples of appropriate activities include:
 - Tutoring younger students
 - Assisting at sporting events eg: Swimming/Athletics Carnivals/Coaching
 - Helping set up/pack up House/Year/Whole College Masses/Liturgies
 - House Mission Project
 - House/Year/Whole College Assembly prayer (preparation as well as reading)
 - Caritas Australia's Project Compassion (Term 1)
 - Anzac Day Service
 - Catholic Mission fundraising
 - Environmental Projects
 - Vinnies Winter Appeal
 - Vinnies Christmas Appeal
 - Setting up/pack up music equipment for events
 - Helping set up/pack up at Retreats
 - College Tours
 - Primary School events
 - Social Justice club
 - Inter-House events
 - Academic, Cultural, Ministry or Sport events
 - College events, ie, Refugee Week, Reconciliation Week, Harmony Day, Mothers and Father's Day events, Year 11 Mother/Son Dinner, Year 10 Father/Daughter Dinner, Year 11 Dinner Dance, Naidoc Week, Carols by Candlelight etc.
- Students will not receive any financial reward for their Christian Service activities.
- Students will use the CSL Journal to:
 - Complete scripture reflection and research task with their Religion teacher in class;
 - Log activities in the "Record of Service" table in the CSL Journal;
 - Complete the "Post Service Reflection" after each service activity;
 - Record parent/guardian's response on the "Comments" page;
- Students complete the Religion in-class Scaffold Questions in Term 4.
- The 'Service Supervisor' (College staff) must sign/date the journal to validate activities.
- CSL requirements are considered complete when all parts of the CSL Journal and the in-class Scaffold Questions are complete.
- CSL requirements must be up to date to be considered for Student Leadership positions.
- Completed CSL Journal are to be submitted to the Religion teacher by the end of Term 3. Religion teachers forward the CSL Journals to the Coordinator of CSL.

Year 9 Preparation:

Induction will be held early in Term 1 ensuring students are briefed and prepared. This briefing will be conducted in Religion classes by the Religion teacher. It will include:

- The meaning of CSL (senior students may be guest speakers to share learning experiences).
- Program briefing.
- What counts as Christian "school based" service activities.
- Rights and responsibilities of participants.
- How to use the Journal.
- Completion of scripture reading, research task, discussion and questions in Journal.

YEAR 10, 11 AND 12 CHRISTIAN SERVICE "COMMUNITY BASED" PROGRAM

The theme for the program is "Community Based".

Students are now at a stage where they may start to explore who they are in relation to how they fit into the world whilst learning about societal needs. Students are provided with opportunities to develop the values, skills and understandings needed to contribute to civic wellbeing by providing a community service, for no financial gain. Students will learn through service to act first and foremost out of love and respect of each human being regardless of race, religion, beliefs or cultural background. The service activity should provide the student with a broader experience of life and ideally be an activity to which the student can make a firm commitment. It is a crucial way of putting the Gospel values into action and a visible demonstration of the Core Values of our College.

In response to Catholic Social Teaching principles, Respect for Human Dignity and Preferential Option for the Poor, and Gospel values; the College encourages students to prioritise marginalised and vulnerable community members in their service learning activities whilst protecting the dignity of all in our community. The marginalised are people who are often on the fringes of society or who are members of a forgotten group of people. This may include people who are materially or economically poor. It may also include people who are poor in spirit or have given up hope. Some examples of people who may be on the margins of society today include the elderly, physically/mentally ill, hungry, economically disadvantaged, homeless, persons with disabilities. Another aspect of CSL relates to responding to specific needs of the community at large, particularly social/welfare organisations or active membership of parishes/Church groups.

Year 10-12 Requirements:

- All students complete a minimum of 30 hours of CSL over Years 10, 11 and 12-this is a College Graduation Policy requirement. It is envisaged that students will complete more than 30 hours.
- Commences at the beginning of Year 10.
- Completion dates: Year 12- end of Term 2.
- Service is conducted out of school hours and over more than one year.
- includes at least more than one different service activity.
- A student's CSL requirements must be up to date in order for them to be considered for leadership positions in the College.
- The following do not count as CSL (not a complete list):
 - Student's place of employment;
 - Parent's place of employment (unless prior approval by Coordinator of CSL);
 - Babysitting for family, friends or neighbours;
 - Walking a neighbour's dog (unless prior approval by Coordinator of CSL);
 - Chores completed at home;
 - Any work done for family including grandparents or other extended family;
 - Work experience or workplace learning;
 - Travel time to service activity;
 - Service undertaken as punishment or for atonement such as rubbish duty, cleaning graffiti or community service as part of a Juvenile Justice order.
- Students will use the CSL Journal to:
 - Log activities in the "Record of Service" table;
 - Complete Year 10, 11 and 12 reflection questions;
- To validate activities, the 'service' supervisor must sign/date the CSL Journal.
- Journal Checkpoints; The following journal checkpoints are to support students with their CSL: Year 10: Journal submitted in Week 2, Term 4, Year 11: Journal submitted in the last week of Term 3. CSL Journals are to be submitted to Coordinator of CSL.
- Not for Profit organisations maybe considered for service ieSt Vincent de Paul, Red Cross, The Good Sammy's, Salvation Army, Make a Wish Foundation, Riding for Disabled Association, Sporting clubs, Church groups, local government. Specific examples include: HBF Fun Run, 40 Hour Famine, Relay for Life, Clean-up Australia, Mandurah Melanoma March, Clean Up Peel Waterways, Crab Fest, K9 Rescue, Disability Services, Peel Volunteer Resource Centre, Cadets for SES, Airforce, Army, Navy, Scouts, Girl Guides, Church helper for Parish events, selling badges for ANZAC Day, selling poppies for Remembrance Day.
- Students may include a maximum of 2 of the compulsory House Mission hours;
- Students may include a maximum of 2 hours from the Year 10 Service Day;

- Students may include House Mission hours undertaken outside of school hours;
- Student rights include:
 - To worthwhile activities
 - To be treated with respect and without discrimination
 - To receive appropriate instructions and tools to perform tasks
 - To work in a safe environment
 - For preparation and support or recognition and feedback
 - The right to say “no” if they feel uncomfortable
 - For protection through Student Insurance Cover
 - To make formal a complaint if your rights have been violated
- Students responsibilities include:
 - To be dependable, reliable and punctual
 - To be positive, polite and courteous
 - To follow instructions and directions
 - To work as part of the team
 - To take part in any orientation or training required
 - To being careful
 - Asking for help when needed
 - Abide by the rules of the organisation
 - To respect the rights and privacy of others
 - To inform the supervisor of health issues
- Parent responsibilities include:
 - To support their child in completing the program;
 - To ensure that they and their child is happy with the activity and understand the nature of the tasks that their child is undertaking;
 - Arranging transport to and from the agency;
 - In the event of an emergency or any particular concern, they need to contact the College’s Coordinator of CSL.
- When contacting a service provider, students are advised:
 - To be polite and well behaved at all times;
 - The agencies are not obliged to take them on;
 - To identify themselves and the College, explaining the purpose of their service;
 - Collect an introductory letter and insurance form from the Coordinator of CSL’s office and give it to the service provider when they first introduce themselves and make sure they are familiar with the contents of these documents;
 - If they make arrangements, they must honour them. It is unacceptable to simply not attend once the service time has been arranged with the provider;
 - Most agencies prefer students to commit to a series of times rather than one off sessions;
 - Some agencies require an orientation before they begin service.