

CHAMINADE COLLEGE PREPARATORY
Campus Ministry Department Handbook

2009 - 2010



HIGH SCHOOL CAMPUS
GRADES 9 - 12

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Introduction and Philosophy Statement

Campus Ministry at Chaminade College Preparatory High School is an integral component of our mission to collaborate with families to educate the whole person in the Marianist tradition. While our tradition is grounded in the values of Jesus, Campus Ministry actively seeks to help every member of the Chaminade family develop their full potential as children of God and members of the human family. Our ministry is uniquely Catholic while engaged in a dialogue of respect with other religious traditions. While evangelizing the community to the Good News of Jesus and the special role of Mary is central to our mission, we do not push people to accept our faith. Instead we recognize that the Catholic Church teaches that--above all else--human beings hold inherent individual dignity and that God calls and interacts with every human person individually.

Our Campus Ministry programs actively promote the development of Christian community. Their objective is to provide the students, faculty, and parents with opportunities to grow in self-knowledge and to deepen their relationships with others and with God. Our ministry has many facets: hospitality, spiritual direction, retreats, liturgies, L.I.F.E. program, social justice and outreach, and faith formation and sharing.

Building and Supervision

The High School Campus Ministry building is located near the Cohasset gate entrance to the West Hills campus. Generally, the building is available for student use from 7:30 a.m. through 4:00 p.m. The building is a multipurpose space and is made available to groups for meetings. When the building is used for a special meeting, or if no adult supervisor is present, the building will be closed to general student use.

Vending machines offering drinks and snacks are provided in the main room of the Campus Ministry building. Food and drinks are permitted in Campus Ministry, but students are expected to clean up after themselves. Students or student groups who fail to keep the space clean may lose the privilege of using the building.

Staff *(click to send e-mail)*

| | |
|--|---------------------------------------|
| Administrative Assistant: | Mrs. Amanda Dunn |
| Director of Campus Ministry: | Ms. Kristin Firestone |
| Pastoral Associate: | Mr. Joe Melendrez |
| Chaplain: | Fr. Jim Mueller, S.M. |
| Associate Director of Campus Ministry for Service & Justice: | Ms. Kristina Ortega |
| Associate Director of Campus Ministry for Retreats and Faith Sharing: | Ms. Marcela Yerena |

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High School Retreats

Chaminade's Campus Ministry Department offers a variety of retreats to help students realize their spiritual potential and to deepen their relationship with God and each other. Retreats are offered for grade-level specific groups. All retreats have space limitations, and are available to students on a first-come, first-served basis. Here is a brief description of the retreats we offer:

9th Grade: Freshman Retreat Day

The Freshman Retreat provides freshmen with a safe getaway from the busyness of their first year of high school to explore the gifts and challenges of recognizing the goodness of God in themselves and one another in community. The only Chaminade retreat that is required of students, this retreat serves as an introduction to the Marianist philosophy on which our school is founded, and helps to further orient the student to life as a member of the Chaminade community. There will be three consecutive Freshman Retreat days in October and students will attend one full school day. More information will be provided to students in their religion classes during the first months of the school year.

10th Grade: Sophomore Retreat

The Sophomore Retreat builds on the themes of the freshman retreat, challenging students to build authentic community with their classmates and to see beyond the surface of their relationships. Sophomores spend two nights at San Lorenzo Seminary in Santa Ynez, nestled in the rolling hills of the San Marcos Pass, for this experience of family spirit.

11th Grade: "Emmaus" Retreat

The Emmaus Retreat challenges students to "walk the road to Emmaus." Building on the Gospel story, juniors work in small groups and spend individual reflection time engaged in this "coming of age" experience. The retreat is held over two nights at Mary and Joseph Retreat Center in Rancho Palos Verdes.

12th Grade: "Kairos" Retreat

The Kairos Retreat actively engages students in the process of self-discovery and relationship-building with God, self, and others. Seniors are challenged to recognize God's presence and to realize the results of God's friendship. Kairos is held over three nights at St. Mary's retreat center, overlooking Santa Barbara and the Pacific Ocean.

Please visit us [online](#) for more details, including retreat fees, registration deadlines, packing lists and more.

Retreat Registration

Students must pre-register [online](#) and provide payment or make payment arrangements prior to the registration deadlines published online. All retreats are subject to participation limits, and are available on a first-come, first-served basis. **Registrations are not complete until signed parent consent forms and written payment arrangements have been received in the Campus Ministry office.** No space can be reserved for incomplete registrations.

The following payment arrangements are available:

1. Full payment in advance.
2. Half prior to the retreat, with the other half due within two weeks after the retreat.

3. Partial and full retreat scholarships are available on a limited basis. Some families pre-qualify for financial aid with Chaminade and will receive a letter from the Business Office stating the amount of coverage they will receive for a retreat. Simply turn this letter in with your registration information. **We never want finances to prevent any student from a retreat experience. We want to work with you!**

Registration Deadlines

(exact dates indicated online and through announcements)

For **Sophomore and Junior** retreats: Registration is due **two weeks before** the retreat date.

For **Kairos** retreats: Registration is due **five weeks before** the retreat date.

Retreat Leadership Opportunities

Sophomore, junior and senior students are eligible to serve as leaders on any of the grade-level retreats as well as retreats that our Middle School Campus Ministry department sponsors. Students should attend their own grade-level retreat before becoming a retreat leader whenever possible (exceptions are made on an individual basis). A student generally may not be gone from campus for more than one retreat per semester (again, exceptions are made, taking into account academic standing, the opinion of the student's teachers and, ultimately, the administration).

Sophomores may lead freshman retreats and any of the Middle School retreats.

Juniors may lead freshman retreats, sophomore retreats, and any of the Middle School retreats.

Seniors may lead any of the retreats.

Students interested in retreat leadership should submit an application, available in Campus Ministry and online ([click here](#)).

Marianist Living in Faith Experience (L.I.F.E.) Team

The L.I.F.E. Team at Chaminade seeks to promote Catholic, Christian ideals in the Marianist tradition within the Chaminade community. With support from Campus Ministry, the Administration, the National Marianist LIFE office and the Marianist Province of the United States, the LIFE Team lives in the spirit and mission of Christ to form faith and build community. This is done through word and action and specifically:

- in the formation and support of Marianist values in small student-led groups and throughout campus;
- in leading retreats on all levels and helping to prepare for them;
- in assisting with the responsibilities for school liturgies and prayer experiences;
- in assisting with special projects for Campus Ministry;
- in fostering a personal relationship with God; and
- in integrating the Chaminade student body into the mainstream of Campus Ministry life.

Students who wish to be on the L.I.F.E. Team can apply as early as the end of their sophomore year. The application process includes individual and group interviews. Sophomores are chosen by outgoing seniors on the team and Campus Ministry adult staff members. The students selected join the junior students to become the L.I.F.E. Team for the next school year. Students attend the Marianist LIFE Program in the summer after they are chosen, and spend the next two years living out their commitment as a member of the L.I.F.E. Team.

Marianist L.I.F.E. Community

An important process for the spiritual development of teenagers is the experience of being part of an intimate community of faith. L.I.F.E. Team members form and maintain their own faith community by meeting regularly for prayer and worship through faith sharing meetings and celebration of the Eucharist as morning masses. Out of this community flows the work that the team does to help nurture an atmosphere of faith within campus life. It is our hope that the work of the team will help to foster a community at Chaminade that is truly living in faith.

L.I.F.E. Nights

Throughout the year, special themed nights or events are planned to bring students together for faith sharing and fun. Fr. Chaminade believed that recreation is an important element to spirituality, especially to help teens experience God's presence through positive social interaction. All students are invited to participate in L.I.F.E. Nights and other events.

Retreat Program

Each senior on the L.I.F.E. Team is expected to participate in our retreat program as a leader. All L.I.F.E. Team members are expected to actively support the retreat program.

Liturgical Life

No program that cultivates a spiritual life would be complete without liturgy. The word liturgy means “the work of the people.” And so, throughout the year, the people of Chaminade gather together to pray, worship, and reflect on our relationship with God and each other. These liturgies can take many forms: Mass, reception of sacraments, and special liturgical celebrations.

Masses

The school community gathers to celebrate Mass. For Catholics, Eucharist (the Mass) is the “source and summit” of our faith. Mass is celebrated on Wednesday and Friday mornings at 7:15 a.m. in the on-campus Chapel in the Condon Center. In addition, we gather monthly as a whole school community to celebrate main feasts throughout the school year or to mark special occasions in our school life. Masses are generally held at 9:50 a.m. in the gym (please see the current online calendar for any adjustments to the schedule). Parents and family members are invited to join us for Mass. Attendance at Mass is a mandatory component of a Chaminade education for all students, and parents are expected to encourage their students to attend these celebrations with respect. Our annual Eucharistic celebrations follow this schedule:

September: Opening Mass- We begin the school year by celebrating the birth of Jesus’ mother, Mary, who is our model of faith in Christ. Like Mary, we call on the Holy Spirit to be with us, to offer us guidance, protection, and strength. We also ask for special blessings upon our Chaminade Family.

October: Mission/Vocation Mass – Aware that God calls each of us by name and in special ways, we pray for vocations that we may hear the word of God more clearly and fully in our lives. We pay special attention to highlighting the ways that members of our community answer the call of God to serve and give those people opportunities to share God’s work in their lives.

November: The Feast of All Saints – Our Catholic heritage calls us to remember those special people who represent a model of faith. We especially remember all those in our families who have passed away this year, to pray for ourselves and those who’ve gone on before us marked with the sign of faith.

December: The Feast of the Immaculate Conception – As a Marianist school, we gather to celebrate Mary as she is recognized in the United States of America. (The national shrine in Washington, D.C. is dedicated to the Immaculate Conception.) This feast falls during the important season of Advent as we await the coming of Jesus at Christmas.

January: Catholic Schools Week – Each year, we celebrate our identity as a Catholic Marianist school throughout the nationally-celebrated Catholic Schools Week. January is also Marianist Heritage Month. This mass draws us together as a community to give thanks to God for the gift of a Catholic education and our Marianist legacy.

March/April: Founders Day – Each year, our entire Chaminade community (both campuses) gathers together to celebrate our Founder, Blessed William Joseph Chaminade, and to name those individuals who are significant to our success, who we name “Founders” in the tradition of Fr. Chaminade. Depending on the date of Easter, this mass will fall either in the Lent or in Easter season.

May: Parents Day Mass – Near the end of the school year, we gather to recognize the importance of family, especially the families that comprise the greater Chaminade family. This day is a special schedule with an early dismissal. Mass is at 10:45am to allow parents and their children to enjoy the rest of the day together.

June: Baccalaureate Mass - The evening before graduation is a special night for our seniors and their families. We hold a graduation vigil mass to especially honor them, to recognize their achievements, and to pray for God’s blessing upon them as they leave the physical place of Chaminade. Regardless of where they go from here, we especially remember that they will always remain part of the Chaminade family.

Reception of Sacraments

The sacramental life of our community is an important component of our spiritual program at Chaminade. Outside of the Sacrament of Eucharist offered at Mass, we offer reception of the Sacrament of Reconciliation during the seasons of Advent and Lent. Students will receive information and specific schedules during religion classes throughout the year.

Special Liturgies

A liturgy does not have to be a Mass. We gather together for special liturgies throughout the school year. Included are a prayer service on Ash Wednesday, Stations of the Cross (a liturgical celebration of the Lord's Passion), a prayer service during Holy Week, and other prayer services throughout the year. Please check the calendar and watch for announcements regarding these special liturgies.

Morning & Afternoon Prayer

Each school day begins with a student-led prayer for the entire school community over the P.A. system. Likewise, on days when classes end at 3:00 pm ("even" days and other extended days), a student leads the "3 o'clock Prayer" for the whole school. The "3 o'clock Prayer" is said in Marianist schools and communities worldwide and can be found online by clicking [here](#).

Christian Service/Service Learning

The Christian Service Program at Chaminade exists to provide Chaminade students with the opportunity to put into practice the command of Jesus to “Love one another as I have loved you,” through practical service to the people of the community in and around Chaminade College Preparatory.

Beginning in the school year of 2009-2010, Chaminade will undergo a transition from the traditional “service hours” required by students toward a Service Learning Program in which hours devoted to service work will be integrated in with curriculum from course work in any one of a student’s classes. This transition will begin with the Junior class through the Religion Department (specifically in the second semester Social Justice course). All other grade levels will continue to complete service hours under the model described below.

COMPLETION OF THE REQUIRED COMMUNITY SERVICE HOURS FOR EACH GRADE

LEVEL IS A REQUIREMENT FOR PROMOTION TO THE NEXT GRADE LEVEL. Students are required to complete the following hours of volunteer service each year while attending Chaminade in order to return for the next year:

9th Grade – 10 hours; accumulated hours, 9th grade

10th Grade – 10 hours; accumulated hours 10th grade

11th Grade – **Christian Service hours will be completed as part of Social Justice course project**

12th Grade – 20 hours; accumulated hours 12th grade

These hours are the minimum recommended. Students may exceed the minimum required at any time and may complete the total hours required for advancement or graduation ahead of schedule (e.g., a 9th grader may complete all 60 hours in the 9th grade and be completely finished with the community service requirement.

- Students entering Chaminade in the **10th grade** will be credited with 10 hours towards the graduation requirement.
- Students entering Chaminade in the **11th Grade** will be credited with 20 hours towards the graduation requirement and will participate in a service project in their Social Justice course.
- Students entering Chaminade in the **12th Grade** will be credited with 40 hours towards the graduation requirement.

The following requirements must be met for the completion of the Community Service Requirement:

- A. The service project must directly or indirectly benefit people either within or outside of Chaminade itself.
 1. Service must always be done within a non-profit setting or institution, with certain specified exceptions.
 2. Service done within Chaminade must be supervised by a member of the Chaminade faculty or staff.
 3. Not more than 20 hours of service to Chaminade may be counted toward fulfilling the total hours.
- B. The service project must be chosen by the individual student with the approval of the Chaminade Service Moderator.
- C. The service project will be completed on a volunteer basis and must be separate from the student’s normal responsibilities.
- D. Each student must complete a **“Service Project Approval Sheet” (SPAS)** detailing the specifics of the service project.

1. The SPAS must be completely filled in, signed by the student, the “On-Site Supervisor,” and the “Chaminade Supervisor” at the very beginning of the service project.
 2. A separate SPAS is needed for each separate service project.
- E. A “**Time and Activity Completion Sheet**” (TACS) must be completed as the project is being done. TACS should be filled in, signed by the On-Site Supervisor, and turned in as individual service projects are completed, no later than the end of the school year.
- F. A “**Service Project Evaluation Sheet**” (SPES) must be completed and submitted with the **SPAS and TACS** as individual service projects are completed, no later than the end of the school year.
- G. Report Card Designations:
- At the end of each grade/year, students who have completed the specified number of hours for that year will be given a “P” (Pass) on their semester report card.
 - Students who have finished their **total required hours** will receive an “S” on their semester report card.
 - **Students who have not completed the specified hours by the published date will be given an “I” (incomplete) and *must complete the required hours by the end of summer school and pay the \$50.00 late fee in order to move on to their next year at Chaminade.*** Seniors must complete their total hours by the published deadline (please refer to the School Calendar) in order to take final examinations, have transcripts sent or receive a diploma of graduation.

A great variety of opportunities are available and assistance will be given to any student needing help in selecting or completing the service requirement. Information concerning service opportunities is available from the Chaminade Service Moderators.

Community Service opportunities and forms are available online. Go to www.chaminade.org. Click on “Campus Ministry,” then “High School,” then either “Community Service Opportunities” or “Essential Forms.”

Chaminade sponsors opportunities for community service with a variety of organizations including the Catholic Worker Soup Kitchen (monthly in downtown L.A.), the Guadalupe Center, and local schools. Community service opportunities are advertised regularly in religion classes and through the daily bulletin.

Emergency Procedures

In the event of an emergency, the first priority is the safety and well-being of students. The second priority is to ensure the safety of the community through responsible cooperation with local authorities (police, fire, etc.) Parents should understand that our main priority is the safety of their children. At every off-site event (including retreats), the Event Coordinator (including the director of the retreat) must follow safety and emergency protocols as directed by local authorities. Parents are advised to remain near their emergency contact phone so that the Event Coordinator or other school personnel can contact them to keep them up to date on any developments. Parents should not travel to the off-site location (retreat centers especially) until contacted by the Event Coordinator or other authorized school personnel.

Depending on the nature of the emergency, local authorities may prevent the school from releasing any students, even to their parents. Well-meaning parents who attempt to travel to an off-site location can inadvertently prevent local emergency crews from reaching their intended destination. This can result chaos and serve to endanger the lives and safety of others. School personnel receive training to respond to emergency situations and to work closely with local emergency response teams to ensure that students' safety is the first priority in any and all emergency situations.

The following outline provides guidance for emergency response. It is the responsibility of the Event Coordinator to first assess the situation to develop a specific and appropriate response plan based on the needs of the situation. *No other actions will be taken by school personnel until students' safety has been addressed and there is a reasonable certainty that their safety can be maintained while other emergency response actions take place.*

Off Site Emergency Procedures

| Off Site Procedures | |
|--|--|
| A MEDICAL emergency at the Retreat Center | A MEDICAL emergency at School |
| <p>The Event Coordinator will:</p> <ol style="list-style-type: none"> 1. Assess the situation. 2. Call 911 if life threatening emergency. 3. Arrange for transportation to the hospital. 4. Contact the Director of Campus Ministry via cell phone at (818) 968-7321. 5. Contact the Parents' at the emergency contact information indicated on the retreat registration form. 6. Complete and submit accident report. | <p>The Event Coordinator will:</p> <ol style="list-style-type: none"> 1. Assess the situation. 2. Call 911 if life threatening emergency. 3. Arrange for transportation to the hospital. 4. Contact the Director of Campus Ministry via cell phone at (818) 968-7321. 5. Contact the Parents' at the emergency contact information indicated on the retreat registration form. 6. Complete and submit accident report. |
| An EARTHQUAKE/FIRE at the Retreat Center | An EARTHQUAKE/FIRE at School |
| <p>The Event Coordinator will:</p> <ol style="list-style-type: none"> 1. Follow site emergency procedures. 2. Contact the director of Campus Ministry via cell phone at (818) 968-7321. 3. Remain at the center until further instructed. 4. Contact parents after receiving the "ok" from local authorities . <u>Parents are asked not to drive to the off-site location</u> unless contacted by the Event Coordinator or the Director of Campus Ministry. | <p>The Event Coordinator will:</p> <ol style="list-style-type: none"> 1. Follow the direction of the administrator on duty. 2. Follow the safety/emergency procedures for at school emergencies. 3. Release students to authorized parents only under the direction of the administrator on duty. 4. Parents are asked not to drive to the campus until notified by on site personnel. |