

# **Our Lady of the Elms Middle School**

## **SERVICE PROGRAM RUBRIC**

The fulfillment of both the service paperwork (Part A) and the theological reflection paper (Part B) are **required both to pass to the next grade level and to graduate from Our Lady of the Elms**. Our service program is an essential element of the OLE curriculum.

Part A - Service Paperwork Documentation of your service hours (Service Log.) Your service hours are to be completed over a twelve month period beginning May 1.

Part B - Theological Reflection Paper will be completed and turned in on, or before, May 1.

Successful completion of both parts of your service hours will count as 50 points of your 4th quarter theology grade.

---

**Part A: SERVICE PAPERWORK** - Documentation of your service hours (Service Log) - 20 Points  
Complete the number service hours required for your grade level at non-profit organizations such as public service agencies, environmental groups, and places of worship. Students should also consider the many volunteer opportunities at Our Lady of the Elms such as, February Fantasy, Fall Fest, etc.

**Grades 6 = 10 hours**

**Grades 7 & 8 = 10 hours** (2 hours from the OLE Service Retreat may be applied to these 10 hours)

**The Service Log** is to be completed with the number of hours and the signatures from the agency confirming student service hours, including those completed at Our Lady of the Elms.

---

### **Part B: THEOLOGICAL REFLECTION PAPER - 30 points in the Q4 Theology grade**

Write a two page, typed, double spaced, size 12 font, Arial, reflection paper that integrates your service with your religious education. **It may be helpful to choose one service location to reflect upon for the purposes of this paper.**

Your paper **must** include all of the following:

1. Brief description of the service agency where you volunteered and some details about what kind of service you performed. (5 points)
2. Discuss how your service experience helped you to grow personally and spiritually, e.g. some particularly challenging or rewarding moments from your work. (5 points)
3. Reflect upon the following two questions: (5 points)
  - a. Where did you see or experience God in your service?
  - b. How did this experience affect your relationship with, or understanding of, God?
4. Reflect upon how your personal gifts and talents were used in the performance of this service. (5 points)
5. Relate your service experience to what you have learned in your current or past Theology classes. Be specific. (5 points)
6. Relate your service experience to one of the Corporal Works of Mercy. (5 points)

**LATE WORK** - Refer to the Middle School Late Work Policy

Revised - 2018

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

# SERVICE LOG

Grade Level: \_\_\_\_\_

| Date | Name and Address of SERVICE LOCATION | SUPERVISOR'S NAME | PHONE NUMBER | Description of SERVICE WORK | TOTAL HOURS |
|------|--------------------------------------|-------------------|--------------|-----------------------------|-------------|
|      |                                      |                   |              |                             |             |

HAVE THE FORM BELOW SIGNED BY YOUR SUPERVISOR AT THE SERVICE AGENCY/LOCATION:

Name of Student \_\_\_\_\_ completed \_\_\_\_\_ hours of service for this agency/location on this date \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Certifying Hours \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\*\*\*\*

| Date | Name and Address of SERVICE LOCATION | SUPERVISOR'S NAME | PHONE NUMBER | Description of SERVICE WORK | TOTAL HOURS |
|------|--------------------------------------|-------------------|--------------|-----------------------------|-------------|
|      |                                      |                   |              |                             |             |

HAVE THE FORM BELOW SIGNED BY YOUR SUPERVISOR AT THE SERVICE AGENCY/LOCATION:

Name of Student \_\_\_\_\_ completed \_\_\_\_\_ hours of service for this agency/location on this date \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Certifying Hours \_\_\_\_\_ Phone Number \_\_\_\_\_