

Christian Service Questionnaire and Essay

Name: _____ Grade: _____

Religion teacher _____ period _____

- This must be completed and approved by your religion teacher BEFORE you begin any work at the proposed agency. Please allow a few days for your religion teacher to read and assess this questionnaire. Teachers will be unable to approve proposed hours for the same day so please plan accordingly.

Step 1 – Talk to your proposed supervisor/agency representative

- Ask him/her a bit about the agency.
- Explain what you are required to do for Christian Service at St. Monica.
- Ask him/her what your specific duties will be
- Ask him/her what their role with the agency is (are they a part-time or full-time employee?)
- Ask him/her how you will be supervised
- Ask him/her how your hours will be logged
- Show him/her the “Memo to Supervisors” and have him/her sign.
- Get contact information (for the Christian Service form)

Step 2 – Answer the following questions based on your conversation with the supervisor

1. Name of Agency:
2. Name of Supervisor:
3. How often will you be working at this agency?
4. Is the supervisor an official representative of the agency?
5. Is the supervisor a full-time employee of the agency? If not, explain.
6. Is the supervisor a friend or someone you know fairly well? If so, explain.
7. Is the supervisor a relative of any kind?
8. What will your specific duties be at this agency?
9. With whom will you be working specifically (children, the elderly, disabled, homeless, other adults)?
10. How will you be supervised (will your supervisor be monitoring you directly)?
11. How will you log your hours (is there a sign-in sheet that the agency keeps track of)?
12. Have you checked with the agency and your supervisor to make sure you will be completing hours specific to your focus area (or the other hours approved under the Christian Service Policy)?
13. Have you checked the website/handbook for appropriate projects to make sure this one is acceptable?

Step 3 – Write your essay (on the back of this form)

- Write two paragraphs about your proposed service project. The first paragraph should discuss the history of the proposed agency and whom the agency typically serves. The second paragraph should discuss your specific duties with the agency according to the information obtained from your supervisor and how you feel this will be a rewarding experience for you.