

# FIRST PRESBYTERIAN DAY SCHOOL

## *Community Service Program*



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In order to help fulfill our mission to educate and equip students to change the world for God's glory, FPD maintains a community service program that allows students to follow the example of Christ by serving others in the city of Macon, the state of Georgia, throughout the United States, and around the world.

### **The Vision**

- We believe the Bible calls Christians to serve others. In Mark 10:45, Jesus says, “For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.” In other places, such as James 1:27, we read that “pure and undefiled [religion] before God the Father is this: to visit orphans and widows in their affliction, and to keep oneself unstained from the world.” Then, in Matthew 25:45, Jesus urges us to meet the needs “of the least of these.”
- We believe that meeting real community needs means ministering face-to-face with underserved or distressed populations, that is, “the least of these.” The love of Jesus is best shared in person. Monetary and other kinds of donations are valuable and important, but Jesus took time to personally heal the sick, feed the hungry, and comfort the troubled. We believe we should follow his example. We also believe that as we go out and seek to make a difference in our community, our hearts are changed, becoming more like Jesus.
- We believe the best community service comes from the bottom up, meaning that it is student generated, student motivated, and student led. While many students will contribute community hours as volunteer followers, we also encourage students to take leadership positions in organizing and implementing community service programs. (Note: Project LEAD is a service/leadership program to which 11<sup>th</sup> and 12<sup>th</sup> grade FPD students can apply. This program is specifically designed to facilitate community service leadership, but any student who is interested in organizing either a community service organization or a community service event is encouraged to meet with the Community Service Team for help in implementing their vision. Please email [community.service@fpdmacon.org](mailto:community.service@fpdmacon.org) to begin this discussion.)

## The Requirements

- **Who?** High school students at FPD. Middle and elementary school students are not required to have a certain number of community service hours, although these lower grades participate in several service-learning projects throughout the year.
- **How many hours per year?** 30 per year. (Hours over 30 may be carried over from one year to the next.)
- **How many hours are required for graduation?** 120 total hours for graduation. (The 120-hour requirement assumes a student has been enrolled at FPD for 4 full high school years. If a student is not enrolled for 4 full years, hours are prorated. See below for an explanation of this.)
- **What type of hours are required (yearly and for graduation)?** At least 15 hours per year must be direct service. Students must complete at least 60 direct hours for graduation. (See below for definition of “direct hours.”) The other required hours may be in the form of indirect service.
- **When should students begin completing hours?** Students are required to begin completing community service hours at FPD the first full semester they are enrolled. (Semesters are August-December and January-May. Summer serves as a period where students can make up hours from their previous high school year, or complete hours for the upcoming year. Students are encouraged to use their summers to “get ahead” rather than “catch up” on their hours.)
- **If a student is not enrolled as a student at FPD for all 4 high school years, how are hours prorated?** Students are essentially required to complete 15 total hours (with at least 7.5 of these being direct hours) each semester. See below for several scenarios.
  - If a student begins in August, they are required to have 30 total hours for the school year, with at least 15 being direct hours.
  - If a student begins in October, they are required to have 15 total hours for the school year, with at least 7.5 being direct hours.
  - If a student begins at the beginning of January, they are required to have 15 total hours for the school year, with at least 7.5 being direct hours.
  - If a student begins anytime between late January and the end of the school year in May, they are not required to complete any hours for that particular school year.
- **How does FPD define “community service?”** FPD defines community service as unpaid work to benefit the community emotionally, materially, and/or spiritually. FPD understands our community to consist of both our local community in Macon and Middle Georgia, as well as our broader human community in the United States and across the globe. (Note: Community service hours must be completed with ministries and/or non-profit agencies.)
- **Where can students find service opportunities?** There is a document on the FPD website under the Community Service tab that contains a list of local ministries/non-profit agencies where students can serve. Other opportunities will be sent to students throughout the year. Students may also contact the Community Service Office if they need help finding a place to serve.

### **At FPD, Community Service Does Not Include...**

- Work completed for profit-making businesses/services.
- Work completed for individuals who are able to pay for the services rendered (whether they pay or not).
- Work for family members (including family-owned businesses).
- Travel time to and from community service opportunities.

### **Two Types of Required Hours**

- **Direct Service:** 50% or more of a student's completed hours must come in the form of direct service to distressed people groups (the elderly, sick, impoverished, disabled, widows and orphans, recent immigrants, and those experiencing homelessness). Direct service involves students engaging directly (face-to-face) with distressed people. Preparation for this direct service cannot be included in the 50% but may be included as indirect hours (see below). All the required 120 hours required for graduation can come in the form of direct service, but at least 60 must come in the form of direct service.
- **Indirect Service:** A student may submit up to 60 hours of indirect service to count towards the 120-hour graduation requirement. This kind of service may still benefit a distressed population but does not involve direct contact (face-to-face) with that population. An example would be preparing meals or care packages for a distressed group but not actually interacting with that group. Service with animals at non-profit organizations is considered indirect service. Again, preparation for direct service counts as indirect hours.

### **Mission/Service Trip Requirement**

- As part of the 120 required community service hours, students must complete one extended service-learning experience, typically known as a mission or service trip. This trip may take place in Macon, the United States, or in a different country.
- Students must complete their mission/service trip requirement by spring break of their senior year.
- Mission/service trips are offered through FPD both in Macon and beyond. This requirement may also be met by participation in a church-sponsored mission trip with the prior approval of the Community Service Office. **Please email [community.service@fpdmacon.org](mailto:community.service@fpdmacon.org) to get approval at least 1 month before your trip.**
- Hours completed on a mission or service trip count towards the 120 required hours for graduation. However, while on a mission or service trip, only hours in which students are engaged in service/ministry count. Hours not counted are travel, sleeping, eating, social time, and recreation with one's mission/service team. Students may submit training time for a mission/service trip as indirect service hours.

- A reflection piece (Service Trip Reflection) must be submitted to the Community Service Office upon completion of the trip. You can find the Service Trip Reflection document in the high school office and under the Community Service tab on the FPD website.
- The Service Trip Reflection should be e-mailed to [community.service@fpdmacon.org](mailto:community.service@fpdmacon.org) upon completion.

### **Community Service Diploma Endorsement**

- **Why should you consider the Community Service Diploma Endorsement?**
  - It is a way to demonstrate to colleges that you have gone above and beyond in serving others. This is something that is impressive on college applications. Completing this endorsement also makes your high school diploma stand out from other high school diplomas.
- **Contact Holly Scott**
  - If you are interested in pursuing the Community Service Diploma Endorsement, please schedule a meeting with Holly Scott no later than the spring semester of your junior year by emailing her at [Holly.Scott@fpdmacon.org](mailto:Holly.Scott@fpdmacon.org).
- **Requirements**
  - 320 total hours.
  - Partner with a non-profit agency or ministry in your senior year and complete 40-50 hours with this agency or ministry.
  - A paper and presentation before a committee your senior year.
  - While the three points above are the main requirements for the diploma endorsement, there are other requirements that must also be met. Please contact Holly Scott for further information.

### **Logging Hours on MobileServe**

- Students may upload hours to MobileServe through the MobileServe app on a smartphone, or by visiting [www.mobileserve.com](http://www.mobileserve.com).
- Video on how to upload hours to MobileServe:  
<https://share.vidyard.com/watch/u56hR8dMfxcs5NubY8dmBu>
- Step-by-step instructions on how to upload hours to MobileServe.
  - Click “Log Hours” at the bottom of the screen.
  - Enter the date, number of hours, and service organization.
  - Choose either “Direct Hours” or “Indirect Hours.”
  - Type what you did under “Tell Your Story.” Click “Next.”
  - Enter the supervisor’s name and e-mail. (This sends an e-mail to your supervisor to allow them to “verify” your hours.)
- For FPD to approve your hours, you must have a supervisor “verify” your hours via e-mail *or* you must provide 2 of the 3 items below.

- Supervisor signature. (You must do this on your smartphone when your supervisor is with you.)
- Photos. (You may attach photos as proof of your service.)
- Attach my location. (For this to work, you must have “Location Services” enabled on your smartphone for MobileServe, and you must log your hours on your smartphone while at the service site on the day of your service.)

### **Participation in Extracurriculars**

- Students lacking 30 hours of community service (with at least 15 of these being direct hours) for each academic year enrolled at FPD will not be eligible to participate in any school-sponsored extracurricular activities until the requisite hours are completed, uploaded to MobileServe, and approved (extracurriculars include athletics, fine arts, club events/competitions, etc.).
- To participate in extracurriculars at FPD, all hours from all previous academic years must be completed no later than the day before a student’s first game, competition, match, performance, etc. If hours are not completed by this time, the student will not be allowed to participate in their first game, competition, match, performance, etc. Students will continue to sit out of extracurriculars until all hours for all previous high school years are completed. (Note: Each individual coach is allowed to use his or her discretion regarding whether students continue practicing with the team until hours from all previous high school years are completed.)

### **Summers**

- Summers are best used to complete hours for an upcoming academic year rather than a previous academic year. A good rule of thumb is to use summers to “get ahead,” not “catch up.”
- Summer hours must be uploaded to MobileServe by October 1 of the same year to count. For example, if a student completes hours in the summer of 2025, they must log these hours by October 1, 2025.
- 8<sup>th</sup> grade students may begin counting hours for their high school community service requirement on June 1 (following the conclusion of their 8<sup>th</sup> grade year).

### **Seniors and Community Service Hours**

- Seniors must complete and upload all their hours for graduation by March 1 of their graduation year. Any senior who has not completed and uploaded their required 120 hours will lose their off-campus lunch privileges and must attend all study halls until their hours have been completed, uploaded to MobileServe, and approved.

- Seniors with incomplete hours will not be able to walk at graduation and will have their diplomas and transcripts withheld until the required hours for graduation are completed, uploaded to MobileServe, and approved.

### **Summary of Community Service Requirements**

- Students must complete at least 30 community service hours each full year enrolled as a high school student, and at least 120 total hours for graduation.
- Of the 30 hours required for each year, at least 15 must be direct hours. For graduation, at least 50% of a student's hours must be direct hours.
- As part of their 120 hour requirement for graduation, students must complete one mission/service trip and submit a Service Trip Reflection to the Community Service Office.

If you have questions about FPD's Community Service program, please contact the Community Service Office at [community.service@fpdmacon.org](mailto:community.service@fpdmacon.org).