



Volunteer Handbook

2011-2012

Baltimore Program Office
801 St. Paul St.
Baltimore, MD 21202
410-244-1744
baltimoreoffice@jesuitvolunteers.org

Jesuit Volunteer Corps Main Office
801 St. Paul Street
Baltimore, MD 21202-2405
Phone: 410-244-1733 / Fax: 410-244-1766

www.jesuitvolunteers.org

CONTENTS

INTRODUCTION	2
MISSION STATEMENT	2
PROFILE OF JVC	2
THE FOUR VALUES OF THE JESUIT VOLUNTEER CORPS	3
LIVING AS A JESUIT VOLUNTEER	4
JVC FORMATION PROGRAM	4
PROGRAMMING: RETREATS	4
PROGRAMMING: COMMUNITY BASED ACTIVITIES	5
OUTREACH: STAFF SUPPORT	5
OUTREACH: LOCAL SUPPORT	6
OUTREACH: FJV SUPPORT	7
EVERYDAY CHOICES	7
LIVING ON THE COMMUNITY AND PERSONAL STIPEND	7
BEING PRESENT TO COMMUNITY	8
LIVING SIMPLY WITH TECHNOLOGY	8
COMMITMENT	8
JVC, YOUR FAMILY AND YOUR FRIENDS	9
WHEN (AND HOW) TO CONTACT JVC STAFF	10
APPROPRIATE COMMUNICATION METHODS	10
RIGHTS AND RESPONSIBILITIES OF THE VOLUNTEER	12
CONFIDENTIALITY IN JVC	13
PHYSICAL, EMOTIONAL, AND MENTAL HEALTH ISSUES	14
SUBSTANCE USE AND ABUSE	14
FINANCIAL AND ADMINISTRATIVE INFORMATION	14
VOLUNTEER FINANCES	14
PERSONAL STIPEND	15
FOOD	15
RENT AND UTILITIES	15
RELOCATION EXPENSES	16
HOUSING	16
DESCRIPTION	16
STANDARDS	16
AGENCY RESPONSIBILITIES	16
SECURING VOLUNTEER HOUSING	17
WORKER’S COMPENSATION	17
VACATION	17
SICK TIME	17
DISMISSAL	17
NON-DISCRIMINATION POLICY	18
VOLUNTEER GROUP HEALTH POLICY, SEPTEMBER 2011 - AUGUST 2012	18
JVC GLOSSARY	20
THE COVENANT OF THE JESUIT VOLUNTEER CORPS	21
2011-2012 JVC CALENDAR BALTIMORE PROGRAM OFFICE	23

This handbook establishes the foundation for good relationships among the Jesuit Volunteer, JVC and the local sponsoring agency.

Introduction

Welcome to the Jesuit Volunteer Corps! By saying yes to JVC you are joining hundreds of other men and women serving this year throughout the United States and in other countries, as well as the thousands who have come before you. Like them, you have opened yourselves up to being transformed by your experiences at work, in your community, on retreat and in your neighborhood. As with all things in life, you get out of your experiences what you put into them. We encourage you to enter fully into the experiences of the next year—to participate actively in your community, to form relationships with the men, women, and children with whom you work and serve, to challenge each other (and our society) to live more simply, and to trust that in all things, God is present and alive.

The following pages contain important and useful information to make your year as a Jesuit Volunteer successful. You are responsible for knowing and upholding the policies outlined within this handbook and for ensuring that your communities are working together to live out the mission and values of the Jesuit Volunteer Corps.

Mission Statement

The Jesuit Volunteer Corps offers women and men an opportunity to work for justice and peace. It sends volunteers for a year or more to live with and serve the poor and marginalized in the U.S. and developing countries. The volunteers live simply, in community, immersed in Ignatian Spirituality. The experience opens the volunteer to be conscious of the poor, attuned to the causes of social injustice, and dedicated to service informed by faith. The Jesuit Volunteer Corps helps former volunteers nurture this orientation throughout their lives.

Profile of JVC

In 1956 the first Jesuit Volunteers began their service to the native people of Alaska. The small nucleus of volunteers grew under the sponsorship of the provinces of the Society of Jesus (Jesuits), eventually extending to cities throughout the United States and in other countries around the world. In 2011-2012, the Jesuit Volunteer Corps has more than sixty communities.

JVC is a national and international program with its main office in Baltimore, Maryland. Local program offices are located in Houston, Detroit, Santa Clara, and Baltimore. The International Program Office is based in Washington, D.C. Operations at the main office include the office of the president, advancement (fundraising and communications), program and recruiting, finance, administration and human resources, and former JV activities. JVC is governed by a board of directors.

The Four Values of the Jesuit Volunteer Corps

Social Justice

Jesuit Volunteers are motivated by faith to take an active part in the healing and reconciliation of a hurting and troubled world. This call to justice finds its roots in faith in God and in belief in the dignity of all people.

JVC encourages and nurtures the empowerment of people who are economically poor and marginalized by supporting programs that allow people to help themselves. Jesuit Volunteers work with others who are dedicated to serving people and providing for the physical and spiritual needs basic to human dignity. Volunteers also work for peace and justice by examining the root causes of injustice and by becoming aware of how their privileges, attitudes and behavior affect others. We are called to change the attitudes and structures that create poverty, perpetuate injustice, and waste the resources of the earth.

Spirituality

Saint Ignatius of Loyola, founder of the Jesuits, sought to find “God in all things.” In the tradition of Ignatius, JVC invites volunteers to explore and deepen their spiritual lives, both individually and communally.

For Ignatius, spirituality was something to be lived. In his own response to God's call, Ignatius moved prayer and contemplation out of the monastery and into everyday life. Bringing this notion to our present reality, volunteers are encouraged to live as “contemplatives in action.”

Volunteers are given the resources and time to reflect on their work and their community, as well as what is going on within themselves. The JVC program provides retreats, workshops, and other opportunities for volunteers to consider and share insights drawn from their work and communities, while deepening their understanding of the program's values.

Community

Jesuit Volunteers live in “apostolic communities,” communities centered in and for mission. Volunteers live in community to support each other in their work and in living out the four values of JVC. It is different than living with roommates or friends. Living in apostolic community takes a conscious commitment that requires openness, sharing of oneself, and challenging each other to live out the commitments of JVC. Members of JV communities are financially interdependent upon each other to pay the bills and manage the upkeep of the house. To live in this way, volunteers must be flexible and collaborative in the ways in which they make decisions.

Simple Living

JVC challenges each volunteer to live a simple, reflective lifestyle and to be intentional about the use of money, time, and material possessions. A commitment to live a simple lifestyle involves freeing oneself from that which keeps one separated from others; it involves committing to a life focused on people, not possessions; it involves sacrifice; it engenders freedom.

JVC provides an opportunity to learn the difference between wants and needs, between necessities and luxuries. In their work with people whose immediate needs (food, shelter, clothing, education) are in jeopardy, volunteers can become more aware of how the values and priorities of our current culture benefit some and oppress others. Commitment to a simple, sustainable lifestyle profits all humanity and all of God's creation.

Living as a Jesuit Volunteer

The volunteers live simply, in community, immersed in Ignatian Spirituality. The experience opens the volunteer to be conscious of the poor, attuned to the causes of social injustice, and dedicated to service informed by faith.

-JVC Mission Statement

Though those of all faiths are welcome in our program, the common expectation is that those who join in our community be aware that we are a Catholic program. We approach our lives fundamentally from this faith perspective. As such, community life in JVC is meant to reflect a Catholic-Christian lifestyle and commitment in the public, private, social, spiritual, ethical and other dimensions of our personal and communal lives. Volunteers are expected both to hold each other accountable and to be open to listening and entering into dialogue about these matters.

Day to day, your experience unfolds at your placement agency—in the work you do and with the people you meet—and in your community. Jesuit Volunteers are invited to reflect and converse as to how their commitment to faith and shared values is most appropriately lived out in each of these settings.

JVC FORMATION PROGRAM

JVC staff supports your growth during your time as a Jesuit Volunteer with specific programs and through intentional outreach opportunities. *All volunteers must attend all retreats and be present for planned community nights and activities.*

PROGRAMMING: RETREATS

During the year, each local program office plans retreats for and with the volunteers to build and sustain a community of committed volunteers. The retreats offer the opportunity to reflect on the spiritual and apostolic aspects of the volunteers' commitment and to provide an atmosphere of support and challenge for the volunteers. These events include time for outside speakers to make presentations to the volunteers; time for the volunteers to discuss issues related to their work, community and faith development; time to pray or reflect and time to socialize with each other. All volunteers must attend the JVC retreats. This year's retreat schedule can be found on page 23.

Orientation

This retreat is an introduction to the volunteer year, to the values of community, spirituality, simple lifestyle, and social justice and to the spirit of JVC. It is an opportunity for JVs to meet each other, the staff, and other friends of JVC.

Day of Reflection

In the fall, in conjunction with the Program Coordinator's Area Visit, each community will participate in a Day of Reflection focusing on the value of community. During this day you will engage in community-building conversation, reflection and activities.

Re-Orientation

This mid-year retreat takes place in January. It calls to mind topics introduced at Orientation, but moves the conversations to a deeper level. Staff and presenters guide reflection upon the structures of oppression and injustice that you have encountered in your work and cities and move you towards discerning appropriate responses to address these issues.

Spring Retreat

This silent, directed retreat offers you the chance to get away from the busyness of your work and home lives and focus wholly on your personal and/or spiritual development. You meet individually with a director several times during the retreat and have the opportunity to participate in group prayer experiences, which make use of Ignatian meditation and discernment models found in the *Spiritual Exercises* of St. Ignatius.

Dis-Orientation

This end-of-the-year gathering provides you with the opportunity to remember the gifts of the past year, to celebrate the relationships formed among community members, co-workers, and clients, to grieve the end of one experience and to move with excitement into a new experience, carrying with you the heart of the four values.

Additional Year Retreat

This retreat in December gathers all volunteers currently doing an additional year with JVC. The retreat focuses on the unique opportunities and challenges of additional year volunteers.

PROGRAMMING: COMMUNITY BASED ACTIVITIES

Communities spend two nights in reflection each week in order to develop their understanding of the four values and to foster personal and spiritual growth. JVC staff will provide volunteers with a Community and Spirituality Night Guide to serve as a resource for these activities.

Community Nights

Community nights allow you to examine the four values more deeply in light of your experiences at work and in your cities. They are planned by each member of your community, with some help early on from your support people. Activities might include sharing life stories, discussing current events, playing board games, volunteering at a soup kitchen, walking around the neighborhood, attending neighborhood meetings, or standing in protest. In reality, anything that enables the community to gather, to challenge and support growth is a successful community night.

Spirituality Nights

Spirituality nights bring community members together to explore and share their faith. The responsibilities of planning and facilitating spirituality nights are shared by members of the community. Activities might include reading a scripture passage and reflecting together on its meaning, praying the rosary, sharing faith history, or exploring music and art that have a spiritual meaning. Local support people and the monthly newsletter, *Koinonia*, can be resources for ideas.

OUTREACH: STAFF SUPPORT

Area Visits

Program Coordinators visit each community for one week during the fall and for a shorter period in the spring. These visits provide the Program Coordinator with opportunities to observe and experience your day-to-day life as a volunteer. You will meet one-on-one with your Program Coordinator during that week, and s/he will accompany you at work for a few hours. Area visits are also an opportunity for Program Coordinators to visit prospective JVC placement sites.

Program Coordinator Check-Ins

Program Coordinators will periodically phone or e-mail you to find out how life is going; follow up on anything that emerged during the area visit, retreats, or from previous check-in times; and continue to challenge you and/or your community to deeper growth.

Koinonia

Every month the program team puts out an electronic newsletter called *Koinonia* with contributions from current Jesuit Volunteers, announcements, ideas for community nights, written reflections, recipes, highlights of the formation program, job announcements, and other items of interest related to living out the four values. *Koinonia* is a space for JVs to share thoughts, experiences, and resources with other JVs around the country and around the world. JVC staff will ask and encourage volunteers throughout the year to contribute materials for *Koinonia* and other publications.

OUTREACH: LOCAL SUPPORT

Local Orientation

Local orientation, a continuation of Orientation, occurs in the home city of each volunteer community and unfolds during the days immediately following Orientation. Agency administrators and former Jesuit Volunteers (FJVs) arrange city tours and worksite (placement) visits and inform you of local resources (banks, grocery markets, libraries, churches, etc.).

Local Formation Team

The local formation team assists the JVC program staff in educating, supporting and challenging you and your communities to live the four values and to develop an Ignatian-based response to the world. JVC staff have asked Jesuits, former JVs, and others to commit to accompanying and mentoring your community.

Support People serve as facilitators, resource people, and companions. They assist with the initial community nights, provide advice on establishing community roles, moderate conflict situations, connect you with local justice and worship communities, and recommend fun and inexpensive entertainment options in and around your city. As companions, support people walk in solidarity with you—helping you make meaning of your various experiences and providing a listening ear. Support people generously volunteer their time for this important role and are not JVC staff.

Where possible, *Jesuit priests and brothers* provide a connection for your community and link you to the living tradition of St. Ignatius. Through visits, conversations, dinners, liturgies, and reflections the Jesuits offer opportunities for your community to explore spiritual growth and guide you in becoming “contemplatives in action.”

Spiritual Directors and Pastoral Counselors

JVC staff has established relationships with men and women to provide pastoral and spiritual guidance to volunteers who wish to deepen their spiritual lives or who are in need of assistance.

Spiritual Direction, sometimes referred to as spiritual guidance or spiritual friendship, is an ongoing relationship in which one person (the directee), desirous of being attentive to her/his spiritual life, shares his/her prayer experiences with another person (the director) in order to become more attuned to God’s presence. The primary focus of the sessions is the directee’s relationship with God as it is reflected and challenged by all aspects of that person’s life. JVC encourages all additional year volunteers to be in spiritual direction and recommends the activity for any volunteer who is seeking to deepen her/his spiritual response to the world. JVC staff can provide specific names or details if you are interested in this possibility.

Pastoral Guidance and Counseling

During the course of the volunteer year, events happen and/or issues arise that create various levels of discomfort for an individual volunteer. Some volunteers choose to seek out a counseling relationship to help process these feelings. At other times, JVC staff may recommend volunteers seek counseling if they are displaying behaviors detrimental to their work, community, or to their own personal health. In each instance, JVC staff will help volunteers find the people and the resources to make counseling possible. This may

include those available through JVC-provided health insurance and a list of local resources available in each JVC city.

There are distinctions between spiritual direction and therapeutic counseling relationships. In general, it might be said that therapy and counseling deal primarily with problem areas of one's life and attempt to bring healthy resolution to issues. Spiritual direction is concerned with finding and responding to God (in the midst of pain or disorder as well as in the rest of life). Problem/issue solving is not the primary focus of spiritual direction.

Neighbors, Local Churches, and Community Organizations

Informal support networks abound in each city where a JV community is present. Sometimes communities of JVs have lived in the same neighborhood for several years and the neighbors have a good understanding of JVC. Local church communities are also often aware that the JV community exists in the neighborhood and are eager to be involved in the lives of the new volunteers. Additionally, many of the neighborhoods in which JVs live have community associations. Participation in these associations enables you to gain a better understanding of the issues in your local community and to know your neighbors in a different capacity.

OUTREACH: FJV SUPPORT

The network of former Jesuit Volunteers (FJVs) is vibrant, and former JVs can be found in many, if not all, of the cities in which current JVs reside. FJVs are valuable resources for you and your communities; they often provide advice and information about the city and can serve as role models for living the four values. As you begin your year, the Director of Former JV Activities sends an email to the FJVs near your community with information about your work and encouraging them to be supportive of you throughout the year.

EVERYDAY CHOICES

Critical reflection on daily choices helps you have a better sense of the bigger picture of the mission of JVC. While you may not always see the fruits of your labor, your choices do have implications for yourself and many others. By living intentionally, you contribute to the creation of a more just world.

LIVING ON THE COMMUNITY AND PERSONAL STIPEND

JVC asks volunteers to live a simple lifestyle—one focused on persons and relationships rather than on objects and acquisitions. To do this, volunteers live on a restricted budget with minimal disposable income. JVC challenges volunteers to live on their personal stipend and not to accept funds from family, friends, or other sources of income. This challenge is not meant to impose austerity, but to help you experience a greater sense of solidarity with those whose limited income is not a choice. Wise use of resources is also a way of showing respect to the agencies for which you work and the benefactors who support JVC.

Jesuit Volunteers do not live in poverty. While they do not live on a large amount of money, their budgets are created in such a way that the expenses of food and shelter are taken care of, health insurance is covered, and they are provided with a disposable income. Persons in poverty do not enjoy these privileges.

The commitment to a simple lifestyle is more than attempting to live within a monthly budget; it is a shift of focus. Spending a year centered less on money and the consumption promoted by our culture can free the volunteers to revel in the value to be found in simple pleasures, conversations and their own creativity.

Living simply is not only an individual choice and action but is also communal. In community, the volunteers must come to consensus about how to best use available resources, food purchases, recycling, boycotts, appliance usage, etc. Simplicity of lifestyle comes into sharp focus when there are five or six people trying to define how to do it!

BEING PRESENT TO COMMUNITY

In JVC, community provides you with the support necessary to engage in the difficult work for justice. The first few weeks of living in community require a significant commitment. It takes time—formal and informal—to get to know each other, establish routines, set up schedules, and learn about the neighborhood in which you live. Volunteers are expected to make a sincere effort to develop and work at building community—to do what is necessary for the household to function efficiently, effectively and lovingly during the course of the year.

JVC strongly recommends that you not travel for personal reasons and limit the number of overnight guests to your community until Thanksgiving. Giving your time to each other and to the community in these early months will set a firm foundation for the rest of the year.

When making decisions that affect your being present in and to your community, please reflect on the following questions:

- Am I focused on the here-and-now or am I only focused on my past relationships and my future plans?
- How much time am I spending away from my community (on the phone, e-mail, graduate school applications or test preparations, making frequent trips to visit friends and family)? How is this impacting my relationships with each person in my community?
- Am I giving and receiving support from my community, or am I relying on outside resources (e.g. family, friends, a significant other) to give me the support I need as a Jesuit Volunteer?
- If I am relying on people outside of my community, why?

LIVING SIMPLY WITH TECHNOLOGY

JVC recognizes the value that can be gained from technology but also sees the dehumanizing effect that “conveniences” can have on an individual and community, while also increasing the disparity between the “haves and have-nots.” Therefore, you should weigh the time- and energy-saving benefits associated with certain conveniences (computers, internet, e-mail, cell phones, iPods, cars, etc.) with the social and environmental impacts these may have. Consider the following:

- How does my individual use of technological conveniences (internet, e-mail, cell phones, television, car, text messaging, etc.) add to or detract from my relationships with my community, my clients, my coworkers, my neighbors, and/or God?
- Is my community using any of these conveniences to escape relationships and/or issues rather than deal with them?
- Am I using these conveniences simply because they are there, or am I making conscientious decisions in regards to their use?
- Are these conveniences making my life simpler or more complicated?
- Is my reliance on technological conveniences interfering with opportunities to practice trust in God’s providence?
- Is my access to technology a result of my privileged status, and if so does it distance me from living in solidarity with people who do not have access to these amenities?
- Am I using technology in an intentional way to uphold past and current relationships with an awareness of the effects that my usage has on the people around me?

COMMITMENT

A commitment to JVC is a commitment to a yearlong experience of living out the four values in service to others. This commitment is three-fold; it is made to your placement agency, to your community and to the JVC program. When people leave JVC before the end of their commitment it has significant implications (financial and otherwise) for the placement agency and the people with whom the volunteer interacts on a daily basis.

Obviously, emergencies arise, and JVC will work with each volunteer on a case-by-case basis to seek resolution. Please contact your Program Coordinator as soon as you know of an issue that may affect your ability to serve the full year.

At Work

- Though you are a volunteer, you are committing to act as a responsible staff member for your placement agency. This means you are expected to work your full weekly schedule and to work for the entirety of the JVC program year: August 11, 2011- August 10, 2012
- You will have vacation time during your year. It is important that you do not have assumptions about how and when you can use that time (e.g., Thanksgiving, Christmas) because of possible community and job commitments.

In Community

- Volunteers commit to living in intentional apostolic community. Thus, volunteers are expected to participate in weekly meetings and gatherings, share household chores and responsibilities, and support one another in their work and in living out the four values.
- Volunteers also commit to living in an interdependent financial arrangement in which each community member shares funds received from placements, with the exception of the personal stipend and work transportation amounts. The community members depend upon each other to keep the bills paid. The volunteer's placement agency depends upon the community staying together to keep the overall costs down.

To JVC

- Volunteers commit to attend all retreats and organized meetings at the house, and commit to being present for the program coordinator's area visit.
- Volunteers are expected to cooperate when asked to represent JVC at JVC fundraising events and recruiting opportunities.
- Volunteers are asked occasionally to assist with telling the JVC story by submitting photographs, blog entries, reflections, and articles about their experience.

JVC, YOUR FAMILY AND YOUR FRIENDS

As a member of the Jesuit Volunteer Corps you have entered into a relationship with our staff and with our partner agencies. The JVC staff and partner agencies have a primary and singular relationship with and responsibility toward you. While you are a Jesuit Volunteer, except in the case of an emergency, we will not contact your parents, guardians or friends in regards to your personal experience in the program. Since you are an adult, we also do not consider it our responsibility to discuss your personal experience in JVC with anyone other than you should another person contact us directly.

We know that many of you are doing JVC as a direct result of the values passed on to you by your family and close friends. To that end, we strongly encourage you to share the experiences you are having with them. Call your parents, email your friends, send letters to your grandparents. Let them know what you are seeing and feeling and how you are growing this year. Be wise. Share what you know will help them understand your experience, and temper the information that will create cause for anxiety and misunderstanding.

To help ease the anxiety of your family it is good practice to provide them with specific information should an emergency arise and they need to contact you or the JVC office. We recommend sharing the following information:

- Your home phone
- Your home address

- The names of the people in your community
- Your place of work, address, phone, and email address
- The JVC Program Office phone and address
- The name of your Program Coordinator

A final note: JVC sends fundraising letters and a quarterly magazine to your parents/guardians during the course of your volunteer year. If this poses a problem for you, please contact the JVC staff.

WHEN (AND HOW) TO CONTACT JVC STAFF

We invite you to call the JVC office at any point throughout the year. JVC staff will do their best to respond in a timely manner, but we would certainly ask for your patience and courtesy in expecting a response. We do ask that you contact the JVC office, especially in the follow instances:

- Anytime you have good news to share: insights learned, a job well done, an excellent community night idea, etc.
- Anytime you are struggling to live out your commitment to JVC, to your agency, to your community, or to one or more of the values.
- At the first moment when you think you are not able to attend a retreat or fulfill your year-long commitment—it is essential that you involve staff in this decision making process.
- When you or a member of your community is seriously ill or has been injured in some way, especially if it involves a visit to the hospital.
- When there is an emergency situation in your neighborhood, city or at your place of work (e.g., natural disaster, fire, major accident) especially if it is receiving regional or national attention. This call is equally important when your community, house, or agency is NOT affected. Please call the JVC office so we know what is going on, how you are doing, and so we are able to answer questions from other concerned people.
- When you experience changes at work: a new supervisor, new responsibilities, you aren't doing what you think you should be doing, etc.
- At the first instance of sexual harassment or inappropriate behavior at your place of work or within community.
- When there is a significant change in how a fellow community member is participating in community, and you believe the JVC staff has not been informed.

APPROPRIATE COMMUNICATION METHODS

JVC staff will most often use phone and email to connect with you regarding official JVC business. We use email with the knowledge that most volunteers have access to a computer at some point during the work day. Our communication via email will often be to set up times to talk with you, share information and/or to confirm plans for area visits. Our preferred method of “checking in” with you is by phone and we expect that you make time to be in conversation with us. Below, we have detailed some of the most common methods of communication.

Phone

When in doubt about which method to use, pick up the phone and call. It is the fastest, most reliable form of communication with JVC staff.

Email

This is a helpful method to clarify plans, confirm a phone call, share experiences at work (to be talked about at a later time), and/or to share *non-emergency* information. Many people find it easier to express themselves through the written word, and email allows for that. It is not appropriate, however, *only* to use this form of communication with your Program Coordinator. Open communication demands personal conversations and

you are expected to be in dialogue with JVC staff throughout this year. Talk with your Program Coordinator early in the year to establish comfortable and healthy patterns of communication.

Guidance for Other Communication Methods:

Program Coordinators' Personal Cell Phones

Personal cell phones should only be called in emergency situations or to communicate with a Program Coordinator when s/he is on an area visit in your city. All other times, a personal cell phone number is to be used only as indicated by the Program Coordinator. Do not contact your Program Coordinator via text message unless s/he has established that this is acceptable.

Facebook and other Social Networking Sites

Social networking sites should *not* be used for JVC-related communication with a member of the JVC staff.

Rights and Responsibilities of the Volunteer

RIGHTS

- You will have housing provided for you from the first day of Orientation through the last day of the program year, August 10, 2012
- You will have all program and work-required transportation costs covered from the last day of Orientation through the last day of the program year, August 10, 2012
- You will be paid in a regular and timely manner in order to pay rent, utilities, and all household expenses.
- You will be provided with a written job description with clearly defined expectations, responsibilities, and work hours.
- You will be provided with adequate training and ongoing supervision to ensure success in the workplace.
- You will have work schedules that allow for a weekly commitment to at least two evenings at home for dinner and community nights and that enable you to travel to and from JVC sponsored retreats.

RESPONSIBILITIES

- Your conduct and lifestyle are expected to promote the welfare of the JVC community and the neighborhood in which you live, as well as uphold the mission and values of the sponsoring agencies and JVC.
- You are expected to live out your full year commitment to JVC and to your agency, which begins on the first day of Orientation, includes all JVC sponsored retreats, and ends on the last day of the program year, August 10, 2012. This includes being fully present for your Program Coordinator's area visits. If you anticipate difficulties in living out this commitment, you should discuss the situation with your Program Coordinator and your placement administrator as soon as possible and certainly before a final decision is made.
- You are expected to explore the meaning of the four values of social justice, spirituality, community, and simple lifestyle and discover ways to live accordingly.
- You are expected to make all decisions in favor of your commitment to JVC, your community, your job, and the people with whom you serve (e.g., attending retreat instead of your college homecoming, helping with a fundraising event for your agency instead of going away for the weekend, staying late at work one night to help out a client instead of rushing home to watch your favorite TV show).
- You are expected to show up for work on time, perform the tasks and responsibilities as detailed in your job description, and contribute positively to the overall work environment. Like any other employee of your agency, you should participate in "extracurricular" activities that, though maybe not defined in your job description, are complementary to it.
- You are expected to abide by all laws and guidelines around confidentiality in the workplace.
- You are expected to keep JVC staff, your community members, and the local formation team informed of any situations that significantly affect work or community life.
- You are accountable for the upkeep of the house and bill payments, and you should inform the landlord in a timely manner about any problems or repairs. You are expected to maintain good communication with the landlord and housing administrator regarding housing issues.
- You are expected to use alcohol appropriately (see Physical, Emotional and Mental Health Issues, pg. 14).
- You are expected to pool all monthly expenses to foster community and to make the most efficient use of resources (work transportation and personal stipend not included).
- You are expected to be good stewards of your household finances. It is JVC policy that all accumulated savings at year end be left for the incoming community. Common household money should not be used to finance house parties. At the end of the year, each community is responsible for ensuring that there is enough money to cover August bills and for the incoming community to purchase food and household incidentals.
- You are expected to live on your personal stipend without assistance from either family money or personal savings. You should not receive additional remuneration from your agency (i.e., overtime pay, bonuses, etc.).
- You are expected to commit fully to your work and community life. Therefore you cannot take employment outside your agency or pursue degree programs during your volunteer year.
- You cannot have pets living in community houses.

Confidentiality in JVC

As a Jesuit Volunteer you will have the privilege to hear the stories and witness the lives of the people with whom you work. During your work you may learn things of a highly personal and confidential nature. With this work and privilege comes YOUR responsibility to understand the scope of confidentiality and your obligation to maintain complete confidentiality in accordance with your placement's guidelines.

It is important to understand that all forms of communication (written, oral, electronic) are covered under HIPAA law. Be conscious of this as you discuss your work with community members, family and friends, neighbors, and others, through face-to-face conversations, email, phone calls, blogs, chatting online, etc. There are also protections around taking pictures at work.

Some background on HIPAA:

- 1) HIPAA: **Health Insurance Portability and Accountability Act** of 1996. It is enforced by the US Department of Health & Human Services, Office of Civil Rights. HIPAA provides a floor of privacy standards to protect all Americans. *Confidentiality* protections are cumulative; HIPAA regulations do not preempt stronger state laws that are in effect.
- 2) Confidential information includes:
All individually identifiable health information held or transmitted in any form (including electronic, paper and oral).

Information that directly identifies the individual and that relates to an individual's physical, mental or behavioral condition; personal or family medical history; or medical treatment or the health care provided to that individual.

Note: An individual can choose to share their own Protected Health Information with you and others, but as a volunteer you have a responsibility not to share it. Even after a person's death, their right to privacy remains.

- 3) Information that may be considered restricted includes, but is not limited to, the following:
 - Names
 - Dates of birth
 - Postal/residential address information
 - Telephone numbers
 - Electronic mail (email) addresses
 - Social security numbers
 - Medical record numbers
 - Health plan beneficiary numbers
 - Account numbers and
 - Vehicle identifiers and serial numbers, including license plate number

Suggestions at the start of your experience in JVC:

- 1) Ask your supervisor during training about your worksite's guidelines on confidentiality including taking photos at work.
- 2) If you are unsure about whether something is confidential, ask your supervisor first before disclosing the information. *Good rule of thumb: When in doubt, don't share!*

Physical, Emotional, and Mental Health Issues

The JVC staff helps Jesuit Volunteers live out the mission of JVC. Some volunteers encounter challenges related to their physical, emotional, or mental health that can make it difficult to participate fully in their work and/or community life. JVC staff will provide volunteers with a list of mental health resources in their area. If issues such as eating disorders, depression, anxiety disorders, or other health concerns arise for any volunteers during the year, JVC staff will work with the volunteer (and the community and placement if appropriate). When a volunteer or community member becomes aware of a health issue, it is important to communicate the issue to the JVC staff and, if appropriate, to the local support people. The situation will be addressed by the JVC staff to determine the support most suitable to the volunteer (and community).

SUBSTANCE USE AND ABUSE

One area of particular concern to JVC is substance abuse. The JVC staff is aware of the destructive effects of alcohol and drug abuse which impact all levels of society in the United States. Mindful of the ways that addictions have devastated the lives of people who have few social safety nets, it is important for Jesuit Volunteers to exhibit appropriate use or non-use of alcohol. The JVC staff expects that Jesuit Volunteers will live consistently with the mission of the Jesuit Volunteer Corps, including in the area of alcohol use. If a volunteer is unable to do so, the staff will work with her or him to address possible addiction issues and her or his ability to continue as a Jesuit Volunteer. JVC, in accordance with federal, state, and local laws, does not tolerate use of any illicit or controlled substances.

Volunteers may not bring alcohol to JVC sponsored retreats or events, nor may they leave the retreat site to consume alcohol.

Financial and Administrative Information

VOLUNTEER FINANCES

Organizations that sponsor a Jesuit Volunteer pay the volunteer a monthly stipend and enough money to cover household expenses including rent, utilities, and food, as well as providing compensation for work transportation costs (if applicable). Finally, agencies cover reasonable relocation costs at the end of the volunteer's year of service. Some expenses are fixed; others vary depending upon the local costs of housing, transportation, and utilities. JVC staff creates and distributes to each agency a community budget with expenses broken down per volunteer.

Agencies set up a payment schedule with the JVs based on input from the signed Memorandum of Understanding between JVC, the JV and the agency. If agencies are not able to pay volunteers on this schedule, JVC and the individual volunteer should be notified of the regular schedule of payments so that communities can arrange to pay their bills on time.

Money received by the volunteer during the course of the year is communal money (with the exception of the personal stipend), and is considered a reimbursement for your budgeted expenses; therefore, all money in the community bank account is to be used for community expenses. As appropriate during the course of the year, JVC reserves the right to adjust community stipends to reflect the real needs of community finances. At year end, all communal money is held in reserve to assist with the start up costs of the incoming community.

Details for some of the expenses are listed below.

PERSONAL STIPEND

All Jesuit Volunteers receive a monthly stipend of \$100.00. Out of this personal stipend volunteers pay all their personal and recreational expenses.

TAXES

Depending upon your personal circumstances, you may owe taxes on the personal stipend you receive. Your sponsoring agency or JVC may report this income to the IRS. If taxes are not withheld during payment of your stipend, your agency, directly or through JVC, is responsible for reimbursing you for 13.3% of the stipend income reported to the IRS to cover your potential tax liability. If taxes are withheld, they should not decrease the basic living allowance; the volunteer should be paid the full monthly allowance after any applicable taxes.

FOOD

Each volunteer receives \$90.00/month toward food expenses. Volunteers are expected to pool this money in a common fund to purchase groceries for the community.

RENT AND UTILITIES

Sponsoring agencies share the costs of all expenses associated with household living, including: rent, electricity, heat, water, oil, and gas. Additionally, sponsoring agencies pay for local telephone service. If the JV community chooses to purchase long distance service, each volunteer is responsible for his/her own costs, and these bills are paid out of his/her individual stipend money.

TRANSPORTATION

All work-related transportation costs including daily travel to and from work are paid for by the sponsoring agency. If a volunteer uses his/her own car for work-related transportation, JVC requires the volunteer and agency to produce a written agreement that states each party's responsibilities for gas, repairs, insurance, and maintenance. If money is not needed for work-related travel (for example, if the volunteer walks or rides a bike to work), the agency does not need to pay transportation expenses.

The volunteer pays for his/her own travel costs to Orientation. Agencies cover the cost of travel from Orientation to the city of placement and travel to and from JVC sponsored retreats either directly or through JVC. (*See page 23 for the program year calendar.*)

When volunteers rent cars for travel to and from JVC sponsored retreats, JVC requires that the driver purchase collision insurance so as not to incur liability in the case of an accident. As a member of the Catholic Volunteer Network, JVC has a rental car agreement with Enterprise. This agreement can be used by Jesuit Volunteers for renting cars for getting to and from retreats. The benefits to using this include:

- Discounted rates.
- No fees for additional drivers.
- No surcharges for renters between the ages of 21 and 24.
- No blackout dates.
- 24 hour roadside assistance.
- Free pickup service.
- Discounts valid at any of their neighborhood and airport locations.

When calling to make a reservation, please use the following corporate account code: **NA16X29**.

RELOCATION EXPENSES

The sponsoring agency, either directly or through JVC, pays for the volunteer's relocation expenses, up to \$350.00, at the end of his/her year of service, which includes:

- the least expensive mode of transportation to the volunteer's home or other destination of choice if it is less than sending the volunteer home. If a volunteer commits to an additional year of JVC, the agency pays the cost of travel to his/her additional-year orientation.
- the least expensive mode of shipping for the volunteer's belongings. Volunteers should discuss this cost with their agencies before arranging for transport if the agency is paying directly. If JVC is reimbursing the volunteers, they should speak with their Program Coordinator.

If a volunteer leaves his/her job before the end of the program year, August 10, 2012 the agency is not required to cover any relocation costs.

HOUSING

DESCRIPTION

Jesuit Volunteers live in communities of three to eight women and men in low-income neighborhoods. The location and type of housing reflect and enable the commitments Jesuit Volunteers make to live simply, seek justice, and establish relationships with people who are poor or marginalized. The neighborhoods in which the volunteers live are reasonably safe, and in some cities the houses are long established in neighborhoods where people look forward to meeting the new JVs each year.

The housing is adequate in size (bedrooms, bathrooms, common space) for the number of volunteers living in that community; however, JVC does not guarantee that every volunteer will have a private bedroom. Simple furnishings are provided, such as couches, chairs, beds, desks, and dining room table and chairs. Kitchens are fully stocked with all the necessary dining and cooking equipment. Some houses have a washer and dryer and television. Jesuit Volunteers need only bring personal items such as clothes, linen, towels, and toiletries.

STANDARDS

JVC seeks to house volunteers in low-income neighborhoods, which enables the volunteers to learn first-hand about issues people who are poor and/or marginalized encounter on a daily basis. The following questions can be used to test the "appropriateness" of a neighborhood:

- Is the neighborhood considered low-income or mixed-income?
- Is the neighborhood racially/ethnically diverse?
- Who makes up the majority of the people living in the neighborhood (e.g., students, families, renters, homeowners, young professionals, etc.)?
- Does the neighborhood environment encourage interaction with neighbors (is there a community association, a neighborhood watch group, an annual block party, etc.)?
- Has gentrification touched the neighborhood in any way?
- Finally, consider the home and/or neighborhood of a client/student/guest of a placement agency. How would this person feel if he or she visited the volunteers' home?

AGENCY RESPONSIBILITIES

Sponsoring agencies help secure housing in their respective cities. In most cities one agency in particular signs the lease with the landlord. In some cases, JVC signs the lease.

If the administrator at an agency signed the lease, he/she becomes the *de facto* Housing Administrator. The specific responsibilities of a Housing Administrator are available from JVC staff.

SECURING VOLUNTEER HOUSING

Searching for volunteer housing requires a significant time commitment on the part of the agencies and JVC staff. In many urban areas, tight housing markets disproportionately impact low-income neighborhoods. The gentrification of inner cities has also created hot housing markets out of traditionally low-income neighborhoods.

In cities where a JVC community is already established, it should be assumed that the housing will not change unless the JVC Program Coordinator, in consultation with agency administrators and current volunteers, determines that there is a need for a move (e.g., one or all of the standards has come into question).

When a move is necessary the housing administrator facilitates a meeting during which each of the sponsoring agencies take responsibility for one aspect of the housing search. When possible administrators should meet in early spring to discuss the timeline, review terms of the lease, and set a strategy for a successful move at program year end. Administrators should not sign a lease without first informing/consulting with the JVC Program Coordinator responsible for outreach to that city. If a move is determined necessary, the volunteers are expected to assist with the move.

All sponsoring agencies in that city share any realtor fees and/or security deposits.

WORKER'S COMPENSATION

Jesuit Volunteers are provided Accident Insurance through JVC that covers incidents that would normally be applied to Worker's Compensation. JVC does not require agencies to provide Worker's Compensation Insurance. Agencies may choose to offer Worker's Compensation at their discretion, but that is an individual agency decision of which the volunteer should be informed.

VACATION

Volunteers should have vacation time equivalent to that of employees of similar status in the agency, but not less than ten work days. Time away from work for JVC retreats should not be counted as vacation, holiday or compensatory time.

SICK TIME

Jesuit Volunteers are to also receive sick time in addition to their ten day minimum for vacation time. Agencies should contact JVC directly with questions.

DISMISSAL

JVC reserves the right to dismiss anyone from the program at any time, at the discretion of the Program Director. Dismissal from the JVC program includes dismissal from the JV community and from the agency placement. While not encouraged by JVC, if an agency wishes to continue a relationship with a volunteer that JVC has asked to leave the program, this is to be considered a new relationship with no relation to the JVC program.

If a volunteer is considering leaving her/his agency, s/he should talk to her/his agency supervisor and Program Coordinator to discuss ways of improving existing conditions. If conditions do not improve to the volunteer's satisfaction, s/he should talk to her/his Program Coordinator prior to making any final decisions regarding the placement. A volunteer who leaves her/his placement is responsible for finding a new place of work under the supervision of the JVC staff.

If an agency terminates the volunteer's service, the agency is responsible for paying rent and utility expenses for the remainder of the month that the volunteer departs. If JVC determines that it is appropriate for the volunteer to continue with the JVC program, the volunteer, with assistance from the JVC staff, must secure a new placement.

If a volunteer decides to leave the JVC program, the agency is not required to pay any relocation costs. If an agency terminates the volunteer's service, which results in the volunteer leaving the JVC program the agency will pay for relocation costs for the volunteer (see relocation cost section for guidelines).

Non-Discrimination Policy

JVC does not discriminate in program admission based on race, color, sexual orientation, gender, national origin, age, disability, or any other protected characteristic.

JVC is founded and rooted in the tradition of the Society of Jesus. The program has a distinct Roman Catholic heritage, which all applicants will understand is the spiritual foundation of JVC. Yet, individuals of all faith perspectives are welcome to apply.

JVC will make reasonable accommodations for qualified individuals with known disabilities as long as the accommodation does not impose undue hardship on JVC. This policy governs all aspects of the program including selection, placement assignment, compensation and access to benefits and training.

JVC makes every effort to ensure that its placement agencies have similar non-discrimination policies. Any member with questions or concerns about any type of discrimination in their placement workplace should bring these issues to the attention of their immediate supervisor and the JVC Program Director. If the placement agency is found to be engaging in such activities, removal of current member(s) (and denial of future volunteers at that agency) can result.

Discrimination on the part of fellow JVC members will also not be tolerated. Anyone found to be engaging in any unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program.

Volunteer Group Health Policy, September 2011 - August 2012

1. **Group Health Coverage:** Subject to the provisions of subsections 3.a. and 3.b., Jesuit Volunteers are provided with 12 months of group health coverage beginning September 1st of the volunteer year and ending on the immediately following August 31st. Unless the Volunteer waives coverage (as provided in Section 1.b.), the Volunteer will be provided group health coverage by the JVC through the Christian Brothers Employee Benefit Trust (the "JVC Plan"). Please refer to the JVC Plan outline for details regarding coverage, premiums, etc.
 - a. **JVC Plan:** JVC will provide group medical and dental coverage for the Volunteer beginning September 1, 2011 and ending August 31, 2012 (the "Coverage Period"). Additionally, the JVC will pay or reimburse certain of the Volunteer's deductibles and co-pays up to a total of \$1,500.00 for the Coverage Period, *provided that* the JVC will not pay or reimburse charges for (i) elective procedures, (ii) procedures, services, prescription drugs, etc. that are excluded from coverage under the JVC Plan (i.e., procedures, services, prescription drugs, etc. that are not consistent with the position of the Catholic Church, such as contraception, sterilization, abortion, etc.), (iii) dental procedures after the Volunteer reaches Christian Brothers' Dental Calendar Year Maximum, (iv) other procedures, non-licensed providers, services or prescription drugs that are not covered under the JVC Plan, or (v) pre-existing conditions that are not covered under the JVC Plan. The JVC plan is a PPO plan under which reduced rates are available when the Volunteer uses in-network providers and/or maintenance prescription services to obtain refills for on-going prescriptions. If the Volunteer does not use an in-network provider where available or the maintenance prescription services where required, JVC will

reimburse for co-pays, co-insurance and deductibles only up to the amount the Volunteer would have received if he or she had used in-network services and/or maintenance prescription services, as applicable. **The Volunteer is responsible for paying any charges not covered by the JVC Plan, or not paid or reimbursed by the JVC. In no event will the total amount paid or reimbursed for the Coverage Period by the JVC with respect to any Volunteer exceed \$1,500.00.**

- b. **Volunteer Plan:** The Volunteer may elect to opt-out of coverage under the JVC Plan, and continue coverage under another health plan, by signing a waiver declining coverage under the JVC Plan. If the Volunteer opts-out of coverage under the JVC Plan, the JVC will not be responsible for paying for or reimbursing the Volunteer for any premium, co-pay, deductible, or any other medical or dental related charges incurred by or on behalf of the Volunteer during the Coverage Period.

2. Payment to JVC for JVC Plan Coverage

For Volunteers whose group health coverage is provided under the JVC Plan, the Volunteer's sponsoring Agency (the "Agency") is responsible for paying a fee to JVC that covers the cost of the Volunteer's group health premium, reimbursements and plan administration fees. JVC will invoice the Agency directly.

3. Volunteer's Termination of Service

- a. Notwithstanding the provisions of subsection 1.a., the JVC will not be responsible for payment or reimbursement of any deductibles, co-pays or any other charges incurred by the Volunteer (i) prior to September 1, 2011, or (ii) after the date on which the Volunteer's service with the JVC ends.
- b. If the Volunteer's service with the JVC ends prior to the end of the Coverage Period, (i) the Volunteer's coverage under the JVC Plan will end on the last day of the month in which the Volunteer's service with the JVC ends, and (ii) JVC will not be responsible for payment or reimbursement of any deductibles, co-pays or any other charges incurred by the Volunteer after the date on which the Volunteer's service with the JVC ends.
- c. If the Agency has paid the JVC in advance for the Volunteer's JVC Plan coverage, the Agency will be reimbursed for any pre-paid unused premiums.

4. Continuation Coverage

The JVC Plan is not subject to federal or state COBRA laws. Therefore, continuation coverage is not mandated and will not be provided for those covered under the JVC Plan at the end of the Volunteer's term of service with the JVC.

JVC Glossary

Administrator: The agency representative who manages the relationship between the agency and JVC. The administrator may or may not be your direct supervisor.

Agency: The organization employing a Jesuit Volunteer (sometimes referred to as placement).

Apostolate: A “mission endeavor or activity,” a ministry. Apostolate derives from the word apostle and refers to work that is inspired by and tied to the Gospel. While it is not specific to the Jesuits, it is commonly used in Jesuit circles in reference to one’s work.

Apostolic Community: Apostolic community is a “mission community,” a group of people who live according to Gospel values and support each other spiritually, emotionally, and materially in their common endeavor.

FJV: Former Jesuit Volunteer. Former volunteers offer support and encouragement to current volunteers. Many FJVs are vital resources for learning how to live the four values of JVC.

The Four Values: Spirituality, simple lifestyle, social justice, and community.

The Jesuits: An order of Catholic priests and brothers, also known as the Society of Jesus, founded by Ignatius of Loyola in 1534. Jesuits play an active role in supporting JVC by serving as community liaisons, presenters at retreats, and consultants to the staff. JVC incorporates Ignatian spirituality, especially the ideas of being “contemplatives in action” and “finding God in all things.”

Local Orientation: A continuation of Orientation, which occurs in the home city of each volunteer community and unfolds over the days immediately following Orientation. Agency administrators and FJVs arrange city tours, take volunteers to their places of work, and inform them of local resources (banks, grocery markets, libraries, churches, etc.).

One-on-one: Intentional conversation between two individuals (e.g. Program Coordinator and volunteer or supervisor and volunteer).

Placement: The organization employing a Jesuit volunteer (sometimes referred to as agency).

Program Coordinator: A staff member responsible for implementing JVC’s program and outreach, including retreat planning, recruiting, placement development, and local formation. Primary in the Program Coordinator’s job is outreach to volunteer communities and sponsoring agencies.

Program Director: A staff member that directs the local JVC Program Office. Their work includes managing the operations of the local JVC program and leading the implementation of the volunteer formation program during the year. The primary responsibility of the Program Director is to supervise and support the program coordinators in their work with volunteers and sponsoring agencies.

Social Analysis: The critical evaluation of the social, economic, political, and religious structures which create oppressive situations.

Solidarity: The practice of standing with or accompanying others, of sharing responsibilities, interests and concerns in order to foster greater understanding of the issues, obstacles, and hardships facing others.

The Covenant of the Jesuit Volunteer Corps

“The volunteers live simply, in community, immersed in Ignatian Spirituality. The experience opens the volunteer to be conscious of the poor, attuned to the causes of social injustice, and dedicated to service informed by faith.”

-Jesuit Volunteer Corps Mission Statement

As a Jesuit Volunteer, I agree to uphold the following, to the best of my ability:

Social Justice: *In order to work for justice we must become aware of our role in society. We are called to change the attitudes and structures, both personal and societal, which create poverty, oppression, and waste the Earth.*

- *I will labor in a spirit of solidarity with the poor and marginalized toward the goal of structural change in attitudes, practices, and institutions of our society.*
- *I will strive to be just in my thoughts, language and actions so that my work for justice will have credibility.*
- *I will seek to know the truth of situations, rather than relying on prejudices, assumptions, rumor, and incomplete information.*
- *I will make a good faith commitment to work at my agency for a full year.*
- *I will participate in community nights with my community members in order to integrate social justice throughout our lives.*

Simplicity of Lifestyle: *Honoring simplicity allows us to value relationships over objects and to avoid the distraction of excess activity. Living simply brings us closer to awareness of God and Creation, our humanity and the effect that our lifestyle has on others.*

- *I will live on the JVC stipend of room and board, in addition to my personal monthly stipend, in solidarity with my community. I will not accept funds from family and friends, work second jobs or seek other sources to supplement this amount.*
- *I will seek to live life focused on people and relationships rather than objects and acquisitions.*
- *I will seek simplicity in my use of time, energy and resources, and thereby avoid distraction, busyness, materialism, and consumption.*
- *I will socialize and recreate in ways that enhance my relationships with other persons and the natural world, and agree to limit my use of objects and technology, such as cars, TVs, iPods, Facebook, cell phones, computers, and other products of U.S. popular culture.*
- *I will consider the toll alcohol takes on the people I serve when making decisions about alcohol. Aware of the personal, social, and economic costs of illegal drug use in poor neighborhoods, I will not use illegal substances during my JVC year.*
- *I will reflect on privilege and the power it affords individuals in an effort to understand the impact of my actions in this world and in an attempt to lead a simpler life.*

Community: *Communal life allows for mutual support and encouragement in the difficult work we choose to do as volunteers. It challenges us to be open, compassionate, and willing to grow. We learn that our lives are interconnected and we have responsibility toward all members as they do to us.*

- *I will be open and honest with my community members, willing share my joys and struggles, and listen with care to the experiences they share.*
- *I will participate fully in community activities, including but not limited to community nights, meetings, shared meals and reflection.*
- *I will evaluate my behavior and decisions in light of their effects on my community, the agency and locale where I serve, and the JVC program. I will not make decisions affecting my community, the agency where I serve or JVC without consulting them.*

- *I will commit to the numerous communities I am part of – households, neighborhood, state, nation, world. I will work to gain a greater understanding of these communities throughout the year.*

Spirituality: *Spirituality is both the awareness of and our response to God’s presence in the world. Each of us has a personal spirituality, our way of responding to other persons, to the way we live, to our experience, and to the universe. As Christians, we recognize the responsibility we have to each other and, as Jesuit Volunteers, we follow the Ignatian tradition of reflection and action.*

- *I will spend time each day in personal reflection or prayer in order to grow in my relationships with God and others.*
- *I will attend all community times of prayer or reflection, bringing my own gifts and cherishing the gifts of others.*
- *I will participate fully in JVC retreats and workshops by being on time and wholly present to the larger JVC community of volunteers.*

In addition, as a member of JVC:

- *I will arrive at Orientation at the designated time and place.*
- *I will participate in Local Orientation and work with the support team throughout the year.*
- *I will participate fully in the Fall and Spring Area visits.*

I have carefully read the above covenant and, in a spirit of solidarity with other volunteers, I enter into this year-long commitment.

2011-2012 JVC Calendar: Baltimore Program Office

August 11-16, 2011	Orientation 2011 <i>Blue Ridge, PA</i>
August 16-21, 2011	Local Orientation
August 22, 2011	First day of work
Late August/Early September	Welcome Events with Agencies and FJV Community
October-November	Program Coordinator Area Visits, Day of Reflection
December 2011	Additional Year Volunteer Retreat <i>Date & Location TBD</i>
January 12-16, 2012	Re-Orientation <i>Dalton, PA</i>
February	Mid-Year Evaluations
February-April 2012	Program Coordinator Area Visits
May 3-6, 2012	Ignatian Retreat: Faulkner, MD Raleigh, Washington DC-Petworth, Washington DC-LeDroit Park, Baltimore
May 4-7, 2012	Ignatian Retreat: Weston, MA Portland, Boston, Hartford, Bridgeport, Harlem, West Harlem
May 10-13, 2012	Ignatian Retreat: Morristown, NJ Brooklyn, Newark, Scranton, Syracuse, Camden, Philadelphia
July 24-27, 2012	Dis-Orientation <i>Blue Ridge, PA</i>
August 10, 2012	Last day of work

ACKNOWLEDGEMENT

I, _____, have read the
JVC Handbook.

PRINT NAME HERE

SIGNATURE

DATE

Please sign and return this page to your Program Coordinator.
Keep the JVC Handbook for reference throughout the year.