

Service Trip Guidelines

Diocese of Lansing

Before taking into account the following guidelines please include potential participants in a prayerful and theological reflection on the Seven Principles of Catholic Social Teaching, the Spiritual & Corporal Works of Mercy and scriptural reflections as a foundation of understanding why we live as we do. (Matthew 5:3-11, Matthew 25, James 2, Luke 10:25-37)

- ☺ Check references on potential service organizations, including inquiries regarding measures for participant safety.
- ☺ Work with your diocesan offices of Catholic Charities and Youth & Young Adult ministry regarding any questions or concerns you may have. Consult with parishes with experience in running service trips. Example of one parishes preparation for a service trip can be obtained form the Diocesan Office of Youth Ministry.
- ☺ Include a minium of one adult per six teens if your trip is with minors. Adults should be assigned to supervise and work closely with the teens.
- ☺ All adults from your group must have criminal background check and participate in Virtus if going with minors.
- ☺ Ask agency for documentation on the measures which have been taken to inspect sites for contaminants and other safety issues.
- ☺ Ask agency to have alternative work available if an unexpected concern arises regarding any safety issue.
- ☺ Get, in advance from sponsoring agencies, a list of equipment needed for the trip.(e.g. safety gloves and glasses, steel shanked shoes, face masks, etc.)
- ☺ Request a written detailed waiver form and health form. Waiver form should include the details of the trip and a complete description of the risks involved.
- ☺ Have students sign a code of behavior form.
- ☺ Have phone numbers of agencies such as OCEA, local Catholic Charities or other agencies that you may call if you come across a situation where you are unsure of your groups safety
- ☺ As you began planning for this trip with reflection and prayer, continue this throughout the event with morning and evening prayer, Mass, Catechetical reflection on Catholic Social teaching while engaged in this service trip. As you come to the end of the trip engage your group in conversation on how we can continue to live out the Gospel at home and where we can go next as we continue to spread God's reign.