



Preparing people to lead extraordinary lives

**Loyola University Chicago
JVC Magis**

Program Handbook

Program Description

The term Magis is a key element of Jesuit Spirituality, inviting us to do more and to become more in the hope of offering greater service.

Any former volunteers from JVC (Jesuit Volunteer Core) or JVI (Jesuit Volunteer International) may apply for this service program. Offered by Loyola University Chicago, JVC Magis is for dedicated people seeking meaning in their life who want to:

- explore a deeper spirituality;
- earn a Master's Degree in one of the following areas: social work, pastoral studies, divinity, social justice, spirituality. (Dual degree programs are not offered through JVC Magis.) This is offered as a full scholarship opportunity for all participating members
- consider making ministry and/or service a lifelong commitment.

JVC Magis provides a unique opportunity to live out the Jesuit ideals. As men and women for others, JVC Magis participants find great joy in knowing they are serving others. They are able to put their faith into action in both the agencies in which they serve and the faith-based communities in which they live.

The essence of JVC Magis can be found in its four values: simple living, social justice, community, and spirituality. Participants of JVC Magis serve others as dedicated, full-time staff in various professions and attend classes through a graduate program at Loyola University Chicago. Upon successful completion of the course work, participants earn a master's degree from Loyola.

All JVC Magis participants live in community. Community life provides opportunities for professional support, personal growth, and spiritual development. Participants live in housing located by the JVC Magis program participants and are responsible for rent, utilities, and related costs.

An active spirituality is at the core of all aspects of JVC Magis. Participants have the opportunity to share their own faith journeys with those they serve. Communities also have the opportunity to pray together and encourage the spiritual development of each member.

About the Handbook

The JVC Magis Handbook serves as a guide to a successful experience in JVC Magis. It exists to clarify assumptions regarding a member's participation in the JVC Magis program.

Members of JVC Magis agree to promote the values of the program, and Loyola University Chicago, and encourage one another to grow in faith. JVC Magis participants are representatives of Loyola University Chicago, and the agencies in which they serve, and as such are expected to portray themselves in the most professional manner at all times.

Much of what is expected of a JVC Magis participant is a matter of common sense and sound judgment. Disregard of the policies and guidelines can result in the loss of program benefits, including tuition remission and could possibly lead to dismissal from the program.

The guidelines are designed to foster a strong program and a positive community experience. They are subject to change at any time at the discretion of the JVC Magis director.

JVC Magis is Catholic and Jesuit

To be a member of JVC Magis it is not necessary that you share the Catholic tradition; however, you will be asked to understand its tradition and practices, its beliefs and values and you are expected to interact respectfully and critically with it.

Those of you from other denominations and traditions can expect from the program the same openness towards you. We want to learn from your tradition and practices and find the many connections and similarities, as well as shared values and beliefs.

The Jesuit tradition involves searching inward as well as outward, knowing yourself and scrutinizing your own experience as well as exploring what others' claim as their experience; it brings a special commitment to social justice, to spiritual practice, to compassion and service towards others. Ultimately, it means seeking God in all things and living a life worthy of the glory of God.

Jesuit education asks us to take risks, to search beyond our fears, to take courage and go where we have not yet gone.

Preparing People to Lead Extraordinary Lives

A part of Loyola's mission is "Preparing People to Lead Extraordinary Lives". This was at the forefront in the development of the JVC Magis Program model. The components of JVC Magis were designed to assist in the accomplishment of this goal. The two/three years in JVC MAGIS may be seen as "spiritual boot-camp".

Living in a community with persons that you did not select to live with presents an excellent opportunity for personal development and a better understanding of the issues associated with the working poor.

JVC MAGIS participants do sign a lease for a designated house/apartment. Loyola University Chicago does not get involved in issues related to housing. Participants have the opportunity to experience the day to day challenges that are a part of lease signing. Participants also have the opportunity to develop as responsible adults in service to others while getting a better understanding of the life of the working poor.

Participants are encouraged to live among those similar to the populations they serve. In this way participants have the opportunity to experience first hand some of the issues that the working poor experience on a daily basis. By living among the working poor members can identify with the economic realities of those they serve.

This also provides an opportunity to get a glimpse into the day to day lives of the working poor and less fortunate. The issues you are facing are the same issues that the working poor in that area face on a daily basis. The experience is meant to help you have a further conversion of heart and develop deeper compassion, empathy and then hopefully action for those you serve. One of the goals of JVC MAGIS is that after this experience you will be forever changed and will continue to be a positive change agent in the world.

Another reason for the design of our program is to create a situation where reliance on God is of utmost importance. That is one of the reasons that we have a spiritual component in our program. Spirituality can be "leaned" on during the many challenges that participants will face in this program.

Finally, signing a contract with Loyola University Chicago and an agency gives you an opportunity to navigate through the issues involved in the day to day life of the world of work. While in the program you report to two administrators; the JVC MAGIS director and the administrator of the agency in which you are assigned. In dealing with your administrators, maturity and professionalism are the expectations.

The Four Values of JVC Magis

******While they are lived in a different way, the four values of JVC are integral to the JVC: Magis experience.***

Social Justice

JVC Magis participants 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 belief in the dignity of all people.

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

Spirituality

The foundation of the JVC Magis experience is the opportunity for participants to deepen their spiritual lives, both individually and communally, building upon their prior experience as Jesuit volunteers. True spirituality draws us out of isolation and self-involvement into communion and relationship with others and with God.

Ignatius Loyola, the founder of the Society of Jesus (the Jesuits), believed that spirituality involves people's human experience of God and their response to God's calling. In his own response to that call, Ignatius moved prayer and contemplation out of the monastery and into everyday life. Thus, in the tradition of Ignatius, Magis participants live as contemplatives in action - women and men who are committed to the Gospel and to integrating their faith with their work for justice.

As contemplatives in action, Magis participants are immersed in the world of poverty and oppression. The participants pray (individually and communally), and take time to reflect on the pain, the brokenness, and the joy they find in the people they work with as well as in themselves. This journey is part of a lifelong process that is comforting and unsettling, joyful and painful. The experience allows the Gospel to become more personal.

Community

For ages, across all cultural lines and in a wide variety of denominations and traditions, women and men have been called by the Spirit into intentional community. This is the story of Abraham, Ruth, and Moses of the Old Testament, and the women and men of the early church. Ignatius of Loyola, Teresa of Avila, and Dorothy Day provide some of the

patterns and forms for those who today seek to be brothers and sisters in response to this call.

In JVC Magis communities, individuals share their experiences, faith, and hope. While community does involve the myriad of details and practical matters that come with sharing a home, there is more to community than "sharing a roof and a refrigerator." Building community requires time, effort, sacrifice, and the willingness to communicate. JVC Magis communities are places to share and to grow, to support and to be supported.

If we are going to use the word community meaningfully, we must restrict it to a group of individuals who have learned how to honestly communicate with each other, whose relationships go deeper than their mask of composure, and who have developed some significant commitment to rejoice together, mourn together and delight in each other, make other's conditions our own.

-M. Scott Peck, Community and Peacemaking

Simple Living

JVC Magis challenges each participant to live a simple, reflective lifestyle and to be intentional about the use of money, time, and material possessions. Simplicity is the emptying of self for the sake of personal transformation, presence to others in our lives, and service to the poor and marginalized members of our society. By simplifying our lives, we strive to remove those obstacles that inhibit our closeness to God and others.

A commitment to live a simple lifestyle involves focusing on people - others as well as ourselves - and on basic needs, rather than material possessions. The JVC Magis experience provides an opportunity to learn the difference between necessities and luxuries. By working with people who have immediate needs, participants become more aware of the basic needs that are not met for many and of over-consumption by others. Combined with working for and with the oppressed, a simple lifestyle is a living expression of a commitment to a just world where all people's needs are met.

Living simply is an individual, communal, and global challenge that continues long after JVC: Magis.

Justice in the Service of Faith: JVC Magis' Jesuit Connection

Today perhaps as in no other time, the Society of Jesus has recognized the urgency of the service of faith and the promotion of justice in a world that is riddled with poverty and injustices, hunger and exploitation. Recognizing that the work of the Kingdom of God is not solely the charism of the Society, the Jesuits have invited men and women of faith to work alongside them. A specific means of inviting others to join in the service of faith and the promotion of justice has been the development of the Jesuit Volunteer Corps. (JVC Magis is an outgrowth and extension of the traditional JVC program.) JVC Magis participants share in the common mission of building up a world at once more human and more divine.

Someone once said, "We usually try to think our way into a new way of acting. What we have to do is act our way into a new way of thinking." Evident in this quotation is the primary feature of action and experience. Making sense of the experience is secondary, but nevertheless important. Such a view seems to fly in the face of American culture. Often we seek guarantees before we act. Because we can never quite figure things out completely, we often fail to act. Martin Luther King refers to this dilemma as the "paralysis of analysis." To move from middle and upper class to working and living in community among the poor cannot be figured out. It simply has to be experienced. The figuring out comes later. This is the invitation of the JVC Magis program.

As a believing people of God, we preach salvation and love of neighbor. Both are social and political in nature and demand commitment of our entire selves. Yet, we have watered much of religion down in personalization and privatization. The separation of Church and state and the relegation of the practice of faith to going to church on Sunday is not the message of the Gospel. Salvation and love rightly understood are forces that can aid in the creation of the Kingdom of God. Part of the constituting philosophy of the JVC Magis program is that religion, faith, and active witness can make a difference in the world. To do so is to promote justice, which demands the fullness of our lives. It invites us to involvement and to hope.

Monika Hellwig, a theologian at Georgetown University, said that the challenge of the cross is to read history from the point of view of the losers. Often our lives are insulated from the poor and the oppressed. We have many material advantages, educational opportunities, and social status that tend to make us quite independent. We become self-reliant. The experience of living among the poor and being with the "losers" can uncover the wealth in the experience of interdependence. The poor need to reach out and rely upon others and ultimately upon God. We can learn much and, in fact, be enriched by the experience. JVC Magis is an experience in which we accept the challenge of the cross that Hellwig presents by immersing ourselves in the experience of the poor in order to learn from them what we can do.

In many ways, JVC Magis is an American response to the *comunidades de base* in Latin America. Like these base communities, JVC Magis is a group of lay men and women

who minister to the community and proclaim the Gospel to the poor and marginalized. It is also the concretization of two insights from Vatican II, which stress the priesthood of the laity and the recognition that the Church is the people of God.

The face of religion in our society is changing. We need to move, adjust, adapt. We need to read the signs of the times. Community is no longer simply focused on large groups of celibate men and women. The vision we have of Christian, religious community needs to be more inclusive and more holistic in its approach to the development of the Kingdom of God. JVC Magis is not a stage of pre-religious life. Its accent is on the active participation of the laity in the service of faith and the promotion of justice. Perhaps, wrote one person, no other group is in a more opportune place to build the tomorrow of the church.

So, why, beyond sponsorship, is JVC Magis specifically Jesuit? Participants do not live with Jesuits but often do work directly with Jesuits. The identification comes in sharing Jesuit spirituality. A Jesuit lives as a contemplative in action. His life is a balancing act between service and listening. Ignatius moved prayer and contemplation out from inside the monastery walls into the world of everydayness. A Jesuit's life clearly involves an active apostolate. Besides the obvious work of a Jesuit, though, his life involves prayer, retreat, community gatherings, and renewal of vision. JVC Magis participants are invited to share the same elements that make up the spirituality of the Jesuits - at least in a simple way. Action is key but it must be supplemented with reflection and articulation. Thus, retreats, community gatherings, spiritual direction, and sharing of vision are all incorporated into the experience of the JVC Magis participant. A major emphasis in Jesuit spirituality is finding God in all things. Where is God in the day to day of my world? Often one is amazed at the discoveries one makes about God, and others.

JVC Magis promises an experience of immersion among the poor and marginalized. One is not the same after 2 or 3 years of experience. Certainly, many former participants move into more traditional professions - and rightly so. But, having lived as prophets once, they will live as doctors, lawyers, business persons, nurses, husbands, wives, mothers, fathers, aware in a new way of the call of the prophet:

to act justly,
to love tenderly,
to walk humbly with your God.
-Micah 6:8

--Gerard Tobin, former JV and former Jesuit

Spirituality

The JVC Magis formation program was developed to meet the particular needs of contemporary young adults, recognizing that faith is expressed and lived in a variety of ways by different generations. The spirituality of St. Ignatius of Loyola has been adapted over five centuries for a plethora of Christians and Magis continues this tradition of fostering a love for the Church and Ignatian spirituality among our participants.

Prayer and faith-sharing are the inextricable links which draw together service and community living and form the foundation for building and maintaining a healthy community. As an ecumenical group, JVC Magis participants are encouraged to enter respectfully into dialogue and open themselves to deeper questions of the heart. By celebrating, questioning, sharing faith and oneself, the JVC Magis fellowship experience will require you to transcend an often hidden but real assumption that one's spirituality is a purely private matter which should not be expressed in public. In fact, spirituality comes alive when JVC Magis participants recognize that their service, their lives in community, and their professional growth are all intimately connected to their faith in a generous and compassionate God who invites us to serve one another.

In sharing your personal stories and your faith, you will explore the sometimes intangible and reflective questions of the heart. The following questions may be the basis of the weekly faith-sharing with the community:

- What is my service revealing to me about myself, others, God?
- What is my membership in a faith-based community revealing to me about myself, others, God?
- What values of my society/culture am I questioning as a result of my experience of service and community life?
- What in my experience currently is challenging me to grow in my faith?

Through a common exploration of how each member finds God in his/her life JVC Magis participants take the time to notice and appreciate more of life and open themselves to a new dimension of the spiritual journey.

While recognizing that time for private personal reflection is needed to nurture a vibrant faith-life JVC Magis participants will share their joys and struggles in the context of evenings of fellowship/faith sharing. Realizing that each person brings a unique perspective to bear on questions relating to faith, JVC Magis participants must be sensitive to various stages of spiritual development and the individual level of comfort each member brings to the faith-sharing gathering.

The Magis formation program seeks to meet the demanding schedule of our participants, who attend graduate classes at Loyola University Chicago and work 30 hours per week at a Jesuit/Catholic agency in the city of Chicago. The formation program includes spiritual direction, retreats, “in-house” guest speakers, and faith sharing.

Spiritual Direction: Each JVC Magis participant has the opportunity to be paired with a spiritual director who they meet with on a regular basis for the duration of the program.

Retreats: JVC Magis participants attend silent directed and preached retreats in the Chicago area, primarily directed by Charis, a young adult ministry of the Chicago Province Society of Jesus. These retreats can include talks by Jesuits, one-on-one spiritual direction with trained directors, ample silent time for prayer, and small group faith sharing.

Retreat Schedule:

August - orientation/retreat for JVC Magis participants (all participants are to attend, not just new participants.)

Fall – Silent directed retreat by Charis

January – overnight retreat for Magis participants only

Spring – Social Justice retreat by Charis

Optional - Summer – opportunity to attend a retreat. Details determined by individual participants and approved by the program director.

Reflection Days: Four times a year, the JVC Magis program brings in an expert to address one theme found in Ignatian Spirituality or a topic of interest to the participants. The Magis director chooses speakers who are well grounded in Ignatian spirituality and can deliver a presentation that contemporary young adults will find relevant and helpful.

Faith Sharing: JVC Magis participants meet weekly for faith sharing. In this way, they learn an important way to express their faith to peers in a safe and encouraging environment while also growing closer as a community. When possible a chaplain will be assigned to each community. The chaplain will lead the community in faith sharing twice a month.

JVC Magis Community Participation – Suggested Guidelines

Community Business Meetings

- The primary purpose of Community Business Meetings is to discuss community business, announcements, running of the household, and dynamics of relationships. It is a forum for planning, voicing concerns, and/or coordinating schedules.
- Business meetings are held on an as-needed basis. However, it is helpful to find a regular time to handle the business of the community, i.e. every other Sunday night.
- Community members add items for discussion and/or decision to the agenda prior to and at the start of the meeting.
- Community members take turns leading and taking notes at business meetings.
- Business meetings can happen at the end of a meal, but not *during* meal.

Faith Sharing Meetings

- JVC Magis participants meet weekly for faith-sharing meetings. Twice a month the faith sharing is lead by the community chaplain.
- The purpose of these meetings is two-fold: First, each JVC Magis participant is allowed time to share how God is working in his/her life. This implies that each volunteer is praying regularly and will prayerfully prepare for the faith-sharing meetings. Second, everyone hears the joys and struggles of the other participants so that each member of the community can be attentive to community members' needs and grow as "friends in the Lord."

Community Jobs

- A successful community requires everyone pitching in to help!
- It is suggested that each JVC Magis community member have a house job. This is important to keep the house relatively clean and it gives each participant an opportunity to show their care for the community by being good stewards of the property.
- It is suggested that one or two JVC Magis participants be in charge of the bank account and finances, although participants may take turns. One participant should not be the community treasurer for their entire tenure in the JVC Magis program.

Housing

- Housing is the responsibility of the individual participants and community members, with final approval from the program director. As responsible, adult, graduate students, participants are expected to locate their own housing. The only program requirement as relates to housing is that participants must live with other program participants. All issues related to housing; utility deposits, credit checks, etc. are the responsibility of the participants.
- The program is happy to provide assistance as relates to locating housing. Second/third year participants are also great resources for this activity.
- The program will pay the deposit for housing and also moving costs. Any moves that need to occur will be scheduled for the end of July or early August. All other costs

associated with moving are the responsibility of the community members. i.e. connection fees etc.

- Furnishing houses is the responsibility of the participants. Over the years the program has accumulated furniture and can usually provide each community with a fully furnished home. The program is happy to provide communities with any other furniture we have acquired. Request for furnishings will be granted based on available funding.
- All JVC Magis participants will sign a lease for their designed home. The lease term must be from August 1 – July 31. The JVC Magis program bears no responsibility for these properties. Any challenges related to housing must be worked out by the residents of the property and their landlord. This can include, but is not limited to: bugs, rodents, things that need to be fixed, etc. In the unlikely event that a volunteer leaves the program, the community will have to decide if they allow the person to continue to live in the home or if they will get an additional room mate.
- Participants are expected to be full time residents of the community in which they are assigned.

Community Assignments

All JVC Magis participants live in community with other participants. There is no set number for how many members may be in a community, however, communities usually range from a membership of 3 – 6. Communities are encouraged to live in modestly furnished houses which are located by the JVC Magis program participants. Participants are encouraged to live among those similar to those they serve. Some participants may have lengthy commutes to/from work each day. Safety is of utmost concern to JVC Magis. However, JVC Magis participants should realize that living among those you serve, and living in the city, often creates challenges and opportunities for growth.

Community assignments are made by the participants with final approval from the director. JVC Magis participants must live in the community in which they are assigned. New assignments can be made each year so it is possible that JVC Magis participants will not live in the same community during their participation in the program.

Being present to community

In JVC Magis, community provides participants with the support necessary to engage in the difficult work for justice. Living in community requires commitments to both formal and informal time together, as well as sharing resources and open communication. Despite the challenges of living with unknown people, it is important that participants establish the relational foundation they will need throughout the year. For this reason, **JVC Magis asks participants neither receive out-of-town visitors nor leave for individual trips within the first two months of their JVC Magis year. JVC Magis participants should consider the following when making decisions about their place in community:**

- Am I focused on the here-and-now or am I focused on my past relationships and my future plans?

- How much time am I spending away from my community (on the phone, e-mail, making frequent trips to visit friends and family, having guests and visitors, etc.)?
- Am I giving and receiving support from my community or am I relying on outside resources (i.e., family, friends, a significant other) to give me the apostolic support I need as a JVC Magis participant?
- If I am relying on people outside of my community, why?

Note on JVC Magis Community Life

Community in JVC Magis is a means to an end. A JVC Magis community, building on the spirituality of Saint Ignatius Loyola and the Society of Jesus, and the prior experience of participants, is **outward focused**. Community is meant as a means to help serve an end--namely, the ministry of each member of the community. Community should provide a supportive role for a person in their ministry--a place to rest, a place to talk to others who have similar issues, a place to recharge for ministry. The focus is on the ministry--in your case, your service and your academic work. JVC Magis participants, having at least one year of community life experience, are asked to figure out the form of community that best accomplishes the goals of JVC Magis. This is done in many ways, such as faith sharing meetings, hosting gatherings, and praying and socializing together. While it is ideal to meet together as a community often, the JVC Magis program, with all of the responsibilities involved, does not always allow for this. Therefore, JVC Magis participants should discuss ways in which they can schedule time together. **Community life does not end at 5:00 pm on Friday and then resume on Monday morning.** Weekends, when JVC Magis participants are not working or attending class, offer ample opportunities for getting together as a community. For this to happen, however, all community members need to make community life and spending time together a priority.

The development of the community is the responsibility of the individual members. The program can offer support in this area. However, the program will not step in to “solve” community related matters. JVC Magis participants are graduate students that have experience living in community. In addition all members are enrolled in degree programs that provide skills that are not only necessary for a chosen ministry but also quite helpful as relates to community relations. It is the expectation of the program that members will use their combined experience, and the skills being developed through their studies, to development community and handle any issues that may arise.

Simple Living

Critical reflection on their daily choices will help JVC Magis participants have a better sense of the bigger picture of JVC Magis' mission. While participants may not always see the fruits of their labor, their choices have implications for themselves and many others. By living intentionally, participants take daily action toward creating a more just world. This is "where the rubber meets the road" in terms of living out the four values. Two specific challenges seem worthy of further discussion.

Living within the personal stipend

JVC Magis expects participants will not spend beyond their personal stipend during their time in the program. This expectation is not meant to impose austerity, but to help participants experience a greater sense of solidarity with those whose limited income is not a choice. Monetary limitations also help participants examine their priorities and reflect on the impact of how they allocate their resources. Some questions to consider deepening this reflection are:

- In making purchases am I buying on impulse or have I thought about the full implications of my choice?
- Who is affected by this purchase?
- What do I know about the business/institution that is profiting from this purchase?
- Am I spending this money merely because I can?
- How does this purchase express solidarity with people who are poor?

JVC Magis participants receive a larger stipend than those in the traditional JVC program. Realities of graduate student life in the city of Chicago make this necessary. JVC Magis participants are expected to use their stipend in responsible ways.

JVC Magis does pay all school related tuition and fees. Participants are responsible for books beyond their \$1000.00 book stipend. The \$1000.00 a month living stipend is enough to cover all basic expenses. The annual health insurance premium is paid by the program. Participants are responsible for all other medical related costs.

If any type of unexpected expense should arise; medical, car related, family emergency, etc. the participant will need to be prepared to explore options to handle these expenses. Since the monthly stipend does not provide much opportunity for savings, participants are faced with risk of debt when something unexpected should arise. It is the responsibility of the participant to be prepared for these situations prior to accepting an invitation to join the JVC Magis program.

Ten Reasons for Choosing to Live a Simple Lifestyle

1. As an act of faith and an expression of personal commitment to more equitable distribution of the world's resources.
2. As an act of self-defense against the mind and body polluting effects of over consumption.
3. As an act of withdrawal from the mindset of our materialistic society.
4. As an act of solidarity with the majority of humankind, who have no choice about their lifestyles.
5. As an act of sharing with others who have given so much to us or to return what was usurped by us through unjust social and economic structures.
6. As an act of celebration of the riches found in creation and shared in community.
7. As an act of provocation. When we simplify our lifestyle, we arouse curiosity, which leads to dialogue with others about affluence, alienation, poverty, and social justice.
8. As an act of anticipation of the times to come when natural human-made resources are depleted.
9. As an act of advocacy for changes to patterns of production and consumption (i.e. fair trade, buying direct from the producers, etc.).
10. As an exercise of purchasing power to redirect production away from artificially created wants toward the supplying of goods and services that meet genuine social needs.

- Adapted from one compiled by Jorgen Lissner, a UN Development Program worker in Addis Ababa, Ethiopi

JVC Magis Policies

It is assumed that participants in JVC Magis are mature adults. It is not the intention of these guidelines to tell you how to behave in every situation, nor are they to be viewed as a list of "dos" and "don'ts". Rather, the policies described herein are meant to clarify any assumptions you may have regarding your participation in JVC Magis.

A noteworthy reality is that as a member of JVC Magis you represent Loyola University Chicago and the agency in which you serve. In that regard, you are a public person and must conduct yourself in a professional, ethical and moral manner at all times.

Professional Expectations

JVC Magis participants are expected, at all times, to present themselves to their clients and their communities in the most professional manner. Appropriate boundaries must always be maintained in the volunteer-client relationship. Participants must abide by agency policies as highlighted in their agency's handbook. Failure to abide by said guidelines may result in a participant's dismissal from JVC Magis.

Placements

JVC Magis participants are placed in Jesuit and/or Catholic apostolates and will serve at that apostolate for the two/three years in which they participate in the program. In some cases it may not be possible that the participant have the same assignment or be in the same apostolate for the second/third year of the program. The needs of the apostolate may change and the administrator may find it necessary to give the volunteer a different assignment for their second/third year of the program. Participation in the program is contingent upon available placements within the Chicago area.

Placements are made by the program director. When placing participants in an apostolate the program first considers the needs of the apostolate, but also the needs of the volunteer. Attempts are made to place participants in the environment in which they are most interested. However, personal preferences can not always be met.

Priority is given to Jesuit apostolates for JVC Magis placements. If there are not enough Jesuit placements, then other Catholic apostolates will be considered. We attempt to go where there is the most need. Since all placements must be Jesuit and/or Catholic, this does narrow the opportunities available to participants.

Student files are sent to agency directors for final approval. **Applicants not accepted by an agency for a position cannot be accepted into JVC Magis.**

Absenteeism/Tardiness

JVC Magis participants who are absent or late for work must follow the protocol of the agency of service regarding absenteeism and tardiness. Except in the case of illness, you are expected to be at your job on a daily basis. As professionals you should not cause hardship on the agency by your absence from your responsibilities.

Appearance

As a JVC Magis participant, you are expected to dress professionally in accordance with your agency's policies. In the JVC Magis residence a sense of modesty must prevail. Please be sensitive to the co-ed living situation and employ your common sense.

Part-time Jobs

Before taking a part time job a participant must seek approval from the JVC Magis director.

Vacations

Members may spend their vacation time away unless a community or JVC Magis event is planned for that time. In the event that a retreat or other community event is planned, JVC Magis participants must participate in the planned event. The community is encouraged to maintain a community calendar on which members will record the dates when they will be away as well as scheduled community events.

JVC Magis participants receive a minimum of 10 days of vacation a year or time off as offered by the agency.

Program Calendar

All participants receive a program calendar. All events on the calendar are mandatory. If a participant may need to miss a scheduled event, the procedure that follows is to be followed.

At times it may be necessary to change the date of a scheduled event. In respect to all participants, when a change is made, participants are given as much notice as possible. Even though this may be inconvenient, participants may have to change plans in order to attend a JVC Magis event.

There may be events added to the calendar through out the year. It will be at the discretion of the director whether these events are mandatory.

Program Deadlines

JVC Magis is "Preparing People to Lead Extraordinary Lives" therefore; the program holds its members to very high standards of performance. From time to time data will need to be collected from participants. It is imperative that all deadlines are met. If a deadline will not be met, for any reason, it is the responsibility of the participant to contact the director **well in advance** to:

- state the reason why the deadline will not be met,
- ask permission for an extension,
- outline the plan for getting required information turned in.

The same is true for scheduled events. If there is a conflict with a scheduled event, for any reason, it is the responsibility of the participant to contact the director **well in advance** to

- state the reason why attendance at the event is a challenge,
- ask permission to be excused from the event,
- outline the plan for making up the event if necessary.

Failure to meet a deadline, or attend a required event, can result in loss of program benefits until said deadline or event is met.

Any activities to be made up must be completed within one month of the originally scheduled date of the event.

Transportation

All transportation expenses are the responsibility of the participant. (Public transportation and/or expenses related to owning a car.) This includes an \$88 a semester fee for a U Pass. When enrolled full time, students will be automatically billed for a U Pass.

Alcohol and Substance Abuse

Alcohol and substance abuse and the use of illegal substances will not be tolerated. The habitual use of alcohol is discouraged. The inability to perform program related activities, failure to participate in community life, or inappropriate behavior resulting from substance abuse are grounds for immediate dismissal from JVC Magis. At parties or gatherings it is your responsibility to make sure that those consuming alcohol are of legal age.

- Drug-related Offenses at Work: Pursuant to the Drug-Free Workplace Act of 1988, employees (i.e. JVC Magis participants) are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace. As further required under the Drug-Free Workplace Act, a volunteer, as a condition of participation in JVC Magis, must notify JVC Magis if she or he is convicted of any criminal drug statute violation occurring in the workplace no later than five days after the conviction.
- Drug and Alcohol Use: Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and excessive use of alcohol, that may adversely affect an employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which JVC Magis activities, is prohibited.
- Disciplinary Action: Failure to adhere to this policy may result in disciplinary action, including termination.

Drug and Alcohol Abuse Prevention (taken from the Loyola University Chicago Student Handbook)

Loyola University Chicago is committed to the adoption and implementation of a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students. In support of this commitment and in compliance with the Drug Free

Schools and Communities Act of 1989, the following information is provided. All members of the Loyola community are expected to comply with the policy.

Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal use of alcohol by students, faculty or staff on Loyola University Chicago property or at university-sponsored functions is prohibited. See the Judicial Affairs section of the Student Handbook for more information.

Disciplinary Sanctions

Students who violate this prohibition against drug and illegal use of alcohol on campus and during off-campus university activities will be subject to disciplinary action with sanctions ranging from educational measures to expulsion from the institution, according to provisions of the Student Handbook. Students may also be referred for criminal prosecution.

Legal Sanctions

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. In addition, property used in connection with illegal drugs may be confiscated, federal student loans, grants and contracts may be denied, and illegal use of drugs or alcohol may result in revocation of driving privileges.

Illinois law prohibits the unlawful manufacture, possession, use or distribution of marijuana and controlled substances, including narcotics, barbiturates and cocaine.

Evaluations

As part of the evaluation process each participant will complete a yearly program and self evaluation. Evaluations are due June 30th

Other Important Information

Classes

Participants are allowed to take 18 hours a year, six hours a semester. If for any reason this will not be the case, special permission must be granted by the director. (This is usually the case for social work and divinity students.)

If you are going to take more than 6 hours in a semester you will need to submit a justification which must be approved by the director. Failure to comply can result in the program not paying for classes.

JVC Magis only commits to pay for 18 hours a year. Approval for more than that will depend upon available funds. (Social work and Divinity generally need to take more than 18 hours a year. This is allowed by the program.)

In order for a volunteer's scholarship award to be applied to their student account, their file in the JVC Magis office must be up to date at all times. When a file is not up to date, the scholarship award will not be applied. This could result in the inability to register for classes, being assessed a late registration fee or not being able to get into a desired class.

Commitment

A commitment to JVC Magis is a commitment to an experience of 2-3 years living out the four values in service to others. This involves both a commitment to the agencies where you work and to the JVC Magis program.

As a JVC Magis participant you have committed to act as a responsible staff member for your placement agency. This means that you are responsible to work your full schedule (30 hours/week) and to work the entirety of the JVC Magis contract. JVC Magis partners with agencies that are in need of assistance in filling positions. Thus, these agencies and their clients rely on the JVC Magis participant to fulfill important roles for the entire year.

You have also committed to living in intentional community. This commitment involves allowing your community members to take part in your journey throughout your time in JVC Magis and requires your regular participation in community nights, faith-sharing nights, and community business meetings.

Your commitment extends to your course of study. All requirements are related to your program of study must be completed.

Finally, you have committed to the spiritual formation program with JVC Magis. Participants must attend all of the spiritual formation programs/activities that occur throughout the year. Missing any of the spiritual formation programs significantly detracts from the JVC Magis experience for both you and other participants.

*******Attendance and participation in all JVC Magis events/program components in mandatory.**

Early Termination (Voluntary)

Philosophical differences, difficulty with community living, problems in adapting to a different culture, physical and emotional health concerns, etc., may require a JVC Magis participant to voluntarily withdraw from the program.

Before making a decision to leave the program, a JVC Magis participant must first discuss the situation with the Director. While a decision to leave the program will be respected openness to the insights and suggestions of others is requested. However, leaving JVC Magis is ultimately a participant's decision. The participant's decision must be declared in writing and a letter of resignation must be submitted to the Director.

In addition, this does not mean that you are released from the lease that was signed for your housing. The participant must honor the terms of the lease. It is suggested that the community meet and decide on the best way to handle this situation.

Early Termination (Involuntary)

Loyola University Chicago reserves the right to dismiss anyone from the JVC Magis program at any time, at the discretion of the Magis Director. Dismissal from the JVC Magis program includes dismissal from the agency placement. Anyone who is dismissed from the JVC Magis program will no longer receive tuition assistance through JVC Magis. Those who are dismissed would be encouraged to apply to Loyola University Chicago for financial aid.

In addition, this does not mean that you are released from the lease that was signed for your housing. The participant must honor the terms of the lease. It is suggested that the community meet and decide on the best way to handle this situation.

Agency Termination

Termination by a JVC Magis Agency of a JVC Magis' contract due to the participant's material breach of the contract may result in the participant's removal from the JVC Magis program. In such a circumstance, the decision whether to remove a JVC Magis participant from the JVC Magis program, or to seek placement for the participant at another agency, shall be at the recommendation of the JVC Magis Director.

Times When it is Important to Call the JVC Magis Director

We invite you to call the JVC Magis office at any point throughout the year, but request you do so especially in the following instances:

- When there is a natural disaster, accident, or emergency involving your house or local area.
- Sexual harassment or other inappropriate behavior at your work site or in the community.
- There are major changes at your placement: new supervisor, new job description, etc.
- Illness or injury beyond standard flu, cold, allergies, sprained ankle.
- When you have a concern or are grappling with issues – personal or communal.
- If you are wondering if you should call, then you probably should.

Only contact the JVC: Magis Director on her/his personal cell phone in the event of an emergency that should be addressed immediately, i.e. a community member has been hospitalized, someone's well-being is threatened, etc.

Family Ties

A problem arises for participants and staff from time to time concerning the differing ways in which JVC Magis staff and parents relate to you as a participant. The dilemma seems to be that the JVC Magis staff relate to you as an adult participant, and your parents often relate to you (understandably!) as one of their children. So, we would like to clarify our position, and then offer some suggestions to you. First and foremost, we

relate to you as adults who make adult decisions. Therefore, we do not have any official relationship with your families throughout the screening process or during your volunteer year, much to the chagrin of some parents who feel that they should be consulted.

We value the fact that many of you are doing your experience in JVC Magis as a direct result of values passed on to you by your parents. The problem is that sometimes parents get upset with us for not telling them about some incidents or experiences in your neighborhoods or jobs which you may have during your time in the JVC Magis program. We do not feel that we can or should share any information with them, as again, we treat you as adults, and to inform your parents of your activities would be to violate our trust with you. We do encourage you to share as openly as you can with your families during your year so that your entire family can better understand your experiences. It is your responsibility to communicate with them.

We do have some suggestions for you:

We recommend that you provide your parents with the following information

- your home phone
- the names of the people in your community
- your work phone
- the JVC Magis office phone
- the name of the JVC Magis director

Health Insurance

JVC Magis participants are provided with health insurance beginning August 1st of the participant's first year in the program and ending July 31st of the final year in the program. If a participant leaves JVC Magis early for any reason, health benefits, if begun, will continue through July of the year in which the termination occurs.

The annual premium is paid for by the program. *All other medical expenses; co pays, deductibles etc. are the responsibility of the participant.*

For more information visit:

<http://www.luc.edu/bursar/insurance.shtml#Unicare>

Student Loans

Federal Loans

Under federal law, Magis Participants are eligible to defer or forbear their federally guaranteed student loans during their time in JVC Magis.

The following conditions apply if the volunteer procured federal student loans prior to July 1993.

JVC Magis carries the same status as the Peace Corps and VISTA, and our participants qualify to receive loan deferments as specified in Educational Act Amendment HR 5192.

- 1) The JVC Magis participant is exempt from taxation under section 501(c)3 of the Internal Revenue Code of 1954.
- 2) The borrower (member of the JVC Magis) provides service to low-income persons and their communities to assist them in eliminating poverty related human, social, and environmental conditions.
- 3) The borrower's compensation does not exceed that of a Peace Corps volunteer.
- 4) The borrower, as a part of his/her duties, does not give religious instructions or engage in fundraising to support religious activities.
- 5) The volunteer has agreed to serve on a full-time basis for a term of at least one year.

The participant should contact her/his lending institution for a loan deferment form. Loan deferment forms regarding loans procured before 1993 require signatures from the participant and JVC Magis staff.

All federal loans procured after July 1993 are eligible for deferment based on economic hardship.

The participant should contact her/his lending institution for a loan deferment form. Loan deferment forms regarding loans procured after 1993 must be signed by the participant and their placement agency (not JVC Magis). Some lending institutions may require additional paperwork. Contact your lending institution for details.

The deferment period begins at the conclusion of the "grace period" of the repayment schedule (usually six months after graduation) and extends throughout the participant's time with JVC Magis. In most cases, loan repayment will begin or resume immediately when the participant leaves JVC Magis.

Most lending institutions will not accept deferment forms until two months prior to the beginning of the payment schedule. Forms received too early by the lending institution will have to be resubmitted at the conclusion of the grace period.

Due to legislation changes, some participants may only be able to receive forbearance, meaning they do not have to pay during their participation in JVC Magis, but interest will accrue and be added on to outstanding loans.

Co-signed Loans

Sometimes loans co-signed by parents are not deferrable. The participant should check with their lending institution about co-signed loans.

Private Loans

Sometimes private loans are not deferrable. The participant should check with their lending institution about co-signed loans.

Monthly Stipend

JVC Magis participants receive a monthly stipend of \$1,000, before taxes. This is to be used for personal effects, entertainment, clothes and other expenses not covered by LUC.

This amount is taxed; State and Federal taxes are withheld. If there is any semester in which you are not registered for classes Social Security and Medicare will also be withheld.

Program Expenses

JVC Magis participants are responsible to purchase all of their books and course materials. Participants do receive a \$1000 book stipend.

There is a \$75 Graduation application fee in which the participant will be responsible. Participants are also responsible for any other graduation related fees. i.e. Gap and gown - \$70.00.

New participants need to be prepared to pay rent and utilities beginning on August 1. This is generally around \$500.

Term of Service

JVC Magis participants commit themselves to two/three years of service. The commitment begins on the first day the JVC Magis participant reports to orientation, usually mid August, and ends in mid August of their year of graduation.

During the term of service JVC Magis members are expected to participate fully in all aspects of JVC Magis life.

Non-Discrimination

JVC Magis does not discriminate in program admission based on religion, race, color, sex, age, sexual orientation, national origin, disability or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of JVC Magis, or any bona fide occupational qualifications.

Office Information

The JVC Magis office is located at Loyola University Chicago, Water Tower Camps, Lewis Towers, 820 N Michigan, 6th Floor. The Office mailing address is JVC Magis, Loyola University Chicago, School of Education, 820 N Michigan Ave., 11th Floor, Chicago, IL 60611. The office phone is 312-915-7049 and the fax number is 312-915-6660. The cell phone of the director will be provided to program participants.

Emergencies

It is especially important that JVC Magis participants contact the JVC Magis Director immediately if there is any emergency or accident involving a JVC Magis participant. This includes medical or programmatic emergencies.

In order to fully support participants, it is important that the Director be made aware of any difficulties a member may be having with their academic work, ministry placement or the spiritual formation program.

Program Participation

JVC Magis participants are expected to actively participate in all aspects of JVC Magis, including fellowship, training, in-service, responsibilities related to placement service and all community activities.

All participants will be provided with a program calendar. All JVC Magis events listed on the calendar are considered mandatory. At times it may be necessary to change the date of a scheduled event. In respect to all participants, when a change is made, participants are given as much notice as possible. Even though this may be inconvenient, participants may have to change plans in order to attend a JVC Magis event. There may be events added to the calendar through out the year. It will be at the discretion of the director whether these events are mandatory.

Your JVC Magis Experience

The above guidelines and policies, especially those regarding professionalism, community and spirituality, are designed to give you a framework upon which you can build your JVC Magis experience. Following, or not following these guidelines, is not a guarantee that you will have the experience that you are expecting. It is your responsibility to utilize these guidelines to help create your experience. Your experience of service, community and spirituality, with the support of the program, is up to you.

