

Loyola University Chicago

JVC Magis

Program Handbook

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History of JVC Magis

The JVC was formally comprised of five regions and an international program, all operating separately. Four of the regions, and the international organization, decided to consolidate and form what is now JVC. One of the regions, JVC Northwest, continues to operate as a separate organization.

In the early 2000's the Midwest regional office desired to create an experience for persons who had completed one year of JVC and wanted to do another year. How could the region facilitate a different, deeper, experience for those persons seeking the Magis, the more? With this in mind, the Midwest created a community for persons who had completed one year of JVC and wanted to participate in a second year. The community would be located in Detroit and would function exactly as all other JVC communities. The differences would be that the members would all have completed a year of JVC, from any of the regions, or the international program, and would participate in the 19th annotation. This community was formed in the fall of 2004.

The Midwest office continued to contemplate how it might develop this experience. Several ideas were a part of this conversation.

Placement agencies have been extremely satisfied with their JVs. However, they often wonder if it would be possible to have a person placed there for more than one year. Some agencies have also expressed a need to have volunteers have training, or continuing education, to help them be even more effective at their placement site. These are things, however, that JVC could not offer to agencies.

Many former JVs go to school, after their time in JVC, based on their JV experience. The JV experience has led to a desire to receive training and/or certifications in fields other than their undergraduate studies or to extend their undergraduate studies.

The Midwest continued to ponder how it might address all of these ideas. The thought was that a program could be created that would place participants in a site for at least two years, and all of the participants would be enrolled in a graduate school program. Fr. Michael Garanzini, then president of Loyola University Chicago, served on the JVC Midwest board and offered to have the students attend Loyola University Chicago on a full scholarship. The funding comes from Loyola University Chicago.

Things began to take shape. There would be a program for former JVs, located in Chicago, where participants would be in graduate school and serve at an agency for at least two years.

The group realized to move forward it needed a mission for this program.

The mission of JVC Magis is to prepare, educate and train future leaders of the Catholic Church, thus advancing the apostolic work of the Jesuits, and the Catholic Church. This is accomplished by providing an intense service commitment in a Catholic agency, and the tools of Ignatian spirituality, to become lifelong workers in Catholic agencies and schools.

A part of the mission of this group would be to serve in Catholic Agencies in Chicago. Since Loyola University Chicago is located in Chicago it would make sense to have the participants live and work in Chicago. Additionally, since Loyola University Chicago is the only Jesuit University in Chicago, partnering with many diverse agencies, the focus of this program would be Catholic Agencies. It would be one way for Loyola University Chicago to contribute to the work of the Catholic Church in Chicago.

This program would train future leaders of the Catholic Church. This mission would help to carry out the mission of Vatican II to have a well-trained, informed laity, to take active roles in the church.

However, what degrees would be offered and where would participants serve? In making these decisions the board considered how Jesuits view their ministry.

“Jesuits’ ministry is particularly directed towards
Those who have not heard the Gospel,
Those who are at the margins of the Church or of society,
Those who have been denied their dignity,
Those who are voiceless and powerless,
Those weak in faith or alienated from it,
Those whose needs are greater than they can bear”

General Congregation 34, #169 Decree on Ministerial Priesthood and Jesuit Identity

The desire of the board was to have participants involved in direct service to the those that are mentioned in the above decree, while receiving leadership training. In selecting agencies, Catholic agencies, needing staff to work directly with the above populations, would be selected. Degrees that would train participants to work with the

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and become future leaders in the church, would be selected. Therefore, the following traditional ministerial training degrees were selected, Divinity, Pastoral Studies, Spirituality and Social Justice. These degrees would train participants to work with the above populations and have the credentials they need to take leadership positions in the Church. When considering the ministry of the Jesuits, it seemed that training as a social worker would also allow participants to work in the many areas listed above. Therefore, it was decided that Social Work would also be offered.

In considering the degrees to be offered, the board had to ensure that these degrees, and their requirements, would be compatible with the many requirements of this new program. These degree programs were in fact a good match for the program that was being created.

The board realized that they could have gone in many directions, offering medical, law, nursing, education, business, communication and a host of other degrees. However, the degrees selected were a match for the mission of the program. The degrees would also fit nicely with the requirements of the program.

It was also decided that dual degrees would not be offered through the JVC Magis program. For most semesters all participants are part time students allowing them time to work at their service site and to also fulfill the many other formational requirements of the Magis program. In addition, Magis participants only work at one site during their time in the program. Since most dual degree programs have multiple requirements it is a challenge to meet all of those requirements at the service site. Most dual degree programs cannot be completed in 2-3 years when a student is part time, therefore, those programs would not be the best match for this program.

All participants would work 30 hours a week at their placement site. The placement site would also be the graduate school internship site. Therefore, the service would be the training and the training would be the service.

Members would live in community, live sustainably, receive a monthly stipend, and continue to be committed to social justice and spiritual formation. Since the original 2nd year community in Detroit had a focus on deeper spirituality, by completing the 19th annotation, this program would encourage deeper spiritual reflection. Therefore, the spiritual formation would include two days of reflections and four retreats.

It was decided that this new program would be named JVC Magis. 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. Magis seemed to be the perfect match for the mission of the program and the participants attracted to this type of service.

The Midwest office would start the program. However, the Midwest did not have the staff or resources to sustain this type of program. Therefore, after one year Loyola University Chicago would own and run the program.

The first cohort for the JVC Magis program started at Loyola University Chicago in the fall of 2005. That cohort consisted of six members. The next year four more members were invited to join the program. Since that time, the program has always maintained a membership of 10. Those completing the Divinity or Social Work degree make a three-year commitment to the program, while the other members make a two-year commitment to the program. Over the years, JVC Magis has continued to stay true to its mission and also to Loyola's promise to prepare people to lead extraordinary lives!!

In the 2017-2018 program year the program made a commitment to the work of anti-racism and dismantling white supremacy. This work was expressed by the members to be of utmost importance and to be a focus of the program. It continues to be a work in process as we unpack these issues and look at the ways this plays out in our program.

Program Mission and Description

The term Magis is a key element of Jesuit Spirituality, inviting us to do more and to become more. Any former volunteer from JVC (Jesuit Volunteer Corps) or JVC Northwest, may apply for this formation program.

* For more on program entry requirements see the program application located on the program webpage, www.luc.edu/jvcmagis.

JVC Magis provides a unique opportunity to live out the Jesuit ideals. Participants are able to put these ideals into action in both the agencies in which they work and the communities in which they live. JVC Magis participants embody the Jesuit ideal of being people with others through dedication to their agency and community.

The essence of JVC Magis can be found in its five values: sustainable living, social justice, community, spirituality, and anti-racism. Participants of JVC Magis work in various professions, at Catholic agencies 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. The program provides an excellent opportunity for professional development through the master degrees offered and the work done at the various placement sites.

- A master's degree in one of the following areas is offered by Loyola University Chicago while participating in the JVC Magis program: social work, pastoral studies, divinity, social justice, and spirituality. (Dual degree programs are not offered through JVC Magis;) This is offered as a full scholarship opportunity for all participating members

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 exploration of spirituality is another aspect of JVC Magis. Participants have the opportunity to share their own journeys in community and to encourage the spiritual development of each member.

The formation is intended to be a holistic process - encouraging intellectual, social, emotional, physical, spiritual, ethical, and moral growth.

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 respect the values of the program and Loyola University Chicago, and to encourage one another to grow. JVC Magis participants are representatives of Loyola University Chicago and the agencies in which they work. They are expected to portray themselves in a professional manner at all times.

The guidelines are designed to foster a strong program and a positive community experience. 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.

JVC Magis is Catholic and Jesuit

Magis strives to be inclusive of all faith traditions and to promote the development of diverse spiritual identities. Rooted in Catholic and Jesuit traditions, many program elements build and expand on these practices. We ask all members to be respectful and considerate of each other's spirituality.

The Jesuit tradition involves searching inward as well as outward. It highlights a commitment to social justice, spiritual practice, and compassion towards others. Ultimately, it means, as Saint Ignatius taught, "seeking God in all things" and living a life reflective of the glory of God.

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

The Values of JVC Magis

Social Justice

JVC Magis participants commit to taking an active part in the exploration of issues of social justice. This invitation to justice finds its roots in the dignity of all people and the awareness of intersecting privileges and identities.

JVC Magis participants work with others who are dedicated to providing for the physical and spiritual needs basic to human dignity. Participants also work for peace and justice by critically examining the root causes of injustice and by becoming aware of how our privileges, attitudes, and behaviors impact others. We are invited to challenge and actively combat the attitudes and structures that create and perpetuate poverty, racism, injustice, white supremacy, and waste of the earth's resources. This work is begun through continued self-examination, and intentional conversations.

Spirituality

The JVC Magis experience is an opportunity for participants to deepen their spiritual lives, both individually and communally, building upon their prior experiences.

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 - People who are committed to integrating their faith and spirituality with their work for justice.

As contemplatives in action, Magis participants are invited to change the attitudes and structures that create poverty, racism, perpetuate injustice, white supremacy, and waste of the earth's resources. The participants 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.

Community

Being intentional about what it means to be community is an essential element of community living in the JVC Magis program. While community does involve the myriad 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, compromise, and a willingness to communicate. JVC Magis communities are places to share and to grow, to support and to be supported.

The community experience in JVC Magis is quite different from that of JVC. In a Magis community, you may have members that have already been in the program for one or two years. Due to various work and class schedules it is quite possible that all members of a community are only in the house at the same time a few times a week.

The community experience can be best described by the covenants of each JVC Magis community. The following are the covenants written by the two communities during the 2019-2020 year.

Community Statement Magis South House 2019-2020

In the following areas, we as a community want to:

Graduate studies

- Show up with intention to grow personally in the classroom -- grow relationships with professors, do the reading
- Putting in effort makes us feel better! We want to make the most of the time we have in school
- Acknowledge that there is value in everything we do, and also knowing that it sets a foundation rather than being the "be all end all" of this work

- Seek to learn the language and tools for what we do while reminding ourselves that we are not yet fully formed
- Be gentle with ourselves to show up and maintaining balance to sustain our full selves
- We want to learn tools and be able to apply them. Wrestle with the struggle of being a “good student” -- completing all that goes into that while keeping in mind the big picture
- Try to stay curious about all there is to learn

Intentional community living

- Make space for companionship. Not rush into our structured time together and just shoot the shit
- Hold a place of built-in support and accountability. We are here because we agree on these values even if they look different for each of us
- Challenge our own definitions of what certain things mean (values) and learn from each other
- Create home together
- Lean into what it means to be intentional -- create a space that allows for all kinds of intentional living habits. A safe space for all of us to grow. However that looks for us as individuals and flexing with it as we learn what that means
- Be present! Create space for our authentic selves
- Respect the structures of how we live together. Honor systems of chores, communication, time we commit to each other
- Create a safe space to grow and have people to grow with

Spiritual formation

- Honor a diversity of expression. Hold compassion for where each of us are on our spiritual journeys/ spectrums. Be aware that this will change!
- Not forcing any spiritual compatibility or experience.
- Know that spirituality means more than prayer. Practice can be a multitude of things (poetry, laughter, watercolor painting)
- Have one community night a month be spiritual. Help each other re-engage ourselves in soul-calming spirituality.
- Know each other's spirits. Hold deep space together.
- Explore how to grow spiritually with and through others. Creating space to do this in community.

Sustainable living

- Mindfulness of self and mindfulness of folks -- know our individual impact of actions and words on each other and justice issues. Understand how we individually and communally make these choices
- Make sure folks are able to refill their own tanks
- Be able to state needs of how we share space and step up to have those needs met
- Honor transparency and communication about needs. Support each other's courage to voice needs.
- Trust that we are calling each other *in* to make a sustainable community, not calling each other out. Call in gently!

Social justice

- Enter into spaces (work and beyond) with mindfulness. Hold the stories we come into contact with in grace and a sense of how to move forward within relationship, community, in the world.
- Show action/ voice support for the justice issues we come across
- Model the change we want to see in the world -- consider and use the interactions we have at work and what we learn in class as a driver for that change. Use them to fuel continual growth and just interaction
- Hold space to discuss social justice. Talk about systems at work in our jobs, where our students/ participants come from
- Call each other in when conversations may seem unjust
- Learn from each other
- Hold each other accountable in our shared pursuit of justice. Even if we cannot immediately act, hold the reality of injustice together.

Anti-racism and dismantling white supremacy

- Be reflective about how we work with folks. Hold each other accountable when we notice our own actions fostering white supremacy
- Be aware of our own privilege and how it affects our daily interactions
- Disrupt systems within our jobs and day to day that foster white supremacy
- Welcome discomfort! Reflect on the discomfort and ask how we can grow beyond it
- Acknowledge that those of us who are white women thrive in white supremacist institutions. Holding each other accountable to realize how many of our agencies are built on that, even and especially when we feel comfortable
- Pursue the opportunity in this value to go deep within ourselves and as a community
- Honor what we listed under social justice
- Acknowledged the structural and toxic internalization of white supremacy
- Hold space in community to talk about our moments of failure as we work through this internalization. Hold that space with openness to learning
- Know that no one can do the work for us. Share and process while knowing we as individuals need to do the work.
- Reflect on how we can move Magis forward as an institution from white supremacy to anti-racism

Community Statement North House 2019-2020

This house will sustain us through intentional synergy. Without judgement, fear, or uncertainty in order to maintain a peaceful, energetic, and fun family. We pursue justice and hospitality throughout Chicago and our very entangled privilege. As we begin to discover our Truths within ourselves and the society, we're committed, collaborating, and co-evolving. Working towards common aspirations that pursue restorative justice, we hope to enliven our spirits and practice contemplative awareness.

Sustainable Living

JVC Magis invites each participant to live a sustainable, reflective lifestyle and to be intentional about the use of money, time, and material possessions. Sustainable living can be seen as opportunity to practice presence to others in our lives, a means of reducing our impact on the globe, and counteracting prevailing narratives of overconsumption. By living sustainably we strive to remove those obstacles that inhibit our closeness to God and others.

A commitment to live a sustainable lifestyle involves focusing on people - others as well as ourselves - and on basic needs. By working with people who may have different immediate needs, participants become more aware of the basic needs that are not met for many and of over-consumption by others. A sustainable lifestyle is a living expression of a commitment to a just world where all people's needs are met.

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

Anti-Racism

The JVC Magis program and its participants are committed to analyzing policies, structures, and procedures that maintain and encourage white privilege. This work begins with the individuals in the program which then helps us to extend to our program, the university and the agencies in which we work.

- The program has committed to the following as a beginning on the work of Anti - Racism:
 - All new members attend a two and half day anti-racism training.
 - All members include a section on their own personal commitment to anti-racism in their personal statement.
 - Communities include a session on their commitment to anti-racism in their community covenant.
 - The fall retreat includes a personal, communal and program evaluation on our anti-racism work.
 - In the spring a day of reflection is offered to further our exploration and training in anti-racism.

This work is ongoing, and is ever evolving.

Spirituality & Formation Components

Retreats

JVC Magis participants attend directed and themed retreats in the Chicago area.

Retreat Schedule

August - orientation/retreat for JVC Magis Participants

Fall – JVC Magis community retreat, includes anti-racism, dismantling white supremacy evaluation

January – Directed retreat

Spring – Theme retreat

Anti-Racism Training

All new members of the JVC Magis program attend a 2 ½ day anti-racism training offered by Chicago ROAR, Chicago Regional Organizing for Anti Racism (CROAR). This is usually early in the Fall semester.

Reflection Days

Two times a year, the JVC Magis participants gather for days of reflection.

One of these days is dedicated to continued training and conversations around racism and dismantling white supremacy.

Community Reflection

JVC Magis participants meet consistently to reflect on the values of the program. In this way, they learn an important way to express themselves to peers in a safe and encouraging environment while also growing closer as a community.

- **Meal with the director.** The director will visit the community twice each semester. At that time a meal will be shared and any business that needs to be addressed will be discussed at that time. The director will also conduct a check in session with the community.

JVC Magis Community Participation –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 a monthly basis. 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.

Regular Reflection

JVC Magis participants are committed to regular reflection on the five values of the JVC Magis program. Each community does this differently and decides on the best ways to have reflections.

Community Shared Responsibilities

It is suggested that each JVC Magis community member have shared responsibilities for the upkeep and maintenance of the community home. It 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.

Meals

Members are encouraged to eat together as often as possible. Two – Three times a week is the program expectation.

Monthly Community Events

As a community, you should plan at least one community event per month; i.e. going to the movies, a game night at the house, putt-putt golf, etc. All community members must attend the event, as its purpose is to strengthen group unity, cohesiveness, and camaraderie. When planning the event, participants should be sensitive to and respectful of others' interests. The community may sometimes invite other people to participate in a community activity.

Community Covenant

The community will draft a community covenant to which each member agrees to abide. The following format is used:

As a community who do we want to be this year?

Who do we want to be as a community in the areas of

- Graduate students
- intentional community living
- our spiritual formation
- As people living sustainably
- As people committed to social justice
- As people committed to anti-racism and dismantling white supremacy

Honoring the communal living rules

It is important to discuss with fellow community members, in advance, those situations that will take them away from the group during regularly scheduled community activities and/or overnight.

Members may discuss and decide as community reasonable parameters for overnight guests, short term/long term guests, parties, including number of guests, when guests must leave, responsibilities for set-up and clean-up, weekend vs. school nights etc.

Use and/or possession of illegal drugs or substances by JVC Magis participants are strictly prohibited. See JVC Magis Member Handbook “Drug Policy” for additional information.

The development of the community is the responsibility of the individual members. The program can offer support in this area. 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.

Housing

Housing is the responsibility of the individual participants and community members. Consultation with the program director is appreciated. 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.

That being said, there are currently two properties JVC Magis participants live in with five members in each community. They are referred to as the North House and the South House. New participants will be assigned a house. New assignments can be made each year by participants so it is possible that JVC Magis participants will not live in the same community during their participation in the program.

The cost of rent and utilities for JVC Magis housing, including, internet and cable is the responsibility of the JVC Magis participants who are living there. The monthly cost for rent and all utilities is to be shared among the participants living in the residence. Groceries, cable and internet are additional costs. JVC Magis participants starting in August must be prepared to pay rent on August 1 or 15th, depending on the house to which you are assigned. New members living in the south house pay their first month’s rent in July. In this way they do not have to pay rent their last month in the program to help with expenses related to transition. This is the decision of the south house and not a requirement of the program. Each house may change their living agreements at any time. Furnishing houses is the responsibility of the participants. However, 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 on the best way to move forward financially. The program does not have financial resources to assist

a community in this situation. However, the program is happy to help strategize on the best ways to transition and move forward.

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. VC 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?

Community and Marriage

JVC Magis is a program designed for non-married college graduates who wish to give a two-three year commitment through work in Catholic Apostolates in the Chicago area. During their tenure, JVC Magis participants live in intentional communities. They are invited to grow together, to support one another, and to challenge each other as they develop personally, professionally, and spiritually. The community pillar of JVC Magis is certainly broader in reference and expectation than the JVC Magis community; however, a principal experience of community is rooted in the life of each JVC Magis house. We realize that married persons may be attracted to our program. JVC Magis would accept a married couple into the program provided that both members were accepted into the program.

The vision of community that each JVC Magis participant is called to explore entails a substantial giving of the self for the good of the community. This vision of community is such that admission to JVC Magis is reserved to single lay people committed to living in the JVC Magis house with the other community members.

Because JVC Magis is a two-year program, the possibility arises that members in the program or those whom meet during their time in the program, could wish to marry before they complete their two years of service. In such cases, we encourage the engaged couple to reflect with care on their decision. The emotional, social, and spiritual energies required by the JVC Magis model of intentional, community are likely to conflict with the demands connected with the intimacy of marriage, particularly at the outset of the marriage. Because of our profound respect for the sacrament of marriage, we strongly recommend that JVC Magis participants enter into marriage at a time when they are able to enter fully into that sacramental relationship without having substantial responsibilities to a JVC Magis community, in fairness to the marriage and to the other community members.

In the event a couple considers the possibility of marrying before one has completed his or her term of service in JVC Magis, they would be asked to enter into a discernment process with the

JVC Magis director to determine whether they will be able to continue to participate in the JVC Magis program in the event they decide to wed before completing their term of service. Consensus will be the goal of such a discernment process. The basic criteria employed to reach a decision about continuance in JVC Magis will focus on the degree to which the member will be able to participate fully in their work, community life, school, social justice, sustainable living and spirituality components of the program.

Agency Compensation Considerations

JVC Magis does pay all school related tuition and fees. The agency salary 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. Participants are faced with risk of debt when something unexpected should arise. It is the responsibility of the participants to be prepared for these situations prior to accepting an invitation to join the JVC Magis program.

**Agencies pay JVC Magis participants directly. The general pay for members is minimum wage for 25 hours a week. Some agencies require members to work up to 29 hours a week. Each agency operates differently and may offer different benefits. This is discussed during your agency interview.

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 work. 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.

Part-time Jobs

Before taking a part time job a participants are encouraged to speak with the the JVC Magis director to consider strategies to make this sustainable.

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 utilized.

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 throughout the year. It will be at the discretion of the director whether these events are mandatory.

Program Deadlines/Events

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 in writing well in advance, a minimum of two weeks, 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 in writing well in advance, a minimum of two weeks, 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

Following this procedure does not mean that permission to miss an event will be granted.

Any activities to be made up must be completed within one month of the originally scheduled date of the event. A one-page summary of the make-up event will be submitted to the director.

Transportation

All transportation expenses are the responsibility of the participants. (Public transportation and/or expenses related to owning a car.) This includes a semester fee for a U Pass. When enrolled full time, students will be automatically billed for a U Pass. Participants are responsible for the payment of the U Pass. Participants may have a lengthy commute to/from their service site.

Alcohol and Substance Use

**All official JVC Magis events are drug and alcohol free.

[Click here](#) to download Loyola University Chicago's Alcohol and Other Drugs Policy.

Gender Based Violence concerns

Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX prohibits discrimination on the basis of gender (sex). Title IX prohibited conduct includes sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking. The law states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

<http://www.luc.edu/president/departments/administrativeservices/titlenine.shtml>. Please note for a confidential advocate you can contact the hotline at [773.494.3810](tel:773.494.3810).

To discuss other concerns (i.e., structural, racism, sexism) you can reach out to Program Director Lee Hubbell. If you would like to speak with a 3rd party support before addressing your concerns with the program director, Paty Huizar is available. She can be reached via email or phone, phuizar@luc.edu, 312.915.6800.

Grievance Procedure

At times, a JVC Magis member may have problems, concerns, or grievances connected with their community life, or with the program in general. The following procedure has been developed for consideration of a JVC Magis member's grievance. A JVC Magis member should proceed in the following manner:

- Present the problem to the Director, either orally or in writing. The Director will give it prompt attention and make a decision within a reasonable amount of time. All decisions made by the director are final
- If the grievance is with the JVC Magis Director if possible address the director. If the issue is not resolved the JVC Magis member should contact the Dean of the School of Education.
- The Dean *may* wish to schedule a meeting with the JVC Magis member to discuss the issue(s).
- The Dean will consider the problem and make a decision within a reasonable amount of time.
- The Dean's decision is final.

Other Important Information

Internships/Field Placements

The SOSW and the IPS require all students to complete an internship/field placement. These graduate schools offer a variety of non-paid options in a variety of settings. The JVC Magis program, however, requires its members to complete their internship/field placement at a Catholic Agency. In order to help our members have paid positions that also count toward their internship/field placement requirement, the JVC Magis program facilitates matching participants with paid positions at Catholic agencies. The work done at the partner agency is also considered the internship/field placement. Participants work more hours than are required by the internship/field placement. Participants are considered employees, or independent contractors, for the agencies in which they are employed. In the event that an agency considers you an independent contractor, taxes will not be withheld from your payment. The following year you will receive a 1099 and must file and pay the taxes that were not withheld. Participants considered employees of the agency will have the appropriate taxes withheld and will receive a W2 the following year.

** Payment and benefits are generally the same across agencies, however, they will differ slightly. You can find out more about this during your interview and then again during orientation with your agency. Members generally work 25-29 hours per week at minimum wage.

Social work internships in JVC Magis

Year 1 – the participant enrolls in their Level I internship. The participant conducts general social work activities as part of their apostolate activities and level I internship requirements. Weekly supervision begins in the first year.

Year 2 – the participant does not enroll in an internship at LUC. During the second year the participant continues the work they have been doing during their first year. During year two the participant works with the placement staff to put into place anything needed to meet the Level II clinical requirement in year three.

Year 3 – the participant remains at their placement site but transitions into more clinical work at the site. Weekly supervision, generally offsite, continues this year.

This type of training is approved by the SOSW at LUC. However, this does differ from the experience of most of the SOSW students at LUC.

If you are interested in a social work degree, and the above training is appealing to you, then JVC Magis may just be the program for you.

SOSW students will explore two tracks of study;

- 1) Clinical
 - a. There are many different tracks in the clinical area. The one that fits best with our placement sites is children and families.
 - b. Please keep this in mind when deciding which clinical area you want to explore; the requirements of that area must be able to be fulfilled at your missioned site. The program cannot move you to another site to fulfill internship requirements.

All requirements must be met at your missioned site. This does possibility narrow down the areas of specialty you may pursue in the clinical track.

2) Leadership and development

- a. Our sites are not structured to fulfil the requirements of this track. If you are interested in this track you can speak with your advisor, at the SOSW, to find out about the specific requirements. You could then explore with your site the possibilities of meeting those requirements. However, the site is not required to revise your internship description to meet the requirements of this area. We have only had one student, in the history of Magis that was able to fulfill the requirements for this track at their missioned site.

Advanced standing status social work students.

If you have an undergrad degree in social work you would enter the MSW program as an advanced standing student. It would only take you two years to complete your master's degree program. Most JVC Magis participants are not in this category. Therefore, our partners have come to expect that when they hire a social work student, from the JVC Magis program, the student will be with them for three years. Many of our partner sites are looking for three-year social work students. The program has accepted and placed advanced standing students in the past. Whether the program can do this is dependent on the partner agencies and the needs/desires of the agencies for that year. If you are in this category, please contact the director prior to applying to determine if this can be a fit for the placement agencies.

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.)

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.)

*Any prerequisite classes are the responsibility of the student and are not covered by the JVC Magis program.

School of Social Work Students may need to take a prerequisite statistics course. Prerequisites are not covered by the scholarship so you will need to make arrangements to register and pay for that course. This is generally an online course and the cost is about \$550.

Participants will submit to the director, annually, their class load, by semester, for the upcoming year. This will be used to budget scholarship funds. Therefore, careful planning must occur before making this submission. Once the budget is finalized changes cannot be made. The program is not responsible for covering course expenses that have not been submitted to the program director.

It is important to check with your academic advisor to see if there are any fees that are associated with specific classes, which are not in keeping with the usual course fees. (For example, IPS students while do not register for their integration project, however, there is a fee associated with that final project.)

In order to maintain student status, and receive a monthly stipend payment from Loyola University Chicago, Participants must enroll in classes every semester during their time in the JVC Magis program.

School of Social Work students

JVC Magis Social Work students enroll in internship coursework during their first and third years of the JVC Magis Program. Students would enroll in SWFI 530 (0.5 credit), SWFI 530s (1 credit) in the Fall semester SWFI 531 (0.5 credit) in the Spring semester of their first year. Then students would enroll in SWFI 630 (1 credit) and SWFI 630s (2 credit) in the Fall semester and SWFI 631 (1 credit) in the Spring semester of their third year.

Dismissal from the JVC Magis Program

A JVC Magis participant may be dismissed from the program for one or more of the following reasons:

- Conducting oneself in a manner deemed as morally or ethically offensive
- Disregard or the violation of Loyola University Chicago policies.
- Demonstrating a pattern of failure at the apostolic site
- The inability to live cooperatively with other JVC Magis Participants
- Disregarding the policies/procedures of the program
- Having any serious physical or emotional problems.
- Earning two or more "C's throughout the coursework
- Decision by the administration of the site where the participant is working to discontinue the employee contract anytime during the year OR to not offer a new contract to the participants for the ensuing year.
- Decision by the JVC Magis director that the participant is not upholding/observing the policies of JVC Magis as outlined in this handbook.
- This list is not exhaustive. There may be other reasons for program dismissal

Any participant who is dismissed from their site may also be dismissed from the JVC Magis program and his/her Master's degree program.

In the event that a participant is dismissed from the program, the participant understands that the program has incurred a large number of expenses on their behalf, and is thereby responsible for reimbursing the JVC Magis program at Loyola University Chicago for the following costs:

- Tuition and university fees

The site may choose to discontinue the Participants' participation if they are no longer in the program. In the event that a participant is dismissed from the site in which he/she is serving, the participant understands that the site has incurred a large number of expenses on their behalf, and is thereby responsible for any contractual agreements with the site and these will have to be met by the participants.

The participant will also be responsible for expenses that impact his/her shared community.

- Participants are responsible for payments due as relates to the signed housing lease.

Voluntary Withdrawal from the JVC Magis Program

If JVC Magis Participants determine that they wish to withdraw from the program, they are to consult immediately with the JVC Magis Director.

When facing the issue of withdrawal from the program, JVC Magis Participants understand that they will be responsible for any related JVC Magis program fees and costs that the university incurred during the Participants' participation in the program.

JVC Magis Participants who are facing the issue of voluntary withdrawal from the JVC Magis program should follow these steps:

- Immediately schedule an appointment with the JVC Magis Director.
- Discuss your situation with the JVC Magis Director, and provide reasons behind your decision.
- Working with the director create a plan to help address the reasons for wanting to leave.
- Meet with the director weekly to discuss the plan and progress.
- If after six weeks program continuation is not a possibility, the participant must submit a letter of resignation to the JVC Magis Director.
- Following the appointment with the JVC Magis Director, the participant must prepare and submit a transition plan to the site supervisor and JVC Magis director. The plan must include at least one month of work to give the site time to make arrangements for a replacement.
- The participant must submit a letter of resignation to the site administrator where they work.

JVC Magis Participants who decide to leave the program should understand that they have signed contracts with Loyola University Chicago, the placement site, and shared housing. The burden is placed on the participant to resolve contract matters with each party involved.

When Participants voluntarily withdraw from the program at any time during their two/three years of service, they will be held responsible for reimbursing Loyola University Chicago for the following costs:

- Tuition and university fees

All contractual agreements between the participant and placement site must be met by the participant. The site, however, may choose to discontinue the participant's participation if the student is no longer in the JVC Magis program. The student must meet with the JVC Magis Director and the site administrator to determine the course of action (i.e., to determine effective withdrawal date and to review the requirements of the contract, if agency has an additional contractual agreement with the participants.)

- Participants are responsible for payments due as relates to the signed housing lease.

Agency Termination

Termination by a 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, shall be at the recommendation of the JVC Magis Director in consultation with the member, site supervisor, afflicted graduate school and school of education staff and administration.

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.

Staying on your parent's insurance, if preferred, is allowable. Please let the director know at acceptance if this will be the case.

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

Students are encouraged to utilize the Loyola University Chicago Wellness Center. Most services only require a minimal fee for use. When using the Wellness Center in the summer, in addition to the fee for services, students are required to pay a student activity fee which ranges from \$40.00 to \$80.00.

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.

Salary

JVC Magis Participants are paid as part-time workers at their employment site. This is generally minimum wage for 25 hours a week. This may vary slightly from agency to agency. This is to be used for personal effects, entertainment, and other expenses not covered by LUC.

Program Expenses

The JVC Magis scholarship covers tuition and fees for required graduate school classes.

Participants do receive \$100 of "rambler bucks". These funds are loaded on the participant's ID card in the Fall and is the responsibility of the student.

Participants are responsible for paying their graduation application fee. And any other graduation related fees. i.e. Gap and gown.

New Participants should to be prepared to pay rent and utilities beginning on July/August. This is generally around \$500.

When full time, students receive a UPass from the university. This is billed to the student account and is the responsibility of the student.

Books

Books are not a part of the scholarship. The purchase of books, by the program, is dependent on the securing of outside funds to cover this cost.

Check with the program director to see if books will be covered for the academic year.

When books are purchased they are purchased under these conditions:

- The books are required for classes related to degree completion.
- The books are available via the book store or Amazon.

If a book is needed, and it is not available through the book store or Amazon, the purchase of that book would be the responsibility of the participant.

In the event that books are not available via the bookstore, each participant can send to the program director the books needed by sending the actual amazon link.

Planning is important. The director may not always be able to get to this task on the day you send the link.

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, and during a participant's time in the program, based on religion, race, color, sex, age, sexual orientation, gender, gender identity or expression, 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 312-915-7448. 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.

Evaluations

Participants have the opportunity to complete an evaluation after each program event.

Program Participation

JVC Magis Participants are expected to actively participate in all aspects of JVC Magis, including, 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 throughout the year. It will be at the discretion of the director whether these events are mandatory.

Personal Statements

Annually, all members write a personal statement. The statement follows this format:

Who do I want to be in the coming year as a

- Graduate Student
- Community member
- In my spiritual formation
- As a person living sustainably
- As a person committed to social justice
- As a person committed to anti-racism and dismantling white supremacy

This is generally at least a full page. You can write in paragraphs, bullet points or statements/phrases. (We use these during orientation)

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.