

## **Goshen College Employee COMMUNITY SERVICE PROGRAM**

### SERVANT LEADERS

We believe that servant leadership is reflected perfectly in the life and person of Jesus Christ. We humbly set aside self-interest for the interests of others, because love for others builds up God's community. By following Christ's example, we create a culture characterized by joyful service.

Matthew 20:26-28: "But whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of [God] came not to be served but to serve, and to give his life as a ransom for many."

### PROGRAM DESCRIPTION

- All full-time employees are eligible to take up to 2 DAYS (16 hours) to do community service per year. Hours may be taken at one time or divided into individual days as approved by the supervisor.
- Part-time employees are eligible for the equivalent percentage of hours prorated to the number of hours they work per year.
- The Employee Community Service Program will be launched, tested, and evaluated for one year beginning in the 2011-2012 school year (June 2011-July 2012) with the intention of continuing after that.

### PROCESS

- Employees who wish to participate in the ECSP must complete the Request for Community Service Time Application form (attached) and submit it to their supervisor for approval.
- Tracking of employees' time-off will be handled as follows:
  - Hourly employees should enter their time as Regular hours in their timecard, then select Service under the Project category.
  - Salaried employees should login to the vacation/sick leave module located at: <http://www.goshen.edu/hr/vsl>. Select the date, enter the number of hours, then click on Service Time.
- A final copy of the application and all supporting documents, including personal learning and assessment, will be kept on file in the Human Resources Office for record keeping and ready access and use by Public Relations as needed.
- The application and subsequent stories will be posted on the Core Values Institute website and used elsewhere as examples of Goshen College's commitment to living out its core value of Servant Leadership.

### REQUIREMENTS

All employees participating in the ECSP agree to submit a minimum of three (3) photos along with a short one page summary and evaluation documenting their Community Service. This should include a description of the project and an assessment or reflection of the overall experience, what was learned or not and recommendation to others regarding the organization as a good place to do service. The deadline for submission is within two weeks of completion of the Community Service project.

Employees are encouraged to choose service opportunities beyond those within their own denominational circles, especially those within communities surrounding Goshen College.



Goshen College Employee  
Community Service Program  
**REGISTRATION FORM**

Employee Name: \_\_\_\_\_ ID: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Community Service Project/Agency: (provide a brief description of the organization and work involved.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Dates for Community Service : \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GC Supervisor Approval\*: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Assessment:

\*GC Supervisor will keep this application form after approval until Employee submits a one- to two-page summary and assessment of his or her experience within two weeks after completing the service assignment. The Employee will include in the assessment a reflection on the experience, what was learned or not and recommendation to others regarding the organization as a good place to do service. The Supervisor will give full documentation to the Human Resource Office for filing.