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 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 volunteer from JVC (Jesuit Volunteer Core) or JVC Northwest, 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 their spirituality on a deep level
- Earn a master’s degree in one of the following areas: social work, pastoral studies, divinity, social justice, and spirituality. (Dual degree programs are not offered through JVC MAGIS; as well as the MSW leadership and development track.) This is offered as a full scholarship opportunity for all participating members
- Consider making ministry and/or service a lifelong commitment

* For more on program entry requirements see the program application located on the program webpage, [www.luc.edu/jvcmagis](http://www.luc.edu/jvcmagis).
JVC Magis provides a unique opportunity to live out the Jesuit ideals. 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. JVC Magis participants live out their faith and embody the Jesuit ideal of being people for others through service to their agency and dedication to their 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 thirty hours a week 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 and in community to encourage the spiritual development of each member.

The basic design of the program is modeled after the formation program of Jesuits. However, it is revised to meet the needs of lay persons. The intention of this formation is to form the whole person - intellectually, socially, emotionally, physically, spiritually, ethically and morally.

**Mission**

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, schools and a variety of other settings.

**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. 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.
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 it is asked that you 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.

Saying Yes to an Invitation to Join JVC Magis

When an invitation is extended to someone to join JVC Magis it is often impossible to answer every question that a candidate may have. It is also impossible to give you a guarantee on the kind of experience you will have. This is intentional on the part of the program. We use as our inspiration Mary’s response in Luke 1:38, “Behold, I am the handmaid of the Lord. May it be done to me according to your word”. Stepping into the unknown, and saying yes without knowing the details, is an important part of the program.

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.

Living in a community with persons that you did not select to live with presents an excellent opportunity for personal development.

Participants live in housing located by the JVC Magis program participants* and are responsible for rent, utilities, and related costs. 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.

Another reason for the design of our program is to create a situation where engagement with all the values of JVC Magis are of utmost importance. Living in any community is an act of social justice, for better or for worse. The decision of how to live sustainably with other community members is a never ending experience of growth. Lastly, spirituality can be “learned” 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 Values of JVC Magis**

**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.

Suggested:
JVC Magis participants have many motivations for taking an active part in the healing and reconciliation of a hurting and troubled world. This call to justice finds its roots in the dignity of all people and the awareness of intersecting privileges and identities.

JVC Magis encourages and nurtures the empowerment of all 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, racism, perpetuate injustice and white supremacy, and waste the earth. This work is begun through continued self-examination, with the intention of a turning outwards.

**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, as we understand 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 - People who are committed to integrating their faith and spirituality with their work for justice.

As contemplatives in action, Magis participants are called to change the attitudes and structures that create poverty, racism, perpetuate injustice and white supremacy, and waste the earth. 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

For ages, across all cultural lines and in a wide variety of denominations and traditions, people have been called by the Spirit into intentional community. This is the story of Abraham, Ruth, and Moses of the Old Testament, and the people 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 partners in response to this call.

In JVC Magis communities, individuals share their experiences, faith, and hope. 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, 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

Sustainable Living

JVC Magis challenges 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 the emptying of self for the sake of personal transformation, presence to others in our lives, in solidarity with the marginalized members of our society, as 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, rather than material possessions. The JVC Magis experience provides an opportunity to continue learning the difference between necessities and luxuries. 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. Combined with working for and with the oppressed, 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

Recognizing that racism dehumanizes us all, dismantling racism heals us all. The JVC Magis program and its participants are committed to analyzing internal policies and procedures that maintain white power and privilege, and helping to create intervention strategies to dismantle oppressive systems. 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 serve.
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 people 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 people 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 people. 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 participants. 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.

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 participant’s 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 reflection /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, days of reflection, and faith sharing.

**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.
**Faith Sharing**

JVC Magis participants meet monthly 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.

- **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.

**Faith Sharing Meetings**

JVC Magis participants meet monthly for faith-sharing. The purpose of faith sharing 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.

**Meals**

Members are encouraged to eat together as often as it 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**

Except for vacations and occasional trips, JVC Magis participants are expected to be full time residents of the JVC Magis community house in which they are assigned. (This includes weekends.) 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. JVC Magis participants will consider the group when making vacation plans.

A guest staying more than two nights should first be approved by the community.

Members are to discuss and decide as community reasonable parameters for 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 or at a JVC Magis community home are strictly prohibited. See JVC Magis Member Handbook “Drug Policy” for additional information.

In the spirit of community and promoting community, members are asked to not have TVs in their rooms, but to have one TV in a common area of the house.
Housing

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

Proper care for the residence will make your community living experience much more pleasant. Report problems to your landlord promptly.

The cost of rent and utilities for JVC Magis housing, including phone service, 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.

The program is happy to provide assistance as relates to locating housing. Second/third year participants are also great resources for this activity. 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 on the best way to move forward. 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.

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. Currently we have two community residences with five participants living in each residence. 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.
Community and Marriage

JVC MAGIS is a program designed for non-married college graduates who wish to give two-three years of service through service to Catholic Apostolates in the Chicago area. During their service, JVC MAGIS participants live faith-based communities. In the context of Christian community, they are called 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 faith-based 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 who 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, faith-based 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; however, the director of JVC MAGIS reserves the right to make the final decision about continuance in the program after marriage. 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 the service, community life, school, social justice, simple living and spirituality components of the program.

Persons choosing to marry someone who is not a participant in the program would no longer be able to fulfill their requirement of community living and therefore would not be able to continue in the program.

Sustainable 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. Two specific challenges seem worthy of further discussion.
Living within the personal stipend

JVC Magis expects participants to try to live within 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. The $1200.00 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 participants to be prepared for these situations prior to accepting an invitation to join the JVC Magis program.

Ten Reasons for Choosing to Live a Sustainable 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, Ethiop
**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.

**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.

Time off from the JVC Magis placement agency is governed by the policies and procedures of the participating 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 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

JVC Magis is “Preparing People to Lead Extraordinary Lives” therefore; the program holds its members to very high standards of performance. 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. Failure to meet a deadline, or attend a required event, will result in loss of program benefits. JVC Magis members are allowed one excused absence a year and one excused missed deadline a year. Unexcused absences and missed deadlines will result in a $50.00 late fee per event or deadline. All unexcused absences and missed deadlines are still required to be made up.

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 may have a lengthy commute to/from their service site.
Alcohol and Substance Abuse

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

**Click here** to download Loyola University Chicago's Alcohol and Other Drugs Policy.

As an academic community rooted in the Jesuit tradition, Loyola University Chicago is committed to maintaining an ethical and just environment where learning is the central focus. Accordingly, the University expects all members of the University community (students, faculty, and staff) to make responsible and legal decisions concerning the use of alcohol and other drugs. Since ours is a community of care and concern for one another, all students, staff, and faculty are encouraged to learn about the social, physiological, and psychological consequences of alcohol and other drug use and abuse. Just as we all depend on one another to maintain an environment supportive of learning, so too do we all share in the responsibility to limit the dangerous effects of these substances in our community.

The University believes that character development is a central part of the educational experience of college. As such, we value moments that challenge us all in areas of ethical reasoning, civic responsibility, articulation of values, and connecting decisions with consequences. To cultivate an environment where such learning can take place, alcohol and other drug use that is against the law, contrary to the University’s mission, or inhibits rigorous scholarship will be fairly and consistently challenged. Substance use that places anyone’s physical, mental, or emotional well-being in danger will not be tolerated.

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the University has drafted this Loyola University Chicago Alcohol and Other Drugs Policy (LUC AOD Policy), which includes references to other University policies concerning alcohol and other drugs and summarizes certain legal penalties under Federal and State law for the illegal possession or distribution of drugs and alcohol. The following information is critical and should be read carefully by all members of the University community.

[1] “Alcohol and other drugs” is a term of art in the field of alcohol prevention. Alcohol and other drugs refers to all types of drugs, including those that are legal and illegal.

**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

http://www.luc.edu/president/departments/administrativeservices/titlenine.shtml. Please note for a confidential advocate you can contact the hotline at 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 the phone, phuizar@luc.edu, 312.915.6800.

Grievance Procedure

At times, a JVC Magis member may have problems, concerns, or grievances connected with their work, with 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 the first step is to address the director directly and respectfully. 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

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 participants 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 cannot 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.

**Placements in JVC Magis**

JVC Magis believes in matching the world’s needs with a person’s desire to be of service. The program will identify needs of Catholic agencies in the Chicago area. The program will then find the person that best matches up with that need.

A typical JVC Magis placement will be with a Catholic agency that is currently interested in developing a program and/or expanding an existing program. The agency does not have the resources to accomplish this. Therefore, JVC Magis provides the agency with the opportunity to have a person available for 30 hours a week, for a 2-3 year period, at a price that is affordable for the agency. The agency’s expectation is that the JVC Magis participants utilizes their passion, energy, current skills, and skills being developed from their graduate program, to create and/or expand a program. This is often accomplished with little to no supervision, additional training or resources. *This requires the participant to be a self-starter and self-driven.* Many applicants will not find this kind of opportunity appealing. While this kind of opportunity can be quite challenging it also offers many exciting opportunities for training, growth and development.

JVC Magis participants have successfully thrived in these types of environments since the program’s inception.

**Social work placements in JVC Magis**

The JVC Magis program offers an opportunity for persons interested in pursuing a degree in Social Work, from Loyola University Chicago, while being a participant in the JVC Magis program. This is what the opportunity would generally look like:

The JVC Magis participant admitted into the School of Social Work. The JVC Magis director, in cooperation with the SOSW, will place the Magis participant in an apostolate, internship site, for three years. The site must be Catholic. Generally, our sites do not have an onsite social work supervisor.

Year 1 – the participant does not enroll in an internship at LUC. This first year is used to learn the agency, and its needs. During this year the participant does general social work activities and gets to know the larger social worker community. The participant then identifies someone to serve as their supervisor for years two and three. This person must be an MSW or LCSW. During this first year the participant works with the site staff to put into place anything needed to perform Level I internship requirements for year two.

Year 2 – the participant enrolls in their Level I internship. The participant does not change placement sites but conducts general social work activities as part of their apostolate activities and level I internship requirements. Weekly supervision, often offsite, begins in the second year. Any related costs are covered by the JVC Magis program. 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 fulfil 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 fulfill 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 agencies have come to expect that when they receive a social work student, from the JVC Magis program, the student will be with them for three years. Many of our placement 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 placement 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.

**Commitment**

A commitment to JVC Magis is a commitment to an experience of 2-3 years living out the five 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 participants 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 as relates 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.

Dismissal from the JVC MAGIS Program

The Director of the JVC MAGIS program may terminate a participant’s participation in the program at any time.

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
- Disregarding the philosophy of the apostolic site or the program
- Disregard or the violation of Loyola University Chicago policies.
- Demonstrating a pattern of failure at the apostolic site
- The inability to live harmoniously 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 serving to discontinue the site 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 serving.

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 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 participants 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
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.

**Monthly Stipend**

JVC Magis Participants receive a monthly stipend of $1,375, 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.*

*Students may be exempt from FICA according to the Loyola University Chicago Policy:*

**Determination of Eligibility for Exemption**

Upon hire, Human Resources will verify, via the Student Information System, that the student employee is enrolled at least half time for the semester/quarter. Half time basis is defined as:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Fall, Spring, Winter Term</th>
<th>Summer Term *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6 hrs</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Graduate - Semester</td>
<td>4 hrs</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Graduate - Quarter</td>
<td>3 hrs</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Law School</td>
<td>4 hrs</td>
<td>4 hrs</td>
</tr>
</tbody>
</table>

*Summer term is defined as all sessions within the summer term

If the student is enrolled in the minimum number of credit hours, they will be considered exempt from FICA for the duration of the term/session. Should circumstances change after the "add-drop" period and the minimum thresholds are not met, FICA tax will be withheld.

As a reminder, stipends, tuition, and other awards, such as health insurance, are taxable unless exempt under the Internal Revenue Code. Monthly payments, net of applicable taxes, will be made through direct deposit. Additional information may be found in IRS Publication 970, Tax Benefits for Education. You should consult a tax advisor regarding the taxability of these awards to you under the Internal Revenue Code.

*In order to be paid by the university, Participants must maintain a student status by registering for classes each semester while in the JVC Magis program.*
**Program Expenses**

JVC Magis Participants are responsible to purchase all of their books and course materials. 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 also responsible for paying their graduation application free. Participants are also responsible for any other graduation related fees. i.e. Gap and gown.

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, 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.