



# **Community Service and Federal Work-Study Program**

**Divine Word College  
Epworth, Iowa**

Approved: November 6, 2020

## **Community Service and Federal Work-Study Program**

All students in the religious formation program at Divine Word College participate in the College's Community Service Program and those who qualify for federal financial assistance from the U.S. government also participate in the Federal Work-Study Program. These programs are essential in both the religious formation of the College's students and the ability of qualified domestic students to earn money to help pay for their education.

### **Community Service**

Divine Word Missionaries around the world are well known and respected as hard workers. Whether in schools, parishes, social action apostolates or seminaries, Divine Word Missionaries apply themselves conscientiously to various assignments. While success in ministry is ultimately dependent on the grace of God, the College recognizes that little is ever achieved without hard work and dedicated effort. St. Paul, the patron of Divine Word College, was always known to "pull his own weight" within the various communities he served. Good missionaries are those who can be counted on to meet the responsibilities they share with others.

As Divine Word College prepares future missionaries to aspire to lives of service within a religious missionary community and as a reminder to its students that religious service is freely given, all students participate in community service in which they are called upon to offer service for which no monetary compensation is given. In doing so, students learn and strengthen many skills, including a strong work ethic, teamwork and intercultural competencies. Much like a family, a significant aspect of living in a religious community is that each member participates in the practical day-to-day activities that need to be completed. From doing dishes and cutting the grass to cleaning classrooms and tutoring students in need of assistance, the College expects each student to contribute to the way of life in our college seminary community.

### **Federal Work-Study**

In addition to the community service program described above, students who qualify for the U.S. government's federal work-study program are afforded the opportunity to work additional hours above and beyond the required community service hours. These additional hours are paid, on-campus work that allows the qualified students to earn money to help pay for their educational expenses at Divine Word College.

The federal work-study program at Divine Word College is funded both by the U.S. government and Divine Word College. Only U.S. citizens or eligible non-citizens qualify for federal financial aid and are allowed to participate in the federal work-study program. Like community service, this program also provides students with opportunities to develop serious work habits and demonstrate their appreciation for the value of work in the context of a religious community. Furthermore, it provides a source of financial aid to those students who qualify based on financial need.

### **Procedures for the Community Service and Federal Work-Study Program**

College staff and students adhere to the following procedures to ensure the program operates effectively as intended:

### Job Assignments

The Community Service and Federal Work-Study Coordinator is responsible for appointing all job assignments in consultation with the Dean of Students and other department leaders. Each job assignment has a Board of Administration approved job description (amended to this policy) and an assigned supervisor. Students receive their community service job assignments at the beginning of each academic year and assignments normally last for the entire year. The coordinator gives new students who enter in Terms B, C and D their community service job assignments at the time they arrive on campus. If there is a need to switch assignments, the coordinator and the Dean of Students will work together to accommodate student requests in extraordinary situations.

### Required Time

The College expects each student to participate in 5 hours of community service each week. The Dean of Students assigns each student to wash dishes in the kitchen once per week with their formation group. Students are expected to complete the additional amount of time in their respective assignments as assigned by the program coordinator. Many students also do volunteer service in other activities, in addition to job assignments or dishes.

After the 5 hours of community service are met, qualified students may participate in the federal work-study program for up to a maximum of 20 additional hours. Work assignments that are considered “church related” activities do not qualify for federal work-study, including singing for Mass and other liturgical ministries. While these are community service activities, federal law prohibits counting these volunteer hours in the federal work-study program.

### Documenting Worked Hours

Students are required to use the Community Service/Federal Work-Study Program Log Sheet to document their service hours. The log sheet requires students to list the date they completed the volunteer hours, a description of the community service provided and the amount of time worked. At the end of each week (on Saturdays), students submit the log sheet to their formation director. In addition, those participating in federal work-study must also submit their log sheet to the Financial Aid Coordinator. The Financial Aid Coordinator obtains the work supervisor’s signature on the form in order to verify and document that the work was indeed completed.

### Compensation

As noted above, community service hours are volunteer hours and students receive no compensation for these hours. However, those students who work additional hours and qualify for the federal work-study program, are paid a current rate of \$10.00 per hour. On average, students who qualify for the federal work-study program will work an additional 5-7 hours per week or 80 hours per semester. When calculating their potential earnings for a full academic year, the Financial Aid Coordinator will budget \$1,600.

For eligible students that complete federal work-study hours, payment occurs once each month after each scheduled pay period. The Financial Aid Coordinator transfers the funds to the Business Office and the funds are credited to each student’s account. If there are funds left in the account at the end of the academic year, the Business Office recommends that students withdraw them. If a student fails to earn the amount budgeted for federal work-study dollars, the student is responsible for paying the difference on the account. Failure to pay the account in full may prevent the College from releasing the student’s transcripts to another institution or from

awarding the student a diploma or of providing the student with a positive letter of recommendation.

#### The Role of the Community Service/Federal Work-Study Coordinator

The Community Service/Federal Work-Study Coordinator is the overall manager of this program and collaborates with the Dean of Students, the Financial Aid Coordinator and others to facilitate the logistics of the program. The coordinator:

- Appoints community service assignments to the students.
- Appoints supervisors for each job.
- Conducts an orientation program at the beginning of each semester.
- Assists supervisors in teaching students the responsibilities of each assignment as needed.
- Assists supervisors in assessing job performance and makes sure students are held accountable for getting their jobs completed.
- Acts as an intermediary in misunderstandings between a supervisor and student, reporting the issue and resolution to the Dean of Students.
- Informs the Dean of Students when a student is not meeting expectations.
- Provides as necessary monthly reports to track hours worked by students.

#### The Role of the Dean of Students

The Dean of Students assists the Community Service/Federal Work-Study Coordinator in effectively administering the program for students. The Dean of Students:

- Explains the importance of the program to students and their need to comply with expectations.
- Maintains ultimate supervision over students and compliance requirements.
- Coordinates with other formators to ensure that students comply with work expectations.
- Meets with any student referred by the Community Service/Federal Work-Study Coordinator for lack of compliance.
- Refers any student who fails to meet the community service obligations after the initial warning to the Formation and Student Life Committee for disciplinary action.
- Arranges for formation group assignments for special “work days.”

#### The Role of the Work Supervisors

The Community Service/Federal Work-Study Coordinator appoints a supervisor for each student position and they are the immediate supervisors for the students. The work supervisors:

- Orients and teaches students the various job responsibilities for which the students are assigned.
- Checks and verifies that community service and federal work-study jobs were satisfactorily completed on a regular basis.
- Informs the Community Service/Federal Work-Study Coordinator if any student is not completing the assigned tasks.
- Reviews and signs the log sheets for eligible students in the federal work-study program.

### The Role of the Financial Aid Coordinator

The Financial Aid Coordinator works closely with the Community Service/Federal Work-Study Coordinator, the Dean of Students and others to ensure that students participating in the federal work-study program comply with the all expectations. The coordinator:

- Determines which students qualify for federal financial assistance and who can participate in federal work-study.
- Determines the amount of each domestic student's financial aid package.
- Determines the amount of aid that a student can earn from federal work-study.
- Awards and distributes the financial aid.
- Ensures compliance of all regulatory issues as they pertain to federal work-study.
- Drafts the work contracts for each student qualifying for federal work-study and obtains each students' signature on the contract.
- Updates the current year's pay period each year and forwards it to students, staff and administrators that need it.
- Receives the weekly log sheets from students that indicate the number of worked hours and obtains the work supervisor's signature for approval of the hours.

### The Role of the Board of Administration

The Board of Administration is ultimately responsible for ensuring that all federal work-study policies comply with federal and other relevant legal requirements. The board approves the College's policy for Community Service and Federal Work-Study Program and all revisions. The Board delegates authority to the positions noted above to facilitate the logistics of the policy and programs.

## **Contributing toward room and board during vacation periods**

Students who remain at the College during vacation periods (and at any other permitted times by exception) are expected to contribute three hours a day of community service (e.g. dishwashing, housecleaning) during their vacation stay at the College.

### Federal Work-Study Contract

Divine Word College  
Epworth, Iowa

I, \_\_\_\_\_, hereby agree to perform satisfactorily the following Federal Work-Study assignment(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

covering the period from \_\_\_\_\_ until \_\_\_\_\_ at an hourly wage of \$10.00 not to exceed \$\_\_\_\_\_ per academic year and \$\_\_\_\_\_ for the first semester. My time record sheet is due at the end of each week with the required signature(s) of my supervisor(s).

1. Supervisor's Name: \_\_\_\_\_
2. Supervisor's Name: \_\_\_\_\_
3. Supervisor's Name: \_\_\_\_\_

I am able and willing to work \_\_\_\_\_ hours and \_\_\_\_\_ minutes per week. I am familiar with my duties through the job description and/or directives of my supervisor(s).

Time Schedule:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Financial Aid Coordinator Signature)

## Community Service/Federal Work Study Record of Hours Served/Worked

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last/Surname)

Week of: \_\_\_\_\_

Sunday

Description of Service/Work Activity	Hours Worked

Monday

Description of Service/Work Activity	Hours Worked

Tuesday

Description of Service/Work Activity	Hours Worked

Wednesday

Description of Service/Work Activity	Hours Worked

Thursday

Description of Service/Work Activity	Hours Worked

Friday

Description of Service/Work Activity	Hours Worked

Saturday

Description of Service/Work Activity	Hours Worked

Hours approved by: \_\_\_\_\_  
Work Supervisor

**For Office Use Only**

Total Hours: \_\_\_\_\_  
 Minus Community Service Hours: \_\_\_\_\_  
 Total Federal Work-Study Hours: \_\_\_\_\_  
 Rate: \$10.00 per hour  
 Gross Earnings: \_\_\_\_\_

At the end of the week, please submit this form to your formation director. For those who qualify for Federal Work-Study, please submit to Ms. Carolyn Waechter at [waechter@dwci.edu](mailto:waechter@dwci.edu).

## **General Cleaning Instructions**

### General Cleaning Instructions for Classrooms

- Wipe chalk board and edges
- Clean erasers
- Dust Window sills
- Dust shelves
- Dust door frames and wipe doors
- Clean glass
- Wipe tops and bottoms of all desks, chairs, furniture, etc.
- Vacuum carpeted floors
- Dry and wet mop tile floors
- Wipe noticeable spots off walls
- Wipe any equipment such as computers, TV, VCR, etc.
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

### General Cleaning Instructions for Corridors

- Clean all windows in your work area (this includes the glass in doors)
- Scrub drinking fountains
- Dust pictures, artifacts, etc. on walls
- Wipe noticeable spots off walls
- Wipe door and door frames
- Clean any equipment, such as copy machine, tables, etc.
- Dry and wet mop floors
- Shake and vacuum rugs
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

### General Cleaning Instructions for Bathrooms

- Scour all sinks and wipe counter tops
- Wipe all mirrors
- Scrub toilets and urinals with bowl cleaner and brush
- Wipe surrounding toilet and urinal areas with disinfectant
- Wipe noticeable spots off walls
- Dry and wet mop floors
- Empty trash and replace garbage liners
- Wipe trash can if needed
- Scrub shower stalls
- Replace shower curtains



- Wipe doors and door frames
- Wipe window sills and windows when needed

Inform supervisor of any needs such as supplies or maintenance requests.

#### General Cleaning Instructions for Stairwells

- Wipe handrails
- Clean doors and windows
- Wipe door frames
- Wipe window sills
- Wipe noticeable spots off walls
- Dry and wet mop as needed

Inform supervisor of any needs such as supplies or maintenance requests.

## **Community and Federal Work-Study Job Descriptions**

(The following job descriptions may include other duties not specified.)

### Art Assistant

- Assists with setup and hanging of exhibits and the taking down of same in the Weyland Gallery, and labeling and distribution of gallery mailers.
- Prepares, serves and cleans-up at art functions, receptions and openings.
- Cares for the general cleanliness of equipment and art rooms (The Weyland Gallery, Print Studio Ceramics Studio, 2-D Studio, supply storage room, slide room).
- Assists with the upkeep of the slide collection.
- Assists in the art rooms when needed.

### Assistant for the Dean of Students Office

- Assists with various office duties such as photocopying, collating papers, etc., as directed by the VP for Formation/Dean of Students.

### Barber

- Posts schedule of hours available and provides sign-up sheet.
- Cuts hair and maintains equipment.
- Sweeps, mops, and dusts barber shop at the end of each day.

### Bathroom Worker

- Dorms: See general cleaning instructions for bathrooms on pages 8-9.
- Library/Art Area/Pour House/Front Entrance/Men and Women's/Handicap: See general cleaning instructions for bathrooms on pages 8-9.

### Cars Attendant: Student cars, SVD cars and the Garage

- Possesses a valid driver's license.
- Keeps cars full of gas.
- Cleans interior of all cars as needed.
- Washes cars as needed.
- Reports damages and needed repairs.
- Cleans main garage as needed.
- Sweeps floor in entire garage area as needed.

### Classroom Worker

- See general cleaning instructions for classrooms on pages 8-9.

### Community Service Worker

- Visits local non-profit organizations such as soup kitchens, shelters, nursing homes, etc. at scheduled times each semester.
- Assists in the mission of the organization by such things as visiting clients, participating in group activities, serving food, cleaning, etc.
- Promotes collaboration between Divine Word College and the organization to which the worker visits.

### Computer Science Lab Assistant

- Helps resolve computer and printer problems, cleans lab, reports any problems, keeps paper in printers, changes printer toners when needed, cleans monitor screens, and cleans mouse.
- See general cleaning instructions for classrooms on pages 8-9.

### Corridors Worker

- Basement:  
Corridor from the music room to the SVD wing, including the area in front of the rec room, art room, and crypt. See the general cleaning instructions for corridors on pages 8-9.
- Second Floor:  
Corridor from the student dorm to SVD wing. See the general cleaning instructions for corridors on pages 8-9.
- Dorm Halls and outside Dean's Office—First and second floor: See the general cleaning instructions for corridors on pages 8-9. Clean phone rooms (vacuum carpet/dust shelves, remove garbage).
- Gym/observatory/stairs/restroom corridors: See the general cleaning instructions for corridors on pages 8-9.
- Third Floor (includes women's restroom and stairwell next to SVD wing): See general cleaning instructions for corridors and bathrooms on pages 8-9.
- Classroom Corridor: Dorm doors to glass doors near chapel, including area going into the courtyard. See general cleaning instructions for corridors on pages 8-9.
- Main Corridor: Copy room, SVD wing to Chapel, including front entrance corridor. See the general cleaning instructions for corridors on pages 8-9.

### Development Office Worker

- Must be able to translate both English to Vietnamese and Vietnamese to English.
- Assists with general office work: sorting mail, preparing fillers, etc.

### Flags Worker

- Puts flags up in the morning and takes down after supper, weather permitting.
- Takes damaged flags to laundry for repair.

### Food Service Worker

- Student Dining Room
  - Shuts off hot and cold carts.
  - Brings back food from the line and put it in the coolers, from both the HOT and COLD sides. Turns off both units.
  - Wipes down HOT serving line, including the top, sides, and shelves underneath.
  - Wipes down HOT Steamtable lids.
  - Wipes down COLD serving line, including top, sides, and shelves underneath by the soup bowls as well.
  - Wipes down silverware tray cart and underneath.
  - Wipes down window sills.
  - Wipes down doors and door handles.
  - Wipes outside front of cabinet doors by the juice machine, milk machine, and

- coffee machine.
  - Wipes counters by the milk and juice machines and wash the milk and juice trays.
  - Sweeps floor every night.
  - Mops floor on Tuesday and Thursday nights.
  - Wipes down chairs on Mondays and Wednesdays.
  - Wipes cart where juices and water pitchers are kept.
  - Wipes inside and outside of small refrigerator.
  - Wipes and sanitize table tops.
- SVD/Small Dining Area
    - Brings the food back and put it in the cooler.
    - Wipes down the counter, heating unit, and tables.
    - Dry mops daily, including under the tables.
    - Mops floor on Fridays, removing chairs and mopping under the table.
    - Resets the table and check garbage behind the dining room door.
- Tray Service Carts
    - Removes trays and stacks dishes for dishwashers after lunch and dinner.
    - Washes the carts and places the carts inside the scullery after removing the trays from the carts.
    - Approximate work times are: 12:15 - 12:45 p.m. and 6:00 - 6:30 p.m., depending on the weekday and weekend meal schedule.
- Kitchen/Scullery Area
    - Puts all the dishes away in their proper place.
    - Drains and cleans out the dish machine.
    - Wipes down shelf where bus tubs are kept above.
    - Wipes counter and underneath where dish racks are kept, BOTH sides.
    - Wipes down sides and top of dishwasher.
    - Wipes outside of garbage disposals.
    - Wipes outside of heater unit.
    - Wipes down counters of dish machine line.
    - Wipes down cart where dishes are put and taken out front.
    - Wipes down small cart at the end of the dish line.
    - Wipes down the fan.
    - Takes out garbage, washes lid through dish machine every night.
    - Wipes down hand sink and paper towel holder.
    - Wipes inside and out of the three-compartment sink.
    - Wipes shelf under three-compartment sink where soap is kept.
    - Wipes doors and door handles off.
    - Sweeps and mops floor.
    - Runs mats in kitchen through dishwasher on Tuesday nights.
    - Runs mats in dish room through the dishwasher on Thursday nights.
    - Wipes down all walls, including under sinks and dishwasher on Wednesdays.
    - Shuts off the dining room lights, checks garbage disposal, turns dish machine off and turns booster heat off when finished.
    - REMINDER: When doing the dishes, only push button ONE time for silverware to presoak. Use ONE squirt of pink detergent to soak plates. Check chemicals if

they are low on the dish line.

- Evening Kitchen Worker
  - Finishes pots and pans in three compartment sink and puts them away in their right place.
  - Sweeps and mops entire kitchen floor, including picking up the mats, under tables and chairs, under carts, under flour, sugar and rice bins.

#### Food Waste Worker

- Takes vegetable scraps from kitchen food preparation to a compost pile at New Melleray Abbey 1-5 times per week, depending on the time of year, number of people at the college, and special events. Each trip is initially estimated to last 1.5 to 2 hours.
- Specific duties:
  - Follows directions of Food Service Director.
  - Locates the 48-gallon food scraps cart in the refrigeration units in the kitchen.
  - Takes the cart out of the refrigeration unit and replace it with an empty cart, which will be either in the hallway or in the first garage bay.
  - Takes the filled cart to the loading dock, wheels it onto a pickup and strap it in securely, with the hinge of the cart lid facing the pickup cab so the wind does not rip it open.
  - Drives to New Melleray, and then to the abbey's compost pile, which is located on an access road near the visitor's entrance.
  - Dumps the cart and cleans it out as much as possible. Before leaving, the monks may have excess produce to send back with him for the kitchen.
  - Returns to Divine Word College and goes to the car-washing area and rinses out the cart. It can then be turned upside down to drip out in the garage.
  - Delivers any produce to the kitchen.

#### Front Porch Worker

- Maintains the cleanliness of the front porch.
- Sweeps the floor every day.
- Cleans window ledges on front porch.
- Sweeps the ceiling corners.
- Empties garbage.
- Cleans and arranges the furniture.
- Shakes the rugs.

#### Garbage Cleanup and Recycling Attendant

- Empties and disposes of all trash from waste baskets in all janitor closets daily.
- Replace garbage liners in trash cans.
- Places appropriate recyclables in proper containers in the recycling garage. Keeps recycling garage clean and organized.
- Washes garbage cans and recycles containers.
- Picks up and separates pop cans from janitor closets and rec room.

#### Gym and Stage Area (and bathrooms) Worker

- Dry-mops the gym and stage area every day. DO NOT WET MOP GYM FLOOR!!

- Removes black marks on the floor.
- Cleans the drinking fountains daily.
- Cleans the storage areas as needed.
- Dries and wet-mops tiled floor behind the stage and the stage.
- See the general cleaning instructions for bathrooms on pages 8-9.

#### Health Services Assistant

- Drives students to the doctors, dentist, and eye doctors when possible.
- Picks up medicines from the pharmacy when needed.
- Brings juice, food, and other necessities to students who are sick in the main building and Megan Hall. Brings the tray back to the kitchen.
- Assists the Health Services Coordinator whenever medical concerns present themselves.

#### Janitor Closets Worker

- Dusts and arranges shelves. Cleans sinks, sweeps and wet-mops floors daily, stocks all supplies in all closets.
- Makes sure brooms, mops, dust pans, brushes, water buckets, and carts are in the proper closets.
- Changes dry-mop and wet-mop heads. Delivers dirty mop heads to the laundry and replaces with clean equipment.

#### Library/Periodical Room Assistant

- Performs general housekeeping duties in the Library and Periodical Room.
- Mops floors (wet and dry mops), vacuums carpeted floors, dusts all tables, chairs, shelves, and window sills, and empties trash and recycling receptacles.
- Maintains the library and periodical room in a neat and presentable condition.

#### Library Aide

- Performs library-related duties in the library and periodical room under the supervision of the Library Director.
- Duties include assisting with processing, circulating, and shelving library materials, and maintaining copiers and printers with sufficient paper and toner.
- Assists library patrons with basic resource searches.
- Works on special library administrative projects as needed.
- Requires good organizational ability, English proficiency, and computer skills.

#### Lifeguard (certified)

- Provides lifeguard service at swimming pool during scheduled hours.
- See pool operator's manual.

#### Liturgical Functions – Sound Person

- Works an average of 2.5 hours per week each semester.
- Sets up and takes down all equipment used for the sound system, in the chapel or in the gymnasium, for Liturgy and all rehearsals related to Liturgy.
- Controls the sound board during Liturgies, gets help when needed to fix problems, and determines what a good balance of sound is.

- Seeks help to fix, maintain or update any sound equipment.

#### Liturgical Visual Aids Technician

- Prepares the power-point slides as directed by the Liturgical Music Coordinator, Chaplain, or their assistants.
- Assures the slides are readable from the back of the chapel.
- Uses internet sources to provide a short description of the feast days and project it on screen before the Large Community Mass and/or special events.
- Incorporates requested images or video-clips into the power-point presentation.
- Manages the transitions of the slides during the liturgical functions.
- Qualities: Responsible, punctual, possesses technical computer knowledge and skills, good sense of art and color, and is able to communicate and take suggestions.

#### Loading Dock/Elevators/Stairwell Worker

- Includes corridor from front entrance to loading dock.
- See general cleaning instructions for corridors and stairwells on pages 8-9.

#### Locker Room/Weight Room/Pool Shower Areas Worker

- See general cleaning instructions for bathrooms on pages 8-9.

#### Mail Service – Business Office Assistant

- Picks up mail from Epworth Post Office at 9:00 a.m., Monday – Friday.
- Takes afternoon mail to the Epworth Post Office at 3:00 p.m., Monday – Friday.
- Maintains confidentiality of in-coming and out-going mail.
- Uses a College car for this service.
- Approximately 20-30 minutes per task (approximately 1 hour per day, five days a week, except on holidays when there is no mail delivery by the Epworth Post Office).
- Must be an approved DWC Student Driver.

#### Main Chapel and Choir Loft Worker

- Main Chapel:
  - Dry-mops the floor twice a week.
  - Dusts the window sills in the main chapel and the stations of the cross once a week.
  - Wet-mops the floor once a week.
  - Buffs the floor in the main chapel (except under the pews) once a week.
  - Reports needed repairs: wobbly pews, broken kneelers, burned out lights, etc.
  - Dusts the pews, pew racks, and kneelers with furniture polish three times a month. Removes wax from the pews as needed.
  - Cleans pews and kneelers with a solution of Murphy's Oil Soap once a month.
  - Vacuums the rug in the sanctuary and the reconciliation room twice a week.
  - Dusts the furniture in the reconciliation room and the window sills in the sanctuary.
  - Dusts the confessionals in the back of the chapel.
  - Polishes the altars, pulpit and presider's chair in the sanctuary with furniture polish.

- Changes the missalettes when needed. Straightens out the book shelf in the back of the chapel daily. Picks up the stray books, papers, etc. from the pews daily.
- Choir loft:
  - Dry-mops the floor twice a week in the organ loft.
  - Wet-mops the floor once a week.
  - Cleans the pews with a solution of Murphy's Oil Soap once a month.
  - Dusts the pews, pew racks, kneelers, ledge and organ pipe slot with furniture polish once a week.
  - Picks up the stray missalettes, song books and prayer books and return them to the main chapel.
  - Dusts the organ console once a week with furniture polish.
  - Reports needed repairs.
- Small private chapels in crypt:
  - See general cleaning instructions for classrooms on pages 8-9.
- Crypt:
  - See general cleaning instructions for classrooms on pages 8-9.
  - Sets up the chairs and tables as needed in the Crypt.
  - Makes sure tables and chairs are stacked in the appropriate place when not in use.
- Small Chapels/Basement and Second Floor
  - Maintains the cleanliness and orderliness of the basement and second floor chapels.
  - Takes soiled linens to the laundry and when cleaned, brings them back to their proper place in the sacristy.
  - Keeps linens sorted and in good order. All have a specific place - the cabinet that is in the room.
  - Makes sure that the vigil light is always burning.
  - Makes sure that the Sacramentary and Lectionary are always in the Chapels.
  - Makes sure that the Music Issues and Missalettes are put away in the cabinet.
  - Dusts three times a week: vacuums the floor, dusts the cabinets, window sills, altars, and lectionary stands.
  - Notifies the Sacristans when the altar candle needs to be replaced. Notifies the Chaplain or Asst. Chaplain when there are candle wax drippings on the carpet.
  - Notifies the Chaplain or Asst. Chaplain when there is a light bulb burned out.
  - Keeps the chairs in an orderly fashion at all times.
  - Makes sure that any plants or flowers are watered once a week. If the flower arrangements are dead, then dispose of them in the proper place.
- Sacristan:
  - Maintains the cleanliness and orderliness of the chapel areas (sanctuary, upper and lower sacristies, the cleanliness and repair of articles and vestments used for liturgies, and setting up and putting away after the liturgies.
  - The tasks are divided into four main areas. These will rotate among the sacristans. The sacristans, however, are to work as a team. If one sacristan cannot fulfill the duties for some reason, he will arrange with the others to make



sure the tasks are still done. The sacristans will work together, or divide up among themselves, some monthly and quarterly tasks that are not listed in the rotating duties.

- Main Chapel:
  - Sets up for 8:00 a.m. Masses daily. Also for the early Mass when needed.
  - Takes soiled linens to the laundry and when cleaned bring them back to their proper place in the sacristy once a week.
  - Keeps linens sorted and in good order. All have a specific place.
  - Changes linens according to the liturgical season or feast. Hierarchy of feasts, ranging from most to least important: Sunday (+), Solemnity (S), Feast (F), Obligatory Memorial (M), Optional Memorial (m).
  - Changes corporal at Tabernacle and dusts Tabernacle area once a week.
  - Makes sure the two wall vigil lights are always burning.
  - Gets out Sacramentary before Mass; puts away afterwards.
  - Provides the proper music books for concelebrants. (Check liturgy sheet on bulletin board.)
  - DOES NOT take down the decorations - those who put them up will do so!
  
- Upper and Lower Sacristy:
  - Dusts twice a week: dry-mops floor, dust vestment closets, window sills, countertops, etc.
  - Wet-mops once a week.
  - Empties trash can whenever needed.
  - Arranges vestments in orderly manner. Makes sure the drawers and closets are neat.
  - Keeps holy water fonts filled. Cleans them when necessary. Uses vinegar to soak off mineral deposits. Does not use harsh or abrasive cleaners.
  - Cleans stairwell twice a week.
  
- Other Tasks:
  - Cleans sacristy sinks and holy water fonts at least every two weeks. (Use vinegar or soak with a solution of baking soda and water; never use regular sink cleaners or abrasive products.)
  - Scrapes up wax drippings, whenever needed. Always checks the area.
  - Soaks mineral deposits out of cruets and lavabo dishes (use vinegar).
  - Cleans and polishes candle followers, chalices, monstrance - at least once each semester.
  - Cleans all drawers and vestment cases and keeps in good order.
  - Overhauls the entire sacristy - once a semester.
  - Makes sure that all the albs and vestments are cleaned in the Spring semester.
  - NOTE: Altar linens from the upper sacristy do not go out of the Chapel. They are to be used only in the main Chapel.

Megan Hall:

- See page 8-9 for general cleaning instructions.

### Music Assistant

- Gets music out for guitarists the night before a large-community liturgy (there are usually three a week). Makes sure there is four copies of everything; if not, makes additional copies. Sets up music stands and put music in order on the stands. Sets up microphone stands and cords. Puts numbers on the hymn board.
- Puts music away (guitar and piano music) after each large-community liturgy. Takes numbers down and puts away. Reports when numbers need replacing.
- Sets up for liturgy prep: move piano, piano bench; set up mikes, music stands, puts numbers on hymn board, assists in getting out piano accompaniment music. Takes everything down and put away after Liturgy Preparation.
- Makes copies of liturgy planning sheets; distributes plans to bulletin boards, presiders, musicians, and other appropriate people.
- Makes other copies as requested.
- Types documents as requested (musicians' schedules, etc.)
- Keeps a record of liturgical music used.
- Keeps music area of chapel looking neat and orderly: stands and instruments placed properly.
- Keeps guitar and piano music files in chapel in good order; file new copies of accompaniment music from Oregon Catholic Press when it arrives.
- Does cleaning and set-up as directed by the Director.

### Pour House Worker

- Makes coffee and serves customers. Collects money. Cleans coffee machine daily.
- Keeps the cappuccino machine clean.
- Cleans bar at the end of serving time. Makes sure supplies are available and order when necessary.
- Keeps the ice bucket full.
- Keeps all food in proper containers.
- Keeps bar and back bar clean. Cleans and wash tables every day. Dusts chairs.
- Keeps sink clean. Washes and dries any dirty dishes.
- Removes trash.
- Dry-mops floor daily.
- Wet-mops floor daily.
- Dusts the window sills.
- (A more detailed job description is given to the assigned students.)

### Public Relations Office Assistants

- Student Assistant
  - Accountable to the Director of Public Relations.
  - Qualifications: Photography skills, ability to use Adobe Photoshop and Adobe InDesign or be willing to learn the programs.
  - Tasks include:
    - Organizes College photo file.
    - Serves as photographer at College events.
    - Assists with layout of direct mail appeal materials.
    - Assists with details of Cultural Events at the College.
    - Completes other layout/design projects as assigned.

- Updates update DWC website if assigned.
  - Performs other public relations or development tasks as assigned.
- Video Crew
  - Accountable to the Director of Public Relations.
  - Qualifications: Creativity and skill in the production of short videos that promote Divine Word College. Videos will highlight the college in general and also serve as recruiting tools for the Vocation Office.
  - Tasks include:
    - Attends brainstorming sessions to develop a slate of video topics and themes.
    - Gathers video footage needed to complete a specific project.
    - Edits footage into a finished product that is YouTube ready.
    - Serves as videographer at college events.
    - Performs other public relations tasks as assigned.

#### Rec Room, Lounge and TV Room Worker

- See general cleaning instructions for classrooms on pages 9-10.

#### Safety/Security Monitor

- Serves as safety monitors as appointed by the Dean of Students when the College facilities are open in the evening hours or on weekends to outside visitors for such events as the YMCA swim program, family swim night, area volleyball, etc.
- Monitors visitors entering and leaving the building, to ensure that they are not going in restricted areas other than where the event is being held.
- Assists at larger events when the College hosts Mission Sunday, Art Openings, Lunar New Year, Commencement, etc.
- Contacts the Dean of Students or College President immediately if there are safety/security concerns.

#### Small Meeting Room Worker

- See general cleaning instructions for classrooms on pages 8-9.
- Empties trash.
- Works with kitchen staff for setup and clean up after special dinners.

#### Stairwell Workers

- See general cleaning instructions for stairwells on pages 8-9.

#### Student Laundry Room Worker

- Wipes off washing machines and dryers inside and outside every day with damp cloth.
- Dry or wet mops floor as needed.
- Removes garbage and recyclables.
- Keeps room free of lint behind the machines.
- Cleans lint trap on dryers.
- Makes sure the table is in an orderly fashion.
- Sweeps dust from ceilings and walls.
- Disposes of any unused clothing.

- Scrubs slop sink.

### Student Senate President

In addition to the duties outlined in the Student Senate Constitutions #760:

- Schedules a monthly work plan with the Dean of Students to address regular weekly duties as well as special projects which arise through the course of the school year.
- Schedules 2-3 hours per week of office hours to allow availability to the student body as well as all other members of the Divine Word College community.
- Meets weekly with the Dean of Students to discuss matters concerning student life. He will also meet every other week with the Academic Dean to discuss any academic matters which concern the student body.
- Assists the Dean of Students during student orientation at the beginning of each semester.
- Ten hours per week are generally approved for this position.

### Tutors

- Counseling Tutor  
Supervised by the College Counselor or a faculty member designated by the Counselor.
  - Qualifications include:
    - Sophomore, junior, or senior academic standing.
    - Must be available a minimum of five hours a week.
    - Must be proficient in English and/or the subject he/she is tutoring.
    - Must be patient and sensitive with students who may be struggling to articulate their thoughts and ideas or comprehension of the course material.
    - Must maintain confidentiality.
    - Must meet regularly with his supervisor for training.
  - Responsibilities include:
    - Learning techniques to help students with time management, note taking, effective use of an outline and other study skills.
    - Reading instructions and text orally to students when needed.
    - Assisting student with homework using compensatory techniques chosen in consultation with the counselor.
    - Reading and proctoring tests or quizzes when needed.
- ESL Assistant  
Supervised by the ESL Director or Learning Resources coordinator
  - Provides classroom support for ESL students in coordination with ESL faculty.
  - Reports in written form to teachers and keeps regular posted hours convenient for students. At least two half hour blocks per week is scheduled during the teaching day to enable communication with instructors.
  - Meets with supervisor or instructors for ongoing training in the use of ESL software and web pages in order to instruct students in the use of available CALL materials in the lab.
  - Cleans as needed – see the general cleaning instructions for classrooms on pages 8-9.
  - Maintains AV materials in the learning resources room and makes copies for teachers.

- Philosophy Tutor

Supervised by the Philosophy Program chair or a faculty member designated by the chair.

- Qualifications include:
  - Must be available a minimum of five hours per week.
  - Must have at least a 3.0 GPA in philosophy.
  - Must be a junior or senior in academic standing.
  - Must have above average skills in reading.
  - Must model proficiency in understanding by engaging students in philosophical discussion and by demonstrating modes of good philosophical writing for students.
- Responsibilities include:
  - Helps students comprehend lectures from the classroom as well as difficult philosophy readings.
  - Helps students develop proficiency in philosophical writing and thinking.
  - Discusses outlines of student papers, clarity of thesis statements, and the overall order and paragraph transition of a given paper.
  - Keeps regular hours posted on the philosophy board outside room 209 at times convenient for students.
  - Keeps an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist.
  - Meets regularly with the Chair of the Philosophy Program.
  - Since a tutor's job is to help students learn skills, techniques, and processes to become better thinkers in philosophy and not to prepare corrected papers for a teacher to grade, a tutor should not "correct," "proofread," "edit," or "fix" a paper. Moreover, the tutor should not write a student's paper, but help the student develop his writing skills.

- Writing Tutor

Supervised by one of the writing instructors.

- Qualifications include:
  - Must be a junior or senior with a G.P.A of at least 3.5.
  - Must have a good vocabulary in English and a firm understanding of the standard conventions of sentence structure, grammar, punctuation, and spelling.
  - Must be able to articulate and apply fundamental principles of effective writing.
  - Must have the patience and sensitivity to deal effectively with students who have difficulty articulating their needs and thoughts.
  - Must communicate effectively with instructors for the benefit of the student.
- Responsibilities include helping students:
  - Interpret an assignment.
  - Narrow and focus a suitable topic.
  - Phrase a workable, meaningful thesis.
  - Plan a functional organization for a paper
  - Discover ideas for developing a paper's points.
  - Assist students with completed drafts by:
    - Ensuring that students understand the professor's instructions.

- Making general suggestions for improving the paper's sense of audience, focus, organization, sentence structure, and diction.
- Providing general explanations of principles of effective sentence structure, grammar, or punctuation.
- Explaining techniques for proofreading their own papers.
- Asking whether a paper is to be submitted for a student's writing portfolio.
- Since a tutor's job is to help students learn skills, techniques, and processes to become better writers and not to prepare corrected papers for a teacher to grade, a tutor should not "correct," "proofread," "edit," or "fix" a paper.
- Tutors:
  - Keep regular posted hours in the library at times convenient for students.
  - Keep an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist.
  - Meet regularly with their supervisor and participate in training based on professional essays and guidelines.

#### Vocation and Admissions Office Worker

- Maintains the Vocation Office storage room in the bell tower, keeps it clean and organized, neatly stacks and labels all material.
- Assists in mailings sent out by the office, including stuffing envelopes and stamping, and taking to the post office when needed.
- Organizes and maintains the brochure shelf in the Vocation Office, keeps it up to date, well stacked and neat.
- Assists Vocation Office staff in special projects, when requested.

#### Yard Crew Workers

- Shovels snow, picks up trash, cleans courtyard and assists in general upkeep of grounds.
- Mows grass and trims trees as needed.