

# extending The Table



2017  2018

## Handbook for Jesuit Volunteers/AmeriCorps Members



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# **Welcome to Jesuit Volunteer Corps Northwest**

## **Mission Statement**

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Pacific Northwest by placing volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. JVC Northwest strives to live out the four values of community, simple living, social and ecological justice, and spirituality/reflection.

## **History of Jesuit Volunteer Corps Northwest**

Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska, a boarding school for Native Alaskan and White Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The program expanded out of Alaska in the 1960s working with Native American communities throughout the Northwest, as well as serving in inner city placements in Washington, Oregon, other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC regions, and even served as a model for the U.S. Peace Corps. In JVC Northwest's 60+ year history, over 6,000 persons have served in our program.

Today JVC Northwest recruits, places and supports Jesuit Volunteers (JVs) working with people on the margins of society and with vulnerable places. Currently 160 Jesuit Volunteers in the Northwest region are committed to serving for one or more years in over 100 shelters, schools, health, and social and ecological service organizations. Throughout Alaska, Washington, Oregon, Idaho, and Montana they are serving in inner cities, rural areas, and Native American and Native Alaskan communities. They are providing essential skills, willing hands and great idealism for a better world.

The JVs reside for the service year in 26 intentional communities of three to eight people and commit to living out the values of community, simple living, social and ecological justice, and spirituality. Living expenses, a modest monthly stipend, health insurance and travel home at the end of their service year is provided to the JVs. In June, 2010 JVC Northwest received a National Direct Award from the Corporation for National and Community Service (CNCS) enabling most of our Jesuit Volunteers to also be AmeriCorps members; in 2013 and 2016 we received additional three-year grants. These grants have made it possible for JVC Northwest to go where the need is greatest and to enable our partner agencies to extend their services at a greatly reduced cost.

JVC Northwest is separately incorporated as a 501(c)(3) organization. Since 1974, JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVC International), each an independent non-profit office. In 2006, other JVC/JVC International programs in the U.S. consolidated into JVC (based in Baltimore), while JVC Northwest discerned to remain independent and locally based to better serve local and regional communities in the Northwest.

JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region.

The JVC Northwest staff continues the work of the four values within the office, constantly reviewing internal practices.

## The Covenant of Jesuit Volunteer Corps Northwest

“Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities.” –From the JVC Northwest Mission

With respect for individual freedom and our capacity to change, we, the staff and volunteers of JVC Northwest, are committed to certain common values. We are called to help one another to live guided by the values of Community, Simple Living, Social and Ecological Justice, and Spirituality/Reflection, acknowledging their inherent interconnectedness.

**SIMPLE LIVING** Honoring simplicity enables us to value relationships over objects and self-reflection over status. Simple living is an emptying of the self for the sake of personal, communal, and environmental transformation. In the bioregion of the Pacific Northwest, voluntary simplicity is deeply connected with the value of ecological sustainability, calling us to be mindful and proactive about how we care for the environment that sustains us. When our lives are free of an excess of activity and material possessions, our view of the world and of ourselves is clarified. We are better able to attend to our deepest self, our community, and people who are marginalized.

- I will value people and relationships over possessions or status.
- I will seek simplicity in my use of time, energy and resources.
- I will live on the monthly stipend, not accepting funds from family, friends, second jobs or any other source to supplement my living.
- I will examine and transform my personal values and habits to reflect my care and concern for the environment. Being mindful of my impact on the earth, I will socialize and recreate in ways which enhance my active and true connection with other people and the natural world.
- Simplicity of time, energy, and resource means that I will choose to stay present to how my needs relate with the needs of the world, allowing for room to stretch and be flexible so as to truly become “a person for others” while also choosing to practice self-care when that is what naturally arises.
- I will not seek or agree to have wifi/internet access installed in my JV house.

**SOCIAL AND ECOLOGICAL JUSTICE** We work for justice by being aware of how our attitudes and behavior affect others. Our awareness urges us to change the attitudes and structures which create poverty, perpetuate oppression, and destroy ecological systems. Solidarity demands that we create change by working alongside those who are economically poor, oppressed, and vulnerable. After change has been achieved, we foster reconciliation.

- I will seek truth rather than relying on prejudices, assumptions, rumor, and incomplete information.
- I will strive to be just in my attitudes, language, and actions.
- I will strive to recognize and celebrate the worth of my life and the lives of others, no matter how different, in the community where we live and serve.
- I will work and live in solidarity with people who are economically poor, oppressed and vulnerable toward the goal of structural change in the attitudes, practices and institutions of our society.
- I will act in accordance with my ethical beliefs and responsibilities. I will live in such a way that meets the needs of the present without compromising the ability of future generations to meet their needs.

**COMMUNITY** Living in intentional community challenges us to be open, compassionate and willing to change. As we practice deep compassion with ourselves and each other at home, we are strengthened for our work in the world. We affirm our relational natures and seek the sacredness at the heart of our interactions. In community we learn that our lives are interdependent, and we have a responsibility to others, as they have to us. We come together to support and give life to one another; we are in JVC Northwest together, we are not alone.

- I will be a source of support to my JV community members with respect to their service and fulfillment of this covenant.
- I will take part in JV community business meetings, community and spirituality/reflection nights, and other community gatherings.
- I will evaluate my behavior and decisions in light of their effects on my JV community, the agency and locale where I serve, and the JVC Northwest program.
- I will address that which may be unhealthy in my own life and will accept the support of my community.
- I will listen and speak honestly with each member of my JV community, seeking connection in all interactions.
- I will commit to solving conflicts peaceably.

**SPIRITUALITY /REFLECTION** JVC Northwest is founded on the Ignatian principles of action and reflection. Coming together to pray and/or reflect, ponder and converse, we discover how we are being called to create a just world. We explore what it means to live a life rooted in the spirit of justice, while experiencing personal growth through reflection and service.

- I will reflect and/or pray regularly, seeking awareness of the sacredness of the persons I serve and encounter, the persons with whom I live and serve, and of my experience.
- I will lead and participate in weekly JV community gatherings that provide the opportunity to pray and/or reflect, bringing my own gifts and accepting the gifts of others. I will reflect on my personal journey and beliefs this year in the context of community.
- When attending retreats, I will participate fully by being present to the community of fellow JVs, staff, guests and the natural setting. I will examine the ways my faith or beliefs intersect with my desire for justice. I will work for justice from a place that is grounded in peace, non-violence, and love.

## Calendar for 2017-18 JV/AmeriCorps Year

<b>August 7-12</b>	<b>JVC Northwest Orientation</b> – Five-day pre-service training near Portland, Oregon. Banquet and Missioning Mass 8/11 at 6 pm.
<b>August 12-15</b>	JV/AmeriCorps member arrive at their locales and are oriented to their new living situations
<b>August 16</b>	<b>First day of service</b> for all JV/AmeriCorps members <ul style="list-style-type: none"> <li>• Onsite introductions to supervisor and colleagues</li> <li>• Workspace ready for JV if applicable</li> <li>• Placement/position orientation and training begins</li> </ul>
<b>September/October</b>	<b>Fall Area Visit</b> by JVC Northwest Program Coordinator – Program Coordinator (PC) visits each locale for about a week; JVs to be present in locale and to reserve this time for the area visit; no guests during this time. <ul style="list-style-type: none"> <li>• Includes 1:1 meeting between each JV and PC, plus an individual site supervisor meeting including 1 hour with PC, and 1 hour with PC and JV together.</li> <li>• Please complete the Initial Placement Assessment ahead of time and share with the PC.</li> </ul>
<b>TBD in Sept/Oct</b>	<b>National Service Swearing-In</b>
<b>November 2-6</b>	<b>Fall Retreat</b> for all regions <ul style="list-style-type: none"> <li>• Nov. 2-5 (Big Sky); Nov. 3-6 (all other regions)</li> </ul>
<b>November 27</b>	<b>2018-19 Partner Agency Application Deadline</b> <ul style="list-style-type: none"> <li>• Due midnight <b>Nov 27</b></li> </ul>
<b>December</b>	<b>JV Phone check-ins with PCs</b> <ul style="list-style-type: none"> <li>• Look for an email from your PC to schedule</li> </ul>
<b>January 15, 2018</b>	<b>Martin Luther King, Jr., Day of Service</b>
<b>Jan/ Feb</b>	<b>Winter Area Visit</b> by Program Coordinator <ul style="list-style-type: none"> <li>• Midterm Evaluations due <b>February 16</b> to AmeriCorps Program Manager</li> </ul>
<b>Feb 8-12</b>	<b>Winter Retreat</b> for all Regions <ul style="list-style-type: none"> <li>• Feb. 8-11 (Big Sky); Feb. 9-12 (all other regions)</li> </ul>
<b>February 20</b>	<b>Additional Year JV Application deadline;</b> <ul style="list-style-type: none"> <li>• February 12 – First Year JV Application deadline</li> <li>• Selection &amp; Placement begins for '17-18</li> </ul>
<b>March 31</b>	<b>Cesar Chavez Day of Service</b>
<b>April 22</b>	<b>Earth Day</b>
<b>May</b>	<b>JV Phone check-ins with PCs</b> <ul style="list-style-type: none"> <li>• Look for an email from your PC to schedule</li> </ul>
<b>April 26-30</b>	<b>Spring Retreat</b> for Montana (26 <sup>th</sup> -29 <sup>th</sup> ) and Alaska (27 <sup>th</sup> -30 <sup>th</sup> )
<b>May 31</b>	<b>Final day of service for 10-month JV/AmeriCorps members</b> <ul style="list-style-type: none"> <li>• Year-end evaluations due May 15, 2018</li> <li>• OnCorps timesheet (1700 hours) and Performance Measurement by last day of service.</li> </ul>
<b>June 1-4</b>	<b>Spring Retreat</b> for Cascades region and Mountain West region
<b>June 30</b>	<b>Final day of service for 11-month JV/AmeriCorps members</b> <ul style="list-style-type: none"> <li>• Year-end evaluations due June 15, 2018</li> <li>• OnCorps timesheet (1700 hours) and Performance Measurement by last day of service.</li> </ul>
<b>July 31</b>	<b>Final day of service for 12-month JV/AmeriCorps members</b> <ul style="list-style-type: none"> <li>• Year-end evaluations due July 13, 2018</li> <li>• OnCorps timesheet (1700 hours) and Performance Measurement by last day of service.</li> </ul>

## JVC Northwest Staff and Contact Information

For our full, fascinating bios, check out our website at <http://jvcnorthwest.org/staff/>

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## **JV/AmeriCorps Member Expectations**

The term “JV/AmeriCorps Member” refers to both our JVs who are AmeriCorps members and those who are in Independent, or Non-AmeriCorps Placements. These expectations to apply to all Jesuit Volunteers in our program. Expectations that only pertain to AmeriCorps Members are labeled as “AmeriCorps Only.”

JV/AmeriCorps members are expected to adhere to all expectations spelled out in the Placement Agreement (and for AmeriCorps members, the Member Contract) as well as fully engage in all aspects of the JVC Northwest/AmeriCorps program during the service year.

- The JV/AmeriCorps member makes a firm commitment to complete their full term of service as specified on the top of page two of the Placement Agreement. The JV/AmeriCorps member will not seek to break this commitment unless the reason qualifies as a “compelling personal circumstance.” Some examples of reasons that may justify release from service include a member’s critical illness, a serious family matter, or death or critical illness in the member’s immediate family. It may also include premature termination of the program or other programmatic problems beyond the member’s control.
- The JV/AmeriCorps will live in their assigned JV Community throughout the year.
- The JV/AmeriCorps member is to:
  - attend and participate in the JVC Northwest Orientation week.
  - participate and share leadership in weekly Community activities and Spiritual sharing/Reflection gatherings.
  - attend regular community meals and activities as decided by the community.
  - participate in regular business meetings as decided by the community and follow the guidelines for ethical and financially responsible practices around the community account.
  - participate in the structured closure of the year with the community.
- JV/AmeriCorps members are expected to participate in JVC Northwest sponsored retreats. Please note that safety comes first and that if you are snowed in or the roads are too icy to pass, you should stay home and stay safe.
- The JV/AmeriCorps member is expected to wear AmeriCorps gear at their service site every day.
- The JV/AmeriCorps member will not access the Supplemental Nutrition Assistance Program (SNAP) and/or related benefits during their service year.
- The JV/AmeriCorps member will fulfill the service description for which the JV/AmeriCorps member is accepted, plus have a readiness to participate in other activities which are not necessarily part of the service description but are integral to the assignment and are compliant with AmeriCorps regulations.
- JV/AmeriCorps members are encouraged to discuss specific dates of leave from service with the site supervisor early in the year.
- Any significant change in the JV/AmeriCorps member’s community situation requires prior consultation with the Program Coordinator.
- All behavior of the JV/AmeriCorps member shall promote the welfare of the JV/AmeriCorps member, their JVC Northwest community, and the mission of the Partner Agency and JVC Northwest. A JV/AmeriCorps member who fails to meet this standard will be considered for dismissal.
- In compliance with AmeriCorps regulations, the JV/AmeriCorps member is to receive no remuneration from the Partner Agency or JVC Northwest of any kind outside of the designated living allowance.
- The full-time JV/AmeriCorps member receives a monthly living allowance. All JV/AmeriCorps members will share in the cost of community expenses which include, but are not limited to, housing fees, food and utilities.

- The JV/AmeriCorps member is responsible for a housing fee of \$425 per month for 12-month JVs, \$464/mo. for JVs serving 11 months, and \$510/mo. for JVs serving 10 months, payable to JVC Northwest which includes rent and other associated housing costs. The JV/AmeriCorps member is also responsible for individual costs including, but not limited to, transportation to and from the service site as needed, medical co-pays and/or deductibles, and other living expenses they incur.
- Failure of the JV/AmeriCorps member to fulfill the above responsibilities may result in early termination from the program, which may result in losing the AmeriCorps living allowance, the Segal Education Award, and the opportunity to be eligible to participate in other national service programs in the future.
- If in the rare instance a JV/AmeriCorps member makes the decision to leave JVC Northwest, or the JV/AmeriCorps member's service is terminated, they agree to make reasonable effort to pay to the community account their share of outstanding community expenses related to their time serving and living in community.

JV/AmeriCorps Members also agree to adhere to the following policies which are included in this handbook:

- JVC Northwest Covenant
- JVC Northwest Alcohol and Drug Policy
- JVC Northwest Code of Conduct
- JVC Northwest Grievance Procedure

## AMERICORPS ONLY

### Oncorps Monthly Reporting and Timesheets

1. Log in.
2. Along the top, you'll find "Time Tracking." Hover over it and select "Enter Timesheets."
3. Select 08/01/2017 - 08/31/2017 (or appropriate month) and click "Choose."
4. Enter your time for the week.

Day	Fund raising	Training	Service	Total Hours
	Training	Direct Service		
Fri Aug 1	0	0	0	0

- Most hours go under "Service." This includes time spent at National Day of Service events.
  - If you have participated in any Training or Enrichment, please record that under "Training."
    - This should not exceed 20% of your total AmeriCorps hours.
    - This is time that you, the JV AmeriCorps member spend in training and professional development activities related to your service, not training you provide to others.
    - If there was a JVC Northwest event in the month (Orientation, retreats), you will be e-mailed the hours that go under this section before your timesheet is due.
  - If you are in a position approved to do a limited amount of in-kind fundraising, you may enter some hours into fundraising. Contact Rebecca if you have questions about this.
    - This needs to be less than 10% of your total service hours.
  - DO NOT record hours for lunch breaks, sick days, or any leave days.
  - DO NOT record any hours before they have been completed!
  - If you have a sick day or are on leave, note this in the "Comments" field at the end of the month but do not mark hours.
5. Once you have completed all of your hours for the month, submit your completed timesheet to your supervisor. Submit no later than the 5th of the next month.

Along with your monthly timesheet, submit reports monthly reports of your **Direct Service Activity** and **Volunteer Mobilization** (see the following directions).

Education and Health positions, please remember to also email Rebecca (rsutton@jvcnorthwest.org) your monthly performance measure information at this time.

#### AmeriCorps Member Additional Time Sheet Requirements

- **Timeline:** Your timesheets are due by the 5th of the month.
- **Submission:** Timesheets may not be submitted prior to the last day of the month you served (timesheets cannot be submitted in advance of service being completed).
- **Lunch Breaks:** Make sure you are taking a lunch break each day and you are not counting it as service time.
- **Amount of hours served per day:** You can't count more than 18 hours of service in one day (including time traveling to/from orientation/retreats or if you assist with an overnight activity within your placement).
- **Watch your hours:** You must reach a minimum of 1700 hours by the end of your service term.
  - This is especially important for those whose service year ends at the end of May/June!
- **Hours Continued:** Only 20% of your total hours can be training
- **Allowable and Unallowable Fundraising:** As seen on page 6 section D of the member contract: Only in-kind fundraising is allowed in specific situations in which JV AmeriCorps members are securing program resources that directly support service activities and are approved by JVC Northwest in the official position description.
  - If you counted fundraising time and it does not meet these qualifications, we will have to ask you to remove these hours from your timesheet.
- **Retreat/Training:** If you attend a JVC Northwest sponsored retreat, please count all allowable time under training. If you traveled with your community mates, make sure you each count the correct amount of travel time.

### **What are CNCS and AmeriCorps?**

The **Corporation for National and Community Service (CNCS)**, is a federal agency that oversees national service programs including **AmeriCorps**. JVC Northwest submits a grant proposal every three years to seek funding to support many aspects of our program. The grant terms dictate many of the rules we all must follow, and stipulate that local partners pay “matching fees” – so your placement pays a placement fee each year as part of our agreement. We call “compliance” our determination to follow all the rules of our AmeriCorps grant, and we expect that you and your site supervisors also comply with AmeriCorps grant terms.

### **Language is Important**

When discussing JV AmeriCorps service, please:

- Say “JVC Northwest” (not “JVC” -- JVC is a separate nonprofit based in Baltimore)
- Say “Serve” (not “Work”)
- Say “Position” (not “Job”)
- Say “Member” (not just “JV” or “employee, staff, or volunteer”)
- Say “Placement or Agency” (not office, job, or workplace)
- Say “Directing clients to services” (not “served at the front desk or answered phones”)

### **More Information about JVC Northwest, AmeriCorps, and How the Program Works**

#### **For JV AmeriCorps members:**

- Orientation on AmeriCorps Program Basics and Performance Measurements occurs during the week-long Orientation in August, which includes the review of the member handbook and signing the member contract;
- Monthly newsletters from the JVC Northwest AmeriCorps Team are emailed each month which include resources and topics such as performance measurements, Timesheets, AmeriCorps Portal, etc.
- Site monitoring visit to each JV AmeriCorps member by Program Coordinators occurs each fall
- Ongoing communications occur throughout the duration of the service year through emails and telephone calls, as they are needed from the AmeriCorps team, Program team or JV AmeriCorps Member.

Materials on the MEMBER WEBPAGE accessible throughout the service year,  
<http://jvcnorthwest.org/jvresources/17-18>:

- JV AmeriCorps member handbook
- JV AmeriCorps member contract
- Partner Agency Placement Agreement (samples)
- Performance Measurement instructions resources
- OnCorps/Timesheet Instructions
- AmeriCorps Required Service Year Checklist

#### **For your Site Supervisor:**

- Site Supervisor Orientation is provided each year through a “Live” Site Supervisor Orientation webinar in June, prior to the start of service in August (this recording is also on the Site Supervisor/Partner Agency webpage)
- Site Supervisor Handbook and Site Supervisor Contract are provided for review and signature via email and on the Site Supervisor webpage (including the pre-recorded webinar)
- Site Monitoring Visit from a JVC Northwest Program Coordinator occurs in the Fall (and Winter if needed/requested)
- Ongoing communications occurs throughout the duration of the service year through emails and telephone calls related to topics to better support JV AmeriCorps members such as timesheets, performance measurement, evaluations, etc.

Materials on PARTNER AGENCY/SITE SUPERVISOR WEBSITE accessible throughout the service year,  
<http://jvcnorthwest.org/partner-agency-resources/>.

### **AmeriCorps Gear -- Wear it Every Day**

**Please wear AmeriCorps Gear:** The black fleece jacket for 2016/17 JV AmeriCorps members; blue AmeriCorps t-shirt from Orientation; or AmeriCorps pin. Preferably jacket and or t-shirt!

### **Prohibited Activities for JV AmeriCorps Members and Volunteers they Support**

There are certain aspects of our program that go beyond the AmeriCorps service, such as our Spirituality/Reflection value and our encouragement for you to be advocates for justice. These are aspects that are NOT included in your AmeriCorps service hours.

### **AmeriCorps prohibited activities and rules of conduct**

**PROHIBITED ACTIVITIES:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supporting the AmeriCorps program or the Corporation for National and Community Service, JV AmeriCorps Members may not engage in the following activities: Attempting to influence legislation; organizing or engaging in protests, petitions, boycotts or strikes; assisting, promoting or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office; participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials; engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization; providing a direct benefit to – a business organization for profit, a labor union, a partisan political organization, a nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative and an organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities; conducting a voter registration drive or using Corporation funds to conduct a voter registration drive; providing abortion services or referrals for receipt of such services; and such other activities as the Corporation may prohibit.

JV AmeriCorps Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others (e.g. volunteers) for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear AmeriCorps logo/gear while doing so.

**NONDISPLACEMENT AND NONDUPLICATION:** In accordance with AmeriCorps provisions, JV AmeriCorps Members **cannot** displace employees and/or duplicate services provided by employees of the partner agency. This includes substituting for employees who are ill.

The official regulation (45 CFR § 2540.100) reads:

**Nonduplication** -- Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

**Nondisplacement** - An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that will supplant the hiring of employed workers; or are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—presently employed worker; employee who recently resigned or was discharged; employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; employee who is on leave (terminal, temporary, vacation, emergency, or sick); or employee who is on strike or who is being locked out.

## Relationship with Partner Agencies

The **service** experience of Jesuit Volunteers is central to the JV year. Following the guidelines/policies set forth in the placement agreement is critical. Some other areas to consider as you foster a healthy relationship with your placement and site supervisor are the following:

**Bereavement** – We hope that no JV will ever need to take time away from service due to the death of a loved one at home. However, if a JV needs bereavement leave, they should follow the policy in place at their service placement.

**Clear communication** - Establish how you will communicate with your site supervisor and clarify the expectations of your role as a JV with the agency. Identifying early on how you will work together will contribute greatly to having a healthy and meaningful service experience.

**Injury at Service** – If you are injured at service, contact the JVC Northwest office **as soon as possible**. JV/AmeriCorps members are covered by Worker’s Compensation under JVC Northwest, not through your agency’s worker’s comp.

**Leave time** – JV/AmeriCorps members have 10 days of leave from service days. Clarify with your site supervisor how to request time away from service, how to find out if your request has been approved, and when to communicate any requests (we expect that you will communicate early - certainly before buying flights or tickets. Also, be sure to let them know well in advance the dates you will be away from service to participate in JVC Northwest retreats. The retreats do not count toward your 10 days leave.

**Practice of subsidiarity**—When an issue comes along with a coworker or supervisor, address the issue with the person initially before going to the Program Coordinator. If after the initial conversation, the issue still persists, then inform the site supervisor if it involves a coworker and/or the Program Coordinator.

**Reasonable accommodation** – Please make requests for adjustments or adaptations at your service placement if you need them in order to perform the essential tasks of your position due to a disability. JVC Northwest staff are happy to help you brainstorm accommodations, role-play the request conversation, and help negotiate with your placement if needed. Please contact your Program Coordinator and/or Director of Programs Amy Potthast for assistance. Although AmeriCorps service is not considered a “job,” the Job Accommodation Network is a valuable resource, and includes an A-Z accommodation idea list: <https://askjan.org/>.

**Safety procedures** – Ask your supervisor about emergency evacuation plans and other safety protocols for your placement.

**Sick time** – JVs follow the sick leave policy of their placement agency. Learn the policies and guidelines should you get sick during your JV year. The agency relies on your consistent presence, but if you are unable to perform your duties due to illness, you should make sure you are informed of the protocol. Should you develop a critical illness that prevents you from serving for more than five consecutive days, contact your Program Coordinator. For JV/AmeriCorps members, there are certain protocols to ensure that hours can be met as time away from service due to illness does not count toward service hours. Depending on the nature of the illness, sometimes accommodations can be made to work from home.

**Vehicle use** – Whether you are borrowing the agency’s vehicle, or if you are using your own vehicle for your service a best practice is to have, an agreement, in writing, detailing the responsibilities that you hold, and those that your agency holds. For example, who pays for gas and what is the process for reimbursement? (We expect that all personal vehicle use comes from your own transportation budget.) Who is responsible for car maintenance, repairs, cleaning, etc.? Do you have permission to use the agency vehicle for personal use? If so, under what conditions? Having clear conversations early on and checking in regularly is a best practice. If in doubt, ask questions to clarify and ensure everyone is on the same page.

## Retreat Program

Following Ignatian tradition, JVC Northwest calls JVs not only to social activism, but also to a qualitatively different approach to service—an approach built on a model of contemplation and action. Prayerful reflection is encouraged throughout the entire service year and is more formally engaged in through the retreat program. Each of the retreats is focused on different dimensions of the JV lifestyle and values and is designed to meet different needs of JVs at particular moments of the year. These times of renewal and reflection usually begin on a Friday and end on Monday (except for Big Sky Region; Montana retreats typically begin on Thursday and end on Sunday). This schedule allows time to slow down and rejuvenate, as well as time to reflect and share. Retreats are facilitated by non-JVC Northwest staff who may not always be very familiar with the program and/or the needs of each JV. Thus, retreats are co-created by the JVs, the facilitators and the Program Coordinator. Please note that your safety comes first and that if you are snowed in, or the roads are too icy to pass safely, you should let us know and stay safe/stay home.

### Fall: Community

Fall Retreat is a time to reflect on community in the context of JVC Northwest. JVs will be asked to look at their relationships in the variety of communities they occupy in a JV year. At this point in the year, individuals may begin to release masks allowing their fuller selves to emerge or come to realize the masks which they have been hiding behind. This can sometimes result in tension and conflict where JVs find it harder to be compassionate to housemates and to themselves than to those they serve at their agency. This retreat is a time for bringing justice home by practicing the sacred art of Right Relationship. Further, it is also a time to begin looking at their relationship to the macrocosm they live within. JVs are invited to examine how their personal identity influences their understanding of, and response to, the social injustices they witness in their placement and broader community.

### Winter: Social and Ecological Justice

The Winter Retreat is an opportunity for JVs to examine their questions about justice within a community working for social change. The JVs will reflect on the relationships they have formed this year and consider the larger structures and systemic barriers faced by the people with whom they serve. They will also be asked to look at their commitment to the four values of JVC Northwest and evaluate any barriers to standing in solidarity with the populations they serve. They will seek to identify cracks in the system, opportunities for change, and inspiration for hope.

### Spring: Ignatian Spirituality and Vocational Discernment

This retreat provides the opportunity for JVs to explore the balance between their internal spiritual reflection and the ways they live out their beliefs. In looking back at the past nine months of their year, they will seek to understand the relationship between their spirituality and living a life committed to social and ecological justice. The Ignatian tools of discernment, the Examen, and silent reflection will be used to examine the service they are doing at their respective placements and the relationships they have formed in community. They will also be encouraged to consider how to continue to put their beliefs into action in the world after completing their time as a Jesuit Volunteer.

### Dis-Orientation/Closure Process and Optional Retreats

The purpose of the **closure process** is to honor what has happened during the year, to say good-bye, to recognize the gifts received, to celebrate each other, and to consider how this year in JVC Northwest may influence life choices. The closure process is planned by JVs and takes place in individual communities. It occurs in the summer, when a community is wrapping up the year. Your Program Coordinator will send materials to help you; you may want to ask your Support Persons to help facilitate the closure process. **Optional retreats** may be available during the year and are meant for reflection rather than just vacation; those held at other locations require forethought and reservations. Silent retreats are available throughout the year at many retreat centers. JVs are also encouraged to plan small community retreats and other reflective experiences. The staff will share resources and help connect JVs with people who can help plan and conduct these events.

### Retreat Fees

All retreats are funded through JVC Northwest and agency fees. The first two retreats are also partially funded through our AmeriCorps grant. Due to the spiritual nature of the third retreat, we don't use federal dollars and instead ask JVs to contribute \$8/month for the first 10 months of service towards the third retreat.

## **The Role of Your Program Coordinator**

Your Program Coordinator (PC) is your primary contact person with the JVC Northwest office during the year. A Program Coordinator has interviewed you and placed you at your service position. They journey through the year with you, being a resource, and visiting your community and agency during the year. As a representative of the mission and values of JVC Northwest, the role of the Program Coordinator is to support and challenge you to live the four JVC Northwest values so that your year is as fulfilling as possible for you, your community, and the people you serve.

You are invited to share hopes and expectations and ask questions on procedures and policies. When difficulties arise within your community or placement, it is important to communicate what is happening as early as possible, so that your PC can support you. Part of the role of a Program Coordinator is to guide and mentor JVs through difficult situations. When necessary, your PC will intervene to bring problems to resolution. If JVs have identified something that might be helpful, they can help their PCs by asking specifically for something. PCs also appreciate hearing about the fun and challenges that JVC Northwest brings in each JV's life!

### **What Does a Program Coordinator Do?**

Your Program Coordinator's do the following:

- Provide you with an overview of the year at Orientation and familiarizing you with JVC Northwest resources available to you;
- Challenge you (as they see fit, and/or as you request) to live the four values in your personal life, community, and service placement;
- Hold you accountable to JVC Northwest policies and expectations;
- Visit each community twice and agency at least once during the year in order to see how things are going for you personally, in your service placement, and in your community (these visits give the PC an opportunity to offer you support and to help your community function well and grow as a group within the framework of the four values);
- Provide coaching and mentoring through difficult conversations related to JV communities, JV colleague relationships, conflicts, mental and physical health, racial justice, and more.
- Recruit, develop, and evaluate placements to assess their suitability as JV placements, with your input; offer recommendations to the JVC Northwest executive director related to placements;
- Communicate regularly with your community;
- Plan and coordinate retreats;
- Represent the mission, values, and goals of JVC Northwest if problems arise at your agency, in the community, or individually;
- Monitor and ensure AmeriCorps grant compliance;
- Advocate for both your interests as a JV and the interests of your placement agency;
- Maintain contact with Support Persons;
- Identify resources and supports for, and in collaboration with, JVs;
- Review JV community business meeting minutes in order to offer coaching and feedback.
- If you need something that your Program Coordinator has not offered you, please speak to them directly about your expectations and needs. Note that Program Coordinators are not meant to be therapists, spiritual directors, financial advisors, or best friends for JVs.

Although the roles of the Program Coordinator and the Support Persons overlap in some instances, the Program Coordinator handles the overall dynamic of the JV year, while the Support Persons provide more regular, local contact with the JV and community. The Support Persons' role is important because of their presence in the local community and proximity to JVs.

# Local Community Support for JVs

## Who are Support People?

The JVC Northwest staff asks people who live in the locales where JVs serve to act as Support Persons to JV communities. In locales where JVs have designated Support People, Support People provide an ongoing local contact for your community during the year. Your Support Team – and in some more remote communities Support *Person* – may meet you when you arrive and will probably help to introduce you to the town or city. Some members of the Support Team have also volunteered to facilitate a series of community-building sessions with your community. Because they are familiar with the area, support persons can help you become acquainted with the people, places, local parish, and ways of the area. They may be able to help you find resources for spiritual direction, prayer and retreat opportunities, involvement with social or community activities, and recreation. They will support your community in living out the four core values and model those values in their own lives. JVC Northwest has found the Support Teams to be a key part of the JV year. Outside support and an objective presence can be helpful in the development of a healthy community.

## How does it happen?

The Support Team will contact your community during the first week after your arrival. The team will meet with you in order to introduce themselves. The team is made up of former Jesuit Volunteers (FJVs) or friends of JVC Northwest who have signed on to provide support in the local area through a variety of ways which may include social events, opportunities to get to know the area, and/or facilitating a series of community sessions. Some Support Teams may focus on formal meetings based on sessions on communication, spiritual practices and sharing, and social and ecological justice. Other Support Teams may take an informal approach, getting together with community members either on a drop-in basis or for a meal or a chat or for a social event. Throughout the entire year, it is expected your community will invite your Support Persons to gather with your community regularly. Building relationships with the people on your Support Team is important for them to provide the support you and the community need. After the new year begins, *you and your community should take the initiative for get-togethers*, but Support Persons will probably check in regularly. Invite your Support Persons to join you for activities; they are interested in being part of your JVC Northwest experience!

## Relationship Between YOU and Your SUPPORT PEOPLE

**It is the JV community's responsibility to reach out to Support People and to take the lead in building a positive relationship with them.** Please welcome time with your Support Persons as an important part of your year. Developing a relationship with them is part of your commitment as a member of JVC Northwest. Support Persons are resources for you as individuals and as communities. Support Persons are connected with JVC Northwest communities to share information with you and to encourage you in your year. While they may sometimes make constructive suggestions intended to help enhance your JVC Northwest experience, the responsibility for creating and sustaining a viable community life rests with each community member. Your PC will check in with your Support Persons during the area visits. Your PC may ask the help of Support Persons to ensure that the house is in good shape for the next group of volunteers.

## Relationship Between the Support People and the Program Coordinator

The Program Coordinator and the Support Team share a mutual responsibility to keep each other informed during the course of the JVC Northwest year. The PC will pass on any information that would be helpful to the Support Team members in carrying out their roles. Likewise, Support Persons have the responsibility to contact the PC, or to urge you or your community to contact the PC, whenever there are significant developments for a JV or in a community. This contact is important because of the distance between the PC and the locale. The PC has resources that may help in certain situations. JVC Northwest policies require that the PC be apprised of certain situations in order to address in a timely way (such as a JV leaving early, or a JV with signs of addiction, etc.).

## What NOT to Expect from Support People

- **Support People are not expected to spend money on the JVs.** A simple lifestyle is a commitment for the JVs, and you have sufficient funds for food, rent, utilities, etc. You also have a stipend for personal needs, and are expected to not accept funds from outside sources during their JV year. Support people are donating their time and skills to JVs and to JVC Northwest.

- **Support People are not meant to be substitute parents.** Support folks are not responsible for how the JVs behave. They are encouraged to give feedback to the Program Coordinator, whose role is to support JV issues. Their role is not to solve JVs' problems or to meet all of their needs.
- **Support People are not in any way obligated to let the JVs borrow their vehicle.** Simple living and ecological justice are values the JVs commit to in their year and we hope they think of creative ways to get from Point A to Point B. *It is the support person's decision whether or not* they want to offer your car but this is not a required role of a support person.

#### **If Your Locale Does Not Have a Formal Support Team**

The JVC Northwest Office aims to provide each locale with a formal support team; however, the remoteness of some locales prevents this from being possible. These locales still have numerous informal support people and cheerleaders of JVs whom they can rely on for some support and contact. The informal community that surrounds the community is an invaluable source of information about the city, culture, and resources. The JVC Northwest office also asks that JVs without formal support teams cultivate relationships in the community that may become a formal support person in the future. Contact your Program Coordinator if you know of someone in your locale who may be a great formal support person for your JV community or future JVs in your community.

## Personal and Communal Policies and Best Practices

### Change Your Driver's License or Get a State ID

In some states, this is a requirement if you have lived there for more than a certain number of days. It may also be a requirement for your placement agency. If your agency requires you to have an in-state license, they will pay or reimburse you for it. Be sure to save receipts! Check with the local Department of Motor Vehicles regarding local regulations. This is also a first step in establishing residency, if you choose to do so.

### Consider Personal Property Insurance

On occasion, a JVC Northwest house has been broken into and personal items stolen. **We suggest that JVs not bring personal property of value. However, if you do, you may want to insure it against theft and fire.** The insurance that JVC Northwest carries for the JV houses (almost all of which are rented) covers liability but not personal possessions. If you have a loss during the year, JVC Northwest will not be able to replace your personal property.

### Navigate Student Loans

It is your responsibility to apply for forbearance, deference, or to enroll in income-based repayment. Contact your loan provider to figure out the forms and process needed to manage your loans. It is important to pay attention to when your grace period ends and be on top of managing this financial responsibility. All JVs may want to explore income-based loan repayment for Federal Direct student loans. Learn more at

<http://www.studentloanborrowerassistance.org/repayment/federal-loans/payment-plans/income-based-options>.

### If you are an AmeriCorps member:

Individuals in approved AmeriCorps positions are eligible for forbearance for most federally-guaranteed student loans. The Corporation for National and Community Service cannot approve or disapprove forbearance requests. JVC Northwest can only verify that the JV/AmeriCorps member is in an approved national service position. Only the loan holder can determine a person's loan's eligibility for forbearance. If a person does receive forbearance, AmeriCorps will pay the accrued interest AFTER the person completes their term of service. The most expedient way to apply for loan forbearance is to visit <https://my.AmeriCorps.gov>. **If you need more information, contact the AmeriCorps Program Manager at the JVC Northwest office.**

Obtain the necessary forms from each lending institution. Be sure to record the date and the name of the person you talk to. It's helpful to keep a record of all conversations you have with lenders. In this conversation you should ask your lender what your options are in suspending your loan. You may consider economic hardship as an option for lowering the amount or pausing your monthly loan payments.

**Student loan forms:** Generally, lenders accept your forms AFTER the volunteer year has started, and sometimes after the grace period has ended.

### Open a Personal Bank Account

With our current financial structure, it is important for all Jesuit Volunteers to open a personal banking account to facilitate receiving funds from JVC Northwest and to conduct financial transactions. It will be most helpful to have the account at the same financial institution where your community account is held. **You are required to sign up for direct deposit for your monthly check.** JVC Northwest can do a direct deposit to multiple accounts, and we **strongly encourage** you to do an additional direct deposit to the community account. Another option is to set up an automatic monthly transfer of funds from your personal account to the community account.

Your Program Coordinator, Agency Supervisor, or Support Person may know of a bank that offers low or no cost, low-minimum-balance checking accounts. Upon request, your Program Coordinator can supply your community with a letter asking to waive fees. Consider opening an account at a local community bank or credit union—where you bank and who has access to your money is one of the most impactful justice decisions you can make!

## Stay Safe

The JV year can be a huge adjustment for recent college grads who have primarily lived on gated campuses. JVs who have never previously worried about personal safety may now be concerned about a range of potential dangers. For example, JV houses are sometimes the target of opportunistic passersby looking for a quick robbery. Keep your JV house safe: always lock the doors, including deadbolts; keep downstairs windows locked and shut when no one is home; clear your yard of rocks and bricks (that can be used for smashing windows), and furniture (that can be used to climb onto the roof/second floor); craft door chimes from string, old cans, and silverware – hang on your door knobs to alert you to comings and goings; maintain a neat yard so that your house looks lived-in; and request outdoor motion-sensor lights from your property owner/manager.

Another potential safety concern involves potential disasters – from home fires to earthquakes, forest fires, and floods. We have included a booklet from the American Red Cross in your community packet that will help your community prepare for quick evacuations and sheltering in place. We have also included a \$5/mo./person community budget item that will help your community create and/or maintain emergency supplies. Learn more and take disaster prep classes for free at your local American Red Cross chapter, <http://www.redcross.org/>. At least twice a year you should check that your smoke detectors are still working in your house. If you don't see a carbon monoxide monitor or a fire extinguisher near your kitchen, please request one from your property owner/manager.

A final set of safety concerns JVs often have relate to personal safety when out-and-about in your locale. Personal safety involves mitigating risks from crime to heatstroke/dehydration to distracted driving. The best source for information about how to stay safe locally is your local support network and local public safety websites. Additionally, consider walking in pairs, using well-lit streets, keeping your wallet in inside pockets, etc. Some JVs have felt safer in urban areas by taking self-defense classes and/or carrying hot pepper spray. If you have specific concerns, please reach out to your community mates, support persons, and program coordinator so that we can help problem-solve with you.

## Social Media Considerations

You may choose to share stories, photos, and reflections about your JV year through social media outlets such as blogs, Twitter, Facebook, YouTube, Instagram, Pintrest, etc., which can be a great way to share your experience with friends and family. If you do, please consider the content you post, as many JV applicants, donors, staff, and others can easily view things posted about JVC Northwest on the web. Please keep the following guidelines in mind:

- If you choose to identify yourself as a Jesuit Volunteer on your blog or in a YouTube video, please include the following disclaimer: *The contents of this page, and all links appearing on this page, do not represent the positions, views or intents of Jesuit Volunteer Corps Northwest.*
- JVs are representing JVC Northwest and their agencies even when posting on a personal social media outlet – all information is public and affiliations with organizations may be known, even if not explicitly stated.
- JVC Northwest does not monitor JVs' social media accounts or posts, but remember that we may see our name mentioned in a personal social media post and may contact you to praise your reflection, invite you to contribute to our blog, give you guidance about how to talk about your service responsibly, or ask you to update the content, if inappropriate.
- Any photos posted of other people, especially minors, require written permission from them or their legal guardians before posting.
- Please be sensitive when sharing names/personal information about someone else. JVs bear witness and listen to clients' stories, however, remember it is their story to tell. Familiarize yourself with your agency's social media policy. When in doubt, check with your agency's policies on confidentiality and photo permission.

It's all about judgment: using social media as an outlet to vent frustrations with JVC Northwest, our partner agencies, our donors or your co-workers isn't smart or professional. If you have suggestions for improvements at JVC Northwest or your partner agency, we invite you to start a conversation with the agency or a JVC Northwest staff member.

## Taxes

For JV AmeriCorps members, your entire living allowance is considered income by the IRS and is taxable. How you filled out the W-2 enrollment form and how much money (if any) you made before becoming a JV will determine how

much you owe in taxes. If, at Orientation, you chose not to claim any deductions, then taxes should be taken out of your living allowance before it gets to you. If you chose to claim some deductions, then you may have to pay taxes on your living allowance at some point during the year and may want to save each month toward this payment. After your term of service, your Education Award is taxable during the year it is applied toward educational expenses.

There is a free online platform through the IRS that you can use to file your taxes. Be sure to file every year by April 15<sup>th</sup>. You are responsible for local and state taxes as well.

## **Vehicles and Transportation**

JVC Northwest is dedicated to ensuring that JVs have self-sustaining means of transportation in all of our locales. As JVs live in solidarity with the communities they serve, they experience a wide variety of settings, climates, and access to public transit and agency vehicles. All of these factors and others can affect JV transportation options, leading to different transportation needs in each locale.

Embracing the values of community, spirituality/reflection, social & ecological justice, and simple living, we seek transportation options that are safe, environmentally conscious, and allow JVs to connect with the land and people in a way that limits impact on the earth and natural resources.

### **Bicycles**

To the extent that you plan to bike during the year, we hope that you will bring, acquire, or use a bike that is in good shape, and use your personal transportation budget to pay for repairs, safety equipment such as lighting, reflectors, and helmet, and bike lock(s). When not in use, bikes do best when stored under a shelter, and upside down (resting on the seat and handlebars, rather than on tires which will dry rot) or hanging from a bike hook.

### **Personal vehicles**

Additionally, we expect that JVs will not bring a personal vehicle to their locale during the year. Exceptions will be made on a case-by-case basis if a car is required by a placement, needed for a medical reason, or located in a community where safe, sustainable transportation options are still being developed. *Please consult with your program coordinator prior to acquiring a car in your locale.* JVC Northwest will continue to be in conversation with JVs, partner agencies, and support persons as we move towards self-sustaining modes of transportation for all of our locales.

### **Rural/remote locales and personal vehicles**

It is the priority of JVC Northwest to ensure that JVs in rural and remote areas remain safe in their commutes to/from service. We allow JVs going to specific placements in rural/remote communities in the lower 48 to bring their vehicle for commute or other key purposes. If you have a question, concern, or request related to this policy, please contact your Program Coordinator.

Expenses for vehicle payments, gas, maintenance, and upkeep (including tires, oil changes, etc.) are the responsibility of the JV/AmeriCorps member who owns the vehicle.

#### *Vehicle use in the JV community:*

- Vehicle owner(s) decide whether to share their vehicle with their community mates or not. They make the decision in consultation with their insurance policy, parents, etc.
- JVC Northwest provides reflection questions for individual JV/AmeriCorps members and their communities to help discern car use. JVC Northwest provides sample group agreements related to car use.
- At/after orientation, if the vehicle owner(s) elect to allow the community share in the use or driving of the vehicle, the vehicle owner creates an agreement with community mates about permissible and impermissible vehicle use, and community contributions for gas, cleaning, and maintenance.
- We ask that JV/AmeriCorps member communities think clearly and critically about their vehicle use, and make every effort to find alternate transportation methods where possible, combine trips, carpool, etc. In order to uphold the values of social and ecological justice and simple living.

*Vehicle use for service:*

- If the JV/AmeriCorps member occasionally uses their personal vehicle for transportation related to service, they will request reimbursement according to the placement agency's reimbursement policy (usually gas or mileage reimbursement).
- When a JV/AmeriCorps member uses their personal vehicle for service, they follow the partner agency's policies regarding transporting clients in their personal vehicles.

*Vehicle use for JVC Northwest events:*

If the JV community uses a JV's personal vehicle for transportation to or from JVC Northwest events such as orientation and retreats, JVC Northwest will reimburse the cost of gas – the JV will submit receipts for gas to their program coordinator as soon as possible after the trip.

### **Voting and Civic Engagement**

Whether you register in your new locale or still vote through your home state, we encourage you to do your part in civic engagement. To learn how register to vote in your new locale, visit <https://www.usa.gov/register-to-vote>.

In addition to voting, we strongly encourage you to visit and listen to community meetings in your locale – visit at least three meetings– city council meetings, neighborhood association meetings, rotary meetings. What are the structures of leadership and influence in your locale? Who are the decision makers? What are they talking about? Use what you learn to reflect on social and environmental justice.

JV/AmeriCorps members must abide by the AmeriCorps rules related to “prohibited activities” -- activities which cannot occur during service hours. However, you have the right to exercise your right as private citizens. Please ensure any and all advocacy and political engagement (or any other prohibited activity) are:

- On non-AmeriCorps time
- Not using funds from the Corporation for National and Community Service
- Not wearing the AmeriCorps logo

## End of the Year

### Commitment

JVs and JV AmeriCorps members make a firm commitment to **complete their full term of service**.

- For **AmeriCorps members**, this means:
  - Serving through the date on your placement agreement (the document that both you, your agency, and JVC Northwest sign) and your AmeriCorps member contract (the long document you signed at Orientation)
  - Completing at least 1700 hours of service – many JVs will complete more than 1700 hours
- For **JVs in Independent placements**, this means serving until the date on your placement agreement.

### Dis-Orientation

Around the time of your spring retreat, your program coordinator will share a dis-o (or dis-orientation) packet with your community. The dis-o packet includes ideas for community closure rituals, provides strict/clear cleaning instructions, and offers a check list of things you need to do to officially exit the JVC Northwest AmeriCorps program so that you can get your education award. If you like to plan ahead and would like to see an old dis-o packet, please contact your program coordinator. Your JV house budget includes a line item to use towards year-end cleaning and hauling.

### Departure Date

You are expected to serve at your placement until the end date specified on your placement agreement. If you are requesting an alternative date, this must be **approved** by BOTH your site supervisor and JVC Northwest. Leaving early will only be approved if the remainder of the term is taken as remaining leave from service days (not exceeding maximum of 10 business days for the year) or meets criteria for “critical and compelling circumstances” as outlined in the placement agreement. These circumstances *do not include starting an academic program or job or attending a special event.*

Leaving early puts you at risk of:

- not receiving an education award,
- being asked to leave your community,
- harming your host agency and clients,
- losing the cost of travel home at the end of the year,
- and receiving a poor year-end evaluation from your site supervisor.

Please speak to your site supervisor AND Program Coordinator as early as possible with concerns or conflicts around the end of the year.

### Travel

As specified in the Placement Agreement: At the end of service, the Partner Agency arranges and pays the JV AmeriCorps member’s travel by purchasing a ticket and the cost of one piece of luggage to the locale of the JV AmeriCorps member’s permanent residence or to their new residence. The cost is not to exceed \$650.

For JV/AmeriCorps members placed in **Alaska** agencies will provide:

- the most economical plane ticket from Alaska to Seattle/Portland, and
- the most economical and safe travel by bus, train, plane ticket to permanent/new residence
- luggage fees for one piece of luggage under 50 pounds, and \$20/day for food during travel days, to be determined in collaboration with JV AmeriCorps member.

For JV AmeriCorps members placed in **Idaho, Montana, Oregon, and Washington**, partner agencies will provide:

- Most economical and safe travel by bus, train, plane ticket to permanent/new residence or other destination, or
- Mileage reimbursement up to \$650 if the JV is driving their personal vehicle; and
- Luggage fees for one piece of luggage under 50 pounds, and
- \$20/day for food during travel days, to be determined in collaboration with JV AmeriCorps member.

For JV/AmeriCorps members who are **continuing service in 2018-19**, agencies will provide:

- the most economical and safe travel by bus, train, plane ticket to permanent/new residence, or
- the Least expensive and safe ticket to Portland, Oregon, for JVC Northwest Orientation, and
- Luggage fees for one piece of luggage under 50 pounds, and \$20/day for food during travel days, to be determined in collaboration with JV AmeriCorps member.

# Money Matters: Fiscal Structure of JVC Northwest Households

## Direct Deposits (Your Monthly Income)

For expediency, safety and convenience, you are required to set up direct deposit for your monthly check. For a local, community-oriented option, JVs are encouraged to open accounts at a credit union.

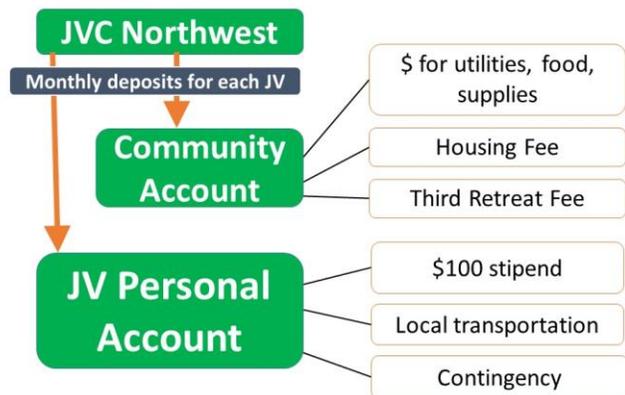
Each JV community will also establish a community bank account in the names of all members of the community. This fund is for the JV community for its collective use; the money may not be spent for individual purposes. The community is responsible to maintain the community bank account and to pay all community bills from this account. A monthly financial report will be due to the office and is the responsibility of the bookkeepers (see below) to complete and send in to the JVC Northwest office. JVs may not use the community account's ATM to withdraw cash. The community account must not be used to lend money to individual JVs in the community, to purchase alcohol, or to make community trips. Money leftover at the end of the year may be disbursed equally among members of the household, or invested in the house and supplies for the next year's JVs.

We require JVs to establish individual and community accounts at the same bank or credit union, and to set up two direct deposits for your JVC Northwest income – one deposit to the community account and the other to your individual account.

## Direct Deposits for AmeriCorps Members

JVC Northwest pays the monthly living allowance directly to each AmeriCorps member. Your living allowance is split between two direct deposits, one is to the community account. You fill out the paperwork that dictates how much goes to the community account – this should be based on your community budget, which is subject to change for your specific community's needs (see section on Draft Budgets). Out of this account, your community pays housing and Third Retreat fees, and food and utilities. The second direct deposit of your living allowance covers your \$100 stipend (see below), your transportation costs (bus pass, bike maintenance, etc.), and the rest you save for contingencies – for example, any medical co-pays, etc.

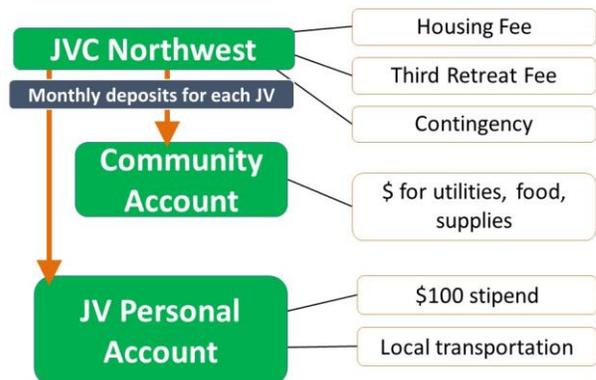
### Scenario #1 AmeriCorps member



## Direct Deposits for JVs in Independent Placements

JVC Northwest pays JVs in independent placements monthly. Your monthly deposit is split between two direct deposits. One is to the community account. You fill out the paperwork that dictates how much goes to the community account – this should be based on your community budget, which is subject to change if the community needs change (see section on Draft Budgets). Out of this account, your community helps to pay food and utilities. The second direct deposit is to your personal account. Out of this account you keep \$100 monthly stipend (see below) and pay for local transportation, like a bus pass or bike maintenance. Make sure you request this of your PC if it is needed. If you have medical expenses, JVC Northwest will reimburse you for your co pays. Please save receipts or have your medical provider invoice JVC Northwest directly (please let your PC know that you are doing so).

### Scenario #2 Independent JV



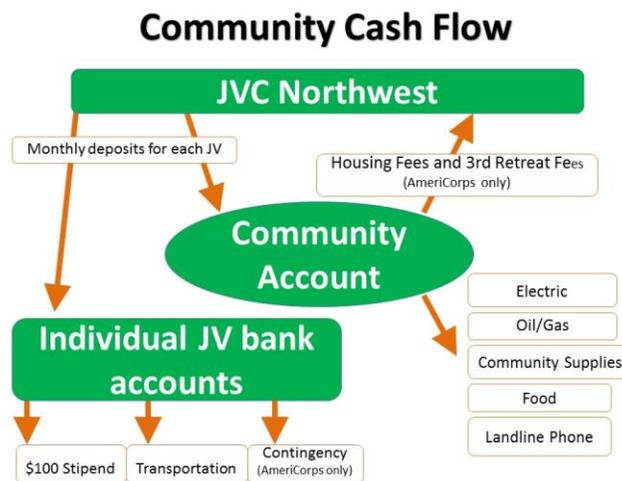
## Community Cash Flow

Every month, JVC Northwest deposits funds into your shared community account according to amounts you decide, based on your community budget. Any changes to a budget need to be discussed as a community and with your PC and our Business Assistant.

Each JV is responsible for contributing funds for a housing fee as well as contributing equally toward the community food budget, utilities, third retreat fee, and community house supplies.

- JVs in AmeriCorps Placements are responsible for the payment of housing fees (\$425/mo. for JVs serving 12 months, \$464/mo. for JVs serving 11 months, and \$510/mo. for JVs serving 10 months) to JVC Northwest as well as a suggested community budget amount for other community living needs.
- JVs in Independent Placements will receive an equivalent check amount for community living needs to contribute to the community bank account; their housing, transportation, and third retreat costs will be paid directly by JVC Northwest.

Your house has two bookkeepers who are responsible for managing your community bank account and paying bills. The bookkeepers write a monthly check from the community bank account to JVC Northwest for the housing and 3<sup>rd</sup> retreat fees for all AmeriCorps members in the community. (JVC Northwest pays these costs directly for the JVs in independent placements.) All JVs contribute equally towards food, utilities, and community supplies. The first payment will be due August 31, 2017. Each month thereafter, the bill is due on the 25<sup>th</sup> of the month. If your community writes a check to JVC Northwest that bounces, your community is responsible for paying JVC Northwest for any resulting fees that your bank charges.



## Living on Your \$100 Personal Stipend

In keeping with JVC Northwest tradition, JVs give their service on a voluntary basis. As a JV, you should not expect any wage, and neither JVC Northwest nor the placement agency pays any wages to JVs. JVs at Independent Placements will receive a \$100 monthly stipend from JVC Northwest. For JVs who are AmeriCorps members, the \$100 stipend is part of the monthly living allowance they receive as AmeriCorps members. The stipend is not considered a wage; however, for IRS purposes, it is considered taxable. Additional Year (AY) JVs in Independent Placements are eligible for a \$300 bonus from their agency during a second year of service, and \$500 in a third year.

In line with our Covenant that states, “I will live on the monthly stipend, not accepting funds from family, friends, second jobs or any other source to supplement my living,” it is the policy and practice of JVC Northwest and our JV communities that you forgo additional sources of income, including SNAP (food stamp) benefits, help paying for cell phone expenses, and flights home during the year (except in special cases). Note that some expenses, such as medical co-pays and mental health counseling, may exceed the contingency funds of some JVs – in these cases, and any time you need help strategizing around stretching your stipend, please speak with your Program Coordinator and/or JV Program Manager.

### **Draft Budgets**

Before your arrival, your Program Coordinator created a draft budget for your community, based on the actual expenses of the prior JV community living in your house. That budget is **a starting point for conversation** among you and your community mates about what individual contributions need to be for the community bank account. There are many reasons you may need to adjust that budget. For example, you find that your community includes more JVs with food restrictions, so that the amount of money designated for food in the draft budget is too low to meet everyone's needs. You might find that heating costs have gone up this year due to oil price fluctuations. You might find that the last JVs left you a huge supply of cleaners and sponges, so you may spend less on those things. You and your community mates have the last say over what your budget is; please come together at a community business meeting to discuss actual costs after your first few months and compare it to the draft budget. Where are you under? Does it even out, or will you need to adjust the amount of money each JV contributes to the budget? Also note that you won't have a clear picture of winter energy expenditures until February or March so always err on the side of contributing *more* to utilities but not less than what's in the draft budget, at least until you see what the more expensive months look like (December through April in most places).

Also note that when your JV community leaves your house at the end of your year, the JVs coming after you will pay your last month's utility bills which will arrive after you've gone. Likewise, when you first arrive in your house at the beginning of your year, your JV community will pay the last month's utility bills for the JV community that just departed.

### **Household Reporting**

The JVC Northwest office receives from each household's bookkeepers a monthly report on a form we provide. This report helps us to determine the suggested budgets for the following year, as well as to make sure the basic needs of the community are provided for. While the bookkeepers do this reporting, the reports should be available to all in the community. Program Coordinators may review the household reporting at the fall area visit.

### **Ethical and Financially Responsible Practices for Community Finances**

Receipts from all community purchases are kept in a public space and saved for the whole year in files for each month.

- Both bookkeepers review all receipts on a monthly basis.
- Both bookkeepers review the monthly financial report before sending it in to JVC Northwest.
- The community account is used only for community expenses (never for alcohol or for community outings). One may not give or take loans from the community account.
- If your agency provides you with a car, it is a best practice to not use that vehicle for personal trips, and to have an agreement in writing about the car's use and maintenance
- Community bank card should never be used at an ATM or to get "cash back."
- Grocery shopping can be part of the chore chart and can rotate amongst the community. It's crucial that the JV community as a whole accommodates JV community members with food restrictions. For example, some JV households have discerned to live as vegetarians or predominantly gluten-free, etc. to better accommodate JVs in the community who have these restrictions.

### **Money Matters Glossary**

**Bookkeepers**—Each JV community has two bookkeepers who monitor your community's spending, pay the bills on time, and report back to JVC Northwest about the monthly costs of your community. This past year's bookkeeper's reports have helped us create your budgets for this new year.

**Community [Bank] Account**—When you arrive at your locales this weekend, you'll go to a credit union or bank and open a checking account all together as a community. You'll also open up your own bank account. You'll use these accounts for your direct deposit from JVC Northwest, and your bookkeepers will use the ATM cards and checkbooks to pay bills. Note that the community bank account's ATM card will not be used to get cash, and the account will not be used to disburse loans to individual JVs.

**Community Supplies** – budgeted money for non-food house essentials i.e. toilet paper, light bulbs, or community night art supplies.

**Contingency Costs**—Money reserved for medical co-pays and deductibles, etc. AmeriCorps members save money every month to put towards their own contingencies. This money also may need to be used when there isn't enough money to pay other bills (e.g. utilities are high one month). It is for contingencies. JVs in independent placements submit their receipts or

invoices for medical co-pays to JVC Northwest. If you are a JV in an independent placement, please discuss your contingencies with your PC. Note that ALL JVs have worker's comp insurance through JVC Northwest. If you are injured at service, please let us know right away (same day if possible) and we can ensure you have the right paperwork to file a worker's comp claim that will pay eligible medical bills. We ask that your site supervisor informs us immediately if you are injured at service.

**Emergency Supplies**—Each month, your community will contribute \$5/person to create or maintain a community emergency kit. Refer to the American Red Cross booklet in your community folder (given to you at Orientation) for ideas about what to include in your supplies. In addition to non-perishable items available in pre-packaged emergency kits, consider stocking up on extra water, dry goods, and locale-specific emergency gear.

**Housing Fee**—The fee covers rent, repairs, deposits, cleaning and other related expenses for housing across the organization. JVs all pay the same housing fee. Because JVs serve in very diverse locales, from remote areas to cities, actual housing expenses vary as do the costs for other things. We want to encourage JVs to serve where they feel called and for partner agencies to be matched with the JV who is the best fit for their needs. We do not want cost of housing to dictate placement decisions as a matter of equity.

**Living Allowance or Monthly Deposit**—the specific term for the money JVC Northwest puts in your bank account every month when you are an AmeriCorps member. AmeriCorps members receive \$12,630 **before taxes in equal installments over the year**. This amount covers your basic costs plus \$100/month personal income AND costs of medical co-pays. JVs at Independent placements also receive a monthly deposit to pay your basic costs plus \$100/month personal income. JVC Northwest will pay medical co-pays as needed.

**Stipend**—\$100 budgeted for personal or discretionary spending, your money to live on for the month. For items like: toothpaste, contact solution, shampoo, coffee shops, concerts, travel, phone bills, a new jacket, rain coat it's the money you live on and spend at your own discretion.

**Third Retreat Fee**—During the year you'll go on three JVC Northwest retreats, each focusing on a different value. The first two retreats focus on community and social & ecological justice. We pay for these retreats partially through our AmeriCorps grant. The third retreat focuses on spirituality. Because of the separation of Church and state, we cannot apply AmeriCorps funds to this third retreat. Therefore, we all chip in. JVC Northwest pays a portion, each of your placement agencies pay a portion, and we ask JVs to pay a portion. For the first 10 months of your JV year, each JV pays \$8 to JVC Northwest – that money goes to support the third retreat.

**Utilities**—May include any of the following: gas, electricity, oil, water, sewer, fees for yard work (in some locales) and landline phone service. You will pay the full amount all months that you are serving. Some months the bills are higher and some lower, but paying the same amount all works out in the end.

**Year-End Cleaning And Hauling**—As part of Dis-Orientation at the end of the year, your community will be responsible for removing excess items from your JV house to prepare for the incoming community. This may include paying to have old furniture hauled away; scrubbing floors, bathtubs, and sinks; and making extra trips to a thrift store to drop off bags of old clothes or zany community collections from the past. The budget line item "year-end cleaning" will help you save money in order to cover any costs that come up during this time.

# Housing Policies and Best Practices

## Rental Houses

JVC Northwest rents or owns the JV community houses with a written rental agreement in the name of JVC Northwest. Local placement agencies, JVs and support persons are encouraged to participate in locating appropriate rentals. The Program Coordinator has authority and responsibility to locate and approve housing and may sign the rental agreement after consulting with the Associate Director.

You are expected to treat the rental property with respect and care. Maintaining strong and healthy relationships with property owners/managers in each locale is important for future JVs and JVC Northwest. Upon arrival, the JV community will do a walk-through with the property owner/manager to familiarize themselves with the property and instructions for care. In addition, you should familiarize yourself with the specific locale/climate protocols for the house (e.g. oil heating, frozen pipes, lawn care, use of bathroom fans to combat mildew and mold growth, etc.). You are asked to keep a clean and welcoming space and report any concerns or damage to the house to the property owner/manager in a timely manner.

## Leases

During Orientation, each community will review the main points of the lease with their Program Coordinator. Each individual JV is responsible for reading through the lease. The lease is between JVC Northwest and the property owner/manager. You will sign a separate page acknowledging that you have read the lease and agree to fulfill your obligations. The obligations are the general care of the house and yard and reporting any house issues or repair needs. Being good neighbors is also important (see page 25 for what we mean by being good neighbors!).

## House Maintenance

Here are some general best practices, though the specifics will vary by location and house. Please familiarize yourself with the house and ask questions of the property owner/manager during a walk-through of the house in the first week of your arrival. Be sure to maintain communication with the property manager/landlord throughout the year for upkeep or emergent house issues.

### Oil Heat

- Set up a regular schedule for contacting your property owner/manager or oil company to fill tanks.
- During winter, check oil level often prior to refill date to avoid running out/damaging the furnace.

### Mildew and Mold

- Run the fan in the bathroom during all showers and for at least 20 minutes afterwards.
- Wipe down shower and tub walls/grooves with vinegar or bleach solution at least every 2 weeks.
- Monitor window fixtures for signs of mold – black spots on window frames. Scrub moldy spots with hot water, detergent, and a scratchy sponge. Treat it with vinegar or alcohol to prevent re-growth.
- Keep heat a minimum of 60 degrees Fahrenheit.

### Yard maintenance/snow management

- Maintain your house mower throughout the year. If repairs or a replacement is needed, JVs will pay for this through their “House Supplies” budget.
- Keep lawn mowed, especially in the spring. For some communities this might mean paying for the upkeep of the lawn.
- Keep lawn watered, especially during hot/dry months in your locale.
- Keep plants trimmed and clear of sidewalk.
- Clear out any dead plant material including leaves from the yard.

### Winter Considerations

- Pipes – when you are at risk of pipes freezing:
  - Cover all outdoor faucets with freeze caps.
  - Leave indoor faucet at a slight drip (catch water in a bucket to re-use).
  - Open any cupboards or coverings over pipes in the house to let in the warmth.

- Weatherizing
  - Cover all windows with plastic sheeting and duct tape.
  - Keep drapes closed, drape towels and blankets over windows.
  - Seal windows and cracks with putty.
  - Place towels along bottoms of windows and doors.
  - Cover outdoor faucets with freeze caps.
- Snow
  - Keep sidewalks and pathways shoveled and clear.
  - Spread sand/litter on sidewalks to melt ice and improve traction.
  - Keep shoes and boots in area by the door on an absorbent rug.

#### Smoke detectors/fire extinguishers

- Check smoke detectors every 6 months, on New Year's Day and the 4<sup>th</sup> of July.
- Replace batteries every year on the 4<sup>th</sup> of July.
- Locate fire extinguisher, check that it's full & its last maintenance date, and review instructions.

#### Stovetop – to avoid risk of fire

- Clean and maintain fan fixture above stove.
- Keep coil trays clear of food and crumbs.
- Not everything that goes in the oven can go on the stove – use safe cookware on stovetops.
- Keep lids and hot pads close at hand to extinguish flare ups and to place hot items on.

#### Utilities

- Ensure your names are on the utility bill by August 31 and help to add the next year's JVs' names by July 31.
- Pay all utility bills on time.
- Look to reduce costs and resources by limiting water use and keeping heat at minimal level (while still warm enough to avoid mold buildup and frozen pipes).
- Further reduce costs and keep house warm: see Weatherizing.
- **If the budgeted amount does not cover bill, your community is responsible for covering extra costs.**
- Each JV community house maintains a house phone and pays for it out of common utility fees.

#### House Keys

- Lock your doors at all times.
- If your house door has a deadbolt lock, USE IT!
- Please provide a house key to your Program Coordinator during the area visit if they need one and follow their instructions for transitioning your house keys to the next group of JVs at the end of the year.

#### Beds – to prevent mold and pests

- Keep mattresses and blankets off of floors and ON bed frames.
- Keep beds six inches from walls.
- If you are exposed to bedbugs, take your shoes off outside the house and spray them with alcohol. Wash your clothes on high heat, then put through the dryer on high heat two times.
- Bedbugs are costly, uncomfortable and can be hard to get rid of. In order to be proactive and prevent the spread of bedbugs into the JV house, please watch the bedbug video waiting for you at your house **by August 31**. Please let your PC know if you need a new copy.

### **Communication**

With Property Owner/Manager – right away (same day)

- Damages to rental property
- Items in need of maintenance or repair
- Requests to change **anything** about the property (paint, gardens, compost bins, clotheslines, etc.)
- Presence of pests

With Program Coordinator –

- Right away (same day)
  - Major damage to house or property
  - Desire to change or alter anything about the rental property or household
  - Any urgent or emergency situation related to the community, house, or neighborhood (including police involvement, trips to the hospital, etc.)
- Not urgent, but important to keep informed of issues with the house (within a week)
  - Smaller damages to rental property
  - Presence of pests
  - Any issues in communication with property owner/manager
  - Need for yard tools or household needs

### **Damages**

Any damages to the house or property are the responsibility of the JV community and should be communicated in a timely manner to both the property owner/manager and Program Coordinator. If there is excessive damage done to a property, you and your housemates may be billed for repairs.

### **Pets**

It is JVC Northwest policy that JV communities **do not** have pets in the JV house. **This policy applies regardless of the property owner/manager's opinion or policy on pets.** This policy is because pets cause more wear and tear or damage to a house, may affect a future JV's allergies, can cause a negative dynamic in terms of communal responsibility for the pet, and pets are expensive living within the JV stipend. Do not pet sit in the house, and do not acquire a pet of your own.

If you need a service animal or emotional support animal, notify your Program Coordinator and landlord immediately. JVC Northwest requests to have a letter from your medical provider on file. Your Program Coordinator will provide a list of questions and discussion topics for you and your community to create community agreements around a shared space with your animal.

### **Love Your Neighbor**

JVs not only experience community with their housemates but also with local neighbors, as well as the broader locale. We try to locate JV communities in places that offer you the rich opportunity to engage in a cross-cultural experience with people of varying racial, religious and socio-economic status. In some cases, this will require you to step out of your comfort zone to engage with someone who brings up discomfort in you. These are the moments of challenge and growth that are hallmarks of the JV experience. JVs that choose to make direct contact with local neighbors and members of the broader community often underline this as one of the most transformative aspects of the program. Therefore, we strongly encourage you to get to know your neighbors and to honor the guidelines listed below.

#### Good Neighbor Guidelines

When you move into your new house, you will be moving into an established community with neighbors who in some cases have called that place home for decades. It is important to remember that you are a guest and that it may be difficult for some neighbors to adjust to having new neighbors every year. Here are some best practices on how to be a respectful and responsible guest in your greater neighborhood community:

- Introduce yourself to neighbors with a friendly chat, a note, or some baked goods in order to get to know them.
- Give your contact information to your neighbors so that they have a way to be in touch with you and to voice any concerns directly with you.
- Host a potluck during your first month in the house – invite neighbors, support people, placement site colleagues, Jesuits, and other community members.
- When someone stops by for a visit, please stop what you are doing, welcome them in, offer them a place to sit and some water or tea.
- The value of community extends beyond your JV community and applies to many relationships in your greater locale community. Take part in neighborhood, citizen, and town meetings, Rotary club and other forums – listen – what is important to the people gathered, who is part of the conversation, who is missing from the conversation, etc. Be a gracious host in your service placement, etc.
- Remember that, though this is your home for the year, it will also be someone else's home next year and your actions will affect future JVs' relationships with your neighbors as well as our reputation. As you are coming in the name of

volunteering, nonprofit work, and the Jesuits, know that your community may hold you to higher standards than an average recent college graduate. If you work with youth, know that you are a role model in all that you do.

- Read your lease – it’s a fundamental program requirement that you uphold the lease.
- Maintain the area around your home so that it’s neat and attractive (i.e. water and mow the lawn, trim trees and bushes, pick up trash, etc.).
- Be conscientious about noises that might disturb your neighbors such as loud radios and elevated voices. Observe quiet hours – we recommend that after 9 or 10 pm, JVs cease loud outdoor activities. Your neighbors or property owners may request an earlier time for quiet hours.
- Take into account the impact parties have on both the JV community and the local neighborhood. As JVs, you take responsibility for modeling stewardship of your neighborhood. Therefore, please end parties at a reasonable hour and be conscientious about the frequency of them. Be sure to invite neighbors that you would like to attend in advance and inform all neighbors of the date/time of your party so they can be prepared. Respect your neighbors’ privacy.
- As you are comfortable and able to balance community commitments, offer to collect mail and water plants while your neighbors are away.
- Pet-sitting/house-sitting: you may be asked to house- or pet- sit at someone’s home . If you are asked, talk about it with your community, as it removes people from community for a time. Also please note that it’s part of the JVC Northwest Covenant that you do not receive additional sources of money including from pet- and house-sitting. If, on infrequent occasion, one of you sits, please uphold your community responsibilities by continuing to show up for community night, spirituality/reflection night and your house business meeting.

### Visitor Guidelines

If you are anticipating guests throughout the year, be sure to discuss this with your community ahead of time. Have clear communication about the dates you will have visitors and whether the community wants to share time, space, or resources with these visitors.

Visitors who are known to JVs are welcome to stay in your house for a one-week (seven day) period during your volunteer year, *after the first months of service has been completed*. This excludes subletting or participating in websites that enable you to open the JV house overnight to strangers. Lengths of stay longer than one week should be discussed with your community and your Program Coordinator. While we strongly value the opportunity for JVs to share the love and friendship of close family and friends, we also recognize the importance of forming strong community relationships. Thank you for respecting this boundary and for the hospitality you show to all guests in your JV home – Jesuits, support people, staff, visitors, etc. **Wait to schedule guests until after Orientation so that you have your Program Coordinator’s Area Visit dates with your community. During Area Visits from your PC, please do not host visitors.** Also note, some JV Houses have clear restrictions on overnight guests/number of guests.

### Internet/Cable

Jesuit Volunteer Community Houses **will not purchase internet or cable television for their JV homes**. Support People will not provide internet or cable for a JV house. This policy is based on the values:

1. **Simple living:** Internet and cable are not necessities and during the service year JVs are encouraged to examine what they really need and what is excess. We ask that your community continue to lean into the challenges of the year, including a discernment of how you can minimize the need for internet in your lives, as opposed to how communities can access internet in a convenient and cost-effective way. In agreeing to be a JV with JVC Northwest, each JV agreed to stretch themselves with(out) technology. The felt “need” for internet at home is a reaction to feeling uncomfortable. Yet, we ask JVs to be uncomfortable in their JV year.
2. **Community:** On the JV community level, internet and cable provide distractions from direct interaction with other JV community members. On a local community level, we ask our JV communities to explore across their amenities and opportunities that are available to them throughout the year. This is an opportunity to explore where a JV can access local resources, such as the public library in our urban and smaller urban locales.
3. **Social and Ecological Justice:** Internet and cable use resources which are not necessary for sustaining life. In some ways, not having internet/cable allows JVs to enter into solidarity with those who do not have sufficient resources to have these services. Alternatively, internet and cable are becoming a regular staple of each person’s life, no matter socio-economic background. Many of your clients will likely have wifi in their homes and that it does not feel like an “act of solidarity” to also forgo wifi. To this point, the purpose of a JV year is not to mimic or reproduce the conditions of poverty --- that’s not going to lead to real solidarity. What we ask our JVs to do is to live a

slower life, find alternative ways to build community, and empathize with the idea of not having immediate access to resources.

### **Spring Break/Service Immersion Trips**

Over the course of the year, your community may be contacted about hosting an alternative spring break or service trip. There is a great history and tradition of JVs being part of these immersions and sharing their experience with current college students. If you are contacted, please feel free to call JVC Northwest to talk it over with your Program Coordinator, please talk it over as a community, and feel free to decline the request. If your community says yes, the responsibilities could be minimal (host a dinner with the group one night or invite them to a community night) or your responsibilities could be more involved (provide a list of agencies where students could serve, be available to the group, serve as a tour guide/ welcoming committee). It's important to be on the same page about what your community wants to commit to. Being part of a service/immersion trip is invaluable to helping spread the Ignatian spirit. Perhaps you attended one yourself and found it valuable! It's also a great way to recruit potential JVs. That said, please do not feel obligated to say yes but really discern if this is something your community would like to do. If you decide to help with or be part of an immersion, please let JVC Northwest know.

### **Romantic Couples in Your JV Community and in Your Locale**

***In your JV community.*** Sometimes romantic relationships form among couples living in a JV community together. Grounded in the value of community, and our understanding of how romantic relationships can impact the community, we ask that if you decide to enter into a romantic relationship with a community mate, that you have a conversation with your other community mates and your Program Coordinator. We expect romantic couples to maintain separate bedrooms in the JV house. It is our policy that JV couples not share a bedroom. Please address questions about this policy to the Program Coordinator or JV Program Manager.

***In your locale.*** Sometimes a JV becomes romantically involved with a local resident of the town or city. Depending on the size of the locale, and the cultural forces at play, the JV's romantic relationship may become fodder for local discussion, the topic of confusion and questions for school children, and even problematic for the JV's placement site. It's our expectation that JVs continue to live in the JV house throughout the duration of the JV year, and that JVs not live with a local romantic partner (LRP or "lurp"). JVs have made a commitment to being a part of their JV Community for the year. It's also our expectation that JVs respect local norms and professional decorum when considering staying overnight with a LRP. Please plan to sleep in your JV house during the Program Coordinator's Area Visits.

# Emergency Procedures

## Emergency Contacts

Please post one copy of the Emergency Procedures (this paper) in your home by your phone, adding any additional local contact numbers needed. A second copy should be placed in your Community Binder.

## Emergency Procedures

In case of emergencies that displace you from your home, decide with your community on a nearby place to regroup (i.e., a neighbor's house or neighborhood store), as well as an out-of-neighborhood place to regroup.

If you or your community mate goes to the Emergency Department or is hospitalized for an emergency medical reason, please notify the JVC Northwest office immediately so that the staff can support you.

Depending on the circumstances, in an emergency, contact:

- Immediate help on 911 or other local emergency numbers
- Support Person(s) - usually the first point of contact, as they are in the immediate locale.
- JV Emergency Contact(s) or parent name/phone –should be posted by the phone in your house.
- JVC Northwest staff – as soon as possible. Contact Sarah Jones (JV Program Manager) or Amy Potthast (Director of Programs), then Jeanne Haster (Executive Director), in that order.

## Important Phone Numbers (*Call in this order*)

<b>JVC Northwest Office</b>		<b>(503) 335-8202</b>
Sarah Jones	JV Program Manager	(215) 410-9751
Amy Potthast	Director of Programs	(503) 702-8972
Jeanne Haster	Executive Director	(503) 754-4990 cell (503) 771-7444 home

## Other Emergency Contacts

In addition to these emergency contacts, also post other numbers you may need in an emergency such as

- Hospitals, doctors, dentists, or other health care professionals
- Placement numbers for each JV
- Property owner/manager

## Living in Community

*"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 masks of composure, and who have developed some significant commitment to rejoice together, mourn together, and to delight in each other, make other's conditions their own."*

M. Scott Peck, *Community and Peacemaking*

Living in and working at community is a commitment each person makes when becoming a JV. Exploring the depths of community requires time and energy. History has shown that the most "successful" communities took on some structures and that community members committed time and energy to the exploration of the meaning of community. Strong communities help our walk in social and ecological justice to be more balanced, authentic and hopeful. Community is yours to create; the following characteristics of successful communities can serve as suggestions for building your own JVC Northwest community.

- **Establish common bonds.** Working for justice, living in community, living simply, and exploring communal and personal spirituality or development are common areas where community members can support one another.
- **Pray or Reflect Together** - Reflect together on the interactions and events that you experienced in your day. You may share inspirational readings, have quiet time and offer prayers of thanks and support during meals and free time. Regular community prayer and reflection strengthens relationships, helps create a community identity and builds a foundation of trust which can sustain a community through difficult times.
- **Acceptance/Celebration of each others' differences.** We all have different personalities. Each of us has gifts to offer. Take time to share your talents and discover the gifts of others.
- **Regularly scheduled community meetings.** Regular meetings keep communication open and allow the group to process decisions. See "Approaches to Community Meetings" for ideas on community meetings.
- **Community dinners.** Regularly scheduled dinners build relationships, allow for sharing of experiences, and keep communication lines open. Rotating cooks allows people to share their tastes and talents.
- **Open communication.** In order to have healthy community, the channels of communication must be kept open. You may need to learn new communication skills since people communicate differently and, in many ways, healthy communication is counter-cultural. Communication skills and tools will be revisited on area visits and retreats.
- **Intentional 1-on-1 time.** Create a system or schedule so that each community mate spends 1-on-1 time with each mate. Developing a 1:1 relationship early makes conversations, requests, or tension easier to address in the future.
- **Learn each other's boundaries.** Different people have different thresholds for sensory intake, particularly touch. One way to help navigate this as you build community is to use the touch scale. The touch scale is a scale from 1-10 of how comfortable you are with platonic touch – hugs, arm squeezes, standing close, etc. 1 would be for someone who prefers not to be touched and does not like to give or receive hugs, whereas 10 would be for someone who is very open to giving and receive hugs and being in close contact with others. The scale can also be used to explain how relating to touch changes as you build relationship – for instance, "When I first meet someone, I'm a 3, but when I get to know someone better and feel comfortable, I move up to a 7. How can you use the scale to discuss other ways to establish sensory and non-sensory boundaries?"
- **Play!** Hang out together! It is necessary to have times for the community to play together and enjoy each other. Spontaneity is one of the keys to success, but you may need to plan time to be spontaneous!
- **Shared daily needs.** Rotating chores prevents a feeling of "getting stuck" with certain responsibilities. Maintaining a clean and comfortable environment goes a long way in making the JV house a home.
- **Outside support.** Friends, Program Coordinators, parish, Support Persons, and FJVs can be important members of the "extended family" of the community.

- **Individual time.** Take time to do your own thing. Balance your needs and the needs of community.
- **Confidentiality.** Some community business belongs only to the community. Clarify in your house meetings what is to be shared outside of community and what is not.
- **Disclosure.** It is important to recognize that if an issue arises in the community, such as a JV with an eating disorder or depression or who talks about suicide, this information is to be shared as soon as possible with a trusted person in your locale and your Program Coordinator.

## **Approaches to Community Living**

By Brian P. Kelly and Mary Jo Commerford (*former Jesuit Volunteers*)

Meetings are an essential part of the community experience. At meetings, many objectives can be achieved: finding out how people are doing at their placements, planning a party, airing differences about what kind of cereal should be purchased, praying together, and more. It is a structured time that can be used to present to the community different problems or good experiences which otherwise might not get discussed. Small problems can remain small if they are discussed early enough. Here are some suggestions your community might want to incorporate.

- **Regular meeting night:** Set a regularly scheduled night and stress the importance of all community members being present. This is a commitment which will facilitate the opportunity for open communication.
- **Facilitator:** Have a facilitator and rotate the role. This gives everyone a chance to practice the skill of facilitating.
- **Agenda:** Post an agenda in advance which includes a topic, the person presenting it, and the amount of time needed to talk about the topic sufficiently.
- **Set an ending time.** Everyone can be more attentive if they know how long the meeting will last.
- **Action planning.** Decide on specific action items from the community meeting. Who? What? When? How?
- **Minutes.** Have someone take and keep track of the minutes from each meeting. They are good for future reference about who will do which chores, how much money was allotted for utilities for the month, etc. These can be detailed or put more informally on butcher paper, in a community meeting minute notebook, etc. Keep these notes in a public place so anyone can refer to them when wanting a reminder about community decisions.
- **Turn phone ringers off and turn down the volume on the answering machine!** Turn off your cell phones and don't bring them to community or spirituality nights, dinners, meetings, etc. The phone can become quite a disruption so let those phones go to voicemail and you can return calls after.
- **Check-ins.** At the beginning of each meeting let people air how they are feeling; perhaps they have had a lousy day and really don't want to be at the meeting. This is good to know, for if a touchy subject comes up, the group will at least be aware of the person's disposition and can present the problem accordingly. Some suggested check-in questions and structures: Highs and Lows of the day; high, low, buffalo (something random); what's giving you life right now?, what are blocks?, etc
- **Resentments or Blocks.** At the beginning of the meeting ask if anyone has any resentment that they feel would hinder the process of the community meeting. Use your judgment to decide if the problem should be resolved during the meeting or at a later time.
- **Getting everyone's voice heard.** When the community is in a decision-making situation that needs to be talked out, such as where to go for a weekend away, there are many methods to getting everyone's voice heard. This is

important for the person who does not regularly express an opinion. The unexpressed opinion can be the most problematic, for a person can build resentments even when choosing not to express an opinion. Here are two suggestions for getting everyone's stand on an issue:

1. **100%.** Before the problem is discussed, everyone expresses what the outcome of the decision would be if their dream came true. After all dreams are heard, at least the group has an understanding of what the other group members want in a non-threatening atmosphere. There is no guarantee that each member will get 100% of what they want, but it allows each person to feel heard.
2. **Fist to Five.** When it comes time to make a consensus decision on an important house issue, this is a good way to get people's feedback on their feelings. When raising your hand on an issue, five fingers outstretched means you are strongly in favor of the decision, zero fingers (a fist) means you are strongly against, and the increments in between denote feeling gradations.

It is important to allow those who were strongly opposed to a decision (zero fingers) the decision the opportunity to explain why and for the group to come to a decision with which everyone can live. In other words, everyone will support the decision even if they would have preferred something else. "Majority rules" may save time but may alienate and divide the community. Important community decisions should, whenever possible, be arrived at by this means. However, to use this method for every decision can make community a painstaking process. We encourage you to discern wisely the use of consultative and discernment methods of decision-making for other less significant decisions.

3. **Thumbs.** When asking for "thumbs," everyone offers one of three options: a thumbs up (sounds great), thumbs sideways (I need more information), or a thumbs down (I'm not interested). Similar to fist to five, it's not a "majority rules" method, but a way to "take the temperature." Once everyone has an idea of how others in the meeting are feeling, the conversation progresses from there.
- **Review action items.** The notetaker or facilitator should recap last week's notes to ensure that mates are following up on action items. If an action wasn't completed, it is added to the current week's action items.
  - **Affirmations-** This is one way in which a community can close a house meeting. Some meetings do get emotional, yet we all have to live together. The person that got chewed out for leaving the dishes in the sink would probably appreciate a compliment for taking the garbage out regularly or perhaps one of your community members is working very hard at their placement. We need support from one another to make the JVC Northwest experience successful!

These are just suggestions we found that worked. By the time your year is over, you will be able to add your own suggestions. Once again, we encourage you to have these regularly scheduled meetings for they are a good way to avoid crisis, keep in touch with community mates with busy schedules, and adds a sense of continuity so that you don't meet only when there is a crisis.

## **Roles in Community**

### **Community Bookkeepers**

Each JV community designates **two** of its members to serve as co-bookkeepers. They are responsible for keeping accurate financial records, for making timely deposits of community income, paying community bills on time, reporting financial issues to JVC Northwest, informing housemates about the community financial situation, and making monthly financial reports for the JVC Northwest Business Manager. However, the JV community is collectively responsible for making all decisions about expenditures. Any problems with finances should be reported to the Program Coordinator and/or the JVC Northwest office.

### **Community Liaison**

A Community Liaison is responsible for being the main point of contact to JVC Northwest staff related to housing and property manager issues, AmeriCorps communications, and sharing community photos and stories. They will communicate any house maintenance issues, property owner/manager concerns, etc. to your PC as soon as they are known. The liaison will also receive e-mails, snail mail and phone calls from the PC and be responsible for posting and communicating the information for others to read. They will also be the main contact to review, understand, and share any AmeriCorps related communications that have been received from the JV AmeriCorps office each month. The liaison will act as the main point of contact for sharing photos and stories throughout the year, which includes taking and submitting community and service photos to JVC Northwest each month. Lastly, the Community Liaison will engage in conference calls with the JVC Northwest staff once or twice a year.

If the Program Coordinator or JVs decide that the liaison role is not a great fit for their skillset, they may recruit another community mate to support or take over the role.

## **Race in Community**

In JV community conversations, race and racial justice comes up. In discussions of social justice, community events, daily life together, service placements, and other topics, we invite you to explore how race and power are at work. We encourage you to initiate and engage in these conversations within your community, whether or not there are JVs of color in the community. These conversations can be difficult to engage in, so we encourage you to read the ground rules and glossary below and to reach out to us for support.

### **Ground Rules**

Speaking about race in your intentional community can be singularly stressful. Here are some ground rules.

- Racism is real, and the United States is founded on racist structures (white people's kidnapping people from their families in West Africa and enslaving them, for example; white people's creating structures and laws that have erected barriers for people of color related to education and amassing intergenerational wealth like redlining and segregation.)
- Reverse racism does *not* exist. Racism is power + prejudice. Even if a person of color feels animus against a white person, based completely on their skin color, that animus doesn't come with the full force of U.S. history, culture, and law.
- It is *not* the job of the people of color in the community to educate white JVs about race or racism, nor is it their job to represent all the people of their race in conversations about social justice, racism, etc. White JVs, please look to resources such as the organization Showing Up for Racial Justice (SURJ) to educate yourself about race and racism; read books, talk to other white people who understand more than you, etc.
- Listen to the experiences of JVs of color – expect that their experiences will differ from yours (sometimes, or frequently) and that you should believe in and validate their experiences and perspectives. Your job is not to compare your experiences, or to play devil's advocate to their perspectives, pointing out to them where their notions are incorrect. Your job is to listen, hear, believe, be transformed through believing.

- Be aware of white fragility – when white people use defensiveness or sensitivity about race issues as a strategy to shut down frank conversations about race.
- Interrupt microaggressions. Microaggressions are offensive comments spoken to people of color. If you are a white JV, your jobs are to: 1) not commit microaggressions, 2) identify microaggressions when you hear them and then 3) interrupt them.
- Relatedly, if you are a white person, it is not your job to decide what *is* or *is not* offensive to a person of color.
- Speak from your own experience – without judgement. Watch trigger words like “why” (as in, “Why would you say that?” – try, “What has you say that?” instead. Even if your tone is meant to be neutral, it’s easy to hear “why” as judgmental.)
- Support the learning of others, stay curious. Replace judgment with curiosity (as in, “What has you say that?” instead of “What is that supposed to mean?” or “I can’t believe you just said that!”)
- Embrace paradox – two things can be equally true even though they appear opposite on the surface.
- Expect discomfort. Take some deep breaths; notice where you feel uncomfortable.
- Commit to starting with compassion.
- If your JV community is struggling to have eye-to-eye conversations about race, please let your Program Coordinator know that you all need help. It is not the job of the JVs of color in your house to facilitate racial dialogue in the house.
- What other ground rules would your community add?

### **Shared Vocabulary**

Here is a working list of words we use in the JVC Northwest office when we speak about race and equity. We thought you and your community could benefit from these terms as well. (In fact, learning these words together could be a meaningful community activity!) Consider the terms your community would add to this list. Discuss questions or reactions you have to these definitions. These terms were taught to us and defined by Jen Lleras and Angus Maguire.

**Power**—Power is the ability to get what you want by making a decision or influencing an outcome. Power is neutral until it is used. You can have power **WITH** or power **OVER**.

**Racism**—The systems, interactions, and stories that maintain a white supremacist society.

- In everyday language
- In policy
- In how we relate to one another and define our value
- In the act or threat of violence

**Gender**—A social and political category assigned to people based on a set of unrelated characteristics. This definition is based entirely on the assumption and assertion that there are only two genders: male and female. Gender assumes that biology is destiny.

**Race**—A social and political category assigned to people based on a set of unrelated characteristics. Created and changed over time to maintain power for white people.

**People of Color**—An umbrella term that unites people who are not categorized as white, as a strategy to build political power.

**Whiteness**—An umbrella term developed to maintain the power and inequities that result from a white supremacist society. Whiteness is a political construct.

**Dominant Culture**—Culture refers to the established norms, language, religion, values, rituals, and social customs. The dominant culture is a culture that is the most powerful, widespread, or influential in a context in which multiple cultures are present.

**Privilege**—An unearned advantage experienced because the stories, rules and resources are stacked in your favor.  
- Privilege results in both situational and cumulative outcomes.

**Oppression**—The collective experience and outcomes for individuals and groups who are targets and victims of dominant cultures. Policing and maintaining of dominant culture produces specific outcomes that are observable and measurable.

### **Interrupting Microaggressions**

Here is one process you might want to try to interrupt microaggressions – also suggested to us by Jen Lleras and Angus Maguire. You can remember it by the acronym QUEST:

**Q:** Ask Questions with genuine curiosity. Look for shared values.

**U:** Unpack it. Show how the comment connects to larger systems or potential outcomes; what if everyone thought that way?

**E:** Expose Assumptions. What are some underlying beliefs that would lead to such a comment?

**S:** Seek common ground. Talk about shared values and create a safe space, absent of us vs. them binaries.

**T:** Tell stories. Share a story or a personal truth that relates to the microaggression.

### **Resources**

Throughout the year, beginning with Orientation, we will offer you resources. Please take a look at the JV web page, <http://JVCnorthwest.org/JVresources> to find more.

### **Reach out to Us**

We are working on equity here at JVC Northwest. The board and staff have prioritized equity, anti-oppression, and antiracism as a Strategic Direction. Our staff are engaged in regular meetings and conversations about equity in the running of the organization and in our programs. Social justice is one of our core values, and so we see all of our efforts to establish JVC Northwest as an antiracist organization as one way we live out that value.

Because antiracism is vitally important, we *want* to hear from you about your experiences, and where we could do better. Please let your Program Coordinator, the JV Program Manager, or the Director of Programs know what is working for you and where we could do better. Ask us what resources we are aware of for people of color in your locale, and/or let us know the resources you find helpful – and that future JVs will find helpful as well.

## Critical Issues: Awareness and Response

A year in JVC Northwest can be stressful and, at times, overwhelming. JVs experience people in their greatest need, hear their stories, and hold a space of compassion for them. In addition, community living brings new challenges and invites us to engage even more energy at home. This experience requires each of us **to pay attention to ourselves and each other** in order to ensure everyone’s health and safety. Below are some helpful hints for how to identify and respond to some of the critical issues which could potentially arise in your community.

<b>When stress becomes a critical issue: Key Signs</b>	If YOU are in need of support:
<b>Disordered Eating</b> <ul style="list-style-type: none"> <li>• Binge eating, followed by vomiting or laxatives (or not)</li> <li>• Refusal to eat anything</li> <li>• Excessive exercise</li> <li>• Quick and excessive loss of body weight</li> <li>• Obsessive-compulsive behavior</li> </ul>	National Eating Disorders Association confidential Helpline: 800-931-2237, Mon-Thurs, 9a-9p EST; Fri, 9a-5p EST.
<b>Alcohol/Substance Abuse</b> <ul style="list-style-type: none"> <li>• Drinking/drugs to deal with emotions</li> <li>• Drinking/drugs alone</li> <li>• Excessive drinking/drugs, blackouts</li> <li>• Drinking/drugs take precedence over service at the agency/community</li> </ul>	The U.S Substance Abuse and Mental Health Services Administration's toll-free phone number for alcohol and drug information/ treatment referral assistance: 800-662-4357.
<b>Depression</b> <ul style="list-style-type: none"> <li>• Changes to eating and sleeping patterns</li> <li>• Lessening of interest in daily activities</li> <li>• Feelings of worthlessness and/or complete loneliness</li> <li>• Diminished ability to think and concentrate</li> <li>• Strong emotions of anger, euphoria, and/or sadness</li> </ul>	The U.S Substance Abuse and Mental Health Services Administration's toll-free phone number for mental health treatment referral assistance: 800-662-4357.
<b>Suicide</b> <ul style="list-style-type: none"> <li>• Feelings of despair and hopelessness</li> <li>• Discussion of specific suicide methods, rehearsing suicide</li> <li>• Withdrawal from community, conversation, interaction with others</li> <li>• Winding up personal affairs</li> <li>• Offering beloved personal items as gifts to others</li> <li>• A sudden improvement in attitude and humor after a long period of depression often signifies that a suicide is imminent. Don’t take this as a good sign; seek immediate assistance.</li> </ul>	National Suicide Prevention Lifeline 1-800-273-TALK (8255); TTY: 1-800-799-4889.
<b>How to respond to a critical issue:</b> <ul style="list-style-type: none"> <li>• Avoid passing judgment.</li> <li>• Check-in with the person at risk:                             <ul style="list-style-type: none"> <li>○ I’ve noticed you seem stressed. How are you doing?</li> <li>○ Would you like to talk about it?</li> <li>○ Who do you have to support you through this?</li> </ul> </li> <li>• Inform your support person and Program Coordinator.</li> <li>• Familiarize yourself with local resources. Don’t be afraid to ask questions.</li> </ul>	Rape, Abuse, Incest National Network national hotline 800-656-HOPE will connect you to a rape crisis phone counselor in your area. Also, it’s a great idea to call your local authorities!

## **Drug and Alcohol Policy**

Jesuit Volunteer Corps (JVC) Northwest engages individuals in a transforming year of full-time service. Jesuit Volunteers (JVs) in the Northwest examine and act on the causes of social and ecological injustice to promote peace and structural change. We recognize that addiction has been and continues to be a destructive force in families and communities around the world; therefore, we ask that serious reflection and action in line with this covenant be taken in terms of alcohol use and that JVs abstain from drug use during their service year. We view our policy on drugs and alcohol as consistent with the intentions in our Covenant: to live healthily in community, simply and sustainably, as spiritual persons committed to justice.

It is the intent of the JVC Northwest staff to challenge all Jesuit Volunteers to:

- be aware of, reflect upon, discuss among themselves, and act intentionally with respect to the use of alcohol in relation to the JVC Northwest values
- explore ways of socializing that do not involve alcohol
- recognize abusive use of alcohol as contrary to living the JVC Northwest values
- think critically about the relationship between living in solidarity with the communities JVs serve and how drugs and alcohol currently impact these communities

### **The policy of JVC Northwest regarding drugs and alcohol is as follows:**

- The use, sale, or possession of any illegal drug, marijuana, drug-related paraphernalia, or other illegal substances by a JV during the JVC Northwest program year is unacceptable.
- We acknowledge that marijuana is legal in Alaska, Oregon, and Washington states, but not in Idaho and Montana. All JVs, regardless of where they are placed, commit to not using marijuana during their service year.
- Alcohol, marijuana, and/or non-prescription drugs will not be present at Orientation or retreats.
- JVs will consider the effects of alcohol consumption not just on themselves, but on their community members. JV communities will decide together if and how they want alcohol to play a part in their year and will use it with consideration and intentionality, if at all.
- JVs will not spend community money on alcohol or drugs.
- Alcohol use by a JV which impairs judgment and/or illegal drug or marijuana use is unacceptable in JVC Northwest.
- JVs living in/near Hays, Ashland, and St. Xavier, Montana will commit to a dry community, which means refraining from purchasing or consuming alcohol in or near their locale.
- JVs living in Omak, WA and Bethel, AK will commit to a dry community for the first three months of the program, during which they will engage in a discernment process to determine their alcohol policy for the rest of the service year.
- All JV communities are invited and encouraged to commit to a dry community during the first month. See “Program Wide Dry Discernment” for more info.

If a JV engages in behavior that is in violation of this drug and alcohol policy and/or uses alcohol or drugs in a way that is destructive to themselves and/or their community, the JV may be required to comply with one or more of the following: agree to a drug and alcohol assessment conducted by a professional identified by JVC Northwest, which may include a urinalysis, and agree to release the information to JVC Northwest; agree to and follow through with the recommendations of the assessment, entering into substance abuse counseling, if necessary; abstain from alcohol and drugs for the remainder of the JV year; be dismissed from the JVC Northwest program.

JVC Northwest has adopted this policy because it conforms with federal law and because of our belief that the use, sale and possession of illegal drugs or abuse of alcohol has harmful effects upon the JV, the JV community, the JV’s neighborhood, JVC Northwest, and the partner agency and clients.

## Program Wide Dry Discernment

After careful consideration and thoughtful dialogue, **the JVC Northwest Program team has decided to implement a program-wide “dry discernment month” for all JV communities at the start of the 2017-18 service year.**

### **Expanding the Dry Discernment Process – What is the motivation for this change?**

Some JV communities are currently designated as “dry” and “dry discernment” communities, including Bethel, Omak, St. Xavier, Ashland, and Hays. The purpose of this designation stems from the historical trauma caused by the introduction of alcohol in specific locales, and our program’s desire to respond to this reality in a way that reflects the mission and values of JVC Northwest.

While JVs in such locales continue to live out this intention and, in the process, gain valuable awareness and insight, the designation also creates division among volunteer communities and missed opportunities for deeper learning among all JVs who do not engage in a dry year. We understand that the effects and harms of alcohol are not only confined to specific locales in which we designate as dry, or dry discernment, but all the communities we serve.

Ongoing feedback from JVs and conversations among the Program team have therefore generated greater recognition of the need for intentional individual and community reflection around alcohol for JVs throughout our program, regardless of locale.

### **What is the dry discernment process?**

In order to more actively respond to the need we have identified, the program is setting forth *a strong invitation for all communities to use the first month of their JV experience to examine and reflect upon their personal relationship with alcohol and the role it can/will play in community life.* This discernment process will include personal and community reflection and conversations based on questions developed by JVC Northwest that touch on:

- volunteers’ personal relationship with alcohol and expectation to refrain from consuming alcohol during the first month
- the relationship between program values and alcohol
- heightened awareness of the personal and systemic impacts of alcohol experienced by the people and populations JVs accompany
- the articulation of community agreements that honor and respect community members’ needs and preferences related to alcohol.

Many JVs have already provided positive feedback, referencing the importance of marking the transition away from college culture and into a year of intentional service. They see the dry discernment month as an opportunity to re-evaluate their relationship with alcohol outside of a college context and to begin the process of building authentic relationships with community mates around common values and interests.

The JVC Northwest staff, particularly Program Coordinators, are available to answer any questions that might arise as we implement this process in all of our JV locales.

Jesuit Volunteer Corps Northwest  
**Code of Conduct**

**Date adopted:** June 2011  
**Date approved:** May 14, 2016  
**Due review:** May 2018

Jesuit Volunteer Corps (JVC) Northwest recognizes the inherent dignity of all individuals and promotes respect and reverential behavior toward those with whom the representatives of JVC Northwest work and serve. Representatives of JVC Northwest, including Jesuit Volunteers (JVs), must at all times be aware of the responsibilities that accompany their work and service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with others.

JVC Northwest is committed to providing a safe environment for those with whom we serve and work and has adopted this code of Conduct to address the issues of potential abuse and misconduct by our JVs. Those who act on behalf of JVC Northwest may have special influence in the lives of the people they serve and an imbalance of power and hence vulnerability can be inherent in the relationship. It is the responsibility of those representing JVC Northwest to maintain appropriate boundaries with those with whom they work and serve.

The appropriateness or inappropriateness of behavior is judged both by the intent of the representative of JVC Northwest and by its impact upon the recipient. It is the policy of JVC Northwest that the behavior of all representatives of JVC Northwest must comply with professional ethical standards. Not only must the actual behavior meet appropriate standards, but all representatives of JVC Northwest are expected to act in ways which do not give the appearance of impropriety. Additionally, the relationships between Jesuit Volunteers and partner agencies must adhere to ethical professional standards. Violation of this Code of Conduct may result in removal from the JV Program or other appropriate action in the discretion of JVC Northwest.

1. **Policy on Prevention and Screening** JVC Northwest seeks to minimize risks to children and vulnerable adults through a prevention and screening program that includes applications, interviews, reference, and criminal history checks.
  - a. JVC Northwest conducts criminal history/background checks on all JVs prior to acceptance as a representative of the program. Acceptance into the program for JVs is contingent upon the successful completion of the criminal history/background checks.

Jesuit Volunteers:

- For JVs who are not AmeriCorps members the pre-acceptance criminal history screening will include state repository criminal history checks of the state where the applicant lived at time of application and the state where the JV will be serving, as well as a NSOPW check.
  - For JVs who are AmeriCorps members, JVC Northwest follows the guidelines provided by the Corporation for National and Community Service which includes a state repository criminal history check from the state in which they will serve, a state repository criminal history check from the state where the JV AmeriCorps member made application, a FBI national criminal history check, and a NSOPW check.
- b. Any JV who is listed, or required to be listed, on a sex offender registry; convicted of murder; refuses to undergo the criminal history check process; or makes a false statement in connection with a program's inquiry concerning the person's criminal history is ineligible to work or serve. If a prospective JV's criminal history/background check(s) indicate any convictions other than murder, the Executive Director of JVC Northwest will determine whether or not such conviction(s) renders the candidate ineligible to serve or

work. If the Executive Director determines that the convictions constitute grounds for ineligibility, the candidate will be sent a letter of denial of acceptance with a summary of their rights under the Fair Credit Reporting Act (FCRA).

2. **Policy Regarding Treatment of Vulnerable People.** As stated above, JVC Northwest is committed to providing a safe environment for those with whom we serve, many or all of whom are vulnerable people. For purposes of this Code of Conduct, the term “vulnerable people” includes the following:
- Children and youth under the age of 18;
  - Persons aged 60 and older;
  - All persons who, because of physical, mental or emotional impairment, or the effects of recent life experiences, are currently unable to exercise an average adult’s physical or emotional independence, mental insight or judgment;
  - All clients to whom JVs or their placement agencies provide services;
  - All persons over whom any person, due to their status as a JV is in a position of power;
  - All other persons who a reasonable adult would consider vulnerable.
- a. JVC Northwest recognizes that every JV is in a position of power when working with vulnerable people, and they therefore have the responsibility of setting and communicating healthy boundaries in order to prevent situations that can be later misinterpreted as abuse.
- b. All JVC Northwest representatives shall strive to use positive reinforcement rather than criticism, competition, or comparison when working with vulnerable people.
- c. JVC Northwest representatives shall not accept expensive gifts (i.e., gifts with a value in excess of \$50.00) from vulnerable people, their family or friends and anyone at partner agencies.
- d. JVC Northwest representatives shall refrain from giving expensive gifts (i.e., gifts with a value in excess of \$50.00) to vulnerable people, their family or friends and any person at partner agencies.
- e. JVC Northwest representatives shall not engage in the following conduct:
- i. Smoke or use tobacco products in the presence of vulnerable people, unless in the context of a cultural or spiritual ritual or ceremony.
  - ii. Use, possess, or be under the influence of alcohol or any other intoxicating or mind-altering drug at any time while serving with or in the presence of vulnerable people. An exception will be made for receiving sacramental wine as part of Mass or another religious ceremony.
  - iii. Inflict any emotional or physical harm or pose any emotional or physical risk to vulnerable people.
  - iv. Strike, spank, shake, slap or physically harm others, or touch them in a way that may reasonably be perceived as unnecessary, inappropriate or involving too much force.
  - v. Humiliate, ridicule, threaten, degrade or emotionally and mentally abuse others.
  - vi. Touch a vulnerable person in a sexual or other inappropriate manner, or in a way that might be interpreted as sexual or otherwise inappropriate.
  - vii. Engage in sexual abuse or harassment including, but not limited to, offering gifts, money or preferential treatment in exchange for sexual favors or using threatening behavior to obtain sexual favors.
  - viii. Use any discipline that frightens or humiliates vulnerable people.
  - ix. Use inappropriate profanity in the presence of vulnerable people.
- f. In applying the foregoing, the following Touching Guidelines shall apply:
- i. Touching must be age-appropriate and based on the need of the minor or the client and not on the need of the adult. An adult must avoid physical contact when alone with a minor or disabled adult,

unless required to carry out position duties. Touches and embraces that are experienced or reasonably perceived as uncomfortable to the individual, adult or minor, are forbidden.

- ii. Adults should avoid any physical touching of vulnerable people, minors, or disabled adults that may reasonably be perceived as sexual in nature.
- iii. Examples of behaviors that can be misconstrued as sexual in nature, and thus are to be avoided, include but are not limited to:
  - inappropriate or lengthy embraces
  - kissing
  - touching bottoms, chests, legs or genital areas
  - spanking or slapping
  - showing affection while in an isolated location
  - wrestling or tickling
  - piggy-back rides
  - massages
- iv. It is important to remember that, when dealing with a minor who inadvertently misplaces hands on a JV, the suggested way of dealing with this is to gently take the hands and remove from the inappropriate spot, kneel down to the child's level and continue the discussion at eye level. If a minor initiates physical contact, such as a hug, a reciprocal, appropriate, limited response is proper.

- g. In applying the foregoing, the following Guidelines regarding Verbal and Nonverbal Abuse shall apply. Examples of speech or actions which are inappropriate include but are not limited to:
  - i. compliments that relate to physique or body development;
  - ii. humiliation, ridicule, bullying, or degradation of another person;
  - iii. topics of discussion, vocabulary, recordings, films, games, computer software, internet sites or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents;
  - iv. sexually explicit or pornographic material;
  - v. sexual innuendo;
  - vi. singling out of persons, especially children, for special personal attention or personal gifts.
- h. JVC Northwest representatives shall cooperate fully in any investigation conducted by law enforcement or agency representatives or JVC Northwest representatives regarding abuse or inappropriate treatment of vulnerable people.

3. **Policy on Dual Relationships/Personal Boundaries.** Dual relationships are those in which the professional or service purpose is intermingled with personal friendship. Key points to be adhered to and/or aware of, in relationships are:

- Sexual relationships with supervisors, clients or students are forbidden.
- JVs assume responsibility for setting and maintaining clear, appropriate physical and emotional boundaries in all professional relationships.
- In situations where an inappropriate personal or physical attraction develops between a JV and an adult, client or young person, the JV is responsible to maintain clear, professional boundaries.
- It is unprofessional to suggest that the relationship between JVs and those who seek their help is a two way relationship in which the JV also receives benefits or services from the interaction. It is the responsibility of the JV to retain a professional relationship, not the client.
- The appearance or reality of concealing or asking individuals to conceal the fact and nature of a personal relationship is a violation of such boundaries.
- It is recommended that JVs be accompanied by at least one other adult when hosting activities for minors or vulnerable adults with whom they have become acquainted through their work placements.

In cases where this is not possible, JVs are to follow the rules on chaperoning as outlined by the placement site where the JV serves.

- When taking minors or vulnerable adults on field trips, conferences or tours, the rules and protocols of the placement site are to be followed.

4. **Policy on Reporting Abuse.** JVs shall report suspected physical, emotional or sexual abuse, as provided herein. Depending on the applicable law in the state where the JVC Northwest representative is serving and/or type of position they have in a Partner Agency, failure to report suspected abuse to governmental authorities may result in criminal prosecution.

a. Suspected abuse must be reported to the following:

- i. The Executive Director of JVC Northwest and/or Board Chair (See Appendix D); and
- ii. If a JV is reporting abuse or misconduct at the placement site, the site supervisor or, if the site supervisor is the alleged abuser, to the next highest authority; and
- iii. Governmental authority for the state where the abuse or misconduct occurs, if required and/or necessary. See Appendix B for information regarding the pertinent governmental authorities in various states.

b. When reporting abuse, as much as possible of the following information must be included:

- i. Nature of the harm or specific incident that precipitated the report;
- ii. Date and descriptions of the alleged abuse, injuries or dangers;
- iii. Identity of the victim of the alleged abuse;
- iv. Identity of alleged abuser and the relationship to the vulnerable person;
- v. Witnesses to the incident and how they may be reached;
- vi. Details of any physical evidence available;
- vii. Accessibility the alleged abuser may have to the victim of abuse or any other vulnerable person;
- viii. Present condition of the victim of the alleged abuse (alone, needing medical attention, etc.);
- ix. The current location of the victim and directions to get there;
- x. Any statements from the victim;
- xi. The way the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the victim.

c. When reporting abuse, the dignity of the alleged abuser is to be maintained.

d. JVC Northwest will not tolerate retaliation by partner agencies, board members, staff, JVs or JVEs for reports made in good faith. (See Appendix C)

e. For purposes of this Code of Conduct, the term “abuse” includes the following:

- i. physical abuse, defined as any touching in a manner that may be reasonably perceived as unnecessary, inappropriate or excessive, such as hitting, biting, scratching, pinching, pushing, kicking, slapping, shaking, spanking, etc.;
- ii. sexual abuse or harassment, including but not limited to engaging in any sexual act with a vulnerable person, touching a vulnerable person in any manner that might reasonably be considered to be of a sexual nature, using language of a sexual nature in the presence of a vulnerable person, asking a vulnerable person to engage in any sexual act, offering gifts, money or preferential treatment to any vulnerable person in exchange for sexual favors and using threatening behavior to obtain sexual favors from any vulnerable person;
- iii. unjust or improper use of a vulnerable person’s resources for one’s own profit or advantage;
- iv. physical, emotional or mental injury;
- v. psychological abuse, defined as using verbal and/or non-verbal behavior that may reasonably be perceived to demonstrate disrespect, including but not limited to sarcasm,

retaliation, intimidation, manipulation or coercion, teasing, inappropriate posturing or gestures;

vi. financial abuse or exploitation.

**5. Policy on Responding to Allegations of Abuse or Misconduct by a JV.**

- a. JVC Northwest, or a representative authorized by JVC Northwest, will conduct a confidential investigation of an allegation of abuse or misconduct by a JVs.
- b. Any report of abuse allegations received by JVC Northwest personnel are to be reported to the Executive Director (ED) immediately. If the ED is unavailable to receive the report, the Chair of the JVC Northwest Board of Directors is to be contacted. The ED, or their designee, will coordinate the investigation of the allegation of abuse. If the allegation of abuse involves the ED, the Chair of the Board will be contacted and coordinate the investigation.
- c. Within 24 hours of receiving a report of abuse, the lead investigator will be in contact with the following:
  - i. The person who reported the abuse;
  - ii. The accused person;
  - iii. Placement site staff.
- d. A JV who is the subject of an allegation of abuse within the context of a placement site will be asked to take an immediate leave of absence from the placement site. If the JV refuses to do so, they will be suspended from the JVC Northwest program immediately. This leave of absence or suspension does not imply guilt; it is imposed to protect the alleged abuser and alleged victim during the investigation.
- e. JVC Northwest will consult with legal counsel as appropriate during the investigation.
- f. If the alleged abuse is against a fellow community member, a temporary place to stay will be arranged for the alleged abuser and/or alleged victim.
- g. The lead investigator will maintain contact with local authorities as needed to cooperate with their investigation.
- h. The lead investigator will document all conversations and actions taken in the investigation of any allegation of abuse. All notes will be kept in a confidential file.
- i. Before finalizing any report of the investigation, the lead investigator shall send a draft of the report to legal counsel for legal advice.

**6. Policy on Provision of Support to Victims**

- a. JVC Northwest upholds the rights of victims of abuse or misconduct:
  - i. Right to be heard;
  - ii. Right to be treated with respect and consideration;
  - iii. Right to report allegations to the appropriate governmental authorities;
  - iv. Right to seek and retain legal counsel;
  - v. Right to discretion in the conduct of the investigation;
  - vi. Right to input about what actions are taken, including whether or not an investigation is conducted;
  - vii. Right to reply to any response from the accused;
  - viii. Right to provide evidence in support of the allegations;
  - ix. Right to know the results of the investigation.

b. JVC Northwest will reach out to victims as the victim(s) deem appropriate.

**7. Policy on Provision of Support to Anyone Accused of Abuse or Misconduct**

a. An allegation of abuse is not a presumption of guilt. JVC Northwest staff and community will provide support to the accused.

b. JVC Northwest upholds rights of the accused:

i. Right to know the nature of allegations;

ii. Right to defend against allegations;

iii. Right to counsel;

iv. Right to discretion in the conduct of the investigation and to have their good name protected;

v. Right to know the results of the investigation.

**8. General Provisions.**

a. All JVs will read and agree to the terms of this JVC Northwest Code of Conduct before beginning their service or employment, and will sign the appropriate Acknowledgement form (attached hereto as Appendix).

b. If and to the extent any provision in this policy, or enforcement thereof, conflicts with applicable federal or state law, this policy shall be deemed modified to the extent necessary to bring it into compliance with applicable law. For example, the policy provision in question may be deemed nullified so that the policy complies with the law. Except as so modified pursuant to this paragraph, the provisions of this policy shall remain in full force and effect.

c. JVs shall abide by the policies and procedures and code of conduct at the placement sites where they serve.

d. All JVs are responsible for being cognizant of appropriate behaviors in relationships and to maintain integrity in all actions.

e. JVs are expected to educate themselves and follow the Mandatory Reporting laws and process for reporting abuse in the agency and the state where they serve. (See Appendix B)

## Appendix A– Jesuit Volunteer Acknowledgement

Jesuit Volunteer Corps (JVC) Northwest recognizes the inherent dignity of all individuals and promotes respect and reverential behavior toward those with whom the Jesuit Volunteers work and serve. Jesuit Volunteers must at all times be aware of the responsibilities that accompany their work and service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with others.

JVC Northwest is committed to providing a safe environment for those with whom we serve and work and has adopted the Jesuit Volunteer Corps Northwest Code of Conduct to address the issues of potential abuse and misconduct by our Jesuit Volunteers. Those who act on behalf of JVC Northwest may have special influence in the lives of the people they serve and an imbalance of power and hence vulnerability can be inherent in the relationship. It is the responsibility of all Jesuit Volunteers to maintain appropriate boundaries with those with whom they work and serve.

The appropriateness or inappropriateness of behavior is judged both by the intent of the Jesuit Volunteer and its impact upon the recipient. The behavior of all Jesuit Volunteers must comply with professional ethical standards. Not only must the actual behavior meet appropriate standards, but all Jesuit Volunteers are expected to act in ways which do not give the appearance of impropriety. Additionally, the relationships between Jesuit Volunteers, JVC Northwest Staff, and partner agencies must adhere to ethical professional standards.

As a Jesuit Volunteer and a representative of JVC Northwest, I promise to strictly follow the rules and guidelines in the JVC Northwest Code of Conduct, summarized in this document, as a condition of my affiliation with the organization and in agencies with whom JVC Northwest partners.

### **As a representative of JVC Northwest, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with vulnerable people outside of the duties of my position as outlined in the position description. Throughout this document, the term “vulnerable people” includes the following:
  - Children and youth under the age of 18;
  - All persons who, because of physical, mental or emotional impairment, or the effects of recent life experiences, are currently unable to exercise an average adult’s physical or emotional independence, mental insight or judgment;
  - All clients to whom Jesuit Volunteers or their partner agencies provide services;
  - All persons over whom I, as a Jesuit Volunteer, am in a position of power;
  - All other persons who a reasonable adult would consider vulnerable.
- Recognize I am in a position of power when working with vulnerable people and therefore have the responsibility of setting and communicating healthy boundaries in order to prevent scenarios that can be later misinterpreted as abuse.
- Use positive reinforcement rather than criticism, competition, or comparison when working with vulnerable people.
- Not accept expensive gifts from vulnerable people, their family or friends and anyone at partner agencies.
- Refrain from giving expensive gifts to vulnerable people, their family or friends and anyone at partner agencies.
- Cooperate fully in any investigation conducted by law enforcement or agency representatives or JVC Northwest representatives regarding abuse of vulnerable people.

Jesuit Volunteers shall report suspected abuse of vulnerable people by anyone to the JVC Northwest Executive Director, and the appropriate supervisor at the partner agency and/or local law enforcement or other appropriate agency. Depending on the applicable law in the state where the JV is serving and/or type of position the JV has in the Partner Agency, failure to report suspected abuse to civil authorities may result in criminal prosecution. See the Code of Conduct for a summary of the information that must be reported.

**As a representative of JVC Northwest serving vulnerable people, I will not:**

- Smoke or use tobacco products in the presence of vulnerable people, unless in the context of a cultural or spiritual ritual or ceremony.
- Use, possess, or be under the influence of alcohol or any other intoxicating or mind-altering drug at any time while serving with or in the presence of vulnerable people. An exception will be made for receiving sacramental wine as part of Mass or another religious ceremony.
- Use, possess, or be under the influence of illegal drugs at any time. Despite liberalization of the law in some of the states served by JVC Northwest, the use or possession of marijuana is a criminal act under United States law. Therefore, for purposes of the Code of Conduct, marijuana is considered an “illegal” drug.
- Pose any emotional or physical health risk to vulnerable people, including but not limited to:
  - Strike, spank, shake, slap or physically harm others, or touch them in a way that may reasonably be perceived as unnecessary, inappropriate or involving too much force.
  - Humiliate, ridicule, threaten, degrade or emotionally and mentally abuse others.
  - Touch a vulnerable person in a sexual or other inappropriate manner, or in a way that might be interpreted as sexual or otherwise inappropriate.
  - Engage in sexual abuse or harassment including, but not limited to, offering gifts, money or preferential treatment in exchange for sexual favors or using threatening behavior to obtain sexual favors.
  - Use any discipline that frightens or humiliates vulnerable people.
  - Use inappropriate profanity in the presence of vulnerable individuals.

Any Jesuit Volunteer who is unsure whether a particular action or inaction may violate the Code of Conduct is required to consult an appropriate JVC Northwest person of authority for clarification.

If and to the extent any provision in this policy, or enforcement thereof, conflicts with applicable federal or state law, this policy shall be deemed modified to the extent necessary to bring it into compliance with applicable law. For example, the policy provision in question may be deemed nullified so that the policy complies with the law. Except as so modified pursuant to this paragraph, the provisions of this policy shall remain in full force and effect.

I understand that through my affiliation with JVC Northwest, I am subject to a thorough background check including criminal history and I consent to such a background check being performed. I have read and agree to follow the Code of Conduct. I understand that any action inconsistent with or required by the Code of Conduct may result in disciplinary action, including my removal as a Jesuit Volunteer.

---

Jesuit Volunteer’s Printed Name

Jesuit Volunteer’s Signature

Date

**Please contact the Executive Director of JVC Northwest with any questions about this document or the Code of Conduct.**

## Appendix B State Reporting Resources

- Alaska:
  - Alaska Senior and Disability Services Adult Protective Services  
<http://www.hss.state.ak.us/dsds/aps.htm>
  - State of Alaska Health and Social Services Office of Children's Services  
<http://dhss.alaska.gov/ocs/Pages/publications/reportingchildabuse.aspx>
- Idaho:
  - Idaho Commission on Aging Adult Protection <http://www.aging.idaho.gov/protection/index.html>
  - Idaho Department of Health and Welfare  
<http://www.healthandwelfare.idaho.gov/Children/AbuseNeglect/tabid/74/ItemId/397/Default.aspx>
- Montana:
  - Montana Department of Health & Human Services Adult Protective Services
  - <http://dphhs.mt.gov/SLTC/APS.aspx>
  - Montana Department of Public Health & Human Services Child & Family Service Division  
<http://www.dphhs.mt.gov/cfsd/index.shtml>
- Oregon:
  - Oregon Department of Human Services <http://www.oregon.gov/dhs/abuse/Pages/index.aspx>
- Washington:
  - Washington State Department of Social and Health Services  
<http://www.dshs.wa.gov/endharm.shtml>

# Whistleblower Policy

**Date revised:** January 1, 2017

## **I. Purpose and Scope**

Jesuit Volunteer Corps (JVC) Northwest seeks to conduct all of its activities in an ethical, responsible and legal manner. Board members, staff, Jesuit Volunteers (JVs) and Jesuit Volunteer EnCorps Members (JVEs) are expected to practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws, regulations, and policies. The purpose of this policy is to support JVC Northwest's goal of legal compliance, assert unequivocally that JVC Northwest does not tolerate retaliation against whistleblowers, and provide directors, employees and volunteers mechanisms to report suspected or actual occurrence(s) of unethical, inappropriate or illegal behavior, events, conduct or practices (hereinafter "improper activity").

## **II. No Retaliation**

*JVC Northwest will not retaliate against a director, employee, JV or JVE who has, in good faith, reported a suspected or actual occurrence of improper activity. JVC Northwest also prohibits retaliation against anyone who in good faith reported improper activity or participates in an investigation of improper activity. Disciplinary action, up to and including termination, may be taken against those who violate this policy and against any others who condone such conduct.*

## **III. Reporting Improper Activity Inside of the Organization**

Employees, volunteers, and board members are encouraged to report any concerns they have about improper activity at JVC Northwest to the Executive Director. If the person is uncomfortable reporting to the Executive Director, that person may report to the Chair of the Board of Directors or the Executive Committee of the Board of Directors. Anyone reporting improper activity should act in good faith and have reasonable grounds for believing the information disclosed indicates improper activity.

JVC Northwest encourages reporters to report in writing so as to ensure a clear understanding of the issues raised, but reports may also be made orally. In either case, the report should be factual and contain as much specific information as possible to allow for proper investigation. If the report is written and sent via the mail, the reporter should mark the envelope as "confidential and private."

JVC Northwest will take seriously all reports of suspected or known improper activity and will take steps it determines are reasonably necessary to address the report. Upon receiving a complaint, the Executive Director, Board Chair, or Executive Committee will act promptly to determine whether an investigation of the complaint is necessary and, if so, designate the appropriate JVC Northwest representative to conduct the investigation and/or resolve the issue. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Appropriate corrective action will be taken if warranted by the investigation. In addition, action will be taken to follow-up with the individual who made the initial complaint for complete closure of the report.

JVC Northwest may retain outside legal counsel, private consultants, or any other resource deemed necessary to conduct a full and complete investigation of the report.

## **IV. Reporting Improper Activity Outside of the Organization**

As described above, JVC Northwest encourages reporters to raise concerns of improper activity within JVC Northwest. But reporters may report outside the organization whether or not they raise those concerns internally.

Under Oregon law, JVC Northwest may not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the director of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan services district.

JVC Northwest may not prohibit an employee from disclosing, or take or threaten to take disciplinary action against an employee who discloses, information that the employee reasonably believes is evidence of (1) a violation of a federal, state, or local law, rule, or regulation by JVC Northwest, (2) mismanagement, gross waste of funds, or abuse of authority by JVC Northwest, (3) a substantial and specific danger to public health and safety resulting from actions of JVC Northwest, or (4) the fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

If JVC Northwest were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee could file a civil action or a complaint with the Oregon Bureau of Labor and Industries.

An employee's objectively reasonable and good-faith belief that JVC Northwest has committed a violation of a federal, state, or local law, rule, or regulation is an affirmative defense to civil or criminal charges related to the disclosure of information about the alleged violation, including information that is exempt from disclosure under Oregon's public records law, if the following conditions are met:

- The information was lawfully accessed in the first instance;
- The information was disclosed in confidence to a manager, a law enforcement or public regulatory agency, or an Oregon-licensed attorney and not disclosed or redisclosed to any other party by the employee or any person at the employee's direction;
- The information was not contained in an exclusive commercial negotiating agreement or commercial nondisclosure agreement (unless the agreement is related to the employee's employment with the Organization);
- The information disclosed was not related to the representation of a client if the disclosing employee is an attorney or is employed, retained, supervised, or directed by an attorney; and
- The disclosure was made consistent with federal law regarding the disclosure of that kind of information.

Additionally, this affirmative defense, subject to the same restrictions, is available to an employee who discloses information related to an alleged violation of a federal, state, or local law, rule, or regulation by a coworker or supervisor if the alleged violation relates to the coworker or supervisor's employment.

At the Corporation for National and Community Service (CNCS), which oversees AmeriCorps, there is a Fraud Hotline to provide an opportunity for concerned citizens, program participants, employees of CNCS grant recipients, volunteers, and others to report instances of fraud, waste, abuse of authority, and mismanagement. Fraud Hotline telephone number is 1-800-452-8210. Reports may also be made via e-mail to [hotline@cncsig.gov](mailto:hotline@cncsig.gov).

## **V. Compliance with this Policy**

Every director, employee, JV and JVE has the responsibility to assist JVC Northwest in complying with this policy. All directors, employees, JVs and JVEs must follow the procedures outlined herein and cooperate with any investigation initiated pursuant to this policy. Nothing in this policy or the internal reporting procedures described above is intended to interfere with the rights of employees discussed in Section II above, to prohibit an employee from lawfully and in good faith providing information or filing a complaint about improper activity with the appropriate legal or administrative agency, or in a manner discussed in Section II above, or to require an employee to notify the Center before he or she discloses information as discussed in Section II.

## 2017-18 Reporting Contact Information

**Jeanne Haster**  
**Executive Director**  
JVC Northwest  
PO Box 22125  
Portland, OR 97269  
2780 NE Harrison St.  
Milwaukie, OR 97222  
W: 503-335-8202  
C: 503-754-4990  
Fax: 503-249-1118  
[jhaster@JVCnorthwest.org](mailto:jhaster@JVCnorthwest.org)

**Kathy Swift**  
**Board Chair**  
c/o JVC Northwest  
PO Box 22125  
Portland, OR 97269  
2780 NE Harrison St.  
Milwaukie, OR 97222  
H: 503.705.8536  
Fax: 503 249.1118  
Kathy.Swift@therightbank.co

## Grievance Procedure

JVC Northwest has both an informal and formal method for resolving the concerns and/or disputes involving the JVC Northwest AmeriCorps Program. Grievances may involve concerns or disputes involving a member's proposed service assignment, service evaluation, suspension, or dismissal. This procedure also may be used to resolve concern or disputes concerning non-selection of JV AmeriCorps applicant, displacement of employees, or duplication of activities by AmeriCorps. These procedures are open to participants, labor organizations, and other interested individuals concerning the AmeriCorps program. The Informal Resolution Process and the Formal Complaint Procedure are both described below. The Informal Resolution Process is completed before the Formal Grievance Procedure begins.

**Definitions:** For the purposes of this policy, the individual filing the complaint is called the "complainant." The person against who the complaint is made is called the "respondent."

Please Note: The steps described below describe JVC Northwest's general approach for addressing concerns and disputes. JVC Northwest reserves the right to adjust this approach when circumstances warrant.

### 1. Informal Resolution Process

- a. Cooperative Resolution: JVC Northwest will resolve concerns and disputes about its program informally whenever possible through personal and cooperative meetings with the involved parties.

Concerns and disputes about JVC's AmeriCorps Program must be addressed to the Associate Director or the AmeriCorps Manager, or their designee, either orally or in writing within 45 days of the alleged occurrence.

- i. Upon receiving written or oral notice of concern or dispute, the Associate Director or the AmeriCorps Manager, or their designee, will, as circumstances permit:
    1. Communicate with the party raising the concern or dispute to determine the nature of the concerns or dispute; and
    2. Attempt to resolve the concerns or dispute with involved parties using a variety of methods including, but not limited to:
      - a. mediating the concerns with the parties;
      - b. assisting the placement with the resolution of the concerns; or
      - c. conducting a preliminary inquiry into relevant issues.
  - ii. If the concerns or dispute are not resolved within 30 calendar days of the initiation of the Informal Resolution Process, the party with the concern or dispute may file a formal grievance which will be handled under the Formal Grievance Procedure (Step 2).
- b. Alternative Dispute Resolution: Alternatively, the involved parties may seek resolution of the concerns or dispute through means of Alternative Dispute Resolution (ADR), such as negotiation, mediation, or facilitation.
- i. ADR must be initiated within 45 calendar days of the alleged occurrence.
  - ii. A mutually agreed upon neutral, third party will facilitate the proceedings and function specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement.
  - iii. The proceedings will be informal and the rules of evidence will not apply. Within the extent of the law, the proceedings will also be confidential. No communication or proceeding from ADR may be referred to or used as evidence in later proceedings.
  - iv. If the matter is resolved:
    1. the terms of the resolution are recorded in a written agreement;
    2. the complainant will agree to forego filing any further grievance on the matter under consideration;
  - v. If the matter is not resolved within 30 calendar days of initiation of ADR, the party with the concern or dispute has the right to file a formal grievance.

### 2. Filing a Formal Grievance

If the concerns or dispute regarding the JVC Northwest AmeriCorps Program are not resolved with the Informal Resolution Process, the complainant may file a grievance and, in doing so, must adhere to the procedure explained below.

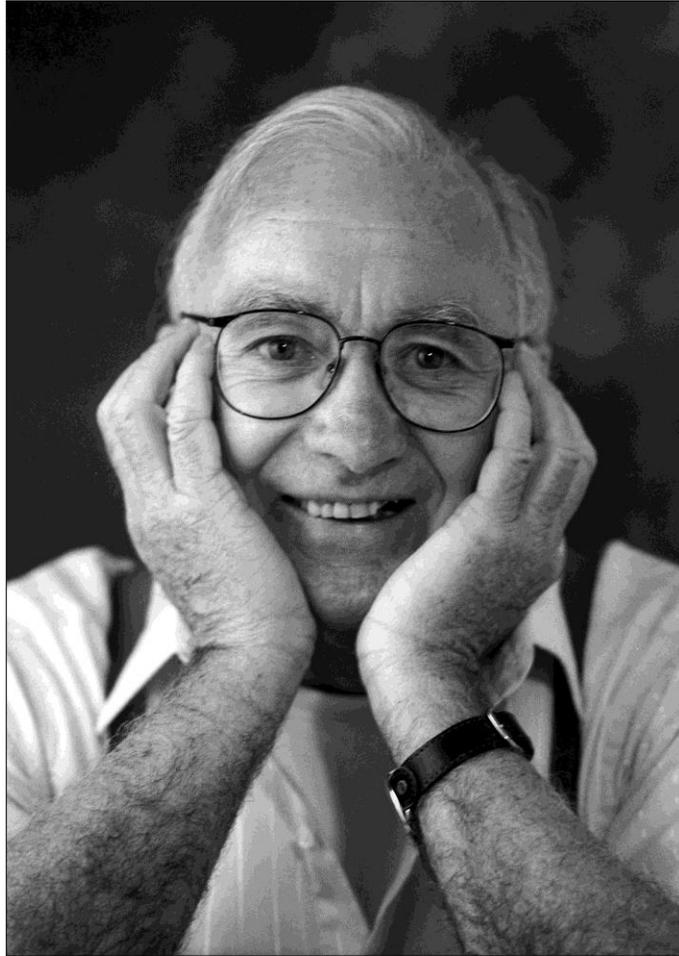
1. Except for complaints alleging fraud or other criminal activity, grievances must be filed within one year of the date of the alleged occurrence.
2. The grievance must be in writing and filed with the Executive Director at JVC Northwest. If the grievance is filed against the Executive Director, the written grievance must be submitted to the Chair of the Board of Directors. The grievance should include, to the best extent possible, the following information:
  - a. The full name and contact information of the complainant;
  - b. The full name and contact information of the respondent, or other information sufficient to identify the respondent;
  - c. A clear and concise statement of the facts, as alleged, including pertinent dates, constituting the alleged violations;
  - d. The provision of the act, regulations, grant, contract or other agreements under the act believed to have been violated; and
  - e. The relief requested.
3. If ADR was used in the Informal Resolution Process, the neutral party from ADR may not participate in the formal grievance process.
4. The Executive Director, or the Board Chair if the grievance is against the Executive Director, from JVC Northwest will meet with the complainant to learn more about the grievance and will determine a plan of action which may include, but is not limited to:
  - a. conducting an objective investigation into the allegations;
  - b. interviewing respondent and witnesses; and
  - c. reviewing any supporting documentation.

All parties involved have the right to have another person present as a witness during interviews.

5. Information concerning an investigation is generally considered confidential and will be disclosed as JVC Northwest determines is necessary for business purposes or if required by law.
6. Complainants and respondents are expected to fully cooperate with any investigation. If the complainant does not or cannot cooperate, the complaint may be deemed withdrawn. If the respondent does not cooperate, it may be considered a violation of JVC Northwest policy.
7. After completing the investigation, the Executive Director, or the Board Chair if the grievance is against the Executive Director, will render a decision on the grievance and suggest a remedy, if any. A decision on the grievance will be made no later than 60 calendar days after the filing.

### **3. Binding Arbitration**

1. If there is an adverse decision against the complainant, or no decision has been reached after 60 calendar days of filing a grievance, the complainant may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and who is independent of the interested parties.
2. If a party chooses to pursue binding arbitration, the party must notify the adverse party in writing of its submission of the grievance to binding arbitration within 30 calendar days of the formal grievance decision. Failure to file for arbitration within 30 calendar days of the formal grievance decision is considered untimely, the formal grievance decision is final, and the party waives its right to pursue arbitration.
3. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the parties, the CEO of the Corporation for National and Community Service (Corporation) will appoint an arbitrator.
4. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration. If the arbitrator is appointed by the CEO of the Corporation, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
5. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceedings began.
6. The arbitration, including all processes, proceedings and remedies, shall be consistent with 45 CFR §2540.230.



“What is ‘ruined for life?’ Once a volunteer, never again could you ignore the plight of people living on the margins. JVC was a frontier movement, literally and figuratively. Life always happens on the frontiers, which demand risk, cooperation and resilience. In return, it gives back grit, laughter and new confidence.”

“‘Ruined for life’ is not merely a measurement of the length of our ruination. It refers more directly to the purpose of our ruination: LIFE. Life over death; justice over injustice; peace over war; sanity over the insanity we often find ourselves in. Holy insecurity over security.”

- Jack Morris, S.J.