



**Standardized Ministerial Covenant
Archdiocese of Seattle Office for
Catholic Schools SCHOOL PRESIDENT**

Be the shepherds of the flock God gave you, and look after it willingly as God would want you to, and not unwillingly. Do not work for mere pay but from a real desire to serve. Do not try to rule over those who have been given into your care, but be examples to the flock (1Peter 5:2-3).

The president agrees to respect Catholic values and to aid the school community in Christian formation by exemplifying Catholic living, both in and out of the school. Catholic schools educate their pupils to promote efficiently the good of the earthly city, and prepare them for the service of spreading the kingdom of God, so that by the exercise of an exemplary and apostolic life they may become, as it were, the saving leaven of human society. Bound by love to each other and to their pupils and imbued with the apostolic spirit, administrators and teachers bear witness by their life and teaching to the one teacher Christ (*Gravissimum Educationis* 8). This is the spirit that characterizes the covenantal relationship between the employer and the employee in the Catholic School. The following items of agreement are meant to give specific delineation to certain aspects of that relationship.

This covenant is entered into this _____ day of 20 _____, for the academic year 20_____ -20 _____.beginning July 1, 20 _____, and concluding on June 30, 20_____ by and between _____, hereinafter referred to as "president" and _____, hereinafter referred to as "employer" and provides as follows:

1. The provisions of the Archdiocese of Seattle Catholic School Policy and Procedure Manual are incorporated herein and made a part of the agreement and the president and the school employee agree to abide by the policies and directive therein.
2. Duties and Responsibilities
 - a. To abide by all established policies, rules, and regulations of the Archdiocese of Seattle, applicable Canon Law, the Office of the Superintendent of Public Instruction - as it relates to non-public schools - and the local School Commission

- b. To prepare budget request for review by the local School Advisory Board and to administer expenditures within the approved budget limits.
 - c. To establish procedures for arbitration of disputes within or between the teaching staff and students; to coordinate or administer discipline.
 - d. To serve as president and chief administrator of the school, creating a vision for the school
 - e. To promote the Catholic identity and mission of the school and the spiritual welfare of its students and their parents as well as the faculty and staff and their families.
 - f. The president will be visible, accessible and in frequent communication with faculty, students, parents, and other stakeholders, where appropriate in coordination with the principal.
 - g. Assists the School Advisory Board in policy development and regularly informing the members as well as the Superintendent of Catholic Schools as to the status and progress of the school.
 - h. Works with the fiscal management of the school including assisting the School Advisory Board, the Finance Committee, the school's business manager, and the principal in the provision of adequate resources for the school, and leading the preparation of an annual budget, and supervising its implementation .
 - i. Works with the School Advisory Board and principal to establish and foster the school Catholic culture and atmosphere
 - j. Ensures the physical plant and its maintenance is educationally conducive, safe and meets the spiritual and academic needs of its students.
 - k. Provides long range planning for the school, including short and long range strategies regarding capital need and overall quality of the educational programs.
 - l. Shows leadership of activities in the community and in the Archdiocese including those initiated by the Office for Catholic Schools.
 - m. Provides an annual evaluation of the principal, the business manager, admissions director and development director in consultation with the Superintendent of Schools for the Archdiocese of Seattle.
 - n. Oversees the development activities which enhance the fund raising, public relations, and marketing activities of the school, and projecting a positive image of the school to the entire community. This will include preparing articles and letters for widespread distribution as well as representing the school to representatives from the media.
 - o. To establish procedures for arbitration of disputes within or between the principal and staff; principal and parents, and to serves as appeal to the principal's administrative decisions.
3. In case of absence for reasons of illness or by express consent of the Superintendent of Catholic Schools, the employer will provide for a total of 10 days throughout the school year.

4. The president shall be available as needed during the months of June and August to insure adequate planning and preparation for the new school year. (Specific dates may be established by local policy.)
5. Benefits will be paid in accordance with the established policy on benefits for all lay employees of the Archdiocese of Seattle.
6. The employee agrees to comply with all terms of this covenant; demonstrate general competency; perform the duties incumbent on him/her as president; give professional evidence of effective administration. This covenant may also be terminated if the president's life-style is incompatible with Catholic moral values or if his/her conduct is at variance with Catholic teaching.
7. The first three months of employment is a probationary period in which the school, Archdiocese and president mutually discern the president's eligibility to continue employment as a regular employee of the school.
8. This covenant will be for one year and will be brought up for review by December 31 of each year.
9. a.) In case of dispute arising from conditions of this covenant, the president will take up the matter with the Superintendent of Catholic Schools to affect conciliation according to the local due process procedure.
b.) In the event conciliation is not achieved at the local level, either party may have recourse to the *Due Process of the Archdiocese of Seattle*. In any event, employees are required to complete all canonical recourses available *prior* to seeking remedies under civil law.
10. In consideration of such services the school agrees to pay the president a basic salary of \$ _____ paid in accord with the prevailing Archdiocesan pay frequency in effect.

Covenant accepted by:

President signature

Date

Superintendent signature

Date

Reference: Policy 3.2, 3.3, and 3.4
Revised: March 2019