



Standardized Secondary Principal  
Ministerial Covenant  
Archdiocese of Seattle  
Office for Catholic Schools

*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 principal agrees to respect Catholic values and to aid students 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\_\_\_\_, concluding June 30, 20\_\_\_\_, by

and between \_\_\_\_\_, hereinafter referred to as "principal"

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 principal and the school employee agree to abide by the policies and directive therein.
2. Duties and Responsibilities
  - a. To serve this school as administrator and coordinator of school activities.
  - b. 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
  - c. To motivate and supervise the teaching staff in the development, maintenance and improvement of the Religion program and other areas of the curriculum.
  - d. To effect the achievement of school goals in the education of students and the maintenance of good order.
  - e. To accept and promote Catholic moral values, and apply these to the administration of the school.
  - f. To foster a professional atmosphere among the faculty by his/her participation in educational organizations and programs.
  - g. To maintain an active informational communication link with the Local Education Board and the parents on matters of school curriculum, policies and procedures.
  - h. To prepare budget request for review by the local School Commission and to administer expenditures within the approved budget limits.

- i. To establish procedures for arbitration of disputes within or between the teaching staff and students; to coordinate or administer discipline.
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 principal shall be available as needed during the months of June and August to insure adequate 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 principal; give professional evidence of effective administration. This covenant may also be terminated if the principal'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 administrator and the employee mutually discern the employee'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 principal 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 principal a basic salary of \$\_\_\_\_\_ paid in accord with the prevailing Archdiocesan pay frequency in effect.

Covenant accepted by:

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent signature

\_\_\_\_\_  
Date

**Reference: Policy 3.2, 3.3, and 3.4**  
**Revised: February 2015**