



Standardized Secondary Vice 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 vice 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 “vice 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 vice principal and the employer agree to abide by the policies and directive therein.
2. Duties and Responsibilities
  - a. To serve this school as vice principal in accordance with the Vice Principal Job Description.
  - 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/Board.
  - c. To accept and promote Catholic moral values, and apply these to the administration of the school.
  - d. To serve as the school administrator at the delegation or absence of the principal.
3. In case of absence for reasons of illness, the employer will provide a total of 10 paid sick days and 2 days of approved personal leave throughout the school year.

4. The vice principal shall be available as needed during the months of June, July and August to ensure adequate preparation for the new school year. Specific dates are coordinated with the principal, for a total of \_\_\_\_\_ days.
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 vice principal; give professional evidence of effective administration. This covenant may also be terminated if the vice principal's life-style is incompatible with Catholic moral values or if his/her conduct is at variance with Catholic teaching.
7. This covenant will be for one year and will be brought up for review by February 15<sup>th</sup> of each year.
8. 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.
9. In case of dispute arising from conditions of this covenant, the vice principal will take up the matter with the principal to affect conciliation according to the local due process procedure. 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 vice principal a basic salary of \$\_\_\_\_\_, paid in accord with the prevailing Archdiocesan pay frequency in effect.

Covenant accepted by:

\_\_\_\_\_  
Vice Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date