



Long-Term Substitute Teacher 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).

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.

Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Signing this Covenant confirms acceptance of the offer for employment as:

_____. This position begins: _____
(Job Title) (Date)

at: _____ and end on: _____
(School) (Date)

1. The provisions of the Archdiocese of Seattle Catholic School Policy and Procedure Manual as well as the Parish Personnel Policies, where applicable, are incorporated herein and made a part of the agreement and the employee and the employer 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/Board.
- b. To effect the achievement of school goals in the education of students and the maintenance of good order.
- c. To accept and promote Catholic moral values.

3. The employee agrees to comply with all terms of this covenant; demonstrate general competency; perform the duties incumbent on him/her. This covenant may also be terminated if the employee's life-style is incompatible with Catholic moral values or if his/her conduct is at variance with Catholic teaching.

4. This covenant is considered probationary employment and may be withdrawn if either the school administrator or the employee discern the employee is not suitable to continue in the position.
5. In case of dispute arising from conditions of this covenant, the employee will take up the matter with the Principal to affect conciliation according to the local due process procedures. In the event conciliation is not achieved at that level the employee will take up the matter with the Pastor or Priest Administrator. Either party may also 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.

This position is not eligible for benefits and employee will be expected to follow the school schedule.

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.

This position is offered with the understanding that the employee will provide authorization to work in the United States, and will have successfully completed a background check.

Employee Signature

Date

Covenant accepted by:

Principal Signature

Date

Pastor/President Signature

Date