



Standardized 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).*

The teacher agrees to respect Catholic values and to aid students in Christian formation by exemplifying Catholic living, both in and out of the classroom. 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 on the Catholic School. The following items of agreement are meant to give specific delineation to certain aspects of the relationship.

This covenant is entered into this \_\_\_\_\_ day of \_\_\_\_\_, for the academic year

20\_\_ - 20\_\_ beginning September 1, 20\_\_ and concluding August 31, 20\_\_ by and between

\_\_\_\_\_, hereinafter referred to as “teacher”

and \_\_\_\_\_, hereinafter referred to as “employer”

and provides as follows:

1. The provisions of the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual are incorporated herein and made a part of the agreement and the teacher and the school agree to abide by the policies and directive therein.
2. The teacher shall serve this school in the position and in the specific duties assigned by the Principal. Established policies, rules and regulations expressed by the school and the Principal shall be part of the professional procedure together with the applicable rules and regulations of the Washington State Department of Education, the Archdiocese of Seattle, applicable Canon Law and the local School Commission.
3. The school term of teaching shall be \_\_\_\_\_ days. The teacher shall be in attendance at the school the required days prior to the opening of school and the days following the closing of school term according to school policy.
4. The teacher shall be responsible for presenting a valid State of Washington Teaching Certificate, or application for the same, to the Principal’s office no later than the first day of the school term. Failure to present the teaching certificate may be grounds for termination at the discretion of the principal.

5. Benefits will be paid in accordance with the established policy on benefits for all eligible employees of the Archdiocese of Seattle.
6. In case of absence for sick leave or personal leave as defined in the Policy and Procedure Manual Archdiocese of Seattle Catholic Schools, sick leave will be paid for a total of 10 days throughout the school year and personal leave will be paid for a total of 2 days throughout the school year.
7. Teachers shall attend all workshops, institutes, parent and faculty meetings required by the Principal, unless excused by the Principal. Registration fees will be paid by the school.
8. The teacher shall be present at school at least 30 minutes before the school day starts and remain at least 30 minutes following the regular school day according to school policy.
9. The teacher agrees to comply with all terms of this covenant; demonstrate general competency; perform the duties incumbent upon him/her as a teacher and give professional evidence of effective teaching. This covenant may also be terminated if the teacher's life-style is incompatible with Catholic moral values or if his/her conduct is at variance with Catholic teaching.
10. 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.
11. In case a teacher resigns or is removed from the teaching position before the completion of the covenant, the teacher has the right to payment for days worked up to the termination day. Payment due will be calculated by multiplying the contract salary by a fraction whose numerator is the number of days worked and whose denominator is \_\_\_\_\_.
12. This covenant will be for one year and will be brought up for review in May.
13. a. In case of dispute arising from conditions of this covenant the teacher will take up the matter with the Principal to effect conciliation and/or follow the local due process procedure.  
b. If 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.
14. In consideration of such services, the school agrees to pay the teacher a basic salary of \$ \_\_\_\_\_, paid in accord with the prevailing Archdiocesan pay frequency in effect.

Covenant accepted by:

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor/President Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Reference: Policy 3.1 and 3.2**  
**Revised February 2015**