

AGREEMENT OF EMPLOYMENT FOR LAY DIRECTORS/COORDINATORS OF RELIGIOUS EDUCATION

1. This agreement is made by and between the Parish of _____, a religious corporation organized under the laws of the State of New York (hereinafter the "Employer") and _____, the Director/Coordinator of Religious Education (hereinafter the "Director/Coordinator") who has been approved by the Archdiocesan Catechetical Office as qualified for the position of Director/Coordinator.

2. The professional services which are the subject of this Agreement shall commence on the 1st day of September, 20___, and shall terminate on the 31st of August, 19___.

3. The Director/Coordinator agrees to provide to the Parish the professional services which are specified and described in the ARCHDIOCESAN HANDBOOK FOR PARISH RELIGIOUS EDUCATION DIRECTORS AND COORDINATORS, as published and updated by the Archdiocesan Catechetical Office.

4. The Director/Coordinator agrees to provide these services under the general supervision of the Pastor of the Parish and in accordance with the policies of the Archdiocesan Catechetical Office.

5. The Director/Coordinator recognizes the religious nature of the program and remains committed to a life witness where statements and actions follow the official teachings of the Roman Catholic Church and the policies and rules of the Ordinary of the Archdiocese of New York.

6. The Director/Coordinator is employed on a twelve (12) month basis with approved absences for vacations, sickness and other approved periods, pursuant to the policy of the Employer.

7. The annual salary rate for the position shall be \$ _____ minus standard withholding and other authorized deductions. Payments shall be made on a semimonthly or biweekly basis over the course of 12 months.

8. In addition to the monetary compensation described in Paragraph 7 above, the Employer agrees to provide those benefits, health, pensions, etc., provided for the Catholic Parish School Principals of the Archdiocese. The benefits are specified as follows:

9. a) This Agreement may be terminated or changed by mutual written consent of the Employer and the Director/Coordinator, which termination or change shall be effective on the 30th day after the date of such consent, unless an earlier date is mutually agreed to.

b) Provisions shall be made for an annual written evaluation to be completed by the Pastor at least one month prior to the renewal of the agreement.

c) The Employer may terminate this agreement immediately and discharge the Director/Coordinator "for cause," which includes but is not limited to a violation of the obligations in paragraph five (5). The Employer's decision to terminate "for cause" may be appealed to the Archdiocesan Office of Conciliation and Arbitration. Should that process come before an Archdiocesan arbitrator, then a said arbitrator shall render a final and binding decision on the parties not subject to further review or appeal.

d) In addition to the right to immediately terminate "for cause," the Employer may terminate this agreement and discharge the Director for any reasons other than for cause, by providing 60 days pay upon termination. If 60 days pay is provided, the Agreement shall terminate and the parties shall be relieved of all obligations under this agreement.

e) The Director agrees to provide 60 days written notice of his or her intention to terminate this agreement and resign employment. Thereafter the parties shall be relieved of all obligations under this agreement.

10. This contract constitutes the complete agreement between the parties.

The Parish of

By _____
Pastor

Date

Director/Coordinator of Religious Education

Date