



Catholic PARISH - Diocese of Rockford

City _____ Parish _____

Diocese of Rockford
555 Colman Center Drive, P.O. Box 7044
Rockford, IL 61125
(815) 399-4300 Fax (815) 399-6278

CONTRACT FOR LAY CATECHETICAL ADMINISTRATOR

THIS CONTRACT is by & between _____ hereinafter referred to as ADMINISTRATOR, & _____ (Name of Parish, City) a religious corporation, hereinafter referred to as PARISH, acting through _____ (Pastor/Parochial Administrator), its authorized agent.

WHEREAS ADMINISTRATOR wishes to accept [] full-time [] part-time employment for the rendering of professional services as [] Director of Religious Education [] Coordinator of Religious Education, for the period commencing on _____, _____, & terminating on _____ (a period not to exceed one year), in _____ PARISH & PARISH desires to employ ADMINISTRATOR for the same term & purposes:

THEREFORE, IT IS AGREED AS FOLLOWS:

I. DUTIES OF THE ADMINISTRATOR:

- A. ADMINISTRATOR agrees to serve as [] Director of Religious Education [] Coordinator of Religious Education & to perform the duties & responsibilities commensurate with that position as set forth in Policy 4210 & regulations enacted thereunder, as they are now & may be amended from time to time & which are made a part of & incorporated by reference into this contract.
B. ADMINISTRATOR agrees to serve PARISH in a professional manner & to develop & support the ideal that Catholic Education is best realized by programs which first & foremost create widest opportunities for students to receive systematic catechesis; to experience daily living in Catholic life; & to possess commitment & skill in serving others.
C. ADMINISTRATOR agrees to be bound by the written policies of the Diocese of Rockford & PARISH, as they are now & may be amended from time to time & which are made a part of & incorporated by reference into this contract.
D. ADMINISTRATOR agrees to execute & deliver to the PARISH the following completed forms: 1) "Employment Eligibility Verification Form" (I-9); 2) "Employee Handbook Receipt & Acknowledgement"; & 3) Receipts from the "Required Safe Environment Documents". ADMINISTRATOR warrants that if he/she has previously submitted the above-referenced forms to the PARISH that the information contained therein is accurate and current and that the obligations undertaken and/or authorized by ADMINISTRATOR therein are hereby reaffirmed.
E. ADMINISTRATOR represents that all information he or she provided at the time of application remains true & correct, & agrees that, if any information, including criminal conviction information changes, ADMINISTRATOR shall notify PARISH promptly. ADMINISTRATOR also understands that misrepresentation or omission shall entitle PARISH to cancel this contract & void any & all obligations under it.
F. ADMINISTRATOR agrees that, both at work & away from work, ADMINISTRATOR will abide by & live in accordance with the religious faith & moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, & that failure to do so shall entitle PARISH to terminate or rescind this contract & void any & all obligations under it.

II. COMPENSATION:

A. In consideration for the services to be performed by ADMINISTRATOR, PARISH agrees to pay ADMINISTRATOR the: [] annual salary of \$ _____ to be paid in equal [] monthly [] semi-monthly installments beginning on _____; OR [] hourly wage of \$ _____ per hour for hours worked.

B. In addition to the compensation for services rendered, ADMINISTRATOR shall receive such applicable benefits [] for full-time employees [] for part-time employees as are set forth in the Catholic Diocese of Rockford Employee Handbook, as those are now & may be amended from time to time.

C. Additional compensation/Benefits: _____

III. TERMINATION OF CONTRACT: PARISH agrees that the Pastor/Parochial Administrator will be responsible for giving ADMINISTRATOR notice of any dissatisfaction with performance or conduct. Thereafter, continued unsatisfactory work or conduct shall warrant discharge & termination of this contract without further obligation hereunder, or other disciplinary action considered appropriate by the Pastor/Parochial Administrator in consultation with the Diocesan Catholic Education office. Notwithstanding the above, any act or conduct at or away from work which is nonremediable, as determined in the sole discretion of PARISH; or which is not consistent with the philosophy, goals, objectives, or rules & regulations of PARISH, or PARISH's or the Diocese of Rockford's mission(s), or the religious faith &/or moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, warrants immediate discharge & termination of this contract or other disciplinary action considered appropriate by the Pastor/Parochial Administrator after consultation with the Diocesan Catholic Education Office. If a prior or other contract between ADMINISTRATOR & PARISH or another entity affiliated with the Diocese of Rockford was terminated for reasons cited in this paragraph, then this contract shall also be terminated without further obligation of PARISH to ADMINISTRATOR.

IN WITNESS WHEREOF, the parties have executed this contract with their signature on _____ (month, day, year)

PARISH: _____ Pastor/Parochial Administrator _____ Lay Catechetical Administrator

DIOCESAN EDUCATION OFFICE: _____ Director of Religious Education for the Diocese of Rockford

After contract is signed, please return to the Catholic Education Office. Copies will be returned to: LAY CATECHETICAL ADMINISTRATOR & PASTOR/PAROCIAL ADMINISTRATOR



Diocese of Rockford

Office of Religious Education and Youth Ministry
555 Colman Center Drive • P.O. Box 7044
Rockford, Illinois 61125

Phone (815) 399-4300 • Fax (815) 399-6278
www.ceorockford.org

Department of Educational Services

Parish _____ City _____

**DIOCESE OF ROCKFORD BENEFITS APPENDIX
LAY CATECHETICAL ADMINISTRATOR**

THIS APPENDIX to the contract by and between _____, as ADMINISTRATOR,
(Name)
and _____, as PARISH, dated
(Name of Parish/City)
the _____ day of _____.

By this Appendix, ADMINISTRATOR and PARISH supplement the provisions of that contract and provide for additional benefits as specified herein. This Appendix is otherwise governed by the duration, termination, grievance procedure, and other provisions of said contract.

Agreements purporting to provide benefits and/or language that is inconsistent with the provisions of this Appendix shall be void and unenforceable unless such have received the prior written approval of the Diocesan Catholic Education Office.

PLEASE NOTE: The provisions of this Appendix, providing for benefits, which are inapplicable to the agreement between ADMINISTRATOR and PARISH should be stricken. The provisions of this Appendix which are applicable to the agreement between ADMINISTRATOR and PARISH should be completed in accordance with the parties' agreement.

1. TRANSPORTATION:

For the duration of the contract, PARISH shall pay ADMINISTRATOR the sum of \$_____ per mile/ \$_____ per month to a maximum of \$_____ for reimbursement of expenses attributable to ADMINISTRATOR'S use of his/her personal automobile in connection with the completion of services pursuant to the terms of the contract. ADMINISTRATOR shall maintain and provide PARISH with adequate records as required by PARISH to substantiate ADMINISTRATOR'S claimed use of his/her personal automobile in conjunction with ADMINISTRATOR'S performance of obligations pursuant to the contract. PARISH'S determination as to ADMINISTRATOR'S entitlement to such reimbursements shall be final and binding.

2. OFFICE SPACE AND SECRETARIAL SUPPORT:

PARISH shall provide ADMINISTRATOR with office space, secretarial assistance and related supplies, assistance, and information as set forth herein:

3. VACATION:

ADMINISTRATOR shall be allowed _____ week(s) vacation with pay during the term of this contract. Vacation time not used by ADMINISTRATOR during the term of this contract shall be forfeited unless otherwise agreed between ADMINISTRATOR and PARISH and attached in writing.

4. PROFESSIONAL MEMBERSHIPS:

PARISH shall pay up to the sum of \$_____ during the term of this contract for purposes of ADMINISTRATOR'S enrollment in professional organizations directly related to ADMINISTRATOR'S functions pursuant to the terms of the contract. ADMINISTRATOR shall secure the prior written approval of PARISH, through the Pastor, prior to enrollment in such professional groups or organizations. PARISH'S determinations regarding nature and number of the organization(s) permitted shall be final and binding.

PARISH:

BY: _____ DATE: _____
(Pastor/Parochial Administrator)

LAY CATECHETICAL ADMINISTRATOR:

BY: _____ BY: _____
Director of Educational Services for the Diocese of Rockford