Date of Letter

Insert Employee Name

Insert Parish/School Name

Insert Parish/School Address

Dear Insert Salutation,

On behalf of the Archdiocese of Washington, we are pleased that you have accepted an appointment as Principal at Insert Name of Parish or School. As discussed previously, you will begin work on Insert the first day of work. As a full-time employee, you are eligible for Archdiocesan benefits.

Effective Insert Date, your annual salary in this position, which is classified as exempt under the Fair Labor Standards Act, will be Insert $00,000 and you will be paid in bi-weekly payments as long as you remain an Archdiocesan employee. During your employment by the Archdiocese of Washington, you agree to be available to perform the duties required by your position and to perform those duties in accordance with the ***Archdiocese of Washington Employment Policies****.*

In the role of Principal, you are required to comply with Archdiocesan Catholic School’s policy 3410, which states that all chief administrators must possess the following qualifications:

1. Must be a certified catechist based on criteria from the Archdiocesan Office of Religious Education, or must demonstrate continuing progress towards attaining catechist certification in no more than three (3) years after date of hire;
2. Must be a practicing Catholic as determined by pastor of the local parish
3. Must hold a Master's degree from an accredited institution in educational administration, curriculum development or an approved related educational field, or must demonstrate continuing progress towards attaining a Master’s degree in no more than two (2) years from the date of hire;
4. Must possess a Maryland, Virginia or District of Columbia educational administration certification at time of hire or within three (3) years of the date of hire;
5. Must have a minimum of five (5) years of instructional experience, preferably in Catholic schools.

This is not a contractual agreement. As an at-will employee, your employment can be terminated by you or the Archdiocese, at any time for any reason, with or without notice. While all offers of employment are extended with the intent to fill a position vacancy for an indefinite period of time and no offer of employment is guaranteed to be permanent, or for any definite period of time, we use 12-month appointments for budgetary purposes and to help with our staffing needs. If your employment is terminated before the expiration of this twelve (12) month appointment, you will be paid per Archdiocesan policy absent a written agreement to the contrary.

The Archdiocese of Washington must always operate in accordance with the teachings, doctrines, laws, and policies of the Roman Catholic Church.  In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity and act in a manner consistent with the teachings, doctrines, laws, and policies of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church (<http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/index.cfm>), the teaching documents of the magisterium, and the governing code of canon law; and with the policies of the Archdiocese of Washington, as set forth in the Employment Policies and Procedures Manual. In keeping with the mission of the Archdiocese of Washington and as a condition of continued employment, all employees are required to attend designated Catholic Identity formation workshops in the timeframe established by the Archdiocese. By signing below, you acknowledge the religious nature and mission of the Archdiocese, your role and responsibilities as a participant in furthering that religious mission by teaching and/or modeling the faith, and that you have read and understood the contents of this letter.

I look forward to working with you and the staff of Insert Name of Parish/School in the coming year. Please know that I am willing to assist in whatever way possible in this very important task of furthering our mission.

Sincerely,

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| Insert Pastor Name | Kelly Branaman |
| Insert Title | Secretary for Catholic Schools and Superintendent of Schools |
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cc: Employee Personnel File

 Catholic Schools Office

Employee Signature

(For notice purposes only; no contractual rights or obligations are conferred)

Date