



# Landmark Seminary School

## School Administrator Covenant

“The secret of the Lord is with them who fear him, and he will show them his covenant”

**Psalm 25:14**

Full Legal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

### Program Expectations:

1. School Administrator - The Administrator will have full authority to **execute** the Seminary Apprentice program as outlined in the governing documents. The Administrator is accountable to the Education Board, which reserves the right to remove them if necessary.
2. Non-Profit Officer - For the incorporation paperwork, the Administrator will serve as the **president** of the Non-Profit organization.
3. Length of Term - Due to the foreseeable workload of the Administrator's responsibilities, the Administrator will serve a 4-year term.
4. Recruitment - Each School Officer is expected to take the lead in recruiting their replacement, if they do not intend to serve another term. The Replacement

recommendation should be presented to the remaining officers to vote before the start of the next Academic year.

5. Support Staff & Duties - During the initial start of the Seminary School, the Administrator will perform the duties of the Secretary & Treasury position.

The Secretary position will maintain the official **permanent school records**:

- List of approved Apprentice Preachers
- Attendance Records
- Official Certification Records
- List of graduated Apprentice Preachers
- Record of Decision by the Education Board

The Treasurer Position will provide an **annual financial report** containing all donations and expenses to the Seminary School.

When it becomes necessary to separate the Secretary of the Treasury positions from the Administrator position, the Administrator will present the proposal to the Education Board for a vote.

6. Disagreements – The Seminary School is working to provide an atmosphere of learning. All participants are encouraged to function as willingly engaged learners, presenting themselves as open to education. The Seminary School cannot tolerate disruptive or argumentative behavior, as it disrupts the intended learning environment. Not everything that is presented, discussed, or shared will be agreed upon by all participants, and therefore, participants must recognize this as a fundamental fact of life. With anything, take hold of the things that make sense and learn from the things that don't make sense, but continue to work to maintain the cooperative & amiable learning environment. As Paul stated: *"If it be possible and as much as lies within you, then live peaceably with all men"* **Romans 12:18**
7. Acknowledgment – (1) The Administrator signing this document is making a covenant to the school to execute entirely in the Seminary Apprentice program and to work to maintain a positive, cooperative learning environment. (2) The Administrator is signing to acknowledge that they will serve a 4-year term and are making the covenant to the best of their ability to serve the full 4-year term and recruit a replacement if they do not plan to serve another term.

*“When thou shalt vow a vow unto the Lord thy God, thou shalt not slack to pay it: for the Lord thy God will surely require it of thee; and it would be a sin in thee.”*

**Deuteronomy 23:21**

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School Administrator (Signature / Date)