

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Tribunal
POSITION:	Moderator of the Tribunal Chancery
CATEGORY:	EXEMPT FULL TIME

SUPERVISOR: Vice-Chancellor

JOB SUMMARY: The Moderator of the Tribunal is responsible for managing the day-to-day operations of the Marriage Tribunal.

PRIMARY RESPONSIBILITIES:

- Oversees the daily operations of the Tribunal.
 - Manages ongoing organization of department, job descriptions, in-services, supervision, and evaluation of department staff. Recruits and hires new staff as needed. Facilitates scheduled staff meetings as needed.
 - Coordinates, supervises, and supports the work of the office staff (Judge(s), Auditor(s), and Administrative Assistant). Approves work hours, vacation time, or time away for conventions, etc. making sure the office is adequately staffed to continue the flow of cases.
 - Oversees and provides leadership by developing, reviewing, and revising departmental goals and objectives and their implementation.

- Oversees the case work of the Tribunal.
 - Works closely with the Judicial Vicar on all matters presented to the Tribunal.
 - Assigns duties, coordinates work and case flow. Monitors progress of all cases to be sure justice is rendered in a timely manner. Understands and can explain the canonical processes required for all types of cases presented to the Tribunal.
 - Coordinates the work of the field staff (Judges, Defenders of the Bond, and Expert Witnesses). Reviews and edits reports submitted to maintain consistency and accuracy.
 - Handles ordinary questions about the instruction of cases and in cooperation with the Judicial Vicar, arranges for psychological evaluations for those involved in cases requiring such expertise.
 - Responds to canonical questions posed by Petitioners, Respondents, Clergy, and Parish Advocates.

- Develops and coordinates the department's Introductory and Advanced Parish Advocate Training, as well as updates and ongoing training. Gives presentations at training events.
 - Maintains liaison with clergy and Parish Advocates.

SECONDARY RESPONSIBILITIES:

- Assists Pastors/Parochial Administrators and their staffs by responding to questions regarding the marriage nullity process and its connection to RCIA and marriage preparation.
- Handles all inquiries regarding sacramental registers and any issues connected with them, including the use of Witness Affidavits.
- Develops and supervises the department's annual budget.
- Coordinates billing and receiving of payments; submits weekly deposit to Finance Office.

- With the Judicial Vicar, attend deanery meetings to provide updates to clergy and answer questions.
- With the Judicial Vicar, complete the annual year-end reports including those for the Bishop, the Apostolic Signatura in Rome, and the Canon Law Society of America.
- Maintains the archives of Tribunal cases and documents.
- Maintains database system by updating templates and processes used.
- Maintains and updates Tribunal webpages.
- Coordinates educational and training activities in the diocese as requested or needed.
- Represents the diocese at the annual Western Regional Canon Law Meeting. Maintains liaison with tribunals in California and Nevada.

Canonical Duties

- Serves as an Ecclesiastical Notary and Auditor as needed.

MINIMUM QUALIFICATIONS:

Education & Experience: Master’s degree from an accredited four-year college or university. Candidates with a JCL degree in canon law preferred. Applicants must have significant experience (3-5 years) in the administration of running an office with responsibilities in general administrative management, human resource management, budget planning, and policy development. Experience working with and guiding Church leaders – priests, deacons, and lay persons. Additional experience working in a Tribunal Office or as a Judge and/or Defender of the Bond preferred. Practicing Catholic essential.

Skills and Knowledge: Proficient in Microsoft Office programs; proficient in using database (CaseMaster) for case management; proficient in using Laserfiche for digitizing case files; excellent organizational and interpersonal skills; can communicate effectively in both oral and written form; high skill level in writing and editing documents; high skill level with supervising employees and volunteers; able to work and relate to a variety of personalities and cultures; experience in training and teaching adults; able to handle multiple assignments consecutively and prioritize workload. Possess ability to handle highly confidential matters and documents; has pastoral sensitivity in dealing with general public.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE