

CATHOLIC
PASTORAL CENTRE

**ROMAN CATHOLIC DIOCESE OF
CALGARY**



POSITION DESCRIPTION
Collegial Judge and Canonical Services Associate

REPORTS TO

Judicial Vicar and Chancellor (Director)

DEPARTMENT

Canonical Services

OVERVIEW

This position participates with a college of Judges in the diocesan ecclesiastical court, adjudicating petitions for marriage annulment and other matters brought before the tribunal according to canonical laws. The role will also assist the Judicial Vicar and Chancellor with other duties that support the work of the canonical services team.

RESPONSIBILITIES

Primary:

- Adjudicate marriage cases brought before the tribunal
- Write *Sentence* setting forth both the conclusions and the basis for the decision after weighing the information provided
- Review applications submitted for marriage annulment and direct to the appropriate individual within the tribunal for follow-up
- Discuss with auditors any issues in the marriage annulment process
- Prepare appeals for the Appeal Tribunal
- Supervision of all cases and time limits within the process
- Assist the Judicial Vicar and Chancellor with answering canon law and sacrament questions for the Diocese
- Facilitate study/learning sessions for canonical services staff to enhance their knowledge
- Other duties as assigned by the Judicial Vicar and Chancellor

QUALIFICATIONS

- A Licentiate in Canon Law (JCL)
- Minimum three years' experience in tribunal or canonical services within a Diocese or religious order
- Be an active, practicing member of the Catholic Church
- Ability to maintain the highest level of confidentiality due to the sensitive nature of the role and information shared
- High level of initiative and judgment
- Effective written and oral communication skills
- Interpersonal skills which encourage openness, candor and trust

HOURS OF WORK

8:30 A.M. - 4:30 P.M. Monday – Friday. One earned Flex Day off each month.
(May only be modified by mutual agreement and as agreed to in employment contract)

KEY RELATIONSHIPS

- The Judicial Vicar and Chancellor
- Tribunal and Canonical Services Employees
- Priests and laity

STRENGTHENING OUR PARISH COMMUNITIES

TO APPLY: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See <http://www.calgarydiocese.ca/articles/employment-opportunities.html>

Application process includes:

- Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html>
- Satisfactory Vulnerable Sector Police Information Check (required if successful candidate)
- Three (3) reference checks
- Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

E-mail to: Careers@calgarydiocese.ca

Mail: Human Resources
120 17th Avenue SW
Calgary, AB, T2S 2T2

This position will remain open until a suitable candidate is found. We thank in advance all applicants for their interest. Only short listed applicants will be contacted.