

The Roman Catholic Diocese of Nashville

Director of The Tribunal

The Diocese of Nashville Governance & Services Office seeks qualified candidates for the position of Director of The Tribunal. This is a regular full-time position providing administration and oversight of the daily operations of the Diocesan Tribunal, including everyday supervision of staff. The Governance & Services Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center.

AREAS OF RESPONSIBILITY INCLUDE

- Participating in the selection and placement of Tribunal personnel.
- Supervising and assisting Tribunal personnel in the proper performance of regular assigned duties.
- Assisting the Judicial Vicar in establishing policies and procedures for the proper implementation of the requirements of canon law concerning all cases processed by the Tribunal.
- Overseeing all phases of preparation of cases presented to the Tribunal.
- Ensuring fair distribution of cases among advocates, defenders of the bond, and judges.
- Reviewing and assessing marriage nullity and dissolution cases.
- Serving as primary author and source of tribunal correspondence.
- Ensuring timely and correct data entry and file management of Tribunal correspondence and procedural acts.
- Organizing and leading Case Sponsor Training programs for clergy and laity in the Diocese.
- Organizing and leading Tribunal Assistance Sessions in parishes for potential case petitioners.
- Assisting the Judicial Vicar in developing and administering Tribunal budget.

QUALIFICATIONS

- Graduate Studies in Theology and Pastoral Ministry.
- Minimum of three years of prior Tribunal experience.
- Prior administrative and supervisory experience.
- Demonstrated computer and word processing competence, specifically with MS Office, and File Maker Pro. Basic internet skills are also required.

For consideration, please email cover letter and resume to:

Employment@DioceseOfNashville.com