

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **JUDICIAL VICAR**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Judicial Vicar is the department head responsible for ensuring access to Church courts and procedures for individuals having a legitimate claim for a decision or judgment in contentious issues, in administrative matters, and in conflict situations related to the exercise of ecclesiastically recognized rights. The Judicial Vicar provides and directs judicial services in accordance with Canon Law, with competence and objectivity, within the legal time frames imposed by law and with the required number of various competent and qualified officers of the court.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

Responsible to the Bishop for the successful performance of the Judicial Vicar's assigned duties.

#### **B. Staff**

Responsible for the supervision, performance and evaluation of the following:

- Tribunal Auditor/Assistant to the Judicial Vicar
- Tribunal Secretary

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Facilitate the development of overall mission statements, goals, objectives and for the successful implementation of the overall Diocesan mission.
- B. Manage the flow of Tribunal case work following the initial startup.
- C. Act as presiding Judge on marriage nullity cases, review each decision rendered in first instance for compliance with Canon Law, and execute appropriate letters, decrees, and notifications for each case from its conclusion to its confirmation by the Appellate Court.
- D. Examine Davenport cases for transmission to the Appellate Court for the mandated review, and arrange for the judicial review of cases submitted by another Court by assigning the officers.

- E. Correspond with Tribunals in other Dioceses and cooperate with legitimate requests for canonical assistance.
- F. Establish protocols for processing the various kinds and grades of matrimonial cases and other judicial proceedings.
- G. Arrange for the orderly preservation of case files in the archives.
- H. Update resumes of non-degree personnel and apply for indults from the Holy See.
- I. Create and maintain department budget in consultation with the Chief Financial Officer and other appropriate parties.
- J. Prepare annual reports on cases for the Holy See and Canon Law Society of America.
- K. Direct, supervise and evaluate the Tribunal Auditor/Assistant to the Judicial Vicar and Tribunal Secretary in keeping with their mission statements, goals, objectives and strategies.
- L. Participate in meetings with the Bishop and Curia.
- M. Establish procedures for internal operations in consultation with the Bishop and other Directors.
- N. Provide telephone support and appropriate information to pastoral ministers, Petitioners, Respondents, and the general public, especially regarding various kinds of annulment procedures and status of cases.
- O. Perform other duties as needed or assigned.

## **STANDARDS OF PERFORMANCE**

- A. Compliance with canonical requirements for the office of Judicial Vicar.
- B. Efficient and effective organization and direction to Judicial Vicar's areas of responsibility.
- C. Effective oral and written communication.
- D. Interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- E. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- F. Flexibility in performing designated duties.

- G. Acceptance of personal inconvenience for attainment of the Diocesan goals.
- H. Meet or exceed objectives established in budgetary process.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

### **EDUCATION, TRAINING AND EXPERIENCE**

- A. In accord with Church law, the Judicial Vicar must be a *sacerdote* (priest or bishop), holding a doctorate or at least a licentiate in canon law and not less than thirty years of age.
- B. Three years of experience in tribunal positions, including successful interviewing of clients and preparation of briefs.
- C. Management, administrative and leadership experience.
- D. Proven experience in written and oral communications.
- E. When the see is vacant, the Judicial Vicar does not cease from his office and cannot be removed by the diocesan administrator; when the new bishop arrives, however, he needs confirmation.