

Archdiocese of Louisville

Position Description

Agency: Metropolitan Tribunal

Position Title: Associate Director

Number supervised: 3

Accountable to: Judicial Vicar/Tribunal Director

Status: Exempt

I. General Description:

To assist the Judicial Vicar with general administration of the Metropolitan Tribunal and serve as a resource to pastors and pastoral leaders of the parishes of the Archdiocese of Louisville in matters related to the workings of the Tribunal.

II. Primary Duties

- Supervise the Tribunal Notaries
- Prepare and administer the budget of the Tribunal agency.
- Coordinate the tracking and flow of cases within the Tribunal.
- Serve as a resource to parishioners and parish staff with questions about the annulment process and case issues.
- Take testimony of petitioners and respondents and witnesses in marriage cases.
- Ensure records of marriage cases are correctly entered and maintained.
- Coordinate with Tribunal staff, parish educational programs, particularly for auditors and advocates.

III. Position Qualifications

- Minimum of 5 years of experience in pastoral ministry at the diocesan or local level.
- Graduate degree in Theology, Pastoral Ministry, or related field.
- Knowledgeable of church teaching on marriage.
- Skilled in supervision and administration.
- Excellent leadership and communication skills
- Active member of the Catholic Church and a parish community.