

**DIOCESAN ADMINISTRATION
POSITION DESCRIPTION**

TITLE: Auditor / Field Advocate Co-Coordinator **FLSA:** Exempt

SECRETARIAT: Canonical Services and Tribunal **STATUS:** Full Time

ACCOUNTABILITY:

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring a Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the Diocesan Administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is appointed by the Judicial Vicar, and accountable to the Judicial Vicar and the Director of Canonical Services.

RESPONSIBILITIES:

This judicial position is responsible for supporting the adjudication of ordinary contentious trials, including marriage invalidity cases, in conjunction with the Judge, Promoter of Justice and Defenders of the Bond. This position exercises considerable judgment and initiative in the performance of day-to-day auditor functions and serves to encourage, promote, support and strengthen the goals and objectives of the Office of Canonical Services & Tribunal Administration.

ESSENTIAL DUTIES:

1. At the direction of the Judge, deposes petitioners, respondents and other parties in marriage invalidity cases, attests the accuracy of transcribed testimony, and presents summary of proofs collected as well as "Auditor's Notes" of impressions;
2. Examines petitions and related documents as received for completeness;
3. Assists clergy with their questions specific to case matters;
4. Completes projects and assignments as directed by Director of Canonical Services in support of the Judicial Vicar and Adjutant Judicial Vicar.
5. Acts to safeguard the canonical rights of parties in formal marriage invalidity cases according to the Code of Canon Law in vigor;

6. Assists with communication with parties in assigned cases;
7. Maintains contact and communication with Tribunal Field Advocates, participates in annual Field Advocate Training weekend and Field Advocate Update Training evening, prepares and distributes monthly newsletter, *The Advocates' Brief* in collaboration with the Field Advocate Coordinator and Director of Canonical Services;
8. Assists with projects and completes assignments as directed by Director of Canonical Services in support of the Judicial Vicar and Adjutant Judicial Vicar.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Education: Bachelor's Degree in Theology or related field required.

Experience: Previous experience in parish ministry or Tribunal work preferred.

Skills: Able to communicate well both orally and in writing;

Able to interpret and apply canon law;

Possess strong interviewing and analytical skills;

Proficient in the use of personal computers including: word processing, spreadsheet, data base and internet programs, computers, calculators, copiers, fax machines, etc.;

Able to operate a motor vehicle and must possess a valid driver's license.

Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parish or religious community.

Participation in a Marriage Tribunal Training Program at a School of Canon Law is required.

Participation in the Diocesan Safe Environment Policy requisites, including a criminal background check, is required.

Exposure to objectionable material and offensive language or narratives is a strong possibility.

ENVIRONMENT:

1. Private or shared office - - clean, well lit, environmentally comfortable, no air borne particles;

2. Minimal exposure to chemicals related to copier equipment and general office solvents;
3. Lifting/carrying of objects is generally not required;
4. Reaching below shoulder level frequently required;
5. Frequent hand manipulation is required in operating controls and equipment;
6. Position requires working at desk a minimum of seventy-five percent of the work day; balance of time divided between standing and walking and travelling throughout the Diocese.