



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Instructing Judge

**Opening Date:** 11/10/2021

**Closing Date:** Until Filled

**Location of Job:** Archdiocese of Portland

**Location Address:** 2838 E Burnside St, Portland, OR 97214

**Position:** Full Time; 40 hours per week

**Position Summary:** The instructing judge works closely with the director of the tribunal and other members of the tribunal staff to instruct and complete matrimonial cases in a timely manner and to research and prepare reports on other canonical issues as they arise.

The responsibilities of the instructing judge are described in and governed by the 1983 Code of Canon Law of the Latin Church and subsequent legislation and norms, in accordance with the jurisprudence of the Roman Rota and the accepted practice of learned authors. The responsibilities can be further specified as follows but are subject to amendment in the light of the experience and developing practice of this Tribunal.

**Primary Responsibilities:**

1. Works in a collegial manner with the (adjutant) judicial vicar, other judges, the defender of the bond, and other ministers and staff of the Tribunal.
2. Exercises the office of judge in cases as assigned by the (adjutant) judicial vicar, whether at first or second instance.
3. Ensures that procedures are followed in accordance with the Code of Canon Law and other subsequent legislation and norms.

4. Collaborates with the director of the tribunal in the management of all assigned cases.
5. Generally, acts as the ponens in those cases entrusted to him as a member of a college of judges.
  - a. Provides canonical instruction of those cases that require the intervention of a college of judges in accordance with the requirements of canon law.
  - b. Liaises with the parties in the cases entrusted to him whether directly or through their advocates/procurators and notaries.
  - c. Diligently seeks the proofs required to secure the progress of the cases entrusted to him/her, where necessary contacting petitioners, respondents, and witnesses for additional proofs.
  - d. Ensures that the parties are afforded the opportunity to review case acts and to offer their observations.
  - e. Available for the meetings of the colleges of judges.
  - f. Drafts definitive sentences reflecting the decisions of the colleges of judges.
6. Available to offer consultation to other staff, especially fellow judges.
7. As assigned, responds to outside rogatory requests for interviews and contact with petitioners or respondents.
8. As assigned, instructs cases for the dissolution of the marriage bond in favor of the faith (Petrine Privilege).
9. As assigned, instructs other documentary/administrative cases as needed.
10. Promotes awareness of the role of canon law in the local Church by joining tribunal ministers in conducting classes, seminars, and workshops.
11. As permitted under canon law, provides canonical advice to inquiring parties, especially in answering questions posed by clergy or archdiocesan staff.
12. Researches and prepares reports on canonical questions as assigned by the archbishop, the judicial vicar, or the director of the tribunal. Refers other research inquiries to the director of the tribunal and proceeds as directed.
13. Other duties of a canonical nature as assigned.

#### **Required Knowledge, Skills and Abilities:**

1. Detailed knowledge of canon law, especially concerning marriage's substantive and procedural law.
2. Must be familiar with all relevant ecclesiastical legislation, as well as papal, conciliar, and other Church documents related to said legislation and be able to conduct analysis as well as prepare and present accurate and concise reports and recommendations.
3. Ability to communicate effectively in fluent English, both verbally (including oral presentations) and in writing.
4. Interpersonal skills, use of discretion, teamwork, negotiation, service orientation, and public relations to foster the Church's mission.
5. Must be well-organized.

6. Confidentiality, tact, accuracy, and sensitivity are required to handle marriage cases.
7. Must be able to work with multi-cultural parties.
8. Proficiency is required with all basic office equipment and PC software, including document processing from outline to editing to finished product.
9. Self-sufficiency is expected without needing the assistance of administrative staff.

**Minimum Qualifications:** Licentiate or Doctorate in Canon Law (J.C.L or J.C.D., respectively). Minimum 1-2 years' experience in similar position preferred or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the above described essential functions. Practicing Catholic in good standing required. Latin proficiency required. Spanish fluency preferred. Valid driver's license. Membership (or willingness to obtain membership) in the Canon Law Society of America or similar professional organization.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to [HR@archdpdx.org](mailto:HR@archdpdx.org) to apply.