



JOB OPENING

Director of the Tribunal Apprentice

Diocese of Great Falls-Billings | Great Falls, MT

The Diocese of Great Falls-Billings seeks a **Director of the Tribunal Apprentice**, working closely and training with the Director of the Tribunal in the processing of matrimonial cases before the Tribunal. Upon the successful completion of training, the probationary period and the retirement of the current Director, the Apprentice will become the Director of the Tribunal.

Key Responsibilities

Primary Job Functions

- Serve as ecclesiastical notary in matrimonial causes in the tribunal, directing canonical processes in accordance with the norm of law
- Supervise tribunal administrative staff
- Ensure tribunal compliance with all procedural law
- Advise on canonical matters when requested
- Regularly study doctrine and jurisprudence
- Address questions from parties and tribunal officials as needed
- Maintain and revise forms, documents, and explanatory materials as needed

Qualifications

Mandatory minimums

- Must be a Catholic in good standing and adhere to the doctrine and moral teaching of the Church, especially with respect to marriage
- Possession of, or far advanced in the completion of, a Licentiate degree in Canon Law (JCL)
- Competence in office software, basic technology, internet and email
- Ability to manage and supervise employees

Preferred

- Tribunal experience
- Strong grasp of procedural canon law and knowledge of Rotal jurisprudence
- Competence in reading Latin

Position details

- Full time, FLSA non-exempt, non-remote position
- Compensation will include an hourly wage between \$31.00-\$33.00/hour (aprox. \$65-70k annually) based on credentials, skills, and experience; full medical, dental, and vision benefits.

Apply:

Send cover letter and resume to **Fr. Samuel Spiering, Judicial Vicar**

email: frspiering@diocesegfb.org

Open until filled