



THE ARCHDIOCESE
OF KANSAS CITY IN KANSAS



CHANCELLOR & PROMOTER OF JUSTICE

June 8, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Rooted in nearly two centuries of faith and service, the **The Archdiocese of Kansas City** in Kansas is a vibrant Catholic community committed to growing as disciples of Jesus and making disciples for Jesus. Our mission is to proclaim the Gospel, celebrate the sacraments, and serve those in need across Northeast Kansas.

From its humble beginnings with Jesuit missionaries in the early 1800s to its current leadership under **Archbishop Shawn McKnight**, the Archdiocese has flourished through a deep commitment to education, evangelization, and pastoral care. We support a network of parishes, schools, and ministries that nurture spiritual growth and foster a culture of mercy, justice, and love.

As a Church on mission, we invite all to encounter Christ, deepen their faith, and join us in building a community where every person is valued and every soul is welcomed.

Job Summary/Description:

The Archdiocese of Kansas City in Kansas is seeking a Chancellor and Promoter of Justice.

This position supports the mission of the Archdiocese through the application of canonical principles across its various functions, including the development and implementation of sound canonical procedures, as well as providing guidance and responses on behalf of the Archbishop and other Archdiocesan entities. This position is full-time and benefits eligible.

Duties and Responsibilities:

- Provide expert canonical advice to the Archbishop, curia, clergy, parishes, and Catholic institutions on all matters of canon law, including governance, sacraments, and ecclesial structures.
- Serve as chief notary of the Archdiocese, overseeing the preparation of decrees, letters, and juridic documents issued by the Archbishop (cf. can. 484).
- Develop, implement, and oversee canonical policies and procedures, including administrative, disciplinary, and governance frameworks.
- Coordinate clergy-related canonical matters, including assignments, incardination, laicization, and letters of suitability for ministry, ensuring accurate records and compliance.
- Advise and implement canonical processes related to ecclesiastical goods, including alienation, mergers, and the review of statutes and bylaws of Catholic entities.
- Serve as staff support for key consultative bodies (e.g., College of Consultors, Archdiocesan Pastoral Council, Presbyteral Council).
- Oversee the Archdiocesan archives and information governance programs, ensuring proper maintenance of canonical records and compliance with ecclesiastical norms.
- Direct the collection and reporting of required ecclesiastical data, including the Quinquennial Report and submissions to the Holy See and Official Catholic Directory.
- Advise the Archbishop on alleged delicts and oversee canonical responses, including preliminary investigations, administrative measures, judicial penal processes, and serving as liaison with canonical advocates and dicasteries in Rome as needed.
- Provide training as needed on canonical topics for clergy, seminarians, staff of parishes, and laity.

Knowledge, Skills & Abilities

- Excellent communication skills both verbal and written.
- Ability to exercise discretion, good judgment and initiative.
- Ability to prioritize, multi-task and meet deadlines with minimal supervision.
- Manage confidential matters with diplomacy, tact and discretion.
- Ability to work in collaboration with others.

Qualifications

The following qualifications are required:

- Degree in Canon Law (J.C.L. or J.C.D.).
- Minimum of ten (10) years' experience in Church Ministry.
- Practicing Catholic in good standing.
- In accordance with canon 483 §2, be of unimpaired reputation and above all suspicion, in order to fulfill the responsibility to notarize documents warranting public trust.
- Knowledge and understanding of the Roman Catholic Church, its structure, and the ministries within the Offices of the Chancery.
- Demonstrated proficiency with MS Office.

Note: All employees are required to consent to a background check, commit to our Code of Conduct, Abuse Prevention Policy, and Statement of Foundational Principles as they Relate to Employment policies and complete Safe Environment training before hiring.

The Archdiocese of Kansas City in Kansas offers a comprehensive health and welfare benefits plan including medical, dental and vision, a 401k plan that includes matching contributions, as well as generous paid time off policies such as vacation, sick leave and paid holidays.

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: July 31, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

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