

Title: Pastoral Minister

Location: Parishes of Kirkland (Holy Family & St. John Mary Vianney)

Status: Full-time, Exempt | Evenings and weekends required

Reports to: Pastoral Associate

Position Summary

The parishes of Holy Family and St. John Mary Vianney in Kirkland are seeking a prayerful, theologically sound, and pastorally aware Pastoral Minister to be a vital extension of the Pastor's mission to teach and sanctify the People of God entrusted to his care. This full-time role will serve as a visible and collaborative presence in the heart of parish life.

The ideal candidate will be deeply rooted in Catholic teaching, possess excellent organizational skills, and be committed to forming disciples through reverent liturgy and sound catechesis – performing various roles and duties including, but not limited to:

Master of Ceremonies

This role will serve as a key facilitator of the Church's sacred liturgy, ensuring that each celebration is carried out with reverence, clarity, and fidelity to the norms and traditions of the Roman Rite.

- Directing liturgical movement and ritual coordination: Oversees the flow and execution of liturgical actions, ensuring all elements are carried out with decorum and precision, in accordance with established rubrics and discretions of the Pastor. Collaborates closely with clergy, musicians, and other liturgical ministers to foster integrated and harmonious celebrations.
- Forming and guiding liturgical ministers: Provides training, direction, and ongoing support for altar servers, lectors, and other liturgical participants, fostering a spirit of reverence and competence in the sacred actions of the Church's liturgy.
- Preparing celebrants and sacred materials: Ensures that celebrants are confidently supported with properly arranged vestments, vessels, liturgical books, and service scripts. Coordinates the availability and staging of essential materials such as hosts, wine, candles, and incense, contributing to the seamless execution of each liturgy.

Christian Initiation of Adults

This role will shepherd the entire process of initiation for adults seeking full communion with the Catholic Church, in accordance with the liturgical and catechetical norms.

- Planning and leading the entire initiation process: Overseeing the schedule of instruction within the appropriate stages of development as well as planning and leading the liturgical rites associated with those stages.
- Recruiting, training, and directing a core team: This will include catechists (as needed) but more often hospitality ministers and sponsors serving as steady companions for the initiates.

- Assessing and guiding readiness: Fostering personal support and a sense of desire and belonging to individuals in collaboration with the Pastor, sacramental records, and permissions pertaining to often complex personal backgrounds. Assure individuals are accompanied up to and including integration into parish life.

Qualifications

- A practicing Catholic in good standing, with a deep love for Christ and a mature understanding of Catholic doctrine, liturgy, and sacramental theology.
- Demonstrated theological competence, particularly in the practical application and instruction of dogmatic, moral, ecclesial, and liturgical principles within parish life.
- Bachelor's degree in Theology, Pastoral Ministry, Liturgical Studies, or a related field (Master's degree preferred).
- A minimum 7–10 years of parish ministry experience, with particular emphasis on adult faith formation, catechumenal ministry, and liturgical coordination.
- Proven ability to offer pastoral accompaniment to individuals and families through moments of conversion, sacramental preparation, and full integration into the parish community.
- Excellent interpersonal and communication skills—both written and spoken—with the ability to collaborate effectively with clergy, staff, and parishioners from diverse backgrounds.
- Willingness to engage in a high degree of regular evening and weekend ministry, including Sundays and major liturgical seasons.
- Must complete Archdiocesan Safe Environment training and pass a background check prior to start date.