



Catholic Diocese of Peoria

Job Title: Assistant Director of Divine Worship

Location: Peoria, IL

Reports To: Director of Divine Worship

Job Type: Full-Time

About the Role:

The **Assistant Director of Divine Worship** plays a vital role in supporting the liturgical life and sacramental ministries of the Diocese of Peoria. This position serves alongside the Director of Divine Worship to support the Bishop at major liturgies and coordinates liturgical and sacramental ministries of the Diocese of Peoria.

The role serves as the liturgical liaison between parishes and the Office of the Bishop by collecting event information to prepare the Bishop for liturgies and events. For these events one serves as a Pontifical Master of Ceremonies meeting with local liturgical teams on site and assisting the Bishop; this also includes chauffeur duties. Along with event planning, this role includes serving on the Liturgical Building Commission, as a liturgy consultant for pastors and parishes, managing sacramental records for Cathedral confirmations, EMHC affidavit support for the diocese, managing the diocesan warehouse, and programming workshops.

The person in this role serves as a key member of the Cathedral's liturgical team as sacristan and MC for Masses and liturgies on Sundays as well as ordinations, holidays, and other events. This includes serving a consultative role on major liturgies for the diocese.

What You Will Do:

- **Cathedral:**
 - Prepare sanctuary for Sunday, holiday, and special event liturgies
 - Maintain vestments and supplies
 - Coordinate with janitors, florists, and lectors
 - Oversee Tomb operations.
- **Bishop Events:**
 - Support the Bishop as Cha Utter and MC for events
 - Assist with event preparation and communication with location staff
 - Manage files for liturgical functions.
- **Divine Worship:**
 - Recruit/train liturgical ministers
 - Manage liturgical warehouse
 - Maintain ministerial/sacramental records
 - Maintain sacristies and chapels
 - Program and coordinate liturgical conferences

Phone
309 671-1550

Address
419 N.E. Madison Avenue,
Peoria, Illinois 61603

Website
cdop.org

What You Need:

- Practicing Catholic in good standing with the Church
- Bachelor's degree or equivalent professional experience
- Experience as a sacristan and altar server
- Excellent communication and organizational skills
- Proficiency with Microsoft Office Suite and other relevant software

Additional Details:

- Office-based with local travel required for diocesan liturgies and parish support
- Must be available to work the majority of weekends, many evenings, and some holidays
- Sponsorship is not available for this position

Compensation and Benefits

- Salary Range: \$40,000 - \$45,000 per year
- Medical, dental, prescription, and vision plans to keep you and your family healthy
- Paid Time Off: Vacation, sick leave, and holidays
- Retirement Savings: A 403(b) retirement plan with employer matching contributions
- Long-term disability coverage
- Life Insurance

How to Apply:

Submit your application through <https://www.applitrack.com/cdop/onlineapp/> by August 15, 2026.

Equal Employment Opportunity Statement

The Catholic Diocese of Peoria is committed to ensuring that all recruiting, hiring, training, promotion, compensation, and other employment-related programs are provided fairly to all persons on an equal opportunity basis. As such, the Diocese prohibits discrimination, harassment, and/or retaliation of any kind against an applicant or employee on the basis of their actual or perceived race or traits associated with race, color, national origin, ancestry, age, sex, disability or association with a disabled person, military or veteran status, genetic information, citizenship, order of protection status, or any other applicable legally protected status or characteristic.