

## Chancellor, Diocese of Joliet, Crest Hill, IL

The Diocese of Joliet in Illinois is seeking to hire a Chancellor. The Chancellor serves as a canonical advisor to the Bishop, the Vicar General, Vicar for Clergy, Chief Financial Officer, Office of Child and Youth Protection and consultative bodies with issues related to canon law, including but not limited to General Norms, the Munus Docendi, the Munus Sanctificandi, Temporal Goods and Penal Law.

The Chancellor ensures the documents and acts of the Curia are gathered, arranged and safeguarded in the archives; records the ecclesiastical acts, decrees and dispensations issued by the Bishop as required by the Code of Canon Law; produces official ecclesiastical documents as requested and required.

Must be a practicing Roman Catholic in good standing with the Church with a license in Canon Law; experience with the annulment process; knowledge of archival science and/or experience with archiving. A minimum of five (5) to ten (10) years' experience in a related field. Must have excellent written and verbal skills, along with good computer skills. Bilingual in Spanish and English a plus.

This is a full-time benefited exempt position. Normal hours are Monday through Thursday, 8:00 a.m. – 4:30 p.m., Friday, 8:00 a.m. – 1:00 p.m. Additional time as necessary.

To view full job description, please visit [The Roman Catholic Diocese of Joliet in Illinois](#)

Qualified candidates please email cover letter, resume and salary requirements to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org).