

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director, Office for Pastoral Planning

EFFECTIVE DATE: 2026

DEPARTMENT: Pastoral Vitality
Center for Parish Vitality

LEVEL:

POSITION SUMMARY:

The Director of the Office for Pastoral Planning supports parish leaders in planning for a future of health and growth in parish life through effective pastoral planning. Collaborating with other offices within the Center for Parish Vitality and within the Pastoral Center, the Office for Pastoral Planning acts as a primary resource for Archdiocesan deans, pastors and parish leaders in the creation of pastoral plans, and facilitates the reception of pastoral plans by the Archbishop.

CREDENTIALS & EXPERIENCE:

Requires a Bachelor's in theology, pastoral ministry, organizational leadership, project management, or related degree; Master's degree preferred. A minimum of 5 years of parish or related experience is required. Strong written and oral communication skills required. Must have strong organizational and project management skills. Familiarity with software such as Office 365, Adobe Acrobat, and other modern digital platforms is important. Fluency with web development software like WordPress is desirable. Must be a practicing Catholic in good standing with the Church.

REPORTS TO: Director, Center for Parish Vitality

DUTIES & RESPONSIBILITIES:

- *1. Lead ongoing pastoral planning activity for parishes and deaneries, including Beacons of Light initiatives, annual reporting processes, and other efforts.
- *2. Supervise parish liaisons and other personnel who support pastoral planning activity in the Pastoral Center.
- *3. Provide direct support to pastors and parish leaders in pastoral planning efforts.
- *4. Coordinate with other offices of the Pastoral Center who support parish life to provide effective resources for parish leaders.
- *5. Support the Archdiocesan Deans in their leadership of pastoral planning activity within their deaneries.

6. Participates with counterparts in other (arch)dioceses to share best practices throughout the United States through the Diocesan Planners Network and other groups.

*7. Be responsible for a budget and other quantifiable measures.

*DENOTES ESSENTIAL FUNCTIONS

SUPERVISION RECEIVED:

Works under the direction of the Director of the Center for Parish Vitality.

SUPERVISION EXERCISED:

Parish Liaisons

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date