

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

TITLE OF POSITION: Director for the Office
of Incarceration Ministry

EFFECTIVE DATE: 5/2026

DEPARTMENT: Incarceration Ministries

POSITION SUMMARY:

The Director for the Office of Incarceration Ministry is a full-time position serving the Church's evangelizing and pastoral care mission to the incarcerated in prisons within the Archdiocese of Cincinnati. The primary responsibilities of the role are to oversee and ensure that the Sacraments, OCIA and faith formation, and pastoral care are provided in each institution every week.

CREDENTIALS AND EXPERIENCE:

- A degree in philosophy/theology.
- Experience in prison ministry.
- Ability to pass a state background check
- Strong interpersonal skills.
- Organizational leadership of several teams of volunteers.
- A firm commitment to acting justly towards all.
- A view to the common good of the community.
- An ability to work with the institutional staff and to maintain a positive relationship with them.
- An ability to follow through on weekly tasks.
- A manifest love for Jesus Christ in the Eucharist and of the teachings of the Catholic faith, and an ability to model what healthy obedience to the Church's hierarchy looks like.

DUTIES & RESPONSIBILITIES:

1. Facilitate the provision of weekly contractual services to each prison: sacramental ministry (Mass/communion service) OCIA, and other faith formation programming takes place in 3 state prisons.*
 - a) Set and monitor volunteer and priestly ministry schedules; obtain substitutes as needed.*
 - b) Build relationships with institutional chaplains and other staff, and coordinate plans with chaplains.*
 - c) Make pastoral visits in solitary confinement and coordinate priests if confession, anointing, or confirmation is needed.*
 - d) Respond and adjust to program needs directed by prison officials.*
 - e) Lead, coordinate, form, and build volunteer teams for each prison, including recruitment, screening, forming, and onboarding.*
 - f) Collaborate with volunteer catechist teams in setting the curriculum, liturgical and class schedule, class format, etc.*
 - g) Work directly with inmates in group and one-on-one settings to teach and counsel in the faith.

2. Leverage parish support for materials, special occasions, and feast days.
3. Coordinate and regulate materials and supplies for the ministry into the prisons.*
4. Monitor and materially assist other incarceration ministry teams and locations, e.g. Hamilton County Justice Center, Butler County Detention Center.

Administrative Management:

1. Coordinate details of annual state contracts with ODRC and the Archdiocesan CFO.*
2. Submit monthly invoice and other reports as determined by ODRC.*
3. Annual budget preparation.*
4. Coordinate with CMA team for annual appeal video, report ministry statistics.

Network:

1. Keep Director of the Center for Pastoral Vitality apprised on ministry details.*
2. Participate in staff functions and uphold Archdiocesan policies such as Safe Parish.*
3. Stay abreast of national resources, trends, and training through organizations and apostolate such as the Catholic Prison Ministries Coalition and Serenelli Project. Collaborate with said apostolates.
4. Build stronger connection of prison ministry to parishes.

SUPERVISION RECEIVED: Director of the Center for Pastoral Vitality

SUPERVISION EXERCISED: Incarceration Ministry field assistants and volunteers

***DENOTES ESSENTIAL FUNCTIONS OF THE POSITION**

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