

ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION

POSITION TITLE: Director of the Office of the Diaconate **EFFECTIVE DATE:** 6/2026

DEPARTMENT: Executive Services **LEVEL:** Group N

POSITION SUMMARY:

The Director of the Office of the Diaconate is responsible for the oversight and coordination of the Order of Deacon in the Archdiocese of Cincinnati through the administration of the policies of the Archbishop of Cincinnati and of the United States Conference of Catholic Bishops. This position provides regular communication, continuing formation (retreats and ongoing training) for the deacons of the archdiocese, and ministerial support for deacons and their families. The Director directs the Diaconate Office in the planning, budgeting and implementation of office programs for the deacon community and for those discerning a call to the diaconate. This position establishes and oversees the selection process in collaboration with the Director of Deacon Formation and the Admissions Team. This person also works closely with the Director of Permanent Deacon Formation in the formation and training program for deacon candidates. The Director maintains a relationship with other offices of formation. This position requires some weekend and evening work and travel throughout the Archdiocese, as well as some national travel as necessary. This position represents the Archdiocese as an active member of the National Association of Diaconate Directors (NADD).

CREDENTIALS & EXPERIENCE:

Candidate must be an ordained priest or deacon. A Master's degree in theology or a closely related field is desired. Should possess the ability to build healthy relationships with others (i.e., office staff, other Archdiocesan offices, deacon inquirers, deacon community). Must demonstrate ability in organization, administrative and supervisory skills, as well as in the guidance of spiritual formation. Will possess a working knowledge of group processes and the ability to handle conflict. Knowledge of Theology and the Order of Deacon, Canon Law pertaining to Holy Orders and adult catechesis are helpful. Must be people oriented and possess excellent communication skills and the ability to discern and pastor.

REPORTS TO: The Director of the Department of Executive Services.

DUTIES & RESPONSIBILITIES:

Executive Responsibilities

- 1.* Ensures compliance with the USCCB guidelines on the diaconate as found in *The National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*.
- 2.* Provides leadership and vision for the Office of the Diaconate.
- 3.* Represents the Office of the Diaconate and the deacon community at Archdiocesan liturgies and events.
- 4.* Serves as a liaison between the Archbishop and the deacons and their families.

Inquiry, Aspirancy, Candidacy and Ordination Responsibilities

- 5.* Responds to requests for information concerning the diaconate, provides application materials and processes applications.
- 6.* Promotes the Permanent Diaconate throughout the Archdiocese by conducting periodic information sessions.
- 7.* Manages the two-year Aspirancy program, including selection of aspirants and coordination of the Aspirancy meetings for aspirants and their wives.
- 8.* Conducts a discernment process with applicants to the Deacon Formation Program.
- 9.* Conducts the selection and admission process for applicants to the Deacon Formation Program and ensures that canonical requirements are met with respect to the selection, formation and ordination of deacons.
- 10.* Works with the Director of Permanent Deacon Formation in the planning of the Deacon Formation Program and the evaluation of Deacon Candidates throughout the formation process.
- 11.* In conjunction with the Director of Permanent Deacon Formation, recommends to the Archbishop suitable men for installation to the ministries of Lector and Acolyte, and ordination to the Diaconate.
- 12.* May teach in the Deacon Formation Program.

Post-Ordination Responsibilities

- 13.* Plans, schedules, develops and conducts seminars and workshops for Continuing Formation.
- 14.* Encourages and offers opportunities for spiritual, intellectual, personal, ministerial and communal growth for deacons and wives.
- 15.* Facilitates planning, coordination and delivery of an annual retreats for deacons.
- 16.* Offers periodic meetings, dinners and gatherings for deacons and wives to promote fraternity among the deacon community.

Administrative Responsibilities

- 17.* Maintains regular communication with and provides support for the needs of the deacon community through the Advisory Board of the Permanent Diaconate.
- 18.* Maintains current information concerning the development of the ministry of the diaconate.
- 19.* Provides general catechesis and information on the vocation of deacon.

- 20.* Prepares publicity, promotional and informational guidelines and materials on the diaconate.
- 21.* Maintains personnel files on Archdiocesan deacons and diaconate materials for the Archives.
- 22.* Serves as a resource for the placement and other personnel concerns of archdiocesan deacons.
- 23.* Participates in local, state and national meetings and conferences on the diaconate.
- 24.* Represents the Archdiocese as an active member of the National Association of Diaconate Directors (NADD) and participates in their annual convention and institutes.
- 25.* Provides services to pastors, parish staffs and parishes as appropriate.
- 26.* Develops and oversees the annual budget and maintains fiscal compliance for the Office of the Diaconate.
- 27.* Gathers and consults with the Advisory Board of the Permanent Diaconate.
- 28.* Maintains Permanent Deacon Office pages on the Archdiocesan website.
- 29.* Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Director of the Department of Executive Services

SUPERVISION EXERCISED:

Supervises the staff of the Office of the Diaconate

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT	Salary	7 hours per day**	35 hours per week
	260 days	12 months	

****Includes weekend and evening work as necessary.**

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