

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director of Mission & Pontifical Mission Societies

EFFECTIVE DATE: 07/2026

DEPARTMENT: Pastoral Vitality

LEVEL:

POSITION SUMMARY:

The Director of the Mission & Pontifical Mission Societies Office, reporting to the Director of Pastoral Vitality and who is the Episcopal Delegate for the Missions, is essentially responsible for the education and promotion of world-wide solidarity/mission efforts in the Archdiocese of Cincinnati in conjunction with the duties of Pontifical Mission Societies.

CREDENTIALS & EXPERIENCE:

The Director of the Mission & Pontifical Mission Societies Office should possess the following qualifications: A bachelor's degree, but preferably a Master's degree in Theology/Missiology; should have at least 6 months to a year of foreign or domestic mission experience; the ability to relate to the international mission of the Church and its missionaries; be an active Catholic with a strong commitment to and understanding of the Church, its mission and its teachings, especially Catholic Social Justice Teachings; demonstrated ability in organizational, management and supervisory skills; some experience in young adult ministry; demonstrated communication skills in public and written forums; some experience in fund raising; working knowledge of a foreign language is a plus.

REPORTS TO: Director of Department of Pastoral Vitality and who is the Episcopal Delegate for the Missions

DUTIES & RESPONSIBILITIES:

- 1.* Directs all activities of the office, including policy development and direction, budget supervision and professional growth of staff members and resource development including advice from the Advisory Board.
- 2.* Represents the Archbishop and Episcopal Delegate for the Missions to the Pontifical Mission Societies (TPMS) and represents the Mission Office to the Pontifical Mission Societies which include fundraising for the Society for the Propagation of the Faith, Missionary Childhood Association (with our grade schools), Society of St. Peter the Apostle and Pontifical Missionary Union.
- 3.* Establishes and develops links with other globally-focused archdiocesan ministries, as the Catholic Social Action Office, as well as missionary societies and international organizations, namely USCMA, the American Society of Missiology, and others as needed.
- 4.* Strengthens spiritual and supportive links with our missionaries in the field through visits to mission areas and welcoming visits to the Mission Office.
- 5.* Responsibility for organizing planning committees, publicity, promotion, and follow-up to the annual World Mission Sunday events (held on the second-to-last Sunday of October).
- 6.* Development of overseas and domestic mission awareness and fosters integration of mission programs within the Archdiocesan offices, educational institutions and with pastors and parishioners. This especially includes reaching out to our newly ordained priests, per the request of seminary leadership.

- 7.* Overall supervision of the Mission Cooperation Plan to send various missionary organizations to take up collections in all of our archdiocesan parishes during the summer months.

SUPERVISION RECEIVED:

Works under the direction of the Director of Pastoral Vitality and who is the Episcopal Delegate for the Missions

SUPERVISION EXERCISED:

Supervises the staff of the Mission & Pontifical Mission Societies (TPMS) Office and works with the Mission Office Advisory Board.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Salary
260 Days

7 hours per day
12 months

35 hours per week

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