ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION

POSITION TITLE: Director of Pastoral and Professional Ordained Ministry Support

EFFECTIVE DATE: 10/2026

DEPARTMENT: Center for Clerical Pastoral and Professional Support

POSITION SUMMARY:

The Director of Pastoral and Professional Ordained Ministry Support provides leadership, direction, and support for the ongoing pastoral, spiritual, human, and professional development of priests and other ordained ministers serving in the Archdiocese of Cincinnati. The Director serves as the head of the Center for Clerical Pastoral and Professional Support. The Director works collaboratively with the Archbishop, Vicar General, and other appropriate personnel to promote the well-being, effectiveness, and continued growth of ordained ministers throughout their years of ministry.

The Director serves as a trusted resource and advocate for ordained ministers, helping them navigate the opportunities and challenges associated with parish leadership, pastoral ministry, personal well-being, professional responsibilities, transitions, and the changing demands of priestly ministry.

The position supports a culture in which ordained ministers are encouraged to pursue lifelong formation, seek appropriate assistance when needed, develop healthy and sustainable patterns of ministry, and exercise their responsibilities with pastoral effectiveness, professionalism, integrity, and fidelity to the mission of the Church.

CREDENTIALS & EXPERIENCE:

Required

- Practicing Catholic in good standing who demonstrates a strong understanding of and commitment to the mission and teachings of the Catholic Church.
- Bachelor's degree in theology, pastoral ministry, counseling, organizational leadership, human services, business, education, or a related field.
- Significant experience working with Catholic clergy, parish leadership, diocesan ministry, religious organizations, or a comparable pastoral environment.
- Demonstrated understanding of the realities and responsibilities of priestly and ordained ministry.
- Strong interpersonal skills and demonstrated ability to establish relationships of trust.
- Excellent written, verbal, organizational, and facilitation skills.
- Demonstrated ability to maintain confidentiality and exercise sound professional judgment.
- Ability to work collaboratively with clergy, religious, lay leaders, archdiocesan staff, and external professionals.
- Demonstrated ability to manage multiple programs, priorities, and relationships effectively.

Preferred

- Graduate degree in theology, pastoral studies, spiritual formation, counseling, organizational development, leadership, or a related discipline.

- Experience in clergy formation, priest personnel, seminary formation, pastoral leadership, clergy wellness, or professional coaching.
- Training or certification in coaching, organizational development, mediation, counseling, spiritual formation, or a related field.
- Experience developing and evaluating diocesan or organizational formation programs.
- Familiarity with the Code of Canon Law and diocesan policies concerning clergy.
- Experience working directly with priests and other ordained in a diocesan environment.

REPORTS TO: Vicar General

DUTIES & RESPONSIBILITIES:

1.* Pastoral Support of Ordained Ministers

- Develop and oversee the implementation of programs and resources that support the pastoral and personal well-being of priests and other ordained ministers.
- Establish relationships of trust with clergy while maintaining appropriate professional boundaries and confidentiality.
- Help identify emerging concerns that may affect a priest's effectiveness, well-being, or ability to carry out his ministry and appropriately communicate concerns to diocesan leadership.

2.* Professional Development and Continuing Formation

- Oversee and promote ongoing professional development for ordained ministers in areas relevant to contemporary pastoral ministry.
- Identify emerging pastoral, technological, organizational, legal, financial, safe environment, and leadership issues that require continuing education.
- Develop partnerships with Catholic institutions, seminaries, universities, professional organizations, and qualified external providers to provide high-quality formation opportunities.
- Evaluate the effectiveness and relevance of ongoing formation initiatives and recommend improvements.

3.* Pastoral Leadership and Ministry Effectiveness

- Supervise the staff of the Center for Clerical Pastoral and Professional Support, including the evaluation of their performance and their continued development.
- Develop and implement resources in leadership development, conflict management, communication, supervision, team development, organizational effectiveness, and pastoral planning.
- Develop best practices in parish leadership while respecting the unique pastoral circumstances of individual parishes.
- Develop mentoring, peer-support, and consultation opportunities for priests at various stages of ministry.

4.* Clergy Wellness and Sustainable Ministry

- Promote a culture of healthy and sustainable priestly ministry.
- Coordinate resources addressing physical, emotional, spiritual, relational, and professional well-being, consistent with diocesan policies and appropriate confidentiality.
- Develop initiatives that encourage fraternity, community, rest, recreation, and healthy relationships among priests.
- Help connect clergy with appropriate professional resources when circumstances exceed the scope of diocesan pastoral support.

- Collaborate with diocesan leadership when a priest's well-being or ministry effectiveness requires a coordinated response.

5.* Support for Priests in Ministry Challenges

- Facilitate access to mediation, coaching, consultation, counseling, or other professional services when appropriate.
- Coordinate with the appropriate diocesan offices when issues involve canonical, legal, safe environment, human resources, financial, or other specialized matters.
- Maintain clear boundaries between pastoral support and formal supervisory, disciplinary, or investigative responsibilities.

6.* Transition, Mentoring, and Career/Ministry Development

- Develop and oversee structured support for priests during key stages of their ministry.
- Develop resources that help priests reflect upon their gifts, experiences, areas for growth, and future ministry opportunities.
- Support succession planning and leadership development among ordained ministers in collaboration with diocesan leadership.

7.* Collaboration with Diocesan Leadership

- Work closely with the Archbishop, Vicar General, and other diocesan offices as appropriate.
- Provide regular reports and recommendations to diocesan leadership regarding clergy formation, professional development, and support needs.
- Maintain awareness of diocesan policies, canonical requirements, safe environment standards, and professional expectations applicable to ordained ministry.
- Assist diocesan leadership in developing policies, programs, and initiatives related to clergy development and well-being.
- Participate in diocesan committees and planning processes related to ordained ministry.

8.* Formation Culture and Program Development

- Develop a comprehensive, long-term strategy for pastoral and professional support of ordained ministers.
- Establish measurable goals and methods for evaluating the effectiveness of programs and services.
- Develop and manage the department's annual budget in collaboration with diocesan leadership.
- Maintain appropriate records concerning programs, participation, evaluations, and resource utilization while protecting confidentiality.
- Regularly communicate available resources, formation opportunities, and support services to ordained ministers.
- Other duties as assigned.

SUPERVISION RECEIVED:
Works under the supervision of the Vicar General

SUPERVISION EXERCISED:
Supervises the staff of the Center for Clerical Pastoral and Professional Support

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