

**The Presbyterian Church in Westfield**  
**Family Faith Formation Coordinator**  
**Job Posting**

**Our Church:** Come and serve with us! We are the Presbyterian Church in Westfield, a faith community composed of children and youth, families, single and retired people. We come from many walks of life and hold a variety of opinions and perspectives. As a community rooted in grace, our mission is to invite people into a relationship with God, grow together as devoted followers of Christ, and serve others through the power of the Holy Spirit.

The primary responsibilities of the FFFC include, but are not limited to:

- Coordinate and maintain communication with clergy, other staff and related teams in the planning and implementation of Family Ministries programs
- Exhibit a cooperative spirit through appropriate applications of flexibility and high touch as necessary for success
- Assist in the planning and implementation of PCW's Family Ministries
- Provide administrative support to PCW Family Ministries
- Recruit, develop, and train volunteers, cultivating a sense of community and care
- Attend regular meetings of The Presbyterian School (TPS) Board, Family Ministries, and TPS Alumni Group
- Partner with Communications Specialist to ensure proper awareness of ministries, both in targeted and broad approaches, using all types of media

**Specific Responsibilities & Duties**

- Worship
  - Coordinate the Children's Moment
- Learn: Sunday School and Vacation Bible Camp
  - Supervise and Develop:
    - Teachers and volunteers to include their recruitment, training and scheduling
    - Child care employees
  - Coordinate registration procedures
  - Assist Associate Pastor with curriculum selection and implementation
- Connect
  - The FFFC reports to the Associate Pastor, Personnel, and works closely with the Family Ministries Team.
  - Serves as the staff liaison to The Presbyterian School Alumni Group
  - Children and Families Activities
    1. Christmas Eve Family Service
    2. Parents' Time Out
    3. Seasonal fellowship events
    4. Develop relationship with TPS families

- Serve
  - Projects
    1. Sunday School Mission Projects
    2. Periodic/Seasonal Family Mission Project

**Qualifications**

- A sense of call and a passion for the spiritual growth of children and adults in the Christian faith with strong interpersonal and communication skills.
- A background in education, Biblical studies, education theory or theology is required.
- Is proficient in social and digital media, highly organized, motivating to others, and delegates responsibility as appropriate.

Salary	\$26,000.
Professional Expenses	\$1,800.
403b matching	Up to 3%
Vacation	2 weeks

**To Apply:**

**Please send the following:**

1. **Application Packet** (*cover letter, PDP/resume, reference list*)
2. **Writing Sample**
  - Describe your experience in ministry, your faith journey, and how you may be qualified to serve as the Family Faith Formation Coordinator at PCW?
  - Provide a summary of your theology and how that is in line with the doctrine of PCW.

**TO:**

Family Faith Formation Coordinator Search, The Presbyterian Church in Westfield

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