

Position Title: Coordinator for Family and Children's Ministry

Reports to: Rector/Priest-In-Charge (PIC)

Position Status: Part-time, 20-24 hours/month

Position Overview:

The Coordinator for Family and Children's Ministry at The Episcopal Church of The Atonement, Westfield, MA, will support and enrich the spiritual growth of our children, youth, and families. This role involves leading youth formation (ages 10-13) and coordinating with the Rector/PIC and volunteer teachers (serving ages 2-9) to provide engaging, meaningful, and creative programming. The Coordinator will foster an environment that nurtures faith formation and builds intergenerational connections within the congregation.

Primary Responsibilities:

- Lead youth formation activities for ages 10-13, providing age-appropriate teaching, discussion, and community-building experiences.
- Assist with Church School programs on Sunday mornings.
- Develop and implement summer activities and formation during the 9:00 a.m. Sunday service in July and August.
- Collaborate with the rector and volunteers to plan and implement special programming for children and families, including:
 - Creative worship experiences
 - Kid's Night Out programs
 - Intergenerational activities and events
- Develop connections and seek opportunities to work cooperatively with other area congregations on shared family and children's ministry initiatives.
- Communicate effectively with families, volunteers, staff, and the Parish Administrator regarding class schedule and class activities.
- Participate in regular meetings with the rector/PIC to ensure alignment with the parish's mission and ministry.
- Maintain a safe, welcoming, and inclusive environment for all children and families.

Qualifications and Skills:

- A passion for children's and family ministry in a faith community setting.
- Ability to engage youth creatively and meaningfully, building relationships and fostering spiritual growth.

- Strong organizational and communication skills.
- Comfort working collaboratively with clergy, volunteers, and families.
- Familiarity with (or willingness to learn about) Episcopal liturgy, values, and practices.
- Prior experience in Christian education, Education, or Children's Ministry preferred.

Additional Requirements:

- Successful completion of Safe Church Training (to complete upon hire).
- Passing a background check in accordance with diocesan and church policies.

Hours and Compensation:

- 24 hours/month, with flexible scheduling to accommodate programming needs and events.
- Compensation commensurate with experience and diocesan guidelines.

*****Attend** one 10 am service per month during the first two months of employment is essential, so that parents, children, parishioners, and staff can welcome and meet them.