



Christian Formation Coordinator

Hours: Part Time (30 hours per week)

FLSA Classification: Non-exempt

Reports to: Director of Christian Formation

Supervisory Responsibility: None

Position Summary:

Duties & Responsibilities:

1. Record keeping: Performs all record-keeping duties related to all Children's & Family programs, including data entry, tracking attendance and maintaining rosters of all participants, leaders, and volunteers.
2. Program registration: Serves as registrar for all Children's & Family activities and events.
3. Correspondence & Publicity:
 - a. Designs, prepares, and mails postcards and email communications related to activities and events.
 - b. Maintains and updates CFM webpage with director input.
 - c. Prepares publicity and other information with director input.
4. Programming: Prepares and leads at least two Wednesday evenings each month. Substitutes as needed.
5. Production: Reproduces, distributes, and assembles classroom supplies (both physical & digital resources)
6. Performs other duties as assigned.

Qualifications:

1. Computer and other office equipment skills
2. Communication skills: oral and written
3. Ability to work well with staff and church members
4. Organization and time management skills

For questions or to apply, contact Rev. Jason D. Freyer @ freyer@westminster-church.org.

5/26/26

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