

**First Parish of Hingham (Old Ship)
Spiritual Exploration Coordinator**

Job Description

Reports to: Minister
Effective: August 2026
Status: Part-time: average of 20 hours (including 3 Sundays) per month
Mid August - mid June
FLSA: Non-Exempt, Hourly

Job Summary

In collaboration with Old Ship Church's Spiritual Exploration Team (SET), engages in outreach to families in wider communities to cultivate relationships, foster participation, connection and growth in the Spiritual Exploration program. Creatively develops and implements a joyful and meaningful spiritual education program for children & youth. Maintains a safe, welcoming and inclusive environment, and communicates clearly with parents, staff and other members of the congregation.

Essential Functions:

Outreach Program Development & Coordination Duties

- Collaborate closely with the SET, minister, and congregation volunteers to develop and implement engaging programs that support current families and attract new children and youth.
- Strengthen marketing and communication efforts to promote programs, events, and family engagement opportunities.
- Build relationships within the broader South Shore community to strengthen outreach and community connections. (variable)
- With the SET, plan and lead community-wide intergenerational activities each year, that illustrate UU values and community interdependence through fun, such as a Blessing of the Animals, dance and game nights, service projects.
- Actively participate in and engage with the Old Ship congregation and community life.

Teaching/Classroom Duties

- Collaborate with the Minister and SET to choose or develop age-appropriate programming.
- Lead children in spiritual exploration activities three Sundays per month including intergenerational services.
- Communicate with children, parents and volunteers, committee and staff regularly, including providing an update for the weekly updates and monthly church newsletter.
- Maintain attendance information and related reporting
- Ensure practice of safe congregation policies when executing spiritual exploration programs.
- Work with the office administrator to ensure materials are on hand for activities. All expenditures require advance approval from the Minister or SE Chair.
- Maintain a safe, inclusive, and welcoming environment in spiritual exploration programs.
- Inform SET and Minister when concerns arise with children, or when the need arises.
- Supervision Received: Position is supervised by the Minister.
- Perform other duties as assigned by the minister.

Other Responsibilities:

- Meet monthly with the Minister for supervision.
- Participate in staff meetings, trainings and annual performance review
- Maintain membership and participation with the Liberal Religious Educators Association. Network with colleagues in area Unitarian Universalist churches.

Minimum Qualifications:

- Associates degree in education or relevant work or life experiences
- At least two years prior experience working with children and/or adolescents
- Demonstrated ability to use social media tools.
- Familiarity with and commitment to UU values
- Satisfactory completion of background check

Preferred Qualifications:

- Prior experience teaching with a UU congregation.

Physical Requirements:

- Must be able to actively engage with children in a safe and age-appropriate manner, which may include: moving quickly to ensure child safety, participating in play and activities, and responding promptly in emergency situations, with or without reasonable accommodation.

Core Competencies:

- **Unitarian Universalist Values:** Demonstrate effective application of Unitarian Universalist values with children and/or adolescents
- **Pedagogical Practices:** Demonstrates the ability to design and deliver engaging, developmentally appropriate lesson plans that meet the diverse needs of children in a multi-age classroom setting. Effectively facilitates learning experiences that support varying stages of growth, fostering inclusion, participation, and meaningful engagement for all learners. Provides confident and thoughtful leadership during spiritual exploration, guiding children through age-appropriate discussions, activities, and reflective practices that encourage curiosity, understanding, and personal growth within a supportive and respectful environment.
- **Team Building:** leads the classroom volunteers successfully through church year; creates a feeling of belonging and pride in the classroom
- **Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener;

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June 3, 2026