



**Physical Address:**  
2511 S. Pines Road  
Spokane Valley, WA 99206  
(509) 926-7966

**Mailing Address:**  
PO Box 141862  
Spokane Valley, WA 99214-1862  
[office@holyltrinitylcmc.org](mailto:office@holyltrinitylcmc.org)

## HOLY TRINITY LUTHERAN CHURCH

### **JOB DESCRIPTION** **Full-time Pastor Position**

**Position Purpose:** The pastor will provide spiritual and pastoral leadership to the members of Holy Trinity Lutheran Church. The pastor will assist the congregation so that it may fulfill its mission and purpose as the body of Christ. The pastor will preach, teach, and administer the sacraments.

**Qualifications:** Master of Divinity degree, certification from the LCMC (Lutheran Congregations in Mission for Christ).

**Responsibilities:** Subject to review and adjustment in conjunction with the church Council. The following constitute the major responsibilities of the Pastor:

#### **I. Worship**

1. To regularly preach and teach the Word of God and administer the sacraments to the congregation.
2. To officiate at special services such as weddings, funerals, and other special services.
3. Lead confirmation/affirmation of Baptism classes.
4. Collaborate with the Music & Worship Committee to integrate music into worship and other areas of the congregation.

#### **II. Outreach**

1. Work with the Social Cares & Concerns Committee to implement ministries that reach out to the unchurched, inactive members and new residents of our community with the good news of the Gospel of Jesus Christ.
2. To welcome new members into the congregation and provide a welcoming environment that teaches the purpose and mission of Jesus Christ.
3. Encourage all committees of the church to conduct their work with an emphasis on welcoming others to participate in the mission work of Christ.

#### **III. General Pastoral Responsibilities**

1. Provide pastoral care through visitation, counseling, and prayer.
2. Make appropriate referrals when necessary and quickly respond to crisis situations.
3. Facilitate a learning environment for the children, youth, and adults in the congregation.

**This position may require your services beyond your regular scheduled hours.**

#### **IV. Stewardship**

1. Work with the Stewardship Committee to promote, educate and advocate responsible Biblical stewardship in the congregation.
2. Oversee and promote congregational benevolence and mission by meeting community needs as they arise.

#### Our Mission:

**"To proclaim the Good News of God's Saving Grace and to minister to our community through our relationship with God."**

**V. Administration**

1. To support, supervise, manage, and evaluate with the church Council, the staff of the congregation.
2. Participate in screening and hiring of non-ordained staff. Help to build a sense of teamwork with the staff by facilitating communication.
3. To serve as a representative on the church Council, in addition to serving as an “ex officio” member on all committees (Music & Worship, Properties & Maintenance, Congregational Ministries, Christian Education, and Social Cares & Concerns).

**Full Time Pastor’s starting salary:** \$60,000 - \$72,000 (depending on experience)

**Benefits, medical insurance, paid sick leave, continuing education, and vacation to be negotiated.**

**If you are interested in this position, please email the following to [office@holytrinitylcmc.org](mailto:office@holytrinitylcmc.org), and type “ATTENTION CALL COMMITTEE” in the subject line:**

- Letter of intent
- Resume
- Three letters of recommendation (from people who are not related to you)
- Website address to view your recent sermon online \*

**\* If your recent sermon is not available to view online, please send a copy of the sermon by mail or file upload:**

**Mail thumb drive to:**

Holy Trinity Lutheran Church  
Attention: Call Committee  
PO Box 141862  
Spokane Valley, WA 99214-1862

**Or**

**File upload:**

Send email to: [office@holytrinitylcmc.org](mailto:office@holytrinitylcmc.org)

Subject line: Call Committee

Message: Please email me instructions on how to upload a file of my recent sermon.

If you have any questions or would like additional information, please contact Squeaky May at (509) 951-7512 or Marcia Taes at (509) 928-7402.

A final decision will not be made until shortly after July 2023.



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## HOLY TRINITY LUTHERAN CHURCH

### **Greetings and God's peace from Holy Trinity Lutheran Church (HTLC) in Spokane Valley, WA!**

We are in the process of calling a new Pastor to our church family who will help our congregation and community grow in the love and saving grace of our Lord Jesus Christ. We are a small congregation and have been praying to God for wisdom, guidance, and direction in the calling for our next spiritual leader to preach and teach the forgiveness of our Savior to all people. Our strength is a willingness to serve and pray for our neighbor. We are looking for a pastor with a heart for Jesus, who believes that the Bible is the true Living Word of God and will equip our congregation to go out into our community and be his disciples.

HTLC is in the "Valley of the Sun" as is the native tongue interpretation for Spokane. We have four cities in close proximity: Spokane, WA, Spokane Valley, WA, Post Falls, ID and Coeur d'Alene, ID. Holy Trinity is in Spokane Valley surrounded by lakes, rivers, mountains, and forests with a population of about 101,000 and with the Spokane metro area at about 452,000 population. It is a growing area with government, higher education, medical services, retail, farming, small businesses, and Fairchild Air Force Base being the county's largest employer. We have four universities, Washington State University, Eastern Washington University, Whitworth University and Gonzaga University and two community colleges, Spokane Community College, and Spokane Falls Community College in our area. We have excellent K-12 public school systems, four highly acclaimed hospitals, and many activities in sports, drama, music, and recreation.

***Our Mission: To proclaim the Good News of God's Saving Grace and to minister to our community through our relationship with God.***

You can also visit our church website at [www.holytrinitylcmc.org](http://www.holytrinitylcmc.org).

If you feel God's call to be a part of our ministry, we invite you to contact us. Likewise, if you know of a pastor you think might be a good fit for HTLC, please pass along this information.

Thank you and God bless you,

Marcia Taes, HTLC Member	(509) 928-7402
Dan Olson, HTLC Council President	(509) 990-0981
Denel Ingraham, HTLC Member	(509) 924-7329
Squeaky May, HTLC Member	(509) 951-7512
George Simon, HTLC Council Vice President	(509) 891-2681
LaLita Tadena, HTLC Council Member	(509) 475-1899

**If you are interested in the open Pastor position, please send your resume to:**

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## HOLY TRINITY LUTHERAN CHURCH

### Congregational Profile

**Name of Congregation:** Holy Trinity Lutheran Church of Spokane Valley, WA (LCMC)

**Congregational Chair:** Dan Olson, President (509) 990-0981, [dolson@ghkservices.com](mailto:dolson@ghkservices.com)

**Call Committee Chair:** Marcia Taes, (509) 928-7402, [chuckmdt@comcast.com](mailto:chuckmdt@comcast.com)

We have had several special events important in the history of our church. The church construction first began in 1959. A new sanctuary, fellowship hall and kitchen were added in 1993. We had a 60th anniversary dinner and celebration in 2019, and a blessings ceremony in 2021 with the burning of our mortgage.

The significant trends and changes in our congregational demographics are an aging and shrinking group. Our population is all white. We are, however, a busy group with outreach ministries and a church family that cares for each other and prays for one another.

We spent several meetings updating our Constitution and it was ratified by the Congregation at our annual meeting on May 22, 2022.

### MINISTRY PRACTICES, STRUCTURE, AND FUTURE

At the present time, we are on our regular worship schedule (September – May). Sunday School and Confirmation is at 9:30 am with a church service following at 10:30 am. It is a liturgical, traditional service. We have communion each Sunday. Our summer worship schedule begins the Sunday before Memorial Day (May – September). We do not have Sunday School or Confirmation during this time and our church service begins at 9:30 am.

We hold a Bible study on Wednesday mornings and a breakfast and Bible study on Friday mornings. All members and friends are encouraged to attend.

Each month the women have a dinner and a movie, each helping to cook the meal. There is time for fellowship and friendship. We have had Vacation Bible School, Christmas breakfast with Santa, and a neighborhood food drive with Christmas carols. We do not have children in our church, but as many as 50 little ones from our neighborhood attended Bible school and neighborhood youth helped hand out and pick up food bags for the food drive. Our neighbors have been very supportive of our efforts.

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We have many special ministries: Seven AA and two NA groups meeting at our church every day of the week. We have a TOPS group, quilters group, and two fiddler's groups meeting each week. We work with the Union Gospel Mission (UGM) doing a coat and gloves collection during the winter, a purchase of new bed sheets in the spring, and we recently held a kitchen and bath shower for them. Once a month we have a group of members that serve lunch to the men at the UGM Men's Shelter. On another night each month, a group visits the Women's Crisis Shelter where together with the women and children they sing gospel songs, read a biblical story, play a game and complete a project. Truly a special visit. Many have commented that for a small congregation we surely do get a lot done.

Our present staffing includes an Interim Pastor (part time) an Office Manager (part time), and a Janitor (part time) as paid staff. All others are members of the congregation who work tirelessly accomplishing all the many needs of the church: Council, Properties and Maintenance Committee, Worship and Music Committee, Congregational Ministries Committee, Christian Education Committee, Social Care & Concerns Committee, and Special Events Committee. This does not include the individuals who lend a helping hand when they can and when needed.

We do not have any building programs at this time. We just finished up two bathroom remodeling projects. We have recently put in new sidewalks and a new door. We do have wheelchair access to our building.

Our stewardship practices are lacking. We need to implement a good program. You will find attached a copy of the 2022 budget and our most recent balance sheet.

We feel we need a Pastor who will have a strong connection to Jesus, our congregation, and our neighborhood. We need to learn as a congregation how to reach out to our neighbors and tell them about Jesus and living in the Spirit. We need a strong shepherd who will help us accomplish these goals.

Our call process is unique in that we are an LCMC Congregation and have never been involved in a call process that begins with us. We have participated in the LCMC Call Workshop and held congregational weekend workshops with NW District help. Each step of the call process has been a new learning experience for each of us.

### **We open each Call Committee Meeting with the following prayer:**

*"Gracious God, Father, Son, and Holy Spirit: We are here to serve you and your church. Help us to open our hearts and mind to your voice. Help us to have the meekness of mind to seek your thoughts over our own; to have the humility of heart to yearn for one will, your will; to have the grace of spirit to let your peace be our peace, no matter what transpires. Help us to be your servants seeking wisdom and acting in faith. In Jesus' name we pray, Amen."*

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