

Holy Trinity Lutheran Church
Spark Position 2025

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Holy Trinity Lutheran Church:

HTLC is a healthy, vibrant, financially stable, urban faith community that believes that God's love is given freely to all people of all classes, races, ages, genders, sexualities, abilities, documentation statuses, and any other social distinctions. Therefore, we are committed to welcoming all people, with no exception, to the full life of this community of faith. Holy Trinity's life is nurtured through participatory worship and varied educational opportunities. In turn, these provide motivation and energy for neighborhood and global involvement through which God's grace is proclaimed, God's forgiveness is extended, and God's justice is sought.

2025 Spark Position:

A comprehensive staffing review in 2024 revealed opportunities for growth in personnel. Church leadership, in an effort to create a staffing model that is more nimble and responsive to a changing church, experimented with four time-limited positions in 2024 that tended hopes identified by the congregation. The positions were so successful that the practice will continue into 2025. We are calling these short-term, micro-investments "sparks." Below, we describe our first Spark position of 2025.

Title: Spark Receptionist

Reports to: Pastor David Larson-Martínez

Status: Part-time (Monday and Wednesday from 9:00 a.m.-4:00 p.m.; Friday from 9:00 a.m.-3:00 p.m.)

Date Range: 26 weeks (May-October)

Salary: \$20.00 / hour

Position Summary:

The Spark Receptionist will support the ministry and work of the congregation through office hospitality and resource organization, thus supporting the volunteer management led by the Communications and Congregational Coordinator and the children, youth, and family programming led by the Associate Pastor.

Essential Functions:

1. Receive visitors to the (very active!) building and answer phone calls on Mondays, Wednesdays, and Fridays from 9:00 a.m-4:00 p.m.
2. Assist Communications and Congregational Coordinator in shaping the hospitality ministry of the congregation (e.g., preparing for office and worship volunteers).
3. With the direction of the Associate Pastor and children, youth, and family (CYF) leaders, offer significant support in printing and compiling congregational resources (e.g., Sunday School teaching binders).
4. Assist Associate Pastor with logistical support for summer youth programming (e.g., communication with families involved in travel trips).
5. In conversation with pastors and congregational leaders, prepare CYF calendars and volunteer sign-ups for the 2025-2026 academic year.
6. Other duties as assigned.

Other Responsibilities:

1. Participate in staff communications and meetings.
2. Engage in activities to build intercultural competency.

Minimum Qualifications:

1. Computer competency (e.g., internet usage, Word, Excel).
2. Strong commitment to the mission of Holy Trinity Lutheran Church; demonstrates a personal conviction to seek peace and justice.

Physical Requirements:

1. Able to answer phone calls.
2. Able to move around the building, when necessary.

Core Competencies:

- **Collaborative Orientation:** Shows interest, comfort, and skill in working in a team environment; willing to offer support to staff and members.
- **Respect and Openness:** Interested in different spiritual expressions and understandings; curious to learn about other people and cultures.
- **Initiative:** Looks for new opportunities and is excited about trying new things; sets demanding but achievable objectives for self and others.

Salary and Benefits:

- This is a part-time position offering \$20.00 per hour.

Application Process:

- Members and friends of the congregation can indicate their interest in the position by emailing Rev. Ingrid Rasmussen. No cover letter or resume needed; a simple note will do. Applications will be reviewed on a rolling basis beginning on April 23, 2025. Position is open until filled.