

## Holy Spirit Vestry Meeting Minutes

Wednesday, July 8, 2020

PRESENT via Zoom Meeting: Barbara Barmeyer, Kevin Borg, Torian Donohoe, Terri Ann Grotzinger, Mary Beth Jourdonnais, Jeff Serviss, Caitlin Sherman, Jocelyn Siler, Kent Watson, Jim Wiley, Ann Wiltse, Clem Work

1) Opening Prayer and Spiritual Reflection– Terri Ann Grotzinger

2) Administrative / Business Matters

- Two additions were made to the agenda: under New Business 1.) September blood drive and 2.) Offering use of the Parish Hall to Hellgate High School in the fall.
- **Motion to Approve the Consent Agenda; Seconded, Motion Passed**

3) Parishioners' concerns and correspondence

- We are receiving notes and messages from parishioners in support of our approach to services and in thanks for our outreach.

4) Memorial Foundation Report

- The Memorial Board report was included in the meeting materials and was reviewed.

5) Finance Report

- Jim reviewed the June financials.
- As expected, pledge income has dropped below the budgeted amount.
- Notable differences in budgeted versus actual expenses are in line with COVID effects -- no money spent on flowers, receptions, etc.
- **Motion to Approve the June Financial Report; Seconded, Motion Passed**

## 6) Old Business

- No update on a date for the Vestry Retreat and Mutual Ministry Review, this item will remain on the agenda.
- Kent continues work in organizing a Creation Care Ministry. A core group has been identified and will meet soon to begin developing the ministry. On a related note, Jim reported that there is enough support now for an additional glass-recycling bin.
- An update on the resumption of services was sent out to the congregation and the plan outlined for the remainder of the summer (continuing with online worship only) was well received.
- Jeff secured an additional bid for the sidewalk repair work. Western Excavating bid of \$6,575 is higher than Knife River bid of \$5,532. Jeff would like to move forward with Knife River.
- **Motion to Approve contracting with Knife River to repair the Gerald Avenue sidewalk at cost of \$5,532; Seconded, Motion Passed**
- Jeff is also working on getting a bid for refinishing the floor in the Parish Hall. The bid will serve as a basis for the rate of compensation for Jeff completing the job.
- There is no update on the annual review of insurance. This discussion will be carried forward to the August meeting.
- The annual review of buildings was completed and included in the 2019 audit.
- Many thanks to Jeff for juggling a variety of maintenance projects. He is working on the shingle repair and Kevin will join him for a consultation with the roofer. Jeff will keep the safety checklist from the diocese top of mind as well.

## 7) New Business

- The 2019 audit was completed and reviewed.
- **Motion to approve the 2019 Audit and submit it to the diocese; Seconded; Motion Passed**

- A blood drive is being organized for the third week of September. The Vestry discussed any concerns with hosting the event. Event will be held in the Parish Hall, masks & social distancing will be required. Vestry in favor of hosting – Jim will convey approval to the Social Concerns Committee.
- Could we help Hellgate High School with its re-opening plan by allowing them to use the Parish Hall? The vestry agreed to offer them the space if it would be helpful and if safety protocols were in place.
- **Motion to reach out to Hellgate High School administrators to explore the possibility of making the Parish Hall available to them; Seconded; Motion Passed**
- The Vestry discussed several items from the Ministry Reports.

We haven't received an update for the Holiday Market committee, but the Vestry would like to explore the idea of hosting the market online.

The Social Concerns Committee met just last night and Jim delivered their report. Together with Gretchen, they are working on some training resources for understanding and combating racism. Tobin Miller Shearer is offering a UM class that parishioners can audit, and the committee is putting together a list of recommended books and movies on the subject. The Lenten Series will continue in the fall via Zoom and we would like to partner with Empower Montana to bring their True Colors Training to HSP.

## 8) Other Business

- Terri reported on a notable uptick in pastoral care, and she is in regular contact with hospital chaplains re: end-of-life care. The clergy continues to focus on outreach and making small but regular connections with parishioners. We are grateful to all those assisting in making pastoral calls, providing driving support, and more.
- Kent is working on a draft outline for the preparation of a Master Plan for the Parish grounds. The preparation of the plan will be a process that involves the entire church family. Kent will email the draft outline to the Vestry and solicit feedback.

- Date and time for next Vestry meeting; August 12th at 5:30 p.m. via Zoom.

Respectfully submitted,

Ann Wiltse  
Clerk of the Vestry

## July Rector's Report to Vestry

I know that we have officially entered summer but with the rain and wind, and the ever-changing day to day planning, it's hard to know what day it is, let alone what season. One thing I know for sure: we are in the Season after Pentecost for many weeks and months ahead. Here is a brief report of my areas of focus over the last month.

I have established a Presider/Preacher/Deacon schedule through August for both Holy Spirit and St. Paul's, Hamilton, as requested by the Bishop. Gretchen and I are lending a hand there while they engage discernment of a new part time rector. At the Bishop's request, I am also working with the Sr. Warden there to set up one or more lay discernment teams to assist with 3 individuals who are discerning a potential call to ministry. I have two members from Holy Spirit who have agreed to be on that team, and they will have likely 2-3 participants on their end. I will continue to keep things moving along there.

The Staff and I have begun to identify blocks of time to allow for renewal of mind and spirit, even if it becomes a "stay-cation" (like what I had last week). I believe this is imperative before we enter the fall season. What this means is that there may be times when we need to simplify a bit in July and August to allow time for these breaks. We have also fully transitioned to working with our temporary staff member, James Gartner, to continue pre-recording our Sunday virtual worship services. That is going very well but it too necessitated some changes in the staff's overall planning and scheduling to accommodate additional needs. Please be patient with us as we go through the next two months.

Gretchen, Dorcie and I designed a survey for the parish to indicate their readiness for any re-opening for live worship. The responses indicated that 70% of our members consider themselves in the vulnerable category for the Covid19 virus, and that if we were to offer something, outside would be the best option for potential in person worship or fellowship. More details about this will be out in a Note from the Rector prior to our vestry meeting.

The staff and I continue to coordinate our efforts to maximize our availability and coverage for all kinds of things. There is more time spent making sure we over - rather than under - communicate in planning and with inevitable changes to that planning that comes in our present environment. Pastoral calls continue and while in person visiting is way down, we are all trying to keep on top of pastoral needs so that support of some kind can be offered. One need that has become apparent is the opportunity for individuals to gather outside at the church every other week to have some in-person connection. Singles are in particular need of this presence. Details will be in the Note from the Rector.

I've continued to meet over Zoom on Monday evening meetings with Bishop Marty and the clergy of the diocese. These are immensely helpful to keeping us supportive of one another, and pastorally present to one another. I will be meeting with the Standing Committee next Tuesday via Zoom as well. While virtual meetings are not the best, they are allowing us to stay better connected so that all our ministries can continue in new ways to serve the wider community and the world.

May God continue to bless the journey ahead for all of us,  
Terri+

Rev. Terri Ann Grotzinger  
Rector

## July Assistant Priest's Report to Vestry

**Worship**--Presided at Holy Spirit twice during June, and once at St Paul's in Hamilton.

- I worked with staff to do some recording of parts of the worship service as we made a transition between PJ and James as videographer.
- Baptism—I worked with the Ettengers and staff to prepare for Charlie's baptism.
- Zoom Coffee hour—Assisted getting our Sunday coffee hour connections up and running. Host these meetings periodically.

**Pastoral Care**—This month I did more pastoral care providing, grief support, outreach to those who live alone, two hospital visits, and support for families in crisis.

**Communication**—I continue to participate in staff meetings, regular staff communication, and solicitation of information for Spirited Times, like columnists for our Voices of Hope section.

**Community & Diocese**—I attend the weekly diocese-wide clergy zoom call in Monday evenings. I attended the June Clericus meeting, and the local Missoula Ministerial Association meeting.

**Camp Marshall**—I provided support for staff at Camp Marshall and publicity for Camp Programs and outreach to our families about this summer-time resource.

**Children's worship**—I provided several Children's messages during the month of June.

**Garden Tour**—Coordinated the garden tour, about 20 participants toured 5 gardens of members of our parish.

**Response to Racism**—Worked with the Social Concerns Committee, other interested members, and the local organization, Empower Montana, to put together a potential small group course on identifying white privilege. Working to coordinate with other community organizations and to build a train the trainer program for future potential outreach.

Gretchen Strohmaier, Assistant Priest

## July Vestry Ministry Reports

### 1) Communications – Judy Parock, Chair

Much of our work this past month has continued to focus on keeping connected with our online church community and preparing for church re-opening. Here's what has been happening since the last Vestry meeting:

- **Weekly Online Communications:** The weekly electronic *Spirited Times* continues to be our main form of communication with our congregation. It is our online method of communicating events and news to the parish. We continue to use our two other weekly email communications to provide the direct link to our Sunday service which is sent on Saturday and the other email providing that same information sent 15 minutes prior to the start of our Sunday service on YouTube. These emails contain the Zoom link to the virtual Sunday Coffee Hour which has proved to be a popular addition to our Sunday mornings and another way for members of our congregation to stay connected. We have worked with members of the congregation who have had difficulties using the Zoom link, and we have been able to resolve these issues so that folks could participate.

We use the *Spirited Times* to continue promote the events taking place during the time that the church remains closed: the Garden Tour, Centering Prayer, the new Creation Care Ministry, the Sock and Underwear Drive for the Back-to-School event in the fall, and the Habitat for Humanity work days later this summer to name a few. We are creating materials to promote these events on our website and on Facebook. Our thanks to the photographers from our congregation who have taken photos of these events and shared them with us.

We utilized "A Note from the Rector" to alert the congregation to a missing child in our congregation. That information was also shared on the church Facebook page. We are happy to report that the child was found and was safe.

- **Online Camp Marshall Offerings:** With Camp Marshall going to a virtual camp for this summer, Rev. Terri and Rev. Gretchen want to support the camp by promoting their offerings and making participation in the Virtual Camp Marshall a free gift to all interested members of our parish. We shared that information in a direct email with Holy Spirit families and in the *Spirited Times*. Because of the emphasis on using the Virtual Camp Marshall offerings, the weekly Children's Messages that we have been recording here at Holy Spirit will be on hold during July and August, and families are encouraged to explore the resources available through Camp Marshall. We have shared information about Camp Marshall's offerings on the church Facebook page, and links to the online program are available on the church website as well as in the *Spirited Times*.
- **Parish Survey Regarding Re-Opening:** Rev. Terri, Rev. Gretchen and Rev. Dorcie worked at fine tuning a survey to go out to the congregation regarding parishioners' willingness to participate in in-person services at Holy Spirit. When the survey was ready for distribution, Rev. Terri wrote "A Note to the Rector" to send it out to the congregation. The design of the note made it easy to find the link to the survey. A few parishioners reported some problems with trying to respond to the survey. Those were corrected, and new instructions were sent out to the congregation the next day via "A Note from the Assistant Priest." Response to the survey was very good, and the clergy will be using that information to plan our steps going forward regarding re-opening.
- **Online Services and Meetings:** With the absence of in-person gatherings we have had to find new ways of celebrating the events that our church family would

normally participate in like baptism. With the baptism of Charlie Ettenger, son of George and Elizabeth Ettenger, we had the opportunity to create a service that the parish could participate in as well as the family. The actual baptism service took place outside at Holy Spirit on June 16, properly socially distanced. That service was recorded. Music, readings and additional prayers were added in the editing process, and the congregation was able to see the finished product as the 10:15 a.m. service on June 28. Thanks to the lovely pictures that were shared with the office we were able to use those photos, especially the adorable pictures of Charlie in his baptism gown, to help promote the Sunday service in the *Spirited Times* and on Facebook.

- **Preparations for Vacation:** In anticipation of my vacation in July and the first part of August, I have prepared the service leaflets for Sunday services through August 16 to make it easier for those filling in for me while I am away.

– Judy Parock

B) Holiday Market – Caitlin Sherman ( , Coordinator)

C) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)

**Reception committee report:** No receptions to report.

– Anne Cohen

**Coffee Hours:** No report as no Coffee Hours were held.

– Kathy Swannack, Coffee Hour Coordinator

D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)

**Properties/Buildings Report:** Kent Watson continues his work on a Master Landscaping Plan for the church grounds. Jeff Serviss has offered to step in and refinish the hardwood floors in the parish hall. He will secure a bid to price out the job. Jeff Serviss received one bid for the sidewalk repair on Gerald Avenue and will keep the city updated on our progress and plans. The annual review of the church inventory was completed in time for the 2019 Audit. Additional items purchased in the past year were added to the inventory. A few other maintenance issues need attention: the shorn off roof shingles, an odor in the kitchen and the need to clear out the downspout area near the lilac bush.

– Margaret Borg

E) Rummage Sale – Ann Wiltse (Marva Gallegos, Chair)

The Rummage Sale Committee is still on pause and has made no decisions about moving forward.

– Marva Gallegos, Chair

F) Social Concerns – (Jim Wiley, Chair)

The Social Concerns report will be emailed separately to the Vestry as the Social Concerns Committee meets on July 7.

– Jim Wiley, Chair

G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)

**Spiritual Formation:**

**Church School:** We have decided to make participation in Virtual Camp Marshall a free gift to all interested members of our parish. All families have to do is go online and register. Holy Spirit will cover the costs. We plan to put the weekly Children's Messages we have been

recording here at Holy Spirit on hold during July and August and instead encourage families to explore the resources available through Camp Marshall.

- The Rev. Gretchen Strohmaier, Assistant Priest

**Youth Ministry:**

No report. PJ is working this summer with the virtual Camp Marshall projects.

- PJ Willett, Director of Youth Ministry

H) Stewardship - Torian Donohoe (Barb Hosier, Chair)

No report.

- Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison