

## Holy Spirit Vestry Meeting Minutes

Wednesday, August 12, 2020

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

1) Opening Prayer – Kent Watson

2) Spiritual Reflection– Terri Ann Grotzinger

2) Administrative / Business Matters

- One addition was made to the agenda: under New Business 1.) Personnel update re: PJ Willett and James Gartner
- **Motion to Approve the Consent Agenda; Seconded, Motion Passed**

3) Parishioners' concerns and correspondence

- No notable correspondence was received

4) Memorial Foundation Report

- The Memorial Board reviewed State Street portfolio management and will continue to assess it.
- Work continues on how we might work towards establishing a small home development in East Missoula. Clem met with Heather Harp of Habitat for Humanity and we will need to reach out to other churches/local groups to see how we can leverage our own donation and up the financial commitment to the project.
- The Memorial Board will meet again next week.

5) Finance Report

- Mark reviewed the July financials.
- We have carefully tracked expenses that we incurred due to COVID and are covered by the PPP loan

- There are forms now available for applying for loan forgiveness, but First Interstate discouraged us from filling out the forms. They are creating an on-line application and would prefer that we use the online portal. It is also possible that there will be automatic forgiveness for our loan since it is under \$100,000.
- The Diocese asks that we continue to track and document why the loan was needed and what it was used for. We compiled this data in a spreadsheet that shows “receipts expected and not received”
- Pledge income is stable, but with pre-paid pledges in the mix, we anticipate that this income will begin to decline, and we will likely be showing a loss at year-end.
- Other notes on the budget: 1.) Push pay fees are up as more donations are coming through the app 2.) Office expenses are up because we had to add more licenses and software for our online work and presence.
- We added the Memorial Board contribution to Accounts Receivable and added a Liability that shows a breakdown of the expenses that will be applied to that contribution. This helps us to better recognize that this is a commitment that is outstanding.
- In broad terms, we are currently running a deficit of \$19,426. The PPP loan forgiveness will positively impact this figure.
- We could provide a quarterly financial update to parishioners via *The Paraclete* and *Spirited Times*. This would enable us to be more transparent regarding where we are, what we expect and what funds are used for in broad categories.
- **Motion to Approve the July Financial Report; Seconded, Motion Passed**

## 6) Old Business

- Thank you to Kent for his continued work on the Creation Care Ministry. The group is compiling a list of personal actions that have a positive environmental impact. Kent includes information in *Spirited Times* on a regular basis and the new ministry continues to gain momentum.

- An update on the Master Plan for the Parish grounds was listed under New Business but was addressed here. Kent kindly prepared and sent out a draft of an outline for the preparation of a Master Plan for the grounds. Vestry members were asked to review the outline and provide feedback to Kent.
- No update on a date for the Vestry Retreat and Mutual Ministry Review, this item will remain on the agenda.
- Terri, together with the staff and clergy, discussed “re-opening” and decided that in-person services would not resume in September. We will continue with the Wednesday gatherings, which have been successful.
- Thank you to Jeff for his work on the sidewalk repair project. We have a signed contract with Knife River, and they will likely begin work in early September. They will give us two weeks’ notice before work begins. We are in compliance with the city.
- Jeff is kindly working on the roof issues and is trying to set up a meeting with the original roof contractor to diagnose the problem. Kevin noted that the mortar between the bricks might not be properly sealed.
- Jeff is also keeping the parish hall floor refinishing and safety checklist top of mind as he works through a longish list of maintenance issues.
- John Hess offered to paint and re-glaze the windows in the Parish Hall. We would supply the paint, primer, and glaze. The Vestry discussed this approach versus a more substantial investment in a potentially more long-term fix, possible now via the Blair Fund. Jim will reach out to John and discuss the project.
- **Motion to Approve the purchase of supplies for window treatment and repair up to \$500; Seconded, Motion Passed**
- Our insurance coverage is consistent with what we’ve had in the past. Howard Dickey reviewed our policy last year. We do have cyber liability coverage.
- **Motion to Approve the annual review of insurance coverage; Seconded, Motion Passed**

## 7) New Business

- Terri left a message for the Principal of Hellgate High School re: our offer to make the building available if needed. She hasn't heard back from him but trusts that the offer was appreciated.
- Our colleague PJ Willett moved to Colorado to be closer to family and friends.
- We will retain James Gartner, who is doing a great job for us. Could James step into the youth coordinator role? His technical abilities are a must for engaging youth now and in the coming year. Clergy will meet with James and explore this possibility.
- **Motion to approve the continuation of quarter time technical support position for James Gartner; Seconded, Motion Passed**
- Terri addressed a couple points from the Ministry Reports.

The Holiday Market Committee is exploring the possibility of hosting the sale online.

Gretchen is being considered for a half-time priest position at St. Paul's in Stevensville. The interview process is underway, and we need to plan for possible adjustments in our scheduling – and for a potential reality check that Gretchen is giving more than half time at HSP. Please keep Gretchen in your prayers.

## 8) Other Business

- Date and time for next Vestry meeting; September 9th at 5:30 p.m. via Zoom.

Respectfully submitted,

Ann Wiltse  
Clerk of the Vestry

## August Rector's Report to Vestry

### Rector's Report to Vestry, August 2020

The sense of time is hard to keep track of as we adapt our way through this time of Covid 19 with no vaccine. We continue to keep the church buildings closed except for occasional office use. The administrative staff continues to work from home. Worship services continue to be pre-recorded so as to include as many laity as possible in a safe way. We will continue to do this until the end of September for sure. Fellowship occurs via Zoom and Wednesdays at noon out under the courtyard Spruce. We have been fortunate to date with no deaths from the virus that we know of so far. The closure building closure is our way of contributing to the wider community's safety while continuing to gather to pray electronically, and in our homes and occasional well-spaced gatherings on a deck or patio, or in a park.

Every day involves re-prioritizing, adapting, and keeping communications going. I think the staff and I have a new appreciation for just how much information flowed between groups that gathered regularly on the grounds for ministry, fellowship, hospitality, various meetings, and worship before Covid 19. Now it takes even greater intentionality and frequency, and we can't just assume word will get around and we are doing our best to stay aware of the need for regular communications.

I have been involved in a number of pastoral visits around end of life preparations and memorial planning. We said goodbye to our dear friend and deacon, the Rev. Myrna Chaney, as she passed the end of last week. Tomorrow we will have a small well-spaced gathering of family to offer prayers and remembrances while placing her ashes alongside Robert's in our columbarium. This will be recorded to allow for wider viewing and participation online soon. A larger celebration with Bishop Marty, other clergy, family, and friends will occur at a later time when it is safe enough to do so.

P.J. Willett, who served several years as our Youth Minister and more recently as our technical support for worship, decided that it was time for him to go to Colorado for a time to be with his mother and girlfriend. We thank him for all his ministry and wish him all the best. We know our paths will cross again – they always do. Meanwhile, James Gartner is assisting us quarter time with technical support to worship (and memorials), handling recording and editing various parts together for that.

Gretchen, Dorcie and I have been serving from time to time at St. Paul's, Hamilton, as requested by Bishop Marty. They are in the midst of selecting a half time priest, something that should happen yet this fall. The staff and I have met as needed to plan ahead as we can, knowing that things may and likely will change along the way. I have met with Stewardship and Lay Visitors ministries online since last vestry meeting. I have also met with the bishop and Standing Committee as elected to do, and our Lake Missoula Clericus has met via Zoom or in person where it's safe to do so. Lastly, I have participated in the weekly Monday night Zoom meetings with the bishop and clergy to stay abreast of what's happening in our lives and our ministries as a whole. These are a wonderful pastoral time for all.

I know that there is a weariness setting in now that we realize this virus is going away anytime soon. Remember that God is with us, the Spirit guiding and Christ in every part of ordinary life. Notice what is most important and treasure it. Tell your loved ones what they mean to you. And may the blessing of God make us patient and persistent, creative, and willing to make mistakes, and above all cause us to love where we thought it wasn't possible.

Faithfully,  
Rev. Terri Ann Grotzinger, Rector

### **August Assistant Priest's Report to Vestry**

**Pastoral Care.** In July I've done more pastoral care. We created a goodbye ceremony for two boys that were moving away and I've spent time with individuals in socially distant in-person visits, and phone calls, and a couple of hospital visits. I facilitated the zoom coffee hour once in July. I helped with the transition of a couple moving out of state and assisted them in making contact with the Episcopal Church near their new home. I attended both of the lunch gatherings in the church courtyard. I was on call over the weekend twice in July.

**Spiritual Formation.** I worked with Heidi Wallace, the Executive Director of Empower Montana and Glenn Hladek and Lindsay Iudicello, to plan an 8 week small group experience to start in September here at Holy Spirit, True Colors White Allies. The focus is for white people to learn about racism, prejudice and white privilege from within their own experience and to work towards concrete actions to combat racism both personally and societally. I attended the Social Concerns meeting to do planning and coordination. I began making plans for fall education both for adults and children. I continued support for Camp Marshall Virtual programs.

**Liturgy.** I preached once in July for Holy Spirit and I filled in at St. Paul's in Hamilton once.

**Self-Care.** I continue to meet once a month with my Spiritual Direction Group.

**Diocese.** I participated in four of the five weekly clergy calls with the bishop and clergy from across the diocese.

Submitted by Rev Gretchen Strohmaier

## August Vestry Ministry Reports

- A) **Communications** – Clem Work ( Judy Parock, chair - No report for August
- B) Holiday Market – Caitlin Sherman ( , Coordinator)
- C) **Parish Life** – Mary Beth Jourdonnais (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)  
**Reception committee report:** No receptions to report – Anne Cohen  
**Coffee Hours:** No report for August – Mary Beth Jourdonnais
- D) **Properties** – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)  
**Properties/Buildings Report: Kent Watson**

### DRAFT - Outline for a Grounds Master Plan

For Holy Spirit Episcopal Church 130 South 6<sup>th</sup> Street East, Missoula

The historic 105-year old church complex occupies a half-acre lot at the northwest corner of S. 6<sup>th</sup> St. East and Gerald Avenue, just east of S. Higgins Avenue. The Parish also owns the one quarter-acre parking lot directly across S. 6<sup>th</sup> Street to the south that was re-constructed to its current configuration in 2015. Except for basic maintenance activities no other physical improvements have been made to the church grounds in recent memory.

Within the Parish family some concerns have been raised about the need to improve the current landscape appearance of the grounds. As a landscape architect and member of the Vestry I concur with this sentiment and have offered to provide an outline of how this kind of activity might occur. It is important to understand that the **preparation of such a plan must be the product of a process**, whereby the church family and its leaders work together towards its completion over a reasonable time period. Below I have outlined the basic steps that should be followed in preparing such a plan.

1. **Base Map/Plan.** Any plan is only as good as the accuracy of the information it portrays. Therefore, an accurate plan depicting all existing structures, walks, plantings, light fixtures, etc. will be one of the first steps in the process. Using the Church's building plans, existing property information and field checking all current conditions I am preparing such a base map as a CAD file that would be used throughout the planning process.

As part of this base plan a listing of all significant plant materials should be prepared that identifies the species, size and condition of each plant. This information will assist in making future decisions as the plan is prepared. I will need the assistance of others who are more qualified than me to identify and assess individual plants.

2. **Organizational Meeting.** A meeting of parish members interested in the future of the grounds would be announced and convened. The base map would be available as a reference for attendees. Whether by Zoom or outside with proper distancing the purpose of such a meeting would be to explain the overall process, to determine who would be able to actively participate in the process and what expertise they might have and/or area of interest that each participant would like to focus on. The likely categories of interest are listed below (#4, #5).

*The logistics of how these groups would meet and discuss their respective topics is still uncertain at this time. Under normal circumstances a group would gather around a communal table with a map of the grounds and a big lecture pad for recording the various ideas. After a period of discussion and interaction a consensus of the group's ideas would evolve. A Zoom*

*meeting with the capability of displaying the various images may be the only method available for this process. Other options should be explored.*

- 3. Long Range Considerations.** Underlying this process is the growing concern over the condition and future of the ancient Colorado blue spruce that occupies the center of the main courtyard. While, for all practical purposes, it appears quite healthy, it is well known that this species has a shallow root system and is subject to toppling during a major wind event. Therefore, any planning process for the grounds must consider a future without this tree. I foresee, for example, a courtyard with some paving and attractive landscaping that accommodates a variety of uses, while being visually separated from the 6<sup>th</sup> Street traffic.

Within the current pandemic context are there other outside physical modifications that should be considered for the long term? At this time it appears that safe distancing requirements will only affect interior spaces, especially the sanctuary.

- 4. Current/Near Term Conditions - Groups.** These planning categories/priorities might be considered by one group or several groups divided as below:

Infrastructure – includes irrigation system, its condition and viability for the short term; light poles – existing status (NW Energy?), upgrades, relocation (relates to any future courtyard plan); sign and plant bed – replace, upgrade or ?; walkways – project underway for replacement of Gerald St. walkway, others?

Plant materials – Condition of existing plants, determine those that should be removed and replaced. Consider conversion of non-functional lawn areas to other more water conservative ground covers. Should there be a re-design/change layout of current plant beds?

Columbarium – any immediate concerns, considerations?

Annotated Sketch Maps. Each group would produce sketch maps of their findings with notes indicating the current status of each and their recommendations for the future Master Plan (#6, below).

- 5. Long Range Plan Group.** This group would focus on what the HSP complex might look like in 10 or 20 years. Disposition of the mighty spruce tree and the use and design of the courtyard space would be a major factor. The group should also review the condition, role and future of the existing boulevard trees.

Is there any likelihood of the sanctuary building being enlarged to accommodate a larger congregation? Given the structural system and integrity of the existing building the only viable enlargement would be to expand towards the street, which, in addition to construction costs, would require approvals from the City of Missoula. Should this even be considered as part of this process?

- 6. Preliminary Long Range Master Plan.** This would be the graphic distillation of the above process that displays the output of each group as an overall Long Range Master Plan for the Parish grounds. This plan – in PDF format – would be available for review and comment by the entire Parish family.

- 7. Implementation/Phasing/Funding.** Concurrent with some of the above activities would be a group that reviews the Preliminary Plan, obtains draft cost estimates for the various components and sets out the priorities for implementation of the plan based on logical phases for construction and priorities relative to current and proposed Parish activities. Also, the group would explore the possibility of outside funding sources, including but not limited to the creation of “Memorial” portions that a family or an estate might fund as a memorial to loved ones.



- 8. Finalize and Adopt Long Range Master Plan.** After a reasonable time has passed for review and comment of the Preliminary Plan, the document would be updated to reflect any changes and published as the Final Plan for review and approval by the Vestry.

Respectfully submitted by: Kent Watson, Landscape Architect - PLA, FASLA; Member, HSP Vestry - 7/6/20 (DRAFT - KEW - 6/30/20; 7/6/20; 7/13/20)

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

After an email discussion, the Rummage Sale group saw no way to hold the sale, in the near future, and keep everyone safe. So regrettably we are canceling with the hopes of having our sale next year.

– Marva Gallegos, Chair

**F) Social Concerns** – (Jim Wiley, Chair)

### **Social Concerns Committee Report/Minutes**

#### **August 4, 2020 Meeting via Zoom**

The meeting opened with a prayer led by The Ven. Dorcie Dvarishkis.

1. Several Committee members provided information on activities related to understanding and dealing with racism:

- Glenn Hladek confirmed that Holy Spirit will collaborate with Empower MT to offer “True Colors, White Allies,” an 8-week program focused on helping whites to understand racism. The Program will begin Sept. 3, with a maximum of 15 participants; cost will be \$125, and scholarships are available.
- Carla Mettling described an anthology of black writers, *Bearing Witness*, which several SCC members and other parishioners are recommending for a book study. Timing is not yet decided, depending on other related activities. The anthology is edited by Henry Louis Gates, Jr. and is available “used” from Amazon.
- Lucia confirmed she will continue her efforts in the *Spirited Times*, providing suggested resources for parishioners. She expressed concern that she has had no reaction from any parishioner outside of SCC. Her continued effort is very much appreciated.

2. Clem Work provided an update on Affordable Housing Advocacy activities:

- He made initial contact with Heather Harp, Director of Habitat for Humanity, to explore a joint effort between Habitat, Homework and one or more faith communities, to build a small home complex in East Missoula. Exploration is ongoing.
- Clem and Jim need to follow up with The Rev. Terri on our letter requesting membership in the Missoula Home Coalition.
- Clem, Jim and Torian need to follow-up on contact with other churches, exploring interest/willingness to share in an affordable housing project.

3. Dorcie Dvarishkis provided an update on:

- Parenting Place – which has moved to 100% “virtual” parent education classes and is collaborating with the Families First Learning Lab (located in the new Library). Respite services in the afternoon are not working (this may change when school starts, if school starts), but in the meanwhile PP is considering respite services related to mid-day chores parents need help with. PP is coordinating with Planet Kids, renting outdoor space for their program. Volunteers are needed for two socially-distanced work days, Aug. 19 and 23.

- Hellgate High School – there is still no clear information on what the Family Resource Center will be doing in the coming school year, but Holy Spirit is evaluating back-to-school activity (not donuts/coffee, this year). A’Lisa Scott remains in contact with the FRC. The fund at Sparkle Laundry is still available for students needing help there.
  - M.I.C./Common Good Missoula – will be offering internal workshops on racism starting mid-September. Dorcie will provide detailed information on dates/times. They are also offering more leadership training in mid-September.
4. The Committee reviewed the status of our budget (around \$3,500 remains unallocated) and decided to wait before making any additional contributions – waiting on further information on Covid-19 impacts on our church and wider community, and trying to gather additional information on the impacts on Native American communities in Montana.
5. Other Business:
- Bob Deaton had to miss this meeting but wanted members to be aware of a new program/project on Youth and Young Adult Criminal Justice Issues, coordinated by Kristin Jordan ([kjordan@missoulacounty.us](mailto:kjordan@missoulacounty.us)).
  - Jim confirmed that the Vestry approved the use of the Parish Hall for the September Red Cross Blood Drive; Audrey Murray will be Coordinator.
  - Jim also confirmed that Kent Watson and Mark Dvarishkis are working on a Vestry effort to start a Care of Creation ministry at Holy Spirit. Committee members Kate Laney and Warren Gartner are already involved; others are welcome.
  - On the same subject, Care of Creation, Dorcie Dvarishkis suggested a Deacons conference which will be open to all... I believe she was referring to: **Faith, Science & Climate Action: Cultivating Soil, Soul, & Health - September 25-26, 2020**. Click [here](#) for more information and to register

The meeting closed with the Lord’s Prayer.

The Committee’s next meeting (either in person or via Zoom) will be on **September 1<sup>st</sup>**.

**G) Spiritual Formation** –Mary Jennings (Gretchen Strohmaier, Chair)

No report for August

**H) Stewardship** – Torian Donohoe (Barb Hosier, Chair)

STEWARDSHIP MEETING AUGUST 3, 2020 via Zoom

In attendance: Terri Grotzinger, Molly Bowler, Bob brewer, Bob Deaton, Torian Donohoe, Warren Gartner, Barb Hosier, Kirk Johnson, Jim Wiley

The meeting opened with a prayer by Terri.

At our last meeting on March 12, 2020, we addressed goals set previously. An update on the progress of those goals indicated that, even though interrupted by the pandemic, work is being done to reach the goals.

Jim reported from the vestry that members are actively pursuing avenues of sustainability engagement for our parish. It was suggested that climate control would be the focus for a year with Kent Watson, Warren Gartner, Mark Dvarshkis, and Kate Laney as point people in the parish.

Bob Wattenberg's beautifully crafted wooden box is ready to be placed in the parish to receive suggestion cards from parishioners. It is our hope that these suggestions will allow better communication with the parish.

A bulletin board designed by Kirk Johnson will accompany the suggestion box; the board will display cards indicating parish needs that might be performed by or paid for by individuals. Labeled our "Adopt a Need" program, specific information will be included allowing anyone or a group may become adopter.

The possibility of creating a virtual board that might be accessed now is being explored. Terri, Warren, and Jim will focus on identifying needs which might be placed on the board. We hope that is possible until we are able to access the parish hall.

Jim Wiley gave the committee a clear update of finances for the committee. Terri explained the use and specifications of the Blair funds as well as the use of the PPP loan/grant the parish received. We are clearly very pleased that pledges are continuing to be offered, some even increasing. In addition, donations to the discretionary fund have increased. In total, we believe that our parishioners are doing all they can to sustain Holy Spirit. Our profound appreciation goes to everyone for this outstanding support.

In that light, we discussed and agreed that our fall pledge campaign would not be "as usual"; we will ask parishioners to "Stay the Course" and continue to serve as they are able. All agreed that giving thanks for the support we receive is a true blessing and sign of the faithfulness of Holy Spirit.

The Stewardship Committee will meet again in a few weeks; we hope to discover new ways in which we might serve the parish. Barb Hosier, Chair