

Holy Spirit Vestry Meeting Minutes

Wednesday, September 9, 2020

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

1) Opening Prayer – Torian Donohoe

2) Spiritual Reflection – Terri Ann Grotzinger

2) Administrative / Business Matters

- **Motion to Approve the Consent Agenda; Seconded, Motion Passed**

3) Parishioners' concerns and correspondence

- No notable correspondence was received

4) Memorial Foundation Report

- No report was given, as an update was provided in the meeting materials. Memorial Board discussed passive versus active management of the portfolio, ways to support/fund affordable housing and adjustments made to the HSP budget as restricted funds (Blair Trust) are applied to maintenance costs. Abbreviations included in the report refer to Episcopal Church Foundation (ECF) and State Street (SS) It was requested that these be spelled out at first mention in reports going forward.

5) Finance Report

- Mark reviewed the August financials.
- We are approximately \$10,000 under budget on income, due to significant loss on plate offering, Easter offering, rummage sale, etc.
- Operating expenses have been impacted by COVID in expected ways – webmaster, office expenses, PushPay costs are up; expenses related to church school, receptions, flowers, alter guild, and printing are down.

- Disbursements from the Memorial Foundation are typically used for capital improvements. But since we are now able to use funds from the Blair Trust for maintenance costs, the Memorial Board has authorized the use of Memorial Foundation funds for other purposes – approximately \$10,000 to be redistributed.
- Could we bring up the plate offering by including an “ask” at the close of the online service? Vestry suggested this could be a line of text inviting donations, perhaps during the Postlude. Terri will discuss this with the clergy and staff.
- **Motion to Approve the August Financial Report; Seconded, Motion Passed**

6) Old Business

- Vestry Retreat and Mutual Ministry Review – Could we have a retreat via Zoom? Zoom now has a lot of features that can replicate the workshop format. Canon Chris could join us and we can utilize the screen in the Parish Hall. Terri will look into this as a possibility.
- The Creation Care Ministry is taking shape and making good progress. Members met via Zoom to assess the viability and relevance of their four main goals; adopting sustainable practices in HSP operations, providing information and resources to help us live more sustainably at home, becoming more active in our communities in addressing environmental issues and providing fun opportunities to learn about and explore our natural world.

The community outreach objectives of the ministry will also draw attention to HSP and the exploration of the natural world will encourage youth participation.

Lance Collister is interested in exploring how HSP might benefit from solar power. This issue has been raised in years past – now that technology and adoption have come a long way, it may be time to seriously consider solar.

- The Vestry discussed ways we can input re: a new Master Landscape Plan. We need several different avenues for parishioners to get involved in the planning phase. The

congregation is emotionally invested in the buildings and grounds, so we need a high level of buy-in.

Kent is intrigued about how the “workshop” features of Zoom may be utilized to this end. He will draft an announcement re: the planning phase and asked the Vestry to please send him thoughts and feedback on the planning draft.

- There is not overwhelming demand for the resumption of in-person services, and online services continue to be well received. So, we will stay the course with online only. Would it be possible to set up a Webcam in the church so folks can experience the calm and beauty of the sanctuary? We could also perhaps illuminate the church at night, as an expression of hope and peace for the community.
- Jeff continues work on several maintenance projects. Sidewalk repair will commence soon, parish hall floor refinishing is top of mind, roof issues are being diagnosed and the safety checklist is being worked through. The storm windows are being worked on and we may want to look into an external fire alarm system. Terri did some research and was reassured that our water supply would not be affected by lack of use.

We may want to begin a maintenance ledger so we can better organize and track 1.) Maintenance items that have been done and 2.) Maintenance that needs to happen on an annual or ongoing basis. Jim and Jeff will discuss this with the staff.

- There are challenges with hosting the Holiday Market online. There has not been much crafting happening. And, we will need to find someone with technical expertise who can set up an online store. Jim may have a contact – he will reach out and follow up with Terri.
- The search for a half-time priest at St. Paul’s in Hamilton continues. If Gretchen is called for this position, it makes sense for the Diocese to merge the jobs and for HSP to be the primary employer.
- We will not be pursuing the hiring of a youth minister at this time. This is an important position, but we don’t have the capacity to manage a search right now. Clergy and staff will continue to discuss next steps – in the interim, we may look at hosting a Zoom event with our older youth.

7) New Business

- We must identify candidates for nomination to the Vestry. The Nominating Committee will be Jim, Mary, Barbara and Ann. Vestry members are asked to think about prospective nominees and forward their thoughts to Jim. Jim will set up a Zoom meeting with the committee.

8) Other Business

- A Personnel Committee meeting needs to be scheduled, ideally in coordination with the Finance Committee
- A Finance Committee meeting needs to be scheduled to begin the budgeting process.
- Date and time for next Vestry meeting; October 14th at 5:30 p.m. via Zoom.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

September Rector's Report to Vestry

No report this month due to vacation and Clergy Conference.

Rev. Terri Ann Grotzinger
Rector

September Assistant Priest's Report to Vestry

Worship. I preached twice and presided three times in August.

Pastoral Care. August has been a particularly busy time for pastoral care with 15 contacts of one sort or another. Also participated in the Lay Visitor team meeting via zoom in which we brainstormed ways to care for folks within our parish who are struggling with health decline. Also began calls to the callers who are following up on all members of the parish, checking in to learn about how this supportive measure may need to change.

Parish Life. I attended the three Wednesday lunch gatherings in August.

Diocese. I continue to participate in the weekly clergy calls with the bishop and attended, via zoom, the monthly Clericus meeting in August. Also participated in a diocese-wide zoom call doing some planning for Christian education across the diocese.

Church School. I began making plans for the Church School theme and recruited volunteers to begin redecorating our space. Also recruited Marva Gallegos to create special gifts for each child that will be mailed out to them in September for our special virtual Kick-Off Sunday.

Spiritual Direction. Continued with my group spiritual direction and individual spiritual direction this month.

Gretchen Strohmaier, Assistant Priest

September Vestry Ministry Reports

A) Communications – Judy Parock, Chair

I wish to thank Connie Gerke and Elizabeth Serviss for taking care of the communication needs of the parish while I was on vacation. Connie took care of updating the information on our church app and creating the push notifications for Sunday services and virtual Coffee Hours. Elizabeth oversaw finalizing the Sunday service leaflets and taking care of our online communications in the *Spirited Times* and the online Sunday service announcements. She also posted these events to our church Facebook page. They both did a wonderful job.

Since returning from vacation a great deal of work has gone into getting the church ready for our online fall start-up and communicating our plans to the congregation. Here's what has been happening this past month:

- **A Note from the Rector to the Congregation:** After much discussion and planning Rev. Terri made the decision to keep Sunday services online through the month of September and perhaps longer. The pastoral letter with that information went out to the congregation electronically, and a shorter version of it was included in the *Paraclete*, the monthly paper newsletter of the parish. Production of that newsletter was suspended in March at the start of the pandemic because information was changing so rapidly that this form of print communication was quickly out of date. Several of our parishioners, however, don't have access to online communications, so having this print version available is helpful in reaching them and keeping them in the loop regarding parish activities and plans.
- **A Note from the Assistant Priest:** As part of the promotion of the True Colors White Allies training series, Rev. Gretchen sent out a note to the congregation with information about the workshop and a link to registration. This same information has been included in the monthly newsletter and the *Spirited Times*
- **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 continues to be a popular addition to our Sunday mornings and another way for members of our congregation to stay connected. In response to a suggestion from several parishioners, the link to the Sunday service is now live at 8 a.m. on Sunday mornings, allowing parishioners to view the service earlier if they wish to. We've included that information in the Sunday service announcements.

We use the *Spirited Times* to continue to promote the events taking place during the time that the church remains closed: the Wednesday noon gatherings, the True Colors training series, the Way of Love diocesan class, "God Goes With Us," our plan for children's ministry for the fall, the Adult Inquirers Class, and the fall blood drive with the Red Cross. We have created materials to promote these events on our website, church app, Facebook and the Google My Business page.

- **Website Updates:** With the start of our fall programming, our website needed to be updated to show all that is happening at Holy Spirit. The Homepage has new rotators which link to more detailed information about the event or topic on the website. We've added an "Online Dialog" section to the Online Ministry page to feature our online classes this fall, the Adult Inquirers Class and the Walk in Love diocesan study. A "Community Life" section was added to highlight a video of this summer's Garden Tour, and the "Online Children's Ministry" section was updated with information about this fall's programming for children and more information about the youth programming that Camp Marshall is offering this fall.

The Learn section of the website now contains a page of "Racism Resources." These are

films, videos, websites, articles, and books that members of the congregation have found helpful in their understanding of institutional racism. Lucia Work curated this material for seven weeks this summer for inclusion in the *Spirited Times* and on the website, and it makes a perfect lead-in to the True Colors workshop offered this September.

We updated the Rummage Sale section of the website to indicate that the event has been canceled due to the coronavirus pandemic and will be rescheduled.

Please check out these changes and let us know if there is information that needs to be updated.

- **Online Services and Meetings:** The passing of our dear friend Myrna Chaney was a great loss to our congregation. Her memorial service of necessity due to pandemic restrictions was limited to a small number of family and friends. However, the service was recorded and shared with our parish family via the *Spirited Times*, the website, and the church Facebook page. Our thanks to James Gartner who recorded the service.

James has also done a wonderful job filming and editing our Sunday services. The inclusion of our virtual choir, the outdoor settings for the sermons, the inclusion of readers and intercessors from their homes, and the use of Clem Work's wonderful nature videos make our online services something special. We continue to receive wonderful notes from parishioners thanking all the people working to make such engaging virtual services.

- **Church App:** We continue to use the church app as another way to keep connected as a Holy Spirit community. We now have 232 downloads of our church app, and most are receiving the push notifications which allow us another way of getting out information to the congregation. All of our giving transactions have been moved to the Pushpay platform, and we are utilizing email quarterly statements which save us time and postage.

– 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: Gretchen Strohmaier (as the person present at the office) will arrange for the repairs to the office boiler that were suggested as a result of the annual boiler inspection. We will take this opportunity to have a backflow prevention valve installed on this boiler as well as required by code. John Hess has been in contact regarding work on the parish hall windows. After discussion with Judy, John will try and match the paint as no paint is available at the church. Work will begin soon.

– Margaret Borg

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 regretfully 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 September 1, 2020 Meeting via Zoom

The meeting opened with a prayer led by The Rev. Gretchen Strohmaier.

1. The meeting opened with a conversation with Lisa Davey, the new coordinator of “Bridges and Leaders” at the Missoula Interfaith Collaborative (who replaced Stacey Siebrasse). The focus of the conversation was understanding the transition to Common Good Missoula, and the role of M.I.C. member congregations within Common Good. In essence, Lisa appeared to indicate that M.I.C. was simply “becoming” Common Good Missoula, a broader community organization.

The implications of this were still not very clear for several Committee members, and it was agreed that, for future budget purposes, this change from affiliation with other churches/congregations to a broader community organization (with non-profits and neighborhood and labor organizations) should be explained to the Vestry.

2. Dorcie Dvarishkis provided an update on:
 - Parenting Place – volunteers from Holy Spirit (and the Exchange Club) were very much appreciated at two workdays during August... considerable progress was made in “sprucing up” the Parenting Place facility
 - Hellgate High School – Theresa at the Family Recourse Center has asked for a couple of weeks to see how the back-to-school start-up goes and will then meet with Dorcie Dvarishkis and A’Lisa Scott to evaluate how we might provide support there.
3. Committee members provided follow-up information on activities related to understanding and dealing with racism:
 - Glenn Hladek and Gretchen Strohmaier confirmed that 16 people are signed up for the “True Colors, White Allies” event with Empower MT, which starts this week
 - Gretchen suggested that continuation of Holy Spirit’s interrupted Lenten series on Racism should probably be delayed until after the “True Colors” event finishes (in late October)
 - Warren Gartner contacted Traveler’s Rest in Lolo and obtained two recommendations of sources for information on racism affecting Native Americans. He will contact those sources to explore how we might learn from them and/or cooperate with them (including possibly expanding the second half of Holy Spirit’s series on racism. Audrey Murray suggested contacting St. Andrew’s in Polson (located on the Reservation.)
 - Carla Mettling reminded us of the 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.
4. On Affordable Housing Advocacy activities, Clem Work reported that he had not been able to follow up on his 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.
5. Bob Deaton reported on:
 - Work at Habitat for Humanity – teams from Holy Spirit completed two workdays on the two houses being built this year; notably, one of the houses is for a refugee family from the Congo!
 - Welcome Back, supporting returning citizens, is looking for mentors to support people as they return from incarceration, and for advocates to support changes in legislation (such as a change currently proposed related to elimination of names from the public

Violent and Sexual Offenders” lists, which frequently include cases which have been misclassified or have occurred many years ago)

6. The Committee again reviewed the status of our budget and agreed to two contributions:
- \$1,000 to Episcopal Relief & Development, for hurricane and wildfire relief
 - \$300 to Family Promise (through M.I.C.) specifically to purchase supplies for these families

The Committee also discussed presentation of a request for additional funds to provide support for rental/eviction assistance, as this will very likely become a major issue within the next several months. The additional funds could come from Vestry approval of a reallocation of Memorial Foundations contributions (as the need for support of building/grounds maintenance is less urgent, due to the Blair contribution). This will include identifying an appropriate “administrator” of funds for this purpose (e.g.: United Way, Poverello Center, 549-HOPE, as examples). The Committee will try to coordinate with other M.I.C. members and present a proposal for the October Vestry meeting.

The meeting closed with the Lord’s Prayer.

The Committee’s next meeting (either in person or via Zoom) will be on **October 6th**.
– Jim Wiley, Chair

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

Spiritual Formation:

Church School: As we wait and learn how this virus will respond to schools opening, we will continue to offer online options for children and families. As long as the building remains closed, we will offer a mix of intergenerational worship experiences along with some children’s messages, designed just for kids, like we did last spring. At this point we anticipate offering intergenerational worship the first Sunday of the month and then offering children’s messages on the other Sundays. This pattern may change as we strive to be responsive to needs as they emerge.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

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

No report.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison