

Holy Spirit Vestry Meeting Minutes

Wednesday, October 14th, 2020

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

- 1) Opening Prayer and Check-in
- 2) Administrative / Business Matters
 - One addition made to the agenda: under Old Business 7)f: Letter of Agreement and supporting documents for Gretchen's position at St. Paul's.
 - **Motion to Approve the Consent Agenda; Seconded, Motion Passed**
- 3) Parishioners' concerns and correspondence
 - Note of thanks for Blessing of the Animals received from a friend and her pup who regularly visit the church grounds
- 4) Memorial Foundation Report
 - No report this month
- 6) Finance Report
 - Mark reviewed the September financials.
 - The balance sheet has been re-formatted to include the previous month. This provides a good, easy check that improves stewardship.
 - We are down about \$18,000; \$1,600 income from Memorial Foundation will offset this a bit and more money will be allocated from this source. Savings was utilized to pay bills this month, a normal practice over the years as we've been in a deficit situation.
 - Pledge income is now showing as "down". While it is difficult to anticipate pledge behavior, it appears that we will indeed be under budget in this category.

- The Diocese has moved the PPP loan forgiveness application along and there are no issues with the forgiveness being granted.
- **Motion to Approve the September Financial Report; Seconded, Motion Passed**

7) Old Business

- Canon Chris is on board to assist with the Vestry Retreat and Mutual Ministry Review, but he has a family health situation that has put this on hold for the time being. We will revisit this when the time is right for him.
- Kent would like to focus exclusively on the landscape plan and transition away from leading the Creation Care Ministry. He hasn't received much feedback yet on the landscape planning process that has been outlined.

It is essential that we involve a good number of parishioners in the planning process, but this is challenging with rising COVID rates. We will explore some Zoom workshop formats.

Terri, Kent and Jim will discuss timing and process – goal is to keep momentum going but plan carefully to maximize participation.

- The Vestry discussed how we might provide some virtual access to and/or illumination of the church interior to lift spirits. A webcam wouldn't be too effective because it is so static – how can we do something that engages people? Kent will contact James to see what may be possible.

Jeff will look into whether or not we can put a timer on the lights, as switching them manually will be a challenge.

- Thank you to Jeff for working with Knife River and completing the sidewalk project. He is in touch with them to see if they can remedy the grass damage.

Jeff would like to conduct a roof inspection, as the last one was done in 2012. Stan at Max-Tite can do the inspection for \$225. Contracting with Stan will also help facilitate some action on roof repair.

Motion to Approve \$225 for Roof Inspection; Seconded, Motion Passed

The storm window project is progressing nicely and work continues.

We do not have a fire alarm system that alerts the fire department. If we want to pursue such a system, it makes sense to also look at adding a burglar alarm. Jeff and Kevin will look into this.

A draft of the safety checklist is complete and will be available for review at our next meeting. We should consider adding a blood borne pathogen training to the list.

Judy and Connie kindly gathered and organized information for a maintenance ledger. Jeff will format the ledger and look into how it might be digitally accessed.

Jeff will also begin looking at inexpensive ways to improve ventilation and will work with Judy to set up gutter cleaning.

- Bob Wattenberg has taken the lead on setting up an online store to host the Holiday Market. We are so grateful for Bob's leadership on this. He is gathering a crew of contributors and helpers; and a timeline will soon be in place.
- Terri, Gretchen, Mark and Jim worked together on solidifying the details of Gretchen's job sharing with St. Paul's. Gretchen's Letter of Agreement (LOA) will be finalized and sent to the Bishop.

A letter has also been drafted to accompany the LOA. This document serves as a cooperative agreement between the vestries of St. Paul's and Holy Spirit to sign off on the ways that the parishes will be working together to fulfill the mutual goals of the LOA.

Torian will review the draft of the accompanying letter, with special attention to the language re: calculating of assessment payments.

Motion to support the spirit and intent of the Letter to Accompany the Rev. Gretchen Strohmaier's LOA; Seconded, Motion Passed

- The Nominating Committee met and compiled a list of potential nominees to the Vestry. Clem kindly volunteered to put together a list of past Vestry members to assist with recruitment this year and going forward. The committee will work to get commitments from the new class of nominees by our next meeting.

8.) New Business

- The Diocesan Convention was, by all accounts, a great success. Terri reported that the worship piece was wonderful, the format was very successful and efficient and the fellowship was inclusive and enjoyed by all.
- Kudos to Mark for being appointed Diocesan Treasurer – we are grateful for all of his good work.
- The Finance Committee will meet next week to get the budgeting process underway. We will need to allocate funds this coming year specifically for technology support. This is a growing need and now must be separate from youth ministry (the current ¼ time position is technology and not youth ministry) therefore, we will budget for two positions: one for technology and one for youth ministry.
- Planning for the stewardship campaign is underway. The campaign will focus on gratitude for our congregation and all the ways we have come together over the past year, and our mission to “stay the course” Thank you to Torian, Jim, Kirk, Molly and Terri for their work on the campaign.

Short video clips with a stewardship message will be included in services; one simple mailing will be produced; Vestry and Stewardship Committee members will make calls. Calls will naturally be more oriented towards pastoral care this year than in years past.

- The Personnel Committee will need approvals soon re: health plans, etc.
- Please let Terri or Gretchen know if you learn of any pastoral care needs – these will be increasing and we want to be pro-active.
- Date and time for next Vestry meeting; November 11th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

October Rector's Report to Vestry

We continue to be on a journey of adaptation and trust as we move our way through this time of pandemic with Covid-19. While many months have passed, I am aware that the situation in some ways seems more normal and yet in reality is worse here than it was back in March and April. We continue with virtual worship and doing our ministries from wherever we are, and I am grateful for the support and encouragement exhibited by parishioners to one another and the wider community.

We are being very intentional about virtual worship and making that time together as meaningful and intergenerational as we can. We continue to learn something new every week and are grateful for James Gartner who weaves it altogether for us. The virtual Welcome Back Sunday and the Blessing of the Animals were two special markers along our way, and I want to thank everyone who contributed in so many ways to make it all happen.

I have been involved in thinking through how things might change should Rev. Gretchen Strohmaier be called to serve part-time at St. Paul's, Hamilton. We now know that she has indeed been called to serve there and the two of us are addressing how things will change and what the priorities will be at HSP. I have been involved with leadership from both congregations as St. Paul's sets her Letter of Agreement (LOA) there and we revise her LOA at Holy Spirit. We are excited about what opportunities come with this new part of her journey.

Regular meetings have been held: Staff Meeting, Standing Committee, Stewardship Committee, gatherings in the Courtyard and Personnel Committee. I continue to lead the Inquirers Class and it is a joy. We have 3 newcomers and 1 longtime member of HSP participating, meeting for 1 hour via Zoom every Tuesday evening as long as is necessary. Bishop Marty continues to hold a 1 hour Zoom meeting with all clergy on Monday evenings and it is a real blessing to be able to stay connected with clergy all around the diocese, to share ideas and hear about all that is going on. And tonight, the Virtual 117th Diocesan Convention will begin, going through tomorrow, to care for the business of the church diocesan wide. Our Sunday worship will be virtual and diocesan wide with Bishop Marty Stebbins, another first for all of us!

The Staff and I continue to be attentive to ever changing pastoral needs as the pandemic wears on everyone. With winter and the flu season coming, we expect folks to be indoors more. The shorter days and longer nights will add additional mental, spiritual, and physical challenges that we hope to alleviate in various ways as we move forward.

Faithfully,

The Rev. Terri Ann Grotzinger
Rector

October Assistant Priest's Report to Vestry

Worship. I preached and presided on the first Sunday of September and then on Kick-Off Sunday Terri and I shared the preaching and presiding.

Pastoral Care. In September I continued with pastoral care contacts, and prayers for eight families/individuals.

Parish Life. I attended the Wednesday lunch gatherings and three of the coffee hour zoom meetings.

Diocese. I continue to participate in the weekly clergy calls with the bishop and attended, via zoom, the annual clergy conference.

Adult Spiritual Formation. The True Colors White Allies workshop began in September and I have attended these sessions, once a week on Thursday evenings. I also continue to participate in the monthly Social Concerns meetings.

Church School. Sent a gift (special painted prayer rock) to each child in the church school program as a reminder of the church school kick-off. Implemented church school theme and recruited a volunteer to begin cleaning and redecorating the church school area downstairs. Began recording children's worship videos that will be made available each week and recruited volunteers to help record some of these lessons.

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

Gretchen Strohmaier, Assistant Priest

October Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Following our successful online “Kickoff Sunday” on September 13, we continued to promote upcoming church events and communicating our plans to the congregation. Here are the highlights of what has been happening this past month:

- **Rollout of the Adopt-a-Need Program:** I worked with Kirk Johnson revising and refining the images and written materials for the Stewardship Committee’s Adopt-a-Need program. Kirk Johnson created banners for the website and images to use in the Spirited Times, and Warren Gartner created the manuscripts to go along with the images. After discussion with Kirk, we arrived at a plan to have the banners on the homepage of the website link to an interior Adopt-a-Need page under the Give heading on the website. The Adopt-a-Need interior page contains more detailed information regarding the need and who to contact to help fulfill the need.

We started with a soft rollout of the program in the Spirited Times with featuring one of the more easily accessed needs, a need for financial help to purchase microphones and adapters for our weekly recording purposes. The response to that need was overwhelming with several parishioners immediately responding to fill the need. That was very gratifying. We rolled out the official announcement of the program with an article by Warren Gartner in the October newsletter. We also have used the weekly Spirited Times and the Sunday announcements to apprise the congregation of the various needs. Once we are back in our buildings there will also be a bulletin board in the parish hall listing the needs as well.

- **Blessing of the Animals Service on October 4:** I worked with Rev. Terri, Rev. Gretchen, Rev. Dorcie, and Nancy to help create a special creation care liturgy that would include an online Blessing of the Animals service. This would make the Blessing of the Animals accessible to many more members of our congregation than our regular outdoor liturgy that we have held in previous years. I created the service leaflet from the liturgical plan that Rev. Terri put together. As Terri wanted to have pet photos from the congregation to feature in the service for the Blessing of the Animals portion of the service, I featured that request in the Spirited Times, on Facebook, on Google My Business, on the app, and in the church paper newsletter for October. Nancy Cooper had a brilliant idea of putting together animal sounds as her “Joyful Noise” postlude for the service, so a request was made for short video recordings of animal noise as well, utilizing those same platforms.
- **2021 Stewardship Plans:** Kirk Johnson and I discussed the plans that have been decided upon for Stewardship 2021. The program will differ from previous years in that it will be a combination of a bulk mailing and an email letter to the congregation. The following plan is what Kirk and I discussed:
 - **October 6 or 7:**
 - An emailed Note from the Rector and/or Stewardship Committee.
 - Kirk will create a header image at the top of this letter/note that will feature the graphics and title for the “Stay the Course” these.
 - **October 19 or 20:**

- A mailed letter will go out (black and white, one-sided). This mailing will also include the pledge card and a privacy return envelope.
- The mailing will be received about two weeks after the emailed note and about 10 days or so before the November 1st ingathering.

We have enough pledge cards and bulk mail envelopes on hand for this mailing. Kirk Johnson will be creating the graphics for the various Stewardship pieces (printed and online) that will be used throughout October and the rest of the year. Elizabeth Serviss has updated the electronic pledge card on the website in preparation for 2021 Stewardship season.

- **Securing Copyrights for Online Worship:** Our organist, Dr. Nancy Cooper, attended a webinar for *Streaming Music Legally for Churches and Recitals* this month and came away with concerns about how we were reporting the music used in our online worship services. In case there are concerns on the Vestry regarding this issue, I wanted to let you know what we are doing to be in compliance. We use a program called Rite Planning to create our Sunday worship leaflets. This program provides us with access to the content from Hymnal 1982, the Book of Common Prayer and the NRSV Bible, among other Episcopal resources. Our subscription to RitePlanning.com includes permission to print any content on the site. It does not, however, include permission for streaming of any copyrighted hymns or service music. That is why we have to have a streaming license from ONE LICENSE. The church has purchased an annual license plus a streaming license from ONE LICENSE. ONE LICENSE is an online music reproduction licensing service that provides access to the music of top Catholic and mainline Protestant publishers and composers. ONE LICENSE provides its license holders with tools to report the songs they use in each of their liturgies each week which I do. After discussion with Terri and Nancy, I could reassure Nancy that we do the following things in order to be in compliance with copyright laws:
 - We include the title of the work, name of the author/composer and the copyright notice, reprinted with permission under ONE LICENSE # A-735459 at the end of the service leaflet available to our individual worshippers.
 - We include the following information in the video description and on our website directly below the direct link to the worship service: “Permission to reprint, podcast, and/or stream the music in this service obtained from ONE LICENSE with license #A-735459. All rights reserved.”

ONE LICENSE has made the webinar that Nancy Cooper attended available for all license holders to view, and I plan to watch it to become better informed about this tricky area concerning our new normal way of worship.

– Judy Parock

B) Holiday Market – Caitlin Sherman (, Coordinator)

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

Reception committee report: There were no receptions in September.

– 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: See report from Jeff Serviss at the Vestry meeting.

– Margaret Borg

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

No Rummage Sale report at this time.

– Marva Gallegos, Chair

F) Social Concerns – (Jim Wiley, Chair)

Social Concerns Committee Report/Minutes

October 6, 2020 Meeting via Zoom

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

1. The meeting opened with a conversation with discussion of a written report submitted by Dorcie Dvarishkis on our two key local ministries:

- Hellgate High School:
 - Schooling – the students Tracy (FRC coordinator) has connected with are psyched to be back
 - Homelessness – unfortunately, 63 students now fit the school's definition (a more typical number for early in a school year is 20-30); they are seeing families doubled/tripled up, staying in hotels, camping out, unaccompanied living, challenged refugees, and those in group homes and foster care
 - Needs – some are being met (food from the Missoula Food Bank, clothing from Bethel Baptist Church, laundry from HSP), but beyond housing needs include both gas cards and internet connections (Terri is considering the latter and using some discretionary funds for the former)
 - Next steps: a) Jari Davis is exploring funding sources to pay for Driver's Ed classes and b) A'Lisa Scott will contact Heather Harp and Dave Strohmaier about housing
- Parenting Place:

The big wins this month at PP include a) all the facility work continues since our two work parties 8/19 and 8/23, including inside and outside trim painting, yard work, improving the functionality (and reducing water, rodent infiltration) in the Annex basement, etc. Beyond Exchange Club, Holy Spirit, and Parenting Place staff/Board, PP benefitted from great work teams from First Interstate Bank and the noon Kiwanis Club. Planet Kids now has their sign displayed out front, and once a privacy fence is in place, plans to move in as a renter of most of the main building for evening/weekend hours.

2. Audrey Murray reported on the successful Red Cross Blood Drive in September: Red Cross goals were more than achieved and Audrey thanked all parishioners who participated, either as donors or volunteers. She will coordinate with Judy to schedule our next blood drive in late February.
3. Gretchen Strohmaier and Jim Wiley reported on the progress of our True Colors/White Allies racism training, which all participants have engaged in wholeheartedly. As contracted with the large group doing the Common Good racism training, the smaller group allows for more in-depth and personal discussion. Common Good training was also reviewed.

This led to further discussion of related topics:

- Gretchen asked for input on the continuation of Holy Spirit's interrupted Lenten series on Racism which will be delayed until after the "True Colors" event finishes; two key topics suggested – historical perspective (especially the church's role) and actions needed (both structural and personal)
- Additionally, it was suggested that we all do more to learn appropriate language related to dealing with racism
- Warren Gartner will follow up with contacts from the Salish and Pend d'Orelle native American groups
- Audrey Murray once again suggested contacting St. Andrew's in Polson (located on the Reservation) and St. Paul's in Hamilton, especially as we try to focus on racism affecting Native Americans

4. Dorcie Dvarishkis and Warren Gartner reported briefly on the Faith and Climate Action event which took place last week. Dorcie again recommended the book discussed earlier, *Drawdown*.

Warren will ensure that Holy Spirit's Care of Creation effort draws on the Faith and Climate Action effort and information, and Dorcie recommended we all learn about our carbon footprint and take the challenge, at www.sustainislandhome.org

5. The Committee voted via email to approve continued support of Mexican high school students in El Golfo, Sonora, Mexico, continuing the work done there in years past by Chuck and Maggie Teague.

\$400 was approved to cover two students.

The meeting closed with the Lord's Prayer.

The Committee's next meeting (either in person or via Zoom) will be on November 3rd.

– Jim Wiley, Chair

- G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)
See Assistant Priest's report.

– The Rev. Gretchen Strohmaier, Assistant Priest

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

Stewardship Meeting via Zoom September 23, 2020

Present: Terri Grotzinger, Molly Bowler, Bob Brewer, Torian Donahoe, Warren Gartner, Barb Hosier, Kirk Johnson, Jim Wiley

The meeting was opened with prayer led by Terri.

Jim Wiley reported briefly that pledges to date are steady and that with the PPP loan we received, the parish finances, at the moment, are not concerning. The Standing Committee received all reports from congregations that received PPP loans and sent the data on to the Diocesan Council for their review. Whether the loan will be considered grant status by the Government is yet to be determined.

The committee then discussed how the fall pledge campaign will be formatted. We have agreed on "Stay the Course" as our slogan to be conveyed to parishioners. Kirk Johnson will work on a symbol of a compass rose to be used on all articles as a reminder of our goal for the year.

A pastoral letter, authored by Terri and aided by Molly and Kirk, will be sent along with a pledge envelope to all parishioners on approximately October 19. Kirk will work with Judy Parock to set the deadline dates for the various parts. The letter will express gratitude for the generosity of support already shown and ask for members to Stay the Course by continuing the current pledges or if possible, by increasing them as many have already done. No pledge increase amounts will be suggested as in the past.

Our campaign will begin on Sunday, October 4 with a recorded message from Jim Wiley, followed by messages on October 11 (Molly Bowler) October 18 (Warren Gartner) and October 25 (Bob Brewer). These messages will remind and encourage parishioners to return their pledge cards by November 1. Warren has agreed to head this effort both with messages and videotaping.

The Adopt a Need program was discussed briefly, and everyone agreed it is a wonderful tool to connect with parishioners while filling needs of the parish. Bob Brewer suggested we might investigate the need for a machine to aid in deep cleaning in anticipation of our return to our building.

Barb will write a stewardship article for the November Paraclete.

It was agreed that we need to continue email communication until we meet again in October.

– Barb Hosier, Stewardship Chair

Torian Donahoe, Stewardship Committee Vestry Liaison

I) Creation Care Ministry – Kent Watson

Holy Spirit Episcopal Church
Creation Care Ministry – Meeting Notes
Zoom Meeting – 9/8/2020

Co-chair Kent Watson convened the meeting at 1 p.m. with the following attendees: Kate Laney, Karen & Warren Gartner, Lance Collister, Tracy Gage and Sue Lowery. The meeting generally followed the agenda that Kent had sent earlier:

1. Four goals (below). Are these the most appropriate for our efforts? Are Ministry members willing to take on one or more of these as their "responsibility" for the Ministry?

- *Looking at our operations at Holy Spirit with the goal of becoming more sustainable;*
- *Providing information and resources to members to help us live more sustainably at our homes;*
- *Becoming more active in our communities by addressing issues of climate change and other environmental issues; and,*
- *Provide fun opportunities to learn about and explore the wonderful natural world we live in.*

2. Actions - going forward. Based on the consensus outcome of the above discussion, we should have some sense of the priorities for the group.

3. Leadership. Kent hopes to pass on leadership of the Ministry to someone else so that he can focus on the Master Plan for the HSP Grounds.

After some discussion the group decided that the four goals listed above (also on HSP web site under the "Learn" tab) are still relevant for the Ministry going forward. Some key items discussed:

- (Goal #1) Lance will research the possibility of the church installing solar panels to help offset energy costs.
- (Goal #2) Kate will work on refining the draft list with additional items that will help guide HSP members to live more sustainably. It was suggested that the refined list could be sent as an email letter to all parishioners.
- (#2) Kate, with input from other members, especially Karen, will pull together information that can become a series of articles for the *Spirited Times* editions.
- (#2, #3) The spirited discussion of both goals led to the suggestions of partnering with MIC (successor group) and the Greek Orthodox Church (Father Rob) so as to better spread the word about the Church's own mission and to engage the wider community in these discussions.
- (#2, #3) As a key part of communicating with ourselves and to the wider community it was agreed that we should explore changes/improvements to the HSP web site that would better facilitate this activity. Karen Gartner agreed to assist in this effort.
- (#2, #3) Tracy pointed out the importance of engaging our youth in these activities, both within and outside the Church. Kent noted that this has been a passion of his – to engage elementary school age children in better

understanding the world around them. Both Gretchen and Dorcie will be kept in the loop as we proceed.

- (#4) Warren (and Karen) led a discussion about setting up field trips on a quarterly basis that would explore the natural world that surrounds us. This would be a great activity for engaging the youth. The Montana Natural History Center might be a partner in this activity.

Kent brought up the need for someone else to take over the leadership position. This discussion will continue. It was agreed that monthly meetings would be appropriate for the Ministry, even with the possibility of meeting in the Parish Hall with masks and social distancing. Meeting adjourned at 1:50 p.m.

(Draft notes by Kent Watson, subject to revision from attendees; none were received
- 9/9/20)