

## Holy Spirit Vestry Meeting Minutes

Wednesday, November 11<sup>th</sup>, 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 – Terri Ann Grotzinger
- 2) Administrative / Business Matters
  - Additions made to the agenda: under New Business 8)a)2: Retaining childcare staff while in-person services are suspended and 8)e): Consideration of allowing a grief group to meet in the Parish Hall
  - **Motion to Approve the Consent Agenda; Seconded, Motion Passed**
- 3) Parishioners' concerns and correspondence
  - No correspondence to review this month
- 4) Memorial Foundation Report
  - The Memorial Board discussed moving to the brokerage firm used by the Diocese. Nothing has been finalized yet.
  - The board also approved its allocation of \$24,052.41 for the 2021 budget and continued its focus on affordable housing opportunities.
- 6) Finance Report
  - Mark reviewed the October financials.
  - Overall, we are doing exceptionally well considering current conditions. We are approximately \$21,000 under budget on expenses and approximately \$32,000 under budget on revenue – approximately \$11,000 over our budgeted deficit of \$17,257.
  - Thank you to Mark, the staff and HSP leadership for their work in maintaining Holy Spirit's good financial position in the midst of this pandemic.

- Notes on the balance sheet: We have approximately \$20,347 in pre-paid pledges on the books; \$27,363 in accounts receivable from the Memorial Board allocation; \$51,409 in Payroll Protection loan will be forgiven, moved from liabilities to income.
- **Motion to Approve the October Financial Report; Seconded, Motion Passed**

## 7) Old Business

- Stewardship update: Number of pledges and total money pledged is looking good so far (109 pledges for total of \$273,206; approximately \$10,000 off where we were last year at this point in the campaign) Vestry is encouraged to complete all of the follow-up calls they have been assigned and to please pass along any pastoral concerns to Terri.
- The Letter of Agreement for The Rev. Gretchen Strohmaier was finalized, passed along and well received. The Diocese has recognized this document as an exemplary expression of congregational cooperation and development -- kudos to all who helped craft it.
- Kent reported that the planning efforts towards creating a Master Landscape Plan would take shape after the first of the year.
- The Creation Care ministry would like to design and produce a document that outlines some of the actions that can be taken on an individual or household level to live more sustainably. Kent will ask Kirk Johnson if he might be willing to assist with the design, and requests feedback from the Vestry on the content.

Kent met with Lance Collister to discuss the pros and cons of installing solar panels on the Parish Hall. They concluded that it would not be financially advantageous at this time.

Clem proposed that we continue to discuss the possibility of solar as a good long-term investment. This type of investment would be an excellent use of the Blair Fund disbursements.

- At the beginning of Advent, November 29<sup>th</sup>, we will begin illuminating the church at night. The staff will take turns manually flipping the switch to turn on the inside lights – this is the easiest and least expensive option. We are very grateful for their willingness to do this, as it will be an expression of love and hope

for our church family and the community during the holiday season. We also plan to string white lights up on the exterior of the building.

- Jeff continues work on a variety of maintenance projects. The floor refinishing project is on hold, he is waiting on a call-back from Max-Tite re: the shingle repair, the storm window project is progressing well, two bids for an external alarm system are pending and the maintenance ledger is complete.

Jeff is very grateful to the staff for their help in putting the ledger together – it is an excellent working document.

Other projects to discuss for future agendas: Ceiling and new paint in Parish Hall.

- The Nominating Committee has identified two candidates (of the four needed) for the new Vestry class. They will continue reaching out to potential nominees and encouraged Vestry members to pass along any recommendations they have.

#### 8.) New Business

- The budgeting process for 2021 is underway and a preliminary budget will be available for review at the December Vestry meeting. We must approve the housing allocation at our next meeting as well.
- The Vestry discussed whether or not to continue paying our two childcare workers. We have been paying them while services have been suspended during the pandemic.

**Motion to pay existing caregivers through the end of 2020 only and give them favorable consideration when re-hiring once services resume; Seconded; Motion Passed (with one abstaining)**

- We have not been using lectionary inserts and we can suspend our order for the second quarter – saving money and paper.

**Motion to suspend our order for lectionary inserts for the Second Quarter; Seconded; Motion Passed**

- Amazon Smile is a fundraising program whereby customers can donate a small percentage of their purchase to a participating

organization. Signing up is easy and Holy Spirit is sure to see some returns.

**Motion to pursue HSP enrollment in the Amazon Smile Program and advertise it in Spirited Times, website, etc.; Seconded; Motion Passed**

- A new member of Holy Spirit who works with a hospice group asked if we would consider allowing them to use the Parish Hall for some of their upcoming sessions. Supporting groups that are addressing grief is extremely important right now -- they would follow all COVID safety protocols and Terri would make sure that everything is in line with Diocesan regulations.

**Motion to allow grief/hospice group to convene in the HSP Parish Hall for upcoming (5 to 6) sessions; Seconded; Motion Passed**

- Some new lamentations and covenants that address racism will be included in the November 22<sup>nd</sup> service. The Diocese as a whole is moving towards this and Terri will ensure that it is done thoughtfully.
- Date and time for next Vestry meeting; December 9th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse  
Clerk of the Vestry

## November Rector's Report to Vestry

We continue to journey in the wilderness with God: a journey that reminds us that we are but one creature among many and causes us to remain humble and reliant on God to guide us along the way. As I review the last month, it is clear we are headed into the new church year, Advent 1, knowing that we will need to continue to worship virtually from home. As such, planning became important as all the special services for Advent, Lessons and Carols, and Christmas would have to be reimagined. Thankfully, we have been practicing over the past many months to make this a little easier.

Planning meant meeting via Zoom with a variety of ministry groups: Stewardship Committee, Finance and Personnel Committees, Holiday Market, Memorial Board, Lay Visitors and more. I am heartened by the willingness of everyone to consider how to carry on our collective calling to love God, and love neighbor as ourselves even during challenges that might otherwise thwart us. The best example of this is what happened in my talking with Bob W. about the need for a way to make the Holiday Market a virtual ministry that we could do safely in these Covid-19 times. Overnight he solved the computer technology and within a few days, the ministry team was reconnected, met virtually to discuss how to manage everything, and within a week was buzzing with activity! The blessing is that in so doing, the group re-established community and fellowship within their leadership and in the wider parish and Missoula community. I am proud of their efforts and grateful for their creative collaboration!

I drafted a pastoral Stewardship letter to help the parish "Stay the Course" with our giving, and the group is supporting this time of financial stewardship with extra care as we plan for the next year and care for the needs of those who are struggling as the pandemic draws on. Thank you all!

Monday evenings I meet with the bishop and clergy of the diocese for an hour virtual meeting. This has been beneficial in keeping communications open and helping all of us to support one another and share ideas from congregation to congregation. It is a joy to see large and small congregations able to gift one another with ideas and to share a variety of educational and spiritual resources virtually as one means of stewardship in the diocese. Bishop Marty keeps us informed about what she is learning at The Episcopal Church level as well as here in the diocese. This has been particularly helpful as we address the pandemic. I continue to serve on the Standing Committee and in our monthly Clericus meetings (virtual as well) and meet with a clergy group here in Missoula monthly.

The staff and I have just re-imagined our Advent and Christmas seasons, including Lessons and Carols, to meet the needs for safety and engaging relationships in a virtual manner. You will be hearing more about all of this in the weeks ahead.

Stay well and thank you for your care of this parish!

Faithfully,

The Rev. Terri Ann Grotzinger  
Rector

## November Assistant Priest's Report to Vestry

**Focus Areas Changing.** I have now begun my half-time work as Rector at St. Paul's Episcopal Church in Hamilton. I have decreased my hours at Holy Spirit. I was being paid to work slightly over half-time here. Now I am back to half-time and focusing my ministry around education until we can implement a strong lay leadership for education here at Holy Spirit.

**Pastoral Care.** I will do less pastoral care as I have moved back to half-time. I will no longer meet with the lay visitor team. In October I worked with 5 families/individuals.

**Worship.** I will continue to participate in worship but going forward will likely preach only once a month. In October I participated in worship twice, collaborating with Terri for the Blessing of the Animals service and presiding and preaching once.

**Diocese-wide.** I attended the annual diocese convention via zoom. I worked with the diocese to set up the letter of agreement between Holy Spirit and St. Paul's to begin my new full-time position between the two parishes.

**Prayer for the Common Good.** I collaborated with staff to get these twice-a-week prayer offerings set up and started.

**Spiritual Formation.** This will be a focus area for me as I work to develop a Spiritual Formation Committee to help with planning and implementing religious education within the parish.

**Church School.** In October I recruited two other volunteers to create children's worship videos. I also recruited a volunteer to help create outreach gifts to send to children and youth of the parish in December. I did research on tools that can assist families to provide spiritual education at home.

**Social Concerns.** I will continue to attend these monthly meetings to assist with planning and coordinating education within the parish.

**True Colors White Allies.** In October we had the last 4 of the 8 sessions of this anti-racism workshop. We met with the facilitators of this workshop, from Empower MT, to review the experience and begin planning for our next steps as a parish as we work towards anti-racism in our church and our community.

**Spiritual Direction.** I continue with both group spiritual direction and individual spiritual direction each month for personal grounding, focus and renewal.

The Rev. Gretchen Strohmaier, Assistant Priest

## November Vestry Ministry Reports

### A) Communications – Judy Parock, Chair

In addition to our continued promotion of upcoming church events and communicating our plans to the congregation, a great deal of work has gone into developing the follow-up for this year's Stewardship campaign and the publicity for this year's online Holiday Market. Here are the highlights of what has been happening this past month:

- **2021 Stewardship Follow-up Plans:** Kirk Johnson and I discussed the proposed schedule for the follow-up campaign for this year's Stewardship campaign and reviewed the materials that will be used in the follow-up program.
  - Here is the overview of the follow-up plan:
    - **November 4-9**
      - A list of talking points will be provided for each caller, both to check on how people are doing and to encourage getting pledges in the mail by November 13-14.
      - The finalized list of callers from the Vestry and the Stewardship members will be given to Judy by November 4-5.
      - Call lists made and sent to Vestry and Stewardship callers by November 9. These will be lists of past pledgers who have not yet responded to this year's pledge drive.
    - **November 9-13**
      - Calls are made to those who have not yet responded to the pledge drive. Results of each call noted and sent to Judy.
    - **November 18**
      - Follow-up letters are sent out to encourage those who have not pledged to do so by December 4 in time for the December 9 Vestry meeting. Two different letters will be sent out, one for past pledgers and one for non-pledgers.
    - **November 22**
      - A possible Celebration Sunday with a video montage of Stewardship Committee members thanking all pledgers...TBD
  - Because we are trying to keep costs to a minimum but still want to provide an attractive and inviting communication for the parish, Kirk will design the follow-up letters to include the color header that he designed for the Stewardship campaign. We will be able to run these off in-house
  - **Holiday Market 2021:** I met with Bob Wattenberg of the Holiday Market Committee to discuss their plans for an online auction for the Holiday Market this year. Bob has done a wonderful job of investigating the "how-to" aspect of doing an online auction, and all of the preliminary work for that set-up has been done. The group, led by Bob, has now moved on to gathering items for the sale. As a result of these conversations we have developed a webpage for the Holiday Market with information about how to donate items to this year's market. There is also information there about a couple of pre-sale items. We have also communicated this material in the Spirited Times and on the church Facebook page. After discussion with Bob I also developed display banner for the auction site for the sale.

- **Email Marketing:** iContact, the company that runs our e-newsletter program, provided a webinar on how to take advantage of all the design features that their program offers. As our weekly emails continue to be an important part of how we keep in touch with the congregation, I was glad to learn how to make those emails look more attractive and easier to navigate. I utilized that information with the email inviting the congregation to participate in the Diocesan Convention online worship and then adopted that email style for our weekly service link information.
- **Monthly Parish Newsletter:** Because our buildings remain locked down and the absence of in-person events, we don't have as much news to report in our monthly parish newsletter, the Paraclete. This is an important line of communication to many of our older parishioners who do not use email, and we certainly don't want to lose touch with them by not publishing the newsletter. As a result, our newsletter for November featured a number of reflection pieces that we normally would not have room for in ordinary times. I thought those reflection pieces provided a nice sense of personal connection that might have been missing from the newsletter otherwise.

– Judy Parock

B) Holiday Market – Caitlin Sherman (Bob Wattenberg, Online Sale Coordinator)

The 2020 Holiday Market is alive and going virtual/online. A committee has been formed primarily from the highly successful team established last year. To host the auction, a software system “CharityAuctionsToday” was selected. Others were looked at, but pricing and ease of use led to the selection. Some of the key features are:

- The actual sale will be Nov. 27th - Dec. 3.
- Items can subject to competitive bidding with a minimum opening bid and specified minimum bid increments
- Bought for a given price or both
- Each item can have up to 5 photos and description
- Up to 1000 items
- Payment is made using credit card only. Payment processing is by “Stripe”, an independent payment processing company
- Items are categorized, e.g. Quilts, Sewn, Knitted, wood crafts, Art, Unique, and buyers can search all or just in a category
- There will be one button touch to get to the auction from HSP's website
- Bidders will be notified by email and/or text of status e.g. someone has outbid you

From a financial standpoint, the software host charges a 5% of sales fee. To that, the credit card company fees are added (2 1/2 - 3 1/2%) and a \$.30 transaction fee. We are planning on a 10% in total fee on sales. Other plans are available, but most require an upfront payment of \$500 or more. The no upfront charges approach was selected since we have no experience with a virtual sale.

Major tasks to be performed are:

- Advertising the sale, need customers
- Obtaining product. Many folks are working diligently on crafts now. Big unknown is whether or not we will get some special items. We do have the condo this year!
- Distribution of product after sale, we have a plan that considers the COVID situation

It will be reduced in scope and emphasize craft items made by Holy Spirit Parishioners as well attractive donated items from the parish. Missing will be antiques and jewelry. After



much discussion, it was decided that these items do not lend themselves to a online sales environment.

We are trying a new approach, and we are keeping a cherished tradition alive. HSP will get a return, the amount is really unknown.

– Bob Wattenberg, Chair

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

**Reception committee report:** There were no receptions in October.

– 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:** In addition to the items that Jeff Serviss is overseeing, we had the sprinkler system blown out and drained for the winter. The water valve by the parking lot has been turned off, and the outside water at the church has also been turned off. Thank you to Frank Sherman for removing the window air conditioning units from the office, just in time for the early cold snap in October! Gretchen Strohmaier has been in contact with Temp Right regarding some repairs to the hot water system in the church office and the “banging” sound in the church which results from air in the system.

– Margaret Borg

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

No new regarding the Rummage Sale.

– Marva Gallegos, Chair

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

**Social Concerns Committee Report/Minutes  
November 3, 2020 Meeting via Zoom**

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

1. Jim Wiley started the meeting with a report from Gretchen Strohmaier on activities related to combating racism:

- An effort to continue/finish the Lenten Series on Racism during the first three Wednesdays of December... via Zoom, from 7:00 to 8:30 PM
- Introduction of HSP to the Covenant to Root Out Racism adopted at our Diocesan Convention, being coordinated by Clergy and planned for (probably) Nov. 22<sup>nd</sup>
- Follow up on True Colors/White Allies training:
  - Positive reactions to the training by all participants (humbling, inspiring, eye-opening, community-building)
  - Glenn Hladek and Lindsay Iudicello will provide additional training, to be made available to parishioners (suggested that we be allowed to extent this to St. Paul’s in Hamilton and St. Andrew’s in Polson – Glenn to check with Heidi Wallace)

2. On related topics:

- Native American communities:

- Warren Gartner will follow up on potential contacts with the Salish community
  - Carla Mettling mentioned a parishioner who has extensive relationships with the Native American community
  - In both cases, the idea will be to build relationships with Native Americans, hopefully leading to discernment of ways in which we can support these communities
  - Thinking ahead to early 2021 activities, SCC will try to coordinate with Terri and Gretchen to consider:
    - Activities related to understanding of how racism has affected Native Americans
    - Considering reading the book *Bearing Witness*, an anthology of major Black American writers
3. Dorcie Dvarishkis reported on our two key local ministries:
- Hellgate High School:
    - Hellgate High School Sunday will be November 15<sup>th</sup>. Ideas for reflecting this in our online service were discussed
    - Arrangement is being made for contributions through HSP's Pushpay system
  - Parenting Place:
    - New fencing has been installed as part of their facilities upgrade
    - Planet Kids, a YWCA program, will start using Parenting Place facilities next week
    - Parenting Place is adapting it's Franklin to the Fort facility as a "Study Hub"
4. Clem Work reported that the Director of Habitat for Humanity has expressed interest in a possible joint project with HSP and Homeward, for a "small cottage" development in East Missoula. Further contact/exploration is expected next week.
5. The Committee reviewed that status of its 2020 budget and discussed possible allocation of approximately \$2,300 remaining. After time spent considering several alternatives, it was agreed that for this year, especially given the impact of Covid-19, our focus should be the local community. To this end, \$1,158 was allocated to each of HSP's specific ministries (Parenting Place and Hellgate High School), subject to obtaining information on how the funds could best be used. Dorcie Dvarishkis will try to obtain that information as soon as possible.
6. The Committee focused briefly on two early-2021 events:
- Winter Blood Drive: February 25 has been confirmed as open on the church calendar, and Audrey Murray will contact the Red Cross to coordinate for that date.
  - The Poverello Center has confirmed interest in continuing our Hats/Socks/Gloves Campaign, if we can. Lucia Work will coordinate (and several Committee members offered to help), if we can determine adequate locations for drop-off of donated items. Suggestions included:
    - a) seeing if we could coordinate with Hellgate High School and drop off there, or
    - b) asking for members to make their covered front porches available for a drop-off bin

(or c) trying to find a removed post office drop box to install in our parking lot!!).

The meeting closed with the Lord's Prayer.

The Committee's next meeting (either in person or via Zoom) will be on **December 1<sup>st</sup>**.  
– 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 - OCTOBER 28, 2020**

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

The committee focused on the follow-up campaign for 2021 Stewardship. The schedule will be:

#### For Pledging Members of the Parish:

Each Vestry person/Stewardship Committee member is assigned a certain number of pledging members of the parish. It is absolutely paramount that you follow-up on the names given you. One missed pledge can represent a significant loss.

On **Monday, November 9**, each Vestry person/Stewardship committee member will be sent a list (both by email and by snail mail) of those pledgers who are assigned to them. This list will include past pledgers who have not pledged for 2021 by November 5-6.

Between **November 9-13** the calling committee must contact by phone those outstanding pledgers and encourage them to turn their pledge cards in by **Saturday, November 14**. A script or list of talking points both to check on how people are doing and to encourage getting pledges in the mail will be provided if callers wish to use it. Please write down the results of your call on the list (e.g. if they need another pledge, if they want to give the same as last year, etc.) It is of paramount importance that you turn in to the church office your completed call list by **Saturday, November 14**.

On **Wednesday, November 18** a follow-up letter encouraging those who have not responded to the pledge drive after the phone calls to please do so by **Friday, December 4** in time for the Vestry meeting.

#### For Non-Pledging Members of the Parish:

A letter will be sent **Wednesday, November 18** to all non-pledgers who have not responded to the pledge drive, encouraging them to pledge.

A possible Celebration Sunday may be held on **Sunday, November 22** with a video montage of Stewardship Committee members thanking all pledgers.

Kirk Johnson is working with Judy and Terri to include our theme and logo for Stay the Course.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison

I) Creation Care Ministry – Kent Watson

There has been no meeting of the Ministry participants since the October Vestry Meeting, however, co-chair Kent Watson is hoping to receive reports on several action items that were discussed at the September Ministry meeting. These include: feasibility of installing of solar panels, a draft list of specific items that will help guide HSP members to live more sustainably, developing a series of articles for the *Spirited Times*, and exploration of changes/improvements to the HSP website that would better facilitate communicating with ourselves and to the wider community about the Ministry. Thanks to the efforts of Tracey Gage and Gretchen Strohmaier, Rachel Suter has joined our roster of participants.

– Kent Watson