

Holy Spirit Vestry Meeting Minutes

Wednesday, December 9th, 2020

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

- 1) Opening Prayer – Terri Ann Grotzinger
- 2) Administrative / Business Matters
 - Three items of Old Business 7(a, b. & c.) will be set aside and addressed if time permits.
 - Jim requested that Amazon purchases showing on the credit card statement be itemized. Terri will communicate this request.
 - **Motion to Approve the Consent Agenda; Seconded, Motion Passed**
- 3) Parishioners' concerns and correspondence
 - A letter was received in recognition and support of James Gartner's good work. The anonymous sender would like the Vestry to consider increasing his rate of pay and/or giving him a year-end bonus.
- 4) Memorial Foundation Report
 - No report was given
- 6) Finance Report
 - Mark reviewed the November financials.

We are approximately \$52,000 under budget on income and approximately \$25,000 under budget on expenses, leaving an operational deficit of approximately \$27,000 YTD. We budgeted this deficit at \$15,000 YTD so we are doing quite well considering the impacts of the pandemic.

We received notification that our PPP loan has been forgiven. When the loan is added to income, we will break even on our budget.

The PPP loan will be included when our assessment is calculated.

Additional income coming from: Holiday Market (approximately \$5,000) and an additional Memorial Board contribution.

- **Motion to Approve the November Financial Report; Seconded, Motion Passed**
- Terri thanked the Stewardship Committee, Vestry and staff for their work on the Stewardship Campaign. Currently \$361,739 pledged for 2021 (\$377,748 was pledged in 2020) A few more pledges will likely be received.
- Mark, Jim, Terri and Connie are working on the 2021 budget. A preliminary draft is complete and the final draft will be presented at the Annual Meeting. In preparing the draft, expenses were pared down as much as possible and no salary increases were included.

Investment portfolio is up approximately 20% for CY2020 – from \$350,000 to \$422,000.

One consideration in the 2021 budget is compensation for James Gartner. We used Youth Director funds to pay James in 2020, but we will need to establish a new position and budget line for him in 2021. He is doing excellent work and we are fortunate that his skill set aligns so well with our needs re: virtual services. His compensation should be higher.

Vestry agrees that we should keep his hourly rate the same for now and look to increase his hours. Vestry requests that he provide a good accounting of how many hours per week he is working. We will use this information to decide how to structure his compensation going forward.

Would it be possible for James to work more broadly for the Diocese? Many congregations presumably now need bigger and better technical support. Terri will follow-up on this idea.

Motion to give James Gartner a year-end bonus in the \$200-\$300 range; Seconded, Motion Passed

- The Social Concerns Committee requests Vestry approval to re-allocate Memorial Foundation funds in order to support 1.) Hurricane relief in Central America with a \$500 donation to Episcopal Relief & Development and 2.) Freedom in Christ Prison Ministry at Deer Lodge, as they have been significantly impacted by COVID-19 -- \$500 donation.

Allocation of funds was made pre-pandemic and there are excess funds in Continuing Education and Spiritual Formation.

Motion to Re-Allocate Memorial Foundation funds to Social Concerns; Seconded, Motion Passed

7) Old Business

- The Nominating Committee has identified four candidates for the slate of new Vestry members. They are:

John Crowley
Nancy Errebo
Warren Gartner
Holly Swartz

Motion to Approve slate of Vestry candidates for consideration at the Annual Meeting; Seconded, Motion Passed

- The current by-laws state that the Annual Meeting will be held in-person in the Parish Hall. This will not be possible this year and an amendment to the by-laws is needed in order to conduct the meeting virtually. According to Article IX, Section 2, such an amendment can be made.

Vestry proposes the following amendment to the by-laws:

SECTION 3. The annual meeting and meetings of the parish may be conducted by electronic means, including but not limited to video conferences and Zoom, upon approval of the Vestry. Elections and other votes related to the business being transacted at these meetings may be held electronically, provided that the voting process used is confidential and approved by the Diocese of Montana.

SECTION 4. Notice shall be given for annual and special meetings of the Parish by publication thereof in the usual Parish News Bulletin, or the Sunday Church Bulletin, and shall be given at least seven (7) days before the date of such meeting.

Motion to Approve Amendment to the By-Laws; Seconded, Motion Passed

Following the procedure outlined in Article IX, Section 2; the proposed amendment will be communicated to the Parish at large in time for a second Vestry vote on January 13th, well in advance of the Annual Meeting on January 24th.

- The Holiday Market was a great success. It brought in approximately \$5,000, was energizing and provided healthy fellowship and engagement for many. Thank you to all who helped, especially Bob Wattenberg, who got the whole enterprise up and running.

8.) New Business

- 2021 Housing Allowance approval, Rector

The Vestry of Holy Spirit Episcopal Church on December 9, 2020, after discussing the amount to be paid to the Rev. Terri Ann Grotzinger as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:

Whereas the Rev. Terri Ann Grotzinger is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$85,656 to be paid to the Rev. Terri Ann Grotzinger in 2021, that \$20,000 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

- 2021 Housing Allowance approval, Assistant Priest.

The Vestry of Holy Spirit Episcopal Church on December 9, 2020, after discussing the amount to be paid to the Rev. Gretchen Strohmaier as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:

Whereas the Rev. Gretchen Strohmaier is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$35,677.29 to be paid to the Rev. Gretchen Strohmaier in 2021, that \$23,068.00 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

7.) Old Business: (Resumed as time allows)

- Thank you to Jeff for drafting the maintenance schedule. Vestry members received a copy via email.

- Jeff reviewed the status of several maintenance projects:

Fire extinguishers should be serviced. We should consider a training session prior to servicing.

Parish hall painting is an excellent idea and will be pursued.

Confirmation that the storm windows are put over the functioning windows – windows do not open in the winter.

Still waiting to hear from Max Tite re: roof repair.

Jeff will follow-up on gutter cleaning.

- Creation Care ministry documents and resources are now posted on the website. Thank you to Kent for his good work organizing and launching this important ministry.

Date and time for next Vestry meeting; January 13th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

December Rector's Report to Vestry

The year 2020 is about to end but the pandemic continues to impact many lives and the way that we do our ministries to keep people as safe as possible. Despite the fact that we will be closed through the end of the year, the Staff and I are recreating how to live expectantly in Advent, and to celebrate Christmas, God with us, in a different and yet meaningful way. The decision to continue with virtual worship needed to be made early so that we could do all the pre-recording of all services through Christmas 1 by December 18. James Gartner, our technical expert for all things virtual, needs extra time to pull everything together and still have a Christmas too!

Thus, I have been busy coordinating with staff and lay leaders on worship planning and recording schedules for Advent, Lessons and Carols, Christmas Eve, and Christmas 1. This included planning with those who help prepare the "setting" of our worship space in a manner that changed as needed for recordings being made for Christmas while still in Advent...because the colors and lighting changes each season. It has more complexity this year, but I think we have it scheduled as well as possible. There are even Christmas lights outside this year since we are foregoing the traditional fullness of decorations within the sanctuary this year. I also helped initiate coordination for the Holiday Market and worked with the Stewardship ministry to make sure our financial pledge efforts were supported well. My thanks to all those involved in the Holiday Market and our fall Stewardship effort. You have done a great job!!

Pastoral support has been constrained by Covid 19 protocols, but we are carrying on. The parish is beginning to have knowledge of those around them getting the virus, and I know of one now who is near passing due to it. We have three parishioners in Hospice care at the time of writing this and I do expect there will be more challenges ahead as winter comes in all fullness. May we all stay vigilant in doing every step we can to prevent extended outbreaks in the wider community.

It is my hope that all of us will take a moment to give thanks for all the ministry that has been done in so many new and different ways since March when the pandemic hit here. Parishioners and staff alike have stepped up to find solutions to new barriers and have been able to continue to care for the needs of others in spite of the challenges. I continue to be incredibly grateful to serve among all of you!

May God bless our journey as we now move through Advent to Christmas, and may we be more aware than normal of all our relationships: with those near and dear, and with those whom we will yet meet wherever the journey leads. God's love be near you in every way this year!

Gratefully,

The Rev. Terri Ann Grotzinger
Rector

December Assistant Priest's Report to Vestry

Church School—In November I recruited two new volunteers to record Church School lessons and coached one of them in the preparation and recording process. I recorded the Children's Message twice in November.

Adult Education—

- In November I began recruiting volunteers to build a Christian Formation committee. I had two meetings, several phone calls and began reviewing some resources. Two volunteers have agreed to be a part of this committee so far (Valerie Hess and Willie Hoffer).
- Also in November I worked with Glenn Hladek and Lindsay Iudicello to review our recent 8 week Anti-Racism training and to begin long-term plans for ongoing Anti-Racism training in the parish.
- I coordinated the continuation of our Lenten series, communicating and scheduling presenters to return in December and troubleshooting presenter needs in our zoom format.

Parish Life—I organized supplies for the Advent wreaths.

Communication— Ongoing communication tasks this month included: 2 Staff meetings, a deacon review meeting, submissions for the Paraclete and Spirited Times, meeting with Terri, communication with the bishop.

Worship—I preached and presided twice at Holy Spirit during November.

Diocese—This month I participated in a zoom Clericus meeting and attended 4 of 5 Monday night clergy calls. I participated in the first meeting of clergy who serve multiple parishes.

Continuing Education—I attended a 3 hour zoom conference about Advent and Christmas themes in the midst of COVID.

Pastoral Care—In November I provided pastoral care to 4 families/individuals in the parish.

The Rev. Gretchen Strohmaier, Assistant Priest

December Vestry Ministry Reports

A) Communications – Judy Parock, Chair

It has been a busy month at church with Stewardship campaign and the online Holiday Market. Here are the highlights of what has been happening this past month:

- **A Note from the Rector:** Since the last note to the parish regarding our response to COVID-19 situation went out in August, Terri and I determined that it was time to send out another Note from the Rector to keep the congregation apprised of our plans going forward. She prepared a very pastoral note outlining the need to keep the church buildings closed. That went out to the congregation via email. For those members of the congregation who do not do email, I prepared a paper version of the letter and mailed it out to them. It received a very positive response. This letter was also posted on the website and made available on the church app.
We are also going to send out a Christmas letter from the Rector. It seemed even more important to do that this year when we are at the point in the pandemic when many people are feeling very disconnected and vulnerable. This pastoral letter with information about our Christmas services will be shared with the entire congregation via regular mail.
- **Holiday Market 2020:** As the time for the Holiday Market neared at the end of November, the members of the Holiday Market committee were anxious that the news of the Holiday Market not get lost in the rest of the church communications. Using one of the new templates from iContact, I prepared emails specifically for the Holiday Market using a Christmas theme. After consultation with the Holiday Market committee we decided to send out one just prior to the start of the sale to provide people with general information about the sale, one the morning of the first day of the sale to let people know that the sale was open, one on the Monday of the sale to let people know that the sale was still ongoing, and the final one on the Thursday of the sale to tell people how to pick up their online purchases. I made signage for the parish hall so that we could observe COVID-19 protocols in the pickup process. The pickup information was also made available on the church Facebook page and on the church app.
- **Race and Faith:** Our 2020 Lenten Series, “Race and Faith,” was cut short due to the lockdown in the spring. Gretchen was able to contact the speakers so that the series could be completed over Zoom. In addition to the parish newsletter and Spirited Times, our e-newsletter, we also shared information about the series via specific email messages. We shared the Zoom link for each meeting in two different emails: one a “heads up” email on Monday of the week of the meeting and then a reminder email on the day of the meeting in late afternoon.
- **New Banners for church courtyard:** After discussion with Terri and Dorcie, it was decided that we needed to replace our current welcome banner with something that has our website on it, with virtual services and all. At the same time, it was decided that it would be good to create another Christmas season banner with a different word instead of “Rejoice.” This would give us options in the years ahead as well. We also agreed that we needed to get our sandwich boards out with our virtual service information as well, realizing that they may not get out every day.
Kirk Johnson worked his creative magic and produced two very attractive designs which will look very well together in the church yard. The cost of these two banners will be about \$100 each, and they will be ready around the 9th of December. A similar design can be used on the sandwich board, and that design can be run off on the copier in the church office.
- **Christmas Services:** In addition to the Lessons and Carols and Christmas rotators on the website homepage, we have created a Christmas information panel on our homepage with an invitation to our Christmas services. Clicking on any of these links

in the panel takes you to a Christmas services information page with information about each of the services that we offer. A link to this page is also found on the Worship services page on the website. I think it is helpful to visitors and to our parishioners as well to have all this information in one place. You can also access information about the services by clicking on the individual events on our website calendar. We have created Facebook events for each of the holiday services, and we've done this on our Pushpay app as well. We'll use the Facebook events to invite members to participate.

– Judy Parock

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

The first ever Virtual Holiday Market was just completed. By all accounts it was a success from many aspects: a) we continued the tradition of a Holy Spirit Holiday Market b) parishioners became excited and involved in Holy Spirit activities, being able to contribute and interact with their faith community c) monies were raised for Holy Spirit at a time when budgets are being stressed d) a new possibility has been tried for raising funds for HSP for consideration in the future. Results from the auction are \$4,865 from items sold off the auction site, \$265 from donations through the site, and approximately \$400 from Holiday Market sales offline from the web site for a gross sales of \$5,530. From that, web site fees, expected to be 10% must be subtracted so we will be close to netting \$5,000. There were 275 unique items, many with multiple copies, listed, and over 73% sold. Special thanks to the committee that made the market happen - Sue Morasco, Diane Rasmuson, Betsy Holmquist, Tracey Gage, Bob Brewer, Sarah Towle, Bob Wattenberg and The Rev. Terri for her support and blessings to the concept. Other parishioners supported the committee in many ways. In addition, many parishioners spent the hours of time and materials costs for the incredible handmade, original articles that sold on the market, Thank You.

– Bob Wattenberg, Chair

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

Reception committee report: There were no receptions in November.

– 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: Please refer to Jeff Serviss and to the items that he is overseeing.

– 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
December 3, 2020 Meeting via Zoom**

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

Our December meeting was relatively brief, with updates to the following:

- Parenting Place – Joint project with Planet Kids is going well; mold mitigation has been implemented

- Hellgate High School – Agreed that their funding will be used 50:50 split between gas cards and shopping needs
- Poverello Sock/Hat/Glove Drive – Lucia Work has identified five different places around Missoula for collection bins; all is set for January Drive
- February Blood Drive – Date is confirmed with the Red Cross for February 25; Audrey Murray will be out of town and thus we need a Coordinator; Audrey will review consistent donors and Bob Deaton and Anita Rognas are (hereby) asked for suggestions
- Racism Awareness – Reactivation of Holy Spirit’s Lenten Series on Racism is underway, with three sessions in December; Glenn Hladek and Lindsay Iudicello continue planning “allies” training for parishioners, but expect this will be toward the later half of 2021
- *Bearing Witness* Book Study – will start Jan 6th and run for six weeks; Carla Mettling is working with Bill Earhart, Glenn Hladek and Warren Gartner (and Jim Wiley) to coordinate sessions; Carla has books available for \$6.00

Subject to Vestry approval of additional funds, the Committee approved:

- \$500 for Episcopal Relief & Development, specifically for hurricane relief in Honduras and Guatemala
- \$500 for the Freedom in Christ Prison Ministry in Deer Lodge, MT

In other business:

- Dorcie suggested visiting the Montana Association of Christians website (MACMT.org) to discern which legislative/lobbying efforts anyone might wish to support
- Clem Work and Jim Wiley reported on Holy Spirit support for the TSOS – Temporary Safe Outdoor Shelter; see op-ed piece in the 12/6/20 *Missoulian*
- Gretchen Strohmaier confirm that discretionary support has been provided for MLK Day

The meeting closed with best wishes to all for the coming Holidays!

The Committee’s next meeting (either in person or via Zoom) will be on **January 5th**.
– 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)

Each stewardship committee member and vestry member was given an assigned list of pledgers who had not yet pledged; these parishioners were to be called, using a script or list of talking points if desired, to encourage them to return pledge cards by November 14.

On November 18 two letters were sent as follow up. One was to those who had not responded to the phone calls encouraging them again to return pledge cards. A letter was also sent to all non-pledgers encouraging them to pledge as they are able.

During the week of December 7, notes will be written to pledgers who have not responded to past encouragements and reminders. Barb Hosier, Bob Brewer, Molly Bowler, Torian Donohoe, Warren Gartner, and Jim Wiley will participate in this effort. Terri has also placed pastoral calls to a number of people.

As of December 3, Judy reports that we are just \$14,000 behind our pledges for last year. We feel this is very encouraging data that supports what we already know: we have a very faithful parish.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison

I) Creation Care Ministry – Kent Watson

By the time we meet the Holy Spirit website will feature a couple of new postings on the Creation Care home page. The “Guidelines” narrative has been “dressed up” with some excellent graphics by our in-house design wizard – Kirk Johnson. Also, a link to an important message from Terry Tempest Williams, a noted conservationist and author, will be provided.

As result of discussions within our Ministry group we are planning to have a meeting during the week of December 14-18. I hope to have the date for that by our meeting. Kate Laney will be assembling information for a series of checklists that parishioners can follow in order to follow a more sustainable lifestyle around their own homes. In addition, we’ll be developing a series of articles for the *Spirited Times*, and exploration of changes/improvements to the HSP web site that would better facilitate communicating with ourselves and to the wider community about the Ministry.

– Kent Watson