

## Holy Spirit Vestry Meeting Minutes

Wednesday, January 13, 2021

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

- 1) Opening Prayer – Clem Work
- 2) Administrative / Business Matters
  - Additions to the agenda under New Business: d.) Vestry input re: Parochial Report e.) Parking lot considerations f.) Additional PPP loan
  - Correction to the December 9, 2020 minutes: Add James Gartner’s full name to the minutes.
  - **Motion to Approve the Consent Agenda; Seconded, Motion Passed**
- 3) Parishioners’ concerns and correspondence
  - Messages were received in support of the revision to the by-laws allowing for a virtual Annual Meeting.
  - Ann will send thank-you notes to parishioners who “Adopted a Need”
- 4) Memorial Foundation Report
  - No report was given
- 6) Finance Report
  - Mark reviewed the December financials.

Overall, we had a good year financially. Terri and the staff kept expenses to a minimum; expenses came in \$21,000 under budget. We were down approximately \$17,000 for plate and pledge income, had no rummage sale income and reduced holiday market income -- but the PPP loan more than offset the decline in

income. We were left with a positive operating surplus of \$11,249. We had budgeted an operating deficit of \$21,707, so we are currently ahead approximately \$33,000 more than projected.

Mark will check on the Memorial Board allocations and ensure that all funds have been transferred over to the Vestry.

In the future, it would be prudent for the entire Memorial Board allocation to be transferred in one amount at the beginning of the year rather than in smaller amounts over the course of the year.

The Memorial Board will be asked to address this and vote on a change to the process.

- **Motion to Approve the December Financial Report; Seconded, Motion Passed**
- Thank you to Mark and Connie for all their good work on the year-end financials.
- Stewardship update: The Stewardship Committee has completed its work – we are grateful for all they have done, and we feel very good about our stewardship totals. Terri will reach out to one more parishioner, and then the campaign will be complete.

## 7) Old Business

- Updates on properties: Jeff had an extremely busy month and wasn't able to make progress on the various maintenance projects. With important school business and quarantine behind him, he will now have more time to address the issues with the roof and parish hall.
- Mark reminded Jeff and the Vestry that one person cannot and should not be solely responsible for all the maintenance items that have been put forward.
- Consideration of change to the by-laws to allow for a virtual Annual Meeting.

We received only positive feedback re: the change to the by-laws

**Motion to Approve permanent change to the by-laws, now that parish review is complete, allowing for a virtual Annual Meeting; Seconded, Motion Passed**

- 2021 Budget: Mark reviewed the proposed 2021 budget.

Amount pledged for 2021: \$371,780 – this is \$23,000 less than last year.

Expenses have been kept in check – at \$504,200, this represents a 1.367% increase

2021 deficit budgeted at \$74,807 while 2020 deficit budgeted at \$21,707. We had been trying to close the gap and need to make up some ground with the next stewardship campaign.

2021 plate offering budgeted at \$9,000. 2020 plate offering was budgeted at \$18,000 but our actual was \$7,967. Would be great if we could bring in a substantial Easter offering this year.

Rummage sale income left at \$0, as a spring sale is not expected to take place.

Budgeted amount of \$9,625 for Computer Technical Support position reflects a 10% increase in the hourly rate (from \$12.62 to \$14.00)

**Motion to Approve increase in the hourly rate for Computer Technical Support; Seconded, Motion Passed**

We will receive a \$24,052 allocation from the Memorial Board, these allocations can be tweaked if necessary.

We have a carry-over surplus of \$11,000 and we didn't dip down into the budgeted \$40,000 deficit – this puts us well ahead going into 2021. Our investments ended in a strong position and we now have access to Blair Fund money for building and properties maintenance.

We must prioritize Planned Giving going forward. Messaging about Planned Giving should be added to the Vestry agenda for February.

**Motion to Approve 2021 Budget as is; Seconded, Motion Passed**

There is an immense amount of work involved in putting the budget and we are so grateful to Mark and Connie for their hard work!

- Thank you to Kent for keeping the Master Landscape Plan top of mind. At the February Vestry meeting we will set a date to roll out the planning phase. Kent also noted that the Creation Care ministry will look more closely at solar – Kent, Kevin, Jeff and Lance Collister will begin exploring some options.

## 8.) New Business

- Vestry input is needed to complete the Parochial Report. We agree that we are committed to working towards racial justice and reconciliation, but there is more room for growth here. There are other questions in the report that require Vestry input – please take a few minutes to review the questions and send Terri a response.

- Terri nominates Clem Work for Senior Warden of the Vestry

### **Motion to elect Clem Work Senior Warden; Seconded, Motion Passed**

- Thank you to out-going Vestry members Barbara Barmeyer, Mary Jennings, Jim Wiley and Ann Wiltse; and kudos to Jim for his good work as Senior Warden and to Ann for her good work as Clerk.
- We were asked if our parish hall could be a vaccination venue. All safety protocols would be in place. The Vestry agreed that the parish hall could be made available to the community for vaccinations.
- A neighboring business is interested in renting six spaces in our parking lot. This raises a couple of issues – do we continue allowing a neighbor to use spaces in our lot, should we consider renting out portions of the lot. More discussion is needed and we will add this item to the February agenda.
- There may be another round of PPP loans available. If we qualify, should Holy Spirit consider applying for another loan? There are many considerations to take into account. Please communicate your thoughts to Terri and Mark as soon as possible.

- Kindly encourage people to attend the virtual Annual Meeting on Sunday, January 31<sup>st</sup>.
- The Vestry will meet immediately following the Annual Meeting on January 31<sup>st</sup> to elect the Junior Warden, Treasurer and Clerk of the Vestry, and to set the regular Vestry meeting time going forward.

Thank you all -- it has been a pleasure.  
Respectfully submitted,

Ann Wiltse  
Clerk of the Vestry

## January Rector's Report to Vestry

I want to say thank you more than anything as this new year begins to everyone at Holy Spirit. Thank you for finding ways to help hold the faith community together while distant, to engage as many new ways as possible of communicating and reaching out safely to lift one another up while continuing to serve our Lord in the world. My thanks especially to those in leadership, lay and ordained, who needed to lead the way and make challenging decisions about every aspect of our communal life on an almost daily basis. Thank you, Vestry members, for your faithfulness in continuing the hard work of leading in difficult times that effected every aspect of our lives. The initial year of the pandemic in 2020 has passed but the challenges continue. We continue to travel on – physically distant yet together in heart.

Since we last met, my focus was on how to coordinate with all the staff and laity involved in planning and offering Lessons and Carols, and Christmas Eve/Christmas season worship services. We sought to bring in remembrances of past years while fully embracing the reality of the present. While the choir has been learning like the rest of us who lead worship, we all knew that Lessons and Carols would be incredibly challenging with so many hymns, anthems, and readings recorded individually at home or well-spaced in the church courtyard. All the years of experience in considering the way we worship, the liturgy as a work of the people, came into play: time of day, intimate or encompassing, using past recordings of congregational singing at Christmas to augment singing at home, and doing everything we could to make these two services as accessible and user-friendly as possible. It took a lot of intentionality to communicate well and often, and to adapt quickly in real time as needed. I am grateful to everyone for the trust we exhibited in every possible way as we prepared for a blessed while remote Christmas. I enjoyed the week after Christmas at home with my corgi, Journey, for the most part. The down time was much needed, and I hope and pray that everyone – found a bit of it in your lives too.

We all have grateful hearts for the gift of James Gartner to the staff at Holy Spirit. Without his gifts in the area of technology and mixing any number of prerecorded pieces together, our distanced worship would be quite different. The vestry will be considering his position hours and pay in light of the reality we all, vestry, and parish, know more fully, and recognizing that recording worship services will continue into the future once we re-gather physically in the church.

Now back at work, my time is split between worship, a heavy dose of administrative matters that come with the end of every year and continuing to learn how to do things (like our Annual Meeting) in a whole new way. Decisions about how we will re-open and when will continue to be based in what seems best to most effectively reduce the risk of Covid-19 spread while continuing our mission. Consultation, collaboration, prayer, and creativity will continue as we make our way. The Holy Spirit for which we are named will urge us on and empower us to do that to which we are called.

Faithfully with you on the way,

The Rev. Terri Ann Grotzinger  
Rector

## January Assistant Priest's Report to Vestry

**Spiritual Formation:** During December I worked with Terri and Dorcie and session facilitators to continue our Lenten program on Race and Faith. We hosted three speakers on Wednesdays in December and complete this series. Worked with Carla to schedule the Epiphany book study on *Bearing Witness*. Worked on recruiting members to the new Spiritual Formation Committee. Attended the monthly Social Concerns meeting.

**Church School:** Recorded two Church School services and continue to recruit and organize others to record these services too. Recruit child and youth to record portions of the adult service one time a month. Worked with volunteer (Marva Gallegos). She created prayer journals for all of the children and youth of the parish. We send each of them a prayer journal just before Christmas as a tool for staying connected with them.

**Worship.** I presided at one Sunday service during December.

**Communication:** Provided articles for the Paraclete, and a report for the Vestry, submitted information for the Spirited Times and an Annual Report.

**Pastoral Care:** During December I provided pastoral care to 4 individuals.

**Diocese:** Attended the monthly Clericus meeting and a Zoom Cluster meeting for clergy who serve multiple parishes.

**Self-Care:** In December I met with my Spiritual Direction Group and I took a week of vacation after Christmas.

The Rev. Gretchen Strohmaier, Assistant Priest

## January Vestry Ministry Reports

### A) Communications – Judy Parock, Chair

It has been a busy month at church preparing for the Christmas season and looking ahead to the events happening in January. Here are the highlights of what has been happening this past month:

- **Christmas Events:** Much of our work this month focused on getting out our message about our Lessons and Carols and Christmas services. We updated the look of the homepage on the website to make sure that it had a Christmas feel to it, and that it also contained all the information regarding our services in an easy-to-find format. The links on the homepage led to more detailed information on our interior pages and calendar, including a special landing page devoted just to our online Christmas services. Frank Sherman put up the new banners in the church yard for Christmas and our online Sunday service. We also tried to use our sandwich board sign with the posters that Kirk Johnson created for both Lessons and Carols and our Christmas Eve service, but we will need to find a better way to do this going forward, perhaps laminating the posters that Kirk created. The paper posters would not adhere to the sandwich board very well and were not weather-proof.
- **iContact:** We have been utilizing iContact, our email newsletter service, more and more during the pandemic time. In addition to the regular Sunday service announcements that are sent out weekly, we used it during December to send out notices for the Lessons and Carols service, the special reading of “A Christmas Offertory” by the Rev. Canon Bradley Wirth, and our Christmas Eve service. We sent out two notices for each of these events, one a reminder a day ahead of time concerning the event and one the day of the event shortly before the event was to air with the direct link included to make it easy to find. We did the same with the emails that were sent for the Race and Faith classes in December. In fact, we used iContact so much this past month, that we exceeded our monthly limit for emails and are now having to use their “pay-per-send” feature to finish out sending the Spirited Times for the final week of December. We will need to watch our usage over the next couple of months to see if this is a regular occurrence necessitating a reassessment of our monthly plan with iContact.
- **Facebook Events:** We created Facebook events for each of the special seasonal services: Lessons and Carols, “A Christmas Offertory,” and Christmas Eve. We used the Facebook events to invite parishioners to participate in the events and to create interest on our Facebook page. We’ve also been busy developing materials for upcoming events in January including the Warm Hands, Warm Feet sock drive, the Annual Meeting, the return of Centering Prayer online, and the upcoming book study on “Bearing Witness.”
- **Website:** Jim Wiley is proposing some changes to the website to group all of the outreach ministries under one heading of “Ministries.” Currently the Creation Care Ministry and Racism Resources are grouped under the title “Learn.” Under Jim’s proposal they would be included under the renamed “Ministries” tab (formerly “Outreach”). This makes perfect sense, and the person in charge of the area of ministry would be the responsible party for seeing that the material on the website is up to date and relevant.

We are allowed 50 pages for our website, and we are currently at that limit. With some reorganization and consolidation, we can free up enough pages to accommodate these changes. To go from 50 pages to 100 pages (the next level) would take us from \$90 per month up to \$185 per month, which is a lot of increase in cost. We don’t think that is necessary at this time.

- **Pushpay:** We continue to update weekly the content on our Pushpay app so that it is fresh. We use it as another way for people to connect to the Sunday and special Christmas services with the direct links included on the app. The direct link was also included for the weekly Race and Faith sessions in December, and it gave our parishioners another way of connecting to the class for those who were away from their email and didn’t have the link from that. We’ve utilized the push notification feature as an additional reminder for the



start of Sunday services, the gathering time for Sunday Coffee Hour, and the start times for our special Christmas services. We have 259 unique users of the app. About 26% of our givers are giving online through the app. 73% of our donors have been making offline contributions through checks, cash or online bill pay from their banks. We are continuing to make available the information about the different ways to access Pushpay for giving through the Spirited Times and on our website.

– Judy Parock

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

No report.

– Bob Wattenberg, Chair

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

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

– 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:** The routine boiler maintenance was completed by Temp Right. 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  
From Meeting on January 5, 2021**

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

1) Parenting Place / Hellgate High School:

Dorcie Dvarishkis was attending a Deacon's reception for the former Archdeacon but reported no news from Parenting Place and very gratifying additional contributions of \$1,000 to support our Hellgate High School ministry.

2) Updates on On-Going Projects:

- Gretchen Strohmaier confirmed that Holy Spirit is helping to sponsor MLK Day events in Missoula and made a \$500 donation from Discretionary Funds. Celebrations will be "virtual" and include a speaker from the Flathead Valley and another from Huntsville, Alabama. Gretchen will provide "link" information when available.
- Our February Blood Drive with the Red Cross is confirmed for 25 February; Audrey Murray will coordinate from afar and Patty Beckley has volunteered to be the on-site coordinator that day.

- The annual Poverello Hat/Sock/Glove drive is underway, with several collection sites around the city; another parishioner has volunteered a collection site in the northwestern part of town.
- Everything is ready for the *Bearing Witness* book study. Several members commented positively on the book selection! (The series was delayed one week after the Jan. 6 events in Washington, DC.)

### 3) 2021 Budget:

Although the amount to be budgeted will not be known until approval by the Vestry, the Committee discussed expected allocation in broad terms:

\$1,500 for Butterfly Grants

\$1,500 for MIC Membership

The remainder distributed 50% Local – 20% State – 20% International – 10% National

The Committee has used this distribution “formula” for several years and feels it is appropriate; it forces us to think through identified needs and to ensure we consider many different options.

### 4) Other Business:

- Expanding racism learning to include Native American: the Committee will continue to focus on this important issue, by finding sources for learning and relationship building:
  - The People’s Center (Warren Gartner)
  - All Nations Health Center (Jim Wiley)
  - Indigenous Film Festival (Carla Mettling)
- Some time was spent discussing how we must continue to take advantage of “virtual church” after the pandemic is ended; the reach and impact of Holy Spirit has been enhanced through our on-line efforts (thanks to Staff and James Gartner) and we all need to continue to take advantage of this opportunity
- The Committee suggested offering the Parish Hall for vaccine inoculations (to be included in the January Vestry agenda)
- The Committee would like to revive the “Ministry Moments” included in our regular services, with short, pre-recorded messages (immediate focus – Butterfly Grants)

The next Committee meeting will be Tuesday February 2, 2021 at 7:00 pm, via Zoom.

The meeting closed with the Lord’s Prayer.

– 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)

No report.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison

I) Creation Care Ministry – Kent Watson

The Ministry group of seven members met via Zoom on December 14<sup>th</sup>. The December meeting notes are attached to this report. A major discussion focused on the importance of elevating the status and activities of the Ministry both within the Church family and the greater Missoula community. The Holy Spirit website has been modified to make the Ministry more visible and attractive to users seeking information on how to live more sustainably. The listing of additional resources, such as book lists and videos, has been and will continue to be part of those changes. Other outcomes of the meeting include Kate Laney and Karen Gartner will collaborate on identifying opportunities for sustainable living, such as creating specific checklists, as well as possibly writing articles that will appear in the *Spirited Times*. Tracey Gage has prepared a list and schedule for Ministry members to prepare relevant articles for the *Spirited Times*. In order to engage the larger University community, it was agreed that John Lund and his Campus Ministry should be invited to participate in our activities. It was further agreed that more of the Church youth should be engaged with the Ministry.

Co-Chair Watson will be preparing a schedule for future monthly meetings of the Ministry. Finally, he reminded the group that he wishes to pass the position on to someone else so that he can focus on directing the Master Planning effort for the Church grounds that will begin in the New Year.

– Kent Watson