

Holy Spirit Vestry Meeting Minutes

Wednesday November 10, 2021

Members present via Zoom: Terri Grotzinger, Clem Work, John Crowley, Mark Dvarishkis, Kent Watson, Warren Gartner, Jocelyn Siler, Holly Swartz.

- 1) Opening prayer led by Rev Terri Grotzinger
- 2) Consent agenda
 - a. Kent brought up tables for Holiday Market/Fall Festival in new business
 - b. Kent brought up changes with The Acoustic Vision with Jake Riggs
 - c. Terri brought up Lessons and Carols
 - d. Kent motioned to accept the amended consent agenda; Warren seconded it.
- 3) Correspondence from parishioners
 - a. Terri received a letter from the organizers of the Fall Festival asking that lighter weight foldable tables be purchased by the church. The committee rented tables as the large ones in the parish hall are too heavy to take outside easily.
 - i. A discussion followed with members volunteering to loan theirs out, to how many are needed, how much do they weigh, how much will they cost. Holly will check Costco, Target, and Walmart for pricing report next month.
- 4) Memorial Board Report
 - a. Clem said we had a quarterly report last month.
 - b. Mark said the Board has sent out requests for proposals to various investment companies to consider moving the HSP portfolio from the State Street Episcopal Church Foundation to a local company.

- i. Mark mentioned the Diocese is moving investments from RBC to Stockman's Bank Wealth Management.
- ii. Mark will see if the local Stockman's Bank can do this as well.

5) Financial Report

- a. Mark brought up the proposed budget for 2022. There is a salary increase of 1.85% for the staff and the Diocese is doing the same.
- b. There is a line for the Deacon to have a minimal housing allowance of \$300 a year as that will allow her to access the EC Pension Fund, which she cannot do at this time.
- c. The budget projects a \$78,000 shortfall.
- d. Current financials continue to look good.
- e. Implied in the report that HSP wants to continue with cost of living raises for the staff.

6) Old Business

- a. The solar panels are up. The total cost is \$58,000 and with the grants received the church cost is now \$7,700. Fifteen percent of the original projected cost.
 - i. Clem asked if the community knew of the solar panels. Kent and Warren will write up a press release for the paper and TV stations and will tell why it is important to us.
 - ii. Judy has a sheet on the FAQs of the solar panels that could also be sent to the Vestry.
 - iii. Warren stated the celebration on Sunday for the solar panels went very well, everyone was excited.
- b. Next month we need to make the decision on the budget. We are still waiting for a completion of the stewardship drive and pledges to be returned.

- c. HSP has received a gift from the William and Judith Derrick Trust for \$51,669.30, \$2,500 is designated to Terri's Discretionary Fund, \$2,500 is designated to Gretchen's Discretionary Fund, and the remaining \$46,669.30 to the church. There are no other restrictions on the funds.
- d. As of Sunday, 87 pledges have been returned with a total of \$239,244.40 pledged. The Vestry will be given names of those who have not yet pledged to call and ask if they will be making a pledge. The Stewardship committee will also help with the calls.
- e. Terri mentioned the sabbatical reserve. Mark and Clem have talked about this as there is usually an allowance for supply clergy during a sabbatical. Terri has been here 10 years and has not had a sabbatical. A priest normally takes one every 7-8 years.
 - i. Supply clergy do not add a lot to the budget.
 - ii. Clem said Terri should plan for her sabbatical.
- f. Congregation Vitality survey
 - i. Clem said he was not sure what to do about the survey results as the assessment seemed quite generic and computer generated. The assessment gave vague answers and suggestions, but he is not sure how to move forward. He said perhaps we should comb through and get half a dozen ideas to carry forward and propose a course of action.
 - ii. Nancy said she read it and it is not remarkable, very moderate. She said nothing jumps out, nothing profound. She will go through again and pick a couple of points and interview members who took it to find out more. Jocelyn will help Nancy with this and then it will be discussed as a group.

- iii. Clem will talk to Jim Wiley to see if he has a recommendation on how to approach the assessment survey.
- iv. Gretchen, Jim Clark, and Valerie Hess will bring up a different assessment next year, more of a spiritual assessment. Where is our worship life centered, where is it pointed? The three want to bring this to the Vestry next year to discuss it.
- g. Video System with Jake Riggs of Acoustic Vision
 - i. The Vestry received another quote from Riggs; however, it was the same as the old one. Terri will contact him for an up to date bid.
 - ii. Spectrum needs to be involved in upgrading the WIFI and electronic capabilities in the church office and in the church. A new router would be needed along with the hard wiring. The new router would change the monthly rental fee to Spectrum for \$150 to \$320 per month. It was suggested that the church buy a router instead of renting one.
 - iii. Electrical issues need to be addressed. Terri said she needs to talk to Jake Riggs to ensure the electrical system upgrades are what and where they need to be for the TVs in the church. It was discussed as where it might be to place the wiring and that it would be best to get it all done - what we need now and could need in the future - at this time. It has been suggested that the electrical wiring come down from the arches in the church.
 - iv. Kent said we need to get a couple of bids to try for a Faber grant and to get Jake here when the electrician is here.
 - v. Kevin knows of electricians through his job with the county and can contact some.

- vi. It was moved by Mark to have Kevin contact electricians for at least two bids, it was seconded by Jocelyn.
- h. Rio Grande Borderlands Ministry - Audrey Murray
 - i. Clem said that parishioners need to commit to going to the Rio Grande by mid-December. There are eight travelers for the 24-29 January dates with four committed to March.
 - ii. The church wants to raise funds to support James Garner who will video tape the mission. The cost is \$850.
 - iii. Terri suggested they keep Bishop Marty informed with the March dates as she is interested.
 - iv. Paul and Lynda Nelson from Hamilton will drive to the Rio Grande with a car full of clothing.
- i. New Vestry Members - 4 are needed
 - i. Three people have said yes: Pat Cole who moved here from Livingston, Audrey Murray head of the Rio Grande Borderlands Mission, and Tara Robinson from the choir. Terri said we still needed one more as some have turned down the nomination. Mark said he would like to be on the Vestry as then he can vote. As the treasurer he cannot vote.
- j. 2022 State Convention
 - i. Nancy filled us in on the hotel set up. The Holiday Inn Downtown is over \$200 per night. She and Clem have secured more rooms at the Stone Creek Inn and LaQuinta and Broadway Inn. She went to the Broadway Inn; breakfast is included, and it has an onsite restaurant. She will drop one or the other Stone Creek Inn or LaQuinta. She will check out how easy they are to get in and out of. The Holiday Inn has good options for lunch and dinner.

- k. Landscape Master Plan - Kent Watson
 - i. Kent has made a precise drawing of the courtyard area for anyone to sketch out their ideas for the courtyard.
 - ii. The next meeting is Wednesday 17 November at 5:30PM. He hopes there are lots of ideas coming in.

7) New Business

- a. Terri brought up Christmas services and asked how to handle them with COVID. She talked about in the past having two services one at 4:00 PM and one at 9:30 PM. She said since there is no Christmas Pageant with children the 4:00 service does not make sense, although this had the highest attendance at 225-250 people. She mentioned taking reservations but that did not seem realistic as too many would be excluded. Terri has talked this over with the Altar Guild and the choir. She said they would use Lessons and Carols from the previous years with an updated cover. Terri said she is recommending a virtual Christmas Eve even though she doesn't like it but thinks it is best for all concerned. She went on to say that the first Sunday after Christmas would be back in person and would have much of the Christmas service in it.
 - i. Discussion followed, Jocelyn asked if it was possible to at least open the church for quiet prayer / contemplation time. Others mentioned outdoor caroling. Mark said it was hard not to have a Christmas Eve service. Discussion continued with the conclusion that an outdoor service with caroling would be possible if there were fire pits weather permitting. All agreed we did not want a COVID outbreak from Christmas.

- ii. Questions were asked about decorations in the church if it would be trees? Terri said no trees but poinsettias and candles. Mark asked if we could do something more special outside then. He also mentioned it was easy to rent outdoor mics so the service could be heard. Terri thought perhaps hot cider and cookies could be available too. Members thought the service should start just as it got dark around 5 or 6 PM and perhaps be a candlelight service.
- 8) Parish Communication - Warren Gartner
 - a. Torian, Clem, Mark, and Warren will make a list of questions for the Vestry as they check in with parishioners during the holidays. They don't want to overlap with stewardship so will start this after the new year. Clem said he will go through the list of parishioners.
 - b. Terri said there have been several newcomers and some in their mid 20s. How do we connect since we are not doing fellowship in the parish hall?
- 9) Next meeting is Wednesday 8 December at 5:30 PM.
 - a. Approval of the 2022 budget is the main agenda item.
- 10) Jocelyn closed the meeting in prayer at 7:34 PM.

November Rector's Report to Vestry

No report this month.

The Rev. Terri Ann Grotzinger
Rector

November Assistant Priest's Report to Vestry

Spiritual Formation: Steve Oreskovich finished his class on the book of Mark in October. This evening class was well attended, about 20 participants over the course of 4 sessions. I supported Steve in the technical/audio-visual needs for his class. Participated and collaborated in Creation Care monthly meeting. Began plans for an Advent Festival and for an Advent Mini Retreat. Supported Lindsay Iudicello and Glenn Hladek as their class, Sacred Ground, began the end of October. They have 10 participants. Collaborated with Lucia Work to preview a webinar on Indigenous Episcopal Boarding Schools and we began plans for an event to share the webinar with the whole church. Met with the Spiritual Formation Committee to prepare for an upcoming session with the Vestry about discovering your spiritual type.

Volunteers: Resumed using some volunteer help around the church/office. Made some initial calls to coordinate.

Church School: Scheduled leadership and support for Church School on a weekly basis.

Worship. Presided in worship once in October and baptized Hazel Gardner.

Communication: Regularly weekly meetings with Terri for planning and visioning. Wrote articles for the Paraclete and submitted publicity for the Spirited Times. Participated in monthly staff meeting.

Pastoral Care: Provided a committal service at the cemetery for member of the community-at-large. Provided pastoral care for 6 families/individuals in October.

Diocese: Participated via zoom in the annual convention. Provided technical support and presided at opening Eucharist for Deacon School participants. Met with Terri and Dorcie to work on the format for letters of agreement between deacons and the churches they serve.

Study & Self-Care: Met with my spiritual advisor once. Began participating in a course through Common Good Missoula: *Wrestling with the truth about Colonization* (attended 4 sessions in October). Continued study and preparation for my teaching session on modern church history for Deacon School.

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 the publicity for this year's outdoor Fall Festival. Here are the highlights of what has been happening this past month:

- **2021 Fall Festival:** The committee overseeing the Holiday Market made the decision to host an outdoor Fall Festival sale this year due to concerns regarding COVID. The turnaround time from when the decision was made to the sale date was just a couple of weeks, so that did not leave us much time to promote the event. I created a Fall Festival poster to use in our publications and on the website. We renamed the "Holiday Market" page on the website to the "Fall Festival" page and listed the information about what kind of items the committee was looking for and how and when to donate them. I created a series of special emails with a Fall Festival theme for use during the week of the Fall Festival. The first email had information about when and how to make donations to the Festival. Later in the week there was an email featuring items for sale at the Festival and encouraging folks to come and shop. Photos of items for sale at the Fall Festival were posted on the church Facebook page.

A Halloween-themed follow-up sale was held the following Sunday after church in the parish hall. I created a rotator for the website and an image to use as a Facebook post, in the Spirited Times and on our app. Bob Wattenberg provided a number of photos with descriptions and prices to post on Facebook for this sale.

An online auction and silent auction are planned for later in November/early December.

- **2022 Stewardship:** Our Stewardship campaign this year included two postcard mailings and a letter mailer with the pledge card. In addition to these mailings, emails were sent to the parish using the same images and text as the second postcard mailing and the letter mailer. The idea behind doing this was that people who might have not looked in their regular mail might read it in their email. Those emails did receive a 50% opening rate from those receiving the emails.

Information about Stewardship Sunday was also shared on our app and on Facebook using the images that Kirk Johnson created for this year's Stewardship campaign.

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 10-15**

- A list of talking points will be provided to each caller, both to check on how people are doing and to encourage getting pledges in the mail by November 19-20.
- The finalized list of callers from the Vestry and the Stewardship members will be given to Judy by November 10.
- Call lists made and sent to Vestry and Stewardship callers by November 16. These will be lists of past pledgers who have not yet responded to this year's pledge drive.

- **November 16-19**

- Calls are made to those who have not yet responded to the pledge drive. Results of each call noted and sent to Judy.

- **November 22**

- Follow-up letters are sent out to encourage those who have not pledged to do so by December 5 in time for the December 8

Vestry meeting. Two different letters will be sent out, one for past pledgers and one for non-pledgers.

- Because we are trying to keep costs to a minimum but still want to provide an attractive and inviting communication to 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.
- **Updates to website:** Kent Watson wanted to draw attention to the project for planning for the future of the church grounds. In addition to including the information about the project in the Spirited Times, we created a panel on the homepage using the landscape drawing of the church grounds as the background image for the panel. This panel contains information about the project and a link to the Parishioners' Guide to The Grounds Master Plan for Holy Spirit Episcopal Church. That makes the information easily accessible on the website.

For the upcoming events of the Advent Festival and Advent Mini-Retreat, we created rotators for the homepage of the website which link to event pages with more detailed information about the individual event. We created Facebook events for both events and posted them to the app as well. Posters have been made for both events and will be displayed around the church. Both events have also been posted to the Google My Business site so they will appear when someone googles "Holy Spirit Episcopal Church."
- **Solar Installation:** The solar installation took place the week of November 1-5. Warren Gartner of the Creation Care Ministry group took several photos and wrote an article for the Spirited Times as part of the efforts to educate the parish on the advantages of this solar energy project.

– Judy Parock

B) Holiday Market/Outdoor Fall Festival – Caitlin Sherman (Marva Gallegos)

Thank you so much to all the Vestry members who helped with our Fall Festival this year. The church community came together quickly to make this non-traditional Holiday Market happen. It was a success in generating both funds and good will.

Please contact Bob Wattenberg and Diane Rasmuson for further news regarding the online auction and silent auction.

– Marva Gallegos, Chair

Silent Auction Information: This will take place for three weeks starting the Sunday after Thanksgiving. It replaces the bake sale and will consist of some fun baked/ homemade items to bid on PLUS Brewer's beach condo and a signed limited edition print from Barb Morrison. Weather permitting card tables will be set up in the courtyard after church where the bidding will take place.

Addendum

After being with Gretchen this morning the silent auction will also be part of the evening advent event in the courtyard as well as being after church that day.

– Diane Rasmuson

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

Reception committee report: There were no receptions this month.

– Anne Cohen

Coffee Hours: No return to after church hospitality is planned at this time.

– 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. John Hess continued with his maintenance on the exterior building doors on the church and the parish hall. John also installed the storm windows on the parish hall. Ed Taylor made some minor repairs to two toilets, one in the Tower Room bathroom and one in the office. The solar panel installation took place. Some excess furniture from the office was donated to Donation Warehouse.
- E) Rummage Sale – Holly Swartz (Marva Gallegos, Chair)
The Rummage Sale has nothing to report this month.
– Marva Gallegos, Chair
- F) Social Concerns – (Jim Wiley, Chair).
Report will be available for the meeting.
– Jim Wiley, Chair
- G) Spiritual Formation – Glenn Hladek (Gretchen Strohmaier, Chair)
See Assistant Priest’s report.

Youth Ministry:

There has not been much movement in the youth ministry since the last vestry meeting. I have continued to email parents, and some of the older youth on my roster to minimal success. It seems that the majority of the people I have contacted have filled their Sundays with sports, chores, and such. This is the biggest obstacle to getting them back in, breaking their habits of the last year and a half, and replacing it with church. To that end Terri, Gretchen, and myself have decided to throw a party on November 13 so that I can meet the youth I haven’t yet, and kickstart the program. That’s all I have to report for now.
– Lewis Myers, Youth Director

- H) Stewardship – Torian Donohoe (Barb Hosier, Chair)
Nothing new to report for Stewardship.
– Barb Hosier, Stewardship Chair
Torian Donohoe, Stewardship Committee Vestry Liaison
- I) Creation Care Ministry – Warren Gartner (Karen Simons Gartner, Chair)
Creation Care Agenda
21 October 2021 noon Via Zoom

Present: Karen Simons Gartner, Warren Gartner, Pat King, Sue Lowery, Gretchen Strohmeier

Opening prayer :

Creator of All,

In this Season of Creation, we pray that the breath of your creative Word would move our hearts, as in the waters of our birth and baptism. Give us faith to follow Christ to our just place in the beloved community. Enlighten us with the grace to respond to your covenant and call to care for our common home. In our tilling and keeping, gladden our hearts to know that we participate with your Holy Spirit to renew the face of your Earth, and safeguard a home for all. In the name of the One who came to proclaim good news to all creation, Jesus Christ. Amen.

-From The Episcopal Churches' Season of Creation.

4 areas of focus

1. Holy Spirit Sustainable practices
 - a. Solar power for church –

- i. According to Clem, Solar panels will be installed the week of October 28
 - ii. Will put the array on the roof and the inverter on the back of the church.
 - b. We need to communicate to members in a positive way.
 - i. Are there ways we can encourage people to watch the installation?
 - ii. Gretchen will check with Terri for times and location of watch party so that we can be out of the way.
 - iii. We need to plan educational efforts about solar power once the panels are installed.
 - iv. Warren will make a solar playlist
 - v. Congregational celebration
 - 1. Sun chips, sunflower seeds (Sue to donate), sun tea, starbursts
 - 2. 31 Oct or 6 Nov. Gretchen will be there on the 31st.
 - 3. FAQ for group to answer questions about solar installation after church.
2. Getting info to members to help them live more sustainably.
 - a. December article for Paraclete?
 - i. Warren to write something about what to do with Christmas trees.
 - ii. Sue to send info about composting
 - iii. Due Nov. 15
 - b. How to get more kids involved?
 - i. Karen to invite Lewis to next meeting
 - ii. Gretchen to find a good contact with Hellgate
 - iii. Speaker at Indigenous People Day in Missoula- Warren to get information.
3. Community voice
 - a. General convention creation care (CC) proposal - members are to think about what we might want to see adopted. We need to look at existing CC proposals.
 - b. https://www.episcopalarchives.org/cgi-bin/acts/acts_search.pl
 - c. [Serenity Prayer for the 21st Century - Sept. 19, 2-3:30 via Zoom or at United Methodist Church.](#) - Warren & Gretchen attended.
 - i. Very negative outlook
 - ii. We essentially need to give up and let people know the end is near.
 - iii. Not recommended
 - d. Ann Schrader called Terri from Interfaith Power and Light - 406.579.3754. Gartners talked to her, and we'll send her the notes from our meetings.
 - e. Add to the Faith and Climate groups spreadsheet that Karen has started on Google Drive. Please add information as you find it. All is in the folder with our minutes
 - i. [Faith and Climate Action Montana - Home](#)
 - ii. <https://www.montanaipl.org/>
 - f. Season of Creation
 - i. Gretchen enjoyed having the opportunity to celebrate Creation
 - ii. Was particularly great in Missoula.
4. Fun opportunities
 - a. Field trip updates
 - i. Ideas
 - 1. Blackfoot pathways - Sculpture gardens
 - 2. Observatory on Blue Mountain - next summer. Long windy road. Hard to plan with smoke and clouds.
 - 3. Milltown state park
 - a. Tours?
 - b. Sue will find out more.

- ii. Sun Celebration to be November fun opportunity
- iii. Hold off for other activities until January.

Next meeting : Thursday, November 18, 2021 via Zoom
– Karen Simons Gartner