

Holy Spirit Vestry Meeting Minutes

Wednesday, December 8, 2021

Members present via Zoom: John Crowley, Mark Dvarishkis, Kent Watson, Jeff Serviss, Clem Work, Mary Beth Jourdonnais, Terri Grotzinger, Warren Gartner, Torian Donohoe, Jocelyn Siler, Nancy Errebo, Holly Swartz, Kevin Borg, Caitlin Sherman.

- 1) Opening prayer led by Kent
- 2) Consent Agenda
 - a. Clarification to last meeting's minutes that Mark will be on the slate of new vestry members at the Annual Meeting.
 - b. **Motion to approve the consent agenda items, seconded, approved.**
- 3) Parishioner correspondence and concerns
 - a. Anne Toerper talked with Terri about struggling to get to know people now that we are not having a fellowship time. We had previously tried having a zoom coffee hour after services but that has been discontinued. Terri plans to explore other options with Anne.
- 4) No Memorial Board report
- 5) Financial report
 - a. Proposed 2022 budget
 - i. Per the Diocese the salary increase included in previous drafts of the budget will be 1.45%.
 - ii. Some Memorial Board funds have been reallocated from capital improvement to outreach since we have Blair monies for building needs.
 - iii. As of 12/5 pledges total more than the current year to date for 2021 and there are 11 new pledges that total around \$15,000.
 1. The calls made by the stewardship committee and the vestry have been very effective.
 - iv. We have a new source of income from the Montessori School.
 - v. We don't know yet exactly how the solar panels will affect costs going forward but we know utility expenses will be less.
 - vi. More funds have been released to Holy Spirit from the Blair trust, ~\$56,000, bringing the total to around \$200,000.
 - vii. **Motion to accept the budget as discussed, seconded, approved.**
 - b. 2021 report
 - i. Our income is over what was budgeted but also includes the PPE loan.
 - ii. The bottom line is that we budgeted for a shortfall but actually came out well into the positive. This does include investment earnings that aren't cash on hand.
 - iii. Overall, we are doing much better than expected giving the global circumstances of the last two years.
 - c. James and RGBM pilgrimage
 - i. The footage James takes on this trip will be used by the Diocese of Montana, the Rio Grande Border Ministry, and possibly the Episcopal Church as well.

- ii. Holy Spirit will fund James' trip, probably as an outreach expense.
 - iii. **Motion to approve funding James Gartner's travel and lodging expenses up to the amount of \$1,200 for the Rio Grande Border Ministry pilgrimage, seconded, and approved.**
- 6) Sanctuary video system discussion
 - a. The package quote totals ~\$26,000.
 - b. Jeff – we should go with the whole package now as we have the capital now. We're going to need it eventually, this way we would be leading the way. This would give us a way to reach more people.
 - c. Kent – this is a huge opportunity and is a very good deal for what we'd be getting for our money.
 - d. Jocelyn – concerned about the aesthetics, every other aspect of our daily lives is so screen heavy. She has been in churches that have screens but have not used them well.
 - e. Terri – we will have to be very thoughtful about how we use the screens.
 - f. Warren – the screens will open up so many possibilities for using the space.
 - g. John – worried about the potential distraction of the screens and how they will compete with peoples' attention.
 - h. Holly – in favor of the cameras but not the screens. She has already heard concerns from parishioners about the use of phones and tablets during services in place of bulletins.
 - i. Torian – fully support camera system, but not the screens. Not clear on what they would offer in outreach.
 - i. Warren – opens up opportunities outside of services – presentations like during Lenten potlucks. The younger generations are very screen oriented so they could make the church more welcoming to them. Maybe we could cover the screens when not using them?
 - j. Kevin – Screens could be helpful to newcomers to follow the service.
 - k. Nancy – appreciates the options, if we go ahead, we should go all in and spare no expense. If there is an option to make the screens more aesthetically pleasing and less obtrusive/distracting, we should go that route.
 - l. Mark – It would be advantageous to get everything done at once.
 - m. Mary Beth – we will need to find a balance between the new and familiar.
 - n. Clem – it's going to be aesthetically dissonant but if done with good taste could work out very well. Worst case we take them back out.
 - o. John – hopefully the 8am service can be preserved as a more traditional service without the screens.
 - p. Terri – we will be taking baby steps and there is going to be a larger learning curve.
 - q. **Motion to accept the package as presented with the understanding that we will explore further ways to make the screens as unobtrusive as possible, seconded, approved.**
- 7) RGBM pilgrimage
 - a. The trip will be 5 days and the exact dates have not been set but should start either January 23rd or 24th. The second trip will be in March.

- b. 8 people are going on the January trip and another 8 are going on the second trip. Costs should be around \$1000 per person.
 - c. Let Clem know of any questions we would like asked while they are down there.
- 8) Properties – nothing to report, hopefully more will get done during the winter break.
- 9) Solar Panel project
 - a. Only thing left is for NWE to change out the meter and we are waiting on their timetable.
 - b. Getting positive feedback about the panels.
 - c. No one picked up the press release that Clem sent out, so Kent is going to reach out to Rob Chaney for follow up.
- 10) Convention Planning
 - a. Nancy visited the Stone Creek Lodge and found it more appealing. She will call and cancel our reservations at the La Quinta.
- 11) Master Landscape Plan
 - a. Kent has been getting great feedback and more people are getting involved and expressing interest.
- 12) New business
 - a. Approval of 2022 housing Allowances for Rector, Assistant Priest, and Archdeacon:
 - i. *The Vestry of Holy Spirit Episcopal Church on December 8, 2021, 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 \$86,898 to be paid to the Rev. Terri Ann Grotzinger in 2022, that \$20,000 be designated as a parsonage allowance within the meaning of that term as used in Section 207 of the Internal Revenue Code of 1986.*
 - ii. *The Vestry of Holy Spirit Episcopal Church on December 8, 2021, 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 \$36,194.61 to be paid to the Rev. Gretchen Strohmaier in 2022, 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.*
 - iii. *The Vestry of Holy Spirit Episcopal Church on December 8, 2021, after discussing the amount to be paid to the Ven. Dorcie Dvarishkis as a parsonage allowance, on motion duly made and seconded, adopted the following resolution: Whereas the Ven. Dorcie Dvarishkis is employed as a minister of Holy Spirit Episcopal Church which does not provide a residence for her, the Vestry resolves that of the total compensation of \$300 to be paid to the Ven. Dorcie Dvarishkis in 2022 that \$300 be*

designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

- b. Annual meeting
 - i. Physical, digital, combo? Not sure how the situation will be then to gather.
Doing both in person and zoom is very difficult.
 - ii. The Bishop has agreed to allow an extension to Canon requirements so that we can push the date into the beginning of February.
 - iii. We will hold the Annual Meeting on Superbowl Sunday digitally.
- 13) The next Vestry meeting is January 12th at 5:30 pm.

Respectfully submitted

Caitlin Sherman
Clerk of the Vestry

December Rector's Report to Vestry

It is early December, and we are having an incredible warm spell with temps in the low 60's. I would say it was almost Spring except the days are too short and the clouds look like winter despite the warmth. We are in the midst of Advent and the Staff, and I have been planning for Lessons and Carols, Christmas Eve, and the Christmas season for weeks. We are all praying for snow...

In my world as Rector, I am finding this year, 2021, at least since September, has been a broad mix of planning for all kinds of contingencies due to the on-going pandemic. It has changed the way I need to use my time but by letting go of some things I've been able to add other things like continuing to do a pre-recorded service so that we are present online at 8am on Sundays. Planning for the in-person worship at 10:15am remains tethered by pandemic protocols for masking and distancing but even so, we are doing what we can to maintain connection. The decision to not have in-person Christmas Eve services within the church walls was a difficult one but through the creative energy of you, the Vestry, as well as the Staff and a few concerned parishioners, we will have virtual worship and an outdoor Christmas Eve service. The only thing that will prevent that will be a real deep below zero cold, wind chill that is dangerous, or an all-out blizzard. Many are beginning to look forward to it as well as the online offerings and that is a sign of grace to me.

Pastoral needs are starting to grow. While actual visitation can still be limited depending on where someone is, isolation and loneliness is taking a toll as well as physical needs sending more to the hospitals in town. In some respects, it is a good thing that for the recent weeks and months the weather has been a respite for them. I fully expect to be making more calls of one kind or another in the months ahead.

Between budget planning, liturgical planning, and scheduling of who serves when, it is clear we are nearing the end of 2021. Administrative tasks are increasing: Communications from the Rector; preparing Annual Reports; and more. As I write, we are considering whether to do the Annual Meeting online again this year. If we do, we will likely change it to a weeknight to allow us to schedule it after I return from the Rio Grande Borderlands Pilgrimage and as early in February as possible. The past year or two has taught me that we will figure it out in a new way, and it will work.

My next report will come in the New Year. I thank all of you for your hard work this past year. For those going off the Vestry – I hope we didn't wear you out and that it was a worthwhile ministry for you. For those staying on – I look forward to continuing our work together. May God bless you and yours during this time and on into the Christmas Season.

Faithfully,

The Rev. Terri Ann Grotzinger
Rector

December Assistant Priest's Report to Vestry

Spiritual Formation: Attended Social Concerns meeting. Supported Sacred Ground class. Met with Willie Hoffer for planning for Advent retreat. Worked with Spiritual Formation Committee and Clem to determine realistic timeline for our survey work with the Vestry. Met with Creation Care Ministry group for coordination of ministries. Participated in youth group pizza party for Lewis, our new youth director. Co-facilitated a session on the Episcopal Church role in Indigenous Boarding Schools.

Volunteers: Recruited volunteers to help with the Advent Festival. Coordinated office volunteers to come once a week in November for specific jobs, getting ready for the Advent Festival and organizing/cleaning space.

Parish Life: Organized some clean up around the office and donated old office furniture. Met with volunteers to work on Advent Festival. Co-hosted the Advent Festival with Terri on November 28th.

Church School: Facilitated a meeting for Church School leaders to review our program. Led Church School one time in November.

Communication: Met with Terri regularly. Wrote articles for the Paraclete.

Pastoral Care: Provided pastoral care/visits for 4 parishioners.

Diocese: Participated in one state-wide clergy call. Participated in monthly Clericus meeting (of clergy in western Montana).

Study & Self-Care: Completed the course: *Wrestling with the Truth about Colonization*, through Common Good Missoula. Met with my Spiritual Director once in November. Had time off for an anniversary trip to Seattle with Dave and for Thanksgiving.

The Rev. Gretchen Strohmaier, Assistant Priest

December Vestry Ministry Reports

A) Communications – Judy Parock, Chair

It has been a busy month at church with the solar panel installation, the Stewardship campaign, and the Holiday Market (both online and in-person auction and bake sale). Here are the highlights of what has been happening this past month:

- **Solar Panel Installation:** During the week of the solar panel installation, we posted pictures almost daily of the installation process on Facebook so that parishioners could see what was happening and become engaged in the process. The Creation Care Ministry provided an educational piece about the installation for inclusion in the Spirited Times. After the installation was complete, the Creation Care Ministry hosted a sun-themed Coffee Hour following the church service that Sunday. They were also on hand to answer any questions regarding the solar panels and created a FAQ sheet to hand out. That sheet is also available in the church office. Photos from the Coffee Hour were posted on the church Facebook page. Clem Work will partner with SBS Solar on a press release.
- **A Note from the Rector:** After much discussion with the staff and the Vestry, a plan for our Christmas services was developed involving a mixture of online and an outdoor in-person service, and that information was sent out in “A Note from the Rector” email just prior to Thanksgiving. She prepared a very pastoral note outlining the decision-making process for our Lessons and Carols and Christmas services. 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 positive response. This letter was also posted on the website and made available on the church app.

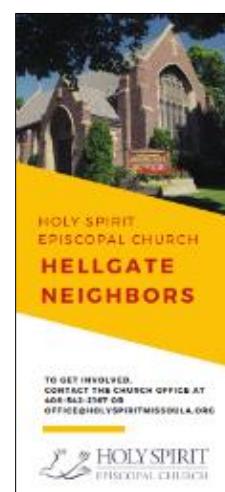
We are also going to send out a Christmas letter from the Rector. This pastoral letter with information about our Christmas services will be shared with the entire congregation via regular mail.

- **Holiday Market 2021:** Two separate sales for the Holiday Market took place at the end of November/beginning of December. One was the online sale. Using a Christmas-themed template from iContact, I prepared emails specifically for the Holiday Market. After consultation with the online Holiday Market folks, we decided to send out one just prior to 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 ongoing, and the final one on the Friday following the sale to tell people how to pick up their online purchases. The pickup information was also posted in the weekly Spirited Times and on the church app.

The other part of the Holiday Market was the Silent Auction and Bake Sale. This was an in-person sale happening at the church on three consecutive Sundays. I created signage for the auction items for the sale and a poster advertising the sale. This sale was promoted in the Spirited Times, in the weekly service leaflet, on the website and on the app.

- **Hellgate Sunday:** In preparation for Hellgate Sunday on December 12, I created a rack card for use at the Family Resource Center at Hellgate High School and at Holy Spirit after getting input from Community Ministry Coordinator Archdeacon Dvarishkis and Hellgate Ministry Coordinator A’Lisa Scott. This card tells how to get involved in the Hellgate Ministry and outlines the ways our Holy Spirit community can aid our Hellgate student neighbors. I prepared 100 of these cards for display at the resource center and Holy Spirit.

- **Youth Pizza Party:** Our Youth Ministry is in the process of being revitalized, and an event to



introduce our new Youth Minister Lewis Myers to our current Holy Spirit Youth was planned. Rev. Terri asked me to create an invitation to send out to the parish youth that would be eye-catching. Rev. Gretchen arranged for a volunteer to come into the office and fold and stuff the invitations.

- **Indigenous Boarding Schools webinar:** We only had a short period of time to promote this event. I created a poster using vintage images of Indigenous children at Episcopal boarding schools. We provided information about this event on the church website, on the app, in the Spirited Times, on the Google My Business site, and in our service leaflet.
- **Advent Festival:** One of the creative responses to the Covid limitations was to hold an outdoor Advent Festival in the church courtyard. The church courtyard was aglow in Christmas lights, and firepits were arranged around the yard. Various craft stations were set up around the courtyard, and parishioners young and old joined in the festive and fun evening. Pictures from the event have been posted on Facebook. The lights in the church yard are attracting attention from many people in the neighborhood, and this event was open to passersby as well. We used the sandwich board sign out on the sidewalk the week of the event in order to let people know what was happening. We used the poster that I created for the event.

The lights on the tree and in the church yard and this event attracted a lot of attention in the neighborhood. Rev. Terri wants to take advantage of that for our Christmas services and asked me to create something like the Hellgate rack card to have out by the sandwich board sign with an invitation to our Christmas season. We have ordered the rack cards and a weather-resistant holder to have out in the church yard for the Christmas season.

- **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. Information about our Christmas services will be posted on Google My Business as well.

– Judy Parock

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

The “Holy Spirit Online Holiday Market 2021” opened on Friday, 11/26 and will run until Dec. 2nd, 5:00 pm. The market is primarily an outlet for the many craft items prepared by Holy Spirit parishioners and for some high end unique items donated for sale. There were 182 items listed for sale initially. As of 11/29, 8:00 pm \$1,414 has been raised from the sale of 74 items. Included in that is \$158 of cash donations (the auction site offers an option for cash donations).

– Bob Wattenberg, Chair



- 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. Temp Right was called regarding a leaking sink in the Church School area.

- 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: We have started weekly gatherings on Sunday evenings.

– 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)

No report.

– Karen Simons Gartner