

Holy Spirit Vestry Meeting Minutes

Wednesday, February 9, 2022

Members present via Zoom: Clem Work, Warren Gartner, Nancy Errebo, Pat Cole, Mary Beth Jourdonnais, John Crowley, Holly Swartz, Kara Hanson, Tanya Lodahl, Audrey Murray, Caitlin Sherman.

- 1) Opening prayer led by Clem
- 2) Election of officers
 - a. We will defer choosing a Junior Warden until next month
 - b. **Motion to nominate Caitlin Sherman to continue as Clerk, seconded, and approved.**
 - c. **Motion to nominate Mark Dvarishkis to continue as Treasurer, seconded, and approved.**
 - d. **Motion to nominate Audrey Murray to be the Vestry representative to the Memorial Foundation Board, seconded, and approved.**
- 3) Consent Agenda
 - a. **Motion to approve the received consent agenda items, seconded, approved.**
- 4) No parishioner correspondence or concerns
- 5) Memorial Board report
 - a. The board met to consider the responses to their requests for proposals, but no actions were taken.
- 6) Financial report
 - a. Mark could not attend the meeting, so no financial report was given.
- 7) Review of the counting schedule
 - a. Counting is an important ministry that the Vestry provides. Each new member is initially partnered with someone who has experience with the process. If anyone needs to trade, please feel free to email the group and ask.
- 8) Old Business
 - a. The Rio Grande Borderlands Ministry is a non-political organization operating in a very politicized environment. They work to welcome migrants seeking asylum with dignity. Our partnership with them comes as a way to develop our relationships in the greater Episcopal Church to love our neighbors.
 - i. Our covenant with RGBM promises to keep them and their mission in our prayers, to walk with them in any way we are able, and \$1,000 financial commitment. A parishioner made a very generous donation of \$1,000 but we are not counting that towards fulfilling our pledge.
 - ii. The Social Concerns Committee is thinking about a possible fundraiser in June to help share RGBM's stories.
 - iii. **Motion to renew Holy Spirit's covenant with the Rio Grande Border Ministry, seconded, and approved.** Clem will work with Audrey to get covenant signed and sent to RGBM.
 - b. Diocesan Convention planning – Nancy had nothing new to report on, but planning will really need to kick into gear closer to summer. We will need to

think of things like restaurant suggestions. Last year's convention had craft sales at the convention venue and that is something we might want to do as well.

- c. Landscape Master Plan – Kent still working on courtyard schemes, hoping to be ready to present in March.
 - d. Tech upgrades – Clem gave a quick rundown of what the Vestry has already decided on for the new members.
 - i. We finally got one bid for the electrical upgrades from J & M Electric for \$4,925.
 - ii. **Motion to accept J & M's bid to begin upgrading the wiring in the church, seconded, and approved.**
- 9) New Business
- a. Parochial Report – **Motion to approve the Parochial Report as put together by Judy, with the narrative Jocelyn put together of Vestry responses, seconded, and approved.**
 - b. Signature Authority - **Motion to approve Rev. Terri Ann Grotzinger, Clem Work, Mark Dvarishkis and Judy Parock as having signature authority, seconded, and approved.**
 - i. **See attached list for detail.**
 - c. Liaisons
 - i. Properties – we will wait until next month when we pick a new Junior Warden.
 - ii. Social Concerns – Audrey
 - iii. Stewardship – Pat
 - d. Safeguarding policies
 - i. Everyone needs to review the policy and sign off – email Judy.
 - ii. The online Safeguarding God's Children class needs to be completed every four years, so anyone who has not done it in that time frame needs to.
 - e. There is a Diocesan training session set for March 1st for Vestry members.
 - f. Sign up to lead prayer at meetings: Holly - December, Warren - April, Audrey - March, Nancy - May, Mary Beth – June, John – July, Pat – August, Kara – September, Tanya – October, Caitlin – November, Mark – January.
- 10) Things to add to next month's agenda
- a. Check in calls to parishioners
 - b. An updated photo directory. The Stewardship Committee had been working on a digital one, but we haven't heard anything recently, Clem will check in on.
 - c. Tables for the Rummage Sale, Holly will get some prices
- 11) Our next meeting is March 9th at 5:30 pm via Zoom

Respectfully submitted

Caitlin Sherman
Clerk of the Vestry

Signature Authority
(Approved by Vestry 2/9/2022)

Federal regulations require that our Minutes approve authorized signers for the corporation by name for each account. The following positions and names are submitted for Vestry Approval and for inclusion in the Vestry minutes for February:

Vestry Checking Account at First Interstate Bank

Rector – **Terri Grotzinger**
Parish Administrator – **Judith Parock**
Senior Warden – **Clem Work**
Treasurer – **Mark Dvarishkis**

D.A. Davidson Investment Account

For Authorizing Transfers: **Rector** – Terri Grotzinger
 Treasurer – Mark Dvarishkis

For Online Access: **Rector** – Terri Grotzinger
 Senior Warden – Clem Work
 Treasurer – Mark Dvarishkis
 Bookkeeper – Constance Gerke

Safety Deposit Box at First Interstate Bank

Rector – **Terri Grotzinger**
Senior Warden – **Clem Work**
Treasurer – **Mark Dvarishkis**
Parish Administrator – **Judith Parock**

February Rector's Report to Vestry

No report. Rev. Terri continues on medical leave.

February Assistant Priest's Report to Vestry

Spiritual Formation: Valerie Hess has stepped up to coordinate a Lenten book study (via zoom) that both Holy Spirit and St. Paul's will participate in. They will read and discuss over 4 weeks, Tish Harrison Warren's book, *Prayer in the Night*. In January I worked with Tom Lee to finalize plans for his class. A subcommittee of the Social Concerns committee began planning to offer a presentation, Holy Family, Human Family, about immigrants at the southern border. Met with the Social Concerns committee in January.

Church School: Met with Church School leaders in January to review our program and make scheduling plans. The group determined it is time to make significant changes to our children's ministry. Discontinued Sunday morning Church School and have invited families to bring their children to adult worship. Working to provide activity pages and planning to offer a children's time in worship as children join us. The group began to plan a family worship experience that would happen on a late Saturday or late Sunday afternoon. The group hopes to experiment with a family worship service sometime this spring. Sent information to families.

Volunteers: A big part of my coping during January has been to reach out and request help from a large variety of sources. Those around me (particularly senior wardens at both churches) are, I am sure, aware of my increased needs. Coordinated volunteer support to assist the staff with parish hall clean up.

Communication: I spent some time reflecting on 2021 and wrote my annual report. I wrote a vestry report, *Paraclete* articles and, submitted items for the *Spirited Times*. I met with Judy to establish plans for worship needs during Terri's absence. I reached out to the bishop to request support and am communicating/planning with her about her visit in February. I spent time informing St. Paul's of Terri's illness and continue to recruit extra volunteer support there as I am able during this time. I have had to rearrange my schedule between the two churches in order to accommodate increased needs from Holy Spirit. I am currently in the office at Holy Spirit 3 days a week and I am in more regular communication with the staff on the days I am not present. Assisted both Creation Care and Landscaping Group to set up their zoom meetings. Met with senior warden to enhance communication and make plans for covering needs in Terri's absence.

Pastoral Care: I continued to be on-call for Terri while she was on vacation after Christmas. Then I learned about her health status and took over all pastoral care and on-call duties. Provided support and then planning for a memorial service for the family of Anne Hoell. Presided at that service on January 13. Provided deacon training session about pre-marital counseling. Provided pastoral care (mix of calls and visits) to 12 individuals in January.

Staff: In January I assumed leadership for the staff and initiated weekly staff meetings to facilitate communication in Terri's absence. Together we made "fall back" plans to cover worship in case of last-minute emergencies. I spent time in January meeting with each staff member to address concerns around Terri's illness. Staff at Holy Spirit have stepped up to help "fill in the gaps" during Terri's illness.

Worship: I presided at worship twice. I provided support and oversight to those covering worship in Terri's absence.

Community: Worked with a volunteer to cover the pastoral care needs of a resident at the Poverello Center.

Diocese: Met via zoom with clergy across the diocese who service multiple congregations. I participated in two diocese-wide clergy zoom calls. I met once with Clericus colleagues (clergy from western MT).

Study & Self-Care: Determined focus for continuing education for this year: liturgy and vestry leadership. Working hard to access support of all kinds in order to sustain this pace while Terri is away. Met with spiritual director once and spiritual direction group once. Scheduling exercise and time with friends. Adding in extra prayer!

Submitted by: Rev. Gretchen Strohmaier

February Vestry Ministry Reports

A) Communications – Judy Parock, Chair

January, already a busy month, was made even more busy by the announcement of Rev. Terri's medical condition and need for surgery. Here are the highlights of what has been happening this past month:

- **Rev. Terri's surgery and recovery:** Rev. Terri notified the staff of her medical condition and need for surgery early in January. We had a staff meeting to discuss the situation and to plan how to respond. I suggested that "A Note from the Rector" to the congregation would be appropriate to notify the congregation of Terri's medical situation, to let them know what our plan for covering Terri's time off would be in terms of Sunday services, to let them know who would be in charge in her absence, and to set boundaries for the congregation regarding their contact with Terri during her medical leave. We decided during this meeting that it would be best to plan for Terri to be away for the entire six weeks that her doctor suggested for her recovery. That way we would have Sunday coverage for the entire time and wouldn't be left scrambling at the last minute in case Terri wasn't feeling up to taking services. Terri was able to announce her surgery to the congregation during the church services on Sunday, January 16, her last Sunday before her surgery, and she did a wonderful job including all of this information in her "A Note from the Rector" which went out to the congregation on January 17. This information was also included in the February issue of the Paraclete so that those without email also received the information.

Because of Terri's absence and the different supply priests and Rev. Gretchen who would be filling in for her, we decided to simplify our service schedule and do away for the time being with the pre-recorded 8 a.m. Liturgy of the Word service. Most of our supply priests were uncomfortable with pre-recording, and it was impossible for Rev. Gretchen to pre-record with her other job at St. Paul's in Hamilton. The decision was made to record the 10:15 a.m. service and make that available to the congregation on the following Monday during Terri's time away. We needed to update the Sunday service times on the website, creating a new rotator for the homepage and updating the homepage service information as well as the information on our Worship page. Service information was also updated on our telephone message, the church app, our Google My Business page, and on the Episcopal Church Asset Map.

Rev. Gretchen instituted a short weekly staff meeting in Rev. Terri's absence to make sure that we were communicating well with each other. One of the by-products of those meetings was planning for a potential absence of one of our fill-in clergy, and what the plan would be should that occur. We discussed various options including a Liturgy of the Word service, Morning Prayer with either Senior Warden Clem Work or Jim Wiley, and the possibility of a Deacon's Distribution of Communion if Rev. Dorcie were present that Sunday. That last option would involve some planning ahead of time with Rev. Gretchen consecrating hosts during the week before the service and seeking permission from the bishop for this type of service to occur. That planning paid off when one of our supply clergy fell ill at the last minute at the end of January. Rev. Dorcie stepped in and did a wonderful job of leading the congregation through this altered service. The advantage of doing this type of service versus Morning Prayer for the congregation is that it allows us to utilize the already prepared service leaflet for Sunday morning, and it maintains the role of the choir in the service. Rev. Dorcie was able to guide the congregation through the changes for the latter part of the service. It provided a familiar framework for the congregation and worked well for this particular occasion.

We've temporarily removed Rev. Terri from the Office Directory on the office phone message so that messages are not left in her mailbox while she is away. An "Out of the Office" message has also been set for her email through the month of February.

- **Annual Meeting:** As we finish our second year of ministry during the pandemic, our Annual Report reflects the many and varied ways we have continued to create community and ministry at Holy Spirit. We have been able to return to many in-person activities, but the pandemic still places restrictions upon how we may safely gather indoors. The report presents a picture of an active and involved parish even with these restrictions.

After the report was prepared, it was important to get the information in the report out to the congregation ahead of the meeting so that they would have time to peruse the report. We sent out the reports the Tuesday before the Annual Meeting via "A Note from the Church Office." The link in that email took the viewer to a page for parishioners only on our website with a graphic for each of the reports to click on to view the written report. That page will remain active for a week after the Annual Meeting. We also put the links to the reports in the weekly Spirited Times. There we linked directly to each report. We also put the Annual Reports on our church app so that parishioners could link directly to the report on their phones or tablets. We have tried to make it as easy as possible to access the report.

– Judy Parock

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

No report.

– Bob Wattenberg, Chair

- C) Parish Life – Mary Beth Jourdonnais (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 – (Margaret Borg and Kevin Borg, co-chairs)

Properties/Buildings Report: We received a bid from J & M Electric for the electrical work associated with the video installation in the church..

- 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).

Social Concerns Committee Report

From Meeting on January 11, 2022

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

- 1) Report on Borderland Ministry of the Diocese of Rio Grande (Audrey Murray)

- The January Pilgrimage has been postponed due to the new Covid variation, and discussions are underway to reprogram for end-Feb/Mar; dates for the March Pilgrimage (March 6 to March 12) have not changed.
- There was considerable discussion on how to make the most of RGBM Learning Sessions which started this January. Suggestions included Parish Hall viewings with stories, using the trifold board in church, sessions to fill in paperwork like

immigrants/refugees have to do, Lenten series... Clem, Jim, Carla, Whitney and Warren will meet separately to propose a plan (keeping Gretchen “in the loop”)

- There will be a Zoom call with the Rev. Clelia Garrity, from Central Florida (this Diocese is also in partnership with RGBM) to discuss immigration issues – Jan 21st at 3:00 PM.
- The Vestry will be asked to renew our covenant with RGBM for 2022.
- A Butterfly Grant supporting the Women’s Coop at Palomas was submitted and approved.

2) Community Ministries (Dorcie Dvarishkis)

Parenting Place

No report.

Hellgate HS

No report, except to highlight that, as a result of donations received on Hellgate High School Sunday and on-going support, Holy Spirit will have contributed approximately \$2,900 to the Family Resource Center at Hellgate!

MIC/Common Good

- Foundations of Organizing Leadership Training will be January 27th 5:30-8:30 pm and January 29th 9-4. Registration at: https://www.commongoodmissoula.org/january_2022_fundamentals
- Registration for Wrestling with the Truth of Colonization Registration is almost full. If interested, RSVP here: https://www.commongoodmissoula.org/wrestling_with_the_truth_of_colonization_february_2022 and also RSVP for a 30 minute briefing the last week of January on <https://www.commongoodmissoula.org/events>.

3) Ongoing Project Updates:

- Feb 3 Blood Drive – all seems to be in order, articles written, people signing up, volunteers still needed for which Elizabeth will reach out
- Poverello Sock/Hat/Glove Drive – off to a good start with over one full bin even before the first Sunday; see more below (Dedicated Plate Offering commentary)
- Sacred Ground – We have journeyed together for the first 5 weeks of the class, addressing Black history, the Roots of Whiteness, our relationship with Indigenous history, the Transatlantic Slave Trade and slavery and closed the first semester Exploring Latino History. The readings have been challenging and thought provoking as has the discussion. Lindsay and I are grateful for the honesty, preparedness, the intelligence and the willingness of each of our classmates to be vulnerable during our discussions. Please hold the following individuals in your prayers: Robin Kent, Charlie and Kathy Swannack, Ann Sutter, Kara Robinson, Lucia Solorzano Work, Pat King, Blake Lineweaver, and Anne Griffis. We are so appreciative of their participation. We begin the second 5 week. on Jan. 19th and complete the class on March 16th.
- Dedicated Place Offerings – the Committee reviewed the initial proposal for this program plus several additional suggestions, without deciding on a final full-year proposal.
Suggestions included: revising the list from year-to-year, combining All Nations Health Center with the Beartracks Bridge Dedication, scholarships at the CSKT

College in Pablo and more education on national Episcopal Church programs. (but not including ER&D due to their own extensive fund-raising efforts).

For now we settled on the first three months of the year:

- January – Poverello Center (Jesse Jaeger will speak on Jan 23rd)
- February – Empower MT (Heidi Wallace will speak on Feb 20th)
- March – Parenting Place (speaker and date TBD)

In subsequent conversation with the Church Office, it has been noted that there are several other fund-raising periods (Holy Week, Easter, Christmas) we should take into account.

4) Budget Update (Jim Wiley)

The 2022 Budget is still being reviewed by the Vestry, but the Committee agreed to maintain the following expected use of funds for 2022:

- \$1,500 for Butterfly Grants
- \$1,500 for MIC (plus \$1,500 from Vestry)
- 50% Local – 20% State – 20% International – 10% National for the remainder

5) Other Business

- Creation Care Ministry (Warren Gartner)
Solar panels are now functioning!
A winter hike is still expected, but place and date are still TBD.

The next Committee meeting is being scheduled, as other events have been planned for our usual first Tuesday meeting date. Committee members will be contacted. The meeting will be via Zoom to include those outside of Missoula and considering winter weather.

The meeting closed with the Lord's Prayer.

– Jim Wiley, Chair

G) Spiritual Formation – Nancy Errebo (Gretchen Strohmaier, Chair)

See Assistant Priest's report.

Youth Ministry: So not much has changed with the youth group since my last report to you fine folks on Vestry, due to the fact that I had to go back east for a family emergency and Christmas. I currently am getting 3-4 youths coming to the dinners I've been doing at church on Sundays from 5-6:30 pm. These young folk seem committed and excited to come back into the church in some capacity. As for the upcoming year the name of the game will be numbers, hopefully returning them to pre-COVID times. First, I will get a regular schedule going and make sure the congregation knows by putting it in the Spirited Times and having announcements on Sundays. I will also continue with my emailing efforts, but I think a good portion of the people will come back due to word of mouth from the youth already coming to the group. That's all I have to report for now.

– Lewis Myers, Youth Director

H) Stewardship – (Barb Hosier, Chair)

Stewardship has not had any meetings recently, so I have nothing to report to the Vestry for February.

– Barb Hosier, Stewardship Chair

I) Creation Care Ministry – Warren Gartner (Karen Simons Gartner, Chair)

Creation Care Agenda
20 January 2022 noon Via Zoom

Present: Lance Collister, Karen Simons Gartner, Warren Gartner, Pat King, Kate Laney, Sue Lowrey,

Opening prayer: Warren

1) 4 areas of focus

a. Holy Spirit Sustainable practices

i. Solar power for church

Currently produced 334 kWh this month

Need educational programming and/or signage. Ideas:

- a. Clem said that the company that did the work is willing to do a walk through with us and other churches. Dates? Lance suggested we wait until Fall and tie in with convention.
- b. Look into a "session" at the convention
- c. Creating a banner - Terri has OK'd funding and Warren has contacted Kirk
 - i. Powered by Sunshine from God"
 - ii. Stewards of God's Creation
 - iii. Holy Spirit Creation committee: include website
 - iv. Lance sent two suggestions - attached. Please send feedback
- d. Stress our good stewardship of creation in all of the above.

ii. Karen and Kate met to talk about other types of recycling we can do.

Kate planned to meet with Terri/Gretchen

Looking into Teracycle. Kate will talk to Gretchen about where to put boxes.

- a. Dental products
- b. Medicine bottles
- c. Beauty products
- d. Wine corks

Opted not to do Swiffer products since they are single-use, and we don't want to encourage them.

b. Getting info to members to help them live more sustainably.

i. March article for Paraclete?

Kate to write about Solar Panels at home for March

Lance to write one for April about solar panels at church

ii. How to get more kids involved?

Sunday school - Karen updated with the new plan for Sunday School and will contact Gretchen about ways we can be involved in evening programs.

Container gardening day - May 15 or 22. Kate to find plants, Sue to arrange compost, Karen to start plants.

Lance will try again to contact Rachel Suter from church as she goes to Hellgate.

iii. Community voice

1. Warren will contact MUD people about Earth Day to see if we can get a booth.
2. Other ideas?

iv. Fun opportunities - Karen will check with Gretchen about dates on church calendar,

1. Winter hike with Warren
 - a. Feb. 5 or 12
 - b. Maclay Flats

2. March - native nursery tour - Blackfoot gardens - Karen checked - they are now closed

3. April - Nature journals?
 - a. Sue's daughter could assist with drawing
 - b. Need heavy paper and old wallpaper samples
4. May - container gardening
5. June - Camas?
6. Taser gardens - Kate to find out more
7. Labyrinth
8. Milltown dam
9. Iron shield creative - Warren to find out cost
10. Travelers Rest tour
11. Lee Metcalf

– Karen Simons Gartner