

Holy Spirit Vestry Meeting Minutes

Wednesday, February 12th 2020

PRESENT: PRESENT: Kevin Borg, Torian Donohoe, Terri Ann Grotzinger, Mary Jennings, Mary Beth Jourdonnais, Jeff Serviss, Caitlin Sherman, Kent Watson, Jim Wiley, Ann Wiltse, Clem Work

- 1) Opening Prayer – Jeff Serviss
- 2) Spiritual Reflection – Terri Ann Grotzinger
- 2) Administrative/ Business Matters
 - Agenda was revised to include: 7 e) Fire Marshall recommendations 8 j) Care of Creation discussion
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Two newcomers passed along their contact information this past month; both are interested in joining the congregation.
 - Jocelyn kindly reviewed the meeting materials from afar and offered her insights.
 - Lance Collister wrote to remind us that it is increasingly important for HSP to be visible to the greater community and advertising/marketing efforts are valuable. We must be mindful of this and discuss it more in-depth at a future meeting.
 - Kate Laney visited with Terri to discuss how we might reduce our environmental impact and up our “care for creation.” A review of their discussion was added to the agenda under New Business.
- 5) Memorial Board Report
 - There is no report today -- a report will be given at next month's meeting.

6) Finance Report

- Jim reviewed the January financials. January is always a peculiar month to review as some pledges are pre-paid and inflate pledge income, while there is very little discrepancy between budgeted & actual figures.
- Jim reminded the Vestry to look over the Counting Schedule and arrange swaps & substitutions as needed.
- **Motion to Approve the January Financial Report; Seconded, Motion Passed**

6) Old Business

- Update on the Building Usage Policy. Kent and Kevin drafted a Rental Form, based on the application used by the fairgrounds. Terri encouraged the Vestry to review the draft and forward suggestions, edits, and follow-up to Kent as soon as possible.

At our March meeting, we need to finalize both the policy (drafted by Glenn & Elizabeth) and the applicant paperwork.

- Update on the Sound System. In a special session of the Vestry, we approved the purchase of an upgraded sound system for the church. We will gather more information about how the Parish Hall might be equipped before moving forward with that portion of the upgrade. A deposit was paid and the equipment has been ordered.

The purchase will be taken from capital funds (not the Blair Trust). The new sound system is a long-term investment in the building since it will be in good service for 15-20 years.

- The Pancake Supper will be held on Tuesday, February 25 from 5:00-7:00. Sign ups are available and everyone is welcome to lend a hand. Thank you to Kevin for heading up the event, recruiting volunteers, purchasing supplies and flipping pancakes!
- Of the five new Vestry members elected in January, one must be selected to serve a one-year term -- Elizabeth Ettenger had to step down with one year of her term remaining.

Motion to elect Barbara Barmeyer to serve a one-year term on the Vestry; Seconded, Motion Passed

- A discussion of the recommendations of the Fire Marshall (included in the January 2020 Vestry Meeting Minutes) should remain on the agenda going forward. Glenn Hladek and Gary Swartz are serving on the Diocesan Committee on Disaster Preparedness and we will work off their template.
- Kent gave an update on the appraisal of the stained glass windows. Tim Gordon is still planning to do the appraisal – Jeff will also participate in the appraisal visit.

7) New Business

- We must elect a Vestry member to serve a one-year term on the Memorial Board.

Motion to elect Kevin Borg to a one-year term on the Memorial Board; Seconded, Motion Passed

- Terri reviewed the purpose and findings of the 2019 Parochial Report.

Our average Sunday attendance in 2019 was 138 -- this number has been dropping year-to-year. This isn't necessarily the primary indicator of the health of a congregation, but a trend we must always be mindful of.

There is a binder in the sacristy that contains attendance records. While the numbers don't reveal the reasons for declining participation, they may be interesting to study. The General Convention also produces a new data set every three years.

Motion to approve the 2019 Parochial Report; Seconded, Motion Passed

- The new Signature Authority was presented as follows:

Vestry Checking Account at First Interstate Bank

Rector – Terri Grotzinger
Parish Administrator – Judith Parock

Senior Warden – James Wiley
Junior Warden – Jeffrey Serviss
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 – James Wiley
Treasurer – Mark Dvarishkis
Bookkeeper – Constance Gerke

Safety Deposit Box at First Interstate Bank

Rector – Terri Grotzinger
Senior Warden – James Wiley
Junior Warden – Jeffrey Serviss
Treasurer – Mark Dvarishkis
Parish Administrator – Judith Parock

Motion to approve the Signature Authority; Seconded, Motion Passed

- Ministry Liaison responsibilities were reviewed and Vestry members stepped forward to fill vacancies.

Communications: Clem
Holiday Market: Caitlin
Parish Life: Mary Beth
Social Concerns: Ann
Building & Grounds: Kent & Kevin
Rummage Sale: Ann
Stewardship: Torian

Motion for the proceeds from the Pancake Supper, Ash Wednesday offering, and Maundy Thursday offering to be donated to Emmaus Campus Ministry and Good Friday offering to be donated to the Church in Jerusalem and the Middle East; Seconded, Motion Passed

- Terri recommended that we hold a Vestry retreat in the fall so we can also complete a Mutual Ministry Review (evaluation of HSP) The Diocese requests an annual review – which can include the Rector and Vestry or the wider congregation. The Vestry decided to include the Rector and Vestry this year and enlist Canon Chris Roberts to facilitate. We will try to schedule the retreat and review for October.
- We received an inquiry from a local Montessori school that is looking for a new, larger space. After some discussion, the Vestry decided to invite the school director to view the space – and suggested that perhaps some folks who were involved in the Spirit at Play (Mary Beth, Dorcie Dvarishkis, Tom Todd) would be willing to participate in the visit.
- Terri would like to further explore the concerns that Kate Laney raised re: care for creation. For example, could we work to reduce our paper correspondence, could we move away from using plastic and paper for receptions? How would our budget be impacted? How many more volunteer hours would be required to carry out more environmentally friendly practices? HSP leadership must be transparent about “what we do and why” This is an important discussion and we will keep it on the agenda going forward.

8) Other Business

- Vestry members must review and sign off on the *Model Policy for Safeguarding God's Children* and must complete the online *Safeguarding God's People* training. Please complete these requirements prior to the March meeting.
- Bishop Marty Stebbins will visit Holy Spirit on March 1st Typically, the Bishop will meet with the Vestry and Clergy the day before; please keep Saturday, February 29th open for this session and it will be confirmed as soon as possible.
- New Vestry members are encouraged to meet with the office staff to review the counting procedures – please contact the office to arrange a time.
- A sign-up sheet is available for leading the opening prayer at Vestry meetings.

- Lynn Anderson will complete this year's audit. She requested a thank you note only for her services.
- A diocesan webinar for Vestry members will take place on March 5th at 6:00 p.m.
- Please mark your calendars – on Saturday, May 2nd at 12:30 p.m. the Vestry will help with Rummage Sale clean up.
- Date and time for next Vestry meeting; March 11th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

February Rector's Report to Vestry

The new year always brings a heavy load of administration in preparation for the Annual Meeting as well as planning for the months ahead. My thanks to Marva Gallegos and all those who assisted in providing the lunch with wonderful hospitality and grace. The meeting went well, business was accomplished, and the Choir provided their annual sung report with joy! A special thank you to Judy Parock for compiling all the ministry reports and budget in printed and e-version form.

We had a wonderful celebration of ministry for the Reverends Doug and Judy Anderson as they shift gears in their diaconal duties going forward. While Judy has stepped back from the more regular responsibilities of Pastoral Assistant, both she and Doug, along with Rev. Anita Rognas will serve in worship from time to time. Gretchen and I are picking up the pastoral duties. There has been interest in having some of our laity begin a ministry of preparing the Prayers of the People weekly. Judy and Anita will consider developing and mentoring such a ministry. All our deacons may be called upon by Bishop Marty to assist as needed in the diocese. Congratulations to Rev. Dorcie Dvarishkis who has accepted the call to serve as Archdeacon of the Diocese come spring!

Planning for the liturgies of worship are underway so that we will all know which clergy are serving when well in advance. With the ordination of Gretchen Strohmaier as priest last year, we are sharing worship service leadership in a way that reflects the shift from Spiritual Formation Director to Assistant Priest, part time. We will continue to emphasize the ministry of the baptized with strong lay leadership. To all who are currently serving in lay leadership ministry roles, our thanks and our support to your efforts. We are blessed with so many who share their gifts this way.

With the consecration of Bishop Marty Stebbins, it was time to begin Confirmation Class again. P.J. Willet, Gretchen and I collaborated to prepare eight youth both before and after Confirmation on March 1st. Each of us leads week to week with different subjects and it is always worthwhile. The youth of our parish are wonderful, and it is time to empower their voices and ministries more fully in the parish.

As with every month, I attended the Lake Missoula Clericus where we met with Bishop Marty for the first time as a group. I met with Staff for planning and support, attended the Women's Clergy Group meeting for spiritual support, and met with the Standing Committee for support to the bishop. Bishop Marty asked me to also collect information from other dioceses in the Episcopal Church regarding more effective ways to train and equip those called to ordained ministry in today's world of working parents, caring for elders, large travel distances, and time and financial constraints associated with going away to seminary as was done in the past. There are creative and substantial avenues already being developed and you will be hearing more as we learn more.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

February Assistant Priest's Report to Vestry

Social Concerns Committee. I continue to meet once a month with this committee to improve communication and collaboration between staff and the work of this committee.

Community Meetings. Met with the new facilitator of Confluence, a community-wide faith group for young adults. Discussed ways to engage that demographic in this new opportunity. Also, during January I volunteered at Project Community Connect—an annual event to support homeless people in Missoula.

Continuing Education. Took a four-session class at the MT Natural History Center about nature meditation.

Pastoral Care. Worked with Terri to develop a new system for oversight and communication in regards to pastoral care. Began leading monthly worship services at The Springs, retirement home. I have added at least two hours a week of pastoral care time, making home visits, sending notes and doing hospital visits.

Clericus. Attended the monthly Clericus meeting in Polson to connect with clergy in western Montana and to interact with Bishop Marty.

Volunteers. Continue to work with volunteers on a weekly basis to accomplish a variety of tasks around the office and jobs that relate to a number of ministries here at the church.

Spiritual Direction. I continue with regular spiritual direction meetings (for myself) both individual and group sessions.

– The Rev. Gretchen Strohmaier
Assistant Priest

February Vestry Ministry Reports

1) Communications – Judy Parock, Chair

We've been busy developing posters and rotators for the Pancake Supper, Ash Wednesday, the winter blood drive, Missoula Interfaith Collaborative Sunday, Bishop Marty's Annual Visitation, and the Lenten program, Race and Faith. We've kept the website up to date with information about these activities and posted pictures from the Annual Meeting on our Facebook page and shared information about these events in our Sunday bulletins, in the weekly Spirited Times, and on our app. We created Facebook events for the Pancake Supper, the Ash Wednesday services, the winter blood drive, MIC Sunday, Bishop Marty's Visitation and the Lenten program. We also used the Facebook events to promote the Centering Prayer gatherings and our monthly Compline service. We used these Facebook events to create more interest and to invite people to these events.

Keith Kuhn has also been utilizing an email campaign to create interest in the monthly Compline services. He sends out a detailed description of the service planned for the evening, as well as an invitation to attend. These missives appear to be helping him to grow the attendance at the services. The February service, with competition from the Super Bowl, drew an audience of 34 people.

We have also been making use of the bulletin inserts provided from Forward Movement Publication for the Good Book Club. After consultation with Gretchen Strohmaier, we have been using these inserts in the Sunday bulletin to encourage others in the congregation to read the Gospel of John during Epiphany, in addition to those who are participating in the Sunday morning study.

Nancy Cooper's wonderful sung "report" for the choir at the Annual Meeting was also posted on the church Facebook page and in the Spirited Times. The inclusion in the Spirited Times prompted a request from the diocesan office for permission to reprint the report in the monthly e-newsletter for the diocese. This was a great way to share with a larger community all that our amazing choir does throughout the year, and it also showcased Nancy Cooper's creativity.

Our use of the "Google My Business" information was positive for our Christmas services, so I created events for our Annual Meeting, MIC Sunday, Shrove Tuesday Pancake Supper, and the Ash Wednesday services. We will continue to use this free service throughout the year to create more interest on our Google listing, a common way for people to search for us.

I continue to update weekly the content on our Pushpay app so that it is fresh. Currently there have been 161 downloads of the app. To date we have had 247 transactions totaling \$26,346. We have a total of 43 current donors on Pushpay, 19 of which are recurring donors. Most all of these donors are giving through their personal Pushpay accounts. It is good to see people using the app or the giving link to make payments on Pushpay for other needs such as donations to Missoula Interfaith Collaborative, in addition to the General Fund. I continue to make available information about the different ways to access Pushpay for giving in both the Sunday bulletin and in the Spirited Times.

– Judy Parock

B) Holiday Market –

- C) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)
Reception committee report: The Reception Committee provided the lunch for the Annual Meeting on January 26th.
– Anne Cohen

Coffee Hours: We do not have many folks signing up for Coffee Hours February through March. There may be Sundays where we do not have a Coffee Hour because of this.
– Kathy Swannack, Coffee Hour Coordinator

- D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: We arranged to meet with Jake Riggs from Acoustic Vision to assess our sound system and to request a proposal to replace. That proposal was reviewed and accepted at the special Vestry meeting on January 30. We will proceed with the system for the church at this time and will consider other options that might be available for the parish hall.
– Margaret Borg
- E) Rummage Sale – Ann Wiltse (Marva Gallegos, Chair)
Rummage Sale has nothing new to report. Just a reminder: the date for the sale was set for the week of April 26-May 2.
– Marva Gallegos, Chair

- F) Social Concerns – (Jim Wiley, Chair)

**Social Concerns Committee Minutes
From Meeting on 1/7/2020**

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

- 1) Advocacy Effort (Clem Work)

This effort will focus on two principal tracks:

- Reducing barriers for low income renters
- Evaluating potential partnership with other churches to build affordable housing

With regard to the second point, Clem and Jim Wiley will meet with Andrea Davis of Homeward.

- 2) Mountain Home Montana – Open Table (Glenn Hladek)

Glenn provided information on how the Open Table support model would work, to build relationships with individuals in the MHM program. Because the commitment required (both time and financial) may seem pretty high, the Committee agreed that Glenn should investigate further before we decide whether or not to present this opportunity to the congregation.

- 3) Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis)

Parenting Place:

- Parenting Place is getting ready to announce a new Executive Director
- Dorcie once again highlighted the work of HSP volunteers, especially in the Bed, Bath & Beyond program

Hellgate High School:

- Hellgate High School will be re-contacted now that school has re-started
- In addition, Jody Thomasson is planning to repeat the special offering from the 8:00 service to support Hellgate students

Missoula Interfaith Collaborative:

- Discussions continue toward the formation of a new Core Team at Holy Spirit, to a) lead an updated “listening session” among Parishioners and b) participate more actively in MIC’s efforts to expand community organizing activities
 - MIC Sunday will be February 2nd
- 4) On-going Projects:
 MLK Day Celebration – no request for specific assistance has been received
 Red Cross Blood Drive – will be held on February 24th; Anita Rognas has agreed to coordinate
 Poverello Sock/Hat/Glove Drive – will start Jan 12 and end Jan 26, led by Lucia Work
- 5) 2020 Budget
 Although the budget had yet to be approved by Vestry, the Committee agreed on the following framework for use of funds
- \$1,500 for Butterfly Grants
 - \$1,500 for MIC (matched by a similar amount from the Vestry)
 - Distribution of remaining funds:
 50\$ Local – 20% State/Diocese – 20% International – 10% National
 (At the Jan. 8th Vestry meeting, our budget for 2020 was approved: \$8,693.)
- 6) Project Community Connect
 Carla confirmed that this event will take place on Jan.31st and asked for help with warm clothing (as she has unexpectedly been charged with coordinating this aspect of the project).
 The event will take place at Revive Church, 2811 Latimer St, Missoula (Across the street from and slightly north of Pacific Recycling)
- 7) Other Business

The next Committee meeting will be Tuesday February 4, 2020 at 7:00 pm, in the Guild Room.

The meeting closed with the Lord’s Prayer.

Social Concerns Committee Report From Meeting on 2/4/2020

The meeting opened with prayer led by The Rev. Dorcie Dvarishkis.

- 1) Housing Advocates Network (HAN)
 Zeke Campfield was invited by Carla Mettling to explain that HAN is moving from helping people looking for housing to representing them throughout the community, presenting the stories of those experiencing homelessness. Holy Spirit’s Advocacy Sub-Committee is welcome to attend their meetings to learn these stories, and to attend Advocate training sessions to further understand the barriers we need to help them overcome.
- 2) Advocacy Effort (Clem Work)
- Within the context of a potential partnership with other churches to build affordable housing, Clem reported on a meeting he and Jim Wiley had with Homeward, Inc. They are a well-known developer of homes that Montanans can afford and were very open to further exploration. They presented alternatives and

helped with an initial understand of the time involved in their work. Jim and Clem will discuss with the Memorial Foundation Board at the February meeting.

- Clem suggested that Holy Spirit might consider joining the Missoula Home Coalition, to further our advocacy effort.
- Dorcie Dvarishkis suggested exploring the potential to extend this to the Diocesan level.

3) Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis)

Parenting Place:

- The new Executive Director of Parenting Place is Marilyn Thorn
- With a new director, PP is re-evaluating plans, programs and professional development activities

Hellgate High School:

- There are currently 42 homeless students at Hellgate High School (and the number is increasing)
- Dorcie and A'Lisa will attempt to compile stories from these students, to better understand the issues they face
- A'Lisa is getting more help from a larger number of Holy Spirit volunteers!

Beacon on Deacons

- Dorcie has heard from one parishioner who may be interested in the Diaconate
- She asks SCC members to help her identify "barriers" that people might feel toward joining the Diaconate

4) Welcome Back and Phoenix Rising Training (Bob Deaton)

With the help of Zeke Campfield, we had an update on the activities of Welcome Back, an M.I.C.-supported program mentoring returning citizens in Missoula. In addition, a similar group from Portland, OR (Phoenix Rising) will be providing training on how their program has developed. The training will be on March 20 to March 22.

5) Missoula Interfaith Collaborative (Jim Wiley)

Jim provided an update on the formation of a new "Core Team" for Holy Spirit. At least half of the Core Team will be non-SCC members, as we reach into the Congregation for additional support. There will be an orientation meeting on Feb. 6th (3:00 pm) and then M.I.C. training on March 3-4.

6) On-going Projects:

Red Cross Blood Drive – will be held on February 24th; Anita Rognas asked for volunteers to provide support

Poverello Sock/Hat/Glove Drive – Clem reported for Lucia that this year's donations were substantially lower than the past couple of years

Spring Book Study – see below

Project Community Connect – several Holy Spirit members volunteered, and the event was very successful. Especially noted was the work done by Carla and Kate Laney to provide warm winter clothing for attendees.

7) Spring Book Study

The topic suggested for our Spring Book Study (to begin mid-April, after Lent) is Climate Change. Carla asked SCC members to suggest books and format (traditional book study vs. "Book Café" approach used in last fall). Initial books suggestions include:

Storming the Wall, Todd Miller
This Changes Everything, Naomi Klein
A Climate for Change, Katherine Hayhoe & Andrew Farley

8) Butterfly Grant:

Jim noted that a \$125 Butterfly Grant was awarded for the purchase of winter clothing for the above event. This was approved by email vote given the timing of funds needs.

9) 2020 Budget

The budget approved by Vestry for 2020 is \$8,693. Based on the framework agreed at our January meeting, funds will be used approximately as follows:

- \$1,500 for Butterfly Grants
- \$1,500 for MIC (matched by a similar amount from the Vestry)
- \$2,843 Local – \$1,140 State/Diocese – \$1,140 International – \$570 National

10) Other Business

The next Committee meeting will be Tuesday March 3, 2020 at 7:00 pm, in the Guild Room.

The meeting closed with the Lord's Prayer.

– Jim Wiley, Chair

G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)

Spiritual Formation Children & Youth:

Confirmation. Worked with PJ and Terri to plan Confirmation schedule and classes. Helped to recruit class participants.

Church School. Led Children's worship once in January. Helped plan for special craft project, led by volunteer, on the last Sunday of January.

Spiritual Formation Adults:

Good Book Club. Betsy Holmquist and Barbara Barmeyer are facilitating this Sunday morning class through Epiphany, using curriculum from the national church. Office staff continues to put weekly inserts in the bulletin directing other congregation members as they too read through the book of John in this liturgical season. The class has varied in size from 12 to 5 participants.

Lent. Spent time in January planning, studying and recruiting speakers for our Lenten program.

Richard Rohr Book Study. Anita Rognas is leading this Thursday evening study and they've had up to 12 people participate on a weekly basis. They are studying the Old Testament and have expressed interest in hearing from a Jewish Rabbi. We are working to coordinate this opportunity.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

There has been a pretty full plate for Youth Ministry this month, which is always a good thing!

We've had our regular Youth Group and QUEST meetings, which are great as usual.

We've also begun Confirmation classes, which have had an incredible turnout, and have been going quite splendidly thanks to Gretchen and Terri. The Confirmation service will be March 1st, so just a few short weeks away!

There are also a lot of upcoming events for the next few months. First off, the Youth Group ski trip will be on Sunday the 16th, which is always a blast. There has also been some groundwork laid on a Youth Pack event in the next month or two. And finally, Labor of Love weekend at Camp Marshall will be happening the first weekend of April, and we're inviting both youth and parents to join us for that!

Your ongoing work and support is always truly appreciated, thank you!
- PJ Willett, Director of Youth Ministry

- H) Stewardship – Torian Donohoe (Barb Hosier, Chair)
No report.
- Barb Hosier, Stewardship Chair
Torian Donohoe, Stewardship Committee Vestry Liaison