

Holy Spirit Vestry Meeting Minutes

Wednesday, June 10th, 2020

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

1) Opening Prayer – Terri Ann Grotzinger

2) Administrative / Business Matters

- Three additions were made to the agenda: under Old Business 1.) Discussion of the technical support work that James is doing and under New Business 2.) Discussion of whether or not Rummage Sale & Holiday Market will be possible 3.) Granting Elizabeth Serviss more hours for summer office coverage.
- **Motion to Approve the Consent Agenda; Seconded, Motion Passed**

3) Parishioners' concerns and correspondence

- No correspondence to review this month

4) Memorial Foundation Report

- The Memorial Board reviewed the financial position of the endowment and discussed how we can move forward with our support of affordable housing. Our focus may be on establishing a support center for the homeless, the development of small homes and other community based efforts. The committee will continue to meet and work on ideas.

5) Finance Report

- Mark reviewed the May financials.
- Finances remain quite solid, despite the challenges of the pandemic.
- Pledge offering is still over budget, but since this total inevitably includes pre-paid pledges, we expect to lose ground in this area over the coming months.

- There was no Easter offering or Rummage Sale income. This will impact our overall income numbers.
- The loan forgiveness application will be completed soon and submitted; then the loan amount will be transferred to income.
- We must be mindful of any concerns from the Standing Committee re: our responsibility as a loan recipient and the financial health of the Diocese. For example, Camp Marshall will be struggling to make ends meet this year.
- **Motion to Approve the May Financial Report; Seconded, Motion Passed**

6) Old Business

- No update on a date for the Vestry Retreat and Mutual Ministry Review, this item will remain on the agenda.
- Thank you to Kent for his work on developing a Creation Care Ministry. A piece will appear in Spirited Times that explains the scope of the ministry – it will focus on 1.) Instituting sustainable practices at HSP 2.) Establishing HSP as a more prominent voice in addressing climate change 3.) Encouraging parishioners to adopt sustainable practices in their own lives.
- The Vestry discussed the “if, when, why and how” in regards to resuming in-person services. A survey will go out to parishioners to get a pulse on what folks need and what level of engagement they feel comfortable with. Work continues, but there will for certain not be in-person services in June.
- James Gardner has been doing a terrific job with technical support. Terri spoke with Bishop Marty about the idea of the Diocese extending full-time work to PJ and having him split his time between HSP and Diocese. She will consider how this might work.
- Jeff’s contacts for contractors to refinish the hardwood floors in the Parish Hall didn’t pan out. Jeff has kindly offered to step in and take on the project himself – he will secure a bid to price out the job and we will compensate him accordingly. We are grateful to Kevin for his willingness to assist.

- Progress has been made on the Gerald Avenue sidewalk repair. Jeff received a bid from Knife River that came in at \$5,000 plus \$532 in permitting. Jeff also reached out to other contractors but did not receive any response. Mark thinks he can encourage at least one other contractor to submit a bid. Presenting a signed bid to the city will suffice in meeting our deadline. Jeff will contact the city to keep them updated on our progress and plans.
- Kent began the process of creating Master Landscape Plan for the church grounds. We are grateful for his expertise and look forward to seeing how the plan develops.

7) New Business

- Mark will work on an annual review of our insurance coverage as recommended by the Diocese. Howard Dickey reviewed our policy and suggested we increase coverage for the stained glass. This cannot be added to our existing policy but we are pursuing an appraisal of the windows.

Barbara raised concerns about our coverage re: cyber security and cyber loss. Mark will look into these areas in regards to our policy.

Our insurance does not cover any COVID related issues.

- The annual review of buildings for inventory purposes should be completed soon – with a particular focus on reviewing inventory for disposals -- so it can be available to the auditors. Thank you to Jeff, Margaret and Kevin for keeping this top of mind and ensuring completion.
- We received a safety checklist from the Diocese that Jeff has reviewed. Jeff would like to institute a preventative maintenance program for the building and grounds, so this document will be an excellent launching point for this program.
- Will the Rummage Sale and Holiday Market be possible this year? Kevin suggested that perhaps we could move some portions of the sale online. This may be difficult with the rummage sale because there are so many items. Such work may be worth it to secure at least some income. Terri will report back to the committees and continue the conversation.

- We will need additional administrative coverage this summer while Judy is on vacation. Elizabeth kindly agreed to step in and assist.

Motion to Authorize Elizabeth Serviss to do administrative work for a month to support staff vacation, with compensation not to exceed \$5,000; Seconded, Motion Passed

- A few other maintenance issues need attention – the shorn off roof shingles, an odor in the kitchen and the need to clear out the downspout area near the lilac bush.

8) Other Business

- The audit is underway and we need to complete the inventory piece. The audit is typically approved in August and submitted to the Diocese in September.
- A budget request for Emmaus Campus Ministry was submitted to the Diocesan office.
- We need to establish a plan for coverage if any members of the clergy get sick. Terri will look to Jim and Jeff to step in if the need ever arises.
- Date and time for next Vestry meeting; July 8th at 5:30 p.m. via Zoom.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

June Rector's Report to Vestry

We continue to serve in an environment that must be aware of the Covid19 virus in all we do and in the way we do it. Nothing has slowed down since the last vestry meeting. In fact, it is busier than normal as we adapt daily. The administrative workload increased as we coordinate schedules throughout the summer, consider options to re-open gradually, plan for summer and fall with contingency plans, and still ensure that we all get some time off this summer.

Bishop Marty asked that Gretchen and I provide pastoral services to St. Paul's, Hamilton, as we are able. We have been in touch with their Sr. Warden and are happy to assist. I have created a Summer Presider, Preacher, and Deacon schedule for both Holy Spirit and St. Paul's that extends at least through August while St. Paul's begins the search for a new clergy person part-time. The bishop also asked that I find 2-3 HSP members willing to serve collaboratively on a Discernment Team for one of their members feeling a possible call to a specific ordained or lay ministry. I am in process arranging that team.

The staff and I meet at least weekly online, and one to one as needed. We have all been learning new software to allow us to provide online worship and virtual coffee hour involving clergy and lay participation, and support to book studies and other small groups. We have used online software for regular parish meetings, and weekly Monday evenings with Bishop Marty and all the clergy of the diocese. The offering of her time in this way for about an hour weekly has improved pastoral care for all of us from her and our colleagues. It has improved our ability to support one another in a variety of important ways. Clericus, diocesan meetings – all are continuing online.

PJ Willett, our Youth Minister, and our technical support person for online worship, has returned to Camp Marshall to help create and support a totally redesigned online camp experience. Gretchen and I have been involved in some of the preparatory meetings to help the creative process to move forward. While I won't be a full week at camp as chaplain like a normal summer, I will participate in some way to support this valuable effort. I have also decided that this year the parish will pay the \$25 registration fee for all our youth out of discretionary funds as a gift after such upheaval over recent months. My thanks on behalf of the staff and parish for PJ's faithful contribution to online worship services!

Pastoral care is happening in various ways, the most important coming in the form of laity making phone calls to check in on fellow parishioners. Thank you all! We were able to design a Memorial Service for Dale Rasmuson in our memorial garden at the church, masks on and spacing set. Thanks to James Gartner for recording the service so that far flung family, friends, and parishioners could see the service once recorded. Speaking of James: he is now hired as Interim Technical Support Person for June and July while PJ is working for the diocese at the camp. My thanks to the vestry for approving this position as we navigate next steps with reopening the church buildings in an appropriate, safe way.

I have specifically asked the staff to schedule blocks of time off this summer so that we can be recreated and energized for the creative adaptations we will surely find moving into fall and into the future. We will focus on simplifying things a bit during summer, and in the way we begin to reopen so that this may happen, not knowing what may come if the COVID19 virus surges again.

A blessed, safe, and renewing summer to all of you!

Territ

June Assistant Priest's Report to Vestry

Worship. In May I continued to assist with online worship, recruiting participants, particularly for the Pentecost service, participating myself, and preaching once. I have worked with other staff to begin a zoom coffee hour option.

Pastoral Care. I continued with calls and support for parishioners who are struggling with the effects of COVID-19. And I provided support for members struggling with other life stressors.

Garden Tour. I organized and began coordinating the upcoming Garden Tour of 5 gardens which belong to parishioners.

Clericus. I continue to participate in Clericus meetings and this month I co-hosted the meeting with Terri, leading a discussion about an article related to reopening church.

Continuing Education. I attended the online training—Festival of Homiletics—and found some very useful information, support, and inspiration for preaching.

Camp Marshall. I participated in a zoom meeting with others around the diocese to brainstorm plans for virtual camp this summer.

Voices of Hope. I coordinated the beginning of a new weekly column in the Spirited Times and recruited members of the parish to share their stories of hope.

Baptism. I have worked with the bishop and the Ettenger family to plan for a June baptism for baby Charlie.

Gretchen Strohmaier, Assistant Priest

June Vestry Ministry Reports

1) Communications – Judy Parock, Chair

May and the beginning of June have been busy times with trying to maintain the sense of community at Holy Spirit and keeping folks informed about what is going on. Here's what has been happening this past month:

- **Rector's Letter to the Congregation:** This was the first print letter that has gone out to the entire congregation since the lockdown began. This was an important letter because it reached out to folks in our congregation without internet access, letting them know that they are remembered and helped to bring them up to speed about what we have been doing and where things may be headed at the parish. It addressed some of the issues we have been discussing about re-opening and helped to keep everyone informed.
- **Weekly Online Communications:** We continue to use the *Spirited Times* as our main online method of communicating events and news to the parish. Two other weekly communications are also used: the email providing the direct link to our Sunday service which is sent Saturday, and the email providing that same information sent 15 minutes before our Sunday service goes live on YouTube on Sunday morning. Also included in these emails are the link to the service leaflet which provides the hymns, readings, prayers and announcements for the Sunday service, and in the last few weeks, the Zoom link to the virtual Sunday Coffee Hour, providing another way for members of the congregation to stay connected. When we have not had the direct link to the Children's Worship Service ready for the *Spirited Times*, I have also sent out an email with that direct link information to the parish. Our Church School families have appreciated being remembered in this way.
- **Voices of Hope Column:** Gretchen Strohmaier has asked a number of folks from the congregation to share with us through this column about what gives them hope during the pandemic. We have featured this in the *Spirited Times*, on the church app, and on the "Online Church Community" page on the church website. I created a graphic for this column which I have used on the various online venues to advertise the column.
- **Dale Rasmuson Memorial Service:** The death of Dale Rasmuson was the first death in the congregation during the pandemic. Because of the restrictions on gatherings, a different way of saying good-bye to a valued member of our parish family had to be found. Rev. Terri worked with Diane Rasmuson to create a video memorial service with members of her family contributing recorded parts to the service. James Gartner, our new online technical person, put the video together, and the family was able to view it together as a service on a recent Saturday morning. I provided a service leaflet for the memorial which meant that they did not have use Prayer Books and that the service could be personalized for them. The service was made available for interested persons in the congregation to view by posting the link in the *Spirited Times*. Per Rev. Terri's request, the video was also posted on the church website on the Memorials and Funeral Services page.
- **Online Services and Meetings:** With the inability to meet in person, we have had to learn various ways of meeting online. This has necessitated us learning how to use Zoom to help us in that task. Rev. Terri, Rev. Gretchen, Rev. Dorcie and I have met with others to learn more about Zoom and how we might use it to help other groups in the parish meet and how to use it for parish members to stay in contact via a virtual Coffee Hour. That virtual Coffee Hour was premiered on Pentecost Sunday with a good number of folks participating. Some tweaks to the format will take place, but this way of maintaining contact within the parish will continue until we can meet again in person. We are pleased with the many positive responses we have received to our online Sunday services, and those services will continue even after we start meeting in person again. Our thanks to PJ Willett who did a masterful job of putting all the piece parts of the services together. The Centering Prayer group has decided to forego using Facebook Live for their twice monthly meetings. They encountered too many technical issues using that venue. They also have

gone to taping their presentations and posting them to YouTube for viewing at the designated meeting time.

- **Wider Church Communications:** During these turbulent times we are receiving a number of communications from the larger Episcopal Church, and we want to make sure that our congregation is aware of them. Messages from the Presiding Bishop are posted on the church Facebook page and in the *Spirited Times* and on the church app. We also post Bishop Marty's reflections from the monthly diocesan e-newsletter in the *Spirited Times* and on the church app. Rev. Terri was featured in an article in the local *Missoulian* regarding re-opening of churches. That news article was also posted on the church Facebook page and in the diocesan e-newsletter.
- **Church App:** We continue to use the church app as another way to keep connected as a Holy Spirit community. We now have 214 downloads of our church app, and most are receiving the push notifications which allow us another way of getting information out to the congregation. We are moving all of our giving transactions to the Pushpay platform so that we can utilize the email statement feature, saving time and postage for the church.
- **Webinars:** One of the important topics in the church world right now is how to re-open our churches in a safe manner, and I have attended three webinars in the past month which addressed this topic and the steps that need to be taken. The information gained through these webinars will be helpful to our staff as we begin this process at Holy Spirit.

– Judy Parock

B) Holiday Market – Caitlin Sherman (, Coordinator)

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

Reception committee report: No receptions to report.

– Anne Cohen

Coffee Hours: No report as no Coffee Hours were held.

– Kathy Swannack, Coffee Hour Coordinator

D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)

Properties/Buildings Report: Deep cleaning of the church buildings by our janitors Jean and Don Hauge continues. Kent Watson is working on a Master Landscaping Plan for the church grounds and has also contacted the Urban Forester regarding the deadwood in the trees on the church boulevards. The Urban Forester advised that we could take care of the deadwood ourselves at our expense or could wait for them to do it, sometime in the future. We will wait for the city to take of the trees. The sprinkler system has been turned on for the season. Jeff Serviss is looking in to getting bids for the sidewalk repair on Gerald Avenue.

– Margaret Borg

E) Rummage Sale – Ann Wiltse (Marva Gallegos, Chair)

Currently everything is on hold until we see what happens with the virus. Once things open up, we would like to conduct the Rummage Sale with some adjustments. For now, we just wait and see.

– Marva Gallegos, Chair

F) Social Concerns – (Jim Wiley, Chair)

The Social Concerns report will be emailed separately to the Vestry.

– Jim Wiley, Chair

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

Spiritual Formation:

Church School: We continue to supply weekly recordings of Children's worship which are posted in the Spirited Times, on the church app and on the church website. Church School Shepherd Karen Simons Gartner, The Ven. Dorcie Dvarishkis and myself take turns recording these services for our children. I also supply a family activity sheet to go along with the lesson that is posted in the Spirited Times and on the website.

- The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

No report. PJ will be working this summer with the virtual Camp Marshall projects.

- 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