

Holy Spirit Vestry Meeting Minutes

Wednesday, March 10, 2021

members present via Zoom meeting: Warren Gartner, Clem Work, Torian Donohoe, Holly Swartz, John Crowley, Kent Watson, Mark Dvarishkis, Jeff Serviss, Nancy Errebo, Caitlin Sherman

- 1) Opening prayer lead by Clem
- 2) Administrative/business matters
 - a. **Motion to accept the consent agenda, seconded, and approved**
- 3) No concern/correspondence from parishioners to discuss.
- 4) No report from the Memorial Board Foundation this month.
- 5) Finance report by Mark
 - a. We are ahead of where we planned to be. Pledges are just shy of where the budget project they would be.
 - b. One insurance payment of ~ \$3,000 was made in February instead of in March where it was budgeted for.
 - c. Budgeted for “improvements to the physical plant” we have around \$26,000, ~\$14,000 carried over from 2020 and ~\$12,000 so far from 2021.
 - d. Our DA Davidson account is currently sitting at ~\$522,000. Earnings from this money are not reflected in the annual budget but can be used to make up for any short falls.
 - e. The letter officially forgiving Holy Spirit for the PPE loan was received.
 - f. **Motion to approve, seconded, and approved.**
- 6) Old business
 - a. Update on Master Landscaping Plan: Kent has begun looking at the original plans and blueprints for the church and grounds in order to create a base plan. The Spirited Times this week will include information and a link to the work Kent has done so far. He plans to have the base plan ready after Easter.
 - b. Property Committee update
 - i. There was a gas leak in the basement of the office, Temp Right Service is quoting a replacement of the water heater.
 - ii. Tracey Gage mentioned to Jeff that the carpet on the stairs leading up to the choir rooms is looking rather worn. It was pointed out that there are multiple different carpets in that area of the Parish Hall, perhaps they could be replaced with one type of flooring instead. Jeff is getting quotes on replacement flooring and will investigate pros and cons of carpet or something like a laminate or wood flooring.
 - iii. Still no call backs from roofing companies to look at repairing the shingles.
 - iv. Jeff has reached out to a couple of different companies seeking bids on a fire alert system.
 - v. The resealing of the mortar for the outside bricks is still a work in progress. Jeff is researching different sealants and will need to wait for cooperative weather for application.
 - vi. Further discussion on solar energy and if it is something the vestry truly wants to move forward on. All voiced support as it would show that Holy Spirit is actively invested in sustainability. The Creation Care ministry is doing the leg work gathering information and contacting companies.
 - c. Liaison positions will wait for assignment until Terri is present.
 - d. A Planned Giving committee is forming to work on how to talk to parishioners about planned giving and how to work with the Stewardship committee.

- e. More information on the request for use of the parking lot was received. The request was not for use during business hours as previously thought but for overnight parking for an apartment above the business.
 - i. Concerns were raised about the increase in liabilities and the risk of pushing away newcomers if they could not find parking for services or other events.
 - ii. **Motion to deny the request to use our parking lot, seconded, and approved.**
 - f. Concerns were raised about possible mold and mildew issues in the large, carpeted area in the downstairs classrooms. The vestry is interested in working with the Montessori school but wants to address these concerns before moving forward. Jeff will look for a company to come in to assess the area.
- 7) New business: Terri had wanted to discuss what steps we should take towards opening after Easter. Warren proposed having an area set up for people to watch the service together during Creative Care Sunday. Clem is working with Gretchen on organizing visits to shut-ins by vaccinated parishioners.
 - 8) Remember the Bishop's visit is planned for April 18 and will meet with the Vestry the day before. Our next meeting will be April 14 at 5:30 pm.
 - 9) Holly closed the meeting leading the Lord's Prayer.

Respectfully submitted

Caitlin Sherman
Clerk of the Vestry

March Rector's Report to Vestry

The staff and I continue to work primarily from our homes and using technology to assist with most communications along with phone calls. There is no question that we are all feeling the length of time that has passed since the pandemic arrived and the waiting yet needed for vaccines to get administered broadly. We decided it would be necessary to remain closed through Holy Week and Easter, as this is not the time to reopen gradually (as we'll need to do). With that decision made, we are taking extra care to plan and coordinate our Holy Week/Easter services so that they may be the best they can while we remain apart. Bishop Marty will visit us in person or by Zoom two Sundays after Easter. We'll decide in the coming weeks whether to begin our gradual reopening by then, or if we will try something recorded outdoors as that will also be the day we acknowledge Care of Creation. What all of this means is that the staff and I will be engaging Holy Week/Easter almost a week ahead of the actual sacred days, pushing everything well in advance to allow pre-recording and the mixing and rendering that James Gartner does to finalize everything. This means even more planning and creativity is needed to ensure that everything is designed liturgically to create the settings and mood that will help everyone to feel a part of each service even though at home. Please hold all of us in your prayers as we do this work.

Ash Wednesday was a hybrid of sorts: recorded in the church and with ashes offered for one hour after in a drive through mode in the parking lot. It was a sunny day, and we were able to serve 30 people with prayer and ashes, and we delighted in catching up even briefly with folks. Being visible to the wider world in this way was useful, and we may offer something like this next year elsewhere in the community as is done by a few other diocesan parishes.

This month I prepared a day long class on liturgics (the crafting of worship) with those in the School for Deacons, Saturday, Feb. 27. It was well worth the time and effort. Those discerning a potential call to the diaconate revealed that this diocese has strong lay leadership diocesan-wide and whether they become ordained or not, we will all benefit from the learning they are doing. It was a time of shared insights and new perspectives and I value the opportunity to be involved. It was also a reminder of how much has come forth from the initial efforts of the Rev. Steve Oreskovich and the Rev. Myrna Chaney to develop the School for Deacons.

I also met (virtually): with the Standing Committee as we serve as a counsel of advice to the bishop; met as a member of the Planning Committee for the Clergy Conference in April; and participated in every Monday evening Zoom gatherings of the clergy with Bishop Marty.

Pastoral visits are still primarily by phone. I met with the Lay Visitation ministry as well, where we could all catch up on the pastoral care we each provide. I want to thank all those who keep reaching out to one another to check in and make sure that parishioners and neighbors know that our buildings may be closed but our love and care still abounds in the world.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

March Assistant Priest's Report to Vestry

Spiritual Formation: In February I continued coordination and preparation for our adult class, The Way of Love. The Way of Love sessions began in mid-February we have about 27 people participating between both Holy Spirit and St. Paul's Episcopal Church in Hamilton. I met with the Social Concerns Committee for planning and coordination of education and programs. During February the book study, *Bearing Witness* (20 participants), continued. Our new Spiritual Formation Committee met for the first time in February and discussed a book the bishop recommended, *Discover Your Spiritual Type*. They also met later in the month with the bishop to learn how she used this resource within parishes she served.

Church School: I provided one virtual children's worship service.

Worship. In February I presided at worship once.

Communication: Provided articles for the Paraclete, and a report for the Vestry, submitted information for the Spirited Times. Participated in one staff meeting.

Pastoral Care: During February I provided pastoral care for 8 individuals/families.

Community: Provided emergency assistance to the Temporary Outdoor Safe Shelter by purchasing propane canisters for them, and various other supplies needed for the encampment.

Diocese: I attended the monthly Clericus zoom meeting with clergy from around western MT. I attended a zoom meeting for clergy within the diocese who serve multiple parishes. I continue to participate in the weekly clergy calls on Monday evenings. In February I reached out to Rev. Richard Tardiff who is serving the church in Stevensville part-time. Reached out for collaboration and information sharing to Rev. Bradley Wirth (retired) from Whitefish, MT.

Study & Self-Care: : I attended a zoom session hosted by the Mansfield Center at the U of M about disproportionate numbers of COVID cases within Native American populations in MT. I finished reading, Eugene Peterson's, *The Pastor*. I watched a documentary on Pauli Murray the first African American female priest in the Episcopal Church. I watched a documentary on John Lewis.

In February I met with my Spiritual Direction Group and I met individually with my spiritual director.

The Rev. Gretchen Strohmaier, Assistant Priest

March Vestry Ministry Reports

A) Communications – Judy Parock, Chair

With the start of Lent and our Lenten program and the approach of Holy Week at the end of March, February has proven to be a busy month of planning for both Lent and Easter: Here are the highlights of what has been happening this past month:

- **Website Updates:** A number of updates to our website have taken place this past month. They include:
 - **Promotion of Lenten Program:** This year's Lenten program includes a great deal of material for participants to review prior to each session of the program. How to disseminate that information to the program participants created a problem. After discussion with Rev. Gretchen, we decided to use the Lenten page on the website as the gathering point for all of this material. The material included general information about how to prepare for each session and the schedule for the evening. Also included on the page are details for each session that are easily accessible to all the program participants. Information is also included in the sidebar for the program's small group facilitators for each week of the Lenten program. It makes for a full page, but all the information is located in one spot which is what Rev. Gretchen wanted.
 - **Episcopal Relief & Development Sunday:** In spite of the pandemic and no in-person worship, we decided to go ahead with the traditional Episcopal Relief & Development Sunday, this year on March 7. I created a rotator for the homepage advertising the event. That rotator takes you to the event page on the website with information about how to donate.
 - **Easter Flowers:** Rev. Terri decided to have Easter flowers at our Easter Vigil and Easter Sunday services this year, even though we will not be meeting in person. That necessitated raising the funds to purchase those flowers. I created a rotator for the homepage asking for donations. That rotator takes you to the event page that gives the more detailed information about how to contribute to the flowers.
 - **Stations of the Cross during Holy Week:** We have a new offering for Holy Week this year – a PowerPoint presentation of the Stations of the Cross. In order to create awareness of this new program, I created a rotator for the homepage of the website and information about how to sign up for the program so that participants could experience the Stations of the Cross from home. Our thanks to a new parishioner, Chaplain Zara Renander, for sharing her slides with us.
- **iContact Newsletters:** We continue to use iContact to send out our weekly e-newsletter, the Spirited Times, to the congregation and for our weekly service announcements. Our weekly communications go out to around 488 subscribers on our email list. We also used iContact to highlight two special services that took place this past month. One was our Ash Wednesday service, and the direct service link was sent out in an email to the congregation the day before and the day of the service. It included the information that in addition to the service the Imposition of Ashes would be available to the congregation in the church parking lot, and a number of our folks took advantage of this opportunity to participate more fully in the service in a safe manner. The other special service was a memorial service for our former interim. Our former interim rector, The Rev. Dr. Lydia Speller, passed away on February 9, and we used the Spirited Times and a special email to the congregation to pass on that information and to inform as many people as possible about the time for her memorial service.
- **Children's Message:** We have been working to create more interest in the weekly Children's Message that Rev. Gretchen and her volunteers provide. In addition to including the link to the Children's Message in the weekly service email notice, we include the link to the Children's Message on the church app and on the church Facebook page. I have started including the Children's Message in the Sunday morning posts for Facebook that include the direct service link and information about the Sunday Virtual Coffee Hour.

- **The Way of Love for Kids:** This is a new offering from Rev. Gretchen. It is a series of videos on using the Way of Love Lenten program for children. We have included information about the videos and links to them on the church YouTube channel on the Lenten page and also on the Online Community page of the website. We will begin announcing them in the weekly Spirited Times as well.
- **Holy Week and Easter:** Planning has been underway by the staff for our Holy Week and Easter services. I have created a Holy Week and Easter landing page for the website that includes all the information about each of the special services for that week.

– Judy Parock

B) Holiday Market – Caitlin Sherman (Bob Wattenberg, Online Sale Coordinator)

No report.

– Bob Wattenberg, Chair

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

Reception committee report: There were no receptions in February.

– 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: Please refer to Jeff Serviss and to the items that he is overseeing.

NorthWestern Energy came out to the church office in response to our call for what smelled like a gas leak in the church office building. Some small leaks in the valve attached to the hot water heater and the valve attached to the boiler were detected. Temp Right was called to make those repairs.

– Margaret Borg

E) Rummage Sale – (Marva Gallegos, Chair)

The Rummage Sale Group has nothing new to report.

– Marva Gallegos, Chair

F) Social Concerns – (Jim Wiley, Chair)

**Social Concerns Committee Report
From Meeting on March 2, 2021**

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

1) Update on Racism activities:

- As reported by Carla Mettling and confirmed by Whitney Rimmel, the book study using *Bearing Witness* was very successful. Especially attractive, for many, is the fact that the book offers a variety of authors/viewpoints from several time periods.
- After considerable discussion, Gretchen Strohmaier will head a sub-committee to evaluate how best to expand work on racism to include Native Americans. Several alternatives were discussed including Daniel Decker and Marilyn Zimmerman, as well as books by several authors. In terms of timing, it was suggested that this should be delayed until summer/fall, following the MIC/Common Ground series on Colonization.

2) Creation Care: Several films shown at the Big Sky Documentary Film Festival might be appropriate for education on issues related to Creation Care, and Carla Mettling will explore whether or not these could be made available: Youth vs. Gov, We the Power and Manzanar were mentioned.

Additionally, Gretchen Strohmaier will be invited to the next meeting of the Creation Care group, to focus on educational or promotional activities which can be done after Easter (the meeting is March 18).

- 3) Parenting Place / Hellgate High School / Common Good – Dorcie Dvarishkis
 - Parenting Place will participate actively in “Strengthening Families Month” in April and will be planning a spring work party as soon as weather is appropriate. Parenting Place Sunday at Holy Spirit will likely take place in early May, and Parenting Place will participate in Missoula Gives (May 6-7) with a matching gift up to \$10k.
 - Jari Davis has led the effort to get support for Driver’s Ed scholarships, and how the funds raised will be used will be determined with Tracey of the Family Resource Center at Hellgate High School.
 - The workshop being sponsored by Common Good, on the impact of colonization has been postponed, probably to May. Dorcie has been participating in a group of faith leaders from MIC, to figure out how MIC can best act as a cohort alongside non-profits and neighborhood groups within Common Good; more on that in future meetings.

- 4) Holy Spirit’s February Blood Drive with the Red Cross was, once again, a great success: 30 units of blood were obtained, 20% more than Red Cross’ target for the drive!
Our Fall Blood Drive has been scheduled for September 23rd, and Audrey Murray has once again kindly offered to coordinate this event.
Special thanks to Patti Beckley for serving as on-site coordinator for the February Blood Drive (and for recruiting her son as a donor at the very last minute!).

- 5) Habitat for Humanity: After considerable discussion on the proposal submitted by Bob Brewer at our February meeting, the Committee agreed:
 - To provide a contribution of \$750 for 2021 (and agreed to review a possibly higher amount later in the year)
 - To commit to as many as 5 or 6 workdays to support the three houses being built (assuming Habitat can use that many days – Bob Deaton will coordinate with them on this); to the extent possible, it would be good if these days can be concentrated on the Carey house
 - To commit to an equal number (5 to 6) lunches to support workers (Gretchen Strohmaier will coordinate)

- 6) Other Business:
The Committee discussed on-going concerns related to affordable housing in Missoula, especially the complete lack of available rentals. Anyone who knows of a rental property is encouraged to contact Bob Deaton.
Audrey Murray suggested planning for 2022, for some kind of fund to help with housing issues. This could include efforts to support other organizations closer to the housing issues.
Finally, the Committee discussed the team for a more “aggressive” congregational appeal than we have done in the last few years, with a related “event.” But it is recognized that this will have to wait until we can gather once again.

The next Committee meeting will be Tuesday April 6, 2021 at 7:00 pm, via Zoom.

The meeting closed with the Lord’s Prayer.

– Jim Wiley, Chair

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

See Assistant Priest's report.

– The Rev. Gretchen Strohmaier, Assistant Priest

H) Stewardship – Torian Donohoe (Barb Hosier, Chair)

At the February meeting, the focus of discussion was the possibility of creating a new parish directory online. The committee believes that creating an up-to-date directory that could continue to be updated easily would be very positive for the parish.

Elizabeth Serviss, parish webmaster, has provided information about Realm which our parish currently uses for pledge tracking and Ekklesia 360 which is used for the parish website. Both have options for online directories.

The discussion indicated that inclusion of a photo with parishioner information is desired and useful. The committee also agreed that online security is of primary concern. Because not all parishioners have online capabilities, the delivery to those people must be considered.

There are important unanswered questions concerning the use of either system for our purposes. Jim Wiley volunteered to further investigate and to contact Elizabeth again. Contacting any parish or congregation using an online directory would also be helpful.

The possible cost of using a program is not known; if there is a cost, it might be possible to incorporate some or all of the cost as an Adopt-a-Need on the parish website.

Another meeting will be held when more information is available.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison

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

The committee met on 18 February 2021 noon via Zoom

Members: Lance Collister, Tracey Gage, Karen Simons Gartner, Warren Gartner, Kate Laney, Sue Lowrey, Kent Watson, Jim Wiley

After opening in prayer, John Lund presented about the Creation Care related projects and programs he's been involved in during his tenure at the University.

John shared information and contacts about the Creation Justice Ministries, Earth Ministry, Interfaith Power and Light and Faith and Climate Action groups. Members of this committee will be looking into these groups to determine HPS's involvement and information related to the groups will be shared with the parish in upcoming articles.

Lance shared that he has received a bid for solar with a group out of Hamilton. He still plans to meet with Warren, Kent, Jim and Clem to talk about possibilities. Kate will get information about Big Sky Solar as another possible bidder.

In addition, Lance is also exploring grant possibilities, including the National Church.

Articles are being submitted to the Paraclete and the Spirited Times on a regular basis

Jim contacted the Wardens of the rest of the churches in the diocese to find out what other churches are doing related to Creation Care. He only got one response and St. James doesn't have a Creation Care group.

Creation Celebration Sunday

Kate, Tracey, Sue and Karen are working on plans for family activities for Sunday April 25th in the courtyard. They are meeting separately from the rest of the group to make plans for a container gardening workshop.

Due to our guest speaker some agenda were postponed until the next meeting.

Next meeting : Thursday, March 18, 2021

– Karen Simons Gartner