

Holy Spirit Vestry Meeting Minutes

Wednesday, September 14, 2022

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

- 1) Opening prayer led by Terri
- 2) Consent Agenda
 - a. **Motion to accept the consent agenda items, seconded, approved.**
- 3) Parishioner correspondence
 - a. A thank you note was received from the All Nations Health Center for our donation.
- 4) Memorial Board – no report
- 5) Financial report
 - a. The money we received in reimbursement from Northwest Energy for the solar panel project has been re-allocated back into Mary Blair funds. The same will be done with the money from the Faber Grant.
 - b. Our investments are down \$11,000. On top of that our month to date finances show a loss of \$6,000 which is only a little more than what we had budgeted.
 - c. Our year to date still has us with a smaller deficit than budgeted, \$4,776 instead of \$12,860.
 - d. Because of the volatility of the market, we have not yet transferred funds from the Memorial Board, but that will be done before the end of the year.
- 6) Old Business
 - a. Affordable housing exploration
 - i. MCPS held their meeting on August 19 and their interest in the project has cooled. They are expecting a bulge in student numbers and have shifted their interest in possible housing projects at other MCPS property.
 - ii. The Exploration Committee is creating a survey on parking that they hope to have out sometime in November. They hope to be able to distribute it both digitally and physical copies.
 - b. Properties
 - i. Molly Bowler and Sue La Rose have stepped forward to assist with the project of repainting the parish hall.
 1. **Motion to paint the ceiling in the parish hall ceiling white, the walls Navajo white, and the chair rail white, with final choice of color in the hands of Sue and Molly, seconded, and approved.**
 - c. Convention Planning
 - i. Registrations are coming in higher than expected, so far 137 have been received.
 - ii. We are expecting a loss of ~\$2,000. The money carried forward from the last convention and contributions from both Terri and Bishop Marty's discretionary funds will cover that shortfall.

- iii. Nancy is looking for volunteers to help make centerpieces.
 - d. Vestry check in calls will be pushed back until November.
 - e. Directory
 - i. Kirk is moving forwards with starting to work with a small group of parishioners to set up their profiles.
 - f. The Vestry has reviewed the documentation of our insurance coverage.
- 7) New Business
- a. The nomination committee (Clem, Mary Beth, Tanya, and Caitlin) will set up a time to meet to begin working on a list of names.
 - b. Terri will work with the personnel committee to assess needs and make any necessary changes. Mark will begin the budgeting process for next year with the finance committee.
 - i. The Diocese is having a zoom meeting tomorrow about their budgeting process.
 - c. Gutter guard bid
 - i. Spartan Gutter Guards could begin the project in the next couple of weeks with their current inventory. The bid divided the buildings into 3 zones: \$5,908 for the sanctuary, \$3,920 for the parish hall, and \$4,312 for the office.
 - ii. **Motion to approve up to \$6,000 to get guards installed on the sanctuary building from Spartan unless Mark can find another, more appropriate bid, seconded, and approved.**
- 8) There will be a church clean up on Friday and Saturday from 8:30 am to 12:30 to get the church looking spiffy for the convention
- 9) The next Vestry meeting is scheduled October 12th in person.

Respectfully submitted

Caitlin Sherman
Clerk of the Vestry

September Rector's Report to Vestry

All kinds of planning for worship and our various ministries began in full during August. Much has changed since Covid arrived in 2019 and planning is more complex in every area. I prepared the liturgical (worship) calendar that identifies what Eucharistic Prayer and Prayers of the people will be used each church season, which clergy will be present and what role they will have each week (Celebrant, Preacher, Deacon, and combinations of these), and which Sundays will have special things to consider for ministries to be highlighted. The roles of Rev. Gretchen Strohmaier and Archdeacon Dorcie Dvarishkis change just prior to the Covid shutdown or early on in that time and adjustments are being made to make the best use of the gifts of each going forward. One thing we realized is that parishioners are still confused about each of our roles and the need for us to begin addressing that in the days ahead.

Speaking of addressing things that have changed, I have worked with Molly Bowler and Sue LaRose who volunteered to help ramp things up again after the pandemic closure. We all realized that it takes all of us to share in common worship, for example, from ushers, readers of the scriptures and those who offer our common prayers, to those who assist at communion as chalice bearers, assistants at the altar, and now two services again at 8am and 10:15am. Nothing will be the same as it was before the pandemic, but we are moving forward with what we have learned and addressing the new journey before us. Molly and Sue have collaborated with me to identify where we need renewed leadership of ministries and to let the parish know in a variety of ways. I am much appreciative of their time.

August was also a time of pastoral visiting and discovering just how many care givers we have who need pastoral care as well. Rev. Gretchen and I are beginning to share the clergy pastoral visits more to better care for all involved. I would note that this is the first time in my ordained ministry that there has been a need for two memorials for those who have died: one more immediate for the family and loved ones, and then a broader, more public memorial later. I discovered that the pastoral care needed for the second service is different but no less emotional for loved ones, and the planning involved for the second one no less involved. It has felt like twice as many memorials have occurred because of this and has been an important learning for me as I see parishioners also navigating this new circumstance. Hopefully, this will change as Covid can be managed more regularly in our lives.

Diocesan Convention (D.C.) planning increased in August, and I have been very involved with it. My role is collaborating with Bishop Marty, Judy Parock, and Nancy Cooper to design and prepare the liturgies involved but I also meet with the D.C. planning team and diocesan staff to ensure everything is ready for the last weekend in September. As with everything else after Covid, things have changed: how hotels manage large conventions and what they charge, that many restaurants no longer open as early due to staffing shortages, and more. The learnings have been challenging but they will help guide how diocesan conventions are held in the future.

Planning for the fall financial stewardship effort is underway. My thanks to Barb Hosier for steering the ship of this ministry all the way through the pandemic to now. She is now stepping down from Chairperson but will continue to serve in this ministry.

Faithfully,
Rev. Terri Ann Grotzinger, Rector

September Assistant Priest's Report to Vestry

Pastoral Care: I provided pastoral care and support for 9 individuals/families in August, and I coordinated meal delivery to a parishioner recovering from surgery.

Spiritual Formation: I met with 4 different groups/individuals to discuss potential classes, book studies and/or small group offerings for Holy Spirit over the next 6 months. A Way of Love small group may take shape as early as October. A small group will be offered starting in January around the theme of simplicity. A couple of other ideas are still incubating. I attended both the Social Concerns monthly meeting and the Creation Care monthly meeting to assist with coordination among ministries. I met with the family worship team, and we made plans for the Kick-Off event on September 11th.

Worship: I preached and presided at 1 service in August. I met with a potential lay preacher to explore options for becoming a licensed lay preacher at Holy Spirit. I assisted at the Steinbrenner memorial service.

Communication. I participated in two staff meetings. And I had two planning/vision meetings with Terri. I submitted articles for the Paraclete. I met with Sue LaRose and Molly Bowler to discuss communication needs for family ministries. I met with Terri once for a general communication update.

Parish Life. I worked together with Terri and a team of volunteers to coordinate the picnic. I helped with clean-up at the church yard sale.

Community. I worked with the Montessori School to make a few slight changes in their use of our basement space.

Diocese: I participated in the monthly Clericus meeting. I participated in one diocese-wide clergy call. I met with 3 clergy while I was in Billings and heard about their ministries.

Self Care: I was able to have several days away in Billings with Dave at a conference. I worked remotely and followed up with a past parishioner who has since moved to Billings.

Study: I continue to listen online to the Festival of Homiletics.

Submitted by: Rev. Gretchen Strohmaier

September Vestry Ministry Reports

A) Communications – Clem Work (Judy Parock, Chair)

A great deal of work this past month has gone into getting the church ready for fall start-up and our Kick-off Sunday on September 11. Here are some highlights of what has been happening this past month:

- **Welcome Back to School:** The last week of August was “Welcome Back to School” week at Holy Spirit, and Dorcie Dvarishkis and Jari Davis arranged to have coffee, cocoa, donut holes and welcome signs welcoming the students, parents, and staff back to school at Hellgate High School. They set up shop in the far corner of the church parking lot on Gerald Avenue on the first two days of school and greeted many students and parents as they arrived for school. I took a few pictures of the event which I posted on the church Facebook page.
As we prepared for the return of the high school students, we wanted to prepare the signage for our parking lot to discourage student parking there. Rev. Terri ordered signs that indicated 10-minute drop off parking was okay in the lot, and Mark Dvarishkis installed those at both entrances to the lot. Mark Dvarishkis also got another towing sign from Red’s Towing and installed it on the fence so that towing signs are visible at both ends of the church parking lot. Lori Cordis kindly put out the “Church Parking Only” sandwich board signs to which I added “No Student Parking” signs. These signs were put out for the first week of school and seemed to help enormously with keeping students from parking in our lot. We have been in contact with the office at Hellgate High School, and they announce that parking is not allowed in our lot as part of their regular morning announcements.
- **Powering Up at Holy Spirit:** In preparation for the start of the fall season at Holy Spirit Molly Bowler prepared a series of Facebook posts and Spirited Times articles for our Welcome Back Sunday, for Family Worship, for our Online Church Directory, for the Courtyard Clean-up Crew, and for getting involved in Holy Spirit’s many different ministries. These posts and articles have been very helpful. Thank you, Molly!
- **A Note from the Rector:** Two different notes were sent out to the congregation. The first one described our Welcome Back Sunday on September 11 and in addition to inviting folks to participate in the event, encouraged ministry groups to have a table with information and sign-up sheets that Sunday. The second note outlined the changes in service times and indicated how we will receive Communion at Sunday services. Both of these pastoral letters went out to the congregation electronically and were also posted on the parish website and on the app. A print version of the letters was sent to those without email.
- **Promotion of Church Events:** We continue to promote church events. We created Facebook events to encourage people to participate in the following activities: the Tour of Travelers’ Rest, the Labyrinth Walk, the September Family Worship, the Blood Drive, Fall Kick-off Sunday, and the Tree Walk. All of these events are also being promoted through the Sunday service leaflet, the Spirited Times, and the church Facebook page. The office created posters promoting each of these events, and we featured each on the website rotator and calendar. With the use of our “Snappa” program, we can create images for the rotators, Facebook and website that utilize the same images as used in the posters, giving us a cohesive, unified look.
- **Change in Service Times:** After much discussion and planning Rev. Terri made the decision to go back to our pre-pandemic service schedule of an 8 a.m. service and a 10:15 a.m. service on Sundays. That change in our fall service schedule was communicated to the congregation in one of Rev. Terri’s “A Note from the Rector.” Prior to that, we had been listing that information in the Spirited Times and in the service leaflet in order to alert the congregation of the upcoming change. The week before the change in service times took place, I had Frank Sherman remove the summer service time sign from the planter in the church yard. Thank you, Frank! We also changed the service times on our phone message, on our church Facebook page, on our Google Maps listing, on the Episcopal Church Asset Map, on our website, and on our church app.

- **Website Updates:** With the start of fall programming, our website will need to be updated to show all that is happening at Holy Spirit. We will be reviewing a number of the website pages to make sure that their information is up to date, but we can always use another pair of eyes to look at it. Please check out your area of interest on the website and let us know if there is information that needs to be updated.

– Judy Parock

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

The Holiday Market committee is in the planning stages of the in-person market this year. We will be sending out requests to begin saving items for donation and collecting raffle/silent auction items soon.

– Bob Wattenberg and Sue Lowery, Co-Chairs

C) Parish Life – Mary Beth Jourdonnais (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)

Reception committee report: Two memorial receptions were held in August.

– Anne Cohen

Coffee Hours:

Coffee Hour is being simplified to make it easier for parishioners to serve on Sundays. Coffee and simple treats will be served from the windows near the kitchen. Mid-November will see the installation of a commercial type plumbed in coffee maker to make brewing coffee simpler and faster.

– Sue Lowery and Diane Rasmuson, Coffee Hour Coordinator

D) Properties – (Mark Dvarishkis, chair)

Properties/Buildings Report: We have been dealing with a number of broken sprinkler heads this past month. Mark Dvarishkis created a plan that shows the location of the various sprinkler heads and which heads were broken. A number of the heads have been repaired by our sprinkler contractor, but a couple remain to be repaired. Mark has also set out the garden hose to more thoroughly water a couple of dry spots on the church lawn, and those spots are responding to that extra care. Mark also installed the new signage for drop-off parking in the church parking lot, as well as another towing sign. Ken Ballinger replaced some burnt out fluorescent lights in the Church School and Holiday Market storage areas of the basement. Temp Right returned and installed the new circulating pump for the hot water in the church kitchen. The Temp Right plumber was called again when a leak in one of the kitchen sinks was discovered. That leak was repaired, and the blocked sprayer was replaced. The repair work on the west gutter was completed, and the repairs to the interior peeling paint were made and the wall repainted.

E) Rummage Sale – Holly Swartz (Marva Gallegos, Chair)

The Courtyard Sale was held this year on August 27. Through the wonderful donations and work of the group we raised about \$4,500 for the church. Special thank you to the Vestry members who worked the sale or helped with setup or cleanup. The lightweight folding tables arrived just in time for us to use. Thank you again.

– Marva Gallegos, Chair

F) Social Concerns – Audrey Murray (Jim Wiley, Chair).

**Social Concerns Committee Report
From Meeting on September 6, 2022**

Present: Dorcie, Pat, Lucia, Clem, Carla, Warren, Glenn, Jeanne Twohig and Jim

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

1) Report on Borderland Ministry of the Diocese of Rio Grande

- Reminder of Next Steps:
 - September: preparing for Diocesan Convention; zoom meeting with Mike Wallens and others regarding possible work pilgrimages to install solar panels; zoom meeting with Laura Tuell, an immigration lawyer
 - October: follow up on possible event with the Florence Project (also immigration attorneys)
 - November: planning for a third pilgrimage; planning a “road show” for other Episcopal parishes in Montana
- Convention:
 - Audrey, Jean Collins, Jeanne Twohig and Jim to plan 30-minute presentation
 - Table at Convention to include info pamphlets, video from James, sign-up lists for third pilgrimage and for “road show”
- New: Given that St. Christopher’s in El Paso is now a shelter and staging area for immigrants and refugees coming into the US, the focus is on meeting their immediate needs. Walmart gift cards are suggested as the best way to help RGBM help these people with their most urgent needs.

2) Social Concerns Table at Holy Spirit’s Sept. 11 Kickoff Sunday

We have a table reserved and Dorcie will talk with Judy and try to get three tables close together: Deaconate, Social Concerns and Creation Care (maybe also Hellgate Cares if A’Lisa gets a table). Carla will talk with Judy to get some SCC activity posters and Butterfly Grant applications for our table; Glenn will arrange a sign-up sheet and all attending church on Sunday will make themselves available to support our table.

3) Outreach Project for the Diocesan Convention

- Warming bundles project - funding has been requested and is arriving; Dorcie and The Poverello staff have identified sources for material needed (blanket, poncho, water bottle, hat, gloves, socks, stuff sack, note of encouragement). Dorcie will test how to pack the bundles.
- Audrey will focus letter-writing advocacy opportunity on homelessness, or we may promote the Episcopal Public Policy network and encourage people to sign up for and use that resource. Dorie will clarify with Audrey how best to handle this effort.

4) Plans to Celebrate Social Concerns 20th Anniversary

- The date for this is confirmed as October 30, 2022.
- We are very grateful to Jeanne Twohig for the work done summarizing 20 years of minutes, reports and memories!
- Although the idea is to “publish” a summary of our 20 years, we agreed that for the celebration we could focus on key stories and use posters/storyboards, with after church refreshments provided by the Committee
- We agreed to identify 10-12 key stories and to share the work of a) writing a draft of what will be published, and b) preparing a “poster-ready” summary for the celebration. Jeanne has since identified the key stories and SCC members are signing up.

5) Community Ministries

Dorcie provided the following report:

Parenting Place

- PP has hired Meagan Thackeray as the new Program Manager, and has also welcomed Taunia Bell as a Parent Aide home visitor and part-time parent educator.
- The next 12-week Parent Education class begins September 19th.
- We are looking at facility needs as we plan for future programs and staff.

Hellgate High School

- We provided morning welcome back hospitality to freshmen, students, parents, teachers, and neighbors on August 30 and 31.
- The new FRC Coordinator has been hired, and A'Lisa Scott will be organizing a "refresh the FRC" work party soon. Please refer good volunteers to her!
- There has been an expressed need for athletic shorts and sweats this time of year.
- Hellgate Alms Sunday is planned for October 16.

Missoula Interfaith Collaborative

- The next Delegates Assembly will take place September 15 at Burns Street Bistro from 6:30pm - 8pm. Who can attend for us?
- Next Leadership Intensive now September 28-29 from 9am – 4pm.
- Next Wrestling with the Truth session begins October 17 at 6:30pm.
- For more information and registration links, visit commongoodmissoula.org

Alms Sundays

- Creation Care Sunday on August 28 raised \$35. After Convention, our next two are Hellgate Sunday on October 16 (A'Lisa and Dorcie coordinating) and Missoula Food Bank and Community Center November 20 (Jim Wiley coordinating).

6) September Blood Drive

Audrey reported via email:

It will be Sept. 22nd from 1:00 to 6:00 in the Parish Hall. At this time about half the appointments are taken with 15 donors registered. Snacks and volunteers are being arranged. I am registering donors from 1:00 to 3:00. Jim is registering donors from 3:00 to 6:00. Snacks have been arranged. I've invited some past volunteers to host the refreshment table, but haven't heard back about that yet.

7) Other Business:

Warren summarized the preparations that the Creation Care Ministry has undertaken for the Diocesan Convention and highlighted the Ministry's next two events:

- Labyrinth Walk on Sept. 10
- Tree Walk on the UM Campus on Oct. 9

The next Committee meeting is scheduled for **October 4, 2022**.

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: I'm stepping down from running youth ministry.

– Lewis Myers, Youth Director

- H) Stewardship – Pat Cole (The Rev. Terri Ann Grotzinger, Interim Chair)
No report.
– Stewardship Committee

- I) Creation Care Ministry – Warren Gartner (Karen Simons Gartner, Chair)
No report.
– Karen Simons Gartner