

Holy Spirit Vestry Meeting Minutes

Wednesday, January 8, 2020

PRESENT: Kevin Borg, Torian Donohoe, Mark Dvarishkis, Marva Gallegos, Don Gisselbeck, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Helen Matveyeff, Kent Watson, Jim Wiley

GUESTS: Molly Bowler, Bob Brewer, Barb Hosier and Caitlin Sherman

- 1) Opening Prayer – Don Gisselbeck
- 2) Administrative/ Business Matters
 - The December minutes were revised to correct the spelling of Jocelyn Siler’s name and clarify language pertaining to housing allowances for the Rector and Assistant Priest.
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
 - Molly Bowler, Bob Brewer and Barb Hosier from the Stewardship Committee updated the Vestry on the successful 2019 pledge drive. The recent campaign was notable in that is only the second time since 2007 that a pledge drive has exceeded \$400,000. Molly, Bob and Barb emphasized the importance of thanking church members and celebrating this wonderful success.
 - Reverend Terri Grotzinger suggested that the Stewardship Committee and Memorial Board Foundation now focus collaboratively on education and participation in Estate Planning to close the remaining funding gap.
- 3) Parishioners’ concerns and correspondence
 - Newcomers to HSP this month include two individuals. Please welcome them and invite them to coffee hour.
- 4) Finance Report
 - Mark Dvarishkis presented the 2020 budget emphasizing that the deficit (difference between 2020 budget and projected income) has decreased to \$21,707.25 representing marked improvement from previous years. The proposed budget saw an increase of

just under 2% due to savings in health care costs, the lack of cost of living increases for staff as well as other cost cutting measures.

- Mark recognized the excellent work of Judy Parock and Connie Gerke in developing the budget.
- Mark pointed out that Pushpay is currently reflected as an expense but that the \$3,000 Holy Spirit spent will be refunded if a 5% increase attributable to the program is not realized. Terri pointed out that people are increasingly utilizing the site especially for its communications value although the financial benefits are unclear at this time.
- It was noted under Operating Receipts that Non-Assessable M.B. contribution to Outreach needed to be reduced by \$2,397.51 and put under Operating Receipts Memorial Foundation Funds as it is to be used for Religious Education.
 - **Motion to Approve the 2020 Budget with the above amendment; Seconded, Motion Passed**

5) Old Business

- Kent Watson thanked Kevin Borg for providing Missoula County's rental policy for facilities at the fairgrounds. Kent is adapting the policy for Holy Spirit.
- The Nominating Committee presented the following slate of nominees for the Vestry: Barbara Barmeyer, Mary Beth Jourdonnais, Jeff Serviss, Caitlin Sherman and Clem Work. Four of the candidates will serve three-year terms, and one candidate will serve a one-year term.
 - **Motion to Approve the Slate of Vestry Nominees; Seconded, Motion Passed**
- Glenn Hladek recommended that Holy Spirit hold off on further development of its safety protocols since the Diocesan Safety and Disaster Preparedness Committee is currently working on a comprehensive policy. Glenn and Gary Swartz both serve on the diocesan committee. Jim Wiley and Kevin Borg are assuming responsibility for Holy Spirit's safety efforts since Glenn Hladek's term on the vestry is ending.

- Kevin reported the inspection by the Missoula Fire Marshall went well. Recommendations included: replacing the current fire alarm system, which is outdated, in order to insure more rapid response time; utilizing artificial Christmas trees and adding clearer signage in the hallway outside the sacristy. The fire department will provide training in the proper and effective use of fire extinguishers if requested.
- Terri advised that the Diocesan Standing Committee voted to enforce the existing Diocesan policy requiring all bishops, deacons and clergy to tender their resignations at age 72. The Canons allow for the Bishop to have clergy continue serving on a year to year basis in different ways as needed. Accordingly, Judy and Doug Anderson resigned from their previous roles on January 1, 2020. Bishop Stebbins subsequently advised Doug and Judy that they are still permitted to serve from time to time and during special occasions as well as thanking them for their long and dedicated service. Terri emphasized that HSP must identify and encourage people to consider discerning a call to the Diaconate.
- The Vestry discussed the merits and financial issues associated with Holy Spirit covering the future costs of its active and retired deacons attending Clergy Conference and the Diocesan Convention and decided that it was important to do so
 - **Motion to Approve Holy Spirit's payment of this year's costs of its Deacons attendance at Clergy Conference and the Diocesan Convention, Seconded, Motion Passed.**
- Terri advised that Jim Wiley has agreed to serve as Senior Warden for another year.
 - **Motion to Approve Jim Wiley's nomination as Senior Warden for 2020 was Seconded and Approved.**
- The Shrove Tuesday Pancake Supper will be held on February 25th and is being coordinated by Kevin Borg.
- Terri thanked the outgoing Vestry members, Elizabeth Ettenger, Marva Gallegos, Don Gisselbeck, Glenn Hladek and Helen Mateyeff for their hard work and excellent service.
- Terri reiterated that the Annual Meeting is on January 26 and reminded everyone to attend. The Vestry will hold a brief organizational session following the annual meeting at which time

they will set the day/time for future Vestry meetings and elect the Jr. Warden, Clerk, and Treasurer.

- Kevin explained the myriad problems associated with the current sound system and he requested technical assistance in determining what can be done to ensure the system is functional and to recommend a solution promptly.

Respectfully submitted,

Torian Donohoe
Acting Clerk of the Vestry

January Rector's Report to Vestry

December just flew by! After all the discernment and selection of our new Bishop, we were able to celebrate the ordination of the Rt. Rev. Marty Stebbins in Helena on Dec. 7th! Hallelujah! I sat with the Standing Committee as requested and had a wonderful view of it all. The day prior was filled with a Standing Committee meeting, a clergy meeting with the Presiding Bishop, lunch with everyone, and dinner with the Standing Committee and other invitees of then Bishop Elect Marty. It was a great time and after all the hard work of discernment and selection, I do believe we have just the right person with us to serve as our bishop in the years ahead. Thanks be to God!

I continue to offer pastoral care: visiting those in the hospital, supporting those caring for loved ones over extended period, and support to lay leaders in their work. I am grateful for the support that the Rev. Gretchen Strohmaier is providing in this area as well and pleased to work with her on this.

The Clark's asked me to offer a House Blessing in their new home and it was a delight to do so. A few friends gathered and we prayed for each room in the house while Jim and Jeanne shared stories of their lives that pertained to each. All of it together blessed the house and God will continue to make it home.

The Staff and I met together at The Shack for our annual Christmas Breakfast the week before Christmas. It is always a joy to have time to sit together, share time and laughs. I love you all and am blessed to have you as Staff!

This year we were able to have Bishop Marty Stebbins join us for Lessons and Carols and it was a treat. It gave everyone a chance to experience her in a less formal setting than the annual Bishop's visit, and time for many to visit with her and her husband, Bob, afterward. It also afforded her the chance to get to know us and I was happy for that. Nancy and the Choir did a marvelous job with familiar carols and new ones sprinkled in. Thank you all for your ministry of music at Holy Spirit!

I closed out the year with the Christmas Eve services, supporting Gretchen at 4p.m. and leading the service at 10p.m. It was fun to see so many families reunited with children and grandchildren, nieces and nephews. There were many new faces as well and both services had large gatherings, a joy to see.

I will see all of you again after a bit of time off and look forward to seeing what the Spirit leads us to in 2020. May God continue to bless each one of you!

Submitted by,

The Rev. Terri Ann Grotzinger
Rector

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

January Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Much of our work this month focused on getting out our message about our Lessons and Carols and Christmas services. We updated the look of the rotator on the website to make sure that it had a Christmas feel to it and that it also contained all the information regarding our services in an easy to find format. In addition to the Lessons and Carols and Christmas rotators on the website homepage, we created a Christmas information panel on our homepage with an invitation to our Christmas services. Clicking on any of these links in the panel took you to a Christmas services information page with information about each of the services that we offer. The full holiday worship schedule for the remainder of Advent through the Sunday after Christmas was listed in the sidebar on this page as well. A link to this page was also found on the Worship services page on the website. I think it was helpful to visitors and to our parishioners as well to have all this information in one place. You could also access information about the services by clicking on the individual events on our website calendar. We also created Facebook events for each of the special holiday services, and we did this on our Pushpay app as well. We also used the Facebook events to invite members to participate in each of the individual services. We also used Facebook, the Spirited Times and the Pushpay app to get the late word out about Bishop Marty Stebbins being able to preside at the Lessons and Carols services. Attendance was excellent at the Lessons and Carols service this year with over 150 people attending, many from the community. Our early Christmas Eve service continues to be a popular time with over 170 people participating. The later Christmas Eve service had a modest crowd of around 150 this year.

Our use of the “Google My Business” information was also positive with a number of views of the Lessons and Carols and both Christmas Eve services. We will continue to use this free service throughout the year.

We’ve also been busy developing posters and rotators for upcoming events in January including the Warm Hands, Warm Feet sock drive, the Good Book Club Sunday morning book study, the Old Testament book study, the Annual Meeting, and the need for delegates for Diocesan Convention. We’ve kept the website up to date with information about these activities. We’ve also shared information about these events in our Sunday bulletins, in the weekly Spirited Times and on the Pushpay app. We are in the process of creating Facebook events for the Annual Meeting, the Warm Hands, Warm Feet sock drive, the Good Book Club Sunday morning book study and the Old Testament book study. We will use these Facebook events to create more interest and to invite people to these events.

I continue to update weekly the content on our Pushpay app so that it is fresh. Currently there have been 153 downloads of the app. We are seeing more people use the app or the giving link to make payments on Pushpay for glass recycling and altar flowers, in addition to payments to the General Fund. To date we have seen 200 transactions totally \$22,566. I am continuing to make available the information about the different ways to access Pushpay for giving, and we will also include that information in people’s year end statements.

– Judy Parock

B) Holiday Market – Marva Gallegos

The Holiday Market activities concluded with the Bake Sale on December 15. Thanks to Laura Taylor and the Bake Sale Committee as well as the many parishioners who baked or purchased goodies, an additional \$1,036.81 was made. That brings the total for the Holiday Market to \$16,496.69.

– Marva Gallegos, Vestry Liaison

- C) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)
Reception committee report: There were no receptions in December.
– Anne Cohen

Coffee Hours: We were able to fill out the schedule for the remainder of the December Coffee Hour hosts. We have put out sign-up sheets for January through March for the Coffee Hours.
– Kathy Swannack, Coffee Hour Coordinator

- D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: The light in the sacristy has given out, and we decided to upgrade the fixtures to use LED bulbs. They can retrofit the fixtures to bypass the ballasts, so it wasn't necessary to replace the entire fixture. We also had them replace the fixture in the sacristy hallway by the bathroom and in the stairwell leading up to the choir room. We also went ahead and had them replace the 24 2-lamp fluorescent fixtures in the parish hall with these LED ballast bypass lamps as well. All of these lighting changes provide much better lighting and greater energy savings. In addition, we will receive a rebate for all of these installations. J&M Electric came on December 10 to make these changes.
– Margaret Borg

- E) Rummage Sale – Ann Wiltse and Helen Matveyeff (Marva Gallegos, Chair)
Rummage Sale has nothing to report at this time.
– Marva Gallegos, Chair

- F) Social Concerns – Elizabeth Ettenger (Jim Wiley, Chair)
No written Social Concerns report for this meeting as the Social Concerns Committee will be meeting on January 7.
– Jim Wiley, Chair

- G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)
Spiritual Formation and Assistant Priest's Report:
Advent Wreaths & Crafts. We hosted this annual event again this year. The numbers were down slightly from last year perhaps in part to the calendar and the way the first Sunday in Advent fell on the weekend immediately after Thanksgiving. Different from previous years, the day of the event was facilitated completely by volunteer leadership. It was a tremendous team effort.

The Way of Love. Jocelyn Siler and Jerry Fetz taught this 3-week Sunday morning class based on the Presiding Bishop's initiative: The Way of Love—Practices for a Jesus Centered Life. Jocelyn and Jerry were very enthusiastic about the class and the content. It varied in size from 5 to 12 participants. They recognized that the class helped members build deeper connections with one another and learn practices to enliven their faith. They felt that the class revealed an important next topic: how to share one's faith.

Education Planning. I began planning for the Lenten program on racism and reached out to resource people at the University and within our parish to help with initial resources and content. Began reading and research.

Pastoral Care. I continue to provide some limited visits for pastoral care. I took advantage of the post-holiday time to connect with folks who are oftentimes too busy. I was on-call for emergencies for Terri while she was away after Christmas.

Community Networking. I have begun to incorporate community events as part of my assistant priest role, meeting with the leader of Confluence, a new young adult ministry program in Missoula, and attending the memorial event for homeless people who died in 2019. I also attended a Menorah Lighting celebration at one of our local Jewish communities.

Church School. During December I met with pageant volunteers and did planning for the pageant. I was the leader in Church School once during December and then also lead the Christmas pageant practices.

Confirmation. I worked with PJ to determine dates and content for our first three Confirmation sessions and I am currently working with him to craft a letter to send to families, inviting their children to participate.

Volunteers. I continue to coordinate with Tanya Lodahl to have volunteers in the office once a week. In December volunteers (Becki and Kirk Johnson) created a display of children's art in the parish hall, spruced up Christmas pageant costumes (Tanya Lodahl) and created a backdrop for the pageant (Diane and Dale Rasmuson).

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

This has been a pretty light month for Youth Ministry, due to Winter break. We had the Youth Group Christmas party and regular QUEST meetings, and that's been it as far as gatherings. We've also opened registration for Confirmation Classes that will begin later this month.

Thank you for your support, and happy New Year!

– PJ Willett, Director of Youth Ministry

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

Stewardship Committee members wrote notes to parishioners who had pledged in the past and whose pledges had not yet been received. Responses seemed to be positive from this effort.

As of December 31, pledges for 2020 totaled \$403,153.74; this amount results in an increase of \$34,844.84 over 2019.

We will continue to meet and analyze in an effort to continue this financial support for our parish, always attempting to Reach the Summit and discontinue a reliance on long-term investments.

To that end we say: Well done, you good and faithful servants.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison