

Holy Spirit Vestry Meeting Minutes

**Monday, February 12, 2018**

PRESENT: Terri Ann Grotzinger, Jennifer Allen, Elizabeth Ettenger, Tracey Gage, Don Gisselbeck, Mary Jennings, Candice Lindsay, Helen Matveyeff, Tom Todd, Jim Wiley, Ann Wiltse

EXCUSED: John Crowley, Glenn Hladek, Jesse Jaeger

- 1) Opening Prayer – Tracey Gage
- 2) Terri encouraged Vestry members to get acquainted with newcomers.
- 3) Finance/Investment Report – Candy reviewed the financial reports. The following things were also discussed:
  - a. The assessment is not taken out of the Mosier gift until the money is spent.
  - b. Prepayments are amortized for the year and assessments taken as they are added to the available budget.
  - c. A burial gift of \$20,000 was received in 2017 to be used at the discretion of the rector to assist with burial costs for those who cannot afford this expense.
  - d. Memorial Foundation money is left in a long-term investment and paid out when needed. Memorial Foundation allocations can be moved during the year. Money not spent transfers to the following year.
  - e. Memorial Foundation and outreach were not included in the January reports as there was no YTD budget or expenditures. The report will be redone with these and held for approval at the March meeting.
- 4) The counting schedule for 2018 has been published. Everyone is responsible for getting a substitute if unable to meet any assigned day. Let the office know who the substitute is if you get someone to substitute. It is always necessary to have two people do the count.
- 5) Memorial Foundation – Terri announced they had a recent meeting. She explained the foundation exists for the benefit of the parish though its funds are separate from that of the church. Gifts can be made to the Memorial Foundation with or without restrictions.
- 6) Old Business
  - a. Strategic Planning – Terri reported that the planning is on hold as Jesse is unable to spend time on it now. This planning is considering ways to raise additional income.
  - b. Draft Advocacy Policy – Terri stressed the importance of letting parishioners know about this. We should encourage them to provide us with any suggestions or concerns they have regarding the draft policy. Feedback is very important! Comments must be signed but will be confidential.  
**Motion to extend the response deadline from February 18 to March 3 was made; Seconded; Motion passed.**
  - c. Audio/Visual Proposal with Security Cameras –action using capital funds. This was initiated to offer a place to see and hear the service when there are too many people in attendance to sit in the church. It would provide a visual on a wall in the Parish Hall. There would be four cameras in the church and a flat screen in the Parish Hall. The proposed cost of this from Acoustic Vision LLC is \$6,270.95. There is also an additional proposal for outside cameras for security purposes with a proposed cost of \$2,383.94 which was put on hold.  
**Motion to approve the Acoustic Division Proposal for the Camera System not to exceed \$6,500 was made; Seconded; Motion passed.**

The importance of getting help when we use this system was briefly discussed and deemed essential.

- d. Emergency Preparedness – update. A walkthrough by the Police Department has been done. This will be followed by a walkthrough by the Fire Department. These are to provide Holy Spirit with suggestions for emergency situations of various kinds. Doug Anderson will be purchasing a defibrillator for the church (already approved by vestry). Though easy to use there needs to be training on how it is done.
  - e. Building utilization and fundraising policy –Decisions need to be made on the kind of functions/organizations and amount to charge and in line with insurance considerations. Terri has had several requests from outside organizations to use our facilities. John Crowley and Tracey are working on getting information from other churches on their policies.
  - f. Vestry meeting date/time. After discussion it was decided to keep the time for meetings on the second Monday of each month at 12 noon until 2 pm for now. Because of the conflict with EfM, other days of the week and late afternoon were considered.
  - g. Vestry retreat date/time. For financial and other reasons any retreat will be one day and on Saturday. Tracey will put out a Doodle Poll to see what dates might work for the vestry to meet. It was suggested that we have a stated purpose for the retreat such as an issue or problem to solve.
  - h. Mutual Ministry Review date/time. This is a meeting to discuss what was planned, what was accomplished, how we did, what we can celebrate and what we can do. It will probably not be done before fall.
  - i. Church Parking Lot. The parking of Hellgate High School students in our parking lot continues to be a problem during the week. Terri has worked with Jim Johnson (Hellgate police liaison) to find a solution to this problem but the situation is only getting worse. Terri asked members of the Vestry to form a committee to find a solution. Jim Wiley, Don Gisselbeck, Tom Todd and Tracey volunteered to work on this. Elizabeth Ettenger told us there are school board meetings every other week and suggested someone attend as a way to get some action. Don is planning to attend a meeting in the future.
- 7) New Business
- a. **Motion for the proceeds from the Pancake Supper and offerings on Ash Wednesday and Maundy Thursday services are to be donated to the Emmaus Campus Ministry and for the Good Friday offering to be donated to the Church in Jerusalem and the Middle East was made; Seconded; Motion passed.**
  - b. Tracey passed around a sheet with Ministry Liaison Assignments and encouraged Vestry members to volunteer for one.
  - c. Easter Day Vestry responsibilities which include providing breakfast for the choir and refreshments for parishioners after each of the two services. Helen volunteered to coordinate this.
  - d. **Motion for Glenn Hladek to be the Memorial Board Representative from the Vestry was made; Seconded; Motion passed.**
  - e. **Motion made to approve the gift of a special Missoula made fountain pen to Bishop Brookhart of \$205 from reserve funds; Seconded; Motion Passed.**
- 8) Ministry Reports
- a. Terri asked that all Vestry members complete the Safeguarding God's Children online training before the March meeting of the Vestry. There was a brief discussion of the importance of also observing our elder parishioners and reporting to Terri any incidence of an elder parishioner being taken advantage of here or somewhere else you may hear of.

- b. All Vestry members must be ready at the March meeting to sign that they have read and understand the Model Policy for Safeguarding God's Children.
- c. The counting procedures for new Vestry members can be reviewed by contacting the office to arrange a time to do this.
- d. A signup sheet to lead the opening prayer at Vestry meetings was passed around.
- e. Audit information has been requested and will be sent to Auditor Lynn Anderson.
- f. The next Vestry meeting will be at 12 noon on March 12 in the Parish Hall.
- g. Five Vestry members are going to the Vestry Training on March 3 at Christ Church in Kalispell.

Respectfully submitted,

Mary Jennings  
Clerk of the Vestry

**February Rector's Report to Vestry**

Faithfully,

The Rev. Terri Ann Grotzinger  
Rector

## February Vestry Ministry Reports

### A) Communications – Scott Jourdonnais (Judy Parock, Chair)

The Communications Ministry met to discuss how to utilize our announcements on KUFM Radio. Lance Collister focused on finalizing our contract for 2018 with KUFM Radio, and he reviewed and submitted copy for our Compline, Lenten services, Easter Vigil, Women's Spring Retreat and Vacation Bible School announcements. We also reviewed the weekly announcements we have that air during the "On Being" program on KUFM and the Pea Green Boat. There are three different announcements that rotate each week; each announcement paints a picture of an inclusive, nurturing church where questions are welcome. All of these announcements have been submitted to KUFM and have been scheduled to run. We have some announcements left to schedule for later in the year, and we will meet later in the spring to discuss any summer and fall announcements that we want to place. Cancelling the weekly print ad in the Missoulian has given us some extra advertising funds to put toward our KUFM advertising.

We've also been busy developing posters and rotators for the Annual Meeting, the Women's Night Out, the "Warm Hands, Warm Feet" Sock Drive, the need for Diocesan Convention Delegates, the Partners for Reintegration Reentry event and for our monthly Compline service. We've kept the website up-to-date with information about these activities and posted pictures from the Annual Meeting and the Women's Night Out on our Facebook page and shared information about these events in our Sunday bulletins and in the weekly Spirited Times. We created Facebook events for the Annual Meeting, the Women's Night Out, the Reentry event and our monthly Compline service, and used these Facebook events to create more interest in and to invite people to these events. Gretchen also sent personal invitations to *The New Jim Crow* book study participants to participate in the Reentry event as well.

The "busyness" of the season continues with the bishop's annual visitation and the start of Lent soon after our Annual Meeting, and so we have been working on promotional materials and website rotators for our Lenten series, the Sunday morning Lenten Book Study, the Good Book Club, our monthly Compline service, the bishop's annual visitation, our Shrove Tuesday Pancake Supper and Ash Wednesday services, the ingathering for Episcopal Relief & Development and the annual Red Cross Blood Drive. We've updated the website with information about these events, and we have begun promoting them in the Sunday bulletin and the Spirited Times as well. We'll be changing out the banners in the church yard soon to showcase the Lenten program.

We've been working with the folks planning the Myanmar Welcome Back Dinner and Fundraiser to help them with a poster and advertising for that event. We will begin promotion of that event in the Spirited Times soon.

As you can see, it's a busy time of the year for Holy Spirit, and we hope that the use of the posters along with our other venues of communications will help draw people to these events.

– Judy Parock, Chair

### B) Holiday Market – Tracey Gage (\_\_\_\_\_, Chair)

No report.

### C) Newcomers – Helen Matveyeff (Frank and Beverley Sherman, Jim and Jeanne Clark, Co-Chairs)

We do not have a Report for the Vestry. Since we have not met in over 2 years nor heard from our Vestry Liaisons during that time, I would suggest we be dropped from the list in the future.

– Frank Sherman, Co-Chair

- D) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)  
**Reception committee report:** The Committee hosted one Memorial Reception in December.  
– Anne Cohen

**Coffee Hours:** Sign-ups for Coffee Hour hosting continue for February, March and April. I have begun recruiting hosts for the remaining available Sundays on the schedule.  
– Kathy Swannack

- E) Properties – /Grounds; /Buildings (Margaret Borg and Kevin Borg, co-chairs)

**Properties/Buildings Report:** Temp Right was called to service the air handler in the Church School area. Gretchen Strohmaier had reported that it was making a loud squealing noise when operating. The technician lubricated the air handler and hoped that solved the problem as it was not making the squealing noise when he was here. He noted that it is a very old air handler, and it is not possible to find parts for it any more. It will need to be replaced when it fails. Kevin Borg also fixed the leaky sink in Gretchen Strohmaier's office and replaced the flushing mechanism in the children's toilet in the Church School bathroom.

**Properties/Grounds Report:** No report.

- F) Rummage Sale – Tracey Gage (Marva Gallegos, Chair)  
No new rummage sale news since we set the date of April 15-21.  
– Marva Gallegos, Chair

- G) Social Concerns – Jesse Jaeger (Jim Wiley, Chair)  
Report from the January 8, 2018 meeting:

1) Pre-Trip Report on Myanmar Visit (Clem Work)

- Four teachers traveling, leaving 1/10. Travels will take them to Yangon, then Mandalay for teacher training.
- Pat and Clem will be working at a new-to-them school with 12 teachers on English conversation, classroom mentorship; Karen and Nancy are returning to their former school, with the same teaching mission. They may have limited internet/cell access for blog-posting.
- The group will also be present for the ribbon-cutting at the dental clinic funded through HSP fundraising.

2) Field Trip Project for Myanmar School Children (Bob Deaton)

- Patti Beckley/Bob are organizing a SE Asian dinner and auction for 3/4. Goal is to raise \$1,300 in additional to \$700 already secured. Ticket prices - \$25/ or free-will offering; gifts beyond the minimum are encouraged. Goal is to have 50 in attendance.

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

- Anita is preparing for Anita/Carla meeting with Teresa Nygaard for follow-up.
- Service may also be encouraged for prison reintegration service to community. The Partners for Reintegration panel to be held at HSP 1/31 was mentioned.
- There is an Exchange Club Foundation Board meeting 1/17, and Bob Deaton encouraged Anita to work with Teresa on a specific request, plus April awareness support.

- Dorcie noted that a PP Board member will be recruited, given Tracey Gage's decision to retire from Board service.
  - Hellgate – Dorcie reported that HSP was thanked in the school newsletter; (Dorcie to send link to Jim for e-sharing). A'Lisa Scott will be contacting other congregations this month for shared ministry opportunities.
- 4) Missoula Interfaith Collaborative – Building a Core Team, Leadership Intensive 1/16-17 (Dorcie Dvarishkis)
- All MIC congregations are recruiting Core Teams for individual church and shared MIC service.
  - Dorcie distributed a Core Team Roles and Responsibilities for member suggestions.
  - The upcoming Leadership Intensive 1/16-17 was highlighted, and it was noted that any HSP people could attend this and other Leadership Intensive trainings for free. Dorcie will provide a recruitment sheet for Jim to share via email.
- 5) Ushers for MLK Day Celebration, St. Paul's Jan 15, 5:30-7:30PM (Jesse Jaeger/Jim Wiley)
- Glenn, Lucia, Anita, Carla (and Dorcie, if needed) volunteered.
- 6) Tribal Defenders Funding and Potential Additional Support (Carla Mettling)
- The Tribal Defenders office, which was represented in our panel discussion ending the study of *The New Jim Crow* is having trouble receiving \$400 Butterfly Grant, given that they don't have a system set up to receive gifts. Elizabeth has agreed to work with them on partial specific gifts against the amount approved, subject to coordination with and approval by SCC.
  - Carla noted that Tribal Defenders has lost a Federal grant and may be forced to close.
  - Carla will meet with Ann Miller to explore the scope of their funding needs, given that Ann indicated their restorative justice work would end in March without additional support. Services in the newsletter were highlighted.
  - Dorcie suggested contacting the College Foundation in Pablo regarding potential for support.
- 7) Advocacy Sub-Committee (Carla Mettling)
- Carla wanted to establish a process, timeline for recruiting sub-committee members and beginning work.
  - Glenn reported that we should prepare for announcement at annual meeting and anticipate an educational presentation and discussion before launch. Members can then be recruited and issues and approaches to advocacy can be determined.
- 8) Volunteers for February 22 Blood Drive, 1-6PM (Anita Rognas/Bob Deaton)
- Anita passed around the sign-up for service and blood donor snacks. Goal is usually 15-18 pints.
  - In addition, the date of 7/26 has also been set for a summer drive.
- 9) Preparations for Sock/Hat Donations for Poverello (Lucia Solorzano)
- The collection box is near the kitchen and will be up through January.
  - When asked for a sock preference, Bob suggested that wool is best (but may be expensive); all or blended synthetic are also good.
- 10) Other Business/Topics (Jim Wiley)
- Bob Deaton led compliments to Carla for the highlights of the annual Committee report.

- Jim Wiley thanked Clem Work for the report on the October Episcopal Migration Ministries conference. Clem Work now serves as a Diocesan contact for this; he will send the link to his report to Spirited Times.
- Carla Mettling is submitting the February Paraclete SC column; Clem Work will be submitting the March contribution.
- The group discussed Vestry financial support of community ministries and the proposed challenge of a tithe for what HSP defines as our various community ministries.

The next Committee meeting will be Monday, 2/5, 7PM.

Jim led the Committee in the Lord's Prayer to close.

Report from the February 5, 2018 meeting:

The meeting opened in Prayer, led by Anita Rognas.

1) 2018 Budget

The Committee received information on its budget for this year from the Parish Treasurer. Total budget is \$8,287, of which \$3,000 is pre-committed, as follows:

- \$1,500 for 50% of Holy Spirit's contribution to MIC
- \$1,500 for the Parenting Place and Hellgate HS programs developed over the past year and ready for implementation

Specific proposals for allocation of the budget will be developed during future Committee meetings, except that \$1,800 was approved for continuation of our Butterfly Grant program. In addition, a review of and possible return to the allocation formula used by the SCC in past years was proposed by Lucia; Dorcie will provide background on this topic prior to our next meeting. (The formula allocated spending by Local, State, National and International.)

2) Parenting Place / Hellgate HS Ministries Update

Dorcie discussed upcoming possible volunteer activities at both places and suggested requesting funding ideas from both places prior to allocation of the funds mentioned above.

Anita, with Carla and Kate, will meet with Teresa Nygaard, Director of Parenting Place, on 2/7, to discuss further Holy Spirit involvement with their program.

3) MIC Core Team

Dorcie once again asked for suggestions to recruit a "core team" to coordinate with MIC, trying to attract non-SCC parishioners to serve. The team will then engage the congregation to get feedback, prior to meeting with core team members from other MIC participants.

4) HSP February Blood Drive

Anita passed around volunteer sign-up sheets and indicated that sign-up sheets for donors will be available after the 10:15 service for the next two Sundays.

Dorcie requested information from the Red Cross on platelet donations, suggesting that this might be a more effective way to help both the Red Cross and donors.

5) Myanmar Return Dinner and Fundraiser



Bob and Patti Beckley reported on plans for this dual-purpose dinner. Their goal is to raise \$1,300 for field trips for Myanmar school children from isolated rural areas. The date for the event is Sunday, March 4, 5:30-7:30; tickets are \$25 per individual or family. An auction will be held during the dinner.

For those interested in background on Myanmar, Whitney recommended the book *Miss Burma* by Charmaine Craig.

6) Advocacy Next Steps

Glenn clarified the current status of the proposed Advocacy Policy, for which congregational feedback is being requested, per Glenn's talk at both services on February 4<sup>th</sup>. Feedback is being requested by February 18<sup>th</sup>, so that the Vestry can review the policy and feedback at their March meeting.

Carla will provide links to The Episcopal Church website which list areas for advocacy endorsed or being pursued by the national church.

7) Other Business

Jim emailed copies of the Partners for Reintegration handout from the panel discussions held on January 31<sup>st</sup>. Members were asked to consider how else HSP might support reintegration efforts and Lucia suggested that this may be an important area to focus on for advocacy.

The next Committee meeting will be Monday, 3/5, 7PM.

Jim led the Committee in the Lord's Prayer to close.

– Jim Wiley, Chair

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

**Spiritual Formation:**

***A Thrill of Hope, Sunday morning class for adults*** finished up in January. A variety of folks came between services to participate in this DVD class. They enjoyed the format, using art to delve deeper into the Christmas and Epiphany stories. Thanks to Holly Swartz and Bonnie Lee for facilitating.

**Annual Meeting.** Spent time in January working with Elaine Higuera to create a slide show for our annual meeting. Elaine did a great job capturing 2017 for us!

**Lenten Plans:** Good Book Club. Researched resources for Lent. Participated in a webinar, hosted by Episcopal Church Foundation and learned about an effort of the national church to encourage the reading of Luke and Acts during Lent and Easter. Signed on to participate as a congregation. Began publicizing resources to support this Bible reading. Class for adults will be offered between services during Lent, featuring readings from the book of Luke.

**Partners for Reintegration.** Representatives from PFR presented statistics of our local jail population and detailed new programs focused on jail diversion. Participants learned about community-wide stumbling blocks to reintegration and issues within the legal system. A group of about 20 folks attended.

**Plans:** Bishop Gallagher Visit. Worked with Dorcie Dvarishkis to plan for Bishop Gallagher's spring visit and to prepare an education session about the church's response to the Doctrine of Discovery.

**Church School.** The children are beginning plans for a service project for Mountain Home Montana. They will be assembling Easter baskets for the children in residence there.

– Gretchen Strohmaier, Director of Spiritual Formation

**Youth Ministry:**

This month has been short, but good for youth ministry. We had our first Youth Group of the year and we had 14 kids, which is a killer turnout! At Quest we started a new curriculum and discussed acceptance and Martin Luther King, and we will be continuing talking about acceptance as one of our main topics in Quest throughout the rest of the year.

This upcoming month we will have Quest, Youth Group, and we are once again starting Youth Pack with other churches in town, which should be excellent! There will also be several youths being confirmed this month. Toward the end of February, we are also having a youth ski trip, which is always a good time!

Thank you for continuing your interest in youth ministry and all that you do!

– PJ Willett, Director of Youth Ministry

- l) Stewardship – ( , Chair)