

Holy Spirit Vestry Meeting Minutes

Monday, March 12, 2018

PRESENT: Jennifer Allen, John Crowley, Elizabeth Ettenger, Don Gisselbeck, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Candice Lindsay, Helen Matveyeff, Tom Todd, Jim Wiley, Ann Wiltse

EXCUSED: Tracey Gage, Jesse Jaeger

- 1) Opening Prayer – Jim Wiley
- 2) Spiritual Reflection – Terri Ann Grotzinger
- 3) Administrative/ Business Matters
 - **Motion to appoint Ann Wiltse Clerk of the Vestry; Seconded, Motion Passed**
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence, newcomers – Terri Ann Grotzinger
 - Terri read Jesse Jaeger's formal resignation from the Vestry (attached) and expressed her thanks for his service. Terri would like us to fill the vacancy on the Vestry as soon as possible.
 - Terri read a note from Bishop Brookhart, thanking Holy Spirit for the gift of the fountain pen
 - Terri sent letters to the Missoula County Public School (MCPS) Board requesting that our parking lot issue be added to their meeting agenda at the request of the MCPS Board
 - There were no newcomers formally listed
- 5) Candy reviewed the financial reports
 - Candy noted a few line items from the January Treasurer's Report that have been added/corrected
 - **Motion to approve the January Treasurer's Report; Seconded, Motion Passed**
 - **Motion to approved the February Treasurer's Report; Seconded, Motion Passed**

6) Old Business

- Terri reminded Vestry members to complete Safeguarding God's Children training and read the Safeguarding Policies as soon as possible.
- Ministry liaison assignments completed at the February meeting were reviewed.
- Terri gave an update on the audio-visual / security camera proposal. Several methods and cameras were demonstrated on site, a method was agreed upon and PJ Willett will assist with system operation.
- Glenn gave an update on emergency preparedness. We are still waiting on a report from the police department regarding their walk-through of the facility. Hiring a consultant to lead training has been tabled, and other training options will be explored.
- John and Tracey found several examples of building utilization policies that will provide a good starting point for crafting our own policy regarding use of our space, and they continue work on the issue.
- The task force working on the issue of student/public use of our parking lot met and considered some first steps. Don made a public comment at the March MCPS board meeting and the board encouraged us to get the topic added to their official agenda.
- Easter Sunday reception was discussed. Vestry needs to plan and assign tasks; Helen will take the lead
- Strategic planning is on hold
- Terri gave an update on the Bishop search and timeline
- Terri announced that the Vestry retreat will be April 29th; 12:30 – 5:00
- Written comments that were sent to the Vestry regarding the Draft Advocacy Policy were reviewed. Discussion will continue at next month's meeting.

7) Date and time for next Vestry meeting; Monday, April 9, 12:00 – 2:00

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

March Rector's Report to Vestry

What most comes to mind is the passing of the Rev. Donald Guthrie and the memorial service held here on March 2nd. Pastoral care was offered in the days prior, and during the days following as we planned his service. My thanks to everyone who gave of their time in support whether for the service itself, or the reception following. It was a meaningful time with the Bishop, Rev. Steve Oreskovich, our deacons and clergy who were able to come from Missoula and around the diocese. Other pastoral visits were made to several of our elders in the hospital and those coming by the office.

Planning for Holy Week has been a priority, reviewing what was done last year in my absence. Each day's liturgy has been crafted using what folks liked from that time as well as what has been done in the past. I will be going through every bulletin yet today and finalizing the order of service and music for each. The Staff has been a great help in thinking all of this through. This year I decided to try a change to fellowship around Maundy Thursday and Good Friday, moving the soup lunch from Friday to 6pm on Thursday. This was done to allow the service of Good Friday to have an on-going silent and reflective ending, followed by short readings with times of silence in between in the hour following. This also allows those who would normally host the soup lunch to participate, something several of them desired as well. It also positions the soup dinner as a natural movement into the Maundy Thursday service which involves themes of the last supper of Jesus with his disciples. We will give it a try and see how things go.

There have been adjustments made in the 10:15am worship service to make things a bit easier for our acolytes, so that we retain the flow of the liturgy while involving everyone a bit more, including those in the congregation who will be asked to bring up the gifts of the people, the bread and wine, each week. I have met with the Head Usher Gary Swartz, Altar Guild, the Deacons, Choir Director/Organist Nancy Cooper, and Acolyte Director Mary Jennings several times about all of this, and we are in the process of training the acolytes week by week in the new procedures. We appreciate everyone's patience with the teaching and learning as we go along.

I participated in a solid review of the Episcopal Church Canons by the Rev. Cn. Bradley Wirth as he taught them to diocesan seminarians as part of their ordination process. They change every three years and it is important to know what we are required to do in our work and in support of the diocese. This is especially true in my service on the Standing Committee (S.C.) as we are involved in the Bishop Search process. Speaking of that: I met again with the S.C. as we oversee the Bishop Search process. I will be updating the Vestry and Parish as we go along.

Gretchen and I have been working together in support of the Lenten Potluck programs. Let me say that we have both been blessed by the sharing of members of the parish regarding their experience of such things as worship, prayer and community. Ask anyone who has been able to attend, and you will hear how meaningful this time has been. Gretchen and I have also been meeting with our youths who were confirmed recently, to reflect on their experience, do additional teaching, and to help them discern how they will make a further commitment to parish life going forward.

Faithfully,

The Rev. Terri Ann Grotzinger
Rector

March Vestry Ministry Reports

A) Communications – (Judy Parock, Chair)

Planning has been underway throughout the end of February and into March promoting the start of Lent and our Lenten program. We developed posters for our Ash Wednesday services, our Shrove Tuesday Pancake Supper, our Lenten program, the Good Book Club, the Sunday Morning Book Study and the bishop's visitation. We used that artwork to advertise the events on our church Facebook page, and posted pictures from these events to our Facebook page. We created Facebook events for the Pancake Supper, Ash Wednesday services and the Lenten potlucks and used them to spread the word about those functions.

Our ads on KUFM, in addition to promoting our monthly Compline service, also showcase our weekly Lenten program, "Held by something bigger: Celebrating the depths of faith." Our banners in the church yard also highlight both our Lenten program and our monthly Compline service. Thank you to Frank Sherman for faithfully changing out the banners.

Planning continues for the Myanmar Welcome Back Dinner and Fundraiser planned for March 4, organized by Patti Beckley and Bob Deaton. Again, a promotional poster was created by the church office for distribution within the parish and the wider community. The information about the Welcome Back Dinner and Fundraiser was also placed in the Spirited Times, the Sunday bulletin and on the church Facebook page. We created a Facebook event for the dinner and invited members of the parish to come to the event and participate.

I worked with Keith Kuhn to develop a poster and publicity materials for the Bishop Nominating Committee listening sessions beginning in April. These materials may be used around the diocese to promote the listening sessions. We have also continued to work with the Rummage Sale ministry to plan the publicity for the upcoming Spring Rummage Sale also slated to happen in April. We have a poster for donations and one specifically for the sale, and we've updated the Rummage Sale page on the website to reflect current donation and volunteer information, so that all the information about what to donate and when to bring items and how to volunteer is in one easily accessible place.

The website homepage has been updated with new photos which highlight some of the activities happening at Holy Spirit during Lent. We've provided a new photo of the church which looks appropriately seasonal (and sunny!), and we've also included a photo of the Lenten altar to reflect the change in season in the interior of the church. We've highlighted The Good Book Club, the Sunday Morning Book Study, and the Lenten program on the rotator on the homepage. We've used all of these photos to draw people further into the website where there is more detailed information about the various Lenten activities at Holy Spirit. Elizabeth has created a graphic on the Worship page on the website which outlines the various Lenten activities at Holy Spirit. This is an easy way for a visitor to the website to connect with all the things that are happening here at Holy Spirit this Lent. By clicking on the graphic, the visitor is taken to the Monthly Calendar which provides information about all the things that are happening at Holy Spirit during the month.

Our former rector, The Rev. Donald Guthrie, passed away on February 22, and we used the Spirited Times and the church Facebook page to pass on that information and to inform as many people as possible about the time for his memorial service.

– Judy Parock, Chair

B) Holiday Market – Tracey Gage (_____, Chair)
No report.

C) Newcomers – Helen Matveyeff (_____, Co-Chairs)

D) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)
Reception committee report: The Reception Committee provided for the Confirmation Reception in February.
– Anne Cohen

Coffee Hours: Sign-ups for Coffee Hour hosting continue for March and April. I will be leaving town and will make sure before I go that we will be covered for most of March.
– Kathy Swannack

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

Properties/Buildings Report:

The flushing mechanisms have been replaced in the children’s toilet in the Church School and the toilet in the parish hall. And the faucet in the sink upstairs in the parish office has been repaired.

The fan system in the Church School had been making significant noise. The repair man lubricated the unit a number of weeks ago and said that replacement parts were not available due to the unit’s age. However, the noise has increased to the point that the system can’t be used, and the system will need to be replaced. Bids will be solicited and presented to the Vestry for consideration.

The equipment for the audio-visual system in the parish hall has been ordered. It may be possible for the system to be installed on March 26 or 27. Otherwise installation will take place just after Easter.
– Margaret Borg

Properties/Grounds Report: No report.

F) Rummage Sale – Tracey Gage (Marva Gallegos, Chair)

The Rummage Sale committee met March 5 to organize and prepare for the sale on April 20 and 21. Members of the committee agreed to lead sections of the overall sale. We will have sign-up sheets after church in the parish hall March 25, April 8, and April 15. Hopefully we will be able to generate lots of interest as the sale is a fun, community building ministry. Pricing and layout of the sale will remain the same as last year. There is a link with more information about the Rummage Sale on the church website under parish life. We are all looking forward to a successful sale.
– Marva Gallegos, Chair

G) Social Concerns – Jesse Jaeger (Jim Wiley, Chair)

Social Concerns Committee Report to Vestry from Meeting on 3/5/2018

2018 Budget

The Committee discussed and agreed tentative allocations of funding (local vs. Diocese-wide vs. national vs. international) and guidelines for funding decisions. This will apply to the \$4,987 not already committed to MIC and Butterfly Grants.

The first 2018 Butterfly Grant was approved to support Blackfeet Nourish (\$300) to help with their emergency situation. A second Butterfly Grant application was received from Mary Tromly and will be decided next month.

Some concern was expressed that Butterfly Grant requests might be too repetitive and not achieving the goal of involving the broader HSP community in thinking about social concerns. It was agreed that Clew would write an article for the *Paraclete* with some history of the program, to encourage broader participation.

As requested, the above information regarding utilization of funding will be provided to the Memorial Fund Board.

Episcopal Public Policy Network

Audrey provided information on the Lenten Series being provided by this Network, focused on Civil Discourse, and suggested that it would be of interest to the committee and relevant to HSP's potential Advocacy Policy. Committee members will review the material suggested by Audrey for discussion at next month's meeting.

February Blood Drive

Bob reported that our February Blood Drive was a success, achieving the goal set with the Red Cross. Especially encouraging was the broader participation of HSP parishioners.

The Red Cross has requested that we plan our next drive for July, based on the seasonality of their needs for blood.

Myanmar Dinner

Bob reported that the dinner to welcome back returning teachers and to raise funds for school trips in Myanmar was a great success. More than 70 parishioners attended, and funds raised exceeded the goal by nearly 100% (\$2,600). Understanding that the purpose of these funds was clear from the outset, all will be made available for the Studer Trust school trip program.

Parenting Place / Hellgate HS Ministries Update

Dorcie discussed upcoming possible volunteer activities at both places and specifically mentioned that volunteer help will be needed at Parenting Place on March 24. In addition, there will be several activities during April to raise awareness of child abuse and neglect prevention.

Suggested funding ideas have been requested from both places for allocation of the funds mentioned above and are currently pending.

An informal "pop-up" funding effort was started to help Hellgate HS students with laundry vouchers, at the 8:00 service only, for the month of March.

Tribal Defenders (Pablo)

Audrey reported on an event held by the Tribal Defenders Office and attended by Anita, Jim and herself. This Public Defenders office is trying to maintain an effective Re-Entry program for recently incarcerated tribal members, for which Federal funding has not been

renewed. They are asking the Tribal Council to provide funds to continue the program, for which a decision is pending.

Audrey identified one area where HSP might be able to help, and that is with the software needed to allow them to collect and utilize data more effectively. At this time, they do not have the capability to use data effectively in their grant/funding applications. Consideration of this was postponed until it is clear that the Re-Entry program will be continued, and subject to exploration of potential UM support with data collection/utilization.

Other Business

Jim reminded SCC members that there are two potential sources of funding from the Diocese: the Vickers Fund (for programs that enhance ministry, with emphasis on retreats and healing) and the VMI-MO Fund (available to help churches and groups establish new ministries).

The next Committee meeting will be Monday, April 2nd at 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:

Confirmation Class: Terri and I have been meeting with the confirmation kids for several weeks providing education about this new step in their life of faith, encouraging them to own their faith, and challenging them to find ways to serve.

Lenten Preparations: Much time in February was devoted to preparations for Lent, researching materials, ordering resources, and preparing supplies to support members of the parish, both young and old, in the observance of Lent.

The church school children have continued their focus on service during Lent and have had several opportunities to “get their hands dirty” doing projects around the church. Over the next couple of weeks, they’ll be working on a service project for Mountain Home Montana.

A Journey with Luke. This adult book study on Sunday mornings began in February and 6-8 participants have come together each week to review the weekly readings in Luke (From the Good Book Club) and discuss features and characteristics of Luke. It has been a lovely time of community building.

Wednesday Evening Series—*Held by Something Bigger: Exploring the Depths of Our Faith*. There has been a lot of enthusiasm about these Wednesday evening Lenten programs. A variety of members from the parish have shared about topics related to the basics of faith. The speakers have done great work putting words to their experience and encouraging and inspiring us all to do the same.

– Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

February has been slow, but enjoyable for youth ministry. We only had one youth group this month, because we also had the ski trip, which went very well! There was also a youth pack meeting this month which was poorly attended, which is always unfortunate.

In Quest we have discussed what Lent is and why it's important. We have also watched videos on, and discussed faith and following the teachings of Christ.

Coming up this next month we have regularly scheduled youth groups and Quest, plus another youth pack meeting.

I appreciate the continued support given to our youth ministry, thank you very much.

– PJ Willett, Director of Youth Ministry

I) Stewardship – (, Chair)