

## Holy Spirit Vestry Meeting Minutes

Monday, August 20, 2018

PRESENT: John Crowley, Elizabeth Ettenger, Tracey Gage, Terri Ann Grotzinger, Mary Jennings, Candice Lindsay, Tom Todd, Jim Wiley,

EXCUSED/ABSENT: Jennifer Allen, Don Gisselbeck, Glenn Hladek, Helen Matveyeff, Ann Wiltse

GUESTS: Casey Dunning, MIC Executive Director; Laurie Harris, MIC Business Manager; Jeannie Warner, President of John Ellis Endowment

- 1) Opening Prayer – Rev. Terri Ann Grotzinger
- 2) Family Housing and MIC (Missoula Interfaith Collaborative)
  - Casey Dunning reviewed the current situation in Missoula for homeless families and the insufficient capacity to provide housing for those who need assistance. He discussed the plans for a new facility that will provide additional housing. Casey encouraged Holy Spirit to support and participate in the campaign to address this community challenge.
- 3) Administrative/ Business Matters
  - **Motion to approve June Minutes; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
  - Terri reviewed the list of newcomers encouraging everyone to connect with people they do not know and to wear our nametags.
- 5) Financial report
  - Candy announced that she was retiring as Treasurer of the Vestry effective December 31. Terri thanked her for her many years of excellent service to Holy Spirit.
  - Under the new Diocesan Assessment Plan the assessments will be based on a three year look back. The monthly assessment for each church in the diocese will be determined at the beginning of the year. Our assessment therefore will be the same every month starting in 2019.
  - After a review of the financial reports by Candy, **Motion to approve the June and July Treasurer's Reports; Seconded, Motion Passed**
- 6) Memorial Foundation - no report.
- 7) Request from John Ellis Endowment

- Jeannie Warner reviewed the purpose and accomplishments of the John Ellis Endowment, a 501C-3 organization. **Motion to approve the request to provide a place/link for it on the Holy Spirit Website; Seconded, Motion Passed.**
- Jeannie's offer of a fee for this was refused. She is going back to the John Ellis Board to look at the possibility of a donation to Holy Spirit.

8) Memorial Board Foundation

- A discussion was held regarding the status of the Holy Spirit Memorial Foundation as a Type I supporting organization based on information provided by Jeannie Warner (from IRS and Legal Consult).

9) Old Business

- Follow up from Vestry retreat is carried forward.
- **Motion to approve the use of towing as a means to protect church parking lot for Holy Spirit staff, visitors, and volunteers; Seconded, Motion Passed**  
This followed much discussion of other options including gates or chains. Terri will notify the Principal at Hellgate High School that we will be doing this starting in September.
- Terri reported that there are three positions on the vestry that need replacements. Jesse Jaeger resigned several months ago and is unable to return. Jennifer Allen has resigned having temporarily accepted the open Assistant Administrator position in the office. Mary Jennings is resigning due to the continuing scheduling conflict with EfM. Jim suggested considering another time for the Vestry to meet making it possible for Mary to continue to serve. We will consider this at the October meeting.
- John reported that our insurance policy reflects what we requested including increasing the deductible to \$5,000 from \$1,000.
- **Motion to approve the revised Building Use Policy; Seconded, Motion Passed**
- John will contact Kent Watson for an update on the status of the Solar Panels to be installed at Hellgate High School.

10) New Business

- **Motion to accept the 2017 Audit and Recommendations as Received; Seconded, Motion Passed.**
- The Vestry acknowledged receipt of the 2017 Audit to the auditor with the "Vestry Letter" from the Diocesan website.
- **Motion to give the auditor a \$200 gift card; Seconded, Motion Passed. Tracey Gage to purchase and send.**
- Terri reported that Jennifer Allen has accepted a temporary position in the office to perform some of the Office Assistant/Bookkeeper functions previously done by Elizabeth. The Personnel Committee will look at the

duties and define new/old duties before considering a search for a permanent replacement.

- Wind/Hail deductible to be carried forward.
- **Motion to approve Elizabeth's Online Giving recommendation for a year (from the time it is launched); Seconded; Motion Passed.**

11) Date and time for next Vestry meeting; Monday, September 17, 12:00 – 2:00p.m.

Respectfully Submitted,

Mary Jennings

## August Vestry Ministry Reports

### A) Communications – Jennifer Allen (Judy Parock, Chair)

It has been a busy summer! We had Gretchen Strohmaier's ordination to the transitional Diaconate on June 5, and Mark Dvarishkis took lots of wonderful photos which we used on our church Facebook page to highlight the event. We created a slideshow of different photos from the ordination service to serve as the Facebook cover for the church page, and it looked great. The national church also wanted us to capitalize on the good press generated by the Presiding Bishop's sermon at the Royal Wedding, and they created a number of posts that we could use to use on our Facebook page highlighting the Presiding Bishop and his words. We used a number of those posts on our page.

We continued to promote our church events this summer. We created posters for the blood drive in July and for the church picnic as well. Rotators for both events were created for the home page of the website, and we created Facebook events as well to invite people to the events. We used the Facebook event to good effect for the Meaningful Movies held in July and August as well. The Social Concerns Committee has noted that attendance has been up at their Meaningful Movies this summer.

With General Convention occurring in July and Rev. Terri and Pru Randall from our parish attending as Lay Deputies, we wanted to make sure that the congregation was educated about the workings of General Convention. I created two bulletin inserts to explain about General Convention and the work it does, and general information about General Convention was also displayed on the Wider Church bulletin board in the parish hall. Information about how to follow the activities at General Convention was included in the Sunday bulletin, on the church Facebook page and in the "Spirited Times." Pru Randall will follow up with an article about General Convention for the September *Paraclete*.

A great deal of work this past month has gone into getting the church ready for fall start-up. We created a poster featuring the Church School theme "God's Hands" and worked with Gretchen to create a unified look for the registration forms using that theme and graphic. Working with Terri and Gretchen, we started our preparations for our "Fall Kickoff Sunday" on September 9 when we will have representatives from various church groups available in the courtyard after the 10:15 a.m. service, helping to explain their ministries and to sign people up. We updated the graphics to use in the "Spirited Times" and on the signage that will be used at the event. We will be using these posters on our sandwich board sign to attract attention to these events and to increase our profile in the neighborhood.

Our advertising on KUFM has some spaces in it for the fall, and we discussed those at our staff meeting in August and determined what activities we wanted to feature. We continue to use these ads to highlight our monthly Compline service and the Blessing of the Animals service, as well as the Lessons and Carols service.

We continued to promote church events coming up this fall. The plans for the start of Church School, the yoga class in the church, the class on civil discourse, "Practicing Advocacy with Civility," and the Blessing of the Animals were all promoted through the Sunday bulletin, 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.

Elizabeth Serviss was able to get the new website online in July before she left for her new position, and we think that the website looks great! It presents a picture of a lively, vibrant parish with lots of different ways to get engaged. We invite you to take a look at it. It is what is called a "responsive" website, so that the website screen displays differently depending on the device you are using to view it. It definitely has a fresh look, and we will work on refining it over the next few months. We would like to add an online giving page to the website, and we should be able to do that once the Vestry gives their approval to proceed.

– Judy Parock, Chair

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

We do not have a Chair for this Ministry despite trying over the past year to obtain one. We feel this will be a perennial problem so rather than seeing the Market cease to exist for lack of leadership we are exploring ways for it to happen without a leader. A working group is being formed and will be meeting the end of this month to finalize a plan for the way forward. We are very hopeful this will be a long-term solution for the future direction of the Market.

– Diane Rasmuson

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

**Reception committee report:** There were no receptions in July.

– Anne Cohen

**Coffee Hours:** Lori Cordis took over setting up the summer Coffee Hours on Memorial Day weekend and will continue with that set-up through Labor Day weekend.

– Kathy Swannack

D) Properties – Jim Wiley (Margaret Borg and Kevin Borg, co-chairs)

**Properties/Buildings Report:**

NorthWestern Energy has quoted the price of \$1101.00 each to install electric service to the entry and exit locations in the Church parking lot. The price includes the cost of required permits and repair to concrete and asphalt cut in the installation. This price, however, does not include any costs for electrical work required to install electrical boxes to receive the service and to run service from the boxes to the end locations. This will need to be done by licensed electricians and estimates for this work will not be requested until further notice.

The Church has not been billed for water service to the parking lot. Missoula Water is now requiring the installation of a water meter for that service. Because the

water meter will be removed at the end of the irrigation season and reinstalled in the spring, it seems reasonable to have the meter installed next spring. Quotes will be obtained this fall and with the approval of the Vestry installation will be scheduled for a specific date in the spring. Cost of installation is predicted to range from \$2000 to \$3000.

Discussions with Missoula Water about the parking lot included a recommendation that the Church install a meter for the buildings and grounds. It is anticipated that actual use will cost less than a standard monthly rate. However, the lawn sprinkler system is old and iffy and will need to be replaced prior to water use being metered.  
– Margaret Borg

E) Rummage Sale – Tracey Gage and Helen Matveyeff (Marva Gallegos, Chair)  
Nothing to report at this time regarding the rummage sale.  
– Marva Gallegos, Chair

F) Social Concerns – Elizabeth Ettenger (Jim Wiley, Chair)

1. Within the framework of the specific “next steps” most appropriate for implementing the Advocacy Policy approved by Vestry, several Committee members (Carla, Clem and Jim) met with The Rev. Gretchen Strohmaier to develop plans for a workshop.

- Dates: Sept 25, Oct. 2, Oct. 9, Oct. 16 and Oct. 23
- Sessions to combine elements of the Civil Discourse curriculum developed by the Episcopal Public Policy Network and practical aspects of advocacy work
- It is suggested that the “example” of how advocacy would work prepared for Vestry should be made available to the congregation
- As before, the idea is to request and encourage parishioner suggestions for initial advocacy by HSP; as an alternative, the SCC would probably recommend either advocating for the restoration of funding for case managers for the disabled and mentally ill in Montana, or advocacy related to incarceration and reintegration issues

2. Dorcie reported on our Parenting Place and Hellgate ministries:

- Dorcie is seeking a replacement for Anita as Coordinator with Parenting Place, based on suggestions provided by the Committee
- Parenting Place has provided initial ideas for funding opportunities, which are under review by the Committee
- Parenting Place continues to need several volunteers – to paint a bathroom, to coordinate pick-up of Bed, Bath & Beyond donations and to help with gardening
- On Hellgate, Dorcie is expecting feedback on how they perceive our relationship developing, but not until the new school year begins in late August

3. On a separate subject, Dorcie informed the Committee about a statewide effort to screen for “victimization and trauma,” which aligns closely with

considerations of Adverse Childhood Experiences used by Parenting Place. This is apparently being supported by the Montana Association of Christians.

4. Butterfly Grants:

- Bob Deaton provided a follow-up report on the Butterfly Grant to assist with an exoneree recently released from prison through the Innocence Project
- The Committee approved a Butterfly Grant to support a "Rainbow Crosswalk" in Missoula, representing our openness to the LGBTQ+ community

5. The Summer Blood Drive resulted in 17 units of blood, slightly below the Red Cross target. It was suggested that future summer blood drives be held in the morning, due to high afternoon temperatures.

6. Carla discussed upcoming "Meaningful Movies" at both meetings and reported that attendance has been approximately double last year's attendance.

7. Lucia reported at both meetings on the progress of the August Book Bash, scheduled at Lowell School on August 16. A total of 11 other churches/faith communities have joined with Holy Spirit in this effort, and over 2,000 books will be made available this year.

8. Gretchen Strohmaier attended the August meeting. First, she wanted to update herself on our activities. Second, she wanted to explore how Church Youth might work with the Committee on service projects. She also expressed concern that several local issues might not be getting the attention needed, specifically suicides and drug abuse.

9. Jim mentioned that he has started volunteering at the Missoula Food Bank and asked for ideas on how Holy Spirit might coordinate better with them.

Several ideas emerged, including:

- Adding books to their backpack food program (for 2019, as extra 2018 books are already committed to Alberton)
- Creating food banks at Hellgate High School and Parenting Place
- Placing books in the waiting room at the Food Bank

Jim will explore these ideas with the Missoula Food Bank.

The Committee's next meeting will be September 10<sup>th</sup>.

- Jim Wiley, Chair

G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)  
**Spiritual Formation June/July 2018**

**Parent Summit.** Ann Wiltse and Terri and I facilitated a Parent Summit in June to hear from families about what they value about our children's ministry programs. We had 19 in attendance, including parents/grandparents, and Church School and QUEST volunteers. It was a good start. We intend to have another couple Parent Summits in the fall and to perhaps send out a survey as well. We discussed changing

needs of families and our desire to serve those needs in the most efficient and effective way. Participants in this gathering talked about the importance of their children having a mechanism to participate at church, the value of spending more time worshipping together with their children, and the value they see in children and families having opportunities to practice service.

**Community/Diocese Meetings.** In addition to parent input, I've spent time this summer meeting with and talking to leaders at University Congregational Church, St. Paul Lutheran Church, First Presbyterian, St. Francis Catholic Church, First United Methodist here in Missoula. I also connected with St. James Episcopal Church in Bozeman and All Saints Episcopal Church in Whitefish & Columbia Falls. I asked each of these groups about their children's ministry programs to learn about what is working and not working for them. I learned that all of them are struggling with this ministry area and many are in a time of transition as they make changes in this area of ministry. I'll be creating a summary report of my findings.

**Church Picnic.** The picnic was great fun with more folks in attendance than in the last few years (70). Kathy Lundman's accordion music really sets the tone and lends to the festive feel of the day. The homemade ice cream and lawn games (more kids attended this year) contributed to the enjoyment. Silver Park seems to be the perfect setting for this event.

**Civil Discourse Class.** Planning for the five-session civil discourse class has been happening throughout the summer. The steering committee has recruited two facilitators for each session and has begun publicity about the course which is officially entitled, *Practicing Advocacy with Civility*. The curriculum comes from The Episcopal Church's Office of Government Relations and includes education on civil discourse and advocacy. The course will run on Tuesday evenings starting on September 25<sup>th</sup>.

**Planning.** The summer is a time for planning. Church School shepherds have been recruited. A new theme for Church School has been selected (*God's Hands*) and plans for Kick-Off Sunday are taking shape. Plans for education this fall and into the New Year are coming together.

– The Rev. Gretchen Strohmaier, Director of Spiritual Formation

**Youth Ministry:** No report

– PJ Willett, Director of Youth Ministry

H) Stewardship – Ann Wiltse (Paul Polzin, Chair)

The Stewardship Committee is just about to start meeting for the Fall, depending on Terri's schedule.

– Paul Polzin