

Holy Spirit Vestry Meeting Minutes

Wednesday, February 13, 2019

PRESENT: Kevin Borg, Mark Dvarishkis, Don Gisselbeck, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Kirk Johnson, Helen Matveyeff, Kent Watson, Jim Wiley, Ann Wiltse

- 1) Opening Prayer – Jim Wiley
- 2) Administrative/ Business Matters

- **Motion to approve Consent Agenda; Seconded, Motion Passed**

The Vestry must approve authorized signers for the corporation by name for each account as required by Federal Regulation.

Signature Authority:

Vestry Checking Account at First Interstate Bank

Rector – Terri Grotzinger
Parish Administrator – Judy Parock
Senior Warden – James Wiley
Junior Warden – Elizabeth Ettenger
Treasurer – Mark Dvarishkis

D.A. Davidson Investment Account

For Authorizing Transfers

Rector – Terri Grotzinger
Treasurer – Mark Dvarishkis

For Online Access

Rector – Terri Grotzinger
Senior Warden – James Wiley
Treasurer – Mark Dvarishkis
Bookkeeper – Constance Gerke

Safety Deposit Box at First Interstate Bank

Rector – Terri Grotzinger
Senior Warden – James Wiley
Junior Warden – Elizabeth Ettenger
Treasurer – Mark Dvarishkis
Parish Administrator – Judy Parock

- **Motion to approve Signature Authority; Seconded, Motion Passed**

The Parochial Report was reviewed and some figures may need adjusting.

- **Motion to approve the Parochial Report with forthcoming revisions; Seconded, Motion Passed**

Kirk Johnson gave a very informative presentation on the history of stewardship at Holy Spirit and provided an analysis of our pledging units and dollars pledged over time.

- It is important to remember that pledging units are not individuals, but rather couples and families – so for example, 190 pledging units represents many more individuals.
- We should also be mindful that our membership rolls are inflated due to their very nature – everyone who has been baptized here and has not actively transferred off must stay on the rolls. Our actual number of active members is nowhere near 800, though this number is often referenced anecdotally.
- With careful review, we can see that pledging is trending in a very positive direction -- average pledge amounts are up, as are pledging units.
- The Stewardship Committee and Vestry must work together to study this data, consider what has worked and strategize for successful stewardship outcomes.

4) Parishioners' concerns and correspondence

- There were six newcomers noted this past month – for many months in a row now, we have seen a steady number of newcomers expressing interest in joining the church. Terri asked each Vestry member to reach out and greet at least one newcomer in advance of our next meeting.
- We received thank you notes from the Diocesan Council and from the Louise Burke Center for Holistic Representation for recent donations.

5) Mark reviewed the January financial report

- Mark reviewed the counting schedule and reinforced Vestry responsibility in keeping the office informed of any changes that are made.
- Everyone is very pleased that Connie has joined the administrative team, and she is getting up to speed quickly.
- There was a prior commitment made for some additional advertising that we did not consider when we zeroed out the advertising budget, therefore, we will see advertising as slightly over budget.
- Our investment income is up this month, as is the income of the Memorial Board Foundation.
- The request for additional pledges to make up the shortfall has resulted in approximately \$7,000 more dollars pledged (originally was \$11,000 but an existing pledge was cancelled due to a recent death)
- Terri reminded the Vestry that we all must be mindful that these additional amounts are not a once and done commitment, but rather are helping us re-calibrate our giving and new pledge amounts must be sustained.

Motion to Approve the January Financial Report; Seconded, Motion Passed

6) Old Business

- Active Incident Training will be March 18th from 6:30 to 8:30; Glenn kindly coordinated the rescheduling of the event to maximize participation. On a related topic, we need to determine our emergency protocol when it comes to DNR directives.
- We are still waiting for all the replacement parts for the boiler pump, some have arrived and hopefully the repair will commence soon.

- The Bishop search is progressing well and there may be a narrower slate of candidates in the near future.

7) New Business

- A Vestry Retreat will take place this year, most likely in late spring and with a focus on Stewardship
- Terri asked the Vestry to review Safeguarding God's Children
- Terri explained the purpose and duties of the Ministries Liaisons. The following liaison assignments were noted:

Kevin Borg & Kent Watson, Buildings and Grounds

Elizabeth Ettenger, Social Concerns

Don Gisselbeck, Parish Life

Glenn Hladek & Mary Jennings, Spiritual Formation

Torian Donohoe, Stewardship

Ann Wiltse, Rummage Sale

- Kevin kindly volunteered to serve as Coordinator for the Pancake Supper on March 5th and Kent agreed to assist.

Motion for the proceeds of the Pancake Supper, Ash Wednesday offering, Maundy Thursday offering to be donated to Emmaus Campus Ministry and Good Friday offering to be donated to the Church in Jerusalem and the Middle East; Seconded, Motion Passed

- Lynn Anderson will complete this year's audit. The auditors requested a thank you note only for their services -- no monetary gift is needed.
- Terri briefly outlined her thoughts on Gretchen's new role and title of Assistant Priest. It may take time for everyone to adjust to our pivoting to lay-led ministries and the new focus of Gretchen's work. Terri will introduce the congregation to these changes in an upcoming article in the *Paraclete*.

8) Other Business

- Date and time for next Vestry meeting; March 13th at 1:00 p.m.

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

February Rector's Report to Vestry

Ordination: We are all getting excited as we near Gretchen Strohmaier's Ordination to the Priesthood on Feb. 23rd! She and I have been planning for a transition from her current halftime duties currently with Spiritual Formation of all ages to one that will allow her to live out the calling more fully with regard to the Sacraments and Pastoral Care to mention a few. We want to further encourage the full ministry of the Laity in taking over the hands-on leadership and hands on ministry of Spiritual Formation and have begun steps to make this transition happen. Gretchen will gain practical experience in her priestly role as we intentionally move in this direction. More details will come as we go forward.

Pastoral: I celebrated the Baptism of G. Lounsbury; offered pastoral support prior to end of life and memorials for Anders Hanson, Craig Swartz, and Marty Mikelsons and their families and loved ones; offered the Rite of Reconciliation of a Penitent (BCP); and direct pastoral support to several others.

I am pleased to say that the first meeting of those interested in "Hatch an Idea with the Rector" went very well with 6 attending. Several others have mentioned interest and there will be additional gatherings at different times and days to make it possible for more to participate. Inquirers Class is now underway with 6 people attending the first session. It is a diverse and interesting group and there may be others yet to join us.

I regularly participate in meetings associated with Vestry work (Personnel Committee for example), individual and all Staff meetings, as well as the ministry of Stewardship. I was pleased with the Annual Meeting held on January 27th where we had a good turnout, handled our business and had excellent participation! Special thanks to Judy Parock for gathering the Annual Report together and to Anne Cohen and all those who offered a beautifully welcoming lunch with great hospitality! Thanks also to new Sr. Warden, Jim Wiley, for his presentation on behalf of the Vestry regarding our annual budget shortfall and the articulation of a way forward to free us from it.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

February Vestry Ministry Reports

A) Communications – Judy Parock, Chair

We've been busy developing posters and rotators for the Warm Hands, Warm Feet sock drive, Terri's class, "Hatch an Idea with the Rector," the blood drive, the "Evicted" book study, the Annual Meeting, the need for Convention Delegates and for MAC Day at the Legislature. We've kept the website up-to-date with information about these activities and posted pictures from the Annual Meeting 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 Warm Hands, Warm Feet sock drive, the "Hatch an Idea with the Rector" meeting, the "Evicted" book study, our monthly Complaine service, and two advocacy letter writing workshops sponsored by the Social Concerns Committee, and we used these Facebook events to create more interest and to invite people to these events.

Nancy Cooper's wonderful sung "report" for the choir at the Annual Meeting was also posted on the church Facebook page. This was a great way to share with a larger community all that our amazing choir does throughout the year, and it also showcased Nancy's creativity.

I also updated the information on the "Wider Church" bulletin board in the parish hall. The first update featured information about MAC Day at the Legislature, and the most recent update shared information about current news events from the Episcopal News Service and news from the Anglican Communion.

We wanted to make sure that the parish was aware of the progress of the Warm Spirit project for gathering toiletries for the Family Resource Center at Hellgate High School. The girls delivered the toiletries to Hellgate High School at the end of January. Pictures of the girls making the delivery were posted on the church Facebook page and in the Spirited Times. We will be following up with an article in the March Paraclete as well.

The "busyness" of the season continues with Gretchen's Ordination to the Priesthood in February, and so we have been working on promotional materials to make sure that the congregation is aware of this important event in the life of our parish and the church as a whole. We have also been working on the booklet for the Ordination service which is very involved. A new small group begins in February as well, "Love God, Love Yourself," and we have been working on a poster and website rotators. 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.

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

B) Holiday Market – Tracey Gage

No report.

– Tracey Gage, Vestry Liaison

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

Reception committee report: There was one memorial reception in January.
– Anne Cohen

Coffee Hours: After taking a short break from overseeing Coffee Hour due to shoulder surgery, I am feeling up to coordinating this event again. We really need Coffee Hour hosts for February and going forward. We have very few sign-ups at this point. I will send out a note to the members of the Coffee Hour committee to see if we can generate some more hosts for Sundays. Rev. Terri has noted that we cannot rely on Lori Cordis to make coffee on the Sundays that we do not have hosts. The Altar Guild has made a request that we not ask Lori to do this, so that left us with the first Sunday in February with no coffee for after church.
– Kathy Swannack

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

Properties/Buildings Report: The State Boiler Inspector was here this month to examine both boilers. We have been having a number of issues with the boiler in the church office this month after the State Inspector's visit. The boiler has been shutting itself off sometime overnight, leaving the building quite cold in the morning, in the 40s and 50s. The repairman from Temp Right was here on four different occasions to correct the issue, and we hope that it is resolved.

We have also received word from Temp Right that one of the pumps has been delivered, and they are awaiting delivery of the second pump before installation is scheduled. These pumps have to be custom-made, and that accounts for some of the delay.

– Margaret Borg

- E) Rummage Sale – Tracey Gage and Helen Matveyeff (Marva Gallegos, Chair)

The date for the Rummage Sale is set for the week of April 28-May 4.
– Marva Gallegos, Chair

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

The meeting opened with participatory prayer.

1. Habitat for Humanity – Bob Brewer

Bob provided a brief history of Habitat's mission of affordable home access, their 28 years in Missoula, and Holy Spirit's history as a covenant church. He also updated us on the recent news article about the property Habitat purchased in east Missoula that is now home to 10 trailers; they will be working with the City and County on a housing project there over the next few years. We were invited to the dedication of home 55, February 21 at 5:30PM. He then presented Habitat's annual appeal to the Committee and church to help with Habitat's homes 56 and 57 on Schilling St. We were offered the opportunity to provide funds, volunteer hours, and/or lunches for the building crews. In the recent past, we have provided a combination of gifts, including \$500. This year, Bob and Lani will again match any financial gift from the church, up to \$1,000, and will provide 1-2 lunches

throughout the build season. Commitments need to be received by April 5; these opportunities will be on the Committee's March agenda for a decision.

2. Zeke Campfield, Coordinator of Welcome Back, mentoring for returning citizens – Bob Deaton
Bob invited Zeke Campfield and guests to present on Welcome Back, an 18-month-old program of assisting those returning from incarceration to be welcomed back into the community. Their program may be the only peer-led program in the state. Their focus is on working to overcome the barriers to housing, employment and community re-building. They have 8-12 solid participants, several community agencies, churches and individuals who are working to raise funds for first/last month rent/deposits, to recruit volunteers to be housing advocates, and to be part of their support community by attending potlucks, providing mentoring services, and referring returning citizens to them. We heard personal stories from guests Roger and Clemente. Bob D. will explore UTO funding and a possible Butterfly grant with them. All were invited to their potlucks, held every third Thursday in the lower level of St. Paul's Lutheran Church, beginning at 7PM.
3. Update on Advocacy – MAC Day and follow-up – Clem Work and Carla Mettling
MAC Day at the Legislature included 10-15 Holy Spirit participants and some 45 from Missoula in total. As we follow up on any MIC action alerts related to case manager funding restoration and access to health insurance for Medicaid Expansion participants, a second letter-writing session focused on Medicaid Expansion utilization stories was held February 3. The group discussed the wide variety of other advocacy issues that could be priorities for the church – immigration, climate change, bail reform, among many – but we will continue the focus on our two primary issues for now, and work to equip advocates in Holy Spirit and throughout the Diocese' parishes. Clem will reach out to participants and the parish for feedback on advocacy to date.
4. Parenting Place / Hellgate HS – Dorcie Dvarishkis
For Parenting Place, Anita Rognas and Kate Laney are working on the church's behalf on the planning team for April Awareness activities; Pat King also agreed to work on Holy Spirit's Parenting Place Sunday which is scheduled for April 7. Parishioners are also working with Parenting Place Board members on a greater and more widely advertised distribution of needed items from Bed, Bath & Beyond.
At Hellgate, A'Lisa Scott was working with the Warm Spirit Project team on delivering and organizing the 20 boxes of toiletries collected for the Hellgate Family Resource Center. Jesse Jaeger was working on a youth homeless count project February 4.
5. Poverello Center Sock/Hat/Glove Drive – Lucia – 58 lbs in total, slightly down from last two years

6. HSP/Red Cross Blood Drive February 21, 2019 – Bob Deaton and Heidi Kendall
Heidi reported that 10 of the 26 blood donor slots have been filled to date. Sarah Bennett is bringing snacks, Jim Wiley will help with registration, and Christine Hadlow will be assisting to close down the drive. Bob Deaton will recruit donors at second service February 17th; Dorcie Dvarishkis offered to do so at the 8AM service February 10.

7. Other Business/Topics – Dorcie
No Butterfly grants have come forward in the new year. Dorcie also posted 549-HOPE information on the church bulletin board and thought inviting the group to present in the future would be informative. Clem provided a brief update from Studer Trust on the dental clinic we supported in central Myanmar. Bob D. said Partnership Health Clinic is looking for Clothes Closet volunteers; Dorcie reported that Community Medical Center volunteers are establishing a clothes closet for patients.

Next meeting will be March 5, 2019. Agenda items to update:
Advocacy project update, blood drive report, vote on Habitat opportunities,
Parenting Place/Hellgate ministries

The meeting closed with the Lord's Prayer.
– Jim Wiley

G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)

Spiritual Formation:

Church School. We kicked off our second semester in Church School with an Epiphany procession that was lots of fun, though we had very few children join us that morning. We also hosted an educational tour of the Poverello Center that morning for older Church School and QUEST age kids and their families. Two families participated. We got some ideas for small service projects. This early morning Sunday field trip was an experiment in response to families indicating service was important to them. We are learning that providing hands-on service opportunities on Sunday mornings is a challenge. We have a hands-on service event in February, but it is on a week night at the Food Bank.

Advocacy. I continue to be involved with advocacy, attending Social Concerns meetings as I am able and supporting the letter writing campaigns, and parish hall bulletin board, through administrative resources and story-gathering. I attended a Missoula Interfaith Collaborative meeting in preparation for our advocacy work. I collaborated with Deacon Dorcie to arrange bus transportation from Missoula to Helena for the Montana Association of Christians. I had the opportunity to testify before a subcommittee about the importance of strengthening funds for case management services. The background story for my testimony came directly from a member of our parish.

Office Volunteers. I continue to host volunteers in the office once a week for two hours. This has worked well, using the gifts, skills and interests that each individual volunteer brings. They have helped with things like art projects for church school, office organization, and planning for Lent. Go team!

Planning for Adult Education. During January I pulled together a spiritual formation committee, and they have helped me do some planning for our Lenten programs. They intend to meet quarterly to begin to do long range education planning. Another sub-group was formed during January to plan for a Saturday Lenten Prayer Workshop. Met with a potential leader for a three-session course on end-of-life topics that may be offered after Easter. Began reviewing a book for this course.

Vacation Bible School. Met with staff from UCC of Missoula to plan a collaborative VBS program this summer. We decided that UCC will host it this June and we'll use volunteers from both churches.

Technology and Communication. Working with PJ to learn how to use and implement a new app that will help us text families about upcoming events. Communication through the Paraclete, Spirited Times and through bulletin boards and displays is a regular part of my work. In January I also worked on my portion of the Annual Report.

Warm Spirit Project. Girls met and organized supplies and ordered additional supplies to supplement church donations. They got those supplies at Fresh Market at cost. The girls delivered 20 boxes of toiletries to Hellgate High School and now have plans to communicate the results of their work with the rest of the parish.

Evicted. The book study *Evicted* began in January. Carla Mettling and Kate Laney are facilitators. The first week they had 18 participants!

– The Rev. Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

This month has been pretty average with regular QUEST and Youth Group gatherings.

In QUEST we've continued our video series, as well as talked about imperfections and making mistakes.

We've only had one youth group since the last report, because I decided it would be best to postpone the last scheduled one due to the weather. The one we have did have a super great turnout!

Youth Pack leaders are also meeting this month to plan a city wide high-school event. We also have some service projects coming down the pike, so stay tuned for those!

Thanks for all that you do!

– PJ Willett, Director of Youth Ministry

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

The letter to the parish outlining the financial shortfall for the budget was sent out February 8. Here is the current pledge total:

Pledge total as of December 31, 2018	\$368,308.90
Additional Pledges received in 2019 (4)	\$4,040.00
Pledge lost by death in 2019 (1)	(\$4,800.00)
Responding to Vestry request to Budget Shortfall (19)	\$6,490.60
PLEDGE TOTAL AS OF 02/07/10	\$374,039.50