

Holy Spirit Vestry Meeting Minutes

Wednesday, March 13, 2019

PRESENT: Kevin Borg, Mark Dvarishkis, Elizabeth Ettenger, Marva Gallegos, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Helen Matveyeff, Kent Watson, Jim Wiley, Ann Wiltse

- 1) Opening Prayer – Mary Jennings
- 2) Administrative/ Business Matters
 - **Motion to revise Agenda to include personnel discussion; Seconded, Motion Passed**
 - **Motion to remove Diocesan Assessment from Consent Agenda this month and going forward; Seconded, Motion Passed**
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - No newcomers passed along their contact information this month
 - We received a note of appreciation and support from a former parishioner re: the editorial in the Missoulian on March 10th.
- 5) Mark reviewed the February financial report
 - Mark reported the investment portfolio is up, as is the Memorial Foundation portfolio.
 - Mark explained that pledge payment income is lower than forecasted, but it is difficult to determine precisely how payments are trending as everyone has a different approach to making payments – some pay all up front, others on a regular schedule, others sporadically.
 - Due to the heavy snow this winter, we are over budget on Lawn & Garden expenses. This is a line item we will need to keep an eye on going forward.
 - **Motion to Approve the February Financial Report; Seconded, Motion Passed**
 - The campaign to secure additional pledges to shore up the budget shortfall has been very successful. We have secured an additional

\$28,937 in pledges since the budget was approved (with pledge income budgeted at \$368,309) and pledge income is now at \$397,246.

- Elizabeth kindly agreed to speak about the budget shortfall pledge drive on Sunday, March 17th. The deadline for receiving additional pledges has been extended to March 31st.
- The Vestry discussed personnel expenses forthcoming with Gretchen's new role as a priest. Part time clergy are entitled to full benefits. The Vestry discussed how Gretchen's compensation could be structured to most efficiently incorporate a full benefit package -- and a housing allowance was agreed upon.
- **The Vestry of Holy Spirit Episcopal Church on March 13, 2019, after discussing the amount to be paid to the Rev. Gretchen Strohmaier as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:**

Whereas the Rev. Gretchen Strohmaier is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$35,675 to be paid to the Rev. Gretchen Strohmaier in 2019, that \$21,068 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

- The Memorial Foundation board met and noted a nice uptick in the portfolio this past month. At the board's April meeting, they will focus on the question of whether the foundation will continue to operate as a separate entity – and will make a recommendation to the Vestry. The meeting will take place on April 16th at 5:00 p.m.

6) Old Business

- Terri reminded the Vestry to read and sign off on the policies for Safeguarding God's Children.
- Active Incident Training will be March 18th from 6:30 to 8:30. Many thanks to Glenn for coordinating this important event.
- A subcommittee will be formed to review our approach to DNR directives – an important component of our overall emergency preparedness plan. Kevin and Kent kindly agreed to work on next steps.

- Data security and file maintenance is another aspect of emergency preparedness that needs to be addressed. Mark will make sure this issue remains top of mind going forward.
- We are still waiting for all the replacement parts for the boiler pump, some have arrived and hopefully the repair will commence soon. There is a leak into the Tower Room and Sacristy that is coming from an ice jam in a roof joint – this is being actively addressed. A faucet in the Sacristy needs to be replaced and a new refrigerator will be delivered soon.
- The Bishop search continues on schedule and Terri has advanced to the next stage of the search.

7) New Business

- The Vestry is responsible for coordinating, contributing to and overseeing the Parish Breakfast that is held on Easter Sunday. Helen kindly agreed to head up the effort again this year and she will follow-up with the Vestry re: food contributions, set-up, serving & clean up.

8) Other Business

- The Parochial Report was filed and numbers were adjusted as per Jim's input.
- Many thanks to Kevin for organizing a successful and very delicious Pancake Supper.
- Date and time for next Vestry meeting; April 10th at 1:00 p.m.

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

March Rector's Report to Vestry

What a month since our last meeting! The most celebratory time was celebrating the Ordination to the Priesthood of the Rev. Gretchen Strohmaier and the Rev. Angelique Bolding (Troy). Bishop James Waggoner (retired, Diocese of Spokane) stepped in as Celebrant for both occasions and everything went very well. Clergy from around the diocese made it to each service, quite a feat considering the wild wintery weather! Special thanks to all those who helped in every way!

I have been leading an Inquirers' Class for about 6 weeks now and the participants have been a delight. It is a wonderful time to get to know newcomers, answer questions, and help newer as well as long time congregants learn more about the Episcopal Church as one part of the Jesus Movement. We have so much to offer in supporting people on their spiritual journey. It is a joy to have this time together.

Preparations for Worship took center stage this past month. The Ordination required focused planning in every way as we have not had one in the parish for many years and it involved many participants. Once ordained to the Priesthood, Gretchen took her rightful place leading worship at both Sunday services and seemed right at home. Two Ash Wednesday services were offered, and planning for Lent and Holy Week are now underway.

I am spending time helping with the transition of Gretchen from Director of Spiritual Formation for all ages (Part Time) to Assistant Priest (Part Time) so that the former role will be handled as a full-fledged lay led ministry by the end of summer. I am also helping to mentor Gretchen by having her gain practical experience in her role as priest: doing pre-marital counseling and then a wedding in June, serving as time allows for both Sunday services and special services (i.e. Ash Wednesday and during Holy Week), preaching, and hopefully a baptism soon. There is also the need to learn about personnel as it pertains to clergy and to ensure that she is enrolled properly in the Church Pension Fund and that she understands what is different as a cleric. I want to be sure that everyone, the Vestry leadership and parishioners, understand that Gretchen remains part time for now. In order to have her live into her new role, I am working with her to decide what she will take on and what she will let go of along the way. It is a great opportunity to have her expertise and ministry shared with us and we are blessed!

A few weeks back I met with EFM Mentor, Julie Benson, and the Rev. Dorcie Dvarishkis to discuss EFM overall in the diocese. We are the only parish offering EFM (Educ. For Ministry) in the diocese and we know it is an amazing ministry of spiritual formation for laity. We discussed how we might be able to serve as a hub to support other congregations in our diocese via this ministry. Many good ideas are bubbling up and we may even be able to get a grant to help us with this endeavor. More to come...

Pastorally, I visited several parishioners in the hospital, met with those requesting pastoral visits in my office, lent support from my discretionary fund to those needing a room for the night or gas for a vehicle, and helped another with pre-memorial service planning.

I continue to meet monthly with clergy colleagues (Episcopal) at Clericus and a multi-denominational women's clergy group.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

March Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Much of our work in February focused on preparations for Gretchen Strohmaier's Ordination to the Priesthood. We wanted to make sure that the parish was involved in celebrating this joyous event. We created a poster for the event and advertised that event on our website and on the church Facebook page. We created a Facebook event and urged parishioners to share that event so that the word regarding her service could be spread. Working with Gretchen, Rev. Terri, Nancy Cooper and Canon Chris from the diocese, we created the booklet used for the service. We shared that booklet with the other person being ordained in Troy, Montana so that she could use the format for her service as well. We printed the booklet in-house in order to save money. Mark Dvarishkis graciously agreed to take photos of the ordination service, and his wonderful photos, along with photos from Judy Parock and Dave Strohmaier, were put into an album on Facebook and shared with the parish via Facebook. It was a wonderful event in the life of the parish.

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, Episcopal Relief & Development Sunday, and the Prayer Retreat. We used that artwork to advertise the events on our church Facebook page, and we created Facebook events for the Pancake Supper, the Ash Wednesday services and the Lenten potlucks and used them to spread the word about those functions. We also used a video from the Acts 8 Movement to promote our Ash Wednesday services on Facebook, and we'll be changing out the banners in the church courtyard to highlight our Lenten program. Our thanks to Frank Sherman for being willing to climb the ladder in snowy conditions to change out the banners!

The website homepage has been updated with new rotators which highlight some of the activities happening at Holy Spirit during Lent. We've used these rotators to draw people further into the website where there is more detailed information about the various Lenten activities at Holy Spirit.

We are also working with the Rummage Sale committee to plan their publicity for the sale in May. We have a dedicated Rummage Sale page on the website where all kinds of information about the Rummage Sale is posted. This information can be easily updated and/or changed at the committee's request.

Working with Rev. Terri and members of the Finance/Stewardship Committee, we developed a letter to the parish discussing the Financial Shortfall and worked to get it out to the parish as soon as we could after the Annual Meeting so that the topic would be fresh in everyone's mind. We placed that information on the Giving page of the parish website and linked to that information in an article about the Financial Shortfall in the Spirited Times. Rev. Terri condensed the material from the letter into a bulletin insert which we used throughout the month of February to keep the topic in front of the congregation. The campaign to decrease the shortfall is bearing fruit, and the decision has been made to extend it through the end of March. Jim Wiley created an updated announcement which we will use in both the bulletin and the Spirited Times through March. Used in conjunction with Jim's updates, this should be helpful information for the parish.

– Judy Parock

B) Holiday Market – Marva Gallegos
No report.
– Marva Gallegos, Vestry Liaison

C) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)
Reception committee report: There was one reception held in February for Gretchen Strohmaier's Ordination to the Priesthood.
– Anne Cohen

Coffee Hours: I sent out a request for sign-ups for Coffee Hour to the Coffee Hour Committee members and received a few responses in return. People have been slow to sign up, and I don't know if this means that Coffee Hour is not something that the parish values or if it is the time of the year. Hopefully we will receive more sign-ups when more people are able to be in church.
– Kathy Swannack

D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: The refrigerator in the church kitchen has died, and a replacement refrigerator has been ordered. We hope to have it in place for the start of Lenten potlucks. Since the new refrigerator is taller than the old one, we will have to remove the overhead cabinets. The cost of the new refrigerator is approximately \$4,000.

We arranged with Temp Right for the backflow prevention assembly field test. During the test it was found that the backflow prevention assembly was leaking. The assembly kit was ordered and but during installation of the kit, a blockage was found and cleared, so the replacement kit was not needed. The backflow prevention assembly test was then conducted and certified to the city.

A leak in the roof in the corner of the Tower Room was discovered, caused by an ice dam on the roof. Jared Langley Roofing responded to my call, and a work order was established with them. There is a \$100 mobilization fee, and then a fee of \$210 per hour for two men to do the work, plus materials as needed.
– Margaret Borg

E) Rummage Sale – Ann Wiltse and Helen Matveyeff (Marva Gallegos, Chair)
The Rummage Sale will take place on Friday May 3rd and Saturday May 4th and donations are currently being accepted. The conga line to bring boxes into the Parish Hall will take place after the 10:15 service on April 28th. Volunteers are needed for the sale days and for the set-up that will take place Monday April 29th through Thursday May 2nd. At their recent meeting, the committee discussed lengthening the hours of the sale and increasing the price on some items. Helen will report on the particulars at the Vestry meeting.

From Marva Gallegos, Chair: The rummage sale committee met in February to organize for the sale that will be held the week of April 28-May 4. We plan to make a few changes that we hope will add to the success of the sale. We will start the sale 30 minutes earlier on Friday, May 3, hopefully catching a few more early shoppers. We also plan to accept a few small pieces of furniture to sell. We are looking forward to a great sale.

F) Social Concerns – Elizabeth Ettenger (Jim Wiley, Chair)
The meeting opened in Prayer.

1) Warm Spirit Girls' Report on Hellgate Toiletries Drive

The committee received a report from three of the Warm Spirit Girls on their Toiletries Drive to benefit the Hellgate High School Family Resource Center, including their use of a 2018 Butterfly Grant. As reported by Stella Harberd, Mary Jaeger, and Rose Wiltse, the drive was a major success: the response from the congregation was very good and the Warm Spirit Girls managed to use their Butterfly Grant to obtain additional supplies at cost from a local grocer, thus stretching the impact of the funds they received. Committee members congratulated the Warm Spirit Girls on their leadership of this project and encouraged them to continue their great work.

2) Advocacy Effort (Clem Work and Carla Mettling)

The next phase of our advocacy efforts will focus on Medicaid expansion without proposed work and reporting requirements. This will include:

- Working with Missoula Interfaith Collaborative at a March 16 Legislative Session to testify in support of this position
- A HSP OpEd in the Missoulian
- Continued efforts to contact Episcopal churches and Episcopalians outside of Missoula to promote their participation in this effort

There was some discussion about next steps in advocacy, and about the need to encourage those outside Missoula to join Holy Spirit.

In addition, Carla recommended that all sign up for information from the Episcopal Public Policy Network. Website is:

<https://advocacy.episcopalchurch.org/app/register?1&m=29629>

3) Habitat for Humanity

Their request for support was approved by the Committee as follows:

- Contribution: \$500
- Work Crews – to be organized by Bob Deaton
- 2 Lunches – to be coordinated by Kate Laney and Charlotte Orr

4) Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis/Gretchen Strohmaier)

Parenting Place continues to work on several projects for April-May, including:

- Kick-Off event at Fort Missoula Park, April 6
- Parenting Place Sunday at Holy Spirit, April 7.
- Three movies relevant to their work, during this period
- Promotion of training, focused on county-wide awareness of Adverse Childhood Experiences (ACEs)
- Strategies to reduce the need for Foster Care

She will provide a calendar of events in the *Paraclete*.

A'Lisa continues to coordinate efforts to support Hellgate High School, and one parishioner is helping with mentoring at the school.

5) 2019 Winter Blood Donations

Bob Deaton reported on behalf of Heidi Kendall that the Winter Drive was a great success, meeting our goal for donations. A second drive is expected during the Summer and Bob will ask Heidi if she is willing to chair that effort as well.

6) Winter Book Study

Carla Mettling reported on the success of this effort, with anywhere from 12 to 18 people attending. Clem Work noted that this could well be a subject for future advocacy (more at the local level).

7) Butterfly Grants

Two Butterfly Grants were approved:

- \$300 for Welcome Back, an organization supporting returning citizens (from incarceration), requested by Bob Deaton
- \$150 for trucking of unsold Rummage Sale items to Lodge Pole, on the Fort Belknap Reservation, requested by Mary Tromly.

8) Other Business

Clem Work advised the committee that Soft Landing will be presenting a speaker on Climate Refugees, April 1st at the University Center Theater at UM.

Clem also recommended the documentary "Leaving Neverland," on the impact of sexual abuse.

The next Committee meeting will be Tuesday, 4/2, 7PM

The meeting closed with the Lord's Prayer.

- Jim Wiley

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

Spiritual Formation:

Love God. Love Yourself. This new small group, facilitated by Jody Thomasson, for adults began in February. They will meet once a month through May. The group is open to both women and men. The format includes some reading of Scripture and articles and then group discussion. About 10 participants gather on Monday evenings once a month for this group.

EFM continues on Mondays with approximately 6 participants. The group is facilitated by Julie Benson.

Theological Reflections. This group, facilitated by Julie Benson, continues to meet once a week, gathering on Thursdays for a time of sharing, reflection and spiritual growth.

Evicted. This book study, facilitated by Kate Laney and Carla Mettling, has received an enthusiastic response with 15-18 people gathering one evening a week. They have just finished their 6-week study and feel that more could be done with the book within a parish wide context. Initial brainstorming about ways to integrate their learning into the broader context of our community has begun.

Prayer Retreat Day Planning. Six different facilitators have collaborated to put together this day-long workshop/retreat which happens in April. During February the group: Jody Thomasson, Betsy Holmquist, Willie Hoffer, Valerie Hess, Suzy Wiseheart and Gretchen Strohmaier, met to plan and prepare for the event.

Being Mortal. An initial meeting for this book study happened in February and ongoing plans to pull together a team to facilitate this class are underway. Our goal is a post-Easter 3-week class.

Church School. Church School Shepherds met in February to discuss experimenting with changes to our Church School format. During the end of February and throughout March the children will have a shortened children’s worship experience in the basement, and then join adult worship for Eucharist. We are currently assessing how that works. Church School Shepherds are experimenting with more leadership in the children’s worship experience, allowing Gretchen to be in adult worship more frequently.

In February Church School families attended an evening **service project** at Missoula Food Bank. It was highly successful. Thirteen people attended, including some families. Even our youngest children, 3 and 4-year olds were able to participate in the service. Families felt good about their children having the opportunity to serve and enjoyed serving together.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

This month has been great! We’ve had youth group and QUEST regularly and have a ski trip coming up. In QUEST we’ve discussed saints and why they’re important in the grand scheme of things. Youth group this month has been strange because of the weather, but fun nevertheless! Youth pack has been planning a high school event, so stay tuned for that!

Thanks for all that you do!

– PJ Willett, Director of Youth Ministry

H) Stewardship – Torian Donohoe (Paul Polzin, Chair)

Here is the current pledge total regarding the Financial Shortfall:

Pledge total as of December 31, 2018 (190)	\$368,308.90
Additional Pledges received in 2019 (5)	\$4,540.00
Responding to Vestry request to Budget Shortfall (56)	\$22,422.60
PLEDGE TOTAL AS OF 03/08/19	\$395,271.50

The Stewardship Committee plans to meet in the latter part of March.