

Holy Spirit Vestry Meeting Minutes

Wednesday, April 10, 2019

PRESENT: Kevin Borg, Torian Donohoe, Mark Dvarishkis, Marva Gallegos, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Jocelyn Siler, Kent Watson, Jim Wiley

- 1) Opening Prayer – Glenn Hladek
- 2) Administrative/ Business Matters
 - Mark asked what the International item on the Credit Card statement was. It will be checked. (*Item Checked: was for purchase of Easter Vigil Candles/plastic cup protectors from source in Canada -Terri*)
 - Terri asked that the Diocesan Assessment be included on the Consent Agenda going forward and the Vestry agreed.
 - **Motion to approve Consent Agenda with items noted above; Seconded, Motion Passed**
- 3) It was noted that our new Treasurer, Mark Dvarishkis, did not formally have his election noted from our Vestry meeting immediately following the Annual Meeting on January 27, 2019.
 - **Motion to formally record the election of Mark Dvarishkis on January 27, 2019, as our new Treasurer; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Newcomers this month are Rhian Lindhjem and Stephen and Tammy Leichty.
 - Our Facebook Page received a post from Bruce Nixon saying he visited our church once and he will never go again because no one talked with him at coffee hour, and he found Holy Spirit to be an unfriendly church. Terri will respond to him. She again strongly encouraged all vestry members to look for people that we do not know and welcome them to Holy Spirit.
 - Glenn received a call from a parishioner about the lack of availability of parking on Sunday mornings. Terri reviewed all the things that we have discussed and that have been done during non-Sunday times. This is a new problem related to Sunday mornings and it likely involves activities at the

High School. Terri will ask Lori to put out our portable Church Parking signs first thing when she comes.

5) Mark reviewed the March financial report

- Mark noted that pledge payment income was over budget due to some parishioners who pay their total pledge early in the year.
- Due to the continuing heavy snow, we are over budget in the Lawn and Garden expenses leaving only \$2,400 in the budget for the remainder of the year. We will continue to watch this item.
- Terri reported that Gretchen's pension as priest was missing in the budget. The amount will be determined and included in the budget going forward.
- Mark reported that the investment portfolios for Holy Spirit and for the Memorial Foundation continues to grow.
- **Motion to approve the Diocesan Quarterly Assessment which Mark reviewed, and the March Financial Report with recognition that Gretchen's pension needs to be added; Seconded, Motion Passed**
- The parish shortfall project is going well with half of the amount needed pledged. The pledge total is now \$399,317.50.
- Discussion on follow up about the shortfall project that ended March 31 included:
 - Thank you notes for those who increased their pledge amount need to be prepared and sent. Jim, Torian and Terri will follow up.
 - There needs to be an article in the Paraclete each month reminding people of our continuing shortfall and updating monthly income and expense. Mark will do this.
 - Terri said there is a need for the Personnel Committee to meet and begin focusing on budget and personnel expenses now that budget shortfall pledges have been made. Mary will also participate in this.

6) Memorial Foundation

- The next meeting of the foundation board is scheduled for April 16, 2019.

7) Old Business

- There was a great turnout for the Active Incident Training on March 16.

Glenn will set up a task force to develop recommendations for implementation of the suggestions presented to us. Vestry approval will be required prior to implementation. Terri asked that the task force consider posting a 'no firearms allowed' sign with suggestions on how to implement this, in keeping with General Convention resolution of 4+ years ago.

- Kevin will arrange for training on the DNR; it should include ushers.
- Mark and Judy have started researching options for data security and file maintenance.
- As Helen, who agreed to lead the Vestry responsibilities for Easter Sunday, was not with us, she will be contacted for follow up to organize participation by members of the vestry. Torian will assist Helen.
- Kent reported that the update on both boilers is scheduled for today. He requested that Memorial Board funds be obtained for both the boiler pumps and for the new refrigerator which is installed and working.
- Kent will follow up with our electric service provider to obtain a letter that the flat rate for service will continue.
- No one has responded to our requests for inspection and service on our roofs and gutters. Follow up must be done.
- Jocelyn signed off on Safeguarding God's Children which completes the Diocesan requirement.
- Terri reported that the Bishop search is ongoing with final candidates to be announced after Easter at some point. She told us that the discernment retreat for candidates was very well done.

8) New Business

- Terri reminded us that the Vestry is responsible to assist with clean up after the Rummage Sale on Saturday, May 4 at 1 p.m.

9) There was no discussion of Ministry Reports.

10) Other

- Terri confirmed that Camp Marshall Sunday at Holy Spirit will be May 5 with Sue LaRose, Camp Director, speaking.

- The audit materials have been prepared with notification to the auditor that the Vestry should review the audit at its August meeting.
- Date and time for next Vestry meeting; Wednesday, May 8th at 1:00 p.m.

Respectfully Submitted,

Mary Jennings

On behalf of Ann Wiltse, Clerk, who could not attend due to unexpected work change

April Rector's Report to Vestry

The Staff and I have been focused on the season of Lent and our preparations for the liturgies of Holy Week. The coordination has gone well, and things are on track time wise. Special emphasis has been given to scheduling a variety of preaching voices throughout Holy Week and Easter.

In addition, I have been intent on giving the Rev. Gretchen Strohmaier opportunities to live into her new role as Assistant Priest, part time, particularly as Celebrant at the altar, in preaching, and pre-marital counseling and soon presiding over the Marriage Rite. I continue to work with her to transition from her prior role as Spiritual Formation Director to Asst. Priest with the goal of lay leadership taking on the former ministry by September.

Gretchen's ordination to the priesthood also necessitated personnel changes as required by The Episcopal Church. My thanks to Judy Parock and Connie Gertz for their administrative support and willingness to learn all the requirements necessary to correctly make the change.

The Inquirers' Class has formally ended but I continue to meet with a few of the participants who want to learn more. I have also had several pastoral visits to those in the hospital and with individuals requesting time at the office for pastoral support.

The Nominating Committee for the diocesan Bishop Search process invited me to the Discernment Retreat for candidates in the search, April 1-4, in Chico. Evenings have been occupied with making sure all necessary paperwork was completed by set deadlines and preparing as needed for the retreat time.

Meetings were held with Staff, the Memorial Foundation, and my monthly women's clergy group. Immediately following the Bishop Search Discernment Retreat, I flew out to visit my mom for a few days in Pennsylvania as she tries to recover from several difficult health issues.

In anticipation of a joyous Easter!

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

April Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Much of our time this past month was spent publicizing our Lenten program and getting publicity ready for our Holy Week and Easter services. We advertised our weekly Lenten program in the Sunday bulletin and Spirited Times. Photos from some of the Lenten evenings were shared on our Facebook page, and I used the event page for the Lenten program to highlight each weekly Lenten program with specific information about that week's facilitators and topic. We also had the Lenten resources page up on the website to provide a convenient location for folks visiting the website to find out information about the Lenten program and other resources that we have available for Lent. As we get closer to Easter, we will update the photos on the website rotator on the homepage to highlight our Holy Week and Easter services. We have created rotators for each of our Holy Week and Easter services, and they coordinate with the poster we created to highlight Holy Week and Easter. The links on the rotators on the homepage take you to more detailed information on the website. In fact, we created a Holy Week and Easter services page on the website under the "Worship" tab which provides full descriptions of the services. You can link to that page from the home page where we have used one of the sections on the home page to feature our Holy Week and Easter services. We think it is very eye-catching. We've begun sharing information about Holy Week and Easter in the Sunday bulletins and in the Spirited Times. We've also made Facebook events for each of the services and will begin posting pictures from last year's services to advertise the events.

The end of March and the beginning of April were busy times for the parish. In addition to the Lenten program, we had Active Incident Training at Holy Spirit on March 18. Around 60 individuals from the Vestry, choir, ushers and other interested parishioners attended the very informative session. It generated lots of energy, and we have followed up with discussions among the office staff regarding our own security protocols. This event was advertised in the Spirited Times, on the church Facebook page and on the church website. We created a Facebook event to invite parishioners to the training as well. The Prayer Retreat on April 6 was promoted through the website, the Spirited Times and the Sunday bulletin, using the poster we created and the coordinating rotator and event image. Parenting Place Sunday was scheduled for April 7, and we created a poster to advertise the event and a coordinating rotator and event image for the website. Ukrainian Egg Decorating with Barbara Morrison, always a popular activity, was on tap for April 13. We created an updated poster, a rotator and event image for this event as well. We created a Facebook event and invited parishioners to come. Once we posted the event on Facebook, we started receiving phone calls from folks outside the congregation asking to be registered for the event. We also started highlighting the signups for the Maundy Thursday Prayer Vigil in the Spirited Times and on the church Facebook page, as well as the Sunday bulletin and the monthly newsletter.

Of course, the Rummage Sale is coming up at the beginning of May, and we have been working with Betsy Holmquist of the Rummage Sale Ministry to promote the Rummage Sale on all of our venues. Betsy is great about sending new information in to the office for inclusion in the Spirited Times and the weekly bulletin. Once we get about a month out from the event, we can begin posting the Rummage Sale posters around the church buildings. We have two different posters we use for the Rummage Sale, a general sale poster and a donations poster with specific information about what is needed for the sale.

– 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 were no receptions in March.
– Anne Cohen

Coffee Hours: Terri would like to continue the regular Coffee Hours through Pentecost Sunday, June 9. We currently have a full roster of hosts through April, and many of the Sundays in May are already covered as well. We will continue to follow up with members of the Coffee Hour Ministry to see if we can supply hosts for the remaining Sundays. Lori Cordis will take over in June with setting up tables and chairs, making coffee and setting out treats for the summer. Someone from the Vestry will need to buy cookies for her for the Summer Coffee Hours.
– Kathy Swannack

D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: The new refrigerator has been delivered and installed and the old one removed. No bids have been received for the roof repair, and we have not received any further word from Temp Right regarding the other pump. Judy Parock put in a request to the city to repair the two potholes at the alley entrance to our parking lot, and the city came and made those repairs this week.
– Margaret Borg

E) Rummage Sale – Ann Wiltse and Helen Matveyeff (Marva Gallegos, Chair)
The Rummage Sale is on track for the upcoming sale. Vestry members helped with the cleanup at the end of the Rummage Sale on Saturday last year. Will you be able to give us a hand on cleanup again?
– Marva Gallegos, Chair

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

1) Advocacy Effort (Carla Mettling)

Members are reminded that updates on the progress of our advocacy efforts can be found at: <https://defendtheneedy.blogspot.com/>

Most of the discussion on advocacy during this meeting was focused on “what next?,” focusing primarily on housing issues, and specifically, affordable housing for all in Missoula. This is currently an important area of focus for MIC and ties into their Family Promise program. It is also a consistent follow-up on our recent book study of *Evicted*. Carla will provide background information on how the issues related to housing have been handled at General Conventions of The Episcopal Church.

2) Guest Speaker: Zeke Campfield, MIC

Zeke is working with MIC and in the process of building a “Housing Advocacy Network.” This will be a network of mentors/advocates who will guide people/families looking for housing through the process, typically providing some kinds of assistance (such a transport) along the way. They are offering training in this area if there are enough Holy Spirit parishioners interested and are sponsoring a second public action assembly on May 2nd, Voices 4 Housing: Part 2.

3) Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis/Jim Wiley)

Although absent due to Diocesan Nominating Committee responsibilities, Dorcie provided the following update:

Parenting Place:

- April 7 is PP Sunday at HSP, and we will have staff and perhaps a family will be speaking during the homily time, and will be with us coffee hour
- Gifts can be made at the display board table
- April and May are filled with three film screenings and panel discussions, and other activities; films are at the Roxy Theater on April 11, May 9th and May 30th
- Carla is on the Bed, Bath & Beyond team coordinating a supply giveaway April 7 1-3pm
- PP's focus is on recruiting volunteers to work in their gardens

Hellgate High School:

A'Lisa Scott said she has one additional volunteer plugged in to service, and we have funds going out for laundry and haircuts. Tracy doesn't need any supply shoppers at this time. I'm guessing we will hear soon if they will be requesting the church's consideration of use of our facility for spring testing.

4) Other Business:

Carla Mettling provided a list of books for additional book studies related to social justice issues (later expanded to include several more ideas). SCC Members were asked to review this list and consider which might be appropriate for additional programs... and also to consider whether such programs could be in early summer (May-June), mid-summer (July-August) or early fall (after Labor Day).

On a related point, Lucia Work suggested that a "One Book for All" approach might be of more interest, as many people do not necessarily like book studies but do like reading good books. She suggested that *Evicted* would be a good candidate for such a program, given its readability combined with excellent well-researched information.

Warren Gartner suggested consideration of a "Children and Nature" program, intended to help today's screen-focused children to enjoy and understand nature... to help them understand that they are not "apart from nature, but rather a part of nature." Warren will explore this idea further with the Montana Natural History Center and other resources.

The next Committee meeting will be Tuesday, May 7, at 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. Monthly small group for adults, facilitated by Jody Thomasson. This group continues meeting once a month on Monday evenings. They have up to 12 participants and are enjoying lively discussion and thoughtful exploration together.

Lenten Series-- *Where Two or Three are Gathered: Reflections on Community.* We've had between 38 and 55 participants this year so far. The first week Julie Benson and Barbara Barmeyer started things off with reflections on why community is important and how we can be intentional about building community. During our small group time participants played a

game to help folks get to know each other better. On week two Kara & Mark Hanson shared reflections on the Bible and its divergent views of community. This was followed by small group discussion. Week three Jocelyn Siler and Jerry Fetz shared from their personal experience about the role of the Holy Spirit in building community. The participants have been open to the new small group model we've employed this year.

Review of role. During March Terri and I began a process of review of the roles I play at Holy Spirit. We will continue this as we look at her roles and together we reimagine how our roles might fit together in new ways. In church school we've experimented with the children joining adult worship regularly for the second half of the service. This seems to be working well. Church School shepherds have stepped up to take more leadership for Children's worship. The goal is to continue spreading the responsibility for church school to a larger number of leaders.

Safety Training. I participated in the parish-wide safety training and that spurred discussion among office staff about safety protocol in the office. We've had a subsequent meeting and continue to discuss best practices for how we stay safe in our setting.

Vacation Bible School. Collaborative planning with staff at UCC continues to happen as we look forward to a week in June with grade school age children from both of our parishes joining together for this annual event. *Building on the Rock* is our theme and during the week the kids will take two field trips: one to Habitat for Humanity, and the other to the Missoula Foodbank.

Prayer Retreat Planning. Planning for this day-long retreat with 6 different facilitators continued in March. Things are coming together for this event we currently have 26 participants signed up.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

This month In QUEST we've continued our video series as well as starting a discussion about Lent, as well as discussing current events.

In Youth Group we had the ski trip, which everyone had an amazing time at, and regular Youth Group meetings.

Youth Pack has also put the finishing touches on a High-School youth event, which Holy Spirit will be hosting on April 26th!

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 (7)	\$6,515.00
Responding to Vestry request to Budget Shortfall (65)	\$24,493.60
PLEDGE TOTAL AS OF 03/31/19	\$399,317.50

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