

Holy Spirit Vestry Meeting Minutes

Wednesday, September 11, 2019

PRESENT: The Rev. Terri Grotzinger, Kevin Borg, Torian Donohoe, Mark Dvarishkis, Elizabeth Ettenger, Marva Gallegos, Don Gisselbeck, Glenn Hladek, Mary Jennings, Helen Matveyeff, Jocelyn Siler, Kent Watson, Jim Wiley

- 1) Opening Prayer – Terri Grotzinger
- 2) Spiritual Reflection – Terri Grotzinger read from a letter sent to General Convention attendees
- 3) Administrative/ Business Matters
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Several newcomers provided their contact information this month and Vestry is encouraged to look for and meet them
 - No parishioner concerns or correspondence
- 5) Mark reviewed the July and August financial reports
 - Mark reported that the operating budget is on track and we are very close to on-budget with the Assistant Priest position.
 - Mark will separate non-realized investment income from the "Profit and Loss" statement, because these gains are theoretical and not realized
 - **Motion to Approve the July and August Financial Reports; Seconded, Motion Passed**
- 6) The Memorial Foundation Board has not met since the last Vestry meeting: no report.
- 7) Old Business
 - Margaret Borg provided an update on the roof leak over the Tower Room. According to the roofer who did our roof, this was the result

of an “ice dam,” in turn caused by poor drainage from our gutters. He recommended heat tape in all gutters and downspouts, after gutter cleaning.

Vestry approved \$1,440 (8 hrs. x \$180) for gutter cleaning (maintenance) and payment (TBD) for an electrician to install heat tape in all gutters and downspouts (improvement).

Mark Dvarishkis will investigate applying for a Faber grant to cover this expense.

- Margaret also reported that the plaque for parking lot memorial plantings is ready; she is waiting for a decision on where to put the plaque and when to celebrate its completion.
- Mark Dvarishkis confirmed that he had consulted with Howard Dickey and that the insurance coverage we have is sound and adequate.
Vestry requested updated appraisals for the stained-glass windows and the organ; Kent Watson agreed to get these appraisals.
- Terri Grotzinger reported that the Holy Spirit App tied into PushPay is finished, but still under review by staff; she expects a roll-out in late October.
Judy Parock confirmed to the Vestry that the security on PushPay is “Level 1” – the same as used by banks, in response to a question from several Vestry members.
- Glenn Hladek reported on plans for active shooter training:
 - Phase II (after initial training, already done) will be “Stop the Bleed” training by parish members; sign-ups for this will be available soon. This phase will also include a staff meeting on “de-escalation.”
 - Phase III will be to define a policy and protocol for handling any incident; no timing yet available for this.
- The Vestry discussed a change in meeting time, and agreed to test a 5:30 meeting time. This will apply starting with our October meeting, on Oct. 9.

8) New Business

- A nominating committee for new Vestry members will include Marva Gallegos, Glenn Hladek, Don Gisselbeck and Helen Matveyeff. Terri provided guidance and asked for a preliminary list of possible members by the next Vestry meeting.

- Consideration of the use of Church meeting facilities by outside groups generated much discussion, and resulted in plans for a draft policy by Elizabeth Ettenger. Considerations to be covered include: church member participation in the outside group, a clear charitable or cultural purpose of the outside group, possible relationship to Holy Spirit ministries/missions and the need for liability insurance if not related to Holy Spirit missions.
- Jim Wiley presented a plan for Holy Spirit parish to potentially (on a voluntary and pay-as-you-go basis) participate in MIC's Recycling Works Glass Recycling program.
The Vestry approved moving forward with this effort, if enough parishioners are interested to make it work.
- Terri provided an update on the support being provided to St. Paul's Episcopal Church in Hamilton, due to the accident suffered by their Interim Rector. Both Terri and Gretchen Strohmaier will participate on an occasional basis.

9) Other Business

- Terri will organize a meeting of the Personnel Committee, to assess personnel needs and coordinate with the Finance Committee.
- The Finance Committee needs to begin the budgeting process for 2020, for final approval at the December Vestry meeting.
- Date and time for next Vestry meeting; October 9th at 5:30 p.m.

Respectfully Submitted,

James H. Wiley, for
Ann Wiltse
Clerk of the Vestry

August Rector's Report to Vestry

Summer flew by this year! I last met with the Vestry in early July, so these notes cover July and August.

July involved much related to the Bishop Search with a walk-about held July 16 at Holy Spirit, videos of other walk-about to review and consider, and then the actual Electing Convention and Diocesan Convention held the last few days of July in Bozeman. The election lifted up the Rev. Marty Stebbins as our new Bishop-elect. For the 3 months following all Bishops and Standing Committees from each Diocese will review our work and offer their consents. Why their consents? A reminder that a Bishop serves not only our diocese but the entire Episcopal Church. In addition to the Bishop election, I served as Chaplain for the Diocesan Convention, and was elected to serve on Standing Committee over the next 3 years, and to serve as a Delegate to General Convention in Baltimore the summer of 2021. While business was done, it was great to have time with folks from across the diocese and to get to know one another better.

August has been full of planning for the months ahead with Staff, Vestry, and leaders of various ministries (Vestry subgroups for strategic planning, Stewardship, Liturgical/Worship, etc.). The challenge for all of us is remembering one another's ministries to be sure that there is balance in what we offer and when, involving a breadth of volunteers, and doing our best to support one another in all we do parish wide. In addition, Sr. Warden Jim Wiley and I have been offering support to the parishioners of St. Paul's, Hamilton, after an unfortunate accident that has their Rector, the Rev. Dennis Campbell, recovering from surgery and doing P.T. in Arkansas. I've arranged a schedule to ensure that supply clergy, Rev. Gretchen and I will provide services at St. Paul's in his absence. He hopes to be able to return the end of September, but it will depend on how the healing goes.

There were several pastoral needs that came up during the summer. Bill Derrick's daughter, Suzanne, passed away after unexpected need for surgery and the Rev. Judy Anderson and I offered support to the family during that time and with the memorial service and burial that followed. I also provided pastoral care to over 11 parishioners who had need in the month of August, as well as assisting 4 individuals who sought help with gas or a room overnight from my Discretionary Fund.

All the clergy at Holy Spirit continue to meet with deacons and priests in the Lake Missoula Clericus which runs from Hamilton up to Troy and Eureka on the west of the Divide. This faithful band continues to support one another and seek ways to further connections with brothers and sisters, clergy and lay, across the diocese. To that end we continued to meet even through summer. With the retirement of the Rev. Bradley Wirth (All Saints, Columbia Falls) we now need to elect a new convener to fill some gigantic shoes! It is a gift to have this group committed to caring for each other and our congregations.

If summer was busy, the fall looks to continue the trend. Once again, my thanks for all of you and the support you give not only to me but to one another in faith.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

August Vestry Ministry Reports

A) Communications – Judy Parock, Chair

The first week of September was “Welcome Back to School” week at Holy Spirit, and Dorcie Dvarishkis and A’Lisa Scott arranged to have coffee, cocoa, donut holes and welcome signs, welcoming the students and staff back to school at Hellgate High School. This year, Dorcie and A’Lisa set up shop in the far corner of our parking lot on Gerald Avenue. This was much more advantageous position than last year’s, and many more students engaged with Dorcie and A’Lisa. It also had the advantage of discouraging students from parking in our parking lot. It was a great way to build community with our Hellgate neighbors and to create a positive image of the church in our neighborhood as well. Great job, Dorcie and A’Lisa!

A great deal of work this past month has gone into getting the church ready for fall start-up and our Kickoff Sunday on September 8. Working with Terri and Gretchen, we contacted individual ministry groups at Holy Spirit to see if they wanted to participate in our Kickoff Sunday event. We also utilized announcements in the Spirited Times and in the Sunday bulletin to advertise the event and recruit the participation of ministry groups as well. We have had a wonderful response for that event, with 29 individual ministries wanting to participate. After we knew which groups wanted to participate, we created a sign for each table highlighting their ministry. In some cases, we were able to utilize the poster that we had already created for the class or event, and we created table posters for those that did not have any signage. Sign-up sheets and other materials were also gathered for the Kickoff Sunday event. All those posters created a very bright, welcoming scene for our Kickoff Sunday!

We continue to promote church events. We created a number of Facebook events to encourage people to participate: Kickoff Sunday, Church School registration, Book Café, Blessing of the Animals, the Women’s Retreat, and the Fall Blood Drive. All of these events are also being 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. With the use of our “Snappa” program, we can create images for the rotators, Facebook and the website that utilize the same images as used in the posters, giving us a cohesive, unified look.

We worked with the Holiday Market committee to promote and update the signage for their event in November. New bookmarks and posters for use as yard signs were created and are ready for them to use at their table for Kickoff Sunday.

We worked with the Compline Ministry to create a bookmark for them to give away at their table on Kickoff Sunday and to distribute to churches to promote Compline more widely in the community. Extra posters were printed so that Keith Kuhn, the Compline Ministry Coordinator, can send them to our neighboring churches.

We worked with Gretchen Strohmaier on the promotional materials for the Women’s Retreat. We created a coordinating postcard and registration form for the Women’s Retreat to give all the materials a cohesive look. Elizabeth also put the

registration form online for the Women's Retreat to make it easy for people to access.

I am currently working on the Pushpay app for Holy Spirit and hope to have it ready to roll out in the next few weeks. We continue to use the Pushpay inserts in the weekly bulletin to provide the information that people need to give using this online platform. We are seeing a few more people begin using the platform. We hope that number will increase significantly once we rollout the Holy Spirit app.

– Judy Parock

B) Holiday Market – Marva Gallegos

The Holiday Market Committee will begin organizing for the market at a meeting on September 9.

– Marva Gallegos, Vestry Liaison

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

Reception committee report: There was one reception in July and one in August.

– Anne Cohen

Coffee Hours: Kathy Swannack will continue to lead the Coffee Hour Ministry going forward this year. She will send out an email to folks who have hosted Coffee Hour before when she returns on September 10. We will have the Coffee Hour sign up sheets available at the Kickoff Sunday for sign-ups.

D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)

Properties/Buildings Report: The Church School area at the bottom of the outside steps experienced some flooding after a severe thunderstorm in August. The problem appears to be a blocked drain at the bottom of the exterior steps, causing the water to back up under the exterior door and flood the immediate interior area. We have dried out the carpets and are working on solving the drain issue. Per Gretchen's request, we replaced some parts on two of the upstairs toilets in the office building that were running constantly. Those repairs seem to have fixed that problem. The church office window facing Sixth Street was "tagged." That graffiti was reported to the police department and was removed from the window and the crossing walk box. We continue to pursue bids for the pruning of the church courtyard bushes. The plaque for the parking lot memorial plantings has been completed. A decision needs to be made on where to display the plaque.

– Margaret Borg

E) Rummage Sale – Ann Wiltse and Helen Matveyeff (Marva Gallegos, Chair)

Rummage Sale has nothing to report at this time.

– Marva Gallegos, Chair

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

**Social Concerns Committee Report to Vestry
From Meetings on 8/6/2019 and 9/3/2019**

1. Advocacy Effort (Carla Mettling/Clem Work)

After discussion at the August meeting, a Sub-Committee was formed (including Clem Work, Carla Mettling, Glenn Hladek and Robin Cook) to focus on Affordable Housing in Missoula. They subsequently met with The Rev. Terri to outline/ agree:

- For The Rev. Terri to explain advocacy within the Christian and Episcopal Church context in September
- To invite an outside speaker on Affordable Housing in October
- To hold an educational panel on Affordable Housing in November
- All in preparation for specific advocacy actions in 2020

2. Social Concerns Support/Spend (Jim Wiley)

The following disbursements from the Social Concerns Budget have been approved:

- \$750 for a variety of specific projects at Parenting Place
- \$750 for additional support of the YWCA/MIC Housing Project
- \$300 for Border Crisis Relief (through a group on the border recommended by The Rev. Randy Pendergraft of Red Lodge)

Additional research will be conducted on potential contributions to support Native Americans, to support Returning Citizens (leaving the justice system), activities in Myanmar and Africa and hurricane relief, for decisions at future meetings.

3. Social Concerns on “Kick-Off Sunday” (All)

We will have four tables on Sept. 8th: for Social Concerns, Affordable Housing Advocacy, Parenting Place/Hellgate High School and the Social Justice Prayer Group.

4. “Family of God” Sunday (Gretchen Strohmaier)

Gretchen explained ideas for events during the last Sunday in September (29th), with a focus on Service, Prayer and Advocacy, and asked for help on the last of these, with a focus on complementing our Affordable Housing Advocacy. Bob Deaton will get information from HAN (MIC’s Housing Advocate Network) and from PFR (Partners for Reintegration), and a group (Warren Gardner, Glenn Hladek, Jim Wiley) will work to build an “informational game” on the subject, using a “spinner” to be provided by Dorcie Dvarishkis.

5. Relations with MIC (Dorcie Dvarishkis)

After a meeting attended by The Rev. Terri, The Rev. Stacey Siebrasse of MIC, Dorcie Dvarishkis and Jim Wiley, Dorcie explained the role of Core Leadership teams at MIC congregations and organizations. A Core Leader meeting is planned for Sept 10th; Leadership Training is planned for early October.

Also covered was re-thinking the idea of additional “listening/exploration” among the congregation, which the Committee initially questioned... but now agrees is a good idea, based on the constant need to be building relationships within Holy Spirit.

6. Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis)

Parenting Place:

- The Board is still in the process of recruiting for a new Executive Director, having reviewed position descriptions for the entire staff and the position to be filled. Dorcie will be on the selection committee.
- A fall work day will be scheduled in late Sept. or early Oct.
- Plans are underway for a Holy Spirit Parenting Place Sunday in the spring.

Hellgate High School:

- Activity will restart now that the High School is back in session.
- Holy Spirit hosted a "Welcome Back" table with coffee and donut holes on the first day of school.

7. Activity Updates:

September 26. Red Cross Blood Drive:

- Kate Laney is coordinating; volunteers are requested.

September 18 Book Café

- Warren Gardner is coordinating; details discussed and agreed, including help with refreshments and expected layout of discussions for the four books recommended.

Back to School Bash Books

- Lucia Work explained that this year's Bash was not as successful as in past years, due to a Salvation Army decision to re-schedule backpack handouts, which will be re-evaluated. Nonetheless, students and volunteers were pleased with the books and the interaction.

Welcome Back Project:

- Bob Deaton invited all to attend these meetings, especially the potluck dinner on the 3rd Thursday of each month. He stressed the importance of this ministry for those released from the justice system.

8. Other Business:

A Holy Spirit Glass Recycling program will be proposed to Vestry at the September meeting (see attached description).

The next Committee meeting will be Tuesday, October 1st, at 7PM.

The meeting closed with the Lord's Prayer.

- Jim Wiley

- G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair) **Camp Marshall.** In August I served as the chaplain at Camp Marshall for the Alumni Weekend.

Funeral. I provided support for family at the funeral for Suzanne Derrick.

Pastoral Care. I did outreach and provided support for a couple different college students who were home for the summer.

Clericus. I attended the August Clericus meeting. The group discussed ways to support the new bishop in her transition to her new ministry in Montana.

Spiritual Care. I continue to meet once a month with my spiritual director and with my spiritual direction group.

Church Picnic. I played a support role to the two coordinators of this year's picnic. They did a fabulous job!

Planning. Did ongoing planning and recruitment for adult education classes for this next year. Also did planning and coordinating with Church School shepherds to develop a new format and schedule for Church School this year.

Advocacy. Began meeting with the Advocacy sub-committee to plan for advocacy education activities this fall. Worked with volunteers to implement some of these ideas.

Volunteers. I continue to work with a growing team of volunteers and a volunteer coordinator to help with duties from office work, shopping for supplies, internet research, cleaning and organizing closets, setting up and decorating for Church School kick-off, event planning and the development of service projects.

Icon Exhibit. Recruited volunteer to research possible icon exhibit. Met with her to plan and brainstorm possible avenues for hosting this exhibit.

Women's Retreat. Firmed up plans and publicity for the Women's Retreat. Began recruiting volunteers.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry: We'll get started with QUEST and Youth Group activities starting in September. Nothing to report for August.

– PJ Willett, Director of Youth Ministry

- H) Stewardship – Torian Donohoe (Barb Hosier, Chair)
The Stewardship Committee met on July 25, 2019. Barb Hosier has graciously agreed to chair the committee, and Warren Gartner will lend his talent and knowledge along with the members of the 2018 committee.*

Reverend Terri Grotzinger and Jim Wiley, Vestry chair, explained the vital connection between stewardship and Holy Spirit's ministries and that increasing outreach is dependent on successful stewardship.

The committee explored steps to help church members better understand the cost of running the parish, possible alternatives to the fall drive, as well as the possibility of having parishioners fund specific budget items (e.g., landscaping, grounds maintenance, etc.).

Members agreed that the Vestry must be more involved in stewardship and ready to assist the committee as needed.

August Meeting

The committee met on August 22, 2019. The stewardship campaign will kick off on October 6 and end on November 3 and will focus on Holy Spirit's diverse ministries. Chairwoman Barbara Hosier and Bob Brewer will "man" a table at Kickoff Sunday on September 8. The committee is also exploring potential grants.

The committee will meet on September 5, 2019 at 3:30 in the Guild Room. All Vestry members are welcome.

*Stewardship Committee: Barb Hosier, Chairperson, Bob Deaton, Molly Bowler, Kirk Johnson, Bob Brewer, Warren Gartner, Torian Donohoe, Vestry representative.
- Torian Donohoe, Vestry representative

From the Stewardship Chair:

The Stewardship Committee held its second fall meeting on August 22 with Terri Grotzinger, Molly Bowler, Bob Brewer, Bob Deaton, Elizabeth Ettenger, Warren Gartner, Barb Hosier, Kirk Johnson, and Jim Wiley present.

We are still in early planning stages, but the committee will be active throughout the year with pledging being our fall focus. Our emphasis will be on how ministries are integral to our parish.

October will feature some speakers at both services with Jim Wiley introducing the campaign on October 6.

The committee will have a table at the September 8 Kickoff Sunday with Barb Hosier and Bob Brewer available to answer questions.

Our next meeting is scheduled for September 5 at 3:30 p.m.
- Barb Hosier, Stewardship Committee Chair