

Holy Spirit Vestry Meeting Minutes

Wednesday, October 9th, 2019

PRESENT: Torian Donohoe, Marva Gallegos, Don Gisselbeck, Terri Ann Grotzinger, Mary Jennings, Kent Watson, Jim Wiley, Ann Wiltse

- 1) Opening Prayer – Terri Ann Grotzinger
- 2) Administrative/ Business Matters
 - Agenda was revised to include 6) h. An update on the appraisal and 7) c. Diocesan gift for Bishop Elect.

Jim added the following update to the Social Concerns Ministry Report re: Book Café

Possible follow-up to the Fall Book Café was discussed, comparing this approach to a lengthier book study approach, with one or more books related to Climate Change suggested for a spring event. The advantages of the Book Café approach noted were: a) one night vs. several and b) several books vs. one... the advantage of the book study is greater depth of discussion.

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

- 4) Parishioners' concerns and correspondence
 - Three newcomers passed along their contact information this month. Terri encouraged the Vestry to always engage with anyone new at services and events.
- 5) Jim reviewed the September financial report
 - Mark and Jim will discuss interest and appreciation re: the return on investment figures
 - Vestry reviewed several budget line items including de-escalation training, advertising and mutual ministry.
 - In reviewing our energy costs, Kent proposed that we conduct an energy audit. Kent will follow-up with Margaret.

- **Motion to Approve the September Financial Report; Seconded, Motion Passed**

6) Old Business

- We are actively working on the roof situation. Gutters must be cleaned out before the application of the heat tape (J&M Electric bid) It has been difficult to find anyone to do this work – we may be able to hire our own small crew with Vestry members supervising; Jim and Don kindly offered to assist.
- Margaret and Kevin painted around a protruding portion of the sidewalk that has become a hazard. Margaret is working to get the offending cement ground down – and will have our old trees assessed.
- Margaret is in communication with Temp Right to get the “booms” in our heating system remedied.
- Terri applauded Judy for her work in implementing Pushpay and the HSP App. She encouraged the Vestry to get the App and explore its contents and functionality – and to lead by example, introducing the App to parishioners who may not be initially inclined to use it. *Note: the HSP App was consulted many times in the drafting of these minutes!*
- The Stewardship Campaign planning is well underway. Vestry members will meet on October 14th at 5:30 to sign stewardship appeals. A big thank-you to Vestry and Stewardship Committee members for making extra contributions to pay for the cost of the 1st Class mailing so that personal notes from these members could be added.

The Vestry and Stewardship Committee will make follow-up calls as the campaign progresses.

Torian emphasized the importance of talking to people openly about stewardship.

- Stop the Bleed training registration/sign-up is underway. The training will take place on October 17th from 7:00 – 8:30 p.m.

- A policy for Building Usage for Small/Grassroots Groups has been drafted. Discussion and review will happen next month when Elizabeth is present.
- Jim is taking the lead on HSP glass recycling
- A preliminary list of potential new Vestry members has been started. Terri, Jim and Elizabeth will work on a potential slate to present to the Vestry.
- Kent is working on the appraisal. He will be meeting with appraiser Tim Gordon on October 28th at 11:00 at the church and invited any interested Vestry members to join them.

7) New Business

- Terri reported on the meeting of the Personnel Committee. The committee makes the following recommendations to the Vestry:
 - 1.) No Cost of Living Adjustment (COLA) will be offered to employees this year
 - 2.) The health plan offered will be the PPO 90 with high dental. Terri and Judy may contribute to the cost of any increase in coverage if they want it.
 - 3.) We will contribute \$6,000 to offset the cost of the health insurance that Gretchen and her family currently have as was done last year. She receives comparable coverage and has elected to stay on the family plan as opposed to using one of ours.
- **Motion to approve the above recommendations of the Personnel Committee; Seconded, Motion Passed**
- Mark and Connie are working on an initial draft of the 2020 budget and the Finance Committee will meet to review, discuss and make recommendations to the budget prior to Vestry discussions.

- The Diocese is asking each parishioner across the Diocese to make a small gift to support the outfitting of Bishop Elect Marty Stebbins. Terri will make an announcement re: this request for “New Bishop’s Gifts” – donations can be made through the Diocesan website. They are asking for \$3 or more from each individual.

8) Other Business

- Date and time for next Vestry meeting; November 13th at 5:30 p.m.

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

October Rector's Report to Vestry

There is a lot of ministry emanating in and through this parish – have you noticed? The Staff and I have seen an increased need for oversight and coordination to ensure that our ministries are complementary with each other, and not a competition for which is most important (remember Paul's letters to the Corinthians that we are one body, some a foot, some an arm, Christ at the head). It is a wonderful thing to see so many members deepening their baptismal vows through commitment and active service! Thank you!

This past month I held a Lector (Reader) Refresher Training to help all of us remember what a powerful ministry it is to bring voice to the Holy Scriptures each week. About half of the lectors attended and it was worthwhile time to engage with one another and remember what is important to this work. I will hold another training later this month to reach those who could not attend the first offering.

Several months ago, the Staff and I decided to follow up the Active Incident Training held for the parish with training in how to de-escalate potentially difficult situations as we go about our work. The same instructor led the training and it was very well done and useful. If you notice something different (for example a locked door requiring a doorbell to be rung), please be patient and remember that we may have a reason for the change. Thank you for your understanding.

The ministry of Stewardship has been front and center for me. The ministry team and I are focused on helping every parishioner understand our financial needs, the increased commitment to ministry over recent years, and the need for our communal resolve to eliminate what has become an annual shortfall. My thanks to the enthusiasm and effort put forward by the ministry team, and to Kirk Johnson, Molly Bowler, and Jim Wiley for their contributions to the pledge mailer going out this year. Keep an eye out for something we are calling Minute for Ministry during our worship time! More to come...

The Lake Missoula Clericus has been meeting monthly. This gathering of active and retired clergy from the Bitterroot up to Kalispell, Troy and Eureka is a gift of support, ideas, prayer, and encouragement to one another. Please hold the Rev. Angelique Bolling (Troy) in your prayers as she deals with the effects of a recently diagnosed brain tumor. And thank you for the prayers for the Rev. Dennis Campbell who is now back to serve in Hamilton while continuing P.T. here in Missoula.

I am working with Staff members to encourage all of us to set aside some of our work time to create space for new ideas and ways of going about our ministry in what can feel like uncharted territory in the future. I invite all parishioners to pray about how we can all be more responsive to the changing world around us, bringing the Good News of Christ's love in ways and places where people are yearning for it today.

Yellowstone is calling my name and so I will be away Sept. 30- Oct. 4, for rest, renewal, and to hopefully see some wildlife!

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

October Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Following our successful “Kickoff Sunday” we continued promoting upcoming church events. We created a number of Facebook events to encourage people to participate in the Book Café, the Lectio Divina class, the Adult Inquirers Class, our Family of God Sunday and our Hellgate Ministry Sunday. These Facebook events, coupled with our advertising in the Sunday bulletin and Spirited Times and on our website, helped to create interest in these gatherings. Where possible, we have posted photos from these events on our church Facebook page and have directed parishioners’ attention to them from the Spirited Times. We plan to submit some of the pictures from our Blessing of the Animals service to the national church for inclusion on their Facebook page.

The facilitator for the Book Café also shared information about the event with some of the bookstores around town, with a few of the Lutheran churches and with Missoula Interfaith Collaborative. All of these things helped to boost attendance at the event to around 30 participants. The Compline facilitator has also shared our poster and bookmarks, as well as information about the first upcoming Compline service, with Emmaus Campus Ministry and with another campus group in an effort to boost attendance at that event.

We have been working on fine-tuning the Pushpay app, updating the information in the sections created for us by Pushpay. In addition to the home screen which will feature upcoming events, the app will include the following sections: Connect; Worship; News; Give; and Sermons. Under the “Connect” heading we’ll have information about us (a welcome from Rev. Terri, a listing of our staff, service times and location and our social media), our ministries (children, youth, young adults, adults, pastoral care and music), and our outreach (the Social Concerns Committee, advocacy at Holy Spirit, Community Ministries, Butterfly Grants, and Social Justice Prayer Group). There will be links to the Sunday bulletin and our newsletter. People will also be able to fill out a connect card and prayer request from the app, and they will be able to give as well. The app is scheduled to be rolled out at the beginning of October. Please be sure to check it out and give us your feedback! Text “HOLYSPIRITAPP” to 77977 to download our app. Please put your caps lock feature on; that will bypass the auto-correct feature and ensure the code is entered correctly.

We’ve also begun using the Pushpay giving option to help raise funds for specific ministries. We’ve used it to collect funds for the United Thank Offering and will also create supporting funds for the Family of God Sunday for the Poverello Center and the See Them Home campaign and for Hellgate Ministry Sunday.

– Judy Parock

B) Holiday Market – Marva Gallegos

The committee-run Holiday Market group met and organized for this year’s sale. Everything is on track for another successful sale. Help from the Vestry with take down on Saturday, November 9, starting at 1:00 would be greatly appreciated.

– Marva Gallegos, Vestry Liaison

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

Reception committee report: There was one reception in September.

– Anne Cohen

Coffee Hours: Folks have begun signing up on the Coffee Hour sign-up sheets set out at Coffee Hours and additional hosts were received via an email sent by the Coffee Hour Coordinator.

– Kathy Swannack, Coffee Hour Coordinator

- D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: Repairs were made to the upstairs sink in the church office, and we also replaced the flapper valve in one of the upstairs office toilets. The light fixture in the Office Assistant’s office had begun to malfunction, and arrangements were made with an electrician to replace it with a more energy efficient fixture. We also moved forward with getting professionally installed heat tape in our gutters to prevent ice jam and have received a bid for this work (**see attachment**). Frank Sherman removed the air conditioners from the church office at the beginning of October. Thank you, Frank. We are awaiting a list of contractors from the City Public Works Department to address the uneven sidewalk issue on the east side of the church. A parishioner took a serious fall on that sidewalk recently due to the uneven surface.
– 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 Meeting on 10/1/2019**

The meeting opened with prayer led by Rev. Doug Anderson

- 1) Advocacy Effort (Clem Work)
 - The group reviewed the results of the Housing Advocacy “game” developed for Family of God Sunday – reaction was very positive
 - It was suggested that this game be made available to Habitat for Humanity, MIC, possibly Hellgate High School and other Episcopal Churches in the Diocese
 - Next activities to support Affordable Housing Advocacy:
 - October 6 – Rev. Stacey Siebrasse to preach
 - November 19 – Panel Discussion for congregational education

- 2) Social Concerns Support/Spend (Jim Wiley)

After additional research on potential contributions within the State of Montana and internationally, the Committee approved a \$500 contribution to the Freedom in Christ Prison Ministry (Deer Lodge) and reserved \$250 for Studor Trust work in Myanmar and \$500 for support for Native Americans in Montana (both subject to future approval). Jim Wiley clarified that the second contribution for assistance on the US-Mexico border was made to the Diocese of Rio Grande, after consultation with the appropriate office in The Episcopal Church.

- 3) Parenting Place / Hellgate HS Ministries (Dorcie Dvarishkis)

Parenting Place:

 - A work party was held Sept 27, with several volunteers, some from Holy Spirit
 - The Board is now conducting interviews to replace the Executive Director
 - Dorcie is looking for someone who might recommend and Eagle Scout project for work at Parenting Place

Hellgate High School:

- October 20 will be Hellgate Sunday at Holy Spirit; information on our ministry will be available, as will opportunities for participation
- Lucia Work asked that we request a Hellgate High School activities calendar (due to parking lot issues on Oct 1st)

4) Activity Updates:

September 18 Book Café

- Possible follow-up to the Fall Book Café was discussed, comparing this approach to a lengthier book study approach, with one or more books related to Climate Change suggested for a spring event. The advantages of the Book Café approach noted were: a) one night vs. several and b) several books vs. one... the advantage of the book study is greater depth of discussion.

September 26. Red Cross Blood Drive:

- Kate Laney coordinated; turnout was weaker than expected (possibly due to weather) with several “no shows”; we will recommend improved Red Cross follow-up

September 29 Family of God Sunday

- See comments above related to the Affordable Housing “game” created for this event
- The \$300 Butterfly Grant financed toiletries for over 100 Poverello clients

Glass Recycling

- Jim Wiley confirmed Vestry approval to move ahead and a request for interest in the project will appear in the *Spirited Times* (started Oct 3rd)

The next Committee meeting will be Tuesday, November 5th, 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:

Church School Kick Off happened on September 8th. Kids began their new schedule, joining adults for the whole worship service on the first Sunday of the month. On the second and third Sunday children will join worship at the peace (starting downstairs for a children’s Bible story) and the fourth/fifth Sunday will be special projects (service and crafts).

Also, in September we hosted a training for Church School shepherds and storytellers. Karen Gartner has joined us a new storyteller! We are preparing these volunteers to lead the children’s time on the second and third Sundays of the month as I won’t always be able to be there.

In September met with Heather Lounsbury, a Church School parent, who has begun coordinating communication with Church School families, sending weekly email and text messages to keep parents up to date on events and details.

Family of God Sunday was on September 29th. With the support, leadership, creativity and work of many volunteers we pulled off this first Sunday of its kind. Parishioners seemed initially thrown off by the change in structure but were able to adjust as we tried an intergenerational “kinetic church” experience. Folks rotated

through 3 different stations during the first half of the worship experience. They played a game and learned about obstacles to finding a home in Missoula, they helped pack hygiene kits for homeless folks in Missoula, and they reflected on their own feelings about home.

Explorations (Adult Ed) In September I continued a variety of meetings with potential teachers on topics relevant to adult education. I confirmed plans for: Lectio Divina (3 week class in October), Being Mortal (3 week class in November), The Way of Love (3 week class in December), Richard Rohr Book Study (6 week class in January). Began conversations about our Lenten theme on racism and other potential future courses.

Women's retreat planning and publicity and outreach continued in September with specific invitations sent to younger women of the parish (in their 20s and 30s) and to mothers with young children at home. Also invited the women of St. Paul's Episcopal Church in Hamilton to join us.

Advocacy Sub Committee. I continue to meet with this group and collaborate on education for the parish regarding our advocacy issue, affordable housing.

Social Concerns Committee. I continue to collaborate with this committee on coordinate efforts for education and outreach within the parish. I attended the excellent Book Café that they hosted!

Priestly Activities. In September I married a couple at an outdoor wedding on Flathead Lake. I preached and presided on Kick-Off Sunday here at Holy Spirit. I filled in for Rev Dennis Campbell in Hamilton on September 15th at St. Paul's Church. I continue to do some pastoral visits. I participated in the de-escalation training for staff.
– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

We've begun to kick off the school year with Youth Group and Quest!

We've only had 2 QUEST meetings so far, so we've not yet begun our discussion this year, but when we do, our topic will be "Why the Episcopal Church". I hope to get some people from the congregation to come and discuss why they've chosen the Episcopal church, and what being an Episcopalian means to them.

We've had one Youth Group meeting since the school year has begun, and it had a great turn out! We talked about events the kids want to do this upcoming year, and what different discussion topics they are interested in.

There are also a few events coming up in November that I'm helping Plan. There is a Diocesan Youth Event at Camp Marshall for all youth group kids, and there is a city-wide Middle School event for Youth Pack!

Thanks so much for your wonderful support of Youth Ministry at Holy Spirit!
– PJ Willett, Director of Youth Ministry

H) Stewardship – Torian Donohoe (Barb Hosier, Chair)

Stewardship Meeting, September 5, 2019

Terri had copies of some of her initial thoughts about changes that are occurring in the church and in society in general; it was entitled "Have You Noticed" and will be an ongoing theme as we continue our work involving ministries.

Discussion of the presentations at our stewardship table on Kick Off Sunday produced many useful ideas. Jim Wiley had generated some questions to be used as a "quiz" for parishioners in order to hopefully bring more awareness about expenses for the parish and the budget deficit that we need address. We will also have copies of the annual report, the 2019 budget, information estate planning, and our new Pushpay plan. Warren suggested we have note cards available for anyone wishing to ask questions or make comments.

Kirk took us through some of the plans to use media in the parish hall by having photos of ministry activities perhaps followed by a "minute ministry" each Sunday.

No definite theme for this fall pledge campaign has been set, but Kirk will have something more concrete at our next meeting.

Speakers for October are now established: October 6, Jim Wiley; October 20, John and Valerie Hess; October 27, Margaret Borg. They will speak at both services.

The next meeting will be on Monday, September 23, at 3:30 in the guild room.

Stewardship Committee Meeting, September 23, 2019

October 21 is the date for mailing our pledge information. "Nearing the Summit" is the chosen theme for the stewardship campaign; it will be presented in the mailing with a letter written by Terri and illustrated with Kirk's collage of ministry photos. Along with this brochure will be a letter from senior warden Jim Wiley, which will hopefully serve as a reminder of the importance of not only pledging but also increasing our pledges to meet budget needs.

The finalized schedule for speakers in October is: October 6, Jim Wiley; October 13, Margaret Borg; October 20, Valerie and John Hess. On October 27, Terri will remind parishioners that they should carefully read the material mailed to them if they have not done so. In addition, each pew will have printouts with the church image and figures from Jim's talk as a reminder to consider pledging. There will also be a table in the parish hall during coffee hour with budget information and a committee member to answer questions.

The result of the Stewardship four-question, "Do You Know," available at the Stewardship table on Kick-off Sunday was presented to members. The basic conclusion drawn is that generally parishioners do not appear to know basic operating costs for the parish.

The Minute for Ministry program was outlined in more detail; James Gartner will assist Kirk with the video portion of the program. A one-minute summary of the ministry will be presented during the service with the speaker then being available in the parish hall during coffee hour to answer questions. Photos representative of the ministry will be on the large screen in the hall at that time. Holiday Market will be the first of this series on October 13, with Diane Rasmuson presenting.

Also discussed was the effectiveness of the follow-up calls to people who have pledged in the past but have not returned cards for the year. Last year both Vestry members and Stewardship Committee members made phone calls. This will continue for this pledge season.

Plans were made for personal messages to be written on each pamphlet before mailing; this was to be done at our next meeting on October 14. Terri learned after the meeting that this would not be possible since we do bulk mailing and such messages are disallowed.

The next meeting will be on October 14 at 5:30 in the parish hall with pizza and beverages; it will be a joint meeting of Vestry members and committee members. We will fold pamphlets and prepare the mailings.

- Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison