

Holy Spirit Vestry Meeting Minutes

Wednesday, November 13th, 2019

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

- 1) Opening Prayer – Terri Ann Grotzinger
- 2) Administrative/ Business Matters
 - Agenda was revised to include: 4) a) Correspondence re: PFLAG presentation request and 8) b) Disaster preparedness request from the Diocesan Council.
 - It was noted that last month's minutes failed to mention that Glenn, in addition to Elizabeth, is integral to future discussion of the draft building use policy. No revision of minutes is needed.
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - We received notice of two bequests to Holy Spirit. A disbursement of \$35,000 was received from the William and Mary Blair Marital Trust and a bequest of \$1,000 was received from the estate of Donald Guthrie.
 - We received a letter from Bev Young of the Missoula Folklore Society requesting use of the Parish Hall for an ongoing English Country Dance program.
 - We received a request from a PFLAG program facilitator who would like to invite a group from Northwest Seattle to conduct a workshop in Hamilton and Missoula. The program will focus on educating participants on the language of LGBTQ, which is now fully integrated into our broader lexicon. The Vestry supports HSP hosting this program.
 - There were six newcomers this past month – some of whom are already participating in the life of the Parish.

5) Memorial Board Report

- Torian reported that the Memorial Board has finalized revisions to their Articles of Incorporation. The revisions clarify that, in the event of the dissolution of the Memorial Foundation, all funds move to Holy Spirit Parish. And, in the event of the dissolution of Holy Spirit Parish, all funds move to the Episcopal Diocese of Montana. The Memorial Board will file an amendment with the Montana Secretary of State and the Diocese re: these revisions. The revisions are also on file with the HSP Office.
- Mark asked that an estimated disbursement from the Memorial Foundation be calculated and that the timeframe for the disbursement be communicated.

6) Finance Report

- Mark noted that while the \$35,000 bequest from the Blair Trust is currently in operations, these funds will be shifted to capital expenditures.
- The Vestry discussed whether or not the net income figure should be re-labeled so it clarifies that the surplus includes the \$35,000 bequest and investment income. The figures will remain as they are classified, but a note may be added – and we must be mindful to educate the parish on factors that may effect and in some cases artificially inflate budget figures.
- Mark and Jim will work on a more basic quarterly summary of our financial position that will more clearly state our actual income and expense – and in turn our stewardship needs.
- **Motion to Approve the October Financial Report; Seconded, Motion Passed**

6) Old Business

- Update on HSP App and Push Pay: There are currently 136 users of the HSP App – this is excellent adoption and we must continue to encourage the congregation to familiarize themselves with the App. More contributions are also coming through via Push Pay –

primarily pledge payments. Terri encouraged the Vestry to give Judy feedback on the App and Push Pay – as tweaks will strengthen the platform and encourage greater adoption.

- Stewardship Update: The pledge drive is going well and is indicative of a very healthy stewardship position – with a positive trajectory of increased pledges, new pledges, etc. There will be two follow-up letters and the Vestry will make follow-up calls. On November 17th we will have a special cake to celebrate and thank the congregation.
- Elizabeth and Glenn presented a draft policy for Building Usage for Small/Grassroots Groups. The main components of the policy focus on liability, suitability and costs/wear & tear. The Vestry is committed to allowing the wider community to use our space, but there are challenges. A sub-committee will be formed to work on the processes that must be in place to execute the policy. Kent and Kevin kindly agreed to head-up the sub-committee and begin working on the first set of challenges.
- Jim reported that ten people are participating in the glass recycling program. Glass is picked up every two weeks and payments for the program are coming through PushPay! If two more people sign up, we can set up an additional bin.
- The Nominating Committee is working to establish a slate of new Vestry members. The slate must be finalized soon so that Annual Meeting materials can be produced.
- Kent gave an update on the energy audit. Northwest Energy will do one complimentary audit per property – and HSP had an audit in 2005.
- Kent also reported on the appraisal of the stained glass. He met with Tim Gordon, the appraiser. Tim will have time to do the appraisal after the first of the year and has offered his services as an in-kind donation.
- Glenn gave an update on Stop the Bleed and incident training. The Stop the Bleed training was well attended, and the next step is to put a committee together and establish a church wide safety protocol. Terri purchased four Stop the Bleed kits and they are in place at key locations in the building.

- Thanks to Kevin for facilitating the gutter cleaning and the installation of the heat tape. J&M will be on site on November 14th to apply the heat tape. Going forward we need to approve funds specifically for gutter cleaning, as this needs to happen annually.

7) New Business

- Terri reported on funding for ministries. If a ministry area has a funding need, please propose it. While we have little funding for ministries and we need to close the budget gap first, but it is important for us to identify those ministries that need support.
- The Diocesan Council has requested that each parish have a policy re: disaster preparedness. While we have a data protection plan in place and are engaged in incident training, we also must consider how HSP would be involved in a disaster affecting individual parishioners, our neighbors, and the wider community. Jim and Kevin kindly agreed to follow-up on this request.

8) Other Business

- The Finance Committee has been working and will continue to work on finalizing the 2020 budget.
- The Diocese will provide a live feed of the Bishop's Consecration and Ordination from Helena. Terri reported that the Diocese needs a lot of support for this event – she will try to identify specific needs re: time and talent so that parishioners can assist if they are able.
- Date and time for next Vestry meeting; December 11th at 5:30 p.m.

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

November Rector's Report to Vestry

Fall is here with clear blue skies, colorful leaves, and those cool mornings and evenings with warm days. The Holiday Market is being prepared, and ministry is flowing in and out of this community in every way! Thanks be to God.

The past month involved a larger volume of pastoral care both at the church and in the hospital. I made a minimum of seventeen specific pastoral visits, including Ruth Knight and her family as she passed to be with her Maker.

Financial stewardship was front and center and I met with the ministry team to plan and execute the effort. I initiated the Minute for Ministry time during announcements in worship to respond to the need for greater knowledge by parishioners of just how many ministries we support. Kirk Johnson with Warren and James Gartner are creating a video/photo file of every ministry to show on the large screen in the Parish Hall, as well as recording each Minute for Ministry for our other media platforms. This will be an on-going effort to highlight our ministries. The Stewardship Ministry and Vestry joined to personalize and sign the stewardship mailer to parishioners, and it was a grand time. My thanks to all, and especially so to Kirk Johnson who continues to design the mailer with themes and ideas from all.

It has been a time of supporting parish leadership in a variety of meetings: Memorial Board, Vestry, Personnel/Budget, and one on one as individual ministry leaders reQUEST it. Staff meets once a month but numerous "sub meetings" of Staff happen to plan and coordinate efforts. I am now serving on the Standing Committee of the diocese and have also begun serving in my General Convention Delegate role (currently working with Rev. Donnel O'Flynn, Christ Church, Kalispell, to follow up on various resolutions in process or to be initiated for the 2021 Gen. Conv.).

Continuing education came in the form of a Church Health Insurance webinar and the parish "Stop the Bleed" training. As a result of that training, I ordered Stop the Bleed kits for the church/sacristy, Parish Office, and Parish Hall Kitchen and Church School areas.

The Inquirers Classes have been held and those wanting to be Received or Confirmed will have that opportunity when the Bishop sets her visitation schedule.

One last note: you may have noticed signs about towing or even saw a tow truck in our parking lot recently. After numerous warnings, tracking repeat offenders who park but are not involved in church ministry, I am doing what the Vestry asked and will seek to tow those who are using the lot for other purposes. I have given our business neighbors the opportunity to receive 2 parking passes each for along the chain link fence by the alley, and student drop off and pick up of 10 minutes or less is allowed (which assumes driver present). I am also coordinating with the security guard at Hellgate so that he is informed when action is being taken and for any follow up conversations needed there. We are aware that the lot is sometimes being use even on Sunday mornings for regional H.S. tournaments. I will mention this to him as well to get the word out. If there is an event going on at the High School on Sundays, I would hope we would avoid parking in their lot as well.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

November Vestry Ministry Reports

A) Communications – Judy Parock, Chair

Our big project this past month has been rolling out the launch of our custom app to the staff and congregation. This has been a multi-step process:

1. **Internal testing with our staff and Vestry:** We started the process by sending these key people an email from Terri encouraging all staff and Vestry to download the app and try out its various features. Terri did a great job in her email outlining this new means of communication to the congregation and asking for feedback. The feedback received so far is very positive, and some of the suggestions received regarding content and/or problems people have had with the app have already been incorporated into the app and addressed. Any other feedback by Vestry members would be greatly appreciated! And if Vestry members and staff could leave a positive review in the App Store, that would help in raising the visibility of our app in the App Store when people search for it.
2. **Promote our app online:**
 - **Website:** We've highlighted the app on the homepage of the website and have included a link to a Holy Spirit App page on the "About Us" section of the website. This page will link the user to a direct download link.
 - **Social:** We've posted about the app on the church Facebook page and included our app download keyword to make the process simple for someone trying to use it.
 - **E-Newsletter:** We've included the information about the app in each issue of the "Spirited Times" with the directions on how to download it.
3. **Introduce the app to our congregation:** Prior to Launch Weekend Terri sent out an email to our entire church on the Thursday before to give people enough time to download the app and hopefully spread the word to people in their world. The email included the direct download link to our app, a screenshot of the app to give them a sneak peak, and a short paragraph to encourage people to download the app and to be a part of an exciting new venture. During church services for the first few Sundays of the launch process, Terri did a great job of introducing the app and showing people its various features. We also had a bulletin insert with the screen shot of the app with the download information. We planned to use this for several Sundays so that the information would be available for people to access. We continued to include the information in the e-newsletter as well.
1. **Follow-up with Staff and Vestry:** A follow-up email from Terri was sent to the staff and Vestry post-rollout asking for specific feedback regarding the individual's experience with the app. Some of the feedback received has been incorporated into the app, so feedback is very much appreciated!

I am continuing to develop fresh content weekly for the app so that people have a reason to use the app. One feature we have not yet utilized is the Push notification feature on the app. I need to learn a bit more about it before we use it, but it will give us the ability to send out short messages to folks. As of this writing, we have had 133 downloads of the app.

The "Minute for Ministry" displays in the parish hall have been very positively received. What a wonderful way of highlighting the various ministries at Holy Spirit! Our thanks to James and Warren Gartner for putting them together. I have been supplying James with photos from my inventory which he has been augmenting with photos that he has taken.

I have met with the Holiday Market Committee to discuss their publicity needs prior to the sale. As a result of these conversations we developed a schedule for news items about the Holiday Market for use in the Spirited Times and Sunday bulletin, and I created a bulletin insert for the event that also included the schedule for the week. I also created a “Holiday Market” event on Facebook which has been shared by Facebook friends to promote the event around the Facebook community. Throughout the Market Week I plan to post photos daily on the Holiday Market event page and the church Facebook page of the auction and raffle items and the items for sale at the Market. We’ve also posted the auction and raffle items on the Holiday Market page on the website. The Holiday Market committee saw that the event was promoted on many of the free advertising sites in the Missoula community and on Craig’s list and also placed ads to run in the Missoulian for the sale. Our sale is set to run on the same weekend with the bazaar at St. Paul Lutheran Church, so we have combined some of our advertising together. We also ran a story regarding the Holiday Market in the Diocesan e-newsletter, encouraging folks who may be coming over to Missoula for the football game to come to the sale as well.

Our Blessing of the Animals service received some wonderful coverage in the Missoulian this year with some great photos included. They had heard of our service through our social media advertising! We also sent photos from our Blessing of the Animals service to the national church for use on their website and Facebook page.

We’ve updated some of the information on the Outreach and Advocacy pages of the church website, so that the pages reflect the current emphasis on advocacy for housing. Updates were also done on the John Ellis Endowment page on the website, and a rotator was made to highlight their end-of-life CD that was developed with the help of a Butterfly grant from the Social Concerns Committee.

We continued to promote church events. Our Hellgate Ministry Sunday, the Adult Inquirers Class, the “Stop the Bleed” class, our annual Women’s Retreat, the Being Mortal Book Study, Sacred Space Yoga, the upcoming Housing Forum, the Ordination and Consecration of our new Bishop and the special Youth Event with the Presiding Bishop were all promoted through the Sunday bulletin, the Spirited Times and the church Facebook page. The office created posters promoting these events, and we featured each of the events on the website rotator and calendar.

– Judy Parock

B) Holiday Market – Marva Gallegos

Work on the Holiday Market is in full swing this week. The many committee members and volunteers are working to make it a successful sale. More details regarding the success of the market will be available at the Vestry meeting.

– Marva Gallegos, Vestry Liaison

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

Reception committee report: There were no receptions in October.

– Anne Cohen

Coffee Hours: Folks have been good about signing up for Coffee Hour on Sundays. We do not have hosts for November 24 weekend and could use some assistance there.

– Kathy Swannack, Coffee Hour Coordinator

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

Properties/Buildings Report: The uneven sidewalk on the east side of the church was ground down to remove that hazard. The gutters were cleaned by power-washing, but some of

the downspouts are plugged and will need further treatment. A service technician from Temp Right came out to address the “booms” heard in the church after the heating system was turned on. He drained air out of the system which should help with that problem, but he cautioned that we should have patience with the system. The system is designed to bleed the air automatically, and that just takes time. J&M Electric are scheduled to install the heat tape in the gutters on Thursday, November 14.

– 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 11/5/2019**

The meeting opened with prayer led by The Rev. Gretchen Strohmaier

- 1) Advocacy Effort (Clem Work)

The Advocacy Sub-Committee explained plans for the Nov. 19th Panel Discussion on Homelessness in Missoula. Colin Woodrow will participate in place of Erin Pehan (City office of Housing and Development); Carla is in contact with Heather Sands, a possible panel participant who has had direct/personal experience with homelessness. Clem will contact SCC Members with requests for any help needed.

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

A \$300 Butterfly Grant was approved for the Missoula Homeless Youth Taskforce, requested by Jesse Jaeger.

After considerable discussion of alternatives, the following donations were approved:

- Local - \$250 for Mountain Home Montana
- State/Diocesan - \$250 for the Montana Association of Christians, and \$250 for Empower MT, specifically for their work with Native Americans

With these final donations, the Social Concerns Committee has pretty much used its budget for 2019; detail of donations made is attached.

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

Parenting Place:

- Parenting Place is very thankful for the active participation of many volunteers from Holy Spirit!
- The search for a new Executive Director is nearing an end, as talks are ongoing with a likely candidate.

Hellgate High School:

- Hellgate High School Sunday was a great success, raising between \$400 and \$500 in direct donations from Holy Spirit Parishioners and generating more volunteers to help with this program.
- In addition, Jody Thomasson is planning to repeat the special offering from the 8:00 service to support Hellgate students.

Missoula Interfaith Collaborative:

- MIC Offices have moved to Atonement Lutheran Church, at 2205 34th St.

- Discussions continue toward the formation of a new Core Team at Holy Spirit, to a) lead an updated “listening session” among Parishioners and b) participate more actively in MIC’s efforts to expand community organizing activities.

4) Other Business

Open Table:

Glenn Hladek suggested that the Social Concerns Committee investigate this new program being started by Mountain Home Montana (MHM). In summary, the program is for support of the young mothers and babies at MHM, by a group of six to eight volunteers who will help one of the mothers achieve her goals. Glenn will learn more about the program, which includes training of volunteers and a year-long commitment; he believes it will be of interest not just to Social Concerns members, but to other Parishioners as well.

NeighborWorks:

Jesse Jaeger has learned of a possibly more practical program focused on easing the homeless crisis in Missoula – potential investment of a part of Holy Spirit’s endowment funds in revenue-producing low-cost housing (likely as part of a group of faith-based investors. More research is required and will be conducted.

Glass Recycling:

(As the meeting got underway...) Jim Wiley confirmed that glass recycling has started at Holy Spirit, with at least ten families participating; the program will be expanded as more families elect to join.

The next Committee meeting will be Thursday December 12th at 5:00 pm, at the home of Karen and Warren Gartner (address and directions to be provided).

The meeting closed with the Lord’s Prayer.

See financial report on the next page.

– Jim Wiley

**Social Concerns Committee
2019 Budget and Spending**

Spend	2019 Budget	Through Nov.	Balance
MIC Contribution	\$ 1,500	\$ 1,500	
Butterfly Grants:	\$ 1,500	\$ 1,350	\$ 150
Welcome Back		\$ 300	
Lodge Pole Truck		\$ 150	
Family of God/Poverello		\$ 300	
Creative Mood Play Program		\$ 300	
Homeless Youth Incentives		\$ 300	
Local Community Support	\$ 2,934	\$ 3,000	\$ (66)
Habitat for Humanity		\$ 500	
Parenting Place		\$ 750	
Hellgate Cares		\$ 750	
YWCA / MIC Housing Project		\$ 750	
Mountain Home Montana		\$ 250	
State/Diocesan Programs	\$ 1,173	\$ 1,000	\$ 173
Freedom in Christ Prison Ministry		\$ 500	
Montana Association of Christians		\$ 250	
Empower MT (Native Americans)		\$ 250	
National Programs	\$ 587	\$ 600	\$ (13)
Border Crisis Relief		\$ 300	
Border Crisis Relief #2 (Rio Grande)		\$ 300	
International Programs	\$ 1,173	\$ 1,320	\$ (147)
Mexican Students		\$ 420	
Anglican alliance		\$ 500	
Studer Trust/Myanmar		\$ 400	
Total	\$ 8,867	\$ 8,770	\$ 97
		99%	

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

Spiritual Formation and Assistant Priest's Report:

Pastoral Care. I continue to do some visits with parishioners, reaching out to young adults, families, and providing backup for Terri and Judy with hospital visits as needed.

Worship. I presided during worship once in October and a second time during the women's retreat.

Continuing Education. At the end of September and the first of October I attended a retreat at St Gertrude's Monastery in Cottonwood, Idaho. It was a refreshing time of spiritual renewal. I continue with monthly group spiritual direction and bi-monthly individual spiritual direction.

Housing Advocacy Subcommittee. I continue to work with this subcommittee on communication within the parish, organization and coordination for the upcoming Housing Forum.

Women's Retreat. I coordinated the women's retreat at Camp Marshall for twelve women of the parish. We were encouraged by the variety of women who participated from their 20s to their 80s. Women built stronger connections with each other and to their faith.

Volunteers. Through October I coordinated the efforts of two volunteers a week to help with errands, supply runs, and office support.

Church School Service. I delivered the hygiene kits that were created here at church to the Poverello Center and continue to work with volunteers to plan for future service opportunities with our children.

Church School Worship. I lead children's worship once in October and recruited and supported volunteers to lead on other Sundays in October.

Communication. I continue to meet regularly with Terri and PJ and with staff at monthly staff meetings. I submit information for The Spirited Times and Paraclete articles. In October we got updated information about how to submit our events to the Missoulian for free publicity in their community calendar and elsewhere in the newspaper.

Icon Exhibit. In October I worked with Terri to review this potential ministry opportunity. We met with a group of volunteers to share the idea and collect their feedback. We communicated with the exhibit group.

Missoula Interfaith Collaborative. I attended the installation service for Stacey Siebrasse of MIC.

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

This month has been pretty busy. We've had regular Youth Group and QUEST meetings, and we also had a youth event

In Youth Group and QUEST we've continued discussion on what the Episcopal Church is and why it's awesome. Our turn out for QUEST has been kind of low, but we've had really great numbers for Youth Group!

At the youth event our discussion was based on Saints and how we can try to live more like them. We also did a lot of really fun games and activities!

There's quite a bit of upcoming things as well. First off on November 14th we have the Youth Pack event at Immanuel Lutheran. Additionally, Bishop Curry has invited the youth of the Diocese to have a discussion with him the weekend Bishop Elect Marty Stebbins is being ordained, so I'm working out the fine details of getting an event going. Lastly, Confirmation classes will start in January!

Thank you for your support, it's appreciated very much.
– PJ Willett, Director of Youth Ministry

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

The Stewardship Committee and Vestry members met on Monday, October 14, in the parish hall to prepare materials for mailing to Holy Spirit parishioners for our pledge drive. We fortified ourselves with pizza, beer, and other beverages before we began our task for the evening. A personal message was written on the Senior Warden's letter which, along with the trifold, a pledge card with envelope were mailed to parishioners. It was a very successful evening.

Jim Wiley introduced our 2020 pledge campaign at both services on October 6, followed by Margaret Borg on October 13, and Valerie and John Hess on October 20 as inspirational speakers. On October 27 information concerning our campaign was available in the parish hall with two committee members available to answer questions.

Kirk Johnson completed the beautiful design and execution of the stewardship banner; it is currently displayed in the parish hall.

The in-gathering of pledges took place on November 3 during both services. Follow-up letters and phone calls are planned for November.

We will celebrate our pledge campaign with a special cake on November 17.

– Barb Hosier, Stewardship Chair
Torian Donohoe, Stewardship Committee Vestry Liaison