

Holy Spirit Vestry Meeting Minutes

Wednesday, December 11th, 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, Joscelyn Siler, Kent Watson, Jim Wiley, Ann Wiltse

- 1) Opening Prayer – Mark Dvarishkis
- 2) Administrative/ Business Matters
 - Agenda was revised to include: 7 f) Further discussion of the William and Mary Blair Marital Trust (hereinafter referred to as the Blair Trust) 8 d) Update on Deacons
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Newcomers to HSP this month include a family of six and two couples. Please welcome them.
- 5) Memorial Board Report
 - The Memorial Board submitted their funding allocation recommendations to the Vestry. The allocation was approved on March 13, 2019 but the figures take into account fund balances dated September 2019. The Vestry can approve the allocation on the condition that the date discrepancy be resolved by formally reapproving the allocation at the next meeting of the Memorial Board. The total allocation is \$23,975.05 and based on 4% of average balances over the past three years.
- 6) Finance Report
 - Mark reviewed the November financials. Our operational budget shows a \$22,000 deficit, but we are showing a \$56,000 surplus when we take into account other income -- disbursement from the Blair Trust and investment income.
 - **Motion to Approve the October Financial Report; Seconded, Motion Passed**

- Mark led the Vestry through a proposed draft of the 2020 budget.

In order to shed light on the draft figures, Terri reviewed the 2020 pledges received to date. Pledges as of 12/11/19 total \$386,293.74 and the budget worksheet includes our goal of \$425,000. Terri reported that we could expect the final number to be between \$405,000 and \$415,000. This leaves a \$30,000 projected deficit to shore up. Thank you to the Stewardship Committee for their follow-up work to secure additional pledges.

Some notes on draft budget items that have been or may be adjusted:

- Pastoral Assistant line item has been reallocated to Assistant Priest salary
- Assistant Priest salary is in essence combination of Salary & Insurance/Agreement line items. This position is compensated at the same rate as 2019.
- The Insurance/Agreement line item is an offset, and should remain as a line item with the understanding that the employee opted out of insurance and this is in fact a portion of the salary. A memo to this effect is included in the employee file.
- We should populate the Director of Spiritual Formation line item for 2019 to better inform the Assistant Priest figures.
- Office Assistant is compensated at the same rate as 2019, figures account for fluctuations re: time of hire.
- Mutual Ministry line item could be removed as it is essentially already covered under Outreach
- Some line items that are facility maintenance could be paid for with disbursements from the Blair Trust. We should explore what can reasonably be covered with these funds.

6) Old Business

- Update on HSP App and Push Pay. Adoption is going well, but we need Push Pay donations to increase in order to justify the fees. Terri encouraged the Vestry to continue using and promoting these features.

- No update this month on the draft building usage policy.
- The Nominating Committee is working to establish a slate of new Vestry members. One nomination has been confirmed. The slate must be finalized soon so that Annual Meeting materials can be produced. If the Vestry has any suggestions for possible candidates, forward them on to Glenn.
- Glenn reported that the church-wide safety protocol is on track. The Committee is meeting again on January 9th
- No update this month on disaster preparedness as it relates to the Diocesan request.
- The allocation of the Blair Trust warrants more discussion. We are exploring what budget items may be paid for with disbursements from the Trust. More time is needed to strategize about how the Blair Trust may positively impact the budget in such a way that the Memorial Board Foundation allocations could/should also be re-evaluated.

7) New Business

- Housing Allowance approval of amount specified by Rector:

The Vestry of Holy Spirit Episcopal Church on December 11, 2019, after discussing the amount to be paid to the Rev. Terri Ann Grotzinger as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:

Whereas the Rev. Terri Ann Grotzinger is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$85,656 to be paid to the Rev. Terri Ann Grotzinger in 2020, that \$20,000 be designated as a parsonage allowance within the meaning of that term as used in Section 207 of the Internal Revenue Code of 1986.

- Housing Allowance approval of amount specified by Assistant Priest:

The Vestry of Holy Spirit Episcopal Church on December 11, 2019, after discussing the amount to be paid to the Rev. Gretchen Strohmaier as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:

Whereas the Rev. Gretchen Strohmaier is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$38,527 to be paid to the Rev. Gretchen Strohmaier in 2020, that \$21,068 be designated as a parsonage allowance within the meaning of that term as used in Section 207 of the Internal Revenue Code of 1986.

- **Motion to approve Housing Allowances for Rector and Assistant Priest; Seconded, Motion Passed**
- The Vestry would like to re-evaluate the Memorial Board allocation recommendation once the Blair Trust money is more carefully positioned in the budget. The approval of the allocation is time sensitive, as the budget must be finalized.
- **Motion to approve the Memorial Board budget allocation with the expectation that it may be modified and that the date discrepancy be resolved at the next regular meeting of the Memorial Board Foundation.**
- Terri is working with the Deacons on some transitions. She will keep the Vestry updated.

8) Other Business

- Terri reminded the Vestry that Annual Reports from ministries must be submitted no later than 9:00 a.m. on January 2, 2020. Please be mindful of this deadline.
- The Pancake Supper will be held on February 25th.
- Date and time for next Vestry meeting; January 8th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry

December Rector's Report to Vestry

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

December Vestry Ministry Reports

A) Communications – Judy Parock, Chair

After the Holiday Market was over, our focus in communications shifted to our Advent and Christmas preparations. To aid in our efforts to communicate information about our Advent and Christmas events at Holy Spirit, I watched a webinar offered by our website developers on “Communicating Christmas.” It offered a number of suggestions which I have implemented. One of these was the importance of a strong Google My Business account and adding our Christmas events to our Google My Business profile so they appear in searches. This is a free service, and I have added our Lessons and Carols, the Early Christmas Eve Service and the Christmas Choral Eucharist to this profile. One of the other topics discussed was optimizing Christmas landing pages on our website. In addition to the Lessons and Carols and Christmas rotators on the website homepage, we have created a Christmas information panel on our homepage with an invitation to our Christmas services. Clicking on any of these links in the panel takes you to a Christmas services information page with information about each of the services that we offer. The full holiday worship schedule for the remainder of Advent through the Sunday after Christmas is listed in the sidebar on this page as well. A link to this page is also found on the Worship services page on the website. I think it is helpful to visitors and to our parishioners as well to have all this information in one place. You can also access information about the services by clicking on the individual events on our website calendar. We have also created Facebook events for each of the special holiday services, and we’ve done this on our Pushpay app as well. We’ll use the Facebook events to invite members to participate.

We’ve freshened up the homepage on our website with a new wintery background for the “New Here” section, in addition to all the rotators that have been created for The Way of Love Study Group, the Holiday Market Bake Sale, Lessons and Carols, and our Christmas Eve Services. We also used the website to let people know how to give money for the Christmas flowers. Information about these events was also circulated in both the Spirited Times and the Sunday bulletin.

I continue to update weekly the content on our Pushpay app so that it is fresh. Currently there have been 142 downloads of the app. We are seeing more people use the app or the giving link to make payments on Pushpay for glass recycling and altar flowers, in addition to payment to the General Fund. To date we have seen 157 transactions totally \$15,768. I am continuing to make available the information about the different ways to access Pushpay for giving, especially for those folks wanting to make their end-of-year payments.

– Judy Parock

B) Holiday Market – Marva Gallegos

The Holiday Market, raffle, and silent auction were very successful this year, bringing in over \$15,000 for the parish. The Holiday Bake Sale scheduled for Sunday, December 15 will be the last of the market fundraising events.

– Marva Gallegos, Vestry Liaison

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

Reception committee report: There were no receptions in November.

– Anne Cohen

Coffee Hours: We need more folks to sign up to hosts the remaining Coffee Hours in December. We did not have hosts for December 8, and only coffee was provided.

– Kathy Swannack, Coffee Hour Coordinator

- D) Properties – Kevin Borg and Kent Watson (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: It has been a busy month in the care and maintenance of the Holy Spirit buildings and grounds. James and Warren Gartner rented a drain snake and cleaned out the plugged downspouts that the gutter cleaning did not take care of. Thank you, James and Warren! J&M Electric came and installed the heat tape in the gutters on the west and north sides of the church. Temp Right was here for the semi-annual servicing of our boilers and also installed new air filters in the air handlers for the church. Our fire extinguishers received their annual inspection, and it was noted that in 2021 several of the extinguishers will need to be serviced at a cost of \$30-40 each so we may want to plan for that in the budget. The floor drain in the furnace room backed up, and a drain cleaner was called. The drain was cleared, and Margaret and Kevin sanitized the furnace room floor. Two large potholes at either end of the alley running from 5th to 6th Streets were reported to the city and have been filled. The light in the sacristy has given out, and we decided to upgrade the fixtures to use LED bulbs. They can retrofit the fixtures to bypass the ballasts, so it won't be necessary to replace the entire fixture. While they are here, we will also have them replace the fixture in the sacristy hallway by the bathroom and in the stairwell leading up to the choir room. We are also going ahead and having them replace the 24 2-lamp fluorescent fixtures in the parish hall with these LED ballast bypass lamps as well. All of these lighting changes will provide better lighting and greater energy savings. In addition, we will receive a rebate for all of these installations. J&M Electric are coming on December 10 to make these changes. Their estimate for the Parish Hall Lighting retrofit is attached to this report.
– 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)
No Social Concerns report for this meeting as the Social Concerns Committee will be meeting on December 12.
– Jim Wiley, Chair
- G) Spiritual Formation – Glenn Hladek and Mary Jennings (Gretchen Strohmaier, Chair)
Spiritual Formation and Assistant Priest's Report:
Priestly Duties:
I celebrated Eucharist twice in November and preached once. I attended the Clericus meeting in Polson. I continue to do some pastoral care, particularly with families and young adults. I continue with my own participation in spiritual direction, both group and individual.

This month I was invited to participate on the KUFM radio program, The Children's Corner, to discuss church, death, grief and kids, with the Sam Munno the host of the program.

Spiritual Formation:
Yoga. We hosted 4 sessions of yoga in November on Sunday afternoons. A nice mix of participants, spanning a variety of age groups, attended throughout the month.

Social Concerns. I continue to participate in Social Concerns meetings to assist with communication and collaboration within and between ministry areas.

Housing Forum. Assisted with some planning and implementation of the Housing forum. The event was a great success with about 40 people attending. We did some advertising outside of the parish through the Missoulian and posters and were pleased to have some folks from the community join us.

Volunteers. I continue to supervise volunteers who come on a weekly basis. In November they did everything from supply shopping, to creating the beginning of an artistic representation of our church school theme, to research about end-of-life issues.

Being Mortal. I co-facilitated a three-week class based on the book, Being Mortal. We had between 20 and 25 participants each week with lots of interest expressed in this issue. Participants were keen to hear our healthcare professionals discuss issues like suffering, pain management and physician assisted suicide. Some interest was expressed in continuing themes from this course.

Advent Crafts & Soup. I did planning and coordinating for this annual event, recruiting crafters and helpers for the kitchen, and a supervisor for the day of the event.

Church School. I lead Church School on the last Sunday of the month. The children did a special program, learning about random acts of kindness. Of important note is a rise in our church school numbers during the month of November. We went from 3 students to 10 or 11. We had a new family join us (they have 4 kids)!

– The Rev. Gretchen Strohmaier, Assistant Priest

Youth Ministry:

This month in youth ministry has been relatively light, but good all the same.

There was a Youth Pack Event this month that went very well. We had around 40 kids in total! QUEST this month has had very low turnout every week, but I'm hoping that will change when things get a bit less busy. We've had wonderful turnout at Youth Group, and it's been a good time!

As for upcoming events; Bishop Curry has invited the youth to speak with him at the Ordination of our new Bishop, and I'm hoping we have some takers from around the diocese, and particularly our church. Confirmation classes are also beginning 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)**

A thank-you celebratory cake was provided to parishioners at coffee hour on November 17, reminding that we are grateful for their support. Thank you to Kirk Johnson who provided photos to decorate this beautiful cake.

The stewardship campaign continued with phone calls to parishioners who pledged last year but whose pledges had not been received. Both vestry and stewardship committee members made the calls. Responses to the calls resulted in some returned pledges.

Letters to parishioners who pledged last year but had not responded after the phone calls were sent another follow-up letter again asking for their support.

Six members of the stewardship committee will continue urging the non-responders to pledge by writing notes to each person asking for pledge support. These notes will be sent no later than Monday, December 9.

While we have not yet reached our pledge goal, we are hopeful that we will. We continue to encourage pledging to Holy Spirit and to continually remind our parishioners of the wonderful ministries and activities these pledges support.

Stewardship is a continuing ministry that will remain active throughout the year.

– Barb Hosier, Stewardship Chair

Torian Donohoe, Stewardship Committee Vestry Liaison