

## Holy Spirit Vestry Meeting Minutes

Thursday, November 15th 2018

PRESENT: John Crowley, Mark Dvarishkis, Elizabeth Ettenger , Tracey Gage, Don Gisselbeck, Terri Ann Grotzinger, Glenn Hladek, Mary Jennings, Candice Lindsay, Helen Matveyeff, Tom Todd, Jim Wiley, Ann Wiltse

- 1) Opening Prayer – Mary Jennings
- 2) Administrative/ Business Matters
  - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
  - A thank-you note was received from John Combs, Supervisor of Fine Arts at MCPS, thanking Terri and parishioners for allowing participants in the MMEA conference to use our parking lot.
  - An anonymous email from a parishioner who is concerned about use of the church for yoga was included in the meeting materials.
  - The Vestry was pleased to note four recent newcomers, a few of which are already actively participating in the life of the church.
- 5) Candy reviewed the financial reports and a draft of the 2019 budget. The Vestry made adjustments to some budget line items and discussed ways to reduce the \$60,000+ budget deficit that is forecasted --Terri encouraged creative, strategic, flexible, sustainable approaches.
  - **Motion to approve the October Treasurer's Report; Seconded, Motion Passed**
- 6) Old Business
  - The Stewardship Committee is hosting a celebration on November 19<sup>th</sup> to thank the congregation for supporting the fall Stewardship Campaign and encourage participation.
  - The Vestry reviewed the progress of the Stewardship Campaign and acknowledged the good work of the committee. Some nice gains and predictable losses in pledge income were noted, and more pledges are expected to come in over the next several weeks.
  - Tracey kindly volunteered to count on December 2nd
  - The Personnel Committee is actively addressing the lack of a permanent bookkeeper, which has been an issue since Elizabeth's departure.
  - The Nominating Committee will meet to identify potential nominees to the Vestry; five vacancies need to be filled.
  - The replacement boiler pump has been ordered and Temp Right will schedule the repair as soon as they receive an ETA on the required parts.
  - The sink in the upstairs bathroom near the Choir room is in need of repair or replacement.
  - **Motion to replace the sink in the upstairs bathroom; Seconded, Motion Passed**
- 7) New Business
  - The Social Concerns Committee has put forth an Advocacy proposal: *Before and during the 2019 Montana Legislative Session, the Social Concerns Committee recommends advocacy by Holy Spirit Parish to support improved and/or better funded care for those with mental health,*

*disability, or general healthcare coverage issues, working with the Missoula Interfaith Collaborative and/or other partners advocating on these issues.*

- **Motion to move forward with the healthcare advocacy project; Seconded, Motion Passed**
- Glenn has identified an appropriate and reasonably priced active incident training program. The House of Worship Training for active shooter response includes a presentation and training for as many participants as possible.
- **Motion to register Holy Spirit Parish for the House of Worship Training at a cost of \$500; Seconded, Motion Passed**

8) Other Business

- Date and time for next Vestry meeting; Thursday, December 13<sup>th</sup> at 12:00

Respectfully Submitted,

Ann Wiltse  
Clerk of the Vestry

**November Rector's Report to Vestry**

Faithfully submitted,

The Rev. Terri Ann Grotzinger  
Rector

## November Vestry Ministry Reports

### 1. Communications – Judy Parock, Chair

I 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 the 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. We “boosted” the event on Facebook three weeks prior to the start of the sale. The Holiday Market committee had done this last year with some of their advertising funds and had thought it worthwhile. The boosted event reached out to a wider population of folks throughout western Montana to create interest in the event. Throughout Market Week I posted 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 have received very positive feedback from parishioners and others regarding these posts on our Facebook pages. 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. I also created a poster to display at the Holiday Market reminding folks of the sale at St. Paul Lutheran Church, and they have done the same at their bazaar.

One of the items the Episcopal Public Policy Network featured this election year was a sticker that stated, “I am an Episcopalian and I voted.” It was part of their “Vote Faithfully” campaign encouraging involvement in this year’s midterm elections. We purchased a number of these stickers. Some were given out at one of the sessions of “Practicing Advocacy with Civility,” and the rest were handed out in church. Because we have been focusing on advocacy this fall, I used materials from the “Faith And Citizenship: A Guide To Effective Advocacy For Episcopalians” from The Episcopal Church to create the bulletin board in the parish hall that highlights news from the wider church. I used the “Vote Faithfully” materials there as well.

We continue promoting church events. Posters and rotators have been created for the Compline service, the new Sunday Morning Adult Study, and the Advent Crafts and Soup event. Our ads on KUFM highlighting the Compline service have also been running. Per the Finance Committee decision, we will be cancelling that advertising for the 2019 year. This will also include our ad in the Yellow Pages.

– Judy Parock

### B) Holiday Market – Tracey Gage

The Holiday Market was held November 9<sup>th</sup> and 10<sup>th</sup>. Preparations began on Sunday November 5<sup>th</sup> with the conga line and a steady group of volunteers who worked all week to make this beautiful market a success. Thank you to the youth of our church guided by P.J. Willett and Betsy Holmquist for getting everything under the office to the guild room. Thank you also to Lori Cordis and her crew for arranging the tables on Sunday afternoon. Thank you to everyone who made lunches for the volunteers, helping with the raffle tickets sales, those who donated raffle and silent auction items. Special thanks to Judy Parock for all the signage and promoting the market on Facebook. The number of volunteers for this event is amazing. We are so very grateful and feel so blessed that we worship with such dedicated people. We had over 52 volunteers, most of them working several days and/or shifts. This year the market was run by committee, which seemed to work just fine. Thank you to the committee: Diane Rasmuson (Raffle and Silent Auction), Sue Lowery (Holy Spirit Crafters), Barb Morrison, Jari Davis and Sarah Towle (Gallery-Art), Barbara Kennedy, Lani Brewer, Mary Tromly (Friday

Lunch), Anne Cohen, Marva Gallegos and Catherine Durand (Antiques, Noel's Novelties), Wendy Kuhn and Barb Hosier (Cashiers), Bonnie Lee, Pam Diamond (Jewelry), Betsy Holmquist (Advertising and many more duties) Bob Wattenberg (Bob's wood crafts), Bob Brewer and Bill Towle (putting signs out and all sorts of hauling and cleaning) Laura and Ed Taylor (Cookie and Bake Sale), and Tracey Gage (Volunteers).

The cookie/bake sale is scheduled for December 9<sup>th</sup>.

The money made from the Holiday Market goes into Holy Spirit's Operating Funds.

– Tracey Gage, Vestry Liaison

Revenue Category	2017	2018	Notes
Presale	\$ 1,253.00	\$ 1,469.00	
Lunch	\$ 398.00	\$ 328.00	
Raffle	\$ 1,394.50	\$ 1,498.00	
Silent Auction	\$ 1,765.00	\$ 1,355.00	\$1175.00 still to be collected
Sales	\$ 8,686.00	\$ 8,691.69	Friday Sales, \$5,685.94; Saturday Sales, \$2,995.75
<b>Total</b>	<b>\$ 13,496.50</b>	<b>\$ 13,341.69</b>	

- 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:** Thanks to our great group of Coffee Hour Hosts we have volunteers for all of the Sundays through November, except for Thanksgiving weekend, November 25. We may just have to have coffee that morning. So far, no one has signed up for any of the December coffee hours.

– Kathy Swannack

- D) Properties – Jim Wiley (Margaret Borg and Kevin Borg, co-chairs)

**Properties/Buildings Report:** We are awaiting the start of work on the pumps for the heating system. The two-thirds down payment was sent October 31. We are also waiting on a bid to replace the upstairs sink in the choir bathroom. The estimate from Temp Right plumbing was \$1,000 to replace the sink.

– Margaret Borg

- E) Rummage Sale – Tracey Gage and Helen Matveyeff (Marva Gallegos, Chair)

The Rummage Sale Committee has nothing new to report at this time.

– Marva Gallegos, Chair

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

1.. Committee members discussed alternatives for advocacy by Holy Spirit Parish and decided on a recommendation to the Vestry, as follows:

***Before and during the 2019 Montana Legislative Session, the Social Concerns Committee recommends advocacy by Holy Spirit Parish to support improved and/or better funded care for those with mental health, disability or general healthcare coverage issues, working with the Missoula Interfaith Collaborative and/or other partners advocating on these issues.***

Prompt approval from the Vestry to proceed with advocacy will be appreciated, given the timing related to the 2019 Legislative Session.

2. Dorcie provided an update on activities related to our Hellgate High School ministry, with special reference to "Hellgate Sunday," November 11<sup>th</sup>, and the activities planned for creating awareness of this ministry opportunity. (See further comments below regarding a Butterfly Grant.)
3. Dorcie also reported on improvements at Parenting Place (garden clean-up and plans for a convenient/more comfortable bus stop), and the relationship that they have developed with the Headwaters Strategic Initiative (to address Adverse Childhood Experiences). We continue to pray that a replacement for Coordinator between Holy Spirit and Parenting Place can be identified.
4. Dorcie also reported briefly on a fairly new ministry, 549-HOPE, which is sponsored by several non-MIC churches in town and provides a single point of contact for those needing some funds and other support. Dorcie will continue in contact with them and provide more information in the future.
5. Bob Deaton reported on a new effort providing support to returning citizens (released from prison or on probation), Welcome Back. They provide one-on-one mentoring to returning citizens, and many of the mentors are returned citizens themselves.
6. Bob also provided a final report on his experience with an exonerated prisoner from the Innocence Project. A copy of his written report is available upon request.
7. Carla Mettling has been coordinating with Gretchen Strohmaier to plan a winter book study related to a social concerns issue. She provided reviews of five books which she has read and recommends as possibilities for this, and asked Committee members to review her list and to add any other recommendations, so that the matter can be addressed at our December meeting.
8. Gretchen reported on a "field trip" that the Warm Spirit girls made to Hellgate High School, and their subsequent desire to help the school's Family Resource Center, which resulted in a Butterfly Grant request which was approved by the Committee.
9. The Committee reviewed our 2018 budget and, in addition to the Butterfly Grant mentioned above, approved two final funding allocations for the year:
  - \$450 for the Louise Burke Center for Holistic Representation, working on criminal justice reform in the Flathead Reservation, and
  - \$900 contribution for the MIC / YWCA project to provide safe housing for homeless families and abused women.
10. In other business:
  - Bob confirmed the Red Cross Winter Blood Drive at Holy Spirit will be on February 21<sup>st</sup>, 2019. He will try to recruit a coordinator as soon as possible. Dorcie suggested reviewing the list of past frequent donors for candidates.
  - Lucia Work will coordinate the winter effort to support the Poverello Center for the homeless, with our usual sock/hat/etc. drive. Gretchen suggested that Sunday School children might be interested in helping, and will report back on that possibility

The next meeting of the Social Concerns Committee will be on December 4<sup>th</sup>, at the home of Clem and Lucia Work (5055 Huckleberry Road), at 6:30 pm.

– Jim Wiley

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

**Spiritual Formation:**

**Communication.** In an effort to support improved communication and planning, I continue to attend the monthly Social Concerns Committee meetings. It has been helpful and has improved overall communication and also helped with fostering collaboration between and among ministries.

**Practicing Advocacy with Civility: A five Week Series.** I was very encouraged by the attendance and participation in this series which ranged between 25-42 participants each week. The facilitators and special guest speakers shared excellent information and folks were excited about what they learned. It was great timing smack dab in the middle of election season. I think we were successful in helping participants understand this as a spiritual and religious issue, not just a political or civic thing. We got lots of great feedback about this class.

**General Convention.** I met with Pru Randell to get highlights from the convention in July and to brainstorm about methods for sharing this information with the church, perhaps after the first of the year.

**Pastoral Care.** I continue to meet individually with families to provide support and check in on those we haven't seen for a while. I did several of these visits this month.

**Diocese Convention.** I attended convention in Polson this month. While there I facilitated a time for others across the state to share about their ministries with children and youth. It was a good time of sharing support and information.

**Collaboration with University Congregational Church.** Met with Valerie the director of their church school program for idea sharing and initial plans for a combined Vacation Bible School program in June 2019.

**Warm Spirit Project.** Met with parent volunteer to do planning and then co-facilitated a meeting for the Warm Spirit Project girls (5<sup>th</sup> through 7<sup>th</sup> graders here at Holy Spirit). The girls discussed the problems kids face today. One of the biggest issues, according to them, is support for education. The girls decided to reach out to Hellgate High School since we already have a relationship with them and take a field trip to the Family Resource Center to learn about how they support kids in education.

**Parent Summit.** Facilitated the second parent summit meeting in October and had 12 people come and share input about what they value about church for their kids. We have hosted two of these meetings now and I am in the process of summarizing what we have learned.

**Advent Quiet Day.** Had initial meeting to begin plans for Advent Quiet Day.

**Christmas Pageant.** Found a new volunteer to assist with the Christmas pageant which will happen at the early service on Christmas Eve. We began initial plans for the pageant and reached out to families with this information.

**Advent Crafts & Soup.** Began initial plans and recruiting volunteers for this annual event.

**Sacred Space Yoga.** Had a lot of interest in this class. We offered it once a week for four weeks during the month of October. Participants ranged from 10-12 per week though over 40 people expressed interest in the class. Many have expressed interest in some sort of ongoing offering. Suzy and I are in conversation about what form that might take.

**Volunteers.** Implemented a weekly time for volunteers to help me in the office with a variety of jobs. Folks have enthusiastically responded to this request. I have volunteers scheduled into January. They are doing a wide variety of jobs, based in their own interest and skills. They've done everything from sending email messages, to recycling, to cutting projects.

**Deacon Roles.** Also during October I served as deacon at the altar once and I preached once. I continue writing monthly reports to the archdeacon of the diocese and I speak with her once a month via the phone. I am in the process of writing about the details of our Practicing Advocacy with Civility course. I will submit this as my final deacon project. It will be shared around the diocese with other churches who have expressed interest in replicating what we did.

– The Rev. Gretchen Strohmaier, Director of Spiritual Formation

**Youth Ministry:**

This Month has been busy. We've had regular QUEST and Youth Group, Plus a Middle School Youth Pack event.

In QUEST we've discussed the meaning of some of the stories and people in the Bible and talked about what makes a church community. There's also a Youth Pack event in which the theme is "Love your neighbors" where there will be a guest speaker who is Muslim doing a talk about what being a friend to the Muslim community can look like in the current political climate.

Youth Group has been going swimmingly as well. We've played games and discussed what things are impacting the youth in this day and age.

We also had a Parent summit this where parents discussed with Gretchen, Terri, and myself what they would like to see youth ministry and church school do for their kids. There were a lot of great points brought up that we are looking at as we head into this next year.

Thank you for your continued support!

– PJ Willett, Director of Youth Ministry

H) Stewardship – Ann Wiltse (Paul Polzin, Chair)

The fall stewardship campaign is in full swing and many pledge cards were received at the in-gathering on Sunday, November 4<sup>th</sup>. On Monday, November 12<sup>th</sup>, Vestry members will receive a list of pledgers who have not yet responded to the pledge drive – calls must be completed by Monday, November 19<sup>th</sup>. On Sunday, November 18<sup>th</sup> there will be a stewardship celebration brunch after the 10:15 service to thank pledgers and encourage broad participation in the campaign. Kirk is preparing a special thermometer graphic for the event and committee members are contributing some wonderful brunch fare. A follow-up mailing will be sent to past pledgers who did not respond to the pledge drive or the Vestry outreach. We are now able to receive pledges via the website -- thank you to those who facilitated the new online giving options.

Ann Wiltse