

Holy Spirit Vestry Meeting Minutes

Monday, April 9, 2018

PRESENT: Jennifer Allen, John Crowley, Elizabeth Ettenger, Don Gisselbeck, Glenn Hladek, Mary Jennings, Candice Lindsay, Tom Todd, Jim Wiley, Ann Wiltse

EXCUSED: Terri Ann Grotzinger, Helen Matveyeff

- 1) Opening Prayer – Tom Todd
- 2) Administrative/ Business Matters
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence, newcomers – John Crowley
 - Alexandra Carlson is a newcomer that we welcome this month. Alex's parents attend Holy Spirit and she was active in Church School as a child.
- 5) Candy reviewed the financial reports
 - **Motion to approved the March Treasurer's Report; Seconded, Motion Passed**
- 6) Old Business
 - The Vestry will continue to discuss the Draft Advocacy Policy. A mock proposal is being drafted and submitted to the Vestry. This proposal will help frame and focus discussion.
 - John reviewed the guidelines for Safeguarding God's Children and Vestry members signed a form confirming their completion of the training.
 - Tracey reviewed the ministry assignments and encouraged Vestry members to reach out and identify chairpersons to fill vacant positions.
 - John noted that the audio/visual system is up, running and working very well.
 - John recognized Helen's good work coordinating the Easter receptions and thanked the Vestry for their contributions.
 - Glenn reported that work continues on Emergency Preparedness and his next step is scheduling a walk-through with the Fire Department.
 - Tracey and John are making progress on a draft Building Utilization policy. Issues to work through include assessing revenue potential,

understanding insurance requirements, identifying spaces appropriate for public use and setting rates.

- Jim reported on the parking lot issue. We sent a formal request for the issue to be put on the MCPS Board meeting agenda, but were not included on the April agenda. Jim met with the Hellgate High School resource officer, but no good solutions were put forward. The Vestry task force will continue working on the problem.
- The Vestry retreat will be held April 29th; 12:30 – 5:00
- John reviewed the policy for filling a vacancy on the Vestry. He asked the Vestry to come prepared with a list of possible candidates at the May meeting. The new Vestry member will serve a 1 ½ year term.
- Don agreed to count on April 29
- John reported that the special offering for Lent/Maundy Thursday (\$649.46) was given to Emmaus Campus Ministry and for Good Friday (\$343.00) was given to The Episcopal Church in Jerusalem and the Middle East.

7) New Business

- John discussed Gretchen Strohmaier's Ordination to the Diaconate set for April 22 at 10:15 at Holy Spirit
- **Motion to approve a Vestry gift of a Priest Stole (\$150) Seconded, Motion Passed**
- John reminded the Vestry of the tradition and expectation that Vestry members help with rummage sale clean up and encouraged everyone to pitch in.
- John gave a summary of the recent Personnel Committee meeting and briefed the Vestry on personnel needs and budget considerations going forward. He pointed out that the 2018 budget projects an operating loss of approximately \$60,000. At the current rate of drawdown from the investment account, the balance will be down to the \$250,000 reserve amount in four years.
- John announced that Bishop Carol Gallagher will be at Holy Spirit for a First Nation Relationships Class and will preach on Sunday, April 15th and that Camp Marshall Sunday is set for April 29th

8) Date and time for next Vestry meeting; Monday, May 14, 12:00 – 2:00

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

April Rector's Report to Vestry

No report for April

April Vestry Ministry Reports

A) Communications – Jennifer Allen (Judy Parock, Chair)

Much of our communications work this month was focused on promoting our Holy Week and Easter services. We updated the photos on the website rotator on the homepage to give it more of an Easter feel and to highlight our Holy Week and Easter services. The link to the Holy Week and Easter services was placed prominently on the home page so that the information was easy to find. In fact, we created a Holy Week and Easter services page on the website under the “Worship” tab. We embedded an Easter video from a company called Acts 8 on that page and provided full descriptions of the services along with photos. We also used the Easter video on our Facebook page with a listing of our Easter services. Information about our Holy Week and Easter services was also included in our Spirited Times e-newsletter and on our phone message. We made use of our sandwich board sign to display information about our Holy Week and Easter services the week prior to Easter. The banner for Easter was put up in the church yard prior to Easter by Frank Sherman. It will be up through the month of May.

Photos of our Holy Week and Easter events were taken by Mark Dvarishkis and Judy Parock, and those photos were posted to our church Facebook page and also used to update the look of that page. We sent some lovely photos from Holy Week and Easter to the national church for their use which were displayed as part of their Facebook page.

Efforts were made to make more use of our church Facebook page to publicize our church events. We created “events” for the Ukrainian Egg Decorating and for all our Holy Week and Easter services. These “events” allowed us to provide a greater description of the event and to invite people to attend. We’ll continue to make more use of these tools going forward.

We have continued working with Keith Kuhn to provide publicity for the Bishop Nominating Committee listening sessions at Holy Spirit on April 8. We included a listening session flyer in with the Easter letter in order to inform the entire congregation of this event. We’ve had listening session inserts in both the Palm Sunday and Easter Sunday bulletins to highlight the event as well. We have continued to include updated information about the listening sessions in our Spirited Times e-newsletter. We’ve been something of a test case for the diocese in terms of how to promote these listening sessions, and we’ve found that the information regarding them is being sent out by the diocese just a little late to be of use for the current week. Hopefully that will be corrected going forward.

April is turning out to be a very busy month for the parish after Easter. In addition to the listening sessions, we have a special “First Nation Relationships” class that is being offered by Bishop Carol Gallagher, assisted by Gretchen Strohmaier and The Rev. Dorcie Dvarishkis. We created a poster

and rotators for the church homepage on the website to promote the event. We have done the same for the Women's Retreat that will be coming up on May 4-6. We've begun promoting both events in the church newsletter, the Spirited Times and the Sunday bulletin. We're also working on promoting "Camp Marshall Sunday" at the end of April.

Of course, this is also Rummage Sale month, and we have been working with Betsy Holmquist of the Rummage Sale Ministry to promote the Rummage Sale on all of our venues. Betsy is great about sending new information in to the office on weekly basis for inclusion in the Spirited Times and the weekly bulletin. Once Easter is past we can begin posting the Rummage Sale posters around the church buildings. We have two different posters we use for the Rummage Sale, a general sale poster and a donations poster with specific information about what is needed for the sale. The Rummage Sale sign up form on the church website is getting good use for the sale, as well as the Rummage Sale page with all its information about what to bring and how to volunteer.

Once the date of Gretchen Strohmaier's Ordination to the Diaconate was set by Bishop Brookhart, that news had to be disseminated to the congregation as quickly as possible. We put out a special "Note from the Rector," an e-news announcement, to the congregation and also used that same information in an insert for the Sunday bulletin. We hope to have as many people as possible in attendance on that important day for Gretchen and for our parish.

– Judy Parock, Chair

B) Holiday Market – Tracey Gage (_____, Chair)
No report.

C) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)
Reception committee report: There was one Memorial Reception in March. Plans are underway for the reception for Gretchen Strohmaier's Ordination Service on April 22.
– Anne Cohen

Coffee Hours: Sign-ups for Coffee Hour hosting have slowed down, but fortunately we have other events that are scheduled to take place during the Coffee Hour time on two of the April Sundays. We do still need hosts for the remaining Sunday in April and for all of May.
– Kathy Swannack

D) Properties – Jim Wiley (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: The new camera/TV system to allow people in the parish hall to see and hear what is happening in the church was installed this month. The installation of the system necessitated us contacting

an electrician to provide electrical power downstairs outside the furnace room where the hard drive and other components of the system were installed. The outlet at the far end of the parish hall where the TV is plugged in also needed to be replaced as one of the plugs was broken. At the same time as this installation was taking place, two of the overhead fluorescent lights in Judy's office failed. While the electrician was here, we had him replace all four overhead lights with LED fixtures. (The other two fluorescent lights had bad sockets and would have needed to be replaced soon anyway.) We also had to have a plumber come out and repair the triple sink in the kitchen which was leaking badly from the fittings underneath the sink. All those repairs were made. A technician from Temp Right came out again to look at the air handler in the Church School area and will give us a price on replacing it. The bearings in the current air handler are worn out and cannot be replaced.

– Margaret Borg

- E) Rummage Sale – Tracey Gage and Helen Matveyeff (Marva Gallegos, Chair)
We are continuing to organize, enlist volunteers and finetune to be ready for the sale. We could always use more help, starting with the Conga Line on April 15.

Vestry help with clean-up on Saturday, April 21, at 1 p.m. is also appreciated. It is the custom of the Vestry to assist with this chore at the end of the Rummage Sale, and we look forward to your participation again this year.

– Marva Gallegos, Chair

- F) Social Concerns – _____ (Jim Wiley, Chair)
1. Casey Dunning, Director of the Missoula Interfaith Collaborative (MIC), gave SCC an update on the nature, mission, current, and proposed work of MIC. MIC, an association of 20 different faith communities, including one Buddhist, one Jewish, one Muslim, and many Christian, exists to form new relationships between members of different groups, and train leaders to create systemic change in Missoula and Montana, by inspiring its members to act collectively with a broad coalition of faith partners. The current big project is a major capital campaign to purchase a building for emergency family and ex-offender housing. This past year the focus has also been on building strong core teams in each faith group.

On April 17th, at St. Paul's from 12 to 1:30, there will be a discernment meeting of delegates from all faith groups to choose 1 or 2, from among the various single issues, chosen by each group, for interfaith "action teams" to work on in a more systemic and political way, meeting with the City Council, the county commissioners, and state legislators. Such teams will become a powerful interfaith organization to take on local and state issues in an ongoing way. Also, Dunning plans to have MIC move beyond faith groups to

partner with non-profits and neighborhood groups, such as Parenting Place, the YMCA, Soft Landing, and Partnership Health.

MIC currently directs Family Promise, that housed 25 families in 2017, the Housing Advocate Network, which helped 46 people last year get affordable housing, Missoula Works, a social enterprise business to get companies to hire ex-offenders, the Get It Done and Lawn Crews—two groups of workers for hire—and brought in \$500,000 in government grant monies to fund two positions, among others—a Housing Navigator and Housing Specialist. Future projects include a glass recycling operation and a May 5th “Tangible Hope Concert” fundraiser.

2. Bob Brewer asked SCC to support Habitat for Humanity, as it has done in the past. The 2018 “Good Neighbor Build” will construct 2 homes for 2 single-parent mothers—the 54th and 55th homes built by Habitat in Missoula, so far. Bob also pledged matching funds up to \$1,000 for any gift from SCC and HSP. SCC voted to award Habitat \$500 and try to raise another \$500, as well as solicit work hours and lunches (1 or 2) for 12 to 15 workers, from the parish.

3. Butterfly Grants: SCC has given a \$150 grant to Mary Tromly to rent a truck, to take HSP Rummage Sale leftovers to Lodgepole, to the Ft. Belknap Reservation. Gretchen Strohmaier reported that her children don't need their Butterfly Grant requested, that they found other funds.

4. Anita reported on a successful Parenting Place clean-up day on March 24th. PP now needs gardeners for its yard, if anybody is interested in helping. Dorcie reported that PP sponsors April Awareness Month, which just began, to educate participating churches about child abuse. Anita, Kate, and Bob are calling various Missoula Churches to participate, which involves giving out pinwheels to their children and using a special curriculum in the Sunday School on Blue Sunday, April 22nd. Blue Sunday will be another Sunday at HSP, as Gretchen is to be ordained that day. Dorcie also announced, as part of April Awareness Month, a showing of the film “Resilience” on April 30th, at the Roxy. It is a sequel to “Paper Tigers,” and documents the negative effects into adulthood of Adverse Childhood Experiences (ACE's). HSP members who want to learn more about PP can do so any Thursday from noon until 1:15 at the Double-Tree, where the Exchange Club holds weekly lunches. Lastly, Dorcie reported on the “pop-up fundraisers” at three consecutive 8 o'clock services that raised \$600 for the Laundry Fund at Hellgate, so needy students can do their laundry for free at Sparkle Laundry. She also said that Jari Davis and Torian Donahoe are on the Homeless Youth Task Force that is investigating what Missoula is doing for its homeless youth.

5. Bob reported that \$3,500 was raised at the Myanmar Dinner and Silent Auction. The money will be given to Cho-Cho Lwin, of Studer Trust, for the primary-age school children's field trips to historical sites in Myanmar.

6. SCC members are putting together a description of the process it would go through to advocate for any future chosen social justice issue, to show Vestry members who would like to know what doing advocacy at HSP would look like. SCC has chosen the recent cutbacks in funding for programs and staff—case managers and direct care staff--serving disabled and mentally-ill persons, by the Montana State Legislature, as its issue to advocate against, for this descriptive exercise.

– Jim Wiley, Chair

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

Spiritual Formation:

Confirmation Class. During March Terri and I continued to meet with the kids who were confirmed, teaching them about the *Book of Common Prayer* and helping them explore ideas for service within the church. Each Confirmand was encouraged to try one or two new ways to serve.

Sunday Morning Bible Study on Luke. This group continued participating in the nation-wide church effort to read Luke in the season of Lent. Each week a group of folks gathered in the Guild Room to discuss the week's readings and work to apply the Gospel to daily life. It was a rich offering. The group decided to take up the challenge to continue reading Luke's second volume, Acts, and to meet once in May to discuss the themes of Acts. Everyone is welcome to join us on Sunday May 20th at 9:00 am for some breakfast treats and discussion about Acts.

Lenten Series. *Held by Something Bigger: Exploring the Depths of Faith.* Our Wednesday evening potluck and presentation series continued in March with sessions on prayer, community and God's presence. The depth of sharing, by church members, at these evening presentations was quite remarkable. The honesty and vulnerability of those who spoke served to inspire us and to foster our trust in this place and in one another. It was a true gift.

Women's Retreat. Preparations for the upcoming Women's Retreat continued in the month of March.

Church School. The children finished their unit on the Prodigal Son and turned their attention to Lent and Holy Week. During March the kids, with financial support from Church School families, put together 20 Easter baskets for families at Mountain Home Montana—an organization the children have recently built a relationship with.

– Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

Youth Ministry this month has been great! We've had regular QUEST meetings where this month we discussed Lent, and what being an Episcopalian is all about. We had one Youth Pack meeting where we played some games and talked about what we think grace means, and what it looks like. At youth group this month we had a talk led by Rev. Terri about what the kids think about the current political climate involving students their age, and where the Episcopal Church stands on similar subjects.

Next month we have the usual youth groups, and a youth pack meeting where the topic will be reformation. However, QUEST will be a little bit staggered because I'll be out of town a few Sunday mornings. I am also looking at planning a service project either this upcoming month, or the following month.

Thank you for your support, it is greatly appreciated!

– PJ Willett, Director of Youth Ministry

H) Stewardship – Ann Wiltse (_____, Chair)

No report.

I) Personnel – John Crowley

March 20, 2018 Personnel Committee meeting minutes

PRESENT: Rev. Terri Ann Grotzinger, Candice Lindsay, John Crowley, Paul Polzin

With the impending ordination of Gretchen Strohmaier, the committee discussed Gretchen's current responsibilities and her evolving role as transitional deacon and eventually ordained priest. The Vestry has discussed for several years now the need to provide the Rector with additional pastoral support through the help of an Assistant Priest. There was discussion about the desire to meet with Gretchen to consider how her current role as Spiritual Formation Director might be handled differently to shift her work and best utilize her pastoral skills and gifts. The possibility of using lay parishioners to assist with Gretchen's current responsibilities as she transitions into more of a pastoral role was discussed but further discussion is needed.

The subject of the annual operating budget was brought up to review possible sources of funds to pay for changing personnel roles. The committee was reminded that the 2018 operating budget anticipates a deficit of approximately \$60,000 before applying funds from the Vestry investment account. At the current rate of drawdown from the investment account the balance will be down to the \$250,000 reserve amount in approximately four years. Possible additional sources of revenue were discussed (for example, increasing the current Memorial Foundation payment to the Vestry of 3% to

4%, Stewardship efforts, and using a portion of the capital improvement budget line item for personnel among other ideas). The Vestry will need to take this on more directly now that we know Gretchen will be ordained to the transitional diaconate soon, and to the ordained priesthood as early as mid-October.

Candy discussed the results of a request made to her regarding the classification of nonprofit status that applies to the Memorial Foundation (Type 1, 2, or 3). The determination given from the IRS is Type 1, and they will be sending a letter soon in this regard. The classification Type clarifies how the IRS views the relationship between the Vestry and the Memorial Foundation. This will need to be discussed with both the Vestry and the Memorial Foundation Board.