

Holy Spirit Vestry Meeting Minutes

Monday, June 18, 2018

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

EXCUSED: Helen Matveyeff

- 1) Opening Prayer – Tracey Gage
- 2) Spiritual Reflection – Terri Ann Grotzinger
- 2) Administrative/ Business Matters
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Newcomers Jim & Pat Cole moved here from Gardiner and were members of St. John's Episcopal Church
- 5) Candy reviewed the financial reports
 - **Motion to approved the May Treasurer's Report; Seconded, Motion Passed**
- 6) John and Jim reported on the May 17th meeting of the Memorial Foundation
- 7) Old Business
 - The Vestry discussed the recommendation of the parking lot task force
 - **Motion to accept a bid up to \$10,000 to have parking lot gates installed, subject to receiving 3 bids; Seconded, Motion Passed**
 - Tracey kindly agreed to count on July 22nd
 - **Motion to confirm that the Vestry voted to approve the Parochial Report at the February Vestry Meeting; Seconded, Motion Passed**

- **Motion to approve the Signature Authority; Seconded, Motion Passed (see attached sheet)** Paul Polzin, past Senior Warden, is removed as a signer from the church checking account and the church safety deposit box effective immediately. Those who are the current approved signers are listed on the attached Signature Authority.

8) New Business

- John and Jennifer will complete the annual review of insurance coverage, which will be officially addressed at the August meeting
- Jim will ask Margaret Borg to complete the annual review of buildings for inventory purposes.
- Terri discussed the need for a Grounds Care Ministry to handle weeding, pruning, etc. We have volunteers to oversee the work, but need folks to do the work. Jim will reach out to Margaret Borg to get volunteer recruitment underway.
- Terri addressed the Ministry Reports. Terri, Tracey and John will introduce the congregation to the Advocacy Policy and explain how the draft policy was evaluated. They will do this at an upcoming service. Gretchen will begin working on scheduling some civil discourse sessions. The Holiday Market needs a chair.

9) Other Business

- Audit materials have been prepared and audit needs to be completed by September 1st. The Auditor has been notified that the Vestry would like to review the audit at the August meeting prior to it being submitted to the Diocese.
- The Vestry reviewed the draft Building Use Agreement and identified some areas that need further clarification and discussion.
- Glen will have a proposal to present re: incident preparedness at the August meeting.

10) Date and time for next Vestry meeting; Monday, August 20, 12:00 – 2:00

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

Signature Authority

(Approved by the Vestry on 06/18/2018)

Federal regulations require that our Minutes approve authorized signers for the corporation by name for each account. The following positions and names are submitted for Vestry Approval and for inclusion in the Vestry minutes for June:

Vestry Checking Account at First Interstate Bank

Rector – **Terri Grotzinger**
Parish Administrator – **Judith Parock**
Senior Warden – **John Crowley**
Junior Warden – **Tracey Gage**
Treasurer – **Candice Lindsay**

D.A. Davidson Investment Account

For Authorizing Transfers: **Rector** – Terri Grotzinger
Treasurer – Candice Lindsay
For Online Access: **Rector** – Terri Grotzinger
Senior Warden – John Crowley
Treasurer – Candice Lindsay
Bookkeeper – Elizabeth Serviss

Safety Deposit Box at First Interstate Bank

Rector – **Terri Grotzinger**
Senior Warden – **John Crowley**
Junior Warden – **Tracey Gage**
Treasurer – **Candice Lindsay**
Parish Administrator – **Judith Parock**

June Rector's Report to Vestry

The time since we last met has been full, varied and meaningful. The highlight was Gretchen Strohmaier's Ordination to the Transitional Diaconate on June 5th! Considerable planning and preparation went into the worship service itself and I want to give special thanks for extra time and effort offered by Judy Parock for the well-designed bulletins, Nancy Cooper and the Choir (beautiful anthem!), the Altar Guild (who had to change out seasonal colors several times in just a week or so), the Reception ministry, and to all those who in any way helped to make everything come together so beautifully.

Pastoral care has been front and center over this time. I made several hospital visits since we last met. I also prepared 1 adult, and the parents of two children for their baptisms on Pentecost. I have been preparing a small reaffirmation of wedding vows service for a couple of 50 years; continuing preparations for a wedding off-site to come June 24th; and offered a Memorial service and Committal for Marylee Stadler at Sunset Mortuary last week. Once a quarter I meet with the Altar Guild for Eucharist and discussion of our ministry together (this time on May 24th).

I continue to serve on the Standing Committee of the diocese. Our main focus is oversight of the Bishop Search discernment process. Our work involves coordinating the efforts of the Nominating Committee, the Transition Committee, and in consultation with The Episcopal Church Office of Pastoral Care. I've been involved in several interviews with the existing diocesan staff as part of our efforts and assisting with a variety of tasks that present themselves as we go forward.

The Bishop and Deacon School staff requested my assistance in teaching again this year. I taught Liturgics as well as Ethics this year on Saturday, June 2, in Bozeman. It is a joy to serve in this way.

Monthly meetings included the second Tuesday of the month Clericus in Polson (where clergy from Hamilton to Troy meet to share ideas, pray together, support one another, and prepare for upcoming events as needed); the regular Vestry Wardens meeting and Vestry meeting; and our HSP Staff meeting for coordination of our efforts here.

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

June Vestry Ministry Reports

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

May and the beginning of June have been busy times with a number of important church events taking place:

- **Women's Retreat, May 4-5:** The poster we created for the Women's Retreat was also used as the source for material for the rotators for the retreat. These were posted on the church website, and we created a Facebook event for the retreat to create more interest in the event. We used some of these images on the retreat registration form so that all the materials had a unified look. The event was very successful with over 25 women attending from Holy Spirit. Photos from the event were posted on the church Facebook page.
- **Pentecost Sunday, May 20:** We used photos from last year's Pentecost celebration to publicize our Pentecost Sunday on Facebook and on the website, and we created a poster to encourage people to wear red that Sunday. We also created a Facebook event for Pentecost Sunday and encouraged participation that way as well. We had a good turnout that Sunday, and the weather was glorious which enabled us to have the post-church celebration outside. Mark Dvarishkis took some great photos of the event, and Judy Parock did as well. Photos taken on Pentecost Sunday have been posted on the church Facebook page and were also submitted for inclusion in the national church's Pentecost album on Facebook.
- **Church School end-of-the-year celebration, May 20:** This event was promoted on both Facebook and on the church website. Children were encouraged to come early to have their faces painted before church, and several did. Mark Dvarishkis did a fabulous job capturing the event with his camera, and we have posted his photos from the day on our church Facebook page.
- **Gretchen Strohmaier's Ordination to the Diaconate, June 5:** When we had a new date decided upon for Gretchen's Ordination to the Diaconate, it was important to get that news out to the parish as quickly as possible so that people could participate. We used our electronic newsletter to send "A Note from the Rector" from Rev. Terri to the congregation, and then we had the news in our church bulletin and in the weekly Spirited Times. A church Facebook event was created for the new ordination date, as well as a new rotator for the church website.

We've also been working on publicity for the last Compline service for the season, the summer Meaningful Movies series, the back to school book drive for BASH and the summer blood drive. We've created posters for all of these events, and we've made rotators for the website as well. These events have also been promoted through the Sunday bulletin, the Spirited Times and the church Facebook page. A church Facebook event was also created for Compline and for each of the Meaningful Movies scheduled so far, and that has helped boost attendance at the film nights.

We needed to order new notecards and envelopes for the office, so it was time to update them to make them coordinate with our other printed church materials. Judy worked with Kirk Johnson to utilize one of the logos Kirk created on both the notecard and the envelope, and we think the finished product looks great. We thank Kirk for his help with this project.

– Judy Parock, Chair

B) Holiday Market – Tracey Gage (_____, Chair)

The Holiday Market is still in need of a chairperson.

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

Reception committee report: There were no receptions in May. We prepared the reception for Gretchen Strohmaier’s ordination on June 5.

– Anne Cohen

Coffee Hours: Our regular year of Coffee Hours wrapped up on Pentecost Sunday with the strawberries and ice cream Coffee Hour following the service in the church courtyard. Lori Cordis took over setting up the summer Coffee Hours on Memorial Day weekend and will continue with that set-up through Labor Day weekend.

– Kathy Swannack

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

Properties/Buildings Report:

Our thanks to Sue LaRose and Sue Lowery who took the dead branches out of the planters and replaced them with flowers. The church appearance is much improved by their work. We are still awaiting a bid from Temp Right regarding the air handler in the Church School area. We have called to remind them that we have not received their bid. Our thanks to Frank Sherman and Gary Swartz who installed the window air conditioners in the office so that we are ready for warmer weather. Frank removed the storm windows from the parish hall also so that we can open the windows there as well.

– Margaret Borg

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

The Rummage Sale committee met in May to discuss this year's sale. We came up with ideas to improve things and picked the week, April 28–May 4, for when we would like to hold the sale next year. We will revisit our list of suggestions next spring before gearing up for the 2019 event.

– Marva Gallegos, Chair

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

1. The Committee discussed at length which specific “next steps” would be most appropriate for the Advocacy Policy approved by Vestry. The suggested approach would be as follows:

- Goal: To be prepared for initial advocacy in time for Montana’s

2019 Legislative session

- Education:
 - Explanation of and support for the Policy during services (Rev. Terri accompanied by an SCC member)
 - Hold a series of Civil Discourse seminars during the late summer, to help parishioners discuss controversial issues in a non-combative manner, complemented by on-line education in civil discourse, if the Episcopal Public Policy Network courses can be taken on-line (Rev. Terri and Jim to discuss with Gretchen)
 - Make the SCC sample issue write-up available to the parish
 - Request and encourage parishioner suggestions for initial advocacy by HSP; as an alternative, the SCC would probably recommend either advocating for the restoration of funding for case managers for the disabled and mentally ill in Montana, or advocacy related to incarceration and reintegration issues.
 - Carla proposed a current advocacy opportunity, the Reach Every Mother and Child Bill (supporting US AID) which has been well-researched and has clear national Church support, but Committee members felt we should begin with a state or local issue
2. Dorcie reported on our Parenting Place and Hellgate ministries:
- Anita is no longer able to lead on Parenting Place, and Dorcie asked for suggestions for an alternate
 - Dorcie also asked for suggestions for Board Members at PP; she is no longer Chair of that Board
 - PP also needs several volunteers – to paint a bathroom, to coordinate pick-up of Bed, Bath & Beyond donations and to help with gardening
 - On Hellgate, Dorcie is expecting feedback on how they perceive our relationship developing
 - Both places have been asked for suggestions on how funding (approved by Vestry) might best be used
3. On a separate subject, Dorcie asked for suggestions on how Holy Spirit might raise up more Deacons. She will provide a more detailed description of exactly what would be involved, to help SCC members think of possible suggestions.
4. Bob Deaton reported on the Butterfly Grant approved at the last SCC meeting, to assist with an exonerated recently released from prison through the Innocence Project. Bob is working with this man to adjust to life outside prison, including some financial support, building trust with the man, and assisting with financial planning (additional funds from Go Fund Me). Bob expressed one issue he has come across is a lack of coordination between everyone who is involved in helping released prisoners.

5. Bob also requested volunteers to help with the July 26 summer Blood Drive.
6. Carla discussed the upcoming "Meaningful Movies" and asked for volunteers to provide wine, cheese and crackers. The dates and volunteers so far are:
 - June 12 - Bob and Dorcie
 - June 26 - Clem and Lucia
 - July 24 - Anita and Glenn (?)
 - August 14 - to be determined
7. Habitat for Humanity: We committed to providing two lunches this summer and Bob and Lani have provided one. Carla stated that someone from Habitat that is scheduling these will contact Kate, who had said she would provide one. We did commit to also providing some man hours of labor.

The Committee's next meeting will be July 9th
 - Jim Wiley, Chair

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

Women's Retreat. The first weekend in May seventeen women attended the annual women's retreat on Flathead Lake. Through their evaluations the women indicated that they enjoyed the opportunity to get away together, building deeper connections among themselves, focusing on the theme of prayer, and having ample free time to play, relax and refresh. The weekend was a valuable opportunity for growth.

Mother's Day. The Church School children provided some celebration at the end of the worship service. They greeted families as they left worship with a banner, sidewalk decoration and bubbles celebrating both mothers and fathers. It set a festive mood.

The Good Book Club. On Sunday May 20th a group of six gathered between services for the wrap-up discussion about the Good Book Club and the Easter-season focus on the book of Acts.

End-of-Year Church School Party & Pentecost. On May 20th we celebrated our Church School Shepherds and honored those children moving onto QUEST. Then we enjoyed a presentation by Animal Wonders and the children got their face painted. It was a great way to finish off the year and celebrate Pentecost.

Interviews of Other Churches. The end of May I began a process of interviewing staff at other local churches, learning about their staffing structures and the way they facilitate their church school programs. Met with leaders at University Congregational Church and spoke with program staff at First Presbyterian Church. More interviews to happen in June.

Planning for Parent Summit. Met with Ann Wiltse and with Terri to discuss and plan for opportunities for parents to share feedback. Scheduled a Parent

Summit to happen on Sunday June 24th. It is the first of several opportunities for families to discuss what they value about church for their children and to learn about potential staffing changes and be a part of crafting new ministry models.

Childcare. Continued advertising for summer-time childcare position.

Continued outreach to potential care givers.

– Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

We have finished up the year with our last Youth Group meeting on June 3.

We also had a very successful Grace Camp Backpack project this year, collecting items and money to fill over 30 backpacks for campers at Grace Camp who have a parent who is incarcerated. I'll be taking those backpacks up to camp the first week of June.

I am so thankful for my first full year in this position, and I look forward to this upcoming year, and to see where things go! Thank you all so much for all of the support youth ministry has gotten!

– PJ Willett, Director of Youth Ministry

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