

Holy Spirit Vestry Meeting Minutes

Monday, September 17, 2018

PRESENT: John Crowley, Elizabeth Ettenger , Don Gisselbeck, Terri Ann Grotzinger, Candice Lindsay, Tom Todd, Jim Wiley, Ann Wiltse

EXCUSED: Tracey Gage, Glenn Hladek, Helen Matveyeff

- 1) Opening Prayer – Terri Ann Grotzinger
- 2) Administrative/ Business Matters
 - **Motion to approve Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners’ concerns and correspondence
 - The Vestry was pleased to note four recent newcomers to the church
- 5) Candy reviewed the financial reports
 - **Motion to approve the August Treasurer’s Report; Seconded, Motion Passed**
 - **Motion to shift funds from Rector Continuing Education to Rector Mileage as needed; Seconded, Motion Passed**
 - Continuing Education (Others) funds will likely not be used and may be shifted to other needs
- 7) Old Business
 - Because of Vestry vacancies, additional counters are needed for October 14, 21 and 28. Don agreed to fill one shift and the others will be communicated and filled via email.
 - This months Properties/Buildings Report will serve as the annual review of buildings for inventory. Terri and Jim reviewed some issues that need to be addressed, such as the faulty pump on the boiler, and outlined follow-up tasks.

- Work continues on filling the Office Assistant / Bookkeeper position.
- The Vestry considered how Holy Spirit might contribute to the Missoula Interfaith Collaborative campaign and Family Homelessness; fundraising expectations were a concern. Jim will speak to the Social Concerns Committee to assess our capacity to help in light of our commitments to The Parenting Place and Hellgate High School.
- John sought Vestry input on a “Wind/Hail Deductible” offer from our insurance company. Terri is concerned about potential wind damage from the large spruce tree. John will follow-up to get more information re: cost and coverage.

8) New Business

- The Vestry discussed an appropriate gift for Bishop Brookhart and Sue Brookhart, to be presented at Diocesan Convention.
- **Motion to approve a gift of \$1,500 to The Brookhart Camp Marshall Scholarship Fund, a fund established with an initial gift from St. Peter’s Cathedral Helena.**
- Terri asked the group to create a list of possible candidates for the Nominating Committee to consider for the Vestry. Nominating Committee will be John, Tracey and Tom.
- Jim recommended that we move forward immediately with two items outlined in the online giving proposal that was approved at the August meeting – giving via the website and via text message. Elizabeth requested that our Tax ID# be visible on our website, as this is crucial information for donors.

9) Other Business

- The Personnel and Finance Committees need to meet to begin the 2019 budgeting process.
- The Vestry considered alternate meeting times, possibly the 2nd Thursday of the month. Terri will see if this day/time works for the Vestry members absent, otherwise we will continue with Mondays

- Date and time for next Vestry meeting; either Thursday, October 11th at 12:00 or Monday, October 15th at 12:00

Respectfully Submitted,

Ann Wiltse
Clerk of the Vestry

September Rector's Report to Vestry

The summer feels like it flew by! I had some time for a bit of vacation and enjoyed the beauty of Montana's mountains and lakes. My thanks to the Rev. Tom Lee for covering for me while I was away.

With the fall season upon us, our ministries are getting into full swing as folks return from summer vacations and school begins again. My time has involved meetings with staff members and helping with planning for the months ahead (for example, my portion of the Civil Discourse offering).

I continue to work as a member of the Standing Committee as we oversee the Bishop Search process. There will also be the regular ministry of S.C., some of which may expand during the interim period between Bishop Brookhart's resignation and the installation of a new bishop. With the recent word that Asst. Bishop Gallagher being called to serve as Regional Canon in the Diocese of Massachusetts, it is hard to say whether we will find another Provisional Bishop for during the interim time. Please hold the Diocesan Staff in your prayers during all this time of transition as they carry much more of the burden of calls and questions from congregations during such transitions, even if they refer as much as possible to the S.C.

I have met with two families in preparations for two memorials coming this month (Shirley Green Memorial, Barbara Watt Memorial) and everything seems to be coming together well. My thanks to all those helping with these services.

The Lake Missoula Clericus met this month and we welcomed the Rev. Gretchen Strohmaier and the Rev. Angelique Bolling (Troy, MT) as newly ordained Transitional Deacons. The time is invaluable and a great support to one another in our work for our congregations and the diocese.

Lastly, I met with the Stewardship Committee to prepare for this fall season's financial stewardship campaign. We have several new members and with that new creative ideas for this year.

My thanks to everyone who volunteered and lent support to Staff when I was away for vacation and during General Convention in Austin. I am grateful to all of you!

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

September Vestry Ministry Reports

A) Communications – Judy Parock, Chair

The first week of September was “Welcome Back to School” week at Holy Spirit, and Gretchen Strohmaier and Nancy Cooper, along with some helpers, arranged to have coffee and donuts and welcome signs, both on the sidewalk in chalk and on a blackboard, welcoming the students back to the University and to Hellgate High School. This was a great way to build some community with our Hellgate neighbors and to create a positive image of the church in the neighborhood as well. Great job, Gretchen and Nancy!

A great deal of work this past month has gone into getting the church ready for the fall start-up and our Kickoff Sunday on September 9. Working with Terri and Gretchen, we contacted individual ministry groups at Holy Spirit to see if they wanted to participate in our Kickoff Sunday event. We also utilized announcements in the *Spirited Times* and in the Sunday bulletin to advertise the event and recruit the participation of ministry groups as well. We had a wonderful response for that event, with 17 individual ministries wanting to participate. After we knew which groups wanted to participate, we created a sign for each table highlighting their ministry. In some cases, we were able to utilize the poster that we had already created for the class or event, and we created table posters for those that did not have any signage. Sign-up sheets and other materials were also gathered together for the Kickoff Sunday event. All those posters created a very bright, welcoming scene for our Kickoff Sunday!

We continue to promote church events. We created a number of Facebook events to encourage people to participate: Kickoff Sunday, Church School Registration, Sacred Space Yoga, Practicing Advocacy with Civility Class, Centering Prayer, Compline, the Blessing of the Animals and the Sunday Morning Book Study. All of these events are also being promoted through the Sunday bulletin, the *Spirited Times*, and the church Facebook page. The office created posters promoting each of these events, and we featured each on the website rotator and calendar. With the use of our “Snappa” program, we can create images for the rotators, Facebook and the website that utilize the same images as used in the posters, giving us a cohesive, unified look. We have also used the posters that we created on our sandwich board sign to attract attention to these events on Sundays and to increase our profile in the neighborhood.

If you haven’t yet had a chance, we would urge you to take a look at our new website. The redesign creates a fresh, updated look for the church,

and the responsive design makes it easier to use on all sorts of devices. A greater number of folks are viewing the *Spirited Times* and the website through tablets and smartphones, and the new design makes it easier to utilize.

We worked with the Holiday Market committee to promote and update the signage for their event in November. New bookmarks and posters were created and are ready for them to use when their event rolls around. We also talked about buying advertising for the Holiday Market event on Facebook.

I met with Kirk Johnson to update the sandwich board signage for the Blessing of the Animals event. The new sandwich board sign has the current day and time on the sign. The day and time of the event was changed after the original sandwich board signs were made, and we had been taping the correct information over the old signs which didn't look very good. The cost to make this change was \$142.67.

Our advertising on KUFM is set through the fall and will continue to highlight our monthly Compline service as well as our Kickoff Sunday, the Blessing of the Animals and Lessons and Carols. We have had some difficulties this month with KUFM running our Compline ads early, but Lance Collister has been on top of the problem, and KUFM is comping us for any incorrectly run ads.

– Judy Parock

B) Holiday Market – Tracey Gage

The Holiday Market will be held November 9th and 10th. This year we are trying to run it by committee as nobody stepped up to be chair or co-chair. An organizational meeting was held on August 24th, and we have a dedicated group looking forward to this year's market. The items for the raffle have been donated, and we have two silent auction items thus far. We will continue with the luncheon on Friday, November 9th from 11:30-1:00. The Conga line will be after the 10:15 service on November 5th.

Our next meeting is scheduled for October 19th.

– Tracey Gage, Vestry Liaison

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

Reception committee report: There were no receptions in July.

– Anne Cohen

Coffee Hours: Our thanks to Lori Cordis for all her hard work with the summer Coffee Hours and to Tracey Gage for buying the treats all summer long. We have begun asking the Coffee Hour Ministry for volunteers for the various fall Coffee Hours, and we will put out Coffee Hour sign-up sheets starting on Kickoff Sunday for extra help from the parish.

– Kathy Swannack

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

Properties/Buildings Report:

A plumber has been scheduled to come and address the “knocking” in the pipes with the office bathroom sinks. Temp Right has sent another technician to look at the ongoing problem with the air handler in the Church School basement. Arrangements have been made to remove the air conditioners from the parish office and store them for the winter. Margaret met with Judy Parock to discuss the updates to the Church Inventory. The Auditor suggested that the Inventory needed to be reviewed to remove those items which have been disposed of, and that is in process.

– 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. Several Committee members and Gretchen Strohmaier briefly discussed preparations for the Practicing Advocacy with Civility workshop which will begin on September 25th.
2. In conjunction with the above, the Committee also discussed several alternatives for Holy Spirit Parish’s first advocacy effort, which might be a) based on the Case Management Funding example presented to Vestry, or b) Eliminating Incarceration for Substance Abuse or c) Bail Reform. In either case, it is understood and agreed that parishioner suggestions for initial advocacy by HSP will be requested and encouraged. Given the timing of Montana’s Legislative Session, a target date of mid-November was agreed to deciding on this.
3. Carla requested ideas for books which might be appropriate for winter Social Justice study. Several possibilities were discussed, and more ideas will be developed and considered.
4. Gretchen reported further on ideas related to service projects which might involve the Social Concerns Committee and Parish Youth.

Church School volunteers expressed interest in intergenerational service activities and the Warm Spirit Girls group also confirmed interest. Some ideas were discussed briefly (food network, food bank, Poverello Center activities, fall raking for funding...) and Gretchen asked for additional ideas. The focus would be active service projects which could be shared by youth and adults.

5. Brief updates on recent activities:

- Rainbow Crosswalk – Jesse reported on the inauguration and asked for a brief bio from Rev. Terri
- Meaningful Movies – 2018 attendance was almost double 2017 (probably due to the wine and cheese offered before movies were shown)
- Book Bash – was considered very successful and included participation from 11 different congregations in Missoula
- Bob Deaton gave an update on progress with Freddie Joe Lawrence, the exoneree we helped with a Butterfly Grant

6. Other Business:

- A Butterfly Grant request for Underground Ministries in Burlington, WA
- A \$500 donation to Episcopal Relief & Development for hurricane relief was approved as our 2018 “National” project

The next meeting of the Social Concerns Committee will be on October 1st.
– Jim Wiley

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

Spiritual Formation:

Outreach to Families. During August as families began to anticipate the changes of fall with children going back to school and some transitioning from home to college and other places, I did some pastoral care reaching out with calls, cards, messages and visits. I also did some home visits with families who were unable to attend the parent summit in June and had some feedback to share.

Continued Research about Children’s Ministries. In August I continued learning from other churches in our community and around the diocese about their family ministries: what’s working and what’s not. I made a connection with a new staff person at St James in Bozeman. We are inviting others around the diocese to meet during the Annual Convention to talk about ministry to children, families and youth.

Social Concerns Committee. In August I began attending the Social Concerns Committee meetings and I intend to continue on a monthly basis to streamline communication and help facilitate collaboration. Coordinated recent Confirmation students to assist with hauling books for the book drive.

Practicing Advocacy with Civility. In August I met with the steering committee for this 5-week course. We “hammered out” a title, session goals, and facilitators, and I began some publicity. I met with my co-facilitators to begin work on individual sessions, structuring course content.

Church School Planning. In August I held two meetings for Church School volunteers to orient them to plans for the fall and to update them about the parent summit and the local and regional church interviews I had been doing. I recruited volunteers to help with Kick-Off Sunday and communicated with families about Church School and QUEST Kick-Off events. I cleaned and organized Church School space to get it ready for another year. I organized the fall schedule, selecting lessons, dates to join adults for shared worship, and began recruiting volunteers to help with Church School activities.

Outreach to U of M and Hellgate students. Collaborated with Nancy Cooper, A’Lisa Scott and Dorcie Dvarishkis to host a welcome back event for U of M students and Hellgate students as they returned to classes. Served free coffee and donuts on the sidewalk during two different days. The event was most successful for the Hellgate community. We’ll plan to do it again next year, but only one morning, wrapping all returning students into the event.

– The Rev. Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

This is the first month back for the school year, so not much has happened yet. This Summer Camp Marshall ran very smoothly, because of an excellent staff. There were many kids from Missoula at camp which is always good to see!

Our first QUEST was last week, and it went well. We had a great turnout with 10 kids. We played games and went over what the year might look like.

The first Youth Group is this coming Sunday the 16TH, and I’m excited to see who’s going to be involved this year.

I'm looking forward to all that this next year will hold for Youth Ministry, and I'm excited for all the possibilities! Thank you for your ongoing support!

- PJ Willett, Director of Youth Ministry

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

The fall stewardship campaign planning is underway. The Stewardship Committee met on September 12th to discuss the campaign theme, components and timeline.

The committee reviewed pledge income data provided by the diocese and discussed ways to increase the number of pledging units at Holy Spirit. It was decided that perhaps the campaign could be conducted a bit differently this year in order to encourage more people to pledge – to “shake things up” a bit. The committee considered several different ways to approach this, including having some sort of a giving event, such as a meal or entertainment offering, changing up the practice of calling parishioners who have not pledged and just thinking very creatively about ways to increase our pledging units.

The in gathering will take place on November 4th. The campaign will begin on September 30th when Paul will speak at the service about our financial position. Kirk drafted a timeline for the printed materials, including copy and production deadlines. The committee will continue to meet and correspond regularly to finalize all aspects of the campaign.