

AGENDA

*** Indicates item is on Consent Agenda**

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|---|--|-----------|
| 1) Jeff Serviss | Opening Prayer | (1 min.) |
| 2) Terri | Spiritual Reflection | |
| 3) Jim | Administrative/Business Matters | (5 min.) |
| a) Review | (read before meeting); Approve at meeting | |
| | <ul style="list-style-type: none">• Agenda 02/12/2020 *• 01/08/2020 Minutes, 01/26/2020 Minutes and 01.30.2020 Minutes *• Ministry Reports *• Credit Card Statement *• Diocesan Assessment (Quarterly) * | |
| b) Vote on Consent Agenda | | |
| 4) Terri/Jim | Parishioners' concerns and correspondence
Newcomers – names and info | (5 min.) |
| a) Correspondence | | |
| 5) Memorial Foundation – No report | | |
| 6) Jim | Finance/Investment report | (5 min.) |
| a) Counting schedule for 2020 | | |
| 7) Old Business | Vestry Actions/Activities Requiring Approval | (15 min.) |
| a) Update on processes for execution of draft policy for building usage policy for small/grassroots groups – Kent and Kevin | | |
| b) Update on Sound System | | |
| c) Update on Pancake Supper plans – Kevin Borg | | |
| d) Selection of Vestry member to serve a one-year term from those newly elected to the Vestry | | |
| 8) New Business | Vestry Actions/Activities Requiring Approval | (10 min.) |
| a) Election of a Vestry representative to the Memorial Board | | |
| | <ul style="list-style-type: none">• Need one to fill out a one-year term<ul style="list-style-type: none">• Must be able to attend noon meetings; first meeting February 19 at noon | |
| b) Approval of 2019 Parochial Report (approval needs to appear in the Vestry minutes) | | |
| | <ul style="list-style-type: none">• Please sign copy for file | |
| c) Approval of Signature Authority (names must appear in the Vestry minutes) | | |
| d) Ministry Liaison Assignments – discussion | | |
| e) Approve proceeds from Pancake Supper, Ash Wednesday offering, Maundy Thursday offering and Good Friday offering to _____ (Emmaus Campus Ministry in the past; Good Friday offering designated for the Church in Jerusalem and the Middle East) | | |
| f) Vestry retreat/time | | |
| g) Discussion of Mutual Ministry Review – if yes, do in October | | |
| h) Montessori request | | |
| i) Single service this summer? | | |
| 9) Terri | Ministry Reports – check in with liaisons | (15 min.) |

10) Other

- a) Review and sign off on having read and understood the Model Policy for Safeguarding God's Children by March meeting
 - Reading and understanding our diocese's approved policies for Safeguarding God's People & Children is required for church leadership
- b) **Online Safeguarding Classes**—*Safeguarding God's People* is required training for all church leadership. This includes but is not limited to clergy, supply clergy, vestry leaders, employees, volunteers, lay leaders and child/youth workers. The Standing Committee of the diocese made this a requirement for church leadership, and Bishop Marty stands behind it. The following 3 classes are required by the March meeting:
 - *Preventing Sexual Exploitation in Communities of Faith for Ministries*
 - *Preventing Sexual Exploitation in Communities of Faith for Congregations*
 - *Your Policies*
- c) Bishop Marty Stebbins' official Visitation to Holy Spirit will take place on March 1. The bishop usually meets with the Vestry and clergy on the Saturday before her Visitation, February 29, 5 p.m. here at the church. (Not able to confirm until February 18; please hold time open)
- d) Review of counting procedures offered by church office staff for new and any interested Vestry members; please call the office to arrange a time.
- e) Vestry sign-up sheet to lead opening prayer for Vestry meeting
- f) Audit information has been requested and will be sent to Auditor Lynn Anderson
- g) Upcoming diocesan training calls for Vestry members: Thursday, March 5, at 6 p.m. for Vestry members to learn about roles, responsibilities and resources
 - The diocese also has a training video for Vestry training on their website. Here is the link:
<https://diomontana.com/training-videos/>
- h) Saturday, May 2, at 12:30 p.m. – Vestry help with clean-up of Rummage Sale
- i) Next meeting date and time – March 11 at 5:30 p.m. in the Guild Room

11) Terri

Closing Prayer