

## Holy Spirit Vestry Minutes

Monday, December 11, 2017

PRESENT: John Crowley, Tracey Gage, Don Gisselbeck, Terri Ann Grotzinger, Glenn Hladek, Candice Lindsay, Helen Matveyeff, Phil Mediate, Paul Polzin, Karen Shelly, Jeannie Warner

EXCUSED: Jesse Jaeger (due to illness), Ann Suter

- 1) Helen Matveyeff volunteered to take the minutes for the meeting in the absence of the Vestry Clerk.
- 2) Opening Prayer – Terri
- 3) Spiritual Reflection – Terri
- 4) Consent Agenda – Paul
  - **Motion to approve the Consent Agenda; Seconded; Motion Passed.**
- 5) Parishioners' concerns, correspondence and newcomers – Terri
  - Newcomers were discussed by the Vestry.
- 6) Finance/Investment Report – Candy
  - Plate and pledges are \$20,000 more than budgeted.
  - The contractor who takes care of the parish lawns is now also doing all the snow removal.
  - **Motion to approve the Treasurer's report for later audit; Seconded; Motion Passed.**
- 7) Memorial Foundation – Paul
  - Paul reviewed the Memorial Board allocation to the Vestry budget.
- 8) Old Business
  - **Motion to approve \$2,000 for Altar Guild; Seconded; Motion Passed.**
  - **Motion to invite budget requests by October 15<sup>th</sup>; Seconded; Motion Passed.**
  - **Motion to assign \$1,500-line item to Community Ministries for The Parenting Place/Hellgate High School; Seconded; Motion Passed.**
  - Nominating Committee is awaiting responses from nominees.
  - Strategic Planning update – on hold till next meeting
  - Advocacy Policy update – will put on website and in *Spirited Times* and invite comments.
  - Audio/Visual Proposal with Security Cameras – will postpone to January meeting
  - Proposal for Myanmar fundraiser luncheon to fund field trips from Myanmar students
    - **Motion to support fundraising luncheon; Seconded; Motion Passed.**
  - Emergency Preparedness – will do a walk through on December 21 (FD inspection postponed until trees are taken down.)
  - Diocesan Council/Bishop's Letter regarding the Diocesan Assessment
    - **Motion to increase our giving to the diocese by 4.5% of our current assessment of 19%; Seconded; Motion Passed.**
- 9) New Business
  - 2018 Housing Allowance for Rev. Terri

*The Vestry of Holy Spirit Episcopal Church on December 11, 2017, after discussion the amount to be paid to the Rev. Terri Ann Grotzinger as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:*

**Whereas** the Rev. Terri Ann Grotzinger is employed as a minister of the Gospel of Holy Spirit Episcopal Church, Missoula, Montana, Diocese of Montana, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$83,323 to be paid to the Rev. Terri Ann Grotzinger in 2018, that \$20,000 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

- Building utilization and fundraising policy – we are getting information insurance liability.
- Vote on Senior Warden will take place at January meeting.

10) Ministry Reports – Terri

11) Other

- Deadline for Annual Reports from Vestry Ministries is 9 a.m., January 3, 2018.
- Bishop's Annual Visitation to Holy Spirit and Confirmation is set for February 11.
  - Vestry and Clergy will meet with Bishop Brookhart on Saturday, February 10, at 4 p.m. here at the church.
- Upcoming Event: Pancake Supper, February 13, 2018
  - Paul Polzin will oversee.
- Next date for Vestry meeting: January 8, 2018, 12:15 p.m.

12) Closing Prayer – Rev. Terri

Respectfully submitted,

Helen Matveyeff  
Acting Clerk of the Vestry

## **December Rector's Report to Vestry**

Everything is going well with regards to the planning and offering of our special seasonal worship: Lessons and Carols, Advent 4 adjustments to being on Dec. 24, and our two Christmas Eve Services. Nancy Cooper and I made selections for the readings and hymns to reflect that the service this year is still in the Advent season. While a challenge, I think we found the right balance. The 4pm Christmas Eve service will be a bit different with the Children's Pageant being recorded during the Advent season and to be shown for the first time that evening. We're all excited to see it.

As would be expected, pastoral visits have been increasing. I've cared specifically for 20 individuals of 15 households in the last three weeks with special attention to those who died (Betty Fulton, Evelyn Dunlap, Orson Murray) and their families. Betty's Memorial service has been held; Orson's will be this month, and Evelyn's in January. A young couple also asked for my services at the passing of their 11 month old and we will hold that service in late January.

I continue to work with the Stewardship ministry as we continue to encourage financial pledging to the ministry of this parish. Follow-up calls and personal notes are underway.

I now serve on the Standing Committee of the Diocese so am involved in oversight of the New Bishop Search along with regular S.C. duties. This work is just getting started. With the new year 2018 I will be receiving considerable material in preparation for the General Convention to be held the beginning of July. This will be my first opportunity to serve as an elected delegate there and glad to be a part of the important work that is done there.

Faithfully submitted,

The Rev. Terri Ann Grotzinger  
Rector

## December Vestry Ministry Reports

### A) Communications – Scott Jourdonnais (Judy Parock, Chair)

After the Holiday Market was over, our focus in communications shifted to Advent and Christmas preparations. A number of church events are happening in Advent, including “Lamp Posts,” the Advent quiet day/retreat, Centering Prayer, “A Thrill of Hope,” a Christmas/Epiphany study on the Christmas story, the Holiday Market Bake Sale, Advent Crafts and Soup, and the Festival Service of Nine Lessons and Carols. We created posters for each of these activities and rotators for the church home page to highlight these events. Gretchen continues to use her sandwich board signs during the week and on Sunday mornings to draw attention to events as well, and she also provided short articles to the Missoulian for the Religion page which have attracted folks from the community to some of these events. All of these events have also been promoted in the Sunday bulletin and in the Spirited Times.

Building on the work begun at the Holiday Market, we have continued using the postcards we created with information about the Lessons and Carols service as handouts at the door at Sunday morning services.

In anticipation of Lessons and Carols and our other Christmas services and events, we have freshened up the rotator on the website so that information about Lessons and Carols, the times of our Christmas services, the Holiday Market Bake Sale, and how to give money for the Christmas flowers are all readily available. We’ve also started circulating that information in the Spirited Times and the Sunday bulletin.

We’ve been using the Facebook events feature to promote many of our church events for Advent and Christmas. This feature allows us to reach a greater audience than just posting the event alone, and we may “boost” some of these events for Christmas. We’ve created events for the Advent quiet day/retreat, the Advent Crafts and Soup, Compline, “A Thrill of Hope” Sunday morning study, Lessons and Carols, the Holiday Market Bake Sale, and our Christmas Eve services.

One of the special events happening this Christmas season is the children’s Christmas pageant at the 4 p.m. Christmas Eve service. The pageant takes a new form this year as a film that has been shot over several Sundays and will then be shown at the 4 p.m. Christmas Eve service. Elaine Higuera, the film editor, created a trailer for the film to publicize the pageant, and we’ve used that trailer on the rotator on the church webpage, on the church Facebook page and in the Spirited Times. We hope that this will create interest in this project and bring more people to the service. It looks fantastic!

Compline continues to receive promotion on KUFM, and we’ll have ads running soon on KUFM for the Lessons and Carols service.

When Lance Collister served on the Vestry, he coordinated the advertising with Montana Public Radio. In fact, Lance spearheaded this project. We are coming up on renewal of our advertising contract with MTPR. Is there someone from the Vestry who would like to take this project on and be the contact person for questions concerning the church’s MTPR advertising?

– Judy Parock, Chair

### B) Holiday Market – Tracey Gage (Tracey Gage and Diane Rasmuson, Co-Chairs)

Here are the updated receipts for the Holiday Market:

<b>Revenue Category</b>	<b>2016</b>	<b>2017</b>
Presale	\$ 1,888.00	\$ 1,253.00
Lunch	\$ 258.00	\$ 398.00
Raffle	\$ 1,582.50	\$ 1,394.50
Silent Auction	\$ 1,495.00	\$ 1,765.00
Sales	\$ 8,686.00	\$ 8,054.50
<b>Total</b>	<b>\$ 13,909.50</b>	<b>\$ 12,865.00</b>

Receipts from the Bake Sale are still to be added to this total.

– Diane Rasmuson, Holiday Market Co-Chair

- C) Newcomers – Helen Matveyeff (Frank and Beverley Sherman, Jim and Jeanne Clark, Co-Chairs)  
The Newcomers group has not met but continues to contact those that are identified as guests, visitors and newcomers, provide Welcome bags, and any other help as asked.  
– Frank Sherman, Co-Chair

- D) Parish Life – Don Gisselbeck (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)  
**Reception committee report:** There was one reception in November. We will be doing a reception for Orson Murray’s memorial service in December.  
– Anne Cohen

**Coffee Hours:** Sign-ups for Coffee Hour hosting continue for December and January. We need hosts for the last Sunday in December and for some of the dates in January.  
– Kathy Swannack

- E) Properties – Karen Shelly/Grounds; Phil Mediate/Buildings (Margaret Borg and Kevin Borg, co-chairs)  
**Properties/Buildings Report:**

**Properties/Grounds Report:** The dying arborvitae in the columbarium was cut by Kevin and Margaret Borg. Able Tree Service will remove the stump within the next two weeks, weather permitting.  
– Karen Shelly

- F) Rummage Sale – Tracey Gage (Marva Gallegos, Chair)  
At this time I have nothing to report regarding the Rummage Sale. I anticipate that things will stay much the same as in years past.  
– Marva Gallegos, Chair

- G) Social Concerns – Jesse Jaeger (Carla Mettling, Chair)
1. Bob told us there would be a Winter Blood Drawing at HSP on Feb 22, 2018. People who want to donate this month as well as in February need to allow 56 days between donations.
  2. Bob's Proposal regarding the Myanmar Field Trips Project and Fundraiser will be considered and voted on at the Vestry meeting on Dec. 11. He plans to attend to field any questions.
  3. Dorcie announced that A'Lisa Scott is the new coordinator for the HSP ministry at Hellgate, and Anita Rognas is the coordinator for our Parenting Place work. Parishioners can volunteer to help at either place through them.

4. Glenn reported that the Vestry reviewed the SCC Advocacy Policy Statement and supports it. The Vestry plans to sponsor an educational panel on this new Advocacy Policy in early 2018, where parishioners can be informed and ask questions. Glenn and others suggested that the Statement be posted on the HSP website, with a link in the *Spirited Times*, and an article in the *Paraclete*.
5. Carla called for the continuation of the Advocacy Subcommittee of SCC, which drew up the Policy Statement, in order to initiate advocacy actions for HSP to take in 2018. Lucia and Carla are currently on it and plan to invite Gretchen to continue as a member.
6. SCC voted on 2 new Butterfly Grant Applications. The Warm Spirit Project of Gretchen's Church School girls, to buy winter clothing for poor children, was approved. The Turning the Wheel application from Lizzi Juda, for creative dance in a 2<sup>nd</sup> grade class at Lowell Elementary, was denied as being an enrichment activity rather than a charity project. SCC voted to allocate its remaining funds of \$2356 as follows:

Butterfly Grants (2)	600	
Parenting Place		400
Hellgate Cares		356
Empower Montana	200	
Soft Landing		200
Results		200
Tribal Defenders	400	
Total		\$2356

7. Tribal Defenders was movingly described at the Restorative Justice Panel by Ann Sherwood, Managing Attorney of the Tribal Defenders Office for the Confederated Salish and Kootenai Tribes. Her group provides support for arrested, convicted, imprisoned, and released tribal members.
  8. Carla spoke about having a "Social Concerns Corner" of the *Paraclete*, where our special charities, outreach, service, and advocacy work get reported on, to supplement the ongoing excellent articles by Dorcie and Pru on the wider church in the community, state, and nation. The January *Paraclete* will feature the last installment of key ideas of Alexander's *The New Jim Crow*. Clem volunteered to write an article on Soft Landing for the March *Paraclete*. Other topics suggested were Advocacy, Project Community Connect, and Tribal Defenders for the February, April, and May *Paracletes*.
  9. Lucia informed us that the January's Sock/Glove Collection for the Poverello would begin on Sunday, Jan. 7<sup>th</sup>, and continue for 3 more Sundays. She will bring a collection box for the back of the sanctuary and deliver the socks and gloves on Jan. 28<sup>th</sup> to the Poverello. More about this in the *Spiried Times*.
  10. Carla handed the SCC baton to Jim Wiley, who is now Chair of SCC. Our next SCC meeting will be January 8<sup>th</sup>, 2018.  
– Carla Mettling, Chair
- H) Spiritual Formation – Glenn Hladek/Phil Mediate (Gretchen Strohmaier, Chair)
- Spiritual Formation:**
- Restorative Justice Panel Discussion.** Elected officials and leaders from the community came and shared about restorative justice: what it is, how it works, how it might be used more effectively within

our community. It was a response to the book study, *The New Jim Crow*, which the national church challenged all congregations to study. This event was well attended (about 60 people) by members of the parish and the community-at-large. A follow up to this panel is planned for January. MCAT taped the panel and it can be viewed:

Plans for the **Christmas pageant** continued in November as the filming of the pageant began. Susannah Ries agreed to direct the pageant/film and Elaine Higuera did the filming. The new format allowed us to include more children, as we broke up the filming over several weeks, and to include some other things as well (can't spoil all the surprises) you'll have to come to the 4:00 pm Christmas Eve service to see the film. To view a trailer of the pageant, see the Spirited Times of the website.

In November we gave parishioners the opportunity to create **prayer flags** in honor of deceased love ones. The flags then decorated the sanctuary on All Saints and the week after. Folks seemed to really appreciate this opportunity as over 100 flags were created.

Planning and preparation for **Lamp Posts Advent Retreat** happened in the end of November as well.

The **Warm Spirit Project** gathered (a group of six 5<sup>th</sup> and 6<sup>th</sup> grade girls) and they decide on a project and submitted a grant request to the Butterfly Grant program.

– Gretchen Strohmaier, Director of Spiritual Formation

#### **Youth Ministry:**

This month has been a pretty low-key month. We've had regularly scheduled Youth Group and Quest.

In Quest we've discussed what Advent is and why we celebrate it, and we've also played plenty of games.

In Youth Group we've talked about what the youth want out of Youth Group, and what events or activities they want to do in the upcoming year. Not to mention all the super fun games and activities!

Thank you all for your support of the youth, and youth ministry.

– PJ Willett, Director of Youth Ministry

#### I) Stewardship – Paul Polzin (Paul Polzin, Chair)

See the attached Stewardship report included with this packet for the latest Stewardship figures.

At a recent Stewardship Committee meeting, we considered that our approach to follow-up for Stewardship may have to change. It does not appear to have been as effective this year as in years past.

– Paul Polzin, Chair