

Holy Spirit Vestry Minutes

Monday, September 18, 2017

PRESENT: John Crowley, Jesse Jaeger, Scott Jourdonnais, Glenn Hladek, Ann Suter, Jeannie Warner, Candice Lindsay, Paul Polzin, Terri Ann Grotzinger, Karen Shelly, Helen Matveyeff,

Excused: Phil Mediate, Don Gisselbeck, Tracey Gage

- 1) Opening Prayer – John Crowley
- 2) Consent Agenda **Motion to approve the Treasurer’s report for later audit; Seconded; Motion Passed**
- 3) Parishioners’ concerns, correspondence and newcomers– Terri Ann Grotzinger
- 4) Finances The Profit/Loss – Candy gave the Finance/Investment report. **Motion to approve the Treasurer’s report for later audit; Seconded; Motion Passed**
- 5) Memorial Foundation Board (MFB)/Vestry– Paul Polzin
Update on 9/13/17 conversation with Ken Quigley from State Street regarding issues with Episcopal Church Foundation accounts. Three main areas of concern are: 1) HSP is not being provided with enough accounting detail. 2) Gifts to HSP are not being processed efficiently. 3) Their schedule of financial reporting would make it so our budget report for the Annual Meeting in January would only include Quarters 1, 2 and 3. This would make it difficult (maybe impossible) to develop a budget for the new year. These issues were discussed with ECF and they are attempting to rectify the problems. To help with the timing of financial reporting, vestry meetings will move to the third Monday of the month when possible.
- 6) Old Business –
 - Update from Hellgate team regarding prioritization of needs.
 - Decision regarding HSP Soc. Concerns Ministry Policy development. **Motion to approve the Policy for Social Concerns Ministries by the Vestry; Seconded; Motion Passed**
 - Update on installation of new freezer
 - Update on process for selection of new bishop and Diocesan Council. If Terri is elected to the Standing Committee she will step down from the Diocesan Council.
 - Follow-up/next steps from Vestry Retreat: Strategic Planning - hold to next meeting
 - Audit follow-up
 - Concerns regarding computer back-up. Backing up our data to the cloud would make things easier on the HSP office. **Motion to approve backing up our HSP data to the cloud; Seconded; Motion Passed**
 - Vestry letter regarding acceptance of Audit signed
 - Mutual Ministry Review - need to set a date and time. Terri will take the lead on this.
- 7) New Business

- Formation of Nominating Committee and consideration of new Vestry members (Committee consists of outgoing Vestry members Scott Jourdonnais, Karen Shelly, Ann Suter and Jeannie Warner). The Nominating Committee will submit names to the rector.
- Parking Lot: Solar Panels (Hellgate HS, Northwest Energy, Mark Thane –Superintendent of Schools). The solar panels would be on Hellgate property, but would affect our view/line of sight. We will continue to communicate with Hellgate and learn more about the project.
- Communication Ministry identified the Missoulian print ad as not being necessary and possibly putting the \$1039.00/year toward radio spots. For agenda next month.

8) Next date and time for Vestry meeting: Monday, October 16, 12:15 p.m.-2:15 p.m.

Respectfully Submitted,

Ann Suter
Clerk of the Vestry

September Rector's Report to Vestry

Preparations for the fall season stepped up considerably since our last Vestry meeting. I was involved in various members of our Staff and ministry leaders in coordinating our efforts overall.

Pastorally, there were two households for which I offered end of life pastoral care, memorial and funeral planning, and two memorial services (Lang, and Jacobs). I continued with premarital counseling and planning for a wedding coming up on Sept. 23rd. Made four pastoral visits to St. Patrick's Hospital, one of which was for a Diocesan Staff members mother who was brought in for specialized care. (It is common for us to receive calls from around the Diocese asking for pastoral care to be provided when one of their parishioners is brought in for treatment that couldn't be provided closer to home).

Lindsay Ludicello has served our youth for many years, initiating our QUEST group on Sunday mornings for Middlers, and more recently as our Youth Director. Last Spring, she went to 1/8th time in a shared capacity with P.J. Willett also at 1/8th time to allow for him to receive some mentoring. Lindsay stepped down at the end of spring to change things up, and now P.J. takes the roll of Youth Director, ¼ time. I want to give special thanks to Lindsay for all that she invested into the youth program at HSP. Because of her ministry and leadership, and working with volunteers, we have a strong youth program. P.J. knows many of these youths both from Youth Group and as a Staff member at Camp Marshall so there is every reason to believe the ministry will continue to thrive. I met with P.J. to discuss moving forward, and he is taking on greater responsibilities with communications to parents and youth, and coordinating with the staff overall.

This past month I've had several consulting meetings with Social Concerns Committee representation around our Missoula Interfaith Coalition (MIC) priorities: caring for youth needs at Hellgate High School, and caring for families in need at The Parenting Place; as well as continuing relationship building with the nursing school at Fort Belknap Reservation; and on-going discussions with SCC and Vestry regarding what outreach projects we will engage, for how long, and with what kind of support. There is good work going on here and I thank all those involved with these efforts.

I have met with the Stewardship Committee on two occasions and we are underway with the fall financial campaign. I have written the initial letter for mailing with another to be completed this week for a second mailing. The Committee has contacted 11 speakers for the Sundays in October with only one more to fill out the slate for both services each Sunday. We are underway!

I have been working with Mark Thane, Superintendent of Public Schools, and Northwestern Energy re. potential solar panels along the fence line of the church/school parking lot. Several parishioners are involved in considering what might be possible or not; more details soon. I continue to meet once a month with Clericus. Considering the Bishop Search underway, I decided to put my name in for Standing Committee as a means of potentially helping that effort in an effective way. And of course, I continue to care for worship services in coordination with our wonderful staff!

Faithfully submitted,

The Rev. Terri Ann Grotzinger
Rector

September Vestry Ministry Reports

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

A great deal of work this past month has gone into getting the church ready for fall start-up. I created a poster featuring the Church School theme “Serving with gladness” and worked with Gretchen to create a unified look for bulletin boards and registration forms using that theme and graphic. Working with Terri and Gretchen, we started our preparations for our “Fall Kickoff Sunday” on September 10 when we will have representatives from various church groups available in the courtyard after the 10:15 service, helping to explain their ministries and to sign people up. We created a graphic to use in the “Spirited Times” and on the signage that will be used at the event.

We continued to promote church events. We created “Meaningful Movies” events on the church Facebook page, as well as a “Church School registration” event and invited parishioners to both as a way of promoting those events. The plans for the start of Church School, the beginning of the Sunday morning Book Study, the promotion of the evening Book Study of *The New Jim Crow*, the preparations for the Women’s Retreat, the organizing of the Supper Club, the tour of the Holy Land presentation, the upcoming Tree Walk, and the informational meeting on the trip to Myanmar were all 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. We think that the website home page presents a picture of a lively, vibrant parish with lots of different ways to get engaged. We 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.

I worked with the Holiday Market committee to prepare 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.

I worked with Gretchen on the promotional materials for the Women’s Retreat. I created a coordinating postcard and registration form for the Women’s Retreat to give all the materials a cohesive look. Elizabeth also created an online registration form for the Women’s Retreat to make it easy for people to access.

I met with Kirk Johnson to update our business cards and stationery with our new email addresses. Kirk has a design for a business card which we will use for Rev. Terri and then we will have a general information business card for the church office to use. He will update the look of the church postcards with our current church logo. As always, Kirk’s work looks fantastic, and he helps our church present a professional appearance.

Our advertising on KUFM is set through the fall and will continue to highlight our monthly Compline service as well as the Women’s Retreat and Lessons and Carols. I have been wondering if it might be time to discuss discontinuing our weekly ad in the Saturday Church Directory on the Religion Page in the *Missoulian*. As the size of the paper decreases, the pages devoted to news about Religion decrease as well, and fewer churches are advertising in the Saturday Church Directory on the Religion page. Discontinuing the ad would save us \$1,039 per year (\$19.99 per week) which could be used on advertising on KUFM if we desired. What would the Vestry like to do regarding this ad?

– Judy Parock, Chair

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

The Holiday Market and Rummage Sale were well represented at Kick-off Sunday. The Market was

looking for fresh leadership, and although there was limited interest, we are hopeful that the slight interest shown will bear fruit. Several new people did sign up to help Sue with the Craft Group.

The committee for the Holiday Market had their first meeting on Monday to start accumulating items for the Raffle and Silent Auction. It was a very productive meeting and we are well on the way to collecting the 15 to 16 items needed.

– 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: The Reception Committee provided two memorial receptions in August.
– Anne Cohen

Coffee Hours: A good start has been made on hosts for Coffee Hours for September through November, and we hope to fill in the holes in the schedule in the next few weeks. Margaret and Keven Borg have offered to make coffee on those Sundays when we do not have hosts.

– Kathy Swannack

- E) Properties – Karen Shelly/Grounds; Phil Mediate/Buildings (Margaret Borg and Kevin Borg, co-chairs)
Properties/Buildings Report: The new freezer unit has been delivered and installed in the kitchen. The cost of the electrical work to install a new outlet was \$154.16, and the cost of the freezer unit was \$1,956.00.

Properties/Grounds Report: The Missoula School District and Northwestern Energy are involved in an agreement to test solar panels in different locations and types of placement, in order to learn over the next 5 years what might be most effective for use of solar panels in the future. They are proposing placement of solar panels along the fence between our parking lots on their property. They had considered locating panels on the school roof but the construction of the school is not conducive to placement there. Mark Thane, Missoula school superintendent, and Northwest Energy representatives, John Carmody and John Shafer met with Terri, Elizabeth and Karen in the parking lot on August 30 to discuss placement, design, and size of the panels and how they would work with the newly planted trees. The project is still in the scoping/planning stage, but if the panels were to be installed they could be placed in 3 sections, each section would be held on support poles around 12 feet off the ground and extend upward from the supports another 12 feet or so. We explained that the trees were recently planted, and donated in memory of parishioners, and that we would like for them to remain in place. Our trees could eventually grow to 25-30 feet in height and be partially shaded by the panels but probably not harmed by the shade, however the viewscape would definitely change. We communicated that Holy Spirit would be generally supportive of solar panels and the need to determine what placements are most effective, and hope the District and Northwest Energy will consider minimizing the impacts on our investment, and the sight lines as much as possible. We did not get into the details of tree pruning if the trees eventually interfere with solar collection.

– Karen Shelly

- F) Rummage Sale – Tracey Gage (Mary Tromly, Chair)
A new chair has agreed to take over responsibilities for the Rummage Sale, Marva Gallegos. Work on the sale will begin after the first of the year.

– Mary Tromly, Chair

G) Social Concerns – Jesse Jaeger (Carla Mettling, Chair)

1. Dorcie explained the recommendations from the HSP working committees for the Parenting Place of ways our members can serve this organization. These include maintaining and upgrading the PP facility; getting and distributing donated items from Bed, Bath & Beyond; promoting donations to and shopping at the Donation Warehouse, getting ACE's training (Adverse Childhood Experiences), and coordinating our volunteers to meet PP's ongoing needs. When asked about opportunities for volunteers to work directly with children or parents, Dorcie explained that the PP Director, Theresa Nygard, preferred to use staff instead of volunteers as staff didn't come and go, and the children and parents need stability in these relationships. The recommendation for HSP service at Hellgate High School will follow after the working committee makes its presentation to the Vestry. Dorcie got some volunteers Sunday and will publicize the above opportunities in the *Spirited Times*, Sunday bulletins, and *Paraclete*. SCC commended Dorcie on her 2-year plus shepherding of this MIC project of discernment, outreach, and organization to ready HSP to serve at-risk children, youth, and families in Missoula—our chosen focus—specifically at the Parenting Place and Hellgate High School.
2. Lucia reported that the Book Giveaway that was part of the Salvation Army's Back-to-School Bash, was very successful. Over 2500 books were donated, sorted, and offered at this event by Lucia and HSP helpers. The leftover books were donated to the Alberton School Library. It was decided that religious-themed books and bibles that were donated would be given to the Salvation Army.
3. Carla summarized the history of the SCC Advocacy Subcommittee's Advocacy Policy Statement, which began as a policy statement of the Lutheran Church and was subsequently edited by Gretchen, presented for a 1st review to SCC, which added ideas about ways people could advocate and also seek out like-minded organizations to advocate with. These were incorporated by Lucia and the document then edited by Carla. SCC members had reviewed this document in advance of the meeting and proposed some wording changes, as well as the key idea of having SCC be involved in vetting parishioners' proposed advocacy projects and then submitting chosen ones to the Vestry and Rector. This way the Vestry and Rector would not be bogged down by dealing with each and every advocacy request. Carla agreed to add the proposed changes and then submit the final document to SCC members by email, which has now been done. She has sent SCC's approved Advocacy Policy Statement to the Rector for review and submission to the Vestry.
4. Jim updated us on the Aaniiih Nakoda Nursing School Project-in-the-Making, plus that School's Director LaVerne Parker's visit to HSP on October 8. Dr. Parker's visit now has to be rescheduled, so this project is temporarily in suspension..
5. Clem described Soft Landing's upcoming Welcoming Week, Sept. 15-24th—various activities to celebrate the immigrants who have come to live in Missoula and affirm the welcoming of all people to our community. These include an Eritrean Coffee Ceremony, Congolese play, MAM Exhibit of Hmong Textiles, a Statewide Call Day, the film *Rooted in Peace*, Iraqi & Syrian cuisine at Cafe Dolce, and the refugees' own documentary film. Notably, there is also a Culture Quiz Night on Monday, Sept 18th at HSP, followed by games and potluck desserts. More information can be found at softlandingmissoula.org

Clem also reported that the Montana Diocese is sending him to a workshop in Denver on immigration so that he can become the point person for the Diocese on immigration issues. Finally, he told us that the Myanmar teaching ministry has 5 committed participants so far and several "maybes." This trip will take place in January.

6. A propos of the now completed "Meaningful Movies" series, Carla reported that the series was well received, with approximately 12 in attendance for each movie, and lively discussions afterwards, led by members of SCC—Clem, Jim, Dorcie, Carla-- or outsiders such as Theresa Nygard, Jodie Ulrigg, and Doug Anderson. There was enthusiasm to continue this series next summer and to suggest it for the Lenten programs.
 7. SCC voted to approve Chuck Teague's application for a Butterfly Grant and gave him \$400 to support two impoverished but worthy young people in El Golfo, Mexico—the fishing village, where Chuck and Maggie have their ministry—go to high school, which costs \$200 per year, per student.
 8. Anita gave an update on the Blood Drive to take place on Thursday afternoon, Sept. 28th, at HSP and got the remaining volunteers she needed from SCC members Audrey, Lucia, and Carla.
 9. Jesse reported that Empower Montana's annual fundraiser would take place on October 9th at noon, at the Holiday Inn. Carla and Anita are hosting tables of potential donors.
– Carla Mettling, Chair
- H) Spiritual Formation – Glenn Hladek/Phil Mediate (Gretchen Strohmaier, Chair)
- Spiritual Formation:**
Restorative Justice Panel Discussion—Planning and initial conversations about this panel discussion with Doug Anderson and Karen Orzech and the local Reintegration Group began in August.
- The New Jim Crow: Mass Incarceration in an Age of Colorblindness*** Book Study—Planning and publicity for this fall book study began in August.
- Young Adult Supper Club**—Meeting and planning for this new outreach happened in August.
- Men's Small Group**—Meeting and planning for this new small group happened in August.
- Outreach to families**—Wrote personal letters and made calls to new families and families with small children, inviting them to participate in nursery care and Church School.
- Church School**—Began plans for Church School, recruiting new shepherds, selecting curriculum and choosing a theme for the year. Recruited volunteers for help with Kick-Off Sunday.
- Women's Retreat**—Met with co-leaders for the retreat and secured speaker for fall event and firmed up details for publicity and outreach to women of the parish. Discussed plans for spring retreat at Flathead Lake when remodeling is complete at Camp Marshall.
- The Strength to Love by Martin Luther King Jr.**—Firmed up plans and publicity for this adult book study to be led by Jocelyn Siler on Sunday mornings between services in September.

Holy Land Tour—Worked with the Clarks on planning and publicity for this slide show happening September 14th.

– Gretchen Strohmaier, Director of Spiritual Formation

Youth Ministry:

Our QUEST class for 6th through 9th graders had 12 kids register on Kickoff Sunday, and Youth Group's first meeting will take place on September 17. I will lead a diocesan-wide Fall Youth Retreat in Helena the same weekend of Diocesan Convention, October 6-7.

– PJ Willett, Director of Youth Ministry

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

The stewardship committee has met several times and we have established a calendar for the stewardship drive, and we have contacted speakers who will address the congregation at both the 8 and 10;15 services.

– Paul Polzin, Chair