

## Holy Spirit Vestry Minutes

Monday, October 10, 2016

PRESENT: John Crowley, Carla Mettling, Karen Shelly, Ann Suter, Rev. Terri Ann Grotzinger, Jeannie Warner, Candice Lindsay, Margaret Borg, Scott Jourdonnais, Lance Collister, Phil Mediate, Paul Pozin, Julie Benson, Tracey Gage

Guest: Keith Kuhn

- 1) Opening Prayer – Tracey Gage
- 2) Spiritual Reflection – Terri Ann Grotzinger
- 3) Administration/Business Matters – **Motion to approve the Consent Agenda Items; Seconded; Motion Passed**
- 5) Parishioners’ concerns, correspondence and newcomers – Terri Ann Grotzinger
- 6) Finances The Profit/Loss – YTD money over/under budget was reviewed by Candice. **Motion to approve the Treasurer’s report for later audit; Seconded; Motion Passed**
- 7) The Memorial Foundation Board (MFB)/Vestry – Keith Kuhn & Paul Pozin
  - a) Summary of the interviews with DA Davidson and the Episcopal Church Foundation and amount of investible funds was presented.
  - b) Paul Polzin, in his capacity as a vestry member, recommends that the vestry have the same investment advisor as the MFB.
  - c) Vestry recommends Candace be a part of the process to assure that communication and the flow of information between HSP and the Investment Advisor is smooth and efficient.
  - d) **Motion to approve the Episcopal Church Foundation as our new Financial Investment Advisor; Seconded; Motion Passed.**
- 8) Old Business –
  - a) Capital Campaign for Camp Marshall – Scott
    - i) Approximately \$315,000.00 has been raised so far toward the goal of \$750,000.00
    - ii) Looking into the Murdoch Charitable Trust which gives matching monies to religious camps
  - b) Pictorial Directory – Jeannie
    - i) 139 families have participated so far.
    - ii) Deadline is today 10/10/16 for photos to be submitted and contact info updated.
    - iii) Estimating about 150 to be the final total.
    - iv) Probably will not see the directory before Christmas.
  - c) Inventory – Margaret has all the photos necessary
  - d) Live Feed – Margaret and Terri
    - i) Gathering information on the best system for us
  - e) Parking Lot Signage – Margaret

- i) New committee members are Ann, Lance Margaret and Karen
  - f) Stewardship Update – Terri
    - i) In-gathering set for November 6<sup>th</sup>
    - ii) Vestry members are responsible for follow-up calls.
    - iii) Looking for a 6% increase over last year’s pledge
    - iv) Carla recommends a visit from a member of the diocese to talk about how our contributions to the diocese are spent
  - g) Personnel Committee recommendations – Margaret
    - i) Recommending that Terri and Judy maintain the same level of coverage which means an increase \$600.00.
    - ii) Recommending salary increases based on COLA for all HSP employees
    - iii) Should Elizabeth go full-time?
  - h) Consideration of New Vestry Members – Margaret and Terri
    - i) The committee has a list of names.
    - ii) Slate has to be approved at the December meeting
  - i) Gift Card Update – Margaret
    - i) We have purchased the gift card and sent it to Lynn Anderson
  - j) Buildings and Grounds – Lance
    - i) Suggested Doug Loskutoff.
    - ii) Ann will talk to him at choir
    - iii) Morgan Suter is willing to help
- 7) New Business –
- a) Update from Diocesan Convention
    - i) Very productive convention. Finally had legislation and discussion
  - b) Graffiti Information – Paul
    - i) Paul has found some paint to cover the graffiti.
    - ii) A police department liaison may be able to help us.
    - iii) Some of it might need sand-blasting
  - c) Spirit at Play’s advancement from the MFB
    - i) MFB advanced Spirit-at-Play \$47,000.00 for their move.
    - ii) The understanding was If the building is sold, the \$47,000.00 was to be paid back to the MFB from the net profit of the sale.
    - iii) An MOU has been drafted to formalize this agreement.
    - iv) **Motion to approve Margaret Borg signing the Memo of Understanding (MOU) between Holy Spirit, the Memorial Foundation Board and Spirit-At-Play; Seconded; Motion Passed**
- 8) Other – Next Vestry Meeting
- a) Scheduled for November 14<sup>th</sup> at 12 noon

Respectfully Submitted,

Ann Suter  
Clerk of the Vestry

**October Rector's Report to Vestry**

## Vestry Ministry Reports

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

This fall marks the second year of our advertising on KUFM. Our ads, particularly those supporting the Compline service, are airing regularly and are helping to give us a bigger presence in the community. We continue to make use of our banners and sandwich board signs to attract street and sidewalk traffic to our events, and they also help to boost our profile in the neighborhood.

The Compline banner was refurbished to reflect the new starting time of the service. The cost was around \$45 to make that change which saved us from having to get a new banner. The repair is virtually invisible from the street. Thank you to Kirk Johnson for facilitating that change and to Frank Sherman for seeing that the banners are put up in a timely fashion.

Gretchen has been faithfully putting out our sandwich board signs during the week and on Sunday mornings. Those signs have been used to promote our fall classes including the Sunday morning Book Study and the Old Testament Class, as well as the Women's Retreat and the Blessing of the Animals. Gretchen also sent news releases to the Missoulian regarding the Old Testament Class, the Sunday morning Book Study and the Blessing of the Animals. Those news releases are attracting community members, as well as parish members, to these events. Tom Lee's Old Testament Class on Wednesday evenings numbers around 20 participants, and a couple of people in the class are from the community who saw the article in the paper and joined.

The Visitor signs for the parking lot were re-installed, designating the three parking spaces along Gerald Avenue Visitor parking. This location makes Visitor parking much more visible in the church parking lot, and, hopefully, helps Visitors feel more welcome at Holy Spirit. Our thanks to Frank Sherman for installing the signs.

We met with the Holiday Market committee to discuss the signage for their fall event and then prepared the various signs and publicity materials for them. We continued to promote church events. The Women's Retreat, the Blessing of the Animals, and the start of Compline 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. On our Facebook page we also created an event for the Blessing of the Animals and invited people to that. It helped to increase interest in the event. This year we also created a service leaflet and a pet blessing certificate for the Blessing of the Animals service, and we ordered St. Francis medals to give out to the service participants. We think these things will help to increase interest in the service.

We also worked with Camp Marshall Capital Campaign to get their diocesan mailing out to the parish. The Capital Campaign materials were provided to us, and we prepared and addressed the mailing and made sure it was sent out to the parish at the beginning of October. We tried to get a little separation from our Stewardship mailing which also went out during the first week of October.

– Judy Parock, Chair

- B) Holiday Market – Tracey Gage (Tracey Gage and Diane Rasmuson, Co-Chairs)  
The planning for the Holiday Market is underway. It is scheduled for November 11<sup>th</sup> and 12<sup>th</sup>, with the raffle and silent auction selection on Sunday November 13<sup>th</sup>. The Cookies/Bake sale will be on December 4<sup>th</sup>. Laura Taylor will be heading that up. We had our first organization meeting on September 15<sup>th</sup>. Judy has already provided us with signs and bookmarks.

The conga line will follow the Baptism reception on November 6<sup>th</sup>. We will have two conga lines since much of the estate items from Ty Robinson's estate are.

The next meeting is scheduled for October 13, 2016 at 4:30.

– Tracey Gage

- C) Newcomers – Margaret Borg (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 – Ann Suter (Kathy Swannack, Coffee Hours; Anne Cohen, receptions)

**Reception committee report:** A reception was held on September 18<sup>th</sup> to honor Dorcie and Myrna chaired by Lucy Deaton.

– Anne Cohen

**Coffee Hours:** In addition to the regular Coffee Hour Committee, sign-up sheets have been put out at the Coffee Hours to recruit more volunteers. We currently need more help with the November 13 Sunday. Otherwise we are covered through the end of November.

– Kathy Swannack

- E) Properties – Karen Shelly/Grounds; Phil Mediate/Buildings (Chair is vacant.)

**Properties/Buildings Report**

Paul Polzin is following up with the Police Department concerning the two instances of graffiti, one of the parish hall brick surface on the alley paralleling 6<sup>th</sup> Street and the other on the church office garage door. Frank Sherman and Jim Clark removed the office air conditioners and put them in storage for the winter. The Missoula Fire Department performed an inspection of our facilities and found no violations, and the inspector complimented us on the upkeep of our building and how we are keeping folks safe.

– Phil Mediate

**Properties/Grounds Report**

Gifts or pledges have been received to cover the cost of parking lot trees, shrubs, mulch and planting costs.

Bob Wattenberg has mapped part of the parking lot sprinkler system. He has to meet with Kohler to check a few locations. Kohler and Jim McFarlane have met and fixed leaks, and

winterized the system.

– Karen Shelly

F) Rummage Sale – Tracey Gage (Mary Tromly, Chair)

No report.

– Mary Tromly, Chair

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

1. Allocations to the following organizations or people were decided on: Hellgate Cares (\$430), Parenting Place (\$430), Poverello (\$286), the Teagues' ministry (\$300), United Thank Offering (\$229), and a Butterfly Grant to Gretchen's church school children (\$300). Final allocations will be made next month after we see if any more Butterfly Grant applications come in and if a suitable Native-American ministry can be found. The Butterfly Grant deadline is Nov. 15.
2. Bob Deaton reported that the Phalankone Dental Clinic project was successfully completed, with donations from HSP members and last year's Myanmar teachers, totalling over \$6,000, when \$5,000 had been asked for. Extra funds will go toward paying for the dentist for additional time. This great response was forthcoming without a fundraiser or any publicity other than announcements in the Church, e.g. *Spirited Times* and *Paraclete*.
3. Dorcie told us, regarding the projects-to-be at Hellgate High School and the Parenting Place, that the parish “listeners” who responded to her request had identified possible “researchers” and “synthesizers” and these “listeners” will soon start recruiting from this list. The researchers for Hellgate will meet with people from other churches who have already worked at Hellgate and then with people at Hellgate to find out which projects of the churches had worked and which hadn't, and what are the current needs at the high school that we could work to address. The researchers at Parenting Place will not be doing the other churches step, since HSP is the first church to work with PP. They will go right to PP and find out what needs to be done by talking to the management and staff. The synthesizers will then take the list of needs and prioritize them and select a few that HSP volunteers can work on.
4. Clem reported that Soft Landing Missoula was working to raise money to equip a Community Resource Center, at 939 Stevens, to help refugee families as they start new lives among us and to hire an executive director and part-time program director. Soft Landing has put up a [Crowdfunding site online](#), so anyone can make donations. So far, they have raised 25% of the \$30,000 needed. Soft Landing has also designed refugee “welcome kits” of needed household and personal items. Clem and Pat will find out how much one of these would cost, so SCC can fund one or more of them. Clem also reported that on Nov. 1<sup>st</sup>, there will be a Forum on Refugee Resettlement, moderated by the Dean of Journalism, Larry Abramson, to address the public's questions on how refugees are resettled and what's happening with the refugees here and those to come. The public is invited.
5. Carla, reporting for Heidi, who couldn't attend the meeting, said that Heidi's group-- “Mom's Against Gun Violence”--had done a great job presenting its case to the City Council on Sept. 26, and that the proposed ordinance to do universal background checks on all gun sales in Missoula, had passed by a vote of 8 to 4. Carla also reported for Jesse Jaeger that

Empower Montana's fundraiser lunch will be held Thursday, Oct. 6, at the Double-Tree. This group does terrific work bringing training workshops to schools, NGO's, government, and businesses, to fight prejudice, hatred, and bullying, by helping people become aware of these in themselves, as well as learn how to deal with controversial issues within their organizations. Last year's lunch raised \$70,000.

6. Social Concerns will change its meeting time to the first Monday evening of each month, instead of the first Tuesday, to accommodate Jesse Jaeger, who can't come on Tuesdays. Our next meeting will be Nov. 7, at 7 p.m.

– Carla Mettling, Social Concerns Chair

H) Spiritual Formation – Julie Benson (Gretchen Strohmaier, Chair)

**Church School and Spiritual Formation:**

**Church School:** During September we prepared for changes to our format for Church School with meetings for our teachers and other adult leaders, time spent rearranging our space downstairs, and communication with parents and other members of the parish. The kick-off on September 13<sup>th</sup> was lovely but I was forced to acknowledge we have significantly fewer kids than we have in the past, particularly as regards our smallest children. We have approximately 22 families with children ages 0 through 5<sup>th</sup> grade. And if you add in families with children in QUEST that number goes up to approximately 30.

The benefits of our changes to Church School: We have witnessed new opportunities for a larger number of parishioners to get involved with Church School. And folks have been willing, even volunteering on their own to help for a couple of weeks at a time. There have also been new opportunities for intergenerational relationship building. These benefits have made all the work involved with changing our format well worth it.

**Engaging the Spirit: A Women's Retreat:** A leadership team was formed (Willie Hoffer, Julie Benson, Gretchen Strohmaier) and planning began for the retreat scheduled to happen October 28 -30 on Flathead Lake at Camp Marshall.

**Life Together Sunday morning book study.** This 9:00 am book study on Sunday mornings has been well received. Approximately 9 – 10 participants gather each Sunday. The group has been diverse, reaching some folks who have never attended an adult education class previously. Jocelyn Siler, the leader of the class, has been given rave reviews as the teacher. She has enjoyed the opportunity as well, saying it is good to actually hear from the people she has been sitting in the pew with all these years.

**Old Testament Personalities:** Tom Lee has been teaching this class on Wednesday evenings. The turnout has been excellent and his teaching superb. Nineteen people have committed to this 6-week class, digging deeper into the Old Testament.

**The Wider Church Bulletin Board:** You'll notice in the parish hall a bulletin board that has recently been devoted to information about the wider Episcopal Church. At this time there is space devoted to the Episcopal New Service (Pru Randell is helping to keep this current). Also

there is biographical information about the Presiding Bishop and there will be rotating highlights about what was accomplished by resolution at the last General Convention. There is also information about upcoming events within the national Episcopal Church. The information will change on the bulletin board. But there will always be suggestions for ways to find more information online.

– Gretchen Strohmaier, Director of Spiritual Formation

**Youth Ministry:**

Youth Ministry is in full swing. This year, our weekly QUEST program is using a new video curriculum from Sparkhouse. This curriculum emphasizes the storytelling tradition of the Bible. So far, it's sparked some great conversations. In Youth Group, we made care-packages for some of our college students and brainstormed events for the coming year. Youth Pack had our kick-off gathering in September and will meet again in October with a downtown Bible character scavenger hunt. Emmaus Campus Ministry is working with our Youth Pack team to create a November event for high schoolers and a November middle school retreat.

Information about the redesign of our Confirmation program is coming out to students and families soon. The program is being redesigned with the goal of better connecting our confirmation students with the parish. Instead of operating as a stand-alone program, Confirmation will consist of youth group attendance, service, connection with a sponsor, and participation at youth retreats. Feel free to contact me if you have questions about this redesign.

As always, thank you for your continued support of our parish youth!

– Lindsay Ludicello

I) Stewardship – Paul Polzin/Scott Jourdonnais (Paul Polzin, Chair)– Paul Polzin

The stewardship committee has been meeting as a group and individually to complete the materials for the 2017 Stewardship Campaign. The first mailer has already been sent and probably received by parishioners. The copy for the second mailer has now been finalized and will be mailed in two weeks. There will be five stewardship speakers this year. They have all agreed to speak starting with October 9.

Once again, we are emphasizing the need to increase total pledges by six percent in order to meet our goals. The role and example of the Vestry to meet this goal will be discussed in upcoming meetings. We will be making progress reports to the Vestry during upcoming months.

Paul E. Polzin

J) Pictorial Directory – Jeannie Warner

The new Directory has three working components: the photographs, the information, updated and the actual compilation of all the pages for the Directory (including the printing).

Without the wonderful volunteers from our Vestry I probably would be a non-functional



shadow of my former self. Thank you all so very much for your kind help! As you probably noticed, I sat outside of each church service with the sign up lists in August and September bribing people with cookies, gummy worms and cherries. Adults loved the gummy worms. (This was not a scientific test, just interesting.)

The girls in the office put announcements in the bulletin and in the Spirited Times, and Terri sent out her own announcements through e-mail and from the pulpit. Many thanks to all the staff.

We had 139 pictures completed. Other members of the church who were unable to be present for the two weeks of professional picture taking sessions submitted their own pictures. That number was 6 families.

With arrangements with St Anthony's we will be able to make appointments for sessions at the end of October. Our office is still accepting submitted photos electronically, but only until the 10<sup>th</sup> of October.

We have been blessed to have Elizabeth and Judy who have picked up the reins of the project without a whimper. (Amazing!) And, Kirk Johnson graciously agreed to design the cover and activity pages for the directory, pulling together photos and helping with the layout.

Elizabeth is working on updating the contact information—using the new cloud version of the software—so that the directory roster can be submitted to Lifetouch (the photography company who provided the photographers).

At this point we have not been given a final date for the completion and delivery of the new Directory. I will keep everyone in the loop when we are getting close to that red letter day. However, everyone who ordered extra photographs and all the 8x10 individual pictures will be either sent directly to the purchasers or to the Church. Any photographs that have been received by the Church will be available at coffee hour.

Respectively submitted:

– Jeannie Warner