

## Holy Spirit Vestry Minutes

**Monday, December 12, 2016**

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

Excused: Karen Shelly, Lance Collister, Julie Benson

- 1) Opening Prayer & Spiritual Reflection – Terri Ann Grotzinger
- 2) Administration/Business Matters – **Motion to approve the Consent Agenda Items; Seconded; Motion Passed.**
- 3) Parishioners’ concerns, correspondence and newcomers – Terri Ann Grotzinger
- 4) Finances – The Profit/Loss – YTD money over/under budget was reviewed by Candice. The proposed 2017 budget was reviewed.
- 5) The Memorial Foundation Board (MFB)/Vestry –Paul Polzin – **Motion to authorize moving funds to Episcopal Church Foundation under the terms of the agreement; Seconded; Motion Passed. Motion that the authorized signatory of the agreement be the rector of Holy Spirit Parish; Seconded; Motion Passed.**
- 6) Old Business –
  - a) Capital Campaign for Camp Marshall – Scott – no update
  - b) Live Feed – Terri – no update
  - c) Stewardship Update – Terri – We are up to \$344,722.27. The average size of pledge has increased, but the number of pledges has decreased.
  - d) Consideration of New Vestry Members – Carla - **Motion to accept the slate of 4 proposed vestry members: Helen Matveyeff, Jesse Jaeger, Glenn Hladek, Don Gisselbeck; Seconded; Motion Passed.**
  - e) Buildings and Grounds – Paul/Terri
    - i) The lock for the door from the outside to the nave is finished. Due to the thickness of the door, an extension had to be put on the locking mechanism that makes the lock more susceptible to on-going problems like this.
    - ii) Repairing/replacing the windows in the Parish Hall will be the capital improvements project for 2017.
    - iii) Margaret and Kevin will become the Co-Chairs of the buildings committee once Margaret’s vestry-member duties end.
  - f) Providing an Automatic External Defibrillator (AED) for HSP. **Motion to provide and AED for the church; Seconded; Motion Passed.**
  - g) Update on yard maintenance and snow removal – Paul – it will cost \$5,000.00 per year.
  - h) Gretchen Strohmaier as a postulant. Total cost for her three required courses in Anglicanism (to go with the Master of Divinity she already has), and housing, food and travel comes to \$14,176.00. The Bishop has agreed to give \$3,000.00 for this, and there is a Diocesan grant that

she can apply for to cover \$600.00 for books. Gretchen can give about \$3,000.00 but needs additional assistance. **Motion for the Wardens to make a request to the Memorial Foundation Board for approximately \$9,000.00 for Gretchen's expenses as a postulant; Seconded; Motion Passed.**

7) New Business –

- a) Vestry Actions requiring approval: Consideration of Housing Allowance.

The Vestry of Holy Spirit Episcopal Church on December 12, 2016, after discussing 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 the total compensation of \$82,115.00, to be paid to the Rev. Terri Ann Grotzinger in 2017, that \$20,000.00 be designated as a parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

- b) Keith Kuhn will take over the music portion of Compline through the end of spring 2017 when there will be another review and assessment of how the ministry is doing and to make any changes as are necessary.

8) Other –

- a) The Annual meeting is January 29, 2017  
b) Next Vestry Meeting is scheduled for January 9, 2017 at 12 noon.

Respectfully Submitted,

Ann Suter  
Clerk of the Vestry

## December Rector's Report to Vestry

It is that time of year again with planning and preparation everywhere for the end of 2016, the celebration of Christmas, and then the New Year 2017.

The main emphasis has been ensuring that the liturgical services for Advent, Lessons and Carols, Christmas Eve and Christmas are all coordinated and ready well in advance. The Staff and I met for our regular monthly meeting and I met with individual staff as needed. We are blessed to have excellent staff members who work hard to coordinate various ministries and support one another's efforts. I also met with the Altar Guild in preparations for the special liturgies of the Christmas season.

Pastoral visiting: We continue to have several new faces in church every Sunday for worship. In addition to meeting folks at the church doors, I have met with four individuals who spent over an hour each with me to get to know us a bit better. All four have found the community at Holy Spirit to be very welcoming and engaging, and several are getting involved in Supper Club and diving into various offerings through Explorations and ministries that interest them. I continue to be called upon for end of life pastoral care and for memorial services. I met with the Haddad family to care for the Memorial Service and Burial for Fouad Haddad, and coordinated long distance with family members to ensure a Memorial Service and Committal for John Brewer. I am currently providing pastoral support to individuals and their families who are facing end of life issues and expect this to continue.

The Stewardship Committee and I continue our efforts to have everyone make a pledge this year. My thanks to those who are making thank you calls to everyone who pledges as a means of further building up the Church. While we have not yet reached our goal, I am pleased to see many responding as they can to the Vestry's request that everyone strive to increase their pledge by 6%, or if they haven't ever pledged to do so, or if they are on their way to tithing to continue their efforts.

I met with representatives from the Memorial Board and the Vestry who got on a conference call with investment representatives from the Episcopal Church Foundation, to determine how each entity would invest their funds and why. It was a good discussion and I came away feeling good about where we are going.

I met with the Personnel Committee to discuss adapting the Diocesan Personnel Manual for our parish needs and to review other personnel questions. I continue to meet monthly with the Clericus and value the time with colleagues from the western part of the Diocese.

Faithfully submitted,

Rev. Terri Ann Grotzinger  
Rector

## Vestry Ministry Reports

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

Much of our work in communications this past month focused on promoting the Holiday Market. Publicity for the Holiday Market included a short article on the Missoulian Religion page and a joint ad with St. Paul Lutheran Church promoting both of our holiday bazaars. We gave St. Paul Lutheran Church copies of our Holiday Market posters to display at their church, and we created a poster inviting folks to check out the bazaar at St. Paul’s to display at Holy Spirit. We also had our own individual ad in the Missoulian promoting the market. During Holiday Market week we updated the church Facebook page daily with photos of the workers and the items that were available for sale. We used an insert in the church bulletin and articles in the Spirited Times to also promote the event. The Holiday Market was also listed on Craig’s List, using the poster the office created. We also showcased the Holiday Market Bake Sale with its own poster and rotator and featured it on the church Facebook page and in the Spirited Times.

A number of church events are happening in Advent, including the Advent Retreat, Centering Prayer, an Advent Film Study on Sunday mornings, and the Advent Soup and Crafts event. We created posters for each of these activities and rotators for the church home page to highlight the events. Gretchen continued 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.

Compline continues to receive promotion on KUFM, and Lindsay Iudicello sends out a monthly invitation via Facebook to members of the parish to attend the event. This month’s Compline service had very good attendance despite the weather and many of the choir members being unable to participate due to other obligations.

In anticipation of Lessons and Carols and our other Christmas 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 Christmas flowers are all readily available. We’ve also started circulating that information in the Spirited Times and the Sunday bulletin.

Following the Vestry meeting, the Communication Committee will meet to discuss placement of our church ads on KUFM for 2017.

– Judy Parock, Chair

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

The Holiday Market and Bake Sale are now over and the results of the efforts are shown below. This is a comparison to last year. We attribute part of the success to several people who left much of their estate to the church.

Revenue Category	Holiday Market 2015	Holiday Market 2016
Pre-Sale	\$691.00	\$1,888.00

<b>Raffle and Silent Auction</b>	\$2,302.00	\$3,032.50
<b>Lunch Sales</b>	\$228.00	\$258.00
<b>Holiday Market Sales</b>	\$6,130.00	\$8,901.00
<b>Bake Sale</b>	\$859.50	\$711.61
<b>TOTAL</b>	<b>\$10,219.50</b>	<b>\$14,791.11</b>

Expenses for this year's Market came to \$212.07. That means **the net for the 2016 Holiday Market after expenses is \$14,579.04.**

Diane Rasmuson and I would like to thank all the volunteers and the vestry for their time and effort.

The committee included: Bob and Lani Brewer, Elaine Brown, Jeanne Clark, Anne Cohen, Catherine Durand, Marva Gallegos, Barb Hoiser, Betsy Holmquist, Sue Lowery, Mary Porter, Laura Taylor, Sarah Towle, Mary Tromly, Bonnie Tyro, and Bob Wattenberg.

Another huge thanks to those who donated for the silent auction and raffle: Bob and Lani Brewer, Bob Wattenberg, Holly and Gary Swartz, Barb Morrison, Georgia Maynard, Mary Tromly, Bonnie Tyro, Jodi Christophe, Tracey Gage, Fouad Haddad, Pru Randall, Lindsay Iudicello, Anna Levshin, Susannah Ries, Diane Rasmuson, Sarah Towle, and Kathleen Adams.

And of course we couldn't have done it without help from the staff: Judy, Elizabeth, and Terri.

Next year will be the last year for Diane Rasmuson and Tracey Gage to co-chair. We are making efforts to mentor someone to take over this position.

– Tracey Gage, Holiday Market Co-Chair and Vestry Liaison

- 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:** We provided one memorial reception in November.  
– 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. At the moment, we do not have coverage for January 1, New Year's Day. I am currently trying to recruit someone to cover that Sunday, but it may not be possible.

– Kathy Swannack

- E) Properties – Karen Shelly/Grounds; Phil Mediate/Buildings (Chair is vacant.)  
**Properties/Buildings Report:** There is, what appears to be, water damage on the west wall of the sanctuary, toward the top and the last 2 windows. Terri now knows and we are diving into it. Suggestions? Thoughts? Thanks!  
 – Phil Mediate
- Properties/Grounds Report:** No report.  
 – Karen Shelly
- F) Rummage Sale – Tracey Gage (Mary Tromly, Chair)  
 No report.  
 – Mary Tromly, Chair
- G) Social Concerns – Carla Mettling (Carla Mettling, Chair)  
 Since our Social Concerns Committee will meet on December 12 this month, there is no report for the Vestry meeting. Social Concerns members attended the Missoula Interfaith Collaborative’s Leadership Intensive Training on their usual meeting date.  
 – Carla Mettling, Social Concerns Chair
- H) Spiritual Formation – Julie Benson (Gretchen Strohmaier, Chair)  
**Church School and Spiritual Formation:**  
 In November we hosted a knitting class after church one Sunday. We had about 25 participants, half were teachers and the other half learners. We had a nice mix of children and adult learners. Several people from the community attended this event as we listed it in the Missoulian. Some of the adults expressed interest in ongoing opportunities to knit and they were invited to join the ongoing knitting group.
- Planning for the Advent Quiet Day retreat was ongoing during November as were plans for the Early Christmas Eve service.
- A new adult education class, *Interrupted by Hope*, was begun on the first Sunday in Advent. The class happens between the services. It is a film series put out by The Work of the People. It includes 11 short film clips interviewing popular Christian thinkers and writers about themes related to Advent. The class has been enthusiastically received ranging in size between 6 and 11 participants.
- On the first Sunday in Advent we hosted our annual Advent Crafts and Soup event after church. About 65 folks stayed after church enjoying a meal, time to chat and Advent crafts. A great crew of volunteers worked together to carry out this event.
- In Church School during November the older children visited Botanica green house to learn more about roots, as they continue their thematic focus on *Rooted in Faith*. Sixteen children and adults took the tour and brought back plants and photos to share with the other Church School children.  
 – Gretchen Strohmaier, Director of Spiritual Formation

### **Youth Ministry:**

In November youth ministry had a busy month. In addition to our regular QUEST classes, we had a Middle School Confirmation Retreat with our partner churches and Emmaus Campus Ministry on November 10th. This event had 40 students from four churches and was super fun and instructive. On November 19th, the youth group and some adult volunteers worked at City Foods, the food pantry of Clark Fork City Church. This was a great opportunity to participate in an on-going ministry and support food security in our community. On Nov 20th Emmaus Campus Ministry hosted Youth Pack for High School. We packed 250 sack lunches for the Poverello Center. We also held our annual pumpkin bread sale and raised \$160. Thanks to all of you who bought or baked pumpkin bread to support the youth group.

In December our youth events will include high school youth pack and a youth group Christmas party.

Thanks for your support of youth ministry at Holy Spirit!

– Lindsay Iudicello, Director of Youth Ministry

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

1. The 2017 stewardship drive is coming to an end. As of December 4, we have 169 pledges totaling \$342,640, or roughly 89.5 percent of our goal. The average pledge amount has increased about 3.6 percent to \$2,025, this is slightly less than the five percent we were shooting for. The number of pledges lags last year by about 8.
2. The Stewardship Committee decided to personally thank every family that has made a pledge this year. Committee members (plus a few volunteers) have already called all the pledgers for 2017.
3. The Stewardship Committee is also discussing methods to recognize parishioners who have made a pledge. One suggestion is that we put up a plaque with the names of all pledging units. The names would be alphabetized and no amounts given. On the pledge card we would allow the pledgers to opt anonymity. Any other ideas would be welcomed.

#### J) Pictorial Directory – Jeannie Warner

We have received the proof for the pictorial directory and will return it to the company by December 23 for printing. We should receive the pictorial directories by mid-January for distribution to the parish.

– Jeannie Warner