

**Holy Spirit Vestry Meeting
Minutes for November 13, 2024
5:30 p.m., Parish Hall**

Present: Terri Ann Grotzinger (via zoom), Co-Rector; Gretchen Strohmaier, Co-Rector; Molly Bowler, Sr. Warden; James Wiley, Treas.; Audrey Murray, Clerk; Alice Caplins; Lance Collister; Bill Drummond; Mark Dvarishkis; Kara Hanson; Glenn Hladek; Kate Laney; Blake Lineweaver

Absent: Charlie Swannack, Jr. Warden

Guest(s): Kurt Johnson

The meeting was opened at 5:30 with a prayer led by Alice Caplins.

The vestry thanked Kurt Johnson for supporting the fall stewardship drive with his technical expertise. His contributions made it possible to move more of the campaign online.

A motion was made and approved to accept the minutes from the October 9, 2024 vestry meeting with the following changes: indicate that Glenn Hladek was present at the meeting; correct the spelling of Audrey Murray's name.

Accountability Group Report

Bill Drummond updated the vestry on the work of the accountability subgroup. He described 3 main elements the group is looking at: accountability (i.e. parish financial condition, progress toward the 2024 vestry goals), how current ministries are functioning and how the vestry can assist them, and finally, the upcoming mutual ministry review (i.e., how the co-rector model is working and communication with the bishop about parish health). He clarified that the mutual ministry review is not a personnel evaluation of staff. Rather it is a tool for our co-rectors to reflect on and receive feedback about their ministry.

The mutual ministry review will take place at the December 11, 2024 vestry meeting. Bill asked those present to consider what questions they would like Terri and Gretchen to reflect on and respond to. He asked that questions be sent to Terri and Gretchen soon, allowing time for reflection ahead of the December 11 meeting. Suitable questions might consider the workings of the new co-rector model and/or useful professional growth. Molly asked vestry members to prepare for a longer meeting than usual — perhaps 2 or more hours.

Reflection: All ministries meeting

Audrey Murray led a discussion of vestry members' impressions of the August 20th All Ministries Meeting. It was noted that with one exception, a request for help to enlist coffee hour hosts, ministry leaders did not request help from the vestry. For the most part, ministry leaders expressed satisfaction with direction of their ministry. Several ministries had discussed the 4 vestry goals and come up with creative ideas for how they can support the goals and work with other ministries and vestry committees to develop their ideas.

Financial Report

Treasurer Jim Wiley presented the following report:

“As we did last month, I think we should look at our financial results without the large and unbudgeted impact of our capital improvements – that is, at our on-going operations. During October, our income was \$3,000 below budget as pledges, or annual giving as we now call it, was low for the month. However, annual giving is above budget year-to-date by over \$3,000 and total income year-to-date, excluding income related to the courtyard project, is \$26,000 over our revised April budget. This is due to very strong Plate income and the great results of the Spring Market.

Our expenses during October varied – Compensation expense was \$5,400 under budget, as expected with Terri’s decision to retire, but Operating Expenses were \$1,400 over budget. This was the result of the Godly Play seminar to strengthen our Family Worship effort (\$1,600) and unbudgeted advertising spending (\$588). Year-to-date, our operating expenses are \$4,400 better than budget.

Expenses for Buildings & Grounds were over budget for the month (by \$1,900) and are over budget by \$5,900 year-to-date. Most of this is due to higher maintenance and repair costs related to plumbing and our infamous heating system.

In summary, year to date and including both the income and expense for capital improvements, we are doing much better than budget. We expected to be at minus \$44,400 by the end of October, and we are only at minus \$16,700.

On a related topic, the Finance Committee has met and has a preliminary budget for 2025. I still want to run this by our Co-Rectors and office staff, but we are expecting to be able to start setting aside some funds into a Future Clergy Fund during next year.”

Alice Caplins asked if there would be any substantial changes in the 2025 budget. Jim anticipates the budget will be very similar to what we have this year.

A motion was made and approved to accept the Financial Report.

Stewardship Campaign Update

Molly Bowler shared that the stewardship campaign has had a strong start. Judy Parrock and Molly are working together to send personalized emails to parishioners who haven’t yet responded to the request for 2025 pledges. Vestry members will call parishioners who don’t respond to the personalized email message. Finally, the vestry will designate an evening in January to write thank you notes to individuals and families who make a financial pledge to Holy Spirit for 2025.

Building and Grounds Update

Charlie Swannack was unable to attend the November vestry meeting. On Charlie's behalf, Bill Drummond shared the following information. Regarding the courtyard, a bid for \$14,285 has been submitted for new handrails. And, additional funds will be required for spring seeding and replanting.

Storm damage repair is continuing. Insurance checks have been received. In the sanctuary, 2 damaged pews have been removed and taken to Legacy Refinishing. However, Legacy won't be able to remove a stain on the sanctuary floor and clean bricks on the exterior of the church as hoped. Wade Hoyt will start work on the gutters this week. The damaged chandelier will be repaired and replaced.

Parishioners have commented on loud hammering sounds during Sunday services. The sounds are caused by a valve in the organ room radiator.

An estimate of \$3500 has been received to replace the thermostats throughout the church property.

Glenn asked if the bike rack would be replaced and/or more racks installed. Bill did not have this information.

Brief Items

1. The new piano (donated to HSP by an anonymous parishioner) has been delivered to the parish hall.
2. Terri reminded the vestry that December is very busy and staff are juggling many things. They have questions about the safety of working around the interior scaffolding, when the roofing will take place, and the timing of interior repairs requiring scaffolding.
3. The annual Bishop's visit to HSP will be on December 15th and include 10 or 11 confirmations and a reception. The vestry will meet with the bishop on Saturday, December 14th.
4. Nominees for the 2025 vestry are being discussed.
5. Nancy and David Terrell are providing Christmas trees. An effort will be made to simplify the putting up of trees and to encourage intergenerational decorating. Wreaths will be placed on the church and parish hall doors.
6. The service of Lessons and Carols will be held the Sunday before Christmas. Christmas Eve services will be held at 4:00 and 10:00 (a candle light service). Both services will be indoors this year due to the temporary surface in the courtyard.
7. The Halloween party was enjoyable and well attended. The social committee has done wonderful work this fall!
8. A memorial service for Ted Levshin will be held at 11:00 on Saturday (November 16th). Anne Cohen is organizing a reception.

Terri closed the meeting with prayer at 6:45.

Respectfully Submitted,

Audrey Murray

Audrey Murray
Clerk of the Vestry