

**Holy Spirit Vestry Meeting  
Minutes for August 14, 2024  
5:30 p.m., Parish Hall**

**Present:** Terri Ann Grotzinger, Rector; Gretchen Strohmaier, Molly Bowler, Sr. Warden; Asst. Rector; Charlie Swannack, Jr. Warden; Audrey Murray, Clerk; Alice Caplins; Lance Collister; Bill Drummond; Mark Dvarishkis;; Glenn Hladek; Kate Laney; Blake Lineweaver

**Absent:** James Wiley, Treas.; Kara Hanson

**Guest:** Jenny Randolph

**The meeting was opened at 5:30** with a prayer led by Bill Drummond.

*A motion was made and approved to accept the meeting minutes from June 11, 2024, and minutes for two special meetings on June 27 and July 22.*

Terri introduced Jenny Randolph, our seminarian from Canada.

**Rev. Terri's Retirement/Unpaid Position as Co-rector**

Terri explained the decision she made to retire and continue in her position without compensation from the parish. She reviewed the letter sent earlier to the Vestry and parishioners. Terri wants to keep doing her work in the parish, even though the Church retirement system sees her as being retired. She wants to work with Rev. Gretchen and to keep the current momentum going. She doesn't intend to retire as such, but to keep working as if she was still being paid by the parish. Terri feels strongly that she is not interested in stepping away from the parish or her vocation.

Some of those present noted that parishioners may feel that Terri easing her way into retirement. This is not the case, and the vestry will be upfront about the fact that she doesn't intend to retire from her work and her commitment to the parish. Terri intends to fulfill her commitment for two or more years. The commitment may be extended if it is working for all involved. There is a memo of understanding between Terri and our parish leadership (Molly, Gretchen, Charlie). Terri has discussed the situation with Bishop Stebbins and the bishop is supportive of the arrangement. Terri will send a copy of the memo to vestry members. In addition, some parishioners have suggested that the arrangement puts pressure on Rev. Gretchen. Gretchen will express her confidence in the arrangement to the congregation on Sunday. The vestry will acknowledge these concerns and assure parishioners that nothing will change in terms of Terri's relationship to them and to the parish.

Terri's decision to continue in her position as co-rector without compensation is a financial gift to the parish.

## **Building and Grounds Report – Charlie Swannack**

Courtyard Construction - Sewer pipe has been installed from the parish hall to the city sewer line. A branch of the sewer line going to the basement of the office building is not tied in yet, but this can be done by plumbers when it is convenient. Extra expense was incurred to remove the cement wall by the handicap entryway. Cement work will probably start next week and will take at least 10 work days. The Grant Creek Excavation crew are in the midst of other jobs, as work on the HSP courtyard was delayed. Therefore, the crew will not be able to work at Holy Spirit continuously. They will do what they can to complete the cement work over the next 3 weeks. Work to divert rain water away from the building is also underway at this time. And, finally, it will be possible to temporarily hook up sprinklers to the part of the sprinkler system by church once the courtyard is done. This will allow us to decide this winter what to do with the courtyard landscape.

Storm Damage and Repair - The courtyard spruce tree was removed last Thursday and Friday by the Grant Creek Excavation crew that is doing courtyard construction. Portions of the tree were retrieved by various parish members for future use by the parish. Services are once again being held in the church, and we can now use all of the lights. A chandelier was damaged during the storm. We have metal and extra glass to repair the chandelier. Tentatively, the damage will be examined more closely on Tuesday, August 20<sup>th</sup>. Scaffolding will be placed inside the church and a man lift positioned outside. Construction engineer Mike Nielsen and Insurance Assessor Jeff Arsenault will come at 4:00 p.m. to examine the roof and ceiling. Then the engineer and Wade Hoyt, our Construction manager will formulate a plan for repair. There was some storm damage to the columbarium, however, no utilized niches were damaged. Garden City Monument will be contacted to see what they can do. We have 1 or 2 extra columbarium panels, but do not have the overhang material. Our insurance policy deductible for these storm related repairs is \$5000.

The vestry discussed changing the switches in ceiling fans and adding insulation to the ceiling while the scaffolding is in place. While these ideas are good, additional scaffolding would be required and the cost would not be covered by current insurance reimbursement. These ideas can be explored at a future date.

Bill Drummond will lead a committee to begin planning for courtyard landscaping. This group will work from the recommendations made by Kent Watson and the landscape committee with the intention of formalizing a plan before next spring.

## **Financial Report – Jim Wiley**

Jim was not present at the vestry meeting. His written report can be found below. The vestry discussed the amount of savings that will be accrued from Terri's retirement. Some vestry members believe it may be more than what is reported in the Financial Report.

Mark questioned the savings amount with Terri's retirement would be about .... He believes the savings amount may be more than what was reported. *A motion was made and approved to accept the Financial Report.*

## **Approval of Audit Report and Recommendations**

The 2023 Audit Report submitted by Lynn Anderson is highly complementary of personnel and procedures at HSP. Ms. Anderson has completed the HSP congregational audit for many years. In her cover letter she writes, "All prior years' auditor recommendations have been implemented. Holy Spirit Parish has sound business practices, accurate records, and operational efficiency." *A motion was made and approved to accept the 2023 Audit Report.* Audrey will prepare a card for Ms. Anderson thanking her for her years of service in the role of auditor.

## **Vestry Committees**

Marketing Committee proposal - Lance described the proposal, which is attached below. The committee believes the advertising expense outlined in the proposal is an investment in parish growth and the strategic goals set by the vestry in March. It is a thoughtful, planned way of advertising HSP to the Missoula Community. The question, "How did you find out about Holy Spirit?" will be added to the cards for newcomers that are located in our church pews. The committee has also added common search words to our website to increase the number of times HSP comes up in internet searches. *A motion was made and approved to give the committee an additional \$2700 to fund the marketing plan.*

All-Ministries Meeting – Audrey reminded those present that the next quarterly All-Ministries Meeting will be held on August 20 at 6:00 p.m. Ministry leaders will briefly report on their group discussions about the four strategic goals. It is an opportunity for the vestry to learn from parishioners. The next quarterly meeting will be designed with the reports in mind.

Social Committee – Kate described upcoming social events, including a wine and pizza happy hour at Ten Spoon Winery on August 22<sup>nd</sup>, a potluck brunch at Bonner Park on September 29<sup>th</sup> (after the church service), a potluck and pumpkin carving event in the parish hall on October 27<sup>th</sup>, and Sing Along with Santa on Dec. 12<sup>th</sup>.

Under 40s – Blake outlined the following events for the Under 40s group: dinner at the Top Hat on Aug. 18, the annual Missoula Bike to Barns ride through Target Range and Orchard Homes on Sept. 14, and an app based scavenger hunt in October (tbd). The committee has been reaching out to sub groups within the Below 40s group to identify other activities of interest.

## Fall plans

1. Kickoff Sunday is Sept. 8<sup>th</sup>. Terri and Gretchen are working with a group of lay leaders who will speak about their ministries in lieu of a sermon. An area in the parish hall will be set aside for parishioners to engage with ministry leaders during coffee hour. The courtyard won't be available due to construction.
2. Children's Worship will resume on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of each month. Godly Play will probably begin in late October. Interested children will be invited to step out of the Sunday service for a special sermon.

3. September 15th is Holy Cross Day. Gretchen is developing a plan for the first celebration of Holy Cross Day at HSP. In preparation, the Worship Enhancement Committee invites parishioners to share a few sentences about what the cross means to them, and/or a photo of a cross that is meaningful to them.
4. The next Family Worship will be held on August 25<sup>th</sup> from 4:30 to 6:30 p.m.
5. Formation offerings for the fall include an Inquirers Class led by Anita Rognas and Bob and Lani Brewer. The class will begin on Sept. 22<sup>nd</sup>. A new resource will be provided for the class. The meeting time will be determined by those attending so as to accommodate participants' schedules. In addition, Terri will offer a September book study for *Citizen: Faithful Discipleship in a Partisan World* by C. Andrew Doyle. The book discusses current events, historical development and what it means to be a Christian citizen today.

Brief Items and Updates -

1. All-Ministries meeting August. 20th at 6 p.m. in the parish hall.
2. Return of fall coffee hour - sign-ups begin the 8<sup>th</sup> of September.
3. Plan to discuss guidelines and goals for how to preserve/use Terri's salary at our next vestry meeting. Molly will discuss this with Jim to get his input.
4. Bishop Stebbins suggests the clergy, vestry and parish could benefit the diocese by writing down what we are learning as we grow into the co-rector model, what adjustments we are making, etc. This could be included in the Mutual Ministry Review.

The meeting was adjourned at 7:35 with a closing prayer. The next vestry meeting will be held on Wednesday, September 11<sup>th</sup> at 5:30 p.m. in the Guild Room.

Respectfully Submitted,

*Audrey Murray*

Audrey Murray  
Clerk of the Vestry

## August 2024 Treasurer's Report

**Income** for the month was above Budget, primarily because we recognized income from both the Blair Fund and the Memorial Foundation, to offset expenses related to these sources of income. However, the combination of Plate, Pledge and Other Operating Income (due to an anonymous donation, which will be included in Plate income) was also slightly above Budget for the month.

**Remember** that we are comparing to the revised budget approved by the Vestry in April.

And note that funds received for "less-operational" items (such as the Blair Fund and Memorial Foundation Funds) are not shown as "Income" until they are actually used; in the interim they appear as "Accounts Payable" on the Balance Sheet.

**Expenditures** for the month were also above Budget. Salaries and compensation were essentially on-Budget. Other operating expenses were above budget due to Outreach spending and a charge for Continuing Education (for Nancy Cooper to attend the National Convention of American Guild of Organists). Building & Grounds were over Budget primarily because of our first payment to Grant Creek Excavating (the reason for "income" from the Blair Fund).

Overall, we are ahead of Budget through August, by \$16,881, which is great news!

One important number: compensation will be reduced by approximately \$26,500, as a result of Terri's decision to take full retirement as of August 1<sup>st</sup>.

Proposal to the Vestry for Marketing Investment  
August 8, 2024

The Marketing Committee is pursuing a two-pronged approach –

- 1) Requesting funds with this proposal for a short-term advertising effort focused chiefly on this fall and winter
- 2) Developing a proposal for a year-long promotional effort for 2025 that we could propose to an individual who has been a generous funder of Holy Spirit over the years

Today we are requesting HSP funding above the \$1000 in our current budget for approach #1 as an initial way to resume promoting what Holy spirit has to offer to the Missoula community. We have identified several opportunities to reach people who may be open to our welcoming Christian community that encourages questions and respects differences. Here are the components:

**Montana Public Radio**

Net Total after 10% discount: \$2,354.40

Total On-air Announcements: 60

4 months- 5 announcements/ week running for 9 weeks in Late Summer and Fall, with a break, followed by 3 weeks ahead of Christmas. (3 X Best Spots Available + 2 X General Programming)

**Roxy Theater**

Three-months/pre-show advertising slide deck: \$500

Slides are shown three times ahead of each movie showing, which reaches about 5,000 people each month. Promoting our open and welcoming approach to spiritual exploration with this audience makes sense to us and will help create a larger relationship with our neighbor, which is an anchor for the local commercial area where we hope to form other mutually beneficial ties.

**Missoula Symphony**

Season-long program ¼ -page ad, 6 concerts/13 performances: \$780

The symphony's audience includes people who already have an affinity for the choral music, which is an obvious strength and differentiator for Holy Spirit.

**Total program cost: \$3,6344.50**

Amount requested over \$1,000 existing budget: \$2,700.00 (rounding up)

We believe Kirk Johnson will help us with graphic design for the Roxy and Symphony ads; Lance Collister will spearhead messaging for MTPR.

Thank you for considering this request.

Holy Spirit Marketing Committee

Lance Collister, Ann Wiltse, Lucy Beighle, Gretchen Strohmaier, Molly Bowler