

Approved as corrected

**Holy Spirit Vestry Meeting**  
**Minutes for Wednesday, December 10, 2025**  
5:30p.m., Parish Hall

**Present:** Molly Bowler (Sr. Warden), Charlie Swannack (Jr. Warden), Rev. Gretchen Strohmaier (Co-Rector), Terri Grotzinger (Co-Rector) Jim Wiley (Treasurer), Blake Lineweaver (Clerk), Patti Beckley, Lance Collister, Jim Taylor, Julie Benson, Beverley Sherman, Keith Kuhn, Glenn Hladek, Alice Caplins, and Jim Taylor

**Opening Prayer:** Julie opened the meeting with a prayer at 5:30pm.

**Previous Meeting Minutes:**

*A motion was made, seconded, and approved to accept the meeting minutes from November 12.*

**New Rector Search:** The HSP Search Committee has been focused on drafting our Parish Profile and the Office for Transition Ministry (OTM) Portfolio. The Parish Profile is a document that explains who we are as a church community, what attributes we are looking for in our next Rector, and what a great place Missoula is to live. With a huge amount of work from Kirk Johnson, we are very close to completing that project and are hopeful we can share it with the Vestry and Bishop Marty prior to her visit this weekend.

The OTM Portfolio is a series of questions we are required to answer that then is posted on the national Episcopal Church's website and will be linked in our Episcopal News Service Advertisement when the search goes live and we start accepting applications. The Portfolio questions have proved challenging, but we are making good progress and anticipate completing them next week.

We will also have a draft letter available shortly for our Congregation to send to friends and/or other parishes announcing our search and asking that they forward the Parish Profile to people who may be interested in our position or know someone who may be looking for a new opportunity.

After completion of the Parish Profile and OTM Portfolio, our next milestone is launching the acceptance of applications, tentatively set for January 2nd. We plan to accept applications through February 13th and then winnow the candidate list to the top five we want to interview via Zoom. After the Zoom interviews, we plan to winnow the list to the top three we want to bring to Missoula for interviews, likely scheduled for the Sundays after Easter (April 5).

As always, please feel free to contact me or write to [rectorsearch@holyspiritmissoula.org](mailto:rectorsearch@holyspiritmissoula.org) with any questions or comments.

**Stewardship Campaign:** Judy's most recent report was fantastic (145 annual gifts for a total pledge of \$402,771.50), and we're likely to see monies continue to come in. We are very close to our goal of \$420,000.

**Financial Report:** Financial results for the month of November were positive, with Income over Budget and Expenses below Budget. So our focus this month is on expectations for year-end.

On the Income side, through November we are already nearly \$20,000 over our annual budget, and we can expect to end the year at close to \$40,000 over budget as parishioners catch up on pledges.

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On the Expense side, Compensation will end the year around \$5,000 over budget, due entirely to unexpected Added Support Positions related to our annual audit, pastoral care and support for Sunday School. General Operating expenses, including Outreach, will likely end the year close to \$11,000 under budget, while Buildings & Grounds can be expected to end 2025 at \$5,500 to \$6,000 over budget (not including the back stairwell project).

In summary, then, we will be closing 2025 with a strong surplus, likely between \$75,000 and perhaps as much as \$90,000, well over our 2025 budget of \$50,746.

*A motion was made, seconded, and approved to accept the financial report as presented.*

**Request re: Poverello Overflow Effort:** Rev. John Daniels with the Methodist Church reached out to Holy Spirit a few weeks ago to see if we would be interested in participating in a collaborative effort with other churches to provide overflow shelter for Poverello residents during the evening. The ask is for Holy Spirit to host for two, non-consecutive weeks when the weather is below 10 degrees. Residents arrive each evening at 8pm with MIC staff, review the church's parameters for staying with parishioners/staff, they bring their own bedding, and leave together the following morning at 8am on Poverello's buses.

For perspective, Alice Caplin provided a thorough document outlining how her previous church handled hosting houseless individuals.

Several considerations were mentioned:

- Rev. Terri and Rev. Gretchen say they will staff alternative mornings that we host to assist with coffee and say hi, as well as check through the property. We also will look for additional volunteers for morning and for welcoming the group each evening.
- For securing the space, Charlie will ask the fire marshall about the possibility of adding a lock to the door going downstairs to the classroom.
- The doors to the sacristy and church are lockable.
- Charlie estimated that it would likely cost around \$350 to secure the Fellowship Hall and another \$100 plus/minus to add this activity to our insurance.
- January, February, and March are the months with the most need.
- John at the Methodist Church recommended having parishioners present in the evening and morning to help with the coming and going of guests.
  - John also mentioned that the max visitors they had last year was seven.
- Our maximum capacity, comfortably, would likely be around 15-20 individuals.
- All residents would be vetted to the same standards that the Poverello uses for their own residents (no alcohol or substance use).
- Only the two bathrooms near the Fellowship Hall would be allowed for visitor use.
- Vestry considered whether this decision should be approved by the Vestry or whole congregation, with the conclusion that the Vestry is empowered to make this decision for a temporary activity.
- Communication with the parish, guests, and MIC and Poverello staff would be essential.

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- HSP would be assigned our two weeks of hosting well-ahead of time so no evening activities are scheduled.
- Sunday mornings will require more housekeeping and planning than other mornings.
- A piano lock could be purchased to reduce risk of damage.
- The cost for administering the program is \$600/week for the Pov, and they're currently applying for grants to cover this/.
- The need will likely remain in future years, so any investments made to accommodate future needs.
- A committee with Vestry members and parishioners will work on this.

*A motion was made, seconded, and approved to form an initial committee with Glenn Hladek, Alice Caplins, and Molly Bowler to develop the logistics for hosting, provide the committee with the funds needs to purchase supplies, and collaborate with the Poverello and church calendar to schedule weeks for hosting.*

**Building and Grounds:** Finishes on the church's ceiling were delayed a few months, but a final board will be installed in the ceiling the week of December 16. Charlie has requested LED lights to be replaced in the sanctuary to guarantee their longevity for several more years. A bike rack is installed, and a second one will be installed next summer by the ramp. Initial bids for a cover for the back staircase would cost, at least, \$7,000. This will be revisited later this spring.

**2026 Vestry Slate** – Three individuals have expressed interest in joining Vestry in January: Anne Geiger, Mary Beth Jourdonnais, and Leslie McShane. Patti Beckley is returning.

**Alms Sunday Schedule** – *A motion was made, moved, and approved to continue the Alms Sunday program through 2026.*

**Brief Items –**

- Search Committee and Vestry members are meeting with Bishop Marty on Saturday, December 13 from 4:30 to 5:30.
- Vestry members host a thank-you writing session on January 13 from 2-4pm for annual gift contributions.
- Candidates are being interviewed for the Bookkeeper/Office Assistant position next week.
- Ian Richie has been engaged to create a marketing campaign aimed at younger people on Instagram and Facebook – this is a work in progress. Gretchen and Ann Wiltse will provide oversight on the approach.
- Lessons & Carols is scheduled for Dec. 21 at 7pm with Wholly Fun reception.
- The Greening of the Church will take place on December 20<sup>th</sup> between 8am and noon.

**Closing Prayer and Adjournment:** Rev. Gretchen closed the meeting in prayer. Meeting adjourned at 7:14pm.

Respectfully submitted,

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*Blake Lineweaver*

Blake Lineweaver  
Clerk of the Vestry