



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

February 15, 2021

"A Growing Church for Growing People"

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448

10805 Main Street
Huntley, IL 60142

www.sotp.org
pastormark@sotpmail.com

Agenda

1. Call to Order
2. Devotions – Pastor Mark Boster
3. Introductions
4. Approval of Minutes
 - a. *Recommendation: To approve the Congregation Council minutes for January 18, 2021, as presented.*
 - b. *Recommendation: To approve the Congregation Council minutes of the Election of Officers for January 31, 2021, as presented.*
5. Congregation Committees/Ministry Teams
 - a. Discuss optimal communication between Congregation Council/Ministry Teams and Council
 - b. *Recommendation: To approve the Mission Team entering into a two-year contract with ELCA Global Mission, as presented.*
 - c. *Recommendation: To approve the final documents for Shepherd of the Prairie Memory Garden, as presented.*
6. Vision & Strategy Document Review
7. Congregation Council 2021 Goals
8. Unfinished Business
9. Adjourn

The Next Meeting is March 15, 2021

Shepherd of the Prairie Council Meeting
January 18, 2021
Minutes

Present: Pastor Mark Boster, Bud Hansen, Mike Luecht, Kathy McGuine, Cliff Dungey, Ellen Nissen, Christa Serpe, Sarah Wolf

Absent:

1. Devotions – Cliff Dungey
2. Review and approve December Council Minutes
 - a. Approved by Pastor Mark, Second by Ellen Nissen
3. Other Business
 - a. 2021 Budget Review Update and Approve
 - i. 1.5% raise for staff (omit Pastor per request) - \$4,500
 - ii. Approved by Bud Hanson, Second by Ellen Nissen
 - b. Constitution Congregation Vote Update
 - i. Letter of approval received by Northern Illinois Synod for Constitution
 - ii. 111 votes for three sessions (All affirmative votes)
 - c. Annual Meeting Discussion, Zoom meeting, 1/31/2021
 - i. Discussion held on how attendance will be taken and how this meeting will be implemented.
 - d. Covid-19/In House Services Discussion
 - i. Discussion held on re-opening the church
 - ii. Motion to re-open the church with 70 people capacity starting February 14th for Sunday Services at 9:00 and 10:45 a.m. Second by Cliff Dungey.
 - e. Garage Update
 - i. Update on request
 - f. A/V Ministry Discussion Proposals
 - i. Update on request
 - g. Vision Path Statement-Critical Next Steps
 - i. Update on current status and next steps
 - ii. Update on Operations Manager position and next steps
4. Ministry Team Updates
 - a. Review Updates
5. Finance Review
 - a. Treasurer Report of Activity
 - b. Pastor Mark made the motion to approve \$15,000 to go toward the garage and \$4,500 towards a new A/V camera. Second by Cliff Dungey
6. Devotions for February Meeting – Pastor Mark
7. Next Meeting
 - a. February 15, 2021

Election of Officers
January 31, 2021

Immediately following the SOTP annual meeting, the election of officers for 2021 was held.

1. President – Mike Luecht
 - a. There were no other candidates.
2. Vice President – Sarah Wolf
 - a. There were four candidates listed on the ballot. Those people listed on the ballot include: Cheryl Adams, Joyce Shotick, Ellen Nissen and Sarah Wolf.
 - b. All council members voted and Sarah Wolf was elected as Vice President.
3. Treasurer - Bob Mollis
 - a. There were no other candidates.
4. Secretary – Vacant
 - a. There were no candidates on the ballot.
 - b. It was determined that this position would hopefully be filled in the near future as Mike Luecht begins to meet with each council member.

SOTP FINANCE TEAM

Meeting Minutes

February 8, 2021

Attending: Cliff Dungey, Melanie Chesny, Devin Burg, John Throckmorton, Sue Wehnes, Mike Luecht, Bob Mollis, Excused: Bill Nesta

Meeting called to order at 7:21 PM

- I. Approval of January 11, 2021 Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Balance Sheet as of January 31, 2021
 - i. Total Current Assets \$592,883
 - ii. Total Fixed Assets \$7,211,870
 - iii. Total Liabilities \$3,525,369 (short and long term)
 - iv. Assets include \$95,000 from the SBA Paycheck Protection Program received on April 24, 2020 and recorded in restricted Account 3.191.000. Expected to be forgiven at end of program. The SBA Paycheck Protection Program is a Short-Term liability on the Balance Sheet until this loan is forgiven.
 - B. Income/Expenses through January 31, 2021
 - i. January GF income of \$68,175 was \$3,060 more than budgeted amount.
 - ii. January GF YTD income was \$3,060 more than YTD budgeted amount.
 - iii. January GF expenses of \$56,856 was \$10,524 less than budgeted amount.
 - iv. January GF YTD expenses were \$10,524 less than YTD budgeted amount.
 - C. Restricted Funds Detail Review through January 31, 2021
 - i. Account 3.175.000 Memorial Fund Balance is \$2,666.85.
 - ii. Account 3.250.000 Good Samaritan Fund Balance is \$9,536.95
 - iii. Account 3.192.000 Sanctuary Piano Fund Balance is \$744.18. Concern expressed that we are short over \$4,000 for the final February and March payments.
 - D. General Comments
 - i. General Fund Giving showed a decline of 19% compared to 2020.
 - ii. Expenses for January were exceptionally low, but caution was raised over GF unrestricted fund balance was flat to slightly down over last year.
 - iii. Per council from January 18th meeting, Melanie moved unrestricted General Funds into the following restricted funds.
 1. Account 3.220.000 AV Ministry Fund Balance \$4,500.
 2. Account 3.975.000 Maintenance Reserves Balance for construction of new garage.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - i. New Treasurer and no Treasurer report was presented this month.
- IV. Old Business
 - A. Status of Paycheck Protection Program – Heartland Bank started to accept Forgiveness Applications Forms the last of January.
 - i. Sent to Heartland Bank on January 27, 2021
 - ii. Loan Amount: \$95,000
 - iii. Loan Disbursement date: April 24, 2020
 - iv. Covered Period: April 24, 2020 to June 18, 2020

- v. Maintained same number of employees during the cover period.
 - vi. At Least 60% of loan must be spent on Payroll and Benefits.
 - vii. Loan amount spent on Payroll and Benefits: \$72,671
 - viii. Loan amount spent on Mortgage Interest: \$20,804
 - ix. Loan amount spent on Utilities: \$ 1,525
 - x. Asked for Total Forgiveness of: \$95,000
 - xi. Heartland Bank has 60 days to review and get back to SOTP on status.
 - xii. SBA has 90 days to get back to Heartland Bank on approval of to pay Heartland Bank.
 - xiii. We continue to carry this SBA loan as a liability until we get final word on forgiveness.
- B. Status of Sanctuary Piano fund, invoice and remaining financing term. Looks like GF will need to cover February and March payments (approximately \$4100 short). **Finance Committee is recommending that Council and Music Ministry make a final appeal and push to have the congregation contribute to the fund to help defray the expense to the GF. Suggested to at least put a request in the Friday Flourish.**
- C. Status of On-line Giving updated form. We will be going to a seasonal form where accounts will come on and off the form during the year, managed by Michelle. Reviewed rolling schedule with Finance team, it was determined that there is no Palm Sunday special envelope, this will be removed from schedule. Michelle will manage the updates to the online giving link. Topic closed.

V. New Business

- A. Nicholas Wolf heading up the Financial Audit team, he will be contacting Melanie and Bob to work through the process and timeline to review the 2020 financials.
- B. Discussion around Memory Garden interment agreement. It needs Finance team and legal review. **Mike Luecht will seek attorney review of the agreement. Also suggesting that the Finance team go to SOTP website and review the new Memory Garden documentations.**
- C. Discussion around need to review and update the Financial Policies, tabled until next meeting.
- D. Next Finance Team meeting will be March 8, 2021, at 7:15 PM over Zoom.

VI. Adjourned 8:34 PM

Shepherd of the Prairie - Huntley IL
Balance Sheet as of January 31, 2021

Wednesday, February 3, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	518,968.22	(8,179.26)	441,997.61
1.200.000	Mission Plus Building Fund Checking	73,491.90	10,443.40	94,885.54
1.250.000	HBT/LPL Investment Account	422.38	0.00	422.35
	Total Current Assets	\$592,882.50	\$2,264.14	\$537,305.50
Fixed Assets				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.500.000	Donations Holding Account	8,733.29	6,905.94	0.00
	Total Fixed Assets	\$7,211,869.90	\$6,905.94	\$7,203,136.61
	Total Assets	\$7,804,752.40	\$9,170.08	\$7,740,442.11
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	(1,677.12)	0.00
2.000.100	SBA Loan Liability	95,000.00	0.00	0.00
2.000.200	Sanctuary Piano	4,821.68	(2,410.83)	0.00
2.100.000	Prepaid General Fund Pledges	0.00	(6,050.00)	0.00
2.110.000	Prepaid Mortgage Service Pledges	0.00	(1,889.25)	0.00
	Total Current Liabilities	\$99,821.68	(\$12,027.20)	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,425,547.46	(8,200.23)	3,573,701.29
	Total Long Term Liabilities	\$3,425,547.46	(\$8,200.23)	\$3,573,701.29
	Total Liabilities	\$3,525,369.14	(\$20,227.43)	\$3,573,701.29
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	191,026.39	(5,769.72)	217,367.77
	Total Unrestricted Fund Balances	\$191,026.39	(\$5,769.72)	\$217,367.77
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	7,024.75	22.00	8,079.99
3.175.000	Memorial Fund Balance	2,666.85	75.00	5,294.40
3.180.000	Grafton Food Pantry Fund Balance	275.00	(580.00)	100.00
3.220.000	AV Ministry Fund Balance	4,500.00	4,500.00	0.00
3.250.000	Good Samaritan Fund Balance	9,536.95	(200.00)	7,788.94
3.260.000	Community Outreach Fund Balance	3,800.95	80.00	3,444.98
3.270.000	Holiday Flowers Balance	(470.10)	0.00	(365.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	4,255.16	(317.15)	8,001.14
3.332.000	Artist Series Balance	12,641.61	462.25	14,139.99
3.335.000	Bells Ministry Fund Balance	(104.37)	0.00	0.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$16,792.40</i>	<i>\$145.10</i>	<i>22,141.13</i>
3.350.000	Prairie Crafters Fund Balance	296.00	0.00	0.00
3.360.000	Miscellaneous Fund Balance	225.00	0.00	0.00
3.380.000	Continuing Education Fund Balance	925.00	0.00	1,000.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	1,124.79	0.00	1,801.58
3.417.000	Youth Mission Trips Balance	7,198.84	0.00	3,664.26
3.421.000	Youth Scholarship Balance	763.01	0.00	763.01
3.422.000	Operation Christmas Child Balance	157.28	0.00	157.28
3.423.000	Confirmation Retreat Fund Balance	(450.00)	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$8,793.92</i>	<i>\$0.00</i>	<i>5,936.13</i>

Shepherd of the Prairie - Huntley IL
Balance Sheet as of January 31, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.500.000	Little Lambs Fund Balance	4,650.54	(137.67)	6,610.53
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,647.97	0.00	1,622.97
3.675.000	Memory Garden Balance	13,611.50	25.00	2,000.00
3.700.000	Disaster Relief Fund Balance	315.00	0.00	215.00
3.725.000	Miscellaneous Outside Charities Balance	360.00	0.00	210.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	Total	\$81,506.49	\$3,929.43	\$70,633.73
3.140.000	Mortgage Service Balance	73,491.90	10,443.40	96,685.54
3.165.000	Building on Faith Balance	3,817.08	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	744.18	(2,405.83)	0.00
	Total Temporary Restricted Fund Balances	\$159,559.65	\$11,967.00	\$171,136.35
Reserves				
3.950.000	Barnabas Reserves Fund Balance	2,245.48	0.00	2,653.63
3.971.000	Roof Repairs/Replacement Balance	39,000.00	0.00	39,000.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	11,912.00	0.00	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	9,871.00	0.00	11,246.00
3.975.000	Maintenance Reserves Balance	26,754.00	15,000.00	11,754.00
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	19,000.00	0.00	19,000.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	3,454.59	0.00	8,407.43
3.981.000	Bells Maintenance Reserves Balance	1,986.11	0.00	1,986.11
3.985.000	Sabbatical Reserves Balance	8,775.89	0.00	8,775.89
3.988.000	Payroll Tax Reserves Balance	0.00	0.00	5,857.32
	Total Reserves	\$139,146.07	\$15,000.00	\$136,739.38
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,062.00	0.00	12,062.00
	Total Permanently Restricted Funds	\$12,062.00	\$0.00	\$12,062.00
3.130.000	Building & Grounds Equity	3,777,589.15	8,200.23	3,629,435.32
	Total Equity	\$3,777,589.15	\$8,200.23	\$3,629,435.32
	Total Fund Balances & Equity	\$4,279,383.26	\$29,397.51	\$4,166,740.82
	Total Liabilities and Fund Balances & Equity	\$7,804,752.40	\$9,170.08	\$7,740,442.11

If the accounts in the subtotals have changed or if ledger (marked with "**") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

Shepherd of the Prairie - Huntley IL
Treasurer's Report as of January 2021 for General Fund

Wednesday, February 3, 2021

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
Income						
4.100.000	Member Contributions	68,053.50	63,000.00	68,053.50*	63,000.00	756,000.00
4.150.000	Loose Plate and Growth	62.00	1,931.00	62.00	1,931.00	23,169.00
4.200.000	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
4.250.000	Flower Income	50.00	167.00	50.00	167.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	9.99	17.00	9.99	17.00	200.00
	Total Income	\$68,175.49	\$65,115.00	\$68,175.49*	\$65,115.00	\$781,369.00
Expenses						
<i>Lay Ministry</i>						
	Lay Ministry	\$48.76	\$83.00	\$48.76	\$83.00	\$1,000.00
<i>Mission Ministry</i>						
	Mission Ministry	\$6,521.12	\$6,930.00	\$6,521.12	\$6,930.00	\$83,160.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$274.00	\$625.00	\$274.00	\$625.00	\$7,500.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$0.00	\$109.00	\$0.00	\$109.00	\$1,300.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$0.00	\$833.00	\$0.00	\$833.00	\$10,000.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$0.00	\$391.00	\$0.00	\$391.00	\$4,700.00
<i>Music Ministry</i>						
	Music Ministry	\$57.31	\$546.00	\$57.31	\$546.00	\$6,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$393.94	\$704.00	\$393.94	\$704.00	\$8,450.00
<i>Facilities</i>						
	Facilities	\$5,817.29	\$8,609.00	\$5,817.29	\$8,609.00	\$76,140.00
<i>Office Expenses</i>						
	Office Expenses	\$3,210.48	\$3,087.00	\$3,210.48*	\$3,087.00	\$37,061.00
<i>Staffing Ministry</i>						
	Staffing Ministry	\$38,220.03	\$41,486.00	\$38,220.03	\$41,486.00	\$497,810.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$2,313.11	\$2,392.00	\$2,313.11	\$2,392.00	\$28,700.00
<i>Providing for the Future</i>						
	Providing for the Future	\$0.00	\$1,585.00	\$0.00	\$1,585.00	\$19,000.00
Total Expenses		\$56,856.04	\$67,380.00	\$56,856.04	\$67,380.00	\$781,371.00
Difference		\$11,319.45	(\$2,265.00)	\$11,319.45	(\$2,265.00)	(\$2.00)

Shepherd of the Prairie - Huntley IL
Treasurer's Report as of January 2021 for General Fund

Wednesday, February 3, 2021
Account # Account Name

Period Activity Monthly Budget YTD Balance Budget YTD Annual Budget
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* = Income/Expense exceeds amount budgeted to date

Shepherd of the Prairie - Huntley IL
Detailed Fund Activity Report as of 01/31/2021

Wednesday, February 3, 2021

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Account #	Account Name	Current Activity	YTD Activity
3.140.000 Mortgage Service Balance			
	Beginning Fund Balance	63,048.50	63,048.50
<i>Income</i>			
4.140.000	Mortgage Service Donations	29,951.04	29,951.04
4.701.000	MIF Checking Interest Income	28.36	28.36
	Total Income	<u>\$29,979.40</u>	<u>\$29,979.40</u>
<i>Expenses</i>			
5.140.000	Mortgage Service Principal Payments	8,200.23	8,200.23
5.141.000	Mortgage Service Interest Payments	11,335.77	11,335.77
	Total Expenses	<u>\$19,536.00</u>	<u>\$19,536.00</u>
	Ending Fund Balance	\$73,491.90	\$73,491.90
3.165.000 Building on Faith Balance			
	Beginning Fund Balance	3,817.08	3,817.08
	Ending Fund Balance	\$3,817.08	\$3,817.08
3.170.000 Special Services Fund Balance			
	Beginning Fund Balance	7,002.75	7,002.75
<i>Income</i>			
4.170.000	Special Services Donations	22.00	22.00
	Total Income	<u>\$22.00</u>	<u>\$22.00</u>
	Ending Fund Balance	\$7,024.75	\$7,024.75
3.175.000 Memorial Fund Balance			
	Beginning Fund Balance	2,591.85	2,591.85
<i>Income</i>			
4.175.000	Memorial Donations	75.00	75.00
	Total Income	<u>\$75.00</u>	<u>\$75.00</u>
	Ending Fund Balance	\$2,666.85	\$2,666.85
3.180.000 Grafton Food Pantry Fund Balance			
	Beginning Fund Balance	855.00	855.00
<i>Income</i>			
4.190.000	Grafton Food Pantry Donations	275.00	275.00
	Total Income	<u>\$275.00</u>	<u>\$275.00</u>
<i>Expenses</i>			
5.190.000	Grafton Food Pantry Expense	855.00	855.00
	Total Expenses	<u>\$855.00</u>	<u>\$855.00</u>
	Ending Fund Balance	\$275.00	\$275.00
3.192.000 Sanctuary Piano Balance			
	Beginning Fund Balance	3,150.01	3,150.01
<i>Income</i>			
4.192.000	Sanctuary Grand Piano Income	5.00	5.00
	Total Income	<u>\$5.00</u>	<u>\$5.00</u>
<i>Expenses</i>			
5.192.000	Sanctuary Grand Piano Expense	2,410.83	2,410.83

Shepherd of the Prairie - Huntley IL
Detailed Fund Activity Report as of 01/31/2021

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Account #	Account Name	Current Activity	YTD Activity
	Total Expenses	<u>\$2,410.83</u>	<u>\$2,410.83</u>
	Ending Fund Balance	\$744.18	\$744.18
3.220.000	AV Ministry Fund Balance		
	Beginning Fund Balance	0.00	0.00
	<i>Income</i>		
4.220.000	AV Ministry Fund Donations	4,500.00	4,500.00
	Total Income	<u>\$4,500.00</u>	<u>\$4,500.00</u>
	Ending Fund Balance	\$4,500.00	\$4,500.00
3.250.000	Good Samaritan Fund Balance		
	Beginning Fund Balance	9,736.95	9,736.95
	<i>Income</i>		
4.325.000	Good Samaritan Donations	300.00	300.00
	Total Income	<u>\$300.00</u>	<u>\$300.00</u>
	<i>Expenses</i>		
5.625.000	Good Samaritan Expense	500.00	500.00
	Total Expenses	<u>\$500.00</u>	<u>\$500.00</u>
	Ending Fund Balance	\$9,536.95	\$9,536.95
3.260.000	Community Outreach Fund Balance		
	Beginning Fund Balance	3,720.95	3,720.95
	<i>Income</i>		
4.260.000	Community Outreach Donations	30.00	30.00
4.260.110	ELCA World Hunger Donations	50.00	50.00
	Total Income	<u>\$80.00</u>	<u>\$80.00</u>
	Ending Fund Balance	\$3,800.95	\$3,800.95
3.270.000	Holiday Flowers Balance		
	Beginning Fund Balance	(470.10)	(470.10)
	Ending Fund Balance	(\$470.10)	(\$470.10)
3.300.000	Music Ministry Fund Balance		
	Beginning Fund Balance	16,647.30	16,647.30
3.330.000	Adult Music Ministry Fund Balance		
	Beginning Sub Fund Balance	4,572.31	4,572.31
	<i>Expenses</i>		
5.330.000	Adult Music Ministry Expense	317.15	317.15
	Total Expenses	<u>\$317.15</u>	<u>\$317.15</u>
	Ending Sub Fund Balance	\$4,255.16	\$4,255.16
3.332.000	Artist Series Balance		
	Beginning Sub Fund Balance	12,179.36	12,179.36
	<i>Income</i>		
4.332.000	Artist Series Income	500.00	500.00
	Total Income	<u>\$500.00</u>	<u>\$500.00</u>
	<i>Expenses</i>		
5.332.000	Artist Series Expense	37.75	37.75
	Total Expenses	<u>\$37.75</u>	<u>\$37.75</u>

Shepherd of the Prairie - Huntley IL
Detailed Fund Activity Report as of 01/31/2021

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Account #	Account Name	Current Activity	YTD Activity
	Ending Sub Fund Balance	\$12,641.61	\$12,641.61
3.335.000	Bells Ministry Fund Balance		
	Beginning Sub Fund Balance	(104.37)	(104.37)
	Ending Sub Fund Balance	(\$104.37)	(\$104.37)
	Ending Fund Balance	\$16,792.40	\$16,792.40
3.350.000	Prairie Crafters Fund Balance		
	Beginning Fund Balance	296.00	296.00
	Ending Fund Balance	\$296.00	\$296.00
3.360.000	Miscellaneous Fund Balance		
	Beginning Fund Balance	225.00	225.00
	Ending Fund Balance	\$225.00	\$225.00
3.380.000	Continuing Education Fund Balance		
	Beginning Fund Balance	925.00	925.00
	Ending Fund Balance	\$925.00	\$925.00
3.400.000	Youth Ministry Fund Balance		
	Beginning Fund Balance	8,793.92	8,793.92
3.415.000	Youth Ministry Balance		
	Beginning Sub Fund Balance	1,124.79	1,124.79
	Ending Sub Fund Balance	\$1,124.79	\$1,124.79
3.417.000	Youth Mission Trips Balance		
	Beginning Sub Fund Balance	7,198.84	7,198.84
	Ending Sub Fund Balance	\$7,198.84	\$7,198.84
3.421.000	Youth Scholarship Balance		
	Beginning Sub Fund Balance	763.01	763.01
	Ending Sub Fund Balance	\$763.01	\$763.01
3.422.000	Operation Christmas Child Balance		
	Beginning Sub Fund Balance	157.28	157.28
	Ending Sub Fund Balance	\$157.28	\$157.28
3.423.000	Confirmation Retreat Fund Balance		
	Beginning Sub Fund Balance	(450.00)	(450.00)
	Ending Sub Fund Balance	(\$450.00)	(\$450.00)
	Ending Fund Balance	\$8,793.92	\$8,793.92
3.500.000	Little Lambs Fund Balance		
	Beginning Fund Balance	4,788.21	4,788.21
	<i>Expenses</i>		
5.700.100	Little Lambs Salary	137.67	137.67
	Total Expenses	<u>\$137.67</u>	<u>\$137.67</u>
	Ending Fund Balance	\$4,650.54	\$4,650.54
3.600.000	Prayer Shawl Ministry Fund Balance		
	Beginning Fund Balance	284.76	284.76
	Ending Fund Balance	\$284.76	\$284.76

Shepherd of the Prairie - Huntley IL
Detailed Fund Activity Report as of 01/31/2021

Wednesday, February 3, 2021

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Account #	Account Name	Current Activity	YTD Activity
3.650.000 Quilters Ministry Fund Balance			
	Beginning Fund Balance	1,647.97	1,647.97
	Ending Fund Balance	\$1,647.97	\$1,647.97
3.675.000 Memory Garden Balance			
	Beginning Fund Balance	13,586.50	13,586.50
	<i>Income</i>		
4.675.000	Memory Garden Income	25.00	25.00
	Total Income	<u>\$25.00</u>	<u>\$25.00</u>
	Ending Fund Balance	\$13,611.50	\$13,611.50
3.700.000 Disaster Relief Fund Balance			
	Beginning Fund Balance	315.00	315.00
	Ending Fund Balance	\$315.00	\$315.00
3.725.000 Miscellaneous Outside Charities Balance			
	Beginning Fund Balance	360.00	360.00
	Ending Fund Balance	\$360.00	\$360.00
3.750.000 Seminary Scholarship Fund Balance			
	Beginning Fund Balance	6,270.00	6,270.00
	Ending Fund Balance	\$6,270.00	\$6,270.00
3.940.000 Endowment Fund Balance			
	Beginning Fund Balance	12,062.00	12,062.00
	Ending Fund Balance	\$12,062.00	\$12,062.00
3.950.000 Barnabas Reserves Fund Balance			
	Beginning Fund Balance	2,245.48	2,245.48
	Ending Fund Balance	\$2,245.48	\$2,245.48
3.971.000 Roof Repairs/Replacement Balance			
	Beginning Fund Balance	39,000.00	39,000.00
	Ending Fund Balance	\$39,000.00	\$39,000.00
3.972.000 Playground Maintenance Reserves Balance			
	Beginning Fund Balance	2,845.00	2,845.00
	Ending Fund Balance	\$2,845.00	\$2,845.00
3.973.000 Parking Lot Seal/Repair Reserves Balance			
	Beginning Fund Balance	11,912.00	11,912.00
	Ending Fund Balance	\$11,912.00	\$11,912.00
3.974.000 Lawn & Landscaping Reserves Balance			
	Beginning Fund Balance	9,871.00	9,871.00
	Ending Fund Balance	\$9,871.00	\$9,871.00
3.975.000 Maintenance Reserves Balance			
	Beginning Fund Balance	11,754.00	11,754.00
	<i>Income</i>		
4.975.000	Maintenance Reserves Income	15,000.00	15,000.00

Shepherd of the Prairie - Huntley IL
Detailed Fund Activity Report as of 01/31/2021

Wednesday, February 3, 2021

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Account #	Account Name	Current Activity	YTD Activity
	Total Income	<u>\$15,000.00</u>	<u>\$15,000.00</u>
	Ending Fund Balance	\$26,754.00	\$26,754.00
3.976.000	Carpeting Crossroads/Hallways Reserves Balance		
	Beginning Fund Balance	3,302.00	3,302.00
	Ending Fund Balance	\$3,302.00	\$3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance		
	Beginning Fund Balance	19,000.00	19,000.00
	Ending Fund Balance	\$19,000.00	\$19,000.00
3.978.000	Security Lock System Reserves Balance		
	Beginning Fund Balance	10,000.00	10,000.00
	Ending Fund Balance	\$10,000.00	\$10,000.00
3.980.000	Equipment Reserves Balance		
	Beginning Fund Balance	3,454.59	3,454.59
	Ending Fund Balance	\$3,454.59	\$3,454.59
3.981.000	Bells Maintenance Reserves Balance		
	Beginning Fund Balance	1,986.11	1,986.11
	Ending Fund Balance	\$1,986.11	\$1,986.11
3.985.000	Sabbatical Reserves Balance		
	Beginning Fund Balance	8,775.89	8,775.89
	Ending Fund Balance	\$8,775.89	\$8,775.89

**Shepherd of the Prairie
General Fund Giving**

	2019	YTD	2020	YTD	2021	YTD	'20 vs '19
January	78,678	78,678	84,238	84,238	68,053	68,053	-19%
February	46,773	125,451	49,923	134,161	68,053	68,053	-49%
March	63,915	189,366	66,819	200,980	68,053	68,053	-66%
April	67,399	256,765	95,815	296,795	68,053	68,053	-77%
May	56,239	313,004	63,400	360,195	68,053	68,053	-81%
June	57,184	370,188	53,470	413,665	68,053	68,053	-84%
July	48,046	418,234	45,901	459,566	68,053	68,053	-85%
August	51,864	470,098	47,919	507,485	68,053	68,053	-87%
September	57,780	527,878	52,271	559,757	68,053	68,053	-88%
October	57,182	585,060	52,934	612,691	68,053	68,053	-89%
November	60,299	645,359	45,869	658,560	68,053	68,053	-90%
December	79,903	725,262	62,511	721,071	68,053	68,053	-91%

MINUTES FROM THE WORSHIP COMMITTEE
MONDAY, FEBRUARY 8, 2021
ZOOM

Attending the meeting: Jane McMullen, Orv McElfresh, Andrew Szekely, Diane Mollis, Barb Pagano, Judie Symbal, Elaine Gilliam, Kathy McGuine, Pastor Mark
Missing in Action: Chris Solem, Carolyn Cuttle

The meeting started via Zoom at 7pm with Orv offering the opening prayer. Following the agenda, the committee discussed the return to Public Worship. We still continue to follow procedures to insure the safety and health of the congregation.

- Attendance will still be limited to 93-100 in the sanctuary. If seats are moved toward the back, the numbers can increase to 110-120.
- 9am service will continue to enter and exit through the East door.
- 1045am service will continue to enter and exit through the South Door.
- There will be one greeter inside the door to encourage everyone to sanitize their hands. Greeters will NOT open the doors. The outside doors should be added to sanitizing schedule.
- There should be two ushers. One at the entrance to greet people and remind them to seat social distant. The second usher will be stationed in the center aisle to assist in seating.
- Sanitation – Tom Polzin will be chairing this. We do have Andrew and Diane to sanitize after the 9am service on February 14th. Pastor indicates that we have enough fluid in the machine.
We do not sanitize after the 1045am service.
- Should there be a need Pastor Mark wants to use the Fellowship Hall (old sanctuary) for overflow and let them watch to service live stream on TV. Several committee people has concerns with this arrangement to handling the numbers, ushering, and sanitizing after the service. We need to wait to determine if there is a real need.
- It was suggested that there be two racks of chairs available to the ushers to set up in the coffee area. This does not seem like a plausible idea. It has too many people touching the chairs and we are still having problems getting sufficient ushers to provide this type of service. Numbers will show us the need.

LENT

- Decorating for the start of Lent is Monday, February 15 at 930am.
- Barb P. will work on getting the sticks out for decoration.
- Worship will contact Mark F. about getting the cross back into the baptismal area for it to be draped in Purple.
- Banners get changed.

- Ash Wednesday, February 17, services are at 12noon and 7pm. Ashes will be distributed but there is no communion.
- Elaine and Andrew are working to get a greeter and usher to help for Ash Wednesday.
- They will also be looking to get a greeter and usher for the Lenten Services on Wednesday at 7pm. Details will follow.

PALM SUNDAY IS MARCH 28

- Decorating the church will be on Saturday, March 27 at 930am. Barb will work with Town and Country to rent Palms to decorate for Palm Sunday.
- Andrew will work with Ed Cuttle to strip to Palms for Sunday Service
- We recommend a drive through on Saturday to pick up palm frons if folks will not be attending Palm Sunday live. The time would be 10-12 noon on Saturday.
- We will be asking Dennis and Ed Cuttle to produce a video on how to make crosses out of Palm Frons after Palm Sunday. More to come.

HOLY WEEK

- Maundy Thursday service at 7pm
- Good Friday services are 10am for children, 12noon, traditional and 7pm for the Tenebrae service
- Saturday, April 3rd, Saturday services will resume at 5pm with an “Almost Easter” service. Micky will play.
- Easter, April 4th – three services has been proposed with 8am, 930am and 11am.
- The committee ran out of zoom time to talk more about this but at least look at the tentative schedule.
- Diane Mollis has the order forms ready for the Easter Lily order. She will make paper order forms and also put the information in the Flourish and newsletter.
- We will need to follow up with ushers and greeters for these special services.
TBD

Some attendees lost sound on the zoom meeting and some had trouble getting into the meeting. The time ran out and there was no time to say GOODBYE.

These minutes are a compilation of notes from Kathy and conversation with Jane,

Respectfully submitted,

Carolyn Cuttle

Property Team meeting – February 8, 2021

The meeting was called to order by Mark Frendreis (Chair) at 7:07pm at Shepherd of the Prairie Church and on Zoom.

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chuck Peterson, Chris Trodahl, Pete Walthers , Council Liaison - Ellen Nissen

Absent: Jerry Christopherson, Tom Polzin, Dick Tabatt

Note: Property Team mailbox address is SOTPPProperty@gmail.com

Old Business

- Update on replacing soap and hand sanitizer dispensers with manual -Tom
 - Tom was not in attendance
- Garage update -Rich
 - Permit application is with the columbarium and it was approved
 - Not sure if we need to get an approval from Council so we can pour concrete as soon as we are able with the weather
 - Rich hears money for the concrete has been approved
 - Permit has not been asked for yet, so the 6 months has not started yet
- Assign/Verify projects:
 - Touch up paint with correct color
 - Need to identify the places where the wrong color is needing to be corrected and paint
 - The paint needs to be labeled as well
 - Replace bulb by west hallway door - Chuck
 - One bulb and 1 night light are still not working but the other lights have been done
 - Reprogram fellowship hall lights
 - Jess will get this done
 - 5 or 6 settings
 - Pete will help as well
 - Fix sticky exterior door on west end
 - Once the weather gets better Jim will help us get it fixed
 - Add water to ALL floor drains
 - If you smell sewer gas, please put water in the floor drains to take care of the smell
- Any word on new fire inspection date after no-show -Chris
 - No update
- Update on VAV in library and nursery not working- Mark
 - Billed us 1k for looking at it. If Train installed it and it was their fault they will pay for it. Mark is still waiting to hear how much they will be paying.

New business

- Stuff left in hallway at west end of bldg. – Mark
 - He thinks it is from Savers but not sure – If he doesn't find our it will be tossed
- AV Lab - Rich
 - The media ministry is ready
 - One wall will be green screen
 - Once the lock is put in the equipment will be brought in
 - Chris has ordered a new lock and 6 keys for the room, will work with the master key system
- Fellowship Hall - Mark
 - Sound booth is a pig sty needs to be cleaned up – Mark will talk to Mike Y
 - Chancel needs to be cleaned up – music corner
 - Projector/screen usage for all
 - Lights out – Jess will get to Chuck
 - Chairs on the chancel – people are asking for them to be moved – no place to put them
- Kitchen counters, serving area collection of trays and containers – Mark
 - Mark will ask Donna to help us get it cleaned up
- Straighten up gathering area before 2/14/21 when services start up again
 - Letter was sent to ministry leads about cleaning up building
- Mark mentioned it might be a good idea to move Tessa into Daryl's office and allow Tessa's current room to be converted back into a classroom – He will talk to PM and Council if necessary
- Pete will work on a building procedure manual
 - Mark/Chris will forward information

The meeting was adjourned at 7:40pm.

Prayerfully submitted: Jessica Panella

Mission Team Minutes

Feb. 8, 2021

Attendance: Sandy Hupert, Carl Hupert, Sharon Stangle, Annette Petersen, Steve Legel and Donna Kelly (New Member and Lay Member Coordinator). Guest present was Tom Lafferty.

Sandy opened the meeting with a reading from 2nd Corinthians 8:21 and a prayer.

Old Business

1. Approval of Minutes: Steve moved and Carl seconded a motion to approve the Jan. minutes. Motion carried.
2. ELCA World Hunger: Becky will forward Advocacy Program information to Sandy.
3. Habitat for Humanity: Carl reported no volunteers for either the Restore or for building of homes. The organization is trying to find locations for home building closer to our area. New Hope Partnership donated \$5000.00 to the fund to build homes.
4. Northern Ill. Food Bank: We will possibly have volunteers to help at food bank in June. There are other projects available to volunteer for-grocery distribution, stocking food pantries. Sharon will look into it further.
5. Senior Care Volunteer Network: No Report.
6. Grafton Food Pantry: Annette will give a list of needed items to Michelle Rankin to put in the Friday Flourish. Bob Malms is coordinating upcoming "drive thru" food drive.
7. Missionary Support: Discussed the four candidates presented to the team by the ELCA Global Mission. Annette moved and Sharon seconded that Shepherd of the Prairie support and sign a two year covenant with Saudi and Kellen Msseemmaa. Motion carried. Steve moved and Carl seconded motion to support them with \$1500.00/year for two years. Motion carried.
8. Social Awareness: Sandy has a possible candidate for this position on team.
9. Exodus: Need tutors. This is being done with ZOOM. Sandy will pursue more information.
10. Christmas Offering: Since the current figures on giving are bit less than amount anticipated in Jan., it is proposed a new superseding vote for the following: \$1000.00 each to PADS, LSSI Addition Center in Elgin, Home of the Sparrows and Turning Point; \$800.00 each to AARK and Feed My Starving Children; \$290.00 each to Lutheran Outdoors Ministry and Lutherdale. Carl moved and Steve seconded a motion to make this revision. Motion carried.
11. PADS: No report.
12. AARK: Sandy reported the program will be \$175.00 for 20 deliveries of fresh organic garden produce during the growing season. Delivery will be at church on Sunday mornings.
13. Blood Drive: Nancy will coordinate.
14. Feed My Starving Children: Kurtis Arndt will be taking youth group volunteering in March. He also will take \$800.00 check at that time.
15. Home of the Sparrow: No report.

New Business

1. Month at a Glance: Tabled till next month.
2. Fund Raiser: Donna Kelly suggested a challenge for a charity. Challenge congregation with some physical activity or collect dollar a day to raise monies for a charity. May possibly involve youth with this project. She will discuss with Kurtis Arndt.
3. Lenten and Easter Offering: Suggestions for Lenten offerings are : Mercy Ships, Grafton Food Pantry, Hampshire Food Pantry and Exodus. Suggestions for Easter offering : Elgin Community Crisis Center, LSSI and ELCA Disaster Relief. A final vote on these will be made by e-mail from the Mission Team members.
4. Prison Ministry: Sandy will check on needs.
5. Sharing of joys and cares; Sandy led closing prayer.
6. Next meeting scheduled for March 8th, 2021.
7. Carl moved and Sharon seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Stewardship Committee

Meeting Minutes

2/8/21

Present: Mike McCann, Larry Newbanks, Chris Broisma, Ralph Wehnes

Next meeting: 3/8/21

1. Late Pledges

Quick discussion regarding late pledges coming in and if it needs to be reflected anywhere. Ralph mentions it needs to be added to Church Windows and Mike will work with Rick as far as what needs to be stored on the Stewardship documents.

2. Time and Talent

Discussion regarding use of Stewardship Team's time in the first half of the year revolved around how we can get more involved in finding volunteers to donate their time and talent as necessary. Decision was made to contact Donna Kelly and invite her to our next Stewardship Meeting to discuss stewardship opportunities. Mike to reach out to Donna Kelly for next month.

3. Miscellaneous

Mike to reach out to Rick Miller for stewardship documents.

Also communicated to team new expectations of meeting minutes as far as who to send them to (Mike Luecht) and when (By Thursday after the Ministry Night).

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Outreach Meeting Notes 02/08/2021

Attended:

Mike Yndestad

Donna Kelly

Rachael Yndestad

Review Outreach budget is \$7.5K for 2021. Rehired Patricia - \$4K for full year. Info is getting published on Food drive on 2/20/21 from 9:00-1:00. Mike will be there for set up. Not sure he will be there for the strike. Donna said she could stop by - Kurtis has coverage. Mike to talk with Bob Malmb.

Good to have data analytics - where we are getting response rates from Web site access. Location. Mike to talk with Dennis Lilla about this.

It has come to Mike Y.'s attention that some people don't know how to access website and launch the live stream for the service.

Barnebus group - service to go and visit shut ins or people having a difficult time. During pandemic it has evolved to phone call because some of the nursing homes don't allow in person visits at this time. 42 people on list for people to send cards. Could Barnebus group help with tech? Could Youth help? Yes, if we called it Barnebus and if we did it via phone call. Donna Kelly to talk with Donna Sorenson.

Outreach Meeting Notes 1/19/21

Attended:

Mike Yndestad

Art Reyden

Bob Malm

Rachael Yndestad

Today Annual Report was posted. Outreach budget is \$7.5K for 2021. Church council wants more advertising than on other things that we have typically had in budget such as give aways or fees to participate in events.

Update on PR services - (Pat) will have estimate for us next week. Similar to 1,450 for 3 months. So, roughly 3.7K for annual service charge. Do more press releases because they don't cost. (Assume advertising includes press releases). She did at least three stories last year (Kurtis, Artist Series, and Food Drives).

Good to have data analytics - where we are getting response rates from Web site access. Location.

It has come to Mike Y.'s attention that some people don't know how to access website and launch the live stream for the service.

Intergenerational tech topics - can we do radio programs or phone calls to teach how to use technology. How to stream, how to zoom, how to Facebook. Or maybe Barnebus group.

Food Drive coming up 2/20/21. 9:00AM - 1:00PM. Outreach to staff set up and take down with one person. HSYG to staff the food drive. Drivers to the food drive will include Bob and Carolyn and parents of HSYG. Let's do give aways - items we still have on hand such as magnetic clips.

Get a banner for Open for In Person Worship, for when the doors can open after vaccine available.

Mike L. following up with property team why no "entering mission feild"

Children and Family Ministry Team
February 8th, 2021
Minutes

Present: Carla Elam, Jennie Dailey, Jen Powe, Jill Brown, Christa Serpe, Amy Brittain

Discussion Points

*Easter Egg Hunt- look to 2022 for next egg hunt (instead due a Children's Garden in the spring for 2021 when the weather permits outdoor activities). Jill will reach out to the Property Team for further discussion

*Easter craft: collaborate with Good Friday service planning to prepare a craft for children for Good Friday service with extras handed out at Easter Service

*VBS- tentative dates: Week of July 26-30, pending Tessa's availability and review of church calendar

*Outdoor movie night: Need to confirm what rights/permissions we have for showing movies (i.e. package or rights for individual movies) possible date: June 12th

*Additional ideas to review at March meeting: monthly check in for all families- opportunities for parents to chat with other parents; can start with zoom calls