



*Shepherd*  
OF THE PRAIRIE  
LUTHERAN CHURCH

# Council Report

**June 21, 2021**

*“A Growing Church for Growing People”*

## **Shepherd of the Prairie Lutheran Church**

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# Shepherd of the Prairie Council Meeting Agenda

## June 21, 2021

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### 1. Call to Order

### 2. Devotions – Mike Luecht

### 3. Approval of Minutes

- a. *Recommendation: To approve the Congregation Council minutes for May 17, 2021, as presented.*

### 4. Congregation Committees/Ministry Teams

- a. *Finance Team Discussion*
  - i. *Recommendation: Per Finance Team's recommendation, approve a petty cash system to be overseen by the Operations Manager and the Accounting Administrator, as presented.*
- b. *Memory Garden Discussion*
- c. *Mission Team Discussion*
- d. *Property Team Discussion*
- e. *Youth and Family Ministry Team Discussion*

### 5. Congregation Council 2021 Goals

### 6. Other

- a. *Social media/website review*

### 7. Unfinished Business

### 8. Adjourn

*The Next Meeting is July 19, 2021*

## Shepherd of the Prairie Council Meeting Minutes

**May 17, 2021**

Present: Pastor Mark Boster, Mike Luecht, Kathy McGuine, Bob Mollis, Ellen Nissen, Christa Serpe, Sarah Wolf, Joyce Shotick

Excused Absent: Cheryl Adams

The May 2021 SOTP Church Council meeting was called to order by President Mike Luecht at 7pm.

Devotions were provided by Ellen Nissen.

Minutes of the April 19, 2021 were presented. A motion was made by Pastor Mark Boster and second by Bob Mollis to accept the minutes. They were approved.

### Congregation Committees/Ministry Teams

*The Finance Team recommended transferring the Shepherd of the Prairie Endowment Fund into an investment account at Mission Investment Fund. Motion to approve was made by Kathy McGuine and second by Ellen Nissen. It was approved.*

*The Memory Garden was discussed for setting up the Memory Garden team for the future and to schedule a meeting to discuss the governance of the Memory Garden.*

*Youth & Family Ministry – Council agreed to schedule a meeting to discuss programming for Youth and Family Ministry.*

### Council Working Groups Updates

#### A. Internal systems

An AV meeting was held to discuss future planning and next steps to ensure continuity and excellence.

#### B. Little Lambs

Joyce updated the Council on the current status of Little Lambs and future plans for Little Lambs. Matt will be asked to participate in this process to learn more about compliance issues. A report by October to Council was requested.

#### C. SOTP website and social media

Recent updates to the SOTP web site were discussed and possible engagement of digital media strategies

### Other business

Discussion and plans for communications about masks in church. Pastor Mark drafted a letter to share with members explaining our intent to follow CDC, State of Illinois and McHenry County emergency orders for the safety of our members.

Adjournment – Bob Mollis moved to adjourn the meeting and Pastor Mark seconded. The meeting concluded with the Lord's Prayer.

**Treasurer's Report as of May 31, 2021**

**General Fund Report:** The Unrestricted General Fund Balance is \$308,228. Total income for the month was \$74,467 and total expenses for the month was \$57,580. Approximately 4.73 months of General Fund reserves.

**Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$76,102. Income for the month was \$19,723. The monthly mortgage payment is \$19,536. Approximately 3.9 months of Mortgage Service Fund reserves.

**This Month**

<b><u>General Fund</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Difference</u></b>	<b><u>Percentage</u></b>
Income:	\$74,467	\$65,115	\$9,352	14.36%
Expenses:	\$57,580	\$63,586	(\$6,006)	-9.45%

**Year-to-Date**

<b><u>General Fund</u></b>	<b><u>YTD Actual</u></b>	<b><u>YTD Budget</u></b>	<b><u>Difference</u></b>	<b><u>Percentage</u></b>
Income:	\$325,341	\$325,575	(\$234)	0%
Expense:	\$303,697	\$330,030	(\$26,333)	-8%

**Mortgage Service Fund**

Income for Month:	\$19,536
Fund Balance:	\$76,102

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

## SOTP FINANCE TEAM

### Meeting Minutes

June 14, 2021

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

Meeting called to order at 7:17 PM

- I. Approval of May 10, 2021, Meeting Minutes as presented
- II. Accounting Administrator's Report
  - A. Balance Sheet as of May 31, 2021
    - i. Total Current Assets \$685,945
    - ii. Total Fixed Assets \$7,226,094
    - iii. Total Assets \$7,912,039
    - iv. Total Liabilities \$3,392,665
  - B. Income/Expenses through May 31, 2021
    - i. May GF income of \$74,467 was \$9,352 more than budgeted amount.
    - ii. May GF YTD income was \$234 less than YTD budgeted amount.
    - iii. May GF expenses of \$57,580 was \$6,006 less than budgeted amount.
    - iv. May GF YTD expenses were \$26,333 less than YTD budgeted amount.
  - C. Restricted Funds Detail Review through May 31, 2021
    - i. Account 3.175.000 Memorial Fund Balance is \$15,111.85. Note that \$10,000 is earmarked to go to Local Missions funding. Need to talk to donor for directive.
    - ii. Account 3.250.000 Good Samaritan Fund Balance is \$10,056.95
    - iii. Account 3.192.000 Sanctuary Piano Fund Balance will go to reimbursing unrestricted GF. Continue to message short fall to congregation.
    - iv. Account 3.675.000 Memory Garden Fund Donation Balance \$14,078.13.
    - v. Account 3.676.000 Memory Garden Fund Brick Donation Balance \$3,250.00
    - vi. New Account 3.677.000 Memory Garden Fund Niche Agreement Balance \$78,150.00.
  - D. General Comments
    - i. General Fund Giving showed a decrease of 11% compared to 2020.
- III. Treasurer's Report of Activity & Council Actions/Discussions
  - A. Treasurer Report presented and reconciled with Accounting Administrator's report
    - i. GF is setting at approximately 4.73 months of reserves.
    - ii. Mortgage Services setting at approximately 3.9 months of reserves.
- IV. Old Business
  - A. Status of Sanctuary Piano fund. The final payment for the Sanctuary piano was made in March. The General Fund has covered the \$3,996.66 short fall in the final two payments. Continue to appeal to congregation for the Sanctuary Piano fund. We have collected \$195 during April and \$405 during May to help offset the short fall. All Sanctuary Piano Fund contributions will go to reimbursing the unrestricted GF reserves at this point forward.
  - B. Status of Audit Team review. Waiting for meeting with Audit Team chair Nick Wolf.

- C. Status of Financial Policy Guideline documentation update team. First draft has been entered from ELCA guidelines. Melanie, Matt, and Bob to review and edit before having the Finance team review and edit.
- D. Endowment Fund discussion. Currently the Endowment fund (\$12,062) is being held in General Fund under Account 3.940.000 (Heartland Bank checking account, non-interest bearing). Council approved placing the Endowment fund in an investment with Mission Investment Funds. **The Finance Team has approved placing \$10K in a 3-year term MIF interest bearing account at 1.25% interest. Melanie and Devin to setup the account and move the funds.**
- E. Memory Garden fund discussion. Bill Nesta is representing the Finance team as they create Memory Garden Governance Board and take future control of the Memory Garden asset long term.
- F. Selling old copy machine discussion. Looks like with a 60-day notice to COTG, we can drop old copy machine maintenance agreement for the second half of 2021 and save expense. SOTP executing old copy machine lease buyout during the month of June. SOTP should be able to sell the old copy machine for \$1K to \$2K on open market. Matt and Michelle working on both action items.
- G. Paycheck Protection Program forgiveness review discussion – SBA has forgiven SOTP PPP loan, Finance Team will continue to monitor throughout the year to make sure year end reports are reflected accurately.

V. New Business

- A. Petty Cash account discussion. It has become apparent that staff and Ministry teams need access to a small cash advance to handle a last-minute expense. Thus the need for a petty cash lockbox. **The Finance team is recommending to council that we setup a \$500 Petty cash account to be managed by the Operations Manager for this purpose. Formal process would be documented and controlled by the Operations Manager and the Accounting Administrator. Council needs to approve to move forward.**
- B. Heartland Bank ACH payment process discussion. It is difficult to pay some smaller vendors and to reimburse staff for smaller purchases. Delays in processing payment and obtaining two signatures on checks makes it time consuming and inconvenient. **The Finance team is recommending to council that SOTP setup a vendor and staff ACH direct deposit process under the control of the Accounting Administrator and with SOTP Treasurer approval and authorization to make ACH transfer payment via Heartland Bank for these types of payments. This will cut turn around time and two signature requirements. The vendor and the staff member would need to provide Bank Routing number and Account number to the Accounting Administrator to make the ACH payment.**
- C. 2022 Budget Worksheet Discussion. Bob and Melanie to meet to start setting up the initial Ministry worksheets.
- D. Next Finance Team meeting will be July 12, 2021, over Zoom at 7:30 PM.

VI. Adjourned 9:10 PM

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of May 31, 2021**

**Thursday, June 17, 2021**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	609,420.36	(1,443.84)	600,904.30
1.200.000	Mission Plus Building Fund Checking	76,102.19	209.65	86,553.17
1.250.000	HBT/LPL Investment Account	422.38	0.00	422.35
	<b>Total Current Assets</b>	<b>\$685,944.93</b>	<b>(\$1,234.19)</b>	<b>\$687,879.82</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.500.000	Donations Holding Account	22,957.82	22,779.53	0.00
	<b>Total Fixed Assets</b>	<b>\$7,226,094.43</b>	<b>\$22,779.53</b>	<b>\$7,203,136.61</b>
	<b>Total Assets</b>	<b>\$7,912,039.36</b>	<b>\$21,545.34</b>	<b>\$7,891,016.43</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	699.00	654.54	747.45
	<b>Total Current Liabilities</b>	<b>\$699.00</b>	<b>\$654.54</b>	<b>\$747.45</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,391,965.55	(8,708.60)	3,541,325.91
	<b>Total Long Term Liabilities</b>	<b>\$3,391,965.55</b>	<b>(\$8,708.60)</b>	<b>\$3,541,325.91</b>
	<b>Total Liabilities</b>	<b>\$3,392,664.55</b>	<b>(\$8,054.06)</b>	<b>\$3,542,073.36</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	308,227.90	17,081.98	320,013.22
	<b>Total Unrestricted Fund Balances</b>	<b>\$308,227.90</b>	<b>\$17,081.98</b>	<b>\$320,013.22</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	864.75	(10,395.00)	1,560.75
3.175.000	Memorial Fund Balance	15,111.85	10,120.00	8,787.40
3.180.000	Grafton Food Pantry Fund Balance	2,820.00	2,680.00	450.00
3.220.000	AV Ministry Fund Balance	752.00	291.16	0.00
3.250.000	Good Samaritan Fund Balance	10,056.95	0.00	10,122.95
3.260.000	Community Outreach Fund Balance	2,920.95	80.00	4,334.98
3.270.000	Holiday Flowers Balance	(513.10)	0.00	(145.10)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	1,762.86	0.00	5,924.55
3.332.000	Artist Series Balance	14,926.61	285.00	12,330.11
3.335.000	Bells Ministry Fund Balance	0.00	0.00	74.00
3.345.000	Childrens Music Ministry Fund Balance	50.00	0.00	0.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$16,739.47</i>	<i>\$285.00</i>	<i>18,328.66</i>
3.350.000	Prairie Crafters Fund Balance	431.00	135.00	0.00
3.360.000	Miscellaneous Fund Balance	225.00	0.00	0.00
3.380.000	Continuing Education Fund Balance	1,891.00	0.00	925.00
3.400.000	Youth Ministry Fund Balance			
3.415.000	Youth Ministry Balance	1,374.79	250.00	1,601.99
3.417.000	Youth Mission Trips Balance	9,114.63	(1,373.01)	6,983.26
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>\$10,959.71</i>	<i>(\$1,123.01)</i>	<i>9,055.54</i>
3.500.000	Little Lambs Fund Balance	5,010.33	(60.85)	7,768.93
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,424.47	0.00	1,647.97

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of May 31, 2021**

**Thursday, June 17, 2021**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.675.000	Memory Garden Balance	14,078.13	0.00	8,391.50
3.676.000	Memory Garden Bricks Balance	3,250.00	540.00	N/A
3.677.000	Memory Garden Niche Balance	78,150.00	7,600.00	N/A
3.700.000	Disaster Relief Fund Balance	315.00	0.00	215.00
3.725.000	Miscellaneous Outside Charities Balance	410.00	0.00	260.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	<b>Total</b>	<b>\$171,452.27</b>	<b>\$10,152.30</b>	<b>\$78,258.34</b>
3.140.000	Mortgage Service Balance	76,102.19	209.65	107,178.24
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.191.000	SBA Payroll Balance	0.00	0.00	29,920.29
3.192.000	Sanctuary Piano Balance	405.00	210.00	0.00
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$247,959.46</b>	<b>\$10,571.95</b>	<b>\$219,173.95</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Fund Balance	2,330.83	62.50	2,640.04
3.971.000	Roof Repairs/Replacement Balance	40,250.00	250.00	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	12,975.50	212.50	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	9,232.41	229.17	11,246.00
3.975.000	Maintenance Reserves Balance	9,517.75	(18,903.59)	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	20,250.00	250.00	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	7,035.62	166.67	7,564.84
3.981.000	Bells Maintenance Reserves Balance	2,090.60	20.83	1,986.11
3.985.000	Sabbatical Reserves Balance	9,275.89	100.00	8,775.89
3.988.000	Payroll Tax Reserves Balance	0.00	0.00	5,857.32
3.991.000	COTG Lease Balance	10,848.79	10,848.79	N/A
	<b>Total Reserves</b>	<b>\$139,954.39</b>	<b>(\$6,763.13)</b>	<b>\$135,883.20</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,062.00	0.00	12,062.00
	<b>Total Permanently Restricted Funds</b>	<b>\$12,062.00</b>	<b>\$0.00</b>	<b>\$12,062.00</b>
3.130.000	Building & Grounds Equity	3,811,171.06	8,708.60	3,661,810.70
	<b>Total Equity</b>	<b>\$3,811,171.06</b>	<b>\$8,708.60</b>	<b>\$3,661,810.70</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,519,374.81</b>	<b>\$29,599.40</b>	<b>\$4,348,943.07</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b>\$7,912,039.36</b>	<b>\$21,545.34</b>	<b>\$7,891,016.43</b>

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 Lutheran Church - Huntley IL**  
**Treasurer's Report as of May 2021 for General Fund**

**Thursday, June 17, 2021**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<b><i>Income</i></b>						
4.100.000	Member Contributions	72,537.92	63,000.00	319,346.17*	315,000.00	756,000.00
4.150.000	Loose Plate and Growth	1,768.70	1,931.00	5,694.32	9,655.00	23,169.00
4.200.000	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
4.250.000	Flower Income	150.00	167.00	250.00	835.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	10.49	17.00	50.72	85.00	200.00
	<b>Total Income</b>	<b>\$74,467.11</b>	<b>\$65,115.00</b>	<b>\$325,341.21</b>	<b>\$325,575.00</b>	<b>\$781,369.00</b>
<b><i>Expenses</i></b>						
<b><i>Lay Ministry</i></b>						
	<b>Lay Ministry</b>	<b>\$38.58</b>	<b>\$83.00</b>	<b>\$97.34</b>	<b>\$415.00</b>	<b>\$1,000.00</b>
<b><i>Mission Ministry</i></b>						
	<b>Mission Ministry</b>	<b>\$5,302.07</b>	<b>\$6,930.00</b>	<b>\$32,951.94</b>	<b>\$34,650.00</b>	<b>\$83,160.00</b>
<b><i>Outreach Ministry</i></b>						
	<b>Outreach Ministry</b>	<b>\$0.00</b>	<b>\$625.00</b>	<b>\$443.90</b>	<b>\$3,125.00</b>	<b>\$7,500.00</b>
<b><i>Adult Education Ministry</i></b>						
	<b>Adult Education Ministry</b>	<b>\$71.00</b>	<b>\$109.00</b>	<b>\$183.03</b>	<b>\$545.00</b>	<b>\$1,300.00</b>
<b><i>Youth and Education Ministry</i></b>						
	<b>Youth and Education Ministry</b>	<b>\$114.10</b>	<b>\$833.00</b>	<b>\$366.34</b>	<b>\$4,165.00</b>	<b>\$10,000.00</b>
<b><i>Children and Family Ministry</i></b>						
	<b>Children and Family Ministry</b>	<b>\$77.39</b>	<b>\$391.00</b>	<b>\$532.64</b>	<b>\$1,955.00</b>	<b>\$4,700.00</b>
<b><i>Music Ministry</i></b>						
	<b>Music Ministry</b>	<b>\$351.04</b>	<b>\$546.00</b>	<b>\$668.35</b>	<b>\$2,730.00</b>	<b>\$6,550.00</b>
<b><i>Worship Ministry</i></b>						
	<b>Worship Ministry</b>	<b>\$411.91</b>	<b>\$704.00</b>	<b>\$2,415.58</b>	<b>\$3,520.00</b>	<b>\$8,450.00</b>
<b><i>Facilities</i></b>						
	<b>Facilities</b>	<b>\$3,205.13</b>	<b>\$4,815.00</b>	<b>\$29,084.07</b>	<b>\$36,176.00</b>	<b>\$76,140.00</b>
<b><i>Office Expenses</i></b>						
	<b>Office Expenses</b>	<b>\$1,949.64</b>	<b>\$3,087.00</b>	<b>\$13,236.84</b>	<b>\$15,437.00</b>	<b>\$37,061.00</b>
<b><i>Staffing Ministry</i></b>						
	<b>Staffing Ministry</b>	<b>\$43,121.74</b>	<b>\$41,486.00</b>	<b>\$205,968.26</b>	<b>\$207,430.00</b>	<b>\$497,810.00</b>
<b><i>Other Church Expenses</i></b>						
	<b>Other Church Expenses</b>	<b>\$1,354.19</b>	<b>\$2,392.00</b>	<b>\$9,828.52</b>	<b>\$11,960.00</b>	<b>\$28,700.00</b>
<b><i>Providing for the Future</i></b>						
	<b>Providing for the Future</b>	<b>\$1,583.34</b>	<b>\$1,585.00</b>	<b>\$7,920.02</b>	<b>\$7,922.00</b>	<b>\$19,000.00</b>
	<b>Total Expenses</b>	<b>\$57,580.13</b>	<b>\$63,586.00</b>	<b>\$303,696.83</b>	<b>\$330,030.00</b>	<b>\$781,371.00</b>
	<b>Difference</b>	<b><u>\$16,886.98</u></b>	<b><u>\$1,529.00</u></b>	<b><u>\$21,644.38</u></b>	<b><u>(\$4,455.00)</u></b>	<b><u>(\$2.00)</u></b>

**Shepherd of the Prairie Lutheran Church - Huntley IL  
Treasurer's Report as of May 2021 for General Fund**

**Thursday, June 17, 2021**

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

# Call Committee

## Meeting Minutes

5/5/21

Present: Mike McCann, Pastor Mark, Ron Mudge, Jessica Buesing, Jessica Panella,  
Darren Walloch, Kurtis Arndt

Next meeting: 6/21/21

### 1. Team Update

Matt Kemblowski had to step down from team for personal reasons and Darren Walloch has filled his position. Darren attended the May meeting and will attend in person

### 2. Ministry Site Profile

The team began working through the Ministry Site Profile's questions that required descriptions of the trends in our community, descriptions of SOTP's programs, etc. The goal is to have these questions completed on 6/21 meeting and then submit the MSP to ELCA before the end of July.

### 3. Congregational Feedback

The team will work on a FAQ statement that will address a good majority of the questions that the congregation may have around the Call Process. We will also look at having roundtable discussions after a church service to answer any questions that the congregation may have and also request feedback from them as well.

Minutes completed by: Mike McCann, Chair of Call Committee

Children & Family Ministry Team  
06-14-21 Minutes

**Present:** Tessa DeLong, Amy Brittain, Jill Brown, Jennifer Powe

**Absent:** Jennie Dailey, Christa Serpe

### Upcoming Events

VBS July 26th-29, 2021

- Reviewed current volunteers and volunteers needed.
  - Assigned volunteer positions to team members and those signed up.
- Reviewed participants signed up and how many spots are remaining.
  - Discussed more advertising avenues **e.g. Facebook groups**
- Listed materials purchased and materials that are needed.

### Fall 2021

Sunday School Fall 2021

- Start date after Labor Day and after God's Work, Our Hands Day
  - September 19th
- New Name for Sunday School: **Kids Connect**
- Discussed conflict with finding volunteers and decided on a new Sunday School model we would like to explore...
  - Sunday School times will remain during both services but will not last the entirety of the service.
  - Kids will leave after the children's message, go to Sunday School for 10-15 minutes during the sermon, and return to service for communion and closing songs.
  - Still allows for children to learn and have fun but does not create a huge commitment for adult volunteers helping.
  - Discussed having confirmation students help with teaching and short activities.

Nursery Fall 2021

- In the process of recruiting 3-4 volunteers for a nursery team.
- 2 parents have agreed to help: Amy Ehmen and [Quinn Murray](#)
- Nursery start date TBD

## Outreach Meeting Notes 05/10/2021

Attended:

Mike Yndestad

Bob Malmb

Wendy Otten

Rachael Yndestad

Mike recapped description of \$3k raised in June Food drive.

Need to centralize our Food Drive sign.

Founders Day Event - Planning for Month of October. Date is 10/28/2021. Further planning needed, if doing food. Pastor Mark stopped by the meeting and plans to make food -discussed hot dogs or italian beef. Likely hot dogs.

All set with the Police. Bob Malmb key contact for Police.

We need to reach back out to Luke - plan to work toward -Mike plan on 5-8 for event. Fire station would do a drive through with a truck. 5-7 or 6-8 is better time frame (evening). Quick response vehicle might be something Firestation can bring to represent. PR coverage in paper is likeley. But this is for some of the 4 hour block.

We need to inform Michelle R. that we are looking at Founders Day Event. Michelle - Rachael to let her know.

Plan to bring cupcakes and note in the the morning of that day to both police and fire depart. Reduce price Small Cakes \$3/cake. Rt 72 and 59. Michelle printed the sticker labels for Bob and Carol Malmb.

Barnebas & technical support - Mike has worked with Donna on this. Next steps are a write up in the Newsletter.

Future Plans for tech fair - indoor event post COVID.

Artist Series on July 3, Pat has received info. 7:00PM. - planning seems to be set.

VBS. 9-12 June 26-29.- tessa looking for more leaders. Accepting 100 students. Mike working with Michelle on Banner that we are open for in person worship.

July 11th blood drive - run by mission team.

August 14th Heartland Voices - need to promote

August Sunday school - we can plan in August or closer to August.

Fall Fest - 9/24-9/26 /2021

## Mission Team Minutes

June14,2021

**Attendance:** Sandy Hupert, Carl Hupert, Annette Petersen, Vik Bekeris, Sharon Stangle, Donna Sticken, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister ). Guest present were Denise Learned (Chairwomen and Founder of Celebrate Re-Entry NFP "CRE" ) and Tracy Winter ( Director of Outreach for CRE ).

Sandy opened the meeting with reading from John 5:15 and a prayer.

### Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to approve minutes of May meeting. Motion carried.
2. Guest Presentation: Denise Learned and Tracy Winter gave a program on the Christian based non-profit "CRE" with a mission to help the re-entry of recently released inmates by providing for their spiritual and physical needs. In this way, the goal is less arrest recidivism, substance abuse and discouragement. CRE's biggest challenge at this point is finding a person to set up a social media web page to get out information on their organization and what they offer.
3. Social Advocacy: No report.
4. Northern Ill. Food Bank: Next date for our church is Oct. 28th. We are signed up for 50 volunteers.
5. Senior Care Volunteer Network: Not involved at present.
6. Habitat for Humanity: Carl reported no volunteers at present time.
7. Home of the Sparrow: Received thank you note for donation.
8. Missionary Support: Have not been notified that ELCA Global Mission received our check and covenant for missionaries we selected. Steve will call Global Mission to be sure of situation.
9. Feed My Starving Children: No report.
10. ELCA World Hunger: No report.
11. Grafton Food Pantry: No report.
12. Blood Drive: Set up for July11th. Trying to set up blood drive for Sept. 12th also.
13. Exodus: no report.
14. Green Trees: Tabled till next meeting due to time restraints.
15. AARK: Vik reported illness has delayed project. A cook out for volunteers planned for July18th.

### New Business

1. Newsletter deadline is June 21st. Decided to limit entries in newsletter to 2 cycles with exceptions.
2. A memorial gift is being given to the church for local missions. More on this and where it could be used in future meetings.
3. After discussion it was moved by Annette and seconded by Steve to give \$500.00 to Celebrate Re-Entry NFP ( CRE ) to help set up a social media site on the web. Motion carried.
4. Prayers of joys and concerns.
5. Next meeting is July13th.
6. Steve moved and Annette seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

## Property Team meeting – June 14, 2021

The meeting was called to order by Mark Frendreis (Chair) at 7:08pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chuck Peterson, Tom Polzin, Dick Tabatt, Chris Trodahl, and Council Liaison - Ellen Nissen

Absent: Jerry Christopherson, Cal Meyer, and Peter Walthers

**Note:** Property Team mailbox address is [SOTPProperty@gmail.com](mailto:SOTPProperty@gmail.com)

### Old Business

- Update on replacing soap and hand sanitizer dispensers with manual
  - All dispensers are now manual
- Garage update
  - When will the concrete be poured? – Rich
    - They are coming tomorrow to cut cement and then will pour concrete and the columbarium
  - When will materials be ordered/delivered?
    - June 28<sup>th</sup> the material will be delivered
  - Where will garage materials be stored during construction?
    - We need to investigate getting a pod that is a 16 foot pod
    - Tom Looked up PODS during the meeting
      - 1 month minimum, approx. \$149.00+\$75.00 pickup/delivery
    - Mark/Jess will schedule 855-706-4758
  - When framing starts, we need to move siding from the storage locker
    - Mark will move the siding and will need help
  - Plans to remove shed when the garage is complete
    - We're go to have a take that shed down party
    - We will look at a bigger dumpster to put it in and then we will have a larger dumpster and recycle bin
- Assign/Verify projects – Still need volunteers
  - Touch up paint with correct color - Pete
    - Pete and Chris are working together to get this done
  - Replace bulb by west hallway doors - Chuck
    - Chuck will check for them
    - Chris has the old parking lot wattage
    - ComEd will participate in a rebate but we need to provide the labor
- Update on VAV in library not working
  - No Progress – the company is shuffling everything around
- 2 parking lights out – Chuck, Chris, Tom Jerry?
  - Chuck is looking for the wattage
- Installing red “recording in progress” light in west hallway, who can help
  - This can be done any time, Mike is not in a hurry at this time
- Future mulch plan /cost
  - Who can map it out and put on calendar?

- We need a copy of the whole property; Rich will see what he can do then we can lay it all out
- Monitor to be wired and hung in Pastor Bills room
  - Mounting bracket and wall plates ordered -Rich
    - The monitor is here the brackets are backordered until July
- Property Team involved in columbarium construction going forward
  - No involvement at this time, it will be after the project is complete
- Downspouts
  - Plastic diverters for downspout runoff tubes underground for downspouts
    - Chris will contact Chris' landscaping to meet and put a plan together

### **New business**

- Village used out lot when their lot was being repaved
  - The village appreciated the use
- More outside groups using building = even more important to take care of problem in a timely manner
  - A lot of new outside groups are using the church
- Salt for winter removed from entryways
  - We need to toss the salt into the dumpster
- Hook up new coffee machine
  - Tom is setting it up, but has mismatched fittings
  - Pastor Mark bought another coffee pot for the west end
- Ants in building
  - The ants are walking up the refrigerator in the new building and Michelle's office area.
  - Tom put some traps down and will watch
- Tom/Cal
  - Can anyone help water the grass where the tree was removed?
  - Tree sprouts, can someone weed wack them?
  - Do the old inside doors need to be locked all the time? They are not locked in the new building.
  - The west end door is still not locking – Tom will send a note to Michelle to remind the AA groups to check it
- Dick
  - The village meeting this week mentioned that all the land around us will be housing, Do we need to do anything different with our parking lot?
    - Once we know the builder, we will work with them to potentially get a berm or one continuous fence

The meeting was adjourned at 7:55pm.

Prayerfully submitted: Jessica Panella



Worship committee meeting

June 14, 2021

7pm at the church

Attending the meeting – Diane M., Chris S., Jane, Judy S., Elaine G., Carolyn C., Orv M., Barb P., Barb H.

Absent – Andrew S.

Our meeting opened with prayer by Orv.

We tried to follow the agenda presented by Jane, but great minds work in various directions!!!

SOTP is now in Phase 5 which is “back to normal”.

- All signage is being removed from the sanctuary including tape, don't sit in this pew, door signs. Matt will work on getting the rest of the signs removed.
- Offering will again be collected by the ushers. We will need to find our baskets. We think we know where they are!
- Communion with plastics cups. It would be the committee's plan to ALWAYS use the plastic cups rather than doing in tincture.
- Wafers will continue to be used. We have about 1000 of them. After that we will consider returning to bread. Pastor Mark stopped by and in discussion, bread might resume in the fall.
- Coffee hour will return but we do not know if there is someone organizing it. It was felt that it should be coffee for now and NO treats.
- Barb H (5pm Sat) normally sets up coffee for Sunday. Coffee machine is not connected at this time.
- 5pm Saturday has ice water during the summer as it is hot.
- We will look for different baskets for the communion cups. Barb is going out shopping and will check for plastic baskets. We have been using offering baskets with paper towels to protect the basket, but it is not working well.
- Flowers for the sanctuary has been difficult to get donations. We are covered for Father's Day. The next donation is not until October. We tried asking people for garden flowers but that has not been successful at this time. The weather/gardening has not been the greatest but....

There was discussion about Sign Up Genius. We still have people calling for volunteers and people are signing up online. It is getting confusing.

5pm Saturday is organized by Barb H., and she is comfortable with her volunteers as ushers, greeters, and servers.

The committee discussed having someone organize the 1045am service. That particular service struggles with volunteers. Pastor Mark will now do the reading and there will be NO Assisting Minister.

Andrew feels that he has coverage for the ushers at 1045am. The volunteers needed for 1045am are communion servers. Elaine is going to speak with her greeters and see if they will do double duty as greeters and servers. We discussed issues with getting better participation at the 1045am service. Carolyn will write

an article for the Flourish and Newsletter trying to recruit more volunteers. We will ask Michelle to provide us a list of those serving each weekend to help us identify the helpers. She could leave it on the welcome table.

We also need to check with Michelle if Sign Up Genius will send out reminders to people who have signed up online. Carolyn will check with Michelle.

Judy indicated that she would make phone calls/emails for volunteers, but it may be duplicated with Sign up Genius. There was no final decision made to control confusion.

Judy will leave sanitizer on the credence table to avoid looking under the altar for sanitizer.

We will no longer specify which door to enter and exit. Both doors are open for usage. Sanitizer will continue to be available at each door. 9am will have a greeter and each door. When we have enough volunteers 1045am will have two greeters.

Ushers will be asked to light the candles at the start of worship (Andrew could you follow up on this).

The meeting adjourned at 750pm.  
There will be no meeting in July.

Choir will sing on the 4<sup>th</sup> of July. Rehearsals start this Wednesday.

Respectfully submitted,

*Carolyn Cuttle*

## Youth & Family Team Update 6/16/21

1. The Youth & Family Team did not meet this month as many on the team are on the Mission Trip to NW Indiana.
2. **Bags & Bingo Recap**
  - a. Bags & Bingo Parking Lot event held Sat. June 5 from 12 – 4:30PM.
  - b. We had a great turnout with 19 teams signing up to play Bags and many members of the congregation and community stopping by to play Bingo.
  - c. In between games, participants bought plenty of raffle tickets, 50/50 tickets and bid on multiple silent auction items.
  - d. Overall, the event was very successful raising just under \$5,000. Since April, when the team began focusing on fundraising, the youth group has raised almost \$13,000! Well done team
3. **Mission Trip**
  - a. There are 13 students and 4 chaperones at Cedar Lake Ministries Retreat Center the week of 6.13 – 6.20. This is the base camp for our group this year while they serve the NW Indiana area throughout the week.
    - i. Leaders on the trip have expressed how well the trip has been going, students are bonding with each other and those they're serving
    - ii. We look forward to hearing updates from the students and leaders upon their return
4. **Next Steps**
  - a. Following the return from the Mission Trip, we will concentrate on maintaining momentum throughout the summer months as well as saying Good-bye to Kurtis at the end of July. The Youth Team will plan an event to honor Kurtis and all he's done for the youth program throughout these last 9 months.
  - b. We will also begin the process of looking at next steps for the HS Youth Group (i.e., a potential intern replacement for Kurtis &/or other options)
  - c. August will bring planning for a new school year and the beginning of Confirmation in late September.

Respectfully submitted,

Bob McDuffee

Youth & Family Team Leader