



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

July 19, 2021

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda

July 19, 2021

- 1. Call to Order**
- 2. Devotions – Christa Serpe**
- 3. Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for June 21, 2021, as presented.*
- 4. Congregation Committees/Ministry Teams**
 - a. *Call Committee Discussion*
 - b. *Children and Family Ministry Discussion*
 - c. *Mission Team Discussion*
 - d. *Youth and Family Ministry Team Discussion*
 - e. *HR Team Discussion*
- 5. Congregation Council 2021 Goals**
 - a. *Digital Media Strategy Update*
- 6. Other**
- 7. Unfinished Business**
- 8. Adjourn**

The Next Meeting is August 16, 2021

Shepherd of the Prairie Council Meeting Minutes

June 21, 2021

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

President Mike Luecht called the June 21, 2021 Council meeting to order at 7pm.

Mike Luecht provided a devotion on how we are all one in Christ Jesus.

Christa Serpe shared a slide presentation on the Youth Mission Trip the previous week. Thirteen students with five chaperones worked on numerous projects near Cedar Lake, Indiana.

Bob Mollis moved to approve the minutes for the May 17, 2021 Council meeting as presented. Sarah Wolf seconded. Motion was approved.

Congregation Committees/Ministry Teams

The Finance Team recommended that a petty cash system be established and overseen by the Operations Manager and the Accounting Administrator, as presented. Cheryl Adams moved to approve the recommendation, and Christa Serpe seconded. Motion was approved.

The Finance Team recommended 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. The Church Council added a limit of \$4,000 per transfer. Sarah Wolf moved to approve the recommendation, Bob Mollis seconded. Motion was approved.

The Memory Garden project is in the process of being built and the future governance is being established for guidance and oversight.

The Mission Team indicated that a gift of \$10,000 was received for assisting local charitable agencies. The donor's intent was for the Church to identify the agencies.

The Barnabas Team has requested that people donate used computer tablets to provide them to shut-ins and those hospitalized so they will have access to worship services. Tablets can be dropped off at the Church Office.

Property Team is working on the construction of the garage.

The Church's social media/website policies will be reviewed to ensure that messaging is consistent with our mission and goals.

The meeting was adjourned at 9pm after prayer by Pastor Mark.

The next Council Meeting is July 19, 2021.

Treasurer's Report as of June 30, 2021

General Fund Report: The Unrestricted General Fund Balance is \$300,223. Total income for the month was \$59,060 and total expenses for the month was \$67,470. Approximately 4.8 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$73,933. Income for the month was \$17,349. The monthly mortgage payment is \$19,536. Approximately 3.78 months of Mortgage Service Fund reserves.

This Month

<u>General Fund</u>	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$59,060	\$65,115	(\$6,055)	-9.26%
Expenses:	\$67,470	\$62,661	\$4,809	7.67%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$384,402	\$390,690	(\$6,288)	-1.6%
Expense:	\$371,167	\$392,691	(\$21,524)	-5.48%

Mortgage Service Fund

Income for Month:	\$17,349
Fund Balance:	\$73,933

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

July 12, 2021

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

Meeting called to order at 7:30 PM

- I. Approval of June 14, 2021, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Balance Sheet as of June 30, 2021
 - i. Total Current Assets \$678,779
 - ii. Total Fixed Assets \$7,203,307
 - iii. Total Assets \$7,882,086
 - iv. Total Liabilities \$3,400,670
 - B. Income/Expenses through June 30, 2021
 - i. June GF income of \$59,060 was \$6,055 less than budgeted amount.
 - ii. June GF YTD income was \$6,288 less than YTD budgeted amount.
 - iii. June GF expenses of \$67,470 was \$4,809 more than budgeted amount.
 - iv. June GF YTD expenses were \$21,524 less than YTD budgeted amount.
 - C. Restricted Funds Detail Review through May 31, 2021
 - i. Account 3.175.000 Memorial Fund Balance is \$15,761.85. 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 is \$4,045. These funds will go to reimbursing unrestricted GF. The Sanctuary Piano is now completely paid through special giving. GF will be completely repaid with a final balance in this fund remaining. Thank you to the congregation for their generous contributions to the Sanctuary Piano.
 - iv. Account 3.675.000 Memory Garden Fund Donation Balance \$13,143.13.
 - v. Account 3.676.000 Memory Garden Fund Brick Donation Balance \$4,730.00
 - vi. Account 3.677.000 Memory Garden Fund Niche Agreement Balance \$38,270.00.
 - D. General Comments
 - i. General Fund Giving showed a decrease of 9% compared to 2020.
 - ii. Mortgage Service Donations for June were \$17,348.50, this is \$2,187.50 below SOTP monthly mortgage commitment.
- 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 4.8 months of reserves.
 - ii. Mortgage Services setting at approximately 3.8 months of reserves.
 - iii. June Council meeting approved 1) a \$500 Petty Cash Lockbox for small cash advancements and 2) to move forward with vendors to be paid and staff/ministry teams to be reimbursed through Heartland Bank ACH Transfers as an option to a written and signed SOTP check.
- 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 appeal to congregation for the Sanctuary Piano fund has raised the additional funds to pay back

the General Fund and to have a balance remaining in the Sanctuary Piano Fund. Thank you to the congregation for completing the fund raising for this project. We have met our goal and celebrate the purchase of this fine instrument. Next month we will show the final balance in this account and will need to determine how it should be utilized. No further contributions to this fund will be needed. Finance team will inform the congregation in the Friday Flourish and newsletter.

- B. Status of Audit Team review. We are waiting for the Audit Team to schedule meetings with the Accounting Administrator.
- C. Status of Financial Policy Guideline documentation update team. First draft has been entered utilizing 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. Melanie has completed the paperwork and sent it in to Mission Investment Fund to place \$10K in a 3-year term MIF interest bearing account at 1.25% interest. We are waiting for final documentation from MIF and the movement of funds. Committee discussed the need for an Endowment Team to Manage and Market this fund. We will research ELCA's policies for guidance.
- E. Memory Garden fund discussion. Bill Nesta is representing the Finance team as they create Memory Garden Governance Board.
- F. Selling old copy machine discussion. We have sent to COTG a 60-day notice to drop old copy machine maintenance agreement for the second half of 2021. This should save us about 4 months of expense. SOTP has executed the old copy machine lease buyout during the month of June. Michelle has a buyer to purchase and pick up the machine for \$900. We will try to execute on this during July.
- G. Status of Petty Cash Account setup. A \$500 Petty Cash Lockbox for small cash advancements is being setup. Policy and Procedure guidelines have been written and in a few weeks this account should be operational for small cash advances.
- H. Status of ACH Payment Policy setup. Vendors may be paid, and staff/ministry teams may be reimbursed through Heartland Bank ACH Transfers as an option to a written and signed SOTP check. The payee must provide a Bank Routing and Account number if they wish for this type of payment option. Policy and Procedure guidelines have been written and in a few weeks this practice should be operational for all who choose this option. The Accounting Administrator and the Treasurer have been trained by Heartland Bank to handle these transactions. The Accounting Administrator will create the transaction and only the Treasurer can approve and initiate the actual ACH transfer.
- I. Status of 2022 Budget Process. Melanie is updating and preparing the initial Ministry Worksheets and setting up initial meeting with both Staff and Ministry Teams to discuss all categories in their budget worksheet.
- J. 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. Finance team would like to thank Linda Dungey and Cliff Dungey for transmitting the 2nd Quarter Giving Statements. There were a couple of issues that needed to be addressed since SOTP moved to a different Church Windows Service Provider (VOS to Kloud9). Dennis Lilla, Ed Cuttle, Linda, and Cliff figured it out and successfully transmitted all but 19 Giving Statements via email. Saving the church mailing expense. Thank you, Dennis, Ed, Linda, and Cliff!
- B. Next Finance Team meeting will be August 9, 2021, over Zoom at 7:30 PM.

VI. Adjourned 8:59 PM

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of June 30, 2021

Tuesday, July 13, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	604,422.94	(4,997.42)	596,594.16
1.200.000	Mission Plus Building Fund Checking	73,933.18	(2,169.01)	87,710.43
1.250.000	HBT/LPL Investment Account	422.38	0.00	422.35
	Total Current Assets	\$678,778.50	(\$7,166.43)	\$684,726.94
Fixed Assets				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.500.000	Donations Holding Account	170.64	(22,787.18)	0.00
	Total Fixed Assets	\$7,203,307.25	(\$22,787.18)	\$7,203,136.61
	Total Assets	\$7,882,085.75	(\$29,953.61)	\$7,887,863.55
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	17,078.51	16,379.51	338.18
	Total Current Liabilities	\$17,078.51	\$16,379.51	\$338.18
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,383,591.06	(8,374.49)	3,533,444.76
	Total Long Term Liabilities	\$3,383,591.06	(\$8,374.49)	\$3,533,444.76
	Total Liabilities	\$3,400,669.57	\$8,005.02	\$3,533,782.94
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	300,223.40	(8,004.50)	345,838.80
	Total Unrestricted Fund Balances	\$300,223.40	(\$8,004.50)	\$345,838.80
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	864.75	0.00	1,660.75
3.175.000	Memorial Fund Balance	15,761.85	650.00	10,627.40
3.180.000	Grafton Food Pantry Fund Balance	415.00	(2,405.00)	345.00
3.220.000	AV Ministry Fund Balance	752.00	0.00	0.00
3.250.000	Good Samaritan Fund Balance	10,056.95	0.00	8,622.95
3.260.000	Community Outreach Fund Balance	3,000.95	80.00	4,314.01
3.270.000	Holiday Flowers Balance	(513.10)	0.00	(145.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	4,887.86	3,125.00	9,813.09
3.332.000	Artist Series Balance	13,431.61	(1,495.00)	12,811.11
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>\$18,369.47</i>	<i>\$1,630.00</i>	<i>22,698.20</i>
3.350.000	Prairie Crafters Fund Balance	431.00	0.00	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	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	1,374.79	0.00	1,601.99
3.417.000	Youth Mission Trips Balance	16,686.17	7,571.54	6,495.56
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>\$18,531.25</i>	<i>\$7,571.54</i>	<i>8,567.84</i>
3.500.000	Little Lambs Fund Balance	5,111.99	101.66	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 June 30, 2021

Tuesday, July 13, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.675.000	Memory Garden Balance	13,143.13	(935.00)	8,186.50
3.676.000	Memory Garden Bricks Balance	4,730.00	1,480.00	N/A
3.677.000	Memory Garden Niche Balance	38,270.00	(39,880.00)	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
	Total	\$139,745.47	(\$31,706.80)	\$82,249.21
3.140.000	Mortgage Service Balance	73,933.18	(2,169.01)	106,962.47
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	4,045.00	3,640.00	0.00
	Total Temporary Restricted Fund Balances	\$217,723.65	(\$30,235.81)	\$193,028.76
Reserves				
3.950.000	Barnabas Reserves Fund Balance	2,393.33	62.50	2,640.04
3.971.000	Roof Repairs/Replacement Balance	40,500.00	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	11,292.74	(1,682.76)	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	8,711.58	(520.83)	11,246.00
3.975.000	Maintenance Reserves Balance	11,704.68	2,186.93	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	20,500.00	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	7,263.29	227.67	5,140.84
3.981.000	Bells Maintenance Reserves Balance	2,111.43	20.83	1,986.11
3.985.000	Sabbatical Reserves Balance	9,375.89	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	1,861.64	(8,987.15)	N/A
	Total Reserves	\$131,861.58	(\$8,092.81)	\$133,459.20
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	3,819,545.55	8,374.49	3,669,691.85
	Total Equity	\$3,819,545.55	\$8,374.49	\$3,669,691.85
	Total Fund Balances & Equity	\$4,481,416.18	(\$37,958.63)	\$4,354,080.61
	Total Liabilities and Fund Balances & Equity	<u>\$7,882,085.75</u>	<u>(\$29,953.61)</u>	<u>\$7,887,863.55</u>

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 June 2021 for General Fund

Tuesday, July 13, 2021

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<i>Income</i>						
4.100.000	Member Contributions	57,228.17	63,000.00	376,574.34	378,000.00	756,000.00
4.150.000	Loose Plate and Growth	1,721.10	1,931.00	7,415.42	11,586.00	23,169.00
4.200.000	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
4.250.000	Flower Income	100.00	167.00	350.00	1,002.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	11.12	17.00	61.84	102.00	200.00
	Total Income	\$59,060.39	\$65,115.00	\$384,401.60	\$390,690.00	\$781,369.00
<i>Expenses</i>						
<i>Lay Ministry</i>						
	Lay Ministry	\$91.32	\$83.00	\$188.66	\$498.00	\$1,000.00
<i>Mission Ministry</i>						
	Mission Ministry	\$7,253.79	\$6,930.00	\$40,205.73	\$41,580.00	\$83,160.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$1,370.00	\$625.00	\$1,813.90	\$3,750.00	\$7,500.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$0.00	\$109.00	\$183.03	\$654.00	\$1,300.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$21.93	\$833.00	\$388.27	\$4,998.00	\$10,000.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$1,042.19	\$391.00	\$1,574.83	\$2,346.00	\$4,700.00
<i>Music Ministry</i>						
	Music Ministry	\$540.22	\$546.00	\$1,208.57	\$3,276.00	\$6,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$805.83	\$704.00	\$3,221.41	\$4,224.00	\$8,450.00
<i>Facilities</i>						
	Facilities	\$4,698.16	\$3,891.00	\$33,782.23	\$40,067.00	\$76,140.00
<i>Office Expenses</i>						
	Office Expenses	\$2,911.81	\$3,089.00	\$16,148.65	\$18,526.00	\$37,061.00
<i>Staffing Ministry</i>						
	Staffing Ministry	\$44,754.00	\$41,486.00	\$250,722.26*	\$248,916.00	\$497,810.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$2,397.30	\$2,392.00	\$12,225.82	\$14,352.00	\$28,700.00
<i>Providing for the Future</i>						
	Providing for the Future	\$1,583.34	\$1,582.00	\$9,503.36	\$9,504.00	\$19,000.00
	Total Expenses	\$67,469.89	\$62,661.00	\$371,166.72	\$392,691.00	\$781,371.00
	Difference	<u>(\$8,409.50)</u>	<u>\$2,454.00</u>	<u>\$13,234.88</u>	<u>(\$2,001.00)</u>	<u>(\$2.00)</u>

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

Tuesday, July 13, 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

6/21/21

Present: Mike McCann, Ron Mudge, Jessica Buesing, Jessica Panella, Kurtis Arndt

Next meeting: 7/26/21

1. Team Update

Kurtis Arndt will be leaving the team in July to go back to school. At this point, we will keep the team as is as Kurtis was involved in the MSP creation.

2. Ministry Site Profile

The team completed the open text questions on the Ministry Site Profile. Mike has received other information that is necessary to complete the profile from the finance team and Pastor Mark.

3. Next Steps

Call Committee team will be meeting on July 26th with the council to discuss dates for roundtable discussions with the congregation to be held after services. There will be some communication to the congregation regarding the dates after the July 26th meeting.

Minutes completed by: Mike McCann, Chair of Call Committee

Children & Family Ministry Team
07-12-21 Minutes

Present: Tessa DeLong, Jennie Dailey, & Jennifer Powe

Absent: Jill Brown, Christa Serpe, Amy Brittain

Upcoming Events

VBS July 26th-29, 2021

- Reviewed current volunteers and volunteers needed.
 - 3 more crew leaders needed.
- Reviewed participants signed up - registration is closed.
 - 56 participants signed up, crews were created, and a rotation schedule for VBS was created.
- Several kids that are signed up have food allergies - discussed giving out pre-packaged snacks that adhere to those allergies.
- Discussed last-minute logistics on station locations, registrations, contacting parents, etc.
- For right now, since the event is outside, kids are not required to wear masks unless their parents would like them to - Tessa will discuss with Matt Morrison (Operations Manager) on whether we want to proceed with this plan.

Fall 2021 (Overviewed same information as last meeting)

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

- Still 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 07/12/2021

Attended:

Mike Yndestad

Bob Malmb

Wendy Otten

Rachael Yndestad

8/22/21 Picnic - we need to provide sweet corn. Wendy will check with friend on tips/tricks. We think ~200. Mike to double check with Littles

Fall fest 9/24-9/25. set up on Friday. Parade this year - no details at this time. Malmb's will be out of town. Yndestads will be out of town. Wendy will be able to help with booth at least 1 hour over the weekend. Consider incenting youth to help with ride tickets.

First Responders 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. Who is contact for FD - Luke. Mike has Luke's contact info. We need to reach back out to Luke - plan to work toward -Mike plan on 5-8 for event. 5:30 Presentation by P. Mark, maybe police chief and fire chief. Food at 6:00. Quick response before 7:00 if vehicles shoot for 4-6:00 for quick response vehicle. Menu = hot dogs, chips, cookies, Lemonade and tea. Hot Cider. S'mores. 4-5 have a kids table for writing thank yous to First Responders.

We need to inform Michelle R. that we are looking at Founders Day Event. Michelle - Rachael to let her know. RY to let Michelle know earlier start of 4:00.

Rain out plan - move inside.

Plan to bring cupcakes and note in the morning of that day to both police and fire depart. Reduce price Small Cakes \$3/cake. Rt72 and 59. Michelle printed the sticker labels for Bob and Carol Malmb. Bob and Mike to find out how many we need. 1 per box. Need 1-2 weeks lead time for bakery.

Barnebas & technical support - Mike has worked with Donna on this. Next steps are a write up in the Newsletter. 07/12/2021 - this has been passed to Donna. Tech Fair.

August 14th Heartland Voices - need to promote

Articles for Pat:

Aark Garden July 18 in the evening. Time and location contact Vic. Article to say Aark Garden thanked SOTP for their support.

Backpack blessing.

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

Memory Garden Committee Meeting (Zoom) June 30,2021

Meeting started at 7:00pm.

The concrete budget was set at \$27,000.00 and the actual cost was \$26,270.00.

Memory bricks have been ordered, 21-8x8 & 21-4x8. Expected to arrive end of July.

We are still considering what kind of benches to order. Granite benches will cost close to \$2,500.00 each and concrete benches will cost \$300.00-\$500.00 each.

The Church Council is recommending the Memory Garden Committee should consist of the following;

Council representative, Finance Committee representative, Property Committee representative, Staff representative, at large member, Pastor, and funeral advisor. This will be put into effect after the dedication of the Memory Garden.

A picture of our Columbarium was shown to all that were on the Zoom meeting. It's built and being loaded in a container and expected to arrive in late July or early August.

Respectfully Submitted

Ralph Wehnes

Memory Garden Chairman

Mission Team Minutes

July 12, 2021

Attendance: Sandy Hupert, Annette Petersen, Carl Hupert, Marty Jacobson, Vik Bekeris, Tom Lafferty and Steve Legel.

Sandy opened the meeting with a reading from James 1: 22-24 and a prayer.

Old Business

1. Approval of June Minutes: Vik moved and Marty seconded motion to approve minute of June meeting. Motion carried.
2. Northern IL. Food Bank: 50 volunteers scheduled for Oct. 28th.
3. Social Advocacy: No report.
4. Senior Care Volunteer Network: Not active at present
5. Habitat for Humanity: Restore now excepting volunteers. We have 4 people going on Thurs., July 15th., 9:30 A.M. till noon. New Hope Partnership is taking volunteers from our church only on Saturdays.
6. Home of the Sparrow: No report.
7. Missionary Support: Our church has been credited with the \$1500 donation to Dauda and Kellen Msseemmaa. No newsletters or communication may be due to severity of Covid in Tanzania and East Africa.
8. Feed My Starving Children: 25 volunteers are scheduled for Sept 25th. (See #1 in New Business below.)
9. ELCA World Hunger: No report.
10. Grafton Food Pantry: A program called "Christmas in July" where donated items will be distributed to clients of the Pantry. This will be a 2-3 week program.
11. Blood Drive: 6 pints of blood collected. A number of people were turned away due to medication they take or medical problems. In future, it would help if there was a list of Meds. and/or conditions that would disqualify a person from giving blood. Marty volunteered to temporarily take over setting up and managing the blood drives from Nancy due to work schedule interference.
12. Exodus: Refugees coming in Aug. and/or Sept. Darin has some supplies. Sandy will check on what we need.
13. Green Trees: Vik will meet with Bob McDuffy and plan project for Aug. Willow Creek Church and possibly St. Marys Church will help also. Will concentrate on weeds and tree trimming. No specific date yet.
14. AARK: 10 people signed up for vegetables. Annual picnic scheduled for July 18th, 2 P.M.
15. Celebrate ReEntry: Getting close to moving into church location in Crystal Lake. Steve Hupert volunteered to check on availability of web site setup for this organization. Sandy will check if our donation can be passed on to CRE.
16. Memorial Gift: Need to find out actual amount of gift and the exact wording/meaning of "local charities". Sandy felt a separate meeting required to consider distribution of gift and intends to use a system of prioritizing distribution.

New Business

1. Crop Walk: Date of Feed My Starving Children event will have to be changed due to Crop Walk scheduled for Sept. 26th and Huntley Fest is Sept. 24th thru Sept. 26. Pat Buesing will be in charge of the Crop Walk.
2. Vik will do pizza for Boy Scouts on Aug. 2nd as thank you for helping with PADS.
3. Vik announced that Willow Creek Church providing food, supplies and showers on Mondays and Fridays. Anyone can volunteer to help.
4. Annette has been knitting Sm. bear dolls to send to orphan children in Africa. The program, called "Mother Bear" requires \$4.00 be sent with each bear to cover costs. Annette

Mission Team Minutes
July 12, 2021

has 24 bears to send. Marty moved and Vik seconded a motion to donation of \$100.00 to send with the bears. Motion carried.

5. Prayers of joys and concerns.

6. Next meeting Aug. 9th.

7. Marty moved and Vik seconded a motion to adjourn. Motion carried.

Steve Legel, Secretary

Property Team meeting – July 12, 2021

The meeting was called to order by Mark Frendreis (Chair) at 7:05pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Jerry Christopherson and Peter Walthers

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

Old Business

- Garage update
 - When is the start date? – Rich
 - Will start Saturday 7/17-7/18 and 7/24-7/25
 - Garage materials in storage container during construction?
 - We got a pod which goes away 7/24
 - When framing starts, we need to move siding from the storage locker. Who can Mark call when ready?
 - Friday 7/16 8am will have his trailer and needs help moving the exterior materials over.
 - Tom, Rich and Chris, Dick, Pete? Meet at church and then head over.
 - Plans to remove shed when the garage is complete. Thoughts on how and where to dispose. One time dumpster or bags?
 - A small dumpster may be better than bag – Tom will look into it.
- Touch up paint with correct color - Pete
 - Pete will do the touch-up when he has the time
- Installing red “recording in progress” light in west hallway, who can help?
 - Rich and Mark will help when it comes around, maybe when the bracket is installed
- Future mulch plan /cost
 - Rich mapped it out, still need to add mulch areas
- Monitor to be wired and hung in Pastor Bills room
 - Mounting bracket and wall plates ordered -Rich
 - Waiting for a single cable – any day now
- Downspouts
 - Plastic diverters for downspout runoff tubes underground for downspouts quote and possibly schedule for fall - Chris
 - Any Friday that works for Mark, Chris will arrange
- Hook up new coffee machine update - Tom
 - Completed

New business

- Cal had some things for the group
 - Willow trees are a problem and not sure how to get rid of them
 - We can call Chris’ landscaping or Grow who moved the tree from the columbarium

- The sod by the new addition, when it gets dry you can see the line between the sod and the seeded
 - When it gets dry again, Cal would like to water it once a week for three hours
 - He also wants to use an aerator on the sod and seed in August
- Social distance stickers up – Tom
 - Tom pulled them up from the carpet and the floor
- Are we done with the sanitizer sprayer? Can we return to Jerry?
 - It seems we are done and can return it to Jerry
- Safety seminar coming in the future
 - Matt is taking this on rather than the property team running it
 - Property team should attend
 - All major ministries and regular users of the building will be represented
- Chris
 - Price increase for storage locker – we will be out before that happens
 - Nicor gas certificate of insurance
 - Chris is still part of the approval process even though it is going more electronic
 - Chris is looking for a new HVAC vendor, our current vendor went out of business
- Chuck
 - The cleaning company is not doing that good of a job

The meeting was adjourned at 7:57pm.

Prayerfully submitted: Jessica Panella

Stewardship Committee

Meeting Minutes

7/12/21

Present: Mike McCann, Rick Miller, Chris Broksma, Ralph Wehnes, Donna Kelly

Next meeting: 8/9/21

1. Team Update

Chris Broksma is leaving the team as he and his family are moving to Indiana. We communicated we would like to begin actively pursuing a replacement for him on the Stewardship Team.

2. Stewardship Campaign

Discussed next steps regarding Stewardship Campaign. Continuing to investigate possible scripture to use for theme of the 2022 campaign. Pastor Mark will be reaching out to Mike McCann within the next couple weeks to discuss theme and timelines.

3. Miscellaneous

Larry ended with a comment about how he really thinks we should consider passing a message to the congregation about how great it feels to get back into the church on Sunday. We will approach the topic again and consider the message.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Youth & Family Team Meeting Minutes 7/12/21

1. Preliminary discussion for 2022 Mission Trip
 - a. Team decided verbiage/communication for the 2022 trip should center on calling this the “Youth Gathering or Youth Trip” and not a “Mission Trip”. We are concerned youth members of the congregation will ‘tune’ out if we call this a Mission Trip based on SOTP history of annual trips meaning camping, outdoor experiences, etc. The 2022 trip is significantly different and we want to reach students that may not have considered going on a traditional trip.
 - b. Youth Gathering will offer a kick off celebration video to be released on 7.25, SOTP will obtain this video and share with students/parents at a later date.
 - c. Team understands that early registration happens in September and intends to communicate regularly with parents/students about the trip
 - d. YLT team members to download available materials, save to Google Drive for all to access, start printing promotional posters, information and begin sharing with congregation
2. Fall Fundraising Plans
 - a. Savers – Drop off is 10/23, will start collecting mid-Sept. Collection’s day events will be determined and communicated throughout SOTP channels
 - b. Culver’s – Nov 2 (4 – 8PM), will work with Culver’s to schedule an event in early 2022
 - c. Lou’s Pizza – Team has ~30 coupons remaining to sell that expire late Nov 2021. Will communicate through Flourish and emails to HS/Confirmation parents. Look to buy 200 – 250 additional coupons late Aug/early Sept to sell through fall
3. Service Opportunities
 - a. Green Trees – Vik B. has indicated he’s planning to reach out to team for opportunity to have youth (HS and Confirmation) serve at Green Trees soon. Youth Team indicates they would be willing to help in Sept/Oct for a Fall cleanup
 - b. FMSC – Bob to contact Sandy Hupert to see if youth could take mission team Sept date as they’re planning to move due to CROP walk timing.
 - c. NILFB – Potential opportunity in spring
4. HSYG – August / 2021-2022 School year
 - a. Interim plans for how HSYG could look during August while we finalize plans for 2021 – 2022 school year program
 - i. Team discussed options for leaders to plan/conduct lessons, identified several members who may be willing to teach lessons once/month throughout the year.
 - ii. Team, briefly, discussed options of bringing in an intern or paid volunteer to continue work Kurtis has been doing the last 9 months
 - iii. Team will begin opening Youth Room Sunday mornings at 10:00 AM for fellowship, snacks and then will attend 10:45 service as a group to encourage attendance and community
 - iv. Team is very concerned about maintaining momentum created following recent Mission Trip

- b. Discussion around how HSYG will be during new school year (monthly lesson plans, lessons based on Youth Gathering materials)
- 5. Confirmation – 21-22 school year
 - a. Initial conversation around curriculum for TY program. PM asked Bob and Tim to review existing Collaborate curriculum and determine a preliminary program, then review with PM
 - b. Need to find several teachers for large group and 6 leaders for small groups for this season.
 - c. Discussion around Sermon Notes and potential change to an incentive program with monthly prize drawings to encourage students to attend church, events, etc.
 - d. Start date will be 9/29 with Parent night 9/22
 - e. Bob to reach out to Tessa for list of incoming 6th graders for planning purposes
- 6. Next Meeting: 8/9/21 7:00PM

Respectfully submitted,

Bob McDuffee

Youth Team Leader