



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

November 15, 2021

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda

November 15, 2021

1. Call to Order

2. Devotions – Cheryl Adams

3. Approval of Minutes

- a. *Recommendation: To approve the Congregation Council minutes for October 18, 2021, as presented.*

4. Congregation Committees/Ministry Teams

- a. *Call Committee discussion*
- b. *Finance Team and Stewardship discussion*
- c. *HR Team discussion*
- d. *Youth and Family discussion*

5. Other

- a. *Annual Congregational meeting date*
- b. *Forward Communication Plan update*
- c. *Various Governance items*

6. Unfinished Business

7. Adjourn

The Next Meeting is December 20, 2021

Shepherd of the Prairie Council Meeting Minutes

October 18, 2021

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

Excused absent: Ellen Nissen

The October monthly Church Council meeting was called to order by President, Mike Luecht at 7pm at the church.

Devotions were presented by Kathy McGuine. Her message was “Wait until you get to the corner...holy waiting – learning to be patient to strive to be content.”

Minutes of the September 20, 2021 council meeting were distributed. Kathy McGuine moved to approve the minutes, Bob Mollis seconded. Motion passed.

First discussion of the Congregation Committees and Ministry Teams was an update from Cheryl Adams on the Human Resource team. She commented that much work had been done to revise the handbook for staff with current policies.

Second update was the Associate Pastor Call Committee. A video was suggested to be made for the Stewardship campaign that provided information about the rationale for calling a second pastor and the process. It was scheduled for the first week of November to share with the congregation at worship services. The Call Committee (Mike McCann – Chair, Kurtis Arndt, Jessie Buesing, Ron Mudge, Jessica Panella, Darren Walloch, Pastor Bill) is planning small group discussions with the congregation on Sat., Oct. 22, and Sun., Oct. 23 after worship services to seek input on the second pastor.

Bob Mollis provided a report on the Finance Team regarding the finances of the church and the budget. Ministry team leaders met with the accounting manager and Treasurer to discuss their financial needs. A budget workshop for Council was suggested in order for all council members to be better informed of the intricacies of the budget.

IT security is currently implementing safe practices for new user accounts and drive accounts.

The Forward Communication Plan is in progress. Joyce Shotick described the research project and surveys that will be administered to everyone involved with SOTP – current and past members, visitors, and staff. The survey will conclude on Fri., Oct. 29, 2021 and then the marketing research students will analyze the data and provide recommendations.

The property due south of the church is being developed for residential housing. A site plan for the residential development adjacent to the SOTP property was distributed. Mike Luecht is working with the M/I Homes developer with plans to maintain cleanliness and aesthetics.

Matt Morrison is working on a facilities usage project and analysis. For liability purposes, the church needs to know who is using the church, yet we want to continue to be welcoming. A facility use agreement will be designed to protect the church’s liability.

Pastor Mark announced the First Responders Recognition event will be held at the church on Thur., Oct. 28 from 6-7pm. A presentation at 5:30pm is being planned.

Final announcement was the celebration of first Eagle Scout from the Boy Scout Troop at the church.

Church Council agreed to change the meeting time to 6pm beginning at the November meeting.

Cheryl Adams moved to adjourn the meeting. Pastor Mark seconded. Motion passed.

The next meeting will be November 15, 2021 at the church.

Treasurer's Report as of October 31, 2021

General Fund Report: The Unrestricted General Fund Balance is \$289,534. Total income for the month was \$58,520. and total expenses for the month was \$64,788. Approximately 4.5 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$71,617. Income for the month was \$22,245. The monthly mortgage payment is \$19,536. Approximately 3.7 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:	\$58,520	\$65,115	(\$6,595)	-10%
Expenses:	\$64,788	\$65,037	(\$249)	0%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$622,038	\$651,150	(\$29,112)	-4.5%
Expense:	\$625,016	\$650,180	(\$25,164)	-3.9%

Mortgage Service Fund

Income for Month:	\$22,245
Fund Balance:	\$71,617

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

November 8, 2021

Attending: Melanie Chesny, Bill Nesta, Sue Wehnes, Cliff Dungey, Bob Mollis

Excused: Devin Burg, John Throckmorton

Guest: Matt Morrison, Michael Luecht

Meeting called to order at 7:32 PM

- I. Approval of October 11, 2021, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Balance Sheet as of October 31, 2021
 - i. Total Current Assets \$652,758
 - ii. Total Fixed Assets \$7,210,458
 - iii. Total Assets \$7,863,215
 - iv. Total Liabilities \$3,358,771
 - B. Income/Expenses through October 31, 2021
 - i. October GF income of \$58,520 was \$6,595 less than budgeted amount.
 - ii. October GF YTD income was \$29,112 less than YTD budgeted amount.
 - iii. October GF expenses of \$64,788 was \$249 less than budgeted amount.
 - iv. October GF YTD expenses were \$25,164 less than YTD budgeted amount.
 - C. Restricted Funds Detail Review through October 31, 2021
 - i. Account 3.175.000 Memorial Fund balance is \$12,956.85. \$2K has not yet been disbursed from the Memorial fund to Local Missions. \$3.5K has not yet been reimbursed to the General Fund for the Storage Garage project. This reimbursement was approved at the September Council meeting. These two transactions will reduce the Memorial Fund balance to \$7,456.85.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,556.95
 - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,273.13.
 - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$2,603.07
 - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$54,280.00.
 - vi. Account 3.991.000 COTG Lease Balance is \$0, all remaining funds (\$1,240.43) have been moved to the General Fund, per October meeting request.
 - D. General Comments
 - i. YTD General Fund giving showed a decrease of 1% compared to 2020.
 - ii. Mortgage Service giving for September was \$22,229. This is \$2,693 more than SOTP monthly mortgage commitment of \$19,536. The 2021 average monthly giving to Mortgage Service is \$22,584.
- 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 \$289,534 which is approximately 4.5 months of reserves.
 - ii. Mortgage Services setting at \$71,617 which is approximately 3.7 months of reserves.

IV. Old Business

- A. Update on Memorial Fund movement to Local Mission activities. Will be completed in November.
- B. Update on Memorial Fund movement to offset General Fund expense for Storage Garage. Will be completed in November.
- C. Final review of Storage Garage expenses and Fixed Asset Value. Finance Team unanimously recommends to Council that we move the \$41,717.68 Storage Garage project cost to SOTP's Building and Grounds Fixed Assets (1.300.000) on the Balance Sheet. Bob to review this out building with insurance provider to make sure building and property inside are sufficiently covered.
- D. Status of Audit Team review. Audit Team had first meeting on October 14th with Melanie and Bob. No further progress has been made.
- E. Status of Financial Policy Guideline documentation. Melanie, Matt, and Bob to review the first draft on November 16 and edit before having the Finance team review and edit.
- F. Reviewed current projected General Fund and Mortgage Service Fund trends for 2021. Currently projecting GF around \$750K against a \$781K budget, or around 96% of budget at current rate.
- G. Status of Corporate Credit Card review. Still open and tabled at this point.
- H. Reviewed Preliminary 2022 Budget Worksheet. Waiting for final EOG from Fall Stewardship campaign. Discussion around projected 2022 income and expenses followed. Still work in progress.

V. New Business

- A. Discussion around Ministry Leads to better manage to their budgets. Mike Luecht and Matt Morrison indicated that the Council and Operations were pushing hard on the Ministry Leads to better manage their expenses.
- B. Finance team would like to thank John Throckmorton for being a team member during 2021. John will be retiring from the team and spending more time in Florida. John, thank you for your service. We will be recruiting new members to the team during 2021 and 2022.
- C. Next Finance Team meeting will be December 13, 2021, over Zoom at 7:30 PM.

VI. Adjourned 8:54 PM

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

Tuesday, November 2, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	570,218.46	(9,105.69)	510,156.76
1.100.100	Petty Cash	500.00	0.00	N/A
1.200.000	Mission Plus Building Fund Checking	71,616.77	2,709.30	81,307.40
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	N/A
1.250.000	HBT/LPL Investment Account	422.38	0.00	422.38
Total Current Assets		\$652,757.61	(\$6,396.39)	\$591,886.54
Fixed Assets				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.500.000	Donations Holding Account	7,321.02	7,092.70	1,808.89
Total Fixed Assets		\$7,210,457.63	\$7,092.70	\$7,204,945.50
Total Assets		\$7,863,215.24	\$696.31	\$7,796,832.04
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	9,680.10	2,736.50	149.95
2.000.100	SBA Loan Liability	0.00	0.00	95,000.00
2.000.200	Sanctuary Piano	0.00	0.00	12,054.17
2.100.000	Prepaid General Fund Pledges	0.00	0.00	4,214.25
Total Current Liabilities		\$9,680.10	\$2,736.50	\$111,418.37
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,349,091.01	(8,844.71)	3,450,282.79
Total Long Term Liabilities		\$3,349,091.01	(\$8,844.71)	\$3,450,282.79
Total Liabilities		\$3,358,771.11	(\$6,108.21)	\$3,561,701.16
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	289,534.48	(5,054.12)	192,341.43
Total Unrestricted Fund Balances		\$289,534.48	(\$5,054.12)	\$192,341.43
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,752.25	300.00	1,660.75
3.175.000	Memorial Fund Balance	12,956.85	0.00	1,910.00
3.180.000	Grafton Food Pantry Fund Balance	140.00	(75.00)	375.00
3.220.000	AV Ministry Fund Balance	(29.49)	0.00	0.00
3.250.000	Good Samaritan Fund Balance	10,556.95	0.00	9,336.95
3.260.000	Community Outreach Fund Balance	4,439.86	223.91	5,184.01
3.270.000	Holiday Flowers Balance	(491.10)	22.00	(2.10)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	14,665.34	2,300.60	9,250.23
3.332.000	Artist Series Balance	11,584.75	(1,550.00)	11,311.11
3.335.000	Bells Ministry Fund Balance	0.00	0.00	(104.37)
3.345.000	Childrens Music Ministry Fund Balance	1,150.00	1,100.00	0.00
Total Music Ministry Fund Balance		\$27,400.09	\$1,850.60	20,456.97
3.350.000	Prairie Crafters Fund Balance	485.00	0.00	296.00
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	1,773.19	198.40	1,626.99
3.417.000	Youth Mission Trips Balance	8,570.95	0.00	7,198.84
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

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

Tuesday, November 2, 2021

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.423.000	Confirmation Retreat Fund Balance	(450.00)	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$10,814.43</i>	<i>\$198.40</i>	<i>9,296.12</i>
3.500.000	Little Lambs Fund Balance	4,628.40	74.35	5,175.76
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,276.82	(247.65)	1,647.97
3.675.000	Memory Garden Balance	16,273.13	0.00	13,561.50
3.676.000	Memory Garden Bricks Balance	2,603.07	470.00	N/A
3.677.000	Memory Garden Niche Balance	54,280.00	0.00	N/A
3.680.000	Garage Fund Balance	(12,767.68)	500.00	N/A
3.700.000	Disaster Relief Fund Balance	915.00	0.00	315.00
3.711.000	Community Communication Development Plan Fund	4,750.00	(3,750.00)	N/A
3.725.000	Miscellaneous Outside Charities Balance	760.00	250.00	360.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	Total	\$150,414.34	(\$183.39)	\$77,053.69
3.140.000	Mortgage Service Balance	71,616.77	2,709.30	62,820.49
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	0.00	(5.00)	3,006.67
	Total Temporary Restricted Fund Balances	\$222,031.11	\$2,520.91	\$146,697.93
Reserves				
3.950.000	Barnabas Reserves Fund Balance	2,488.08	157.25	2,640.04
3.971.000	Roof Repairs/Replacement Balance	41,500.00	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	9,738.00	212.50	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	2,828.26	229.17	11,246.00
3.975.000	Maintenance Reserves Balance	12,871.36	291.67	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	21,500.00	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	7,696.24	190.67	2,857.34
3.981.000	Bells Maintenance Reserves Balance	2,194.75	20.83	1,986.11
3.985.000	Sabbatical Reserves Balance	9,775.89	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	0.00	(1,240.43)	N/A
	Total Reserves	\$126,739.58	\$461.66	\$131,175.70
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,093.36	31.36	12,062.00
	Total Permanently Restricted Funds	\$12,093.36	\$31.36	\$12,062.00
3.130.000	Building & Grounds Equity	3,854,045.60	8,844.71	3,752,853.82
	Total Equity	\$3,854,045.60	\$8,844.71	\$3,752,853.82
	Total Fund Balances & Equity	\$4,504,444.13	\$6,804.52	\$4,235,130.88
	Total Liabilities and Fund Balances & Equity	\$7,863,215.24	\$696.31	\$7,796,832.04

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 October 2021 for General Fund

Tuesday, November 2, 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	56,516.25	63,000.00	606,361.95	630,000.00	756,000.00
4.150.000	Loose Plate and Growth	1,812.00	1,931.00	14,940.75	19,310.00	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	600.00	1,670.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	10.68	17.00	104.24	170.00	200.00
4.701.100	Interest Income MIF Fixed Term	31.36	0.00	31.36*	0.00	0.00
	Total Income	\$58,520.29	\$65,115.00	\$622,038.30	\$651,150.00	\$781,369.00
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	\$416.28	\$83.00	\$788.70	\$830.00	\$1,000.00
<i>Mission Ministry</i>						
	Mission Ministry	\$5,522.60	\$6,930.00	\$65,358.15	\$69,300.00	\$83,160.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$2,348.00	\$625.00	\$5,411.90	\$6,250.00	\$7,500.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$0.00	\$109.00	\$281.05	\$1,090.00	\$1,300.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$405.62	\$833.00	\$1,783.83	\$8,330.00	\$10,000.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$615.15	\$391.00	\$3,016.20	\$3,910.00	\$4,700.00
<i>Music Ministry</i>						
	Music Ministry	\$197.00	\$546.00	\$3,840.85	\$5,460.00	\$6,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$496.55	\$496.00	\$3,839.55	\$4,960.00	\$5,950.00
<i>Audio Visual</i>						
	Audio Visual	\$134.99	\$208.00	\$1,737.47	\$2,080.00	\$2,500.00
<i>Facilities</i>						
	Facilities	\$6,551.69	\$6,274.00	\$53,920.24	\$62,409.00	\$76,140.00
<i>Office Expenses</i>						
	Office Expenses	\$2,480.51	\$3,087.00	\$25,772.68	\$30,876.00	\$37,061.00
<i>Staffing Ministry</i>						
	Staffing Ministry	\$41,925.80	\$41,482.00	\$421,063.77*	\$414,856.00	\$497,810.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$2,110.95	\$2,391.00	\$22,365.30	\$23,919.00	\$28,700.00
<i>Providing for the Future</i>						
	Providing for the Future	\$1,583.34	\$1,582.00	\$15,836.72	\$15,838.00	\$19,000.00
	Total Expenses	\$64,788.48	\$65,037.00	\$625,016.41	\$650,108.00	\$781,371.00

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

Tuesday, November 2, 2021

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
Difference		<u>(\$6,268.19)</u>	<u>\$78.00</u>	<u>(\$2,978.11)</u>	<u>\$1,042.00</u>	<u>(\$2.00)</u>

* = Income/Expense exceeds amount budgeted to date

Children & Family Ministry Team Minutes

November 2021

Present: Tessa DeLong, Amy Brittain, Sarah Wolf, and Jen Powe

Absent: Christa Serpe, Jenny Dailey

New Team Member: Julie Dahlin

- **Meeting was dedicated to creating a 2022 calendar for Children & Family Ministry.**
 - **January**
 - Feed My Starving Children Schaumburg
 - Will call FMSC and schedule a Saturday date for our families to go and participate in serving this local organization.
 - **February**
 - Parent's Night Out
 - Feb. 12th 5:30 - 8:00 PM
 - Utilize high school students looking for hours to help and 2-3 adult helpers.
 - **March**
 - Pre-Teen Retreat - 4th & 5th Graders
 - March 19th 9:00 AM - 1:00 PM
 - Play games, engage in exercises and activities, invite a main speaker for a teaching time, and engage in a service activity.
 - **April**
 - Easter Egg Hunt
 - Saturday, April 9th 10:00 AM
 - **May**
 - Muffins with Mom (Mother's Day)
 - Sunday, May 8th
 - Families are invited, in between services, to come and enjoy muffins and drinks together to celebrate time with their moms.
 - Kids will get a carnation during Kids Connect time to take back to their mom when they return to service.
 - End of School Year Celebration
 - Sunday, May 22nd 12:00 - 2:00 PM
 - Partnered with the Artist Series in Hosting local popular children's performer, Jim Gill.
 - Serve lunch after second service - performance begins at 1:00 PM.
 - **June**
 - Donuts with Dad (Father's Day)
 - Sunday, June 19th
 - Families are invited, in between services, to come and enjoy donuts and drinks together to celebrate time with their dads.
 - Kids will make Father's Day cards during Kids Connect time to take back to their dads when they return to service.
 - Vacation Bible School (VBS)
 - June 20th - 23rd 9:00 AM - 12:00 PM

Children & Family Ministry Team Minutes November 2021

- **July**
 - Kite Day
 - Saturday, July 23rd 10:00 - 11:30 AM
 - Invite our families and those in the community to come out and fly a kite.
- **August**
 - Parent's Night Out
 - Saturday, August 13th 5:30 - 8:00 PM
 - Modeled similarly to PNO in Feb.
 - Allows parents time to themselves before the school year begins.
 - Church Picnic
 - Sunday, August 21st
 - Kids Games and Activities - Egg Toss
- **September**
 - Feed My Starving Children Schaumburg
 - Will call FMSC and schedule a Saturday date for our families to go and participate in serving this local organization.
 - Grandparent's Day
 - Sunday, Sep 11th
- **October**
 - Trunk or Treat
 - Saturday, Oct 29th 3:00 - 4:30 PM
- **November**
 - Veterans Day Celebration
 - Sunday, Nov 6th - both services
 - Ask our families to participate together to help celebrate our veterans.
 - Create an art flag project to present during both services - children can create a large American flag with their hand prints and say thank you to the veterans in our church.
 - Prepare a song to sing to the veterans.
 - Grafton Food Pantry Donations
 - Each week, we will have families bring a different item for us to donate to the Grafton Food Pantry (e.g. one week everyone brings cereal, next week everyone brings canned goods, etc.)
- **December**
 - Christmas Program
 - Partner again with the Artist Series to provide a program for the community or Christmas Musical
 - Grafton Food Pantry Donations
 - Continue with asking families to bring donations through December.

SOTP Community Outreach meeting minutes from November 2021

Attendees:

Bob Malm
Wendy Ottens
Donna Kelly
Mike Yndestad
Rachael Yndestad

First Responders went well - planned well, executed well, over 85 hotdogs served.

Budget

We will restock give aways*. Specifically for Holidays.

Need money for mugs - about 75 would be enough for a year.

Good idea to do a holiday ad in the Sun City papers. We will need to use some of our community outreach reserve money to do this. Mike to talk with Rob Lindsey to get help with the ad.

Mike to find out how much was spent on food for First Responder's event.

*Ice Scraper

*Webcam Privacy Cover

Food Drive for November 13th:

Articles in Daily Herald and Patch

Donna prepared to help.

8-10:00 Bob, Carolyn, Mike and Diane

10:30- Bob and Carolyn.

11:30-1:00+extra time to the food pantry.

Need to set up: Gloves and hand sanitizer, Cones, Signs, Canopy

Counting money - Bob McDuffee and Nancy Everly

When striking the Canopy - remove top from canopy separately.

Outside Storage area is where all supplies will be stored in the end - there is a code for the garage.

1:15 be at the pantry to deliver the food.

Welcome Center

We are working on: Mugs

Trifold pamphlets

Computer - sign ups

The Memory Garden Team met by Zoom on Tuesday November 9th.

Members present were; Ellen Nissen, Pastor Mark, Matt Morrison & Ralph Wehnes

We discussed the ordering of 3-4' granite benches. The granite would match the shutters on the Columbarium. We decided to take the recommendation of Kiel on which color to order, black or gray. The benches will cost \$2,960.00 each. Ralph has 3 families committed to donate the benches.

The next item for discussion was the price increase for the sale of a niche. The majority of the increase was due to increased engraving cost. The net increase amounted to 7.6%.

Everyone on the Memory Garden Team will be trained on how to open and close the Columbarium. To start with the Memory Garden Team will handle the opening and closing of the Columbarium during interment of cremains.

We also discussed how we were going to keep the Memory Garden clean after a snow storm. We decided to wait and see how we get through the first winter.

Respectfully submitted,

Ralph Wehnes

Mission Team Minutes

Nov. 8, 2021

Attendance: Sandy Hupert, Carl Hupert, Vik Bekeris, Annette Petersen, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister).

Sandy opened the meeting with a prayer and a reading from Galatians 6:9a.

Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to approve Oct. minutes. Motion carried.
2. Northern Ill. Food Bank: 30 people volunteered.
3. Senior Care Vol. Network: No report.
4. Blood Drive: Do not know exact number of pints given but met goal of at least 9 pints. Marty will check. Boy Scouts and others may be recruited in a program to get the word out on the need for blood and our blood drives in future.
5. Home of the Sparrow: No report.
6. Habitat for Humanity: Building in Carpentersville is progressing. Will put updates on construction in "Friday Flourish" and newsletter of church. Eight people now volunteering for Restore. This makes possible two teams so we will be able to go twice a month.
7. Feed My Starving Children: No report but Sandy did comment she was able to get some neighbors to volunteer this last month.
8. Missionary Support: No report.
9. ELCA World Hunger/Disaster Relief: No report.
10. Exodus: Supplies in excess of storage space. Sandy will contact Daren about taking extra supplies till needed.
11. PADS: The Willow Creek Church of Crystal Lake needs volunteers for the preparation and serving of lunch on 1st and 3rd Fridays of the month.. Also for making up lunch bags (20-30). Vik will pursue more information. This will be tabled till next meeting.
12. Green Trees: Vik reported that plants put in and some weeding accomplished.
13. Reentry "CRE": Gift boxes for clients planned to be put out Dec.4th,11th and 18th. at Crystal Lake office location. Need donations of hats, gloves, towels (bath and kitchen),washcloths, comb, brush and socks. Also planning a spaghetti dinner, trivial pursuit, and raffle on Feb.11th at St. Mary Apostle Church in Crystal Lake.
14. Grafton Food Pantry: Food drive on Sat. Nov. 13th. Among items needed are kleenex, toothbrushes, toothpaste and laundry soap.
15. Christmas Giving Tree: \$25 dollar gift certificates for Grafton Food Pantry and Turning Point. This is being coordinated by Barb Hoppensteadt.
16. AARK: Vik reported chicken coop, wash station and preparation station have been completed and ready for next year. Need fruit cartons donated. Need location to put carton that people bring in to church.
17. Thanksgiving Offering: Split between FMSC and ELCA World Hunger
18. Hope for the Holidays (Luth. Immigration and Refugee Services): On Nov. 28th we will have a table set up in Fellowship Hall so people can stop in and write encouraging messages in Christmas cards to be sent to immigrants. We need to a person at table before, during and after both services. The Adventure Club and Small Groups are doing cards also.

New Business

1. Lion's eyeglasses : Eyeglasses will be collected. A place to donate glasses will be provided in PADS box.
2. Christmas Offering: Annette moved and Marty seconded motion to split offering equally between Home of the Sparrow, Pioneer Center Seniors, LSSI, and LIRS. Motion carried.
3. Human Trafficking and Budgeted Monies Dispersal are tabled till next meeting.
4. Prayers of joys and concerns.
5. Next meeting Dec. 13 th.
6. Marty moved and Sandy seconded motion to adjourn. Motion Carried.

Steve Legel, Secretary

Property Team meeting – November 8, 2021

The meeting was called to order by Mark Frendreis (Chair) at 7:06pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chris Trodahl, Peter Walthers and Council Liaison Ellen Nissen

Absent: Jerry Christopherson, Cal Meyer, Chuck Peterson, Tom Polzin, and Dick Tabatt

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

Old Business

- Installing red “recording in progress” light in West hallway - Who can help? **Mark**
 - No progress, Mike is not concerned about it yet
- Run off tubes underground for downspouts quote and possibly schedule for spring **Chris**
 - Will be a spring project. Chris will call Chris’s Landscaping
 - Chris and Mark will meet with Chris
- Shower curtain in sound booth can it come down? **Tom**
 - It’s down
- Outside outlets on the west side not working **Chuck**
 - Chuck is not available
- New cleaning company quotes **Peter**
 - Two interviewed, one returned
 - Hasn’t contacted the 3rd company yet, may want to do a second interview with the second one.
 - Chris and Peter will meet with the second company on a Tuesday or Friday
- New HVAC maintenance company decision **Chris**
 - The new company is Sherman Mechanical
 - We have a contract but Chris wants to talk to Mark about it
 - The contract is under what is budgeted so we are good there
- Tile coming up in worship area (right side) Ken Gnoit progress? **Mark**
 - Looks fixed
- Touchup paint with correct color **Peter**
 - The big room and the hallway have been done
- Gutter sagging by old entry
 - Repaired – Thanks Chris
 - Done and paid for
- Copier has finally been removed from hallway
 - YAY
- Progress on village re. fence by new homes **Dick**
 - Mike Luecht has met with the builder
- Quotes for trees removed from retention area
 - Chris got a quote for the trees and invasive plants – something around 2-4k
 - This would be a spring project
- Door at east entry sticking – **Chris**
 - Chris will call Jim to help get it fixed

New business

- Garage lien release in our possession
 - Thanks Rich
- Extra supplies returned - give store credit to **Rich**
 - Gave the credit slips to Rich
 - Need to get the caution tape for the floor when it gets warm.
- Blacktop patchwork sealed and wait till spring **Chris**
 - They will come back in the spring to correct it in the spring
- Shed is gone
 - Thanks Tom
- Ask Tom about Left over materials or dispose of
 - In the dumpster area...
- Meeting to discuss Trane billing **Mark**
 - We still have concerns with all the billing
- Hornet nest
 - If you see it, knock it down
- Chair feet needed for the chairs in the gathering area **Mark**
 - The light program kids will put them on
- Pew plugs needed **Mark**
 - Mark has the plugs and need to be put in
- Garage codes to ministries **Mark**
 - Codes have been sent to those that need it
- List of garage contents to Michelle and ministries **Mark**
 - Michelle has the master list of what is in there
- Thoughts on extra chairs to garage
 - The chairs in the fellowship hall
- Ladies room toilet not flushing - plunger on site?
 - Chris will get some plungers
- Bathroom light by little lambs out **Chuck**
 - Chuck was not here
- Snow removal by columbarium **Chris**
 - No salt by the columbarium
 - No shovels or snowblowers
- Hang white board in youth room
 - New white board needs to be hung where the window was going in
 - Peter will put it up
- Wash and paint garage, now or spring?
 - In the spring Rich will bring his pressure washer
 - Mark will call contact Cal about putting the hoses away
- Chris talked to Orkin and other companies about garage extermination for mice
 - 1500-2000
 - Mark and Rich put traps in there for now
- Clocks were changed by Rich this morning
 - Batteries changed as well
- Matt asked if we had considered a handicapped entrance to the building?
 - It will be a large expense, maintenance and security

- There is a stack of 18 chairs by the music room
 - Rich brought them down for them on a cart
 - They are typically in the corner

The meeting was adjourned at 7:51 pm.

Prayerfully submitted: Jessica Panella

Worship Meeting Minutes
November 8, 2021

Attending the meeting: Elaine, Diana, Barb H., Andrew, Jane, Judie, Carolyn, Barb P., Chris S. Mike L.

Orv had a MD appointment and unable to make the meeting. Get feeling better Orv!

Jane opened with a prayer.

Elaine reported on the Greeters. 9 am and 1045am are doing better. 5pm is still hard to come up with greeters. She will organize for Christmas.

Andrew reported on the ushers. There is still a need for more ushers. We lost many of the group during the pandemic and some will not come back. Also, the ushers are getting older, and you can see that in their ability to walk and climb altar steps.

Andrew reported that he will be stepping down as usher head. He has been talking to Vic but there is concern with the amount of communication and organization required for the job. Andrew will stay working as an organizer for special holidays.

We discussed that Pastor may need to do a sermon on volunteers. Each group tries to organize so that the volunteers only work once a month. We also discussed Sign Up genius and its effectiveness. We need it for the younger people but some of the older people do NOT like using it. Suggestion made that we note C to call or E to email.

Judie reported on Altar Guild. She has a good team working once a Sunday for serve and the cleanup. She still struggles with getting communion servers. She has frustrations with Sign Up genius. She will resume making phone calls and getting helpers. Judie will buy the needed wine, juice, wafers starting of the year in bulk. Now she ends up running to shop every month. We will try it this way to see how it works.

Suggestion was made to have a volunteer "job" fair to let people see how they can help. Suggestion that pictures be taken of the greeters, ushers, decorators and put up on the screen for all to see and recognize. THANK YOU FOR SERVING.

We also talked about showing the beautiful slides on the TV screen in the sanctuary. We understand both sides of this discussion. However, we do not feel that people see the "slide show" in the gathering area. It could be shown in the sanctuary until 10 minutes before service or before the prelude of music starts. Jane is supposed to talk with Pastor Mark on this one.

Banners/Sanctuary changes.

November 12 – white comes down and Thanksgiving goes up. Judie, Barb, and Carolyn (with Ed) will make the changes.

November 20/21 – white goes back up for Christ the King. It will remain up during the Thanksgiving Eve service.

November 27 – white comes down and ADVENT GOES UP/BLUE. Candle banners and advent wreath... Carolyn will contact Property to make sure the advent wreath is ready to decorate.

December 3 – Decorate for Christmas. Diane will contact Countryside to get 20 poinsettias delivered in the am. Carolyn will contact Matt and Property to help get the boxes in for decorating. We will start at 9am. This will take a “full army” of folks to decorate. Talk with Michelle and Dennis to make sure Flourish as the right date and time and Newsletter.

December 24 – Change to the special banners for Christmas. Then change to white/gold until January 9 (this was getting confusing in your secretary notes).

Diane spoke about flowers. It was decided that the Artist Series would sponsor the first 20 poinsettias as there is a concert here on December 4th. The second delivery of 20 +poinsettias will be December 18. The Christ poinsettia will be delivered but not put out until Christmas Eve. Diane does have some flowers for Advent. Although does not want flowers, the group felt that it was important to get people to contribute and help. The flowers will be white with evergreens. That should be pretty.

Eric has resigned as organist. Judy and Kathleen will handle to choir rehearsal and services though February when we can find a new church organist.

Barb and Carolyn will work on a watering schedule for the poinsettias. Judy said that she was good for Monday. We will also check with Cliff Dungey who has helped before.

The meeting was adjourned at 810pm. We have work to do!!!

Respectfully submitted

Carolyn Cuttle

Youth and Family Ministry Team Notes

Below are notes from the last month for the council meeting next Monday as I have no official meeting minutes due to not meeting this week. We are planning to meet Monday 11.15 in the Youth Room

1. ELCA Youth Gathering: SOTP has 11 students and 3 adults registered for the Youth Gathering in July 2022. We continue to have interest from others to attend the Gathering and will add as we receive their paperwork. We will continue to accept registrations through Dec. NOTE: SOTP does need to submit the deposit payment prior to 11.20. I will submit paperwork to Bob Mollis. and Mike L. for review and consideration.

2. Affirmation of Baptism: SOTP had 14 young men and ladies affirm their baptismal vows on Sunday 10.31. The Youth Team worked very hard with these students to create their Faith Statements throughout the month of Oct. These students did an incredible job with each of their statements and we're extremely proud of them and their efforts

3. Service Events: SOTP had 10 students and adults spend 2 hours at Green Trees on Oct 17 helping to clear several sections of overgrown plants. Green Trees will replant these areas in the spring of 2022. Students and adult leaders will participate in the Grafton Food Pantry Food Drive Sat 11.13

4. Fundraising: Savers collection was completed and dropped off Oct. 23. This FunDrive was not advertised very well, thus we didn't collect as much as we normally do, resulting in ~\$100 donated to SOTP for Youth Trips. Culver's night (11.8) was an incredible success with ~\$1,000 raised in the 4 hour time period. The team will continue to examine options for Fundraising in the coming months to support our planned trip

5. Youth Activities: The Youth Team is contemplating doing a 30 Hour Famine program for HS Youth in early 2022. More discussion needed on timing and the program.

Peace,
Bob McDuffee