



*Shepherd*  
OF THE PRAIRIE  
LUTHERAN CHURCH

# Council Report

**December 20, 2021**

*“A Growing Church for Growing People”*

**Shepherd of the Prairie Lutheran Church**

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# Shepherd of the Prairie Council Meeting Agenda

## December 20, 2021

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**1. Call to Order**

**2. Devotions – Sarah Wolf**

**3. Approval of Minutes**

- a. *Recommendation: To approve the Congregation Council minutes for November 15, 2021, as presented.*

**4. Congregation Committees/Ministry Teams**

- a. *On November 21, 2021, the Council approved the purchase of Memory Garden benches*
- b. *HR Team Discussion*
- c. *Call Committee Discussion*
- d. *Finance Team Discussion – 2022 Annual Budget*

**5. Other**

- a. *Annual Meeting Discussion*

**6. Unfinished Business**

**7. Adjourn**

*The Next Meeting is January 17, 2022*

## **Shepherd of the Prairie Council Meeting Minutes**

**November 15, 2021**

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

The meeting was called to order at 6pm by Council President, Mike Luecht.

Devotions were shared by Cheryl Adams. She described the power of prayer, both in group and alone.

The minutes of the October 18, 2021 meeting were presented. Bob Mollis moved to approve the minutes, seconded by Cheryl Adams. Motion passed.

Updates and discussion of Congregation Committees/Ministry Teams were shared. The Call Committee consolidated the information from the small group sessions. An update provided by the call committee will be presented at the annual congregational meeting.

Bob Mollis gave an update on the financial reports presented. Stewardship committee is continuing to receive pledge cards. Pledges are stronger than last year, with more to be known in early December.

In regards to the HR Team, position clarification forms were created with job responsibilities and expectations specified for each position. Details of schedules were included. A couple of suggestions on the Handbook were: identify clocked hours, more specificity on punctuality and attendance; and stated percentage amount of time at the office be included. Performance reviews will be done annually. This year they will be completed by February 15, 2022. Joyce Shotick moved to adopt the newly created Handbook for implementation with said modifications discussed. The Handbook will be effective Jan 1, 2022. Cheryl Adams seconded. Motion passed.

Contemporary Service is a primary focus of the Council. Plans to reinforce the good work of this service were discussed. A position created as Contemporary Music and Worship Director was identified. Kathy McGuine moved to create a Contemporary Music and Worship Director position and Sarah Wolf seconded. Motion passed.

Sarah Wolf provided updates on the Youth and Family Ministry. High school students are engaged and the intern has been responsive to their needs.

The Annual Congregational meeting date was set for Sunday, Jan. 30, 2022 after second service.

An update on the Forward Communication Plan was provided by Joyce Shotick. A marketing research report was provided to Luminate Marketing Consultants to begin formulating branding versions. The marketing research report will also provide information on the congregation's perception of the brand, our website and communication media, and overall impression of the church. The analysis of this information will be presented in December with a written report of their findings and recommendations.

For unfinished business, There will be a meeting with BSA in the next week. Little Lambs will continue to be evaluated to determine how it can be supported by Council.

Council formally recognized Ralph Wehnes for his vision of the Columbarium and his dedication to implementation of it. There is discussion of possible camera security to ensure its security.

Finally, it was decided that gift cards to the staff of \$50 would be shared for the holidays. And a thank you note was received from the Huntley Fall Festival for SOTP's participation.

The meeting was adjourned at 8:15pm.

The next Council meeting is scheduled for December 20, 2021.

**Treasurer's Report as of November 30, 2021**

**General Fund Report:** The Unrestricted General Fund Balance is \$288,235. Total income for the month was \$62,290 and total expenses for the month was \$63,589. Approximately 4.4 months of General Fund reserves.

**Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$67,534. Income for the month was \$15,436. The monthly mortgage payment is \$19,536. Approximately 3.5 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:	\$62,290	\$65,115	(\$2,825)	-4.3%
Expenses:	\$63,589	\$65,912	(\$2,323)	-3.5%

**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:	\$684,328	\$716,265	(\$31,937)	-4.5%
Expense:	\$688,606	\$716,020	(\$27,414)	-3.8%

**Mortgage Service Fund**

Income for Month:	\$15,436
Income YTD:	\$219,141
Payments YTD:	\$214,896
Ending Fund Balance:	\$67,534

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

## SOTP FINANCE TEAM

### Meeting Minutes

December 13, 2021

Attending: Devin Burg, Bill Nesta, Sue Wehnes, Cliff Dungey, Bob Mollis

Excused: Melanie Chesny

Guest: Michael Luecht

Meeting called to order at 7:28 PM

- I. Approval of November 8, 2021, Meeting Minutes as presented
- II. Accounting Administrator's Report
  - A. Balance Sheet as of November 8, 2021
    - i. Total Current Assets \$665,545
    - ii. Total Fixed Assets \$7,243,829
    - iii. Total Assets \$7,909,374
    - iv. Total Liabilities \$3,349,839
  - B. Income/Expenses through November 8, 2021
    - i. November GF income of \$62,290 was \$2,825 less than budgeted amount.
    - ii. November GF YTD income was \$31,937 less than YTD budgeted amount.
    - iii. November GF expenses of \$63,589 was \$2,323 less than budgeted amount.
    - iv. November GF YTD expenses were \$27,414 less than YTD budgeted amount.
  - C. Restricted Funds Detail Review through October 31, 2021
    - i. Account 3.175.000 Memorial Fund balance is \$11,371. \$2K has not been disbursed from the Memorial fund to Local Missions. Waiting for check request from Mission team.
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,557.
    - iii. Account 3.675.000 Memory Garden Fund Donation balance \$17,549.
    - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,673.
    - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$56,880.
  - D. General Comments
    - i. YTD GF Member Contributions showed an increase of 1% compared to 2020.
    - ii. Mortgage Service giving for September was \$15,436. This is \$4,100 less than SOTP monthly mortgage commitment of \$19,536. The 2021 average monthly contribution to Mortgage Service is now \$19,922. Concern expressed around MS giving declining and MS reserves shrinking.
- III. Treasurer's Report of Activity & Council Actions/Discussions
  - A. Treasurer Report presented and reconciled with Accounting Administrator's report
    - i. GF balance is \$288,235 which is approximately 4.4 months of reserves.
    - ii. MS balance is \$67,534 which is approximately 3.5 months of reserves.

IV. Old Business

- A. Status of Memorial Fund movement to Local Mission activities. Still waiting for check request from Missions team for \$2K donation from Memorial fund. Discussion around recognition of Memorial Fund donations ensued.
- B. Status of Memorial Fund movement to offset General Fund expense for Storage Garage. Completed \$3.5K transfer and closed.
- C. Status of Storage Garage recorded as Fixed Asset. Completed (see Balance sheet) and closed.
- D. Status of Audit Team review. Audit team had first meeting on October 14<sup>th</sup> with Melanie and Bob. No further progress has been made. We will be out of compliance with our constitution. Finance team is recommending to Council to re-establish a new Audit team and complete in 2022 Q1.
- E. Status of Financial Policy Guideline documentation. Melanie, Matt, and Bob reviewing the first draft, about 50% through process, need to reformat document to SOTP standard and update to both Counter process and Contribution Secretary process to reflect electronic giving. Expecting final review in 2022 Q1.
- F. Status of Staff/Corporate Credit Card review. Still open and tabled at this point.
- G. Review of Chris Lawn Care Services Snow Removal Proposal for November 2021 thru April 2022. Monthly increase of \$75 per month for additional snow removal around the Memory Garden. Discussion and Approval followed. Bob will ask Memory Garden Team to cover the cost of the additional \$375.
- H. Miscellaneous Contribution Secretary EOY Congregation Communications. Bob to put message in Friday Flourish around 1) additional information needed when doing a Brokerage firm donation, 2) security issues around leaving donations in staff and leadership mail slots, and 3) cutoff dates for 2021 donations.
- I. Reviewed 2021 GF and MS income trends and projections.
- J. Reviewed 2022 Estimate of Giving campaign results.
- K. Review Preliminary 2022 Budget Worksheets, discussion followed and approval to present this 2022 budget to the Council for their approval for the Congregation Meeting in January.

V. New Business

- A. Michael Luecht provided an update on the Community Communications Project with Luminate and Judson College students.
- B. Next Finance Team meeting will be January 10, 2022 @ 7:30 PM on Zoom.

VI. Adjourned 9:55 PM

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

**Friday, December 10, 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	587,088.49	16,870.03	493,546.83
1.100.100	Petty Cash	500.00	0.00	N/A
1.200.000	Mission Plus Building Fund Checking	67,533.88	(4,082.89)	100,155.87
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
<b>Total Current Assets</b>		<b>\$665,544.75</b>	<b>\$12,787.14</b>	<b>\$594,125.08</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	41,717.68	N/A
1.500.000	Donations Holding Account	(1,025.36)	(8,346.38)	1,002.70
<b>Total Fixed Assets</b>		<b>\$7,243,828.93</b>	<b>\$33,371.30</b>	<b>\$7,204,139.31</b>
<b>Total Assets</b>		<b>\$7,909,373.68</b>	<b>\$46,158.44</b>	<b>\$7,798,264.39</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	6,265.10	(3,415.00)	9,323.51
2.000.100	SBA Loan Liability	0.00	0.00	95,000.00
2.000.200	Sanctuary Piano	0.00	0.00	9,643.34
2.100.000	Prepaid General Fund Pledges	2,250.00	2,250.00	6,050.00
2.110.000	Prepaid Mortgage Service Pledges	750.00	750.00	1,764.25
<b>Total Current Liabilities</b>		<b>\$9,265.10</b>	<b>(\$415.00)</b>	<b>\$121,781.10</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,340,573.56	(8,517.45)	3,442,268.62
<b>Total Long Term Liabilities</b>		<b>\$3,340,573.56</b>	<b>(\$8,517.45)</b>	<b>\$3,442,268.62</b>
<b>Total Liabilities</b>		<b>\$3,349,838.66</b>	<b>(\$8,932.45)</b>	<b>\$3,564,049.72</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	288,235.47	(1,299.01)	186,437.95
<b>Total Unrestricted Fund Balances</b>		<b>\$288,235.47</b>	<b>(\$1,299.01)</b>	<b>\$186,437.95</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	3,875.25	1,123.00	2,422.75
3.175.000	Memorial Fund Balance	11,371.41	(1,585.44)	1,841.85
3.180.000	Grafton Food Pantry Fund Balance	640.00	500.00	840.00
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	4,494.86	55.00	4,264.01
3.270.000	Holiday Flowers Balance	25.90	517.00	151.90
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	17,465.34	2,800.00	8,976.31
3.332.000	Artist Series Balance	12,084.75	500.00	11,811.11
3.335.000	Bells Ministry Fund Balance	0.00	0.00	(104.37)
3.345.000	Childrens Music Ministry Fund Balance	1,150.00	0.00	0.00
<b>Total Music Ministry Fund Balance</b>		<b>\$30,700.09</b>	<b>\$3,300.00</b>	<b>20,683.05</b>

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

**Friday, December 10, 2021**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.350.000	Prairie Crafters Fund Balance	485.00	0.00	296.00
3.360.000	Miscellaneous Fund Balance	1,225.00	1,000.00	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	1,823.19	50.00	1,510.49
3.417.000	Youth Mission Trips Balance	7,078.95	(1,492.00)	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
3.423.000	Confirmation Retreat Fund Balance	(450.00)	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$9,372.43</i>	<i>(\$1,442.00)</i>	<i>9,179.62</i>
3.500.000	Little Lambs Fund Balance	4,063.74	(564.66)	4,962.60
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,276.82	0.00	1,647.97
3.675.000	Memory Garden Balance	17,549.13	1,276.00	13,586.50
3.676.000	Memory Garden Bricks Balance	3,673.07	1,070.00	N/A
3.677.000	Memory Garden Niche Balance	56,880.00	2,600.00	N/A
3.680.000	Garage Fund Balance	(8,767.68)	4,000.00	N/A
3.700.000	Disaster Relief Fund Balance	915.00	0.00	315.00
3.711.000	Community Communication Development Plan Fund	1,500.00	(3,250.00)	N/A
3.725.000	Miscellaneous Outside Charities Balance	760.00	0.00	360.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	<b>Total</b>	<b>\$159,013.24</b>	<b>\$8,598.90</b>	<b>\$77,367.96</b>
3.140.000	Mortgage Service Balance	67,533.88	(4,082.89)	60,394.46
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	0.00	0.00	1,965.84
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$226,547.12</b>	<b>\$4,516.01</b>	<b>\$143,545.34</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Fund Balance	2,550.58	62.50	2,245.48
3.971.000	Roof Repairs/Replacement Balance	41,750.00	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	9,950.50	212.50	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	3,057.43	229.17	11,246.00
3.975.000	Maintenance Reserves Balance	13,163.03	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	21,750.00	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	7,918.33	222.09	3,377.59
3.981.000	Bells Maintenance Reserves Balance	2,215.58	20.83	1,986.11
3.985.000	Sabbatical Reserves Balance	9,875.89	100.00	8,775.89
3.988.000	Payroll Tax Reserves Balance	0.00	0.00	5,857.32
	<b>Total Reserves</b>	<b>\$128,378.34</b>	<b>\$1,638.76</b>	<b>\$131,301.39</b>

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

**Friday, December 10, 2021**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
<b><i>Permanently Restricted Funds</i></b>				
3.940.000	Endowment Fund Balance	12,093.36	0.00	12,062.00
	<b>Total Permanently Restricted Funds</b>	<b>\$12,093.36</b>	<b>\$0.00</b>	<b>\$12,062.00</b>
3.130.000	Building & Grounds Equity	3,862,563.05	8,517.45	3,760,867.99
3.300.100	Garage Building Equity Balance	41,717.68	41,717.68	N/A
	<b>Total Equity</b>	<b>\$3,904,280.73</b>	<b>\$50,235.13</b>	<b>\$3,760,867.99</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,559,535.02</b>	<b>\$55,090.89</b>	<b>\$4,234,214.67</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$7,909,373.68</u></b>	<b><u>\$46,158.44</u></b>	<b><u>\$7,798,264.39</u></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 November 2021 for General Fund**

**Friday, December 10, 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	57,143.67	63,000.00	663,505.62	693,000.00	756,000.00
4.150.000	Loose Plate and Growth	5,086.22	1,931.00	20,026.97	21,241.00	23,169.00
4.200.000	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
4.250.000	Flower Income	50.00	167.00	650.00	1,837.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	10.21	17.00	114.45	187.00	200.00
4.701.100	Interest Income MIF Fixed Term	0.00	0.00	31.36*	0.00	0.00
	<b>Total Income</b>	<b>\$62,290.10</b>	<b>\$65,115.00</b>	<b>\$684,328.40</b>	<b>\$716,265.00</b>	<b>\$781,369.00</b>
<b><i>Expenses</i></b>						
<b><i>Connections Ministry</i></b>						
	<b>Connections Ministry</b>	<b>\$169.63</b>	<b>\$83.00</b>	<b>\$958.33*</b>	<b>\$913.00</b>	<b>\$1,000.00</b>
<b><i>Mission Ministry</i></b>						
	<b>Mission Ministry</b>	<b>\$5,651.60</b>	<b>\$6,930.00</b>	<b>\$71,009.75</b>	<b>\$76,230.00</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>\$5,411.90</b>	<b>\$6,875.00</b>	<b>\$7,500.00</b>
<b><i>Adult Education Ministry</i></b>						
	<b>Adult Education Ministry</b>	<b>\$203.60</b>	<b>\$109.00</b>	<b>\$484.65</b>	<b>\$1,199.00</b>	<b>\$1,300.00</b>
<b><i>Youth and Education Ministry</i></b>						
	<b>Youth and Education Ministry</b>	<b>\$269.09</b>	<b>\$833.00</b>	<b>\$2,052.92</b>	<b>\$9,163.00</b>	<b>\$10,000.00</b>
<b><i>Children and Family Ministry</i></b>						
	<b>Children and Family Ministry</b>	<b>\$175.34</b>	<b>\$391.00</b>	<b>\$3,191.54</b>	<b>\$4,301.00</b>	<b>\$4,700.00</b>
<b><i>Music Ministry</i></b>						
	<b>Music Ministry</b>	<b>\$259.23</b>	<b>\$546.00</b>	<b>\$4,100.08</b>	<b>\$6,006.00</b>	<b>\$6,550.00</b>
<b><i>Worship Ministry</i></b>						
	<b>Worship Ministry</b>	<b>\$532.50</b>	<b>\$496.00</b>	<b>\$4,372.05</b>	<b>\$5,456.00</b>	<b>\$5,950.00</b>
<b><i>Audio Visual</i></b>						
	<b>Audio Visual</b>	<b>\$0.00</b>	<b>\$208.00</b>	<b>\$1,737.47</b>	<b>\$2,288.00</b>	<b>\$2,500.00</b>
<b><i>Facilities</i></b>						
	<b>Facilities</b>	<b>\$7,449.06</b>	<b>\$7,149.00</b>	<b>\$61,369.30</b>	<b>\$69,558.00</b>	<b>\$76,140.00</b>
<b><i>Office Expenses</i></b>						
	<b>Office Expenses</b>	<b>\$1,756.05</b>	<b>\$3,087.00</b>	<b>\$27,528.73</b>	<b>\$33,963.00</b>	<b>\$37,061.00</b>
<b><i>Staffing Ministry</i></b>						
	<b>Staffing Ministry</b>	<b>\$43,581.59</b>	<b>\$41,482.00</b>	<b>\$464,645.36*</b>	<b>\$456,338.00</b>	<b>\$497,810.00</b>
<b><i>Other Church Expenses</i></b>						
	<b>Other Church Expenses</b>	<b>\$1,958.08</b>	<b>\$2,391.00</b>	<b>\$24,323.38</b>	<b>\$26,310.00</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>\$1,582.00</b>	<b>\$17,420.06*</b>	<b>\$17,420.00</b>	<b>\$19,000.00</b>

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

**Friday, December 10, 2021**

**Page 2 of 2**

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<b>Total Expenses</b>		<b>\$63,589.11</b>	<b>\$65,912.00</b>	<b>\$688,605.52</b>	<b>\$716,020.00</b>	<b>\$781,371.00</b>
<b>Difference</b>		<b><u>(\$1,299.01)</u></b>	<b><u>(\$797.00)</u></b>	<b><u>(\$4,277.12)</u></b>	<b><u>\$245.00</u></b>	<b><u>(\$2.00)</u></b>

\* = Income/Expense exceeds amount budgeted to date

## **Children & Family Ministry Team Minutes**

**November 20**

**Present:** Tessa DeLong, Amy Brittain, Christa Serpe, Jenny Dailey, and Jen Powe

**Absent:** Julie Dahlin

- **Meeting was dedicated to reviewing Children's Christmas Eve Service, rescheduling Team Dinner for January, and redoing scheduled service project for January.**
  - **Children's Christmas Eve Service**
    - Christa and Tessa will conduct Children's sermon
      - Sermon is styled as a conversation between two people on the Christmas story in Christmas and Jesus' birth.
    - Team was sent the service bulletin to review and make changes if needed.
    - Children will be handed out a craft ornament gift at service.
  - **January Service Project**
    - Team originally decided on Feed My Starving Children for the month of January but dates are booked and we are unable to volunteer.
    - Team decided on helping the Grafton Food Pantry.
      - If the Outreach Team does another drive through drop off, we want our families to participate and help.
      - If there is no Drive Through, we want to collect different needed items for January.
  - **Team Dinner**
    - Team was originally going to go have a celebratory team fellowship Dinner on the 17th to December.
    - Due to scheduling, team decided to reschedule the fellowship dinner to January.
  - **2022 Calendar**
    - The Official Children and Family Ministry Calendar will be released to families at the beginning of January.

## **SOTP Community Outreach Minutes December 2021**

Attendees:

Bob Malm  
Wendy Ottens  
Donna Kelly  
Mike Yndestad  
Rachael Yndestad

First Responders Event to do again - maybe not every year? Partner with another church?

Give aways. Specifically for Holidays, we have settled on purchasing ice scrapers. They will be ordered this week.

Ice Scraper - we have a quote from four in print. In the future, Universal Marketing in Elgin may be a good idea. Because more seasonal may be better because short term branding may be better fit. just put name of church, church website and phone number.

Webcam Privacy Cover - Maybe considered for a future giveaway after new logo produced.

2X4 Christmas ad in Daily Herald will be run for \$275, unconfirmed amount to be paid in next year's budget.

Pat's Contract was renewed for 2022.

Welcome Center

Mugs - need ~75 for 1 year. To be ordered after decision on logo. If run out, use other give away items until decision or order plain.

Plastic Bags - need some for welcome center.

New Information Trifolds are complete, start using to pass out

Computer - sign ups for activities will be available at the welcome center until official kiosks are built.

SOTP Community Outreach will be attempting to recruit new members for 2022.

All the best,

Mike Yndestad

# Mission Team Minutes

Dec. 13, 2021

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

Sandy opened the meeting with a reading of Luke 6:38 and a Prayer.

## Old Business

1. Approval of Minutes: Annette moved and Vik seconded to approve minutes. Motion carried.
2. Northern Ill. Food Bank: No report.
3. Blood Drive: No report.
4. Home of the Sparrow: No report
5. Feed My Starving Children: Check for \$1205.25 given.
6. Habitat For Humanity: Volunteers only going to Restore once a month. Not enough work and supplies at present. Carl reached out to property team to see if interest in New Hope Partnership and helping with construction. Suggestion to announce to congregation about projects to be done. Carl will check with Pastor Mark about possibilities.
7. Missionary Support: Due to pandemic there has been a decrease in mission activities and programs in the East African area.
8. ELCA World Hunger/Disaster Relief: Becky put a note in the 'Friday Flourish' last week on giving alternative gifts. She will put an item in this week on disaster relief.
9. Exodus: Sandy And Carl Hupert and Jim and Kim Stencil supplied household items to six Afghan refugees living in Elgin. Need volunteer to check on them weekly.
10. PADS: We are making 20 sack lunch dinners on 1st and 3rd Fri. in January. Becky and Annette will make up sack lunches on Jan. 7th and Marty will do it on Jan. 21st. Also Crystal Lake PADS is asking us to make and serve a hot lunch on 1st and 3rd Fri. of February. One client who has been homeless for the last 20 years is finally getting senior housing thru the program.
11. Reentry CRE: Vik will check if there are items in our closet that might be of use for clients
12. AARK: Article in Hebron paper about AARK. Getting set up for spring.
13. Grafton Food Pantry: Increase number of people coming to Pantry. Christmas dinners will be distributed this week.
14. Giving Tree: Barb had 10 helpers for this. See attached report.
15. Hope for the Holidays: Over 200 cards sent out.
16. Christmas Offering: Split between Pioneer Seniors, Home of the Sparrow, LSSI and LIRS.

## New Business

1. Human Trafficking: Tabled till next meeting.
2. Final Disbursement of Budgeted Monies: Carl moved and Steve seconded the motion to give the following:
  - Lutheran Disaster Relief-\$1350.00
  - Lutheran World Hunger-\$1000.00
  - Reentry CRE- \$500.00
  - Northern IL Food Bank- \$500.00Motion carried.
3. Prayers of joy and concerns.
4. Next meeting Jan. 10th, 2021.
4. Marty moved and Carl seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Mission Team Minutes Addendum  
Dec. 13, 2021

Giving Tree breakdown: All deliveries have been made. I was missing five NOT returned envelopes. There was one gift card, all by itself in the box, I was able to match that and I made good for the other missing envelopes. That happens every year.

Turning Point            60 clients            a \$50.00 private donation was also given

They don't do families anymore and when a client comes in, they hand them an envelope. They have been doing that for the past two years when shut down happened.

Grafton Food Pantry            15 families            ages 3 to 78            33 clients

\$105.00 in checks (donations) plus two bags of food that came with a check that was dropped off at my house. A private donation of \$50.00 is part of the \$105.00.

## Property Team meeting – December 13, 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, Chuck Peterson, Tom Polzin, Chris Trodahl, Peter Walthers and guests, Don Kramlich, Carl Hubert

Absent: Jerry Christopherson, Cal Meyer, Dick Tabatt, and Council Liaison Ellen Nissen

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

### Old Business

- Installing red “recording in progress” light in West hallway - Who can help? **Mark**
  - Still on hold as are the video productions
- Outside outlets on the west side not working **Chuck**
  - Chuck completed this
- Extra materials in dumpster enclosure area **Tom**
  - Tom is going to take the extras
- Ideas on how to get rid of doors and window in dumpster enclosure **Mark**
  - If anyone has a chainsaw and wants to cut the doors in half....other ideas are welcomed
- Bathroom light by little lambs out **Chuck**
  - Should be a bulb, Chuck will look into it
- New cleaning company starting January 1st **Peter**
  - Peter will get a contract tomorrow
  - \$1,300, 5 person hours and evening, 2 evenings a week
  - Extreme Cleaning is the company
  - Peter will get it to Matt and Matt will let Chris and Mark know it is signed
- New HVAC maintenance company decision **Chris**
  - The new company is Sherman Mechanical
  - Mark will meet with them tomorrow
  - They will come once a quarter, 2 times a year heavy maintenance
  - If Trane needs to maintain the new building, the new company will only maintain the old building
- Touchup paint with correct color **Peter**
  - Peter will finish this up
  - Some clean up need to take place
- Door at east entry sticking – **Chris**
  - Jim came out and didn’t find anything mechanical, but greased it up and it is working fine again
- Progress on village re. fence by new homes **Dick**
  - No update this meeting
- Quotes for trees removed from retention area **Chris/Mark**
  - Hayes estimate for about \$6k
  - Chis and Mark will determine what can be done and when
- Received quote for Downspout tubes for Spring project **Chris/Mark**
  - 13 downspouts which need to be done
  - \$4,500 if we do them all it will only be \$4,100
  - We need to water through the old church (nonpotable water)

- Chair feet needed for the chairs and ordered **Mark**
  - Mark has called and has not heard back from the company
  - Tom has replaced some of the feet and glued them in
  - When the feet come in the Light Program kids can install them
- Pew plugs to be installed **Mark**
  - The plugs are in (100)
  - Maybe after the holidays
- Snow removal by columbarium has been added to billing **Chris**
  - They will clean the sidewalk and plastic shovel the snow about 6 inches away
- White board hung in youth room
  - Thanks Peter
- Wash and paint garage **Mark/Rich**
  - In the spring Rich will bring his pressure washer
  - We have Menard's money for the paint
- Tape for the garage
  - There is 200 ft of tape for the floor

### **New business**

- Carl Hubert came to discuss help needed for Habitat for Humanity
- Received quote for parking lot crack fill, sealcoat, restripe (on the West End) **Chris/Mark**
  - The parking lot maintenance company gave a quote – \$9,395
  - This is a spring project
- Center handle needs to be installed in garage door **Rich**
  - Rich will see if he can modify the handle that came with the door
- Set up Property team member as a contact for each vendor **Mark**
  - Peter will take on the contact for the cleaning company
  - Rich will take on the contact for Fox Valley
- Safety issues (fire code) added to procedure manual **Mark**
  - The use of rooms need to be follow codes of the Village and fire codes
  - We need to be safer in general
- Sprinkler major maintenance service needed soon **Chris**
  - Fox Valley says we are due for some major maintenance
- Calendar coming soon for property team to follow **Mark**
  - Mark will put regular occurring maintenance on a calendar for the Team to reference
- Parking lot lights
  - The timer was not right
  - There are a lot of lights out, ComEd has a conversion to LEDs
  - Chuck will send Mark the quote again
  - Which should we do? Replace bulbs now or convert to LED
- If anyone is buying anything for the church, talk to Mark or Rich because there is Menard's money to use.

Don's contact information: [kramlichds@ameritech.net](mailto:kramlichds@ameritech.net) Thanks for joining the team!

The meeting was adjourned at 8:04 pm.

Prayerfully submitted: Jessica Panella

## **Minutes from Worship Committee – December 13, 2021**

Attending the meeting: Orv McElfresh, Judie Symbal, Barb Pagano, Barb Hoppensteadt, Carolyn Cuttle

Absent: Chris Solem, Andrew Szelsky, Jane McMullen, Diane Mollis, Elaine Guillain

The worship committee tried to keep the meeting short however there was much to discuss with the upcoming Advent and Christmas season.

Saturday – December 18 the choir with the help of Immanuel Lutheran will present a cantata with full orchestra. Barb. H. has arranged for ushers. They will be responsible for lighting the advent candle during the 4<sup>th</sup> song.

We still need greeters for the service.

The offering will not be passed during the service but collected upon exiting the sanctuary.

Program has been printed however it states there is a reception which is NOT planned. Jane, can you get to Michelle!!!!

Friday – December 17 Jane and Robert and the head violinist will meet to set up the orchestra and choir area. Poinsettias will be delivered on Friday per Jane's request. The best that Diane could do was to get the delivery at 1pm. Judie S. and Barb P. are not available to that time. Carolyn will see if she can get some help otherwise, she will place the poinsettia about the sanctuary without disrupting the view of the altar. Poinsettias will need to be repositioned for church service on Sunday, December 19<sup>th</sup>.

Watering – Monday, 12/20 Judie and Carolyn

Wednesday, 12/22 Barb P. and Carolyn

Friday, 12/24 Carolyn and ?

Diane- could you post something in the Flourish that poinsettias can be taken home after the 11pm service on 12/24 or 12/26? Thank you.

Elaine reported that we do not have greeters for 5pm on Christmas Eve. Andrew, do we have ushers for 5pm on Christmas Eve?

Mark F. is getting the candles ready for candlelight service. Andrew will get chairs ready in case of overflow.

There is concern about attendance on Christmas Eve.

2020 Christmas Eve was live streamed.

3pm view 75

5pm views 197

11pm views 159

In 2019, we had real services.

3pm had 265

5pm had 243

11pm had 292

With social distancing and maskings and the omicron variant, we just have no idea. I think we might just plan for 250 per service BUT we just don't know.

The meeting ended at 750pm. Was everything decided NO. We will just have to wing some of the details.

Respectfully submitted

**Carolyn Cuttle**

## Youth & Family Team Meeting Minutes 12/13/21

Attendees: Bob, Kari Arndt, Tim Torkelson, Kurtis Arndt. Not attending: Carrie McCabe, Abby Fiandalo & Becca Colson

1. 2022 HS Youth Trip
  - a. YLT continues to plan the HSYG trip to 2022 ELCA National Youth Gathering to be held the last week of July in Minneapolis, MN
    - i. 11 students are committed to attending the event with potential for 3 – 5 more to submit paperwork by our deadline of 12.16.21
  - b. Carrie M. reaching out to Youth Gathering team to see if they are extending the timeline for providing hotel accommodations as they extended regular registration timeline to end of Feb. This 'may' allow SOTP to extend our deadline to Jan
  - c. Youth Team will hold a parent/student informational meeting in late January (date TBD in Jan team meeting and will be communicated to all attendees
  - d. Youth Gathering will be Sun to Thur, team is evaluating options for adventure/service opportunities between Minneapolis and Huntley
    - i. Post Gathering activities have not been finalized as of this time.
2. 2022 Fundraising Plans
  - a. Lou Malnati's coupons – 200 coupons ordered / received and have started selling these between services offering coupons and frozen pizzas to members. Will stop selling after 12.19 until mid-Jan., coupons good through June 2022.
  - b. Savers / Garage Sale – Team has scheduled a Savers Fundraiser with drop off planned for 4.30.22. We will start collecting in early March and are reviewing options for conducting a garage sale the weekend before Easter in hopes of selling some items for more value than we will get directly from Savers. More details to come
  - c. Culver's – **March 7 (4 – 8PM)** – we have scheduled a fundraiser in March and will communicate to congregation as we get closer.
  - d. Trivia Night / Bags & Bingo / Other fundraiser – team discussed options for a 'large' fundraiser in Spring 22, decisions tabled until Jan when we have more info on attendees, funds needed, etc.
3. Service Opportunities
  - a. FMSC – Team has scheduled this for Sat 3.19 from 9 – 11AM for 40 attendees. Will communicate to HSYG and Confirmation in early '22.
4. HSYG – Christmas holidays
  - a. Team plans to hold HSYG through the holidays for students that wish to attend.
    - i. 12.16 will be a relaxed event for students to decompress from Finals stress
    - ii. Youth Team will celebrate the holidays with a party in early Jan during our nightly event due to how the dates fall this year
5. Confirmation – 21-22 school year
  - a. Confirmation classes have been going well, continue to go well. We will break following our 12.15 session until 1.12.22
6. Sermon Notes – the current form has been revised and will be reviewed/communicated to students as we begin the Spring '22 session. We will be offering 'rewards' for completing notes,

attending service, bringing parents/siblings/friends, etc., with raffle tickets for drawing to held at the end of each month. Raffle prizes will include \$5 gift cards, inexpensive trinkets, etc.

7. 30 Hour Famine event - Becca/ Tim and Kurtis are planning this event for '22. We will communicate timeline and information as soon as they have finalized the plans
8. 2022 Budget Information – Bob reviewed the proposed changes to utilizing reserve funds for '22 and where we will be supported under the traditional budget funding
9. Next Meeting: 1/10/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader