



*Shepherd*  
OF THE PRAIRIE  
LUTHERAN CHURCH

# Council Report

**February 21, 2022**

*“A Growing Church for Growing People”*

**Shepherd of the Prairie Lutheran Church**

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

## **February 21, 2022**

### **6:00 p.m.**

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#### **1. Call to Order**

#### **2. Devotions – Pastor Mark**

#### **3. Approval of Minutes**

- a. *Recommendation: To approve the Congregation Council minutes for January 17, 2022, as presented.*

#### **4. Congregation Committees/Ministry Teams**

- a. *Finance Team*

- i *For Discussion and Consideration: The approval of the Trane Scheduled BAS Service Agreement, as presented.*
  - ii *For Discussion and Consideration: The approval of the Parking Lot Repair and Downspout Landscaping, as presented.*
  - iii *For Discussion and Consideration: The approval of recommended MIF Mortgage Service Loan early adjustment, as presented.*

#### **5. Other**

- a. *Review of 2021 Council Goals*
- b. *Discussion of 2022 Council Goals*

#### **6. Unfinished Business**

#### **7. Adjourn**

*The Next Meeting is March 21, 2022*

Shepherd of the Prairie Council Meeting Minutes  
January 17, 2022  
6:00 p.m. via Zoom

The meeting was called to order by Pres. Mike Luecht at 6pm via zoom.

Joyce Shotick led the Council in prayer.

Minutes of the December 20, 2020 Council meeting were distributed. Bob Mollis moved to accept the minutes, Cheryl Adams seconded. Motion passed.

Council reviewed the Congregation Committees/Ministry Teams Reports  
Mike McCann, chair of the Call Committee, provided the Ministry Site Profile to Council.  
Cheryl Adams moved to accept the profile, Ellen Nissan seconded. Motion passed.

The annual congregational meeting will be Sunday, Jan. 30, 2022. It will be both in person and on zoom. It will begin after second service, at noon.

The meeting was adjourned at 7:10pm.

The next Council meeting is February 21, 2022.

**Treasurer's Report as of January 31, 2022**

**General Fund Report:** The Unrestricted General Fund Balance is \$338,394. Total income for the month was \$111,169 and total expenses for the month was \$70,214. Approximately 4.8 months of General Fund reserves.

**Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$80,272. Income for the month was \$32,354. The monthly mortgage payment is \$19,536. Approximately 4.1 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:	\$111,169	\$87,932	\$23,237	26.4%
Expenses:	\$ 70,213	\$69,971	\$ 242	0.0%

**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:	\$111,169	\$87,932	\$23,237	26.4%
Expense:	\$ 70,213	\$69,971	\$ 242	0.0%

**Mortgage Service Fund**

Income for Month:	\$32,354
Income YTD:	\$32,354
Payments YTD:	\$19,536
Ending Fund Balance:	\$80,272

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

## SOTP FINANCE TEAM

### Meeting Minutes

February 14, 2022

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

Meeting called to order at 7:30 PM

- I. Introduction and welcome to new team members (Bill Ball and Dave Shotick)
  - A. Dave Shotick is full filling the Accounting Administrator position.
  - B. Bill Ball is a new member that has joined the Finance Team for 2022.
- II. Approval of January 10, 2022, Meeting Minutes as presented
- III. Accounting Administrator's Report
  - A. Balance Sheet as of January 31, 2021
    - i. Total Current Assets \$709,514
    - ii. Total Fixed Assets \$7,244,098
    - iii. Total Assets \$7,953,611
    - iv. Total Liabilities \$3,326,115
  - B. Income/Expenses through January 31, 2021
    - i. January GF income of \$111,169 was \$23,237 more than budgeted amount.
    - ii. January GF YTD income was \$23,237 more than YTD budgeted amount.
    - iii. January GF expenses of \$70,213 was \$242 more than budgeted amount.
    - iv. January GF YTD expenses were \$242 more than YTD budgeted amount.
  - C. Restricted Funds Detail Review through January 31, 2021
    - i. Account 3.175.000 Memorial Fund balance is \$11,612.
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,057.
    - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,160.
    - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,319.
    - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$42,193.
  - D. General Comments
    - i. YTD GF Member Contributions showed an increase of 62% compared to 2020.
    - ii. GF and MS income were both up over 2022 budgeted amount. There were several large annual and prepaid GF and MS given in January. The Finance team does not expect this trend to continue, and we will see the offerings in the next several months go back to normal giving levels. It was noted that expenses seem to be following normal monthly trends.
- IV. Treasurer's Report of Activity & Council Actions/Discussions
  - A. Treasurer Report presented and reconciled with Accounting Administrator's report
    - i. GF balance is \$338,394 which is approximately 4.8 months of reserves.
    - ii. MS balance is \$80,272 which is approximately 4.1 months of reserves.
    - iii. Finance Team did not approve making an additional mortgage principal payment since we are only slightly over 4 months of reserves in the Mortgage Service fund at this point.

V. 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.
- B. Status of Audit Team review. A new Audit team for 2022 has been formed, headed up by George Attaway. Targeting first meetings between Bob, Dave, and George during the first two weeks of March.
- C. Status of Financial Policy Guideline documentation. Melanie, Matt, and Bob reviewing the first draft. Three new and updated sections are still under review 1) Budget Creation Process, 2) Counters Procedures, and 3) Contribution Secretary Procedures. Expecting final review in 2022 Q1. Topic tabled at this point.
- D. Status of Staff/Corporate Credit Card review. Still open and tabled at this point.

VI. New Business

- A. BSA FNBO Checking Account Audit and Tracking Discussion. Discussion that Council has approved the BSA Troop 200 sponsorship for one more year until further review. Discussion around BSA Troop 200 checking account with FNBO. Finance team unanimously agreed that 1) these funds needed to be tracked in a new BSA Troop 200 restricted designated fund account on SOTP books, 2) that FNBO checking account balance needed to be added to SOTP Current Assets, 3) that BSA Troop 200 needed to report to the Finance team monthly (before Finance team monthly meeting) on income and expenses from this account along with monthly FNBO bank statements, 4) Financial team to review of BSA Troop 200 expense and income controls, and 5) that BSA Troop 200 be in compliance with SOTP control processes by the end of Q1 2022.
- B. Facilities Trane Service Agreement Proposal. Discussion around Trane Corporation 2021 time and material service charges and outstanding account payables to Trane for deficient performance. Discussion around proposed Trane's Scheduled BAS Service Agreement. Both SOTP Facilities and Financial team are recommending pursuing the option one proposal, which includes the two annual scheduled Trane service visits for the electronic controls and computer-based system in the new facility. Next steps include: 1) SOTP Finance team final review of the agreement's Terms and Conditions, 2) Trane Corporation to provide the exact dollar amount of the 2021 Shepherd of the Prairie time and material service invoices in which the local Trane office will forgive. 3) Obtaining Church Council approval to move forward with this agreement since it is outside of our current 2022 budget. Finance team unanimously agreed with moving forward with these steps.
- C. Facilities Spring project Proposals. Discussion around two projects that the Facilities team would like approval for in the Spring of 2022. Finance team needs to review T&C's for both projects.
  - i. Parking Lot crack repair, sealing and restriping project. Estimated cost \$9,395. Need written proposal and T&Cs from Pagni's Sealcoating for Finance review. Expense to be paid from Parking Lot Reserve (3.973.000). Current balance \$10,375.
  - ii. Down Spout installation & burying of run-off tubing away from the building foundation. Estimated cost \$4,150. Need written proposal and T&Cs from Chris Landscaping for Finance review. Expense to be paid from Lawn & Landscape Reserve (3.974.000). Current balance \$3,514.60, February and March will each add \$229.17 per month. If needed, may consider funds from Memorial Reserves.
- D. MIF Loan approved early adjustment. Discussion around current MIF Mortgage five-year ARM loan that comes up for renewal in June of 2022. Finance asked MIF for early review and adjustment and we received approval. Finance received formal paperwork this week

for signature, notary, and mail back to MIF by March 1, 2022. New rate: 3.875% (same as current rate). Effective: 03/01/2022. New monthly payment: \$18,807.00. Effective date: 04/01/2022. Fee: \$0. Future rate review dates: 03/01/2027, 03/01/2032, 03/01/2037, 03/01/2042. All other terms remain the same with the maturity date remaining at 11/01/2043. The Finance team is unanimously recommending Council to approve this new adjusted MIF Mortgage Service obligation.

- E. New credit card request. Discussion ensued around both Jeff Moore and Matt Morrison verbally requesting that the Finance team issue corporate credit cards to allow them flexibility in purchases for SOTP. Both are required at this point to make a formal written request including reasons for the request to the Finance Team.
- F. Next Finance Team Meeting will be March 14, 2022 @ 7:30 PM on Zoom
- G. Other

VII. Adjourned 9:28 PM

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of January 31, 2022**

**Sunday, February 6, 2022**

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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	618,319.35	24,482.03	518,968.22
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	80,271.82	12,832.22	73,491.90
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	0.00
1.250.000	HBT/LPL Investment Account	422.38	0.00	422.38
	<b>Total Current Assets</b>	<b>\$709,513.55</b>	<b>\$37,314.25</b>	<b>\$592,882.50</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	0.00	0.00
1.500.000	Donations Holding Account	(756.43)	(3,224.23)	8,733.29
	<b>Total Fixed Assets</b>	<b>\$7,244,097.86</b>	<b>(\$3,224.23)</b>	<b>\$7,211,869.90</b>
	<b>Total Assets</b>	<b>\$7,953,611.41</b>	<b>\$34,090.02</b>	<b>\$7,804,752.40</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	4,117.70	272.08	0.00
2.000.100	SBA Loan Liability	0.00	0.00	95,000.00
2.000.200	Sanctuary Piano	0.00	0.00	4,821.68
2.100.000	Prepaid General Fund Pledges	0.00	(23,350.00)	0.00
2.110.000	Prepaid Mortgage Service Pledges	0.00	(750.00)	0.00
	<b>Total Current Liabilities</b>	<b>\$4,117.70</b>	<b>(\$23,827.92)</b>	<b>\$99,821.68</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,321,997.48	(8,574.77)	3,425,547.46
	<b>Total Long Term Liabilities</b>	<b>\$3,321,997.48</b>	<b>(\$8,574.77)</b>	<b>\$3,425,547.46</b>
	<b>Total Liabilities</b>	<b>\$3,326,115.18</b>	<b>(\$32,402.69)</b>	<b>\$3,525,369.14</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	338,393.53	40,954.89	191,026.39
	<b>Total Unrestricted Fund Balances</b>	<b>\$338,393.53</b>	<b>\$40,954.89</b>	<b>\$191,026.39</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,207.75	(4,312.00)	7,024.75
3.175.000	Memorial Fund Balance	11,611.94	250.00	2,666.85
3.180.000	Grafton Food Pantry Fund Balance	105.00	(35.00)	275.00
3.220.000	AV Ministry Fund Balance	(4.49)	25.00	4,500.00
3.250.000	Good Samaritan Fund Balance	10,056.95	0.00	9,536.95
3.260.000	Community Outreach Fund Balance	3,654.00	(209.00)	3,800.95
3.270.000	Holiday Flowers Balance	(514.07)	0.00	(470.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	13,942.05	(1,543.47)	4,255.16
3.332.000	Artist Series Balance	13,878.75	525.00	12,641.61
3.335.000	Bells Ministry Fund Balance	0.00	0.00	(104.37)
3.345.000	Childrens Music Ministry Fund Balance	1,250.00	100.00	0.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$29,070.80</i>	<i>(\$918.47)</i>	<i>16,792.40</i>
3.350.000	Prairie Crafters Fund Balance	485.00	0.00	296.00
3.360.000	Miscellaneous Fund Balance	1,225.00	0.00	225.00
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	2,396.47	(292.72)	1,124.79
3.417.000	Youth Mission Trips Balance	9,351.67	(96.57)	7,198.84

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of January 31, 2022**

**Sunday, February 6, 2022**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.421.000	Youth Scholarship Balance	0.00	(763.01)	763.01
3.422.000	Operation Christmas Child Balance	0.00	(157.28)	157.28
3.423.000	Confirmation Retreat Fund Balance	0.00	450.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$11,748.14</i>	<i>(\$859.58)</i>	<i>8,793.92</i>
3.500.000	Little Lambs Fund Balance	4,315.11	(377.76)	4,650.54
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	16,160.13	3,000.00	13,611.50
3.676.000	Memory Garden Bricks Balance	3,319.07	0.00	0.00
3.677.000	Memory Garden Niche Balance	42,193.00	2,800.00	0.00
3.680.000	Garage Fund Balance	(7,767.68)	1,000.00	0.00
3.700.000	Disaster Relief Fund Balance	915.00	0.00	315.00
3.711.000	Community Communication Development Plan Fund	1,500.00	0.00	0.00
3.725.000	Miscellaneous Outside Charities Balance	1,010.00	0.00	360.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	<b>Total</b>	<b>\$140,013.23</b>	<b>\$363.19</b>	<b>\$81,506.49</b>
3.140.000	Mortgage Service Balance	80,271.82	12,832.22	73,491.90
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	0.00	0.00	744.18
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$220,285.05</b>	<b>\$13,195.41</b>	<b>\$159,559.65</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Fund Balance	2,600.18	(11.90)	2,245.48
3.971.000	Roof Repairs/Replacement Balance	42,250.00	250.00	39,000.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,375.00	212.50	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	3,514.60	229.17	9,871.00
3.975.000	Maintenance Reserves Balance	15,745.70	2,291.67	26,754.00
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	22,250.00	250.00	19,000.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	8,741.18	514.85	3,454.59
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	1,986.11
3.985.000	Sabbatical Reserves Balance	9,975.89	0.00	8,775.89
	<b>Total Reserves</b>	<b>\$133,836.13</b>	<b>\$3,736.29</b>	<b>\$139,146.07</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,124.71	31.35	12,062.00
	<b>Total Permanently Restricted Funds</b>	<b>\$12,124.71</b>	<b>\$31.35</b>	<b>\$12,062.00</b>
3.130.000	Building & Grounds Equity	3,881,139.13	8,574.77	3,777,589.15
3.300.100	Garage Building Equity Balance	41,717.68	0.00	0.00
	<b>Total Equity</b>	<b>\$3,922,856.81</b>	<b>\$8,574.77</b>	<b>\$3,777,589.15</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,627,496.23</b>	<b>\$66,492.71</b>	<b>\$4,279,383.26</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$7,953,611.41</u></b>	<b><u>\$34,090.02</u></b>	<b><u>\$7,804,752.40</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 January 2022 for General Fund**

**Sunday, February 6, 2022**

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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	110,130.49	85,108.00	110,130.49*	85,108.00	792,000.00
4.150.000	Loose Plate and Growth	1,027.00	2,687.00	1,027.00	2,687.00	25,000.00
4.250.000	Flower Income	0.00	107.00	0.00	107.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.29	30.00	11.29	30.00	283.00
	<b>Total Income</b>	<b>\$111,168.78</b>	<b>\$87,932.00</b>	<b>\$111,168.78*</b>	<b>\$87,932.00</b>	<b>\$818,283.00</b>
<b><i>Expenses</i></b>						
<b><i>Connections Ministry</i></b>						
	<b>Connections Ministry</b>	<b>\$376.02</b>	<b>\$209.00</b>	<b>\$376.02*</b>	<b>\$209.00</b>	<b>\$2,500.00</b>
<b><i>Mission Ministry</i></b>						
	<b>Mission Ministry</b>	<b>\$9,255.58</b>	<b>\$7,260.00</b>	<b>\$9,255.58*</b>	<b>\$7,260.00</b>	<b>\$87,120.00</b>
<b><i>Outreach Ministry</i></b>						
	<b>Outreach Ministry</b>	<b>\$0.00</b>	<b>\$313.00</b>	<b>\$0.00</b>	<b>\$313.00</b>	<b>\$3,750.00</b>
<b><i>Adult Education Ministry</i></b>						
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$67.00</b>	<b>\$0.00</b>	<b>\$67.00</b>	<b>\$800.00</b>
<b><i>Youth and Education Ministry</i></b>						
	<b>Youth and Education Ministry</b>	<b>\$485.54</b>	<b>\$442.00</b>	<b>\$485.54*</b>	<b>\$442.00</b>	<b>\$5,300.00</b>
<b><i>Children and Family Ministry</i></b>						
	<b>Children and Family Ministry</b>	<b>\$203.65</b>	<b>\$541.00</b>	<b>\$203.65</b>	<b>\$541.00</b>	<b>\$6,500.00</b>
<b><i>Music Ministry</i></b>						
	<b>Music Ministry</b>	<b>\$219.00</b>	<b>\$213.00</b>	<b>\$219.00*</b>	<b>\$213.00</b>	<b>\$2,550.00</b>
<b><i>Worship Ministry</i></b>						
	<b>Worship Ministry</b>	<b>\$709.77</b>	<b>\$538.00</b>	<b>\$709.77*</b>	<b>\$538.00</b>	<b>\$6,450.00</b>
<b><i>Audio Visual</i></b>						
	<b>Audio Visual</b>	<b>\$926.97</b>	<b>\$334.00</b>	<b>\$926.97*</b>	<b>\$334.00</b>	<b>\$4,000.00</b>
<b><i>Facilities</i></b>						
	<b>Facilities</b>	<b>\$6,791.68</b>	<b>\$8,594.00</b>	<b>\$6,791.68</b>	<b>\$8,594.00</b>	<b>\$87,679.00</b>
<b><i>Office Expenses</i></b>						
	<b>Office Expenses</b>	<b>\$2,639.25</b>	<b>\$2,520.00</b>	<b>\$2,639.25*</b>	<b>\$2,520.00</b>	<b>\$30,250.00</b>
<b><i>Staffing Ministry</i></b>						
	<b>Staffing Ministry</b>	<b>\$43,847.86</b>	<b>\$44,382.00</b>	<b>\$43,847.86</b>	<b>\$44,382.00</b>	<b>\$532,584.00</b>
<b><i>Other Church Expenses</i></b>						
	<b>Other Church Expenses</b>	<b>\$3,016.89</b>	<b>\$2,816.00</b>	<b>\$3,016.89*</b>	<b>\$2,816.00</b>	<b>\$27,900.00</b>
<b><i>Providing for the Future</i></b>						
	<b>Providing for the Future</b>	<b>\$1,741.68</b>	<b>\$1,742.00</b>	<b>\$1,741.68</b>	<b>\$1,742.00</b>	<b>\$20,900.00</b>
	<b>Total Expenses</b>	<b>\$70,213.89</b>	<b>\$69,971.00</b>	<b>\$70,213.89</b>	<b>\$69,971.00</b>	<b>\$818,283.00</b>
	<b>Difference</b>	<b><u>\$40,954.89</u></b>	<b><u>\$17,961.00</u></b>	<b><u>\$40,954.89</u></b>	<b><u>\$17,961.00</u></b>	<b><u>\$0.00</u></b>

Shepherd of the Prairie Lutheran Church - Huntley IL  
Treasurer's Report as of January 2022 for General Fund

Sunday, February 6, 2022

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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

**Children & Family Ministry Team Minutes  
February 2022**

**Present: Tessa DeLong, Julie Dahlin, Jen Powe, Amy Brittain**

**Absent: Jennie Dailey and Christa Serpe**

- **Valentine' Day Cards for Alden Homes (February 13th & 14th)**
  - Contacted Alden Homes, and Tessa will be dropping off cards for their residents on Monday, February 14th.
    - There are 100 residents at the home.
  - Kids will be making as many cards as they can during Kids Connect time on Sunday, February 13th.
  - Younger kids will be making cards on Wednesday night as well.
  
- **Pre-Teen Retreat & First Communion Session 1 - March 19th**
  - Retreat dedicated to our 4th and 5th grade students.
    - Sign up will be posted by the end of the week (02/11/2022).
  - Since the pre-teen retreat is scheduled for the same day as the first session of First Communion, we are combining the two and making part of the retreat dedicated to that.
  - Retreat speaker is Trevor Skorgburg - a current seminary student at Luther Seminary and on the roster for first called pastors in the NIS after graduation.
  - Tessa is meeting with Trevor via Zoom to map out the retreat on Tuesday, February 8th.
  
- **Easter Egg Hunt (April 9th 10:00 AM)**
  - Still have lots of empty eggs in storage that need to be filled.
  - Put out an announcement for Easter Egg candy donations starting Wednesday, February 16th - gives plenty of time to start receiving donations.
  - Set up eggs outside at 8:30 AM.
    - Will be inside if the weather is bad.
  - Parents will fill eggs on Wednesday evenings leading up to date.
  - The Easter Egg Hunt announcement will be posted in March.
  
- **VBS (June 20th - 23rd)**
  - Decided to do morning VBS instead of evening.
    - Conflict with Kids Sports in evenings during summer.
    - Potential behavior issues with kids at the end of the day versus the beginning of the day.
  - VBS Curriculum purchased - Make Waves by Orange

## Community Outreach Meeting Minutes

### February 14, 2022

Attendees:

Mike Yndestad

Wendy Ottens

Bob Malmb

Rachael Yndestad

Recap of last meeting – Mike

Proposed Events and Leads:

**May –**

**Teacher Appreciation** – Bob presented letter he recommends sending via U.S. Mail. Would like to send cupcakes or food. Mike will follow up with Michelle to see if she would type up. Wendy to give Roshaunda (the principal) a heads up that it will be coming and to think about what they would like.

**05/22 Jim Gill** – Children's Performer

Parade - Mike would like to do Parade contingent on new contemporary worship leader, Jeff Moore. If Jeff would like to do it with Praise Band, Mike would like to do it. Mike lead and train sub-committees - decorations, food, vehicle and float arrangement. Could see about sign up being created in Planning Center. Could see about Tessa having kids design or get involved. Someone to buy candy or healthy option. We have frisbees to give out. Sunglasses and beach balls are good. Could see if Veterans would want to help. God's Work Our Hands Shirts are in. Meet at 9:00. Parade Starts at 10:00.

**Mar/Apr** – Christ Walk. Rachael will be leading. Thursdays at 5:30PM except Maundy Thursday. One Saturday walk.

**March –**

- **03/12 - Home Business and Wellness –**

9:00 - 4:00 10-2 might be peek hour. But they don't like unmanned booths. EXPO. Sign up for booth space, get presentation together, sign ups to set up. Would like to have event planner. Proposed activities. New members paired with older member. Usually need 6 people and then staffed with this group. We won't participate live at the Expo but advertise in their materials. Maybe even advertise our Artist Series event on 03/12.

- **03/12 - Artist Series on 03/12 Irish Entertainer** – promotion purposes (Pat).

**Sept.** - Fall Fest, Chili Cook Off

Articles/Press Releases/Advertisements – looking to do more advertising at Dell Webb. Boost via facebook. Chamber event. The Voice. Showbills for plays.

**Next Steps**

March – focus on Teacher Appreciation

April – focus on Parade

Will continue working on advertising.

Welcome Center Volunteers - Still need more

Food Drives 1<sup>st</sup> of the Month – need a drop off area

## Misson Team Minutes

### Feb.14, 2021

Attendance: Sandy Hupert, Carl Hupert, Mary Jacobson, Vik Bekeris, Annette Petersen, Steve Legel, Donna Kelly ( Connections Minister ) and Joyce Shtick ( Council Rep.)

Sandy opened the meeting with a reading from John 3;17-18 and a prayer..

#### Old Business

1. Approval of Minutes: Carl moved and Mary seconded motion to approve Jan. minutes.

Motion carried

2. Lenten Offering: Question about equally dividing offering. Will be equally divided among three designated charities.

3. Human Trafficking: Tabled until future meeting.

4. World Hunger: Sandy checked on date for "Christmas in July". Month will be OK. Details to be worked out in future.

5. Habitat for Humanity: Four volunteers scheduled to work at Restore on Feb.17th. Carl put a before and after picture of the New Hope Partnership house under construction in Carpentersville to stimulate interest. Habitat is sponsoring a " Women Build " fund raiser in May.

6. Grafton Food Pantry: More people in need showing up to use services. Food Drive will continue on first Sunday of the month. Thanks to the youth group and their leaders for volunteering to do this.

8. Blood Drive: Marty has scheduled for April 20th, from 12 PM to 2 PM. May have to change due to scheduling problem.

7. Missionary Support: Steve was finally able to contact Daudi and Kellen Msseemmaa. Was due to email error. Received information, photos and newsletters from them. Annette will put up display on bulletin board for congregation to view and Steve will put item in newsletter.

9. Feed My Starving Children: Youth group volunteering for March 1st.

10. Exodus: Sandy reported a New "Welcome Pack" will be started doing Lenten season.

11. Home of the Sparrow: No report.

12. Northern Ill. Food Bank: No report.

13. Willow Creek/Crystal Lake/Homeless: Lunch preparation in March and April ( first and third Fridays ). 20 lunches needed. Marty and Annette volunteered.

14. AARK: Vik reported planting starting about March 20th if weather cooperates. Hope to get volunteers help.

15. Celebration Re-Entry: Have started 40 day class of "MOJO" (Monitor, Observation, Joy and Order). Visitors are welcome. Also organization is setting up a Go-Fund-Me and/or applying for a grant. for CRE.

#### New Business

1. Easter Offering; Tabled until next meeting.

2. Charity Rating: Need volunteer on team to research.

3. Prayers of joys and concerns.

4. Next meeting March 14th.

5. Marty moved and Vik seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

## Property Team meeting – February 14, 2022

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

Attendees: Mark Frendreis, Don Kramlich, Rich Paeth, Jessica Panella, Chris Trodahl, and Peter Walthers

Absent: Jerry Christopherson, Cal Meyer, Chuck Peterson, Tom Polzin, Dick Tabatt, and Council Liaison Ellen Nissen

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

### Old Business

- Extra materials in dumpster enclosure area **Tom**
  - Tom can get it in the spring
- Doors and windows in the trash enclosure need to be disposed of **Mark**
  - Tom and Mark will use a chainsaw to cut them and put them in the dumpster
- Bathroom light by little lambs out **Chuck**
  - Need to check with Chuck
- Progress on village regarding fence by new homes **Mark**
  - The builder has a berm and a fence. It will look nice
- Waiting on chair feet needed **Mark**
  - The company is not responding
- Pew plugs installed **Mark**
  - Rich, Don and Mark put them all in
- Broken concrete on post by east entry **Mark**
  - Then mason is aware
- Salt by each entry door **Mark**
  - Let's keep it to a minimum
- Calendar for property team on Google and paper. Who will cover March? **Mark**
  - SOTP page there is a place for Property Team for the calendar of maintenance monthly
  - Peter and Don will team up to do the March list
- Parking lot lights **Chuck**
  - Chuck was not in attendance
  - It appears there are 3-5 lights which may be out or are going off and then back on
- Discuss future expenses for winter and spring, parking lot, downspout, fire inspection/service, etc. **Mark**
  - Budget requests mostly approved
  - One account was not approved
  - We are still at budget
  - Parking lights, downspouts and fire extinguishers need to be replaced – all funded
- Youth room has a few lights out, they need to be fixed soon, they are complaining **Mark**
  - Waiting on Chuck
- Reprogram Fellowship room Max light setting **Mark**
  - Needs to be reprogrammed

### **New business**

- West end door is sticking again **Mark**
  - Matt is sending an email
  - Mark noticed it sticks when it is really cold
- Any issues seen while in the building?
  - Rich has a light and latch for the garage door – waiting on warmer weather
  - Rich and Mike Y looked at the sound booth and are looking at a way to extend the counter to allow people to be in the booth
  - Rich and Mark are looking to build a shelf on the organ bench

The meeting was adjourned at 7:25 pm.

Submitted by: Jessica Panella

Minutes from SOTP Worship Committee  
February 14, 2022

Attending the Zoom meeting: Judie Symbal, Diane Mollis, Ed Cuttle, Jane McMullen, Barb Pagano, Carolyn Cuttle

Absent: Many of our members were celebrating Valentine's Day dinners with their loved one.

The Worship Meeting started at 7pm on Zoom with the above members attending the meeting. Jane indicated that the meeting would be short and just that we just needed to be organized for the start of Lent.

February 25 – change to white banners and put out white flowers. Barb, Diane, and Cliff Dungey will work on the change.

February 28 – Decorate for Lent/Ash Wednesday. Barb, Diane and maybe Judy will take down the decorations and get ready for Ash Wednesday and Lent. Decorations will include bringing the cross out into the baptismal area (Mark F. will handle that – Carolyn has confirmed), putting up the purple drapes on the crosses and using sticks and clay pots to decorate.

March 2 – ASH WEDNESDAY

There will be two services. One at 12 noon and one at 7pm. We will need ushers for both services. We will need a greeter for the Lenten services.

Going forward we will need ushers and greeters for the Wednesday Lenten services at 7pm. Please confirm that volunteers were found to Jane.

April 9 – receiving the palms and cutting the palms for service. Andrew will handle this task.

Set up for Palm Sunday (more information to come once Countryside has their information. Change banners and decorate. It is anticipated that we will do the same as last year which is to rent palms).

April 10 PALM SUNDAY – two services at 9am and 1045am There is also the pre- Palm Sunday on Saturday at 5pm.

April 14 – Maundy Thursday- change banners and decorate 7pm service

April 15 – Good Friday – change banners and decorate. There is definitely one service at 7pm. We anticipate a second service in the morning TBD.

April 16 – Decorate for Easter with flowers.  
Saturday 5pm service

April 17 – Easter Services at 9 and 11am

## FLOWERS FOR EASTER

We are still waiting for Countryside to get back with us for what flowers will be offered. Barb will stop by on Wednesday and let Diane know what she has found out.

The plan is to offer lilies, tulips, and another flower for make a spring bouquet in the church. More details to come. The plan is to sell flowers via internet and envelopes as we did with Poinsettias. Diane does a great job getting this organized.

Ed Cuttle will work with Andrew as Andrew gets coverage for the special events usher of Lent and Holy Week. The normal rotation of ushers should handle the services on Sunday and Saturday which Ed Cuttle is handling. There may be a need for extra ushers on Palm Sunday and Easter.

The meeting did adjourn about 730pm.

Respectfully submitted,

Carolyn Cuttle

## Youth & Family Team Meeting Minutes 2/7/22

**Attendees:** Bob McDuffee, Kari Arndt, Kurtis Arndt, Tim Torkelson, Abby Fiandalo

**Not attending:** Carrie McCabe, Becca Colson

1. 2022 HS Youth Trip
  - a. ELCA Youth Gathering team has informed all ELCA congregations the 2022 Youth Gathering has been cancelled due to ongoing COVID Pandemic. Their focus will now turn to planning the 2024 Gathering. Further information related to the 2024 Gathering (i.e. Dates and host city) will be communicated during the summer of 2022.
  - b. Deposits from registered groups can be requested for refund. Bob is reaching out to Dave Shotick and Bob Mollis to assist with this request as banking information is required for direct deposit return of funds
  - c. Youth team spent a majority of the meeting discussing/brainstorming options for an alternative Youth Trip for SOTP's HS Youth this summer. Ongoing conversations are occurring and will be communicated/discussed with leadership as options are more clearly defined.
2. HSYG – Attendance has rebounded following the holidays to avg double digits throughout Jan and early Feb. Students are enjoying the lessons and activities planned by Becca. Thursday 2.17, HSYG met at Bowlero on Randall Road for 2 hours of bowling, snacks and fellowship.

Below is information related to ongoing programs/projects not discussed during the Feb. meeting

3. 2022 Fundraising Plans
  - a. Lou Malnati's coupons – 200 coupons ordered / received and sold thru the week before Christmas. Team has decided to select one Sunday/month to sell coupons and pizzas and will advertise in the Friday Flourish, etc. In addition, we will allow parents/students to take coupons and sell to families, neighbors, etc. 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.
4. 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.
5. Next Meeting: 2/14/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader