



*Shepherd*  
OF THE PRAIRIE  
LUTHERAN CHURCH

# Council Report

**March 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**

## **March 21, 2022**

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

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

#### **2. Devotions – Ellen Nissen**

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

- a. *Recommendation: To approve the Congregation Council minutes for February 21, 2022, as presented.*

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

- a. *Council and Congregation Committee/Ministry Team's communication discussion.*
- b. *Audit Committee*
  - i. *For Discussion and Consideration: The approval of Don Schneider to join the Audit Committee.*
- c. *Call Committee*
- d. *Finance Team*
  - i. *For Discussion and Consideration: The approval of Heartland Bank credit cards, as presented.*
- e. *Children and Family Ministry Team*
- f. *Youth and Family Ministry Team*

#### **5. Other**

- a. *SOTP 2022 Council Goals*
- b. *SOTP Brand Guide Update*

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

#### **7. Adjourn**

*The Next Meeting is April 18, 2022*

# Shepherd of the Prairie Council Meeting Minutes

## February 21, 2022

### 6:00 p.m.

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

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

Pastor Mark provided devotions discussing how to enhance the engagement of our church.

One minute Individual Updates by each Council members was shared.

Kathy McGuine moved to adopt the minutes from the January 17, 2022 meeting. Cheryl Adams seconded. Motion passed.

Bob Mollis, Council Treasurer, provided reports on three items presented by the Finance Team. The mortgage building loan has a new five year negotiation agreement available. MIF has verbally agreed to make the adjustment in April, 2022, with the same interest rate and no fees. Due to the lower principal, the monthly payment will be reduced. Ellen Nissen moved to accept the new negotiated agreement for the next five years. Kathy McGuine seconded. Motion passed.

The second item was the ongoing issues with the computer system in the Trane heating and cooling arrangement in the new part of the church. The finance team and property team met with a Trane representative to make repairs and updates. The finance team recommended that the church enter into a Trane Scheduled BAS Service Agreement that will cost \$3,451/year for future maintenance. Trane has provided a verbal agreement to reduce the outstanding expense of repairs that the church has incurred. Pastor Mark moved to adopt the Trane Service agreement. Ellen Nissen seconded the motion. Motion passed.

The third item was the deterioration of the parking lot. The finance team recommended that repairs be contracted. Additionally, the downspouts need to have extension flexible tubing and buried to move rainwater away from the building. Cheryl Adams moved to authorize the finance team to contract the parking repairs to not exceed \$10,000, and to contract for the downspout improvement to not exceed \$4,500. Sarah Wolf seconded the motion. Motion passed.

Updates on the Second Pastor Call Committee were provided. Further updates will be provided monthly..

Little Lambs Preschool staff and Matt Morrison, the church's operations manager, are designing an overall strategy for the program. There was discussion of governance and reporting structure and the possibility of inclusion of Little Lambs into the ministry program.

As of Feb. 28, 2022, the State of Illinois will no longer require indoor masks for covid protection. Signage explaining the new policy and the grace and respect for each person's decision will be placed around the building.

Council members discussed how they can best serve each ministry team.

Council reviewed its 2021 goals to identify those goals that were unmet and be incorporated into the 2022 Council goals. The 2022 goals were identified as:

- Calling of Associate Pastor to be completed
- Branding/Marketing review to be completed and implemented
- Robust Connections Strategy created and implemented
- Streaming Strategy created and implemented

The meeting was adjourned at 8pm. Pastor Mark led Council in the Lord's Prayer.

The next Council meeting will be Monday, March 21, 2022 at 6pm.

### Treasurer's Report as of February 28, 2022

**General Fund Report:** The Unrestricted General Fund Balance is \$338,903. Total income for the month was \$69,520 and total expenses for the month was \$69,011. Approximately 4.8 months of General Fund reserves.

**Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$78,147. Income for the month was \$17,344. The monthly mortgage payment is \$19,536. Approximately 4.0 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:	\$69,520	\$59,138	\$10,382	17.5%
Expenses:	\$69,011	\$70,005	(\$ 994)	-1.4%

#### Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$180,689	\$147,070	\$33,619	22.8%
Expense:	\$139,225	\$138,826	\$ 399	0.0%

#### **Mortgage Service Fund**

Income for Month:	\$17,344
Income YTD:	\$49,698
Payments YTD:	\$39,072
Ending Fund Balance:	\$78,147

#### **Council Action Item Approvals:**

During February 21, 2022 Council meeting, Finance team's recommendations to approve Trane BAS agreement, Parking Lot repair project, Downspout drainage tile project and new five year term on MIF Mortgage note were all accepted and approved.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

## SOTP FINANCE TEAM

### Meeting Minutes

March 14, 2022

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

Excused: Dave Shotick

Meeting called to order at 7:30 PM

- I. Approval of February 14, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
  - A. Balance Sheet as of February 28, 2022
    - i. Total Current Assets \$708,018
    - ii. Total Fixed Assets \$7,244,854
    - iii. Total Assets \$7,952,873
    - iv. Total Liabilities \$3,316,473
  - B. Income/Expenses through February 28, 2022
    - i. February GF income of \$69,520 was \$10,382 more than budgeted amount.
    - ii. February GF YTD income was \$33,619 more than YTD budgeted amount.
    - iii. February GF expenses of \$69,011 was \$994 less than budgeted amount.
    - iv. February GF YTD expenses were \$399 more than YTD budgeted amount.
  - C. Restricted Funds Detail Review through February 28, 2022
    - i. Account 3.175.000 Memorial Fund balance is \$11,687.
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,057.
    - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,144.
    - 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 29% compared to 2021.
    - 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 & February. 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.
    - iii. Much discussion around the percentage of increase in SOTP utility bills. February 2022 utility bills (CWE and Nicor) totaled \$4,111 versus February 2021 utility bill total of \$2,514. A 63% increase over 2021. Our budgeted annual increase was 10.5%, which indicates that we have underfunded our expected energy cost. Discussion about more attendance in the building over 2021 with open public worship and more outside groups using the building in 2022. Finance team is recommending close monitoring of this expense in 2022. Encouraging staff, congregation, and outside groups to conserve energy (lights, heating, and cooling). Turn off lights, heat and cool only when and where needed, encourage overlapping meetings during the day to avoid heating and cooling between meetings.
- III. Treasurer's Report of Activity & Council Actions/Discussions
  - A. Treasurer Report presented and reconciled with Accounting Administrator's report
    - i. GF balance is \$338,903 which is approximately 4.8 months of reserves.
    - ii. MS balance is \$78,147 which is approximately 4.0 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.
- B. Status of Audit Team review. A new Audit team for 2022 has been formed, headed up by George Attaway, includes Don Schneider and council will assign one or two additional members. It will be an audit on financial policy, procedures, and reporting concluding with a summary report on recommendations. It will not be a financial audit attesting to SOTP assets and liabilities. Targeting first half of year for completion.
- C. Status of Financial Policy Guideline documentation. Tabled, will be waiting for audit results to include any recommendations from the audit.
- D. Status of Staff/Corporate Credit Card review. Still open and tabled at this point.
- E. BSA FNBO Checking Account Audit and Tracking Discussion. Received January and February bank statements and January through current account transaction activity report. Bob to follow up with Jennifer Nagel on two transactions that are not consistent between bank statement and transaction journal. Still need to setup BSA troop 200 restricted fund and checkbook balance report in SOTP assets. Still need to do an audit of the bank account starting back from the time SOTP sponsored the troop.
- F. Facilities Trane Service Agreement Proposal. Council approved Trane BSA service agreement on February 21, 2022. Agreement signed and delivered. Item closed.
- G. Facilities Spring project Proposals. Council approved the parking lot crack repair, sealing and re-stripping project and the down spout drainage tile project on February 21, 2022. Agreements have both been signed and delivered. Items closed.
- H. MIF Loan approved early adjustment. Council approved the new MIF 5-year ARM mortgage note on February 21, 2022. New note signed by both President and Treasurer and delivered to MIF. We are expecting our new loan to begin on April 1, 2022. The new monthly loan payment will be \$18,807 per month. Item closed.
- I. New credit card request. Matt Morrison and Jeff Moore are both requesting a SOTP Corporate Credit card for incidental purchases. Council to review and approve during March 21st Council meeting as required by Heartland Bank.

V. New Business

- A. Some discussion around the number of open positions SOTP is currently recruiting for. This includes an Organist, a Director of Children and Family Ministry, and the second Pastor.
- B. Bill Nesta to work with the Memorial Garden team to better project opening and closing shutter cost as we start to move forward with interment services.
- C. Next Finance Team Meeting will be April 11, 2022 @ 7:30 PM on Zoom

VI. Adjourned 8:49 PM

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of February 28, 2022**

**Tuesday, March 8, 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	618,049.62	(269.73)	529,650.47
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	78,094.11	(2,177.71)	74,220.42
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
1.500.000	Donations Holding Account	952.36	1,708.79	8,915.59
<b>Total Current Assets</b>		<b>\$708,018.47</b>	<b>(\$738.65)</b>	<b>\$613,208.86</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
<b>Total Fixed Assets</b>		<b>\$7,244,854.29</b>	<b>\$0.00</b>	<b>\$7,203,136.61</b>
<b>Total Assets</b>		<b>\$7,952,872.76</b>	<b>(\$738.65)</b>	<b>\$7,816,345.47</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	3,076.50	(1,041.20)	0.00
2.000.100	SBA Loan Liability	0.00	0.00	95,000.00
2.000.200	Sanctuary Piano	0.00	0.00	2,410.85
<b>Total Current Liabilities</b>		<b>\$3,076.50</b>	<b>(\$1,041.20)</b>	<b>\$97,410.85</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,313,396.32	(8,601.16)	3,417,270.95
<b>Total Long Term Liabilities</b>		<b>\$3,313,396.32</b>	<b>(\$8,601.16)</b>	<b>\$3,417,270.95</b>
<b>Total Liabilities</b>		<b>\$3,316,472.82</b>	<b>(\$9,642.36)</b>	<b>\$3,514,681.80</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	338,902.71	509.18	197,658.29
<b>Total Unrestricted Fund Balances</b>		<b>\$338,902.71</b>	<b>\$509.18</b>	<b>\$197,658.29</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,277.75	70.00	1,979.75
3.175.000	Memorial Fund Balance	11,686.94	75.00	4,011.85
3.180.000	Grafton Food Pantry Fund Balance	45.00	(60.00)	170.00
3.220.000	AV Ministry Fund Balance	(29.49)	(25.00)	4,500.00
3.250.000	Good Samaritan Fund Balance	10,056.95	0.00	9,956.95
3.260.000	Community Outreach Fund Balance	3,709.00	55.00	3,880.95
3.270.000	Holiday Flowers Balance	(514.07)	0.00	(365.10)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	13,912.85	(29.20)	4,046.79
3.332.000	Artist Series Balance	14,403.75	525.00	13,141.61
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	(25.00)	50.00
<b>Total Music Ministry Fund Balance</b>		<b>\$29,541.60</b>	<b>\$470.80</b>	<b>17,238.40</b>
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	1,891.00
3.400.000	Youth Ministry Fund Balance			
3.415.000	Youth Ministry Balance	2,446.47	50.00	1,124.79
3.417.000	Youth Mission Trips Balance	8,951.67	(400.00)	7,198.84
3.421.000	Youth Scholarship Balance	0.00	0.00	763.01
3.422.000	Operation Christmas Child Balance	0.00	0.00	157.28
3.423.000	Confirmation Retreat Fund Balance	0.00	0.00	(450.00)



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of February 28, 2022**

**Tuesday, March 8, 2022**

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$11,398.14</i>	<i>(\$350.00)</i>	<i>8,793.92</i>
3.500.000	Little Lambs Fund Balance	4,981.69	666.58	4,434.20
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	16,143.65	(16.48)	22,528.58
3.676.000	Memory Garden Bricks Balance	3,319.07	0.00	830.00
3.677.000	Memory Garden Niche Balance	42,193.00	0.00	0.00
3.680.000	Garage Fund Balance	(7,767.68)	0.00	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>\$140,899.13</b>	<b>\$885.90</b>	<b>\$89,249.23</b>
3.140.000	Mortgage Service Balance	78,146.61	(2,125.21)	74,220.42
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$219,045.74</b>	<b>(\$1,239.31)</b>	<b>\$163,469.65</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Fund Balance	2,625.18	25.00	2,371.48
3.971.000	Roof Repairs/Replacement Balance	42,500.00	250.00	39,500.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,587.50	212.50	12,338.00
3.974.000	Lawn & Landscaping Reserves Balance	3,743.77	229.17	10,329.00
3.975.000	Maintenance Reserves Balance	16,087.37	341.67	27,338.00
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	22,500.00	250.00	19,500.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	9,310.52	569.34	4,080.59
3.981.000	Bells Maintenance Reserves Balance	1,391.58	(845.00)	2,028.11
3.985.000	Sabbatical Reserves Balance	9,975.89	0.00	8,975.89
	<b>Total Reserves</b>	<b>\$134,868.81</b>	<b>\$1,032.68</b>	<b>\$142,608.07</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,124.71	0.00	12,062.00
	<b>Total Permanently Restricted Funds</b>	<b>\$12,124.71</b>	<b>\$0.00</b>	<b>\$12,062.00</b>
3.130.000	Building & Grounds Equity	3,889,740.29	8,601.16	3,785,865.66
3.300.100	Garage Building Equity Balance	41,717.68	0.00	0.00
	<b>Total Equity</b>	<b>\$3,931,457.97</b>	<b>\$8,601.16</b>	<b>\$3,785,865.66</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,636,399.94</b>	<b>\$8,903.71</b>	<b>\$4,301,663.67</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$7,952,872.76</u></b>	<b><u>(\$738.65)</u></b>	<b><u>\$7,816,345.47</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 February 2022 for General Fund**

**Thursday, March 10, 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	67,527.98	57,239.00	177,658.47*	142,347.00	792,000.00
4.150.000	Loose Plate and Growth	1,981.54	1,807.00	3,008.54	4,494.00	25,000.00
4.250.000	Flower Income	0.00	72.00	0.00	179.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	10.34	20.00	21.63	50.00	283.00
	<b>Total Income</b>	<b>\$69,519.86</b>	<b>\$59,138.00</b>	<b>\$180,688.64*</b>	<b>\$147,070.00</b>	<b>\$818,283.00</b>
<b><i>Expenses</i></b>						
<b><i>Connections Ministry</i></b>						
	<b>Connections Ministry</b>	<b>\$112.62</b>	<b>\$209.00</b>	<b>\$488.64*</b>	<b>\$418.00</b>	<b>\$2,500.00</b>
<b><i>Mission Ministry</i></b>						
	<b>Mission Ministry</b>	<b>\$11,013.05</b>	<b>\$7,260.00</b>	<b>\$20,268.63*</b>	<b>\$14,520.00</b>	<b>\$87,120.00</b>
<b><i>Outreach Ministry</i></b>						
	<b>Outreach Ministry</b>	<b>\$1,500.00</b>	<b>\$313.00</b>	<b>\$1,500.00*</b>	<b>\$626.00</b>	<b>\$3,750.00</b>
<b><i>Adult Education Ministry</i></b>						
	<b>Adult Education Ministry</b>	<b>\$52.80</b>	<b>\$67.00</b>	<b>\$52.80</b>	<b>\$134.00</b>	<b>\$800.00</b>
<b><i>Youth and Education Ministry</i></b>						
	<b>Youth and Education Ministry</b>	<b>\$10.18</b>	<b>\$442.00</b>	<b>\$495.72</b>	<b>\$884.00</b>	<b>\$5,300.00</b>
<b><i>Children and Family Ministry</i></b>						
	<b>Children and Family Ministry</b>	<b>\$31.80</b>	<b>\$541.00</b>	<b>\$235.45</b>	<b>\$1,082.00</b>	<b>\$6,500.00</b>
<b><i>Music Ministry</i></b>						
	<b>Music Ministry</b>	<b>\$261.63</b>	<b>\$213.00</b>	<b>\$480.63*</b>	<b>\$426.00</b>	<b>\$2,550.00</b>
<b><i>Worship Ministry</i></b>						
	<b>Worship Ministry</b>	<b>\$293.67</b>	<b>\$538.00</b>	<b>\$1,003.44</b>	<b>\$1,076.00</b>	<b>\$6,450.00</b>
<b><i>Audio Visual</i></b>						
	<b>Audio Visual</b>	<b>\$0.00</b>	<b>\$334.00</b>	<b>\$926.97*</b>	<b>\$668.00</b>	<b>\$4,000.00</b>
<b><i>Facilities</i></b>						
	<b>Facilities</b>	<b>\$6,713.54</b>	<b>\$8,628.00</b>	<b>\$13,505.22</b>	<b>\$16,072.00</b>	<b>\$87,679.00</b>
<b><i>Office Expenses</i></b>						
	<b>Office Expenses</b>	<b>\$1,505.09</b>	<b>\$2,520.00</b>	<b>\$4,144.34</b>	<b>\$5,040.00</b>	<b>\$30,250.00</b>
<b><i>Staffing Ministry</i></b>						
<b><i>Spiritual Staff</i></b>						
	<b>Spiritual Staff</b>	<b>\$28,331.26</b>	<b>\$29,356.00</b>	<b>\$56,780.36</b>	<b>\$58,712.00</b>	<b>\$352,276.00</b>
<b><i>Support Staff</i></b>						
	<b>Support Staff</b>	<b>\$12,159.56</b>	<b>\$12,506.00</b>	<b>\$25,279.87*</b>	<b>\$25,012.00</b>	<b>\$150,067.00</b>
<b><i>Shared Staff Expense</i></b>						

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

**Thursday, March 10, 2022**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,110.77	\$2,520.00	\$4,389.22	\$5,040.00	\$30,241.00
	Staffing Ministry	\$42,601.59	\$44,382.00	\$86,449.45	\$88,764.00	\$532,584.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$1,948.03	\$2,816.00	\$4,964.92	\$5,632.00	\$27,900.00
<i>Providing for the Future</i>						
	Providing for the Future	\$2,966.68	\$1,742.00	\$4,708.36*	\$3,484.00	\$20,900.00
	Total Expenses	\$69,010.68	\$70,005.00	\$139,224.57	\$138,826.00	\$818,283.00
	Difference	<u>\$509.18</u>	<u>(\$10,867.00)</u>	<u>\$41,464.07</u>	<u>\$8,244.00</u>	<u>\$0.00</u>

\* = Income/Expense exceeds amount budgeted to date

**Heartland Checking/MIF Checking Reconciliation**  
**Updated 1/31/2022**

	<b>31-Oct-21</b>	<b>30-Nov-21</b>	<b>31-Dec-21</b>	<b>31-Jan-22</b>	<b>28-Feb-22</b>
Heartland Checking Balance	570,218.46	587,088.49	593,837.32	618,276.15	618,049.62
Petty Cash	500.00	500.00	500.00	500.00	500.00
Heartland Deposits in Transit (Donation Holding)	7,321.02	(1,025.36)	2,467.80	(756.43)	952.36
Mission Investment Fixed Term	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Mission Investment Interest	-	-	-	31.35	
HBT/LPL Account	422.38	422.38	422.38	422.38	422.38
<b>Total</b>	<b>588,461.86</b>	<b>596,985.51</b>	<b>607,227.50</b>	<b>628,473.45</b>	<b>629,924.36</b>
General Fund Balance	289,534.48	288,235.47	297,438.64	337,882.10	338,902.71
A/P Liabilities	9,680.10	6,265.10	3,845.62	4,117.70	3,076.50
Prepaid Pledges	-	3,000.00	24,100.00	-	-
Restricted Funds Balance	150,414.34	159,013.24	139,650.04	133,836.13	140,899.13
Reserves Balance	126,739.58	128,378.34	130,099.84	140,512.81	134,868.81
Endowment Fund Balance	12,093.36	12,093.36	12,093.36	12,124.71	12,124.71
<b>Sub-Total</b>	<b>588,461.86</b>	<b>596,985.51</b>	<b>607,227.50</b>	<b>628,473.45</b>	<b>629,871.86</b>
<b>Difference to Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52.50</b>
Building Fund Balance - Mort Service	71,616.77	67,533.88	67,439.60	80,271.82	78,146.61
Add back accrued interest adjustment **				31.35	
MIF Checking Balance	71,616.77	67,533.88	67,439.60	80,303.17	78,094.11
<b>Difference</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52.50</b>
Mortgage Service Donations	22,228.54	15,436.00	19,423.28	32,353.75	17,344.32
Transfers Made	22,228.54	15,436.00	19,423.28	32,353.75	17,344.32
<b>Running Total to Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Shepherd of the Prairie**  
**General Fund Giving**

	2019	YTD	2020	YTD	2021	YTD	2022	YTD	'22 YTD vs '21 YTD
January	78,678	78,678	84,238	84,238	68,053	68,053	110,130	110,130	62%
February	46,773	125,451	49,923	134,161	69,321	137,374	67,528	177,658	29%
March	63,915	189,366	66,819	200,980	56,713	194,087			
April	67,399	256,765	95,815	296,795	52,721	246,808			
May	56,239	313,004	63,400	360,195	72,538	319,346			
June	57,184	370,188	53,470	413,665	57,228	376,574			
July	48,046	418,234	45,901	459,566	55,226	431,800			
August	51,864	470,098	47,919	507,485	64,459	496,259			
September	57,780	527,878	52,271	559,757	53,586	549,845			
October	57,182	585,060	52,934	612,691	56,516	606,361			
November	60,299	645,359	45,869	658,560	57,144	663,505			
December	79,903	725,262	62,511	721,071	77,552	741,057			

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

**March 2022**

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

**Absent: Christa Serpe**

- **Pre-Teen Retreat & First Communion Session 1 - March 19th**
  - 13 students registered for the retreat.
  - 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 Skorburg - a current seminary student at Luther Seminary and on the roster for first called pastors in the NIS after graduation.
- **First Communion Sessions - March 19th thru April 10th**
  - Chalices have been ordered from Color Me Mine, and will be picked up by Tessa Thursday, March 17th.
  - Chalice making will be during the second session on March 26th.
  - Bread baking with Pastor Mark will be during the third session on April 2nd.
  - First Communion weekend will be April 9th and 10th
- **Easter Egg Hunt (April 9th 10:00 AM)**
  - Most of the eggs have been filled - been receiving lots of candy donations.
  - Easter Egg Hunt Announcement Flyer to be distributed Friday, March 18th.
  - Set up eggs outside at 9:30 AM.
    - Will be inside if the weather is bad.
    - 3 age sections - 0 to 2, 3 to 5, and 6 & up.
  - Parents will fill eggs on Wednesday evenings leading up to date.
- **VBS**
  - Team agrees the date should be pushed back due to Tessa's leave.
  - Further communication is requested from Mark and Matt on the new hire process and timeline for the Children & Family Director Position - team would like this information before making any final decisions on VBS.

## Community Outreach minutes for March 2022

### Attendees:

Mike Yndestad

Wendy Ottens

Bob Malm

Rachael Yndestad

Recap of last meeting and since last meeting – Mike

### March –

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

Mike dropped off some materials and string bags and placed it on the Chamber table with their approval.

• **03/12 - Artist Series on 03/12 Irish Entertainer –** event was great. Would be good to staff welcome center. Need more support

• **Mar/Apr –** Christ Walk is occurring. Thursdays at 5:30PM except Maundy Thursday. One Saturday walk.

### Focus Event:

#### **Teacher Appreciation – May 05/03/22**

Wendy met with Roshaunda (the principal). Count would be 120 for teachers. Cupcakes? Yes. Bob and Caroline to get cupcakes. Cost would be ~\$400. Wendy mentioned a video message would be nice to share. Pastor Mark probably would like to drop off the cupcakes. Mike will talk with Pastor Mark too about a video message and drop off. Pens might be a good give away.

**April –** focus on Parade. Eternal Father is a Navy Hymn. Mike to consider with Jeff Moore. 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.

Will continue working on advertising.

Welcome Center Volunteers - Still need more

Need more volunteers – Donna sent listing of new members in February (10 people)

Bob

Denny

Doug

Nancy + 6 other names. Mike will offer 2 ministries to get involved in.

Need greeters and Ushers to know where the trifold documents are at

We can give out the last 4 mugs, no candy, but we need to pick a different give away to provide.

We need more postcards printed.  
Suggestion to print the Newsletter  
Food Drives 1st of the Month – need a drop off area  
Christwalk Event

Give away – Order Pens for Welcome Center and for Teacher Appreciation week.

**Sept.** - Fall Fest, Chili Cook Off and One Heart One Body Event – Cross Cultural Service Event.

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

Will continue working on advertising.

All the best,

Mike Yndestad



The Memory Garden Team met by Zoom at 7:00pm

We talked about the Columbarium being ready to accept Cremains. We have 13 people that have died and most likely will be Interned this year. As of now we have 4 services scheduled. All team members need to know how to remove and replace the shutters. Ralph will meet with each one to show them how it is done. Some conversation regarding possibly hiring outside person(s) to open and close niches. At the present time we have 3 suction cups that will be used to open the Columbarium. Each one of the shutters weigh 51#. One person can handle the lower and middle shutter, but it is recommended that two people do the top. A two-wheel dolly was purchased for \$35 to move shutters and Memory Bricks between the accessory garage and the Memory Garden. Benches are due in April. There was considerable discussion regarding the chemical and amount that has been applied to the new concrete and brick walkway. Pictures were shown that showed the excess chemical application. There is still a lot of concern regarding possible damage to the complete area. Matt told us there is some activity regarding security cameras. The meeting concluded as time ran out on the free Zoom.

Submitted by

**Ralph Wehnes**

# Mission Team Minutes

## March 14, 2022

Attendance: Sandy Hupert, Carl Hupert, Mary Jacobson, Annette Petersen, Vic Berkeris, Becky Wright, Ronda Shoemaker ( new team member ) and Steve Legel.

Sandy opened the meeting with a reading from Isaiah 58:10 and a prayer.

### Old Business

1. Approval of Minutes: Vic moved and Annette seconded motion to approve Feb. minutes. Motion carried.

2. & 3. World Hunger/Disaster and Easter Offering: Discussed situation in Ukraine. Becky reviewed the different Lutheran Organizations responding to the Ukraine crisis. Marty moved and Becky seconded a motion that the Easter donation go to the Eastern European Crisis Response supported by the ELCA. Motion carried. June 20th is designated Word Refugee Day by the U.N. Possibly can do some further relief project at that time.

Becky has supplies for Christmas in July. Possibly do this activity on July 24th. May put together an ad hoc committee ( Sm. group, Youth group, Etc. ) to do this. Becky will check with Donna Kelly.

4. Habitat for Humanity: Consistently have four volunteers going to Restore but no volunteers for New Hope Partnership construction.

5. Grafton Food Pantry: Still a need for some specific supplies. Clients not allowed in building because of Covid. Asked what is needed and brought out to car for client. Seems to help with donations to have sign on shopping cart and in coffee bar area of church.

Annette thanked for her care and maintenance of the bulletin boards at church.

6. Senior Care Volunteer Network: No report. May discontinue due to lack of interest.

7. Blood Drive: Now scheduled for Tues. May 17th 11 AM till 1PM.

8. Missionary Support: A more up to date newsletter available and given to Annette to put on bulletin board.

9. Charity Ratings: Steve handed out rating sheet on most of our regular charities to whom we give donations. No negative ratings noted.

10. Northern Ill. Food Bank: No report.

11. Exodus : Sandy noted that there will be a Celebration dinner April 7th both in person and on Zoom. None of our team will be going in person. Sandy will check on registration for those interested in virtual meeting.

Welcome pack complete except for a couple of knives and stamps.

12. Feed My Starving Children: Rhonda taking over this project, She will check on dates.

13. Home of the Sparrow: No report.

14. Willow Creek/PADS: Lunches Cont. for first and third Fridays of the month. PADS asking for dinner for 40-45 people in disposable pans every Mon. to be dropped off starting in April.

15. AARK : Vic reports need for volunteers for inside planting March 25th and 26th. He will put in newsletter and let Pastor know about it. AARK and CRE are combining on AARK projects in future. Becky secured \$250.00 from Thrivent for seeds.

16. ReEntry CRE: "MOJO" classes going well. Open for visitors to visit Tues. evening. See Vic for details.

17. Green Tree: Vic planning weeding, ground cover, and planting project for May 1st. will ask surrounding churches, Boy Scouts and Youth group for volunteers. Will probably have a meal.

### New Business

1. April newsletter articles due March 24th.

2. Future Hopefuls: Sandy asked Team to think about new or different projects in future.

3. Prayers of Joys and Concerns.

4. Next meeting April 11th.

5. Anette moved and Steve seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

## Property Team meeting – March 14, 2022

The meeting was called to order by Mark Frendreis (Chair) at 7:01pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Don Kramlich, Cal Meyer, Rich Paeth, Jessica Panella, Chuck Peterson, Tom Polzin, and Chris Trodahl

Absent: Jerry Christopherson, Dick Tabatt, Peter Walthers and Council Liaison Ellen Nissen

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

### Old Business

- Ideas on how to get rid of the extra materials in dumpster enclosure area **Tom**
  - Tom will still take them
- Doors and windows in the trash enclosure need to be disposed of **Mark**
  - Cal and Mark and anyone who wants to help will take a chain saw to them
- Bathroom light by little lambs out, who can do this? **Mark**
  - Chuck will supervise Tom as he does the work
  - Chuck will certify the work visually
- Still waiting on chair feet needed **Mark**
  - Mark needs to follow-up
- Broken concrete on post by east entry repaired at no cost **Mark**
  - Done and re-caulked the other posts
- Salt by each entry door, let's keep it to a minimum **Mark**
  - Dispose of it when we are sure winter is over
  - Dump the salt and put the bucket in the garage
- Parking lot lights **Chuck**
  - Chuck gave Mark all the information regarding LED conversion inside and out
- Contracts for future expenses for Winter and Spring are signed and being scheduled **Chris**
  - All contracts have been approved and signed
  - Parking lot sealed, fixed, restriped for the old parking lot
  - Downspouts will have tubes put in
  - Sprinkler system needs to be flushed this year
- Youth room has a few lights out, who can replace the ballasts **Mark**
  - Tom will do the work and Chuck will supervise and certify the work
- Reprogram Fellowship room Max light setting **Mark**
  - Mark will get to it
- Progress on organ book shelf **Rich**
  - He is working on it
- Progress on sound booth countertop **Rich**
  - Rich is working on getting this done

### New business

- Calendar for property team on Google. Who will cover April? **Mark**
  - New drawer in a file cabinet in the office for the Property team with the calendar
  - Mark will put a key to the mechanical rooms in that drawer

- Chuck will take care of April
- Discuss date and which third of the property to mulch this year **Mark**
  - Rich put a map together for the third we will do this year
- Garage flashing came loose in the wind **Rich**
  - Waiting for the contractor to call Rich back
- Schedule date to pressure wash garage and evaluate what needs paint **Mark**
  - Mark will bring his pressure washer when it is nice out
- Cal has some input for landscaping
  - Cal will fertilize the grass (3x)
  - The brush in the retention pond – Cal will kill the willow trees out there
  - There is \$2000 available to replace three evergreens which are dead– Cal will coordinate the delivery
  - Bush trimming – Chris will ask Chris Lawn for a Spring Clean and bush trimming before Easter
  - Cal will cut down two dead trees near the gathering area
  - Bushes in the parking lot islands need trimming – Cal will not be taking care of them any more
  - Before Easter, Cal will wash the salt away at the entrances
- Now that it's warmer Rich will put the locks on the garage door
- Tom Polzin asked if there is any plan for lighting and security by the columbarium
  - Not from the Property Team. It will cost a lot to run the electric

The meeting was adjourned at 8:15 pm.

Submitted by: Jessica Panella

Worship Meeting  
March 14, 2022

7pm Zoom Meeting (Carolyn and Ed still in Florida)

Attending meeting: Ed, Carolyn, Chris, Orv, Diane, Jane and Barb  
Judie and Barb H. could not get signed into Zoom although they really tried.

The group discussed plans for Holy Week. See the attached calendar for details of the planning for the Holy Week.

The goal to is follow the schedule and get it all done.

Carolyn will look at her old notes about last year Maundy Thursday to create a list of things to be removed from the altar. We will practice at our next Worship Meeting on 4/11 at 7pm. Ed reported on new ushers. He also said the Barb Hoppensteadt and Vic were doing such an excellent job with helping and serving. The snowbirds are returning and hopes to have more ushers available for the services.

Barb P. will call Elaine and follow up with her about greeters for Holy Week.

Diane did a great job with the envelopes for the flowers for Easter.

The meeting adjourned at 735pm.

Next meeting is Monday, April 11 at 7pm at the church.

Respectfully submitted,

Carolyn Cuttle

## **Worship Holy Week Calendar 2022**

- April 8**      **930am**      **Palms Delivered from Countryside (rentals)**  
**Decorate church RED**  
  
**Remove Sticks**  
  
**Put up new banners for Palm Sunday**
- April 9**      **900am Strip the palms for Palm Sunday (Vic, Andrew, Ed)**  
  
**5pm Saturday Service for Palm Sunday**
- April 10**      **PALM SUNDAY SERVICES AT 9AM AND 1045M**
- April 11**      **7pm Worship Meeting and REHEARSAL for stripping the altar on Maundy Thursday**
- April 14**      **9am Maundy Thursday decorate PURPLE**  
  
**Take down Palm Sunday and change banners**  
  
**Add pitcher and basin on the speaker columns.**  
  
**No foot washing this year.**  
  
**Communion Service and Stripping of the Altar**
- April 15**      **9am decorate for Good Friday BLACK**  
  
**Change banners to Good Friday**  
  
**Good Friday Service at 7pm**
- April 16**      **TBD 900am Easter Flowers delivered (Platt)**  
  
**Church decorated for Easter.**  
  
**New banners up for Easter**  
  
**5pm Saturday Easter Service**
- April 17**      **EASTER SUNDAY SERVICES AT 9AM AND 11AM**
- April 18**      **Pick up Palms by Countryside (return Rentals)**

## Youth & Family Team Meeting Minutes 3/14/22

**Attendees:** Bob McDuffee, Kari Arndt, Kurtis Arndt, Tim Torkelson, Sarah Wolf (council Liaison)

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

1. 2022 HS Youth Trip
  - a. Dave Shotick submitted the request for refund and we were made aware (3.16) the refund was processed and should be in SOTP's bank account this week. I've sent emails to Dave, Bob Mollis and Cliff to ensure this is transferred to Youth Mission Trip fund
  - b. Youth Team discussed several options for a summer Youth trip and decided to research ELCA Leadership Lab as an opportunity for our HS students to attend this summer. Lab is held 6.20 – 6.25 this year. Bob has reached out to their leadership and will share additional information in the next couple of weeks, including scheduling a parent/student mtg to review and discuss.
2. 2022 Ongoing Fundraising
  - a. Lou Malnati's coupons – Youth Team and student volunteers will sell coupons the weekend of 3.20 and 4.2 between services. We will communicate to the congregation through SOTP channels. Coupons are good through June and will continue to be sold until gone.
  - b. Savers Fundraiser – Team has scheduled a Savers Fundraiser with drop off planned for 4.30.22. Collection has started and will be advertised throughout SOTP channels and via email to Youth families.
  - c. Culver's – **March 7 (4 – 8PM)** – This fundraiser was successful, as we always are. The youth group earned ~\$750 during this night between the donation from Culver's, 50/50 raffle and tips. There were 10 – 12 students, plus leaders involved in the evening to support the fundraiser.
    - i. Culver's has reached out requesting dates for the '22 – '23 school year in order to get our dates on the calendar. They allow 2 fundraiser nights / school year. Team will review during the April meeting and submit to Culver's
3. Service Opportunities
  - a. FMSC – Team is looking forward to our service event this weekend (3.19). We have filled 25 of the 40 slots as of Thursday (3.17) and will push HSYG attendees to register.
4. Other business
  - a. Team spent time discussing options and names of parents to reach out to in order to add a few new members to this team. Bob will review names with Pastor Mark and plan to reach out prior to the April meeting. We're looking to add parents with students involved with the program in order to continue our growth.
5. Next Meeting: 4/11/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader