



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

April 18, 2022

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda

April 18, 2022

6:00 p.m.

1. Call to Order

2. Devotions – Mike Luecht

3. Approval of Minutes

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

4. Congregation Committees/Ministry Teams

- a. *Children and Family Ministry Team*
- b. *Youth and Family Ministry Team*
- c. *Call Committee*

5. Other

- a. *SOTP Branding Update*

6. Unfinished Business

7. Adjourn

The Next Meeting is May 16, 2022

Shepherd of the Prairie Council Meeting Minutes

March 21, 2022

6:00 p.m.

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

Excused absent: Cheryl Adams

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

Council members shared one minute personal updates.

Devotions were provided by Ellen Nissen on how God intentionally creates interruptions to remind us of His desire for faith not efficiency.

Pastor Mark moved to accept the minutes of the February 21, 2022 Council meeting. Bob Mollis seconded. Motion passed.

A communication to all Ministry and Committee leaders was sent for input on Council liaison participation. All indicated that they appreciate the liaisons and interactions with the teams.

George Attaway is leading the audit for the Church. Joyce Shotick moved to accept Don Schneider as an additional member of the audit team. Kathy McGuine seconded. Motion passed.

The Call Committee for the Associate Pastor will lead the invitation and interview process for any potential candidates now that the process is moving along.

A resolution from the Finance team was presented to approve the issuance of credit cards to two staff members. Ellen Nissen moved, and Sarah Wolf seconded, the approval by Shepherd of the Prairie Council to have Heartland Bank and Trust issue two new SOTP credit cards for 1) Mathew J. Morrison - \$1,000 card limit and 2) Jeff M. Moore - \$1,000 card limit. The motion passed.

Tessa DeLong has submitted her resignation as Director of Children and Family Ministry. Council will work with the Children and Family Ministry team to identify a vision for the future and a replacement.

The National ELCA Youth convention was cancelled. The Youth and Family Team are considering other options for youth summer mission/leadership trips. Council members Sarah Wolf, Christa Serpe, Kathy McGuine, and Ellen Nissen, volunteered to create a survey to solicit preferred activities by parents and youth.

Luminate Marketing presented their work for the SOTP logo and branding guide. They will next present a redesign of the web site.

Pastor Mark led Council in a closing prayer. The meeting adjourned at 7:45pm.

The next Council meeting will be Monday, April 18, 2022 at 6pm.

Treasurer's Report as of March 31, 2022

General Fund Report: The Unrestricted General Fund Balance is \$339,111. Total income for the month was \$66,511 and total expenses for the month was \$66,542. Approximately 4.9 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$77,810. Income for the month was \$19,121. The new MIF five-year monthly mortgage payment is \$18,807. Approximately 4.1 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:	\$66,511	\$69,976	(\$3,465)	-5.0%
Expenses:	\$66,542	\$68,762	(\$2,220)	-3.2%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$247,200	\$217,046	\$30,154	13.8%
Expense:	\$205,767	\$207,588	(\$1,821)	-0.8%

Mortgage Service Fund

Income for Month:	\$19,121
Income YTD:	\$68,819
Payments YTD:	\$58,608
Ending Fund Balance:	\$77,810

Council Action Item Approvals:

During March 21, 2022 Council meeting, Finance team's recommendation to approve SOTP/Heartland Bank Business credit cards for both Matt Morrison and Jeff Moore were accepted and approved.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

April 11, 2022

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

Meeting called to order at 7:31 PM

- I. Approval of March 14, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Income/Expenses through March 31, 2022
 - i. March GF income of \$66,511 was \$3,465 less than budgeted amount.
 - ii. March GF YTD income was \$30,154 more than YTD budgeted amount.
 - iii. March GF expenses of \$66,542 was \$2,220 less than budgeted amount.
 - iv. March GF YTD expenses were \$1,821 less than YTD budgeted amount.
 - B. Balance Sheet as of March 31, 2022
 - i. Total Current Assets \$708,428
 - ii. Total Fixed Assets \$7,244,854
 - iii. Total Assets \$7,953,282
 - iv. Total Liabilities \$3,303,710
 - C. Restricted Funds Detail Review through March 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$11,837.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,157.
 - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,090.
 - 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 25% compared to 2021.
 - ii. SOTP is up to date on all outstanding payables (accounts payable setting at \$0). Emphasis on keeping our accounting system on a cash in and out basis. Accounting Administrator will keep Accounts Payable at \$0 at the end of each month.
 - iii. Discussion around Community Outreach and Miscellaneous Outside Charities Funds. Donations to these funds over the last several years had no approval process established to distribute these funds per donors' directives. The Contribution Secretary will review all donations to these two funds over the last several years and report on how these donations were designated. Accounting Admin will create and distribute these donations into separate designated restricted funds. We will establish a process for the Missions team to request the distribution of these funds according to the donors' directives. We can expect to see at least two new restricted funds (World Hunger and LSSI) to track the donations to these funds.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF balance is \$339,111 which is approximately 4.9 months of reserves.
 - ii. MS balance is \$77,810 which is approximately 4.1 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. Bob to ask the Mission Team to identify the donors' requested directive and process the requested donation.
- 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 still needs to assign one additional member. It will be an audit on financial policy, procedures, and reporting concluding with a summary report on recommendations.
- C. Status of Financial Policy Guideline documentation. Tabled, will be waiting for audit results to include any recommendations from the audit team.
- D. Status of Staff/Corporate Credit Card review. Devin provided some likely resources for possible small business credit card institutions. Bob and Sue to review and report back to the committee. Discussion around who should review and approve credit card charges. Is this an item for the Operations Manager?
- E. BSA FNBO Checking Account Audit and Tracking Discussion. Received March treasurer report and bank statements. Accounting Admin to setup a designated fund for BSA Troop 200 and their respective assets and start reporting them on April reports. The Accounting Administrator will need to receive the BSA FNBO bank statement and treasurers report the first week of every month to combine into SOTP's reports.

V. New Business

- A. Community Outreach Fund and Miscellaneous Outside Charities Fund Review. See discussion in II.D.iii above.
- B. Memory Garden Asset Review. Discussion around capitalizing the expenses for the construction of the Memory Garden. Memory Garden 2021 construction expense records will be reviewed by Dave and Bob and a new fixed asset will be added for the Memory Garden to SOTP Balance Sheet.
- C. Electronic Giving System Review. Stewardship introduced an ELCA supported application tithe.ly. The finance team (Cliff, Linda, and Sue) will review the application to see if there are any benefits for SOTP to consider.
- D. FDIC Review. SOTP is now consistently carrying a cash balance in the Heartland bank account over \$600,000. FDIC insurance coverage for any one financial institution is limited to \$250,000. The Finance team is still recommending that we use Heartland Bank as our main financial institution, however the team is also recommending that we spread our cash assets over additional financial institutions to maintain the maximum coverage by FDIC for our cash assets. The team is also recommending that we consider additional financial investment vehicles that provide growth while maintaining easy liquidity. Heartland bank can provide a "Single Bank" solution using IntraFi for both CD and MM accounts. Interest rates from IntraFi were minimal, however Heartland Bank would manage the program. The Finance team will investigate other investment opportunities. Council will need to approve any final decision on the final recommendation.
- E. Next Finance Team Meeting will be May 9, 2022 @ 7:30 PM on Zoom

VI. Adjourned 9:09 PM

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

Tuesday, April 5, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	619,340.29	1,159.46	580,119.45
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	77,809.95	(284.16)	86,211.29
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	355.50	(896.86)	(150.00)
	Total Current Assets	\$708,428.12	(\$21.56)	\$666,603.12
Fixed Assets				
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
	Total Fixed Assets	\$7,244,854.29	\$0.00	\$7,203,136.61
	Total Assets	\$7,953,282.41	(\$21.56)	\$7,869,739.73
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	(3,207.71)	749.54
	Total Current Liabilities	\$0.00	(\$3,207.71)	\$749.54
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,303,709.73	(9,686.59)	3,408,994.44
	Total Long Term Liabilities	\$3,303,709.73	(\$9,686.59)	\$3,408,994.44
	Total Liabilities	\$3,303,709.73	(\$12,894.30)	\$3,409,743.98
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	339,111.36	(31.35)	294,942.29
	Total Unrestricted Fund Balances	\$339,111.36	(\$31.35)	\$294,942.29
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	3,994.78	2,717.03	3,924.75
3.175.000	Memorial Fund Balance	11,836.94	150.00	4,331.85
3.180.000	Grafton Food Pantry Fund Balance	50.00	5.00	235.00
3.220.000	AV Ministry Fund Balance	(29.49)	0.00	4,208.84
3.250.000	Good Samaritan Fund Balance	10,156.95	100.00	10,056.95
3.260.000	Community Outreach Fund Balance	3,864.00	155.00	4,010.95
3.270.000	Holiday Flowers Balance	22.51	536.58	84.90
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	13,651.62	(261.23)	2,262.86
3.332.000	Artist Series Balance	10,564.32	(3,839.43)	13,641.61
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	50.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$25,440.94</i>	<i>(\$4,100.66)</i>	<i>15,954.47</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	1,891.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	2,446.47	0.00	1,124.79
3.417.000	Youth Mission Trips Balance	11,355.67	2,404.00	7,238.84
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)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$13,802.14</i>	<i>\$2,404.00</i>	<i>8,833.92</i>
3.500.000	Little Lambs Fund Balance	5,241.21	259.52	5,077.20

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

Tuesday, April 5, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
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	16,090.29	(53.36)	30,300.43
3.676.000	Memory Garden Bricks Balance	3,319.07	0.00	1,210.00
3.677.000	Memory Garden Niche Balance	42,193.00	0.00	37,700.00
3.680.000	Garage Fund Balance	(7,767.68)	0.00	0.00
3.700.000	Disaster Relief Fund Balance	1,015.00	100.00	315.00
3.711.000	Community Communication Development Plan Fund	500.00	(1,000.00)	0.00
3.725.000	Miscellaneous Outside Charities Balance	1,160.00	150.00	410.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	Total	\$142,322.24	\$1,423.11	\$137,268.99
3.140.000	Mortgage Service Balance	77,809.95	(396.66)	75,583.89
	Total Temporary Restricted Fund Balances	\$220,132.19	\$1,026.45	\$212,852.88
Reserves				
3.950.000	Barnabas Reserves Fund Balance	2,625.18	0.00	2,433.98
3.971.000	Roof Repairs/Replacement Balance	42,750.00	250.00	39,750.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,800.00	212.50	12,550.50
3.974.000	Lawn & Landscaping Reserves Balance	3,972.94	229.17	10,558.17
3.975.000	Maintenance Reserves Balance	16,379.04	291.67	27,629.67
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	22,750.00	250.00	19,750.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	10,529.86	1,219.34	6,052.26
3.981.000	Bells Maintenance Reserves Balance	1,129.95	(261.63)	2,048.94
3.985.000	Sabbatical Reserves Balance	9,975.89	0.00	9,075.89
	Total Reserves	\$137,059.86	\$2,191.05	\$145,996.41
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,124.71	0.00	12,062.00
	Total Permanently Restricted Funds	\$12,124.71	\$0.00	\$12,062.00
3.130.000	Building & Grounds Equity	3,899,426.88	9,686.59	3,794,142.17
3.300.100	Garage Building Equity Balance	41,717.68	0.00	0.00
	Total Equity	\$3,941,144.56	\$9,686.59	\$3,794,142.17
	Total Fund Balances & Equity	\$4,649,572.68	\$12,872.74	\$4,459,995.75
	Total Liabilities and Fund Balances & Equity	<u>\$7,953,282.41</u>	<u>(\$21.56)</u>	<u>\$7,869,739.73</u>

If the accounts in the subtotals have changed or if ledger (marked with "***") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

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

Monday, April 4, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<i>Income</i>						
4.100.000	Member Contributions	64,998.79	67,728.00	242,657.26*	210,075.00	792,000.00
4.150.000	Loose Plate and Growth	1,500.98	2,138.00	4,509.52	6,632.00	25,000.00
4.250.000	Flower Income	0.00	86.00	0.00	265.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.22	24.00	32.85	74.00	283.00
	Total Income	\$66,510.99	\$69,976.00	\$247,199.63*	\$217,046.00	\$818,283.00
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	\$320.31	\$209.00	\$808.95*	\$627.00	\$2,500.00
<i>Mission Ministry</i>						
	Mission Ministry	\$6,752.80	\$7,260.00	\$27,021.43*	\$21,780.00	\$87,120.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$0.00	\$313.00	\$1,500.00*	\$939.00	\$3,750.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$400.00	\$67.00	\$452.80*	\$201.00	\$800.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$0.00	\$442.00	\$495.72	\$1,326.00	\$5,300.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$512.57	\$541.00	\$748.02	\$1,623.00	\$6,500.00
<i>Music Ministry</i>						
	Music Ministry	(\$261.63)	\$213.00	\$219.00	\$639.00	\$2,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$107.79	\$538.00	\$1,111.23	\$1,614.00	\$6,450.00
<i>Audio Visual</i>						
	Audio Visual	\$0.00	\$334.00	\$926.97	\$1,002.00	\$4,000.00
<i>Facilities</i>						
	Facilities	\$8,536.16	\$7,376.00	\$22,041.38	\$23,448.00	\$87,679.00
<i>Office Expenses</i>						
	Office Expenses	\$1,973.80	\$2,523.00	\$6,118.14	\$7,563.00	\$30,250.00
<i>Staffing Ministry</i>						
<i>Spiritual Staff</i>						
	Spiritual Staff	\$29,244.05	\$29,360.00	\$86,024.41	\$88,072.00	\$352,276.00
<i>Support Staff</i>						
	Support Staff	\$12,768.28	\$12,506.00	\$38,048.15*	\$37,518.00	\$150,067.00
<i>Shared Staff Expense</i>						

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

Monday, April 4, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,131.42	\$2,519.00	\$6,520.64	\$7,559.00	\$30,241.00
	Staffing Ministry	\$44,143.75	\$44,385.00	\$130,593.20	\$133,149.00	\$532,584.00
	<i>Other Church Expenses</i>					
	Other Church Expenses	\$2,315.11	\$2,819.00	\$7,280.03	\$8,451.00	\$27,900.00
	<i>Providing for the Future</i>					
	Providing for the Future	\$1,741.68	\$1,742.00	\$6,450.04*	\$5,226.00	\$20,900.00
	Total Expenses	\$66,542.34	\$68,762.00	\$205,766.91	\$207,588.00	\$818,283.00
	Difference	<u>(\$31.35)</u>	<u>\$1,214.00</u>	<u>\$41,432.72</u>	<u>\$9,458.00</u>	<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

Heartland Checking/MIF Checking Reconciliation
Updated 3/31/2022

	31-Oct-21	30-Nov-21	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22
Heartland Checking Balance	570,218.46	587,088.49	593,837.32	618,276.15	618,049.62	619,340.29
Petty Cash	500.00	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	355.50
Mission Investment Fixed Term	10,000.00	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	422.38
Youth Checking Balance	-	-	-	-	-	-
Total	588,461.86	596,985.51	607,227.50	628,473.45	629,924.36	630,618.17
General Fund Balance	289,534.48	288,235.47	297,438.64	337,882.10	338,902.71	339,111.36
A/P Liabilities	9,680.10	6,265.10	3,845.62	4,117.70	3,076.50	-
SBA Loan Liability	-	-	-	-	-	-
Sanctuary Piano	-	-	-	-	-	-
Garage Fund	-	-	-	-	-	-
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	142,322.24
Reserves Balance	126,739.58	128,378.34	130,099.84	140,512.81	134,868.81	137,059.86
SBA Reserves Balance	-	-	-	-	-	-
Endowment Fund Balance	12,093.36	12,093.36	12,093.36	12,124.71	12,124.71	12,124.71
Sub-Total	588,461.86	596,985.51	607,227.50	628,473.45	629,871.86	630,618.17
Difference to Transfer	-	-	-	-	52.50	-
Building Fund Balance - Mort Service	71,616.77	67,533.88	67,439.60	80,271.82	78,146.61	77,809.95
Building Fund Balance - Music/Ed Wing	-	-	-	-	-	-
Add back accrued interest adjustment **	-	-	-	31.35	-	-
Village of Huntley Compliance Bond	-	-	-	-	-	-
MIF Checking Balance	71,616.77	67,533.88	67,439.60	80,303.17	78,094.11	77,809.95
Difference	-	-	-	-	52.50	-
Debt Reduction Donations						
Music Education Wing Donations						
Forward in Faith Donations						
Mortgage Service Donations	22,228.54	15,436.00	19,423.28	32,353.75	17,396.82	19,121.21
FORWARD Donations						
Transfers from Building on Faith	-	-	-	-	-	-
Monthly Total	22,228.54	15,436.00	19,423.28	32,353.75	17,396.82	19,121.21
Adjustments *	-	-	-	-	-	60.00
Running Total	203,704.92	219,140.92	238,564.20	32,353.75	17,396.82	19,121.21
Adjustment						
Transfers Made	22,228.54	15,436.00	19,423.28	32,353.75	17,344.32	19,233.71
Running Total to Transfer	-	-	-	-	52.50	-

* Note: An adjustment is required when expenses for the Building Fund are paid with funds from the General Fund or vice-versa.

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	64,999	242,657	25%
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
April 2022

Present: Tessa DeLong, Julie Dahlin, Jen Powe, Amy Brittain, Jennie Dailey, and Christa Serpe

Absent: None

- **Parent Email List**

- Tessa will send a list of all the families she has compiled to the team so that they can have access to communication with parents.
- Tessa will request a report to be run by Ed Cuttle of all the families in the system and send those to the team as well.
- Tessa will send Amy an email template for her to utilize when greeting new families that want to know more information about our church and programs.

- **VBS**

- A volunteer has accepted the position of planning VBS.
 - Sandra Johnson will be the VBS coordinator
- Pastor Mark, Tessa, and Sandy will be meeting so that Tessa can hand over any materials and information that will be helpful for Sandy in her planning.

- **Easter Egg Hunt (April 9th 2:00 PM)**

- Easter Egg Hunt was successful with an estimate of 60 children attending.
- Many families from the community joined for the Easter Egg Hunt.

- **Kids Connect Group Material**

- Tessa will send the team the remaining lessons and materials for Kids Connect.
- Tessa will be showing Julie Dahlin how to run the IT booth in the Fellowship Hall so that she can relay the information to the team.

- **Adventure Club**

- Pastor Mark will be taking over Adventure Club for the last session and he will be shortening it to 4 weeks.
- Tessa and Mark have met and materials and information has been handed off.

- **May Event**

- Jim Gill will be performing for families on May 22nd at 4PM
- Children & Family Team and the Artist Series are collaborating for this event.

- **Login Information**

- Christa will be sharing a google doc that was created with all the Children & Family Program's login information.

- Christa shared a document with the Children & Family Team of a survey that might be going out for families with kids K-12.

SOTP Community Outreach minutes for April 2022

Attendees:

Mike Yndestad

Bob Malm

Rachael Yndestad

Donna Kelly

Recap of last meeting and since last meeting – Mike

- Mar/Apr – Christ Walk has concluded. Thursdays at 5:30PM except Maundy Thursday. The most attendees we had on any given walk was seven people. Rachael will survey participants and those expressing interest to gain further insights.
- May 05/03/22 - Teacher Appreciation – Target possibly Tuesday May 3rd, preferably morning tentatively 9:00AM, back up Wednesday or Thursday. Might be able to work through Wendy. Count would be 120 for teachers. Cupcakes: Small Cakes is under new ownership and can keep \$3 per cupcake price. Need to set date so that labels can be created. Would be good to take pictures of delivery of cupcakes at Chesek school. Mike to see if there are any give aways to add to the teacher appreciation.
- May - Parade – possibly need some new decorations to freshen up the float. Mike sent an email to new members to engage. In the past we did a signup genius to decorate the float. Considering invitation to youth group to decorate. Make slide to invite veterans to walk in parade.
Someone to buy candy or healthy option. We will pass out frisbees.
Meet at 9:00 to decorate. Line up at Municipal Building at 10:30. Parade Starts at 11:00.
Wear God's Work Our Hands t-shirts.
Need to secure truck and trailer.
- May 22nd – Artist Series Chris Gill

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 sent an invitation to join with option of 2 ministries to get involved in: Welcome Center and the AV booth.

Welcome Center - Rachael will Order Mugs and bags for welcome center. White mugs and put existing stickers on outside of bag for now.

Greeters/Ushers/Welcome Center – Need coordinated approach to caring for new ministers.
Can we bring back the Attendance Pads that are passed for people to mark if member or visitor?

April Food drive was successful: \$800 and one van load; but, very few or no people to take the groceries at the car. Difficult for people with walkers to load vehicle, no one to thank them. Need signs made that are more general. “Food Drive Today” Bob to talk with Jeff Ottens to see if he needs help with food drive and if he wants Bob to contact scouts to get additional help.

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

Will continue working on advertising.

All the best,

Mike Yndestad

Mission Team Minutes

April 11, 2022

Attendance: Sandy Hupert, Vic Berkeris, Ronda Shoemaker, Marty Jacobson, Carl Hupert, Annette Petersen, Steve Legel and Donna Kelly (Connections Minister).

Sandy opened the meeting with a verse from John 15:5 and a prayer.

Old Business

1. Approval of Minutes: Vic moved and Annette seconded approval of minutes. Motion carried.
2. Word Hunger/Disaster Relief: Becky discussed possible 7s group doing "Christmas in July" project.
3. Habitat for Humanity: Carl reported house construction in Carpentersville completed. Still going to Restore in Elgin twice monthly. Will try to get different volunteers in future.
4. Grafton Food Pantry: Annette reported empty shelves at Pantry! Need lot of basic staples such as spaghetti, rice, cooking oils and baking supplies. Will send out "e-mail blast" on 3/24 and hand out needed supplies list on Sunday before next food drive.
5. Feed My Starving Children: Set for Sat. June 25th between 9-10:45 AM. Will need 30 volunteers. Ronda will start sign up first Sunday in June.
6. Senior Care Vol. Network: Will place in "Future Hopes" (see # 2. in New Business) for now.
7. Blood Drive: Scheduled for May 17th, 11-1 PM. Summer Festival tickets will be given out to diners.
8. Missionary Support: Should be a new newsletter from missionaries. Will send e-mail to make sure on list.
9. Home of the Sparrow: No report. May put on "Future Hopes" list.
10. Willow Creek Homeless/PADS: We are continuing with lunches twice monthly as needed. May 20th is open. Annette will try to recruit people outside of Mission Team to help. We will put McHenry Pads dinner preparation on hold for now.
11. Exodus: 14 people attended virtual "Celebration of Life" at church. 7 donations returned so far.
12. Northern Ill. Food Bank: Ronda reported 15 volunteer slots available for July 23rd. . Will possibly change date due to being too close to "Christmas in July" program. Also will try to increase number of volunteers going (*Changed to 25 slots open plus 3 youth spots and will be held on July 9th from 9-12 PM. .*).
13. AARK: In-door planting and field tilling started. 10 people signed up and one subscription (to be given away) for vegetable delivery.
14. Re-entry/CRE: MOJO name being changed.
15. Green Trees: Trying to recruit other area churches to help. Starting May 7th-8th with getting ground ready for shrubs and ground cover.

New Business

1. News letter: Deadline is May 22nd.
2. Future Hopes: These are projects we wish to explore in future. Included are such things as sex trafficking, empowering girls & women in Africa, and those mentioned above.
3. Prayers of joys and concerns.
4. Next meeting on May 9th.
5. Carl moved and Marty seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Property Team meeting – April 11, 2022

The meeting was called to order by Mark Frendreis (Chair) at 7:13pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Don Kramlich, Jessica Panella, and Peter Walthers

Absent: Jerry Christopherson, Cal Meyer, Rich Paeth, Chuck Peterson, Tom Polzin Dick Tabatt, and Chris Trodahl

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

Old Business

- Bathroom light by little lambs out **Mark**
 - Tom fixed this with Chuck supervising.
- Still waiting on chair feet needed **Mark**
 - They have not responded; Mark will call them.
- Youth room has a few lights out, who can replace the ballasts **Mark**
 - Tom said he would do this, but we probably need someone else to do this.
- Reprogram Fellowship room Max light setting **Mark**
 - Every time Mark goes in to do this, the room is being used. He will keep trying.
- Progress on organ book shelf **Rich**
 - Rich was not in attendance.
- Progress on sound booth countertop **Rich**
 - Rich was not in attendance.
- Garage flashing came loose in the wind **Rich**
 - This was fixed.
- Downspout pop ups installed **Mark**
 - They did all of the downspouts

New business

- Calendar for property team on Google. Who will cover May? **Mark**
 - Mark will do it for May.
- Discuss date and which third of the property to mulch this year **Mark**
 - We will do the yellow third.
 - Still need date and see if the scouts can help.
- Schedule date to pressure wash garage and evaluate what needs paint **Mark**
 - Peter and Mark will meet up in May.
- Now under service contract with Trane
 - This is all set.
- Date for Fox Valley major service **Rich**
 - Rich is still trying to reach them to set up a date for the sprinkler system
- Date for parking lot repairs **Chris**
 - Crack filling is almost done.
- New form for Property Team supplier to order
 - There are multiple people ordering the same supplies.
 - Mark has a form for ordering supplies and who is ordering what.

- The cleaning crew is going through a lot of garbage bags
 - Peter will talk to the crew.
- New mats for entry doors ordered **Tom**
 - The mats will fit into the entryway properly.
- Kitchen cabinets doors need help – who's available?
 - The kitchen in the west wing is a mess.
 - The hinges are worn on the cabinets. We need to go check all of them and fix, adjust or replace them.
 - Mark will send an email to the team to for volunteers.
- Ants in the coffee bar area this weekend
 - Volunteers and staff need to be cognizant of food being out and help be responsible for cleaning up food and crumbs when they see it and not rely on the cleaning company which is here only twice a week.
 - There have been incidents where cookies/sweets/food are left for days and this is why the ants are here. Everyone needs to help.
- Ralph Wehnes is looking for lighting in the columbarium.
 - He is looking at options and discuss with the village.
 - Peter (as part of the columbarium committee) will help Ralph research

The meeting was adjourned at 8:00 pm.

Submitted by: Jessica Panella

Stewardship Committee

Meeting Minutes

4/11/22

Present: Mike McCann, Ralph Wehnes, Rick Miller

Next meeting: 5/9/22

1. Due Diligence on upgrade of Mobile giving application

Vanco's current mobile application, Vanco Giving Plus, will be going away with their new upgraded mobile app, Vanco Mobile. Rick Miller will contact Vanco and confirm 2 items: 1. Ensure our rates stay consistent with our current rates (they do, he already confirmed) and 2. Change Management - How will this be communicated out to the congregation.

2. Possible new application for online giving.

Rick received some information regarding an online giving app called Tithely. We, at this time, have no intention of switching providers, but we will do our due diligence to investigate what Tithely has to offer and get opinions from people with knowledge of this application.

3. New Members

We reviewed some possible new members of the Stewardship Committee and are actively pursuing them as we speak.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Minutes from the Worship Committee Meeting April 11, 2022

Attending the meeting: Barb Pagano, Ed Cuttle, Orv McElfresh, Barb Hoppensteadt, Judie Symbol, Elaine Gilliam, Carolyn Cuttle

Carolyn presided over the meeting.

Orv opened the meeting with a prayer.

The agenda for the evening was a review of the details for Holy Week/Passion Week.

April 13 (Wednesday) 9am – Take down Palm Sunday and prepare for Maundy Thursday

1. Tom and Ed – take down red stole and put-up black stole altar cross
2. Take down red stole in baptismal area cross and put-up purple
3. Remove all banners in church and narthex area except Luther Rose
4. Change altar cloth back to black and purple
5. Place pitcher and bowl on left pillar. Place palm arrangement in front of the lectern.
6. Set up communion for 180
7. Water the palms and Jane's planting

April 14 – MAUNDY THURSDAY SERVICE 7pm

Worship committee will strip the altar after communion.

Participants are to exit after communion and gather in the scarcity.

Carolyn will provide a highlighted reading with notes when to get ready to “strip” the altar.

Participants will come out the left door (as one faces the altar) and return through the right door (near band).

Participants will move slowly and quietly and with reverence.

Orv and Ed will remove the candles passing behind the altar and snuffing the candles.

Barb Pagano will remove the Bible from behind the altar.

Judie Symbol and Barb Hoppensteadt will remove the communion elements.

Elaine Gillam and Carolyn Cuttle will remove the fair linen and altar paraments. They will flip the drape onto the top and then starting at each end fold to the center.

Mike Innestad will handle the lighting.

After the service and people have left, Ed and Carolyn will put up the red banner for good Friday.

April 15 – GOOD FRIDAY SERVICE 10am for children and 7pm

Choir will be singing two songs.

April 16 – Decorate for Easter starting at 9am.

1. Diane Mollis confirmed that flowers (62) will be delivered between 9-930am
2. Ed will take down the black stole on the altar cross and replace with white stole
3. Take down purple stole on baptismal cross and place white stole on cross
4. Three banners in Narthex
5. Altar cloth
6. Communion – all trays for both services
7. Additional chairs to be stored away from the Narthex but still convenient.
8. Pastor Mark appreciated the ushers during the funeral service having people move in the sit next to each other to fill the church.

April 17 – EASTER 9am and 11am service

April 18 – Countryside to pick up rented palms. Barb will handle this.

Jane expressed her thanks and appreciation to everyone that helped with Kevin's funeral on Saturday. She said that the family and guests felt warmth and welcome.

It was confirmed that when we have only one reader signed up that that person will do both readings.

We would like to recommend that Pastor Mark/ Donna think about running a special session for new assistant ministers. Although there is a book with instructions, it might be helpful to have an invitation to participate.

We are hoping that with the snowbirds returning, that we will have more volunteers. With that said, there will be another winter coming and the snowbirds will again take flight!!!!

There was a short discussion about continuing to collect the offering since about 60% of the congregation use Simple Giving. More discussion will be required.

The group then practiced the procedure for stripping the altar so that everyone should feel comfortable.

Meeting adjourned at 7:50pm. A lot was accomplished in the short amount of time!!!!

Respectfully submitted,

Carolyn Cuttle

Youth & Family Team Meeting Minutes 4/13/22

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

Not attending: Carrie McCabe, Becca Colson, Sarah Wolf (council Liaison)

1. 2022 HS Youth Trip
 - a. ELCA Leadership Lab to be held June 20 – 25 @ Augustana College will be the offered youth trip this summer. Bob is working out details of a student/parent meeting to be held 4.21 to discuss the trip. We have asked one of the Lab leaders to attend this meeting to provide an overview of the program, new curriculum and help to answer questions related to the program. Registration does close 5/1, so timing is of the essence at this point. We've asked for an extension on the registration and will advise when we hear back
2. 2022 Ongoing Fundraising
 - a. Lou Malnati's coupons – Youth Team and student volunteers will sell coupons the weekend of 4.23/4.24 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. Team is planning to challenge Confirmation and HSYG students to bring bags for collection during Wed/Thu night meetings and will hold a collection drive on Sat 4.23 from 10 – 12 for anyone who wishes to drop off donations.
 - c. Culver's – 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 tabled this review during the May/June meeting and submit to Culver's
3. Service Opportunities / Summer Activities
 - a. Team spent time brainstorming events and activities to offer students during the summer (i.e. Lock-In's, day trips, etc.) Team will continue to think through these and offer options during May meeting.
 - i. Bob to reach out to Council and Matt for specific requirements (permission slips, chaperone requirements, etc.) for any of the on-site/off-site activities we would want to plan
4. Other business
 - a. Confirmation Final Night Activity discussion held with no specific details in place. Bob, Tim, Becca and PM to discuss further
 - b. HSYG End of School Year activity night to be held 5.19 with an invitation to celebrate the Seniors and the end of our school year. Seniors will be asked to place their painted palm print on the wall in the Youth Room this evening as well
5. Next Meeting: 5/9/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader