



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

May 16, 2022

"A Growing Church for Growing People"

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda
Monday May 16, 2022
6:00 p.m.

- 1. Call to Order**
- 2. Devotions – Bob Mollis**
- 3. Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for April 18, 2022, as presented.*
- 4. Congregation Committees/Ministry Teams**
 - a. *Call Committee*
 - b. *Youth and Family Committee*
- 5. Other**
 - a. *SOTP Branding Update*
 - b. *Preview of Upcoming months for Council tasks to complete*
- 6. Unfinished Business**
- 7. Adjourn**

The Next Meeting is June 20, 2022

Shepherd of the Prairie Council Meeting Minutes

April 18, 2022

6:00 p.m.

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

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

Council members shared one-minute personal updates.

Devotions were provided by Mike Luecht about hope during challenging times and we are people on a journey towards a more perfect world.

Pastor Bill Waxenberg shared his appreciation in serving SOTP as the adult education leader. He is stepping down from this position as of May 2022 to spend time with family and travel the world that God has created.

The minutes of the March 21, 2022 minutes were presented. Christa Serpe moved to accept the minutes, and Pastor Mark seconded the motion. Motion passed.

Amy Briton has agreed to chair the Children and Family Ministry Team at this time while searching to fill the director position. A job description has been created and will be published.

To assist in planning for the Youth and Family Ministry Team, questionnaires for parental feedback as well as student input are being designed. They will inquire about activities and expectations of the youth program.

The call committee has received the name of a candidate for Associate Pastor. He will be vetted, and the next steps will be taken.

Mike Luecht provided an update on the branding effort. Next steps will be getting ready for the comprehensive rollout of the rebranding for SOTP.

Kathy McGuine moved to adjourn the meeting. Christa Serpe seconded it. The meeting concluded at 7:15pm.

The Next Meeting is May 16, 2022

Treasurer's Report as of April 30, 2022

General Fund Report: The Unrestricted General Fund Balance is \$342,945. Total income for the month was \$68,331 and total expenses for the month was \$64,548. Approximately 5 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$76,871. Income for the month was \$17,852. 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:	\$68,331	\$79,163	(\$10,832)	-13.7%
Expenses:	\$64,548	\$70,863	(\$6,315)	-8.9%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$315,531	\$296,209	\$19,322	6.5%
Expense:	\$270,264	\$278,451	(\$8,187)	-2.9%

Mortgage Service Fund

Income for Month:	\$17,852
Income YTD:	\$86,724
Payments YTD:	\$77,415
Ending Fund Balance:	\$76,871

Council Action Item Recommendations or Approvals:

No Finance Team recommendation or approvals were discussed during the April 18, 2022 Council meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

May 9, 2022

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

Excused: Devin Burg

Meeting called to order at 7:30 PM

- I. Approval of April 11, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Income/Expenses through April 30, 2022
 - i. April GF income of \$68,331 was \$10,832 less than budgeted amount.
 - ii. April GF YTD income was \$19,322 more than YTD budgeted amount.
 - iii. April GF expenses of \$64,548 was \$6,315 less than budgeted amount.
 - iv. April GF YTD expenses were \$8,187 less than YTD budgeted amount.
 - B. Balance Sheet as April 30, 2022
 - i. Total Current Assets \$731,751
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,065,659
 - iv. Total Liabilities \$3,295,776
 - C. Restricted Funds Detail Review through April 30, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$12,014.
 - 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 \$3,469.
 - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$44,443.
 - D. General Comments
 - i. YTD GF Member Contributions showed an increase of 25% compared to 2021.
 - ii. There were several additions to the Balance Sheet in April
 1. We are accounting for Boy Scout Troop 200 FNBO Checking Account.
 2. Added Boy Scout Troop 200 Restricted Fund 3.800.000
 3. Memory Garden has been added as a Fixed Asset 1.300.200
 4. Funds separated out of Community Outreach (3.260.000) to newly created funds ELCA World Hunger (3.730.000) and LSSI (3.735.000) for easier tracking of donations and control of payout.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF balance is \$342,945 which is approximately 5 months of reserves.
 - ii. MS balance is \$76,871 which is approximately 4.1 months of reserves.
- IV. Old Business
 - A. Status of the \$2,000 Memorial Fund movement to Local Mission activities. Mission Team has indicated that these funds were to be donated to the Exodus Refugee program. Mission Team would purchase and store supplies for incoming refugees. SOTP currently does not have available storage space for these supplies, therefore a delay in utilizing the funds.

There may be an opportunity to utilize the money for laptop computers for the Exodus Refugee program. This is still an open item.

- B. Status of Audit Team review. A new Audit team for 2022 has been formed, headed up by George Attaway, Don Schneider, and Joe Debolt. The audit team has begun their interviews with the Accounting Administrator and the Treasurer. They are expecting to provide their report to Council around the end of June.
- 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. We have a scheduled meeting with Heartland Bank to see what programs they could provide for improved programs.
- E. Status of BSA FNBO Checking Account Audit and Tracking Discussion. We are now receiving BSA Troop 200 financial reports and FNBO bank statements the first week of every month. Which are now being rolled into the SOTP financial reports. This item will continue to be monitored. See II.D.ii.1 & 2 above.
- F. Status of Community Outreach and Miscellaneous Outside Charities fund. Accounting Administrator has implemented Finance Team recommendations from last month. See II.D.ii.4 above. This item is complete and closed.
- G. Status of Memorial Garden Fixed Asset. Accounting Administrator has implemented Finance Team recommendations from last month. See II.D.ii.3 above. This item is complete and closed.
- H. Status of Tithe.ly Electronic Giving System. Stewardship Team has dropped their request to investigate this electronic giving system. We will continue with Vanco. This item is closed.
- I. Status of FDIC Review. Meeting has been scheduled with Heartland Bank to discuss concerns and their recommendations.

V. New Business

- A. Guide One Insurance Policy renewal. Guide One policy comes up for renewal on June 26, 2022. Guide One has raised their minimum deductible from \$1,000 to \$2,500 effective June 26, 2022. We will receive renewal premium cost in the first couple weeks of May. We are expecting a premium increase. Bob to discuss the additional fixed assets of the Garage and Columbian with our Guide One Agent to make sure they are sufficiently covered. Finance Team is recommending a Insurance policy review and RFQ next in 2023, before our June renewal of Guide One policy in 2023.
- B. Review JSinger Website design and development proposal. Discussion around proposed website enhancements and security. Additional discussion around monthly cost to host and keep the website software updated and secure. The Finance team unanimously approved the JSinger proposal and recommends that council moves forward with the proposal.
- C. Substitute Organist Expense Review and Employment Status. Discussion around the employment status of the three substitute Organist. We need to verify what the long-term intention is for these substitutes. We need to understand if we are making any progress on advertising, recruiting, and hiring a permanent Organist. Escalation to Council and the HR team to change the status of these substitute outside contractors to SOTP employee. We need to be compliant with IRS requirements if these are permanent part time employees.
- D. Next Finance Team Meeting will be June 13, 2022 @ 7:30 PM on Zoom

VI. Adjourned 9:17 PM

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of April 30, 2022

Thursday, May 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	635,236.58	14,666.29	610,864.20
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	76,871.17	(938.78)	75,892.54
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	610.88	255.38	178.29
1.600.000	FNBO Checking Boy Scout Troop 200	8,110.34	8,110.34	N/A
	Total Current Assets	\$731,751.35	\$22,093.23	\$687,357.41
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
1.300.200	Memory Garden	89,052.93	89,052.93	0.00
	Total Fixed Assets	\$7,333,907.22	\$89,052.93	\$7,203,136.61
	Total Assets	\$8,065,658.57	\$111,146.16	\$7,890,494.02
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	(1,230.00)	44.46
	Total Current Liabilities	\$0.00	(\$1,230.00)	\$44.46
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,295,775.55	(7,934.18)	3,400,674.15
	Total Long Term Liabilities	\$3,295,775.55	(\$7,934.18)	\$3,400,674.15
	Total Liabilities	\$3,295,775.55	(\$9,164.18)	\$3,400,718.61
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	342,944.84	3,783.48	289,895.92
	Total Unrestricted Fund Balances	\$342,944.84	\$3,783.48	\$289,895.92
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	13,110.77	9,115.99	11,259.75
3.175.000	Memorial Fund Balance	12,014.01	177.07	4,991.85
3.180.000	Grafton Food Pantry Fund Balance	420.00	370.00	140.00
3.192.000	Sanctuary Piano Balance	0.00	0.00	195.00
3.220.000	AV Ministry Fund Balance	(29.49)	0.00	460.84
3.250.000	Good Samaritan Fund Balance	10,156.95	0.00	10,056.95
3.260.000	Community Outreach Fund Balance	839.00	(3,025.00)	4,090.95
3.270.000	Holiday Flowers Balance	341.51	319.00	(513.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	12,078.20	(1,573.42)	1,762.86
3.332.000	Artist Series Balance	12,346.55	1,782.23	14,641.61
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	50.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$25,649.75</i>	<i>\$208.81</i>	<i>16,454.47</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	2,110.90	(285.57)	1,124.79
3.417.000	Youth Mission Trips Balance	12,111.40	755.73	10,487.64
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

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of April 30, 2022

Thursday, May 5, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.423.000	Confirmation Retreat Fund Balance	0.00	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$14,222.30</i>	<i>\$470.16</i>	<i>12,082.72</i>
3.500.000	Little Lambs Fund Balance	5,211.65	(29.56)	5,071.18
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,143.79	(133.03)	1,424.47
3.675.000	Memory Garden Fund Balance	16,090.29	0.00	14,078.13
3.676.000	Memory Garden Bricks Fund Balance	3,469.07	150.00	2,710.00
3.677.000	Memory Garden Niche Fund Balance	44,443.00	2,250.00	70,550.00
3.680.000	Garage Fund Balance	(7,767.68)	0.00	0.00
3.711.000	Community Communication Devel. Plan Fund	500.00	0.00	0.00
3.720.000	Disaster Relief Fund Balance	1,140.00	125.00	315.00
3.725.000	Miscellaneous Outside Charities Fund Balance	1,160.00	0.00	410.00
3.730.000	ELCA World Hunger Fund Balance	2,515.00	2,515.00	N/A
3.735.000	LSSI Fund Balance	595.00	595.00	N/A
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	8,110.34	8,110.34	N/A
	Total	\$163,491.02	\$21,218.78	\$162,744.97
3.140.000	Mortgage Service Fund Balance	76,871.17	(938.78)	75,892.54
	Total Temporary Restricted Fund Balances	\$240,362.19	\$20,280.00	\$238,637.51
Reserves				
3.950.000	Barnabas Reserves Balance	2,650.18	25.00	2,268.33
3.971.000	Roof Repairs/Replacement Balance	43,000.00	250.00	40,000.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	11,012.50	212.50	12,763.00
3.974.000	Lawn & Landscaping Reserves Balance	52.11	(3,920.83)	9,003.24
3.975.000	Maintenance Reserves Balance	16,620.71	291.67	28,421.34
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	23,000.00	250.00	20,000.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	12,756.20	2,176.34	6,868.95
3.981.000	Bells Maintenance Reserves Balance	1,074.35	(55.60)	2,069.77
3.985.000	Sabbatical Reserves Balance	9,975.89	0.00	9,175.89
	Total Reserves	\$136,288.94	(\$770.92)	\$146,717.52
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,155.38	30.67	12,062.00
	Total Permanently Restricted Funds	\$12,155.38	\$30.67	\$12,062.00
3.130.000	Building & Grounds Equity	3,907,361.06	7,934.18	3,802,462.46
3.300.100	Garage Building Equity Balance	41,717.68	0.00	0.00
3.300.200	Memory Garden Equity Balance	89,052.93	89,052.93	0.00
	Total Equity	\$4,038,131.67	\$96,987.11	\$3,802,462.46
	Total Fund Balances & Equity	\$4,769,883.02	\$120,310.34	\$4,489,775.41
	Total Liabilities and Fund Balances & Equity	<u>\$8,065,658.57</u>	<u>\$111,146.16</u>	<u>\$7,890,494.02</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 April 2022 for General Fund

Thursday, May 5, 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	65,407.47	76,620.00	308,064.73*	286,695.00	792,000.00
4.150.000	Loose Plate and Growth	2,862.00	2,419.00	7,371.52	9,051.00	25,000.00
4.250.000	Flower Income	50.00	97.00	50.00	362.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.53	27.00	44.38	101.00	283.00
	Total Income	\$68,331.00	\$79,163.00	\$315,530.63*	\$296,209.00	\$818,283.00
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	(\$238.00)	\$209.00	\$570.95	\$836.00	\$2,500.00
<i>Mission Ministry</i>						
	Mission Ministry	\$6,499.88	\$7,260.00	\$33,521.31*	\$29,040.00	\$87,120.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$0.00	\$313.00	\$1,500.00*	\$1,252.00	\$3,750.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$0.00	\$67.00	\$452.80*	\$268.00	\$800.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$304.47	\$442.00	\$800.19	\$1,768.00	\$5,300.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$151.08	\$541.00	\$849.10	\$2,164.00	\$6,500.00
<i>Music Ministry</i>						
	Music Ministry	\$0.00	\$213.00	\$219.00	\$852.00	\$2,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$795.43	\$538.00	\$1,906.66	\$2,152.00	\$6,450.00
<i>Audio Visual</i>						
	Audio Visual	\$0.00	\$334.00	\$926.97	\$1,336.00	\$4,000.00
<i>Facilities</i>						
	Facilities	\$9,087.53	\$9,786.00	\$31,128.91	\$33,234.00	\$87,679.00
<i>Office Expenses</i>						
	Office Expenses	\$2,112.35	\$2,520.00	\$8,230.49	\$10,083.00	\$30,250.00
<i>Staffing Ministry</i>						
<i>Spiritual Staff</i>						
	Spiritual Staff	\$28,282.60	\$29,356.00	\$114,307.01	\$117,428.00	\$352,276.00
<i>Support Staff</i>						
	Support Staff	\$12,555.45	\$12,506.00	\$50,603.60*	\$50,024.00	\$150,067.00
<i>Shared Staff Expense</i>						

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

Thursday, May 5, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,242.41	\$2,520.00	\$8,763.05	\$10,079.00	\$30,241.00
	Staffing Ministry	\$43,080.46	\$44,382.00	\$173,673.66	\$177,531.00	\$532,584.00
	<i>Other Church Expenses</i>					
	Other Church Expenses	\$1,012.64	\$2,516.00	\$8,292.67	\$10,967.00	\$27,900.00
	<i>Providing for the Future</i>					
	Providing for the Future	\$1,741.68	\$1,742.00	\$8,191.72*	\$6,968.00	\$20,900.00
	Total Expenses	\$64,547.52	\$70,863.00	\$270,264.43	\$278,451.00	\$818,283.00
	Difference	<u>\$3,783.48</u>	<u>\$8,300.00</u>	<u>\$45,266.20</u>	<u>\$17,758.00</u>	<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

Heartland Checking/MIF Checking Reconciliation

	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22	30-Apr-22
Heartland Checking Balance	593,837.32	618,276.15	618,049.62	619,340.29	635,236.58
Petty Cash	500.00	500.00	500.00	500.00	500.00
Heartland Deposits in Transit (Donation Holding)	2,467.80	(756.43)	952.36	355.50	610.88
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
Boy Scout Troop 200 Checking					8,110.34
Total	607,227.50	628,473.45	629,924.36	630,618.17	654,880.18
General Fund Balance	297,438.64	337,882.10	338,902.71	339,111.36	342,944.84
A/P Liabilities	3,845.62	4,117.70	3,076.50	-	-
SBA Loan Liability	-	-	-	-	-
Sanctuary Piano	-	-	-	-	-
Prepaid Pledges	24,100.00	-	-	-	-
Restricted Funds Balance	139,650.04	133,836.13	140,899.13	142,322.24	163,491.02
Reserves Balance	130,099.84	140,512.81	134,868.81	137,059.86	136,288.94
Endowment Fund Balance	12,093.36	12,124.71	12,124.71	12,124.71	12,155.38
Sub-Total	607,227.50	628,473.45	629,871.86	630,618.17	654,880.18
Difference to Transfer	-	-	52.50	-	-
Building Fund Balance - Mort Service	67,439.60	80,271.82	78,146.61	77,809.95	76,871.17
Add back accrued interest adjustment **		31.35			
MIF Checking Balance	67,439.60	80,303.17	78,094.11	77,809.95	76,871.17
Difference	-	-	52.50	-	-
Mortgage Service Donations	19,423.28	32,353.75	17,396.82	19,121.21	17,852.44
Adjustment				52.50	(30.67)
Transfers Made	19,423.28	32,353.75	17,344.32	19,233.71	17,821.77
Running Total to Transfer	-	-	52.50	(60.00)	-

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	65,407	308,064	25%
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 and Family Ministry Team Meeting Minutes
5/9/22

Present: Amy Britain, Jennie Dailey, Julie Dahlin, Jen Powe, Sandra Johnson,

Agenda:

Ministry Leader Discussion

Kids Connect Review- done until 22-23 school year

VBS 2022 Planning

July 25-July 29, 2022

9am-12pm

Registration forms: Participant/Volunteer- trial form for team

Sample Daily Schedule: Preschool and Elementary

Time	Story	Craft	Games	Snack	Music
9-9:40	Opening				
9:40-10:05	Group 1	Group 2	Group 3		Group 4
10:05-10:30		Group 3	Group 4	Group 1 & 2	
10:30-10:55	Group 2			Group 3 & 4	Group 1
10:55-11:20	Group 3	Group 4	Group 1		Group 2
11:20-11:45	Group 4	Group 1	Group 2		Group 3
11:45-12:00	Closing				

Location	Station
Crossroads (outside sanctuary) (if needed)	Elementary
Fellowship Hall	Elementary Music
Big Sunday School Room	Elementary
Pastor Bill's Office	Elementary
Preschool Room	Preschool

Room Across the hall from Preschool	Preschool
Music Room	Preschool Music
Nursery (if needed)	Preschool
Outside	Preschool Games
Outside	Elementary Games
Outside	Snack

- Pick a charity to support (through food donation/change donations)
- Friday of VBS week: children perform; invite families to pack a picnic lunch and stay after the performance to picnic on the lawn.
- Sunday following VBS: invite children to showcase a song or 2 during worship
- Formal training needed for volunteers
- Preschool- encourage bathroom break after each station

Attendees:

Mike Yndestad

Wendy Ottens

Rachael Yndestad

Recap of last meeting and since last meeting – Mike

- **Mar/Apr – Christ Walk** surveys sent to participants and those expressing interest to gain further insights.
- **May 05/03/22 - Teacher Appreciation** – Teacher appreciation cupcakes and pens delivered by P. Mark and Bob. Chesak Teachers and staff really appreciated and felt loved and appreciated. Press release draft in progress.
- **May - Parade** – possibly need some new decorations to freshen up the float. Mike sent an email to new members to engage. There is a signup genius to decorate the float. Someone to buy candy or healthy option. We will pass out frisbees.
Monday 05/30/22 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.
We have people getting involved – Jeff Moore and the Praise Band are planning some songs. We have at least 3 people working on this. AV will be all battery powered.
Driver – needed
Truck – needed
Trailer – needed
Additional Decorations – needed (Hobby Lobby)
- May 22nd – Artist Series Jim Gill. Old fellowship hall. 4:00 PM.
- **Sept.** - Fall Fest, Chili Cook Off and One Heart One Body Event – Cross Cultural Service Event.

Welcome Center Volunteers - Still need more

Need more volunteers – Still trying to get more volunteers. Mike wrote Newsletter article and reached out to new members to recruit. Rachael went back to previous people who had served. No acceptances as of yet. Still some open opportunities to serve. Looking to use Planning Center in the future. Ushers will start first then, Worship Team, and then Welcome Center and Greeters.

Food Drives: Discussion of monthly events on Sundays vs. quarterly Saturday events. In 2020 food drives were done quarterly. As of today, there are no further Food Drives scheduled for 2022. Monetary donations in our last food drive was \$600.00.

Greeters/Ushers/Welcome Center – Can we bring back the Attendance Pads that are passed for people to mark if member or visitor?

Sept. - Fall Fest, Chili Cook Off and One Heart One Body Event – Cross Cultural Service Event. We are not going do a First Responders Event.

Attendance: Sandy Hupert, Carl Hupert, Marty Jacobson, Becky Wright, Rhonda Patton, Vic Bekeris , Annette Petersen

Sandy opened the meeting with a verse from Acts 20:35 and a prayer.

Old Business

1. Approval of Minutes: correction April 22 Newsletter deadline rather than May
Carl moved and Vic seconded to approve as corrected. Motion passed.
2. World Hunger/Disaster Relief - Becky looked into how our gifts are recorded. World Hunger money is best forwarded to the Northern Illinois Synod Office. Christmas in July Event will be held July 10 through 24. Donna has contacted the 7's Group leaders for volunteers. Becky will set a date to meet with volunteers. Possibly coordinate with Vacation Bible School.
3. Habitat for Humanity - Carl reported that 3 or 4 generally go every 3rd Thursday.
4. Grafton Food Pantry - Annette shared thanks from the F.P. for our once a month donations. The Post Office Stamp out Hunger campaign is May 14. Volunteers may sign up at the F.P. website.
5. Exodus - Sandy stated that over \$300,000 was raised at Celebration of Hope . This is the main source of income.
6. Feed My Starving Children - Ronda confirmed Saturday, June 25 from 9:00 - 10:30. 40 spots are reserved. Sign up sheets are posted.
7. Northern Illinois Food Bank - Ronda confirmed Saturday July 9 from 9:00 to 12:00, 28 spots are reserved. Question about age for kids.
8. Blood Drive - Marty stated Tuesday May 17 is the Mobile Blood Drive. The Goal is 10 donors.
9. Missionary Support - Steve The Pastor is working on the Summer Newsletter.
10. Willow Creek Homeless/PADS - Vik told us that 40 to 50 Hot Meals are needed for the first and third Fridays each month from 12:00 -2:00. Marty and Annette will make and serve with help from Becky. Side dishes and applesauce will be requested since we are serving Sloppy Joes .
11. AARK Gardens - Vik reported that Papa Joe, one of the residents passed away. He will be fondly remembered.
12. Re-Entry CRE - Vik no report
13. Green Trees - Vik no report
14. Easter/Lenten -Sandyreported Lent offering recipients: Doctors Without Borders, Turning Point and Home of The Sparrow each received \$1962.76. Easter offering recipient ELCA Lutheran World Relief Surrounding areas of Ukraine \$6184.74.

New Business

1. Possibles future Explorations/Participations: Sex trafficking, Home of the Sparrow, LSSI, Empowering girls and women of Africa, SCNV, God's Work Our Hands Sept. 11.
2. Newsletter articles due by May 23.
3. Prayers of joys and concerns.

4. Next meeting June 13.

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

Annette Petersen, Temporary Secretary

Property Team meeting – May 9, 2022

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

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, and Peter Walthers

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

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

Old Business

- Still waiting on chair feet needed **Mark**
 - Still working on it
- Youth room has a few lights out and needs new ballasts, who can replace the ballasts **Mark**
 - Peter, Mark, and Rich will do it and Chuck will supervise one night
- Reprogram Fellowship room Max light setting lower **Mark**
 - Mark looked it and updated the setting
- Progress on organ book shelf **Rich**
 - Rich has the measurements and Pastor Mark has seen it
- Progress on sound booth countertop **Rich**
 - Mike will need to help out with it so it may be long term

New business

- Calendar for property team on Google. Who will cover June? **Mark**
 - Rich will handle June
- Discuss date to mulch this year and who will help **Mark**
 - An ask to the Youth Group and confirmation groups to help
 - A date will be decided when they decide the best date for the youth
- Schedule date to pressure wash garage; who has a gas pressure washer? **Mark**
 - The garage is too far for an electric washer
 - Rich has a gas washer that can be used
 - Mark and Rich will work on it
- Evaluate what garage trim needs paint **Mark**
 - Mark and Rich will evaluate the painting after they wash
- Fox Valley major service update **Rich**
 - Everything went well
 - We are good for 3-5 years
- Progress on parking lot repairs and estimated finish date **Chris**
 - The parking lot has been sealed (today) Striping on Wed
- Schedule kitchen overhaul/cleaning for Fall
 - During the summer we should get the hinges tightened, relaced, etc before the cleaning in the fall
- Stubborn door on East exit
 - The door was sticking and the lock didn't pop out
 - Mark fixed it

- Status on new mats for entry doors ordered **Tom**
 - Tom was not present
- Kitchen cabinets doors need help – who's available?
 - We will do this over the summer
- West entrance door left unlocked issue
 - Matt is going to email the groups that use it
 - If the groups using the building are not locking the doors when they leave, we will need to evaluate their continued usage
- Ants in worship area – cleaning company and how to address members
 - Need a way to get the congregation to help keep the church clean
 - Jess will find some wording for the newsletter/flourish and staff
- Wheelchair should be in closet across from offices – check on it
 - The wheelchair was not available when needed, and needs to stay in the closet when not needed
 - When in the building stick your head in and check for it
- Cleaning company feedback for Pete
 - Is the cleaning company putting the recycling in the recycling bin?
 - If the bin is not adequate, they need to let us know
- Mark has been inquiring about offices and space with people leaving and coming
 - The desk will remain in the Adult classroom
 - Tessa's office will be cleaned out
- One of the handles on the Worship doors is loose
 - Mark or Rich will tighten it

The meeting was adjourned at 8:00 pm.

Submitted by: Jessica Panella

May 9, 2022

WORSHIP MEETING

Attending the meeting: Barb P., Chris S., Barb H., Judie S., Ed C., Elaine G., and Carolyn C.

The meeting started at 7pm. Jane is sick and unable to attend the meeting. Following the agenda, the committee reviewed the changes and banners and flowers colors upcoming.

June 4 & 5 – Pentecost RED

June 11 & 12 – Holy Trinity WHITE

June 18 & 19 – GREEN until 10/30 for the Reformation

Carolyn with work with Judie, Barb P., and Ed to coordinate the change of banners and colors.

Diane was unable to attend the meeting. We did talk about requesting permission to set up a sign-up sheet (paper) for people to sign up for flowers for the sanctuary. We are not sure that the Flourish sign up is working. We cannot tell if the cost is a matter of concern. We know that the sanctuary looks more alive with real flowers. We will be asking permission from the council to return to a real sign-up sheet for flowers for the sanctuary once we have had a chance to talk in depth with Diane.

We were discussing our concerns for communion stewards and worship assistants when Pastor Mark visited with the committee. Pastor Mark feels that the SIGN UP GENIUS and the coordination with Michelle seems to fill the needs for communion stewards and worship assistants. Pastor Mark did not feel that it was a problem when there is a request for help on Friday for Sunday's service. It was a difficult decision, but the committee needs to set back and let the system with SIGN UP GENIUS and Michelle handle the coordination for stewards and worship assistant and readers. It is difficult for the committee not to fill in empty spots, but we need to let the system in place work.

It would be our hope to bring more people forward to volunteer and help. We still feel that the personal touch is a positive approach at least with the 9am service participants. But for now, we will let the system (SIGN UP GENIUS and Michelle) fill the needs of the service.

Ed reported on the ushers. He has his June schedule done. He is planning a lead meeting with the ushers on May 26 at 630pm.

Elaine reported on the greeters. She has been working to create a calendar much like the ushers. She has set up greeters on the 1st, 2nd, 3rd and 4th weeks of the

month. She is still working to finalize the Saturday service. Barb H. gave her some ideas of people.

Barb H. coordinates with the Saturday service. Everything seems to be working fine. Did let her know that there would be a potential minister candidate at the May 27th service. She asked for more information about the candidate.

The Easter services were well received, and we felt good about the organization and beauty of the church.

The meeting was adjourned at 730pm.

Respectfully submitted,
Carolyn Cuttle

Youth & Family Team Meeting Minutes 5/9/22

Attendees: Bob McDuffee, Kari Arndt, Tim Torkelson, Becca Colson

Not attending: Carrie McCabe, Kurtis Arndt, Abby Fiandalo, Sarah Wolf (council Liaison)

1. Confirmation Year End Celebration

- a. Our final night of Confirmation was held 5.4.22 with a wrap up conversation from Pastor Mark, raffle prize drawings and group activities. The weather was awesome with most students electing to go outside to play kickball, complete sidewalk chalk drawings, frisbee, etc., followed by ice cream sundaes and a closing session with their respective small groups.
- b. 8th Grade students will return in early Oct. to complete their Faith Statements, and Affirmation of Baptism ceremony on Oct. 30. Students were encouraged to attend HSYG to begin establishing relationships with current HSYG members.

2. High School Youth Group Year End Celebration

- a. The end of year HSYG celebration will be held 5.26 (moved from 5.19)
- b. We are planning several activities, snacks, etc. for the evening to include the traditional activity of Seniors adding their hand prints to the wall.
- c. High School Senior Recognition will be held June 5th during services.

3. 2022 Ongoing Fundraising

- a. Lou Malnati's coupons – Youth Team and student volunteers will sell coupons Sundays between services beginning 5.15. We will communicate to the congregation through SOTP channels. Coupons are good through June and will continue to be sold until gone. Communication to be emailed to Families with students in 6th thru 12th grade for further awareness
- b. Savers Fundraiser – 740 pounds of donations were dropped off at Savers resulting in ~\$150 in funds donated to HSYG. Bob has communicated the amount to Dave Shotick to ensure direct deposit funds are allocated to correct HS mission trip fund.

4. Service Opportunities / Summer Activities

- a. 30 Hour Famine event to be held June 18th & 19th. Becca and Tim are reviewing National website and planning this event. Information related to the event will be added to June Newsletter, Friday Flourish and will be communicated through SOTP channels
- b. Team is looking to offer several service events/activities throughout the summer such as volunteering at Habitat for Humanity, taking a group of students to Great America or a Waterpark, volunteering at nursing homes to assist with activities. Further communication will be submitted to families and leadership as dates are finalized
 - i. Bob has reached out to Matt regarding waivers needed for offsite activities

5. Other business

- a. Becca has indicated she is able to remain as our HSYG leader thru the end of July

6. Next Meeting: 6/13/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader

ARTIST SERIES MEETING

Monday, April 25, 2022

Attending the meeting: Chris B., Chris S., Curt, Jane, Janet, Jeni, Lynn, Orv, Sara

Curt opened the meeting at 7:07 with prayer.

Cocktail party

- We set the date for June 17 (Friday) at 7:00 p.m.
- Kristine Keegan will design the invitations. We just need to send her the content, including date, time, and address.
- Invitations should say cocktails and appetizers
- Summer Celebration theme
- At the cocktail party, we will offer everyone champagne when they come in. When everybody has a glass, we should talk about what we've done and what we need for the future.
- We can display posters from past events
- We will all bring appetizers
- Jane or Janet has the invitation list for the cocktail party.

Donations – credit card reader

- Chris S. has talked to several people that have purchased a credit-card reader and they all had good things to say.
- Would like it available for the Jim Gill concert on May 22
- Chris will order one (or two) when he finds one he likes; he expects them to be between \$10 and \$50 plus a monthly fee
- SOTP banks with Heartland Bank. Chris will contact the bank to see if they have suggestions or can supply a reader.
- We should still mention that people can write a check at the beginning of each event.
- We will not have the donor's address if they use a credit card. We can ask them to write their address when they donate, so we can send a thank you.

Jim Gill -Sunday, May 22 4:00 p.m.

- Orv and Janet handed out a list of local preschools/daycare programs to contact. See below for school list and who is going to contact each school.
- Orv and Janet also handed out a list of media outlets and in-house contacts that our press releases are sent to.
- Starting next week, we will ask Pastor Mark to announce the concert during services.
- Orv and Janet had two posters made and flyers.
- Matt moves the posters around during the week so that the outside groups that use the church during the week will see them.
- There were some additions made to the preschool list.

- Orv called a few schools and got a good reception. He shared his experience and tips for good results when contacting the schools.
- Amy Brittain is connected to all Huntley preschools; she's going to check with her principal to see if it's okay for her to reach out and ask about getting it circulated through District 158.
- Chris B. will send it to the Chamber director. She will circulate it through the preschools and churches that are chamber members.
- Janet will send an email to all committee members with the flyer attached.
- Michelle has taken flyers to Jill at Little Lambs.
- There will be no refreshments served.
- Jim Gill brings his own sound system.
- He says he can do outdoors or indoors. He thinks indoor usually go better, but he'll do either.
- If it's in the sanctuary, he would use the screen.
- We can use the old sanctuary and welcome area for overflow. We will take out the chairs except a few around the sides and back for those that need to sit.
- We decided to plan on having it inside. If we find there are going to be too many people, we can move outside.
- Chris B. will find someone for Jim Gill introduction – Becca? Brian Buessing?
- Flyers will be in Artist Series mailbox if anyone needs more.

Financial report

- Our current balance is \$10,564.32 as of the end of March.
- This includes the Paddy Homan event, payment for Jim Gill of \$1,350.00 and a deposit for The July 3 concert of \$1,995.00.

Upcoming Events

- Jim Gill – Sunday, May 22, 2022 4:00 p.m.
- An American Celebration – Mark Olen – July 3, 2022 7:00 p.m.
- Monroe Crossing – Saturday, September 17th, 2022
- Jane will call Mark Olen for a better picture of performers for the poster
- We decided not to pursue the German Oktoberfest event for this year.

Christmas

- Chris B. has been looking into a radio show but having trouble finding performers.
- Suggestions were made to look into Second City, talk to Carol Waxenberg, and Alex Rhode. Jane will investigate.
- Chris B. will talk to his contact at ECC about Artists Lounge Live, a Chicago-based production company that specializes in classic performances. Examples are Bing Crosby,

Nat King Cole, and the Andrews Sisters. They have a show called A Bing Crosby Christmas.

- A White Christmas sing-a-long is also a possibility.

Miscellaneous

- It was suggested that we could ask Kristine Keegan to create invitations for future performances that will be sent to VIP donors – donations of \$200.00 and up.

Our next meeting will be Monday, May 23rd at 7:00 p.m.

Jeni will not be able to attend next meeting.

Meeting was adjourned at 8:40 p.m.

Local Schools to be contacted

Chris B. (and Amy)

- Learning Tree Algonquin and Huntley
- District 158
- Delacey Education Center Carpentersville
- Cadence Academy Preschool Algonquin
- TLC Preschool Huntley
- First Church Preschool Crystal Lake
- KinderCare of Huntley

Chris and Sara

- Shining Stars Early Learning Center
- Kiddie Academy of Carpentersville and Crystal Lake
- Cary Grove KinderCare
- Berkshire Kindercare Crystal Lake
- Kids R Kids Learning Crystal Lake
- Two Rivers Head Start Carpentersville

Jane

- Salem Methodist Preschool Barrington
- St. Marks Day School Barrington
- Little Angels Preschool Barrington

Orv and Janet

- Atonement Christian Day School Barrington
- Kiddie Academy of Algonquin
- Sleepy Hollow KinderCare
- Immanuel West Dundee

Lynn

- Algonquin Preschool
- Primrose School of Algonquin
- Goddard School Elgin and Lake in the Hills
- La Petite Academy Lake in the Hills
- Randall Road KinderCare Algonquin

Curt

- Rainbow Castle Child Care Carpentersville
- Elgin Preschool
- Prince of Peace

Jeni

- Thunderbird Preschool Crystal Lake