



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

June 20, 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 June 20, 2022
6:00 p.m.

- 1. Call to Order**
- 2. Devotions – Christa Serpe**
- 3. Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for May 16, 2022, as presented.*
- 4. Congregation Committees/Ministry Teams**
 - a. *Call Process Update*
 - b. *HR Update*
- 5. Other**
- 6. Unfinished Business**
- 7. Adjourn**

The Next Meeting is July 18, 2022

Shepherd of the Prairie Council Minutes

Monday May 16, 2022

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

Absent: Christa Serpe and Kathy McGuine

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

Council members shared personal updates and recognition of positive acts in the church.

Devotions were provided by Bob Mollis. He cited Numbers 6:24-26 “The LORD bless you and keep you; ²⁵ the LORD make his face shine on you and be gracious to you; ²⁶ the LORD lift up his countenance upon you and give you peace.” Bob described how passage was selected to be our benediction.

Cheryl Adams moved to accept the minutes from the April Council meeting; Ellen Nissen seconded the motion,. Motion passed.

Pastor Mark gave an update on the Call Committee. A candidate will visit SOTP on the weekend of May 28-29. Council and other church leaders will be asked to visit with the candidate after Saturday night service and in between both Sunday services.

Sarah Wolf provided an update on the Youth and Family Ministry team. She and Matt Morrison have a survey ready to send to youth and parents to collect data on opinions and suggestions for activities next year.

Luminate Marketing has completed the contract and delivered the branding guide. JaySinger will be contracted to build the web site design and ensure security of the contents.

SOTP is actively recruiting for a full time organist.

Bob noted that one additional church member should be part of the audit team. Cheryl Adams moved to approve Joe DeBolt as the third member of the audit team. Pastor Mark seconded. Motion passed.

Ellen Nissen moved to adjourn. Bob Mollis seconded. Meeting was adjourned at 7:20pm.

The next meeting is June 20, 2022 at 6pm.

Treasurer's Report as of May 31, 2022

General Fund Report: The Unrestricted General Fund Balance is \$349,670. Total income for the month was \$70,059 and total expenses for the month was \$63,334. Approximately 5.1 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$74,620. Income for the month was \$16,538. The new MIF five-year monthly mortgage payment is \$18,807. Approximately 4 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:	\$70,059	\$70,698	(\$639)	-0.9%
Expenses:	\$63,334	\$73,460	(\$10,126)	-13.8%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$385,590	\$366,907	\$18,683	5.1%
Expense:	\$333,598	\$351,911	(\$18,313)	-5.2%

Mortgage Service Fund

Income for Month:	\$16,538
Income YTD:	\$103,262
Payments YTD:	\$96,222
Ending Fund Balance:	\$74,620

Council Action Item Recommendations or Approvals:

JSinger Website design proposal and adding Joe Debolt to the Audit team was approved during the May 23, 2022 Council meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

June 13, 2022

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

Excused: Bill Ball

Meeting called to order at 7:29 PM

- I. Approval of May 9, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Income/Expenses through May 31, 2022
 - i. May GF income of \$70,059 was \$639 less than budgeted amount.
 - ii. May GF YTD income was \$18,683 more than YTD budgeted amount.
 - iii. May GF expenses of \$63,334 was \$10,126 less than budgeted amount.
 - iv. May GF YTD expenses were \$18,313 less than YTD budgeted amount.
 - B. Balance Sheet through May 31, 2022
 - i. Total Current Assets \$722,993
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,056,890
 - iv. Total Liabilities \$3,287,465
 - C. Restricted Funds Detail Review through May 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$12,703.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,157.
 - iii. Account 3.675.000 Memory Garden Fund Donation balance \$17,055.
 - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,469.
 - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$47,018.
 - D. General Comments
 - i. YTD GF Member Contributions showed an increase of 18% compared to 2021.
 - ii. \$16,991 of SOTP's donated Temporary Restricted Funds were donated to outside Mission activities in the month of May. This included LSSI, ELCA World Hunger, Disaster Relief, Grafton Food Pantry, and multiple other outside charities contributed to by our special envelope offerings throughout the first half of 2022. Thank you to our generous congregation for sharing your blessings.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF balance is \$349,670 which is approximately 5.1 months of reserves.
 - ii. MS balance is \$74,620 which is approximately 4 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. Mission Team is expecting a shipment going out shortly.
 - B. Status of Audit Team review. The audit team has been interviewing many SOTP staff and Officers. 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 and Recommendations. Met with Heartland Bank and decided to stay with current credit card arrangement with Heartland Bank. SOTP does not use the corporate credit card enough to warrant the annual fee. The fee would outweigh the credits received based on usage. Item closed.
- E. Status of FDIC Review. Met with Heartland Bank to discuss concerns and their recommendations over the FDIC limit on SOTP bank account. History shows that most financial institutions are acquired by another bank, if the financial institution defaults and the acquiring bank covers all holding assets. FDIC concerns closed. However, recommendations are to consider some risk adverse investment vehicles for a portion of our current assets. Heartland Bank currently only offers a low interest-bearing Money Market or CD investment vehicle. Discussion around other vehicles includes laddering of CD's and to investigate the ELCA Foundation program. Topic tabled for further considerations.
- F. 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. The renewed policy will include the additional fixed assets of the Garage and Columbarium. The renewed Guide One policy premium should be similar to 2021's premium with these changes in the policy.

V. New Business

- A. Finance Team has unanimously approved implementing the Vanco Giving Plus Swipe program to take credit and debit card donations during the Artist Series events. There will be a controlled test of this application before making it available to the general public. Vanco transactions and fees are the same as our current credit and debit card transactions. There is no additional Vanco cost to implement the program outside of the onetime \$49 cost of the card reader.
- B. Next Finance Team Meeting will be July 11, 2022 @ 7:30 PM on Zoom

VI. Adjourned 8:34 PM

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

Friday, June 10, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	627,238.98	(8,397.60)	609,420.36
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	74,620.13	(2,251.04)	76,102.19
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	661.83	50.95	22,957.82
1.600.000	FNBO Checking Boy Scout Troop 200	9,549.44	1,439.10	N/A
	Total Current Assets	\$722,992.76	(\$9,158.59)	\$708,902.75
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	0.00	0.00
	Total Fixed Assets	\$7,333,907.22	\$0.00	\$7,203,136.61
	Total Assets	\$8,056,899.98	(\$9,158.59)	\$7,912,039.36
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	(400.00)	699.00
	Total Current Liabilities	\$0.00	(\$400.00)	\$699.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,287,465.37	(8,310.18)	3,391,965.55
	Total Long Term Liabilities	\$3,287,465.37	(\$8,310.18)	\$3,391,965.55
	Total Liabilities	\$3,287,465.37	(\$8,710.18)	\$3,392,664.55
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	349,670.24	6,725.40	306,977.90
	Total Unrestricted Fund Balances	\$349,670.24	\$6,725.40	\$306,977.90
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,257.75	(11,853.02)	864.75
3.175.000	Memorial Fund Balance	12,703.02	689.01	15,111.85
3.180.000	Grafton Food Pantry Fund Balance	266.38	(153.62)	2,820.00
3.192.000	Sanctuary Piano Balance	0.00	0.00	405.00
3.220.000	AV Ministry Fund Balance	(29.49)	0.00	752.00
3.250.000	Good Samaritan Fund Balance	10,156.95	0.00	10,056.95
3.260.000	Community Outreach Fund Balance	1,173.96	334.96	4,170.95
3.270.000	Holiday Flowers Balance	(444.66)	(786.17)	(513.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	12,608.51	530.31	1,762.86
3.332.000	Artist Series Balance	12,193.91	(152.64)	14,926.61
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	50.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$26,027.42</i>	<i>\$377.67</i>	<i>16,739.47</i>
3.350.000	Prairie Crafters Fund Balance	640.00	155.00	431.00
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	0.00	1,374.79
3.417.000	Youth Mission Trips Balance	12,497.20	385.80	9,114.63
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 May 31, 2022

Friday, June 10, 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>\$14,608.10</i>	<i>\$385.80</i>	<i>10,959.71</i>
3.500.000	Little Lambs Fund Balance	4,003.97	(1,207.68)	5,010.33
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,143.79	0.00	1,424.47
3.675.000	Memory Garden Fund Balance	17,054.91	964.62	14,078.13
3.676.000	Memory Garden Bricks Fund Balance	3,469.07	0.00	3,250.00
3.677.000	Memory Garden Niche Fund Balance	47,018.00	2,575.00	78,150.00
3.680.000	Garage Fund Balance	(7,267.68)	500.00	0.00
3.711.000	Community Communication Devel. Plan Fund	3,625.00	3,125.00	0.00
3.720.000	Disaster Relief Fund Balance	25.00	(1,115.00)	315.00
3.725.000	Miscellaneous Outside Charities Fund Balance	310.00	(850.00)	410.00
3.730.000	ELCA World Hunger Fund Balance	91.10	(2,423.90)	N/A
3.735.000	LSSI Fund Balance	0.00	(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	9,549.44	1,439.10	N/A
	Total	\$155,052.79	(\$8,438.23)	\$173,107.27
3.140.000	Mortgage Service Fund Balance	74,620.13	(2,251.04)	76,102.19
	Total Temporary Restricted Fund Balances	\$229,672.92	(\$10,689.27)	\$249,209.46
Reserves				
3.950.000	Barnabas Reserves Balance	2,508.91	(141.27)	2,330.83
3.971.000	Roof Repairs/Replacement Balance	43,250.00	250.00	40,250.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,330.00	(5,682.50)	12,975.50
3.974.000	Lawn & Landscaping Reserves Balance	281.28	229.17	9,232.41
3.975.000	Maintenance Reserves Balance	16,912.38	291.67	9,517.75
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	23,250.00	250.00	20,250.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	13,360.30	604.10	7,035.62
3.981.000	Bells Maintenance Reserves Balance	1,703.46	629.11	2,090.60
3.985.000	Sabbatical Reserves Balance	8,750.89	(1,225.00)	9,275.89
3.991.000	COTG Lease Balance	0.00	0.00	10,848.79
	Total Reserves	\$131,494.22	(\$4,794.72)	\$139,954.39
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,155.38	0.00	12,062.00
	Total Permanently Restricted Funds	\$12,155.38	\$0.00	\$12,062.00
3.130.000	Building & Grounds Equity	3,915,671.24	8,310.18	3,811,171.06
3.300.100	Garage Building Equity Balance	41,717.68	0.00	0.00
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	0.00
	Total Equity	\$4,046,441.85	\$8,310.18	\$3,811,171.06
	Total Fund Balances & Equity	\$4,769,434.61	(\$448.41)	\$4,519,374.81
	Total Liabilities and Fund Balances & Equity	<u>\$8,056,899.98</u>	<u>(\$9,158.59)</u>	<u>\$7,912,039.36</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 May 2022 for General Fund

Friday, June 10, 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	67,638.99	68,428.00	375,703.72*	355,123.00	792,000.00
4.150.000	Loose Plate and Growth	2,309.10	2,160.00	9,680.62	11,211.00	25,000.00
4.250.000	Flower Income	100.00	86.00	150.00	448.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.17	24.00	55.55	125.00	283.00
	Total Income	\$70,059.26	\$70,698.00	\$385,589.89*	\$366,907.00	\$818,283.00
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	\$36.99	\$209.00	\$607.94	\$1,045.00	\$2,500.00
<i>Mission Ministry</i>						
	Mission Ministry	\$6,540.75	\$7,260.00	\$40,062.06*	\$36,300.00	\$87,120.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$274.00	\$313.00	\$1,774.00*	\$1,565.00	\$3,750.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$63.47	\$67.00	\$516.27*	\$335.00	\$800.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$0.00	\$442.00	\$800.19	\$2,210.00	\$5,300.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$620.19	\$541.00	\$1,469.29	\$2,705.00	\$6,500.00
<i>Music Ministry</i>						
	Music Ministry	\$0.00	\$213.00	\$219.00	\$1,065.00	\$2,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$314.00	\$538.00	\$2,220.66	\$2,690.00	\$6,450.00
<i>Audio Visual</i>						
	Audio Visual	\$317.97	\$334.00	\$1,244.94	\$1,670.00	\$4,000.00
<i>Facilities</i>						
	Facilities	\$7,382.43	\$12,383.00	\$38,511.34	\$45,617.00	\$87,679.00
<i>Office Expenses</i>						
	Office Expenses	\$1,838.97	\$2,520.00	\$10,069.46	\$12,603.00	\$30,250.00
<i>Staffing Ministry</i>						
<i>Spiritual Staff</i>						
	Spiritual Staff	\$29,459.51	\$29,356.00	\$143,766.52	\$146,784.00	\$352,276.00
<i>Support Staff</i>						
	Support Staff	\$12,620.48	\$12,506.00	\$63,224.08*	\$62,530.00	\$150,067.00
<i>Shared Staff Expense</i>						

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

Friday, June 10, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,620.50	\$2,520.00	\$11,383.55	\$12,599.00	\$30,241.00
	Staffing Ministry	\$44,700.49	\$44,382.00	\$218,374.15	\$221,913.00	\$532,584.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$727.92	\$2,516.00	\$9,020.59	\$13,483.00	\$27,900.00
<i>Providing for the Future</i>						
	Providing for the Future	\$516.68	\$1,742.00	\$8,708.40	\$8,710.00	\$20,900.00
	Total Expenses	\$63,333.86	\$73,460.00	\$333,598.29	\$351,911.00	\$818,283.00
Difference		<u>\$6,725.40</u>	<u>(\$2,762.00)</u>	<u>\$51,991.60</u>	<u>\$14,996.00</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	31-May-22
Heartland Checking Balance	593,837.32	618,276.15	618,049.62	619,340.29	635,236.58	627,238.98
Petty Cash	500.00	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	661.83
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
Boy Scout Troop 200 Checking					8,110.34	9,549.44
Total	607,227.50	628,473.45	629,924.36	630,618.17	654,880.18	648,372.63
General Fund Balance	297,438.64	337,882.10	338,902.71	339,111.36	342,944.84	349,670.24
A/P Liabilities	3,845.62	4,117.70	3,076.50	-	-	-
Prepaid Pledges	24,100.00	-	-	-	-	-
Restricted Funds Balance	139,650.04	133,836.13	140,899.13	142,322.24	163,491.02	155,052.79
Reserves Balance	130,099.84	140,512.81	134,868.81	137,059.86	136,288.94	131,494.22
Endowment Fund Balance	12,093.36	12,124.71	12,124.71	12,124.71	12,155.38	12,155.38
Sub-Total	607,227.50	628,473.45	629,871.86	630,618.17	654,880.18	648,372.63
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	74,620.13
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	74,620.13
Difference	-	-	52.50	-	-	-
Mortgage Service Donations	19,423.28	32,353.75	17,396.82	19,121.21	17,852.44	16,538.41
Adjustment				52.50	(30.67)	
Transfers Made	19,423.28	32,353.75	17,344.32	19,233.71	17,821.77	16,538.41
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	67,639	375,703	18%
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			

SOTP Community Outreach minutes for June 2022

This meeting was held virtually through email and phone calls because of bad weather

Attendees:

Mike Yndestad
Bob Malm
Rachael Yndestad
Donna Kelly

- **Mar/Apr – Christ Walk** has concluded. Thursdays at 5:30PM except Maundy Thursday. Rachael did survey of participants and those expressing interest to gain further insights.
- **May 05/03/22 - Teacher Appreciation** – successful with coverage in the paper.
- **May - Parade** – Memorial day parade - successful. Awarded first place from Chamber of commerce. Best practices: 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. Invite veterans to walk in parade. We passed out frisbees.
We met 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.
Rented truck and trailer for float.
- May 22nd – Artist Series Chris Gill - successful.

Welcome Center Volunteers - Still need more!!!

Need more volunteers – 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?

Food Drives - Under evaluation. Determining best practices and personnel for future food drives. Bob Malm will talk to the food pantry and Mike will talk to leadership at the church to develop the best strategy moving forward.

Currently promoting July 3 concert and Vacation Bible school.

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

All the best,

Mike Yndestad
630-291-5364

Memory Garden Team Zoom Meeting

May 23, 2022

The Memory Garden Team met on Zoom Monday May 23, 2022. Ellen Nissen, Bill Nesta, Peter Walthers, & Ralph Wehnes attended.

The first item of discussion was the fact the Memory Garden account has a considerable amount of money that isn't drawing any interest. Bill & Ralph are going to meet and determine an amount that would be safe to put into an interest-bearing account that wouldn't have any detrimental affect on the normal operation of the Memory Garden. This will then be presented to the Finance Team and the Church Council for approval.

The next item of discussion was the possibility of installing some type of solar lighting for the Memory Garden. There was some question as to whether any lighting would be useful for that area. Peter is going to do some research as to what other Columbarium areas have for lighting, if any. He will also do some research on number of lumens and cost.

Ralph Wehnes

Memory Garden Chairman

Mission Team Minutes

June 13, 2022

Attendance: Sandy Hupert, Marty Jacobson, Vic Berkeris, Annette Petersen, Ronda Shoemaker, Carl Hupert, absent: Steve Legel, Becky Wright, visitor: Merelyn Schnell

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

1. Approval of Minutes: Annette moved, Vic seconded, no corrections, approved.
2. World Hunger Christmas in July is going well. It is planned for three Sundays July 10, 17 & 24. There will be a giving tree to purchase animals, for ELCA World hunger, Christmas songs, cookies etc. Marty and Annette have volunteered to make cookies as well.
3. Habitat for Humanity: Carl reported that Lance has said they do not need our help this week. Carl agreed to call ahead and have available workers as needed.
4. Grafton Food Pantry: Annette reported inventory has improved but there are always needs and not always enough room for overflow. She asked who determines if SOTP will make a once a month appeal to the congregation and Sandy suggested she contact Bob McDuffy to see if the Youth group will continue to do so. Vic indicated AAARk can provide fresh vegetables.
5. Exodus: Donna Schneff and Sandy reorganized the current inventory. A few items need to be purchased before we advise Exodus that a Welcome Pack is available. Sandy is waiting to hear back from Darren W. for his inventory.
6. FMSC: Ronda reported she now has 18 people signed up but needs 22 more. She will contact people who might need T shirts.
7. FMSC: Ronda will put out sign up sheets soon.
8. Blood Drive: Marty Thinks there were at least seven donors. She is waiting to hear the response from the blood bank with actual numbers and will put that info in the newsletter
9. Missionary support: No report

10. Willow Creek Homeless: Vic said things are under control for meals this coming Friday.
11. AAARK Garden: Vic reported that things are going well with planting and growing. A problem with a neighboring farmer's overspray but replacement planting was done. They could use volunteers for picking.
12. Re-Entry CRE: This mission is to assist recently released inmates. It tries to do so through education and communal assistance. Vic reports that getting the clients to attend classes has faltered and classes are temporarily discontinued.
13. Green Trees: Vic reported that SOTP and St. Mary's and Willow Creek Huntley will all be at Green Trees on Saturday, June 18 for helping with yard work. Sandy and Carl are helping with the luncheon meal with fruit, Vic with pizza and Annette with water.
14. Other: Marty moved and Ronda seconded to donate and hand deliver \$500 to FMSC on June 25th.

15.

New Business:

1. Annette moved and Vic seconded to have the Mission Team donate \$100-150 for the ELCA's Synod appeal for farming tools motion carried.
2. Future projects: Prior meetings suggested we think about other Missions. Carl suggested we first develop specific strategies to how best educate our membership as to what it feels is God's direction. For instance, outside speakers, adult education classes, seven's groups projects, etc.
3. Prayers of joys and concerns were shared.
4. Sandy reiterated that June 21 is the deadline for the July newsletter. Ronda moved to adjourn and Marty seconded.
5. Next meeting: July 11th.

Carl Hupert, acting secretary

Property Team meeting – June 13, 2022

The meeting was called to order by Mark Frendreis (Chair) at 7:03pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Don Kramlich, Rich Paeth, Jessica Panella, Chuck Peterson, Tom Polzin, Dick Tabatt, and Peter Walthers and Chris Trodahl

Absent: Jerry Christopherson and Cal Meyer

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

Old Business

- Still waiting on chair feet needed **Mark**
 - Tried to get a hold of the company and not sure if they are in business yet. Peter will do some digging.
- Youth room has a few lights out and needs new ballasts, who can replace the ballasts **Mark**
 - Chuck has enough equipment to do the youth room but not the hall. Chuck will supervise and direct if a couple of people will come to do the work.
- Progress on organ book shelf **Rich**
 - Waiting on hard wood
- Progress on sound booth countertop **Rich**
 - Waiting Mike for when it can be done.
- Discuss date to mulch this year and who will help **Mark**
 - Mark will talk to the scouts and youth to see if we can get help
- Schedule date to pressure wash garage **Rich**
 - Rich is ready when Mark is ready
- Evaluate what garage trim needs paint **Mark**
 - Peter is a good painter
- Schedule kitchen hinges overhaul/cleaning for Fall
 - Ashland cleaned the kitchen and has a few more days to finish
 - Mark went through and got the hinges fixed
- The Trees in the retention pond
 - We reached out to Hague and they said to wait until the fall to see what invasive species are there.
 - They will evaluate and reach out to Chris in the fall

New business

- Calendar for property team on Google. Who will cover July? **Mark**
 - Tom will do the walk around for July
- Parking lot finally approved **Chris**
 - The village has approved the work done
 - Be sure to get a permit in the future
 - There was a sink hole in the parking hole which Rich patched
- Status on new mats for entry doors ordered **Tom**
 - They are not in yet

- Door to fellowship hall doesn't stay open
 - May need to order new hardware, Mark will look into it
- Bleach cleaner ordered for serving area and kitchen
 - Michelle has ordered the cleaner and each countertop needs to be cleaned after used
- 2 new vacuums like the orange one in the pantry
 - Tom will order more to be kept in the janitor closets
- Order 4 cases of paper towels **Tom**
 - Tom will get them
- There is nothing on the outside of the building to note entrance names for deliveries
 - Office Entrance and Fellowship Hall entrance
- The people who donated money for a keyless entry said the money could be used for a camera system outside
 - We are thinking it would be a 6-8 camera system
- Fox Valley Fire and Safety
 - We have paid for all the mandatory work
 - All of the sudden the alarms are going off again and are mischarging for the multiple times they came out to "fix it"
 - Mark took Chuck off the call list
- If you need to buy from Menards Rich will put the barcode that is needed for tax exempt purchases in the Property File
- Peter has another contact for cleaning if needed
 - The current cleaning company suggested deep cleaning the tile
 - Peter will contact Ken Gnoit to discuss

The meeting was adjourned at 8:00 pm.

Submitted by: Jessica Panella

Youth & Family Team Meeting Minutes 6/13/22

Attendees: Bob McDuffee, Kari Arndt, Tim Torkelson, Becca Colson, Sarah Wolf (Council Liaison)

Not attending: Carrie McCabe, Kurtis Arndt, Abby Fiandalo

1. 2022 Ongoing Fundraising

- a. Lou Malnati's coupons – Youth Team and student volunteers continue to sell coupons Sundays between services, with about 50 coupons remaining. We will communicate to the congregation through SOTP channels. Coupons are good through June and will continue to be sold until gone
 - i. Sufficient coupons have been sold to cover the initial investment in coupons

2. Service Opportunities / Summer Activities

- a. 30 Hour Famine event planned for June 18th & 19th will be tabled until this fall. Becca and Tim are reviewing National website and planning this event. Many students had indicated they would be unable to attend this weekend due to family activities, vacations, etc., the team decided to delay until this fall potentially a weekend following the Faith Statement writing event.
- b. Bob has been provided contacts to communicate with Habitat Humanity and will reach out to see if we can schedule a service event to assist with home building, repairs, etc.
- c. Becca will be reaching out to HS students to see if a weekday or weekend trip to Six Flags or waterpark would be preferred. She will then start to plan an event to be communicated to parents and students.

3. Next Meeting: 7/11/22 @ 7:00 PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader

Artist Series
May 23, 2022

Orv opened the meeting with a prayer.

In attendance were Jane, Mike Luecht, Lynn , Orv, Janet, Chris B, Chris S, and Sara.

Mike Luecht, our Church Council President, attended the meeting to show support for what the Artist Series has been doing. The group discussed future ideas, how to expand our base, varying the artists to have a wide range of appeal, and how to increase donations.

REVIEW JIM GILL CONCERT

We had 141 adults and children attending, and got \$319 in donations. Some attendees were not from SOTP, and were from the very young to seniors.

COCKTAIL PARTY

Friday, June 17 at 7:00pm at Chris S and Sara's house. Chris B will give Kristine Keegan the info to design the invitations, prominently featuring our logo. Lynn and Judy Luecht will address and send out the invitations to our major donors. RSVPs will be phoned to Sara by June 13. We will borrow church easels to display posters of previous and future events. [We will meet on Tuesday June 7 at 7:00 pm to finalize plans for the Cocktail Party.](#)

CREDIT CARD READER

Mike and Chris S will work with Bob Mollis so that concert attendees can donate by credit card, making sure that the donations are part of the SOTP account. We would like this to be in place by the July concert. We will set up a table in the Welcome Area so that people can easily donate with checks or credit cards.

FINANCIAL REPORT

Our April balance is \$12,346, plus \$319 from last Sunday's concert. This includes paying for a deposit for the July concert performers.

UPCOMING EVENTS

The July concert will consist of a patriotic set, recognition of the branches of the armed forces, and selections from the "Great American Song Book".

We will not book any performances between September and Christmas.

We are still discussing ideas for the Christmas program.

The meeting was ended at 8:30pm.



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ARTIST SERIES MEETING

Wednesday, June 8, 2022

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

Curt opened the meeting at 7:05 with prayer.

Framed Posters

- Orv, Janet, Chris and Sara framed four of our past-event posters to display at the cocktail party.
- We have one extra frame. Orv will work with Hobby Lobby to order more frames so that we have them on hand for future events. As they are a size not readily available, it may take a month or more to get them in stock.
- We will hang the posters on the walls in the music room when not in use.
- Orv will talk to Donna Kelly to use the easels from the church on the 17th.
- Jane is looking for pictures from events from our first year. She will work with Michelle to make a collage for display.

Cocktail Party

- RSVPs – So far we have 24 yes RSVPs.
- We may have to text or email those that have not answered by Monday.

Food

- Lynn and Jane ordered two charcuterie boards from Fork It Catering.
- Lynn and Jane ordered 120 mini pastries from Ambrosia.
- The food will be delivered to the Solems' house between 6:00 and 6:15 on the 17th. The caterers will set it up.
- Jane and Lynn bought 100 plates, cups, napkins, plastic forks from Amazon.

Beverages

- Chris and Sara have 29 champagne glasses. Chris will call A to Z to see how much to rent a case of glasses.
- We will have champagne, beer, wine, water, and a nonalcoholic beverage – Arnold Palmer or some sort of mocktail.
- Chris and Sara are getting drinks and ice.

Donations

- Chris B. will do a toast celebrating our accomplishments, talk about how guests can help – spread the word, invite friends, and how to donate.

- We will have a small envelope with a card for donations. Guests can leave a donation that night (in basket) or send later.
- We will ask Kristine Keegan from Blue Frog Design to design the card. It should say thank you on one side and have directions for donations on the other.

Thank You Cards, Etc.

- We would like to ask Kristine from Blue Frog Design to design a line of thank-you notes, birthday cards, etc.
- Janet brought up the idea of sending cards on other days that people don't usually get cards for - 4th of July, other holidays, or just because. We could also send on the anniversary of our 1st event.
- We should list our next 3 upcoming events on an insert in each card.
- We should send personal invitations to donors before each event.
- Chris B. mentioned using Alpha Graphics in Saint Charles for printing. They have good prices and will not charge us tax.
- Lynn is in charge of thank you cards.
- We should send thank-you cards to the Waxenbergs for all their help with publicity and others outside of the team who have helped, but Lynn will wait until we get new thank-you cards.

Auxiliary Team

- There are several people (Leuchts, Millers, Waxenbergs) who have helped and/or offered to help in the future.
- We will create an Auxiliary team made of helpers not on the committee.

Grass-Roots Marketing

- Orv spoke about a grass-roots marketing campaign – reaching out personally to a community of people.
- There are several people that already do this for us, without even being asked.
- Carol Waxenberg announces performances on her radio show as well as taking flyers to her neighbors and putting it into neighborhood newsletters.
- We could talk to members of the congregation who would be willing to talk to neighbors or publish in community newsletters
- Rob Lindsay, Christine Such, and Michelle Rankin have all helped in this area

An American Celebration – July 3, 7:00 p.m.

- We reviewed the song list for the event.
- Jane will ask Mark about possibly doing the National Anthem at the beginning with words on screen.
- Jeff Moore will be doing sound for the event and has already spoken to Mark.

Christmas Concert

- The Classic Performances show we were thinking of will probably be very similar to the July 3 program.
- Still looking for a group that would be able to do a radio show performance.

- Jane will talk to Mark and the singers at the July 3rd concert to see if they know of someone that could help or have ideas.
- A White Christmas concert is a possibility.
- Elgin Children's Choir concert or youth symphony were also mentioned.
- Possible dates in order of preference (The first and third weekends in December):
 1. Saturday, December 3rd
 2. Sunday, December 4th
 3. Saturday, December 17th or Sunday, December 18th
 4. Friday December 2nd, or Friday, December 16th – 1st and 3rd weekend

Financial report

- Our current balance is \$12, 193.91 as of the end of May.
- Jane will look into journal corrections in May.

Upcoming Events

- An American Celebration – Mark Olen – July 3, 2022 7:00 p.m.
- Monroe Crossing – Saturday, September 17th, 2022
- We decided not to pursue Murial Anderson – guitarist. The audience for this performance would seem to be a small, specific group. It may work within a bigger event at a later time.

Miscellaneous

- Handouts for the July 3rd performance are in the Artist Series mailbox.

Our next meeting will be Monday, June 20th at 7:00 p.m.

Meeting was adjourned at 8:20 p.m.