



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

July 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
Monday July 18, 2022
6:00 p.m.

- 1. Call to Order**
- 2. Devotions – Kathy McGuine**
- 3. Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for June 20, 2022, as presented.*
- 4. Congregation Committees/Ministry Teams**
 - a. *Call Process Update*
 - b. *Finance Team*
 - c. *Children and Family Ministry*
- 5. Other**
- 6. Unfinished Business**
- 7. Adjourn**

The Next Meeting is August 15, 2022

Shepherd of the Prairie Council Minutes

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

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

Council President, Mike Luecht, called the meeting to order at 6pm. Members shared health challenges and referenced Pastor Mark's sermon on persevering.

Devotions were provided by Christa Serpe. She read from Matthew 5:1-12 about being blessed for many different things.

The minutes of the May 16, 2022 meeting were presented. Bob Mollis moved to approve the minutes. Pastor Mark seconded. Motion passed.

Pastor Mark discussed the Synod Assembly meeting. The online meeting was conducted to finding the new Bishop via ecclesiastical method. Stacy Fiddler, from Rock Island, was elected.

Mike shared a list of activities that have occurred since the call committee was formed. The process as defined by the Synod was reviewed and discussed. Pastor Mark was excused at this time to allow the Council to discuss title changes. Mike explained the various titles of pastor positions. Bob Mollis moved to change Pastor Mark's title to Senior Pastor. Cheryl Adams seconded. Motion passed unanimously.

Pastor Mark described the reporting structure of the revised SOTP Organizational Chart.

The following resolution was presented:

- a. *We, the duly elected Congregation Council of Shepherd of the Prairie Lutheran Church of Huntley, Illinois, recommend Ryan L. Mackey for the position of Pastor of Shepherd of the Prairie Lutheran Church.*
- b. *We agree to provide support as follows for this call to service.*
 - i. *Salary: \$44,125*
 - ii. *Housing: \$30,190*
 - iii. *Health and Pension: \$34,061*

Cheryl Adams moved to recommend the calling of Ryan Mackey as Pastor to SOTP. Sarah Wolf seconded. Motion passed unanimously.

Council has to give notice for the congregational meeting on July 10th between services. If Congregation calls Ryan Mackey, his start date will be August 15, 2022.

Ryan Mackey's ordination to become a pastor will be held as soon as the Bishop is available. If he is called by the congregation, his Installation will be held at a later date.

The Council then recognized Community Outreach Ministry team leader, Mike Yndestad. for the work to plan and participate in the Huntley Memorial Day parade. The Council then recognized Bob Mollis Treasurer, and the Finance Team, for being proactive months ago in negotiating a new mortgage rate prior to the interest rate increase. This foresight will result in substantial savings for the church going forward.

The meeting concluded with the Lord's Prayer at 8:30pm.

Treasurer's Report as of June 30, 2022

General Fund Report: The Unrestricted General Fund Balance is \$380,582. Total income for the month was \$91,034 and total expenses for the month was \$60,122. Approximately 5.6 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$72,364. Income for the month was \$16,536. The new MIF five-year monthly mortgage payment is \$18,807. Approximately 3.85 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:	\$91,034	\$61,845	\$29,189	47.2%
Expenses:	\$60,122	\$65,564	(\$5,442)	-8.3%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$476,624	\$428,752	\$47,872	11.2%
Expense:	\$393,720	\$417,475	(\$23,755)	-5.7%

Mortgage Service Fund

Income for Month:	\$16,536
Income YTD:	\$119,798
Payments YTD:	\$115,029
Ending Fund Balance:	\$72,364

Council Action Item Recommendations or Approvals:

No Financial team resolutions were discussed or approved during the June 20, 2022 Council meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

July 11, 2022

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

Excused: Dave Shotick

Meeting called to order at 7:32 PM

- I. Approval of June 13, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - A. Income/Expenses through June 30, 2022
 - i. June GF income of \$91,034 was \$29,189 more than budgeted amount.
 - ii. June GF YTD income was \$47,872 more than YTD budgeted amount.
 - iii. June GF expenses of \$60,122 was \$5,442 less than budgeted amount.
 - iv. June GF YTD expenses were \$23,755 less than YTD budgeted amount.
 - B. Balance Sheet through June 30, 2022
 - i. Total Current Assets \$779,841
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,113,748
 - iv. Total Liabilities \$3,279,479
 - C. Restricted Funds Detail Review through June 30, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$18,823.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,607.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is 29,898.
 - iv. Account 3.332.000 Artist Series Fund balance is \$18,568.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is 13,467.
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$17,055.
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,469.
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$44,673.
 - D. General Comments
 - i. YTD GF Member Contributions showed an increase of 23% compared to 2021.
 - ii. Member General Fund contributions were larger than normal for June. There were four families that prepaid their entire 2022 commitment.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF balance is \$380,582 which is approximately 5.6 months of reserves.
 - ii. MS balance is \$72,364 which is approximately 3.85 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. Exodus Refugee Funds have not been utilized at this point.
 - B. Status of Audit Team review. We are expecting their final report to Council this month.

- C. Status of Financial Policy Guideline documentation. Tabled, will be waiting for audit results to include any recommendations from the audit team.
- D. Council and the Finance team continue to investigate minimal risk investment vehicles as the CD and Money Market interest rates are starting to increase. Continue to monitor and make recommendations.
- E. Status of the Vanco Card Swipe program. Initial test transactions were successful during the first trial with the Artist Series program on July 3rd. Nine Transactions totaling \$270 in credit card donations to the program were processed. We will continue to expand the program to other events and ministries. Currently setting up a dedicated secure Apple iPad device managed by the Operations Manager.

V. New Business

- A. Review projected 2022 and 2023 budget impact with SOTP's call of Pastor Ryan Mackey (second pastor) with an anticipated start date of August 15, 2022. Discussion followed. No further action required at this time as we start to move into 2023 budget planning.
- B. Noted that the Memorial Fund Balance is over \$18,000. We have used these funds in the past to help pay additional Principle on our Mortgage Service loan. Bob will recommend to Council.
- C. Noted that we may need additional outside contract work for Landscaping and Lawn care since we will be losing some volunteer help. Bob to check with Facilities to verify for 2023 budget.
- D. Noted that the Finance Team should be reviewing the BSA Troop 200 Treasurer transaction reports more closely. Bob to add to future agendas. Currently we have just been reviewing Troop 200 Bank Statement
- E. Next Finance Team Meeting will be August 8, 2022 @ 7:30 PM on Zoom

VI. Adjourned 8:47 PM

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

Tuesday, July 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	687,438.63	60,199.65	604,422.94
1.100.100	Petty Cash	500.00	0.00	0.00
1.200.000	Mission Plus Building Fund Checking	72,363.51	(2,256.62)	73,933.18
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	398.29	(263.54)	170.64
1.600.000	FNBO Checking Boy Scout Troop 200	8,717.80	(831.64)	N/A
	Total Current Assets	\$779,840.61	\$56,847.85	\$678,949.14
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	\$8,113,747.83	\$56,847.85	\$7,882,085.75
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	0.00	17,078.51
	Total Current Liabilities	\$0.00	\$0.00	\$17,078.51
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,279,478.62	(7,986.75)	3,383,591.06
	Total Long Term Liabilities	\$3,279,478.62	(\$7,986.75)	\$3,383,591.06
	Total Liabilities	\$3,279,478.62	(\$7,986.75)	\$3,400,669.57
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	380,582.40	30,912.16	298,973.40
	Total Unrestricted Fund Balances	\$380,582.40	\$30,912.16	\$298,973.40
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,257.75	0.00	864.75
3.175.000	Memorial Fund Balance	18,823.02	6,120.00	15,761.85
3.180.000	Grafton Food Pantry Fund Balance	694.13	427.75	415.00
3.192.000	Sanctuary Piano Balance	0.00	0.00	4,045.00
3.220.000	AV Ministry Fund Balance	70.51	100.00	752.00
3.250.000	Good Samaritan Fund Balance	9,606.95	(550.00)	10,056.95
3.260.000	Community Outreach Fund Balance	624.50	(549.46)	4,250.95
3.270.000	Holiday Flowers Balance	(444.66)	0.00	(513.10)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	29,898.46	17,289.95	4,887.86
3.332.000	Artist Series Balance	18,567.84	6,373.93	13,431.61
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	50.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$49,691.30</i>	<i>\$23,663.88</i>	<i>18,369.47</i>
3.350.000	Prairie Crafters Fund Balance	640.00	0.00	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	1,897.73	(213.17)	1,374.79
3.417.000	Youth Mission Trips Balance	13,467.20	970.00	16,686.17
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 June 30, 2022

Tuesday, July 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>\$15,364.93</i>	<i>\$756.83</i>	<i>18,531.25</i>
3.500.000	Little Lambs Fund Balance	3,905.63	(98.34)	5,111.99
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	865.27	(278.52)	1,424.47
3.675.000	Memory Garden Fund Balance	17,054.91	0.00	13,143.13
3.676.000	Memory Garden Bricks Fund Balance	3,469.07	0.00	4,730.00
3.677.000	Memory Garden Niche Fund Balance	44,673.00	(2,345.00)	51,880.00
3.680.000	Garage Fund Balance	(7,267.68)	0.00	0.00
3.711.000	Community Communication Devel. Plan Fund	3,625.00	0.00	0.00
3.720.000	Disaster Relief Fund Balance	25.00	0.00	315.00
3.725.000	Miscellaneous Outside Charities Fund Balance	210.00	(100.00)	410.00
3.730.000	ELCA World Hunger Fund Balance	116.10	25.00	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	8,717.80	(831.64)	N/A
	Total	\$181,393.29	\$26,340.50	\$158,650.47
3.140.000	Mortgage Service Fund Balance	72,363.51	(2,256.62)	73,933.18
	Total Temporary Restricted Fund Balances	\$253,756.80	\$24,083.88	\$232,583.65
Reserves				
3.950.000	Barnabas Reserves Balance	2,009.92	(498.99)	2,393.33
3.971.000	Roof Repairs/Replacement Balance	43,500.00	250.00	40,500.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,542.50	212.50	11,292.74
3.974.000	Lawn & Landscaping Reserves Balance	510.45	229.17	(4,898.42)
3.975.000	Maintenance Reserves Balance	17,204.05	291.67	11,704.68
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	23,500.00	250.00	20,500.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	13,944.64	584.34	7,263.29
3.981.000	Bells Maintenance Reserves Balance	2,236.58	533.12	2,111.43
3.985.000	Sabbatical Reserves Balance	8,750.89	0.00	9,375.89
3.991.000	COTG Lease Balance	0.00	0.00	1,861.64
	Total Reserves	\$133,346.03	\$1,851.81	\$118,251.58
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	3,923,657.99	7,986.75	3,819,545.55
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	\$4,054,428.60	\$7,986.75	\$3,819,545.55
	Total Fund Balances & Equity	\$4,834,269.21	\$64,834.60	\$4,481,416.18
	Total Liabilities and Fund Balances & Equity	<u>\$8,113,747.83</u>	<u>\$56,847.85</u>	<u>\$7,882,085.75</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 June 2022 for General Fund

Tuesday, July 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	89,037.56	59,859.00	464,741.28*	414,982.00	792,000.00
4.150.000	Loose Plate and Growth	1,835.00	1,889.00	11,515.62	13,100.00	25,000.00
4.250.000	Flower Income	150.00	76.00	300.00	524.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.66	21.00	67.21	146.00	283.00
	Total Income	\$91,034.22	\$61,845.00	\$476,624.11*	\$428,752.00	\$818,283.00
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	\$46.50	\$209.00	\$654.44	\$1,254.00	\$2,500.00
<i>Mission Ministry</i>						
	Mission Ministry	\$7,263.90	\$7,260.00	\$47,325.96*	\$43,560.00	\$87,120.00
<i>Outreach Ministry</i>						
	Outreach Ministry	\$1,500.00	\$313.00	\$3,274.00*	\$1,878.00	\$3,750.00
<i>Adult Education Ministry</i>						
	Adult Education Ministry	(\$400.00)	\$67.00	\$116.27	\$402.00	\$800.00
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$10.76	\$442.00	\$810.95	\$2,652.00	\$5,300.00
<i>Children and Family Ministry</i>						
	Children and Family Ministry	(\$138.64)	\$541.00	\$1,330.65	\$3,246.00	\$6,500.00
<i>Music Ministry</i>						
	Music Ministry	\$533.12	\$213.00	\$752.12	\$1,278.00	\$2,550.00
<i>Worship Ministry</i>						
	Worship Ministry	\$308.79	\$538.00	\$2,529.45	\$3,228.00	\$6,450.00
<i>Audio Visual</i>						
	Audio Visual	\$0.00	\$334.00	\$1,244.94	\$2,004.00	\$4,000.00
<i>Facilities</i>						
	Facilities	\$5,269.65	\$4,478.00	\$43,780.99	\$50,095.00	\$87,679.00
<i>Office Expenses</i>						
	Office Expenses	\$2,912.55	\$2,523.00	\$12,982.01	\$15,126.00	\$30,250.00
<i>Staffing Ministry</i>						
<i>Spiritual Staff</i>						
	Spiritual Staff	\$23,655.87	\$29,360.00	\$167,422.39	\$176,144.00	\$352,276.00
<i>Support Staff</i>						
	Support Staff	\$12,380.50	\$12,506.00	\$75,604.58*	\$75,036.00	\$150,067.00
<i>Shared Staff Expense</i>						

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

Tuesday, July 5, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$1,834.53	\$2,519.00	\$13,218.08	\$15,118.00	\$30,241.00
	Staffing Ministry	\$37,870.90	\$44,385.00	\$256,245.05	\$266,298.00	\$532,584.00
	<i>Other Church Expenses</i>					
	Other Church Expenses	\$3,202.85	\$2,519.00	\$12,223.44	\$16,002.00	\$27,900.00
	<i>Providing for the Future</i>					
	Providing for the Future	\$1,741.68	\$1,742.00	\$10,450.08	\$10,452.00	\$20,900.00
	Total Expenses	\$60,122.06	\$65,564.00	\$393,720.35	\$417,475.00	\$818,283.00
	Difference	<u>\$30,912.16</u>	<u>(\$3,719.00)</u>	<u>\$82,903.76</u>	<u>\$11,277.00</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	30-Jun-22
Heartland Checking Balance	593,837.32	618,276.15	618,049.62	619,340.29	635,236.58	627,238.98	687,438.63
Petty Cash	500.00	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	398.29
Mission Investment Fixed Term	10,000.00	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	422.38
Boy Scout Troop 200 Checking					8,110.34	9,549.44	8,717.80
Total	607,227.50	628,473.45	629,924.36	630,618.17	654,880.18	648,372.63	707,477.10
General Fund Balance	297,438.64	337,882.10	338,902.71	339,111.36	342,944.84	349,670.24	380,582.40
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	181,393.29
Reserves Balance	130,099.84	140,512.81	134,868.81	137,059.86	136,288.94	131,494.22	133,346.03
Endowment Fund Balance	12,093.36	12,124.71	12,124.71	12,124.71	12,155.38	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	707,477.10
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	72,363.51
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	72,363.51
Difference	-	-	52.50	-	-	-	-
Mortgage Service Donations	19,423.28	32,353.75	17,396.82	19,121.21	17,852.44	16,538.41	16,535.88
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	16,535.88
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	89,038	464,741	23%
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 July 2022

Attendees:

Mike Yndestad

Bob Malm

Rachael Yndestad

Donna Kelly

Artist Series Support

Bob provided report of July 3 Artist series concert – Bob said it was packed house. He staffed Welcome Center and three households that stopped by and were given mugs and information.

Welcome Center

2 deep volunteers for Welcome Center for services are needed.

Artist Series will have Welcome Center open at events. Next Artist series event will be staffed by the Malms. Rachael to get Planning Center working for Services and pair existing member with new member. Then add Artist Series members can be added to pool of resources. Use Planning Center for Artist Series Events too. Need Floor Plan for the Welcome Center laminated and posted on the Welcome Center discussed.

Mike to converse with Pastor Mark to make announcement to send people to the Welcome Center if visiting.

Badges for Welcome Center have not been created. Donna and Dennis Lilla will print 10 red Welcome Center Team Badges. Welcome Center 07/23/22 – need welcome center staffed for this. 10:00 AM

Food Drives

Quarterly best per Harriet Ford from the food pantry. To be done on Saturdays, maybe some Sundays, If we can get enough volunteers to support. Best months from Food Drive Perspective February, April, July/August and October.

Picnic

8/21/22. Rachael to order 100 ears of corn from Porkies.

Fall Fest

09/23/22-09/25/22 Vic wants to promote the Arrk Garden at the booth. Need give aways. We will decide what items to order to give away at Fall fest booth at our next meeting.

One heart, one body

Might move chili cook off, One Heart, One Body to February with Food Drive, also. This will help us to celebrate Black History Month as well.

All the best,

Mike Yndestad

Misson Team Minutes

July 11, 2022

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Ronda Shoemaker, Annette Petersen, Merelyn Schnell, Becky Wright, Steve Legel and Donna Kelly (Connections Minister).

Sandy opened the meeting with a reading from Isaiah 58:6-8 and a prayer.

Old Business

1. Approval of Minutes: Steve moved and Vic seconded motion to approve minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief: "Christmas in July" has started and seems well received. Will continue for next 3 weeks. There are displays at both main entrances to church. Becky will put article in newsletter. The church received thank you letters from the ELCA World Disaster for donating \$7324.74 (Easter giving for Ukraine) and from the ELCA World Hunger for \$2515.00.
3. Habitat for Humanity: Volunteer Coordinator for Restore has informed Carl that for the time being no volunteers from SOTP are needed. Covid has reduced donation of items to the store.
4. Grafton Food Pantry: They are also doing a "Christmas in July" project this month. Youth group may not be doing food drive any longer. Will contact Bob Duffy to see what their plans are.
5. Exodus: Sandy has a complete pack ready to go but donation has been delayed till possibly Sept.
6. Feed My Starving Children: Ronda reported 22 volunteers showed up on June 25th. Will put pictures in newsletter.
7. Northern Ill. Food Bank: Not enough volunteers for July 9th. but will schedule another date for Oct.
8. Missionary Support: Have just received a newsletter. Annette will post on bulletin board. Steve will check with Daudi about providing support for Fistula Camp or some other health care needs. Will put article in newsletter.
9. Blood Drive: Marty reported 9 people gave blood in May. Will set up another blood drive in future.
10. Willow Creek Homeless: Vic reported all lunches taken care of for July. Rest of root beer floats going to them also. Need toiletries, towels and blankets. Putting request in newsletter and possibly set up desk for collecting items.
11. AARK Garden: Picking vegetables on Thurs. and Sat. Could use volunteers to help on Sat. for 3 hours in A.M. Will put in newsletter.
12. CRE-Rentry: 2 new clients. Looking for calendars and notebook donations. Holding one class at "tent encampment" for clients.
13. Green Trees: Plan to pull weeds and trim trees on Aug 20th. Will try to get other area churches involved also.
14. Northern Ill. Synod Appeal: Carl and Sandy picked out two soaker hoses and two spades as SOTP 's donation to the appeal.
15. God's Work Our Hands: Coming up Sept. 12th. Could use one of our present undertakings to fulfill this. Sandy will contact LSSI to see about possible project.

New Business

1. Info. in newsletter by July 20th. Send to Donna Kelly.
 2. Prayers of joys and concerns.
 3. Vic moved and Ronda seconded motion to adjourn. Motion carried.
- Next meeting Aug. 8th, 2022.

Steve Legel, Secretary

Property Team meeting – July 11, 2022

The meeting was called to order by Mark Frendreis (Chair) at 7:04pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chuck Peterson, Tom Polzin, and Peter Walthers

Absent: Jerry Christopherson, Don Kramlich, Cal Meyer, Dick Tabatt, and Chris Trodahl

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

Old Business

- Still waiting on chair feet needed **Peter**
 - There is an inquiry out to All Glides for feet
 - The chair company is out of business per their website
- Need to set a date and time to replace the lights and ballasts in the Youth Room **Mark**
 - Chuck's son and grandson will be doing the work in August or later
- Progress on organ book shelf **Rich**
 - Rich needs to get the wood – will go soon
- Progress on sound booth countertop **Rich**
 - Tentatively for the end of the month
- Discuss date to mulch this year and who will help **Mark**
 - Now that we are into summer, we will wait until next spring to get the first third done
 - We will pick a date in January for April
- Schedule date to pressure wash garage **Rich**
 - This was completed a couple of weeks ago
- Status on new mats for entry doors ordered **Tom**
 - The vendor is waiting on materials
- 2 new vacuums like the orange one (Shark) in the pantry **Tom**
 - One for funeral luncheon closet and one in the kitchen pantry
 - These are not for the cleaning people
 - The Electrolux will be left for the cleaning people
- The doors near the kitchen to fellowship hall doesn't stay open
 - Mark has been able to fix a couple of them
 - There is someone who can come in August to help identify the parts needed to correct all your doors
- Bleach cleaner ordered for serving area and kitchen **Mark**
 - Lysol with peroxide has been put in the kitchen and the serving area for people to use after serving anything
 - We have 6 bottles total
- Security camera system update **Rich**
 - Backstreet Surveillances will allow professional or self-installation
 - They suggest 10 cameras outside and 2 inside
 - 8 day recording cycle
 - Unlimited support
 - Installation is \$3k and Total cost \$9,058.55 and we have \$10k in reserves for this
 - We will make the final decision next month

- Fellowship hall lights out **Tom**
 - 4 bulbs and one strip are out
 - We need to get the lift on the chancel and Mark will look at/change the bulbs
- Church Entry signs (photos) **Mark**
 - Mark found some samples of signs that could be used to put into the grassy area
 - Should we do this ourselves or get company to do it for us
 - Should look at the entrance for GlenEagle Farm in Carpentersville as an example of a composite material which can be used. Jess will get the name of the company who made them

New business

- Calendar for property team on Google. Who will cover August? **Mark**
 - Peter will work with Don to do it
- Quotes for garage paintwork **Rich**
 - Certa Pro \$1495 – This is who we will go with
 - Epic Painting 1600
 - That Painting Guy - \$1375
- Laminated checklist for cleaning company **Mark**
 - English and Spanish for the company to use to clean things regularly
- Posts outside need touchup **Rich**
 - The posts are at the entrance to the old church
 - Peter will do this painting
- Peter will reach out to the congregation to get commitments for groups to help with large projects on the grounds
- If people are taking care of the grounds, they need to let the Property Team know for awareness
- Peter said the back of the garage has been cleaned up pretty well
- Donna said there is a flatscreen TV needed for the library
 - The small one is P. Bill's office will go on the South wall
 - Mark will be available in 2 weeks
- There are two lights in the parking lot that are on all the time (during the day) when they should be off
 - There may be a photocell issue
- P. Ryan will be in Donna's office and Donna will move to Tessa's old office
 - P. Ryan starts August 15
 - Pastors and Michelle in the main office and all support staff will be in the West end
 - Tessa's position will be part time and can use the room next to the youth room
- Rich was riding around on his bike and checked the doors and there was a pin in the door for the west end entry
- Rich will contact Dennis for an email address from the church to do Property related correspondence

The meeting was adjourned at 8:20 pm.

Submitted by: Jessica Panella

SOTP Worship Committee meeting Minutes

July 11, 2022

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

Carolyn reviewed some information from the pre-committee meetings with Donna Kelly. Ryan M. has given a verbal yes to accepting the call. His office will be Donna's office and Donna will move to Tess's office. The vote was 197 yes and 0 no! New membership meetings will resume to pre-COVID format of 3-530pm with time in the middle to mingle with ministry leads. Property is looking at installing cameras for security.

Agenda for The Worship meeting

Ordination is Saturday, July 23, 2022, starting at 10am.

Volunteers will need to be there by 915am.

Service is anticipated to take about 1.5 hours.

Please be sure to wear your name tags as we are anticipating visitors.

Ordination Organization Meeting

1. Change banners to red (sanctuary and doors) Ed and CA
2. Judie will change the altar cloth to Red as well
3. These must be changed back to green for service on Sunday.
4. Ushers – need six ushers Ed
5. Note: there will be an offering per Pastor Mark
6. Greeters – need four greeters (two at each door) Elaine
7. Organizer for Clergy processional – Pastor Mark
8. Communion Stewards -Three stations – The stewards are being handle by Pastor Ryan.
We do not have to do anything with stewards. May need to consider having a runner to help with the trays.
9. Communion trays – Judy will order three more communion trays with a lid. Barb H. said that she would pay for them. Donna K. said that there was one extra one from the Barnabas/Grief group that could serve as a backup.
10. Judie will make sure that we have enough wine and juice.
11. Number attending – Jane thinks that we will have a full house 350+
12. Need to stage chairs around the perimeter of the sanctuary. It was suggested that we use our good chairs from the old sanctuary. There may also be a need to bring forward the blue chairs in case of an overflow. Ed will work with Matt and the chairs.
13. Flowers – Diane indicated that we have one floral arrangement ordered. Barb H. said that she would cover the second live arrangement for the pedestals with red and just a little white flower. Diane will ask that the flowers be delivered on Friday. Diane and Barb also looked at our tall red floral arrangement for the small pedestals in the back. There was some talk about flowers in the baptismal area, but Donna K. suggested that we should speak with Pastor Mark. That is on hold for now.

14. Program – Jane and Pastor Mark are working on a bulletin. This will probably be professionally printed on larger paper (17x 11 and folded). FYI Ushers will hand out programs.
15. Choir- Jane has invited members of Ryan's current church to sing with our choir. Members of the church will also be invited to participate in the service. This could add to our numbers.
16. SOTP choirs will be singing. FYI
17. Mickey will be playing the organ and piano for the service FYI

Refreshments –Reception is planned.

Reception is planned immediately after the ordination service. Service should run about 1.5 hours. Reception to start at 1130am.

- Reception will consist of cookies and punch and water.
- Donna Kelly will send out notice to bakers list (provided by Ed Cuttle) requesting each person bake three dozen cookies. There are 80 people on the list however that does not mean that all will bake. Bakers will be asked to contact Carolyn Cuttle to commit to baking. Bakers will be asked to deliver cookies on Friday by noon to the kitchen. They should be on a paper plate therefore the committee will not have to return plates. We will need about 75 dozen cookies anticipating that each person will eat three cookies. This means that if the bakers bake three dozen cookies, we will need 25 bakers. If necessary, we will order cookies if there are not enough bakers.
- Annette Petersen will handle the punch service and set up the cookies. There is a sparkling cranberry punch that sounds quick and easy and just little fancy. Ingredients included cranberry juice, frozen pink lemonade, and sparkling water (club soda). Annette will work with her coffee ladies and possible Funeral ladies.
- Tables will be set up in the gathering area. Table will come from the music room. The tables will be set up as a "T" bumping up to the coffee bar/service area. That way there will be two lines and the ladies can serve cups of punch and water from behind the coffee bar.
- Tables will be decorated with white tablecloths and with a red runner down the center. Individual plates of cookies will be placed on the tables so that our guests can make their own choices. There should be red plates and red napkins. Carolyn will work with the table clothes, plates and napkins. Donna K. will order more cups for the punch.
- Jane indicated that Ryan's current church will be invited to attend. Their choir has also been invited to sing with our choirs. We should probably have water available at 9am for choir members to drink. Carolyn will check on water bottles.
- The church has two nice large glass dispensers for the punch. Barb H. will provide one more just in case.
- Annette and her group will create trays with the cookies on Friday afternoon.

Additional Notes from the meeting. Carolyn will contact Mark F. regarding making sure that we have AC for choir practice on Thursday night. The committee also asked if it would be possible

to wash the windows in the sanctuary. They are really dirty. We would like to make a good impression for the ordination.

Second issue is reimbursement - when a member purchases something for the committee with their own monies, the members have sometimes waited two months for reimbursement. We would like to get reimbursement to come quicker. This needs to be addressed. It has been an issue with the purchase of wine and juice (every three months). Not sure if the church has petty cash or a charge card but two months is a long time to wait to be reimbursed.

On Friday, July 22nd at 930 am the committee will meet to change banners, set up tables and get things ready for Saturday.

Respectfully submitted,

Carolyn Cuttle

Youth & Family Team Meeting Minutes 7/11/22

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

Not attending: Kurtis Arndt, Abby Fiandalo, Sarah Wolf (Council Liaison)

- 1. High School Senior Recognition, Sunday 6/26:** 23 High School Seniors were recognized during services the weekend of 6.25 & 6.26. Alice Hallett continued the tradition of making blankets for these students and those in attendance were presented them on Sunday as well. Pastor Mark and Bob will work with those not able to attend to ensure the students receive their blanket and blessing
- 2. Service Opportunities / Summer Activities**
 - a. The High School youth group has been asked to assist with Green Trees landscaping work on 8.20. Bob will coordinate timing with Vik B. and send communication out to students for volunteers.
 - b. Youth Group leadership team will do an activity with the youth group to celebrate Becca's internship as she will leave the group at the end of July
 - c. August HSYG will likely not meet at church but will attempt to have offsite activities during the same night/time frame (i.e. Deicke Park sand volleyball, Dairy Mart, firepit, etc.) for a change of pace prior to the start of the new school year
- 3. Other Business**
 - a. HSYG leadership team took time to thank Becca Colson for her dedication, energy and faithfulness to the Youth Program during her internship this year. She will be missed by all.
 - b. Tentative dates for fall Youth Programs:
 - i. Confirmation Parent/Student night: 9.21.22
 - ii. 1st night of Confirmation: 9.28.22
 - iii. Faith Statement Event: Oct 9 & 10 (realized this is Columbus Day weekend and will likely need to move one week forward, will discuss with Pastor's Mark and Ryan).
- 4. Next Meeting: 8/8/22 @ 7:00 PM**

Respectfully submitted,

Bob McDuffee / Youth Team Leader

Artist Series Minutes June 27, 2022

Inbox



Jenifer McCann

Tue, Jun 28, 3:35 PM (6 days ago)

to Chris, Chris, Curt, jane, me, Janet, Lynn, Orv, Sara, Jeni

ARTIST SERIES MEETING

Monday, June 27, 2022

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

Curt opened the meeting at 7:00 with prayer.

Cocktail Party

- It was a rousing success!
- Donations so far – \$5,600. We don't have individual amounts yet, but Jane is working on it.
- We received donations from almost everybody that was there, either that night or after.

Thank You Notes and Donation Cards

- Chris sent Alfred Graphics the order. Will be ready soon.
- We have not gotten a bill for the design yet. She will send it to Chris.
- Donation cards are 3x5.
- Will get envelopes with our logo on them.

An American Celebration – July 3, 2022 7:00 p.m.

- Reviewed program.
- Chris will give an opening talk – mention that we're not funded by the church.
- We should have envelopes to hand out at events for people who want to take them home and send donations later. Michelle made us address label stickers that we will put on the envelopes.
- Mark will be here around 5:30. Other performers at 6:00.
- Jeff Moore will be here for sound and lighting.
- We will need to move the altar and replace afterwards.
- There will be red-white-and-blue flowers in the sanctuary.
- Sara and Chris will order balloons.
- We will need a table in the welcome area for Mike and Judy Luecht to take credit card donations.
- The outreach team wants to have someone here to man the information table.
- Jane will ask Michelle to make a sign for the donation table.
- Jane will reserve the music room and library for performers.

- Sara and Chris will get water and ice.

Monroe Crossing – Saturday, September 17, 2022

- Chris will follow up with the band to find out what they need from us.
- Jane will reserve the library and music room for performers.

Christmas Possibilities

Second City

- Jane talked to Tony, an agent for Second City. They do two Christmas shows – Jingle Bell Ruckus and Holidays and Confused. Sketch comedy, improv comedy, musical comedy - \$8,500.00.
- They will make it church appropriate
- It was discussed that Second City will bring in a large, possibly younger audience. However, we're not sure if it's right for Christmas.

White Christmas

- Jane talked to Mark Olen about finding performers for this.
- He will get back to us.

Lakeside Singers

- Chris looked into this choir as an option, but found that they are disbanding after October.

Artist Lounge Live

- Chris is reaching out to them.
- They have lots of different options, but may be very similar to An American Celebration

Radio Show

- Chris has been looking into but has been unable to find someone that does a show like this that would be willing to travel.

Chicago Master Singers

- Curt suggested Chicago Master Singers.
- Chris will reach out to them.
- They have 129 members plus orchestra – do we have room?
- Do they have a chamber group?
- We will discuss again after Sunday's concert and make a decision

Financial report

- Our current balance is \$16,692.21. This includes some of the donations from the cocktail party but not all, and some of the cocktail party expenses but not all.
- There will be credits this month for donations that were given to the music ministry instead of the Artist Series.

Upcoming Events

- An American Celebration – Mark Olen – July 3, 2022 7:00 p.m.
- Monroe Crossing – Saturday, September 17th, 2022

Miscellaneous

- Lynn will get a gift card for Michelle to thank her for all the help she's given us.

Our next meeting will be Monday, July 18th at 7:00 p.m.

Meeting was adjourned at 8:29 p.m.