



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

October 17, 2022

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda

October 17, 2022

6:00 p.m.

1. Call to Order

2. Devotions – Sarah Wolf

3. Approval of Minutes

- a. *Recommendation: To approve the Congregation Council minutes for September 19, 2022, as presented.*

4. Presentation by Jeff Moore – Contemporary Music Director

5. Congregation Committees/Ministry Teams

- a. *Memory Garden Discussion*
- b. *Finance Discussion*
- c. *Worship*

6. Other

- a. *Website update*
- b. *Audit Plan*
- c. *Human Resources*

7. Unfinished Business

8. Adjourn

The Next Meeting is November 21, 2022

Shepherd of the Prairie Council Meeting Minutes

Present: September 19, 2022 6:00 p.m.

Present: S. Wolf, C. Adams, B. Mollis, Pastor Mark, Pastor Ryan, K. McGuine, S. Wolf, E. Nissen, C. Serpe, and J. Shotick

Absent: M. Luecht

Guests: George Attaway, Don Schneider, and Joe Debolt

The meeting was called to order by Vice President, Sarah Wolf, at 6pm

Cheryl Adams provided the devotions in which she described the importance of saying, “I love you Jesus” and teach us love to bring forth fruits of love.

Council members shared updates on their experiences with worship and activities at SOTP.

The minutes of the August 15, 2022 minutes were amended to read “the October 2, 2022 installation of Pastor Ryan.” Bob Mollis moved to adopt the corrected minutes, and Cheryl Adams seconded. Motion passed.

Audit team presented their report. George Attaway, Don Schneider, and Joe Debolt explained the process and their findings. The previous audit was conducted in 2018. This audit focused on the operations of the church. The team explored how other churches conduct audits and created a checklist to guide the process. They identified and studied 31 areas of the church’s operations with 150 questions asked of various staff and volunteers. Security was identified as a key issue, in particular keeping records secure. It was noted that the church has many volunteers doing good work, so procedures need to be clearly documented and shared. The team suggested that all policies and procedures be collated and distributed to all staff and volunteers in charge. They recommended that a manual be created to document all policies that would direct the responsibility towards a specific position.

Pastor Ryan provided a discussion of the strategies for expanding our young families, children, and youth programs. His vision is a two year process, first to observe the needs and hopes of these groups, and then to apply Adaptive Change that would include a more holistic approach beyond Sunday School.

The stewardship committee needs help with 2-3 ministry emphases to showcase. They plan to create a video of stories, engagement, community involvement/mission to share with the congregation.

Credit cards with Heartland Bank for Jill Gillming and Pastor Ryan were approved by Council on August 20, 2022.

Pastor Ryan’s installation will be Sunday, Oct. 2, 2022 at 10am – one service for that Sunday.

The meeting was adjourned at 7pm.

The next Council meeting is October 17, 2022.

Treasurer's Report as of September 30, 2022

General Fund Report: The Unrestricted General Fund Balance is \$373,094. Total income for the month was \$62,212 and total expenses for the month was \$85,021. Approximately 5.5 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$77,243. Income for the month was \$18,718. 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:	\$62,212	\$61,360	\$ 852	0.1%
Expenses:	\$85,021	\$66,233	\$18,788	28.4%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$677,895	\$611,271	\$66,624	10.9%
Expense:	\$602,480	\$617,469	(\$14,989)	-2.4%

Mortgage Service Fund

Income for Month:	\$ 18,718
Income YTD:	\$181,033
Payments YTD:	\$171,450
Ending Fund Balance:	\$ 77,243

Council Action Item Recommendations and Approvals:

There were no Finance Team recommendations discussed during the September 19, 2022 Council meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM
Meeting Minutes
October 10, 2022

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

Excused: Bob Mollis

Meeting called to order at 7:30 PM

I. Approval of September, 2022, Meeting Minutes as presented

II. Accounting Administrator's Report

A. Income/Expenses through September 30, 2022

- i. September GF income of \$62,212 was \$852 more than budgeted amount.
- ii. September GF YTD income was \$66,624 more than YTD budgeted amount.
- iii. September GF expenses of \$85,021 were \$18,788 more than budgeted amount.
- iv. September GF YTD expenses were \$14,989 less than YTD budgeted amount.

B. Balance Sheet through September 30, 2022

- i. Total Current Assets \$788,654
- ii. Total Fixed Assets \$7,333,907
- iii. Total Assets \$8,122,562
- iv. Total Liabilities \$3,255,007

C. Highlighted Restricted Funds Detail Review through September 30, 2022

- i. Account 3.175.000 Memorial Fund balance is \$24,774.
- ii. Account 3.250.000 Good Samaritan Fund balance is \$9,707.
- iii. Account 3.330.000 Adult Music Ministry Fund balance is \$35,669.
- iv. Account 3.332.000 Artist Series Fund balance is \$18,661.
- v. Account 3.417.000 Youth Mission Trip Fund balance is \$13,997.
- vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,564.
- vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,234.
- 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 20% compared to 2021.
- ii. Member General Fund contributions were larger than normal for September.
- iii. As anticipated, September expenses significantly exceeded budget with the onboarding expenses of an additional pastor specifically moving expenses and benefit expenses for half of August.
- iv. It was noted that for the balance of 2022, the salary and benefit expenses of an additional pastor are unbudgeted. These expenses will be offset to some extent - but not fully - by the retirement of Pastor Bill. Savings from open personnel positions also will provide an additional offset.

- v. The practice of posting to Loose Plate and Growth donations from groups using the SOTP facility was discussed. Currently, this accounts for less than \$2000 in income annually.

III. Treasurer's Report of Activity & Council Actions/Discussions

- A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF balance is \$373,093 which is approximately 5.5 months of reserves.
 - ii. MS balance is \$77,243 which is approximately 4.1 months of reserves.

IV. Old Business

There were no updates on prior matters.

V. New Business

- A. The desirability of tracking all donations was discussed. A listing of donations to other than the General Fund, Loose Plate and Growth, Flower, Little Lambs and Mortgage Service Fund shows that total donations/income to these funds totaled about \$6,000 for the month of September. Further discussion is planned for November.
- B. The possibility of further consolidating the current three restricted funds for music was discussed. The 2023 budget preparation presents the opportunity to consider any change.
- C. The emailing/mailing of Third Quarter statements is underway.
- D. Next Finance Team Meeting will be November 14, 2022 @ 7:30 PM on Zoom.

VI. Adjourned 8:15 PM.

Respectfully submitted,
Bill Ball

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

Thursday, October 6, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	691,090.19	(18,583.14)	579,324.15
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	77,242.66	(65.56)	68,907.47
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.250.000	HBT/LPL Investment Account	422.41	0.03	422.38
1.500.000	Donations Holding Account	329.00	277.82	228.32
1.600.000	FNBO Checking Boy Scout Troop 200	9,070.17	655.94	N/A
	Total Current Assets	\$788,654.43	(\$17,714.91)	\$659,382.32
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	\$8,122,561.65	(\$17,714.91)	\$7,862,518.93
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	0.00	6,943.60
	Total Current Liabilities	\$0.00	\$0.00	\$6,943.60
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,255,007.18	(8,067.91)	3,357,935.72
	Total Long Term Liabilities	\$3,255,007.18	(\$8,067.91)	\$3,357,935.72
	Total Liabilities	\$3,255,007.18	(\$8,067.91)	\$3,364,879.32
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	373,093.54	(22,808.63)	294,588.60
	Total Unrestricted Fund Balances	\$373,093.54	(\$22,808.63)	\$294,588.60
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,257.75	0.00	2,452.25
3.175.000	Memorial Fund Balance	24,774.18	633.75	12,956.85
3.180.000	Grafton Food Pantry Fund Balance	195.00	(150.25)	215.00
3.192.000	Sanctuary Piano Balance	0.00	0.00	5.00
3.220.000	AV Ministry Fund Balance	70.51	0.00	(29.49)
3.250.000	Good Samaritan Fund Balance	9,706.95	100.00	10,556.95
3.260.000	Community Outreach Fund Balance	376.76	(307.74)	4,215.95
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	35,669.43	1,730.05	12,364.74
3.332.000	Artist Series Balance	18,660.84	842.54	13,134.75
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	50.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$55,555.27</i>	<i>\$2,572.59</i>	<i>25,549.49</i>
3.350.000	Prairie Crafters Fund Balance	640.00	0.00	485.00
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
3.390.000	Children & Family Ministry Balance	100.00	0.00	N/A
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	1,897.73	0.00	1,574.79
3.417.000	Youth Mission Trips Balance	13,997.20	0.00	8,570.95
3.421.000	Youth Scholarship Balance	0.00	0.00	763.01

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

Thursday, October 6, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.422.000	Operation Christmas Child Balance	0.00	0.00	157.28
3.423.000	Confirmation Retreat Fund Balance	0.00	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$15,894.93</i>	<i>\$0.00</i>	<i>10,616.03</i>
3.500.000	Little Lambs Fund Balance	4,030.72	770.43	4,554.05
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,095.27	20.00	1,524.47
3.675.000	Memory Garden Fund Balance	12,563.63	(102.28)	16,273.13
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	(465.00)	2,133.07
3.677.000	Memory Garden Niche Fund Balance	44,673.00	0.00	54,280.00
3.680.000	Garage Fund Balance	(7,267.68)	0.00	(13,267.68)
3.711.000	Community Communication Devel. Plan Fund	3,625.00	0.00	8,500.00
3.720.000	Disaster Relief Fund Balance	25.00	0.00	915.00
3.725.000	Miscellaneous Outside Charities Fund Balance	1,293.00	150.00	510.00
3.730.000	ELCA World Hunger Fund Balance	395.00	200.00	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	9,070.17	655.94	N/A
	Total	\$190,324.82	\$4,077.44	\$150,602.73
3.140.000	Mortgage Service Fund Balance	77,242.66	(65.56)	68,907.47
	Total Temporary Restricted Fund Balances	\$267,567.48	\$4,011.88	\$219,510.20
Reserves				
3.950.000	Barnabas Reserves Balance	1,830.02	(69.86)	2,330.83
3.971.000	Roof Repairs/Replacement Balance	44,250.00	250.00	41,250.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,658.82	212.50	9,525.50
3.974.000	Lawn & Landscaping Reserves Balance	1,197.96	229.17	2,599.09
3.975.000	Maintenance Reserves Balance	16,584.06	291.67	12,579.69
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	24,250.00	250.00	21,250.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	14,901.68	(81.64)	7,505.57
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,173.92
3.985.000	Sabbatical Reserves Balance	8,750.89	0.00	9,675.89
3.991.000	COTG Lease Balance	0.00	0.00	1,240.43
	Total Reserves	\$135,807.01	\$1,081.84	\$126,277.92
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,186.40	0.00	12,062.00
	Total Permanently Restricted Funds	\$12,186.40	\$0.00	\$12,062.00
3.130.000	Building & Grounds Equity	3,948,129.43	8,067.91	3,845,200.89
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	\$4,078,900.04	\$8,067.91	\$3,845,200.89
	Total Fund Balances & Equity	\$4,867,554.47	(\$9,647.00)	\$4,497,639.61
	Total Liabilities and Fund Balances & Equity	<u>\$8,122,561.65</u>	<u>(\$17,714.91)</u>	<u>\$7,862,518.93</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.

Thursday, October 6, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
Income						
4.100.000	Member Contributions	59,792.88	59,388.00	659,707.25*	591,636.00	792,000.00
4.150.000	Loose Plate and Growth	2,304.47	1,875.00	17,380.85	18,677.00	25,000.00
4.250.000	Flower Income	101.38	75.00	701.38	747.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	13.19	22.00	105.66	211.00	283.00
	Total Income	\$62,211.92	\$61,360.00	\$677,895.14*	\$611,271.00	\$818,283.00
Expenses						
Connections Ministry						
	Connections Ministry	\$19.42	\$209.00	\$698.85	\$1,881.00	\$2,500.00
Mission Ministry						
	Mission Ministry	\$6,946.18	\$7,260.00	\$70,377.03*	\$65,340.00	\$87,120.00
Outreach Ministry						
	Outreach Ministry	\$0.00	\$313.00	\$3,274.00*	\$2,817.00	\$3,750.00
Adult Education Ministry						
	Adult Education Ministry	\$337.75	\$67.00	\$454.02	\$603.00	\$800.00
Youth and Education Ministry						
	Youth and Education Ministry	\$0.00	\$442.00	\$831.29	\$3,978.00	\$5,300.00
Children and Family Ministry						
	Children and Family Ministry	\$2,628.03	\$541.00	\$5,333.46*	\$4,869.00	\$6,500.00
Music Ministry						
	Music Ministry	\$0.00	\$213.00	\$1,330.63	\$1,917.00	\$2,550.00
Worship Ministry						
	Worship Ministry	\$996.86	\$538.00	\$4,982.96*	\$4,842.00	\$6,450.00
Audio Visual						
	Audio Visual	\$22.00	\$334.00	\$1,546.94	\$3,006.00	\$4,000.00
Facilities						
	Facilities	\$6,045.21	\$5,147.00	\$60,168.63	\$66,849.00	\$87,679.00
Office Expenses						
	Office Expenses	\$2,774.60	\$2,523.00	\$21,930.71	\$22,689.00	\$30,250.00
Staffing Ministry						
Support Staff						
	Support Staff	\$12,662.35	\$12,506.00	\$113,212.80*	\$112,554.00	\$150,067.00
Spiritual Staff						
	Spiritual Staff	\$43,465.45	\$29,360.00	\$261,840.49	\$264,216.00	\$352,276.00
Shared Staff Expense						

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

Thursday, October 6, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,884.65	\$2,519.00	\$20,373.77	\$22,677.00	\$30,241.00
	Staffing Ministry	\$59,012.45	\$44,385.00	\$395,427.06	\$399,447.00	\$532,584.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$4,496.37	\$2,519.00	\$20,449.54	\$23,553.00	\$27,900.00
<i>Providing for the Future</i>						
	Providing for the Future	\$1,741.68	\$1,742.00	\$15,675.12	\$15,678.00	\$20,900.00
	Total Expenses	\$85,020.55	\$66,233.00	\$602,480.24	\$617,469.00	\$818,283.00
Difference		<u>(\$22,808.63)</u>	<u>(\$4,873.00)</u>	<u>\$75,414.90</u>	<u>(\$6,198.00)</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	31-Jul-22	31-Aug-22	30-Sep-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	714,408.51	709,673.33	691,090.19
Petty Cash	500.00	500.00	500.00	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	1,070.50	51.18	329.00
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	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	422.38	422.38	422.41
Boy Scout Troop 200 Checking	-	-	-	-	8,110.34	9,549.44	8,717.80	8,518.09	8,414.23	9,070.17
Total	607,227.50	628,473.45	629,924.36	630,618.17	654,880.18	648,372.63	707,477.10	734,919.48	729,061.12	711,411.77
General Fund Balance	297,438.64	337,882.10	338,902.71	339,111.36	342,944.84	349,670.24	380,582.40	397,298.73	395,902.17	373,093.54
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	190,997.74	186,247.38	190,324.82
Reserves Balance	130,099.84	140,512.81	134,868.81	137,059.86	136,288.94	131,494.22	133,346.03	134,436.61	134,725.17	135,807.01
Endowment Fund Balance	12,093.36	12,124.71	12,124.71	12,124.71	12,155.38	12,155.38	12,155.38	12,186.40	12,186.40	12,186.40
Sub-Total	607,227.50	628,473.45	629,871.86	630,618.17	654,880.18	648,372.63	707,477.10	734,919.48	729,061.12	711,411.77
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	72,524.12	77,308.22	77,242.66
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	72,524.12	77,308.22	77,242.66
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	18,948.97	23,568.16	18,718.09
Adjustment	-	-	-	52.50	(30.67)	-	-	(31.02)	-	-
Transfers Made	19,423.28	32,353.75	17,344.32	19,233.71	17,821.77	16,538.41	16,535.88	18,917.95	23,568.16	18,718.09
Running Total to Transfer	-	-	52.50	(60.00)	-	-	-	-	-	-

Shepherd of the Prairie
General Fund Giving

									'22 YTD
	2019	YTD	2020	YTD	2021	YTD	2022	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	72,011	536,752	24%
August	51,864	470,098	47,919	507,485	64,459	496,259	63,162	599,914	21%
September	57,780	527,878	52,271	559,757	53,586	549,845	59,793	659,707	20%
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 Report October 2022 Minutes

In attendance:

Wendy Ottens
Annette Kaye
Sandra Johnson
Bob Malm
Rachael Yndestad
Mike Yndestad
Donna Kelly

Our main focus for this month is to support the Grafton food pantry Drive and trunk or treat event on October 29th (see more information below). We are also promoting the arrival of Pastor Ryan and the Monroe Crossing concert coming up on October 22. Here at Shepherd of The Prairie it is very important for us to have a relationship with our community and that is what our Community Outreach team is all about.

We are planning on promoting the artist series concert that is coming up on December 4 and we will be putting together an advertisement for Christmas worship services. We would also like to purchase pull string bags with the new church logo on which we will plan on giving out during the holidays.

Our Community Outreach team also manages the welcome center located right outside of our sanctuary. We are happy to report that we are doing better with staffing the welcome center with volunteers for worship services and special events. The Malms will be joined by Sandy Johnson to support the Welcome Center for the Artist series concert on October 22. We will staff the welcome center starting at 6:30 PM. We will also have people at the welcome center after the concert. Bob Malm reminded our team that we have new red name tags for the people supporting the welcome center. All new visitors to our church receive a coffee mug filled with candy when they come to visit our welcome center. We will be ordering new mugs with our updated logo on them in the near future. We are now using Planning Center for our support scheduling, with the exception of special events like artist series concerts.

Fall Fest support was a success! We were supported by Matt Morrison in the sign-up for the event. We were able to give away most of our Shepherd of The Prairie branded swag. We still have some chip clips and we most likely will give those out during our upcoming food drive. This year Fall Fest was held in Diecke Park. We were well staffed by our members as well as the Ark Garden ministry folks who hosted our booth on the 24th and 25th of September, in 2 hour+ shifts. We greeted people and handed out Shepherd of the Prairie branded giveaways and information on our church activities. We will be handing out flyers with upcoming events, candy, pens, chip clips, frisbees, license plate holders, ice Scrapers, and T-shirts.

***Save the Date! We will be having a Trunk or Treat AND Food Drive on October 29th to benefit the Grafton food pantry. This will be a combined event featuring a food drive along with a Trunk or Treat activity for the kids run by our Children and Family ministry. We will promote this event and also set up a canopy on Main Street during the event. Our goal will be to keep the food drive traffic on the east side of the building and the Trunk or Teat event on the west side of the building. Our intention will be to have the food drive from 1 PM to 5 PM. Set up for this event will start at 12 PM. We will be assisted in collecting the food by boy Scout Troop 200. Harriet Ford will be ready to accept all of our donations at 5:30 PM at the Grafton food pantry. Our committee will be partnering up with the mission team for some future food drives TBD.

All the best,

Mike Yndestad

HR Meeting
September 2, 2022

Present - Mike, Lindsay

Topics Discussed:

- Payroll cycle change - proposed changes to move to a bi-weekly cycle in 2023, changing non-exempt to payment in arrears. Exempt to remain at paid current but move to bi-weekly.
- Mike to take proposal to council for approval before communication to employees.
- Matt to lead communication efforts.

Topics Tabled:

- Year-end calendar of HR processes - 2022 reviews, 2023 goals and merit
- 2023 handbook and holidays

Lindsay meeting with Matt Friday 9/9 to discuss the above topics.

Next HR Meeting to be scheduled for early/mid Oct. by Lindsay.

Mission Team Minutes

October 10, 2022

Attendance: Sandy Hupert, Carl Hupert, Vic Berkeris, Rhonda Shoemaker, Annette Petersen, Marilyn Schnell, Steve Legel and Donna Kelly (Dir. of Connections Ministry). Guests were Jim and Sue Puls.

Sandy opened meeting with a reading from James 1: 22 and a prayer.

Old Business

1. Approval of Minutes: Vic moved and Annette seconded the approval of Sept. minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief: Oct. 16th is World Hunger Day. ELCA having program again with Rick Steves and the synod will have a program titled "Growing the Movement to Relieve Hunger". Synod World Hunger Subcommittee meeting at our church Fri. Oct. 21st at 9:30.
3. Habitat for Humanity: No building of homes in area at present.
4. Grafton Food Pantry: Annette reported shelves are pretty empty. "Trunk or Treat" food drive is scheduled for Sat. Oct. 29th. Our team will host a food drive on the first Sunday in Nov.
5. Feed My Starving Children: Signed up to go to this on Feb. 4th.
6. Northern IL. Food Bank: We will be going to the food bank this coming Sat. Oct. 15. Scheduled again for April 29th. Rhonda would like put up more Info. on FMSC/NIFB in future.
7. Exodus: Carl and Sandy trying to visit Ukraine family again. Delivered "Welcome Pack" to Afghan family in Chicago about 2 weeks ago. Still money available for "Welcome Pack" items.
8. Missionary Support: Received letter from Daudi thanking us for \$600.00 for Empowered Girls.
9. Blood Drive: Scheduled for next Jan.
10. Willow Creek Homeless: Vic reported we will be doing every 3rd Friday lunch next month.
11. AARK: Bonfire and hayride in Nov.
12. Green Trees: Workday scheduled for Sat. Oct. 22nd, 9-12:00. Lunch provided.
13. CRE-Reentry: Becky Wright was able to get \$250.00 grant from Thrivent. Possibly have some type of welcome ceremony or photo session.
14. LSSI Prison & Family Ministries: We will put together hygiene kits for newly released prisoners this coming Sunday Oct. 16th from 9:30-12:30 in the Willow Room at church.
15. Senior Services Assoc.: Need to find out how we can help.
16. Refuge for Women: Will have spokesperson here next month.
17. Other: Steve moved and Carl seconded motion to give \$500.00 to Disaster Relief (hurricane relief). Motion Carried.

New Business

1. Annette moved and Vic seconded a motion to give the Thanksgiving special offering to the following charities in equal parts:

Northern Ill. Food Bank
ELCA World Hunger
Grafton Food Pantry
Feed My Starving Children
AARK
Hampshire Food Pantry

Motion carried.

2. Prayers of joys and concerns.
3. Carl moved and Marilyn seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Property Team meeting – Oct 10 2022

The meeting was called to order by Mark Frendreis (Chair) at 7:05pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Don Kramlich

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

Old Business

- Progress on organ book shelf **Rich**
 - Rich has the shelf built and just needs a final fitting
- Progress on sound booth countertop **Rich**
 - The shelving is done, waiting on Mike Y
- Discuss date for Spring mulch and who will help **Mark**
 - We will talk about this in the future
- Status on new mats for entry doors ordered **Tom**
 - Tom's contact is looking for another supplier
- The doors near the kitchen to fellowship hall doesn't stay open **Chris**
 - When will Jim (SMC) be able to help
 - Chris and Mark will coordinate an afternoon when we can let Jim in
- Security camera system update **Rich**
 - Rich got another quote from Vodotech who is local and similar in cost.
 - There is more versatility with this company.
 - There is a contract in hand and needs signatures.
- Church Entry signs – Discuss Options **Mark**
 - If anyone has a suggestion let mark know
 - Send a picture and where it is located
- LED light conversion **Mark**
 - The walkthrough with ComEd is done
 - The vendor is busy but will reach out to Pete/Mark in November to get started
 - There is no cost to us
 - Mark and Rich replaced a few emergency lights - don't toss the old ones on the cart as we may get some credit from ComEd
 - This will cover the parking lot and inside the building
- Chris's landscaping for next year **Chris**
 - Fall tree trimming
 - Monthly weed control and tree trimming
- Plumbing repairs quotes, we need a plumber **Mark**
 - Everyone is welcome to get quotes
 - Replacing 6 faucets and resetting one toilet (wax seal)
- Fire inspection, emergency lights to be changed **Chris**
 - Complete and approved

- Window washing quotes **Pete**
 - All quotes are in
 - We will only have them done once a year in the Spring (May ish)

New business

- Calendar for property team on Google. Who will cover November? **Mark**
 - Tom will do this
- Budget meeting **Mark**
 - The budget will be higher this year than prior years
- Retention Pond – Chris
 - Chris worked with Hay and Associates will be working on this to permanently eradicate the weeds and such
- Fox Valley will be out to test the fire protection system when Rich can schedule them
- Rich and Mark are going to Trane school tomorrow to learn HVAC stuff
- Rich will change the clocks for the time change in November

The meeting was adjourned at 7:52 pm.

Submitted by: Jessica Panella

Stewardship Committee

Meeting Minutes

10/10/22

Present: Mike McCann, Rick Miller, Ralph Wehnes, Pastor Ryan

Next meeting: 11/14/22

1. Pastor Ryan updated on Video Production Process

Pastor Ryan sat in with us this month and explained the requesting of videos for the Stewardship campaign. Going forward, when a video is requested, Stewardship campaign will submit a video request form with the A/V Team for each initiative for the stewardship campaign. The staff will then assign a point person for that initiative's video and work with the A/V team to coordinate the video production.

2. Stewardship Campaign

Discussed next steps regarding Stewardship Campaign. Rick stated that he has completed the printing of the card stock and is currently cutting the pages so they are ready to go into the pews and on the table in the narthex for this weekend. Discussed the calendar and order of the videos and temple talks to take place. Intent Sunday is Nov. 20th.

UPDATE: Due to a change in the card stock and tight deadlines on the video production, we have pushed the kickoff back a week to Oct. 22nd and 23rd weekend. Intent Sunday remains on Nov. 20th.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

ARTIST SERIES MEETING

Monday, September 26, 2022

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

Meeting began at 7:00.

WELCOME Wendy Werner to the Artist Series team!

MONROE CROSSING – NEW DATE – Saturday, October 22 7:30

- Please note that the time has changed from 7:00 to 7:30.
- We will provide water and a small snack for the band members. Chris and Sara will be responsible.
- Lynn will take care of providing the band members with \$25.00 for dinner after the concert.
- Chris B. canceled the hotel room reserved for the original concert date. He will reserve 4 new rooms for October 22.
- On the night of the concert, we need to be here at 5:45 or as soon as the service is over to help set up for the concert. We will need to move the altar and lectern.
- Mike has found the file from the last concert that we can use for our pre-show slides.
- There will be a 15-minute intermission. We will not provide refreshments other than water.

CHRISTMAS CONCERT – the Twelve Dames of Christmas, starring Angela Ingersoll, produced by Artists Lounge, Sunday, December 4th

- The time has been changed from 6:30 to 5:00 pm. Jane and Chris B. met with Mike Ingersoll, and he suggested that a time of 5:00 usually brings in the biggest crowd.
- They will provide their own sound and lighting technicians. This will cost about \$900.00. We discussed finding a sponsor to pay for that and possibly help with other costs. Chris S. will look for a sponsor(s). The sponsor could be displayed on screen and in the program and could give a welcome speech before the concert.
- They will send us any material we need for press. We need to tell them what type and any specific size requirements. Janet and Pat will then send these out to our contacts for publication. We cannot send anything out that they have not seen and approved. Janet will make a list of what we want for publicity and send it to Jane. Jane will let the Artists Lounge know. They expect a 2-day turnaround. We will need a long and short version of the press release. Curt will need the long form press release to send in his email. They will be promoting the concert as well.
- Wendy will look into contacting the Fox Valley Women's Club of which she was a member, for a mailing list
- Jane will find out if they will have a program for the concert.
- There will be an intermission. We will discuss next time whether we will be providing refreshments.

AV

- Mike Yndestad has a form to fill out for AV requirements. We will merge that form with our already existing call sheet. This form should be sent to the performer by whoever the contact person is for that performer. It should also include an approximate number of AV hours to be filled out by Mike. Mike will sign off on the AV requirements. Jeni will create the new form.
- We will also make an invoice with the actual hours and amount paid on the night of the concert.

FINANCIAL REPORT

Our current balance is \$ \$17,818.30 as of the end of August

UPCOMING EVENTS

- Monroe Crossing – Saturday, October 22nd, 2022
- Christmas Concert – December 4th, 2022

PROGRAMMING IDEAS FOR 2023

- Second City – Jane is in contact with Tony from Second City. They have an improv show called Clued In that we may be interested in.
- University of Illinois Varsity Men's Glee Club – Jane is also contacting Barrington Coleman with the University of Illinois Varsity Men's Glee Club for information.
- The Other Guys at University of Illinois
- Sweet Honey in the Rock – a group of women from Philadelphia. They are very good, but may not be a great fit for our audience? And will be expensive since they are coming from Philadelphia.
- Dueling pianos – we would need to rent a piano. Chris S. is looking into this.
- Pastor Ryan's barbershop quartet
- Augustana Choir – not in the Midwest this year
- Paddy Homan again – I am Ireland – Chris B. will contact Paddy
- Saint Luke's Bottle Band – Saint Luke's Lutheran Church in Park Ridge – Curt can contact and get information.
- U.S. Army brass quintet – would be great, but it's hard to get through all the paperwork and red tape.

- Kriste Warnke, a former member of SOTP, has a daughter who plays in the President's Own Marine Corps Band – Jane or Lynn will contact Kriste.
- It was decided we would like to do 5 to 6 programs in 2023. A good schedule would be March, May, July, September, December and maybe add small events in between if they come up.
- We would like to get our 2023 schedule lined up so that we can create a brochure to hand out at our upcoming 2022 concerts.

MISCELLANEOUS

- Curt suggested we connect with other churches that have programs similar to the Artist Series to share information
- We discussed having a suggested donation at one event to see if there is a difference in donations. It was suggested that we could just mention it in our welcome speech as opposed to printing it on the posters, etc...
- Jane mentioned that she would like us to have a press kit that includes a description, our mission, history, past performances, artists compensation, etc...

Our next meeting will be Monday, October 17 at 7:00 p.m.

Meeting was adjourned at 8:17 p.m.