



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

November 21, 2022

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Huntley, IL 60142

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Shepherd of the Prairie Council Meeting Agenda
November 21, 2022
6:00 p.m.

- 1. Call to Order**
- 2. Devotions – Pastor Ryan**
- 3. Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for October 17, 2022, as presented.*
- 4. Interim Resolutions**
- 5. Congregation Committees/Ministry Teams**
 - a. *Finance Discussion*
 - b. *Audit Discussion*
- 6. Other**
 - a. *Looking towards 2023*
- 7. Unfinished Business**
- 8. Adjourn**

The Next Meeting is December 19, 2022

Shepherd of the Prairie Council Meeting

October 17, 2022 at 6:00 p.m.

Present: C. Serpe, S. Wolf, M. Luecht, B. Mollis, J. Shotick, Pastor Ryan, Pastor Mark, and E. Nissen

Absent: K. McGuine and C. Adams

Guest: Jeff Moore

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

Devotions were provided by Sarah Wolf. This world is not our own. Let the worries go! Focus on the eternal, not temporary.

Pastor Mark moved and Sarah seconded the approval of the September 19, 2022, Council minutes. It was approved.

Jeff Moore, Contemporary Music Director, presented a proposal for new electronic drum kit for worship services. Ellen moved to purchase the drum kit not to exceed \$9,050. Pastor Ryan seconded. Motion passed.

In reviewing Congregation Committees/Ministry Teams, an update on the Memory Garden was provided.

Bob presented a resolution from the Finance Team: Be it resolved that Shepherd of the Prairie Lutheran Church set up a Brokerage Account with Fidelity investments to invest up to current cash assets in the Heartland Bank checking account minus a \$250K working checkbook balance. Be it further resolved that the investment shall be placed in a Fidelity Money Market and Brokered Certificate of Deposit One Year Laddering product as determined by the Finance Team and Treasurer. Be it further resolved that the Finance Team and the Treasurer shall further determine how investment assets are reinvested or withdrawn on a quarterly basis.

Sarah moved to adopt the resolution. Pastor Mark seconded. Resolution passed.

Mike and Bob will be meeting with mission team leads to kick off budget process to learn of their vision and associated expenses.

Website update was provided to support our new branding. The launch of the new logo, website will occur on Thur., Oct. 20, 2022.

Human Resources report of the 2023 Payroll calendar indicates a change from the 24 pay periods (bimonthly) to biweekly pay periods (26 pay periods in one year). For the first payroll cycle, part time staff would be compensated appropriately for their additional patience in transitioning to the new timeframe. Joyce moved to adopt the new payroll calendar. Bob seconded the motion. Motion passed.

Pastor Ryan moved to allow Mike Y. and Jeff extend their weekly hours. Christa seconded. Motion passed.

The meeting was adjourned at 8:45pm. Next Council meeting will be November 21, 2022

Treasurer's Report as of October 31, 2022

General Fund Report: The Unrestricted General Fund Balance is \$378,045. Total income for the month was \$78,707 and total expenses for the month was \$73,755. Approximately 5.7 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$73,796. Income for the month was \$15,334. The MIF five-year monthly mortgage payment is \$18,807. Approximately 3.9 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:	\$78,707	\$63,232	\$15,475	24.5%
Expenses:	\$73,755	\$65,917	\$ 7,838	11.9%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$756,692	\$674,503	\$82,189	12.2%
Expense:	\$676,325	\$683,386	(\$ 7,061)	-1.0%

Mortgage Service Fund

Income for Month:	\$ 15,334
Income YTD:	\$196,367
Payments YTD:	\$190,257
Ending Fund Balance:	\$ 73,796

Council Action Item Recommendations and Approvals:

Finance Team proposed a resolution to have SOTP start an investment program with Fidelity Brokered One Year Laddered Certificate of Deposit and Money Market program. Current assets above the required Heartland bank working checkbook balance would be invested in the program. Council approved the resolution at the October 17th council meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM
Meeting Minutes
November 14, 2022

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

Meeting called to order at 7:30 PM

- I. Approval of October 10, 2022, Meeting Minutes as presented
- II. Accounting Administrator's Report
 - a. Income/Expenses through October 31, 2022
 - i. October GF income of \$78,707 was \$15,475 more than budgeted amount.
 - ii. October GF YTD income was \$82,189 more than YTD budgeted amount.
 - iii. October GF expenses of \$73,755 were \$7,838 more than budgeted amount.
 - iv. October GF YTD expenses were \$7,061 less than YTD budgeted amount.
 - b. Balance Sheet through October 31, 2022
 - i. Total Current Assets \$797,369
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,131,277
 - iv. Total Liabilities \$3,246,567
 - c. Highlighted Restricted Funds Detail Review through October 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$25,162.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,707.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$38,464.
 - iv. Account 3.332.000 Artist Series Fund balance is \$17,293.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$13,997.
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,554.
 - 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 21% compared to 2021.
 - ii. Member General Fund contributions were larger than normal for October.
 - iii. It was noted that the Mortgage Service income for October was \$15,334. This is a \$3,473 short fall for our monthly \$18,807 mortgage commitment to MIF.
 - iv. On-line giving to the General Fund was \$31,650.75 or 41.8% of October's total Member Contributions
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - a. Treasurer Report presented and reconciled with Accounting Administrator's report
 - b. GF balance is \$378,045 which is approximately 5.7 months of reserves.
 - c. MS balance is \$73,796 which is approximately 3.9 months of reserves.

IV. Old Business

- a. Status of Memorial Fund is currently holding \$1,613 for Local Missions Exodus Refugee Memorial donations. \$387.00 was utilized earlier to assist a refugee family.
- b. A quick reviewed of the 2021 Audit report findings. There are several policy and procedures that are being addressed in the new SOTP Finance Policy and Procedure Guide. Council is still in the process of prioritizing and evaluating the report's recommendations
- c. A quick review of the draft copy of the new SOTP Financial Policy Document. The Finance Team was asked to review the draft copy for corrections, additions, and deletions over the next couple weeks. Paying particular attention to the Audit findings, the Counters policy/process, the Contribution Secretary policy/process, the payout process for funds disbursements.
- d. Status update on the SOTP long term investment strategy utilizing the Fidelity Brokered One Year Ladder Certificate of Deposit program. This strategy has been approved by Council; all paperwork has been created to setup the account with Fidelity. Setup document will be submitted later in the week to Fidelity. As soon as account is setup, we will create the one Year CD Ladder from available Fidelity Brokered funds.
- e. Reviewed each Ministries first pass at their "Requested" 2023 budgets along with projected income levels. Much discussion in several Ministry areas of the budget. Recommendations will be covered with respective Ministry teams as noted during upcoming "Preliminary" 2023 budget discussions.

V. New Business

- a. Next Finance Team Meeting will be December 12, 2022 @ 7:30 PM on Zoom.

VI. Adjourned 9:30 PM.

Respectfully submitted,
Bob Mollis

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

Thursday, November 3, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	696,020.53	4,930.34	570,218.46
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	73,796.04	(3,446.62)	71,616.77
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.250.000	HBT/LPL Investment Account	422.41	0.00	422.38
1.500.000	Donations Holding Account	463.60	134.60	7,321.02
1.600.000	FNBO Checking Boy Scout Troop 200	16,166.86	7,096.69	N/A
Total Current Assets		\$797,369.44	\$8,715.01	\$660,078.63
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		\$8,131,276.66	\$8,715.01	\$7,863,215.24
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	0.00	9,680.10
Total Current Liabilities		\$0.00	\$0.00	\$9,680.10
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,246,567.16	(8,440.02)	3,349,091.01
Total Long Term Liabilities		\$3,246,567.16	(\$8,440.02)	\$3,349,091.01
Total Liabilities		\$3,246,567.16	(\$8,440.02)	\$3,358,771.11
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	378,045.21	4,951.67	289,534.48
Total Unrestricted Fund Balances		\$378,045.21	\$4,951.67	\$289,534.48
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,257.75	0.00	2,752.25
3.175.000	Memorial Fund Balance	25,161.53	387.35	12,956.85
3.180.000	Grafton Food Pantry Fund Balance	512.75	317.75	140.00
3.220.000	AV Ministry Fund Balance	70.51	0.00	(29.49)
3.250.000	Good Samaritan Fund Balance	9,706.95	0.00	10,556.95
3.260.000	Community Outreach Fund Balance	406.76	30.00	4,439.86
3.270.000	Holiday Flowers Balance	(444.66)	0.00	(491.10)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	38,464.01	2,794.58	14,665.34
3.332.000	Artist Series Balance	17,292.99	(1,367.85)	11,584.75
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,150.00
Total Music Ministry Fund Balance		\$56,982.00	\$1,426.73	27,400.09
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	Youth Ministry Fund Balance			
3.415.000	Youth Ministry Balance	1,897.73	0.00	1,773.19
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
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 October 31, 2022

Thursday, November 3, 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>\$15,894.93</i>	<i>\$0.00</i>	<i>10,814.43</i>
3.500.000	Little Lambs Fund Balance	4,574.05	543.33	4,628.40
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,095.27	0.00	1,276.82
3.675.000	Memory Garden Fund Balance	13,553.63	990.00	16,273.13
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	0.00	2,603.07
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	(12,767.68)
3.711.000	Community Communication Devel. Plan Fund	0.00	(3,625.00)	4,750.00
3.720.000	Disaster Relief Fund Balance	55.00	30.00	915.00
3.725.000	Miscellaneous Outside Charities Fund Balance	1,393.00	100.00	760.00
3.730.000	ELCA World Hunger Fund Balance	420.00	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	16,166.86	7,096.69	N/A
	Total	\$197,646.67	\$7,321.85	\$150,414.34
3.140.000	Mortgage Service Fund Balance	73,796.04	(3,446.62)	71,616.77
	Total Temporary Restricted Fund Balances	\$271,442.71	\$3,875.23	\$222,031.11
Reserves				
3.950.000	Barnabas Reserves Balance	1,830.02	0.00	2,488.08
3.971.000	Roof Repairs/Replacement Balance	44,500.00	250.00	41,500.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,871.32	212.50	9,738.00
3.974.000	Lawn & Landscaping Reserves Balance	1,927.13	729.17	2,828.26
3.975.000	Maintenance Reserves Balance	14,875.73	(1,708.33)	12,871.36
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	24,500.00	250.00	21,500.00
3.978.000	Security Lock System Reserves Balance	10,000.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	15,025.10	123.42	7,696.24
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,194.75
3.985.000	Sabbatical Reserves Balance	8,750.89	0.00	9,775.89
	Total Reserves	\$135,663.77	(\$143.24)	\$126,739.58
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,217.75	31.35	12,093.36
	Total Permanently Restricted Funds	\$12,217.75	\$31.35	\$12,093.36
3.130.000	Building & Grounds Equity	3,956,569.45	8,440.02	3,854,045.60
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	\$4,087,340.06	\$8,440.02	\$3,854,045.60
	Total Fund Balances & Equity	\$4,884,709.50	\$17,155.03	\$4,504,444.13
	Total Liabilities and Fund Balances & Equity	<u>\$8,131,276.66</u>	<u>\$8,715.01</u>	<u>\$7,863,215.24</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.

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
Income						
4.100.000	Member Contributions	75,582.75	61,201.00	735,290.00*	652,837.00	792,000.00
4.150.000	Loose Plate and Growth	2,912.25	1,932.00	20,383.10	20,609.00	25,000.00
4.250.000	Flower Income	200.00	77.00	901.38*	824.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.68	22.00	117.34	233.00	283.00
	Total Income	\$78,706.68	\$63,232.00	\$756,691.82*	\$674,503.00	\$818,283.00
Expenses						
Connections Ministry						
	Connections Mininstry	\$127.95	\$209.00	\$826.80	\$2,090.00	\$2,500.00
Mission Ministry						
	Mission Ministry	\$6,249.91	\$7,260.00	\$76,626.94*	\$72,600.00	\$87,120.00
Outreach Ministry						
	Outreach Ministry	\$1,500.00	\$313.00	\$4,774.00*	\$3,130.00	\$3,750.00
Adult Education Ministry						
	Adult Education Ministry	\$6.21	\$67.00	\$460.23	\$670.00	\$800.00
Youth and Education Ministry						
	Youth and Education Ministry	\$616.15	\$442.00	\$1,447.44	\$4,420.00	\$5,300.00
Children and Family Ministry						
	Children and Family Ministry	\$185.76	\$541.00	\$5,519.22*	\$5,410.00	\$6,500.00
Music Ministry						
	Music Ministry	\$540.00	\$213.00	\$1,870.63	\$2,130.00	\$2,550.00
Worship Ministry						
	Worship Ministry	\$236.19	\$538.00	\$5,219.15	\$5,380.00	\$6,450.00
Audio Visual						
	Audio Visual	\$642.60	\$334.00	\$2,189.54	\$3,340.00	\$4,000.00
Facilities						
	Facilities	\$4,359.93	\$4,843.00	\$64,528.56	\$71,692.00	\$87,679.00
Office Expenses						
	Office Expenses	\$2,898.48	\$2,519.00	\$24,829.19	\$25,208.00	\$30,250.00
Staffing Ministry						
Support Staff						
	Support Staff	\$13,220.46	\$12,504.00	\$126,433.26*	\$125,058.00	\$150,067.00
Spiritual Staff						
	Spiritual Staff	\$36,968.43	\$29,356.00	\$298,808.92*	\$293,572.00	\$352,276.00
Shared Staff Expense						

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

Thursday, November 3, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,157.19	\$2,521.00	\$22,530.96	\$25,198.00	\$30,241.00
	Staffing Ministry	\$52,346.08	\$44,381.00	\$447,773.14	\$443,828.00	\$532,584.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$2,304.07	\$2,516.00	\$22,843.61	\$26,069.00	\$27,900.00
<i>Providing for the Future</i>						
	Providing for the Future	\$1,741.68	\$1,741.00	\$17,416.80	\$17,419.00	\$20,900.00
	Total Expenses	\$73,755.01	\$65,917.00	\$676,325.25	\$683,386.00	\$818,283.00
Difference		<u>\$4,951.67</u>	<u>(\$2,685.00)</u>	<u>\$80,366.57</u>	<u>(\$8,883.00)</u>	<u>\$0.00</u>

* = Income/Expense exceeds amount budgeted to date

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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	75,583	735,290	21%
November	60,299	645,359	45,869	658,560	57,144	663,505			
December	79,903	725,262	62,511	721,071	77,552	741,057			

Children and Family Meeting Minutes

Present: Jill Gillming, Julie Dahlin, Amy Brittain, Jen Powe

Absent: Jennie Dailey, Crista Serpe, Lisa Wondriska

Old Business:

Trunk or Treat was a great success with over 100 people in attendance. The Brittain Family won 2nd place and the SOTP Youth won 1st prize. Next year we will place the cars in a circle with the trunks facing into the circle so everyone can be able to socialize with each other.

New Business:

VBS tentative dates- 7/10-7/14 or 7/24-7/28. We will be purchasing the Orange 252 VBS program.

During the January 8th NFC Showdown we will have an Escape Room activity for the kids to play. The kids will be broken down into groups to complete the activity.

Next month the team will finalize the 2023 calendar. We will pass out the 2023 event calendar during the January 8th event.

The members that attended the meeting tonight all downloaded the new Church Center app.

Jill Gillming
Director of Children and Family Ministry
Shepherd of the Prairie Lutheran Church

SOTP Community Outreach Minutes November 2022

In attendance:

Bob Malm
Mike Yndestad
Donna Kelly

Branding - we reviewed all of the new Shepherd of the Prairie Branding and branding and branding guidelines.

Food Drives - We reviewed the last food drive. Although the food drive was well publicized the turnout was low. We did have enough volunteer support. It was a gorgeous Saturday afternoon any many people and church members had other plans. Harriet Ford from the Grafton Food Pantry was still pleased with our efforts. The next Community Outreach sponsored food drive for the Grafton food pantry will be held in the month of February.

Public Relations - We are currently promoting our Prayer Shawl Ministry on the PATCH. We are interested in organizing an Ad featuring our Christmas service times for the Sun Day newspaper.

Promotional Items - We are in the process of purchasing both a string bags and coffee mugs with our new branding on them.

All the best,

Mike Yndestad

Property Team meeting – November 14, 2022

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

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chris Trodahl and guest Larry Enders

Absent: Chuck Peterson, Tom Polzin, Dick Tabatt, and Peter Walthers

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

Old Business

- Progress on organ book shelf **Rich**
 - This has been installed and being used
- Progress on sound booth countertop **Rich**
 - This will begin tomorrow morning
- Discuss date for Spring mulch and who will help **Mark**
 - Deferred until Spring
- Status on new mats for entry doors ordered **Tom**
 - Tom was not in attendance
- When will Jim be available to help with the door closers? **Chris**
 - Chris will contact him again
- Security camera system update **Rich**
 - All the cameras are in, they will be aimed tomorrow morning
 - Will be complete by the end of the day
- Church Entry signs – Discuss Options **Mark**
 - Chris will look into it
- LED light conversion **Pete**
 - There will be a sample put in for us to review then the rest
- Faucet replacements **Tom**
 - Tom will be replacing the faucets with those like the new building

New business

- Calendar for property team on Google. Who will cover December? **Mark**
 - Jess will do it with Rich's help
- Emergency light in entry needs attention **Mark**
 - Flashing Red
- Contract signing progress – **Chris**
 - This is not complete
- Church app for everything **Mark**
 - Matt discussed and there is a pamphlet to show how to download and use it
- Leaking water pipe in sprinkler room **Mark/Rich**
 - This has been fixed
- Addressing food and drinks in worship **Mark**
 - Last week there was a lady with 2 cups of Starbucks during worship and one cup spilled

- Mark has drafted a letter to the congregation in the Friday Flourish and Monthly newsletter
- Playground gate vandalized **Mark/Rich**
 - For the second time the gate was vandalized
 - Rich has fixed the gate
- Banner in P. Ryan's Office **Mark**
 - Chris, Thanks for your help
- Bulletin board install in P. Ryan's office **Mark**
 - Chris, thanks for your help
- There have been some questions about some of the contracts (landscaping/snow) asking for additional quotes
 - Contracts are signed
 - In the spring, 3 quotes for landscaping, snow, and garbage/recycling
- The garbage and recycling containers in the welcome center
 - The cleaning people put the lids on the wrong way and there is a mess in the bottom of them
- The cleaning company comes on Tuesday and Friday
 - The weekend garbage stays inside until then and the garbage needs to be taken out earlier
- All the clocks and batteries are changed for the time change
- Rich has full access to heating and cooling from outside the building

The meeting was adjourned at 8:02 pm.

Submitted by: Jessica Panella

Stewardship Committee

Meeting Minutes

11/16/22

Present: Mike McCann, Rick Miller, Ralph Wehnes

Next meeting: 12/12/22

1. Stewardship Campaign

Discussed YTD totals of pledges as of 11/16. Also had a discussion regarding members that are using Simply Giving but have not yet submitted EOG card. Rick provided YTD totals with and without Simply Giving pledges that have not pledged to date.

Intent Sunday is this week and we will be sending out a Friday Flourish letter this week stating we will be having a dedication of our offerings in early December at our services.

Rick will be giving stewardship talk before all 3 services this weekend after a video, and will be giving updates on giving to date and next steps.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

SOTP WORSHIP MINUTES NOVEMBER 14, 2022

Attending Meeting: Barb H., Judie S., Barb P., Ed C., Elaine G., Jane M., Orv M., Diane M., Carolyn C.

Chris S. was unable to attend as he was feeling ill.

Meeting started with cake and ice cream to celebrate Pastor Mark's 60th birthday. Pastor Mark, Pastor Ryan, Mike I. and several others were there to celebrate as well.

Pastor Ryan started with a prayer. Jane provided an agenda for us to follow.

We will need to change banners and colors again for this weekend. Fall is down and white is up. Judie will handle altar cloth, Barb will change out flowers, Ed and Carolyn will change banners.

On Monday, we will change back to fall for the Thanksgiving Eve 7pm service. Ushers and greeters are in place. There is no communion.

November 25, Ed and Carolyn will change to advent blue banners and place the advent wreath on Friday at 1030am.. Judie will do the blue altar cloth. We will put up the advent candles and the new banner for advent. The advent wreath will be placed on the altar. Family and groups will be responsible for lighting the candles and doing the readings organized by the pastors. Ushers will extinguish the advent candles at the end of the service. Advent candles first then the altar candles.

December 2 at 930am we will decorate for Christmas. We have about 13 people signed up to help. Carolyn will ask Dennis to add some information into the Flourish for the next few weeks. We will be putting up 5 trees and decorations.

Diane will arrange with Platt to order 15 poinsettias (with gold foil) for pick up on that Friday. There is an Artist Series presentation on December 4th, and we want to make sure the sanctuary looks festive. Carolyn will find someone to pick up the poinsettias from Platt on Friday.

Poinsettias were discussed. Diane will check with Platt for the cut off on ordering. We would want the poinsettias purchased by various members of the congregation delivered on Friday, December 23. Poinsettias will cost \$13 for a six-inch pot (four + flowers). Jane will work with Matt and Diane to try to set up poinsettia sales at the event table and possibly pay for the order with a charge card. Diane will go ahead and create the envelope system that we have used in the past to order the poinsettias for Christmas Eve. There seemed to be concern that we could not get organized with the new system fast enough and there was concern about accuracy. It is hoped that we will be able to get a screen of the members who donated poinsettias for Christmas Eve.

Watering Poinsettias - we will need to get a group to water the poinsettias starting the week of December 4th. It was suggested that we water just twice a week (Sunday and Wednesday). Carolyn will check with Cliff Dungey about watering on Wednesday before choir. Then we could just have our group water on Sunday. Elaine wanted to make sure that the water folks did not over water!!! All the plants do have a tray for water runoff.

The children's' Christmas program will be Saturday, December 17 at 5pm and Sunday, December 18 at 1045am. It is supposed to be really good with lots of children participating.

December 23 Platt to deliver poinsettias to be placed about the church sanctuary.

Christmas Eve services are 3pm and 5pm with Pastor Ryan and 11pm with Pastor Mark. December 25 (Sunday) there will be one service at 10am. Ed Cuttle and Elaine G. feel that they are in a good position with the ushers and greeters for these services.

Finally, there was discussion about returning to bread. Judie has about 12 bakers of the special bread. She does not believe that the church will need more than that. It is anticipated that we would need five loaves per week. There was discussion about returning to bread. Wafers will be available for those that do not want bread as they are also gluten free. We will continue to use cups for wine. There is no evidence that we will return to intincture due to hands getting dipped into the wine.

The meeting ended about 810pm.

Now starts our busy season!!!

Respectfully submitted,

Carolyn Cuttle

ARTIST SERIES MEETING

Monday, October 17, 2022

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

Meeting began at 7:00

CONTRACTS

- ☐ Any contract above \$2,500.00 or that extends beyond the current budget year has to be reviewed by the finance team, approved by the Congregational Council and signed by an officer of the council.
- ☐ Jane will send the Artists Lounge contract to the finance team.

MONROE CROSSING – Saturday, October 22 7:30

- ☐ Credit Cards – Jeni and Sara will man the credit-card table before and after the concert as well as during intermission. At the table, we will have donor cards available to fill out so that we have the donor's name and address for Thank you cards and to add to the donor list.
- ☐ Chris B. suggests we station ourselves at outside doors instead of sanctuary doors after the concert.
- ☐ Email list signup – we do have the green cards for the email list. Curt mentioned that they do not need to have the town of residence on them.
- ☐ Jane has reserved the music room for the night of the concert.
- ☐ Hotels – Monroe Crossing has a concert the next day in Minnesota, so they have asked for a hotel stipend (\$350.00) for four hotel rooms so that they can travel a little that night before stopping. It was decided to give them \$500.00 for hotels and food. Lynn will give them \$500.00 cash from the donations that night.
- ☐ Chris and Sara will provide snacks for the band: fruits, veggies, nuts and water.
- ☐ We need to be here by 5:30(ish) to help set up .
- ☐ Chris B. will make signs for the sanctuary doors to keep people out until the band is ready. He will laminate them for future use.
- ☐ Jane will ask Mike Y. for an invoice for his work for Monroe Crossing.

FINANCIAL REPORT

Our current balance is \$15,660.84 as of the end of September, including the \$3,000.00 check to Monroe Crossing.

CHRISTMAS CONCERT – the Twelve Dames of Christmas, starring Angela Ingersoll, produced by Artists Lounge, Sunday, December 4th, 5:00

- ☐ The flyer approved by Angela doesn't have the church address and has her information on back instead of ours. Chris B. will communicate with her to ask about adding the church information and using the Artist Series press release, which she approved, on the back of the flyer. Also, can we make the Artist Series logo more visible and remove contact information for Jane.
- ☐ Jeff is going to fix the time on the poster. We need to have it in by Friday for the newsletter.
- ☐ We are not doing postcards.

CORPORATE SPONSORS

- ☐ Chris S. contacted Carol Defiore, who has agreed to contribute \$500.00 for half of lighting and sound cost for the Christmas concert.
- ☐ Chris B. suggests will contact the Huntley Chamber to promote contact with area businesses. We will send an email invitation to Chamber members for the Monroe Crossing concert and send postcards for Christmas.
- ☐ We need to discuss what contributors will get in return, i.e. advertising at concert, etc. It may be different for each event.

UPCOMING EVENTS

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

PROGRAMMING IDEAS FOR 2023

- ☐ Chris S. spoke with Ted Oliver Productions in Milwaukee about dueling pianos. He would charge \$2,325.00 plus a service fee. He will find somebody local to play with him. They provide sound, lighting, pianos, etc. It was voted to schedule dueling pianos for Saturday, February 11. Chris S. will contact him.
- ☐ We decided not to invite Paddy Homan back this year.
- ☐ Jane suggested we look into Three Tenors of Comedy. We don't have any pricing or other details yet.
- ☐ Christy Bennett's "The Forgotten Songwriters". Curt saw this performance at Bethany and recommended it. It was a jazz performance of music written by women.
- ☐ We need something for April or May.
- ☐ Jill Gilming is looking into possible kids programs.
- ☐ Please think of ideas for the July patriotic concert this year.
- ☐ Luther college
- ☐ Barbershop quartet

Our next meeting will be Monday, November 21 at 7:00 p.m.

Nov. 14 2022 SOTP Mission Minutes

Attendance: Vik Bekeris, Carl Hupert, Sandy Hupert, Marty Jacobson Annette Petersen, Rhonda Shoemaker.

Guests: Leslie Enders

Donna Kelly (Dir. Of Connections Ministry),

Guest Speaker Meredith Hodges(Executive Director of Refuge for Women).

Sandy opened the meeting with a prayer and Bible reading from II Thes. 3:13.

Meredith gave a presentation on Refuge for Women followed by a Q&A session.

Donna Kelly held a session to help Mission Team members set up the new SOTP app.

Old Business

- 1 Approval of Oct. minutes: Vik moved and Rhonda seconded. Motion carried.
- 2 Habitat for Humanity: Our New Hope partnership of Habitat has started a new home. Also we have at least 8 people going to work at their Restore this Thursday to help set up their Christmas displays.
- 3 FMSC: Upon realizing that a prior work date conflicted with end-of-year holidays, Rhonda cancelled it and is attempting to arrange a make-up date.
- 4 NIFB: The NIFB work date for Sat. 11/19 has been canceled due to a tech error in registration. Next available date will be in April 2023.
- 5 Exodus: So far this year we have supplied and set up Welcome Packs for an Afghan family of seven and a Ukrainian family of three. We are also visiting another Ukrainian family under the Good Neighbor Program.
- 6 Blood Drive: The drive is planned for a Wednesday in February. A specific date is being worked on.
- 7 LSSI Prison & family Ministries: The Hygiene Kits for released prisoners, has not been delivered, awaiting further info from LSSI.
- 8 Green Trees: No one volunteered for the Oct. work day. None others are planned for this year.
- 9 CRE-Reentry: There is a Christmas Party, in Crystal Lake, planned for Sat. Dec 17th.

New Business

- 1 Hope for the Holidays: Sandy will post directions for writing and collecting bi-lingual Christmas cards to be sent Lutheran Immigration and Refugee Services.
- 2 Giving Tree: Barb Hoppensteadt reported that there have been 60 gift cards for Turning Point and 60 for Grafton Food Pantry which are already spoken for.
- 3 Christmas Offering Designations: It was moved by Marty and second by Annette that the Christmas offering this year should be split between Home of The Sparrow, Mc Henry County Pioneer Senior Center, LSSI, & LIMR.
- 4 Designation of Mission Team's end-of-year budget money is tabled until next month.
- 5 News Letter Articles: December deadline is November 18th.

Prayers of Joys and concerns were shared.

Motion to adjourn the meeting made by Vik and seconded by Marty. Motion carried.

Next meeting Dec. 12th.

Submitted by Carl Hupert, acting secretary