



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

December 19, 2022

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448

10805 Main Street
Huntley, IL 60142

www.sotp.org
pastormark@sotpmail.com

Shepherd of the Prairie Council Meeting Agenda

December 19, 2022

6:00 p.m.

1. **Call to Order**
2. **Devotions – Pastor Mark**
3. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for November 21, 2022, as presented.*
4. **Congregation Committees/Ministry Teams**
 - a. Youth & Family Discussion
 - i. *Recommendation: To approve the SOTP Youth Trip contract with Serve Boldly, as presented.*
 - b. HR Discussion
 - c. Finance Discussion
 - i. *Recommendation: To approve the modified insurance coverage amounts, per the 2021 Audit and as recommended by Finance Team, as presented.*
 - ii. 2023 Budget Presentation and Discussion
5. **Other**
 - a. Upcoming council calendar
6. **Unfinished Business**
7. **Adjourn**

The Next Meeting is January 16, 2023

Shepherd of the Prairie Council Meeting Minutes

November 21, 2022

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

Absent: C. Serpe

Council President, Mike Luecht, called the meeting to order at 6pm.

Pastor Ryan presented a devotion on being thankful and sharing our talents with one another. He invited council members to share what they are thankful for, outside of family.

Ellen moved to approve the October 17th council meeting minutes as presented. Pastor Mark seconded. Motion passed.

During the finance committee report, two resolutions that had been presented to Council online and voted upon were:

“Be it resolved that Shepherd of the Prairie approves the installation of a Surveillance Camera system as proposed by Videotech Inc. dated 9/26/2022. The contract may change for one additional camera. Be it further resolved that the proposed Video Surveillance Camera system be funded from the \$10,000 Security Lock System Reserve Fund (3.978.000) and the remaining balance be funded from the Restricted Memorial Fund (3.175.000)” Motion passed on November 1, 2022

“Be it resolved that Shepherd of the Prairie Lutheran Church contract for outside Vendor Services for the 2023 budget year as proposed by Xtreme Masters Cleaning Service Inc., MDC Environmental Services, Inc., Chris’ Lawn Care and Snow Removal Services, Hey and Associates, Inc., Fox Valley Fire Protection Services, and Sherman Mechanical, Inc.” Motion passed on November 12, 2022

The church’s financial standing has continued to remain positive. The stewardship drive is under way and council members will be asked to make phone calls to those who have not submitted their pledge card for next year.

A clean audit report had been submitted to the Council. The results and responses to their recommendations were discussed.

The Congregational annual meeting was set for Sun., Jan. 29 immediately following second service. One opportunity for congregational members to discuss the 2023 budget will occur the week prior to the Congregational annual meeting between services.

The meeting was adjourned.

The next council meeting is set for December 19, 2022 at 6pm.

Treasurer's Report as of November 30, 2022

General Fund Report: The Unrestricted General Fund Balance is \$365,227. Total income for the month was \$66,411 and total expenses for the month was \$79,229. Approximately 5.3 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$70,600. Income for the month was \$15,587. The MIF five-year monthly mortgage payment is \$18,807. Approximately 3.8 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:	\$66,411	\$60,310	\$ 6,101	10.1%
Expenses:	\$79,229	\$68,286	\$10,943	16.0%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$823,103	\$734,813	\$88,280	12.0%
Expense:	\$755,554	\$751,672	\$ 3,882	0.05%

Mortgage Service Fund

Income for Month:	\$ 15,587
Income YTD:	\$211,954
Payments YTD:	\$209,064
Ending Fund Balance:	\$ 70,600

Council Action Item Recommendations and Approvals:

No Finance Team recommendations were presented to Council at the November 21, 2022 meeting.

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM
Meeting Minutes
December 12, 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 November 14, 2022, Meeting Minutes as presented

II. Accounting Administrator's Report

- a. Income/Expenses through November 30, 2022
 - i. November GF income of \$66,411 was \$6,101 more than budgeted amount.
 - ii. November GF YTD income was \$88,280 more than YTD budgeted amount.
 - iii. November GF expenses of \$79,229 were \$10,943 more than budgeted amount.
 - iv. November GF YTD expenses were \$3,882 more than YTD budgeted amount.
- b. Balance Sheet through November 30, 2022
 - i. Total Current Assets \$790,036
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,123,944
 - iv. Total Liabilities \$14,800 (includes both 2023 GF and MS Prepaid Donations)
- c. Highlighted Restricted Funds Detail Review through October 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$21,137.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,279.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$34,045.
 - iv. Account 3.332.000 Artist Series Fund balance is \$16,821.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$13,997.
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$14,054.
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,234.
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$47,473.
- d. General Comments
 - i. YTD GF Member Contributions showed an increase of 19% compared to 2021.
 - ii. It was discovered that \$10,000 of October GF giving was a prepay donation for 2023 GF. October 2022 GF income should be reduced to \$65,583 for 2022.
 - iii. November expenses continue to exceed budget with the expansion of additional staffing commitments.
 - iv. It was noted that the Mortgage Service income for November was \$15,587. This is a \$3,220 short fall for our monthly \$18,807 mortgage commitment.
 - v. Prairie Crafters raised \$3,025.80 for the Mortgage Service fund which will be sent to MIF as an extra principal payment in December. Thank you, Prairie Crafters.
 - vi. Discussion around Memorial Fund balance being over \$21,000 and that Council should make some recommendations on how to best utilize these Memorials. It is felt that the Congregation would like to see these Memorial funds utilized for appropriate SOTP needs.

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

- a. Treasurer Report presented and reconciled with Accounting Administrator's report
- b. GF balance is \$365,227 which is approximately 5.3 months of reserves.
- c. MS balance is \$70,600 which is approximately 3.8 months of reserves.
- d. No Finance Team recommendations were presented to Council in November.

IV. Old Business

- a. Status of Memorial Fund is currently no longer holding funds for Local Mission's Exodus Refugee donations. This business item is closed.
- b. Status of the draft copy of the new SOTP Financial Policy Guide. Received feedback from some of the Finance Team, asked the rest of the team to review and provide feedback particularly in the Counter and Contribution Secretary policy and procedures. All other received feedback has been considered and updated.
- c. Status update on the SOTP long term investment strategy utilizing the Fidelity Brokered One Year Ladder Certificate of Deposit program. The Fidelity account has been setup. The Treasurer, the President and the Accounting Administrator all have access to the account to track transactions. The Accounting Administrator will be responsible for initiating all transactions under the guidance of the Finance Team and Council. An investment amount has been determined and a subcommittee of Bill Ball, Dave Shotick and Bob Mollis will determine the one-year initial CD Ladder and set rules/guidelines for selections. First meeting scheduled for 12-14-22. Finance Team unanimously approved of initiating the investments as soon as possible.
- d. A review of the insurance coverage recommendations from the 2021 Audit report findings. The Finance Team is recommending to Council to approve the additional coverage as quoted from Guide One. 1) Dishonesty Bond from \$25,000 to \$1M premium quoted at \$377/year. 2) Sexual Misconduct Coverage from \$250,000/\$500,000 to \$1M/\$3M premium quoted at \$388/year. 3) Increase Umbrella Policy from \$1M to \$3M premium quoted at \$800/year. Total policy premium increase of \$1,565/year. Bob Mollis to verify that the quoted premiums are still accurate.
- e. Reviewed over all total "Requested" 2023 budgets along with projected income levels. Reviewed feedback from the Finance Team on possible income and expense adjustments to the "Requested" budget. Budget will next be reviewed with suggested adjustments during the December Council meeting for approval of a "Preliminary" budget.

V. New Business

- a. Next Finance Team Meeting will be January 9, 2023 @ 7:30 PM on Zoom.
- b. Reported on the 2023 Finance Team membership. Introduced Bill Ball as the 2023 Finance Team Leader. Everyone else indicating that they were willing to remain on the Finance Team in 2023.

VI. Adjourned 9:30 PM.

Respectfully submitted,
Bob Mollis

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

Friday, December 9, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	688,393.71	(7,626.82)	587,088.49
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	70,599.50	(3,196.54)	67,533.88
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	199.47	(264.13)	(1,025.36)
1.600.000	FNBO Checking Boy Scout Troop 200	19,921.40	3,754.54	N/A
	Total Current Assets	\$790,036.49	(\$7,332.95)	\$664,519.39
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	41,717.68
1.300.200	Memory Garden	89,052.93	0.00	0.00
	Total Fixed Assets	\$7,333,907.22	\$0.00	\$7,244,854.29
	Total Assets	\$8,123,943.71	(\$7,332.95)	\$7,909,373.68
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	0.00	6,265.10
2.100.000	Prepaid General Fund Pledges	13,975.00	13,975.00	2,250.00
2.110.000	Prepaid Mortgage Service Pledges	825.00	825.00	750.00
	Total Current Liabilities	\$14,800.00	\$14,800.00	\$9,265.10
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,238,446.72	(8,120.44)	3,340,573.56
	Total Long Term Liabilities	\$3,238,446.72	(\$8,120.44)	\$3,340,573.56
	Total Liabilities	\$3,253,246.72	\$6,679.56	\$3,349,838.66
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	365,227.43	(12,817.78)	288,235.47
	Total Unrestricted Fund Balances	\$365,227.43	(\$12,817.78)	\$288,235.47
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	3,014.41	1,756.66	3,875.25
3.175.000	Memorial Fund Balance	21,136.55	(4,024.98)	11,371.41
3.180.000	Grafton Food Pantry Fund Balance	722.75	210.00	640.00
3.220.000	AV Ministry Fund Balance	70.51	0.00	(29.49)
3.250.000	Good Samaritan Fund Balance	9,278.98	(427.97)	10,556.95
3.260.000	Community Outreach Fund Balance	436.76	30.00	4,494.86
3.270.000	Holiday Flowers Balance	(143.30)	301.36	25.90
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	34,044.83	(4,419.18)	17,465.34
3.332.000	Artist Series Balance	16,821.84	(471.15)	12,084.75
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,150.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$52,091.67</i>	<i>(\$4,890.33)</i>	<i>30,700.09</i>
3.350.000	Prairie Crafters Fund Balance	3,025.80	2,385.80	485.00
3.360.000	Miscellaneous Fund Balance	1,225.00	0.00	1,225.00
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	1,260.94	(636.79)	1,823.19
3.417.000	Youth Mission Trips Balance	13,997.20	0.00	7,078.95

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

Friday, December 9, 2022

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
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
3.423.000	Confirmation Retreat Fund Balance	0.00	0.00	(450.00)
	<i>Total Youth Ministry Fund Balance</i>	<i>\$15,258.14</i>	<i>(\$636.79)</i>	<i>9,372.43</i>
3.500.000	Little Lambs Fund Balance	5,448.23	874.18	4,063.74
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	14,053.63	500.00	17,549.13
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	0.00	3,673.07
3.677.000	Memory Garden Niche Fund Balance	47,473.00	2,800.00	56,880.00
3.680.000	Garage Fund Balance	(6,767.68)	500.00	(8,767.68)
3.711.000	Community Communication Devel. Plan Fund	0.00	0.00	1,500.00
3.720.000	Disaster Relief Fund Balance	205.00	150.00	915.00
3.725.000	Miscellaneous Outside Charities Fund Balance	1,393.00	0.00	760.00
3.730.000	ELCA World Hunger Fund Balance	845.00	425.00	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	19,921.40	3,754.54	N/A
	Total	\$201,354.14	\$3,707.47	\$159,013.24
3.140.000	Mortgage Service Fund Balance	70,599.50	(3,196.54)	67,533.88
	Total Temporary Restricted Fund Balances	\$271,953.64	\$510.93	\$226,547.12
Reserves				
3.950.000	Barnabas Reserves Balance	1,717.57	(112.45)	2,550.58
3.971.000	Roof Repairs/Replacement Balance	44,750.00	250.00	41,750.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	6,083.82	212.50	9,950.50
3.974.000	Lawn & Landscaping Reserves Balance	2,156.30	229.17	3,057.43
3.975.000	Maintenance Reserves Balance	15,167.40	291.67	13,163.03
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	24,750.00	250.00	21,750.00
3.978.000	Security Lock System Reserves Balance	0.00	(10,000.00)	10,000.00
3.980.000	Equipment Reserves Balance	14,078.11	(946.99)	7,918.33
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,215.58
3.985.000	Sabbatical Reserves Balance	8,750.89	0.00	9,875.89
	Total Reserves	\$125,837.67	(\$9,826.10)	\$128,378.34
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,217.75	0.00	12,093.36
	Total Permanently Restricted Funds	\$12,217.75	\$0.00	\$12,093.36
3.130.000	Building & Grounds Equity	3,964,689.89	8,120.44	3,862,563.05
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	0.00
	Total Equity	\$4,095,460.50	\$8,120.44	\$3,904,280.73
	Total Fund Balances & Equity	\$4,870,696.99	(\$14,012.51)	\$4,559,535.02
	Total Liabilities and Fund Balances & Equity	<u>\$8,123,943.71</u>	<u>(\$7,332.95)</u>	<u>\$7,909,373.68</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.

Friday, December 9, 2022

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
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Income						
4.100.000	Member Contributions	64,401.92	58,374.00	799,691.92	711,211.00	792,000.00
4.150.000	Loose Plate and Growth	1,897.54	1,841.00	22,280.64	22,450.00	25,000.00
4.250.000	Flower Income	100.00	74.00	1,001.38	898.00	1,000.00
4.300.000	Interest Income (Heartland Bank)	11.81	21.00	129.15	254.00	283.00
	Total Income	\$66,411.27	\$60,310.00	\$823,103.09	\$734,813.00	\$818,283.00
Expenses						
Connections Ministry						
	Connections Mininstry	\$57.55	\$209.00	\$884.35	\$2,299.00	\$2,500.00
Mission Ministry						
	Mission Ministry	\$8,158.28	\$7,260.00	\$84,785.22	\$79,860.00	\$87,120.00
Outreach Ministry						
	Outreach Ministry	\$0.00	\$313.00	\$4,774.00	\$3,443.00	\$3,750.00
Adult Education Ministry						
	Adult Education Ministry	\$0.00	\$67.00	\$460.23	\$737.00	\$800.00
Youth and Education Ministry						
	Youth and Education Ministry	(\$465.52)	\$442.00	\$981.92	\$4,862.00	\$5,300.00
Children and Family Ministry						
	Children and Family Ministry	\$52.56	\$541.00	\$5,571.78	\$5,951.00	\$6,500.00
Music Ministry						
	Music Ministry	\$0.00	\$213.00	\$1,870.63	\$2,343.00	\$2,550.00
Worship Ministry						
	Worship Ministry	\$866.18	\$538.00	\$6,085.33	\$5,918.00	\$6,450.00
Audio Visual						
	Audio Visual	\$1,034.90	\$334.00	\$3,224.44	\$3,674.00	\$4,000.00
Facilities						
	Facilities	\$11,237.27	\$8,812.00	\$75,765.83	\$80,504.00	\$87,679.00
Office Expenses						
	Office Expenses	\$2,268.23	\$2,519.00	\$27,097.42	\$27,727.00	\$30,250.00
Staffing Ministry						
Support Staff						
	Support Staff	\$13,951.86	\$12,504.00	\$140,385.12	\$137,562.00	\$150,067.00
Spiritual Staff						
	Spiritual Staff	\$35,422.38	\$29,356.00	\$334,231.30	\$322,928.00	\$352,276.00
Shared Staff Expense						

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

Friday, December 9, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
	Shared Staff Expense	\$2,198.22	\$2,521.00	\$24,729.18	\$27,719.00	\$30,241.00
	Staffing Ministry	\$51,572.46	\$44,381.00	\$499,345.60	\$488,209.00	\$532,584.00
<i>Other Church Expenses</i>						
	Other Church Expenses	\$2,705.46	\$916.00	\$25,549.07	\$26,985.00	\$27,900.00
<i>Providing for the Future</i>						
	Providing for the Future	\$1,741.68	\$1,741.00	\$19,158.48	\$19,160.00	\$20,900.00
	Total Expenses	\$79,229.05	\$68,286.00	\$755,554.30	\$751,672.00	\$818,283.00
Difference		<u>(\$12,817.78)</u>	<u>(\$7,976.00)</u>	<u>\$67,548.79</u>	<u>(\$16,859.00)</u>	<u>\$0.00</u>

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	31-Oct-22	30-Nov-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	696,020.53	688,393.71
Petty Cash	500.00	500.00	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	463.60	199.47
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	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	422.41	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	16,166.86	19,921.40
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	723,573.40	719,436.99
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	378,045.21	365,227.43
A/P Liabilities	3,845.62	4,117.70	3,076.50	-	-	-	-	-	-	-	-	-
Prepaid Pledges	24,100.00	-	-	-	-	-	-	-	-	-	-	14,800.00
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	197,646.67	201,354.14
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	135,663.77	125,837.67
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	12,217.75	12,217.75
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	723,573.40	719,436.99
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	73,796.04	70,599.50
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	73,796.04	70,599.50
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	15,334.07	15,586.69
Adjustment				52.50	(30.67)			(31.02)			(31.35)	
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	15,302.72	15,586.69
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	75,583	735,290	21%
November	60,299	645,359	45,869	658,560	57,144	663,505	64,402	799,691	21%
December	79,903	725,262	62,511	721,071	77,552	741,057			

Children and Family Meeting Notes

Present: Jill Gillming, Amy Brittain, Jen Powe, Julie Dahlin, Jennie Dailey, Pastor Ryan

Absent: Christa Serpe

New Business: Planned events for the 2023 calendar!

January 8th: Game Day

Family activities will be in the gathering/coffee area. Escape Room, board games (connect four, checkers, dominoes) cookie decorating, and kid's movies will all be available.

February 11th: Kid's Pizza Party 5:00-7:00pm

Fun, games, and pizza for the kids so parents can enjoy a kid free dinner before attending the Artist Series Program.

March: Look into a volunteer opportunity for Families to attend together (maybe Feed My Starving Children)

April 1st: Easter Egg Hunt

May: Look into a kids type Artist Series program

July 7/10-7/14: VBS & Backpack fundraiser. Contact district 158 to see what materials are needed.

August: Church Picnic

September: Rally Day

October 28th: Trunk or Treat

Look into a Family Weekend trip- Pastor Ryan is going to call LOMC and see if there is a program that we can offer families for 2023.

Jill Gillming
Director of Children and Family Ministry
Shepherd of the Prairie Lutheran Church
jill@sotpmail.com

Community Outreach

In attendance:

Bob Malm

Tara Mackey

Rachael Yndestad

Sandy Johnson

Annette Kaye

Mike Yndestad

Donna Kelly

Mike Yndestad announced that he would be rolling off Community Outreach Leadership in February of 2023. Mike has lead this ministry for the last 10 years and needs to focus on his staff position as AV coordinator. The tentative plan is to break up the management of Shepherd Of The Prerie Community Outreach tasks into three sections: Community events, Welcome center, and public relations. The structure and management of each of these sections will be further identified in January 2023.

Food Drives - The next Community Outreach sponsored food drive for the Grafton food pantry will be held in the month of February.

Public Relations - we purchased ad space in the Northwest Herald to promote our Christmas services this year.

Promotional Items - We have purchased both string bags and coffee mugs with our new branding on them. Both items have been delivered.

Community Outreach, traditions, highlights, and best practices were discussed. Mike encouraged the team to retain the services of Patricia as a publicist. **Patricia M. Szpekowski, APR**

PR Strategies & Communications, Inc. /

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1814 Grandstand Place, Ste. 5, Elgin, IL 60123

847-468-0210 -- Visit: prstrategies.net

(Freelance Journalist/Accredited PRSA/President Northern IL Newspaper Assn.) The need for a new branded banner, Canopy, and table cloths for events was discussed. Mike recommended Northstar for these items. The idea of another: One Heart, one Body multicultural event was discussed. Participating in the Huntley business and wellness expo in the spring was discussed. The Memorial Day parade participation was recommended by Mike to the team to help kick off the summer. Participation in Fall Fest in the fall was also discussed. Honoring community support occupations was also discussed. The team reviewed, honoring nurses, first responders, and teachers in the past. Annette Kaye recommended that we honor public works professionals in Huntley next year.

The team also reviewed opportunities to partner with other ministry groups for community events. Mike encouraged everybody to come and help with the Game Day event on January 8th.

Minutes submitted by Mike Yndestad

Property Team meeting – December 12, 2022

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

Attendees: Larry Enders, Mark Frendreis, Rich Paeth, Chuck Peterson, Jessica Panella, Chris Trodahl and Peter Walthers

Absent: Tom Polzin, and Dick Tabatt,

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

Old Business

- Progress on sound booth countertop **Rich**
 - Installed in the sound booth and the table in the aisle is removed
- Discuss date for Spring mulch and who will help **Mark**
 - Deferred until Spring
- Status on new mats for entry doors ordered **Tom**
 - Tom is looking for another company – not in attendance tonight
- Progress on when will Jim be available to help with the door closers? **Chris**
 - Chris and Jim are working on it
- Security camera system update **Rich**
 - All the cameras are in, 1 more camera is needed for a blind spot
- Church Entry signs – Discuss Options **Mark**
 - Signs can't be installed until Spring
 - Chris is looking for a place to get the signs
- LED light conversion status **Pete**
 - It is in progress
- Faucet replacements (6) **Tom**
 - Tom was not in attendance
 - Tom has not ordered them yet
- Emergency light in entry needs attention **Mark**
 - Magically repaired
- Church app for everything **Mark**
 - Calendar is not there but inter team communication is available
 - Please be sure to reply if you are going to attend the Monday night meeting
- Addressing food and drinks in worship letter **Mark**
 - Holding off on this
- The garbage and recycling containers in the welcome center need a clean out
 - Need to figure out how to get them cleaned
- Contract signing progress – **Chris**
 - This is not complete

New business

- Calendar for property team on Google. Who will cover January? **Mark**
 - Chris will do this and Pete would like to join him

- Fox Valley bill for water leak **Rich**
 - They are reducing the bill from emergency to a normal account
 - We will be looking for a new vendor – Rich got a list to start with from the fire dept
- Camera box in A/V room; fan switch and outlet **Rich**
 - It can be moved and add insulation
 - A new outlet can be installed as well
- Shelves secured in P. Ryan's office **Chris**
 - Chris will take care of securing them
- Counter and cabinet w/outlets for gathering area **Rich**
 - Rich is going to make registration counters on wheels for Registration and Sunday school
- The lift battery needs replacing
 - We need a battery
 - Chuck will give us a trickle charger
- Salt and buckets for the entries (3 doors)
 - Chris will get it
- Ladders
 - There are 2 new ladders coming and will be in the garage
- There are a couple of lights out in the cross roads
- Parking lot timer needs to be looked at
 - Larry will take a look at this

The meeting was adjourned at 7:57 pm.

Submitted by: Jessica Panella

MINUTES SOTP WORSHIP COMMITTEE
DECEMBER 12, 2022

ATTENDING THE MEETING: Ed Cuttle, Judie Symbal, Elaine Gilliam, Barb Hoppensteadt, Barb Pagano, Diane Mollis, Carolyn Cuttle
Jane was sick and unable to attend the meeting.

Carolyn Cuttle opened the meeting and indicated that the purpose of the meeting was to review the upcoming calendar for the upcoming month. Following is a review of the details for the worship committee and its subgroups.

December 15 – Poinsettias called in. Diane Mollis indicated today that there are 54 poinsettias with gold foil were ordered for delivery on Friday, 12/23. We are supposed to be the first delivery!!!!

December 17 – 5pm Saturday with KIDS SHOW at 5pm. No communion and no official offering (just collection at the rear for the church).

December 18 – 9am Sunday – regular service with communion

1045am Sunday with KIDS SHOW – no communion and no official offering (just collection at the rear of the church).

December 23 – Decorate church for Christmas

Change Banner (Ed and Carolyn)

Take down Candles in Gathering Area (Ed and Carolyn)

Receive poinsettias (54) and decorate the church with the flowers (Ed, Carolyn, Judie, and Diane – will try to come as well)

December 24- CHRISTMAS EVE

3PM service with NO communion – greeters and ushers in place

5PM service with communion and candles – ushers in place but to date Elaine has not been able to find any greeters. Suggested to let ushers know to help welcome.

8PM Caroling in the Huntley Square

11PM service with communion, candles and choir – ushers and greeters in place.

Special Notes about Christmas Eve...

Discussed using blue chairs around the perimeter of the sanctuary. The old sanctuary chairs are lovely but every heavy to move. Follow up with Andrew, Vik and Ed will be setting up the chairs on Friday, 12/23 at 8am.

Candles have been ordered and should be here this Friday. Work with Mark F. and Andrew to set up the table with the candles.

History of Attendance from 2021

3pm – 169

5pm – 205

11pm- 124

**we are hoping that there will be more participation this year with the increased mobility due to easing of COVID restrictions

December 25 – 10am service only with communion ONE SERVICE ONLY
December 31 – 5pm Saturday service with communion
January 1, 2023 -10am service only with communion ONE SERVICE ONLY
January 6, 2023 – Tentative date to undecorate the church from Christmas and set up for Epiphany (baptism of our Lord – WHITE)
January 7, 2023- Saturday, 5pm service
January 8, 2023 – 9am service
1045am service

Effective January 7 and 8th, communion bread will be used for communion. People will have the option for wafers/gluten free with a tap of the shoulder. Judie will be working with her 8 bakers for baking the bread for communion. Although it was suggested to start using Church Planning, Judie will make the phone calls for January. We do not have the time right now to learn the format for church planning. The goal is starting in February. Each baker makes 8 loaves of bread per batch.

As a reminder, annual reports are now due. Barb H. has hers done and to Donna for Saturday. Ed Cuttle is complete with his report for ushers. Elaine and Diane will do theirs and Carolyn will try to tie it all together.

We are especially grateful to Pastor Mark for attending our meeting and helping answer questions and clarifying some of the details for the upcoming few weeks. Hopefully with this calendar, we will be able to stay on the same page!!!!

Respectfully submitted,

Carolyn Cuttle

ARTIST SERIES MEETING

Monday, November 17, 2022

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

The meeting was opened with the singing of the doxology at 6:35.

We celebrated our 4-year anniversary with cookies!

Mike Luecht attended to help us clarify how we need to work within the church council going forward.

- Contracts exceeding \$2,500.00 or extending past the current budget year need to be approved by the council, per current SOTP procedures.
- We should be assigned an advocate from the council that we can communicate with the council through.
- We should designate a “paperwork” person who will be responsible for getting contracts to the council and check requests. (This will be Jeni, working along with Jane, Chris B. and Lynn)
- Mike is working on a new process for check requests. For now, we should copy Mike when we request a check
- We have not asked for any money from the church other than the money we have raised specifically for the Artist Series. However, we are a ministry of the church, so we need to follow the church standards and procedures.
- Since we are a ministry of the church, we should contemplate asking for a budget from the church.
- Mike was asked to speak at the next concert. Chris will send Mike talking points.
- Mike will follow up with Lynn & Jeni about check requests and contracts.
- For the December 4th concert, the Artists Lounge is providing their own sound. Jeff will be here to provide visual.

SUGGESTED DONATION/PAY/PAY IT FORWARD

- Many options were discussed regarding charging for concerts. The consensus was to continue with our free concerts but try asking for a suggested donation and see how it goes.
- Another option would be to charge for our big concert of the year to help pay for the rest.

MONROE CROSSING

- There were many encouraging comments about the Monroe Crossing event.

- Expenses were \$3,800.00 and donations received were \$1,753.00, giving us a return of 46%.

CONCERT PREP FORM

- Jane handed out a form we should use going forward to prepare for our concerts in order to make sure we have enough resources.

CHRISTMAS CONCERT – The Twelve Dames of Christmas – December 4th at 5:00 p.m.

- There will be an intermission.
- Jane will talk to Pastor Ryan about the possibility of the youth selling and/or providing hot chocolate and other refreshments during the intermission.
- Jane has talked to the band director at Huntley High School who has agreed to send us a few kids to play Christmas carols in the parking lot as people arrive.
- We may provide a donation to the band as thanks.

FINANCIAL REPORT

- Our current balance is \$17,292.99 as of the end of October.

UPCOMING EVENTS

- Christmas Concert – December 4th, 2022 5:00 p.m.
- Dueling Pianos – February 11, 2023 7:30 p.m.
- Paddy Homan – has availability March 16th and 18th. He would charge between \$3,000.00 and \$5,000.00. Chris will follow up.
- Cat's Pajamas – vocal band, doo-wop, oldies – Milwaukee
- Chris is looking into a contemporary Christian band in Sioux falls
- Lynn will call Kristy Warnke to see if her daughter, who is in the President's Own Marine Band, can connect us with someone for a July 4 concert.

Our next meeting will be Monday, December 5 at 6:30 p.m.

Meeting was adjourned at 8:40 p.m.

ARTIST SERIES MINUTES

Monday December 5, 2022 at 6:30pm

The meeting was opened with prayer by Orv.

We discussed bringing in new team members, with an emphasis on younger people who are not members of SOTP. Perhaps Brian and Jackie Buesing will be auxiliary help at concerts.

Twelve Dames of Christmas got rave reviews!!!

We had 412 attendees, which is a record. The next event is the Dueling Pianos in February 2023. The contract is signed and \$1000 check has been sent.

We need to revise the concert prep form. We hope Wendy Werner will help with that.

Lynn reported that we paid \$1000 advance to Dueling Pianos. We collected \$3075 in cash and checks at 12 Dames, as well as 7 credit card donations. Total cost for the show was \$7140 so far.

We collected 28 new green cards and 176 new emails. It is a good idea to hand out fliers to the next event during each concert. Perhaps we should have parking lot attendants at large events, as well as people directing visitors to outer entry doors and restrooms. Bring out portable coat racks as well.

Chris B will contact Paddy Homan about his availability in March 2023. Augustana choir is including a date for us in 2024.

Janet will draft a letter of thanks and contribution renewals in January 2023 for special donors. Chris B will ask Christine Keegan to design a brochure for the Artist Series.

The meeting adjourned at 8:20pm.

Mission Team Minutes

Dec. 12,2022

Attendance: Sandy Hupert, Carl Hupert, Ronda Shoemaker, Vik Berkaris, Annette Petersen, Marty Jacobson, Becky Wright, Marilyn Schnell, Leslie Enders and Steve Legel.

Sandy opened the meeting with a reading from Psalm 116:12 and a prayer.

Old Business

1. Approval of Minutes: After corrections, Vik moved and Annette seconded motion to approve minutes. Motion carried.
2. Habitat for Humanity: Volunteers going to Restore on 3rd Thurs. of month. No exact plans for start of building during winter months.
3. Feed My Starving Children: Dates for volunteering are Feb.18th and April 29th.
4. Northern IL. Food Bank: Ronda planning to set up for June and August.
5. Exodus: Continuing visits to refugees.
6. Blood Drive: Marty reports that because donations have been so few, no donor bus or time will be available at present. May change in spring or summer or can do a blood drive by combining with another church or organization. Will continue work on this.
7. LSSI Prison and Family Ministry: Hygiene Kits will be delivered this coming Sat.
8. CRE-Reentry and Homeless: Vik reported Christmas party and dinner on Fri. Dec.23 at Willow Creek Church. Number of homeless at shelter has increased due to weather. Need coats, glove and hats donated.
9. AARK: Two more hoop houses planned for next year.
10. ELCA Hunger/Disaster Relief: Becky reported on Woodstock Food Pantry through NIFB. Volunteers from many different churches and organizations took part. More than 150 cars (clients) showed up for this.
11. Missionary Support: A new newsletter from our missionaries was given to Annette to put on bulletin board. Steve will put item in newsletter.
12. Thanksgiving Offering: NIFB, ELCA World Hunger, Grafton Food Pantry, FMSC, AARK, and Hampshire Food Pantry will each be given \$318.00.
13. Christmas Offering: Offering will be split evenly between Home of the Sparrow, McHenry Co. Pioneer Senior Center, LSSI and LIRS.
14. Designation of Balance of Funds: Funds still remaining at end of year amount to \$3918.38. Steve moved and Vik seconded motion to donate this as follows:

Senior Services Associates- \$500.00
Mercy Ships- \$500.00
Elgin Comm. Crisis Center- \$500.00
Northern IL. Food Bank- \$500.00

Habitat for Humanity- \$500.00
CRE-Reentry- \$500.00
AARK- \$500.00
Mc Henry (Pioneer) PADS- \$418.38

Motion carried.

New Business

1. Newsletter entries due Dec 21st.
2. Next meeting changed to Jan.16th, 3rd Mon. of month.
3. Prayers of joys and concerns.
4. Rhonda moved and Marty seconded motion to adjourn. Motion carried.

Steve Legel, Secretary