



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

January 16, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda

January 16, 2023

6:00 p.m.

1. **Call to Order**
2. **Devotions – Ellen Nissen**
3. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for December 19, 2022, as presented.*
4. **Congregation Committees/Ministry Teams**
 - a. Finance Discussion
 - i. Revised SOTP Finance and Accounting and Business Guide
 1. *Recommendation: To approve the SOTP Finance and Accounting and Business Guide, as presented.*
 - ii. 2022 Review and 2023 Forward Discussion
 - b. HR Discussion
5. **Other**
 - a. Annual Meeting
6. **Unfinished Business**
7. **Adjourn**

The Next Meeting is February 20, 2023

Shepherd of the Prairie Council Meeting Minutes

December 19, 2022 at 6:00 p.m.

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

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

Pastor Mark Boster provided devotions from Mark 6:53-57. He shared how important reaching out to people and offering that gentle handshake or pat is for community and healing.

Minutes of the Nov. 21, 2022 meeting were presented. C. Adams moved to accept the minutes. E. Nissen seconded. Motion passed.

A contract with SERVE Boldly, mission trip vendor, was presented by Pastor Ryan. The vendor will provide logistics for the summer 2023 Youth Mission trip to Milwaukee. K. McGuine moved to adopt the contract, and Pastor Mark seconded. Motion passed.

B. Mollis presented a recommendation to modify our insurance coverage amounts, per the 2021 Audit team report. Pastor Mark moved to accept the recommendation, and C. Adams seconded. Motion passed.

A proposal from Connections Ministry to purchase a kiosk to provide information and a means for congregation members to sign up for events and activities. M. Luecht moved to approve the proposal, and C. Serpe seconded. Motion passed.

The 2023 Church Budget was presented by B. Mollis. After review and discussion, E. Nissan moved to forward the amended budget to the congregation. K. McGuine seconded. Motion passed.

Next Council meeting is January 16, 2023 at 6pm.

Treasurer's Report as of December 31, 2022

General Fund Report: The Unrestricted General Fund Balance is \$368,758. Total income for the month was \$90,071 and total expenses for the month was \$86,540. Approximately 5.3 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$66,511. Income for the month was \$14,697. The MIF five-year monthly mortgage payment is \$18,807. Approximately 3.5 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:	\$90,071	\$83,479	\$ 6,592	7.9%
Expenses:	\$86,540	\$66,611	\$19,929	30.0%

Year-to-Date

<u>General Fund</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Difference</u>	<u>Percentage</u>
Income:	\$913,174	\$818,283	\$94,891	11.6%
Expense:	\$842,094	\$818,283	\$23,811	2.9%

Mortgage Service Fund

Income for Month:	\$ 14,697
Income YTD:	\$226,651
Payments YTD:	\$227,871
Ending Fund Balance:	\$ 66,511

Council Action Item Recommendations and Approvals:

Finance Team recommendations were presented to Council at the December 19, 2022, meeting.

1. Recommended the 2021 Audit team's recommendation that Shepherd of the Prairie Lutheran Church increase our insurance coverage for Dishonesty Bond from \$25,000 to \$1M, our Sexual Misconduct coverage from \$250,000/\$500,000 to \$1M/\$3M and our Umbrella Policy from \$1M to \$3M at an annual policy premium increase not to exceed \$1,700. The resolution passed.
2. Recommended that Shepherd of the Prairie Lutheran Church utilize Memorial funds to build two new Sign-Up Kiosk cabinets with a total cost not to exceed \$1,500. The resolution passed

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM
Meeting Minutes
January 9, 2023

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

Excused: Bill Nesta

Meeting called to order at 7:32 PM

I. Approval of December 12, 2022, Meeting Minutes as presented

II. Accounting Administrator's Report

- a. Income/Expenses through December 31, 2022
 - i. December GF income of \$90,071 was \$6,601 more than budgeted amount.
 - ii. December GF YTD income was \$94,891 more than YTD budgeted amount.
 - iii. December GF expenses of \$86,540 were \$18,929 more than budgeted amount.
 - iv. December GF YTD expenses were \$23,811 more than YTD budgeted amount.
- b. Balance Sheet through December 31, 2022
 - i. Total Current Assets \$787,354
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,121,261
 - iv. Total Liabilities \$14,850 (includes both 2023 GF and MS Prepaid Donations)
- c. Highlighted Restricted Funds Detail Review through December 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$21,090.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,779.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$34,674.
 - iv. Account 3.332.000 Artist Series Fund balance is \$14,016.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$14,254.
 - 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 \$50,273.
- d. General Comments
 - i. YTD GF Member Contributions showed an increase of 19% compared to 2021.
 - ii. December expenses continue to exceed budget with the expansion of additional staffing commitments.
 - iii. The Mortgage Service income for December was \$14,697. This is a \$4,110 short fall for our monthly \$18,807 mortgage commitment.
 - iv. Donation Holding Account balance from credit card transactions was higher than normal in December.
 - v. Special Services Fund holding Christmas offerings until Mission Team directs the payout.
 - vi. Prairie Crafters funds were paid out to additional MIF principle in December.
 - vii. Dave to investigate the funds held in the Miscellaneous Fund (3.360.000) and report back to the team.

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

- a. Treasurer Report presented and reconciled with Accounting Administrator's report
- b. GF balance is \$368,758 which is approximately 5.3 months of reserves.
- c. MS balance is \$66,511 which is approximately 3.5 months of reserves.
- d. December Council meeting approved Finance Team and Audit Team recommendations to 1) increase several insurance policy coverage limits and 2) the Kiosk expenses from the Memorial fund.

IV. Old Business

- a. Update on the status of the revised SOTP Finance and Accounting Business Guide. The guide will be reviewed by Council for approval at the January meeting.
- b. Update on status of the Fidelity Brokerage account and the CD Laddering Investment. All investments were made and will be monitored quarterly by the Finance Team. The Accounting Administrator, the Council Treasurer and the Council President have access to the account.
- c. Update on status of the insurance coverage recommendations from the 2021 Audit report findings. Council has approved 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 and Matt Morrison to work with Insurance Agent to complete necessary documentation and implement the policy changes.
- d. Reviewed and discussed proposed Final SOTP 2023 budget as modified by Council.
- e. Reviewed final Finance Team and Treasurer's reports which will be inserted into the Congregation Annual Report.
- f. Reminded Finance team of the Budget Q&A session on January 22nd between services.

V. New Business

- a. Next Finance Team Meeting will be February 13, 2023 @ 7:30 PM on Zoom.

VI. Adjourned 9:00 PM.

Respectfully submitted,
Bob Mollis

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

Friday, January 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	249,805.65	(438,675.65)	595,598.53
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	66,510.73	(4,088.77)	67,439.60
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	440,000.00	440,000.00	N/A
1.250.000	HBT/LPL Investment Account	422.69	0.28	422.38
1.500.000	Donations Holding Account	4,539.28	4,339.81	2,767.80
1.600.000	FNBO Checking Boy Scout Troop 200	15,575.27	(4,346.13)	N/A
Total Current Assets		\$787,353.62	(\$2,770.46)	\$676,728.31
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		\$8,121,260.84	(\$2,770.46)	\$7,921,582.60
Liabilities				
Current Liabilities				
2.000.000	Accounts Payable/Vendors	0.00	(87.59)	5,606.83
2.100.000	Prepaid General Fund Pledges	14,025.00	50.00	23,350.00
2.110.000	Prepaid Mortgage Service Pledges	825.00	0.00	750.00
Total Current Liabilities		\$14,850.00	(\$37.59)	\$29,706.83
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,226,898.15	(11,548.57)	3,330,572.25
Total Long Term Liabilities		\$3,226,898.15	(\$11,548.57)	\$3,330,572.25
Total Liabilities		\$3,241,748.15	(\$11,586.16)	\$3,360,279.08
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	368,758.37	3,530.94	297,678.64
Total Unrestricted Fund Balances		\$368,758.37	\$3,530.94	\$297,678.64
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	7,888.37	4,873.96	5,519.75
3.175.000	Memorial Fund Balance	21,089.71	(46.84)	11,361.94
3.180.000	Grafton Food Pantry Fund Balance	975.00	252.25	140.00
3.220.000	AV Ministry Fund Balance	9,770.51	9,700.00	(29.49)
3.250.000	Good Samaritan Fund Balance	9,778.98	500.00	10,056.95
3.260.000	Community Outreach Fund Balance	30.00	(406.76)	3,863.00
3.270.000	Holiday Flowers Balance	269.19	412.49	(514.07)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	34,673.51	628.68	15,485.52
3.332.000	Artist Series Balance	14,015.64	(2,806.20)	13,353.75
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,150.00
Total Music Ministry Fund Balance		\$49,914.15	(\$2,177.52)	29,989.27
3.350.000	Prairie Crafters Fund Balance	0.00	(3,025.80)	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	130.00	30.00	N/A
3.400.000	Youth Ministry Fund Balance			
3.415.000	Youth Ministry Balance	390.72	(870.22)	2,689.19

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

Friday, January 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.417.000	Youth Mission Trips Balance	14,254.08	256.88	9,448.24
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>\$14,644.80</i>	<i>(\$613.34)</i>	<i>12,607.72</i>
3.500.000	Little Lambs Fund Balance	6,311.87	863.64	4,692.87
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	0.00	13,160.13
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	0.00	3,319.07
3.677.000	Memory Garden Niche Fund Balance	50,273.00	2,800.00	39,393.00
3.680.000	Garage Fund Balance	(6,767.68)	0.00	(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	0.00	(205.00)	915.00
3.725.000	Miscellaneous Outside Charities Fund Balance	1,143.00	(250.00)	1,010.00
3.730.000	ELCA World Hunger Fund Balance	125.00	(720.00)	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	15,575.27	(4,346.13)	N/A
	Total	\$208,995.09	\$7,640.95	\$139,650.04
3.140.000	Mortgage Service Fund Balance	66,510.73	(4,088.77)	67,499.60
	Total Temporary Restricted Fund Balances	\$275,505.82	\$3,552.18	\$207,149.64
Reserves				
3.950.000	Barnabas Reserves Balance	1,608.70	(108.87)	2,612.08
3.971.000	Roof Repairs/Replacement Balance	45,000.00	250.00	42,000.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	6,296.32	212.50	10,162.50
3.974.000	Lawn & Landscaping Reserves Balance	2,385.47	229.17	3,285.43
3.975.000	Maintenance Reserves Balance	15,459.07	291.67	13,454.03
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	25,000.00	250.00	22,000.00
3.978.000	Security Lock System Reserves Balance	0.00	0.00	10,000.00
3.980.000	Equipment Reserves Balance	1,937.65	(12,140.46)	8,226.33
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,236.58
3.985.000	Sabbatical Reserves Balance	9,950.89	1,200.00	9,975.89
	Total Reserves	\$116,021.68	(\$9,815.99)	\$130,099.84
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	3,976,238.46	11,548.57	3,872,564.36
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	\$4,107,009.07	\$11,548.57	\$3,914,282.04
	Total Fund Balances & Equity	\$4,879,512.69	\$8,815.70	\$4,561,303.52
	Total Liabilities and Fund Balances & Equity	<u>\$8,121,260.84</u>	<u>(\$2,770.46)</u>	<u>\$7,921,582.60</u>

If the accounts in the subtotals have changed or if ledger (marked with "***") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

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

Friday, January 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)
<i>Income</i>						
4.100.000	Member Contributions	83,809.05	80,789.00	883,500.97	792,000.00	91,500.97
4.150.000	Loose Plate and Growth	6,003.65	2,550.00	28,284.29	25,000.00	3,284.29
4.250.000	Flower Income	250.00	102.00	1,251.38	1,000.00	251.38
4.300.000	Interest Income Heartland Bank	8.34	29.00	137.49	283.00	(145.51)
	Total Income	\$90,071.04	\$83,470.00	\$913,174.13	\$818,283.00	\$94,891.13
<i>Expenses</i>						
<i>Connections Ministry</i>						
	Connections Ministry	\$41.95	\$201.00	\$926.30	\$2,500.00	(\$1,573.70)
<i>Mission Ministry</i>						
	Mission Ministry	\$10,858.57	\$7,260.00	\$95,643.79	\$87,120.00	\$8,523.79
<i>Outreach Ministry</i>						
	Outreach Ministry	\$1,317.06	\$307.00	\$6,091.06	\$3,750.00	\$2,341.06
<i>Adult Education Ministry</i>						
	Adult Education Ministry	\$89.59	\$63.00	\$549.82	\$800.00	(\$250.18)
<i>Youth and Education Ministry</i>						
	Youth and Education Ministry	\$0.00	\$438.00	\$981.92	\$5,300.00	(\$4,318.08)
<i>Children and Family Ministry</i>						
	Children and Family Ministry	\$688.59	\$549.00	\$6,260.37	\$6,500.00	(\$239.63)
<i>Music Ministry</i>						
	Music Ministry	\$0.00	\$207.00	\$1,870.63	\$2,550.00	(\$679.37)
<i>Worship Ministry</i>						
	Worship Ministry	\$1,072.01	\$532.00	\$7,157.34	\$6,450.00	\$707.34
<i>Audio Visual</i>						
	Audio Visual	\$879.00	\$326.00	\$4,103.44	\$4,000.00	\$103.44
<i>Facilities</i>						
	Facilities	\$8,434.55	\$7,175.00	\$84,200.38	\$87,679.00	(\$3,478.62)
<i>Office Expenses</i>						
	Office Expenses	\$4,392.51	\$2,523.00	\$31,489.93	\$30,250.00	\$1,239.93
<i>Staffing Ministry</i>						
<i>Support Staff</i>						
	Support Staff	\$14,925.20	\$12,505.00	\$155,310.32	\$150,067.00	\$5,243.32
<i>Spiritual Staff</i>						
	Spiritual Staff	\$37,043.15	\$29,348.00	\$371,274.45	\$352,276.00	\$18,998.45

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

Friday, January 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)
<hr/>						
	<i>Shared Staff Expense</i>					
	Shared Staff Expense	\$2,388.76	\$2,522.00	\$27,117.94	\$30,241.00	(\$3,123.06)
	Staffing Ministry	\$54,357.11	\$44,375.00	\$553,702.71	\$532,584.00	\$21,118.71
	<i>Other Church Expenses</i>					
	Other Church Expenses	\$2,667.48	\$915.00	\$28,216.55	\$27,900.00	\$316.55
	<i>Providing for the Future</i>					
	Providing for the Future	\$1,741.68	\$1,740.00	\$20,900.16	\$20,900.00	\$0.16
	Total Expenses	\$86,540.10	\$66,611.00	\$842,094.40	\$818,283.00	\$23,811.40
	Difference	<u>\$3,530.94</u>	<u>\$16,859.00</u>	<u>\$71,079.73</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	31-Dec-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	249,805.65
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	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	4,539.28
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	10,000.00
Mission Investment Interest	-	31.35											
Fidelity Investments													440,000.00
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	422.69
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	15,575.27
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	720,842.89
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	368,758.37
A/P Liabilities	3,845.62	4,117.70	3,076.50	-	-	-	-	-	-	-	-	-	-
Prepaid Pledges	24,100.00	-	-	-	-	-	-	-	-	-	-	14,800.00	14,850.00
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	208,995.09
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	116,021.68
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	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	720,842.89
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	66,510.73
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	66,510.73
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	14,696.52
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	14,696.52
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	83,809	883,500	19%

Children and Family Meeting Notes

Present: Christa Serpe, Jen Powe, Julie Dahlin, Pastor Ryan, Jill Gillming

Absent: Amy Brittain, Jennie Dailey

New Business:

February 11- Kid's Pizza Party @5:30-7:30

*Kids will play games, eat pizza, make valentines crafts for parents and for someone in need. Pastor Ryan and Pastor Mark can take the extra crafts to someone in a nursing home or hospital.

*The Outreach Team has asked for the kids to decorate a few boxes for check donations for a Food Drive. When discussing the project, we decided that the kids will also decorate a large box for the food that will be dropped off.

April 1 Easter Egg Hunt @ 10:00am

*Jill will request a Slide Announcement for donations to start in February.

*Will connect with Property Team to locate the Eggs that are stored in the garage.

*In addition to having an Egg Hunt we will also have the kids start off by decorating a bag and have a snack.

VBS July 10-14

*Discussed making sure kids in 4th and 5th grade will be able to participate during VBS.

*Christa will contact Dist. 158 about having a Bus parked in the parking lot to put the Backpack donations in.

Meeting Minutes for SOTP Community Outreach Ministry
January 9, 2023

Present:

Mike Yndestad (outgoing chair)
Tara Mackey (incoming chair)
Bob Malm
Rachael Yndestad
Donna Kelly
Wendy Ottens
Jeff Ottens
Annette (Kaye) Kandell

Rachael Yndestad read the Annual Report/recap of the 2022 activities. The Community Outreach Ministry accomplished its mission very successfully last year.

2023 Food Drive
(First of four)

For the 2023 Food Drive, the first collection is currently scheduled for February 25th, and the choice of a slogan is pending. The proposed running time is 9:00 a.m. to 1:00 p.m. Jeff and Tara will meet with Pastor Ryan on this item. Jeff volunteered to spearhead this project.

Specific items discussed were

- * Grafton pantry needs - personal care products were discussed, which is something that the food pantry cannot get enough units of.
- * Evolution of food pantry activities
- * Need for volunteers
- * Methods of getting the word out/publicity
- * Methods of collection
- * Promotion help from Matt and Michelle
- * Jeff will explore corporate support (Jewel, for example) and other ways to grow the event

Bob proposed purchasing signs announcing the food drive(s). Mike suggested four signs, two large and two small, and will discuss purchase with Matt and/or Michelle.

Sign placement may have limits if placed on public property. We will check on sign regulations and also explore the Village's "unlimited signs for fee" option.

Since we have a new logo there was discussion about purchasing new canopies with a white image on blue background.

We discussed the Congregation's youth participating in the food drive by helping to collect donations or perhaps decorate collection boxes. There is an option of partnering with other ministries.

Thanks and Recognition for Community support workers in the planning stage for 2023: Bob followed up on Annette K's suggestion of recognizing Public Works staff for a public "thank you". Bob advised that the Village of Huntley's Public Works recognition is the third week in May. We will contact the Public Works management to discuss how SOTP can thank the workers, maybe even with cupcakes!

Annette K suggested a blood drive and Donna stated that is within the activities of the Mission Ministry but that a partnership is possible and the Community Outreach team could be involved in promoting any blood drives that are going to be scheduled at SOTP in 2023.

Bob showed us news clippings featuring SOTP's 7s groups created by Patricia, our publicist and mental health study.

We discussed sign-ups for the Welcome Center thru the Planning Center app. We will have further discussion about staffing the Welcome Center on Sundays as well as greeter activities. Jeff will talk with Ed about tasks for greeters/ushers. We also talked about setting up auto-reminders for volunteers and will coordinate with Jane McMullen.

Property Team meeting – January 9, 2023

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

Attendees: Mark Frendreis, Rich Paeth, , Jessica Panella, Tom Polzin and Peter Walthers Guest Jill Gillming, Director of Children and Family Ministries

Absent: Larry Enders, Chuck Peterson, Dick Tabatt, and Chris Trodahl

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

Old Business

- Discuss date for Spring mulch and who will help **Mark**
 - Deferred until Spring
- Progress on new mats for entry doors ordered **Tom**
 - Tom called and is waiting on a call back
- Door closers ordered **Mark**
 - Mark found a place to get them
- Church Entry signs – Discuss Options (Spring) **Mark**
 - Mark and Chris discussed a design last week
 - We will discuss again in the spring
- LED light conversion status **Pete**
 - They are making progress
 - The fellowship is not completely programmed yet
 - Still working on entry ways
- Faucet replacements (6) **Tom**
 - This is completed
- The garbage and recycling containers in the welcome center need a clean out
 - Tom will take care of this
- Fox Valley bill for water leak **Rich**
 - They reduced the amount significantly
- Sound deadened for camera box in A/V room and outlet box **Rich**
 - Mike Y said the sound is great now
- Counter and cabinet w/outlets for gathering area **Rich**
 - Rich has started buying materials
- Salt and buckets for the entries (3 doors)
 - Chris' landscape dropped off the bags
- There are a couple of lights out in the cross roads
 - Mark and Rich completed this
- Parking lot timer needs adjustment **Larry**
 - Larry needs a key so he can get to the timer
- The lift battery needs replacing
 - Tom added water to the battery and also ordered a new battery from Farm and Fleet
- Per the Finance Committee, we are going to get quotes on landscaping
 - Contact Chris if you know of a vendor to suggest

New business

- Jill came to talk about some changes needed in the Little Lambs room
 - Remove the carpet and replace it with tile – Tom will look for additional tiles
 - Paint the room
 - Add upper cabinets for supplies – Mark will look for cabinets
 - This would be done at the end of July through August
- Calendar for property team on Google. Who will cover February? **Mark**
 - Pete will do this
- Shopping for a new vendor to replace Fox Valley **Rich**
 - In Jan Rich will put a list of everything Fox Valley does and send it to at least three other companies to get quotes
 - Cintas reached out to Rich already

The meeting was adjourned at 7:57 pm.

Submitted by: Jessica Panella

MINUTES FROM WORSHIP COMMITTEE MEETING

JANUARY 9, 2023

7:00PM

Attending the meeting: Elaine G, Diana M., Barb P., Chris S., Jeff (guest), Jane, Carolyn, Ed C., Judie S., Barb H., Pastor Ryan

Pastor Ryan opened the meeting with a prayer.

Ed Cuttle asked the question about the two upcoming funerals and whether there would be communion served as he wanted to make sure his volunteer ushers were aware. Communion will be served. At this time, we do not know if it will be two stations or three.

Jane opened the meeting with Jeff on a discussion of CHURCH PLANNING CENTER, the new computer program to help move the church into the 21st century and provide better communication and follow up.

Several of our members are not “fluent” with programs on their phones but would be willing to try on their home computers. The committee also knows of their volunteers who do not communicate via email/computer. They like a phone call.

So, we did look at how the volunteer work in Worship is broken down into “jobs”.

Sanctuary Flowers

Bread Baking

Wine

Communion set up

Communion Clean up

Greeters

Ushers

Audio Visual

Organist/Accompanist

Presiding Minister

Assisting Minister

Reader

Communion Stewards

There are 17 groups/jobs. These are the ones that I could write down fast enough.

There was lots of discussion and questions in the one-hour meeting until the members brain “got a little fried” with details.

Members were asked to provide Jane with lists of those people who help them with their volunteer leadership roles and which service they work on.

Jane will send a computer link to the Church Planning link. There was some talk about PlanningCenterOnline.com but I am not sure that is the correct link.

We looked at the positive communication that the program can provide. There were still many questions that were left unasked and unanswered.

The meeting adjourned at 8pm.

Respectfully submitted.

Carolyn Cuttle