



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

February 20, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

February 20, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions – Bob Mollis**
3. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for January 16, 2023, as presented.*
 - b. *Review: Congregation Annual Meeting minutes for January 29, 2023.*
 - c. *Recommendation: To approve the Congregation Council minutes for January 29, 2023, as presented.*
4. **Congregation Committees/Ministry Teams**
 - a. Artist Series Ministry
 - i. *Recommendation: To approve Brassworks Musical Services Contract 229 7-2-2023, as presented.*
 - ii. *Recommendation: To approve Brassworks Musical Services Contract 230 12-1-23, as presented.*
 - b. Executive Council
 - i. *Let the minutes show that the Executive Council has approved a 4% increase in total compensation for both Senior Pastor Mark Boster and Pastor Ryan Mackey effective January 1, 2023, as voted and approved via Electronic Mail resolution dated February 4, 2023.*
 - ii. *Recommendation: To approve Senior Pastor Mark Boster's request to adjust Housing Allowance and Base Salary Compensation with total compensation remaining unchanged from February 4, 2023 resolution.*
 - c. Mission Team Ministry
 - i. *Recommendation: To approve the covenant with ELCA Global Mission to continue sponsoring with \$1,500 per year for 2 more years for missionary support.*
 - d. Ministry Team Reports
 - i. *Review: January Treasurer and Financial Reports*
5. **Other**
 - a. 2023 Council Devotion List
 - b. Children, Youth and Family Ministry update – Pastor Ryan
 - c. 2023 SOTP Vision and Strategy Discussion
 - d. The next Council meeting is March 20, 2023 @ 6:00 PM
6. **Unfinished Business**
7. **Adjournment**

Shepherd of the Prairie Council Meeting Minutes

January 16, 2023

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

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

E. Nissen provided a devotion on New Year challenges and how Jesus can be our coach, based on 1 Timothy.

C. Adams moved to approve the Congregation Council minutes for December 19, 2022, as presented. K. McGuine seconded. Motion passed.

Council acknowledged two individuals in our congregation who have served so faithfully. Nick Wolf was a charter leader of the Boy Scouts of America troop at SOTP. He served as a troop leader for several years and Council thanks him for his ministry with the BSA troop.

Council expressed appreciation to Mike Yndestad for his ten year service leading the Community Outreach ministry team. Mike has organized food drives, blood drives, and the church's involvement in Huntley parades. Council extends its gratitude for Mike's service.

B. Mollis presented the financial report and commented on the completion of the SOTP Finance and Accounting and Business Handbook. This will serve as a guide for processes and procedures. E. Nissen moved and C. Serpe seconded to adopt the latest version of the handbook. Motion passed.

It was noted that the amendment to last month's budget document was approved by Council through an electronic vote.

There will be a question and answer session on Sun., Jan. 22 between services, available in person and online.

The annual congregational meeting will be Sunday, Jan. 29 at noon in the sanctuary. The meeting will be available online in addition to the in person session.

The meeting was adjourned. The next Council meeting will be Mon., Feb. 20, 2023 at 6pm.

Joyce Shotick

Shepherd of the Prairie 2023 January Council meeting

January 29, 2023 at 1:15pm

The purpose of the meeting was to elect new church council officers for the 2023 year.

Elected to the position of president was Bob Mollis.

Joyce Shotick accepted the position of Vice President.

Kathy McGuine accepted the position of Treasurer.

Secretary position will be decided at a later date.

The council thanked Mike Luecht for his two year service as Council President.

Pastor Ryan closed the meeting in prayer.

Joyce Shotick

Treasurer Report as of January 31, 2023

General Fund Report: The Unrestricted General Fund Balance is \$399,362. Total income for the month was \$110,704 and total expenses for the month was \$80,100. Approximately 4.99 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$77,562. Income for the month was \$29,859. The monthly mortgage payment is \$18,807. Approximately 4.1 months of Mortgage Service Fund reserves.

This Month

General Fund	Actual	Budget	Difference	Percentage
Income:	\$110,704	\$104,816	\$5,883	5.6%
Expenses:	\$ 80,100	\$80,719	\$ 618	0.75%

Year-to-Date

General Fund	YTD Actual	YTD Budget	Difference	Percentage
Income:	\$110,704	\$104,816	\$5,883	5.6%
Expenses:	\$ 80,100	\$80,719	\$ 618	0.75%

Mortgage Service Fund

Income for Month:	\$29,859
Income YTD:	\$29,859
Payments YTD:	\$18,807
Ending Fund Balance:	\$77,562

Council Action Item Recommendations and Approvals:

- Need approval from council on the 2 upcoming Artist Series events

Submitted by,
Kathy McGuine

SOTP FINANCE TEAM
Meeting Minutes
February 13, 2023

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

Excused:

Meeting called to order at 7:30 PM

I. Approval of January 9, 2023, Meeting Minutes as presented (Motion by Cliff Dungey)

II. Accounting Administrator's Report

- a. Income/Expenses through January 31, 2022
 - i. January GF income of \$110,704 was \$5,883 more than budgeted amount.
 - ii. January GF YTD income was \$5,883 more than YTD budgeted amount.
 - iii. January GF expenses of \$80,100 were \$618 less than budgeted amount.
 - iv. January GF YTD expenses were \$618 less than YTD budgeted amount.
- b. Balance Sheet through December 31, 2022
 - i. Total Current Assets \$812,472
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,146,379
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through December 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$21,629.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,305.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$38,050.
 - iv. Account 3.332.000 Artist Series Fund balance is \$15,801.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,754.
 - 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 a decrease of 2% compared to 2022 but exceeded the 2023 budgeted amount.
 - ii. The Mortgage Service income for January was \$29,859. This is a \$11,052 surplus over our monthly \$18,807 mortgage commitment.
 - iii. Special Services Fund balance of \$1,349 reflects the distribution in January of the Christmas offering.
 - iv. The \$30,604 surplus of January revenue compared to expenses is largely accounted for by recognition of 2023 EOG pre-payments made in 2022 and several other members/families pre-paying their 2023 EOG commitments in January. This phenomena was anticipated but did exceed the budgeted surplus of \$24,097 by \$5,507.

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

- a. Treasurer Report presented and reconciled with Accounting Administrator's report
- b. GF balance is \$399,362 which is approximately 4.9 months of reserves.
- c. MS balance is \$77,562 which is approximately 4.1 months of reserves.

IV. Old Business

- a. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Bob Mollis and Matt Morrison continue to work with Insurance Agent to complete necessary documentation and implement the recommended policy changes.

V. New Business

- a. The Finance Team identified the following areas for emphasis in 2023:
 - i. Investigating the possibility of conducting a financial audit of SOTP in 2024 of the 2023 fiscal year. Investigation would include contacting three firms and defining cost, scope and deliverables that might be expected/desirable.
 - ii. Reviewing SOTP insurance coverage and prices with alternative carriers prior to potentially renewing with Guide One in June.
 - iii. Identifying and addressing any needed refinements of the newly adopted SOTP Financial/Accounting Guidelines
 - iv. Reviewing for any desirable changes the SOTP Check Authorization form and process including continued exploration of possible mechanization.
 - v. Working with Stewardship to minimize the receipt of Qualified Charitable Distributions (QCD) from IRA custodians without some type of donor identification either accompanying the QCD (e.g. on the memo line of the QCD check) or by timely notice to SOTP's office.
 - vi. Working to clarify some ambiguities in the process of funding Youth Mission trips particularly relative to donations and the potential receipt of any goods or services in connection with the donations and the budgeting of any SOTP contribution toward the expenses of the trip.
 - vii. Continuing to work with the Artist Series to assure timely contract approval, to understand the Artist Series budgeting process and revenue streams.
- b. Next Finance Team Meeting will be March 13, 2023 @ 7:30 PM on Zoom.

VI. Adjourned with prayer at 9:00 PM.

Respectfully submitted,
Bill Ball

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of January 31, 2023

Monday, February 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	268,096.88	18,291.23	249,805.65
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	77,562.36	11,051.63	66,510.73
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	440,579.83	579.83	440,000.00
1.250.000	HBT/LPL Investment Account	422.69	0.00	422.69
1.500.000	Donations Holding Account	261.65	(4,277.63)	4,539.28
1.600.000	FNBO Checking Boy Scout Troop 200	15,048.72	(526.55)	15,575.27
	Total Current Assets	\$812,472.13	\$25,118.51	\$787,353.62
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	89,052.93
	Total Fixed Assets	\$7,333,907.22	\$0.00	\$7,333,907.22
	Total Assets	\$8,146,379.35	\$25,118.51	\$8,121,260.84
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	0.00	(14,025.00)	14,025.00
2.110.000	Prepaid Mortgage Service Pledges	0.00	(825.00)	825.00
	Total Current Liabilities	\$0.00	(\$14,850.00)	\$14,850.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,218,721.23	(8,176.92)	3,226,898.15
	Total Long Term Liabilities	\$3,218,721.23	(\$8,176.92)	\$3,226,898.15
	Total Liabilities	\$3,218,721.23	(\$23,026.92)	\$3,241,748.15
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	399,361.99	30,603.62	368,758.37
	Total Unrestricted Fund Balances	\$399,361.99	\$30,603.62	\$368,758.37
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,349.44	(6,538.93)	7,888.37
3.175.000	Memorial Fund Balance	21,629.71	540.00	21,089.71
3.180.000	Grafton Food Pantry Fund Balance	231.38	(743.62)	975.00
3.220.000	AV Ministry Fund Balance	9,770.51	0.00	9,770.51
3.250.000	Good Samaritan Fund Balance	9,304.67	(474.31)	9,778.98
3.260.000	Community Outreach Fund Balance	135.00	105.00	30.00
3.270.000	Holiday Flowers Balance	269.19	0.00	269.19
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	36,825.28	2,151.77	34,673.51
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$38,050.28</i>	<i>\$2,151.77</i>	<i>35,898.51</i>
3.340.000	Artist Series Balance	15,800.51	1,784.87	14,015.64
3.360.000	Miscellaneous Fund Balance	0.00	(1,225.00)	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	0.00	130.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	333.63	(57.09)	390.72
3.417.000	Youth Mission Trips Balance	12,754.08	(1,500.00)	14,254.08
	<i>Total Youth Ministry Fund Balance</i>	<i>\$13,087.71</i>	<i>(\$1,557.09)</i>	<i>14,644.80</i>

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of January 31, 2023

Monday, February 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.500.000	Little Lambs Fund Balance	7,718.62	1,406.75	6,311.87
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	1,095.27	0.00	1,095.27
3.675.000	Memory Garden Fund Balance	14,053.63	0.00	14,053.63
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	0.00	3,234.07
3.677.000	Memory Garden Niche Fund Balance	50,273.00	0.00	50,273.00
3.680.000	Garage Fund Balance	(6,767.68)	0.00	(6,767.68)
3.725.000	Miscellaneous Outside Charities Fund Balance	1,143.00	0.00	1,143.00
3.730.000	ELCA World Hunger Fund Balance	375.00	250.00	125.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	15,048.72	(526.55)	15,575.27
	Total	\$204,167.98	(\$4,827.11)	\$208,995.09
3.140.000	Mortgage Service Fund Balance	77,562.36	11,051.63	66,510.73
	Total Temporary Restricted Fund Balances	\$281,730.34	\$6,224.52	\$275,505.82
Reserves				
3.950.000	Barnabas Reserves Balance	1,608.70	0.00	1,608.70
3.971.000	Roof Repairs/Replacement Balance	45,781.67	781.67	45,000.00
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	6,859.65	563.33	6,296.32
3.974.000	Lawn & Landscaping Reserves Balance	3,718.80	1,333.33	2,385.47
3.975.000	Maintenance Reserves Balance	15,709.07	250.00	15,459.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	25,321.67	321.67	25,000.00
3.980.000	Equipment Reserves Balance	1,796.66	(140.99)	1,937.65
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,236.58
3.985.000	Sabbatical Reserves Balance	9,950.89	0.00	9,950.89
	Total Reserves	\$119,130.69	\$3,109.01	\$116,021.68
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,249.11	31.36	12,217.75
	Total Permanently Restricted Funds	\$12,249.11	\$31.36	\$12,217.75
3.130.000	Building & Grounds Equity	3,984,415.38	8,176.92	3,976,238.46
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	89,052.93
	Total Equity	\$4,115,185.99	\$8,176.92	\$4,107,009.07
	Total Fund Balances & Equity	\$4,927,658.12	\$48,145.43	\$4,879,512.69
	Total Liabilities and Fund Balances & Equity	<u>\$8,146,379.35</u>	<u>\$25,118.51</u>	<u>\$8,121,260.84</u>

Monday, February 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
Income							
4.100.000	Member Contributions	108,149.20	102,120.00	108,149.20	102,120.00	6,029.20	920,000.00
4.150.000	Loose Plate and Growth	1,920.00	2,583.00	1,920.00	2,583.00	(663.00)	31,000.00
4.250.000	Flower Income	50.00	113.00	50.00	113.00	(63.00)	1,358.00
4.300.000	Interest Income Heartland Bank	5.09		5.09			
4.310.000	Investment Income Fidelity Investments	579.83	0.00	579.83	0.00	579.83	20,000.00
	Total Income	\$110,704.12	\$104,816.00	\$110,704.12	\$104,816.00	\$5,883.03	\$972,358.00
Expenses							
Connections Ministry							
	Connections Ministry	\$0.00	\$105.00	\$0.00	\$105.00	(\$105.00)	\$1,250.00
Mission Ministry							
	Mission Ministry	\$8,380.90	\$8,434.00	\$8,380.90	\$8,434.00	(\$53.10)	\$101,200.00
Outreach Ministry							
	Outreach Ministry	\$762.00	\$1,000.00	\$762.00	\$1,000.00	(\$238.00)	\$12,000.00
Adult Education Ministry							
	Adult Education Ministry	\$204.00	\$42.00	\$204.00	\$42.00	\$162.00	\$500.00
Youth and Education Ministry							
	Youth and Education Ministry	\$277.97	\$583.00	\$277.97	\$583.00	(\$305.03)	\$7,000.00
Children and Family Ministry							
	Children and Family Ministry	\$31.05	\$400.00	\$31.05	\$400.00	(\$368.95)	\$7,050.00
Music Ministry							
	Music Ministry	\$30.00	\$310.00	\$30.00	\$310.00	(\$280.00)	\$3,720.00
Worship Ministry							
	Worship Ministry	\$406.30	\$526.00	\$406.30	\$526.00	(\$119.70)	\$6,300.00
Audio Visual							
	Audio Visual	\$0.00	\$460.00	\$0.00	\$460.00	(\$460.00)	\$5,520.00
Facilities							
	Facilities	\$11,058.23	\$11,186.00	\$11,058.23	\$11,186.00	(\$127.77)	\$105,350.00
Office Expenses							
	Office Expenses	\$3,537.58	\$2,919.00	\$3,537.58	\$2,919.00	\$618.58	\$35,040.00
Staffing Ministry							
Spiritual Ministry Staff							
	Spiritual Ministry Staff	\$33,035.38	\$34,025.00	\$33,035.38	\$34,025.00	(\$989.62)	\$440,540.00
Support Ministry Staff							

Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of January 2023 for General Fund

Monday, February 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
	Support Ministry Staff	\$13,116.21	\$12,855.00	\$13,116.21	\$12,855.00	\$261.21	\$152,407.00
	<i>Shared Staff Expense</i>						
	Shared Staff Expense	\$1,986.18	\$2,507.00	\$1,986.18	\$2,507.00	(\$520.82)	\$30,081.00
	Staffing Ministry	\$48,137.77	\$49,387.00	\$48,137.77	\$49,387.00	(\$1,249.23)	\$623,028.00
	<i>Other Church Expenses</i>						
	Other Church Expenses	\$4,774.70	\$2,867.00	\$4,774.70	\$2,867.00	\$1,907.70	\$34,400.00
	<i>Providing for the Future</i>						
	Providing for the Future	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$30,000.00
	Total Expenses	\$80,100.50	\$80,719.00	\$80,100.50	\$80,719.00	(\$618.50)	\$972,358.00
	Difference	<u>\$30,603.62</u>	<u>\$24,097.00</u>	<u>\$30,603.62</u>	<u>\$24,097.00</u>		<u>\$0.00</u>

February 2023

Children and Family Meeting Notes

Present: Amy Brittain, Julie Dahlin, Jill Gillming, Pastor Ryan

Absent: Jen Powe, Jennie Dailey, Christa Serpe

New Business:

Kids Pizza Party on February 11th seemed to be a big hit, kids had a great time. Would like to plan another family dinner on December 1st before the Artisan's Series The Cats Pajamas.

We decided that we will combine the Youth Ministry and Children and Family Ministry together to make one team. Together we made a list of possible candidates to increase our ministry team. Pastor Ryan will call these candidates to see if they are interested in joining.

The Easter Egg Hunt date has changed from April 1st to Saturday, April 8th.

The VBS program will be purchased by March 1st.

Discussed having monthly meetings with Kids Connect volunteers. This might help with having the volunteers feel more comfortable with leading Sunday mornings.

Property Team meeting – February 13, 2023

The meeting was called to order by Mark Frendreis (Chair) at 7:06pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Larry Enders, Mark Frendreis, Rich Paeth, Jessica Panella, and Peter Walthers and guest Bob Mollis, Council President

Absent: Tom Polzin, 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 was not in attendance
- Door closer stoppers swap **Mark**
 - The doors for the fellowship hall
- Church Entry signs – Discuss Options (Spring) **Mark**
 - Still waiting until Spring
- LED light conversion status **Pete**
 - Still making progress
 - The fellowship hall is the hold up. The cans are working but the spotlights are not working properly yet
- The garbage and recycling containers in the welcome center need a clean out **Tom**
 - Tom was not in attendance to give an update
- Progress on counter and cabinet w/outlets for gathering area **Rich**
 - This is done as of this morning
- Adjust parking lot timer **Larry**
 - Once the new bulbs are in Larry will look into it
- The lift battery needs replacing
 - Tom added water to the battery and also ordered a new battery from Farm and Fleet
 - Tom was not in attendance for an update
- Started shopping quotes for landscaping and snow **Mark**
 - Mark has reached out to a couple of companies but they have not called back yet
- Progress for a new vendor to replace Fox Valley **Rich**
 - Next couple weeks
- There are florescent bulbs in the electric room
 - Does anyone need T8s?

New business

- Calendar for property team on Google. Who will cover March? **Mark**
 - Larry will do it with Rich
- Confirm details of dismissal of Fox Valley as per contract **Chris**
 - Nothing in contract about cancellation

- New power/backup for camera box in Tech closet **Rich**
 - Has been ordered and will be installed
- Move plugin above ceiling in AV room **Mark/Rich**
 - This will be done the 24th
- Run Cat5 to east wall in Maple room **Rich**
 - This is complete but it should be mounted on the ceiling
- Chuck and Jerry have turned in their keys and have left the team **Mark**
 - We thank them for their service to the church while on this team
- Key request form and key issue for Larry **Mark**
 - Larry will get a key tonight
- Tile in Little Lambs room quote **Tom**
 - This will be completed in the summer when school is out
- Paint color for Little Lambs room decided by Jill **Mark**
 - This will be completed in the summer
- Adding P. Ryan's name to front sign?
 - This should be looked into and completed
- Thermostat replacement
 - Pete is looking for a replacement for one of the thermostats for one of the rooms
- Bob thanked the committee for keeping everything in order. He acknowledged that this is not an easy job.

The meeting was adjourned at 7:41 pm.

Submitted by: Jessica Panella

SOTP Worship Committee Minutes
February 13, 2023

Attending Meeting: Barb Hoppensteadt, Ed Cuttle, Judie Symbal, Chris Solem, Diana Mollis, Donna Kelly, Carolyn Cuttle

Absent due to Illness: Jane McMullen, Barb Pagano, Elaine Gilliam

Meeting was called to order by Carolyn Cuttle at 702pm.

We started with reports from the various group committee in preparation of Lent and Easter.

Ed Cuttle reported for the Ushers. He is still recruiting more ushers. He had one usher return to serving. He also mentioned that come April the snowbirds will be returning and again serving.

In reviewing Holy Week

Maundy Thursday is 7pm with communion.

Good Friday services at 10am (children) and 7pm with communion

Saturday service will run as normal.

Easter Sunday services at 9am and 11am.

Ed is waiting for Andrew to reply about the stripping of the palms for Palm Sunday which is usually done on the Saturday.

Ed did report that he anticipates there will be a funeral at church for Linda Campbell the second week of March (TBD).

Barb Hoppensteadt handles Saturday service organization. She reported that she has two more folks who have volunteered to help her.

Judie Symbal shared that she has a few more people and now feels organized on a monthly basis for Altar Guild. She has a new person that can also be flexible to handle vacation coverage!!!

Elaine Gilliam called in her report as she was ill. She asked about greeters for the Wednesday night Lenten services. There is NO need for greeters.

Donna Kelly reported that the ministers are planning Church Suppers much as Jesus did. We will gather for Soup (sign up for soup at Church Planning Center) and have a service at the same time. Communion will NOT be served on Wednesday nights. Times 545pm until 7pm.

One of our favorite greeters, Terry, was a church on Sunday 9am. He greeted for Susie Wehnes. It was suggested to give him a call and ask if he would continue to greet for Susie (might want to check with her that it is okay). Pastor Mark has his new phone number.

Diane Mollis and Carolyn spoke about flowers and Palms. Barb Pagano researched the rental of Palms for Palm Sunday, and we asked that Barb make those arrangements including getting palms to strip for Countryside. Carolyn shared the

flower order from Countryside. Diane will check with Platt for their costs. Although we love the spring garden, there was a feeling that perhaps we stay with Easter lilies this year. There will be more discussion on this. The most important factor is that we need to make some decision soon. If we work with Countryside, their cutoff for orders is March 19. We always have a presale for the Easter Flowers so we would need to start that March 1st. The cutoff for the church newsletter is February 19 for the March edition. Therein lies the time crunch.

Donna Kelly reported that church planning seems to be working in recruiting and organizing readers, communion servers and assistant ministers. Donna will add Chris Solem name to the list to read and serve.

Banners – there is some confusion which I have yet to resolve.

2/19 GREEN

2/22 Ash Wednesday – NOT SURE THE COLOR – GREEN OR WHITE OR PURPLE

2/26 WHITE

3/5 PURPLE

Once I have a chance to talk with Jane, I will let everyone know the color for Ash Wednesday. There will be communion on Ash Wednesday.

The meeting was adjourned at 745pm.

Respectfully submitted,

Carolyn Cuttle

carolyn

FEB.13 SOTP MISSION MINUTES

Attendance: Sandy Hupert, Marty Jacobson, Annette Petersen, Ronda Shoemaker, Vik Bekeris, Becky Wright, Leslie Enders, Marilyn Schnell, Carl Hupert
Visitors: Donna Kelly, Dave and Sue Sroka

Sandy opened with a reading from Micah 6:8 and a prayer.

Old Business:

1. Minutes: Marty moved to approve the minutes of January 22 and a second by Annette. Motion carried.
2. Feed My Starving Children: Ronda reported she has 27 volunteers registered for This Sat. 2/18/. Next date is 4/29 from 9-10:45.
3. Habitat for Humanity: Carl reported on three items. A) Restore has four helpers for the Elgin store on 2/16. B) An email from the supervisor for the 780 Carlton site in Elgin was read aloud regarding construction progress. (see attachment). C) One of the 7s groups has volunteered to donate the work crew on 6/13 at the local Culver's as a fund raiser for Habitat.
4. Blood drive: Marty was able to only get ten volunteers which has postponed a date until either there are more volunteers or we can link up with another small organization.
5. CRE Re-entry: Vik reported a new location will be at Willowcreek in Crystal Lake but there may be logistic problems.
6. Senior Care/Service: Marilyn said this entity is need more drivers. She, Marty & Sandy will meet to plan the possibility of one of their staff to come to our narthex between services to make a presentation.
7. ELCA World Hunger: Our liason with ELCA, Becky, had two topics: A) On March 4 is a Northern Illinois Synod Congregational Resource Event at Dixon Community College. She will have a display for World Hunger. Donna Kelly will be organizing the attendance for this event. B) Lutheran Disaster Relief has now set up donation collections for the Middle East Crisis (this includes the recent earthquake in Syria & Turkey)
8. Missionary Support: Sandy had spoken to Steve Legel who confirmed that the the 2 year missionary contact has been forwarded to council for official approval.
9. Exodus: A) Leslie agreed to help Sandy check and organize the items for a welcome pack we can start collecting in March. B) Sandy also reported she and Carl will be Exodus's official Good Neighbors for Ukrainian immigrants in Schaumburg. C) Exodus's annual benefit "Celebration of Hope" this year will be April 13th @ the Waterford in Elmhurst with Complimentary Dinner. Invitations will be sent out as well as newsletter articles, etc.
10. Lenten Offerings: As approved last month, four missions to equally share the total donations: FMSC, Doctors without Borders, Exodus, and AARK.

11. AARK Garden: Vik reported that in March/April work will be starting. He and others will be putting up Hoop houses. Pastor Ryan will help with the Youth group. AARK received an outside grant for \$5000 towards the cost of purchasing addition hoop houses. Grafton Food Pantry: Annette said they are able to service the many in need but there is always a shortage, for instance recently needed toothpaste, soap, etc. She also said the that Grafton expressed a desire to have monthly donations like has been done in the past. It helps them plan if they know a delivery is coming on a regular basis.
12. Northern Illinois Food Bank: Ronda has set June 3 for a work date.
13. Homeless: SOTP will be providing lunch at Willowcreek Homeless Outreach in Crystal Lake this Friday.

New Business:

1. Annette moved and Vik seconded to equally divide the Easter offerings to Habitat For Humanity NFV New Hope Partnership and ELCA Lutheran Disaster Relief.
2. Prayers and concerns were expressed
3. Ronda moved and Becky seconded to adjourn.

Next meeting: March 13, 2023, 7:00 PM

Respectfully submitted, Carl Hupert, acting secretary

Meeting Minutes for SOTP Community Outreach ministry
February 13, 2023

Present:

Tara Mackey, Chair
Wendy Ottens
Bob Malm
Sandra Johnson
Annette Kandell
Donna Kelly

1. Food drive

Food drive is scheduled for February 25th, 9:00 a.m. to 1:00 p.m. More volunteers are needed! (Possibly Boy Scouts?)

Bob suggested handing out a flyer after church services on Feb 18/19 instead of bags as a reminder. Tara will create flyer and send out to committee and Michelle for approval. Tara asked Donna to create the "thank you and information" handout as donating cars exit parking lot. Also discussed set-up, shifts, teardown for day of.

Outreach is purchasing 2 new canopies and 4 tablecloths, each blue with new logo and web address. They will not be ready for this event, but for future usage.

Our goal is 75 cars coming through and \$1,500 in cash donations. A donation box for early food drop off is available near the main church office.

2. New opportunities

Three new opportunities:

*Name posted in the Huntley Park District gym – committee undecided on this. Will table for future meeting.

*Business expo, March 18th, 9-3 at the Park District. Tara will check on cost of a booth or end cap – Committee decided to participate.

*Crystal Woods sponsor a golf hole - probably cost prohibitive -Committee decided not to pursue.

3. Public Works

Tara and Bob met with Barb Reed about recognizing Public Works employees. We have picked May 24th from 11:30 to 12:15. at the Public Works building. Outreach will provide pizza and beverages.

Will be asking congregation for dessert donations. All will take place at the Public Works building. Will ask Pastor Mark and Pastor Ryan to join if able.

4. Welcome Center

Welcome center sign up is in the process to get on Church Center. Tara has been working with Jeff Moore. Still working out some issues but hope to be up and running by March. Discussed having a training session with ushers/greeters to get everyone on the same page when it comes to the process and procedures of greeting new people. Discussed possibility of having a bulletin board to post new member's pictures or using slides on the TVs. Committee members were asked to think about how to improve upon the Welcome Center in any way. Will discuss at next month's meeting.