



**SHEPHERD  
OF THE PRAIRIE**  
LUTHERAN CHURCH

# **Council Report**

**March 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

### March 20, 2023 @ 6:00 P.M.

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1. **Call to Order**
2. **Devotions – Mike**
3. **Ministry Moments and Me – All**
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for February 20, 2023, as presented.*
5. **Congregation Committees/Ministry Teams**
  - a. Finance and Treasurer Highlights - Kathy
    - i. Thoughtful caution on expenses
    - ii. CD Ladder Investment Update
    - iii. Church Center Registration/Payment Processing Trial
  - b. BSA Troop 200 and Pack 467 Sponsorship Approval – Bob
    - i. *Let the minutes show that on March 7, 2023, via Electronic Mail, a motion was made by Mike Luecht and seconded by Pastor Mark to have SOTP continue to be the Charter Organization for both BSA Troop 200 and Pack 467 and to further allow them to meet in our facility as an Outreach Ministry. Motion carried unanimously. Annual Agreement with BSA signed by Bob Mollis as Council President.*
  - c. A/V Ministry Team Presentation Computer Replacement - Bob
    - i. *Let the minutes show that on March 12, 2023, via Electronic Mail, a motion was made by Ellen Nissen and seconded by Pastor Ryan to purchase a new A/V Sanctuary presentation computer using A/V Ministry Restricted Fund (3.220.000) for \$3045.13 and further to replace the current failing presentation computer. Motion carried unanimously, Finance Team, A/V Ministry, and Accounting was informed of the purchase approval.*
  - d. HR Discussion
6. **Other**
  - a. SOTP Vision and Strategy Revision Review – Bob
  - b. 2023 Council Tactical Planning Discussion – Bob
  - c. The next Council meeting is April 17, 2023 @ 6:00 PM
7. **Unfinished Business**
8. **Adjournment**

## **Shepherd of the Prairie Lutheran Church**

### **Council Meeting – February 20, 2023**

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

Absent: K. McGuine

Council President Bob Mollis called the meeting to order at 6pm.

Devotions were shared by B. Mollis. God's wisdom is complementary of various individual strengths. In Luke 14:23, we are directed to learn from our mistakes. Although we are not building a tower or waging war, we are planning to grow a church.

Cheryl moved to approve the Jan. 16, 2023 Council minutes. Christa seconded. Motion passed.

One correction to the Congregational meeting minutes was noted. That was to correct Ellen Nissen's name.

Jan. 29<sup>th</sup> council meeting minutes. Ellen moved. Cheryl seconded. Motion passed.

Council reviewed the Artist Series Ministry contracts after having been reviewed by the Finance team. Pastor Mark moved to pay the invoice for the contract on the July 5 program. Sarah seconded the motion. Motion passed.

Ellen moved to pay the invoice for the contract for the December 1st program. Mike seconded. Motion passed.

The Council approved a 4% increase in total compensation for both Senior Pastor Mark Boster and Pastor Ryan Mackey effective January 1, 2023 through email voting on Feb. 4, 2023.

Mike moved to approve Senior Pastor Mark Boster's request to adjust his Housing Allowance to \$36,000 and base salary compensation to remain unchanged from the Feb. 4, 2023 resolution. Sarah seconded. Motion passed.

Cheryl moved to approve the covenant with ELCA Global Mission to continue sponsoring with \$1,500 per year for two more years for missionary support. Christa seconded. Motion passed.

Treasurer's report was presented by Bob. Finance team will be investigating a financial audit for 2023 and to quotes from several outside firms for pricing. Also, they will be exploring insurance carrier quotes this year. Cheryl moved to accept the Treasurer's report and finance team report. Seconded by Christa. Motion passed.

The list of devotion volunteers was distributed.

Pastor Ryan Mackey presented a ministry update on the Children, Youth, and Family. He explained that the two teams would be consolidated. This would require an update to the Constitution to one

Children, Youth, and Family team. He is planning four challenges for each age group for each year and plans to grow the team by recruiting additional families. Pastor Ryan moved to combine the responsibilities of the two committees into one team to meet the daily Ministry needs until the Constitution can be updated. Mike seconded. Motion passed.

The 2023 SOTP Vision and Strategy was discussed. Bob suggested that in the governance area that we adopt the formal financial audit plan. Pastor Mark's focus is on working with the staff to empower and train them. Identifying training programs to grow ideas to apply is important. Staff shout-outs as well as ministry leads to highlight those individuals would be uplifting, as well as possible new member highlights each week. Graduating seniors or a student who has served the church could also be recognized. Staff policies should be discussed and updated with the staff. Childrens choir and handbells group to be studied with the Choir Director. Marketing could be stepped up at community events as well as small groups attending events in the community. Feedback loop of people attending services is needed to better understand congregational responses. The need for more direction for pastoral care according to their specific needs and style will be addressed. Based on Council discussion and feedback, a revised document will be shared at the next meeting.

Cheryl moved to adjourn. Christa seconded. Pastor Mark closed in prayer.

Next Council meeting is Mon., March 20, 2023, at 6pm.

## Treasurer Report as of February 28, 2023

**General Fund Report:** The Unrestricted General Fund Balance is \$373,349. Total income for the month was \$62,845 and total expenses for the month was \$88,858. Approximately 4.6 months of General Fund reserves.

**General Fund reserves. Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$72,192. Income for the month was \$13,437. The monthly mortgage payment is \$18,807. Approximately 3.8 months of Mortgage Service Fund reserves.

### This Month

General Fund	Actual	Budget	Difference	Percentage
Income:	\$62,845	\$69,856	(\$7,011)	-10.03%
Expenses:	\$88,858	\$80,644	\$8,214	10.2%

### Year-to-Date

General Fund	YTD Actual	YTD Budget	Difference	Percentage
Income:	\$173,549	\$174,672	(\$1,133)	-.6%
Expenses:	\$168,958	\$162,188	\$6,771	4.2%

### Mortgage Service Fund

Income for Month:	\$13,437
Income YTD:	\$43,295
Payments YTD:	\$37,614
Ending Fund Balance:	\$72,192

Respectfully Submitted  
Kathy McGuine  
Congregation Treasurer

**SOTP FINANCE TEAM**  
**Meeting Minutes**  
**March 13, 2023**

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

Meeting called to order with prayer at 7:30 PM

**I. Approval of February 13, 2023, Meeting Minutes as presented (Motion by Devin Burg)**

**II. Accounting Administrator's Report**

- a. Income/Expenses through February 28, 2023
  - i. February GF income of \$62,845 was \$7,011 less than budgeted amount.
  - ii. February GF YTD income was \$1,133 less than YTD budgeted amount.
  - iii. February GF expenses of \$88,858 were \$8,214 more than budgeted amount.
  - iv. February GF YTD expenses were \$6,771 more than YTD budgeted amount.
- b. Balance Sheet through February 28, 2022
  - i. Total Current Assets \$799,718.
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,133,625
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through February 28, 2022
  - i. Account 3.175.000 Memorial Fund balance is \$22,243
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,171
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$39,663
  - iv. Account 3.332.000 Artist Series Fund balance is \$21,497
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,754
  - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,988
  - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,234
  - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$ 52,848
- d. General Comments
  - i. YTD GF Member Contributions showed a decrease of 5% compared to 2022 but were essentially on the YTD Budget (\$332 below the 2023 budgeted amount).
  - ii. The Mortgage Service Fund (MSF) income for February was \$13,436. This is less than our monthly \$18,807 mortgage commitment. However, YTD MSF Income exceeds YTD payments. (\$5,681)
  - iii. The watch words looking forward are "thoughtful caution". We should recall that a challenging budget was recommended to and approved by the Congregation.
    - 1. Looking at YTD performance, we are running close to the General Fund and Mortgage Service Fund budgets.
    - 2. February contributions were below budget by \$6,361 but offset by prepayments of 2023 EOGs in 2022 and January 2023.
    - 3. February expenses were above budget but within annual budgets for the various ministries that exceeded their monthly budgets.

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

- a. Treasurer Report presented and reconciled with Accounting Administrator's report
- b. GF balance is \$373,349 which is approximately 4.6 months of reserves.
- c. MS balance is \$72,192 which is approximately 3.8 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. Bill Ball will be working to finalize certain requested information.
- b. Kathy will confer with Bob Mollis about the audit of the 2022 books and how to initiate the process for securing bids for a formal audit in 2024 of the 2023 fiscal year financials.
  - i. Bill Ball will confer with Bob Mollis about initiating the process of securing bids for renewing SOTP's insurance prior to potentially renewing with Guide One.
- c. Further review of the Financial/Accounting Guide and Check Approval Form is being deferred to the last half of 2023.
- d. The following matters were deferred until April:
  - i. 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.
  - ii. 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.
  - iii. Continuing to work with the Artist Series to assure timely contract approval, to understand the Artist Series budgeting process and revenue streams.

### V. New Business

- a. **Motion approved to reinvest the \$110,000 principal currently invested a brokered CD scheduled to mature April 5 in a 12-month CD and to direct earned interest from the maturing CD into the General Fund checking account.** (Motion by Cliff Dungey) The Finance Team reviewed in detail SOTP's current financial performance, likely cash needs for 2023 and discussed the implications of continuing the existing 1-year FDIC insured ladder investment program.
- b. A concern has been raised about the process of registering and paying for events and the interplay of Vanco, Church Windows and Church Center. (This includes a problem with flower dedications.) A meeting is expected with Bob Mollis, select Finance Team members and others to address the process issues.
- c. Next Finance Team Meeting will be April 10, 2023 @ 7:30 PM on Zoom.

### VI. Adjourned at 9:00 PM.

Respectfully submitted,  
Bill Ball

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of February 28, 2023**

**Monday, March 13, 2023**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	258,262.92	(9,833.96)	268,096.88
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	72,191.86	(5,370.50)	77,562.36
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	440,581.69	1.86	440,579.83
1.250.000	HBT/LPL Investment Account	422.69	0.00	422.69
1.500.000	Donations Holding Account	466.66	205.01	261.65
1.600.000	FNBO Checking Boy Scout Troop 200	17,291.69	2,242.97	15,048.72
<b>Total Current Assets</b>		<b>\$799,717.51</b>	<b>(\$12,754.62)</b>	<b>\$812,472.13</b>
<b>Fixed Assets</b>				
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
<b>Total Fixed Assets</b>		<b>\$7,333,907.22</b>	<b>\$0.00</b>	<b>\$7,333,907.22</b>
<b>Total Assets</b>		<b>\$8,133,624.73</b>	<b>(\$12,754.62)</b>	<b>\$8,146,379.35</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Total Current Liabilities</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,210,519.15	(8,202.08)	3,218,721.23
<b>Total Long Term Liabilities</b>		<b>\$3,210,519.15</b>	<b>(\$8,202.08)</b>	<b>\$3,218,721.23</b>
<b>Total Liabilities</b>		<b>\$3,210,519.15</b>	<b>(\$8,202.08)</b>	<b>\$3,218,721.23</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	373,348.71	(26,013.28)	399,361.99
<b>Total Unrestricted Fund Balances</b>		<b>\$373,348.71</b>	<b>(\$26,013.28)</b>	<b>\$399,361.99</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,784.44	435.00	1,349.44
3.175.000	Memorial Fund Balance	22,242.64	612.93	21,629.71
3.180.000	Grafton Food Pantry Fund Balance	774.13	542.75	231.38
3.220.000	AV Ministry Fund Balance	9,770.51	0.00	9,770.51
3.250.000	Good Samaritan Fund Balance	9,170.62	(134.05)	9,304.67
3.260.000	Community Outreach Fund Balance	260.00	125.00	135.00
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	39,663.29	2,838.01	36,825.28
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
<i>Total Music Ministry Fund Balance</i>		<i>\$40,888.29</i>	<i>\$2,838.01</i>	<i>38,050.28</i>
3.340.000	Artist Series Balance	21,497.25	5,696.74	15,800.51
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	279.14	(54.49)	333.63
3.417.000	Youth Mission Trips Balance	12,754.08	0.00	12,754.08
<i>Total Youth Ministry Fund Balance</i>		<i>\$13,033.22</i>	<i>(\$54.49)</i>	<i>13,087.71</i>
3.500.000	Little Lambs Fund Balance	8,073.23	354.61	7,718.62
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	945.27	(150.00)	1,095.27



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of February 28, 2023**

**Monday, March 13, 2023**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.675.000	Memory Garden Fund Balance	13,988.32	(65.31)	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	52,848.00	2,575.00	50,273.00
3.680.000	Garage Fund Balance	(6,767.68)	0.00	(6,767.68)
3.720.000	Disaster Relief Fund Balance	575.00	575.00	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	(1,083.00)	1,143.00
3.730.000	ELCA World Hunger Fund Balance	440.00	65.00	375.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	17,291.69	2,242.97	15,048.72
	<b>Total</b>	<b>\$218,744.14</b>	<b>\$14,576.16</b>	<b>\$204,167.98</b>
3.140.000	Mortgage Service Fund Balance	72,191.86	(5,370.50)	77,562.36
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$290,936.00</b>	<b>\$9,205.66</b>	<b>\$281,730.34</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,608.70	0.00	1,608.70
3.971.000	Roof Repairs/Replacement Balance	46,563.34	781.67	45,781.67
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	7,422.98	563.33	6,859.65
3.974.000	Lawn & Landscaping Reserves Balance	4,052.13	333.33	3,718.80
3.975.000	Maintenance Reserves Balance	15,959.07	250.00	15,709.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	25,643.34	321.67	25,321.67
3.980.000	Equipment Reserves Balance	3,599.66	1,803.00	1,796.66
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
	<b>Total Reserves</b>	<b>\$123,183.69</b>	<b>\$4,053.00</b>	<b>\$119,130.69</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,249.11	0.00	12,249.11
	<b>Total Permanently Restricted Funds</b>	<b>\$12,249.11</b>	<b>\$0.00</b>	<b>\$12,249.11</b>
3.130.000	Building & Grounds Equity	3,992,617.46	8,202.08	3,984,415.38
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
	<b>Total Equity</b>	<b>\$4,123,388.07</b>	<b>\$8,202.08</b>	<b>\$4,115,185.99</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,923,105.58</b>	<b>(\$4,552.54)</b>	<b>\$4,927,658.12</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,133,624.73</u></b>	<b><u>(\$12,754.62)</u></b>	<b><u>\$8,146,379.35</u></b>

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

**Monday, March 6, 2023**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b><i>Income</i></b>							
4.100.000	Member Contributions	60,798.65	67,160.00	168,947.85	169,280.00	(332.15)	920,000.00
4.150.000	Loose Plate and Growth	2,039.90	2,583.00	3,959.90	5,166.00	(1,206.10)	31,000.00
4.250.000	Flower Income	0.00	113.00	50.00	226.00	(176.00)	1,358.00
4.300.000	Interest Income Heartland Bank	4.76		9.85			
4.310.000	Investment Income Fidelity	1.86	0.00	581.69	0.00	581.69	20,000.00
	<b>Total Income</b>	<b>\$62,845.17</b>	<b>\$69,856.00</b>	<b>\$173,549.29</b>	<b>\$174,672.00</b>	<b>(\$1,132.56)</b>	<b>\$972,358.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$14.60</b>	<b>\$105.00</b>	<b>\$14.60</b>	<b>\$210.00</b>	<b>(\$195.40)</b>	<b>\$1,250.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$10,815.00</b>	<b>\$8,434.00</b>	<b>\$19,195.90</b>	<b>\$16,868.00</b>	<b>\$2,327.90</b>	<b>\$101,200.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$6,188.83</b>	<b>\$1,000.00</b>	<b>\$6,950.83</b>	<b>\$2,000.00</b>	<b>\$4,950.83</b>	<b>\$12,000.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$118.50</b>	<b>\$42.00</b>	<b>\$322.50</b>	<b>\$84.00</b>	<b>\$238.50</b>	<b>\$500.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>\$47.94</b>	<b>\$583.00</b>	<b>\$325.91</b>	<b>\$1,166.00</b>	<b>(\$840.09)</b>	<b>\$7,000.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$254.44</b>	<b>\$400.00</b>	<b>\$285.49</b>	<b>\$800.00</b>	<b>(\$514.51)</b>	<b>\$7,050.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$142.13</b>	<b>\$310.00</b>	<b>\$172.13</b>	<b>\$620.00</b>	<b>(\$447.87)</b>	<b>\$3,720.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$335.51</b>	<b>\$526.00</b>	<b>\$741.81</b>	<b>\$1,052.00</b>	<b>(\$310.19)</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$1,491.53</b>	<b>\$460.00</b>	<b>\$1,491.53</b>	<b>\$920.00</b>	<b>\$571.53</b>	<b>\$5,520.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$9,753.97</b>	<b>\$11,186.00</b>	<b>\$20,812.20</b>	<b>\$22,372.00</b>	<b>(\$1,559.80)</b>	<b>\$105,350.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$3,325.81</b>	<b>\$2,919.00</b>	<b>\$6,863.39</b>	<b>\$5,838.00</b>	<b>\$1,025.39</b>	<b>\$35,040.00</b>
<b><i>Staffing Ministry</i></b>							
<b><i>Spiritual Ministry Staff</i></b>							
	<b>Spiritual Ministry Staff</b>	<b>\$35,337.31</b>	<b>\$34,025.00</b>	<b>\$68,372.69</b>	<b>\$68,050.00</b>	<b>\$322.69</b>	<b>\$440,540.00</b>
<b><i>Support Ministry Staff</i></b>							
	<b>Support Ministry Staff</b>	<b>\$13,064.09</b>	<b>\$12,855.00</b>	<b>\$26,180.30</b>	<b>\$25,710.00</b>	<b>\$470.30</b>	<b>\$152,407.00</b>

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

**Monday, March 6, 2023**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,026.78	\$2,507.00	\$4,012.96	\$5,014.00	(\$1,001.04)	\$30,081.00
	Staffing Ministry	\$50,428.18	\$49,387.00	\$98,565.95	\$98,774.00	(\$208.05)	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,442.01	\$2,792.00	\$8,216.71	\$6,484.00	\$1,732.71	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$0.00	\$30,000.00
	Total Expenses	\$88,858.45	\$80,644.00	\$168,958.95	\$162,188.00	\$6,770.95	\$972,358.00
	Difference	<u>(\$26,013.28)</u>	<u>(\$10,788.00)</u>	<u>\$4,590.34</u>	<u>\$12,484.00</u>		<u>\$0.00</u>

## Children/Youth and Family Ministry Notes

Present: Bob Mollis, Pastor Ryan, Jill Gillming, Christa Serpe, Jen Powe, Julie Dalhin, Tim Torkelson

Absent: Amy Brittain, Jennie Dailey

### Easter Egg Hunt:

Easter egg hunt is on April 8<sup>th</sup> @ 10:00 am.

We need volunteers to come at 9:00am to start “hiding” eggs.

There will be 3 sections, Pre-K through 1<sup>st</sup> grade, 2<sup>nd</sup> grade through 5<sup>th</sup> grade, and NUT FREE. Jill is going to contact Darren Allison who works at the Village of Huntley to see if we can borrow some construction cones to help separate the different sections. Christa S. mentioned that Pete Serpe can also provide some cones.

Jill will be ordering Easter Egg Hunter bags for the children. The bag will be personalized with Shepherd of the Prairie on each bag. Prior to the hunt the children will write their names on his/her bag and decorate the bag with crayons and markers.

After the hunt is complete there will be multiple bins for the plastic eggs to be returned in multiple places.

We will offer a craft for the children to either take home or to complete on their own here at church.

Jill will look for props for families to take fun Easter pictures with a backdrop.

Ice Cream Social: Date yet to be determined (May or June)

We would like this event to be on a Friday night to celebrate the end of the school year. This will be an all-family event. Possible 1950's theme.

VBS: July 10-14

A slide has been requested to Save the Date!

Went over VBS merchandise to show what is available through the Orange program. We discussed maybe charging a small registration fee this year to hold spots, this fee would help pay for special merchandise (ie. Music CD, shirt, light-up bracelet).

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

Meeting Minutes for SOTP Community Outreach Ministry  
March 13, 2023

Present:

Tara Mackey, Chair  
Bob Malm  
Stefanie Kindle  
Sandra Johnson  
Annette Kandell

1. Business Expo

Expo is Saturday March 18 from 8:30 am till 3:30 pm. Tara, Sandy, and Annette will get the booth set-up is on Friday the 17th. We reviewed "contract" documents. Working on accruing volunteers. Discussion regarding SOTP banner – working with Michelle and banner company to fix pixilation problem.

2. Food Drive

Tentative next date is April 22. The slogan: April Shower the Pantry. Need is greatest for cleaning supplies and personal hygiene items. Discussion of reaching out to businesses within the Grafton areas with flyers publicizing event.

3. Public Works Honorees

The Honorees lunch is scheduled for Wednesday May 24<sup>th</sup> 11:30-12:15. We will provide pizza and will have a sign up on our website for desserts. Set up is at 11:00 am.

Discussion regarding:

- \*a slide/sign up sent in 1<sup>st</sup> week in April for desserts/water/pop
- \*Getting the okay to display names of Honorees in bulletin/ screen at church
- \*thank you banner done by SOTP kids
- \*table tents to acknowledge SOTP and pizza place – possibly Sal's

4. Memorial Day parade

We will be having a float again this year. Need to ask Praise Band to perform again. We will need sign up/slide request by 1<sup>st</sup> week in April.

Discussion regarding:

- \*decorating the float
- \*line up a truck and trailer – look into where got it from last year
- \*Look into pricing on hand outs (frisbees, beach balls, other?)
- \*Possibly ask kids to decorate their bikes/scooters/wagons
- \*Candy donations (?)

5. Fall Fest

We will be brainstorming ideas and gathering information for this in the park event.

6. Welcome Center

We are running out of mugs! Discussion about ordering a new supply. We discussed the need for a greater online presence. We discussed strategies for recruiting volunteers.

A Zoom meeting with the Memory Garden Team was held on March 9, 2023. The following items were discussed.

1. The panel on the Columbarium was iced in just prior to an Inurnment. Mark Frendreis used his battery powered heat gun to melt the ice. The next day Ralph bought a heat gun and 100' extension cord. The cost was \$65.31.
2. Another panel had swelled slightly and we weren't able to get it back in the Columbarium. Ralph bought an angle grinder and was able to grind off a little of the edge and then it was installed. The cost was \$26.35.
3. Engraving has been taking a long time. We are looking into another source for our engraving for about the same cost with much shorter time to get the job done.
4. Ralph will try to get 1-3 additional Church members added to our team.
5. When the kids clean the church, they will wash the Memory Garden benches on a monthly basis.
6. We will need mulch this year. We will request the Property Team to include mulch for the Memory Garden with their order. This will not affect their budget as the mulch will be paid for by the Memory Garden.

All of the above items were agreed to by all in attendance.

Submitted by;

*Ralph Wehnes*

## Mission Team Minutes

### March 13, 2023

Attendance: Sandy Hupert, Leslie Enders, Vik Berkeris Ronda Shoemaker, Becky Wright, Carl Hupert, Annette Petersen, Marilyn Schnell, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister ).

Sandy gave a reading from Luke 6:38 and prayer.

#### Old Business

1. Approval of minutes: Carl moved and Vik seconded motion to approve Feb. minutes. Motion carried.
2. Feed My Starving Children: Ronda reported 29 volunteers packed meals on Feb. 18th. Meals were shipped to Nicaragua and Zambia. Next undertaking by SOTP for April 29th, 9 till 10:45 AM.
3. World Hunger/Disaster Relief: Becky and Donna reported on Northern IL. Synod's CRE at Dixon, IL. on March 4th. Found that congregations consider service outreach to local and global community the most important thing they can do and this outreach draws young people who want to engage and commit. Becky also showed a slide presentation on different hunger projects of the Synod churches.
4. Habitat for Humanity: Have 3 or 4 volunteers going to Restore on Sat., March 18th.
5. Blood Drive: No report.
6. CRE RE-entry: Still trying to finalize new location.
7. Senior Care Services: Marilyn, Marty and Sandy are working on this. Marilyn reported need for volunteer drivers. Will put item in newsletter.
8. Grafton Food Pantry: Pantry now open on Saturdays also. Need more volunteers. Annette feels we should go back to monthly food drives. Possibly the Outreach Team could do the 4th Sat. of every odd month and the Mission Team could do the 4th Sunday of every even month starting in March.
9. Missionary Support: Covenant OKed by council. Steve will forward to Pastor and Treasurer for check disbursement.
10. Lenten and Easter Offerings: Lent offering going to FMSC, Doctors without Borders, Exodus and AARK. Easter Offering going to ELCA Disaster Relief and New Hope Partnership (Habitat for Humanity ).
11. AARK: have 5 new hoop houses. Need volunteers for construction and planting. Will put item in newsletter and Friday Flourish about availability of produce this year and need for volunteers.
12. Northern IL. Food Bank: SOTP scheduled for June 3rd.
13. Homeless: Meals and serving scheduled for April 21st. at Willow Creek Church, Crystal Lake. Will put up poster for sign-up.
14. Exodus: Need to start Welcome Pack. Will put sign up this weekend for needed items. "Celebration of Hope" is April 13th.

#### New Business

1. Newsletter deadline is March 20th.
2. Next meeting is April 10th.
3. Prayers of joys and concerns.
4. Ronda moved and Steve seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

## Property Team meeting – March 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, Tom Polzin, Jessica Panella, Chris Trodahl and Peter Walthers

Absent: Dick Tabatt

**Note:** Property Team mailbox address is [SOTPProperty@gmail.com](mailto:SOTPProperty@gmail.com)

### Old Business

- Discuss date for Spring mulch and who will help **Mark**
  - We are looking at May 5 delivery and spreading May 6
- Progress on new mats for entry doors ordered **Tom**
  - All the mats are measured and waiting on quotes
  - Also looking for a Velcro options to keep them in place
- Church Entry signs – Discuss Options (Spring) **Mark**
  - Still looking at the product to use
- LED light conversion status **Pete**
  - Pete is still working on the parking lot lights (soft white)
  - Supplies are still waiting to be delivered
  - Fellowship lights waiting on resistors
- The garbage and recycling containers in the welcome center need a clean out **Tom**
  - Tom will complete this when the weather changes
- Adjust parking lot timer **Larry**
  - Larry will work on this after the lights areThere complete
- Started shopping quotes for landscaping and snow **Mark**
  - Only got one quote so far
- Progress for a new vendor to replace Fox Valley **Rich**
  - Rich contacted 5 and has one quote and waiting on a couple others
  - One of them was very responsive
  - In the next couple of days he is hoping to have the quotes so we can get a new vendor
- There are florescent bulbs in the electric room
  - Does anyone need T8s?
- Emergency light conversion – **Chris**
  - There is an easy conversion for the remaining 16 lights in the old building
- New power/backup for camera box in Tech closet **Rich**
  - Rich will call Luke to get this completed
- Move plugin above ceiling in AV room **Mark/Rich**
  - This is complete
- Run Cat5 to east wall in Maple room **Rich**
  - Still needs a cover and need to do the same in the nursery in the new building
- Tile in Little Lambs room quote **Tom**
  - Tom is supposed to get a number for Ken's brother to get the information



- Paint color for Little Lambs room decided by Jill **Mark**
  - Jill is interested in chalkboard paint but has not chosen a color
- Cabinet quotes for Little Lambs – **Mark**
  - Mark got a quote and they can be done any time
- Adding P. Ryan's name to front sign?
  - Chris will ask Jim Kuhn from SMC to find out who can help with this
- Thermostat replacement **Larry**
  - The broken thermostat started working again
  - Larry will continue to look into replacing the Tranes with Honeywell. The Honeywell can be connected to the SC for room planning

### **New business**

- Calendar for property team on Google. Who will cover April? **Mark**
  - Pete and Jess will do this
- Ralph asked for mulch to be added by the columbarium when we order **Mark**
  - Ralph will pay the extra – They need about 3 yds
- Power outage issues **Mark**
  - We had a power outage and Mark spent some time getting things shut down etc.
  - Mark is creating a procedure list if full or partial power outage
- Breaker box list creation **Mark**
  - Mark wants to update the breaker box
- Labeling outlet plates throughout **Mark**
  - Mark wants to mark all the electric covers with the corresponding breaker
- Room by room list for walkthrough **Mark**
  - Chris and Mark will work on a list for each room to make things more efficient on the walk arounds
- Program thermostat in fellowship hall **Mark**
  - Needs to be programmed for Sunday School
- Matt would like a monitor in his office **Mark/Rich**
  - Matt will get a monitor
- SOTP google drive has documents which can be viewed from your computer
- In the new building the breaker box has some breakers which may be wired or labeled incorrectly.
  - Chris will contact Jim (General Contractor) to get Cary Electric out here to correct the issue.
- The coat rack on both sides are coming out and Mark is going to take them down and remount them tomorrow
- There is water dripping in the electrical room

The meeting was adjourned at 8:05 pm.

Submitted by: Jessica Panella

Worship Meeting SOTP  
March 12, 2023

Attending the meeting: Jane, Barb H., Judie S., Diane M., Ed C., Chris S., Carolyn  
Absent – Barb P.

Retiring for the committee- Orv M.

Meeting was opened with a prayer from Chris S. about 710pm.  
Following the agenda, Easter Flowers were discussed. Diane M. oversees the flowers. Presently we have 20 sold but feel that we will need more. It was decided that we would need 35 lilies which Diane will order. Diane will speak with PM about encouraging people to purchase the lilies at Lenten and then on Sunday. The church will pay for what we are not able to sell (35).

Diane will check about moving the location of the sale of Easter Lilies to a better location. Right now, it is sitting near the office door but we do not believe that people notice it. We are trying to use both the church planning option as well as the old-fashioned way to sell the lilies.

We are going to have an Easter garden in the baptismal area either around the cross or the baptismal font. Barb P. and Carolyn decided to have 6 of the tulips, hyacinth and daffodil with easter color foil. The group opted for green (tulips), blue (hyacinths) and yellow for the daffodils. SOTP will also order a double lily for in front of the altar. These costs will be borne by SOTP.

Carolyn provided Jane and Diane with the order form for the palms for Palm Sunday. 14 will be delivered. 10 are rented for the Palm Sunday weekend and four were purchased to carry us into Easter.

Diane will place a combined order for the flowers for Easter on one form. That way the flowers will delivered all at the same time.

We then discussed the EASTER PLANNING CALENDAR following these minutes. It is critical that with this Holy Week that we all stay on schedule as there are many moving parts.

## Easter Planning Calendar

- March 31 – Palms delivered between 9-10 am (Cliff Dungey will help)  
Change banners to Palm Sunday RED  
Red on Cross.  
Andrew will strip palms for Palm Sunday Time 9-10am  
Set up chairs around the perimeter of the sanctuary (remain through Easter) Ed, Vic and Chris S.  
Move the first row on the left side to the back or side to allow for better passage for communion when we have instrumentalist playing!  
Take down sticks and wrap for next year (Barb P)
- April 1 & 2- Palm Sunday celebration
- April 3 or 4 Countryside to pick up 10 rental palms TBD  
SOTP bought four palms to keep  
\*\*\*Palms required 6 hours of sunlight (put in baptismal area)
- April 4- Change banners to Maundy Thursday PURPLE  
Worship Committee be handling the stripping of the altar.  
\*\*See the attached schedule for planning purposes.\*\*  
Decorate with bowl and pitcher and towel on the speaker pedestal.  
Next year have large loaf of bread and some wine decanter on the other pedestal.
- April 6- Maundy Thursday Service 7pm  
Strip Altar (Arrive 615pm to practice and review)
- April 7- Good Friday Services at 10am and 7pm  
Change banners to red and black.  
Talk with Mark F. for crown and thorns and candles for Good Friday
- April 8- Flowers delivered to Easter between 10-1pm  
Plan to start decorating for Easter at noon.  
Ed and Carolyn will start at 11am to get the banners done.  
Put up Easter banners and white drape on cross in the back.

Easter lilies to be placed in the sanctuary.

Easter garden to be placed around the cross in the baptismal area. If cross is not used will decorate around the baptismal font.

Carolyn has asked Michelle to announce that we will be decorating for Easter on Saturday and looking for volunteers. If we do not have enough people, Carolyn will contact some of the people who help with Christmas.

#### STRIPPING THE ALTAR ON MAUNDY THURSDAY FOLLOW THE LITURGY

1. Communion pieces (Diane M., Judy, Barb H)
2. Altar Candles (Ed and Chris)
3. Bible (Chris)
4. Altar Cloth (Judie and Barb H)
5. Altar Purple Parament (Elaine)
6. Purple clothes on planter pedestals and basin, bowl, and towel (Diane, Judy, Carolyn)
7. Take down Purple banner (Chris and Ed) The tool used to do this will be placed on the floor and the banner carried out of the sanctuary.

Ed reported on the usher activities and that he continues to recruit more ushers. The good news is that some of the snowbirds are coming back soon!!!! He follows up with the team on a monthly basis. For Easter and Palm Sunday the regular 1 and 2<sup>nd</sup> leads will handle ushering.

Elaine noted that Terry will be working as a greeter on the 2<sup>nd</sup> Sunday replacing Susie W.

Judie has been working with Jane and researching purchasing new robes for the assistant ministers. The goal here is to get white ones that look neat and tidy.

The meeting ended at 815pm. There was lots of talk and details to clarify.

Respectfully submitted,

Carolyn Cuttle