



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

April 15, 2024

“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

April 15, 2024 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – George
4. **Ministry Moments Sharing** - All
5. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for March 18, 2024, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the March 2024 Treasurer and Financial Reports, as presented.*
 - ii. *Review and discuss additional Finance Team recommendations as proposed.*
7. **Current Business**
 - a. A/V Ministry Team Discussion - Bob
 - b. Building Sign Team Review Discussion – Pastor Mark
 - c. 2023 Audit Team Discussion - Bob
 - d. 2024 Children, Youth and Family Ministry Discussion – Pastor Ryan
 - e. Go Team Discussion – Pastor Mark
 - f. 2024 SOTP Vision and Strategy Discussion – Mike
 - g. The next Council meeting is May 20, 2024, @ 6:00 PM (Jim Devotions)
8. **Unfinished/Tabled Business**
 - a. 2024 SOTP Constitution Review– Mike, George, Pastor Ryan
 - b. Memory Garden Proforma and Fee Review – Finance Team
 - c. Update Children & Youth Protection Policy Volunteer Vetting – Policy Team
 - d. Endowment Fund Strategy Review – Finance Team
9. **Closing Prayer**
10. **Adjournment**

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

March 18, 2024 @ 6:00 P.M.

Present: B. Mollis, C. Serpe, G. Attaway, S. Wolf, Pastor Mark, Pastor Ryan, M. Luecht, K. McGuine, J. Puls, E. Nissen

Council President Bob Mollis called the meeting to order at 6:01 P.M.

Pastor Mark opened with Prayer.

Kathy McGuine delivered devotions – Serving at the Foot of the Cross

All shared Monthly Ministry Moments

Pastor Mark moved to approve the Congregation Council minutes for February 19, 2024; Christa Serpe seconded; motion passed.

Ellen moved to approve the February 2024 Treasurer and Financial Reports presented by George Attaway; Kathy seconded; motion passed.

Kathy moved to approve the Boy Scout Troop request to put our Shepherd of the Prairie Lutheran Church name on their equipment trailer; Sarah seconded; motion passed. Bob will inform the Boy Scout Troop of the final approval.

A/V Ministry Team Discussion – Bob updated the Council on Mike Yndestad's resignation as the A/V Ministry Coordinator. The Council wished to thank Mike for his years of service to SOTP in this position. An interim plan was reported on using an outsourced freelance professional (David Schuler) and volunteers. Mike has been training many volunteers over the last few months. An updated job description and the recruitment process was discussed. Recruiting for this position will start in April after Jim Puls updates the Job Description with input from various staff members. We will expect an updated report at the next Council meeting.

Building Signage Review Discussion – Joyce Shotick is leading the Signage Committee team. The first meetings have been scheduled and we are expecting an updated report at the next Council meeting.

2023 Audit Team Discussion – A list of potential candidates to serve on this committee was suggested. Bob will contact and have a discussion with them. We will expect an updated report at the next Council meeting.

2024 SOTP Vision and Strategy Discussion – Mike reviewed the process and survey of the Council team. He will create a summary report of the Council team's input. We are expecting an updated report at the next Council meeting. We expect it to be finished by the end of May.

Go Team Discussion – Pastor Mark explained the program to the Council team. Pastor Mark recruited members to help Ministry teams to set and take down equipment through the use of Planning Center. We will expect an updated report at the next Council meeting.

2024 Children, Youth and Family Ministry – Pastor Ryan updated Council on the fund-raising Trivia Night, April 12th. Pastor Ryan reviewed the Children and Youth program participation numbers. Involvement is growing slowly. We had 11 first communion participants and 3 more expected to follow this year. There are 3 youth so far going to Youth Mission Trip.

Next Council meeting, April 15, 2024 @ 6:00 PM; George Attaway will have Devotions.

6:58 P.M. Christa Serpe moved to adjourn; Kathy McGuine seconded; motion passed.

Pastor Ryan closed in prayer.

Submitted: Christa Serpe

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING MARCH 31, 2024**

UNRESTRICTED GENERAL FUND

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET
March 1, 2024 Beginning Balance	\$ 390,840.74					
Monthly Income	80,520.69	78,926.00	\$ 1,594.69	254,403.12	252,344.00	\$ 2,059.12
Monthly Expenses	85,889.39	78,930.00	\$ 6,959.39	239,884.60	233,790.00	\$ 6,094.60
Income vs. Expenditures	(5,368.70)	(4.00)		14,518.52	18,554.00	
March 31, 2024 Ending Balance	\$ 385,472.04					
Average Monthly Expenses (Budgeted)	\$ 80,500.00					
Approx. Months Covered by Fund Balance	4.79					

MORTGAGE SERVICE FUND

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET
March 1, 2024 Beginning Balance	\$ 51,535.28					
Monthly Income	21,666.12	18,807.00	\$ 2,859.12	67,686.66	56,421.00	\$ 11,265.66
Monthly Expenses	18,807.00	18,807.00	\$ -	54,394.40	56,421.00	\$ (2,026.60)
Income vs. Expenditures	2,859.12	-		13,292.26	-	
March 31, 2024 Ending Balance	\$ 54,394.40					
Average Monthly Expenses	\$ 18,807.00					
Approx. Months Covered by Fund Balance	2.89					

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
March 1, 2024 Beginning Balance	\$ 258,239.02
Monthly Income	16,127.93
Monthly Expenses	21,537.29
Income vs. Expenditures	(5,409.36)
March 31, 2024 Ending Balance	\$ 252,829.66

RESERVE FUNDS

	MONTHLY ACTUAL
March 1, 2024 Beginning Balance	\$ 146,894.19
Monthly Income	3,396.33
Monthly Expenses	506.33
Income vs. Expenditures	2,890.00
March 31, 2024 Ending Balance	\$ 149,784.19

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
March 1, 2024 Beginning Balance	\$ 12,873.51
Monthly Income	-
Monthly Expenses	-
Income vs. Expenditures	-
March 31, 2024 Ending Balance	\$ 12,873.51

March 31, 2024 Total Ending Balance ALL FUNDS	\$ 855,353.80
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Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
April 8, 2024

Attending: Sue Wehnes, Bill Nesta, George Attaway, Devin Burg, Cliff Dungey, Bill Ball

Guest/Prospective Member: Joe Anderson.

Excused: Dave Shotick

Meeting called to order at 7:35 PM via Zoom

- I. Approval of March 11, 2024 Meeting Minutes** (Motion by George)
- II. Introduction of Joe Anderson, prospective F.T. member.**
- III. Accounting Administrator's Report by Bill Ball**
 - a. Income/Expenses through March 31, 2024
 - i. March GF income of \$80,521 was \$1,595 more than the budgeted amount.
 - ii. YTD GF income of \$254,403 is \$2,059 ahead of budget.
 - iii. March GF expenses of \$85,889 were \$6,959 greater than the budgeted amount.
 - iv. YTD GF expenses of \$239,885 are \$6,095 over budget.
 - v. Overall GF Performance: Revenues exceed expenses by \$14,519 but lag the budgeted surplus for the end of the first quarter of \$18,554. Recall the 2024 budget is breakeven.
 - b. Balance Sheet through March 31, 2024
 - i. Total Current Assets \$855,354
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,189,261
 - iv. Total Current Liabilities \$0
 - c. Highlighted Restricted Funds Detail Review through March 31, 2024
 - i. Account 3.175.000 Memorial Fund balance is \$26,817
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,125
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$52,106
 - iv. Account 3.332.000 Artist Series Fund balance is \$22,967
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,503
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,970
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$2,937
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 61,257
 - d. General Comments
 - i. March 2024 GF Member Contributions of \$75,544 were \$2,382 less than March 2023 contributions but \$384 more than the 2024 Budget.
 1. YTD Contributions are \$1,210 ahead of budget.
 2. The YTD expense overage to budget is driven by timing issues and a one-time personnel expense. It is likely that the YTD expense overage will be returned to budget from future savings.
 - ii. March Mortgage Service Fund income exceeded budget. \$21,666 vs. \$18,807 monthly payment. YTD contributions to the MSF remain ahead of budget by \$11,266 owing to a strong January that includes prepayments of EOG's. The strong March performance was driven by two special gifts.

- iii. As we journey into 2024, the watch words continue to be “thoughtful caution”. We know that - with the usual changes in the giving capacity of the Congregation - the 2024 budget, despite being generally level with 2023, will be challenging - but we believe achievable.

IV. Treasurer’s Report of Activity & Council Actions/Discussions

- a. GF balance is \$385,472 which is approximately 4.8 months of reserves.
- b. MSF balance is \$54,394 which is approximately 2.9 months of reserves.

V. Recommendations to Council

- a. **Motion approved to recommend that Council approve changing the current CD investment strategy (effective April 15, 2024) from a 12-month (4 quarter) ladder to a 24-month (8 quarter) ladder retaining the requirement that CDs be FDIC insured.** (Motion by Cliff Dungey)
- b. **Council is urged to support the following recommendations:**
 - i. **Counter records be retained for a period of the current year plus the two succeeding years. Counter records include empty pledge envelopes, check copies/stubs, and deposit tickets.**
 - ii. **Pledge cards be retained for the current year plus one year.**
 - iii. **Unclaimed contribution envelopes be retained through the end of the current year.**
 - iv. **Document destruction company to be arranged by SOTP staff**

VI. Old Business

- a. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Work continues with our insurance agent to complete necessary documentation and to implement the recommended policy changes for increasing our child and youth protection related insurance.
- b. Work continues evaluating the Endowment Fund.
- c. Discussion of the long-term proforma for the Memory Garden was postponed pending the gathering of additional information about the long-term configuration of the Garden.
- d. The Team discussed the length of time contribution records need to be maintained. A sub-team conducted discussions and its recommendations regarding counter records, pledge cards and unclaimed envelopes were adopted by consensus.

VII. 2024 Budget and New Business

- a. **Motion adopted that the \$110,000 currently invested in a CD held at Fidelity and maturing April 2024, be reinvested at the earliest reasonable date in a new 12-month FDIC insured CD (or in the alternative - if movement to a 24 month CD strategy from a 12 month strategy is approved by Council - two \$55,000 FDIC insured CDs - one for 12 months and one for 24 months) with the interest earned on the maturing CD to be retained in the SOTP Fidelity money market account until needed.** (Motion by Cliff Dungey)
- b. **The Council reviewed the allocation and accounting associated with the upcoming “Trivia Night”. All proceeds to go to the Youth Mission Trip Fund. Further discussion with Dave Shotick to be conducted.**
- c. **Next Finance Team Meeting will be Monday, May 13, 2024 @ 7:30 PM on Zoom.**

VIII. Adjourned with prayer at 8:30 PM.

Respectfully submitted, Bill Ball

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of March 31, 2024

Thursday, April 4, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	137,540.30	(4,076.51)	141,616.81
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	54,394.40	2,859.12	51,535.28
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	639,559.73	1,256.86	638,302.87
1.250.000	HBT/LPL Investment Account	424.47	0.35	424.12
1.500.000	Donations Holding Account	2,050.39	1,428.57	621.82
1.600.000	FNBO Checking Boy Scout Troop 200	10,884.51	(6,497.33)	17,381.84
	Total Current Assets	\$855,353.80	(\$5,028.94)	\$860,382.74
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	\$8,189,261.02	(\$5,028.94)	\$8,194,289.96
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,098,151.21	(9,240.07)	3,107,391.28
	Total Long Term Liabilities	\$3,098,151.21	(\$9,240.07)	\$3,107,391.28
	Total Liabilities	\$3,098,151.21	(\$9,240.07)	\$3,107,391.28
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	385,472.04	(5,368.70)	390,840.74
	Total Unrestricted Fund Balances	\$385,472.04	(\$5,368.70)	\$390,840.74
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	16,042.52	6,508.97	9,533.55
3.175.000	Memorial Fund Balance	26,816.86	30.00	26,786.86
3.180.000	Grafton Food Pantry Fund Balance	306.00	(899.75)	1,205.75
3.220.000	AV Ministry Fund Balance	116.75	(2,914.44)	3,031.19
3.250.000	Good Samaritan Fund Balance	7,125.17	0.00	7,125.17
3.260.000	Community Outreach Fund Balance	2,733.39	(1,576.37)	4,309.76
3.270.000	Holiday Flowers Balance	1,113.53	102.00	1,011.53
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	52,106.31	(2,432.46)	54,538.77
3.345.000	Childrens Music Ministry Fund Balance	1,325.00	0.00	1,325.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$53,431.31</i>	<i>(\$2,432.46)</i>	<i>55,863.77</i>
3.340.000	Artist Series Balance	22,967.17	(2,543.98)	25,511.15
3.350.000	Prairie Crafters Fund Balance	2,562.50	0.00	2,562.50
3.380.000	Continuing Education Fund Balance	1,706.24	(35.00)	1,741.24
3.390.000	Children & Family Ministry Balance	944.80	(44.84)	989.64
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	279.14	0.00	279.14
3.417.000	Youth Mission Trips Balance	12,503.05	851.36	11,651.69
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,912.19</i>	<i>\$851.36</i>	<i>12,060.83</i>
3.500.000	Little Lambs Fund Balance	13,825.05	917.40	12,907.65

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of March 31, 2024

Thursday, April 4, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	87.95	0.00	87.95
3.650.000	Quilters Ministry Fund Balance	1,303.73	(147.73)	1,451.46
3.675.000	Memory Garden Fund Balance	12,970.45	0.00	12,970.45
3.676.000	Memory Garden Bricks Fund Balance	2,936.57	0.00	2,936.57
3.677.000	Memory Garden Niche Fund Balance	61,256.65	3,650.00	57,606.65
3.680.000	Garage Fund Balance	(5,767.68)	0.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(208.25)	0.00	(208.25)
3.700.000	Church Events - Funded Balance	97.00	63.56	33.44
3.720.000	Disaster Relief Fund Balance	0.00	(250.00)	250.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	135.25	(190.75)	326.00
3.735.000	LSSI Fund Balance	200.00	0.00	200.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	10,884.51	(6,497.33)	17,381.84
	Total	\$252,829.66	(\$5,409.36)	\$258,239.02
3.140.000	Mortgage Service Fund Balance	54,394.40	2,859.12	51,535.28
	Total Temporary Restricted Fund Balances	\$307,224.06	(\$2,550.24)	\$309,774.30
Reserves				
3.950.000	Barnabas Reserves Balance	1,118.27	(57.34)	1,175.61
3.971.000	Roof Repairs/Replacement Balance	54,575.04	575.00	54,000.04
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	15,006.28	650.00	14,356.28
3.974.000	Lawn & Landscaping Reserves Balance	8,385.42	333.33	8,052.09
3.975.000	Maintenance Reserves Balance	13,431.52	250.00	13,181.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,260.03	133.33	29,126.70
3.979.000	Outside Audit Reserve Balance	500.01	166.67	333.34
3.980.000	Equipment Reserves Balance	9,173.15	839.01	8,334.14
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	\$149,784.19	\$2,890.00	\$146,894.19
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,873.51	0.00	12,873.51
	Total Permanently Restricted Funds	\$12,873.51	\$0.00	\$12,873.51
3.130.000	Building & Grounds Equity	4,104,985.40	9,240.07	4,095,745.33
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	\$4,235,756.01	\$9,240.07	\$4,226,515.94
	Total Fund Balances & Equity	\$5,091,109.81	\$4,211.13	\$5,086,898.68
	Total Liabilities and Fund Balances & Equity	<u>\$8,189,261.02</u>	<u>(\$5,028.94)</u>	<u>\$8,194,289.96</u>

Thursday, April 4, 2024

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
Income							
4.100.000	Member Contributions	75,544.47	75,190.00	243,369.49	242,159.00	1,210.49	900,000.00
4.150.000	Loose Plate and Growth	3,604.87	2,986.00	6,782.87	7,935.00	(1,152.13)	35,500.00
4.200.000	Fees and Registrations	0.00	125.00	96.94	375.00	(278.06)	1,500.00
4.250.000	Flower Income	78.54	117.00	280.39	351.00	(70.61)	1,400.00
4.300.000	Interest Income Heartland Bank	35.95	8.00	112.35	24.00	88.35	100.00
4.310.000	Investment Income Fidelity	1,256.86	500.00	3,761.08	1,500.00	2,261.08	27,500.00
	Total Income	\$80,520.69	\$78,926.00	\$254,403.12	\$252,344.00	\$2,059.12	\$966,000.00
Expenses							
Connections Ministry							
	Connections Ministry	\$0.00	\$42.00	\$0.00	\$126.00	(\$126.00)	\$500.00
Mission Ministry							
	Mission Ministry	\$7,889.48	\$8,250.00	\$27,204.78	\$24,750.00	\$2,454.78	\$99,000.00
Outreach Ministry							
	Outreach Ministry	\$1,500.00	\$734.00	\$1,535.99	\$2,202.00	(\$666.01)	\$8,800.00
Adult Education Ministry							
	Adult Education Ministry	\$177.60	\$140.00	\$427.60	\$420.00	\$7.60	\$1,680.00
Youth and Education Ministry							
	Youth and Education Ministry	\$322.13	\$716.00	\$1,150.81	\$2,148.00	(\$997.19)	\$8,600.00
Children and Family Ministry							
	Children and Family Ministry	\$1,024.33	\$425.00	\$1,977.42	\$1,275.00	\$702.42	\$7,400.00
Music Ministry							
	Music Ministry	\$0.00	\$158.00	\$88.25	\$474.00	(\$385.75)	\$1,900.00
Worship Ministry							
	Worship Ministry	\$360.42	\$526.00	\$958.19	\$1,578.00	(\$619.81)	\$6,300.00
Audio Visual							
	Audio Visual	\$1,269.02	\$733.00	\$1,900.90	\$2,199.00	(\$298.10)	\$8,800.00
Facilities							
	Facilities	\$12,284.21	\$10,332.00	\$29,237.26	\$27,996.00	\$1,241.26	\$96,800.00
Office Expenses							
	Office Expenses	\$2,520.47	\$2,834.00	\$8,831.31	\$8,502.00	\$329.31	\$34,000.00
Staffing Ministry							
Spiritual Ministry Staff							
	Spiritual Ministry Staff	\$34,696.70	\$34,071.00	\$103,299.31	\$102,213.00	\$1,086.31	\$442,934.00
Support Ministry Staff							

Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of March 2024 for General Fund

Thursday, April 4, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
	Support Ministry Staff	\$15,058.63	\$11,572.00	\$38,617.31	\$34,716.00	\$3,901.31	\$150,441.00
	<i>Shared Staff Expense</i>						
	Shared Staff Expense	\$2,482.92	\$2,148.00	\$6,527.94	\$6,444.00	\$83.94	\$27,645.00
	Staffing Ministry	\$52,238.25	\$47,791.00	\$148,444.56	\$143,373.00	\$5,071.56	\$621,020.00
	<i>Other Church Expenses</i>						
	Other Church Expenses	\$3,945.15	\$3,891.00	\$11,052.54	\$11,673.00	(\$620.46)	\$42,900.00
	<i>Providing for the Future</i>						
	Providing for the Future	\$2,358.33	\$2,358.00	\$7,074.99	\$7,074.00	\$0.99	\$28,300.00
	Total Expenses	\$85,889.39	\$78,930.00	\$239,884.60	\$233,790.00	\$6,094.60	\$966,000.00
	Difference	(\$5,368.70)	(\$4.00)	\$14,518.52	\$18,554.00		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report April 2024

Facility

- We have created a "GO Team" that is a group of volunteers who we contact when we need help supporting different ministries with setup and take down of their event.
- Pastor Bill used their assistance for his 101 class and it was a big help.
- Sign team (led by Joyce Shotick) has met twice and consulted with Fast Signs.
 - Our next step is for Joyce and Matt to talk to a member of our church who helps design signage with a strategy plan.
 - We are meeting in mid-May to take her on a tour of the building.

HR

- Plan to get staff and key volunteers CPR certified soon.
 - Discussing at next staffing
 - Still need to get this locked down
- HR team (Jim Puls) has talked with many employees about how we can best support them with the new position left vacant of A/V Coordinator and has put it all into a job description.
 - We have put this job description on Churchstaffing.com with hopes that Church oriented workers will see it
 - Working to get it into chamber on socials etc. It is on our website currently under "about"
- Mike Yndestad's last day is on 3/17. He has found a new position at another job. We had a luncheon for him with staff on Wednesday 3/13.
 - We have contracted a professional to work the booth every Sunday until the end of May with the exception of Easter which Mike will support.
 - This gentleman is planning to train some volunteers who are interested in cross training in the booth.
 - He is also willing to talk about staying longer than May if we need to.
 - Working with HR team to ensure smooth transition into next role.
- Matt has met with Donations team and counters and has been helping process with the help of George Attaway to make sure we are supporting our volunteers the best we can.
- Working with Jill and vendors to renew DCFS licensure for Little Lambs.

- Still in progress

Branding/Website/Apparel

- The Media Team has looked at the media tab on the website and has recommended changes to make it more user friendly. We plan to ask Jon his thoughts on the changes.
 - We have officially put in the ask.
 - It has come back, and we are just about ready to confirm for launch on the website.
 - Still in progress
 - We ended up running into needing some more spam blocking so Jon is working on this as well.

Planning Center

- Continues to grow in its utilization.

Property Team meeting – April 8, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:10 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees:, Mark Frendreis, Rich Paeth, Jessica Panella, Pete Walthers, and Rick Wright

Absent: Larry Enders, Tom Polzin, Dick Tabatt, Chris Trodahl

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

Old Business

- Procedure list for partial/full power outages **Mark**
 - Mark and Larry will discuss
- Breaker box list creation **Mark**
 - Mark is still waiting to talk to Cary Electric
- The light over the outside of North exit needs attention **Larry**
 - Mark and Rich will look into this
- Progress on glass around sound booth **Rich**
 - Rich is looking into this
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
 - Mark will talk to Matt on Friday
- Dimmer switch option for Michelle's desk **Mark**
 - Mark will look into this
- Parking lot seal coating **Chris**
 - They are waiting until it is warmer
- Progress on dumpster rotting out **Chris**
 - The dumpster was replaced
- Assign who creates spreadsheets for gift in-kind monies
 - Use heater replacement as sample
- Mulch being delivered Friday, April 19th for spreading Saturday 20th **Mark**
 - We need more help
 - 1 church member and not many/no scouts are signed up
- Sign updates from Rich
 - Doors are being marked for direction purposes
 - here are signs/monitors going inside
 - Sign outside is still being planned

New business

- Calendar for property team on Google. Who will cover May?
 - Pete
- Trouble signing into SOTP account **Mark**
 - Rick has an Android and is having trouble signing in
- Who patched wall in bathropoms **Mark**
 - Pete did it

- Windows were not cleaned for Easter due to weather
- Rick suggested painting the fire hydrants as an Eagle Scout project or youth project

The meeting was adjourned at 7:46 pm.

Submitted by: Pete Walthers

SOTP Children, Youth, and Family Team Meeting

April 8, 2024

Meeting Start Time: 7:10pm

Present: Tim Torkelson, Jen Powe, Jill Gillming, Amy Stech, Amy Brittain, Bob Mollis

Absent: Christa Serpe, Jennie Dailey

Meeting End Time: 8:20pm

1. Old Business

- Easter Egg Hunt Debrief
 - If inclement weather in future, move hunt inside
 - Let's revisit the Golden Egg conversation for next year
 - Egg Stuffing ideas
 - In between services on a selected weekend
 - Confirmation/Youth Group stuffing night
- Relationship between CYF Team and Kids Academy
 - What is the primary purpose of this program?
 - Education?
 - Outreach?
 - Fellowship?
 - **Purpose: Offer activities (other than music or worship) that get kids excited about church**
 - "Infrastructure" needed to make program sustainable
 - We need a budget
 - Dollars available through a restricted fund as well as some donations regularly offered
 - Include some parameters for future sessions
 - Select offerings for a 3-month period and get the schedule out 2 months before the session begins
 - How many "classes" at any given time?
 - 4-6 (each can have its own number of sessions, but 4-6 "themes")
 - Can we include a way for parents to receive permission to register a child outside of the designated age range?
 - Publicity Plan
 - email list from VBS
 - D158 Virtual Bulletin Board
 - Social Media (+ shareable)
 - Detailed pamphlet
 - Need to build a volunteer base to support individual Academy offerings

2. New Business

- Trivia Night - April 12
 - Kids movie- Wish

3. Brief Ministry Check-in

- Kids Connect
 - Last day of Kids Connect May 19

- Need more volunteers
 - Monica Wichtendahl has expressed interest
 -
- First Communion
 - 11 kids celebrated already and 3 more to celebrate on April 21
- Adventure Club
 - 3 new students!
- Confirmation
 - Year-End Celebration is May 1
 - Worship Wonderings (Message Minutes) participation way up
 - 65 all of last year / 149 at this point this year
- Youth Group
 - Attendance up
 - Average of 4 during '22-'23 and 8 during '23-'24
 - 3 youth going to ELCA Youth Gathering in July

Upcoming Events

- Trivia Night - April 12
- Memorial Day Parade - May 27 - push for children and youth involvement
- Ice Cream Social - June 7
- Vacation Bible School - July 8-12
- Church Picnic - August 18
- Outdoor Movie Night - August
 - (Collaboration with Outreach)
- Rally Day - September
- Trunk or Treat - October 26
- Game Day - Late 2024 - Early 2025

Ideas for Events

- Pancakes with the Pastors
- Lego Night
- Game Night
 - (board games, minute-to-win -it)

Community Outreach Ministry Night Minutes
April 8, 2024

Attendees: Tara Mackey
Bob Malm
Alison Womac
Donna Kelly

- 1) Huntley Business Expo – 04/20/24 9a-3p
 - a. Alison will work on ring toss game for booth.
 - b. Artist Series brochure possibly ready by 04/19
 - c. Have swag ready to go.
 - d. Donna and I have ordered samples of front adhesive stickers and label stickers.
- 2) Appreciation lunch –
 - a. Email Michelle – was not put in April newsletter and no slide yet – sent in 03/18/24.
 - b. April 25th 1:30 – 2
 - c. 6 pizzas for 30 people (Rosati's) Tara will call ahead to get order in
 - d. Need donations of desserts from congregation
 - e. Contact Pat for write up after
- 3) NexTrex Program
 - a. Talked to Mark and Ryan about mentioning what is and isn't acceptable in church.
 - b. 583 lb. as of 04/07/24
- 4) Fitness program
 - a. May 11th 11-12
 - b. Need to make a slide and put in newsletter.
 - c. Bob M to get more info from Danae Molitor
 - d. Matt checked with our insurance, and we do not need to provide waivers.
- 5) Post Card Mailing
 - a. Tabled until Summer.
- 6) Other business/ideas
 - a. Alison to look if Memorial Day parade info is out from the Legion yet.

Mission Team Minutes April 8, 2024

Opening prayer by Sandy

Old Business:

- The approval of March minutes. Annette moved that the March minutes be approved. Motion passed.
- FMSC: The food collected is heading to Ukraine and Libya.
- Blood Drive: The drive requires a certain number of donors before scheduling.
- Pastor Mark will talk to the police department about joining SOTP for the drive.
- CRE-Reentry: Visiting is on hold. Journals and datebooks are needed.
- Grafton Food Pantry: Volunteers are always needed. May 11th the Huntley Post Office is holding a food drive. Residents are encouraged to place food donations next to their mailbox.
- Mission Support: Missionaries may be visiting SOTP in the summer.
- AARK Gardens: Seeds for tomatoes, cucumbers and peppers were planted by SOTP youth.
- Habitat for Humanity New Hope Partnership: Golf outing fund raiser May 31st.
- Lenten Offerings distributions: \$1189.00 each to AARK, Exodus, CRE Reentry, and food certificate for Woodstock tent city dwellers.
- Easter Offering temporarily will be as follows: \$860.00 each to FMSC, Habitat, NIFB & Turning Point.