



**SHEPHERD  
OF THE PRAIRIE**  
LUTHERAN CHURCH

# **Council Report**

**May 20, 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

### May 20, 2024 @ 6:00 P.M.

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1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Jim
4. **Ministry Moments Sharing** - All
5. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for April 15, 2024, as presented.*
6. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the April 2024 Treasurer and Financial Reports, as presented.*
  - b. Approval of an Extra Duty Compensation Bonus pay to Contemporary Music Director for extra A/V Ministry Duty - Bob.
    - i. *Let the minutes show that on April 24, 2024, via electronic mail, a motion was made by Mike and seconded by George to approve an “Extra Duty compensation Bonus” to the Contemporary Music Director for the extra hours worked during the interim recruiting/search to replace the A/V Ministry Coordinator. The motion was unanimously approved.*
  - c. Approval of New Member Installation – Bob
    - i. *Let the minutes show that on May 7, 2024, via electronic mail, a motion was made by Jim and seconded by Kathy to approve the installation of the new members at the Sunday, May 12, 2024, Worship Services. The motion was unanimously approved.*
7. **Current Business**
  - a. A/V Ministry Coordinator Position Discussion – Bob
  - b. Fair Labor Standards Act Discussion - Bob
  - c. 2024 SOTP Vision and Strategy Document Discussion – Bob
    - i. *Recommendation: To approve the revised May 20, 2024, Shepherd of the Prairie Vision and Strategy Document as presented and to focus Council effort on the newly highlighted visions for 2024.*
  - d. 2023 Audit Team Discussion – Bob
    - i. *Recommendation: To approve the three-person Audit Team of Dennis Schwartz, Rich Dase and Mitch Smith. The 2023 Audit will focus on financial information using the ELCA Audit Guidelines Document: testing of Bank and Investment Balance, Reconciliation, Income,*

*Disbursement, Payroll/Government filings and Financial Reporting.*  
*The Audit team will meet for the first time in the second half of July.*

- e. Building Sign Team Review Discussion – Bob
  - f. 2024 Children, Youth and Family Ministry Discussion – Pastor Ryan
  - g. The next Council meeting is June 17, 2024, @ 6:00 PM (Sara 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 – HR/Policy Team
  - d. Endowment Fund Strategy Review – Finance Team
- 9. Closing Prayer**
- 10. Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

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

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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.

George Attaway delivered devotions – Television sure has changed, E.G. Bonanza show with “Blessed Are They” theme. TV once offered children moral values around wholesome home life with an abundance of love, 1. God can provide, 2. Practice of teaching, 3. Liberation and Prayer, 4. God sometimes intervenes in mysterious ways.

All shared Monthly Ministry Moments

Mike Luecht moved to approve the Congregation Council minutes for *March 18, 2024*; Jim Puls seconded; motion passed.

George presented the March 2024 Financial and Treasurer reports. Pastor Mark moved to approve the March 2024 Treasurer and Financial Reports; Mike Luecht seconded; motion passed.

George presented the request from the Finance Team to consider moving to a two-Year CD Ladder investment strategy. The council is asking the Finance team for more specific timing, process and advantage/disadvantage information is needed before approving the recommendation.

A/V Ministry Team Discussion – Jim Puls has been working on the job description for the A/V job and has presented it to Matt. We have advertised the full-time position on our website and a couple of outside websites (churchstaffing.com). Thank you to Jim Puls for taking over as the lead on the HR team and stepping into this position. Thanks to Mike Luecht for leading the HR Team for the last several quarters in the interim.

Building Sign Team Review Discussion – This is headed up by Joyce Shotick and they have held two meetings so far. They had an outside company tour the property and agreed that SOTP needed updated signage. Mrs. Hoeft has years of signage experience for public schools and libraries and will be helping the committee with the suggested SOTP signage update.

2023 Audit Team Discussion – Bob Mollis has started conversations with several members to lead a 2023 Financial Audit Team Review. The council will approve the final Audit Team. The Audit Team will start mid-year using the recommended ELCA Congregation Audit Guide documentation.

2024 Children, Youth and Family Ministry Discussion – Pastor Ryan – Trivia Night was wonderful and was around \$6,000 in fundraising. The CYF team is getting ready to wind down another confirmation year. Please know volunteers are always welcome and needed for Kids Connect through HS. The Easter Egg hunt was a great success. Thank you to all who helped!

Go Team Discussion – We were able to call on this team to help Pastor Bill move his room around. Reaching out to this team is easy and efficient.

2024 SOTP Vision and Strategy Discussion – We will continue to have high level discussions on each area for the 2024 year.

Other Business – The Artist Series Team has asked if there are any restrictions around hosting a Bingo Night Fund Raiser for the Artist Series program. There was discussion around both the Village of Huntley and the State of Illinois registration requirements around hosting this type of event. If SOTP hosts this type of Fund Raiser event, we will be required to follow the governing guidelines of both the City and State. Further discussion before approval is needed.

Next Council meeting, May 20, 2024 @ 6:00 PM; Jim Puls will have Devotions.

8:20 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 APRIL 30, 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	ANNUAL BUDGET	YTD PERCENT RECEIVED	YTD PERCENT EXPENDED
April 1, 2024 Beginning Balance	\$ 385,492.04								
Monthly Income	79,598.70	89,720.00	\$ (10,121.30)	334,021.82	342,064.00	\$ (8,042.18)	\$ 966,000.00	34.58%	
Monthly Expenses	69,480.92	74,373.00	\$ (4,892.08)	309,365.52	308,163.00	\$ 1,202.52	\$ 966,000.00		31.90%
Income vs. Expenditures	10,117.78	15,347.00		24,656.30	33,901.00				
April 30, 2024 Ending Balance	\$ 395,609.82								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.91								

**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	ANNUAL BUDGET	YTD PERCENT RECEIVED	YTD PERCENT EXPENDED
April 1, 2024 Beginning Balance	\$ 54,394.40								
Monthly Income	17,462.70	18,807.00	\$ (1,344.30)	85,149.36	75,228.00	\$ 9,921.36	\$ 225,684.00	37.73%	
Monthly Expenses	18,807.00	18,807.00	\$ -	75,228.00	75,228.00	\$ -	\$ 225,684.00		33.33%
Income vs. Expenditures	(1,344.30)	-		9,921.36	-				
April 30, 2024 Ending Balance	\$ 53,050.10								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.82								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY ACTUAL
April 1, 2024 Beginning Balance	\$ 252,809.66
Monthly Income	23,492.76
Monthly Expenses	14,815.06
Income vs. Expenditures	8,677.70
April 30, 2024 Ending Balance	\$ 261,487.36

**RESERVE FUNDS**

	MONTHLY ACTUAL
April 1, 2024 Beginning Balance	\$ 149,784.19
Monthly Income	3,690.00
Monthly Expenses	725.67
Income vs. Expenditures	2,964.33
April 30, 2024 Ending Balance	\$ 152,748.52

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY ACTUAL
April 1, 2024 Beginning Balance	\$ 12,873.51
Monthly Income	31.01
Monthly Expenses	-
Income vs. Expenditures	31.01
April 30, 2024 Ending Balance	\$ 12,904.52

April 30, 2024 Total Ending Balance ALL FUNDS	\$ 875,800.32
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**May 13, 2024**

Attending: Sue Wehnes, Bill Nesta, George Attaway, Bill Ball, Joe Anderson, Dave Shotick.

Excused: Devin Burg, Cliff Dungey

Meeting called to order at 7:35 PM via Zoom

**I. Approval of April 8, 2024 Meeting Minutes (Motion by Sue)**

**II. Accounting Administrator's Report by Dave Shotick**

- a. Income/Expenses through April 30, 2024
  - i. April GF income of \$79,599 was \$10,121 less than the budgeted amount.
  - ii. YTD GF income of \$334,022 is \$8,042 less than budget.
  - iii. April GF expenses of \$69,481 were \$4,892 less than the budgeted amount.
  - iv. YTD GF expenses of \$309,366 are \$1,203 over budget.
  - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$24,656 but lag the budgeted surplus for the end of April at \$33,901. Recall the 2024 budget is breakeven.
- b. Balance Sheet through April 30, 2024
  - i. Total Current Assets \$876,447
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,210,354
  - iv. Total Current Liabilities \$647
- c. Highlighted Restricted Funds Detail Review through April 30, 2024
  - i. Account 3.175.000 Memorial Fund balance is \$26,817
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$6,625
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$59,235
  - iv. Account 3.332.000 Artist Series Fund balance is \$27,897
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$17,856
  - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,220
  - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,317
  - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 61,257
- d. General Comments
  - i. April 2024 GF Member Contributions of \$75,752 were \$6,793 more than April 2023 contributions but \$4,671 less than the 2024 Budget.
    - 1. YTD Contributions are \$3,441 less than budget but \$3,288 ahead of 2023.
    - 2. The YTD expense overage to budget (\$1,203) 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. April Mortgage Service Fund income lagged budget: \$17,463 vs. the \$18,807 monthly payment. YTD contributions to the MSF remain ahead of budget by \$9,921 owing to a strong January and March that includes prepayments of EOG's.
  - 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.

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

- a. GF balance is \$395,610 which is approximately 4.9 months of reserves.
- b. MSF balance is \$53,050 which is approximately 2.8 months of reserves.

**IV. Recommendations to Council**

**V. 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. Review of the draft document destruction policy is underway.

**VI. 2024 Budget and New Business**

- a. Note was made that SOTP's 2024-2025 insurance bill had been received with an increase of about 13% and that recent changes to the Fair Labor Standards Act thresholds for overtime eligibility may impact the 2025 budget in particular.
- b. An Audit team has been formed to review aspects of the 2023 financials.
- c. **Next Finance Team Meeting will be Monday, June 10, 2024 @ 7:30 PM on Zoom.**

**VII. Adjourned with prayer at 8:15 PM.**

Respectfully submitted,  
Bill Ball



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of April 30, 2024**

**Monday, May 13, 2024**

**Page 1 of 2**

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	159,596.17	22,055.87	137,540.30
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	53,675.10	(719.30)	54,394.40
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	640,851.14	1,291.41	639,559.73
1.250.000	HBT/LPL Investment Account	424.47	0.00	424.47
1.500.000	Donations Holding Account	281.65	(1,768.74)	2,050.39
1.600.000	FNBO Checking Boy Scout Troop 200	11,118.63	234.12	10,884.51
<b>Total Current Assets</b>		<b>\$876,447.16</b>	<b>\$21,093.36</b>	<b>\$855,353.80</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>\$8,210,354.38</b>	<b>\$21,093.36</b>	<b>\$8,189,261.02</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.200.000	941 Federal Withholding	571.10	571.10	0.00
2.200.100	941 State Withholding	75.74	75.74	0.00
<b>Total Current Liabilities</b>		<b>\$646.84</b>	<b>\$646.84</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,089,540.52	(8,610.69)	3,098,151.21
<b>Total Long Term Liabilities</b>		<b>\$3,089,540.52</b>	<b>(\$8,610.69)</b>	<b>\$3,098,151.21</b>
<b>Total Liabilities</b>		<b>\$3,090,187.36</b>	<b>(\$7,963.85)</b>	<b>\$3,098,151.21</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	395,609.82	10,117.78	385,492.04
<b>Total Unrestricted Fund Balances</b>		<b>\$395,609.82</b>	<b>\$10,117.78</b>	<b>\$385,492.04</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	2,518.67	(13,503.85)	16,022.52
3.175.000	Memorial Fund Balance	26,816.86	0.00	26,816.86
3.180.000	Grafton Food Pantry Fund Balance	832.63	526.63	306.00
3.220.000	AV Ministry Fund Balance	2,616.75	2,500.00	116.75
3.250.000	Good Samaritan Fund Balance	6,625.17	(500.00)	7,125.17
3.260.000	Community Outreach Fund Balance	2,423.21	(310.18)	2,733.39
3.270.000	Holiday Flowers Balance	1,113.53	0.00	1,113.53
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	59,235.07	7,128.76	52,106.31
3.345.000	Childrens Music Ministry Fund Balance	1,425.00	100.00	1,325.00
<i>Total Music Ministry Fund Balance</i>		<i>\$60,660.07</i>	<i>\$7,228.76</i>	<i>53,431.31</i>
3.340.000	Artist Series Balance	27,896.89	4,929.72	22,967.17
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	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	521.15	(423.65)	944.80
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	17,856.47	5,353.42	12,503.05
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of April 30, 2024**

**Monday, May 13, 2024**

**Page 2 of 2**

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$18,265.61</i>	<i>\$5,353.42</i>	<i>12,912.19</i>
3.500.000	Little Lambs Fund Balance	15,004.91	1,179.86	13,825.05
3.600.000	Prayer Shawl Ministry Fund Balance	87.95	0.00	87.95
3.650.000	Quilters Ministry Fund Balance	1,241.21	(62.52)	1,303.73
3.675.000	Memory Garden Fund Balance	13,220.45	250.00	12,970.45
3.676.000	Memory Garden Bricks Fund Balance	3,316.57	380.00	2,936.57
3.677.000	Memory Garden Niche Fund Balance	61,256.65	0.00	61,256.65
3.680.000	Garage Fund Balance	(5,517.68)	250.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(208.25)	0.00	(208.25)
3.700.000	Church Events - Funded Balance	82.14	(14.86)	97.00
3.720.000	Disaster Relief Fund Balance	100.00	100.00	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	260.00	200.00	60.00
3.730.000	ELCA World Hunger Fund Balance	295.50	160.25	135.25
3.735.000	LSSI Fund Balance	400.00	200.00	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	11,118.63	234.12	10,884.51
	<b>Total</b>	<b>\$261,487.36</b>	<b>\$8,677.70</b>	<b>\$252,809.66</b>
3.140.000	Mortgage Service Fund Balance	53,050.10	(1,344.30)	54,394.40
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$314,537.46</b>	<b>\$7,333.40</b>	<b>\$307,204.06</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,118.27	0.00	1,118.27
3.971.000	Roof Repairs/Replacement Balance	55,150.04	575.00	54,575.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	(240.00)	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	15,656.28	650.00	15,006.28
3.974.000	Lawn & Landscaping Reserves Balance	7,899.75	(485.67)	8,385.42
3.975.000	Maintenance Reserves Balance	13,681.52	250.00	13,431.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,393.36	133.33	29,260.03
3.979.000	Outside Audit Reserve Balance	666.68	166.67	500.01
3.980.000	Equipment Reserves Balance	11,088.15	1,915.00	9,173.15
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>\$152,748.52</b>	<b>\$2,964.33</b>	<b>\$149,784.19</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,904.52	31.01	12,873.51
	<b>Total Permanently Restricted Funds</b>	<b>\$12,904.52</b>	<b>\$31.01</b>	<b>\$12,873.51</b>
3.130.000	Building & Grounds Equity	4,113,596.09	8,610.69	4,104,985.40
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>\$4,244,366.70</b>	<b>\$8,610.69</b>	<b>\$4,235,756.01</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,120,167.02</b>	<b>\$29,057.21</b>	<b>\$5,091,109.81</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,210,354.38</u></b>	<b><u>\$21,093.36</u></b>	<b><u>\$8,189,261.02</u></b>

**Monday, May 13, 2024**

Page 1 of 2

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b>Income</b>							
4.100.000	Member Contributions	75,751.90	80,423.00	319,141.39	322,582.00	(3,440.61)	900,000.00
4.150.000	Loose Plate and Growth	2,465.01	3,747.00	9,247.88	11,682.00	(2,434.12)	35,500.00
4.200.000	Fees and Registrations	0.00	125.00	96.94	500.00	(403.06)	1,500.00
4.250.000	Flower Income	52.00	117.00	332.39	468.00	(135.61)	1,400.00
4.300.000	Interest Income Heartland Bank	38.38	8.00	150.73	32.00	118.73	100.00
4.310.000	Investment Income Fidelity	1,291.41	5,300.00	5,052.49	6,800.00	(1,747.51)	27,500.00
	<b>Total Income</b>	<b>\$79,598.70</b>	<b>\$89,720.00</b>	<b>\$334,021.82</b>	<b>\$342,064.00</b>	<b>(\$8,042.18)</b>	<b>\$966,000.00</b>
<b>Expenses</b>							
<b>Connections Ministry</b>							
	<b>Connections Mininstry</b>	<b>\$7.79</b>	<b>\$42.00</b>	<b>\$7.79</b>	<b>\$168.00</b>	<b>(\$160.21)</b>	<b>\$500.00</b>
<b>Mission Ministry</b>							
	<b>Mission Ministry</b>	<b>\$7,554.45</b>	<b>\$8,250.00</b>	<b>\$34,759.23</b>	<b>\$33,000.00</b>	<b>\$1,759.23</b>	<b>\$99,000.00</b>
<b>Outreach Ministry</b>							
	<b>Outreach Ministry</b>	<b>\$34.48</b>	<b>\$734.00</b>	<b>\$1,570.47</b>	<b>\$2,936.00</b>	<b>(\$1,365.53)</b>	<b>\$8,800.00</b>
<b>Adult Education Ministry</b>							
	<b>Adult Education Ministry</b>	<b>\$395.66</b>	<b>\$140.00</b>	<b>\$823.26</b>	<b>\$560.00</b>	<b>\$263.26</b>	<b>\$1,680.00</b>
<b>Youth and Education Ministry</b>							
	<b>Youth and Education Ministry</b>	<b>\$44.09</b>	<b>\$716.00</b>	<b>\$1,194.90</b>	<b>\$2,864.00</b>	<b>(\$1,669.10)</b>	<b>\$8,600.00</b>
<b>Children and Family Ministry</b>							
	<b>Children and Family Ministry</b>	<b>(\$512.03)</b>	<b>\$808.00</b>	<b>\$1,465.39</b>	<b>\$2,083.00</b>	<b>(\$617.61)</b>	<b>\$7,400.00</b>
<b>Music Ministry</b>							
	<b>Music Ministry</b>	<b>\$0.00</b>	<b>\$158.00</b>	<b>\$88.25</b>	<b>\$632.00</b>	<b>(\$543.75)</b>	<b>\$1,900.00</b>
<b>Worship Ministry</b>							
	<b>Worship Ministry</b>	<b>\$206.31</b>	<b>\$526.00</b>	<b>\$1,164.50</b>	<b>\$2,104.00</b>	<b>(\$939.50)</b>	<b>\$6,300.00</b>
<b>Audio Visual</b>							
	<b>Audio Visual</b>	<b>\$1,473.02</b>	<b>\$733.00</b>	<b>\$3,373.92</b>	<b>\$2,932.00</b>	<b>\$441.92</b>	<b>\$8,800.00</b>
<b>Facilities</b>							
	<b>Facilities</b>	<b>\$6,493.04</b>	<b>\$7,292.00</b>	<b>\$35,730.30</b>	<b>\$35,288.00</b>	<b>\$442.30</b>	<b>\$96,800.00</b>
<b>Office Expenses</b>							
	<b>Office Expenses</b>	<b>\$2,291.98</b>	<b>\$2,834.00</b>	<b>\$11,123.29</b>	<b>\$11,336.00</b>	<b>(\$212.71)</b>	<b>\$34,000.00</b>
<b>Staffing Ministry</b>							
<b>Spiritual Ministry Staff</b>							
	<b>Spiritual Ministry Staff</b>	<b>\$36,089.53</b>	<b>\$34,071.00</b>	<b>\$139,388.84</b>	<b>\$136,284.00</b>	<b>\$3,104.84</b>	<b>\$442,934.00</b>
<b>Support Ministry Staff</b>							

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

**Monday, May 13, 2024**

**Page 2 of 2**

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
	<b>Support Ministry Staff</b>	<b>\$7,781.42</b>	<b>\$11,572.00</b>	<b>\$46,398.73</b>	<b>\$46,288.00</b>	<b>\$110.73</b>	<b>\$150,441.00</b>
<i>Shared Staff Expense</i>							
	<b>Shared Staff Expense</b>	<b>\$1,776.34</b>	<b>\$2,148.00</b>	<b>\$8,304.28</b>	<b>\$8,592.00</b>	<b>(\$287.72)</b>	<b>\$27,645.00</b>
	<b>Staffing Ministry</b>	<b>\$45,647.29</b>	<b>\$47,791.00</b>	<b>\$194,091.85</b>	<b>\$191,164.00</b>	<b>\$2,927.85</b>	<b>\$621,020.00</b>
<i>Other Church Expenses</i>							
	<b>Other Church Expenses</b>	<b>\$3,486.51</b>	<b>\$1,991.00</b>	<b>\$14,539.05</b>	<b>\$13,664.00</b>	<b>\$875.05</b>	<b>\$42,900.00</b>
<i>Providing for the Future</i>							
	<b>Providing for the Future</b>	<b>\$2,358.33</b>	<b>\$2,358.00</b>	<b>\$9,433.32</b>	<b>\$9,432.00</b>	<b>\$1.32</b>	<b>\$28,300.00</b>
	<b>Total Expenses</b>	<b>\$69,480.92</b>	<b>\$74,373.00</b>	<b>\$309,365.52</b>	<b>\$308,163.00</b>	<b>\$1,202.52</b>	<b>\$966,000.00</b>
	<b>Difference</b>	<b>\$10,117.78</b>	<b>\$15,347.00</b>	<b>\$24,656.30</b>	<b>\$33,901.00</b>		<b>\$0.00</b>



# **SHEPHERD OF THE PRAIRIE**

## **LUTHERAN CHURCH**

### **Operations Report May 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.
  - The 3rd time being used will be for Jill's end of year Little Lambs party. It has been very successful.
- The 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.
    - Meeting with Jan Hoeft and Joyce on Monday at 1pm.

#### 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"
  - We are exploring all options on how to make this role fit with all needs we have
- Matt and Michelle sat down to evaluate all tasks and time requirements that Michelle has.
  - The list is pretty long. I am working to see if I can find a solution to give both Michelle and the role a bit of relief as the tasks are all very important to have done with quality
- 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
  - I have provided a action plan that encompasses all meetings that were had and we think we have come up with a plan.

- 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 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 – May 13, 2024

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

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

Absent: Tom Polzin, Dick Tabatt, and Chris Trodahl

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

### Old Business

- Procedure list for partial/full power outages **Mark**
  - Mark and Larry will discuss it someday.
- Breaker box list creation **Mark**
  - Mark is still waiting to talk to Cary Electric
- The light over the outside of North exit needs attention **Rich**
  - Mark and Rich looked into it and the replacement is really expensive.
  - Larry will get a new industrial light at Menards.
- Progress on glass around sound booth **Rich**
  - Rich is going to work on it.
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
  - Mark talked to Matt and Michelle
  - Michelle has a plumber friend who thinks he knows the issue. Michelle will ask him to take a look at it and then get a new one.
- Dimmer switch option for Michelle's desk **Mark**
  - Mark is looking into it.
- Parking lot seal coating **Chris**
  - Probably summer.
- Assign who creates spreadsheets for gift in-kind monies.
  - Use heater replacement as sample.
- Mulch spreading Saturday April 20<sup>th</sup> **Mark**
  - 3 Property team members, 3 church members, and 12-13 scouts and parents helped get this done
  - We need to consider letting the landscaping crew to do this
- Sign updates from Rich.
  - The 4 main entrances will be labeled soon.
- Trouble signing into SOTP account **Mark**
  - Rick has an Android and is having trouble signing in
- Bathroom walls patched **Mark**
  - Patched and painted.
- New outlets under the office windows in the main hall are needed.
  - Mark and Larry completed this.

### New business

- Calendar for property team on Google. Who will cover June?

- Mark will do it.
- Paint spill in Matt's room **Pete**
  - This has been cleaned up.
- Clogged toilet room 226
  - No longer clogged.
- Plungers are needed in each bathroom.
  - Pete is going to get 4 plungers – 1 for each large bathroom.
- Bathroom 2221 has a soap dispenser that is not working.
  - Check the batteries first.
- There are coffee stains in the Willow room by the last door.
  - The carpet was cleaned and there are new stains.
    - The stained carpet will be replaced at some point.
  - The youth room needs carpet replacement as well.
- Larry will be out of town until July 4<sup>th</sup>.
- Mark and Rich are going to meet with a roof maintenance company this Friday.

The meeting was adjourned at 7:46 pm.

Submitted by: Jessica Panella



# **SOTP Children, Youth, and Family Team Special Meeting**

## **April 22, 2024**

Meeting Start Time: 5:00pm

Present: Tim Torkelson, Jill Gillming, Jen Powe, Amy Stech, Amy Brittain, Pastor Ryan

Absent: Christa Serpe

Meeting End Time: 5:45pm

### **Special Business**

- Summer Kids Connect
  - Pastor Ryan, Pastor Mark, and Jill would like to explore the possibility of Summer Kids Connect
  - Team agreed that it would be a good experiment for the summer
  - The most critical piece will be recruiting volunteers
    - Need Leader and Assistant for each lesson
    - Approach will include:
      - Pastor Marl incorporating the request into sermon
      - Creation of signup to be used after each worship service in May
      - Personal invitation
      - Have lesson plans ready for people to preview as they decide whether to volunteer
  - Summer Kids Connect will be offered at both 9:00 am and 10:45 am service from June through August with the exception of the weekends of June 30th and July 7th
  - Additional Considerations
    - Set up lessons so they can be held inside or outside
    - Allow some extra flexibility for volunteers who may have alternative ideas for lessons
    - Make an effort to reassure parents that they are encouraged to have their children with them in worship, if that is what they prefer (some families use summer as a time to worship with their children/teach them how to worship)

# SOTP Children, Youth, and Family Team Meeting

## May 13, 2024

Meeting Start Time: 7:09pm

Present: Jill Gillming, Jen Powe, Amy Stech, Amy Brittain, Pastor Ryan

Absent: Tim Torkelson, Christa Serpe

Meeting End Time: 8:23pm

### 1. Old Business

- Trivia Night Recap
- Kids Academy
  - Parameters for future offerings
    - 2-Month Sessions with 2-3 offerings each session (1 per age group) with 1 month notice for upcoming session
      - Quarters will be
        - Sep-Oct
        - Nov-Dec
        - Jan-Feb
        - Mar-Apr
        - Jun-Jul (TBD)
    - We will take a break for the summer and come out stronger in the fall
    - Create a vetting process for lessons
      - Have a form for interested leaders to submit their lesson ideas and possible lesson plans
    - Have suggested age range instead of locked-in selections
  - Publicity Plan - progress report
    - email list from VBS
    - D158 Virtual Bulletin Board
    - Social Media (+ shareable)
    - Detailed pamphlet
  - Need to build a volunteer base to support individual Academy offerings - progress report

### 2. New Business

- VBS
  - “Get the Party Started”
  - volunteers needed
- Ice Cream Social July 12 (VBS celebration)

### 3. Brief Ministry Check-in

- Kids Connect
  - Last day of Kids Connect May 19
  - Need more volunteers Kids Connect Summer volunteers needed
- Summer Kids Connect
  - Volunteers still needed
- First Communion
  - All 14 kids have now celebrated their first communion

- Adventure Club
  - Ended on May 8th with bonfire!
- Confirmation
  - Year- End Celebration was May 1
    - We awarded prizes for most Worship Wonderings turned in (winner from each grade) and we had raffles from all the tickets turned in throughout the year
  - As of today, we expect 10 youth to affirm their baptism in October
  - Now the work begins to recruit large- and small-group leaders for the fall
- Youth Group
  - Pastor Ryan did a deep cleaning of the youth room and finished organizing the new youth and family ministry storage area.
  - 3 youth going to ELCA Youth Gathering in July

## **Upcoming Events**

- Memorial Day Parade - May 27 - push for children and youth involvement
- Ice Cream Social - July 12
- 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  
May 13, 2024

Attendees: Tara Mackey  
Bob Malm  
Alison Womac

- 1) Memorial Day Parade – May 27<sup>th</sup> at 11am.
  - a. Slide sent on 05.12.24.
  - b. Meet in church parking lot at 9:30 to decorate.
  - c. Wear SOTP swag or Red, White, and Blue
  - d. Need:
    - i. Rent U-Haul Trailer.
    - ii. Find a replacement truck with AC adapter (Jack Niessen).
    - iii. Purchase Bubbles from Amazon.
    - iv. Get stickers (ordered last week).
    - v. Get people to sign up.
    - vi. Dowel rod for banner.
- 2) NexTrex
  - a. 838 lb. as of 5/11/24
  - b. Once we reach 1000 lb will have to wait until next January to start again.
  - c. Pastor Mark suggested we ask the boy scout troop to see if they'd like to have a turn to earn a bench. We would stay a collection site for them. Then when they reach their goal and it is past the January date, SOTP could resume collections for ourselves and bench #2.
  - d. Tara will reach out to the scout troops.
  - e. Need to get a thank you to the Cameron and Javi at Jewel.
  - f. Notify Pat for article.
- 3) Food drive or something else?
  - a. Electronic drive or shred drive? Battery collection? Paint collection?
  - b. Possibly add bring a donation for the food pantry at the same time.
- 4) Other business
  - a. Apple Academy from Expo asked if we had any special needs support groups – something to look into implementing in the future. Tara will give Alison the contact information. Need to ask Matt/ Donna how new groups get set up in the church.
  - b. Fall Fest is coming at end of Sept/Oct
  - c. Outdoor movie night with Youth and Family ministry – August
  - d. Possible post card mailing to new neighborhood – Bob to look into postal areas

# Mission Meeting Minutes

May 13, 2024

Attendance: Sandy Hupert, Vik Bekeris, Annette Petersen, Ronda Shoemaker, Marty Jacobson, Rick Miller, Shirley Ulmer, Valerie Ulmer, Carl Hupert, Deanne Byers, Becky Wright and Steve Legel. Guest were Pastor Mark Boster and Bob Mollis (President of Church Council ).

Sandy opened the meeting with a reading from Mark 4:30-32 and a prayer.

## Old Business

1. Approval of Minutes: Marty moved and Ronda seconded to approve April minutes. Motion carried.

2. Feed My Starving Children: No report.

3. Blood Drive: May partner with Wellness Team on this. Pastor talked to Police Chief about partnering with police but received non-committal response.

4. CRE- ReEntry: No report.

5. Grafton Food Pantry: Annette reported that Post Office Food Drive collected 7846 lbs. of food and supplies. Our Sunday food collections also seem successful and consistent.

6. Missionary Support: SOTP will be visited by missionary July 21st. Daudi Msseemmaa and one of his children are only ones coming at that time. He will preach part of services at 9:00 and 10:45. Steve will pick him up at airport and house him while here. Since these plans have been made far in advance they may change in future. Item sent to newsletter and slide to be made up.

7. AARK: Starting to plant. So far one person has signed up for vegetable delivery.

8. Exodus: Sandy reported the start of a new Welcome Pack for refugees. Will have to take inventory on what we have and make list of needs. Rick and Sandy will work on this.

9. ELCA World Hunger/ Disaster Relief: Becky attended leadership meeting in Houston, Tx. in Feb. There was an emphasis on the World Hunger 50th anniversary. They are asking the youth who will attend the Youth Gathering this July to raise \$50 each for World Hunger. "Christmas in July" will be July 7th though the 28th. There will be a tree again plus balloons. Will start event with a video before service. Will connect with Donna Kelly to set up display. A sign up sheet will be presented at next meeting for manning Info. desk during event.

10. Habitat for Humanity: Going to ReStore this coming Thurs. with 4-5 volunteers. Habitat will hold a fund raiser June 24th by working at Culver's in Huntley from 4-8 P.M. A percentage is given based on sales. A sign up sheet will be out by next meeting. New Hope Partnership has a golf outing May 31st. Four SOTP members are participating.

11. Community Resources ( HomelessMeals/PADs ): We served 92 persons the last time we fixed lunch for homeless. Received a thank you note from them. Sent thank you to Brunch Cafe for soup provided to homeless. There are now 75 people in the "tent city" in Woodstock. Still have approximately \$1000 for food certificates at McDonalds.

12. Northern IL. Food Bank: Ronda will set up date to volunteer in Sept.

## New Business

1. Pastor at Willow Creek Huntley wants to team up with other local churches to provide backpacks and school supplies. Vik moved and Becky seconded motion not to coordinate with Willow Creek Church at present time. Motion carried.

2. Lake in the Hills Benefit Night: Sandy will explore this further.

3. Prayers of Joys and Concerns.

4. Motion to Adjourn made by Annette. Seconded by Vik. Motion carried.

Steve Legel, Secretary

MINUTES FROM THE WORSHIP COMMITTEE MEETING  
MONDAY, MAY 13, 2024

Attending the meeting” Judi, Barb H., Ed, Carolyn, and Jane

The meeting started at 7pm with the opening prayer by Carolyn.

Jane thanked everyone for their work on Easter and decorations. Everyone was happy with Holy Week services.

Jane said that she would like more “pazazz” in the music next year. Easter in 2025 is April 20<sup>th</sup>! Very late.

Jane thanked Carolyn, Ed , Judy, and Cliff D. for cleaning up the Easter decorations and watering the remaining palms.

Ed spoke to ushering needs. Snowbirds are back and he has been recruiting ushers from the new members. There will be a lead usher meeting this coming Thursday night at 6pm.

Ed also indicated that in two years he will retire from heading up the ushers. Time to start looking for a new usher coordinator.

Decorating for the coming weeks.

Red is May 19, 2024 – all done!

White is May 25/26 - We will change to white on May 20 at 9:30AM. It will be white for Mary T.’s funeral.

Green starts June ½ - We will change colors to green on Monday, May 27 at 9:30AM.

NO Flower reports.

NO Greeters report.

Judy spoke about communion. Pastor Ryan is organizing a monthly volunteer to supply the wine for communion. There was a discussion about the wine choice. Some do not like it and now opt for grape juice.

Judy spoke about preparing the communion cups for 10:45AM service and making sure that there was enough grape juice. It is very hard to know how many kids will attend. Ed was asked to see if he could run a report about children’s attendance at 1045am. Unfortunately, he cannot run a simple report with a breakdown of kids/adults. He can only provide the information on individual sheets for each week.

October is Lutheran Heritage month and plans are in the works to provide an entire month of celebrating Luther.

October 5 – Lutheranism 101 with Pastor Bill

Music Heritage of the Lutheran Church with Michael Burkhardt

October 19 -Luther the Movie

October 26-27 – Reformation Weekend with speaker and dinner

Carolyn reported on the earlier meeting Ministry night calendaring.

She spoke about VBS plans, collecting 838 pounds of plastic bags, and the 5<sup>th</sup> Sunday of the month being youth ministry with kids doing all the parts to the service.

Concerns were raised about children serving communion wine.

The meeting ended at 7:50PM.

Respectfully submitted,  
Carolyn Cuttle