



**SHEPHERD  
OF THE PRAIRIE**  
LUTHERAN CHURCH

# **Council Report**

**November 18, 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

### November 18, 2024 @ 6:00 P.M.

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1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Pastor Mark
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for October 21, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the October 2024 Treasurer and Financial Reports, as presented.*
  - b. *Let the minutes show that on November 8, 2024, via electronic mail, a motion was made by Kathy McGuine and seconded by Pastor Ryan to approve the sponsorship of BSA Pack 467 and Troop 200 by signing and agreeing to the terms of the 2025 Annual Unit Charter Agreement. The motion unanimously passed. Bob Mollis will sign the agreement and return to Larry Rhyner.*
  - c. *Let the minutes show that on November 13, 2024, via electronic mail, a motion was made by Ellen Niesen and seconded by Pastor Mark to approve the installation of the November New Members as listed at the Sunday November 17, 2024, Worship Services. The motion unanimously passed.*
6. **Current Business**
  - a. First draft 2025 SOTP GF Budget – George
  - b. Employee Continuing Education Program Discussion – Jim
  - c. Children, Youth and Family Volunteers Discussion and Update – Pastor Ryan
  - d. Staffing for Growth Discussion – Bob
  - e. Endowment Fund Committee update – Bob
  - f. 2023 SOTP Financial Audit update – Bob
  - g. Nomination Committee update – Bob
  - h. Other Business
  - i. The next Council meeting is December 16, 2024, @ 6:00 PM, (Christa devotions)
7. **Unfinished/Tabled Business**
  - a. Memory Garden Proforma and Fee Review – Finance Team
  - b. SOTP Constitution update tabled until 2025 to be in line with the Synod.
8. **Closing Prayer** – Pastor Ryan
9. **Adjournment**

# **Shepherd of the Prairie Lutheran Church**

## **Council Meeting Minutes**

### **October 21, 2024 @ 6:00 P.M.**

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

Excused: M. Luecht, Pastor Mark

Council President Bob Mollis called the meeting to order at 6:02 P.M.

Pastor Ryan opened with Prayer.

Bob delivered devotions – Think about how the digital age influences our spiritual life. How is it affecting individuals? Are we able to balance the digital age?

All shared Monthly Ministry Moments

Ellen moved to approve the Congregation Council minutes for September 16, 2024, as presented.; Kathy seconded; motion passed.

Kathy moved to approve the September 2024 Treasurer and Financial Reports, as presented.; Ellen seconded; motion passed.

Let the minutes show that on October 4, 2024, via electronic mail, a motion was made by Mike Luecht and seconded by George Attaway to approve the purchase the NORD Stage 4 Demo Electronic Piano for \$5,129.10 from Sweetwater Music Instruments using current restricted Memorial Fund balance (Acct. 3.175.000). The motion was unanimously approved.

Bob gave an update on the 2023 SOTP Financial Audit Team and will be meeting with the team in the next couple of days.

Bob gave an update on the Nomination Committee. We have six individuals invited to serve on the committee and will start meetings in November. Ellen moved to approve the 2025 Nomination Committee of Pastor Mark, Michael Luecht, Sarah Wolfe, Donna Allen, Greg Gillming and Bob Mollis. The nominating committee will be recruiting to replace retiring council members and to recruit five members to attend the Northern Illinois Synod convention. Jim seconded; motion passed. Bob Mollis will arrange for Nominating Committee meetings to start in November.

Bob gave an update on the Exodus Refugee Family. It will be delayed until next year to have a better understanding of the program and the SOTP commitment.

Bob gave an update on the AV Ministry staffing. John Francis is a Judson student doing a paid internship at SOTP and helping Josh. The HR Ministry Team is evaluating a long-term employment opportunity for John in this support role.

Bob gave an update on our Petty Cash Account. George moved to approve the Finance Ministry Team recommendation to eliminate the Petty Cash Fund account and not to replenish it. The account has not been utilized in the last couple of years. The funds will be re-accounted for in the Heartland Bank checking account balance. Pastor Ryan seconded; motion passed.

Bob gave an update on the Endowment Fund Committee and for the Council to discuss next steps. Pastor Ryan moved to approve the recommendations to create an Endowment Fund Committee. Kathy seconded; motion passed. Bob to work with Pastor Mark to recruit recommendations for an Endowment Fund Ministry Team leader and members for council approval.

Jim gave an update on a plan for an Employee Continuing Education Program. The Council will discuss it more at our coming meeting.

Pastor Ryan gave an update on Children, Youth and Family Volunteers.

The next Council meeting is November 18, 2024, @ 6:00 PM. Mike will lead Devotions.

Pastor Ryan closed in prayer.

7:35 P.M. Sarah moved to adjourn; Christa seconded; motion passed.

Submitted: Christa Serpe

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY  
FOR THE PERIOD ENDING OCTOBER 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	ANNUAL BUDGET	YTD PERCENT RECEIVED	YTD PERCENT EXPENDED
October 1, 2024 Beginning Balance	\$ 393,484.94								
Monthly Income	95,451.48	74,245.00	\$ 21,206.48	805,733.09	792,886.00	\$ 12,847.09	\$ 966,000.00	83.41%	
Monthly Expenses	78,762.04	75,990.00	\$ 2,772.04	766,512.23	787,374.00	\$ (20,861.77)	\$ 966,000.00		81.51%
Income vs. Expenditures	16,689.44	(1,745.00)		39,220.86	5,512.00				
October 31, 2024 Ending Balance	\$ 410,174.38								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	5.10								

**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
October 1, 2024 Beginning Balance	\$ 31,243.20								
Monthly Income	23,551.25	18,807.00	\$ 4,744.25	180,928.71	188,070.00	\$ (7,141.29)	\$ 225,684.00	80.17%	
Monthly Expenses	18,807.00	18,807.00	\$ -	188,070.00	188,070.00	\$ -	\$ 225,684.00		83.33%
Income vs. Expenditures	4,744.25	-		(7,141.29)	-				
October 31, 2024 Ending Balance	\$ 35,987.45								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	1.91								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY ACTUAL
October 1, 2024 Beginning Balance	\$ 267,709.76
Monthly Accounts + Activity	17,110.12
Monthly Accounts (-) Activity	15,404.99
Net Monthly Accounts Activity	1,705.13
October 31, 2024 Ending Balance	\$ 269,414.89

**RESERVE FUNDS**

	MONTHLY ACTUAL
October 1, 2024 Beginning Balance	\$ 151,437.12
Monthly Accounts + Activity	2,797.33
Monthly Accounts (-) Activity	2.25
Net Monthly Accounts Activity	2,795.08
October 31, 2024 Ending Balance	\$ 154,232.20

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY ACTUAL
October 1, 2024 Beginning Balance	\$ 13,235.54
Monthly Accounts + Activity	111.56
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	111.56
October 31, 2024 Ending Balance	\$ 13,347.10

October 31, 2024 Total Ending Balance ALL FUNDS	\$ 883,156.02
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**November 11, 2024**

Attending: Joe Anderson, George Attaway, Devin Burg, Cliff Dungey, Dave Shotick, Sue Wehnes, Bill Ball  
Excused:

Meeting called to order at 7:30 PM via Zoom

**I. Approval of October 14, 2024 Meeting Minutes (Without objection upon motion by Sue)**

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

- a. Income/Expenses through October 31, 2024
  - i. October GF income of \$95,451 was \$21,206 more than the budgeted amount.
  - ii. YTD GF income of \$805,733 is \$12,847 greater than budget.
  - iii. October GF expenses of \$78,762 were \$2,772 more than the budgeted amount. .
  - iv. YTD GF expenses of \$766,512 are \$20,862 under budget.
  - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$39,221. The YTD performance for the end of October is a budgeted surplus of \$5,512. Recall the 2024 budget is breakeven. It should also be recalled that November is a three-payroll month which will significantly increase November expenses likely resulting in a loss for the month.
- b. Balance Sheet through October 31, 2024
  - i. Total Current Assets \$883,156
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,217,063
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through October 31, 2024
  - i. Account 3.140.000 Mortgage Service Fund is \$35,987
  - ii. Account 3.175.000 Memorial Fund balance is \$21,626
  - iii. Account 3.250.000 Good Samaritan Fund balance is \$6,158
  - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$63,935
  - v. Account 3.332.000 Artist Series Fund balance is \$34,322
  - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,303
  - vii. Account 3.675.000 Memory Garden Fund Donation balance \$13,640
  - viii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,317
  - ix. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 71,632
- d. General Comments
  - i. October 2024 GF Member Contributions of \$91,563 were \$21,131 more than the 2024 Budget and \$13,106 more than October 2023 contributions.
    - 1. YTD Contributions are \$15,814 more than budget and \$11,699 more than 2023.
  - ii. October Mortgage Service Fund income significantly exceeded budget: \$23,551 vs. the \$18,807 monthly payment. YTD contributions to the MSF now lag the budget by \$7,141. It seems likely that the MSF will again end the year below budget with the consequence of further decreasing the MSF Temporary Reserve balance, but the likely loss will be less than 2023.

- iii. As we journey into Q4 of 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. In recent years, we have seen an increasing number of pledges made on an annual basis owing in important measure to the use of Qualified Charitable Contributions. This makes forecasting especially difficult.

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

- a. GF balance is \$410,174 which is approximately 5.10 months of reserves.
- b. MSF balance is \$35,987 which is approximately 1.91 months of reserves.
- c. It was noted that the Council approved the purchase of a newer piano for the praise band.
- d. The mortgage is now paid directly from the Heartland Bank account rather than through the MIF checking account. This has no impact on the mortgage reserve and is simply a process change that reduces the complexity of the monthly servicing of the mortgage.

### **IV. Recommendations to Council**

#### **V. Old Business**

- a. The state of Mortgage Service Fund giving as well as General Fund giving was reviewed using preliminary data prepared by Cliff. Additional discussion is scheduled for January and 2025.
- b. Work continues to update/revitalize the Endowment Fund. The next step is for the Council to appoint an initial Endowment Fund Committee.
- c. The Audit Team is nearing completion of its work. A preliminary review of the audit findings was conducted on October 22.
- d. The 2025 Budget remains in the preliminary draft stage with initial meetings held. A first draft is being refined with Council working on 2025 staffing compensation/expense options with the HR Team. The Team reviewed in detail the budget requests to date.

### **VI. 2024 Budget and New Business**

- a. Next Finance Team Meeting will be Monday, December 9, 2024 @ 7:30 PM on Zoom.

### **VII. Adjourned with prayer at 8:35 PM.**

Respectfully submitted,  
Bill Ball

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

**Tuesday, November 5, 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	193,932.20	35,688.32	158,243.88
1.200.000	Mission Plus Building Fund Checking	3,060.21	(18,694.43)	21,754.64
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	657,836.65	833.32	657,003.33
1.250.000	HBT/LPL Investment Account	425.18	0.36	424.82
1.500.000	Donations Holding Account	135.00	(1,522.32)	1,657.32
1.600.000	FNBO Checking Boy Scout Troop 200	17,766.78	9,740.21	8,026.57
	<b>Total Current Assets</b>	<b>\$883,156.02</b>	<b>\$26,045.46</b>	<b>\$857,110.56</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>\$8,217,063.24</b>	<b>\$26,045.46</b>	<b>\$8,191,017.78</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	3,036,295.63	(9,105.74)	3,045,401.37
	<b>Total Long Term Liabilities</b>	<b>\$3,036,295.63</b>	<b>(\$9,105.74)</b>	<b>\$3,045,401.37</b>
	<b>Total Liabilities</b>	<b>\$3,036,295.63</b>	<b>(\$9,105.74)</b>	<b>\$3,045,401.37</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	410,174.38	16,689.44	393,484.94
	<b>Total Unrestricted Fund Balances</b>	<b>\$410,174.38</b>	<b>\$16,689.44</b>	<b>\$393,484.94</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,874.50	30.83	1,843.67
3.175.000	Memorial Fund Balance	21,625.75	(6,253.10)	27,878.85
3.180.000	Grafton Food Pantry Fund Balance	1,663.51	621.08	1,042.43
3.220.000	AV Ministry Fund Balance	(172.57)	(2,383.20)	2,210.63
3.250.000	Good Samaritan Fund Balance	6,158.23	(118.32)	6,276.55
3.260.000	Community Outreach Fund Balance	2,934.84	180.00	2,754.84
3.270.000	Holiday Flowers Balance	(75.71)	0.00	(75.71)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	63,934.64	5,433.47	58,501.17
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	0.00	1,244.61
	<i>Total Music Ministry Fund Balance</i>	<i>\$65,179.25</i>	<i>\$5,433.47</i>	<i>59,745.78</i>
3.340.000	Artist Series Balance	34,321.51	1,018.53	33,302.98
3.350.000	Prairie Crafters Fund Balance	2,562.50	0.00	2,562.50
3.360.000	Miscellaneous Fund Balance	(991.35)	(991.35)	0.00
3.380.000	Continuing Education Fund Balance	1,706.24	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	540.92	0.00	540.92
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	6.55	0.00	6.55
3.417.000	Youth Mission Trips Balance	10,302.96	0.00	10,302.96
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$10,439.51</i>	<i>\$0.00</i>	<i>10,439.51</i>
3.500.000	Little Lambs Fund Balance	10,745.28	(116.41)	10,861.69



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

**Tuesday, November 5, 2024**

**Page 2 of 2**

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,560.62	86.00	1,474.62
3.675.000	Memory Garden Fund Balance	13,640.45	0.00	13,640.45
3.676.000	Memory Garden Bricks Fund Balance	3,316.57	0.00	3,316.57
3.677.000	Memory Garden Niche Fund Balance	71,631.65	0.00	71,631.65
3.680.000	Garage Fund Balance	(5,217.68)	0.00	(5,217.68)
3.690.000	SOTP Sportswear Fund Balance	(184.25)	0.00	(184.25)
3.700.000	Church Events - Funded Balance	565.14	(896.64)	1,461.78
3.720.000	Disaster Relief Fund Balance	100.00	0.00	100.00
3.725.000	Miscellaneous Outside Charities Fund Balance	260.00	0.00	260.00
3.730.000	ELCA World Hunger Fund Balance	60.25	(4,645.97)	4,706.22
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	17,766.78	9,740.21	8,026.57
	<b>Total</b>	<b>\$269,414.89</b>	<b>\$1,705.13</b>	<b>\$267,709.76</b>
3.140.000	Mortgage Service Fund Balance	35,987.45	4,744.25	31,243.20
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$305,402.34</b>	<b>\$6,449.38</b>	<b>\$298,952.96</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,025.73	(2.25)	1,027.98
3.971.000	Roof Repairs/Replacement Balance	58,600.04	575.00	58,025.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	6,561.28	650.00	5,911.28
3.974.000	Lawn & Landscaping Reserves Balance	9,899.73	333.33	9,566.40
3.975.000	Maintenance Reserves Balance	15,181.52	250.00	14,931.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,193.34	133.33	30,060.01
3.979.000	Outside Audit Reserve Balance	1,666.70	166.67	1,500.03
3.980.000	Equipment Reserves Balance	13,009.39	689.00	12,320.39
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>\$154,232.20</b>	<b>\$2,795.08</b>	<b>\$151,437.12</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	13,347.10	111.56	13,235.54
	<b>Total Permanently Restricted Funds</b>	<b>\$13,347.10</b>	<b>\$111.56</b>	<b>\$13,235.54</b>
3.130.000	Building & Grounds Equity	4,166,840.98	9,105.74	4,157,735.24
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>\$4,297,611.59</b>	<b>\$9,105.74</b>	<b>\$4,288,505.85</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,180,767.61</b>	<b>\$35,151.20</b>	<b>\$5,145,616.41</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,217,063.24</u></b>	<b><u>\$26,045.46</u></b>	<b><u>\$8,191,017.78</u></b>

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

**Tuesday, November 5, 2024**

**Page 1 of 2**

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	91,562.92	70,432.00	757,984.87	742,171.00	15,813.87	900,000.00
4.150.000	Loose Plate and Growth	2,259.00	3,063.00	20,995.43	27,015.00	(6,019.57)	35,500.00
4.155.000	Other Donation Income	0.00	0.00	731.07	0.00	731.07	0.00
4.200.000	Fees and Registrations	650.00	125.00	2,606.94	1,250.00	1,356.94	1,500.00
4.250.000	Flower Income	104.00	117.00	1,004.43	1,170.00	(165.57)	1,400.00
4.300.000	Interest Income Heartland Bank	42.24	8.00	372.35	80.00	292.35	100.00
4.310.000	Investment Income Fidelity	833.32	500.00	22,038.00	21,200.00	838.00	27,500.00
	<b>Total Income</b>	<b>\$95,451.48</b>	<b>\$74,245.00</b>	<b>\$805,733.09</b>	<b>\$792,886.00</b>	<b>\$12,847.09</b>	<b>\$966,000.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$47.17</b>	<b>\$42.00</b>	<b>\$252.33</b>	<b>\$420.00</b>	<b>(\$167.67)</b>	<b>\$500.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$9,291.16</b>	<b>\$8,250.00</b>	<b>\$80,112.48</b>	<b>\$82,500.00</b>	<b>(\$2,387.52)</b>	<b>\$99,000.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$2,150.00</b>	<b>\$734.00</b>	<b>\$5,370.93</b>	<b>\$7,340.00</b>	<b>(\$1,969.07)</b>	<b>\$8,800.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$140.00</b>	<b>\$941.46</b>	<b>\$1,400.00</b>	<b>(\$458.54)</b>	<b>\$1,680.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>\$488.86</b>	<b>\$716.00</b>	<b>\$5,091.26</b>	<b>\$7,160.00</b>	<b>(\$2,068.74)</b>	<b>\$8,600.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$76.60</b>	<b>\$425.00</b>	<b>\$4,986.62</b>	<b>\$6,550.00</b>	<b>(\$1,563.38)</b>	<b>\$7,400.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$97.91</b>	<b>\$158.00</b>	<b>\$1,420.41</b>	<b>\$1,580.00</b>	<b>(\$159.59)</b>	<b>\$1,900.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$821.54</b>	<b>\$526.00</b>	<b>\$3,190.86</b>	<b>\$5,260.00</b>	<b>(\$2,069.14)</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$2,132.71</b>	<b>\$733.00</b>	<b>\$15,978.84</b>	<b>\$7,330.00</b>	<b>\$8,648.84</b>	<b>\$8,800.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$6,138.85</b>	<b>\$7,392.00</b>	<b>\$70,225.56</b>	<b>\$79,140.00</b>	<b>(\$8,914.44)</b>	<b>\$96,800.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$3,717.99</b>	<b>\$2,834.00</b>	<b>\$28,163.53</b>	<b>\$28,340.00</b>	<b>(\$176.47)</b>	<b>\$34,000.00</b>
<b><i>Staffing Ministry</i></b>							
<b><i>Spiritual Ministry Staff</i></b>							
	<b>Spiritual Ministry Staff</b>	<b>\$34,636.82</b>	<b>\$34,071.00</b>	<b>\$361,940.05</b>	<b>\$357,744.00</b>	<b>\$4,196.05</b>	<b>\$442,934.00</b>

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

**Tuesday, November 5, 2024**

**Page 2 of 2**

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$9,682.62	\$11,572.00	\$107,294.09	\$121,508.00	(\$14,213.91)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$1,772.05	\$2,148.00	\$20,303.24	\$22,412.00	(\$2,108.76)	\$27,645.00
	Staffing Ministry	\$46,091.49	\$47,791.00	\$489,537.38	\$501,664.00	(\$12,126.62)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$5,349.43	\$3,891.00	\$37,657.27	\$35,110.00	\$2,547.27	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$23,583.30	\$23,580.00	\$3.30	\$28,300.00
	Total Expenses	\$78,762.04	\$75,990.00	\$766,512.23	\$787,374.00	(\$20,861.77)	\$966,000.00
	Difference	\$16,689.44	(\$1,745.00)	\$39,220.86	\$5,512.00		\$0.00



# **SHEPHERD OF THE PRAIRIE**

**LUTHERAN CHURCH**

## **Operations Report November 2024**

### Facility

- Sign team
  - Doors are lettered A,B,C,D
  - Working on vestibule signs after we have official soffit signs put up.
  - We have soffit sign quotes but need to ensure they have a proper picture of what we need.
    - Meeting Friday 9/15 @ 9 to discuss and finalize.
  - Outdoor sign will start to get more consideration after
- Trane
  - We have found out we can use other vendors to look at our equipment.
  - Possible meeting 9/15 @ 8am with first company

### HR

- We have hired Josh Harding as our A/V and Office Support staff.
  - At our latest meeting, we discussed that Josh would brief his team more regularly, be first in last out in the booth on Sundays, grow his team with young people and provide a priority list to media team.
  - We are testing out a Judson intern in the booth to see if he can help out in deficient areas.
    - Judson intern will be working through the end of October as 1099 contractor.
    - We will review employment after this.
      - Jeff plans to meet with him for coffee to see if he would be a good fit.
    - Has been a good addition to the booth.
    - Might help us use David more as a backup.

### Branding/Website/Apparel

- The website is still having issues that we are working with Jon Singer to get through.
  - Reached out to Jon and he is doing an overall cleanup and update to get rid of any issues.
- Staff did a website review to make our website more up to date and more "home" feel.

- Jeff and I sat down, and we are formulating a step-by-step plan to implement changes.

#### Planning Center

- Continues to grow in its utilization.

## Property Team meeting – November 11, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:08 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Larry Enders, Mark Frendreis, Jessica Panella, Rich Paeth, Chris Trodahl, and Rick Wright

Absent: Tom Polzin

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

### Old Business

- Procedure list for partial/full power outages.
  - Mark and Larry will discuss for Winter.
- Outlet labeling in old building.
  - This is a winter project.
- Leaking coffee maker Michelle shopping a different one.
  - It is not leaking any longer.
- Sign/Monitor updates.
  - Soffit signs will be going up for directions to rooms.
- Carpet in Willow room and Matt's office.
  - Cleaning and possibly replace in the Winter.
- Damage to walls in crossroads from VBS.
  - Mark completed this.
- There are a few lights out in the crossroads which need to be replaced.
  - We are waiting on more lights to go out before changing – need the lift to change them.
- Emergency exit lighting batteries need changing.
  - This is complete.
- West parking lot 2 lights are out.
- Clocks
  - Rich changed all of them and replaced batteries.
- Note by outlets in kitchen regarding overloading.
  - This will also include the breaker information.
- Clean up electrical room bench.
  - Chris and Rich will look at it.
- The toilet needs repair by Little Lambs room.
  - This is complete.
- Cardboard in dumpster area.
  - Larger recycling bin was received (dumpster).
  - The doors need to be labeled for recycling and garbage.
- 2014 was the last time an inventory was completed.
  - This needs to be done again this winter.

### **New business**

- Who will cover the walkthrough this month?
  - Larry will do November.
  - Chris will do December.
- Railing to be installed by Choir.
  - The railing is needed by the sound board.
  - Mark and Rich are building and installing it.
- HVAC issue in nursery
  - Called Trane and someone came out to fix it.
  - We may be getting a new service provider, rather than going directly with Trane.
- Ping pong table
  - It needs to be sawed up and put into the dumpster.
- Kitchen outlets have been labeled with breaker information and a sign on the wall.
- Request from Judie Symbal for a light over the stairs to the sacristy.
- The water heater is leaking, Chris will get an estimate for a new one.

The meeting was adjourned at 8:05 pm.

Submitted by:  
Jessica Panella

# Mission Team Minutes

Nov.11, 2024

Attendance: Sandy Hupert, Vik Bekeris, Deanne Byers, Leslie Enders, Carl Hupert, Marty Jacobson, Rick Miller, Stephanie Mondello, Annette Petersen, Elizabeth Trout, Shirley Ulmer, Valerie Ulmer, John Witt, Patti Witt and Steve Legel.

Sandy opened the meeting with a reading from Luke 12:48 and a prayer.

## Old Business

1. Approval of Minutes: Vik moved and Steve seconded motion to approve Oct. minutes. Motion carried.
2. ELCA World Hunger: \$4706.00 given directly to "Christmas in July". \$5327.00 total to Hunger Relief.
3. Feed My Starving Children: John reported that project scheduled for Feb.1st.
4. Grafton Food Pantry: Larry Enders will be taking over supplying car for donations first Sunday of month and will be working at pantry. Also there has been a large donation of food to the pantry. Thanksgiving distribution will be Nov. 23rd to registered clients. "Giving Tree" has proved so popular that more gift card will be put out.
5. Habitat for Humanity: Four volunteers will be going to Restore on Nov. 21st. John Witt volunteered for New Hope House construction on Oct. 26th.
6. Northern Ill. Food Bank: Elizabeth reported she will try to set up a project for March 15th.
7. Community Resource Meals: Meals for Nov 15th have been changed to lasagna, garlic bread and salad since problem in getting Thrivent funds in time. Monies available for lasagna costs.
8. WARP Corp.: dinner planned Nov. 23rd at Woodstock train station.
9. Missionary Support: There is a fund drive for "Empowered Girls".
10. Turning Point: May be asking for supplies again in February.
11. LSSI Prison Ministry: Prison Release Packs delivered Oct. 23rd to LSSI.
12. Exodus Rick reported that all items have been signed up for and waiting for call from Exodus for delivery.
13. ELCA Disaster Relief: No report. (See Christmas offering below).
14. Trunk or Treat: Elizabeth and Annette said went well.
15. Refugee Sponsorship: Tabled for now.
16. CRE-Reentry: Office will be located in Woodstock. Asking for Bibles.
17. Thanksgiving Offerings: Was equally distributed to designated charities.

## New Business

1. Christmas Offering Designations: Leslie moved and Annette seconded motion to designate WARP Corp., Elgin Community Crisis Center, Mercy Ships, Elgin Senior Services and ELCA Disaster Relief (Hurricane) equally share the Christmas offering. Motion carried.
2. End of Year Donations from Budget: Steve moved and Leslie seconded motion to donate \$1000.00 to Empowered Girls. Motion carried. Carl moved and Vik seconded motion to reimburse Community Resource meals in the amount of \$250.00. Motion carried. Vik moved and Annette seconded motion to donate \$500.00 to Home of the Sparrow. Motion carried. Marty moved and Leslie seconded motion to give \$1000.00 to the McHenry County Senior Group Home. Motion carried. Donations will be continued at next months meeting.
3. Prayers of Joys and Concerns.
4. Motion to adjourn made by Annette and seconded by Vik. Motion carried.

Steve Legel, Secretary



## Community Outreach Ministry Night

November 11, 2024

Attendees: Tara Mackey

Bob Malm

Becky Hennessy

- 1) New Neighborhood engagement
  - a. Bob – flyer info
    - i. Pat is still looking into neighborhood info for flyer send out.
  - b. Donna Allen asked to leave flyer in model home, but said no.
  - c. Tara to check with chamber if have welcome packets for new residents.
  - d. Tara to check with Annette B if children will be caroling in new neighborhood.
    - i. Possibly pass out a few mugs.
  - e. Purchased ½ page ad in the new Chamber Brochure for 24-25
- 2) Dennis Houghton – Spring show
  - a. Bab will contact Dennis to ask availability.
- 3) New Tent frame
  - a. Bought new tent frame at Walmart – haven't put up yet due to being too windy.
- 4) Plastic update
  - a. AA can't take over due to their group rules.
  - b. Have not contacted Thursday night scouts.
    - i. Jen Nagel
  - c. Del Webb interest in starting their own collection for neighborhood.
    - i. Not sure if they want to use our collection towards their bench, still waiting to hear if approval was given to start the program.
  - d. Will send out dates for a large group meeting for those that want to help.
- 5) Business Expo – coming in March/April
  - a. No date found yet.
  - b. Ideas for new hand outs
- 6) Deaf signing ministry
  - a. Mentioned last month – who do we contact for that –
  - b. Should ask Worship team first to see if that would be something we could possibly add to services.
    - i. Would it be an in-person signer or online signing?
- 7) Balance workshop with Denae
  - a. Involve Wellness committee again?? – Tara to contact Jessie
  - b. Bob suggested September for Fall Prevention Awareness week.
    - i. Maybe trial before September and have a bigger event in September?
- 8) Celebrating in community
  - a. What about celebrating a group quarterly, or biannually?
  - b. Becky to get a Chamber brochure to start looking for local social services.

Worship Meeting Minutes  
November 11, 2024

Attending the meeting: Jane, Barb H., Judie, Carolyn, Ed, Elaine, Pastor Ryan  
Missing: Leslie, Diane, Barb P.

This meeting served as a time to organize and “check the boxes” for the upcoming Advent and Christmas Season.

There will be three services on Christmas Eve at 3pm (choir sings), 5pm (contemporary) and 11pm (no communion).

Ed has ushers for all three services. Elaine has greeters for the 3pm and the 5pm services. She is still trying to get greeters for the 11pm service.

Question for Pastor Mark and Ryan – how will offering be handled on Christmas Eve? Last year there was a collection basket at the exit.

Question for Pastor Ryan about Acolytes in December. Compliment that the youngsters seem to be doing a good job with it. Very nice!

Poinsettias (15) have been ordered for December 6 to decorate the sanctuary for the Artist Series. Carolyn will pick up from Platt on 12/6.

Poinsettias this year will be \$7.99. Diane was going to create the sales for the flowers with a price of \$9.00 to help cover the delivery cost. It was suggested to make it \$10 and keep it simple. That would cover the delivery cost and maybe the white poinsettia. Platt does not offer the size of white poinsettia plant that we need. Diane will check on Kolze, Town and Country and Countryside. Countryside in the past had done a good job. We would need to pick that one up in Crystal Lake. Note to self – Pastor Ryan lives nearby Countryside.

Advent Candle – Carolyn will contact Mark F. about getting it out. It was decided that it would be placed in the Baptistry area again like last year.

We need to confirm with Mark about the Advent candle and the candles themselves ASAP. Ed and Carolyn will take down banners for Thanksgiving and put up Advent on November 25 (Blue). Saturday service on November 30 will start Advent.

Decorating for Christmas is December 2 (Monday). At this time, we only have 10 people signed up to help. It would be helpful if pastors would remind people to sign up to help during the community portion of service. 1045 am service will bring out boxes of Christmas on December 1<sup>st</sup> after service.

Altar Guild –

Need to send out reminder to the 10:45 am service to clean up after communion.

Judie expressed concern about needing more bread in December due to extra services on Christmas Eve. Suggestion was made that if we do not have enough bread to use the wafers for Christmas Eve.

There was a concern expressed about the new procedure for wine for Communion. Pastor Ryan explained how the decision was made that individuals purchase the wine monthly rather than the Altar Guild purchasing wine. Pastor Ryan provided and 20205 Wine Purchase Rotation. There are a few months open. The wine choice is Century Road Cabernet Sauvignon from Aldi for \$8.99 per bottle. There was concern as we ran out of wine this past Sunday and had to do an emergency run to buy wine. It was discussed and recommended that the purchasers buy 8 bottles for the month. We would anticipate that there might be a few months where we do not need all eight. Then

(like December and Easter) we will probably need all 8 and maybe an extra one. This seemed to make sense and ease the tension about “running out of wine.”

Taking Down Christmas is scheduled for Monday, January 6 starting at 9am. Carolyn will take with Joyce and Bev P. to handle the “take down” as Ed and Carolyn will NOT be here.

Next meeting is December 9 at 7pm.

As an aside there was discussion about the Artist Series and the 12 DAYS OF CHRISTMAS AUCTION FUND RAISER on December 8<sup>th</sup>. Some good ideas were shared with the committee to pass along to the Artist Series group.

The meeting adjourned at 8pm.

Respectfully submitted,

Carolyn Cuttle

# Stewardship Committee

## Meeting Minutes

11/11/24

Present: Mike McCann, Ralph Wehnes

Next meeting: 12/9/24

### **1. Stewardship Campaign**

The stewardship campaign has been completed successfully. We reviewed the call list for follow-ups for EOG Cards. Ralph will take the first wave and then we will reassess final call list next week. The trend of incoming cards looks positive.

### **2. Miscellaneous**

Discussions of estate planning and endowment funds are ongoing. Planning a session after Easter in 2025.

Minutes completed by: Mike McCann, Chair of Stewardship Committee