



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

October 21, 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

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

1. **Call to Order**
2. **Opening Prayer** – Pastor Ryan
3. **Devotions** – Bob
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for September 16, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the September 2024 Treasurer and Financial Reports, as presented.*
 - b. *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.*
6. **Current Business**
 - a. 2023 SOTP Financial Audit Team – Bob
 - b. Nomination Committee update – Bob
 - c. Exodus Refugee Family update – Bob
 - d. AV Ministry staffing update – Bob
 - e. Petty Cash Account discussion – Bob
 - i. Recommendation to resolve that the Petty Cash Fund be eliminated and not replenished.
 - f. Endowment Fund Committee Discussion – Council to discuss next steps.
 - g. Employee Continuing Education Program Discussion – Jim
 - h. Children, Youth and Family Volunteers Discussion and Update – Pastor Ryan
 - i. Other Business
 - j. The next Council meeting is November 18, 2024, @ 6:00 PM, (Mike 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 Minutes

September 16, 2024 @ 6:00 P.M.

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

Excused: B. Mollis, G. Attaway

Council Vice President Kathy McGuine called the meeting to order at 6:05 P.M.

Pastor Mark opened with Prayer

Ellen delivered devotions – How do you fill your cup? Kindness, compassion, etc.

All shared Monthly Ministry Moments

Ellen moved to approve the Congregation Council minutes for August 19, 2024; Christa seconded; motion passed.

Mike moved to approve the August 2024 Treasurer and Financial Reports; Jim seconded; motion passed.

Let the minutes show that on August 26, 2024, via electronic mail, a motion was made by George Attaway and seconded by Kathy McGuine to approve the 2024/2025 Facilities outsource contractor agreements from XMCS Cleaning Service, Chris' Lawncare Service, Chris' Snow Removal and Salt Service, MDC Waste Removal Service, Sherman Mechanical HVAC Service, Nelbud Fire Protection Service, and PCC Pest Control Service. The motion was unanimously approved.

Pastor Ryan gave an update on Children, Youth and Family. Confirmation starts September 18th, and twenty-eight students. Full slate of volunteers for Confirmation this year, which is two leaders per group.

Pastor Mark gave an update on the 2024 Stewardship Campaign. Reminder that it will be kicking off the first week in October, and each weekend will have brief Temple talk. Pastor Bill will be delivering a Lutheran 101 class.

Pastor Ryan will be focusing on parent volunteers to serving with their child with their group in October.

The next Council meeting is October 21, 2024, @ 6:00 PM. Bob will lead Devotions.

Pastor Ryan closed in prayer.

7:13 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 SEPTEMBER 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
September 1, 2024 Beginning Balance	\$ 383,994.13								
Monthly Income	80,858.07	74,785.00	\$ 6,073.07	710,281.61	718,641.00	\$ (8,359.39)	\$ 966,000.00	73.53%	
Monthly Expenses	71,367.26	76,274.00	\$ (4,906.74)	687,750.19	711,384.00	\$ (23,633.81)	\$ 966,000.00		73.64%
Income vs. Expenditures	9,490.81	(1,489.00)		22,531.42	7,257.00				
September 30, 2024 Ending Balance	\$ 393,484.94								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.89								

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
September 1, 2024 Beginning Balance	\$ 35,555.47								
Monthly Income	14,494.73	18,807.00	\$ (4,312.27)	157,377.46	169,263.00	\$ (11,885.54)	\$ 225,684.00	69.73%	
Monthly Expenses	18,807.00	18,807.00	\$ -	169,263.00	169,263.00	\$ -	\$ 225,684.00		75.00%
Income vs. Expenditures	(4,312.27)	-		(11,885.54)	-				
September 30, 2024 Ending Balance	\$ 31,243.20								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	1.66								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
September 1, 2024 Beginning Balance	\$ 263,334.62
Monthly Accounts + Activity	8,874.68
Monthly Accounts (-) Activity	4,499.54
Net Monthly Accounts Activity	4,375.14
September 30, 2024 Ending Balance	\$ 267,709.76

RESERVE FUNDS

	MONTHLY ACTUAL
September 1, 2024 Beginning Balance	\$ 149,051.18
Monthly Accounts + Activity	2,436.33
Monthly Accounts (-) Activity	50.39
Net Monthly Accounts Activity	2,385.94
September 30, 2024 Ending Balance	\$ 151,437.12

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
September 1, 2024 Beginning Balance	\$ 12,935.54
Monthly Accounts + Activity	300.00
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	300.00
September 30, 2024 Ending Balance	\$ 13,235.54

September 30, 2024 Total Ending Balance ALL FUNDS	\$ 857,110.56
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Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
October 14, 2024

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

Meeting called to order at 7:30 PM via Zoom

I. Approval of September 9, 2024 Meeting Minutes (without objection)

II. Accounting Administrator's Report by Dave Shotick

- a. Income/Expenses through September 30, 2024
 - i. September GF income of \$80,858 was \$6,073 more than the budgeted amount.
 - ii. YTD GF income of \$710,282 is \$8,359 less than budget.
 - iii. September GF expenses of \$71,367 were \$4,907 less than the budgeted amount. .
 - iv. YTD GF expenses of \$687,750 are \$23,634 under budget.
 - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$22,531. The YTD performance for the end of September is a budgeted surplus of \$7,257. Recall the 2024 budget is breakeven.
- b. Balance Sheet through September 30, 2024
 - i. Total Current Assets \$857,111
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,191,018
 - iv. Total Current Liabilities \$0
 - v. The data for the Scout troop is August 31, 2024 data.
- c. Highlighted Restricted Funds Detail Review through September 30, 2024
 - i. Account 3.140.000 Mortgage Service Fund is 31,243
 - ii. Account 3.175.000 Memorial Fund balance is \$28,879
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$6,277
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$58,501
 - v. Account 3.332.000 Artist Series Fund balance is \$33,303
 - 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. September 2024 GF Member Contributions of \$70,412 were \$4,652 more than the 2024 Budget and \$5,838 more than September 2023 contributions.
 - 1. YTD Contributions are \$5,317 less than budget and \$1,408 less than 2023.
 - ii. September Mortgage Service Fund income significantly lagged budget: \$14,495 vs. the \$18,807 monthly payment. YTD contributions to the MSF now lag the budget by \$11,886. It now seems likely that the MSF will again end the year below budget with the consequence of further decreasing the MSF Temporary Reserve balance.
 - 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 \$393,485 which is approximately 4.89 months of reserves.
- b. MSF balance is \$31,243 which is approximately 1.66 months of reserves.
- c. It was noted that the Council approved the purchase of a newer piano for the praise band.
- d. Council agreed with the plan to pay the mortgage 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. Work continues to update/revitalize the Endowment Fund. The next step is for the Council to appoint an initial Endowment Fund Committee.
- b. The Audit Team is nearing completion of its work. A preliminary review of the audit findings is scheduled for October 22.
- c. The 2025 Budget is in early stages with initial meetings held and a first draft is being refined with Council working on 2025 staffing expenses with the HR Team.
- d. Council is expected to discuss whether to continue having a small petty cash fund.
- e. After reviewing 2024 giving data, the Finance Team suggests the worship leadership consider supporting a message from the pulpit, perhaps in early January, urging the Congregation to be diligent in fulfilling their pledge commitments.

VI. 2024 Budget and New 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 November.
- b. **Next Finance Team Meeting will be Monday, November 11, 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 September 30, 2024

Thursday, October 10, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	158,243.88	18,428.24	139,815.64
1.100.100	Petty Cash	0.00	(500.00)	500.00
1.200.000	Mission Plus Building Fund Checking	21,754.64	(13,800.83)	35,555.47
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	657,003.33	6,795.72	650,207.61
1.250.000	HBT/LPL Investment Account	424.82	0.00	424.82
1.500.000	Donations Holding Account	1,657.32	1,316.49	340.83
1.600.000	FNBO Checking Boy Scout Troop 200	8,026.57	0.00	8,026.57
Total Current Assets		\$857,110.56	\$12,239.62	\$844,870.94
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		\$8,191,017.78	\$12,239.62	\$8,178,778.16
Liabilities				
Current Liabilities				
Total Current Liabilities		\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,045,401.37	(8,755.48)	3,054,156.85
Total Long Term Liabilities		\$3,045,401.37	(\$8,755.48)	\$3,054,156.85
Total Liabilities		\$3,045,401.37	(\$8,755.48)	\$3,054,156.85
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	393,484.94	9,490.81	383,994.13
Total Unrestricted Fund Balances		\$393,484.94	\$9,490.81	\$383,994.13
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,843.67	0.00	1,843.67
3.175.000	Memorial Fund Balance	27,878.85	(867.64)	28,746.49
3.180.000	Grafton Food Pantry Fund Balance	1,042.43	(103.03)	1,145.46
3.220.000	AV Ministry Fund Balance	2,210.63	0.00	2,210.63
3.250.000	Good Samaritan Fund Balance	6,276.55	0.00	6,276.55
3.260.000	Community Outreach Fund Balance	2,754.84	(188.37)	2,943.21
3.270.000	Holiday Flowers Balance	(75.71)	0.00	(75.71)
3.300.000	Music Ministry Fund Balance			
3.330.000	Adult Music Ministry Fund Balance	58,501.17	(3,160.11)	61,661.28
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	(180.39)	1,425.00
Total Music Ministry Fund Balance		\$59,745.78	(\$3,340.50)	63,086.28
3.340.000	Artist Series Balance	33,302.98	2,417.24	30,885.74
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	540.92	0.00	540.92
3.400.000	Youth Ministry Fund Balance			
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
Total Youth Ministry Fund Balance		\$10,439.51	\$0.00	10,439.51
3.500.000	Little Lambs Fund Balance	10,861.69	562.56	10,299.13

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

Thursday, October 10, 2024

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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	1,474.62	0.00	1,474.62
3.675.000	Memory Garden Fund Balance	13,640.45	400.00	13,240.45
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	2,950.00	68,681.65
3.680.000	Garage Fund Balance	(5,217.68)	300.00	(5,517.68)
3.690.000	SOTP Sportswear Fund Balance	(184.25)	24.00	(208.25)
3.700.000	Church Events - Funded Balance	1,461.78	810.63	651.15
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	4,706.22	410.25	4,295.97
3.750.000	Seminary Scholarship Fund Balance	7,270.00	1,000.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	8,026.57	0.00	8,026.57
	Total	\$267,709.76	\$4,375.14	\$263,334.62
3.140.000	Mortgage Service Fund Balance	31,243.20	(4,312.27)	35,555.47
	Total Temporary Restricted Fund Balances	\$298,952.96	\$62.87	\$298,890.09
Reserves				
3.950.000	Barnabas Reserves Balance	1,027.98	(50.39)	1,078.37
3.971.000	Roof Repairs/Replacement Balance	58,025.04	575.00	57,450.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,911.28	650.00	5,261.28
3.974.000	Lawn & Landscaping Reserves Balance	9,566.40	333.33	9,233.07
3.975.000	Maintenance Reserves Balance	14,931.52	250.00	14,681.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,060.01	133.33	29,926.68
3.979.000	Outside Audit Reserve Balance	1,500.03	166.67	1,333.36
3.980.000	Equipment Reserves Balance	12,320.39	328.00	11,992.39
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
	Total Reserves	\$151,437.12	\$2,385.94	\$149,051.18
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	13,235.54	300.00	12,935.54
	Total Permanently Restricted Funds	\$13,235.54	\$300.00	\$12,935.54
3.130.000	Building & Grounds Equity	4,157,735.24	8,755.48	4,148,979.76
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	\$4,288,505.85	\$8,755.48	\$4,279,750.37
	Total Fund Balances & Equity	\$5,145,616.41	\$20,995.10	\$5,124,621.31
	Total Liabilities and Fund Balances & Equity	<u>\$8,191,017.78</u>	<u>\$12,239.62</u>	<u>\$8,178,778.16</u>

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

Monday, October 7, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<i>Income</i>							
4.100.000	Member Contributions	70,411.55	65,760.00	666,421.95	671,739.00	(5,317.05)	900,000.00
4.150.000	Loose Plate and Growth	1,502.00	2,475.00	18,736.43	23,952.00	(5,215.57)	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	1,860.00	125.00	1,956.94	1,125.00	831.94	1,500.00
4.250.000	Flower Income	256.04	117.00	900.43	1,053.00	(152.57)	1,400.00
4.300.000	Interest Income Heartland Bank	32.76	8.00	330.11	72.00	258.11	100.00
4.310.000	Investment Income Fidelity	6,795.72	6,300.00	21,204.68	20,700.00	504.68	27,500.00
	Total Income	\$80,858.07	\$74,785.00	\$710,281.61	\$718,641.00	(\$8,359.39)	\$966,000.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$32.99	\$42.00	\$205.16	\$378.00	(\$172.84)	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$6,508.70	\$8,250.00	\$70,821.32	\$74,250.00	(\$3,428.68)	\$99,000.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$3,220.93	\$6,606.00	(\$3,385.07)	\$8,800.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$59.10	\$140.00	\$941.46	\$1,260.00	(\$318.54)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$350.53	\$716.00	\$4,602.40	\$6,444.00	(\$1,841.60)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$38.71	\$809.00	\$4,910.02	\$6,125.00	(\$1,214.98)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$788.44	\$158.00	\$1,322.50	\$1,422.00	(\$99.50)	\$1,900.00
<i>Worship Ministry</i>							
	Worship Ministry	\$41.96	\$526.00	\$2,369.32	\$4,734.00	(\$2,364.68)	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$1,391.80	\$733.00	\$13,846.13	\$6,597.00	\$7,249.13	\$8,800.00
<i>Facilities</i>							
	Facilities	\$6,123.32	\$7,292.00	\$64,086.71	\$71,748.00	(\$7,661.29)	\$96,800.00
<i>Office Expenses</i>							
	Office Expenses	\$2,944.14	\$2,834.00	\$24,445.54	\$25,506.00	(\$1,060.46)	\$34,000.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$34,840.89	\$34,071.00	\$327,303.23	\$323,673.00	\$3,630.23	\$442,934.00

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

Monday, October 7, 2024

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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	\$10,200.46	\$11,572.00	\$97,611.47	\$109,936.00	(\$12,324.53)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$1,813.61	\$2,148.00	\$18,531.19	\$20,264.00	(\$1,732.81)	\$27,645.00
	Staffing Ministry	\$46,854.96	\$47,791.00	\$443,445.89	\$453,873.00	(\$10,427.11)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,874.28	\$3,891.00	\$32,307.84	\$31,219.00	\$1,088.84	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$21,224.97	\$21,222.00	\$2.97	\$28,300.00
	Total Expenses	\$71,367.26	\$76,274.00	\$687,750.19	\$711,384.00	(\$23,633.81)	\$966,000.00
	Difference	\$9,490.81	(\$1,489.00)	\$22,531.42	\$7,257.00		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report October 2024

Facility

- Sign team (led by Joyce Shotick) has met twice and consulted with Fast Signs.
 - We met and are planning another meeting for 6/20 @ 9am to discuss interior signs on crossbeams. Matt is working on mocking up what they might look like.
 - Our 4 door letters A B C D have been installed and are in use to describe entry points.
 - Rich is currently working on getting mockups for outside signs
 - Matt is working with Jeff to figure out fonts and sizing needs
 - Our current font, Futura PT, in bold will work
 - Next meeting is 8/16 @ 11am to try and finalize soffit signs and discuss outdoor sign
 - Next meeting is 9/19 @ 9am
 - After meeting
 - Matt put together package with pictures for Joyce to present to get quotes on soffit signs
 - After receiving quotes, team reviewed and approved vinyl signage for soffits to be installed

HR

- 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
 - We have hired Josh Harding as our A/V and Office Support staff.
 - This has filled A/V role and helped Michelle greatly already
 - Josh and Michelle have been working hard to get training done
 - A development plan has been started for Josh in regards to A/V training

- We have checked in with Josh and are working towards a more attainable goal timeline on 8/14/24
- Next meeting will be 9/25/24 to see how progress is going
 - Meeting went well and we think that progress is being shown in growth in needed areas
- 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 end of October as 1099 contractor
 - We will review employment after this
 - Has been a good addition to the booth
 - Should help us use less outsourced services.

Branding/Website/Apparel

- We have purchased a new workroom computer to help any general use needs
 - Working with Realm of Tech to get it setup
 - All setup and working great/fast
- Website is still having some issues that we are working with Jon Singer to get through
 - Still working on this
 - Most likely will need to talk with Jon and have him do an overall cleanup and update to get rid of anything causing issues
- Staff did a website review to make our website more up to date and more "home" feel. We plan to implement these updates by next month

Planning Center

- Continues to grow in its utilization
- Pricing increase occurring.
- Matt is looking at how to defer cost by using it more efficiently
 - Groups is an area where we can cut back
 - Looking to do this before the October increase
 - Price went up as of 10/9 but we were able to lower some module needs things to keep our price right about where it's at now

Property Team meeting – October 14, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:11 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Tom Polzin and Chris Trodahl

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

Old Business

- Procedure list for partial/full power outages
 - Mark and Larry will discuss
- Breaker box list creation
 - Mark is still waiting to talk to Cary Electric
- Outlet labeling in old building
 - This is a winter project
- Leaking coffee maker Michelle shopping a different one
 - Michelle has ordered a new one and the instructions were obsolete
 - A new one was ordered and will be sent
 - We will have 2 coffee pots instead of 1
- Sign/Monitor updates
 - Directional signage on soffits will be put up
 - There will be a directory at some of the entrances
 - There are preliminary designs for the outside sign replacement
 - Signs in the parking lot are still on the table but last on the list
- Carpet in Willow room and Matt's office
 - Cleaning and possibly replace in the Winter
- The Blinds in the Little Lambs room need to be replaced
 - The blinds have been moved
- Damage on walls in crossroads from VBS
 - Mark walked the building with Matt and identified all the damage
 - He will spend a day later to patch things up and paint
- West end exterior outlets not working
 - Larry completed this
- All contracts accepted and signed except Trane
 - Need to contact Trane for contract options
 - Matt is contacting them
- There are a few lights out in the crossroads which need to be replaced
 - We have bulbs and we need 2 people to replace them with the lift
 - Exit lights batteries have been changed by Chris and Mark
- West wall outlet in fellowship hall not working
 - Checked the breaker and it works now
- Kitchen cabinet hinges need to be looked at
 - Someone has tightened them up

- West parking lot light is out
- AEDs have not been testing/maintained in the recent past
 - This has been updated and manuals are available in the Property file cabinet
- Rich has been changing the clock – in the fall

New business

- Calendar for property team on Google. Who will cover this month?
 - Rick will do October
 - Larry will do November
- Note by outlets in kitchen regarding overloading
 - This will also include the breaker information
- Clean up electrical room bench
 - Chris is going to to this
- Toilet needs repair by Little Lambs room
 - May be the handicapped toilet with the chain on the flapper
- Cardboard in dumpster area
 - We will clean up the current mess, order a larger bin and communicate to all ministries to collapse boxes and pack in the recycling bin or thrown in the garbage bin
- Camera Riser by the sound booth
 - Request from the sound people for a riser for the camera, this may be a fire hazard
- 2014 was the last time an inventory was completed
 - This needs to be done again this winter

The meeting was adjourned at 8:05 pm

Submitted by:
Jessica Panella

Mission Team Minutes

Oct. 14, 2024

Attendance: Sandy Hupert, Vik Berkeris, Stephanie Mondello, Elizabeth Trout, Marty Jacobson, John Witt, Rick Miller, Valerie Ulmer, Shirley Ulmer, Annette Petersen, and Steve Legel.

Sandy opened the meeting with a reading from John 13:15 and a prayer.

Old Business

1. Approval of Minutes: Vik moved and Stephanie seconded motion to approve Sept. minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief: "Christmas in July" donation total still not final. Possibly close to \$5000.00.
3. Feed My Starving Children: Due to illness John Witt will be taking this project over.
4. Grafton Food Pantry: Annette reported additional manager hired. Alice Miller, Bev Pinelli and Marilyn Wilhelm will be setting up and coordinating "Christmas Giving Tree" this year. Grafton Pantry and Turning Point will share donations to this.
5. Habitat for Humanity: Volunteers again going to Restore to work this coming Thursday. John has volunteered to work on construction at Habitat.
6. Northern IL. Food Bank: Due to illness Elizabeth Trout will take over this project.
7. Community Resource Meals: Vik reported that our volunteers are making up 120 sandwiches for this Friday since increase number of clients coming. Nov. 15th set for our hot lunch meal to bring and serve. Checking with local pizzerias to find best price. Thrivent funds available for this.
8. AARK: Closed for season. Will put on agenda for next spring.
9. WARP Corp. Vik stated Nov.23rd they are planning a get together for community at Woodstock train station. Also possible campfire and S'mores sometime before that event.
10. Missionary Support: No report.
11. Turning Point: Full size shampoos and other supplies needed. Children need child sized water bottles. Seven quilts were sent to Turning Point.
12. LSSI Prison Release Ministry: Shirley stated prison kits almost complete. 30 kits for men and 5 for women made up. Annette moved and Marty seconded that monies for supplies still needed be taken out of Mission Team budget. Motion carried.
13. Exodus: Rick reported not much needed to make up rest of "Welcome Kits". He will do inventory with Sandy to see what is needed.
14. Lutheran World Relief: No action taken.
15. Global Refugee (LIRS): Group discussed the signing of Christmas cards for detained refugees. Sandy moved and Vik seconded motion to do this project, Motion failed to carry and won't be done.
16. Mission Trunk or Treat: Elizabeth, Sandy and Annette are planning this.
17. Refugee Sponsorship: Collecting more Information.
18. CRE-Reentry: Organization has expanded to include Lake and Boone Co. Jails

New Business

1. Hurricane Relief: Steve moved and Vik seconded motion to give donation of \$1500.00 to ELCA Disaster Relief out of Mission Team budget. Motion carried.
2. Thanksgiving Donation Designation: Vik moved and Marty seconded motion to give equal donations to the following charities:
Grafton Food Pantry
Hampshire Food Pantry
ELCA World Hunger
Feed MY Starving Children
Northern IL. Food Bank
Motion carried.

Mission Team Minutes

Oct. 14, 2024

3. Year End Monies: Team should be thinking about uses for budget monies. Carl moved and Annette seconded to give \$750.00 to Habitat New Hope Partnership (This will cover our contract obligation + \$250.00 extra). Motion carried.
4. Prayers of Joys and Concerns.
5. Motion to adjourn made by Marty and seconded by Rick. Motion carried.

Steve Legel, Secretary

SOTP Children, Youth, and Family Team Meeting

October 14, 2024

Meeting Start Time: 7:10pm

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

Absent: Christa Serpe, Tim Torkelson

Meeting End Time: 8:20pm

● Special Business

- Pastor Ryan led the team through a diagnostic tool designed to help identify the root problems that may be leading to our struggle to recruit and keep volunteer leader for Kids Connect.
 - a. Describe a ministry challenge you are facing.
 - i. Lack of volunteers for Kids Connect
 - b. Is the challenge technical or adaptive?
 - i. Is the challenge clear or does it require learning?
 - 1. Requires learning
 - ii. Does it involve a problem someone knows how to fix?
 - 1. No one here knows how to fix
 - iii. Are we sure we understand the root cause of the challenge or do we need to learn more to get to the root of the issue?
 - 1. There are multiple root causes
 - a. No desire to work with children
 - b. Schedules
 - c. Uncomfortable with material or lack of confidence in ability
 - d. Length of commitment
 - e. Don't want to miss worship
 - f. Curriculum too overwhelming
 - g. Uncertainty of number of kids who will be worked with
 - h. Wide age range of kids
 - 2. More learning is required
 - iv. Does someone have the authority to solve the challenge if they decided to?
 - 1. We do
 - v. Will the challenge require collaboration among those affected by the challenge?
 - 1. Yes, collaboration with some (those who are willing/able to plan/execute)
 - 2. Yes, collaboration with those who are not involved
 - a. Why aren't they involved?
 - 3. Depending on the change, will we lose some buy in?
 - c. Restate the challenge in your own words.
 - i. Our program is ineffective for volunteers
 - 1. Too difficult to prepare for
 - 2. Age Range is too broad
 - 3. Commitment is possibly too long or too intermittent
 - d. Identify what is at stake and what will need to change in order to address the ministry challenge.
 - i. If families don't get what they need, they'll find it elsewhere
 - ii. Will the kids' faith be launched or nourished the way have committed to
 - iii. Review and Re-vision expectations for our leaders
 - iv. Need to split Kids Connect into smaller groups based on age

- v. Different Curriculum
- vi. Different space to help it feel more cozy/exciting
- vii. Improve publicity of the program
 - 1. Let people know what the kids are doing
 - 2. Build excitement
- viii. Current iteration of program does not require 40 minutes
 - 1. Needs less time
- e. Now state what you believe is the underlying adaptive challenge that needs to be addressed but currently do not know how to address. Start sentences with “We don’t know how to...”
 - i. We don’t know how to structure Kids Connect to get people to volunteer
 - ii. We don’t know how to get the right volunteers
 - iii. We don’t know what we want to teach
 - 1. Pastor Ryan will lay a foundation to answer this question
 - iv. We don’t know how to empower our leaders
 - 1. It begins with us (CY&F team building the culture)

● Old Business

- **For Spring 2025** -Team would like to review Kids Connect Orange curriculum
 - We have subscription through this school year
 - Team would like to assess whether the curriculum is meeting our needs or if we can find one that fits our needs better
- **For Summer 2025** - Rally Day
 - Schedule change for 2025?
 - Current schedule overlaps with Huntley Hootenanny 5K
 - Possible Switch to weekend after 5K?
 - 2025 = September 14 Rally Day

Upcoming Events

- Trunk or Treat - October 26
- Game Day - November 17

Ideas for Events

- Lego Night
- Game Night
 - (board games, minute-to-win -it)

MINUTES FROM THE WORSHIP COMMITTEE MEETING

OCTOBER 14, 2024

7:00PM

Attending the meeting: Judie, Diane, Barb H., Ed, Leslie, Carolyn, and Elaine

Carolyn managed the meeting as Jane had cataract surgery earlier in the day.

Following the agenda...

USHERS

1. Ed Cuttle reported that he continues to need more ushers. There are ushers leaving as "snowbirds". Some have moved.
2. Ed will attend the next membership meeting to solicit help. He will also follow up with some of the newer members and see if they are ready to help.
3. It was confirmed that there will only be two services for Christmas Eve. 3pm and 5pm only. Communion will be served.
4. Ed said he would continue to talk to the leads and ask them to help recruit ushers.
5. Worship did ask Ed to make sure on All Saints Sunday to have an extra usher at each of the candle tables to help with placement of candles and movement.

FLOWERS

1. Diane Mollis will order one extra flower to place in front of the pulpit for Reformation Sunday – RED
2. Time to think about poinsettias.
 - a. The Artist Series will need 15 poinsettias for December 6. It was suggested that Carolyn pick them up and save the delivery expenses. Diane – when ready, please confirm the order.
 - b. Still early for ordering poinsettias to grace the sanctuary at Christmas. Looking forward to delivery on 12/23.
 - c. Diane will check with Platt.

SATURDAY SERVICE

1. Barb Hoppensteadt is back from her accident.
2. Barb reported that there will be a meeting with the ushers who will take over the preparation of communion. This takes effect on November 1st.
3. There will be no service on Saturday 10/26.

ALTAR GUILD/COMMUNION

1. There will be communion on Christmas Eve at both services at 3pm and 5pm.
2. Ed Cuttle reported the following numbers for attendance for all three services
 - a. 498 in 2021
 - b. 516 in 2022
 - c. 692 in 2023
3. This is important to Judie in planning the number of communion cups preparation and bread.
4. We are thinking that there will be about 375 at each service.
5. WINE – it was noted that at the 9am service more people seem to be choosing juice as opposed to wine. It has been overheard that folks do NOT like the wine and therefore choose the juice. This affects the number of juice/wine cups in the trays.
6. Judie checked and we should have enough candles for All Saints Sunday.
7. We still need to check on the tables, tablecloths, sand trays and sand for the candles.
8. There will need to be a date determined for setting up All Saints Sunday TBD

9. Judie is thinking of posting in the newsletter the recipe for communion bread. She has lost some bakers and needs more help.

GREETERS

We let Elaine know that there are only two services for Christmas Eve.

DECORATING FOR CHRISTMAS

1. We will decorate for Christmas on Monday, December 2 from 9am -noon.
2. Carolyn will send out information into the newsletter and has asked Michelle to make a poster on the TV.
3. During the pre-ministers meeting, Carolyn asked the pastors for help on Sunday, December 1st after the 1045am service to bring in the decorations from the garage.
4. Mark F. was asked to provide three ladders on Monday, 12/2 for decorating.

PASTOR MARK REQUEST

Pastor Mark asked for our help to decorate for the reformation dinner on Friday, October 25 for 2pm until 4pm. Carolyn will follow up with Michelle about plastic table clothes (who will order?). Carolyn has some fall decorations from previous parties, and we will reallocate them for a new party.

DATES TO BE REMEMBERED.

Friday, October 25 – Decorate for the Reformation Dinner on Saturday

Saturday, October 26 – SOTP Dinner (Remember to sign up and reserve your spot)

Sew Hop'd Party with the Guttenberg band from Iowa 7-930pm

Sunday, October 27 -REFORMATION SUNDAY

Friday, November 1- Tentative Date to set up for All saints Sunday Needs to be confirmed WHITE

Sunday, November 3 – All Saints Sunday services with Candles

Monday, November 4 – Change banners for Thanksgiving TBD

Note – Banners from 11/10-11/24 are Thanksgiving Banners

Monday, November 25 – Change Banners to Advent TBD

Saturday, November 30 – First Saturday/Sunday of Advent

Monday, December 2nd – DEOCRATE THE CHURCH FOR CHIRSTMAS All help is greatly appreciated.

Sunday, December 8 – Artist Series program “Merry Christmas Darling”

Saturday, December 14 – Kids Program with Communion (?)

Sunday, December 15 – Kids Program at the 1045am service with communion.

Monday, December 23 – Advent Candles come down and Christmas goes up along with delivery of the poinsettias

Tuesday, December 24 – Christmas Eve Services at 3pm (traditional with choir) and 5pm (contemporary)

The group did discuss with Pastor Mark about seating of the pastors when the bells play. It is recommended the bell choir members sit in the bottom three rows while the pastors sit in the top row of the choir. It was quite chaotic last Sunday with the bells and people movement.

The meeting adjourned at 8pm. Thanks for all your input and suggestions.

Respectfully submitted,
Carolyn Cuttle

Stewardship Committee

Meeting Minutes

10/14/24

Present: Mike McCann, Ralph Wehnes, Frank Leonardi, Julia Leonardi

Next meeting: 11/11/24

1. Stewardship Campaign

Stewardship campaign has kicked off and Mike McCann gave initial kickoff. Tara Mackey gave the first temple talk and we have two others lined up for next 2 weeks. Setup plans are ongoing for celebration dinner. Fellowship team is going to help at dinner with serving stations. Worship team will decorate the tables. By next ministry night, we will have a status update on our current year to date estimates.

2. Miscellaneous

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

Minutes completed by: Mike McCann, Chair of Stewardship Committee