



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

December 16, 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

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

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Christa
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for November 18, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the November 2024 Treasurer and Financial Reports, as presented.*
6. **Current Business**
 - a. 2025 EOG Results Discussion – Bob
 - b. A/V Ministry Team Update – Bob
 - c. Staffing for Growth Special Task Force Update – Pastor Ryan
 - d. Second draft 2025 SOTP GF Budget – George
 - e. Endowment Fund Committee update – Bob
 - f. Nomination Committee update – Bob
 - g. 2023 SOTP Financial Audit update – Bob
 - h. Staff Christmas Gift Discussion – Bob
 - i. Annual Meeting Discussion – Bob
 - j. Other Business
 - k. The next Council meeting is January 20, 2024, @ 6:00 PM, (Kathy devotions)
 - l. 2025 Council Officer Election meeting January 26, 2025, after annual meeting.
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 Agenda

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

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

Council President Bob Mollis called the meeting to order at 6:00 P.M.

Pastor Mark opened with Prayer

Pastor Mark delivered devotions – God loves a cheerful giver! God’s provision – All good things starts with you.

All shared Monthly Ministry Moments

Kathy McGuine moved to approve the Congregation Council minutes for October 21, 2024, Jim Puls seconded; motion passed.

Pastor Ryan moved to approve the October 2024 Treasurer and Financial Reports, Christa Serpe seconded; motion passed

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.

Let the minutes show that on November 13, 2024, via electronic mail, a motion was made by Ellen Nissen 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.

George Attaway gave an update the Council on the first draft 2025 SOTP GF Budget.

Jim Puls was able to update the Council on the Employee Continuing Education Program Discussion. A motion was made by Pastor Mark and seconded by Ellen Nissen to approve the Employee Continuing Education Program. The motion unanimously passed.

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

Bob Mollis gave an update on the Staffing for Growth. A motion was made by Sarah Wolf, and seconded by Christa Serpe to develop a mission, vision and scope of work ministry team for recruiting of a Youth Leadership staff position in 2025, and beyond, and to include a measure of investment success. The motion unanimously passed.

Bob Mollis gave an update on the Endowment Fund Ministry. A motion was made by Ellen Nissen and seconded by Mike Luecht to approve the creation of The Endowment Fund Ministry to be led by Joe Andersen, and to start recruiting members for the ministry team, and update the ministry purpose and governance starting in 2025. The motion unanimously passed.

Bob Mollis gave an update on the 2023 SOTP Financial Audit and the Nomination Committee.

Next Council meeting, December 16, 2024, @ 6:00 PM, (Christa devotions)

7:53 P.M. Ellen Nissen moved to adjourn; Jim Puls seconded; motion passed.

Pastor Ryan closed in prayer.

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING NOVEMBER 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
November 1, 2024 Beginning Balance	\$ 410,174.38								
Monthly Income	80,132.47	70,150.00	\$ 9,982.47	885,865.56	863,036.00	\$ 22,829.56	\$ 966,000.00	91.70%	
Monthly Expenses	96,530.89	101,184.00	\$ (4,653.11)	863,043.12	888,558.00	\$ (25,514.88)	\$ 966,000.00		91.98%
Income vs. Expenditures	(16,398.42)	(31,034.00)		22,822.44	(25,522.00)				
November 30, 2024 Ending Balance	\$ 393,775.96								
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
November 1, 2024 Beginning Balance	\$ 35,987.45								
Monthly Income	14,680.49	18,807.00	\$ (4,126.51)	195,609.20	206,877.00	\$ (11,267.80)	\$ 225,684.00	86.67%	
Monthly Expenses	18,807.00	18,807.00	\$ -	206,877.00	206,877.00	\$ -	\$ 225,684.00		91.67%
Income vs. Expenditures	(4,126.51)	-		(11,267.80)	-				
November 30, 2024 Ending Balance	\$ 31,860.94								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	1.69								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
November 1, 2024 Beginning Balance	\$ 269,414.89
Monthly Accounts + Activity	4,898.97
Monthly Accounts (-) Activity	15,256.42
Net Monthly Accounts Activity	(10,357.45)
November 30, 2024 Ending Balance	\$ 259,057.44

RESERVE FUNDS

	MONTHLY ACTUAL
November 1, 2024 Beginning Balance	\$ 154,232.20
Monthly Accounts + Activity	2,605.33
Monthly Accounts (-) Activity	15.11
Net Monthly Accounts Activity	2,590.22
November 30, 2024 Ending Balance	\$ 156,822.42

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
November 1, 2024 Beginning Balance	\$ 13,347.10
Monthly Accounts + Activity	
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	-
November 30, 2024 Ending Balance	\$ 13,347.10

November 30, 2024 Total Ending Balance ALL FUNDS	\$ 854,863.86
Pre-paid 2025 Pledges	\$ 6,850.00
Total Current Assets	\$ 861,713.86

Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
December 9, 2024

Attending: Joe Anderson, George Attaway, Devin Burg, Cliff Dungey, Dave Shotick, Sue Wehnes, Bob Mollis and, for the budget discussion only, Bill Ball

Excused:

Meeting called to order at 7:30 PM via Zoom

I. Approval of November 14, 2024 Meeting Minutes (Without objection)

II. Accounting Administrator's Report by Dave Shotick

- a. Income/Expenses through November 31, 2024
 - i. November GF income of \$80,132 was \$9,982 more than the budgeted amount.
 - ii. YTD GF income of \$885,866 is \$22,830 greater than budget.
 - iii. November GF expenses of \$96,531 were \$4,653 less than the budgeted amount. .
 - iv. YTD GF expenses of \$863,043 are \$25,515 under budget.
 - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$22,822. The YTD performance for the end of November is a budgeted deficit of \$25,522. Recall the 2024 budget is breakeven. It should also be recalled that November is a three-payroll month.
- b. Balance Sheet through November 31, 2024
 - i. Total Current Assets \$861,714
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,195,621
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through November 31, 2024
 - i. Account 3.140.000 Mortgage Service Fund is \$31,861
 - ii. Account 3.175.000 Memorial Fund balance is \$22,230
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$6,158
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$60,362
 - v. Account 3.332.000 Artist Series Fund balance is \$24,986
 - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,303
 - vii. Account 3.675.000 Memory Garden Fund Donation balance \$13,612
 - 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 \$ 70,832
- d. General Comments
 - i. November 2024 GF Member Contributions of \$77,377 were \$10,808 more than the 2024 Budget.
 - 1. YTD Contributions are \$26,881 more than budget and \$19,027 more than 2023.
 - ii. November Mortgage Service Fund income returned to below budget performance: \$14,680 vs. the \$18,807 monthly payment. YTD contributions to the MSF now lag the budget by \$11,257. 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 through Q4 of 2024, the watch words continue to be “thoughtful caution”. We expected that - with the usual changes in the giving capacity of the Congregation - the 2024 budget, despite being generally level with 2023, would be challenging. It appears that the generosity of the congregation has met the challenge.
- 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 \$393,776 which is approximately 4.89 months of reserves.
- b. MSF balance is \$31,861 which is approximately 1.69 months of reserves.

IV. Recommendations to Council

- a. The Finance team recommends to Council the preliminary 2025 budget as presented, recognizing that the preliminary budget assumes a certain set of council decisions that remain to be finalized, but with general fund revenue not to exceed growth of 5% from the 2024 general fund budget. (On motion by Dave Shotick)
- b. Additionally, the Finance Team did not present a formal motion on the matter but supports and will plan to use a portion of any 2024 general fund surplus (assuming the full year amount is sufficient) to offset the remaining negative balance of \$5,217.68 in the Garage Fund.

V. Old Business

- a. Work continues to update/revitalize the Endowment Fund. The next steps are laying the groundwork for the Council to appoint an initial Endowment Fund Committee and drafting updated governing documents.
- b. The Audit Team is finalizing its findings. A preliminary review of the audit findings was conducted on November 22 and the books were found to be in good condition. Several observations by the Audit Team were also discussed.

VI. 2024 Budget and New Business

- a. Motion adopted: **To invest \$110,000 in a 12-month CD (maturing in Dec 2025, FDIC insured and non-callable) to be held at Fidelity in anticipation of the Dec. 26, 2024 maturity of a 12-month CD.** (Motion by Cliff Dungey)
- b. Next Finance Team Meeting will be Monday, December 9, 2024 @ 7:30 PM on Zoom.

VII. Adjourned at 9:00 PM.

Respectfully submitted,
Dave Shotick and Bill Ball

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

Wednesday, December 4, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	168,711.12	(25,221.08)	193,932.20
1.200.000	Mission Plus Building Fund Checking	3,061.21	1.00	3,060.21
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	658,610.44	773.79	657,836.65
1.250.000	HBT/LPL Investment Account	425.18	0.00	425.18
1.500.000	Donations Holding Account	1,402.46	1,267.46	135.00
1.600.000	FNBO Checking Boy Scout Troop 200	19,503.45	1,736.67	17,766.78
	Total Current Assets	\$861,713.86	(\$21,442.16)	\$883,156.02
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	\$8,195,621.08	(\$21,442.16)	\$8,217,063.24
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	4,987.50	4,987.50	0.00
2.110.000	Prepaid Mortgage Service Pledges	1,862.50	1,862.50	0.00
	Total Current Liabilities	\$6,850.00	\$6,850.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,027,481.37	(8,814.26)	3,036,295.63
	Total Long Term Liabilities	\$3,027,481.37	(\$8,814.26)	\$3,036,295.63
	Total Liabilities	\$3,034,331.37	(\$1,964.26)	\$3,036,295.63
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	393,775.96	(16,398.42)	410,174.38
	Total Unrestricted Fund Balances	\$393,775.96	(\$16,398.42)	\$410,174.38
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,582.94	708.44	1,874.50
3.175.000	Memorial Fund Balance	22,229.75	604.00	21,625.75
3.180.000	Grafton Food Pantry Fund Balance	626.33	(1,037.18)	1,663.51
3.220.000	AV Ministry Fund Balance	(172.57)	0.00	(172.57)
3.250.000	Good Samaritan Fund Balance	6,158.23	0.00	6,158.23
3.260.000	Community Outreach Fund Balance	3,214.84	280.00	2,934.84
3.270.000	Holiday Flowers Balance	269.29	345.00	(75.71)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	60,361.60	(3,573.04)	63,934.64
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	0.00	1,244.61
	<i>Total Music Ministry Fund Balance</i>	<i>\$61,606.21</i>	<i>(\$3,573.04)</i>	<i>65,179.25</i>
3.340.000	Artist Series Balance	24,986.33	(9,335.18)	34,321.51
3.350.000	Prairie Crafters Fund Balance	2,562.50	0.00	2,562.50
3.360.000	Miscellaneous Fund Balance	0.00	991.35	(991.35)
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

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

Wednesday, December 4, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<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	10,893.54	148.26	10,745.28
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,511.55	(49.07)	1,560.62
3.675.000	Memory Garden Fund Balance	13,611.62	(28.83)	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	70,831.65	(800.00)	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	132.02	(433.12)	565.14
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	145.50	85.25	60.25
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	19,503.45	1,736.67	17,766.78
	Total	\$259,057.44	(\$10,357.45)	\$269,414.89
3.140.000	Mortgage Service Fund Balance	31,860.94	(4,126.51)	35,987.45
	Total Temporary Restricted Fund Balances	\$290,918.38	(\$14,483.96)	\$305,402.34
Reserves				
3.950.000	Barnabas Reserves Balance	1,010.62	(15.11)	1,025.73
3.971.000	Roof Repairs/Replacement Balance	59,175.04	575.00	58,600.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	7,211.28	650.00	6,561.28
3.974.000	Lawn & Landscaping Reserves Balance	10,233.06	333.33	9,899.73
3.975.000	Maintenance Reserves Balance	15,431.52	250.00	15,181.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,326.67	133.33	30,193.34
3.979.000	Outside Audit Reserve Balance	1,833.37	166.67	1,666.70
3.980.000	Equipment Reserves Balance	13,506.39	497.00	13,009.39
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	\$156,822.42	\$2,590.22	\$154,232.20
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	13,347.10	0.00	13,347.10
	Total Permanently Restricted Funds	\$13,347.10	\$0.00	\$13,347.10
3.130.000	Building & Grounds Equity	4,175,655.24	8,814.26	4,166,840.98
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	\$4,306,425.85	\$8,814.26	\$4,297,611.59
	Total Fund Balances & Equity	\$5,161,289.71	(\$19,477.90)	\$5,180,767.61
	Total Liabilities and Fund Balances & Equity	<u>\$8,195,621.08</u>	<u>(\$21,442.16)</u>	<u>\$8,217,063.24</u>

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

Wednesday, December 4, 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	77,377.28	66,569.00	835,362.15	808,740.00	26,622.15	900,000.00
4.150.000	Loose Plate and Growth	1,851.00	2,831.00	22,846.43	29,846.00	(6,999.57)	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	90.00	125.00	2,696.94	1,375.00	1,321.94	1,500.00
4.250.000	Flower Income	0.00	117.00	1,004.43	1,287.00	(282.57)	1,400.00
4.300.000	Interest Income Heartland Bank	40.40	8.00	412.75	88.00	324.75	100.00
4.310.000	Investment Income Fidelity	773.79	500.00	22,811.79	21,700.00	1,111.79	27,500.00
	Total Income	\$80,132.47	\$70,150.00	\$885,865.56	\$863,036.00	\$22,829.56	\$966,000.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$15.80	\$42.00	\$268.13	\$462.00	(\$193.87)	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$11,714.42	\$8,250.00	\$91,826.90	\$90,750.00	\$1,076.90	\$99,000.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$5,370.93	\$8,074.00	(\$2,703.07)	\$8,800.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$99.06	\$140.00	\$1,040.52	\$1,540.00	(\$499.48)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$0.00	\$716.00	\$5,091.26	\$7,876.00	(\$2,784.74)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$276.66	\$425.00	\$5,263.28	\$6,975.00	(\$1,711.72)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$89.97	\$158.00	\$1,510.38	\$1,738.00	(\$227.62)	\$1,900.00
<i>Worship Ministry</i>							
	Worship Ministry	\$873.08	\$526.00	\$4,063.94	\$5,786.00	(\$1,722.06)	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$1,714.06	\$733.00	\$17,692.90	\$8,063.00	\$9,629.90	\$8,800.00
<i>Facilities</i>							
	Facilities	\$5,646.78	\$8,832.00	\$75,872.34	\$87,972.00	(\$12,099.66)	\$96,800.00
<i>Office Expenses</i>							
	Office Expenses	\$2,281.66	\$2,834.00	\$30,445.19	\$31,174.00	(\$728.81)	\$34,000.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$49,398.64	\$51,105.00	\$411,338.69	\$408,849.00	\$2,489.69	\$442,934.00

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

Wednesday, December 4, 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	\$14,795.73	\$17,360.00	\$122,089.82	\$138,868.00	(\$16,778.18)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,793.44	\$3,080.00	\$23,096.68	\$25,492.00	(\$2,395.32)	\$27,645.00
	Staffing Ministry	\$66,987.81	\$71,545.00	\$556,525.19	\$573,209.00	(\$16,683.81)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,473.26	\$3,891.00	\$42,130.53	\$39,001.00	\$3,129.53	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$25,941.63	\$25,938.00	\$3.63	\$28,300.00
	Total Expenses	\$96,530.89	\$101,184.00	\$863,043.12	\$888,558.00	(\$25,514.88)	\$966,000.00
	Difference	(\$16,398.42)	(\$31,034.00)	\$22,822.44	(\$25,522.00)		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report December 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
 - Soffit signage will be installed the week of 12/16
 - Outdoor sign will start to get more consideration after and will most likely need to be budgeted for 2026
- Trane
 - We have found out we can use other vendors to look at our equipment
 - Possible meeting 9/15 @ 8am with first company
 - Met with NJ Mechanical
 - They are already working on a water heater issue, and we think they will be a good fit moving forward
 - Trane contract ends next year end of quarter 1
 - We need to evaluate how often we should get computerized updates
 - Trane was in to fix heat in the Sanctuary, we still think they might be up charging us for unnecessary things

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 reinforced the priorities of the list to be sure Josh looks at them more often
 - 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

- 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
- Intern will be staying through August 2025

Branding/Website/Apparel

- Website is still having some 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 anything causing issues
 - Jon has done his website security check and things seem to be in good order
- 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
 - Still working to implement these changes
- We have ordered 3 new laptops on black Friday deals
 - Laptops are for Pastor Mark, Jane and Donna

Planning Center

- Continues to grow in its utilization

Property Team meeting – December 9, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:00 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees, Mark Frendreis, Rich Paeth and Rick Wright

Absent: Tom Polzin, : Larry Enders, Jessica Panella, Chris Trodahl

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

Old Business

- Procedure list for partial/full power outages/Surges
 - Mark completed and will advise when its ready for release.
- Outlet labeling in old building
 - This is a winter project Rich and Mark plan on doing.
- Sign/Monitor updates
 - Rich gave update on inside signage being done in next week or two.
- Carpet in Willow room and Matt's office
 - Cleaning and possibly replace in the Winter
- There are a few lights out in the crossroads which need to be replaced
 - Jeff will have lift sometime next week and we will coordinate with him for use.
- West parking lot 2 lights are out
 - Will address with lighting company
- Clean up electrical room bench
 - Chris will look at it
- Dumpster area
 - Rich will talk with sign company for more permanent sign on dumpster enclosure.
- 2014 was the last time an inventory was completed
 - January 8th youth may help with service work. We will approach leaders and staff in January to start process.
- Railing to be installed by Choir
 - Rich and Mark installed railing by choir steps.
- HVAC issue in nursery
 - We will be getting a new service provider, rather than going directly with Trane
- Request from Judie Symbal for a light over the stairs to the sacristy- Larry and Mark are looking into it and will keep others updated.
- The water heater is leaking, Currently getting quotes for replacement.
-

New business

- Who will cover the walkthrough this month?
 - Rich will do January
 -

- Leak in the sprinkler room- Rich has Nelbud coming this week to refix it.
- We are getting another quote to replace three ignitors in the three RTUs before they go out .
- Mark will look into getting 3-4 door closers for entrance to fellowship hall.
- Rich will get the correct type of ice melt and some buckets for the entryways.
- Fire extinguishers have been inspected and recharged as needed.
- Sherman mechanical needs to look into squeaky belt noise when fellowship heat turns on.
- Mark will be helping Jeff run CAT5 cable from soundbooth to chancel floor box.

The meeting was adjourned at 7:30pm

Submitted by:

Mark Frendreis

Mission Team Minutes

Dec.9,2024

Attendance: Sandy Hupert, Vik Bekeris, Annette Petersen, Carl Hupert, Stephanie Mondello, John Witt, Becky Wright, Marty Jacobson, Shirley Ulmer, Valerie Ulmer and Steve Legel.

Sandy opened the meeting with a reading from Genesis12:2 and a prayer.

Old Business

1. Approval of Minutes: Vik moved and Becky seconded motion to approve corrected minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief: No report.
3. Feed My Starving Children: Scheduled for Feb.1st. 10 volunteers signed up so far. Will put in Friday Flourish and newsletter.
4. Grafton Food Pantry: Served 167 meals on the Nov. 23rd. A Holiday meal for clients of the pantry is scheduled for Dec. 21st. Distribution of "Giving Tree" cards began on Dec. 1st.
5. Habitat for Humanity: Group continuing going to Restore on 3rd Thurs. of month. Carl hopes to get involved in lunch planning and serving for construction projects in future.
6. Northern IL. Food Bank: No report.
7. Community Resource Meals: Vik reported we've been asked to do soup and sandwiches on Jan. 3rd for 85 to 100 people. Will put a request in Friday Flourish and newsletter for volunteers to make sandwiches.
8. WARP Corp.: Served 152 meals at train station in Woodstock on Nov 23rd.
9. Missionary Support: Steve read thank you note addressed to Pastor Mark and congregation for donation to Empowered Girls from missionary Daudi Msseemmaa. Passed on to Annette for putting on bulletin board.
10. Turning Point: Plan to do "Welcome Packs" in March.
11. LSSI: No report.
12. Exodus: Sandy reported a few items still needed to complete pack.
13. CRE-Reentry: No report
14. Thanksgiving Offering was \$934.00. Will be distributed to charities as designated.
15. Christmas offering will be equally divided among Elgin Community Crisis Center, Crystal Lake Senior Services, WARP corp and Mercy Ships.
16. End of Year Budget Monies: Some monies distributed at last month's meeting. We have \$1891.87 left to distribute. Becky moved and Carl seconded motion to give LSSI \$665.00, Hampshire Food Pantry \$250.00 and 65 McDonald gift cards (\$15.00 ea.) for total of \$975.00 to people at homeless camp in Woodstock,IL. Motion carried.

New Business

1. Justice for Our Neighbors: Annette will see if this is still an active charity.
2. Prayers of Joys and Concerns
3. Motion to Adjourn made by Steve and seconded by Vik. Motion carried.

Steve Legel, Secretary

**Worship Meeting
December 9, 2024**

Attending Meeting: Judy, Jane, Sandy S., Ed, and Carolyn
Missing: Elaine, Diane M., Chris S., Leslie

Meeting called to order about 705pm.

This meeting was held to make sure that Advent/Christmas were covered.

FLOWERS

- Diana was not able to attend the meeting. She has ordered 40 poinsettias to be delivered on December 23 between 9-930am
- Carolyn has placed an order with Countryside for the large white poinsettia as a Christ flower. The flower does need to be picked up from Countryside on 12/23.
- Cliff Dungey and Carolyn will water on Wednesday and Sunday.

GREETERS

- Elaine was not present. We will check to make sure that we have coverage for the 11pm Eve service. 3 and 5 have been covered.

USHERS - Ed Cuttle reported

- Snowbirds are leaving so adjustments are being made for coverage
- 1045am service as very hard to secure ushers.
- 2nd Sunday 1045 had all the ushers resign. Ed is moving folks to around to get coverage.
- Sandy Scalise will take over for Barb H. on the Saturday night ushers
- 12/20 Ed has a team to place the red chairs around the perimeter of the sanctuary for Eve services
- Ed provided the numbers for previous year's Eve attendance. This affects communion and usher coverage.
- Ralph Wehnes will handle the filling of the candles from January to April 5th.

SATURDAY NIGHT

- Sandy Scalise volunteered to represent Saturday night service with the passing of Barb Hoppensteadt. We talked about Barb and how much she did and how she will be missed.

BANNERS - Carolyn will ask Cliff Dungey to help with the changing of the banners.

- December 23 – We will change to the Bethlehem scene with matching altar cloth. Ed and Carolyn will do that along with Judy.
- January 4 and 5th we change to white and gold – Cliff Dungey
- Two weeks later we go green until Lent.

UNDECORATE FOR CHIRSTMAS

- January 6th is the date to undecorate.
- Carolyn will talk with all the decorators to help undecorate
- Notice has been sent to Michelle to make poster and announcement
- Carolyn will contact Mark F., Pastor Mark, and Pastor Ryan about pulling the boxes out January 5th and then putting them back in (after January 6th).

MISCELLANEOUS ITEMS

- Contact Mark F. about Christmas Eve candle set up.
- Contact Pastor Ryan about wine purchase in November 2025 – Barb Hoppensteadt signed up to handle that.
- Judy has extra bread made to cover the funeral for Barb. She is covered for all the communions in December
- We could use a listing of the ELCA colors for 2025.

We are so thrilled to have Sandy Scalise join us and represent the Saturday night group.
Reminder that the children have their Christmas show this weekend.

The meeting adjourned at 745pm.

Go in Peace...

Carolyn Cuttle

Stewardship Committee

Meeting Minutes

12/9/24

Present: Mike McCann, Ralph Wehnes

Next meeting: 1/13/24

1. Stewardship Campaign

We have completed the stewardship campaign and are going to hand over our current estimate of giving to finance for forecasting purposes. Frank and Julia returned from vacation and caught them up and explained the estimate of giving spreadsheet and changes that have been made. Cliff Dungey sat in with us and we discussed the processes of keeping Church Windows in sync with the Google document that tracks EoG. Cliff was given all of the EoG cards, and he will store these appropriately.

2. Miscellaneous

Discussions of estate planning and endowment funds are ongoing. Early date we are looking at is May 4th.

Minutes completed by: Mike McCann, Chair of Stewardship Committee