



**SHEPHERD
OF THE PRAIRIE**
LUTHERAN CHURCH

Council Report

January 20, 2025

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448

10805 Main Street
Huntley, IL 60142

www.sotp.org
pastormark@sotpmail.com

Shepherd of the Prairie Lutheran Church
Council Meeting Agenda
January 20, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Kathy
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for December 16, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the December 2024 Treasurer and Financial Reports, as presented.*
6. **Current Business**
 - a. Children, Youth and Family Participation and Visioning Update – Pastor Ryan
 - b. Endowment Fund Committee update – Bob
 - c. Annual Meeting Discussion – Bob
 - d. Other Business
 - e. 2025 Council Officer Election meeting January 26, 2025, after annual meeting.
 - f. Next Council Meeting February 17, 2025 @ 6:00 PM (devotion – George)
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

December 16, 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.

Christa Serpe delivered the devotion – When things feel hard, remember HE is your superpower.

All shared Monthly Ministry Moments

Jim Puls moved to approve the Congregation Council minutes for November 18, 2024, as presented, George Attaway seconded; motion passed.

Mike Luecht moved to approve the November 2024 Treasurer and Financial Reports as presented, Sarah Wolf seconded; motion passed.

The Finance Team recommended closing out the negative Garage Fund (account 3.680.000) of (\$5,217.68) and to stop taking donations to this account in 2025 and beyond. The General Fund reserves have already covered the overage expense of the Storage Garage and will be documented under account 5.400.400 Misc. Facilities expenses in 2024 financial records. Pastor Mark moved to approve the Finance Team recommendation; Mike Luecht seconded; motion passed.

Bob updated the Council on the 2025 EOG Results. Incredibly positive results, expecting approximately a five percent growth in 2025 giving, from a very generous congregation.

Bob updated the Council on the A/V Ministry Team for 2025. We will continue to organize around a combination of full and parttime SOTP Staff, outsourced contracted service providers and volunteers.

Pastor Ryan gave an update on staffing for Growth Special Task Force, and the first meeting will be January 6th. A round table discussion happened December 8th for Kids Connect and a survey was sent out for what the needs are for our families.

George gave an update on the second draft of the 2025 SOTP GF Budget. Mike Luecht moved to accept the budget with the removal of the \$20,000 staffing for growth, Pastor Mark seconded; motion passed. Pastor Mark moved to create a separate staffing for growth restricted fund to be initially supported with \$20,000 of 2024 general fund surplus, Ellen seconded; motion passed.

Bob updated the Council on the creation of the Endowment Fund Committee. Joe Anderson is the Endowment Ministry Team Lead; currently recruiting additional members to the team.

Bob updated the Council on the Nomination Committee update. Nomination has completed their 2025 nominating task for 2025 Council member and Northern Illinois Synod meeting nominees to be voted on at congregational Annual Meeting.

Bob updated the Council on the 2023 SOTP Financial Audit. The 2023 Audit Ministry Team has completed their findings and recommendations. The Finance Ministry Team is currently reviewing the next steps from the audit recommendations.

Ellen updated the Council on the Staff Christmas Gift. Gifts have been distributed.

Bob updated the Council on the Annual Meeting and the 2025 Council Officer Election meeting that will be held on January 26, 2025.

Next Council meeting, January 20, 2024, @ 6:00 PM, (Kathy devotions); Council Officer Election meeting January 26, 2025

Pastor Ryan closed in prayer.

7:14 P.M. Christa Serpe moved to adjourn; Jim Puls seconded; motion passed.

Submitted by: Christa Serpe

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING DECEMBER 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
December 1, 2024 Beginning Balance	\$ 393,775.96								
Monthly Income	96,082.02	102,964.00	\$ (6,881.98)	981,947.58	966,000.00	\$ 15,947.58	\$966,000.00	101.65%	
Monthly Expenses	110,002.78	77,442.00	\$ 32,560.78	973,045.90	966,000.00	\$ 7,045.90	\$966,000.00		100.73%
Income vs. Expenditures	(13,920.76)	25,522.00		8,901.68	-				
December 31, 2024 Ending Balance	\$ 379,855.20								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.72								

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
December 1, 2024 Beginning Balance	\$ 31,860.94								
Monthly Income	23,043.40	18,807.00	\$ 4,236.40	218,652.60	225,684.00	\$ (7,031.40)	\$225,684.00	96.88%	
Monthly Expenses	18,807.00	18,807.00	\$ -	225,684.00	225,684.00	\$ -	\$225,684.00		100.00%
Income vs. Expenditures	4,236.40	-		(7,031.40)	-				
December 31, 2024 Ending Balance	\$ 36,097.34								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	1.92								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
December 1, 2024 Beginning Balance	\$ 259,057.44
Monthly Accounts + Activity	19,643.78
Monthly Accounts (-) Activity	14,190.36
Net Monthly Accounts Activity	5,453.42
December 31, 2024 Ending Balance	\$ 264,510.86

RESERVE FUNDS

	MONTHLY ACTUAL
December 1, 2024 Beginning Balance	\$ 156,822.42
Monthly Accounts + Activity	22,108.33
Monthly Accounts (-) Activity	1,155.97
Net Monthly Accounts Activity	20,952.36
December 31, 2024 Ending Balance	\$ 177,774.78

PERMANENTLY RESTRICTED FUNDS

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

December 31, 2024 Total Ending Balance ALL FUNDS	\$ 871,585.28
Pre-paid 2025 Pledges - General Fund	\$ 12,487.50
Pre-paid 2025 Pledges - Mortgage Fund	\$ 4,362.50
Total Cash Balance	\$ 888,435.28

Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
January 13, 2025

Attending: Joe Anderson, George Attaway, Cliff Dungey, Bruce Rosborough, Dave Shotick, Sue Wehnes, Bill Ball,

Excused: Devin Burg

Meeting called to order at 7:30 PM via Zoom

I. Approval of December 9, 2024, Meeting Minutes (Motion by Joe Anderson)

II. Accounting Administrator's Report by Dave Shotick

- a. Income/Expenses through December 31, 2024
 - i. December GF income of \$96,082 was \$6,882 less than the budgeted amount.
 - ii. YTD GF income of \$981,948 is \$15,948 greater than budget.
 - iii. December GF expenses of \$110,003 (including write-offs and a one-time reserve for future staff growth) were \$32,561 greater than the budgeted amount.
 - iv. YTD GF expenses (including the write-offs and reserve) of \$973,046 are \$7,046 under budget.
 - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$8,902. Recall the 2024 budget was targeted at breakeven.
- b. Balance Sheet through December 31, 2024
 - i. Total Current Assets \$888,435
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,222,342
 - iv. Total Current Liabilities \$16,850 (exclusively prepaid 2025 pledges)
- c. Highlighted Restricted Funds Detail Review through December 31, 2024
 - i. Account 3.140.000 Mortgage Service Fund is \$36,097
 - ii. Account 3.175.000 Memorial Fund balance is \$22,751
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$6,351
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$54,494
 - v. Account 3.332.000 Artist Series Fund balance is \$30,732
 - 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. December 2024 GF Member Contributions of \$84,315 were \$6,945 less than the 2024 Budget.
 - 1. 2024 Contributions are \$19,677 more than budget and \$14,119 more than 2023.
 - ii. December Mortgage Service Fund income exceeded budget: \$23,043 vs. the \$18,807 monthly payment. 2024 contributions to the MSF lagged the budget by \$7,031. Thus, the MSF again ended the year below budget with the consequence of further decreasing the MSF Temporary Reserve balance, but the loss was significantly less than the 2023 loss of \$16,651

- iii. As we journeyed through 2024, the watch words were “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. The generosity of the congregation has more met the challenge assisted by excellent and thoughtful expense control by the staff. In combination, the resulting surplus permitted writing off \$5,402 (primarily the Garage Fund) and reserving \$20,000 for future staff growth.
- 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 will continue to make forecasting especially difficult.

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

- a. GF balance is \$379,855 which is approximately 4.72 months of reserves.
- b. MSF balance is \$36,097 which is approximately 1.92 months of reserves.

IV. Recommendations to Council

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 has finalized its report. Several observations by the Audit Team, not part of the formal report, were reviewed in detail. The Finance Team will work on addressing the observations over the first part of 2025.
- c. It was reported that the Council approved the 2025 Budget as recommended with some small refinements and also approved the initiation and funding in 2024 of a new Staffing for Growth reserve account.

VI. 2024 Budget and New Business

- a. The Team welcomed Bruce Rosborough as a member.
- b. Motion adopted: **To transfer \$50,000 from Heartland Bank Checking to Fidelity Money Market Account effective January 15, 2025.** (Motion by George Attaway) This transfer recognizes that there will be adequate funds in Heartland checking after the transfer and that funds in the Money Market Account are liquid in case an unexpected immediate need arises.
- c. The team also began a review of 2024 pledging performance. This review is analyzing pledged and non-pledged receipts against EOG’s and annual budgets for the General Fund and the Mortgage Service Fund. The review will continue in February.
- d. Next Finance Team Meeting will be Monday, February 10 @ 7:30 PM on Zoom.

VII. Adjourned at 9:15 PM.

Respectfully submitted,
Bill Ball

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

Monday, January 6, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	199,170.41	30,459.29	168,711.12
1.200.000	Mission Plus Building Fund Checking	61.98	(2,999.23)	3,061.21
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	664,708.64	6,098.20	658,610.44
1.250.000	HBT/LPL Investment Account	425.18	0.00	425.18
1.500.000	Donations Holding Account	1,218.69	(183.77)	1,402.46
1.600.000	FNBO Checking Boy Scout Troop 200	12,850.38	(6,653.07)	19,503.45
	Total Current Assets	\$888,435.28	\$26,721.42	\$861,713.86
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	\$8,222,342.50	\$26,721.42	\$8,195,621.08
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	12,487.50	7,500.00	4,987.50
2.110.000	Prepaid Mortgage Service Pledges	4,362.50	2,500.00	1,862.50
	Total Current Liabilities	\$16,850.00	\$10,000.00	\$6,850.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,018,316.69	(9,164.68)	3,027,481.37
	Total Long Term Liabilities	\$3,018,316.69	(\$9,164.68)	\$3,027,481.37
	Total Liabilities	\$3,035,166.69	\$835.32	\$3,034,331.37
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	379,855.20	(13,920.76)	393,775.96
	Total Unrestricted Fund Balances	\$379,855.20	(\$13,920.76)	\$393,775.96
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	8,494.02	5,911.08	2,582.94
3.175.000	Memorial Fund Balance	22,751.13	521.38	22,229.75
3.180.000	Grafton Food Pantry Fund Balance	701.86	75.53	626.33
3.220.000	AV Ministry Fund Balance	1,342.43	1,515.00	(172.57)
3.250.000	Good Samaritan Fund Balance	6,350.98	192.75	6,158.23
3.260.000	Community Outreach Fund Balance	3,494.84	280.00	3,214.84
3.270.000	Holiday Flowers Balance	31.45	(237.84)	269.29
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	54,493.70	(5,867.90)	60,361.60
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	0.00	1,244.61
	<i>Total Music Ministry Fund Balance</i>	<i>\$55,738.31</i>	<i>(\$5,867.90)</i>	<i>61,606.21</i>
3.340.000	Artist Series Balance	30,732.44	5,746.11	24,986.33
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	<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>

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

Monday, January 6, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.500.000	Little Lambs Fund Balance	10,580.31	(313.23)	10,893.54
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,386.33	(125.22)	1,511.55
3.675.000	Memory Garden Fund Balance	13,611.62	0.00	13,611.62
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	0.00	70,831.65
3.680.000	Garage Fund Balance	0.00	5,217.68	(5,217.68)
3.690.000	SOTP Sportswear Fund Balance	0.00	184.25	(184.25)
3.700.000	Church Events - Funded Balance	(440.83)	(572.85)	132.02
3.720.000	Disaster Relief Fund Balance	0.00	(100.00)	100.00
3.725.000	Miscellaneous Outside Charities Fund Balance	0.00	(260.00)	260.00
3.730.000	ELCA World Hunger Fund Balance	85.25	(60.25)	145.50
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	12,850.38	(6,653.07)	19,503.45
	Total	\$264,510.86	\$5,453.42	\$259,057.44
3.140.000	Mortgage Service Fund Balance	36,097.34	4,236.40	31,860.94
	Total Temporary Restricted Fund Balances	\$300,608.20	\$9,689.82	\$290,918.38
Reserves				
3.950.000	Barnabas Reserves Balance	1,010.62	0.00	1,010.62
3.971.000	Roof Repairs/Replacement Balance	59,750.04	575.00	59,175.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	7,861.28	650.00	7,211.28
3.974.000	Lawn & Landscaping Reserves Balance	10,566.39	333.33	10,233.06
3.975.000	Maintenance Reserves Balance	15,681.52	250.00	15,431.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,460.00	133.33	30,326.67
3.979.000	Outside Audit Reserve Balance	2,000.04	166.67	1,833.37
3.980.000	Equipment Reserves Balance	12,350.42	(1,155.97)	13,506.39
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
3.990.000	Future Staffing Reserves Balance	20,000.00	20,000.00	0.00
	Total Reserves	\$177,774.78	\$20,952.36	\$156,822.42
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	4,184,819.92	9,164.68	4,175,655.24
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
	Total Equity	\$4,315,590.53	\$9,164.68	\$4,306,425.85
	Total Fund Balances & Equity	\$5,187,175.81	\$25,886.10	\$5,161,289.71
	Total Liabilities and Fund Balances & Equity	<u>\$8,222,342.50</u>	<u>\$26,721.42</u>	<u>\$8,195,621.08</u>

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

Tuesday, January 7, 2025

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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	84,314.96	91,260.00	919,677.11	900,000.00	19,677.11	900,000.00
4.150.000	Loose Plate and Growth	5,526.00	5,654.00	28,372.43	35,500.00	(7,127.57)	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	0.00	125.00	2,696.94	1,500.00	1,196.94	1,500.00
4.250.000	Flower Income	104.00	113.00	1,108.43	1,400.00	(291.57)	1,400.00
4.300.000	Interest Income Heartland Bank	38.86	12.00	451.61	100.00	351.61	100.00
4.310.000	Investment Income Fidelity	6,098.20	5,800.00	28,909.99	27,500.00	1,409.99	27,500.00
	Total Income	\$96,082.02	\$102,964.00	\$981,947.58	\$966,000.00	\$15,947.58	\$966,000.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$38.00	\$268.13	\$500.00	(\$231.87)	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$9,627.73	\$8,250.00	\$101,454.63	\$99,000.00	\$2,454.63	\$99,000.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$726.00	\$5,370.93	\$8,800.00	(\$3,429.07)	\$8,800.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$72.60	\$140.00	\$1,113.12	\$1,680.00	(\$566.88)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$202.47	\$724.00	\$5,293.73	\$8,600.00	(\$3,306.27)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$139.21	\$425.00	\$5,402.49	\$7,400.00	(\$1,997.51)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$0.00	\$162.00	\$1,510.38	\$1,900.00	(\$389.62)	\$1,900.00
<i>Worship Ministry</i>							
	Worship Ministry	\$571.47	\$514.00	\$4,635.41	\$6,300.00	(\$1,664.59)	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$2,174.31	\$737.00	\$19,867.21	\$8,800.00	\$11,067.21	\$8,800.00
<i>Facilities</i>							
	Facilities	\$20,451.40	\$8,828.00	\$96,323.74	\$96,800.00	(\$476.26)	\$96,800.00
<i>Office Expenses</i>							
	Office Expenses	\$2,959.18	\$2,826.00	\$33,404.37	\$34,000.00	(\$595.63)	\$34,000.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$34,559.34	\$34,085.00	\$445,898.03	\$442,934.00	\$2,964.03	\$442,934.00

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

Tuesday, January 7, 2025

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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	\$10,386.72	\$11,573.00	\$132,476.54	\$150,441.00	(\$17,964.46)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$1,911.62	\$2,153.00	\$25,008.30	\$27,645.00	(\$2,636.70)	\$27,645.00
	Staffing Ministry	\$46,857.68	\$47,811.00	\$603,382.87	\$621,020.00	(\$17,637.13)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,588.40	\$3,899.00	\$46,718.93	\$42,900.00	\$3,818.93	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$22,358.33	\$2,362.00	\$48,299.96	\$28,300.00	\$19,999.96	\$28,300.00
	Total Expenses	\$110,002.78	\$77,442.00	\$973,045.90	\$966,000.00	\$7,045.90	\$966,000.00
	Difference	(\$13,920.76)	\$25,522.00	\$8,901.68	\$0.00		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report January 2025

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.
 - Soffit signage has been installed and has been well received.
 - Vestibule directories have also been installed.
 - Outdoor sign will start to get more consideration after and will most likely need to be budgeted for 2026.
 - Met on 1/16/25 and discussed that we will be seeking a sign designer for input.
 - Next meeting 3/13/25
- The property team is heading up an inventory project for insurance purposes. This started because of recommendations from the audit.
- 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 first quarter.
 - 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 have re-positioned Josh to Office & A/V support. His role will be more focused on Office while still providing A/V support without a lot of leadership in that area. The leadership role of A/V has transitioned to Jeff Moore.
- 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 have another candidate we are looking at to help out in the A/V booth from referral from Ellen Nissen.
- We are currently working through employee reviews and our HR year-end process.

Branding/Website/Apparel

- The 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.
- Website hosting and maintenance is now required at a higher price due to ever changing online security measures.
- 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.
- I need to contact Realm of Tech to have them re-inventory our electronics for our overall insurance inventory.

Planning Center

- Continues to grow in its utilization.
- Michelle plans to spend time this year looking at efficiencies in Planning Center and how we can better use the software.

Property Team meeting – January 13, 2024

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

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

Absent: Larry Enders, Tom Polzin

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

Old Business

- Procedure list for partial/full power outages/surges
 - Done and posted: one in the tech closet in the office and one in the electric room
- Breaker box questions
 - Still waiting on Carey Electric
- Outlet labeling in old building
 - Mark and Rich will get to it
- Sign/Monitor updates
 - All of the soffett signs are done
 - There are directories in B, C and D Vestibules
 - Next meeting is next week to discuss the sign out front, the entry signs and the direction signs
- Carpet in Willow room and Matt's office
 - Cleaning and possibly replace in the Spring
- There are a few lights out in the crossroads which need to be replaced
 - The lights are under warranty
- West parking lot 2 lights are out
 - The lights are under warranty
- Clean up electrical room bench
 - Chris will look at it
- Dumpster area signs
 - Signs are on the dumpster doors
- 2014 was the last time an inventory was completed
 - The Confirmation group started counting as part of their servant event in Jan
 - Staff is next to go through their offices and closets
 - Property team will have some as well
 - Need estimated values for everything for insurance purposes
- HVAC issue in nursery
 - Not an issue at this time
- Request from Judie Symbal for a light over the stairs to the sacristy
 - In progress
- Leak in the sprinkler room
 - Complete
- Replace Ignighters in RTUs
 - This is complete \$600 instead of \$2k

- NJ Mechanical replaced it
- Door Closers for Fellowship hall
 - On Mark's list
- Icemelt for entryways
 - Rich got the correct kind
- Squeaky noise in Fellowship hall when heat turns on
 - It's the fan belt – Sherman mechanical next time they are
- CAT5 to chancel area in sanctuary
 - Mark and Rich helped Jeff
- Rich is going to ask Nelbud to change our billing to quarterly rather than monthly

New business

- Who will cover the walkthrough in February?
 - Rick
- Bathroom wall heater need fixing
 - Complete
- Trane contract for 3 years for software and to keep us on their books
 - NJ Mechanical has the physical work – no contract
- Donna is concerned with the lights in the hall by the Library
 - They may not be set to auto on

The meeting was adjourned at 7:59 pm

Submitted by:
Jessica Panella

Mission Team Minutes

Jan. 13, 2025

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

Sandy opened the meeting with a reading from Isaiah 43 :10 and a prayer.

Mission Team worked on "Month at a Glance" Calendar (see addendum attached). This shows a plan of action for scheduled events throughout the coming year.

Old and New Business (Abbreviated)

1. Approval of Minutes: Vik moved and Annette seconded to approve Dec. minutes. Motion carried.
2. Christmas Offering: No total amount of donation yet.
3. ELCA World Hunger and Disaster Relief: There will be a need for donation for California fires. As of now no funds designated for Mission Team. Sandy will check on how to handle this with Pastors and possibly council. Sandy may send e-mail to poll team on sending funds before next meeting.
4. Grafton Food Pantry: Close to 200 Christmas meals provided. Larry Enders using his van to pick up at local groceries and at church on first Sunday.
5. Northern ILL. Food Bank: Will try to set up for end of Sept.
6. Blood Drive: Waiting for call-back from blood bank. Possibly share drive with an other local organization. Marty will contact Wellness Team to coordinate. May put in newsletter to see how much interest in this.
7. LSSI Prison Ministry: Will start collecting supplies in August.
8. Feed My Starving Children: John reported 18 volunteers signed up so far for Feb. 1st.
9. Newsletter deadline is Jan. 20th.
10. Payers of Joys and Concerns.
11. Motion to Adjourn made by Carl and seconded by Marty. Motion carried.

Steve Legel, Secretary

SOTP Children, Youth, and Family Team Meeting

January 13, 2025

Meeting Start Time: 708: pm

Present: Tim Torkelson, Jill Gillming, Jennifer Powe, Amy Brittain, Lisa Wondriska, Amy Stech

Absent:

Meeting End Time: 8:10pm

1. Old Business

- Kids Connect Surveys are out and results are coming in
 - 12 surveys submitted as of today.
 - Things for immediate consideration
 - Potential volunteers not aware that lessons are already planned out
 - Common theme: desired consistency by having regular contact with teachers
- Scheduling Events for 2025
 - February 21 - Indoor Movie Night
 - March - Parent/Child Painting Event
 - April 19 - Easter Egg Hunt
 - May - Outdoor Movie Night
 - June
 - July 7-11 - VBS
 - August 17 - Picnic
 - September 14 - Rally Day
 - October 25 - Trunk-or-Treat
 - November - Feed My Starving Children with the Mission Team?
 - December - Night in Bethlehem

2. New Business

- We took a look at attendance trends from this year and this year compared to last year.
- Movie Night on February 21, 6:30-8:15pm
 - Recruit help
 - High School/Confirmation
 - Ask for candy donations

3. Brief Ministry Check-in

- Kids Connect
 - We will move Kids Connect into Maple Room
 - Pastor Roy is willing to hold Bible Study in Willow Room
 - Pastor Ryan will submit the room change request
- Adventure Club
 - Going very well with very consistent attendance which creates a good culture
- Confirmation
 - Worship Wonderings coming in and going better than ever
 - Ministry partnerships is a work in progress
- Youth Group
 - Steady - PR would like to see growth

Upcoming Events

-

Ideas for Events

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

Attendees: Bob Malm

Alison Womac

Hailey Anderson

Aubree Anderson

Denise Anderson

Annette Kandell

Deanne Byers

Bob Mollis

Pastor Mark

Community Outreach Ministry Night Minutes

January 13, 2025

- 1) Deaf Signing Ministry
 - a. Talk with Worship team about making videos for things that don't change week to week in worship to add to the slides – need to talk with Jeff and Jane.
- 2) Neighborhood Engagement
 - a. Flyer info emailed to everyone – best time a few weeks before Easter.
 - b. Other ideas –
 - i. Bob Malm to reach out to Josh to look at where our 'hits' come from.
- 3) Dennis Houghton – Spring Show
 - a. Check schedule for March, April, or May
- 4) Plastic Update
 - a. First weigh in and delivery with new groups yesterday – went very well!
 - b. Will still check with HHS honors program for possibly taking over.
 - c. Decided to keep our second bench to put outside Fellowship Hall entrance.
- 5) Business Expo – Saturday March 15th
 - a. 9-3 Huntley Park District Gym
 - b. Break up into 8:30-12, 12-3:30
 - c. Will need fun game idea
 - d. Need to create a slide/put in Feb newsletter
- 6) Balance Workshop – September
 - a. Talk with Jessie B from Wellness Committee – Alison W to talk to
- 7) Celebrating community luncheon
 - a. Decided on Grafton for first luncheon of 2025
 - b. Should we make a reusable banner?
 - c. When?
 - d. Then get word out ASAP
 - e. Ask for needs so can bring donations as well as food
- 8) There will be a 4th of July Parade!