



# **SHEPHERD OF THE PRAIRIE**

## **LUTHERAN CHURCH**

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*A Growing Church for Growing People*

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**Congregation Council**  
**Shepherd of the Prairie**  
**Monday February 17, 2025**  
**6:00 PM**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Agenda

### February 17, 2025 @ 6:00 P.M.

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1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – George Attaway
4. **Reflections – Where have you seen God lately? .....** – Kathy/Pastor Mark
5. **2025 Congregation Council Introductions** – All
6. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for January 20, 2025, as presented.*
  - b. *Recommendation: To approve the Congregation Council Officer Election minutes for January 26, 2025, as presented.*
7. **Congregation Council and Ministry Team Reports**
  - c. Finance and Treasurer - George
    - i. *Recommendation: To approve the January 2025 Treasurer and Financial Reports, as presented.*
  - d. Trane HVAC software update contract for review and approval - Kathy
8. **Other**
  - e. Council Meeting Format for 2025 – Kathy
  - f. 2025 Children, Youth and Family Ministry update – Pastor Ryan
    - Review and approve Job description for Youth ministry Coordinator
  - b. 2025 Council Meeting Devotion List - Kathy
  - c. The next Council meeting is March 17, 2025, @ 6:00 PM (Jim Devotions)
9. **Unfinished/Tabled Business**
  - d. Memory Garden Proforma and Fee Review – Finance Team
  - e. SOTP Constitution Update – 2025 to be in line with Synod
  - f. 5<sup>th</sup> Synod Assembly voting member
10. **Closing Prayer** – Pastor Ryan
11. **Adjournment**

# February 17, 2025

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<u>Agenda #</u>	<u>Description</u>
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6.	Approval of January Minutes and Officer Election Minutes
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7.	Congregation Council and Ministry Teams
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**Reports**

- |   |  |   |
|---|--|---|
| ○ | Treasurers Report                        | 6 |
| ○ | Finance Team Report                      |   |
| ○ | Operations Manager Report                |   |
| ○ | Children and Family Ministry Team Report |   |
| ○ | Community Outreach Team Report           |   |
| ○ | Mission Team Report                      |   |
| ○ | Worship Team Report                      |   |
| ○ | Stewardship Team Report                  |   |

8.	Other Supporting Documentation
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- |   |   |
|---|---|
| ○ | Children and Youth Ministry Attendance Snapshot |
| ○ | 2025 Council Member Devotion Listing            |

Shepherd of the Prairie Lutheran Church  
Council Meeting Minutes  
January 20, 2025

Attendees: Pastor Mark, Mike Luecht, Sarah Wolf, George Attaway, Kathy McGuine, Ellen Nissen, Jim Puls, Bob Mollis

Excused: Christa Serpe, Pastor Ryan

Call to Order-6:09 pm

- I. Opening Prayer – Pastor Mark
- II. Devotions – Kathy McGuine (Prayer for Godly Leadership and A Prayer for Those Feeling Anxious)
- III. Approval of Minutes
  - A. Recommendation: To approve the Congregation Council minutes for December 16, 2024, as presented. George Attaway made a motion to approve the minutes. Kathy McGuine seconded the motion. Motion approved.
- IV. Congregation Council and Ministry Team Reports
  - A. Finance and Treasurer Highlights - George Attaway
    1. Garage was paid off by the general fund.
    2. Ending balance for 2024 is \$379,355.20
      - a) Recommendation: To approve the December 2024 Treasurer and Financial Reports, as presented. Mike Luecht made a motion to approve the Treasurer and Financial Reports and Pastor Mark Boster seconded the motion. Motion approved.
- V. Current Business
  - A. Children, Youth and Family Participation and Visioning Update – George Attaway and Sarah Wolf provided an update on the first meeting. Survey has been sent out to families asking for their input as they begin to create the vision and mission of this team. Next meeting is 1/26/25.
  - B. Endowment Fund Committee update – Thrivent and SOTP will start to collaborate in May 2025.
  - C. Annual Meeting Discussion
  - 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 Attaway)
    1. Thank you to Bob Mollis for serving as the President for the past 2 years and for all of his time and dedication to SOTP.
    2. Thank you to Mike Luecht and Sarah Wolf for their service to the Council.
- VI. 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.
- VII. Closing Prayer-Pastor Mark
- VIII. Adjournment

Submitted By:  
Sarah Wolf

January 26, 2025  
Post Annual Congregation Meeting  
Congregation Council Officer Election Meeting Minutes

Congregational Council Attendees:

Online: Jim Puls, Christa Serpe, Ellen Nissen, Jim Stancl

In Person: Pastor Ryan Mackey, Pastor Mark Boster, Kathy McGuine, George Attaway, Lisa Wondriska, Bob Mollis

Opening Prayer – Pastor Mark

The purpose of the meeting was to elect new Congregation Council Officers for the year 2025.

Resulting officer election with unanimous vote of the 2025 Congregation Council:

President – Kathy McGuine  
Vice President – Bob Mollis  
Treasurer - George Attaway  
Secretary – Ellen Nissen

Other Business:

Next Council meeting: February 17, 2025  
George Attaway will present devotion.

Closing Prayer – Pastor Ryan

Adjournment

Respectfully submitted,  
Bob Mollis

**TREASURER'S REPORT SUMMARY  
FOR THE PERIOD ENDING JANUARY 31, 2025**

**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
January 1, 2025 Beginning Balance	\$ 379,855.20								
Monthly Income	116,957.71	109,829.00	\$ 7,128.71	116,957.71	109,829.00	\$ 7,128.71	\$ 1,008,800.00	11.59%	
Monthly Expenses	78,949.67	81,374.00	\$ (2,424.33)	78,949.67	81,374.00	\$ (2,424.33)	\$ 1,008,800.00		7.83%
Income vs. Expenditures	38,008.04	28,455.00		38,008.04	28,455.00				
January 31, 2025 Ending Balance	\$ 417,863.24								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.97								

**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
January 1, 2025 Beginning Balance	\$ 36,097.34								
Monthly Income	34,397.77	18,807.00	\$ 15,590.77	34,397.77	18,807.00	\$ 15,590.77	\$ 225,684.00	15.24%	
Monthly Expenses	18,807.00	18,807.00	\$ -	18,807.00	18,807.00	\$ -	\$ 225,684.00		8.33%
Income vs. Expenditures	15,590.77	-		15,590.77	-				
January 31, 2025 Ending Balance	\$ 51,688.11								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.75								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY ACTUAL
January 1, 2025 Beginning Balance	\$ 264,510.86
Monthly Accounts + Activity	10,317.65
Monthly Accounts (-) Activity	1,682.88
Net Monthly Accounts Activity	8,634.77
January 31, 2025 Ending Balance	\$ 273,145.63

**RESERVE FUNDS**

	MONTHLY ACTUAL
January 1, 2025 Beginning Balance	\$ 177,774.78
Monthly Accounts + Activity	2,719.49
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	2,719.49
January 31, 2025 Ending Balance	\$ 180,494.27

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY ACTUAL
January 1, 2025 Beginning Balance	\$ 13,347.10
Monthly Accounts + Activity	111.56
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	111.56
January 31, 2025 Ending Balance	\$ 13,458.66

January 31, 2025 Total Ending Balance ALL FUNDS	\$ 936,649.91
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT – Financial Overview – No February Team Meeting held**  
**February 10, 2025**

Attending:

Excused:

No Meeting was held.

**I. Approval of January 10, 2025 Meeting Minutes (No Action)**

**II. Accounting Administrator's Report by Prepared by Bill Ball from Dave Shotick**

- a. Income/Expenses through January 31, 2025
  - i. January GF income of \$116,958 was \$7,129 more than the budgeted amount.
  - ii. January GF expenses of \$78,950 were \$2,424 less than the budgeted amount.
  - iii. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$38,008 compared to a budgeted surplus of \$28,455. Recall the 2025 budget was targeted at breakeven. January's strong performance owes to the several giving units fulling their entire 2025 EOG in the month. This is anticipated in the budgeting for the month as reflected by the budgeted surplus.
- b. Balance Sheet through January 31, 2024
  - i. Total Current Assets \$936,650
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,270,557
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through January 31, 2024
  - i. Account 3.140.000 Mortgage Service Fund is \$51,688
  - ii. Account 3.175.000 Memorial Fund balance is \$22,851
  - iii. Account 3.250.000 Good Samaritan Fund balance is \$6,377
  - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$62,392
  - v. Account 3.332.000 Artist Series Fund balance is \$31,227
  - 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. January 2025 GF Member Contributions of \$115,331 were \$8,290 more than the 2025 Budget.
    - 1. 2025 Contributions are \$11,401 more than January 2024.
  - ii. January Mortgage Service Fund income exceeded budget: \$34,398 vs. the \$18,807 monthly payment.
  - iii. As we journey through 2025, the watch words continue to be "thoughtful caution". We expect that - with the usual changes in the giving capacity of the Congregation - the 2025 budget, may be challenging depending especially on staffing decisions.
  - 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. In fact, in January SOTP received a number of full-year EOGs. This makes monthly and giving trend forecasting especially challenging.

**III. Treasurer's Report (as of January 31, 2025) of Activity & Council Actions/Discussions**

- a. GF balance is \$417,763 which is approximately 5.0 months of reserves.
- b. MSF balance is \$51,688 which is approximately 2.75 months of reserves.

**IV. Recommendations to Council**

**V. Old Business**

**VI. 2024 Budget and New Business**

- a. Next Finance Team Meeting will be Monday, March 10 @ 7:30 PM on Zoom.

**VII. Adjournment Time with Prayer: N/A**

Respectfully submitted,  
Bill Ball, Chair



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of January 31, 2025**

**Wednesday, February 5, 2025**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	198,240.12	(930.29)	199,170.41
1.200.000	Mission Plus Building Fund Checking	173.58	111.60	61.98
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	715,565.11	50,856.47	664,708.64
1.250.000	HBT/LPL Investment Account	425.42	0.24	425.18
1.500.000	Donations Holding Account	567.78	(650.91)	1,218.69
1.600.000	FNBO Checking Boy Scout Troop 200	11,677.90	(1,172.48)	12,850.38
	<b>Total Current Assets</b>	<b>\$936,649.91</b>	<b>\$48,214.63</b>	<b>\$888,435.28</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	0.00	41,717.68
1.300.200	Memory Garden**	89,052.93	0.00	89,052.93
	<b>Total Fixed Assets</b>	<b>\$7,333,907.22</b>	<b>\$0.00</b>	<b>\$7,333,907.22</b>
	<b>Total Assets</b>	<b>\$8,270,557.13</b>	<b>\$48,214.63</b>	<b>\$8,222,342.50</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.100.000	Prepaid General Fund Pledges	0.00	(12,487.50)	12,487.50
2.110.000	Prepaid Mortgage Service Pledges	0.00	(4,362.50)	4,362.50
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>(\$16,850.00)</b>	<b>\$16,850.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,009,441.31	(8,875.38)	3,018,316.69
	<b>Total Long Term Liabilities</b>	<b>\$3,009,441.31</b>	<b>(\$8,875.38)</b>	<b>\$3,018,316.69</b>
	<b>Total Liabilities</b>	<b>\$3,009,441.31</b>	<b>(\$25,725.38)</b>	<b>\$3,035,166.69</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	417,863.24	38,008.04	379,855.20
	<b>Total Unrestricted Fund Balances</b>	<b>\$417,863.24</b>	<b>\$38,008.04</b>	<b>\$379,855.20</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	8,896.78	402.76	8,494.02
3.175.000	Memorial Fund Balance	22,851.13	100.00	22,751.13
3.180.000	Grafton Food Pantry Fund Balance	507.46	(194.40)	701.86
3.220.000	AV Ministry Fund Balance	1,342.43	0.00	1,342.43
3.250.000	Good Samaritan Fund Balance	6,376.67	25.69	6,350.98
3.260.000	Community Outreach Fund Balance	3,178.84	(316.00)	3,494.84
3.270.000	Holiday Flowers Balance	31.45	0.00	31.45
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	62,391.72	7,898.02	54,493.70
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	0.00	1,244.61
	<i>Total Music Ministry Fund Balance</i>	<i>\$63,636.33</i>	<i>\$7,898.02</i>	<i>55,738.31</i>
3.340.000	Artist Series Balance	31,226.76	494.32	30,732.44
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 January 31, 2025**

**Wednesday, February 5, 2025**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.500.000	Little Lambs Fund Balance	11,009.88	429.57	10,580.31
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,586.33	200.00	1,386.33
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
3.700.000	Church Events - Funded Balance	(273.79)	167.04	(440.83)
3.720.000	Disaster Relief Fund Balance	550.00	550.00	0.00
3.730.000	ELCA World Hunger Fund Balance	135.50	50.25	85.25
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	11,677.90	(1,172.48)	12,850.38
	<b>Total</b>	<b>\$273,145.63</b>	<b>\$8,634.77</b>	<b>\$264,510.86</b>
3.140.000	Mortgage Service Fund Balance	51,688.11	15,590.77	36,097.34
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$324,833.74</b>	<b>\$24,225.54</b>	<b>\$300,608.20</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,010.62	0.00	1,010.62
3.971.000	Roof Repairs/Replacement Balance	60,325.04	575.00	59,750.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	8,511.28	650.00	7,861.28
3.974.000	Lawn & Landscaping Reserves Balance	10,899.72	333.33	10,566.39
3.975.000	Maintenance Reserves Balance	15,931.52	250.00	15,681.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,593.33	133.33	30,460.00
3.979.000	Outside Audit Reserve Balance	2,250.04	250.00	2,000.04
3.980.000	Equipment Reserves Balance	12,857.42	507.00	12,350.42
3.981.000	Bells Maintenance Reserves Balance	2,257.41	20.83	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	0.00	20,000.00
	<b>Total Reserves</b>	<b>\$180,494.27</b>	<b>\$2,719.49</b>	<b>\$177,774.78</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	13,458.66	111.56	13,347.10
	<b>Total Permanently Restricted Funds</b>	<b>\$13,458.66</b>	<b>\$111.56</b>	<b>\$13,347.10</b>
3.130.000	Building & Grounds Equity	4,193,695.30	8,875.38	4,184,819.92
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	89,052.93
	<b>Total Equity</b>	<b>\$4,324,465.91</b>	<b>\$8,875.38</b>	<b>\$4,315,590.53</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,261,115.82</b>	<b>\$73,940.01</b>	<b>\$5,187,175.81</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,270,557.13</u></b>	<b><u>\$48,214.63</u></b>	<b><u>\$8,222,342.50</u></b>

**Monday, February 3, 2025**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b>Income</b>							
4.100.000	Member Contributions	115,331.10	107,041.00	115,331.10	107,041.00	8,290.10	945,000.00
4.150.000	Loose Plate and Growth	633.25	1,888.00	633.25	1,888.00	(1,254.75)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	0.00	42.00	(42.00)	500.00
4.200.000	Fees and Registrations	90.00	208.00	90.00	208.00	(118.00)	2,500.00
4.250.000	Flower Income	0.00	117.00	0.00	117.00	(117.00)	1,400.00
4.300.000	Interest Income Heartland Bank	46.89	33.00	46.89	33.00	13.89	400.00
4.310.000	Investment Income Fidelity	856.47	500.00	856.47	500.00	356.47	29,000.00
	<b>Total Income</b>	<b>\$116,957.71</b>	<b>\$109,829.00</b>	<b>\$116,957.71</b>	<b>\$109,829.00</b>	<b>\$7,128.71</b>	<b>\$1,008,800.00</b>
<b>Expenses</b>							
<b>Connections Ministry</b>							
	<b>Connections Mininstry</b>	<b>\$430.92</b>	<b>\$41.00</b>	<b>\$430.92</b>	<b>\$41.00</b>	<b>\$389.92</b>	<b>\$500.00</b>
<b>Mission Ministry</b>							
	<b>Mission Ministry</b>	<b>\$8,505.94</b>	<b>\$8,663.00</b>	<b>\$8,505.94</b>	<b>\$8,663.00</b>	<b>(\$157.06)</b>	<b>\$103,950.00</b>
<b>Outreach Ministry</b>							
	<b>Outreach Ministry</b>	<b>\$0.00</b>	<b>\$734.00</b>	<b>\$0.00</b>	<b>\$734.00</b>	<b>(\$734.00)</b>	<b>\$8,800.00</b>
<b>Fellowship Ministry</b>							
	<b>Fellowship Ministry</b>	<b>\$0.00</b>	<b>\$167.00</b>	<b>\$0.00</b>	<b>\$167.00</b>	<b>(\$167.00)</b>	<b>\$2,000.00</b>
<b>Adult Education Ministry</b>							
	<b>Adult Education Ministry</b>	<b>\$250.00</b>	<b>\$140.00</b>	<b>\$250.00</b>	<b>\$140.00</b>	<b>\$110.00</b>	<b>\$1,680.00</b>
<b>Youth and Education Ministry</b>							
	<b>Youth and Education Ministry</b>	<b>\$84.84</b>	<b>\$716.00</b>	<b>\$84.84</b>	<b>\$716.00</b>	<b>(\$631.16)</b>	<b>\$8,600.00</b>
<b>Children and Family Ministry</b>							
	<b>Children and Family Ministry</b>	<b>\$14.97</b>	<b>\$425.00</b>	<b>\$14.97</b>	<b>\$425.00</b>	<b>(\$410.03)</b>	<b>\$7,400.00</b>
<b>Music Ministry</b>							
	<b>Music Ministry</b>	<b>\$0.00</b>	<b>\$171.00</b>	<b>\$0.00</b>	<b>\$171.00</b>	<b>(\$171.00)</b>	<b>\$2,050.00</b>
<b>Worship Ministry</b>							
	<b>Worship Ministry</b>	<b>\$177.97</b>	<b>\$651.00</b>	<b>\$177.97</b>	<b>\$651.00</b>	<b>(\$473.03)</b>	<b>\$7,800.00</b>
<b>Audio Visual</b>							
	<b>Audio Visual</b>	<b>\$2,070.10</b>	<b>\$1,987.00</b>	<b>\$2,070.10</b>	<b>\$1,987.00</b>	<b>\$83.10</b>	<b>\$23,850.00</b>
<b>Facilities</b>							
	<b>Facilities</b>	<b>\$11,085.20</b>	<b>\$9,087.00</b>	<b>\$11,085.20</b>	<b>\$9,087.00</b>	<b>\$1,998.20</b>	<b>\$103,339.00</b>
<b>Office Expenses</b>							
	<b>Office Expenses</b>	<b>\$3,281.98</b>	<b>\$3,094.00</b>	<b>\$3,281.98</b>	<b>\$3,094.00</b>	<b>\$187.98</b>	<b>\$37,122.00</b>
<b>Staffing Ministry</b>							

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Treasurer's Report as of January 2025 for General Fund**

**Monday, February 3, 2025**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Spiritual Ministry Staff</i>	Spiritual Ministry Staff	\$34,713.28	\$36,100.00	\$34,713.28	\$36,100.00	(\$1,386.72)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$10,561.01	\$10,101.00	\$10,561.01	\$10,101.00	\$460.01	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$1,884.97	\$2,448.00	\$1,884.97	\$2,448.00	(\$563.03)	\$31,308.00
	Staffing Ministry	\$47,159.26	\$48,649.00	\$47,159.26	\$48,649.00	(\$1,489.74)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$3,426.00	\$4,387.00	\$3,426.00	\$4,387.00	(\$961.00)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$2,462.49	\$2,462.00	\$0.49	\$29,550.00
	<b>Total Expenses</b>	<b>\$78,949.67</b>	<b>\$81,374.00</b>	<b>\$78,949.67</b>	<b>\$81,374.00</b>	<b>(\$2,424.33)</b>	<b>\$1,008,800.00</b>
	<b>Difference</b>	<b>\$38,008.04</b>	<b>\$28,455.00</b>	<b>\$38,008.04</b>	<b>\$28,455.00</b>		<b>\$0.00</b>

**Shepherd of the Prairie  
General Fund Giving**

	2021	YTD	2022	YTD	2023	YTD	2024	YTD	2025	YTD	'25 vs '24 YTD
January	68,053	68,053	110,130	110,130	108,149	108,149	103,930	103,930	115,331	115,331	11%
February	69,321	137,374	67,528	177,658	60,799	168,948	63,895	167,825			
March	56,713	194,087	64,999	242,657	77,926	246,874	75,564	243,389			
April	52,721	246,808	65,407	308,064	68,959	315,833	75,752	319,141			
May	72,538	319,346	67,639	375,703	59,978	375,811	57,567	376,709			
June	57,228	376,574	89,038	464,741	73,629	449,440	77,665	454,374			
July	55,226	431,800	72,011	536,752	64,756	514,196	76,549	530,924			
August	64,459	496,259	63,162	599,914	89,060	603,256	65,087	596,011			
September	53,586	549,845	59,793	659,707	64,574	667,830	70,412	666,422			
October	56,516	606,361	75,583	735,290	78,457	746,286	91,563	757,985			
November	57,144	663,505	64,402	799,691	70,048	816,335	77,377	835,362			
December	77,552	741,057	83,809	883,500	89,223	905,558	84,315	919,677			

# Shepherd of the Prairie Lutheran Church

## Youth Ministry Coordinator

### Position Summary

Shepherd of the Prairie Lutheran Church (SOTP) is looking for a Youth Ministry Coordinator who will develop and implement engaging, age-appropriate activities that promote spiritual growth, fellowship, and community for youth. Through compassionate, creative, and courageous means, the Youth Ministry Coordinator will help youth explore identity, belonging, and purpose through a grounded Christian faith and community, and inspire them to faithful service in the church and broader community.

While this position is focused on high school youth ministry, the Youth Ministry Coordinator will work with the Pastor, the Director of Children and Family Ministry, and the Children, Youth, and Family Ministry Team to build a cohesive and complimentary program for youth of all ages with an opportunity to expand into areas of ministry involving middle school and college-aged youth.

This is a full-time, salaried position with flexible hours that include regular night and weekend commitments, especially Wednesdays and Sundays. Periodic overnights, weeklong trips, and other extended time commitments will also be expected.

### SOTP Purpose Statement

A Growing Church for Growing People

### SOTP Vision

Shepherd of the Prairie is a vibrant congregation that is open and attentive to God's will. We reach people and build community on the ground and online with the good news of Jesus Christ.

Young people find a place to launch their faith lives. Adults live out an increasingly mature faith, growing deeper as followers of Jesus.

Through dynamic worship, meaningful small groups, and committed service, God's people are able to love and be loved – in the congregation, community, and in the world.

### Program Goals

- Provide a place where high school youth can make meaningful connections in a Christian community.
- Help youth grow in faith and deepen their relationship with God.
- Engage youth in a richer knowledge of Scripture.
  - Provide a framework for understanding Scripture.
  - Allow space for youth to explore their own interpretations/understandings (grounded in Lutheran theology).
- Encourage youth to explore how their faith shapes their life outside of the church.
- Inspire youth to actively participate and serve in the life of SOTP and the broader church.

### Core Competencies

- Connection: Ability to connect with high school aged youth and communicate regularly with families and the congregation.
- Creativity: Innovative in planning engaging activities. Ability to generate new ideas balanced with structure/routine.
- Passion: Possess a natural passion for faith/faith formation and connection to the church.

- Compassion/Care: Exudes a natural sense of care for the well-being of others by responding with empathy to the life circumstances of others. Demonstrates appropriate and boundaried expressions of care.
- Hospitality: Support a culture of welcoming and connection both within the Youth Group and in the life of the congregation.
- Integrity/Trust: Practice direct, honest and transparent communication. Keep confidentiality, and respond to situations with consistency and reliability.
- Collaboration: Willingness to work with the Pastor and members of the Children, Youth, and Family Ministry Team to facilitate spiritual formation/discipleship as a journey or through personal reflection and a variety of spiritual practices.
- Growth: Desire to grow in knowledge and faith through study, educational opportunities, networking, reflections, and spiritual practices.
- Teaching: Design effective lesson plans and facilitate learning experiences in both small and large group settings. With the Pastor, select teaching topics/curricula that are relevant, provocative and contribute to a deeper understanding of God's faithful presence in Jesus.

## Essential Functions

- Create a rhythm and structure for our high school Youth Group that can become familiar and consistent for youth and their families.
- Plan and lead weekly high school Youth Group gatherings.
- Organize and facilitate periodic special youth events.
  - Lock-ins
  - "30 Hour Famine"
  - "Act 2Day 4 Tomorrow"
- Arrange larger annual trips - likely a 3-year rotation.
  - ELCA Youth Gathering
  - Service-Learning Trip
  - Adventure-Community Experience
- Recruit volunteers to chaperone/assist in the leading of youth ministry activities/trips.
- Design fundraising opportunities to offset the cost of large trips.
- Develop a system/practice for publicising future youth events and celebrating previous events.
- Engage both youth who are active in our program and youth who are not.
- Collaborate with the Pastor to develop a Bible study/faith exploration plan and routine.
- Team with the Pastor and the Director of Children and Family Ministry to continue to shape and live into the values, practices, and vision of children, youth, and family ministry at SOTP.

## Other Responsibilities

- Make connections with youth in Confirmation to encourage future participation in Youth Group.
- Create a plan for engaging youth after high school graduation.

## Qualifications

- A member of the Evangelical Lutheran Church in America (or similar denomination) or able to teach and support Lutheran theology with integrity
- Bachelor's degree, preferably with some coursework in Christian religious studies
- Certificate in youth ministry (arrangements can be made to fulfill this qualification upon employment, if necessary)
- Previous experience in working with children and youth in a church environment or education setting (Preferred)

## **Supervision and Support**

The Youth Ministry Coordinator reports directly to the Pastor.

## **Status and Compensation**

This is a full-time position. Compensation is to commensurate with experience.

## **To Apply**

Submit cover letter and resume to Pastor Ryan Mackey at [pastorryan@sotpmail.com](mailto:pastorryan@sotpmail.com).

## **Equal Employment Opportunity Employer Statement**

- Shepherd of the Prairie is an equal opportunity employer. We value our colleagues' unique perspectives, experiences and ideas and create workplaces where everyone can develop their careers and perform to their full potential.
- As an equal employment opportunity employer, Shepherd of the Prairie is committed to equal employment opportunity and fair treatment for employees, beginning with the hiring process and continuing through all aspects of the employment relationship.
- All qualified applicants will receive consideration for employment without regard to race, color, sex, gender identity, sexual orientation, religion, national origin, age, disability, protected Veteran status or any other characteristic protected by applicable federal, state, or local laws.



Estimated Annual Hours - SOTP Youth Ministry Coordinator

Event / Ministry		Hours	
<b>Weekly Youth Group Gatherings</b>			
	Planning	156	
	Leading	78	
<b>Youth Group Lock-Ins</b>			
	Planning	56	
	Leading	28	2 X 14 Hours
<b>Youth Quake Retreat</b>			
	Planning	12	
	Travel	6	
	Leading	24	
<b>Annual Youth Trip</b>			
	Planning / Training	24	Conservatively
	Travel	14	Conservatively
	Leading	86	
<b>Fundraising</b>			
	Planning/Execution	80	2 major fundraisers
<b>Visiting / Connecting with Youth</b>			
	Attending Events	208	2 events / week
	In the Community / Available	624	12 hours / week
	Sunday Morning Availability	182	
<b>Meetings</b>			
	Staff	52	
	Team	78	
	Ministry Lead	6	
	Ministry Night	12	
<b>Administrative</b>			
	Record Keeping	52	
	Newsletter Writing	18	
<b>Collaboration / Continuing Ed.</b>			
	Connecting with other Synod Leaders	12	
	C, Y, & F Staff Retreat	8	
	Planning, Visioning, Reading	240	approx. 4.5 hours / wk
	ELCA Youth Min. Network Extravaganza	24	Minimum
<b>Total Annual Hours</b>		<b>2,080</b>	

Full Time = 40 hours X 52 weeks = 2,080 hours



# **SHEPHERD OF THE PRAIRIE**

**LUTHERAN CHURCH**

## **Operations Report January 2025**

### Facility

- Sign team
  - Doors are lettered A,B,C,D
  - Vestibule signs have been made and are in B,C,D
  - Soffit signs have been installed
  - Outdoor sign will start to get more consideration after and will most likely need to be budgeted for 2026
  - Inventory has begun for all items in church
- Trane
  - Trane contract ends next year end of quarter 1
    - We need to evaluate how often we should get computerized updates
    - We have a quote for a 3 year software update that we plan to take
    - Mechanical services will go to NJ Mechanical

### HR

- We are contracting Dennis Houghton to help with professional social media posts
  - He will be at different events to take photos and short videos for our socials and website

### Branding/Website/Apparel

- See above Dennis note
- 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 plans to move our site to a new host
- 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
  - Have begun adding Dennis H. photos
- We have ordered 3 new laptops on black Friday deals

- Laptops are for Pastor Mark, Jane and Donna
  - Working great for all of them

#### Planning Center

- Continues to grow in it's utilization

## **Property Team meeting – February 10, 2025**

The meeting was called to order by Mark Frendreis (Chair) at 7:06 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](mailto:SOTPProperty@gmail.com)

### **Old Business**

- Breaker box questions
  - Still waiting on Carey Electric
- Outlet labeling in old building
  - Mark and Rich will get to it
- Sign/Monitor updates
  - Signs are still needed on the main hall to the music room in the new church
  - Still looking for a design for the main sign outside
- Carpet in Willow room and Matt's office
  - Cleaning and possibly replace in the Spring
- Lights
  - There are a few lights out in the crossroads which need to be replaced
  - West parking lot 2 lights are out
    - Waiting for better weather
- Clean up electrical room bench
  - Some of this has been done and continues
- Inventory - 2014 was the last time an inventory was completed
  - A little less than ½ are back from the staff and groups
- Request from Judie Symbal for a light over the stairs to the sacristy
  - Mark and Larry will work on this
- Door Closers for Fellowship hall
  - Rich and Mark were able to adjust the friction pin
- Squeaky noise in Fellowship hall when heat turns on
  - It's the fan belt – Sherman mechanical next time they are here
- Rich is going to ask Nelbud to change our billing to quarterly rather than monthly
  - Complete – starts in April
- Trane contract for 3 years for software and to keep us on their books
  - Waiting until March to get a new tech only contract
- Donna is concerned with the lights in the hall by the Library
  - The switch was reprogrammed

### **New business**

- Who will cover the walkthrough in March?
  - Chris

- Door stop to sanctuary
  - There was a request to put a doorstop on the door near the coffee bar
  - Not at this time due to HVAC efficiency
- Alice closet doors
  - The doors will be taken down and she may be able to move to another space
- Soap dispenser batteries
  - May have been an error
- AV room
  - Inventory is being done and reviewing physical inventory moved or disposed if needed
- Water pressure in the for hot water in the single bathroom in the new building is low
  - Rick will look at it
- Someone turned off the thermostat in the Maple room a couple of times
- Rich is reorganizing the property team drawer
- Mark will contact Matt to ensure the pins are pulled on the old building doors when they leave

The meeting was adjourned at 7:45 pm

Submitted by:  
Jessica Panella

# Mission Team Minutes

## Feb. 10, 2025

Attendance: Sandy Hupert, Vik Berkeris, Deanne Byers, Carl Hupert, Marty Jacobson, Rick Miller, Annette Petersen, Elizabeth Trout, Shirley Ulmer, Valerie Ulmer, John Witt and Steve Legel. Guest; Gary Gartrell

Sandy opened the meeting with a reading from Math. 5:16 and a prayer.

Gary Gartrell gave a presentation on Casa ( Court Appointed Special Advocates ). These are volunteers appointed by the courts to check on children within the court system involved with DCFS. They advocate for the children and are the “eyes” of the judge.

### Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to Jan. minutes. Motion carried.
2. Christmas “24; Offering total was \$ 6941.73.
3. Grafton Food Pantry: No report.
4. Blood Drive: No report.
5. Northern ILL. Food Bank: Sign up sheet is posted for volunteers on March 15th. Will need Approx. 30 volunteers. Will put notice in newsletter.
6. LSSI Prison Ministry: No report.
7. Feed My Starving Children: 29 volunteers went Feb. 1st. Planning another event for Oct. or Nov. Maybe get more family involvement.
8. Exodus: Delivered “ Welcome Pac “ to Nicaraguan family in Hanover Park.
9. WARP: Organization has a space at Woodstock train station where they hand out tents, sleeping bags, clothing and other supplies to homeless and others in need. This will be a continuing project.
10. Homeless Meals: We will provide lunch on March 21st. Vik asked for ideas for meal. Usually have Approx. 90 clients and volunteers take part in this.
11. ELCA Wold Hunger/Disaster Relief: Since no vote was taken about California fires via internet the chair asked if a motion might be made. Carl moved and Rick seconded motion to give \$1000.00 to ELCA Disaster Relief for the California fires. Motion carried
12. Habitat for Humanity: Carl passed around sign up sheet for Culvers’ fund raiser in Huntley on March 24th. A golf fund raiser is planned by organization in near future. Four volunteers going to ReStore on Feb. 20th.
13. Missionary Support: Will have missionary selection next meeting.
14. Turning Point: List of needs for “ Comfort Kits” will be posted in March newsletter.

### New Business

1. Lenten Donations: Marty moved and Elizabeth seconded motion to give total donation to LSSI. Motion carried.
2. Prayers of Joys and Concerns.
3. Motion to Adjourn made by Vik and seconded by Steve. Motion carried.

Steve Legel, Secretary

Attendees: Tara Mackey

Bob Malm

Annette Kandell

Donna Allen

- 1) Business Expo – March 15<sup>th</sup> 9-3 – still need volunteers
  - a. 8:45- 12/ 12-3:30 shifts
  - b. Annette to experiment with fabric for create a face game
  - c. Will look to purchase sunglasses ? for new item to hand out
  - d. Donna to talk to Michelle about new 'Connect with Us' sign
  - e. Tara to talk to Jill G about coloring sheet/word search for kids
  - f. Tara to talk to Matt about photo release – if we take pictures with the create a face game.
- 2) Updates –
  - a. Deaf Signing Ministry – Annette
    - i. Working on Lord's Prayer. Will connect with Dennis to work on getting video started
    - ii. Also wanting to start mini classes between services for those who would like to learn to sign
  - b. Neighborhood Flyer – Bob
    - i. Pat is getting firm pricing on the specific neighborhood areas.
    - ii. Want them to go out before Easter
    - iii. About \$1.28/ card
    - iv. Talking to Matt about checking where our demographics come from from views online.
  - c. Dennis Houghton Show – Tara
    - i. Waiting on date from Dennis
  - d. Balance Workshop – Alison
    - i. Spoke with Jessie B on the Wellness committee – they are in. They don't meet for a while, so will table discussion until then.
    - ii. Outreach picked a date of 9/20 at 10 am
  - e. Community Luncheon with Grafton – Tara
    - i. Called Harriett – she was thrilled to be honored. She will get back to us with a date. Possibly a Monday/Tuesday Morning in March/April
    - ii. Asked for most needed items to put on our slide –
      1. Paper products
      2. Cereal
      3. Personal Hygiene products
    - iii. Will make slide
  - f. Plastic Update – 211 lbs to date – Slide will be made and updated

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

## **February 10, 2025**

Meeting Start Time: 7:07pm

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

Guest: John Witt (Mission Team)

Absent: Tim Torkelson

Meeting End Time: 8:10pm

### **1. Old Business**

- Kids Connect Survey
  - 16 surveys submitted.
  - Things for immediate consideration
    - Potential volunteers not aware that lessons are already planned out
    - Common theme: desired consistency by having regular contact with teachers
  - Tonight we gave first thoughts as we began to digest the survey data
    - We will take the next month to individually reflect on the data, envision possibilities for the future, and research other churches.
    - We acknowledged the difference between what we can realistically accomplish this fall and where we want to eventually end up
      - We will likely create a multi-phase plan for growing this program.
- Movie Night on February 21, 6:30-8:15 pm
  - Moana 2
  - Recruit help
    - High School/Confirmation
  - Ask for candy donations

### **2. New Business**

- Met with John Witt from our Mission team to talk about scheduling a Feed My Starving Children date to promote to our young families.
  - Will look at early November for our first choice. John will keep us updated. We hope to send 100 people to FMSC

### **3. Brief Ministry Check-in**

- Kids Connect
  - Kids Connect has been moved into the Maple Room
- Adventure Club
  -
- Confirmation
  -
- Youth Group
  - Youth Ministry Coordinator Job Description has been finished and is awaiting Council approval
  - Pastor Ryan fielded questions from the team regarding this position. All agreed that this is a needed position and all are encouraged by it.



## **Upcoming Events**

- February 21 - Indoor Movie Night - Moana 2
- 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

## **Ideas for Events**

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