



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

A Growing Church for Growing People

Congregation Council
Shepherd of the Prairie
Monday April 21, 2025
6:00 PM

Shepherd of the Prairie Lutheran Church
Council Meeting Agenda
April 21, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Lisa Wondriska
4. **Reflections** – Where have you seen God lately? – All
5. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes March 17, 2025 as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the March 2025 Treasurer and Financial Reports, as presented.*
7. **Current Business**
 - a. Endowment Fund Proposal review – Kathy/Pastor Mark
 - b. 2025 Children, Youth and Family Ministry update – Pastor Ryan
 - c. 2024 Stewardship Campaign Update – Pastor Mark

Community and Evangelism Engagement - Making Christ known by welcoming new neighbors and connecting God's story to ours. (Ellen and Jim S)

Children, Youth and Family Investment - Raising up the next generation of leaders. (Lisa, Bob and Jim P)

Congregation Celebration Events - Building community while experiencing joy in the company of others. (Kathy, Christa and George)
 - d. Financial Contribution Secretary – Kathy
 - e. Other Business
 - f. The next Council meeting is May 19, 2024, @ 6:00 PM, (Pastor Ryan devotions)
8. **Unfinished/Tabled Business**
 - a. Memory Garden Proforma and Fee Review – Finance Team
 - b. SOTP Constitution update tabled until Summer 2025 to be in line with the Synod
9. **Closing Prayer** – Pastor Ryan
10. **Adjournment**

April 21, 2025

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	i. Community Outreach Team Report - Missing	

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

March 17, 2025 @ 6:00 P.M.

Present: K. McGuine, B. Mollis, E. Nissen, Pastor Mark, Pastor Ryan, C. Serpe, G. Attaway, J. Puls, J. Stancl, L. Wondriska

Council President Kathy McGuine called the meeting to order at 6:01 P.M.

Pastor Mark opened with Prayer

Jim Puls delivered devotions - Love covering all, love versus hate.

All shared Monthly Ministry Reflections

Pastor Mark moved to approve the Congregation Council minutes for February 17, 2025, Lisa Wondriska seconded; motion passed.

Jim Stancl moved to approve the February 2025 Treasurer and Financial Reports, Pastor Ryan seconded; motion passed.

Review Purpose and Vision document - Pastor Mark/Kathy

Review Stewardship 3 areas of focus for 2025 Pastor Mark/Kathy

Council members are praying for the Three areas of focus.

Community and Evangelism Engagement Ellen Nissen and Jim Stancl

Children, Youth and Family Investment Jim Puls, Lisa Wondriska and Bob Mollis

Congregation Celebration Events George Attaway, Christa Serpe and Kathy McGuine

Pastor Ryan gave an update regarding 2025 Children, Youth and Family Ministry

Date for Council installation March 23rd 9am.

Next Council meeting, April 21, 2025, @ 6:00 PM, (Lisa Wondriska devotions)

Pastor Ryan closed in prayer.

7:25 P.M. George Attaway moved to adjourn; Lisa Wondriska seconded; motion passed.

Submitted by: Ellen Nissen

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING MARCH 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
March 1, 2025 Beginning Balance	\$ 390,803.19								
Monthly Income	85,790.96	82,368.00	\$ 3,422.96	265,150.15	263,139.00	\$ 2,011.15	\$ 1,008,800.00	26.28%	
Monthly Expenses	74,846.71	81,374.00	\$ (6,527.29)	243,257.91	244,122.00	\$ (864.09)	\$ 1,008,800.00		24.11%
Income vs. Expenditures	10,944.25	994.00		21,892.24	19,017.00				
March 31, 2025 Ending Balance	\$ 401,747.44								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.78								

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
March 1, 2025 Beginning Balance	\$ 51,372.46								
Monthly Income	26,488.86	18,807.00	\$ 7,681.86	79,377.98	56,421.00	\$ 22,956.98	\$ 225,684.00	35.17%	
Monthly Expenses	18,807.00	18,807.00	-	56,421.00	56,421.00	\$ -	\$ 225,684.00		25.00%
Income vs. Expenditures	7,681.86	-		22,956.98	-				
March 31, 2025 Ending Balance	\$ 59,054.32								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	3.14								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
March 1, 2025 Beginning Balance	\$ 264,634.48
Monthly Accounts + Activity	11,119.18
Monthly Accounts (-) Activity	6,392.90
Net Monthly Accounts Activity	4,726.28
March 31, 2025 Ending Balance	\$ 269,360.76

RESERVE FUNDS

	MONTHLY ACTUAL
March 1, 2025 Beginning Balance	\$ 183,304.76
Monthly Accounts + Activity	4,184.37
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	4,184.37
March 31, 2025 Ending Balance	\$ 187,489.13

PERMANENTLY RESTRICTED FUNDS

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

March 31, 2025 Total Ending Balance ALL FUNDS	\$ 931,110.31
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Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT Minutes
April 14, 2025

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

Excused: Bruce Rosborough

- I. **Minute Approval** – Without objection, the January 2025 minutes and the February and March Team reports were declared approved.

II. **Accounting Administrator's Report**

- a. Income/Expenses through March 28, 2025
 - i. March GF income of \$85,791 was \$7,031 ahead of the budgeted amount of \$78,760.
 - ii. March GF expenses of \$74,847 were \$6,527 less than the budgeted amount \$81,374.
 - iii. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$21,892 compared to a budgeted surplus of \$19,017. Recall the 2025 budget was targeted at breakeven.
- b. Balance Sheet through March 28, 2024
 - i. Total Current Assets \$931,1110
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,265,018
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through March 28, 2024
 - i. Account 3.140.000 Mortgage Service Fund is \$59,054
 - ii. Account 3.175.000 Memorial Fund balance is \$25,232
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$4,905
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$59,176
 - v. Account 3.332.000 Artist Series Fund balance is \$28,997
 - 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 \$ 73,532
- d. General Comments
 - i. March 2025 GF Member Contributions of \$82,438 were \$3,678 more than the 2025 Budget.
 - 1. YTD 2025 Contributions are \$258,382 compared to the YTD budget of \$243,389 for March 2025.
 - ii. March Mortgage Service Fund income significantly exceeded budget: \$26,489 vs. the \$18,807 monthly payment. YTD MSF revenue exceeds 2024 by \$11,691
 - 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 in part on personnel decisions. 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 monthly and giving trend forecasting especially challenging. ***This year may be***

especially difficult to assess with the recent significant decline in the markets. Some QCD donors may have acted early (thereby enhancing March results) and others may now wait to see if market price levels improve later in the year (thereby depressing second and third quarter financial results).

III. Treasurer's Report (as of March 28, 2025) of Activity & Council Actions/Discussions

- a. GF balance is \$401,747 which is approximately 4.78 months of reserves.
- b. MSF balance is \$59,054 which is approximately 3.14 months of reserves.

IV. Recommendations to Council

V. Old Business

- a. The team discussed at length the April 12 draft of an updated SOTP Endowment Fund governing document and offered several comments/edits for consideration.
- b. The Council was reported to working on a succession plan for the Contributions Secretary position.
- c. Cliff led the Team through a review of Q1 Stewardship.
- d. The Team in May will resume consideration of the Audit Team observations.

VI. 2024 Budget and New Business

- a. **Motion Adopted: To invest \$110,000 in a 12-month CD (maturing in April 2026, FDIC insured and non-callable) to be held at Fidelity in anticipation of the April 17, 2025 maturity of a 12-month CD.** Prior to adopting this motion, the team reviewed the cash position and general financial circumstances of SOTP and concluded reinvestment was appropriate. (Motion by Cliff)
- b. At the May meeting, the Team will review the current policy of allocating Thrivent donations to the Equipment Reserve Account.
- c. Later in the year, the Team will review the Financial Procedures manual.
- d. Next Finance Team Meeting will be May 13, 2025 @ 7:30 PM on Zoom.

VII. Adjournment Time with Prayer: 9:17pm

Respectfully submitted,
Bill Ball, Chair

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

Monday, April 7, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	190,520.91	26,859.47	163,661.44
1.200.000	Mission Plus Building Fund Checking	173.69	0.06	173.63
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	717,345.28	932.98	716,412.30
1.250.000	HBT/LPL Investment Account	425.42	0.00	425.42
1.500.000	Donations Holding Account	1,318.61	(47.22)	1,365.83
1.600.000	FNBO Checking Boy Scout Troop 200	11,326.40	(208.53)	11,534.93
Total Current Assets		\$931,110.31	\$27,536.76	\$903,573.55
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		\$8,265,017.53	\$27,536.76	\$8,237,480.77
Liabilities				
Current Liabilities				
Total Current Liabilities		\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	2,990,652.03	(9,888.53)	3,000,540.56
Total Long Term Liabilities		\$2,990,652.03	(\$9,888.53)	\$3,000,540.56
Total Liabilities		\$2,990,652.03	(\$9,888.53)	\$3,000,540.56
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	401,747.44	10,944.25	390,803.19
Total Unrestricted Fund Balances		\$401,747.44	\$10,944.25	\$390,803.19
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	6,047.60	3,945.13	2,102.47
3.175.000	Memorial Fund Balance	25,232.32	2,228.44	23,003.88
3.180.000	Grafton Food Pantry Fund Balance	763.83	(229.71)	993.54
3.220.000	AV Ministry Fund Balance	1,342.43	0.00	1,342.43
3.250.000	Good Samaritan Fund Balance	4,905.11	128.44	4,776.67
3.260.000	Community Outreach Fund Balance	3,638.84	230.00	3,408.84
3.270.000	Holiday Flowers Balance	619.45	588.00	31.45
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	59,176.07	(1,595.03)	60,771.10
3.345.000	Childrens Music Ministry Fund Balance	1,244.61	0.00	1,244.61
<i>Total Music Ministry Fund Balance</i>		<i>\$60,420.68</i>	<i>(\$1,595.03)</i>	<i>62,015.71</i>
3.340.000	Artist Series Balance	28,996.67	(3,346.49)	32,343.16
3.350.000	Prairie Crafters Fund Balance	2,639.57	51.38	2,588.19
3.380.000	Continuing Education Fund Balance	1,706.24	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	540.92	0.00	540.92
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	6.55	0.00	6.55
3.417.000	Youth Mission Trips Balance	10,302.96	0.00	10,302.96
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
<i>Total Youth Ministry Fund Balance</i>		<i>\$10,439.51</i>	<i>\$0.00</i>	<i>10,439.51</i>
3.500.000	Little Lambs Fund Balance	11,734.14	1,247.79	10,486.35
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95

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

Monday, April 7, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.650.000	Quilters Ministry Fund Balance	1,586.33	0.00	1,586.33
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	73,531.65	2,700.00	70,831.65
3.700.000	Church Events - Funded Balance	(517.32)	(202.64)	(314.68)
3.720.000	Disaster Relief Fund Balance	0.00	(650.00)	650.00
3.730.000	ELCA World Hunger Fund Balance	75.25	(160.50)	235.75
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	11,326.40	(208.53)	11,534.93
	Total	\$269,360.76	\$4,726.28	\$264,634.48
3.140.000	Mortgage Service Fund Balance	59,054.32	7,681.86	51,372.46
	Total Temporary Restricted Fund Balances	\$328,415.08	\$12,408.14	\$316,006.94
Reserves				
3.950.000	Barnabas Reserves Balance	1,010.62	0.00	1,010.62
3.971.000	Roof Repairs/Replacement Balance	61,475.04	575.00	60,900.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	9,811.28	650.00	9,161.28
3.974.000	Lawn & Landscaping Reserves Balance	11,566.38	333.33	11,233.05
3.975.000	Maintenance Reserves Balance	16,431.52	250.00	16,181.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,859.99	133.33	30,726.66
3.979.000	Outside Audit Reserve Balance	2,750.04	250.00	2,500.04
3.980.000	Equipment Reserves Balance	15,427.30	1,971.88	13,455.42
3.981.000	Bells Maintenance Reserves Balance	2,299.07	20.83	2,278.24
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
	Total Reserves	\$187,489.13	\$4,184.37	\$183,304.76
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	13,458.66	0.00	13,458.66
	Total Permanently Restricted Funds	\$13,458.66	\$0.00	\$13,458.66
3.130.000	Building & Grounds Equity	4,212,484.58	9,888.53	4,202,596.05
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	\$4,343,255.19	\$9,888.53	\$4,333,366.66
	Total Fund Balances & Equity	\$5,274,365.50	\$37,425.29	\$5,236,940.21
	Total Liabilities and Fund Balances & Equity	<u>\$8,265,017.53</u>	<u>\$27,536.76</u>	<u>\$8,237,480.77</u>

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

Monday, April 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	82,437.56	78,760.00	258,382.20	253,667.00	4,715.20	945,000.00
4.150.000	Loose Plate and Growth	2,181.75	2,708.00	3,199.10	6,772.00	(3,572.90)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	31.57	126.00	(94.43)	500.00
4.200.000	Fees and Registrations	150.00	208.00	675.00	624.00	51.00	2,500.00
4.250.000	Flower Income	52.00	117.00	104.00	351.00	(247.00)	1,400.00
4.300.000	Interest Income Heartland Bank	36.67	33.00	121.64	99.00	22.64	400.00
4.310.000	Investment Income Fidelity	932.98	500.00	2,636.64	1,500.00	1,136.64	29,000.00
	Total Income	\$85,790.96	\$82,368.00	\$265,150.15	\$263,139.00	\$2,011.15	\$1,008,800.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$41.00	\$596.60	\$123.00	\$473.60	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$6,061.35	\$8,663.00	\$27,100.40	\$25,989.00	\$1,111.40	\$103,950.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$1,500.00	\$2,202.00	(\$702.00)	\$8,800.00
<i>Fellowship Ministry</i>							
	Fellowship Ministry	\$16.59	\$167.00	\$16.59	\$501.00	(\$484.41)	\$2,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$140.00	\$450.81	\$420.00	\$30.81	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$321.05	\$716.00	\$1,015.51	\$2,148.00	(\$1,132.49)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$52.96	\$425.00	\$155.81	\$1,275.00	(\$1,119.19)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$79.27	\$171.00	\$180.94	\$513.00	(\$332.06)	\$2,050.00
<i>Worship Ministry</i>							
	Worship Ministry	\$219.71	\$651.00	\$586.23	\$1,953.00	(\$1,366.77)	\$7,800.00
<i>Audio Visual</i>							
	Audio Visual	\$1,327.95	\$1,987.00	\$5,598.60	\$5,961.00	(\$362.40)	\$23,850.00
<i>Facilities</i>							
	Facilities	\$9,546.94	\$9,087.00	\$33,390.46	\$27,261.00	\$6,129.46	\$103,339.00
<i>Office Expenses</i>							
	Office Expenses	\$3,270.57	\$3,094.00	\$9,544.00	\$9,282.00	\$262.00	\$37,122.00
<i>Staffing Ministry</i>							

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

Monday, April 7, 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	\$36,072.31	\$36,100.00	\$108,188.30	\$108,300.00	(\$111.70)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$10,084.30	\$10,101.00	\$31,375.66	\$30,303.00	\$1,072.66	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$1,902.37	\$2,448.00	\$5,938.34	\$7,344.00	(\$1,405.66)	\$31,308.00
	Staffing Ministry	\$48,058.98	\$48,649.00	\$145,502.30	\$145,947.00	(\$444.70)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$3,428.85	\$4,387.00	\$10,232.19	\$13,161.00	(\$2,928.81)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$7,387.47	\$7,386.00	\$1.47	\$29,550.00
	Total Expenses	\$74,846.71	\$81,374.00	\$243,257.91	\$244,122.00	(\$864.09)	\$1,008,800.00
	Difference	\$10,944.25	\$994.00	\$21,892.24	\$19,017.00		\$0.00

**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	60,614	175,945	5%
March	56,713	194,087	64,999	242,657	77,926	246,874	75,564	243,389	82,438	258,382	6%
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

Operations Report April 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
 - Next meeting regarding this is on 4/24/25
- Property Team
 - Inventory has begun for all items in church
 - I believe Mark has finished getting almost all itemized lists from everyone
- Utilities
 - Dave and I talked about higher utilities in Q1 and while I wouldn't know for Q1, I do know the lights in the parking lot were on for 2 weeks I believe without being turned off as we waited for a new timer to be installed.
 - I also know that the Fellowship Hall and Sanctuary were running during off times at a very high rate for heat for a while, but we didn't catch it until we noticed a trend.

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
 - Going well so far and learning a lot
 - Check and follow our socials which can all be found here:
<https://linktr.ee/sotphuntley>
- Pastor Ryan has been interviewing different candidates for Youth Ministry Coordinator position. I sat in on one that was deemed worthy of a second interview and it was a great candidate but the compensation we offer is out of the range he is seeking.

Branding/Website/Apparel

- See above Dennis note

- 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
 - Need to take another day with staff to go over all necessary changes

Planning Center

- Michelle is starting to look at making us more efficient in Planning Center
 - She has sat in on trainings / webinars for Planning Center and Canva

Property Team meeting – April 14, 2025

The meeting was called to order by Mark Frendreis (Chair) at 7:05 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Larry Enders and Tom Polzin

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

Old Business

- Outlet labeling in old building
 - Mark and Rich will get to it
- Sign/Monitor updates
 - No update due to no Meeting since the last time
- Carpet in Willow room and Matt's office
 - Still waiting
- Lights
 - There are a few lights out in the crossroads which need to be replaced
 - The lights are LED but the fixtures are not
 - West parking lot 2 lights are out
 - All the lights are working and the timer is working as well
- Inventory - 2014 was the last time an inventory was completed
 - Everything is turned in except the Music Ministry (Jane)
 - Working on completing the costs for miscellaneous items
- Request from Judie Symbal for a light over the stairs to the sacristy
 - Mark and Larry will work on this
- Water pressure in the for hot water in the single bathroom in the new building is low
 - Rick adjusted the valve and it is working now
- Rattle in heat in men's room in the new building
 - Mark will look into it
- Water pressure in bathroom
 - Rick will look at this

New business

- Who will cover the walkthrough in May
 - Rick
- Mulch
 - Complete
- Window Cleaning
 - Complete
- Clock in Worship area
 - It has been put back up

- Doorbell in dumpster
 - There are several staff members who have the app to help people if they are stuck
- Fire Inspection
 - They are going to test the dry systems and the three year systems
- Fascia Repair
 - Was completed
- Thermostat in vestibule B is needing adjustment with weather changes
- The D door doesn't latch
 - The sweep needs adjusting – Rick will take a look at it

The meeting was adjourned at 7:35 pm

Submitted by:
Jessica Panella

SOTP Children, Youth, and Family Team Meeting

April 14, 2025

Meeting Start Time: 7:06 pm

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

Guest: Kathy McGuine

Absent:

Meeting End Time: 8:05 pm

1. Old Business

- Kids Connect Rebuild
 - Help kids feel like they belong and are part of this program's community
 - Ideas for decorating the Maple Room.
 - Kids Connect needs to feel like it belongs/that it has its own place at SOTP. With that in mind, let's discuss ideas for decorating the room to make it feel more inviting and kid friendly.
 - Need kid-sized tables and chairs
 - Build a program that works better for kids with special needs
 - Volunteers
 - Potential volunteers not aware that lessons are already planned out
 - Desired consistency by having regular contact with teachers
 - For now, recruit 3 teachers to serve for a season
 - potentially 12 volunteers to serve over four seasons (maybe less if people want to renew for more than one season in a year)
 - Curriculum Review
 - Whirl Lectionary thoughts
 - Tabled until May
 - Children's program visibility concerns
 - Ways of adding publicity/welcome/celebrations in Narthex
 - Add pictures to screens/display pictures creatively
 - Update existing picture collages in hallway
 - Kids Connect Publicity Video for fall rollout
 - Start shooting new photos and video footage now
- Painting with Miss Donna (May 1)
 - Fee will be \$5 to help offset cost of supplies
 - Up to 15 Kids + Parents
- Feed My Starving Children
 - John Witt contacted FMSC Schaumburg and they confirmed their web reservations can only be made 6 months in advance. However, they have placed a hold for us with 100 slots on Saturday, November 8th from 9 AM - 11 AM
 - We will check on this in May and begin our publicity campaign with signups.

2. New Business

-

3. Brief Ministry Check-in

- Kids Connect
 -
- Adventure Club
 -
- Confirmation
 -
- Youth Group
 - Pastor Ryan is interviewing Youth Ministry Coordinator candidates
 - Leadership Lab registration is underway
 - Possible youth camping trip this summer

Upcoming Events

- April 19 - Easter Egg Hunt
- May 1 - Painting with Miss Donna
- Early June - Outdoor Movie Night
- 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)

Mission Team Minutes
April 14, 2025

Attendance: Sandy Hupert, Vic Berkeris, Stephanie Mondello, Annette Peterson, Elizabeth Trout, John Witt, Rick Miller, Marty Jacobson, Carl Hupert

Sandy opened the meeting with a reading from Eph. 2:10 and a prayer.

Old business:

1. Approval of minutes: Vik moved and Marty seconded motion to approve. Motion carried.
2. Grafton Food Pantry: Annette shared that Grafton is thinking of providing paper bags with handles to assist in the Huntley Post office "Stamp Out Hunger" collection on May 10th. More to come.
3. Warp: Vik reported that Jill from Children Youth and Family Ministry will be purchasing T-shirts for VBS this year. WARP will be serving another free meal at the Woodstock train station.
4. ELCA World Hunger: Stephanie related the ELCA has a program of matching funds (up to \$100,000.00 running from 3/16-10/16/25. Becky has requested that SOTP donate \$500 before the Synod's meeting in June. Elizabeth so moved and Annette seconded. Motion carried.
5. NIFB: Elizabeth reported no specific date has yet been set. She was pleased with the article appearing in the April Newsletter. Elizabeth will be helping out with a NIFB fund raiser on May 3rd.
6. FMSC: John reported our next volunteer event will be November 8 coordinating with Youth & Family Ministries. He will try signing up for 100 participants once FMSC opens enrollment for November.
7. Exodus: At this time only privately, sponsored refugees will be officially accepted for relocation to the US. Stephanie reported that at the Celebration of Life there were 1000 + attendees and included in the presentations were two children who recounted their experience of adaption. It was also emphasized that Exodus seeks to establish another "Heide House" in Chicago to copy the success of the Wheaton home in supporting, teaching etc. new arrivals into our culture.

8. Habitat for Humanity: Carl reported that SOTP regularly has 4-6 volunteers each month helping at Habitat's Restore in Elgin. Habitat has three sites under construction and seeks volunteers. Habitat New Hope officially recognized for property to be built at 1550 Sheffield in Elgin IL. Habitat is having a 2nd annual Golf Scramble at Jameson's on May 30. Rick Miller and Elizabeth Trout have volunteered to help if needed. \$1453.00 was earned for Habitat New Hope, thanks to Habitat's fund raiser volunteers on (3/24/25) at Culvers'.
9. Homeless meals: Vik reported June had four dates to be filled for lunch volunteers. There is a smaller number of needed meals, from 110 down to 75-80.
10. Turning Point: Marty said that SOTP was very generous in its support, meeting all needs other than 6 hair brushes which will be supplied by Marty & Sandy. 4/24 is set for delivery by Marty and one other person.
11. Missionary support: Steve has sent in check request for \$1500 towards our missionary support..
12. Easter offering: Habitat, Turning Point, and Exodus will be the recipients.

New Business:

1. AARK had serious storm barn damaged which will have to be rebuilt. There may be a very few vegetables available in which case Vik would bring them to church for sale. NO advanced orders will be taken.
2. Prayers of Joys and Concerns.
3. Motion to adjourn by Vic and seconded by Annette. Motion carried.

Carl Hupert, Acting Secretary

The WORSHIP COMMITTEE has a very informal meeting on Tuesday, April 15, 2025, at 9am.

Attending the meeting were Jane, Carolyn, Judie, and Sandy.

We met to decorate the living Last Supper for Maundy Thursday. Mission accomplished with help from Pastor Mark and Donna Kelly. We reviewed the rest of Holy Week.

Maundy Thursday will have the disciples stripping the Altar. Friday morning the banners will change for Good Friday at 1030am. At 11am there is a group that will set up extra chairs in the gathering area for Easter Service. There will also be a 4th communion station for the gathering area.

Saturday morning about 9am 95 Easter Flowers will be delivered and arranged for Easter Service. The church banners will be changed for Easter. Carolyn gave Donna Kelly the items that are needed for the special Saturday 5pm service.

Easter Services are 9am and 11am. We finished decorating about 1030am and the meeting was adjourned.