



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

A Growing Church for Growing People

Congregation Council
Shepherd of the Prairie
Monday May 19, 2025
6:00 PM

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

May 19, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Pastor Ryan
4. **Reflections – Where have you seen God lately? – All**
 - a. Reminder to be prayerfully engaged and more if it moves you....
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)
5. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes April 21, 2025, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the April 2025 Treasurer and Financial Reports, as presented.*
 - b. *Let the minutes show that on May 1, 2025, via electronic mail, a motion was made by Pastor Mark Boster and seconded by Christa Serpe to approve the installation of 7 new members as listed at the May 11, 2025, Worship Services. The motion was unanimously approved.*
 - c. *Let the minutes show that on May 5, 2025, via electronic mail, a motion was made by George Attaway and seconded by Lisa Wondriska to approve the Endowment Fund Policies and Procedures Document that was discussed and presented at the April 21st, 2025, Council meeting, The motion was unanimously approved.*
7. **Current Business**
 - a. Benefits and Retirement sub team – Bob
 - b. 2025 Children, Youth and Family Ministry update – Pastor Ryan
 - i. Update on search for Youth
 - ii. Activity list summer
 - iii. Physical changes to Maple room request
 - c. Financial Contribution Secretary resignation – team meeting week of 5/27.
 - d. Other Business
 - e. The next Council meeting is June 16, 2025, @ 6:00 PM, (Pastor Mark 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**

May 19, 2025

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Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

April 21, 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

Lisa Wondriska delivered devotions - Love covering all, love versus hate.

All shared Monthly Ministry Reflections

George Attaway moved to approve the Congregation Council minutes for March 17, 2025, Bob Mollis seconded; motion passed.

Jim Puls moved to approve the April 2025 Treasurer and Financial Reports, Lisa Wondriska seconded; motion passed.

Kathy McGuine and Pastor Mark reviewed the Endowment Fund Proposal with the Council.

Pastor Ryan updated the Council regarding the 2025 Children, Youth and Family Ministry.

Pastor Mark updated the Council regarding the 2024 Stewardship Campaign Update.

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)

Kathy updated the Council regarding the Financial Contribution Secretary.

Next Council meeting, May 19, 2025, @ 6:00 PM, (Pastor Ryan devotions)

Pastor Ryan closed in prayer.

7:07 P.M. Jim Stancl moved to adjourn; Pastor Ryan seconded; motion passed.

Submitted by: Ellen Nissen

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING APRIL 30, 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
April 1, 2025 Beginning Balance	\$ 401,747.44								
Monthly Income	97,136.69	92,790.00	\$ 4,346.69	362,286.84	355,929.00	\$ 6,357.84	\$ 1,008,800.00	35.91%	
Monthly Expenses	80,476.34	78,327.00	\$ 2,149.34	323,734.25	322,449.00	\$ 1,285.25	\$ 1,008,800.00		32.09%
Income vs. Expenditures	16,660.35	14,463.00		38,552.59	33,480.00				
April 30, 2025 Ending Balance	\$ 418,407.79								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.98								

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
April 1, 2025 Beginning Balance	\$ 59,054.32								
Monthly Income	24,526.92	18,807.00	\$ 5,719.92	103,904.90	75,228.00	\$ 28,676.90	\$ 225,684.00	46.04%	
Monthly Expenses	21,446.57	18,807.00	\$ 2,639.57	77,867.57	75,228.00	\$ 2,639.57	\$ 225,684.00		34.50%
Income vs. Expenditures	3,080.35	-		26,037.33	-				
April 30, 2025 Ending Balance	\$ 62,134.67								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	3.30								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
April 1, 2025 Beginning Balance	\$ 269,360.76
Monthly Accounts + Activity	20,781.48
Monthly Accounts (-) Activity	6,080.37
Net Monthly Accounts Activity	14,701.11
April 30, 2025 Ending Balance	\$ 284,061.87

RESERVE FUNDS

	MONTHLY ACTUAL
April 1, 2025 Beginning Balance	\$ 187,489.13
Monthly Accounts + Activity	4,737.49
Monthly Accounts (-) Activity	3,444.00
Net Monthly Accounts Activity	1,293.49
April 30, 2025 Ending Balance	\$ 188,782.62

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
April 1, 2025 Beginning Balance	\$ 13,458.66
Monthly Accounts + Activity	600.00
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	600.00
April 30, 2025 Ending Balance	\$ 14,058.66

April 30, 2025 Total Ending Balance ALL FUNDS	\$ 967,445.61
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Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT Minutes
May 12, 2025

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

- I. **Minute Approval** – Motion adopted to approve the April 2025 minutes as presented. (Motion by Joe Anderson)

II. **Accounting Administrator's Report**

- a. Income/Expenses through April 30, 2025
 - i. April GF income of \$97,137 was \$4,347 more than the budgeted amount of \$92,790.
 - ii. April GF expenses of \$80,476 were \$2,149 more than the budgeted amount \$78,327.
 - iii. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$38,553 compared to a budgeted surplus of \$33,480. Recall the 2025 budget is targeted at breakeven.
- b. Balance Sheet through April 30, 2024
 - i. Total Current Assets \$967,446
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,301,353
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through April 30, 2024
 - i. Account 3.140.000 Mortgage Service Fund is \$62,135
 - ii. Account 3.175.000 Memorial Fund balance is \$25,407
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$5,005
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$64,023
 - v. Account 3.332.000 Artist Series Fund balance is \$30,492
 - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,553
 - vii. Account 3.675.000 Memory Garden Fund Donation balance \$13,612
 - viii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,617
 - ix. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 73,532
- d. General Comments
 - i. April 2025 GF Member Contributions of \$85,886 were \$2,383 more than the 2025 Budget.
 - 1. YTD 2025 Contributions are \$344,268 compared to the YTD budget of \$337,170 for April 2025.
 - ii. April Mortgage Service Fund contribution income significantly exceeded budget: \$21,887 vs. the \$18,807 monthly payment. YTD MSF contribution revenue exceeds 2024 by \$26,037. In addition, an additional payment toward principal was made in April of \$2,640 from the Prairie Crafters.
 - 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 and partial recovery in the markets. Some QCD donors may have acted early (thereby enhancing April 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 April 30, 2025) of Activity & Council Actions/Discussions

- a. GF balance is \$418,408 which is approximately 4.98 months of reserves.
- b. MSF balance is \$62,135 which is approximately 3.30 months of reserves.

IV. Recommendations to Council

V. Old Business

- a. The team was asked to offer by COB Wednesday, May 14, any comments on the Endowment Fund governing document recently approved by Council.
- b. The Council was reported to be working on a succession plan for the Contributions Secretary position.
- c. The Team in June will resume consideration of the Audit Team observations as well as document retention policy.

VI. New Business

- a. 2025-2026 insurance premiums are being released and will be reviewed prior to the next meeting.
- b. Later in the year, the Team will review the Financial Procedures Manual for possible updates and the allocation of Thrivent donations.
- c. Next Finance Team Meeting will be June 9, 2025 @ 7:30 PM on Zoom.

VII. Adjournment Time with Prayer: 8:10pm

Respectfully submitted,
Bill Ball, Chair
5/14/2025

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of April 30, 2025

Wednesday, May 14, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	224,216.99	33,696.08	190,520.91
1.200.000	Mission Plus Building Fund Checking	273.75	100.06	173.69
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	723,868.22	6,522.94	717,345.28
1.250.000	HBT/LPL Investment Account	425.50	0.08	425.42
1.500.000	Donations Holding Account	157.56	(1,161.05)	1,318.61
1.600.000	FNBO Checking Boy Scout Troop 200	8,503.59	(2,822.81)	11,326.40
Total Current Assets		\$967,445.61	\$36,335.30	\$931,110.31
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		\$8,301,352.83	\$36,335.30	\$8,265,017.53
Liabilities				
Current Liabilities				
Total Current Liabilities		\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	2,979,046.93	(11,605.10)	2,990,652.03
Total Long Term Liabilities		\$2,979,046.93	(\$11,605.10)	\$2,990,652.03
Total Liabilities		\$2,979,046.93	(\$11,605.10)	\$2,990,652.03
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	418,407.79	16,660.35	401,747.44
Total Unrestricted Fund Balances		\$418,407.79	\$16,660.35	\$401,747.44
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	17,351.68	11,304.08	6,047.60
3.175.000	Memorial Fund Balance	25,407.32	175.00	25,232.32
3.180.000	Grafton Food Pantry Fund Balance	1,324.91	561.08	763.83
3.220.000	AV Ministry Fund Balance	1,342.43	0.00	1,342.43
3.250.000	Good Samaritan Fund Balance	5,005.11	100.00	4,905.11
3.260.000	Community Outreach Fund Balance	3,723.86	85.02	3,638.84
3.270.000	Holiday Flowers Balance	37.45	(582.00)	619.45
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	64,023.10	4,847.03	59,176.07
3.345.000	Childrens Music Ministry Fund Balance	1,308.99	64.38	1,244.61
<i>Total Music Ministry Fund Balance</i>		<i>\$65,332.09</i>	<i>\$4,911.41</i>	<i>60,420.68</i>
3.340.000	Artist Series Balance	30,491.57	1,494.90	28,996.67
3.350.000	Prairie Crafters Fund Balance	5.14	(2,634.43)	2,639.57
3.380.000	Continuing Education Fund Balance	1,706.24	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	652.94	112.02	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	10,552.96	250.00	10,302.96
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
<i>Total Youth Ministry Fund Balance</i>		<i>\$10,689.51</i>	<i>\$250.00</i>	<i>10,439.51</i>
3.500.000	Little Lambs Fund Balance	12,546.86	812.72	11,734.14
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 April 30, 2025

Wednesday, May 14, 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	3,616.57	300.00	3,316.57
3.677.000	Memory Garden Niche Fund Balance	73,531.65	0.00	73,531.65
3.700.000	Church Events - Funded Balance	(558.45)	(41.13)	(517.32)
3.720.000	Disaster Relief Fund Balance	100.00	100.00	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	200.00	200.00	0.00
3.730.000	ELCA World Hunger Fund Balance	250.50	175.25	75.25
3.735.000	LSSI Fund Balance	200.00	200.00	0.00
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	8,503.59	(2,822.81)	11,326.40
	Total	\$284,061.87	\$14,701.11	\$269,360.76
3.140.000	Mortgage Service Fund Balance	62,134.67	3,080.35	59,054.32
	Total Temporary Restricted Fund Balances	\$346,196.54	\$17,781.46	\$328,415.08
Reserves				
3.950.000	Barnabas Reserves Balance	1,010.62	0.00	1,010.62
3.971.000	Roof Repairs/Replacement Balance	62,050.04	575.00	61,475.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,461.28	650.00	9,811.28
3.974.000	Lawn & Landscaping Reserves Balance	11,899.71	333.33	11,566.38
3.975.000	Maintenance Reserves Balance	12,987.52	(3,444.00)	16,431.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	30,993.32	133.33	30,859.99
3.979.000	Outside Audit Reserve Balance	3,000.04	250.00	2,750.04
3.980.000	Equipment Reserves Balance	18,202.30	2,775.00	15,427.30
3.981.000	Bells Maintenance Reserves Balance	2,319.90	20.83	2,299.07
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	\$188,782.62	\$1,293.49	\$187,489.13
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	14,058.66	600.00	13,458.66
	Total Permanently Restricted Funds	\$14,058.66	\$600.00	\$13,458.66
3.130.000	Building & Grounds Equity	4,224,089.68	11,605.10	4,212,484.58
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	\$4,354,860.29	\$11,605.10	\$4,343,255.19
	Total Fund Balances & Equity	\$5,322,305.90	\$47,940.40	\$5,274,365.50
	Total Liabilities and Fund Balances & Equity	<u>\$8,301,352.83</u>	<u>\$36,335.30</u>	<u>\$8,265,017.53</u>

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

Wednesday, May 14, 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	85,886.18	83,503.00	344,268.38	337,170.00	7,098.38	945,000.00
4.150.000	Loose Plate and Growth	4,423.81	3,087.00	7,622.91	9,859.00	(2,236.09)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	31.57	168.00	(136.43)	500.00
4.200.000	Fees and Registrations	155.00	208.00	830.00	832.00	(2.00)	2,500.00
4.250.000	Flower Income	104.00	117.00	208.00	468.00	(260.00)	1,400.00
4.300.000	Interest Income Heartland Bank	44.76	33.00	166.40	132.00	34.40	400.00
4.310.000	Investment Income Fidelity	6,522.94	5,800.00	9,159.58	7,300.00	1,859.58	29,000.00
	Total Income	\$97,136.69	\$92,790.00	\$362,286.84	\$355,929.00	\$6,357.84	\$1,008,800.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$19.49	\$41.00	\$616.09	\$164.00	\$452.09	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$9,743.76	\$8,663.00	\$36,844.16	\$34,652.00	\$2,192.16	\$103,950.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$1,500.00	\$2,936.00	(\$1,436.00)	\$8,800.00
<i>Fellowship Ministry</i>							
	Fellowship Ministry	\$0.00	\$167.00	\$16.59	\$668.00	(\$651.41)	\$2,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$140.00	\$450.81	\$560.00	(\$109.19)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	(\$12.49)	\$716.00	\$1,003.02	\$2,864.00	(\$1,860.98)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$517.04	\$808.00	\$672.85	\$2,083.00	(\$1,410.15)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$0.00	\$171.00	\$180.94	\$684.00	(\$503.06)	\$2,050.00
<i>Worship Ministry</i>							
	Worship Ministry	\$666.35	\$651.00	\$1,252.58	\$2,604.00	(\$1,351.42)	\$7,800.00
<i>Audio Visual</i>							
	Audio Visual	\$2,464.60	\$1,987.00	\$8,063.20	\$7,948.00	\$115.20	\$23,850.00
<i>Facilities</i>							
	Facilities	\$10,996.47	\$7,977.00	\$44,386.93	\$35,238.00	\$9,148.93	\$103,339.00
<i>Office Expenses</i>							
	Office Expenses	\$2,829.72	\$3,094.00	\$12,373.72	\$12,376.00	(\$2.28)	\$37,122.00
<i>Staffing Ministry</i>							

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

Wednesday, May 14, 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	\$36,050.07	\$36,100.00	\$144,238.37	\$144,400.00	(\$161.63)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$9,911.96	\$10,101.00	\$41,287.62	\$40,404.00	\$883.62	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$1,979.02	\$2,448.00	\$7,917.36	\$9,792.00	(\$1,874.64)	\$31,308.00
	Staffing Ministry	\$47,941.05	\$48,649.00	\$193,443.35	\$194,596.00	(\$1,152.65)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$2,847.86	\$2,067.00	\$13,080.05	\$15,228.00	(\$2,147.95)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$9,849.96	\$9,848.00	\$1.96	\$29,550.00
	Total Expenses	\$80,476.34	\$78,327.00	\$323,734.25	\$322,449.00	\$1,285.25	\$1,008,800.00
	Difference	\$16,660.35	\$14,463.00	\$38,552.59	\$33,480.00		\$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	85,886	344,268	8%
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 May 2025

Facility

- Sign team
 - 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 5/22/25
 - At our last meeting, we looked at different versions of signs and picked 3 we liked to bring to a sign company
- Property Team
 - Inventory has begun for all items in church
 - I believe Mark has finished getting almost all itemized lists from everyone
 - Finished
 - Doors on outside of building have been greased as they were sticking
 - Public park entry way has been cut into parking lot

HR

- 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.
- HR team is working on looking into what it would take to offer benefits in general to employees
- Starting to reach out to employees regarding mid year reviews that will occur in June

Branding/Website/Apparel

- No updates at this time

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
 - Canva and Planning Center trainings have been going well

Property Team meeting – May 12, 2025

The meeting was called to order by Mark Frendreis (Chair) at 7:10 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: 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 updates
- 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
 - The timer issue is fixed for outside
- Inventory - 2014 was the last time an inventory was completed
 - Almost done
- Request from Judie Symbal for a light over the stairs to the sacristy
 - Mark will work on this
- Rattle in heat in men's room in the new building
 - May need to be replaced
- Fire Inspection
 - Backflow test passed the dry test failed – 2 gauges need to be replaced every 5 years
- Thermostat in vestibule B is needing adjustment with weather changes
 - It's being adjusted as needed
 - Will be fixed during next preventive maintenance
- The D (west) door doesn't latch
 - The door just needed lubing
 - We will need to lube all the other doors in the old church

New business

- Who will cover the walkthrough in June
 - Rich
- HVAC repair needed
 - This is a heat related issue and will wait until fall
- Tree planting for Larry Enders
 - Larry's 7's group wants to plant a tree on the property

- Chris is working with Chris' Landscaping

The meeting was adjourned at 7:35 pm

Submitted by:
Jessica Panella

SOTP Children, Youth, and Family Team Meeting

May 12, 2025

Meeting Start Time: 7:08 pm

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

Guest: John Witt (Mission Team)

Absent: Amy Stech, Lisa Wondriaks

Meeting End Time: 7:58 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.
 - Paint Room a kid-friendly color (blue or green calming color)
 - Put Decals on Walls (Like Fatheads with Christian themes)
 - Bulletin Board and Strips for hanging art etc. without tape/nails/putty
 - Photo Collages
 - Put kids books and games on bookshelves instead of old books
 - How do we better support our kids with special needs?
 - Volunteers
 - Build a list of people to personally invite
 - Draft an email/newsletter to go out to potential volunteers
 - Divide the year into seasons
 - Fall, Winter, Spring, Early Summer, Late Summer
 - For now, recruit 3 teachers to serve for a season
 - potentially 12-15 volunteers to serve over five seasons (maybe less if people want to renew for more than one season in a year)
 - Curriculum Review
 - Whirl Lectionary thoughts
 - Looks good! Let's go with it!
 - Children's program visibility concerns
 - Ways of adding publicity/welcome/celebrations in Narthex
 - Footprints on carpet to direct toward Maple Room
 - Add pictures to screens/display pictures creatively
 - Update existing picture collages in hallway
 - Moveable Felt Board
 - Kids Connect Publicity Video for fall rollout
 - Start shooting new photos and video footage now
- Feed My Starving Children
 - 100 Slots for Saturday, November 8th from 9 AM - 11 AM
 - Publicity
 - Slide/Registration
 - Newsletter - September

- Include as part of Confirmation Orientation
 - Encourage small group leaders to go (relationship building)
- Kids Connect Flyer
- Text Youth Group

2. New Business

- Decorating for VBS
 - Start June 16
 - Recruit new volunteers - Pastor Ryan will ask a couple of our youth if they will have time during weekdays

3. Brief Ministry Check-in

- Kids Connect
 - Last Day for 2024-25 is May 18
 - First Day for 2025-26 is September 14
- Adventure Club
 - End of Year Celebration was May 7
 - First Day for 2025-26 is September 17 (Last Day April 22)
- Confirmation
 - End of Year Celebration was May 7
 - First Day for 2025-26 is September 17 (Last Day April 22)
- Youth Group
 - Pastor Ryan is interviewing Youth Ministry Coordinator candidates
 - Leadership Lab registration is underway - 2 Youth Going

Upcoming Events

- 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)

Misson Team Minutes

May 12,2025

Attendance: Sandy Hupert, Vik Berkeris, Carl Hupert, Elizabeth Trout, Annette Petersen, John Witt, Marty Jacobson, Rick Miller, Al Thurkow, Becky Wright, Steve Legel, and Donna Kelly (Connections Minister). Guest was Melissa Masser.

Sandy opened the meeting with a reading from Mark 4:30-32 and a prayer.

Old Business

1. Approval of Minutes: Via moved and Annette seconded motion to approve April minutes. Motion carried.
2. Grafton Food Pantry: Annette reported that mail carrier food collection was a great success. Many workers from community including Del Web. Outreach Team provided food for volunteers at the food pantry sorting.. “Mama Pete”, an individual who supplies crocheted bear dolls “Mother Bears” to children in need who have nothing will be retiring by end of May. Annette is going to do this type of project but will call her name “Grammar Pete “. Marty moved and Becky seconded motion to send \$300.00 to the “Mother Bear” project. Motion carried.
3. WARP: They will be doing T-shirts for VBS. Vik is trying to negotiate price at present.
4. Feed My Starving Children: Our church will be doing Nov.8th. 9-11 AM. Will put article in newsletter in Sept.
5. ELCA World Hunger/Disaster Relief: Becky reported there is a matching grant fundraiser for Hunger Relief up to \$100,000.00. Already have collected \$15,000.00. Need to involve our “Christmas in July” project in this matching grant. May be able to get VBS involved also. Becky will have a information table for World Hunger at synod conference. Also a member of Synod World Hunger Committee has written a book “ Adventures in Faith “ that Donna Kelly might be interested in for 7s groups.
6. Northern ILL Food Bank: Will do another church project in Sept. or Oct.
7. Exodus: Starting a “ Good Neighbor Program” that meets with refugee family weekly to help with language, cultural and other assimilation problems. Also trying to establish another “Heidi House” (a location where refugees can meet) in Wheaton area.
8. Habitat for Humanity: At least 4 volunteers going to ReStore this Thursday. Al Thurkow volunteered also. Golf outing fundraiser will be held May 30th.
9. Homeless Meals: We will prepare and serve meal July 18th. Number of clients are down. Asking for 85 meals at present.
10. Turning Point: Marty and Deanne delivered supplies. Received thank you note from Turning Point. Will make up slide to thank congregation for donations. Marty brought up possibly putting decal or sticker on bags with SOTP name and phone # on it. Carl moved and Vik seconded motion to delay this till we get input from council. Motion carried.
11. LSSI: No report.
12. Missionary Support: Check for \$1500.00 sent for Covenant. Reviewed newsletter items.
13. AARK: Limited vegetables this year.
14. Lent and Easter Offerings: Lent offering is \$8644.00 but will not be distributed to charities till final check on contributions. Easter offering is still pending due to late donations.
15. Other: Vik asked about giving out McDonald coupons again to homeless. This was tabled till later meeting.

New Business

1. Expanding Our Horizons: Besides the “Mother Bears” mentioned above, Rick brought up the “Joshua Mission” a nonprofit in Cary,IL which provides critical medical, dental and mental health for those with little access to health care in Jamaica. He felt it may be a worthy cause for us to consider. Team members were asked to research information at thejoshuamissioninc.org . We will bring this up at future meeting.
2. Prayers of Joys and Concerns.
3. Motion to adjourn made by Marty and seconded by Vik. Motion carried.

Steve Legel,Secretary

The Worship Committee met on Monday, May 12, 2025.

Attending the meeting were Elaine, Judie, Carolyn, and Ed.

We looked back on Easter with Ed providing the numbers in attendance.

Easter 9am 433

Easter 11am 306

Easter Saturday 146

Good Friday 211

Maundy Thursday 175

Palm Sunday 9am 220

Palm Sunday 11am 174

Palm Saturday 23

Ash Wednesday 221

Total Participation was 1909

We discussed the Easter Flowers and decided not to have hyacinths next year as they can be most pungent.

It was mentioned that we may need to go to three services next year (early sunrise service?).

Flowers – Diane Mollis has handled our flowers (weekly and celebrations) wonderfully over the past years. She has decided that she feels called to serve on Fellowship.

Diane did say that she would continue to help which is wonderful. However, the committee feels that we should look for someone for Diane to train to help with flowers.

THE COMMITTEE FEELS STRONGLY THAT WE ARE IN NEED OF NEW BLOOD!

Elaine (Greeters) would like to retire at the end of 2025. Elaine was encouraged to look amongst her volunteers.

Judie (Altar Guild) would like to step back but there has been no one to step forward to take over. Carolyn talked with Judie and will plan to sit down with her and see what can be done to arrange the tasks of Altar Guild to relieve pressure off Judie.

Ed (ushers) is looking for his replacement as usher coordinator. He has someone in mind and conversation.

Carolyn will need more help with banners and decorating.

Donna Kelly stopped by and joined in the discussion about contacting new members and following up with them. Carolyn has done this but not on a regular basis. She will work on a letter to send on behalf of the Worship Committee to look for volunteers.

We might want to add Susan who handles scheduling for the Worship Assistant, readers and servers to join the group. Just a thought.

As an aside, the group suggested considering a funeral planner seminar. The question was asked – do you know what your spouse would like for their funeral? Do you kids know what you would like for the funeral? It was an interesting discussion.

Banner Changes

6/8 RED

6/15 WHITE

6/22 GREEN until 9/14 then Red for one week

9/21 through 10/26 GREEN

The meeting adjourned about 750pm.

Respectfully submitted,

Carolyn Cuttle

Stewardship Committee

Meeting Minutes

5/12/25

Present: Mike McCann, Ralph Wehnes

Next meeting: 6/9/25

1. Fall Stewardship Campaign

Mike recapped his kickoff meeting with Pastor Ryan and Jane McMullen regarding ideas for the 2026 stewardship campaign. We are planning on having another kickoff dinner and possibly another social gathering at a local location similar to last year. Pastor Ryan has confirmed our keynote speaker for the event this year. We are still looking into caterers and timing. Tentative schedule has the campaign kicking off the first weekend of October.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Attendees: Tara Mackey
Donna Allen
Becky Hennessy

- 1) Overview of Grafton Luncheon –
 - a. Very appreciative – never had anyone honor them like this
 - b. Lots of pizza and desserts
- 2) Road Sponsorship –
 - a. May 17th
- 3) Outdoor movie night with Youth and Family Ministry
 - a. Jill is looking at early to mid June
 - b. Needs to check if screen is still good before moving forward.
- 4) 4th of July Parade
 - a. Set for 4pm on 7/4
 - b. We agreed that for the short distance, late start time, list of rules, and the inability to hand out anything that it wouldn't be worth our effort to participate.
- 5) Balance workshop
 - a. Sept 20th
 - b. Tara to submit slide request
- 6) Fall Fest
 - a. End of September
 - b. Looking for a game
 - c. Tara to order more goodies – chip clips and pens (in multi colors), and fidget spinners possibly
- 7) Plaque
 - a. With the construction of the playground, we are starting to think of what to put on the plaque on our bench. Becky looking into
- 8) Dennis slideshow
 - a. Donna will be contact
 - b. Thinking possibly in October to tie in somehow with October fest theme??
 - c. Tara to check with Ryan on themes

Children, Youth, and Family Ministry Attendace Snapshot					
Week Starting	KC 9:00am	KC 10:45am	Adventure Club	Confirmation	Youth Group
9/1/24					3
9/8/24	1	10			3
9/15/24	4	8	2	27	No Gathering
9/22/24	1	10	11	24	4
September Average	2	9	7	26	3
9/29/24	8	6	10	26	2
10/6/24	6	1	9	30	4
10/13/24	Canceled	Canceled	6	25	8
10/20/24	3	7	8	26	7
10/27/24	0	11	9	22	6
October Average	4	6	8	26	5
11/3/24	3	2	7	20	4
11/10/24	0	7	No Gathering - Jill Out	23	7
11/17/24			8	25	3
11/24/24	3	12	No Gathering	No Gathering	No Gathering
November Average	2	7	8	23	5
12/1/24	0	13	9	26	4
12/8/24	3	7	9	19	4
12/15/24	No KC	No KC	9	22	6
12/22/24			No Gathering	No Gathering	No Gathering
December Average	2	10	9	22	5
12/29/24	No KC	No KC	No Gathering	No Gathering	No Gathering
1/5/25	5	9	8	24	5
1/12/25	6	4	6	24	3
1/19/25	3	4	7	20	4
1/26/25	8	2	8	23	2
January Average	6	5	7	23	4
2/2/25	3	11	No Gathering	22	1
2/9/25	4	6	No Gathering - Snow	No Gathering - Snow	No Gathering - Snow
2/16/25	3	9	6	24	4
2/23/25	4	12	6	24	4
February Average	4	10	6	23	3
3/2/25	3	5	No Gathering	No Gathering	No Gathering
3/9/25	3	8	No Gathering - Lent	19	4
3/16/25	3	11	No Gathering - Lent	No Gathering - Storm	No Gathering - Storm
3/23/25	No KC	No KC	No Gathering - Lent	No Gathering	No Gathering
March Average	3	8		19	4
3/30/25	5	8	No Gathering - Lent	21	5
4/6/25	5	14	No Gathering - Lent	20	5
4/13/25	7	15	No Gathering - Lent	No Gathering	No Gathering
4/20/25	No KC	No KC	6	20	5
4/27/25	5	9	6	22	5
April Average	6	12	6	21	5
5/4/25	5	8	6	24	4
5/11/25	0	8			4
5/18/25					
5/25/25					
May Average	3	8	6	24	4
School Year Average	3	9	7	22	4

Start of Kids Connect
Start of Confirm. & AC

No Volunteers for KC
Affirm. of Baptism at 10:45

Thanksgiving Week

Children's Christmas Musical
Christmas Week

YG Youth went to outside show

Week of Ash Wednesday

Spring Break

Palm Sunday / Holy Week
Easter

Year End - Confirmation + Adventure Club

Children, Youth, and Family Ministry Attendance Snapshot - Year Over Year Comparison

	KC 9:00am Average		KC 10:45am Average		Adventure Club Average		Confirmation Average		Youth Group Average	
MONTH	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
September	4	2	12	9	5	7	20	26	8	3
October	6	4	13	6	7	8	21	26	8	5
November	6	2	16	7	7	7	21	23	6	5
December	4	2	9	10	6	9	20	22	6	5
January	3	6	10	5	4	7	17	23	8	4
February	4	4	10	10	7	6	22	23	10	3
March	6	3	10	8	Lent	Lent	20	19	8	4
April	5	6	10	12	7	6	16	21	5	5
May	4		8		8	6	14	24	2	
School Year Average	5	4	11	8	6	7	19	23	7	4