



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

A Growing Church for Growing People

Congregation Council
Shepherd of the Prairie
Monday Sept 15, 2025
6:00 PM

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

September 15, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions – Jim**
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 August 18, 2025, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the August 2025 Treasurer and Financial Reports, as presented.*
7. **Current Business**
 - a. Benefits Team Update – Bob
 - i. *Recommendation: Add a budget line for Lay Staff benefits of \$20k for 2026 budget. Details to be determined after further research by Benefits team.*
 - b. HR Update
 - i. Discussion on Youth position – PT go forward plan. – Kathy/Pastor Ryan
 - c. 2025 Children, Youth and Family Ministry – Pastor Ryan
 - i. Youth update
 - d. Other Business
 - e. The next Council meeting is Oct 20, 2025 @ 6:00 PM, (Christa 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
 - c. ½ day workshop with Dave Daubert – Postponed until next Fiscal Year Feb
9. **Closing Prayer** – Pastor Ryan
10. **Adjournment**

September 15, 2025

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Shepherd of the Prairie Lutheran Church Council Meeting Agenda

August 18, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Bob
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 July 21, 2025, as presented.* Minutes approved. Motion made by Lisa W, Jim P seconded.
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the July 2025 Treasurer and Financial Reports, as presented. Finance and Treasure report approved.*
Motioned by Bob M., Jim S. seconded.
 - b. Stewardship dinner
 - i. *Recommendation: To approve the use of \$4000 of the latest memorial fund donation to cater with Café Roma for the October Stewardship dinner. Motion approved to use \$4,000 for Stewardship dinner.*
Motioned by George, seconded by Lisa W.
 - c. *Let the minutes show that on August 14, 2025, via electronic mail, a motion was made by Bob Mollis and seconded by Pastor Mark to approve the installation of 23 new members as listed at the August 17, 2025, Worship Services. The motion was unanimously approved.*
7. **Current Business**
 - a. 2026 Ministry initiatives discussion and verification on continuing with Current 3 initiatives - Pastor Mark
 - b. Staff meetings debrief – Kathy
 - c. 2025 Children, Youth and Family Ministry – Pastor Ryan
 - i. Youth update
 - d. Other Business
 - e. The next Council meeting is Sept 15, 2025 @ 6:00 PM, (Jim Stancel 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
 - c. ½ day workshop with Dave Daubert – Postponed until next Fiscal Year Feb
9. **Closing Prayer** – Pastor Ryan
10. **Adjournment** Pastor Mark a motion to adjourn the meeting, second by Kathy M

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING AUGUST 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
August 1, 2025 Beginning Balance	\$ 393,657.98								
Monthly Income	64,593.25	75,801.00	\$ (11,207.75)	645,442.64	669,629.00	\$ (24,186.36)	\$ 1,008,800.00	63.98%	
Monthly Expenses	72,011.91	80,647.00	\$ (8,635.09)	639,058.52	662,908.00	\$ (23,849.48)	\$ 1,008,800.00		63.35%
Income vs. Expenditures	(7,418.66)	(4,846.00)		6,384.12	6,721.00				
August 31, 2025 Ending Balance	\$ 386,239.32								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.59								

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
August 1, 2025 Beginning Balance	\$ 55,375.54								
Monthly Income	16,036.88	18,807.00	\$ (2,770.12)	169,603.65	150,456.00	\$ 19,147.65	\$ 225,684.00	75.15%	
Monthly Expenses	18,807.00	18,807.00	\$ -	153,095.57	150,456.00	\$ 2,639.57	\$ 225,684.00		67.84%
Income vs. Expenditures	(2,770.12)	-		16,508.08	-				
August 31, 2025 Ending Balance	\$ 52,605.42								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.80								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
August 1, 2025 Beginning Balance	\$ 292,606.09
Monthly Accounts + Activity	13,970.28
Monthly Accounts (-) Activity	5,838.64
Net Monthly Accounts Activity	8,131.64
August 31, 2025 Ending Balance	\$ 300,737.73

RESERVE FUNDS

	MONTHLY ACTUAL
August 1, 2025 Beginning Balance	\$ 196,144.35
Monthly Accounts + Activity	2,630.49
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	2,630.49
August 31, 2025 Ending Balance	\$ 198,774.84

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
August 1, 2025 Beginning Balance	\$ 14,179.35
Monthly Accounts + Activity	-
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	-
August 31, 2025 Ending Balance	\$ 14,179.35

August 31, 2025 Total Ending Balance ALL FUNDS	\$ 952,536.66
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Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM

Meeting Agenda

Date: September 8, 2025

Start Time: 7:30 PM

- I. Approval of Prior Minutes – Bill
- II. Accounting Administrator’s August 2025 Reports – Dave
 - A. Income/Expenses for August 2025
 - B. Balance Sheet for August 2025
 - C. Restricted Funds Review for August 2025
 - D. General Comments
- III. August 2025 Treasurer’s Report of Activity & Council Actions/Discussions
- IV. Old Business
 - A. 2025 Budget Planning Schedule
 - B. Status of Endowment Fund start-up – Ongoing –Joe Anderson
 - C. 2025 YTD Stewardship
 - D. Status of Contributions Secretary Search
 - E. Document Retention
 - F. Financial Procedures Manual Review
- V. New Business
 - A. Motion: To invest \$110,000 in a 12-month CD (maturing in September 2026, FDIC insured and non-callable) to be held at Fidelity in anticipation of the September, 2025 maturity of a 12-month CD.**
Explanation: This investment is in anticipation of the maturing of the CD currently held at Fidelity and maturing in April 2025 and is consistent with the Finance Team finding the financial condition of SOTP supports this reinvestment.
(Motion by)
 - B. Other
 - C. Next Finance Team Meeting: Monday, October 13 @ 7:30 PM on Zoom**
- VI. Adjournment

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

Friday, September 5, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	191,001.52	(12,127.42)	203,128.94
1.200.000	Mission Plus Building Fund Checking	394.88	0.13	394.75
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	733,256.34	983.79	732,272.55
1.250.000	HBT/LPL Investment Account	425.59	0.00	425.59
1.500.000	Donations Holding Account	1,351.92	1,134.16	217.76
1.600.000	FNBO Checking Boy Scout Troop 200	16,106.41	10,582.69	5,523.72
Total Current Assets		\$952,536.66	\$573.35	\$951,963.31
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		\$8,286,443.88	\$573.35	\$8,285,870.53
Liabilities				
Current Liabilities				
Total Current Liabilities		\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	2,942,234.94	(9,093.89)	2,951,328.83
Total Long Term Liabilities		\$2,942,234.94	(\$9,093.89)	\$2,951,328.83
Total Liabilities		\$2,942,234.94	(\$9,093.89)	\$2,951,328.83
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	386,239.32	(7,418.66)	393,657.98
Total Unrestricted Fund Balances		\$386,239.32	(\$7,418.66)	\$393,657.98
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,209.54	25.69	2,183.85
3.175.000	Memorial Fund Balance	32,212.32	180.00	32,032.32
3.180.000	Grafton Food Pantry Fund Balance	528.01	(29.45)	557.46
3.220.000	AV Ministry Fund Balance	960.53	0.00	960.53
3.250.000	Good Samaritan Fund Balance	5,008.99	(300.00)	5,308.99
3.260.000	Community Outreach Fund Balance	4,561.24	230.00	4,331.24
3.270.000	Holiday Flowers Balance	37.45	0.00	37.45
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	64,815.15	(3,592.80)	68,407.95
3.345.000	Childrens Music Ministry Fund Balance	1,072.64	(236.35)	1,308.99
<i>Total Music Ministry Fund Balance</i>		<i>\$65,887.79</i>	<i>(\$3,829.15)</i>	<i>69,716.94</i>
3.340.000	Artist Series Balance	31,237.82	(1,148.17)	32,385.99
3.350.000	Prairie Crafters Fund Balance	287.73	77.08	210.65
3.380.000	Continuing Education Fund Balance	1,706.24	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	678.94	0.00	678.94
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.410.000	Youth Leader Programs Balance	12,500.00	0.00	12,500.00
3.415.000	Youth Ministry Balance	6.55	0.00	6.55
3.417.000	Youth Mission Trips Balance	10,552.96	0.00	10,552.96
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
<i>Total Youth Ministry Fund Balance</i>		<i>\$23,189.51</i>	<i>\$0.00</i>	<i>23,189.51</i>
3.500.000	Little Lambs Fund Balance	7,242.87	(453.86)	7,696.73

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

Friday, September 5, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,559.99	0.00	1,559.99
3.675.000	Memory Garden Fund Balance	13,008.34	0.00	13,008.34
3.676.000	Memory Garden Bricks Fund Balance	4,101.57	0.00	4,101.57
3.677.000	Memory Garden Niche Fund Balance	78,581.65	2,350.00	76,231.65
3.700.000	Church Events - Funded Balance	(1,109.97)	(78.01)	(1,031.96)
3.720.000	Disaster Relief Fund Balance	(50.00)	0.00	(50.00)
3.725.000	Miscellaneous Outside Charities Fund Balance	100.00	0.00	100.00
3.730.000	ELCA World Hunger Fund Balance	5,287.81	524.82	4,762.99
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	16,106.41	10,582.69	5,523.72
	Total	\$300,737.73	\$8,131.64	\$292,606.09
3.140.000	Mortgage Service Fund Balance	52,605.42	(2,770.12)	55,375.54
	Total Temporary Restricted Fund Balances	\$353,343.15	\$5,361.52	\$347,981.63
Reserves				
3.950.000	Barnabas Reserves Balance	815.87	0.00	815.87
3.971.000	Roof Repairs/Replacement Balance	64,350.04	575.00	63,775.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	13,061.28	650.00	12,411.28
3.974.000	Lawn & Landscaping Reserves Balance	13,233.03	333.33	12,899.70
3.975.000	Maintenance Reserves Balance	13,987.52	250.00	13,737.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	31,526.64	133.33	31,393.31
3.979.000	Outside Audit Reserve Balance	4,000.04	250.00	3,750.04
3.980.000	Equipment Reserves Balance	19,539.31	418.00	19,121.31
3.981.000	Bells Maintenance Reserves Balance	2,403.22	20.83	2,382.39
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	\$198,774.84	\$2,630.49	\$196,144.35
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	14,179.35	0.00	14,179.35
	Total Permanently Restricted Funds	\$14,179.35	\$0.00	\$14,179.35
3.130.000	Building & Grounds Equity	4,260,901.67	9,093.89	4,251,807.78
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	\$4,391,672.28	\$9,093.89	\$4,382,578.39
	Total Fund Balances & Equity	\$5,344,208.94	\$9,667.24	\$5,334,541.70
	Total Liabilities and Fund Balances & Equity	<u>\$8,286,443.88</u>	<u>\$573.35</u>	<u>\$8,285,870.53</u>

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

Friday, September 5, 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	61,573.10	72,973.00	608,603.93	632,869.00	(24,265.07)	945,000.00
4.150.000	Loose Plate and Growth	1,089.00	1,928.00	14,629.91	18,160.00	(3,530.09)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	748.46	336.00	412.46	500.00
4.200.000	Fees and Registrations	800.00	208.00	2,080.00	1,664.00	416.00	2,500.00
4.250.000	Flower Income	104.00	117.00	498.00	936.00	(438.00)	1,400.00
4.300.000	Interest Income Heartland Bank	43.36	33.00	334.64	264.00	70.64	400.00
4.310.000	Investment Income Fidelity	983.79	500.00	18,547.70	15,400.00	3,147.70	29,000.00
	Total Income	\$64,593.25	\$75,801.00	\$645,442.64	\$669,629.00	(\$24,186.36)	\$1,008,800.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$88.40	\$41.00	\$704.49	\$328.00	\$376.49	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$7,816.72	\$8,663.00	\$68,009.02	\$69,304.00	(\$1,294.98)	\$103,950.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$3,000.00	\$5,872.00	(\$2,872.00)	\$8,800.00
<i>Fellowship Ministry</i>							
	Fellowship Ministry	\$71.26	\$167.00	\$87.85	\$1,336.00	(\$1,248.15)	\$2,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$140.00	\$523.41	\$1,120.00	(\$596.59)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$183.09	\$716.00	\$3,052.43	\$5,728.00	(\$2,675.57)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$54.91	\$808.00	\$4,032.65	\$5,316.00	(\$1,283.35)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$129.94	\$171.00	\$759.83	\$1,368.00	(\$608.17)	\$2,050.00
<i>Worship Ministry</i>							
	Worship Ministry	\$87.92	\$651.00	\$2,000.82	\$5,208.00	(\$3,207.18)	\$7,800.00
<i>Audio Visual</i>							
	Audio Visual	\$1,280.95	\$1,987.00	\$12,438.89	\$15,896.00	(\$3,457.11)	\$23,850.00
<i>Facilities</i>							
	Facilities	\$7,212.25	\$7,977.00	\$71,895.74	\$67,146.00	\$4,749.74	\$103,339.00
<i>Office Expenses</i>							
	Office Expenses	\$2,130.01	\$3,094.00	\$24,505.42	\$24,752.00	(\$246.58)	\$37,122.00
<i>Staffing Ministry</i>							

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

Friday, September 5, 2025

Page 2 of 2

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<i>Spiritual Ministry Staff</i>	Spiritual Ministry Staff	\$34,464.25	\$36,100.00	\$296,271.89	\$302,978.00	(\$6,706.11)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$9,795.28	\$10,101.00	\$86,626.25	\$85,856.00	\$770.25	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$2,304.46	\$2,448.00	\$16,957.97	\$20,548.00	(\$3,590.03)	\$31,308.00
	Staffing Ministry	\$46,563.99	\$48,649.00	\$399,856.11	\$409,382.00	(\$9,525.89)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$3,929.98	\$4,387.00	\$28,491.94	\$30,456.00	(\$1,964.06)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$19,699.92	\$19,696.00	\$3.92	\$29,550.00
	Total Expenses	\$72,011.91	\$80,647.00	\$639,058.52	\$662,908.00	(\$23,849.48)	\$1,008,800.00
	Difference	(\$7,418.66)	(\$4,846.00)	\$6,384.12	\$6,721.00		\$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	54,423	398,691	6%
June	57,228	376,574	89,038	464,741	73,629	449,440	77,665	454,374	70,172	468,864	3%
July	55,226	431,800	72,011	536,752	64,756	514,196	76,549	530,924	78,167	547,031	3%
August	64,459	496,259	63,162	599,914	89,060	603,256	65,087	596,011	61,573	608,604	2%
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 September 2025

Facility

- Sign team
 - Outdoor sign will start to get more consideration after and will most likely need to be budgeted for 2026
 - Sign team met on 7/17 and had Fast Signs out. We have gone over quote with them and 2 other vendors as long as presented our created sign that the team seems to have agreed upon.
 - Other 2 vendors have provided some great designs that help us visualize what to expect.
 - We think we have the proposal that we want to move forward with
- Property Team
 - Public park entry way has been cut into parking lot
 - Park is complete and grass is being grown
 - Being used by our church most every Sunday
- Rooms
 - We have made the Pine Room into a common use room
 - Took out all old electronics
 - Working to move all files onto a hard drive and then wipe the machines clean for disposal.
 - Moved and disposed
 - We now are using cabinet E for our storage of A/V equipment

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 his seeking.
 - We have had a few candidates make it to second round of interview but it has been difficult moving forward after that.
 - Pastor Ryan has gotten creative and split the job into 2 overlapping positions to see if might help
 - Moving forward with a candidate
 - Offer letter has been drafted

- HR team is working on looking into what it would take to offer benefits in general to employees
 - Given birth dates to Bob for Portico research
 - Given contact of possible simple IRA small business help to Bob
 - Jim Puls has been working with Matt on our background checking costs
- Matt has been working with Linda and Cliff Dungey on how to transition the Contributions Secretary role when they are finished in December. He has also sat in with counters to evaluate their process
 - Notes have been submitted to Kathy
 - Matt will continue to work with Cliff and Linda to be sure he fully understands

Branding/Website/Apparel/Social Media

- Matt to sit down for a day with Jeff for website revisions in July
 - Pictures to update and structure of site will be reviewed
 - Jeff and Matt to sit down soon with this
 - Done with new photos

Planning Center / Canva

- No updates at this time

SOTP Children, Youth, and Family Team Meeting

September 8, 2025

Meeting Start Time: 7:13pm

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

Guest:

Absent:

Meeting End Time: 8:30pm

● Old Business

- Kids Connect Rebuild
 - Building updates/visibility
 - Maple Room
 - Room has been painted
 - To be installed:
 - cabinet in the southeast corner of the room
 - dry erase board
 - system for hanging art/crafts etc.
 - Command hooks and yarn for now
 - vinyl clings on walls
 - “Kids Connect”
 - Curriculum Characters
 - Seasonal Banners
 - “Plaque” with Name and Photo of that day’s teachers
 - Birthday
 - Narthex/Hallway/Crossroads
 - carpet footprints are in!
 - Movable display
 - Events (for the month or next month)
 - Lesson of the day (tack up a leaflet for that Sunday?) - two weeks at a time
 - Wed Dinner Menu for the month
 - Artwork/crafts from the kids
 - Adventure Club
 - Confirmation
 - Youth Group
 - Additional visibility ideas
 - Make different SOTP nametags for Kids Connect teachers (like the usher tags)
 - green to go with the room
 - Add pictures to screens/display pictures creatively
 - Update existing picture collages in hallway
 - Lisa Wondriska will take the lead - will need to get her access to photos
 - Idea for a flag that goes up outside the Maple Room - indicates that Kids Connect is happening and give us a landmark to guide people toward
 - Rally Day
 - Sundaes on Sunday (use the donations from the canceled Ice Cream Social)

- Trunk-or-Treat
 - Earlier time to accommodate the Reformation Weekend events
 - 1-2:30pm on October 25
- Feed My Starving Children
 - 100 Slots for Saturday, November 8th from 9 AM - 11 AM
 - Publicity
 - Slide/Registration
 - Start plugging registration around the third weekend of September
 - Kids Connect Flyer
- **New Business**
 - Apple Butter Cooking and Selling - October 17-19
 - Event Planning for 2026
 - a. January
 - b. February - Trivia Night and Potluck (Collab with Fellowship Team)
 - c. March -
 - d. April
 - e. May
 - f. June - Ice Cream Social/Car Show
 - g. July - VBS
 - h. August
 - i. September
 - j. October - Trunk-or-Treat
 - k. November
 - l. December - Night in Bethlehem - Invite other ministry teams to collab. with us

3. Brief Ministry Check-in

- Kids Connect
 - First Day for 2025-26 is September 14
- Adventure Club
 - First Day for 2025-26 is September 17 (Last Day April 22)
- Confirmation
 - First Day for 2025-26 is September 10 (Last Day April 22)
- Youth Group
 - In the process of hiring part time youth leader for high school youth ministry

Upcoming Events

- September 14 - Rally Day
- October 25 - Trunk-or-Treat
- November 8 - Feed My Starving Children with the Mission Team

Ideas for Events

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

Community Outreach Ministry Night Minutes
Sept 8, 2025

Attendees: Tara Mackey
Bob Malm
Melissa Mazur

- 1) Balance workshop
 - a. Sept 20th at 9:00 Bob, Carolyn, and Melissa to meet and set up room
 - b. Bring bottles of water – Bob will bring in a cooler
 - c. Look at article preview
- 2) Fall Fest
 - a. Pick a game - Toilet paper roll up game with animals ala Noah's Arch
 - b. Pens are here. New chip clips arriving Monday!
- 3) Plaque for bench in park
 - a. Becky came up with a few sayings for the bench
 - b. We workshopped and came up with "This bench is donated by Shepherd of the Prairie Lutheran Church with blessings for all to enjoy"
 - c. Tara to contact HPD/Pat for picture and article
- 4) Dennis slideshow – on hold for the moment
 - a. Possibly November?
 - b. Donna is the contact
- 5) Chamber news: Hootenanny – next year will plan for something in front of church as runners pass by
- 6) Appreciation Luncheon: Huntley Chamber
 - a. Tara will contact Nancy Binger to get dates
 - b. Oct 14-17 is Chamber appreciation days

Mission Team Minutes

Sept. 8, 2025

Attendance: John Witt, Patti Witt, Vik Berkeris, Carl Hupert, Annette Petersen, Stephanie Mondello, Elizabeth Trout, Rick Miller, Al Thirkow, Marty Jacobson, Valerie Ulmer, Shirley Ulmer, Sandy Hupert, Donna Kelly (Connections Minister) and Steve Legel.

John opened meeting with a reading from Isaiah 58:10 and a prayer.

Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to approve Aug. minutes. Motion carried.
2. ELCA Word Hunger/Disaster Relief: Synod has surpassed goal of \$100,000. and our congregation has passed our goal of \$5,000.00 for World Hunger. Celebration for World Hunger Matching Grant donations will be held at Faith Lutheran in Rochelle Nov. 2nd at 4 PM.
3. Grafton Food Pantry: No report.
4. WARP Corp: No report.
5. AARK Gardens: No report.
6. Homeless Meals: 120 showed up at recent meal. This is a significant increase over expected. Our next lunch preparation is Oct.17th. Need ideas for menu: possibly pulled pork and side dish.
7. Northern IL. Food Bank: Elizabeth reports as of now 13 people going Sat. Sept. 13th.
8. Exodus: Sandy & Stephanie meeting and teaching English to woman from Venezuela. This is a part of a "New Neighbor" program from Exodus.
9. Habitat for Humanity: Sending two volunteer teams to ReStore is working well. Sign up sheet for Culver's fundraiser Oct. 20th, 4-8 PM was sent around meeting.
10. Turning Point: No report.
11. LSSI: Need shampoos, conditioners, deodorants, and soaps especially for women. Will put note in "Friday Flourish" on needs. Trying for 20 kits.
12. Feed My Starving Children: Scheduled for Nov. 8th.
13. Missionary Support: Steve read a reply to an e-mail sent to Daudi. Reply and a new newsletter was given to Annette to post on our bulletin board.
14. Joshua Project: Don't know if donation sent but will check on it. Director of Joshua Project will speak to us in future.
15. 2025 Budget Status: Reiterated moneys available. Special Mission: \$2,183.85 & Local Mission: \$4,575.56.

New Business

1. Rally Day: This will be Sept. 14th. between 10:10 and 10:40 AM. Need to set up table and present what Mission Team does to parents of children participating in Kid's Connect.
2. Prayers of Joys and Concerns lead by Rick.
3. Sandy moved and Annette seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Worship Support committee Minutes
September 8, 2025

Attending: Jane, Elaine, Ed, Sandy, Carolyn
Visiting: Donna Kelly

Carolyn opened the meeting with news from the 630 pm meeting.
We talked about the Apple Butter making event on 10/17-10/19.
We talked about Rally Day and putting together a display for the hallway supporting worship. Carolyn will work on it to display flowers, communion, greeters, ushers, readers. Donna indicated that the tables would be up on Thursday so hopefully it can be done on Friday afternoon.

We discussed participating in Trunk or Treat but opted to pass this year. There is so much planned for that day that we were hesitant to add one more "to do" on the list of things to do.

We did talk about stamping the hymnals and rearranging the hymnals and bibles in the pews. Time ran out on Monday night to do it. Carolyn will call up everyone and set up a time during the day to do it. We do have a stamp and stamp pad, but Jane said that Michelle might have the original one. Carolyn will check on it.

We talked up the need to change banners to red for this weekend. We are waiting to see if the new banner comes in. Also, it was discussed not to change to red until after the funeral on Friday morning. Judy is aware and won't change the altar cloth until after the service.

We talked about Advent and decorating for Christmas. Carolyn and Ed will set up the advent banners on Saturday after Thanksgiving. The church will be decorated on Friday, December 5th starting at 9am. We will send out notices to everyone who has helped in the past and new members.
Jane will need to clarify with Pastor Ryan about the decorating of trees in the Narthex on Wednesday, December 3rd. We also talked about the schisms and the narrow trees that stand beside the welcome center. The schisms have a history in the church. There has been discussion about not using them but the committee feels strongly that they need to be used as they represent a history in this church. The suggestion was made to use some but not all on the trees with some ornaments added to update the look.

Ed reported that he had three new ushers from new members. The good news is that they will help at 1045am. Sandy still needs help with ushers on Saturday night. The suggestion was to ask some of the regulars from other services to help fill in on Saturday. There are two funerals coming up this week.

We are thrilled that Eillen Gerald has volunteered to take over the greeter coordinator effective January 2026. Elaine will be retiring from coordinating the team. We still need a Flower Coordinator to take over for Diane Mollis.

Meeting Adjourned.
Respectfully submitted,
Carolyn Cuttle

Stewardship Committee

Meeting Minutes

9/8/25

Present: Mike McCann, Ralph Wehnes, Frank Leonardi, Julia Leonardi

Next meeting: 10/13/25

1. Fall Stewardship Campaign

Recapped the Stewardship campaign schedule. All Temple Talks and guest speakers have been organized and dates are on the calendar. Kickoff will be on September 25th and will go to All Saints Weekend which is the first weekend in November. Went over estimates for the Celebration Dinner. Will need to pay deposit to the caterer and make sure we have check for remaining balance on day of event (Oct. 25th). Team will be available to assist the caterers if necessary. Will discuss beverage and dessert options with Pastor Mark when he returns. Finished meeting by taking pictures of our kitchen and areas for the caterers for setup purposes.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Property Team meeting – August 11, 2025

The meeting was called to order by Mark Frendreis (Chair) at 7:14 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent:

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

Old Business

- Indoor maintenance
 - Outlet labeling in old building
 - Not a priority at this time
 - Carpet in Willow room and Matt's office
 - Not a priority at this time
 - Lights
 - Crossroads
 - All lights have been replaced with LED bulbs
 - Switches in the gathering area (new building)
 - Sacristy light
 - Sanctuary flickering lights
 - Wall heaters
 - Rattle in heat in men's room in the new building (not a priority at this time)
 - South Entrance (B) is fixed
 - Progress on Pine room conversion
 - Tables (wooden) are going to be ordered
 - Paint on the green wall can be changed whenever or not
 - Maple Room conversion
 - P. Ryan and Jill are transforming the room for Kids Connect to be more kid friendly
 - Michelle said Door D is not closing completely
 - The sill on the bottom may be the issue and may need to be changed at some point
 - There is a door on the welcome center cabinet that has a bad hinge
 - Rich is working on getting it fixed – It's fixed
- Outdoor maintenance
 - Landscaping
 - Tree planting for Larry Enders
 - Larry's 7's group wants to plant a tree on the property
 - This is complete
 - Parking spots near new playground
 - The builder is going to hash the two parking spots and no parking sign
 - Not done yet
 - Front water Spigot leaking
 - There is another one at entrance A to look at

- Working as designed
- Issues with garage
 - Rich primed/painted the door
 - Every nail holding the fascia board is rusting – Chris is going to manage this
- General Maintenance
 - Fire Inspection
 - Passed but may need a couple of other lights changed
 - Sign/Monitor updates
 - New renderings were shown for information purposes
 - Watch us grow sign is gone (thanks Chris)
 - Budget
 - Mark and Chris met with the Finance team
 - Contracts are being signed and reviewed

New business

- Indoor maintenance
 - Who will cover the walkthrough in October?
 - Chris
 - AV Recycling and storage
 - Mark and Chris are managing the recycling
 - Music room ceiling tile issue
 - There are some tiles which are stained
 - Jill is looking for a paper towel holder in the women's restroom by little lamps
 - Tom will get another holder and mount it lower for the kids
 - Will need a waster basket
- Outdoor maintenance
 - Tree Stump Removal
 - There are several tree stumps on the property
 - Will get a price on stump grinding
 - Saturday afternoon Door C was still pinned open
 - There is an Eagle scout looking for a project and he was given the idea to work on the playground where rubber pellets would be placed rather than mulch
- General
 - The dry system for the sprinkler is being inspected this month
 - Jess presented some modifications requested to the AV cart in the old building
 - Rich will work with Jess

The meeting was adjourned at 8:04 pm

Submitted by:
Jessica Panella