



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

A Growing Church for Growing People

Congregation Council
Shepherd of the Prairie
Monday Oct 20, 2025
6:00 PM

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

October 20, 2025 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Christa
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 September 15, 2025, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the September 2025 Treasurer and Financial Reports, as presented.*
7. **Current Business**
 - a. HR Update – Jim
 - i. Contribution secretary position update.
 - ii. Pastor's insurance selection update.
 - iii. Building an inclusive church - a place where all are welcome.
 - b. 2025 Children, Youth and Family Ministry – Pastor Ryan
 - i. Youth update
 - ii. Kids connect new Format Update
 - c. Nominating committee for new council members is being formed for Christa and Ellen's council positions.
 - d. Other Business
 - e. The next Council meeting is Nov 17, 2025 @ 6:00 PM, (Kathy devotions)
8. **Unfinished/Tabled Business**
 - a. Memory Garden Proforma and Fee Review – Finance Team
 - b. SOTP Constitution update, tabled until January 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**

October 20, 2025

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<u>Agenda #</u>	<u>Description</u>
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5.	Approval of September Minutes
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6.	Congregation Council and Ministry Teams Reports
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a.	Treasurers Report
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b.	Finance Team Report
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c.	Operations Manager Report
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d.	Children and Family Ministry Team Report
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NA

e.	Community Outreach Team Report
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NA

f.	Mission Team Report
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g.	Worship Team Report
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h.	Stewardship Team Report
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i.	Property Team Report
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j.	Fellowship Team Report
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Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

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

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

Absent: E. Nissen, Pastor Ryan, J. Puls

Council President Kathy McGuine called the meeting to order at 6:03 P.M.

Pastor Mark opened with Prayer.

Jim Stancl delivered devotions - Isaiah 41:10

All shared Monthly Ministry Reflections.

Bob Mollis moved to approve the Congregation Council minutes August 18, 2025, as presented, Jim Stancl seconded; motion passed.

Pastor Mark moved to approve the August 2025 Treasurer and Financial Reports, as presented, Lisa Wondriska seconded; motion passed.

Bob Mollis updated the Council with information from the Benefits Team. Jim Stancl moved to approve the addition of a budget line for Lay Staff benefits of \$20k for the 2026 budget, as presented from the HR Committee, Pastor Mark seconded; motion passed.

Next Council meeting, October 20, 2025, @ 6:00 PM, (C. Serpe has devotions)

Pastor Mark closed in prayer.

7:25 P.M. Bob Mollis moved to adjourn; Lisa Wondriska seconded; motion passed.

Submitted by: Christa Serpe

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING SEPTEMBER 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
September 1, 2025 Beginning Balance	\$ 386,239.32								
Monthly Income	92,243.25	78,740.00	\$ 13,503.25	737,685.89	748,369.00	\$ (10,683.11)	\$ 1,008,800.00	73.13%	
Monthly Expenses	74,286.28	80,648.00	\$ (6,361.72)	713,344.80	743,556.00	\$ (30,211.20)	\$ 1,008,800.00		70.71%
Income vs. Expenditures	17,956.97	(1,908.00)		24,341.09	4,813.00				
September 30, 2025 Ending Balance	\$ 404,196.29								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.81								

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
September 1, 2025 Beginning Balance	\$ 52,605.42								
Monthly Income	32,832.18	18,807.00	\$ 14,025.18	202,435.83	169,263.00	\$ 33,172.83	\$ 225,684.00	89.70%	
Monthly Expenses	18,807.00	18,807.00	\$ -	171,902.57	169,263.00	\$ 2,639.57	\$ 225,684.00		76.17%
Income vs. Expenditures	14,025.18	-		30,533.26	-				
September 30, 2025 Ending Balance	\$ 66,630.60								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	3.54								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
September 1, 2025 Beginning Balance	\$ 300,737.73
Monthly Accounts + Activity	6,627.39
Monthly Accounts (-) Activity	18,586.47
Net Monthly Accounts Activity	(11,959.08)
September 30, 2025 Ending Balance	\$ 288,778.65

RESERVE FUNDS

	MONTHLY ACTUAL
September 1, 2025 Beginning Balance	\$ 198,774.84
Monthly Accounts + Activity	2,487.49
Monthly Accounts (-) Activity	42.09
Net Monthly Accounts Activity	2,445.40
September 30, 2025 Ending Balance	\$ 201,220.24

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
September 1, 2025 Beginning Balance	\$ 14,179.35
Monthly Accounts + Activity	250.00
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	250.00
September 30, 2025 Ending Balance	\$ 14,429.35

September 30, 2025 Total Ending Balance ALL FUNDS	\$ 975,255.13
Prepaid Pledges	9,600.00
Total Current Assets	\$ 984,855.13

Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT Monthly Minutes
October 13, 2025

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

I. Motion adopted to approve the August Finance Team Minutes and September Report (Motion by Sue)

II. Accounting Administrator's Report

- a. Income/Expenses through September 30, 2025
 - i. September GF income of \$92,243 was \$13,503 more than the budgeted amount of \$78,740.
 - ii. September GF expenses of \$74,286 were \$6,362 less than the budgeted amount \$80,648.
 - iii. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$24,341 compared to a budgeted surplus of \$4,813. Recall the 2025 budget is targeted at breakeven.
- b. Balance Sheet through September 30, 2025
 - i. Total Current Assets \$984,855
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,318,762
 - iv. Total Current Liabilities \$9,600 (Pre-paid 2026 pledge)
- c. Highlighted Restricted Funds Detail Review through September 30, 2025
 - i. Account 3.140.000 Mortgage Service Fund is \$66,631
 - ii. Account 3.175.000 Memorial Fund balance is \$34,112
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$4,959
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$62,108
 - v. Account 3.332.000 Artist Series Fund balance is \$33,069
 - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,553
 - vii. Account 3.675.000 Memory Garden Fund Donation balance \$13,028
 - viii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$4,102
 - ix. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 78,582
- d. General Comments
 - i. September 2025 GF Member Contributions of \$84,808 were \$15,288 more than the 2025 Budget.
 - 1. YTD 2025 Contributions are \$693,412 compared to the YTD budget of \$702,389 for September 2025 but exceeds both 2024 YTD Contributions (\$666,422) and 2023 YTD Contributions (\$667,830).
 - ii. September Mortgage Service Fund contribution income exceeded budget: \$32,832 vs. the \$18,807 monthly payment. YTD MSF contribution revenue (\$202,436) exceeds YTD payments (\$171,903) and 2024 YTD Revenue (\$157,378). September benefited from a \$4,000 contribution directed to be used to reduce the mortgage balance.
 - 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 to 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 continues to make monthly giving trend forecasting especially challenging. September is a case in point as several annual contributions were received by way of QCDs.

III. Treasurer's Report (as of September 30, 2025) of Activity & Council Actions/Discussions

- a. GF balance is \$404,196 which is approximately 4.81 months of reserves.
- b. MSF balance is \$66,631 which is approximately 3.54 months of reserves.

IV. Recommendations to Council

- a. **Motion adopted to recommend a resolution to Council that the credit card limits for two SOTP staff members be increased.** (Motion by Sue). The motion came upon a request from Matt Morrison noting that both individuals periodically exceeded their current limits. Dave Shotick, upon review of current limits for all individuals with SOTP credit cards, recommended the increase as presented in the proposed resolution.

V. Old Business

- a. 2026 Budget meetings are continuing.
- b. The Endowment Fund continues to seek SOTP members to constitute the initial Fund Committee.

VI. New Business

- a. Next Finance Team Meeting will be Monday, November 10, 2025 @ 7:30 PM on Zoom.

VII. The meeting was adjourned at 8:00p without objection and with prayer.

Respectfully submitted,
Bill Ball, Chair

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

Friday, October 10, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	189,220.38	(1,781.14)	191,001.52
1.200.000	Mission Plus Building Fund Checking	395.01	0.13	394.88
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	778,898.97	45,642.63	733,256.34
1.250.000	HBT/LPL Investment Account	425.59	0.00	425.59
1.500.000	Donations Holding Account	638.39	(713.53)	1,351.92
1.600.000	FNBO Checking Boy Scout Troop 200	5,276.79	(10,829.62)	16,106.41
	Total Current Assets	\$984,855.13	\$32,318.47	\$952,536.66
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	\$8,318,762.35	\$32,318.47	\$8,286,443.88
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	7,200.00	7,200.00	0.00
2.110.000	Prepaid Mortgage Service Pledges	2,400.00	2,400.00	0.00
	Total Current Liabilities	\$9,600.00	\$9,600.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	2,933,111.12	(9,123.82)	2,942,234.94
	Total Long Term Liabilities	\$2,933,111.12	(\$9,123.82)	\$2,942,234.94
	Total Liabilities	\$2,942,711.12	\$476.18	\$2,942,234.94
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	404,196.29	17,956.97	386,239.32
	Total Unrestricted Fund Balances	\$404,196.29	\$17,956.97	\$386,239.32
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,235.23	25.69	2,209.54
3.175.000	Memorial Fund Balance	34,112.32	1,900.00	32,212.32
3.180.000	Grafton Food Pantry Fund Balance	1,009.09	481.08	528.01
3.220.000	AV Ministry Fund Balance	960.53	0.00	960.53
3.250.000	Good Samaritan Fund Balance	4,958.99	(50.00)	5,008.99
3.260.000	Community Outreach Fund Balance	2,979.96	(1,581.28)	4,561.24
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	62,107.57	(2,707.58)	64,815.15
3.345.000	Childrens Music Ministry Fund Balance	6,072.64	5,000.00	1,072.64
	<i>Total Music Ministry Fund Balance</i>	<i>\$68,180.21</i>	<i>\$2,292.42</i>	<i>65,887.79</i>
3.340.000	Artist Series Balance	33,069.30	1,831.48	31,237.82
3.350.000	Prairie Crafters Fund Balance	314.45	26.72	287.73
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	56.55	50.00	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

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

Friday, October 10, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$23,239.51</i>	<i>\$50.00</i>	<i>23,189.51</i>
3.500.000	Little Lambs Fund Balance	6,934.28	(308.59)	7,242.87
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,457.49	(102.50)	1,559.99
3.675.000	Memory Garden Fund Balance	13,028.34	20.00	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	0.00	78,581.65
3.700.000	Church Events - Funded Balance	(1,611.89)	(501.92)	(1,109.97)
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	75.25	(5,212.56)	5,287.81
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	5,276.79	(10,829.62)	16,106.41
	Total	\$288,778.65	(\$11,959.08)	\$300,737.73
3.140.000	Mortgage Service Fund Balance	66,630.60	14,025.18	52,605.42
	Total Temporary Restricted Fund Balances	\$355,409.25	\$2,066.10	\$353,343.15
Reserves				
3.950.000	Barnabas Reserves Balance	773.78	(42.09)	815.87
3.971.000	Roof Repairs/Replacement Balance	64,925.04	575.00	64,350.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	13,711.28	650.00	13,061.28
3.974.000	Lawn & Landscaping Reserves Balance	13,566.36	333.33	13,233.03
3.975.000	Maintenance Reserves Balance	14,237.52	250.00	13,987.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	31,659.97	133.33	31,526.64
3.979.000	Outside Audit Reserve Balance	4,250.04	250.00	4,000.04
3.980.000	Equipment Reserves Balance	19,814.31	275.00	19,539.31
3.981.000	Bells Maintenance Reserves Balance	2,424.05	20.83	2,403.22
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	\$201,220.24	\$2,445.40	\$198,774.84
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	14,429.35	250.00	14,179.35
	Total Permanently Restricted Funds	\$14,429.35	\$250.00	\$14,179.35
3.130.000	Building & Grounds Equity	4,270,025.49	9,123.82	4,260,901.67
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	\$4,400,796.10	\$9,123.82	\$4,391,672.28
	Total Fund Balances & Equity	\$5,376,051.23	\$31,842.29	\$5,344,208.94
	Total Liabilities and Fund Balances & Equity	<u>\$8,318,762.35</u>	<u>\$32,318.47</u>	<u>\$8,286,443.88</u>

Tuesday, October 7, 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
Income							
4.100.000	Member Contributions	84,808.49	69,520.00	693,412.42	702,389.00	(8,976.58)	945,000.00
4.150.000	Loose Plate and Growth	1,049.00	2,020.00	15,678.91	20,180.00	(4,501.09)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	748.46	378.00	370.46	500.00
4.200.000	Fees and Registrations	550.00	208.00	2,630.00	1,872.00	758.00	2,500.00
4.250.000	Flower Income	156.00	117.00	654.00	1,053.00	(399.00)	1,400.00
4.300.000	Interest Income Heartland Bank	37.13	33.00	371.77	297.00	74.77	400.00
4.310.000	Investment Income Fidelity	5,642.63	6,800.00	24,190.33	22,200.00	1,990.33	29,000.00
	Total Income	\$92,243.25	\$78,740.00	\$737,685.89	\$748,369.00	(\$10,683.11)	\$1,008,800.00
Expenses							
Connections Ministry							
	Connections Ministry	\$47.24	\$41.00	\$751.73	\$369.00	\$382.73	\$500.00
Mission Ministry							
	Mission Ministry	\$6,157.31	\$8,663.00	\$74,166.33	\$77,967.00	(\$3,800.67)	\$103,950.00
Outreach Ministry							
	Outreach Ministry	\$0.00	\$734.00	\$3,000.00	\$6,606.00	(\$3,606.00)	\$8,800.00
Fellowship Ministry							
	Fellowship Ministry	\$357.06	\$167.00	\$444.91	\$1,503.00	(\$1,058.09)	\$2,000.00
Adult Education Ministry							
	Adult Education Ministry	\$72.60	\$140.00	\$596.01	\$1,260.00	(\$663.99)	\$1,680.00
Youth and Education Ministry							
	Youth and Education Ministry	\$1,325.57	\$716.00	\$4,378.00	\$6,444.00	(\$2,066.00)	\$8,600.00
Children and Family Ministry							
	Children and Family Ministry	\$549.64	\$809.00	\$4,582.29	\$6,125.00	(\$1,542.71)	\$7,400.00
Music Ministry							
	Music Ministry	\$1,044.26	\$171.00	\$1,804.09	\$1,539.00	\$265.09	\$2,050.00
Worship Ministry							
	Worship Ministry	\$1,148.91	\$651.00	\$3,149.73	\$5,859.00	(\$2,709.27)	\$7,800.00
Audio Visual							
	Audio Visual	\$1,189.00	\$1,987.00	\$13,627.89	\$17,883.00	(\$4,255.11)	\$23,850.00
Facilities							
	Facilities	\$5,715.77	\$7,977.00	\$77,611.51	\$75,123.00	\$2,488.51	\$103,339.00
Office Expenses							
	Office Expenses	\$2,741.84	\$3,094.00	\$27,247.26	\$27,846.00	(\$598.74)	\$37,122.00
Staffing Ministry							

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

Tuesday, October 7, 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
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<i>Spiritual Ministry Staff</i>	Spiritual Ministry Staff	\$34,609.25	\$36,100.00	\$330,881.14	\$339,078.00	(\$8,196.86)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$10,067.01	\$10,101.00	\$96,693.26	\$95,957.00	\$736.26	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$2,032.42	\$2,448.00	\$18,990.39	\$22,996.00	(\$4,005.61)	\$31,308.00
	Staffing Ministry	\$46,708.68	\$48,649.00	\$446,564.79	\$458,031.00	(\$11,466.21)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$4,765.91	\$4,387.00	\$33,257.85	\$34,843.00	(\$1,585.15)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$22,162.41	\$22,158.00	\$4.41	\$29,550.00
	Total Expenses	\$74,286.28	\$80,648.00	\$713,344.80	\$743,556.00	(\$30,211.20)	\$1,008,800.00
	Difference	\$17,956.97	(\$1,908.00)	\$24,341.09	\$4,813.00		\$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	84,808	693,412	4%
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 October 2025

Facility

- Sign team
 - Outdoor sign will start to get more consideration after and will most likely need to be budgeted for 2026
 - We met on 10/16 and are working on cleaning up all 3 proposals to be similar so we can compare each more accurately
- Property Team
 - N/A

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
 - Candidate wants to be a volunteer
 - Still looking for official hire
- 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
 - Still working through this

Branding/Website/Apparel/Social Media

- N/A

Planning Center / Canva

- N/A

Mission Team Minutes
Oct. 13, 2025

Attendance: John Witt, Sandy Hupert Vic Berkeris, Deanne Byers, Marty Jacobson, Rick Miller, Annette Petersen, Elizabeth Trout, Shirley Ulmer, Becky Wright, Carl Hupert

John opened the meeting with Proverbs 3:27 and a prayer.

Old Business:

1. Approval of Minutes: Rick moved and Vic seconded to accept the September minutes. Motion carried.
2. ELCA: Becky reminded the team that there is a special meeting of the synod in Rochelle on Nov. 2. There is a synod website for registration. She also announced that more than \$100,000 was raised at a recent fund raiser, with details to follow.
3. Grafton Food Pantry: Annette reported that there is continued need for collections since a recent count indicated a 20% increase of those in need, especially children. Some local stores have fallen back from prior commitments. Nov. 22 and 12/20 are the dates where those in need will receive special invitations for turkey meals.
4. WarpCorp: Vic said that Warp is planning meals to be served at the Woodstock train station near Thanksgiving. They already have some local volunteers and may need help from SOTP, but date and number is not yet known.
5. AARK Garden: Vic was very pleased that AArk's efforts have paid off and their garden soil is well established for next year's plantings.
6. Homeless Meals: Vik reported 119 Homeless meals were recently served. He, Annette, Marty & Elizabeth will be serving the meal this coming Friday with food from SOTP donations etc.
7. NIFB: There were about ten at Northern Illinois Food Bank to help on September 13 with packing 3,450 meals.
8. Exodus: Sandy and Stephanie have been visiting, on a weekly basis with a refugee family, within a Good Neighbor program from Exodus World Service.
9. Habitat for Humanity: Carl stated that the two-team trial is working. SOTP has four members going to Habitat's Restore every third Thursday and another group of four every fourth Wednesday. Work

routines vary. There is a fund raiser to support Habitat's building projects at Huntley's Culver restaurant October 20. Four more volunteers are needed.

10. Turning Point: Alice and Bev are constructing the Giving Tree this year, which will only offer gift cards. Marty was also asking if some sort of card could be created identifying SOTP's contributions. John said he will find out what Council's direction is.
11. LSSI: Shirley reported that collect of Hygiene Kits for LSSI Prison and Family ministry have been completed. She and Valerie plan on delivering them to LSSI next week.
12. FMSC: John said they have 36 of the 100 openings filled for the November 8 work day.
13. Missionary support. Steve absent. No report.
14. Joshua Project: Ric plans to have them come and present to Mission team sometime in the future.
15. Budget status 2025: John shared that the Mission Team currently has a balance of \$4,575 and a Special fund of \$2183.85 to be used at our discretion. Within this fund of \$2183.85, Vic moved to give WarpCorp \$500 and seconded by Elizabeth. Motion carried. Marty moved to buy 50 gift cards of \$10 each but withdrew and revised to 75 \$10 McDonald gift cards for a \$750 total purchase to be given to Tent City Dwellers, seconded by Marty. Motion carried. Vik will personally hand out these gift cards which could be used for a meal at McDonalds right across the street from Tent City. Also because one never knows how many will be there in December, when cards are handed out, it was suggested that they would be given to the Giving Tree people to add to their donations.
16. No other Old Business.

New Business:

1. Thanksgiving offering was discussed. Team thought since ELCA world hunger recently received \$5000 and FMSC will be given apple butter money, they would not be included in this year's Thanksgiving offering. Sandy moved, Becky seconded that the Thanksgiving offering will be split equally among Grafton Food Pantry, Hampshire Food Pantry and NIFB. Motion carried
2. Prayers of Joys and Concerns were led by Rick Miller
3. Annette moved and Sandy seconded to adjourn. Motion carried.

Acting Secretary, Carl Hupert

Minutes Worship Support

October 13, 2025

Attending meeting: Judie S., Sandy S., Carolyn Cuttle (Pastor Mark visited with us as well)

This is a busy season for Worship Support.

Decorating the church for Christmas will take place on Friday, December 5 starting at 9am. The rooms have been reserved and a slide created and sign up available online.

We started talking about Christmas Eve. There will be three services at 3pm, 5pm and 11pm. Communion will be served at all three services.

Attendance in 2024 and 2023 for the three services follows:

3pm	417 (adult)	221
5pm	292	309
11pm	120	162 (adult choir sang)
Total	829	692

At this time, the team will start looking for ushers, greeters, bread makers and communion set up. Susan will work with Assistant ministers and communion servers. We also need to talk about having an extra communion station for the 3pm service in the gathering area.

There will be further discussion about banner changes from Advent to Christmas. It should be after 12/21. Carolyn and Ed leave for FL. Carolyn will ask Cliff Dungey and Doug Nagel to handle the banner change to Christmas.

The choir cantata will be on 12/21 with choral music at both services. There will be about 70 choir members and a full orchestra. No communion will be served at those services.

Carolyn spoke with Diane Mollis about poinsettias. Carolyn has a lead for someone to take over the flower coordination. TBD

We talked about the upcoming Stewardship dinner. Pastor Mark requested that we decorate the 20 tables for dinner. Michelle has ordered table clothes in orange and yellow. As we are running out of reasonable mum prices we have opted to do pumpkins and colorful leaves. Carolyn will pick up the pumpkins. Sandy has some leaves we can use. We will decorate the tables on Friday 10/24 starting at 130pm for the dinner on Saturday at 5pm. Don't forget to sign up for the dinner on Saturday.

There is a new member gathering on November 9. Donna Kelly asked that we create a poster or table to talk about our team. Carolyn will make a poster that can be used going forward. Ed and Carolyn will attend the meeting.

Ed provided an usher report. There will be an usher meeting on 10/23 to review the procedures and answer some questions that were posed to him about safety procedures.

Judie brought up a concern about throwing out the consecrated wine after the 1045 service. It is difficult to gauge the numbers in attendance. At one point they were throwing away an entire tray. The discussion was to make three trays and on the fourth tray use every other spot. Attendance at the 9am has been running strong (170).

Carolyn showed the group the new holder for the All Saints Service with candles. We are trying to avoid a bonfire with tilting candles in sand. Each holder holds 105 candles. Ushers will be needed to guide people in placing the candles back row to front. Ed will talk with the ushers as will Sandy for the Saturday service.

This may not look like a lot but these are details that the worship support group needs to address to stay on top of the upcoming season.

Respectfully submitted,
Carolyn Cuttle

Stewardship Committee

Meeting Minutes

10/13/25

Present: Mike McCann, Frank Leonardi, Julia Leonardi

Next meeting: 11/10/25

1. Fall Stewardship Campaign

Finalized details for Celebration Event. Worked out payments to the restaurant and Pastor Mark will get the check cut this Friday. Mike will draft a blast email to remind people to sign up for the event so we can get a better estimate of headcount to the restaurant. We split up the duties to bring certain items. Worship team will be setting up the tables prior to the event.

2. Estimate of Giving tracking

We reviewed the Master document for entering of estimates and prepped the 2026 tab. Michelle is entering in any Vanco updates and Frank/Julia will be point for our team on entering in the cards. We will send weekly updates to finance after our Commitment Sunday weekend.

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 7:08 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Tom Polzin

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
 - Switches in the gathering area (new building)
 - Sacristy light
 - Sanctuary flickering lights
 - Chris will get quotes
 - Wall heaters
 - Rattle in heat in men's room in the new building
 - Complete
 - Progress on Pine room conversion
 - 2 Tables (wooden) have been ordered
 - Paint on the green wall can be changed whenever or not - Not a priority at this time
 - AV Recycling and storage
 - Mark and Chris are managing the recycling
 - Can be taken to the recycling place in Dundee
 - Music room ceiling tile issue
 - There are some tiles which are stained
 - Rich will have the sprinkler guys check this out before replacing
 - 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
- Outdoor maintenance
 - Landscaping
 - Parking spots near new playground
 - The builder is going to hash the two parking spots and no parking sign
 - Hash marks are done
 - Issues with garage
 - Every nail holding the fascia board is rusting – Chris is going to manage this
 - This is complete
 - Tree Stump Removal
 - There are several tree stumps on the property

- Chris' landscaping will do this in the next couple of weeks
- 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
 - Still waiting to hear from the Scout
- General Maintenance
 - Fire Inspection
 - Passed but may need a couple of other lights changed
 - Chris will order them
 - Dry sprinkler system failed
 - 17 heads are rusted - Chris will contact the contractor who installed it to see what they will do to correct this
 - One valve is not actuating correctly
 - One valve is miswired since it was installed
 - We have a quote to correct this
 - Sign/Monitor updates
 - Have gotten a quote from one company meeting on Thursday
 - Will probably go to council in November
 - Budget
 - Mark and Chris met with the Finance team
 - Contracts are being signed and reviewed
 - The dry system for the sprinkler is being inspected this month
 - Jess presented some modifications requested to the AV cart in the old building
 - Both carts have been updated

New business

- Indoor maintenance
 - Who will cover the walkthrough in November?
 - Rich
 - Jill asked for a whiteboard to be put up in the maple room
 - Mark completed this
 - Rich will change clocks and batteries in November
 - Willow room heat was not working yesterday
 - This Friday they Rich and Mark will change the oil in the fire system compressor
- Outdoor maintenance
 - Two parking lot lights are out and one bulb looks like it has dropped in the West parking lot
- General
 - Matt is working on getting keys back from Mike Y
 - The keys have been returned

The meeting was adjourned at 7:45 pm

Submitted by:
Jessica Panella

Fellowship Team Minutes 10-13-25

Present: Judy Below, Susan Blumer, Linda Wright, Tim Bueschel, Anne Malandrucolo, Diane Mollis. Not present: Monika Wicktendahl, Maryanne Andes, Pam Perrott, Doreen Brangenberg,

Reviewed the Annual Church Picnic

- Well attended – about 150
- Food was great
- Band well received
- Set up and take down went quickly with lots of help
- Approximate Cost - \$400
- Using take out containers for people to take home leftovers was well received

Budget Report

- Met with Finance Team
- Kept budget amount of \$2000 for 2026

Trunk or Treat

- October 25-1Pm
 - Arrive about 11:30 to set up
 - Decided on circus theme
 - Donna will order trunk decoration
 - Linda, Diane, Judy and Anne will bring candy

Celebrate You Dinner

- We have only been asked to be on hand to help Café Roma as needed
- Questions came up
 - Are they providing tableware?
 - Are they providing drinks?
 - Are they taking care of cleanup?
 - Donna will check and find out

Friendsgiving Dinner Church

- November 26 – 6pm
- Set up at 4:30
- Checking into most cost-effective turkey breast purchase
- Publicity
 - Registration is set up and open
 - Articles in Oct & Nov Newsletter
 - Will ask for added to Community Moment in worship in Nov
- Will need 2 bottles of communion wine
- One loaf of gluten free bread
 - Will cut into small pieces
- Will purchase more takeout containers for leftovers

Potluck Dinner

- Feb 1, right after 10:45 service
- Most likely pair with Youth for Trivial Pursuit

Lenter Dinner Church

- Ash Wednesday if February 18
- Dinner Church will be Feb 25, March 4, 11, 18, 25
- Publicity
 - Dates and room already reserved

Donna Kelly
Team Lead