



# **SHEPHERD OF THE PRAIRIE**

## **LUTHERAN CHURCH**

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*A Growing Church for Growing People*

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

# Shepherd of the Prairie Lutheran Church

## Council Meeting Agenda

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

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1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – Pastor Mark
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 October 20, 2025, as presented.*
6. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the October 2025 Treasurer and Financial Reports, as presented.*
  - b. 2026 Budget Update Progress
7. **Current Business**
  - a. Updates – Kathy
    - i. *Recommendation: To be the Charter Organization for both BSA Troop 200 and Pack 467 during 2026. (See email attachment)*
    - ii. Building an inclusive church - a place where all are welcome. - Update
  - b. 2025 Children, Youth and Family Ministry – Pastor Ryan
    - i. Youth update
  - c. Other Business
    - i. Let the record show that Council approved by email the installation of the 16 new members at Sunday November 16, 2025, services. Motion made by Pastor Mark and seconded by Ellen Nissen.
    - ii. Let the record show that Council approved by email the Recommendation: To approve the Sprinkler system repair of \$4898.10 as presented by the property team for emergency sprinkler repairs. Motion made by Ellen Nissen and seconded by Pastor Ryan.
  - d. The next Council meeting is Dec 15, 2025 @ 6:00 PM, (George 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**

**November 17, 2025**

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**Agenda #      Description**

**5.            Approval of October Minutes**

**6.            Congregation Council and Ministry Teams Reports**

- a.   Treasurers Report**
- b.   Finance Team Report**
- c.   Operations Manager Report**
- d.   Children and Family Ministry Team  
     Report**
- e.   Community Outreach Team Report**
- f.   Mission Team Report**
- g.   Worship Team Report**
- h.   Stewardship Team Report**
- i.   Property Team Report**
- j.   Fellowship Team Report**

n/a

# Shepherd of the Prairie Lutheran Church Council Meeting Agenda

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

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Attending: Kathy McGuine (President), Bob Mollis (Vice-President), Ellen Nissen (Secretary), George Attaway (Treasurer), Jim Puls, Christa Serpe, Jim Stancl, Lisa Wondriska, Sr. Pastor Mark Boster and Pastor Ryan Mackey.

1. **Call to Order 6:02** - Kathy
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. Motion to approve minutes made by George A and seconded by Lisa W. Motion Passed*
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. Motion to approve the Treasure and Financial Report made by Bob M. and seconded by Jim P. Motion passed.*
    - ii. *Recommended to the Council re: Credit Card Limits:  
Resolved that the SOTP Council motioned by Ellen Nissen and seconded by Pastor Mark:  
Approve the following credit card limit adjustments, as applicable, effective November 1, 2025:*  
  

Card Number .....8424 [REDACTED]  
Card Number .....1618 [REDACTED]

  
*Motion passed.*

**7. Current Business**

- a. HR Update – Jim
  - i. Contribution secretary position update. Matt Morrison has agreed to take over as Contribution secretary.
  - ii. Pastors' 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
  - i. *Recommendation: To approve the Artist Series Christmas show as presented. Made by Bob and seconded by Pastor Mark. Motion passed.*
- 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** – Motion by George, second by Jim S. – Motion Passed. Meeting adjourned at **7:10 p.m.**

**TREASURER'S REPORT SUMMARY  
FOR THE PERIOD ENDING OCTOBER 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
October 1, 2025 Beginning Balance	\$ 404,196.29								
Monthly Income	69,581.43	80,290.00	\$ (10,708.57)	807,267.32	828,659.00	\$ (21,391.68)	\$ 1,008,800.00	80.02%	
Monthly Expenses	95,960.28	100,454.00	\$ (4,493.72)	809,305.08	844,010.00	\$ (34,704.92)	\$ 1,008,800.00		80.22%
Income vs. Expenditures	(26,378.85)	(20,164.00)		(2,037.76)	(15,351.00)				
October 31, 2025 Ending Balance	\$ 377,817.44								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.49								

**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
October 1, 2025 Beginning Balance	\$ 66,630.60								
Monthly Income	16,893.80	18,807.00	\$ (1,913.20)	219,329.63	188,070.00	\$ 31,259.63	\$ 225,684.00	97.18%	
Monthly Expenses	22,807.00	18,807.00	\$ 4,000.00	194,709.57	188,070.00	\$ 6,639.57	\$ 225,684.00		86.28%
Income vs. Expenditures	(5,913.20)	-		24,620.06	-				
October 31, 2025 Ending Balance	\$ 60,717.40								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	3.23								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY ACTUAL
October 1, 2025 Beginning Balance	\$ 288,778.65
Monthly Accounts + Activity	20,378.68
Monthly Accounts (-) Activity	5,813.11
Net Monthly Accounts Activity	14,565.57
October 31, 2025 Ending Balance	\$ 303,344.22

**RESERVE FUNDS**

	MONTHLY ACTUAL
October 1, 2025 Beginning Balance	\$ 201,220.24
Monthly Accounts + Activity	2,339.50
Monthly Accounts (-) Activity	89.98
Net Monthly Accounts Activity	2,249.52
October 31, 2025 Ending Balance	\$ 203,469.76

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY ACTUAL
October 1, 2025 Beginning Balance	\$ 14,429.35
Monthly Accounts + Activity	111.56
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	111.56
October 31, 2025 Ending Balance	\$ 14,540.91

October 31, 2025 Total Ending Balance ALL FUNDS	\$ 959,889.73
Prepaid Pledges	13,835.00
Total Current Assets	\$ 973,724.73

Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT Monthly Minutes**  
**November 10, 2025**

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

Excused: Joe Anderson

**I. Without objection, the October Minutes were declared approved.**

**II. Accounting Administrator's Report**

- a. Income/Expenses through October 31, 2025
  - i. October GF income of \$69,581 was \$10,709 less than the budgeted amount of \$80,290.
  - ii. October GF expenses of \$95,960 were \$4,494 less than the budgeted amount \$100,454. October was a three-payroll month
  - iii. Overall YTD GF Performance: YTD Revenues trail YTD expenses by \$2,038 compared to a budgeted loss of \$15,351. Recall the 2025 budget is targeted at breakeven.
- b. Balance Sheet through October 31, 2025
  - i. Total Current Assets \$973,725
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,307,632
  - iv. Total Current Liabilities \$13,835 (Pre-paid 2026 pledges)
- c. Highlighted Restricted Funds Detail Review through October 31, 2025
  - i. Account 3.140.000 Mortgage Service Fund is \$60,717
  - ii. Account 3.175.000 Memorial Fund balance is \$31,267
  - iii. Account 3.250.000 Good Samaritan Fund balance is \$4,959
  - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$68,827
  - v. Account 3.332.000 Artist Series Fund balance is \$35,932
  - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,653
  - 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 \$ 81,282
- d. General Comments
  - i. October 2025 GF Member Contributions of \$66,631 were \$10,199 less than the 2025 Budget.
    - 1. YTD 2025 Contributions are \$760,043 compared to the YTD budget of \$779,219 for October 2025 but exceeds both 2024 YTD Contributions (\$757,985) and 2023 YTD Contributions (\$746,286).
  - ii. October Mortgage Service Fund contribution income trailed budget: \$16,894 vs. the \$18,807 monthly payment. YTD MSF contribution revenue (\$219,330) exceeds YTD payments (\$194,710) and 2024 YTD Revenue (\$180,929).
  - 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 and financial market conditions. 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 Distributions. This continues to make monthly giving trend forecasting especially challenging.

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

- a. GF balance is \$377,817 which is approximately 4.49 months of reserves.
- b. MSF balance is \$60,717 which is approximately 3.23 months of reserves.

**IV. Recommendations to Council**

**V. Old Business**

- a. 2025 stewardship YTD and previous November/December trends were reviewed.
- b. The preliminary 2026 Budget was reviewed noting various areas of significant change.
- c. The Endowment Fund continues to seek SOTP members to constitute the initial Fund Committee.
- d. Matt Morrison will add the responsibilities of the financial secretary (previously a volunteer position – the current secretary, Linda Dungey, is “retiring” after several years) to his responsibilities as Director of Operations.

**VI. New Business**

- a. Next Finance Team Meeting will be Tuesday, December 9, 2025 @ 7:30 PM on Zoom.

**VII. The meeting was adjourned at 8:30p without objection and with prayer.**

Respectfully submitted,  
Bill Ball, Chair



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

**Tuesday, November 4, 2025**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	170,103.25	(19,117.13)	189,220.38
1.200.000	Mission Plus Building Fund Checking	506.71	111.70	395.01
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	779,906.86	1,007.89	778,898.97
1.250.000	HBT/LPL Investment Account	425.67	0.08	425.59
1.500.000	Donations Holding Account	357.82	(280.57)	638.39
1.600.000	FNBO Checking Boy Scout Troop 200	12,424.42	7,147.63	5,276.79
	<b>Total Current Assets</b>	<b>\$973,724.73</b>	<b>(\$11,130.40)</b>	<b>\$984,855.13</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	0.00	41,717.68
1.300.200	Memory Garden	89,052.93	0.00	89,052.93
	<b>Total Fixed Assets</b>	<b>\$7,333,907.22</b>	<b>\$0.00</b>	<b>\$7,333,907.22</b>
	<b>Total Assets</b>	<b>\$8,307,631.95</b>	<b>(\$11,130.40)</b>	<b>\$8,318,762.35</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.100.000	Prepaid General Fund Pledges	10,376.25	3,176.25	7,200.00
2.110.000	Prepaid Mortgage Service Pledges	3,458.75	1,058.75	2,400.00
	<b>Total Current Liabilities</b>	<b>\$13,835.00</b>	<b>\$4,235.00</b>	<b>\$9,600.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	2,919,646.84	(13,464.28)	2,933,111.12
	<b>Total Long Term Liabilities</b>	<b>\$2,919,646.84</b>	<b>(\$13,464.28)</b>	<b>\$2,933,111.12</b>
	<b>Total Liabilities</b>	<b>\$2,933,481.84</b>	<b>(\$9,229.28)</b>	<b>\$2,942,711.12</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	377,817.44	(26,378.85)	404,196.29
	<b>Total Unrestricted Fund Balances</b>	<b>\$377,817.44</b>	<b>(\$26,378.85)</b>	<b>\$404,196.29</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,735.23	(500.00)	2,235.23
3.175.000	Memorial Fund Balance	31,266.95	(2,845.37)	34,112.32
3.180.000	Grafton Food Pantry Fund Balance	491.08	(518.01)	1,009.09
3.220.000	AV Ministry Fund Balance	960.53	0.00	960.53
3.250.000	Good Samaritan Fund Balance	4,958.99	0.00	4,958.99
3.260.000	Community Outreach Fund Balance	3,109.96	130.00	2,979.96
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	68,826.96	6,719.39	62,107.57
3.345.000	Childrens Music Ministry Fund Balance	6,072.64	0.00	6,072.64
	<i>Total Music Ministry Fund Balance</i>	<i>\$74,899.60</i>	<i>\$6,719.39</i>	<i>68,180.21</i>
3.340.000	Artist Series Balance	35,932.08	2,862.78	33,069.30
3.350.000	Prairie Crafters Fund Balance	355.55	41.10	314.45
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	156.55	100.00	56.55
3.417.000	Youth Mission Trips Balance	10,652.96	100.00	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 October 31, 2025**

**Tuesday, November 4, 2025**

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$23,439.51</i>	<i>\$200.00</i>	<i>23,239.51</i>
3.500.000	Little Lambs Fund Balance	5,482.01	(1,452.27)	6,934.28
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,960.02	502.53	1,457.49
3.675.000	Memory Garden Fund Balance	13,028.34	0.00	13,028.34
3.676.000	Memory Garden Bricks Fund Balance	4,101.57	0.00	4,101.57
3.677.000	Memory Garden Niche Fund Balance	81,281.65	2,700.00	78,581.65
3.700.000	Church Events - Funded Balance	(2,109.35)	(497.46)	(1,611.89)
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	150.50	75.25	75.25
3.750.000	Seminary Scholarship Fund Balance	7,270.00	0.00	7,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	12,424.42	7,147.63	5,276.79
	<b>Total</b>	<b>\$303,344.22</b>	<b>\$14,565.57</b>	<b>\$288,778.65</b>
3.140.000	Mortgage Service Fund Balance	60,717.40	(5,913.20)	66,630.60
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$364,061.62</b>	<b>\$8,652.37</b>	<b>\$355,409.25</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	683.80	(89.98)	773.78
3.971.000	Roof Repairs/Replacement Balance	65,500.04	575.00	64,925.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	14,361.28	650.00	13,711.28
3.974.000	Lawn & Landscaping Reserves Balance	13,899.69	333.33	13,566.36
3.975.000	Maintenance Reserves Balance	14,487.52	250.00	14,237.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	31,793.30	133.33	31,659.97
3.979.000	Outside Audit Reserve Balance	4,500.04	250.00	4,250.04
3.980.000	Equipment Reserves Balance	19,941.32	127.01	19,814.31
3.981.000	Bells Maintenance Reserves Balance	2,444.88	20.83	2,424.05
3.985.000	Sabbatical Reserves Balance	9,950.89	0.00	9,950.89
3.990.000	Future Staffing Reserves Balance	20,000.00	0.00	20,000.00
	<b>Total Reserves</b>	<b>\$203,469.76</b>	<b>\$2,249.52</b>	<b>\$201,220.24</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	14,540.91	111.56	14,429.35
	<b>Total Permanently Restricted Funds</b>	<b>\$14,540.91</b>	<b>\$111.56</b>	<b>\$14,429.35</b>
3.130.000	Building & Grounds Equity	4,283,489.77	13,464.28	4,270,025.49
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	89,052.93
	<b>Total Equity</b>	<b>\$4,414,260.38</b>	<b>\$13,464.28</b>	<b>\$4,400,796.10</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,374,150.11</b>	<b>(\$1,901.12)</b>	<b>\$5,376,051.23</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,307,631.95</u></b>	<b><u>(\$11,130.40)</u></b>	<b><u>\$8,318,762.35</u></b>

**Tuesday, November 4, 2025**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b>Income</b>							
4.100.000	Member Contributions	66,630.74	76,830.00	760,043.16	779,219.00	(19,175.84)	945,000.00
4.150.000	Loose Plate and Growth	1,799.35	2,560.00	17,478.26	22,740.00	(5,261.74)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	748.46	420.00	328.46	500.00
4.200.000	Fees and Registrations	100.00	208.00	2,730.00	2,080.00	650.00	2,500.00
4.250.000	Flower Income	0.00	117.00	654.00	1,170.00	(516.00)	1,400.00
4.300.000	Interest Income Heartland Bank	43.45	33.00	415.22	330.00	85.22	400.00
4.310.000	Investment Income Fidelity	1,007.89	500.00	25,198.22	22,700.00	2,498.22	29,000.00
	<b>Total Income</b>	<b>\$69,581.43</b>	<b>\$80,290.00</b>	<b>\$807,267.32</b>	<b>\$828,659.00</b>	<b>(\$21,391.68)</b>	<b>\$1,008,800.00</b>
<b>Expenses</b>							
<b>Connections Ministry</b>							
	<b>Connections Ministry</b>	<b>\$0.00</b>	<b>\$41.00</b>	<b>\$751.73</b>	<b>\$410.00</b>	<b>\$341.73</b>	<b>\$500.00</b>
<b>Mission Ministry</b>							
	<b>Mission Ministry</b>	<b>\$8,480.85</b>	<b>\$8,663.00</b>	<b>\$82,647.18</b>	<b>\$86,630.00</b>	<b>(\$3,982.82)</b>	<b>\$103,950.00</b>
<b>Outreach Ministry</b>							
	<b>Outreach Ministry</b>	<b>\$1,500.00</b>	<b>\$734.00</b>	<b>\$4,500.00</b>	<b>\$7,340.00</b>	<b>(\$2,840.00)</b>	<b>\$8,800.00</b>
<b>Fellowship Ministry</b>							
	<b>Fellowship Ministry</b>	<b>\$0.00</b>	<b>\$167.00</b>	<b>\$444.91</b>	<b>\$1,670.00</b>	<b>(\$1,225.09)</b>	<b>\$2,000.00</b>
<b>Adult Education Ministry</b>							
	<b>Adult Education Ministry</b>	<b>\$379.67</b>	<b>\$140.00</b>	<b>\$975.68</b>	<b>\$1,400.00</b>	<b>(\$424.32)</b>	<b>\$1,680.00</b>
<b>Youth and Education Ministry</b>							
	<b>Youth and Education Ministry</b>	<b>\$365.55</b>	<b>\$716.00</b>	<b>\$4,743.55</b>	<b>\$7,160.00</b>	<b>(\$2,416.45)</b>	<b>\$8,600.00</b>
<b>Children and Family Ministry</b>							
	<b>Children and Family Ministry</b>	<b>\$767.88</b>	<b>\$425.00</b>	<b>\$5,350.17</b>	<b>\$6,550.00</b>	<b>(\$1,199.83)</b>	<b>\$7,400.00</b>
<b>Music Ministry</b>							
	<b>Music Ministry</b>	<b>\$0.00</b>	<b>\$171.00</b>	<b>\$1,804.09</b>	<b>\$1,710.00</b>	<b>\$94.09</b>	<b>\$2,050.00</b>
<b>Worship Ministry</b>							
	<b>Worship Ministry</b>	<b>\$763.25</b>	<b>\$651.00</b>	<b>\$3,912.98</b>	<b>\$6,510.00</b>	<b>(\$2,597.02)</b>	<b>\$7,800.00</b>
<b>Audio Visual</b>							
	<b>Audio Visual</b>	<b>\$1,413.26</b>	<b>\$1,987.00</b>	<b>\$15,041.15</b>	<b>\$19,870.00</b>	<b>(\$4,828.85)</b>	<b>\$23,850.00</b>
<b>Facilities</b>							
	<b>Facilities</b>	<b>\$5,605.52</b>	<b>\$7,977.00</b>	<b>\$83,217.03</b>	<b>\$83,100.00</b>	<b>\$117.03</b>	<b>\$103,339.00</b>
<b>Office Expenses</b>							
	<b>Office Expenses</b>	<b>\$2,765.78</b>	<b>\$3,094.00</b>	<b>\$30,013.04</b>	<b>\$30,940.00</b>	<b>(\$926.96)</b>	<b>\$37,122.00</b>
<b>Staffing Ministry</b>							

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

**Tuesday, November 4, 2025**

**Page 2 of 2**

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	\$49,555.24	\$50,278.00	\$380,436.38	\$389,356.00	(\$8,919.62)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$14,901.84	\$15,149.00	\$111,595.10	\$111,106.00	\$489.10	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$2,920.95	\$3,412.00	\$21,911.34	\$26,408.00	(\$4,496.66)	\$31,308.00
	Staffing Ministry	\$67,378.03	\$68,839.00	\$513,942.82	\$526,870.00	(\$12,927.18)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$4,078.00	\$4,387.00	\$37,335.85	\$39,230.00	(\$1,894.15)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$24,624.90	\$24,620.00	\$4.90	\$29,550.00
	<b>Total Expenses</b>	<b>\$95,960.28</b>	<b>\$100,454.00</b>	<b>\$809,305.08</b>	<b>\$844,010.00</b>	<b>(\$34,704.92)</b>	<b>\$1,008,800.00</b>
	<b>Difference</b>	<b>(\$26,378.85)</b>	<b>(\$20,164.00)</b>	<b>(\$2,037.76)</b>	<b>(\$15,351.00)</b>		<b>\$0.00</b>

**Shepherd of the Prairie  
General Fund Giving**

	2021	YTD	2022	YTD	2023	YTD	2024	YTD	2025	YTD	'25 vs '24 YTD
January	68,053	68,053	110,130	110,130	108,149	108,149	103,930	103,930	115,331	115,331	11%
February	69,321	137,374	67,528	177,658	60,799	168,948	63,895	167,825	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	66,631	760,043	0%
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
  - Fixing/Replacing all cabinets in Willow Room soon

### 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

- Matt is now more involved in role and will start to digitalize role after Jan 1, 2026
- We have begun digitalizing old bulletins/historical docs with a volunteer who needed community service hours.

Branding/Website/Apparel/Social Media

- N/A

Planning Center / Canva

- N/A

## **SOTP Children, Youth, and Family Team Meeting November 10, 2025**

Meeting Start Time: 7:06pm

Present: [Amy Stech](#), [Lisa Wondriska](#), Jen Poe, [Jill Gillming](#)

Absent: [Amy Brittain](#) Tim Torkelson

Meeting End Time: 8:10pm

- **Old Business**

- Additional visibility ideas
  - Update existing picture collages in hallway
    - Lisa Wondriska will take the lead after the school year is over - will need to get her access to photos. Contact [Matt Morrison](#)

- **New Business**

- Event Planning for 2026

January-Bingo Jan. 23rd 7-8pm

February - Trivia Night and Potluck (Collab with Fellowship Team)

March - Family Lock-In March 13th 7pm

April- Easter Egg Hunt April 4th

May

June - Ice Cream Social/Car Show June 12th

July - VBS Should we do it July 13-17?

August- Church Picnic

September- Rally Day

October - Trunk-or-Treat Oct 24th

November-

December - Family Christmas Caroling at a nursing home

- Decorate Kids Connect Room for Christmas!!!

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

- Kids Connect
- Adventure Club

Jill Gillming

Director of Children and Family Ministry

Shepherd of the Prairie Lutheran Church

[jill@sotpmail.com](mailto:jill@sotpmail.com)



Attendees: Tara Mackey

Bob Malm

- 1) Fall Fest Review
  - a. Good turn out, game well received
  - b. Possibly make up “gift bags” next year with all the goodies/pamphlets in them, so people aren’t just taking the prizes without the info
- 2) Neighborhood “gift bags”
  - a. Talked about handing out the “gift/goodie bags” to the new neighborhood behind us along with our Christmas Schedule
    - i. Talk to Jess and see if confirmation kids can put bags together
  - b. Need a date to hand out – Dec 13/14?
- 3) Plastic collection
  - a. Dottie’s community in Del Webb is almost done
  - b. SOTP will start collecting for 3<sup>rd</sup> bench Jan 15<sup>th</sup>
  - c. Need to ask for volunteers in Newsletter
  - d. Looking to donate bench to The Animal Shelter in Huntley for their new addition if interested
    - i. Need someone to contact them
  - e. SOTP’s bench is on its way!
- 4) Huntley Holiday Parade
  - a. Christmas parade Dec 6<sup>th</sup> 5-5:15 – Is it worth it?
- 5) Appreciation Luncheon: Huntley Chamber
  - a. Tara will contact Nancy Binger to get dates – looking to do after holidays
- 6) Plaque for bench in park
  - a. We workshopped and came up with “This bench is donated by Shepherd of the Prairie Lutheran Church with blessings for all to enjoy”
  - b. Tara to contact HPD/Pat for picture and article
- 7) Dennis slideshow – on hold for the moment

- 8) Bob suggested to list/link the SOTP newspaper articles on the SOTP website so those researching for churches can see what/how we are involved throughout the community.
  - a. Bob to talk to Matt/Josh to see who runs the website
- 9) Business Expo
  - a. March 14<sup>th</sup> 9-3 HPD gym

Mission Team Minutes  
Nov.10, 2025

Attendees: John Witt, Sandy Hupert, Carl Hupert  
Vic Berkeris, Marty Jacobson, Elizabeth Trout, Stephanie Mondello, Patti Witt

John opened the meeting with Galatians 6:9-10 and a prayer.

Old Business:

1. Approval of Minutes: Vik moved and Sandy seconded to accept the October minutes. Motion carried.
2. ELCA: Update from Becky via email: The synod's World Hunger celebration event was a huge success (Donna Kelly also attended). The total \$'s (with all the matches) was \$282,822.05, and we collected an additional over \$600 in offering that day.
3. Grafton Food Pantry: **To be Recipient of the Thanksgiving collection 2025**. Update from Annette via email: October 1045 people received food from this pantry. For the first week of November there were between 75 and 80 families! The Team Leader said they had never had numbers like this. Monday morning there is food on the shelves and by Tuesday is almost gone!
4. Warp Corp: **Recipient of \$500.00 from local Mission budget**. Sandy motioned and Elizabeth seconded for \$500 to help WARP with its meal plans or other expenses. Motion carried. Vik said that Warp will be serving meals at the Woodstock train station on Tuesday, 11/25 between 12-4pm and will be distributing sleeping bags. Per Vik, they received their previous check and a thank you note is pending.
5. AARK Garden: **Recipient of \$1000.00 from local Mission Budget**. Sandy motioned and Vik seconded for \$1000 for AARK support. Motion carried. Vik stated seeding is complete and they are very optimistic for the next year. The Ark Garden manager has residence in a heated trailer and is renting out rooms in her home.  
\*\*They are accepting and in need of more egg carton donations. Any size.
6. Homeless Meals: Vik reported they are booked through March. Willow Creek is hosting meals every Monday. They are currently in

need of donations for grab bag items and coats. Items such as toys, stocking stuffers for kids and adults. *They request items not be wrapped and submitted by Dec. 23<sup>rd</sup>.*

7. Tent City: Per Vik, there are 75 camping and 50 passing. John handed over to Vik, qty 75 \$10 Mc Donald gift cards voted on from previous meeting. Vik will personally hand out these gift Cards which could be used for a meal at the Mc Donalds right across the street from Tent City.
8. NIFB: Elizabeth is volunteering at the Rockford location in December to find out more about their program and determine if it would be a good location for a group volunteer outing.
9. Exodus: **Recipient of up to \$250.00 from Special Mission Budget as an expense reimbursement.** Sandy motioned and Stephanie seconded reimbursement up to \$250 for meal supplies. Motion carried. The weekly sessions with the sponsored family has been going very well. Exodus has a need for food / meals instead of welcome pack. A list will be provided to Sandy, and she will go shopping for items in early December.
10. Habitat for Humanity: Carl stated that the two-team trial is working for ReStore. They are looking to schedule a Golf Outing in May, date TBD. The Culvers fundraiser raised close to \$1400. (\$6,00 sales x .20% proceeds = \$1200.00 + \$196.00 tips)
11. Turning Point: Alice and Bev are constructing the Giving Tree this year, which will only offer gift cards. Marty met with the Turning Point contact at the previous community resource meal event and is targeting a kit collection after Easter that will potentially include materials for both men and women. Previously the kits targeted only women.
12. LSSI: Update from Shirley via email: Shirley and Valerie delivering the prison kits that have been collected this week and will return the storage boxes.
13. FMSC: John reported the November 8<sup>th</sup> sign up was a success. 64,800 boxes filled. SOTP had approx. 82 members sign up and participate in the event. John will work on setting up dates for the 2026 year. There was mention of 3 dates (Spring, Summer and Fall/ November) A check for about \$1800 was presented to FMSC from the apple butter sale.
14. Missionary support. Update via email: Steve shared that Daudi and family has seen increased violence in Arusha due to anti-government rioting and retaliatory killings.

15. Joshua Project: Rick absent. No report.
16. **Budget status 2025**: John shared that the Mission Team currently has a balance of \$4,575 and a Special fund of \$933.85 to be used at our discretion. Up to \$250.00 will be allocated from the Special fund for Exodus leaving a new balance of \$ 683.85.
17. No other Old Business.

New Business:

1. Christmas offering was discussed. The team selected 4 agencies to be recipients: *Arusha Lutheran Medical School of Nursing, Schroeder Home Mc Henry County Pioneer Services, Elgin Community Crisis Center and McHenry Co Pioneer Pads*. Sandy raised the motion and Elizabeth seconded. Motion carried
2. Marty inquired if there was an opportunity that a portion of the budget allocated for a scholarship program for youth members going into ministry/ seminary. Follow up: John to contact Pastor Mark to see if this is something to consider in the future.
3. Local Mission: AARK Garden recipient of \$1000.00 and Warp Corp \$500.00. We have about \$ 3000.00 remaining in the budget that we saved for next month's meeting when we have a greater representation. Home of the Sparrow, Mercy Ships, and Grafton were charities brought up but we wanted more input on these or other options.
4. Prayers of Joys and Concerns were led by Sandy
5. Carl moved and Elizabeth seconded to adjourn. Motion carried.

WORSHIP SUPPORT MINUTES  
NOVEMBER 10, 2025

Attending the meeting: Ed, Sandy, Judie, Leslie, Lorraine Vallee, Elaine, Eileen Gerald, Carolyn Cuttle

Meeting started at 7:05pm.

Carolyn introduced and welcomed our new leadership.

Eileen Gerald will step up as Greeter Coordinator for Elaine Gillam

Lorraine Vallee will set up as Flower Coordinator for Diane Mollis.

Judie Symbal was welcomed back after her fall.

Calendar for the next 45 days....

- 11/12 Carolyn and Lorraine will set up the Poinsettia Table sale
- 11/16 Poinsettia Sale begins. It will be set up as a cash/check payment. Carolyn will check with Michelle about credit card usage.
- 11/23 Banners will change to all WHITE for Christ the King (Ed and Carolyn will take down Today and put up white)
- 11/28 Banners will change to ADVENT (Ed and Carolyn will take down White and put up ADVENT as well as the Advent wreath)
- 11/29 First Sunday of Advent
- 12/5 DECORATE THE CHURCH starting at 9am...Leslie asked that we don't start too early so that those arriving at 9am have something to do as well.
- 12/6 Kids Program at the Saturday Night service
- 12/7 Second Sunday of Advent
  - Artist Series Concert and Auction starting at 4pm
- 12/20 Saturday night service at 5pm (note -church will be set up for cantata participants ) Communion will be served
- 12/21 Cantata at both services NO COMMUNION SERVED
- 12/22 Take down Advent and put up Christmas banners (Carolyn will ask Doug Nagel and Cliff Dungey to do this)
- 12/23 50+ Poinsettias will be delivered and placed in the Sanctuary starting at 9:30am (Diane Mollis and Lorraine will handle this with your help)
- 12/24 Christmas Eve Services

3pm service (417) will need four communion stations

5pm service (292)

11pm service (120)

Judie has already asked for 8 loaves of bread for communion on Christmas Eve. Please double check on the wine. Susan will handle getting communion servers via the internet.

Judie will handle set up for the 3pm service. Sandy will handle set up for the 5pm service on Christmas Eve. Not sure that we have the 11pm service covered yet.

Elaine and Eileen will get greeters for all three services.

Ed will work on getting ushers for all three services. Andrew S. has said that he will cover the ushers that evening.

Usher report – Ed noted that he had an usher meeting with all ushers on 10/25/25 with 44 attending. They reviewed the procedures. Ed also thanked the ushers from 9am Sunday who handled a medical emergency extremely well.

Greeters Report – Elaine introduced Eileen as the new coordinator and said that they would work to make the transition starting in January 2026.

Flowers – Carolyn introduced Lorraine to the group. Lorraine will handle the poinsettia sale with support from Diane Mollis.

Altar Guild – Judy is working to stay ahead of the busy season coming up. Leslie suggested that the ladies that do the set up before services include setting up the cups in the trays as well as the pouring of the wine. This would reduce the time that Judy put in getting it set up and would not be difficult for the folks setting up. We are trying to simplify the procedures.

**ANNAUL REPORTS ARE DUE BY DECEMBER 1<sup>ST</sup>.** You can send them to Donna Kelly or send them to Carolyn, and she will incorporate all reports into Worship. Thank you, Elaine and Ed, for getting your reports in.

Next Meeting is December 15<sup>th</sup>. We will just make sure that all is ready!

Thank you!

Carolyn Cuttle

## Property Team meeting – November 10, 2025

The meeting was called to order by Mark Frendreis (Chair) at 7:03 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Tom Polzin and Rick Wright

**Note:** Property Team mailbox address is [SOTPProperty@gmail.com](mailto: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 on the east end of the gathering area (new building)
    - Sacristy light
    - Sanctuary flickering lights
      - Looking for an electrician to come out
  - Music room ceiling tile issue
    - There are some tiles which are stained
      - Rich will have the sprinkler guys check this out before replacing
      - The sensors were all changed as well
  - 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
  - Rich will change clocks and batteries in November
    - Completed
  - Willow room heat is not working
    - A sensor was replaced
  - Rich and Mark will change the oil in the fire system compressor
    - Complete
- Outdoor maintenance
  - Landscaping
    - Tree Stump Removal
      - There are several tree stumps on the property
      - Complete
  - 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
    - The scout is not ready to present the project quite yet
  - Two parking lot lights are out and one bulb looks like it has dropped in the West parking lot
    - Looking for an electrician
- 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
    - 21 heads were replaced
- Sign/Monitor updates
  - They make go to council soon

## **New business**

- Indoor maintenance
  - Who will cover the walkthrough in December?
    - Rick was volunteered
  - Delivery date for the wooden tables in the pine room
    - In a couple of weeks
  - Monitor swap in Pastor Mark's office
    - Complete
  - Hang a monitor in Matt's office
    - Mark and Rich will complete this
  - Need to fix the quilter's cabinets
    - Thursday Dec 11 to remove and reassemble the cabinets
  - Dispose of corkboard in hallway by 227
    - Chris will do this
  - Two new banners were put up behind the welcome center
  - The Library will also be used for a prayer room
- Outdoor maintenance
  - West end door
    - The door is functioning properly
    - The light above the door is not timed properly and needs to be corrected
    - The pin remains in the door at the end of the night.
      - Jess will send a note to Matt requesting all groups who pin the door unpin it when they leave
- General
  - Electronics recycling on cart
    - Still need to recycle monitors
  - Photos of property team projects
    - Complete

The meeting was adjourned at 7:45 pm

Submitted by:  
Jessica Panella

## **Fellowship Team Minutes November 10, 2025**

Present: Judy Below, Susan Blumer, Roz Eckhardt, Jeff Eckhardt, Tim Bueshel, Donna Kelly

We discussed upcoming Friendsgiving Dinner Church on Nov 26<sup>th</sup>.

Donna has already purchased the gravy, turkey breasts and the ham and will cook ahead of time.

Judy Below will come around three to help Donna slice the turkey and ham and put into roasters to warm.

The tables will be set up on Wednesday afternoon (God's Girls are scheduled to meet that morning).

Everyone else will come about 4:45 to help with set up.

It was decided to purchase seasonal small plates for desserts, and we have dinner plates already purchased.

Offering baskets will be set on each table; offerings to go to NI Food Bank, Grafton Food Pantry and Hampshire Food Pantry.

It was decided to use sliced gluten free bread cut into small pieces for communion due to the high cost of purchasing the rolls.

We tabled discussion of the Winter Potluck on Feb 1<sup>st</sup> and Lenten Dinner Church, which will begin on February 25, until our January meeting.

Respectfully submitted,

Donna Kelly  
Team Lead



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