



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

A Growing Church for Growing People

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

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

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

1. **Call to Order**
2. **Opening Prayer** – Pastor Mark
3. **Devotions** – George
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 November 17, 2025, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the November 2025 Treasurer and Financial Reports, as presented.*
7. **Current Business**
 - a. 2026 EOG Update – Kathy
 - b. 2026 Budget Update – George
 - c. Nominating Committee Update - Kathy
 - d. Annual meeting Update Recommendation to approve the motion for the Annual meeting on January 25, 2026 at 12:15.
8. **Other Business**
 - a. Property team update Fire Suppression repairs- Kathy
 - b. Let the record show that On November 11, 2025, via Email, Council approve a motion to sign the charter agreement for Boy Scout troop 200 and pack 467 on behalf of Shephard of the Prairie motion made by Lisa Wondriska and seconded by Pastor Ryan, motion passed.
 - c. The next Council meeting is Jan 19, 2026 @ 6:00 PM, (Jim P. devotions)
9. **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
10. **Closing Prayer** – Pastor Ryan
11. **Adjournment**

December 15, 2025

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Shepherd of the Prairie Lutheran Church Council Meeting Agenda

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

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

1. **Call to Order 6:02PM**
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 with modifications discussed.* Motioned made by B. Mollis to approve the Council minutes, Seconded by G. Attaway. Motion approved.
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. Motion was made by Pastor Mark to approve the October 2025 Treasure report, J. Stancl seconded the motion. Motion approved.*
 - 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) Tabled at this time.*
 - 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. Motion approved.
 - 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. Motion approved.
- 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 at 7:18PM** motion made by J. Puls and seconded by L. Wondriska.

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING NOVEMBER 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
November 1, 2025 Beginning Balance	\$ 377,817.44								
Monthly Income	95,159.61	74,501.00	\$ 20,658.61	902,426.93	903,160.00	\$ (733.07)	\$ 1,008,800.00	89.46%	
Monthly Expenses	74,583.10	83,456.00	\$ (8,872.90)	883,888.18	927,466.00	\$ (43,577.82)	\$ 1,008,800.00		87.62%
Income vs. Expenditures	20,576.51	(8,955.00)		18,538.75	(24,306.00)				
November 30, 2025 Ending Balance	\$ 398,393.95								
Average Monthly Expenses (Budgeted)	\$ 84,066.67								
Approx. Months Covered by Fund Balance	4.74								

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
November 1, 2025 Beginning Balance	\$ 60,717.40								
Monthly Income	21,743.93	18,807.00	\$ 2,936.93	241,073.56	206,877.00	\$ 34,196.56	\$ 225,684.00	106.82%	
Monthly Expenses	18,807.00	18,807.00	\$ -	213,516.57	206,877.00	\$ 6,639.57	\$ 225,684.00		94.61%
Income vs. Expenditures	2,936.93	-		27,556.99	-				
November 30, 2025 Ending Balance	\$ 63,654.33								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	3.38								

TEMPORARY RESTRICTED FUNDS

	MONTHLY ACTUAL
November 1, 2025 Beginning Balance	\$ 303,344.22
Monthly Accounts + Activity	3,337.79
Monthly Accounts (-) Activity	12,387.69
Net Monthly Accounts Activity	(9,049.90)
November 30, 2025 Ending Balance	\$ 294,294.32

RESERVE FUNDS

	MONTHLY ACTUAL
November 1, 2025 Beginning Balance	\$ 203,469.76
Monthly Accounts + Activity	6,257.48
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	6,257.48
November 30, 2025 Ending Balance	\$ 209,727.24

PERMANENTLY RESTRICTED FUNDS

	MONTHLY ACTUAL
November 1, 2025 Beginning Balance	\$ 14,540.91
Monthly Accounts + Activity	-
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	-
November 30, 2025 Ending Balance	\$ 14,540.91

November 30, 2025 Total Ending Balance ALL FUNDS	\$ 980,610.75
Prepaid Pledges	23,835.00
Total Current Assets	\$ 1,004,445.75

Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT Monthly Minutes
December 9, 2025

Members: George Attaway, Devin Burg, Cliff Dungey, Dave Shotick, Bill Ball

Excused: Sue Wehnes, Bruce Rosborough, Joe Anderson

I. Without objection, the November Minutes were declared approved.

II. Accounting Administrator's Report

- a. Income/Expenses through November 30, 2025
 - i. November GF income of \$95,160 was \$20,659 more than the budgeted amount of \$74,501
 - ii. November GF expenses of \$74,583 were \$8,873 less than the budgeted amount \$83,456.
 - iii. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$18,539 compared to a budgeted loss of \$24,306. Recall the 2025 budget is targeted at breakeven.
- b. Balance Sheet through November 30, 2025
 - i. Total Current Assets \$1,004,219
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,338,126
 - iv. Total Current Liabilities \$23,835 (Pre-paid 2026 pledges)
- c. Highlighted Restricted Funds Detail Review through November 30, 2025
 - i. Account 3.140.000 Mortgage Service Fund is \$63,654
 - ii. Account 3.175.000 Memorial Fund balance is \$31,402
 - iii. Account 3.250.000 Good Samaritan Fund balance is \$4,699
 - iv. Account 3.330.000 Adult Music Ministry Fund balance is \$67,630
 - v. Account 3.332.000 Artist Series Fund balance is \$26,194
 - vi. Account 3.417.000 Youth Mission Trip Fund balance is \$10,653
 - vii. Account 3.675.000 Memory Garden Fund Donation balance \$12,338
 - 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. November 2025 GF Member Contributions of \$92,466 were \$21,195 greater than the 2025 Budget.
 - 1. YTD 2025 Contributions are \$852,509 compared to the YTD budget of \$850,490 for November 2025 and exceed both 2024 YTD Contributions (\$835,362) and 2023 YTD Contributions (\$816,335).
 - ii. November Mortgage Service Fund contribution income exceeded budget: \$21,744 vs. the \$18,807 monthly payment. YTD MSF contribution revenue (\$241,074) exceeds YTD payments (\$213,517) and 2024 YTD Revenue (\$195,609).
 - 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 – case in point - the difference between October and November of this year. While 2025 break-even performance is highly likely, it remains to be seen if contributions will reach the budgeted level for 2025.

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

- a. GF balance is \$398,394 which is approximately 4.74 months of reserves.
- b. MSF balance is \$63,654 which is approximately 3.38 months of reserves.

IV. Recommendations to Council

- a. **Motion adopted to recommend the December 9, 2025 draft budget to the Council recognizing that some adjustments remain to be decided upon by Council as well as consideration of the final financial results for 2025.** (Motion by Joe Anderson)

V. Old Business

- a. 2025 stewardship YTD and previous November/December trends were reviewed.
- b. The updated draft 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.

VI. New Business

- a. **Motion adopted: To invest \$135,000 in a 12-month CD (maturing in December 2026, FDIC insured and non-callable) to be held at Fidelity in anticipation of the December 19, 2025, maturity of a 12-month CD.** This investment is in anticipation of the maturing of a CD currently held at Fidelity and maturing on December 19, 2025. The Finance Team finds the financial condition of SOTP supports this reinvestment and increase from \$110,000 to \$135,000.
(Motion by Cliff Dungey)
- b. **Motion adopted: To transfer \$35,000 from Heartland Bank to the SOTP Fidelity account where it currently will be held in the money market account.** (Motion by Cliff Dungey)
- c. Next Finance Team Meeting will be Monday, January 12, 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 November 30, 2025

Wednesday, December 3, 2025

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	197,917.55	27,814.30	170,103.25
1.200.000	Mission Plus Building Fund Checking	506.88	0.17	506.71
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	780,841.96	935.10	779,906.86
1.250.000	HBT/LPL Investment Account	425.67	0.00	425.67
1.500.000	Donations Holding Account	2,102.45	1,744.63	357.82
1.600.000	FNBO Checking Boy Scout Troop 200	12,424.42	0.00	12,424.42
Total Current Assets		\$1,004,218.93	\$30,494.20	\$973,724.73
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		\$8,338,126.15	\$30,494.20	\$8,307,631.95
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	20,376.25	10,000.00	10,376.25
2.110.000	Prepaid Mortgage Service Pledges	3,458.75	0.00	3,458.75
Total Current Liabilities		\$23,835.00	\$10,000.00	\$13,835.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	2,910,452.08	(9,194.76)	2,919,646.84
Total Long Term Liabilities		\$2,910,452.08	(\$9,194.76)	\$2,919,646.84
Total Liabilities		\$2,934,287.08	\$805.24	\$2,933,481.84
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	398,393.95	20,576.51	377,817.44
Total Unrestricted Fund Balances		\$398,393.95	\$20,576.51	\$377,817.44
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,890.03	154.80	1,735.23
3.175.000	Memorial Fund Balance	31,401.96	135.01	31,266.95
3.180.000	Grafton Food Pantry Fund Balance	2,486.08	1,995.00	491.08
3.220.000	AV Ministry Fund Balance	960.53	0.00	960.53
3.250.000	Good Samaritan Fund Balance	4,698.99	(260.00)	4,958.99
3.260.000	Community Outreach Fund Balance	3,239.96	130.00	3,109.96
3.270.000	Holiday Flowers Balance	422.45	385.00	37.45
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	67,629.93	(1,197.03)	68,826.96
3.345.000	Childrens Music Ministry Fund Balance	5,712.09	(360.55)	6,072.64
<i>Total Music Ministry Fund Balance</i>		<i>\$73,342.02</i>	<i>(\$1,557.58)</i>	<i>74,899.60</i>
3.340.000	Artist Series Balance	26,193.91	(9,738.17)	35,932.08
3.350.000	Prairie Crafters Fund Balance	401.79	46.24	355.55
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	0.00	156.55
3.417.000	Youth Mission Trips Balance	10,652.96	0.00	10,652.96
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 November 30, 2025

Wednesday, December 3, 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>\$0.00</i>	<i>23,439.51</i>
3.500.000	Little Lambs Fund Balance	5,340.07	(141.94)	5,482.01
3.600.000	Prayer Shawl Ministry Fund Balance	152.95	20.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,960.02	0.00	1,960.02
3.675.000	Memory Garden Fund Balance	12,338.34	(690.00)	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	0.00	81,281.65
3.700.000	Church Events - Funded Balance	(1,939.68)	169.67	(2,109.35)
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	225.75	75.25	150.50
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	0.00	12,424.42
	Total	\$294,067.50	(\$9,276.72)	\$303,344.22
3.140.000	Mortgage Service Fund Balance	63,654.33	2,936.93	60,717.40
	Total Temporary Restricted Fund Balances	\$357,721.83	(\$6,339.79)	\$364,061.62
Reserves				
3.950.000	Barnabas Reserves Balance	3,683.80	3,000.00	683.80
3.971.000	Roof Repairs/Replacement Balance	66,075.04	575.00	65,500.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	15,011.28	650.00	14,361.28
3.974.000	Lawn & Landscaping Reserves Balance	14,233.02	333.33	13,899.69
3.975.000	Maintenance Reserves Balance	14,737.52	250.00	14,487.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	31,926.63	133.33	31,793.30
3.979.000	Outside Audit Reserve Balance	4,750.04	250.00	4,500.04
3.980.000	Equipment Reserves Balance	20,986.31	1,044.99	19,941.32
3.981.000	Bells Maintenance Reserves Balance	2,465.71	20.83	2,444.88
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	\$209,727.24	\$6,257.48	\$203,469.76
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	14,540.91	0.00	14,540.91
	Total Permanently Restricted Funds	\$14,540.91	\$0.00	\$14,540.91
3.130.000	Building & Grounds Equity	4,292,684.53	9,194.76	4,283,489.77
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	\$4,423,455.14	\$9,194.76	\$4,414,260.38
	Total Fund Balances & Equity	\$5,403,839.07	\$29,688.96	\$5,374,150.11
	Total Liabilities and Fund Balances & Equity	<u>\$8,338,126.15</u>	<u>\$30,494.20</u>	<u>\$8,307,631.95</u>

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

Wednesday, December 3, 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	92,466.04	71,271.00	852,509.20	850,490.00	2,019.20	945,000.00
4.150.000	Loose Plate and Growth	1,562.76	2,330.00	19,041.02	25,070.00	(6,028.98)	30,000.00
4.155.000	Other Donation Income	0.00	42.00	748.46	462.00	286.46	500.00
4.200.000	Fees and Registrations	0.00	208.00	2,730.00	2,288.00	442.00	2,500.00
4.250.000	Flower Income	156.00	117.00	810.00	1,287.00	(477.00)	1,400.00
4.300.000	Interest Income Heartland Bank	39.71	33.00	454.93	363.00	91.93	400.00
4.310.000	Investment Income Fidelity	935.10	500.00	26,133.32	23,200.00	2,933.32	29,000.00
	Total Income	\$95,159.61	\$74,501.00	\$902,426.93	\$903,160.00	(\$733.07)	\$1,008,800.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$41.00	\$751.73	\$451.00	\$300.73	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$8,163.07	\$8,663.00	\$90,810.25	\$95,293.00	(\$4,482.75)	\$103,950.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$734.00	\$4,500.00	\$8,074.00	(\$3,574.00)	\$8,800.00
<i>Fellowship Ministry</i>							
	Fellowship Ministry	\$430.24	\$167.00	\$875.15	\$1,837.00	(\$961.85)	\$2,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$72.60	\$140.00	\$1,048.28	\$1,540.00	(\$491.72)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$432.38	\$716.00	\$5,175.93	\$7,876.00	(\$2,700.07)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$985.68	\$425.00	\$6,335.85	\$6,975.00	(\$639.15)	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	(\$322.00)	\$171.00	\$1,482.09	\$1,881.00	(\$398.91)	\$2,050.00
<i>Worship Ministry</i>							
	Worship Ministry	\$194.94	\$651.00	\$4,107.92	\$7,161.00	(\$3,053.08)	\$7,800.00
<i>Audio Visual</i>							
	Audio Visual	\$761.00	\$1,987.00	\$15,802.15	\$21,857.00	(\$6,054.85)	\$23,850.00
<i>Facilities</i>							
	Facilities	\$7,372.96	\$11,169.00	\$90,589.99	\$94,269.00	(\$3,679.01)	\$103,339.00
<i>Office Expenses</i>							
	Office Expenses	\$3,656.28	\$3,094.00	\$33,669.32	\$34,034.00	(\$364.68)	\$37,122.00
<i>Staffing Ministry</i>							

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

Wednesday, December 3, 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Spiritual Ministry Staff</i>	Spiritual Ministry Staff	\$34,609.25	\$36,100.00	\$415,045.63	\$425,456.00	(\$10,410.37)	\$461,542.00
<i>Support Ministry Staff</i>	Support Ministry Staff	\$10,160.91	\$10,101.00	\$121,756.01	\$121,207.00	\$549.01	\$131,309.00
<i>Shared Staff Expense</i>	Shared Staff Expense	\$1,939.64	\$2,448.00	\$23,850.98	\$28,856.00	(\$5,005.02)	\$31,308.00
	Staffing Ministry	\$46,709.80	\$48,649.00	\$560,652.62	\$575,519.00	(\$14,866.38)	\$624,159.00
<i>Other Church Expenses</i>	Other Church Expenses	\$3,663.66	\$4,387.00	\$40,999.51	\$43,617.00	(\$2,617.49)	\$48,000.00
<i>Providing for the Future</i>	Providing for the Future	\$2,462.49	\$2,462.00	\$27,087.39	\$27,082.00	\$5.39	\$29,550.00
	Total Expenses	\$74,583.10	\$83,456.00	\$883,888.18	\$927,466.00	(\$43,577.82)	\$1,008,800.00
	Difference	\$20,576.51	(\$8,955.00)	\$18,538.75	(\$24,306.00)		\$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	66,631	760,043	0%
November	57,144	663,505	64,402	799,691	70,048	816,335	77,377	835,362	92,466	852,509	2%
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 December 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
 - Still in process
- Property Team
 - Fixing/Replacing all cabinets in Willow Room soon
 - Fixing today, 12/11/25
 - Fire system was looked at and some areas will need replacing

HR

- No hire candidates in the works for Youth Coordinator currently
- 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
 - Michelle and Matt are close to finding a better solution
- 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
 - Matt has been sitting with counters and plans to do a digital count this upcoming week
- We have begun digitalizing old bulletins/historical docs with a volunteer who needed community service hours.
 - Almost all scanned
- Reviews will begin early January

Branding/Website/Apparel/Social Media

- N/A

Planning Center / Canva

- N/A

SOTP Children, Youth, and Family Team Meeting December 8, 2025

Meeting Start Time: 7:07pm

Present: [Amy Stech](#), [Tim Torkelson](#), Jen Powe, [Jill Gillming](#)

Absent: [Amy Brittain](#), Lisa Wondriska

Meeting End Time: 7:50pm

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](#) .

Event Planning for 2026

- a. January-Bingo Jan. 23rd 7-8pm
- a. February - Uno Tournament and Potluck (Collab with Fellowship Team) Feb 1st noon
- a. March - Family Lock-In March 13th 7pm
- a. April- Easter Egg Hunt April 4th
- a. May
- a. June - Ice Cream Social/Car Show June 12th
- a. July - VBS Should we do it July 13-17?
- a. August- Church Picnic
- a. September- Rally Day
- a. October - Trunk-or-Treat Oct 24th
- a. November-
- a. December - Family Christmas Caroling at a nursing home
 - Decorate Kids Connect Room for Christmas!!!

New Business

Event Planning for 2026

- a. January-Bingo Jan. 23rd 7-8pm
 - Bingo Dots, tear off Bingo sheets, popcorn, cookies, Lemonade, hot chocolate, water
 - 20-Prizes candy boxes, gift cards, help fill our prize table with your white elephant gift from christmas,
- a. February - Trivia Night and Potluck (Collab with Fellowship Team)
 - b. Uno Tournament instead of Trivia
- a. March - Family Lock-In March 13th 7pm
- a. April- Easter Egg Hunt April 4th
- a. May
- a. June - Ice Cream Social/Car Show June 12th
- a. July - VBS Should we do it July 13-17?
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- a. December - Family Christmas Caroling at a nursing home

Brief Ministry Check-in

- Kids Connect
- Adventure Club

Future Ideas:

Fishing Derby (morning activity, donuts)
Bowling Bowl High - November?

Jill Gillming

Director of Children and Family Ministry
Shepherd of the Prairie Lutheran Church

jill@sotpmail.com

Attendees: Tara Mackey

Bob Malm

LuAnn Munneke

- 1) Neighborhood “gift bags”
 - a. Talked about handing out the “gift/goodie bags” to the new neighborhood behind us along with our Christmas Schedule ~ 75
 - b. Include welcome brochure, youth brochure, Artist series Christmas flyer, pen, chip clip, notepad
 - c. Hand out weekend Dec 13/14 if weather is nice. If not look to a weekday.
- 2) Plastic collection
 - a. Dottie’s community in Del Webb is done
 - b. SOTP will start collecting for 3rd bench Jan 15th
 - 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 – Bob or Donna?
- 3) Appreciation Luncheon: Huntley Chamber
 - a. Tara will contact Nancy Binger to get dates – looking to do after holidays
- 4) 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
- 5) Dennis slideshow – on hold for the moment. Waiting until Spring
- 6) 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
- 7) Business Expo
 - a. March 14th 9-3 HPD gym
- 8) Started talking about Huntley Hootenanny decorations

Mission Team Minutes

Dec. 8, 2025

Attendance: John Witt, Patti Witt, Vik Berkaris, Becky Wright, Elizabeth Trout, Stephanie Mondello, Sandy Hupert, Carl Hupert, Rick Miller, Annette Petersen, Deanne Byers, Marty Jacobson and Steve Legel.

John opened the meeting with a reading from Hebrews 13:16 and a Prayer.

Old Business

1. Approval of minutes: Vik moved and Sandy seconded motion to approve the Nov. minutes. Motion carried.

2. ELCA World Hunger/Disaster Relief: Our synod, Northern Illinois, raised total of over \$300,000 for the World Hunger Celebration event. Our church specifically raised over \$5000.

3. Grafton Food Pantry: No report.

4. WARP Corp: No report.

5. AARK Garden: There will be vegetables this coming year.

6. Homeless Meals: Scheduled to provide lunch in March. Gift cards from McDonalds have been passed out.

7. Northern IL. Food Bank: Elizabeth volunteering at Rockford Food Bank to see if we want to volunteer there.

8. Exodus: Sandy reported that she and others are meeting weekly with Venezuela family. Need a baby care kit made up. Will do when find out what is needed. Did not use \$250.00 from Special Missions. Stephanie reports there is a Zoom meeting this week on immigration.

9. Habitat for Humanity: One group going on fourth Wed. of Month led by Rick and one group going on third Thurs. led by Carl.

10. Turning Point: No report.

11. LSSI: No report.

12. Feed My Starving Children: No report.

13. Missionary Support: Daudi and Kellen report that they are safe even though there has been political violence in Tanzania. A new newsletter has been sent and will be posted.

14. Joshua Project: Received letter of thanks for donation.

15. Budget Status: Local Missions- \$3,075.56

Special Missions- \$933.85

New Business

1. SOTP Stickers: We can get Approx. 150 stickers for \$20.00. Would be used on kits we collect and send out to charities or individuals. Motion made by Vik to table action on stickers. Seconded by Steve. Motion Failed. Motion made by Annette to order 150 stickers. Seconded by Becky. Motion carried.

2. Local Mission allocations discussed. Carl moved and Elizabeth seconded motion to give \$1500.00 to ELCA World Hunger. Motion carried.

3. Sandy moved and Vik seconded motion to give \$825.56 to Home of the Sparrow. Motion carried.

4. Rick moved to donate \$750.00 to Joshua Project. Sandy seconded motion. Motion carried.

5. Elizabeth moved and Carl seconded motion to table Special Missions allocations. Motion carried.

6. Rick led our closing prayers of joys and concerns.

7. Vik moved and Steve seconded motion to adjourn.

Steve Legel, Secretary

Worship Support Committee/Team

December 8, 2025

Starting at 720pm

Attending: Carolyn, Elaine, Judi, Lorraine, Leslie, Sandy

Absent: Ed

The goal of the meeting was to review and make sure everything was in place for Christmas Eve services.

Greeters – Elaine will try to get two more greeters for the 3pm service. She has two already. There are two for 5pm and no one for 11pm.

Ushers – Ed reported that he does have ushers for Christmas Eve services. He reminded everyone of the numbers from last year.

417 for 3pm

292 for 5pm

120 for 11pm

Ed provided the instructions which will go out the ushers next week.

Flowers – Lorraine said that 47 orders were received. We had placed an initial order of 50 and will stay with that number.

Poinsettias will be delivered on 12/23 about 930am. The team to receive and set up includes Sandy, Lorriane, Diane, Judie, and Elaine. Carolyn will ask Cliff Dungey to help.

Watering the poinsettias – the discussion from previous meetings said once per week. Carolyn will check again with Cliff to see if he can help.

Lorriane is having foot surgery on 1/14 and will be non-weight bearing for 3 months. She will need help!

Altar – Judie has the bread bakers busy making communion bread! Carolyn has contacted PR about the wine for December. There are only four bottles of wine in our storage cabinet.

There will be a 4th communion set up for the narthex area on Christmas Eve.

Carolyn has contacted PR about having the youth serve as runners during communion to replenish the wine and bread as needed.

SET UP- Andrew Szekely will be handling the Christmas Eve services

He will work with taking down the chairs from the risers on 12/22 and setting them up in the Narthex.

He will move the moveable pews back to the front of the church and add some good chairs around the perimeter of the sanctuary.

After Christmas Eve, he will put the chairs away!!!!

He is looking to see if he can find some people to help park cars particularly at the 3pm service,

It was discussed to create entering the church from the east side and exiting from the west side to keep some semblance of order in car movements.

Christmas Eve Candles – Mark Frendreis will handle this.

Banners changes – Cliff Dungey and hopefully Doug Nagel will handle this.

Fill Candles – Ralph Wehnes

Annual Reports are due to Donna Kelly. Worship, Greeters and ushers have theirs submitted already.

Meeting adjourned at 815pm

Respectfully submitted,

Carolyn Cuttle

Property Team meeting – December 8, 2025

The meeting was called to order by Mark Frendreis (Chair) at 7:09 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Rick Wright

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

Old Business

- Indoor maintenance
 - Outlet labeling in old building
 - Thursday Jan 15, 8:00am
 - 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
 - Chris will call Huntley Electric to get a quote
 - Music room ceiling tile issue
 - There are some tiles which are stained
 - Not a priority at this time
 - 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
 - Willow room heat is not working
 - The circuit board was replaced and is working
 - Delivery date for the wooden tables in the pine room
 - Tables are in the room
 - Hang a monitor in Matt's office
 - Complete
 - Need to fix the quilter's cabinets
 - Thursday Dec 11 to remove and reassemble the cabinets
 - Dispose of corkboard in hallway by 227
 - Chris completed this
 - The Library will now be called the Garden Room
 - A prayer request box has been hung on the wall in the hall
 - All library signs will read Garden Room
- Outdoor maintenance
 - Landscaping
 - 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
 - Lights by the old building may be on a timer what needs adjusting. Mark will look at this
- General Maintenance
 - Fire Inspection
 - Passed but may need a couple of other lights changed
 - Chris will order them
 - Sign/Monitor updates
 - They may go to council soon
 - Electronics recycling on cart
 - Tom will take them to Savers or Good will

,New business

- Indoor maintenance
 - Who will cover the walkthrough in January?
 - Mark
 - The south east quadrant of the old building heater is out and the parts have been ordered
 - The mens room in the new building may be too cold
- Outdoor maintenance
 - We need to get magnesium melt for the walkways and 4 buckets
 - Chris will get this
 - Door B lock is not working properly – keys get stuck
 - Rich lubed it up and it will be done again tonight
 - Door D will need lube regularly as well
- General
 - Sprinkler compressor is cycling and needs maintenance immediately
 - Rich will call them tomorrow

The meeting was adjourned at 8:00 pm

Submitted by:
Jessica Panella