



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

April 17, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Lutheran Church
Council Meeting Agenda
April 17, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Christa
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for March 20, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - Kathy
 - i. YTD GF very close to budget
 - ii. YTD MS is close to budget. Monthly income below budget.
 - iii. Continue to be thoughtfully cautious on monthly expenses.
 - iv. First Quarter Fidelity CD rolled over to new 4.8% 12-month CD.
 - v. Consolidating Operational expenses under Op Manager credit card.
 - b. Christa Serpe Congregation Secretary Approval – Bob
 - i. *Let the minutes show that on March 31, 2023, via Electronic Mail, a motion was made by Kathy McGuine and seconded by Joyce Shotick to have Christa Serpe serve as SOTP Congregation Secretary for 2023. Motion carried and was approved. Please congratulate Christa on her officer position as Congregation Council Secretary.*
 - c. Approved SOTP Vision and Strategy version – Bob
 - d. SOTP Come and SEE Ministry Week – Pastor Mark
 - e. HR Discussion - Bob
 - f. JSinger Marketing Communication Programing Proposal - Bob
6. **Other**
 - a. Next Council meeting is May 15, 2023 @ 6:00 PM – Kathy Devotions
7. **Unfinished Business**
8. **Adjournment**

Shepherd of the Prairie Lutheran Church
Council Meeting Minutes
March 20, 2023

Present: C. Serpe, J. Shotick, C. Adams, E. Nissen, S. Wolf, K. McGuine, M. Luecht, Pastor Mark, Pastor Ryan, B. Mollis

Council President Bob Mollis called the meeting to order at 6:10 P.M.

Pastor Mark Opened with Prayer

Mike Luecht shared devotions. A new perspective, read 2 Corinthians 4:18. Mike discussed a new perspective on slavery after speaking with an African American lady in Charleston while on vacation. Look for the seen and unseen beauty in God's works for good, believe and trust in him.

All shared Monthly Ministry Moments.

Pastor Mark moved to approve the February 20, 2023, Council meeting minutes with change to Sarah's name. Ellen seconded; Motion passed.

Kathy presented the February Finance and Treasurers reports. Thoughtful caution on expenses is recommended. February income slightly down from budgeted amount, YTD income on track with budget. Monthly and YTD expenses higher than budgeted amounts. ELCA Synod expenses ahead of budget due to budget amount not being set to expected income for the month. Outreach Ministry expenses ahead of budget due to purchasing rebranded tablecloths and popup tents. First rung of Fidelity CD Ladder principle will be rolled over in April and any earned interest will be moved to Money Market account as budgeted. Testing of Church Center Card Stripe program will take place to verify handling of registration programs with credit/debit card payments. Vanco will continue to be utilized for donation payments. Cheryl moved to approve the February Finance and Treasurers reports as presented, Mike seconded, motion passed.

The Council approved on March 7, 2023, via Electronic Mail, the motion made by Mike Luecht and seconded by Pastor Mark to have SOTP continue to be the Charter Organization for both BSA Troop 200 and Pack 467 and to further allow them to meet in our facility as an Outreach Ministry. Motion carried unanimously. Annual Agreement with BSA signed by Bob Mollis as Council President.

The Council approved on March 12, 2023, via Electronic Mail, the motion made by Ellen Nissen and seconded by Pastor Ryan to purchase a new A/V Sanctuary presentation computer using A/V Ministry Restricted Fund (3.220.000) for \$3045.13 and further to

replace the current failing presentation computer. Motion carried unanimously, Finance Team, A/V Ministry, and Accounting was informed of the purchase approval.

Various HR items were reviewed and discussed.

SOTP Council Vision and Strategy updates and revision was reviewed. Mike made a motion to approve the newly revised Vision and Strategy documented as presented with minor changes to Ensure an appropriate staffing structure under the Envision Staff section. Kathy Seconded, and Motion passed.

2023 Council Tactical Planning Discussion. Bob to follow up with each council member on the 2023 tactical items to be accomplished.

The next Council meeting is April 17, 2023 @ 6:00 PM

7:46 P.M. Motion to Adjourn by Kathy, seconded by Cheryl.

Pastor Ryan closed with Prayer.

Submitted: Christa Sherpe

Finance Overview
April 17, 2023
SOTP Council Meeting
Prepared by Bill Ball – April 12, 2023

YTD the General Fund is running very close to budget when timing differences are considered.

- The Congregation remains very supportive with YTD contributions running just about on budget. (\$246,847 Received vs. \$245,640 Budget)

YTD the Mortgage Service fund is almost exactly on-budget, owed to pre-payments received in late 2022 and January 2023. In each of the last two months MSF contributions were below our \$18,807 monthly payment. (February: \$13,436 March: \$14,696)

- The situation is not entirely unexpected as we requested the Congregation to shift their allocation of giving from 70-30 to 75-25 in favor of the General Fund.
- We have a 3.6 month reserve so there is no immediate problem. The Finance Team will continue monitoring this closely.

Overall, the March and YTD results suggest we should continue to be "thoughtfully cautious" in our 2023 expenditures.

- We recommended and the Congregation approved a challenging GF budget.
- Not unexpectedly, it is important that all the ministries stay within their 2023 budgets.

The Finance Team continues to implement the Council approved investment plan for cash reserves and rolled over the SOTP's maturing three-month CD into a 12-month CD, FDIC insured, non-callable, 4.8% annual rate with monthly interest payments.

- GF balance is \$374,061 which is approximately 4.6 months of reserves.
- MS balance is \$68,105 which is approximately 3.6 months of reserves.

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
April 10, 2023

Attending: Sue Wehnes, Cliff Dungey, Devin Burg, Dave Shotick, Bill Ball, Bill Nesta,
Excused: Kathy Wilkerson-McGuine

Meeting called to order with prayer at 7:30 PM

I. Approval of March 13, 2023, Meeting Minutes as presented (Motion by Cliff Dungey)

II. Accounting Administrator's Report

- a. Income/Expenses through March 31, 2023
 - i. March GF income of \$79,358 was \$4,698 less than budgeted amount.
 - ii. March GF YTD income was \$5,836 less than YTD budgeted amount.
 - iii. March expenses of \$78,646 were \$1,612 more than budgeted amount.
 - iv. March GF YTD expenses were \$8,383 more than YTD budgeted amount.
- b. Balance Sheet through March 31, 2022
 - i. Total Current Assets \$796,452.
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,130,359
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through March 31, 2022
 - i. Account 3.175.000 Memorial Fund balance is \$22,243
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$9,171
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$40,826
 - iv. Account 3.332.000 Artist Series Fund balance is \$16,727
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,754
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,698
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,234
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$ 55,622
- d. General Comments
 - i. YTD GF Member Contributions showed an increase of 2% compared to 2022 but are essentially on the YTD Budget (\$1,234 more the 2023 budgeted amount).
 - ii. The Mortgage Service Fund (MSF) income for March was \$14,720. This is less than our monthly \$18,807 mortgage commitment. However, YTD MSF Income exceeds YTD payments. (\$1,594)
 - iii. The suggested watch words looking forward continue to be "thoughtful caution". We should recall that a challenging budget was recommended to and approved by the Congregation.
 - 1. Looking at YTD performance, we are running close to the General Fund budget when timing differences are considered.
 - 2. March General Fund expenses were above budget but within annual budgets for the various ministries that exceeded their monthly budgets.

3. The Mortgage Service Fund (MSF) income has trailed budget for two months likely reflecting the request that members change their allocation of contributions from 70/30 General Fund/MSF to 75/25 GF/MSF.
4. The Finance Team agreed that the budget should be adjusted to reflect the phasing of interest payments more accurately from the CDs at Fidelity. This will improve the accuracy and ease of assessing performance month-to-month but will not change the annual target of \$20,000. Dave will make the changes effective with the April financials.
5. The Team will monitor Music Licensing Fees, Church Events and Credit Card Fees for the possibility that these line items may be under-budgeted.

III. Treasurer's Report of Activity & Council Actions/Discussions

- a. GF balance is \$374,061 which is approximately 4.6 months of reserves.
- b. MS balance is \$68,105 which is approximately 3.6 months of reserves.

IV. Old Business

- a. The 3-month CD at Fidelity that matured in early April is being rolled over into a new 12-month FDIC insured CD that pays interest monthly at about 4.80% and is non-callable.
- b. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Bob Mollis and Matt Morrison continue to work with Insurance Agent to complete necessary documentation and implement the recommended policy changes. Bill Ball continues to work to finalize certain requested information.
- c. Kathy is conferring with Bob Mollis about the audit of the 2022 books and how to initiate the process for securing bids for a formal audit in 2024 of the 2023 fiscal year financials.
 - i. Bill Ball is conferring with Bob Mollis about possibly initiating a process of securing bids before renewing SOTP's insurance with Guide One. However, Guide One has been very responsive and appears to be an insurer of choice for churches.
- d. Matt Morrison is studying the concerns that have been raised about the process of registering and paying for events and the interplay of Vanco, Church Windows and Church Center. A meeting is expected with Bob Mollis, select Finance Team members and others to address the process issues. It appears likely that all transactions conducted on Church Center will be non-deductible transactions.
- e. Further review of the Financial/Accounting Guide and Check Approval Form continues to be deferred to the last half of 2023.
- f. The following matters were deferred until May:
 - i. Working with Stewardship to minimize the receipt of Qualified Charitable Distributions (QCD) from IRA custodians without some type of donor identification either accompanying the QCD (e.g. on the memo line of the QCD check) or by timely notice to SOTP's office.
 - ii. Working to clarify some ambiguities in the process of funding Youth Mission trips particularly relative to donations and the potential receipt of any goods or services in connection with the donations and the budgeting of any SOTP contribution toward the expenses of the trip.

- iii. Continuing to work with the Artist Series to assure timely contract approval, to understand the Artist Series budgeting process and revenue streams.

V. New Business

- a. Dave and Bill will review the possibility of consolidating operations expenses onto Matt Morrison's credit card and adjusting credit card limits accordingly. This will be reported in May.
- b. Bill will confer with Ralph Wehnes and Stewardship about the SOTP Endowment Fund with an objective of "relaunching" the Fund as a possible charitable gift beneficiary in the estate plans of interested members.
- c. The Team discussed participation in the upcoming Servant Engagement and Equipping (SEE) initiative.
- d. Next Finance Team Meeting will be May 8, 2023 @ 7:30 PM on Zoom.

VI. Adjourned at 8:30 PM.

Respectfully submitted,
Bill Ball

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of March 31, 2023

Friday, April 7, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	264,630.81	6,367.89	258,262.92
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	68,104.55	(4,087.31)	72,191.86
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	440,583.82	2.13	440,581.69
1.250.000	HBT/LPL Investment Account	422.69	0.00	422.69
1.500.000	Donations Holding Account	205.71	(260.95)	466.66
1.600.000	FNBO Checking Boy Scout Troop 200	12,004.56	(5,287.13)	17,291.69
	Total Current Assets	\$796,452.14	(\$3,265.37)	\$799,717.51
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	\$8,130,359.36	(\$3,265.37)	\$8,133,624.73
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,201,250.88	(9,268.27)	3,210,519.15
	Total Long Term Liabilities	\$3,201,250.88	(\$9,268.27)	\$3,210,519.15
	Total Liabilities	\$3,201,250.88	(\$9,268.27)	\$3,210,519.15
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	374,061.10	712.39	373,348.71
	Total Unrestricted Fund Balances	\$374,061.10	\$712.39	\$373,348.71
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,876.54	1,092.10	1,784.44
3.175.000	Memorial Fund Balance	22,242.64	0.00	22,242.64
3.180.000	Grafton Food Pantry Fund Balance	180.00	(594.13)	774.13
3.220.000	AV Ministry Fund Balance	9,686.57	(83.94)	9,770.51
3.250.000	Good Samaritan Fund Balance	9,170.62	0.00	9,170.62
3.260.000	Community Outreach Fund Balance	405.00	145.00	260.00
3.270.000	Holiday Flowers Balance	179.94	(89.25)	269.19
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	40,825.79	1,162.50	39,663.29
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$42,050.79</i>	<i>\$1,162.50</i>	<i>40,888.29</i>
3.340.000	Artist Series Balance	16,726.78	(4,770.47)	21,497.25
3.380.000	Continuing Education Fund Balance	1,891.00	0.00	1,891.00
3.390.000	Children & Family Ministry Balance	130.00	0.00	130.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	279.14	0.00	279.14
3.417.000	Youth Mission Trips Balance	12,754.08	0.00	12,754.08
	<i>Total Youth Ministry Fund Balance</i>	<i>\$13,033.22</i>	<i>\$0.00</i>	<i>13,033.22</i>
3.500.000	Little Lambs Fund Balance	10,855.98	2,782.75	8,073.23
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	945.27	0.00	945.27

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of March 31, 2023

Friday, April 7, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.675.000	Memory Garden Fund Balance	13,698.32	(290.00)	13,988.32
3.676.000	Memory Garden Bricks Fund Balance	3,234.07	0.00	3,234.07
3.677.000	Memory Garden Niche Fund Balance	55,621.65	2,773.65	52,848.00
3.680.000	Garage Fund Balance	(6,767.68)	0.00	(6,767.68)
3.720.000	Disaster Relief Fund Balance	600.00	25.00	575.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	465.00	25.00	440.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	12,004.56	(5,287.13)	17,291.69
	Total	\$215,635.22	(\$3,108.92)	\$218,744.14
3.140.000	Mortgage Service Fund Balance	68,104.55	(4,087.31)	72,191.86
	Total Temporary Restricted Fund Balances	\$283,739.77	(\$7,196.23)	\$290,936.00
Reserves				
3.950.000	Barnabas Reserves Balance	1,608.70	0.00	1,608.70
3.971.000	Roof Repairs/Replacement Balance	47,345.01	781.67	46,563.34
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	7,986.31	563.33	7,422.98
3.974.000	Lawn & Landscaping Reserves Balance	4,385.46	333.33	4,052.13
3.975.000	Maintenance Reserves Balance	16,209.07	250.00	15,959.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	25,965.01	321.67	25,643.34
3.980.000	Equipment Reserves Balance	4,568.13	968.47	3,599.66
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,236.58
3.985.000	Sabbatical Reserves Balance	9,950.89	0.00	9,950.89
	Total Reserves	\$126,402.16	\$3,218.47	\$123,183.69
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,249.11	0.00	12,249.11
	Total Permanently Restricted Funds	\$12,249.11	\$0.00	\$12,249.11
3.130.000	Building & Grounds Equity	4,001,885.73	9,268.27	3,992,617.46
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	\$4,132,656.34	\$9,268.27	\$4,123,388.07
	Total Fund Balances & Equity	\$4,929,108.48	\$6,002.90	\$4,923,105.58
	Total Liabilities and Fund Balances & Equity	<u>\$8,130,359.36</u>	<u>(\$3,265.37)</u>	<u>\$8,133,624.73</u>

**Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of March 2023 for General Fund**

Friday, April 7, 2023

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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	77,926.20	76,360.00	246,874.05	245,640.00	1,234.05	920,000.00
4.150.000	Loose Plate and Growth	1,374.39	2,583.00	5,334.29	7,749.00	(2,414.71)	31,000.00
4.250.000	Flower Income	50.00	113.00	100.00	339.00	(239.00)	1,358.00
4.300.000	Interest Income Heartland Bank	5.43		15.28			
4.310.000	Investment Income Fidelity	2.13	5,000.00	583.82	5,000.00	(4,416.18)	20,000.00
	Total Income	\$79,358.15	\$84,056.00	\$252,907.44	\$258,728.00	(\$5,835.84)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$85.01	\$105.00	\$99.61	\$315.00	(\$215.39)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$7,579.87	\$8,434.00	\$26,775.77	\$25,302.00	\$1,473.77	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$165.37	\$1,000.00	\$7,116.20	\$3,000.00	\$4,116.20	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$177.60	\$42.00	\$500.10	\$126.00	\$374.10	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$217.77	\$583.00	\$543.68	\$1,749.00	(\$1,205.32)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$321.89	\$400.00	\$607.38	\$1,200.00	(\$592.62)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$822.78	\$310.00	\$994.91	\$930.00	\$64.91	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$218.69	\$526.00	\$960.50	\$1,578.00	(\$617.50)	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$530.99	\$460.00	\$2,022.52	\$1,380.00	\$642.52	\$5,520.00
<i>Facilities</i>							
	Facilities	\$11,549.80	\$7,576.00	\$32,362.00	\$29,948.00	\$2,414.00	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$2,292.26	\$2,919.00	\$9,155.65	\$8,757.00	\$398.65	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$34,867.89	\$34,025.00	\$103,240.58	\$102,075.00	\$1,165.58	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$12,451.80	\$12,855.00	\$38,632.10	\$38,565.00	\$67.10	\$152,407.00

**Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of March 2023 for General Fund**

Friday, April 7, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,370.47	\$2,507.00	\$6,383.43	\$7,521.00	(\$1,137.57)	\$30,081.00
	Staffing Ministry	\$49,690.16	\$49,387.00	\$148,256.11	\$148,161.00	\$95.11	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$2,493.57	\$2,792.00	\$10,710.28	\$9,276.00	\$1,434.28	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$0.00	\$30,000.00
	Total Expenses	\$78,645.76	\$77,034.00	\$247,604.71	\$239,222.00	\$8,382.71	\$972,358.00
	Difference	<u>\$712.39</u>	<u>\$7,022.00</u>	<u>\$5,302.73</u>	<u>\$19,506.00</u>		<u>\$0.00</u>

Meeting Minutes for SOTP Community Outreach Ministry
April 10, 2023

Present:

Tara Mackey, Chair
Bob Malm
Sandy Johnson
Annette Kandell

1. Food drive

+Scheduled for April 22. Arrange online sign up plus email asking for help.

Other tasks to be completed for food drive:

- +Get out/label box for early drop offs by office
- +Arrange for Food Drive to be announced in worship
- +Annette to develop short video for next food drive
- +Prep flyers for distribution at worship
- +Donna will do thank you material
- +Next food drive is July/August and then October

2. Public Works luncheon

+Slide and sign up created for dessert donation request is done and will be in next newsletter as well.

- + Confirmed Bob's wording for the table tents
- +Pastor Ryan will be asked to attend the event
- +Will be talking with Sal's Pizza to see pricing for 10 pizzas

3. Memorial Day parade

- +Team will sort through our supplies and decorations at the next meeting
- +We'll be decorating trailer and truck – need to confirm where to get truck and trailer
- +Our new banner will be manned and marching leading our float (kids?)
- +We'll call for volunteers to decorate, to donate candy, and a call for marchers of all ages
- +We'll double check date and time of parade
- +Our May 8 mtg will be focused on parade

4. Back burner items

- + Looking forward to Fall Fest and will start to discuss our presence, games, handouts

5. Welcome Center

- +Our mugs need filling
- +Desk area will have brochures out all the time
- +Brainstorming ideas for new member photos in the narthex

Children/Youth and Family Ministry Notes

April 10,2023

Present: Jill Gillming, Pastor Ryan, Amy Brittain

Absent: Jennie Dailey, Jen Powe, Christa Serpe, Julie Dalhin

Old Business:

The Easter Egg hunt was a great success! We had over 90 children register and about 80 showed up. With all of the candy donated the cost of this event was very minimal.

New Business:

Summer Kick-off Ice Cream Social scheduled for Friday, June 2nd from 6:30-8:30. We will have games, music, and ice cream. This will be an event for the young and young at heart. We will have a sign up for people to bring the toppings.

Next ministry meeting we need everyone to bring ideas for activities and how to execute ideas!

Summer Kid's Connect 2023: We will have Kid's Connect on the 2nd and 4th Sundays in June, July, and August. We will meet in-between the services from 10:00-10:40am.

Jill Gillming

Director of Children and Family Ministry
Shepherd of the Prairie Lutheran Church
jill@sotpmail.com

Property Team meeting – April 10, 2023

The meeting was called to order by Mark Frendreis (Chair) at 7:08pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, and Peter Walthers

Absent: Larry Enders, Tom Polzin, Dick Tabatt, Chris Trodahl

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

Old Business

- Spring mulch and who will help **Mark**
 - 33 yards of mulch scheduled for delivery May 5th for spreading May 6th.
 - Mark will ask the Scouts will help spread it
- Progress on new mats for entry doors ordered **Tom**
 - Tom was not in attendance
- Church Entry signs – Discuss Options (Spring) **Mark**
 - Mark is still working on this
- LED light conversion status **Pete**
 - There is a broken light which needs to be fixed in the parking lot
- Parking lot lights/timer **Larry**
 - The timer will be replaced
 - The photocell will be replaced
 - Larry was not in attendance
- The garbage and recycling containers in the welcome center need a clean out **Tom**
 - This has been completed – Thanks Tom
- Progress for a new vendor to replace Fox Valley **Rich**
 - The new vendor is Nelbud Services
 - They will be correcting all the things which are lapsed
 - All communications are cellular now
 - They will also be testing the emergency lights and fire extinguishers
- There are florescent bulbs in the electric room
 - Does anyone need T8s?
- Emergency light conversion – **Chris/Rich**
 - Rich has completed 12 and has another 8 to go
 - There needs to be touchup done around each one **Pete**
- New power/backup for camera box in Tech closet **Rich/Mark**
 - This has been completed
 - They are a complete stand-alone system with no tie-in to the church system
- WIFI boxes need to be relocated in Maple room and Nursery **Rich**
 - This has been completed
- Little Lambs room **Tom**
 - Tom talked to Ken Gnoit's brother and the tile we have in the gathering area so samples were sent for Jill to choose
 - After July 14 all work can be completed
 - Cabinets

- Paint
 - Tile
- Adding P. Ryan's name to front sign?
 - Still waiting to hear from Jim
 - Mark will mention this to PM as well
- Thermostat replacement **Larry**
 - Larry was not in attendance
- Procedure list for partial/full power outages **Mark**
 - Mark is still working on this
- Breaker box list creation **Mark**
 - Mark Completed this for each box
 - Waiting on Carey Electric to call back
- Labeling outlet plates throughout **Mark**
 - This is still in progress
- Room by room list for walkthrough **Chris/Mark**
 - Chris is working on this
- Program thermostat in fellowship hall **Mark**
 - Needs to be programmed for Sunday School
- Matt would like a monitor in his office **Mark/Rich**
 - This has been put in hold
- The coat racks both sides are coming out of the wall **Mark**
 - This was completed by Mark, Pete and Rich
- There is water dripping in the mechanical room
 - The roofing guy came by and did not find anything
 - He thinks it might have been condensation
- Fellowship hall lights have resistors installed and working well **Mark**
 - They work at all levels with the dimmer

New business

- Calendar for property team on Google. Who will cover April/May? **Mark**
 - Pete will do April
 - Jess will do May
- Mark asked for a slide on Sunday mornings to remind there is no food or drink allows in the sanctuary
 - This request was denied
- When the bell tables were moved there was a chunk taken out of the doorframe
 - This needs to be repaired
- Rich will be installing bolts in the sprinkler room racks to make them more stable
- Mice in the storage building
 - Rich put new traps in
- There are two emergency lights outside that rare no longer needed

The meeting was adjourned at 8:00 pm.

Submitted by: Jessica Panella

Stewardship Committee

Meeting Minutes

4/11/23

Present: Mike McCann, Rick Miller, Ralph Wehnes, Frank Leonardi, Julia Leonardi, Bob Mollis

Next meeting: 5/8/23

1. New Members

Welcomed Frank and Julia Leonardi to the Stewardship Team.

2. Donna Kelly

Donna Kelly attended our meeting to review items that the team could assist with during the time of year when our attention isn't solely on the stewardship campaign. Some of the topics she mentioned were:

- Thanking the congregation for their giving in 1st quarter.
- "See Weeks" involvement which is a new concept revolving around engaging members into new ways of serving the church.
- Thanking all the volunteers that have dedicated their time over the past year.
- Discussed the interest database and possibly looking at ways to update the content. This may include tutorial sessions on installing the phone app or possibly
- Assisting on a TBA event around Stewardship and the history of SOTP.

3. Thrivent

Ralph will be working with Thrivent to organize another workshop for congregation members to discuss financial needs. Looking at first week of June right now.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

WORSHIP MEETING MINUTES APRIL 10, 2023

Attending the meeting: Chris S., Jane McM, Judie S., Elaine G., Ed C., Carolyn C.
Missing: Diane M., Barb P., Barb H.,

The Worship meeting started after the gathering outside the old sanctuary with Pastor Mark.

First order of business was to review Holy Week success and needs improvements.

- The consensus was that the music was beautiful. Everyone loved the flute and the cello!!!
- Concern was voiced regarding the palms from Countryside. Countryside wanted to charge SOTP for palms returned that looked to be dying. Carolyn wrote to them that some were dying when we got them. There were no additional charges from Countryside.
- Concern was voiced regarding the Easter lilies not being open for Easter. Recommendation was to use a different vendor for 2024 (Platt or Town and Country- Elgin).
- Observation shared that the florists were very late in getting information to churches regarding the costs for Easter flowers. As SOTP looks to sell the Easter Flowers, we need lead time to inform the congregation and organize a sales campaign. Suggestion was made to visit with the floral shops and secure information in time to properly advertise the Easter Lily sales.
- Need better sign up for lilies. 2022 had 52 sign up whereas in 2023 on 32 were ordered.
- Many people really liked the Easter Garden in the baptismal area. Folks were even getting pictures of the family in front of the garden. The flowers used in the spring garden were provided by the church.

Pastor Mark visited with the committee to introduce the SERVANT ENGAGEMENT AND EQUIPPING WEEK (SEE). The goal is to get more people involved in participation and serving the church. As is the case, it appears that 20% of the volunteers are represented serving SOTP. The goal is to get more people serving and therefore having an “investment” in the church family.

It took some time for the committee to get a handle on the SEE. Pastor Mark wants it to begin the week of May 8-12. New members will attend an orientation on the first Sunday of May. On the second Sunday in May, they will become members of the church. Following the second Sunday in May (8th), will be the week of SEE. This will again happen every three months going forward (August 2023, etc.). It was suggested that we have two sessions. There would be one daytime (am or afternoon) and then one evening session. Each of the leads were asked to set up a date and plan for their individual leadership assignments.

Elaine- greeters

Judie – Altar Guild and communion servers

Jane- music/choir/bells
Ed- ushers
Diane- flowers
Carolyn- banners and decorations
Chris – readers, assistant ministers

There were different ideas on how to present this.

- Each individual leader calls a session.
- Worship Fair – where people would wander about tables to see where they could serve or at least learn about it.
- Ed voiced concern that giving people details on ushering is really more involved than it appears.
- Elaine voiced that she could give people details on getting (open the doors, smile, and say hello)
- Music could invite folks to join the choir for an evening of song to see if they would like to join the choir or bells.

SECRETARY'S THOUGHTS FROM THE CONVERSATION – I am not sure that we have devised the best plan to present the Worship Committee the week of SEE. There is really no final decision.

Easter 2024 is March 31,2024. That is very early!

Banner/altar changes – RED for May 28th. Banners will be changed on 5/26.
Banner/altar changes – Green for June 4th for about 30 weeks!!! Banners will be changed on June 2nd.

Donna Kelly visited the group, and they may have a lead for the LAMB on Good Shepherd Sunday.

Meeting adjourned at 745pm.

Go in Peace and Serve the Lord.

Respectfully submitted,

Carolyn Cuttle

Mission Team Minutes

April 10, 2023

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Ronda Shoemaker, Annette Petersen, Marilyn Schnell, Marty Jacobson and Steve Legel.

Sandy opened the meeting with a reading from 2nd Corinthians 9: 6-7 and a prayer.

Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to approve March minutes. Motion carried.

2. Feed My Starving Children: Ronda reports that we are signed up for 30 volunteers on Sat. April 29th. As of now only 10 have signed up. Deadline is April 15th to volunteer.

3. World Hunger/Disaster Relief: Becky Wright provided information on the federal farm bill as it relates to hunger and ELCA listening sessions available for advocacy of said bill. See attached addendum to these minutes.

4. Habitat for Humanity: Carl reports 4-5 volunteers going to work at Restore on April 20th.

5. Blood Drive: Still working on partnering with another organization to have blood drive.

6. CRE-Reentry: Found new office space at Willow Creek Church in Crystal Lake. Church also providing furnishings.

7. Senior Care Services: Marilyn, Mary and Sandy still need to get together to set up. May combine Senior Care with Senior Services organization .

8. Grafton Food Pantry: Annette reports "spring cleaning" will be done end of April. Misleading posting on "Wild Flower" website about services offered has been removed. OutreachTeam is doing food drive on Sat., April 25th. We will be doing food drive on Sun. May 21st.

9. Missionary Support: Request for monies was submitted to Treasurer and believe check was sent to ELCA Global Missions. Daudi sent message that newsletter is on the way.

10. Lent and Easter Review: Recipients for Lenten donations: Feed My Starving Children, Doctors Without Borders, Exodus and AARK. Recipients for Easter donations were Habitat New Hope Partnership and ELCA Disaster Relief.

11. AARK: Hoop Houses going up and planting beginning end of month. A number of organizations have volunteered to help this spring and summer (Youth Group, Boy Scouts, Willow Creek Church, etc.)

12. Northern IL. Food Bank: Scheduled for Sat., June 3rd. 9-11 AM.

13. Homeless Meals: Doing spaghetti for lunch on Fri., April 21st. There is sign up sheet for volunteers.

14. Exodus: "Celebration of Hope" will be on Thurs., April 13th. A number of our church members going. Welcome Pack is almost complete. Only need four items. Can sign up on church website.

New Business

1. Newsletter deadline April 20th.

2. Next Meeting is May 8th.

3. Vik may do lunches for Lake Co. PADS in future. Would only do one day every 6-8 weeks.

4. Pastor Mark starting S.E.E. (Servant, Engagement and Equipping) in May. Trying to get more people involved in our church's activities.

5. Carl moved and Marty seconded motion to adjourn. Motion carried.

Steve Legel, Secretary