



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

May 15, 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

May 15, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Kathy
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for April 17, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights – Kathy
 - i. *Recommendation to approve Finance and Treasurers Report as presented.*
 - b. Fellowship HVAC Repair Contract Approval – Bob
 - i. *Let the minutes show that on May 10, 2023, via Electronic Mail, a motion was made by Kathy Mc Guine and seconded by Sarah Wolf to accept the Sherman Mechanical Inc. Fellowship Hall HVAC repair contract for \$2,812. Motion carried with unanimous approval. Bob Mollis will sign the contract and return it to Mark Frendreis to start the repair.*
 - c. Application of May 2023 New Members Approval – Bob
 - i. *Let the minutes show that on May 10, 2023, via Electronic Mail, a motion was made by Ellen Nissen and seconded by Michael Luecht to accept the attached list of May 2023 applications for SOTP membership with installation on Sunday May 14, 2023. Motion carried with unanimous approval.*
 - d. J Singer Marketing Communication Programing status update discussion – Bob
 - e. Illinois Incorporation designated registration agent change and approval – Bob
 - i. *Recommendation to replace retiring attorney Michael J Fleck as SOTP's Illinois Articles of Incorporation designated agent with attorney Santo P. Terenzio and to further record this change with the Secretary of State of Illinois.*
 - f. Guide One policy status update and renewal discussion – Bob
 - g. Memorial Garden Proforma status update discussion – Bob
 - h. Worship Service Offering plate discussion – Pastor Mark
 - i. Nomination Committee and Council term limit discussion - Bob
6. **Other**
 - a. Next Council meeting is June 19, 2023 @ 6:00 PM – Joyce Devotions
7. **Unfinished Business**
8. **Adjournment**

Shepherd of the Prairie Lutheran Church
Council Meeting Minutes
April 17, 2023

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

Excused: C. Adams

Council President Bob Mollis called the meeting to order at 6:05 P.M.

Pastor Mark Opened with Prayer

Christa Serpe delivered devotions - "My flesh and my heart may fail, but God is the strength of my heart and my portion forever." PSALM 73:26

All shared Monthly Ministry Moments.

Joyce moved to approve the March 20, 2023, Council meeting minutes; Pastor Ryan seconded; motion passed.

Kathy presented the March Finance and Treasurers reports. March YTD General Fund is close to being on budget. Approximately 4.6 months of General Fund reserves. March YTD Mortgage Service Fund is close to being on budget. February and March monthly Mortgage Service income is below budget. Approximately 3.6 months of Mortgage Service Fund reserves. Council and Ministry teams need to continue to be thoughtfully cautious on monthly expenses and stay inside of their budgeted amounts. First Quarter Fidelity investment CD rolled over to new 4.8% 12-month CD. The finance team is considering consolidating all operational expenses under the Operations Manager credit card. Mike moved to approve the March Finance and Treasurers reports as presented; Sarah seconded; motion passed.

The Council approved on March 31, 2023, via Electronic Mail, the motion made by Kathy McGuine and seconded by Joyce Shotick to have Christa Serpe serve as SOTP Congregation Council Secretary for 2023. Motion was approved. Please congratulate Christa on her officer position as Congregation Council Secretary.

Bob presented the final and approved SOTP Council Vision and Strategy document dated 3/20/2023.

Pastor Mark presented SOTP's "Come and SEE" Ministry Week. Servant, Engagement, Equipping (SEE) week. This will be the second week in May, August and November and usually follows the new member classes. SOTP will invite all members to "Come and SEE" on how they

might share their time and talent to be a part of one of SOTP's Ministry Teams. There was discussion around the increase in new members engaging earlier with various ministry team involvement.

Various HR items were reviewed and discussed.

J. Singer Marketing Communication social media and website programing update proposal was discussed and finalized.

Discussion around having Huntley Police Department review and update SOTP staff on safety in the building and review and update of our current safety procedures (I.E. significant weather concerns, safety walk through building, Code Red alert, etc.)

Discussion around how SOTP can help get better engaged with the increase in the social and mental issues facing so many of the community's children and youth.

The next Council meeting - May 15, 2023 @ 6:00 PM – Kathy Devotions

7:58 P.M. Joyce motioned to adjourn; Pastor Ryan Seconded

Pastor Mark closed with the Lord's Prayer.

Submitted: Christa Serpe

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
May 8, 2023

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

Meeting called to order at 7:30 PM

I. Approval of April 10, 2023, Meeting Minutes as presented (Motion by Sue Wehnes)

II. Accounting Administrator's Report

- a. Income/Expenses through April 30, 2023
 - i. April GF income of \$76,383 was \$13,503 less than budgeted amount.
 - ii. April GF YTD income was \$18,894 less than YTD budgeted amount.
 - iii. April expenses of \$77,750 were \$716 more than budgeted amount.
 - iv. April GF YTD expenses were \$9,099 more than YTD budgeted amount.
- b. Balance Sheet through April 30, 2023
 - i. Total Current Assets \$798,462.
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,132,369
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through April 30, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$22,918
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$8,671
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$43,048
 - iv. Account 3.332.000 Artist Series Fund balance is \$17,754
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,094
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,698
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,464
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$ 58,197
- d. General Comments
 - i. YTD GF Member Contributions showed an increase of 2.5% compared to 2022 but are below on the YTD Budget (\$15,367 below the 2023 budgeted amount).
 - ii. Mortgage Service Fund (MSF) income for April was \$16,106. This is less than the monthly \$18,807 mortgage commitment. It appears likely that this trend of under-budget MSF giving will continue but it is notable that April's MSF giving exceeded March (\$16,106 vs. \$14,696).
 - 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 and the Congregation remains very generous.
 - 1. The Finance Team will be working with Council and Staff to insure that going forward all individuals with budget responsibility receive monthly updates, thus helping ensure that the various ministries stay within or below 2023 budgets.

2. April General Fund expenses were only marginally 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 three 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 previously agreed that the budget should be adjusted to reflect the phasing of interest payments to track more accurately receipt of income 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. The changes were made effective with the April financials, but the first quarter timing differences have a negative impact on YTD numbers.
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. 2023 Insurance likely will exceed budget by \$3,500-4,500 owing to the sizeable premium increases and implementation of the increased coverages as recommended by the 2021 Audit.

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

- a. GF balance is \$372,694 which is approximately 4.8 months of reserves.
- b. MS balance is \$65,404 which is approximately 3.5 months of reserves.

IV. Old Business

- a. Finance Team recommends approving the insurance coverage and associated premiums proposed by Guide One. Guide One has been very responsive and appears to be an insurer of choice for churches. Our agent indicated that the proposed increases are in-line with other firms and in some respects better.

Church with Daycare Pre-school:	\$ 544
Commercial Auto	\$. 255
Workman's Comp	\$ 2,581.82
Property	\$14,773

Total \$18,153.82 - versus \$16,000 budget

- b. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Bob Mollis, Bill Ball and Matt Morrison continue to work with Insurance Agent to complete necessary documentation and implement the recommended policy changes. Finance Team is forwarding a "Crime" background information sheet to obtain a firm quote on the increase in coverage.
- c. Kathy and Dave will be 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.
- d. Matt Morrison continues to study 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 limited to registration transactions and therefore non-deductible transactions.
- e. Bill Ball and Bob Mollis will be meeting with Pastor Mark to review the history of the Endowment Fund with the objective of beginning a process of updating the governance of the fund and “relaunching” it.
 - f. Further review of the Financial/Accounting Guide and Check Approval Form continues to be deferred to the last half of 2023. Dave Shotick will work with the staff to insure everyone is using the check approval form contained in the Accounting Guide approved in 2022.
 - g. The following matters were deferred until later in 2023:
 - 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.
 - h. Finance Team notes that the Holiday Flowers account is about \$410 in the red when it should be at about breakeven. This apparently owes to misallocation of expenses more than 5 years ago. Upon recommendation of Dave Shotick, the Team agreed to transfer from the General Fund the amount required to “zero-out” the Holiday Flowers account thereby facilitating more accurate performance tracking in the future.

V. New Business

- a. The Team recommends that the Council ratify the decision to repair the old sanctuary HVAC as proposed.
- b. The team continues to work on credit card limits and may have a recommendation for Council to consider prior to Council’s May meeting.
- c. Bill Nesta will coordinate with Ralph Wehnes to develop a pro forma for the Columbarium/Memorial Garden.
- d. A new account, 400, Facility Usage, has been designated to receive any voluntary donations from community groups meeting at the church.
- e. FYI: About 42.6% of GF giving is electronic (credit card and ACH) and 44.2% of MSF.
- f. Team members will review in the next day a recommendation for an attorney to be our designated registration agent.
- g. Next Finance Team Meeting will be June 12, 2023 @ 7:30 PM on Zoom.

VI. Adjourned with prayer at 9:20 PM.

Respectfully submitted,
Bill Ball

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of April 30, 2023

Wednesday, May 3, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	268,290.04	3,659.23	264,630.81
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	65,403.68	(2,700.87)	68,104.55
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	441,931.51	1,347.69	440,583.82
1.250.000	HBT/LPL Investment Account	423.04	0.35	422.69
1.500.000	Donations Holding Account	1,009.53	803.82	205.71
1.600.000	FNBO Checking Boy Scout Troop 200	10,904.21	(1,100.35)	12,004.56
	Total Current Assets	\$798,462.01	\$2,009.87	\$796,452.14
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	\$8,132,369.23	\$2,009.87	\$8,130,359.36
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,192,979.50	(8,271.38)	3,201,250.88
	Total Long Term Liabilities	\$3,192,979.50	(\$8,271.38)	\$3,201,250.88
	Total Liabilities	\$3,192,979.50	(\$8,271.38)	\$3,201,250.88
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	372,694.26	(1,366.84)	374,061.10
	Total Unrestricted Fund Balances	\$372,694.26	(\$1,366.84)	\$374,061.10
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	2,550.04	(326.50)	2,876.54
3.175.000	Memorial Fund Balance	22,917.64	675.00	22,242.64
3.180.000	Grafton Food Pantry Fund Balance	579.13	399.13	180.00
3.220.000	AV Ministry Fund Balance	6,616.76	(3,069.81)	9,686.57
3.250.000	Good Samaritan Fund Balance	8,670.62	(500.00)	9,170.62
3.260.000	Community Outreach Fund Balance	550.00	145.00	405.00
3.270.000	Holiday Flowers Balance	(410.06)	(590.00)	179.94
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	43,048.45	2,222.66	40,825.79
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$44,273.45</i>	<i>\$2,222.66</i>	<i>42,050.79</i>
3.340.000	Artist Series Balance	17,753.82	1,027.04	16,726.78
3.380.000	Continuing Education Fund Balance	1,891.00	0.00	1,891.00
3.390.000	Children & Family Ministry Balance	280.00	150.00	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	12,094.08	(660.00)	12,754.08
3.423.000	Confirmation Retreat Fund Balance	130.00	130.00	0.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,503.22</i>	<i>(\$530.00)</i>	<i>13,033.22</i>
3.500.000	Little Lambs Fund Balance	11,420.71	564.73	10,855.98
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of April 30, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.650.000	Quilters Ministry Fund Balance	945.27	0.00	945.27
3.675.000	Memory Garden Fund Balance	13,698.32	0.00	13,698.32
3.676.000	Memory Garden Bricks Fund Balance	3,464.07	230.00	3,234.07
3.677.000	Memory Garden Niche Fund Balance	58,196.65	2,575.00	55,621.65
3.680.000	Garage Fund Balance	(6,767.68)	0.00	(6,767.68)
3.720.000	Disaster Relief Fund Balance	600.00	0.00	600.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	560.00	95.00	465.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	10,904.21	(1,100.35)	12,004.56
	Total	\$217,602.12	\$1,966.90	\$215,635.22
3.140.000	Mortgage Service Fund Balance	65,403.68	(2,700.87)	68,104.55
	Total Temporary Restricted Fund Balances	\$283,005.80	(\$733.97)	\$283,739.77
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	(14.99)	1,608.70
3.971.000	Roof Repairs/Replacement Balance	48,126.68	781.67	47,345.01
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	8,549.64	563.33	7,986.31
3.974.000	Lawn & Landscaping Reserves Balance	4,718.79	333.33	4,385.46
3.975.000	Maintenance Reserves Balance	16,459.07	250.00	16,209.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	26,286.68	321.67	25,965.01
3.980.000	Equipment Reserves Balance	6,413.13	1,845.00	4,568.13
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	\$130,482.17	\$4,080.01	\$126,402.16
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,279.78	30.67	12,249.11
	Total Permanently Restricted Funds	\$12,279.78	\$30.67	\$12,249.11
3.130.000	Building & Grounds Equity	4,010,157.11	8,271.38	4,001,885.73
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	\$4,140,927.72	\$8,271.38	\$4,132,656.34
	Total Fund Balances & Equity	\$4,939,389.73	\$10,281.25	\$4,929,108.48
	Total Liabilities and Fund Balances & Equity	<u>\$8,132,369.23</u>	<u>\$2,009.87</u>	<u>\$8,130,359.36</u>

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

Wednesday, May 3, 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	68,958.90	85,560.00	315,832.95	331,200.00	(15,367.05)	920,000.00
4.150.000	Loose Plate and Growth	5,970.10	2,583.00	11,304.39	10,332.00	972.39	31,000.00
4.250.000	Flower Income	101.38	113.00	201.38	452.00	(250.62)	1,358.00
4.300.000	Interest Income Heartland Bank	5.11		20.39			
4.310.000	Investment Income Fidelity	1,347.69	1,180.00	1,931.51	6,180.00	(4,248.49)	20,000.00
	Total Income	\$76,383.18	\$89,436.00	\$329,290.62	\$348,164.00	(\$18,893.77)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$105.00	\$99.61	\$420.00	(\$320.39)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$7,792.62	\$8,434.00	\$34,568.39	\$33,736.00	\$832.39	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$138.51	\$1,000.00	\$7,254.71	\$4,000.00	\$3,254.71	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$42.00	\$500.10	\$168.00	\$332.10	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$529.70	\$583.00	\$1,073.38	\$2,332.00	(\$1,258.62)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$308.63	\$400.00	\$916.01	\$1,600.00	(\$683.99)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$236.43	\$310.00	\$1,231.34	\$1,240.00	(\$8.66)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$1,800.39	\$526.00	\$2,760.89	\$2,104.00	\$656.89	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$332.59	\$460.00	\$2,355.11	\$1,840.00	\$515.11	\$5,520.00
<i>Facilities</i>							
	Facilities	\$8,941.05	\$7,576.00	\$41,303.05	\$37,524.00	\$3,779.05	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$3,903.52	\$2,919.00	\$13,059.17	\$11,676.00	\$1,383.17	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$35,177.89	\$34,025.00	\$138,418.47	\$136,100.00	\$2,318.47	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$12,678.49	\$12,855.00	\$51,310.59	\$51,420.00	(\$109.41)	\$152,407.00

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

Wednesday, May 3, 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	\$1,952.02	\$2,507.00	\$8,335.45	\$10,028.00	(\$1,692.55)	\$30,081.00
	Staffing Ministry	\$49,808.40	\$49,387.00	\$198,064.51	\$197,548.00	\$516.51	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$1,458.18	\$2,792.00	\$12,168.46	\$12,068.00	\$100.46	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$0.00	\$30,000.00
	Total Expenses	<u>\$77,750.02</u>	<u>\$77,034.00</u>	<u>\$325,354.73</u>	<u>\$316,256.00</u>	<u>\$9,098.73</u>	<u>\$972,358.00</u>
	Difference	<u>(\$1,366.84)</u>	<u>\$12,402.00</u>	<u>\$3,935.89</u>	<u>\$31,908.00</u>		<u>\$0.00</u>

Children/Youth and Family Ministry Notes

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

Absent: Christa Serpe, Jennie Dailey, Julie Dalhin

New Business:

Summer Kick-off Ice Cream Social/ Wheel Show! June 2nd 6:30-8:30 - This event is an event for all ages. There will be a car show and we will be inviting children to bring their decorated wheels to show off! We will have ice cream, music, games/relays, face painting, a Pinata, sidewalk chalk, an ice cream eating contest, Baggo game, and lots of fun!

Car Show- Tim T

Bike (wheel) show- Amy S

Music- Mike Y

Games/ relays- Amy B

Face painting- Donna K

Pinata- Gregg G

Ice Cream Eating contest- ?

Baggo game- Gillming

Ice Cream- Jill G

Set-up- ?

Clean-up- ?

We have a few areas that need to have someone take charge of, we will be asking for volunteers. We will be sending out email, Facebook blasts and having both Pastors make announcements for this event.

Summer Kid's Connect: Kid's Connect will be offered this summer on June 11th, 25th, July 9th, 23rd, August 13th, and 27th from 10:00-10:40am. During that time Pastor Ryan will be able to take time to get to know the parents and other family members.

Jill Gillming

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

jill@sotpmail.com

Meeting Minutes for SOTP Community Outreach Ministry
May 8, 2023

Present:

Tara Mackey, Chair

Bob Malm

Annette Kandell

1. Huntley public works lunch May 24

+Table tents are in process

+Donations are on track. Still need sign ups for more desserts

+Will need to get picture for paper

+We'll meet at church at 11:00 a.m., pick up Rosati pizza, and deliver to venue

2. Memorial Day parade

+Truck and trailer have been secured

+ Praise band is a go!

+Need more volunteers to sign up to walk, decorate, and donate candy

+Frisbees ordered. Shirt order in the works

+Need to make hand out for Jill to distribute to the kids at Kids Connect

3. Fall Fest

+Date not yet announced

4. Welcome Center

+Looking into getting new member pictures uploaded to TV at WC

+Need to keep steady supply of newsletters at the WC desk - very popular

5. Other Ideas/Suggestions

+Discussed promoting Dennis Houghten's wildlife power point/video to coincide with National Wildlife day in September

Mission Team Minutes

May 8, 2023

Attendance: Sandy Hupert, Carl Hupert, Annette Petersen, Vik Berkeris, Ronda Shoemaker, Becky Wright, Leslie Enders, Marilyn Schnell, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister). Guest present was Bob Mollis (President of Congregation).

Sandy opened meeting with a reading from John 15: 5 and a prayer.

Old Business

1. Approval of Minutes: Marty moved and Ronda seconded motion to approve April minutes. Motion carried.

2. Feed My Starving Children: 21 volunteers worked on April 29th.. Ronda hand delivered Lenten check to FMSC.

3. World Hunger and Disaster Relief: There is a grant available through the Synod for Hunger Relief. "Christmas in July" is being organized again by Becky. It is planned for July 8th thru the 30th. Need to get a slide made up to display details to congregation and put in newsletter. There is a new "stock a backpack" giving item for \$10 that will be available. Also have a display at Synod meeting for "Christmas in July" as a possible giving project for other churches.

4. Habitat for Humanity: Carl displayed a new home on Carlton Ave. in Elgin that is near ready for occupancy. 7s group is working at Culvers in Huntley June 13th from 4-8 PM. A percent of the income will go to Habitat as a donation. Also "Faith Builds" is a fund raiser scheduled for June 24th by Habitat. Carl will promote on electronic screen, newsletter and in Friday Flourish.

5. Blood Drive: No report.

6. CRE-Reentry: Move into new office in June.

7. Senior Care Services: May not get this organized till fall.

8. Grafton Food Pantry: Food drive run by us May 22nd. Trouble getting information in newsletter. Will try to get out other ways, Friday Flourish, electronic slide or announcement.

9. Missionary Support: No report.

10. Lent and Easter Review: Lent Total Donations— \$3658.10

Went to- AARK	\$914.00
DRS. Without Borders	\$908.10
Exodus	\$914.00
Feed My Starving Children	\$922.00

Easter Total Donations— \$3758.00

Went to- Habitat for Humanity	\$1829.00
Lutheran Disaster Relief	\$1829.00

11. AARK: Everything planted in first row. Second row planting in June. Sign up for vegetables will be out in next couple of weeks. Will put information on electronic board. People can also donate to get individual vegetables also.

12. Northern IL. Food Bank: Scheduled for June 3rd. Sign up available.

13. Homeless Meals: Looking for volunteers from our church to provide 50 hot lunch meals for July or Aug.

14. Exodus: Most items collected and ready to go. Will let Exodus know.

New Business

1. Green Trees: Vik will set up for one month in summer.

2. Newsletter deadline May 20th. Friday Flourish is Tues.

3. Next meeting June 12th.

4. Prayers of Joy and Concerns.

5. Annette moved and Steve seconded motion to adjourn meeting. Motion cared.

Steve Legel, Secretary

Property Team meeting – May 8, 2023

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

Attendees: Larry Enders, Mark Frendreis, Jessica Panella, Tom Polzin, and Peter Walthers

Absent: Rich Paeth, Dick Tabatt, Chris Trodahl

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

Old Business

- Spring mulch **Mark**
 - 33 yards of mulch was spread in yellow areas of our mulch map
 - About a dozen people completed this work in less than 3 hours
- Progress on new mats for entry doors ordered **Tom**
 - They are waiting on us to decide to repair or purchase new mats
 - There is one mat missing, if Tom can find it, we can repair them if not we will purchase new ones
- Church Entry signs – Discuss Options (Spring) **Mark**
 - Deferring until fall
- LED light conversion status **Pete**
 - Done with the exception of 2 light that are out in the parking lot
 - They will be there to complete the job when everything is in
- Parking lot lights/timer **Larry**
 - The photo cell was not working the eye was replaced
 - The timer was reset
- Mark asked for a slide on Sunday mornings to remind there is no food or drink allows in the sanctuary
 - No to sign regarding food and drinks in worship, but ushers are to be educated on how to address
- 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**
- Little Lambs room **Tom**
 - Jill chose the tile, Tom has the quote for installation and needs to be approved before we purchase
 - After July 14 all work can be completed
 - Remove old shelving
 - Paint
 - Cabinets
 - Tile
- Adding P. Ryan's name to front sign? **Chris**
 - Still waiting to hear from Jim Kuhn
 - Chris will get in touch with Jim
 - If we can't get ahold of Jim we will contact a sign company
- Thermostat replacement **Larry**

- Larry replaced three thermostats
- Procedure list for partial/full power outages **Mark**
 - Deferring to fall
- Breaker box list creation **Mark**
 - Mark Completed this for each box
 - Waiting on Carey Electric to call back
- Labeling outlet plates throughout **Mark**
 - Deferring to the fall
- Room by room list for walkthrough **Chris/Mark**
 - Chris is finishing it up
- Program thermostat in fellowship hall **Mark**
 - Needs to be programmed for Sunday School
 - Mark will work on this
- When the bell tables were moved there has been some damage to the door and doorframe **Mark**
 - This needs to be repaired

New business

- Calendar for property team on Google. Who will cover June and July? **Mark**
 - Pete will do June
 - Larry will do July
- Rich will be installing bolts in the sprinkler room racks to make them more stable
 - Rich was not attendance
- RTU for fellowship hall need repair **Mark**
 - No heat or air for a couple of weeks
- Is Fox Valley picking up the call box? **Rich**
 - Rich was not in attendance
- The bathroom in Matt's office only locks from the outside
- The space heater in the east vestibule is running hot, the north is not working at all
 - Larry will fix both
- The sink in the service area is leaking
 - Tom will look at it...it is on the cold side
- The light over the outside of North door of the new building needs a light
 - Pete will get this completed

The meeting was adjourned at 7:43 pm.

Submitted by: Jessica Panella

Stewardship Committee

Meeting Minutes

5/11/23

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

Next meeting: 6/12/23

1. Thrivent Campaign

Meeting focused on the Thrivent Workshops taking place the first weekend of June. Thrivent will be available after all three services. Frank and Julia will be assisting the Saturday night service. Mike, Ralph and Rick will be available to assist on Sunday services.

2. Endowment funds

Had some discussions around the endowment fund and if there is something we can do to kickstart our endowment fund again. Just in discussion phase and we did have a new member talk to us at the new member gathering offering his assistance on this.

Minutes completed by: Mike McCann, Chair of Stewardship Committee