



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

September 18, 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
September 18, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Pastor Ryan
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for August 21, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights – Kathy
 - i. *Recommendation to approve the August Finance and Treasurers Report as presented.*
 - b. 2024 Ministry Team Budget Meeting Discussion – Bob
 - c. 2024 Stewardship Emphasis Discussion – Pastor Mark
 - d. Nomination Committee Discussion – Bob
 - i. *Recommendation to approve the 2023/2024 Nominating Committee of Cheryl Adams, Joyce Shotick, Marlene Boehler, Bob McDuffee, Pastor Mark Boster, Bob Mollis.*
 - e. Children and Youth Artistry Ministry Investment Discussion – Bob
 - f. Wellness Ministry Investment Discussion – Pastor Mark
 - g. Children and Youth Ministry Protection Policy Discussion – Bob
 - i. *Recommendation to approve the SOTP Children and Youth Ministry Protection Policy effective September 19, 2023, as presented.*
6. **Other**
 - a. Next Council meeting, October 16, 2023 @ 6:00 PM – Pastor Mark (devotion)
7. **Unfinished Business**
8. **Adjournment**

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

August 21, 2023

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

Excused: K. McGuine

Council President Bob Mollis called the meeting to order at 6:04 P.M.

Pastor Mark opened with Prayer.

Sarah Wolf delivered devotions - Only Love Today – Ask God to use me as a messenger of encouragement and remember someone is listening and has been waiting to hear. Face challenges with self-kindness, compassion, and acceptance.

All shared Monthly Ministry Moments.

Mike moved to approve the July 17, 2023, Council meeting minutes; Cheryl seconded; motion passed.

Finance and Treasurer Report – Continue thoughtful caution on expenses, good job on General Fund reserves, Mortgage Service reserves continue to decline. Facility will use Maintenance Reserve to repair Fellowship HVAC air handler and water heater. Little Lambs classroom went through a remodeling. Finance will review the capital expense improvements with Facilities to help with the cost. Finance report approved as presented by Pastor Mark, second by Ellen, motion passed unanimously.

On August 17, 2023, via Electronic Mail, a motion was made by Christa Serpe and seconded by Pastor Mark to accept the list of August 2023 applications for SOTP membership with installation on Sunday August 20, 2023. Motion carried with unanimous approval.

All Ministry teams will meet with Bill Ball, Bob Mollis, and Kathy McGuine to discuss the initial Ministry teams budget request for 2024. The goal is to keep 2024's budget in line with 2023 approved budget. Initial budget request meetings will be completed by the first week in September.

Nomination Committee Update – The nomination team will need to add 1-2 more to the group. The nominating committee will identify at least two new potential 2024 council members and 4 or 5 members to attend the 2024 synod assembly.

2024 Stewardship Emphasis – A theme was agreed on for building on a culture of generosity and taking a step of faith. Videos will be produced around Children and Youth, Wellness, Community, Engagement. Wrap up of the stewardship drive is November 19th.

Wednesday Midweek Ministry Night & Kids Connect Discussion – Youth group has been moved to Wednesday, Confirmation starts on September 20th, and parent/student night was August 30th. Adventure club is 5-6 p.m., and Youth Group and Confirmation is 6:30-8 p.m. A HUGE thank you to the group that worked on this new curriculum.

Outside Facility Use and Meeting Request Discussion – We will continue to talk about this as SOTP is becoming known in the community for open meeting space. Discussion around safety and security concerns, particularly during Little Lamb classroom schedule. Some rules of engagement and outside community use need to be further formulated. Will invite Huntley Police Department to review security and safety measures for the building.

Children and Youth Worship and Artistry Ministry Investment Discussion – Bob – Great discussion with Annette Boster and Emily Moore. We will be looking for a volunteer, along with the Youth and Ministry Team, to help with this program and coordination of the calendar, advertising, and getting kids to participate.

Wellness Ministry Investment Discussion – Thank you to Jessi Buesing and Jen Huston for heading up the team. They will be working on a mission statement and 5 members on this ministry would be ideal.

The Children and Youth Ministry Protection Policy – Council is aware of the draft document and will review it before the September Council meeting. The council will vote on approval of the document at the September council meeting.

The next Council meeting is September 18, 2023 @ 6:00 PM – Pastor Ryan (devotion)

8:02 P.M. Pastor Mark motioned to adjourn; Pastor Ryan seconded.

Pastor Ryan closed in prayer.

Submitted: Christa Serpe

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
September 11, 2023

Attending: Sue Wehnes, Cliff Dungey, Dave Shotick, Bill Ball, Bill Nesta

Excused: Devin Burg, Kathy Wilkerson-McGuine

Meeting called to order at 7:30 PM

- I. Approval of August 16, 2023, Meeting Minutes as presented** (Motion by Sue Wehnes)
- II. Accounting Administrator's Report**
 - a. Income/Expenses through August 31, 2023
 - i. August GF income of \$92,167 was \$19,611 greater than budgeted amount.
 - ii. August GF YTD income of \$632,062 was \$21,821 less than YTD budgeted amount.
 - iii. August GF expenses of \$66,008 were \$9,636 less than budgeted amount.
 - iv. August GF YTD expenses were \$7,586 less than YTD budgeted amount.
 - b. Balance Sheet through August 31, 2023
 - i. Total Current Assets \$793,220
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,127,127
 - iv. Total Current Liabilities \$0
 - c. Highlighted Restricted Funds Detail Review through August 31, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$24,915.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,991.
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$51,698.
 - iv. Account 3.332.000 Artist Series Fund balance is \$23,067.
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,766.
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,710.
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,432.
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 57,907.
 - d. General Comments
 - i. YTD GF Member Contributions are below the YTD Budget (\$17,744) but above 2022 contributions (\$3,342). A significant increase in contributions in August reduced the variance to the YTD Contributions budget by about half - driven by receipt of several annual pledge payments (as also happened in the summer of 2022).
 - ii. The August under-budget expenses were driven in-part by one-time re-allocation of certain facilities related charges from GF to facilities reserve accounts.
 - iii. August Mortgage Service Fund contributions exceeded budget for the first time since January. \$18,978 vs. \$18,807 monthly payments. YTD Mortgage Service Fund receipts are now less than payments by \$16,958. It seems likely that the general trend of under-budget MSF giving will continue for the balance of the year.

- iv. 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 Mortgage Service Fund (MSF) income has trailed budget for six of eight months likely reflecting the request that members change their allocation of contributions from 70/30 General Fund/MSF to 75/25.

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

- a. GF balance is \$366,117 which is approximately 4.5 months of reserves.
- b. MSF balance is \$49,553 which is approximately 2.6 months of reserves.

IV. Recommendations to Council

- a. **The Finance Team is reviewing the 2024 contracts submitted by the Facilities Team and recommends Council approve the contracts subject to any concerns being raised no later than noon, Thursday, September 13..**

V. Old Business

- a. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Work continues with our insurance agent to complete necessary documentation and to implement the recommended policy changes for increasing our child and youth protection related insurance.
- b. Work continues evaluating the possibility of a full audit of the 2023 financials in 2024.
- c. Work also continues evaluating the Endowment Fund.
- d. Discussion of a preliminary report on the status of the Memory Garden was deferred until October. Several questions have been posed to help clarify the strategic direction and those questions will be reviewed.

VI. New Business

- a. The Team discussed the state of GF contributions and the Mortgage Service Fund. An analysis of pledge giving YTD compared to implied pledge giving budget will be conducted and shared with the Team. GF contributions and MSF giving will remain a focus of the Team.
- b. The 2024 budget process was reported to be underway with the first round of meetings completed and an initial budget developed. An initial Personnel/Staffing budget remains to be determined.
- c. **Motion approved to reinvest the \$110,000 principal currently invested in a brokered CD scheduled to mature September 22, 2023, in a 12-month CD (FDIC Insured) and to direct earned interest from the maturing CD into the SOTP money market account at Fidelity.** (Motion by Cliff Dungey) The Finance Team reviewed in detail SOTP’s current financial performance, likely cash needs for the balance of 2023 and discussed the implications of continuing the existing 1-year FDIC insured ladder investment program.
- d. Next Finance Team Meeting will be October 9, 2023 @ 7:30 PM on Zoom.

VII. Adjourned with prayer at 8:35 PM.

Respectfully submitted, Bill Ball

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

Wednesday, September 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	150,852.35	29,929.42	120,922.93
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	49,552.52	178.97	49,373.55
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	572,585.70	1,004.82	571,580.88
1.250.000	HBT/LPL Investment Account	423.04	0.00	423.04
1.500.000	Donations Holding Account	150.00	(766.98)	916.98
1.600.000	FNBO Checking Boy Scout Troop 200	9,156.59	(1,007.61)	10,164.20
	Total Current Assets	\$793,220.20	\$29,338.62	\$763,881.58
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	\$8,127,127.42	\$29,338.62	\$8,097,788.80
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,158,943.87	(8,381.19)	3,167,325.06
	Total Long Term Liabilities	\$3,158,943.87	(\$8,381.19)	\$3,167,325.06
	Total Liabilities	\$3,158,943.87	(\$8,381.19)	\$3,167,325.06
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	366,117.31	26,159.07	339,958.24
	Total Unrestricted Fund Balances	\$366,117.31	\$26,159.07	\$339,958.24
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,641.94	0.00	1,641.94
3.175.000	Memorial Fund Balance	24,915.40	0.00	24,915.40
3.180.000	Grafton Food Pantry Fund Balance	795.00	225.00	570.00
3.220.000	AV Ministry Fund Balance	5,318.76	0.00	5,318.76
3.250.000	Good Samaritan Fund Balance	7,990.56	(550.00)	8,540.56
3.260.000	Community Outreach Fund Balance	1,759.76	505.00	1,254.76
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	51,697.85	2,539.60	49,158.25
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$52,922.85</i>	<i>\$2,539.60</i>	<i>50,383.25</i>
3.340.000	Artist Series Balance	23,066.74	1,496.28	21,570.46
3.350.000	Prairie Crafters Fund Balance	544.00	444.00	100.00
3.380.000	Continuing Education Fund Balance	1,891.00	0.00	1,891.00
3.390.000	Children & Family Ministry Balance	1,105.00	0.00	1,105.00
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	11,766.26	(11.75)	11,778.01
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,175.40</i>	<i>(\$11.75)</i>	<i>12,187.15</i>
3.500.000	Little Lambs Fund Balance	7,244.59	(204.89)	7,449.48
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 August 31, 2023

Wednesday, September 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.650.000	Quilters Ministry Fund Balance	1,470.77	525.50	945.27
3.675.000	Memory Garden Fund Balance	12,710.03	(825.00)	13,535.03
3.676.000	Memory Garden Bricks Fund Balance	3,431.57	(27.50)	3,459.07
3.677.000	Memory Garden Niche Fund Balance	57,906.65	0.00	57,906.65
3.680.000	Garage Fund Balance	(5,767.68)	0.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(200.00)	0.00	(200.00)
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	2,376.74	175.50	2,201.24
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	9,156.59	(1,007.61)	10,164.20
	Total	\$228,860.62	\$3,284.13	\$225,576.49
3.140.000	Mortgage Service Fund Balance	49,552.52	178.97	49,373.55
	Total Temporary Restricted Fund Balances	\$278,413.14	\$3,463.10	\$274,950.04
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	49,723.36	781.67	48,941.69
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,802.96	563.33	10,239.63
3.974.000	Lawn & Landscaping Reserves Balance	6,052.11	333.33	5,718.78
3.975.000	Maintenance Reserves Balance	14,328.52	(2,880.55)	17,209.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	27,573.36	321.67	27,251.69
3.980.000	Equipment Reserves Balance	7,470.46	597.00	6,873.46
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	\$135,878.95	(\$283.55)	\$136,162.50
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,810.80	0.00	12,810.80
	Total Permanently Restricted Funds	\$12,810.80	\$0.00	\$12,810.80
3.130.000	Building & Grounds Equity	4,044,192.74	8,381.19	4,035,811.55
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	\$4,174,963.35	\$8,381.19	\$4,166,582.16
	Total Fund Balances & Equity	\$4,968,183.55	\$37,719.81	\$4,930,463.74
	Total Liabilities and Fund Balances & Equity	<u>\$8,127,127.42</u>	<u>\$29,338.62</u>	<u>\$8,097,788.80</u>

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

Thursday, September 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	89,060.08	68,080.00	603,256.22	621,000.00	(17,743.78)	920,000.00
4.150.000	Loose Plate and Growth	1,895.82	2,583.00	20,225.81	20,664.00	(438.19)	31,000.00
4.250.000	Flower Income	203.74	113.00	959.25	904.00	55.25	1,358.00
4.300.000	Interest Income Heartland Bank	2.90		35.01			
4.310.000	Investment Income Fidelity	1,004.82	880.00	7,585.70	11,315.00	(3,729.30)	20,000.00
	Total Income	\$92,167.36	\$71,656.00	\$632,061.99	\$653,883.00	(\$21,856.02)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$105.00	\$163.06	\$840.00	(\$676.94)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$6,475.58	\$8,434.00	\$61,800.60	\$67,472.00	(\$5,671.40)	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$125.00	\$1,000.00	\$9,455.18	\$8,000.00	\$1,455.18	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$42.00	\$677.70	\$336.00	\$341.70	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$0.00	\$583.00	\$2,365.91	\$4,664.00	(\$2,298.09)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$1,740.06	\$850.00	\$4,911.22	\$5,000.00	(\$88.78)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$89.05	\$310.00	\$1,048.57	\$2,480.00	(\$1,431.43)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$348.65	\$526.00	\$5,018.05	\$4,208.00	\$810.05	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$9.34	\$460.00	\$2,574.36	\$3,680.00	(\$1,105.64)	\$5,520.00
<i>Facilities</i>							
	Facilities	\$1,608.25	\$7,576.00	\$64,471.60	\$67,828.00	(\$3,356.40)	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$2,319.88	\$2,919.00	\$24,218.33	\$23,352.00	\$866.33	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$34,477.89	\$34,025.00	\$289,301.06	\$288,320.00	\$981.06	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$10,751.49	\$11,015.00	\$106,587.88	\$102,817.00	\$3,770.88	\$152,407.00

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

Thursday, September 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	\$2,014.92	\$2,507.00	\$17,761.62	\$20,056.00	(\$2,294.38)	\$30,081.00
	Staffing Ministry	\$47,244.30	\$47,547.00	\$413,650.56	\$411,193.00	\$2,457.56	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,548.18	\$2,792.00	\$24,347.91	\$23,236.00	\$1,111.91	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$20,000.00	\$20,000.00	\$0.00	\$30,000.00
	Total Expenses	\$66,008.29	\$75,644.00	\$634,703.05	\$642,289.00	(\$7,585.95)	\$972,358.00
	Difference	<u>\$26,159.07</u>	<u>(\$3,988.00)</u>	<u>(\$2,641.06)</u>	<u>\$11,594.00</u>		<u>\$0.00</u>



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report September 2023

Facility

- Signs are being discussed for how to navigate building as well as for name of building out in front of our property
 - Bob and council have voiced opinions to Property team and will be working with them on what the sign will look like
- I plan to discuss "Special Needs" signs with Property team. The spots are never taken, even when the parking lot is full. I believe they aren't necessary anymore and would free up a significant amount more spaces in our parking lot, especially when it's full.
- Preliminarily discussing different office spaces.
 - With more full-time employees and a need for more in office time, workspace is tight, and we are trying to maximize office space potential.
 - Plan to move Jill into the Elm Room, freeing up the nook she is in currently for storage
- Big screen that was donated is now up and will be used soon for church events
- I have removed all items that were stored in rooms to give all cabinets a fresh start without items from up to 15 years ago in them

HR

- Bob, Jill, and I have created a Children and Youth Ministry Protection Policy manual as well as structure around process and procedure regarding the topic (IE background checking, reporting of abuse etc.)
 - Bob presenting "final version" to council

Branding/Website/Apparel

- Store up and running
- System in place for pickup
- Not many purchases yet from the site
- We have begun to transform sections of website to be more unique to what our church does (IE photos and getting involved access)

Planning Center

- Looking into possibly using the Donations module for all things registrations and purchases (IE Easter Flowers)
 - We plan to use the module for all registrations moving forward
- Looking to start check-ins module now that we have received our printer for labels.
 - Met with Jill, Pastor Ryan, and Jeff to get Check-ins module running.
 - They are planning to use the function coming up this fall
 - We have used it and working through some glitches but it appears that it will work well

Attendance (Year-to-date)

- Average Saturday Attendance: 49 people
- Average 9:00 AM Attendance
 - 155 people in person
 - 101 viewership on Boxcast
 - 139 views Facebook
- Average 10:45 AM Attendance
 - 125 people in person
 - 53 viewership on Boxcast
 - 176 views Facebook

Property Team meeting – September 11, 2023

The meeting was called to order by Mark Frendreis (Chair) at 7:008pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Jessica Panella, Pete Walthers, Rich Paeth and Guest, Pastor Ryan

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

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

Old Business

- Progress on new mats for entry doors ordered **Tom**
 - Tom was not in attendance
- Church Entry signs **Mark/Pete**
 - Need quotes for 5 signs (2 entry, Fellowship and Main entrance signs and the church sign on Main St)
 - Rich came with an update to the main sign
 - PM would like an electric sign for messages
 - The other signs PM would like on the church building rather than in the ground
 - Rich is going to put together a couple of different options
- LED light conversion status **Pete**
 - The consultant has the new dome and there are two other lights available and as soon as he has a boom will come and complete the job
- Little Lambs room **Tom/Pete/Mark**
 - After July 14 all work can be completed
 - Paint - Complete
 - Cabinets – Complete
 - Chalk Paint Complete
 - Decking is rotted – **Rich**
 - Will before snow flies
 - Little Lambs thermostat
 - Larry was not in attendance
 - Flooring
 - Christmas break
 - Weeds in the play area
 - Chris will contact the landscaper
 - New banner in the hallway
 - New book cabinet in the corner
- Procedure list for partial/full power outages **Mark**
 - The next couple of weeks
- Breaker box list creation **Mark**
 - Waiting on Carey Electric to call back to answer some questions
- Labeling outlet plates throughout **Mark**
 - Next couple of weeks
- Room by room list for walkthrough **Chris**
 - Rich gave Chris feedback on the list and will update it

- Program thermostat in fellowship hall **Mark**
 - Mark will update it soon
- The space heater in the east vestibule needs attention **Larry**
 - This is not a priority yet
- Replace towel holders to Chrome **Tom**
 - Tom was not in attendance
- The light over the outside of North exit needs attention **Larry**
 - Larry was not in attendance
- Progress on glass around sound booth **Chris**
 - Chris will call Jim
- Bulb over the sign-up desk in gathering area
 - Rich is hoping that Cary electric can order the parts and Rich will replace them
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
 - We don't know the progress on ordering one
 - Who can install when it arrives?
- Mess of wires needing chase in fellowship closet **Larry**
 - Larry was not in attendance
- Tornado Damage
 - Chris is talking to Chris' Landscaping about a replacement in the spring
- Contracts **Chris**
 - Contracts have been submitted
- 2024 East parking lot seal coat quote **Chris**
 - Chris is working on a quote now
- Budget meeting set **Mark**
 - The meeting went well and there has been no additional feedback yet
- Pest control
 - Michelle obtained multiple quotes for services
 - We will go with PCC on a bi-monthly basis
 - Jess will call them to get more details and a billing option set up
- Wet spot on pew in sanctuary and couch
 - The cushions have been cleaned
- Alice is looking for a second prayer shawl rack in the new building
 - Rich installed it and Alice is very appreciative
- AA batteries are missing
 - Rich found them
- Rich pulled down the emergency light that is blinking red and green
 - One was fixed and one wasn't
- There is a big screen in the fellowship hall for a presentation
 - It will be available and used as much as we can and see if it is something we want to keep
- The mechanical room is still leaking
 - We will continue to monitor

New business

- Calendar for property team on Google. Who will cover October? **Mark**
 - Pete will do October
- HVAC laptop is not working properly. Matt asked that a new laptop be purchased for the system

- The Registration desks could use another lock rather than a slide lock
 - Rich will look into it
- Mike Y is looking for a cat5 quote for the sanctuary
 - Rich gave it to him
- Pastor Ryan came to discuss office space
 - They would like to move Jill to the Elm room
 - Locks have been requested for the room by council
 - The desk in the Maple room can be moved out so more tables can be added for bible study Jill can choose the desk she wants
 - The room Jill is in can be used to store youth group stuff
- The Prairie sign is still out there – can this be converted to a changeable sign without a permit?
- Pete got an alternate quote for cleaning

The meeting was adjourned at 8:21 pm.

Submitted by: Jessica Panella

Minutes from the Worship Team Meeting September 11, 2023

Attending the meeting: Jane, Diane, Elaine, Barb H. Judie, Carolyn, Ed, and Bob Mollis

Chris Solem remains in Acute Rehab. Barb P. was not able to attend.

Barb H. opened the meeting with a prayer.

Jane announced that we were changing liturgy. (not sure that I fully understood from the EBV to ELW#4 – note there will be a change).

Jane will talk with Mickey, Saturday night organist, about the change and music.

Banners –

Jane shared that SOTP would be adding a new “gratitude banner” for the Pentecost season and stewardship season. Carolyn will place order on Monday.

Jane shared that SOTP will be also adding some new advent banners. Photos of the new addition was shared, and everyone seemed to like the new banners.

We spent some time discussing the upcoming banner changes and schedule for the next three months. Please see the attached calendar listing all the changes.

It seemed clearer to report in this fashion. Most dates are accurate. There might be some tweaking on some items.

Candles – we will need to order candles for All Saints Day and Christmas Eve service. We do not want to reuse burnt candles for All Saints Day. Jane will speak with Michelle about ordering the candles. Ed will provide the number in attendance for 2022 All Saints Day and the Christmas Eve services to help know how many candles we will need.

Altar- Judie spoke that Pastor Ryan indicated he would handle the wine. It was very unclear how this would work. Jane needs to speak with Pastor Ryan about how is purchasing. The committee believes that the Altar Care Team should continue to handle the purchasing of the wine. Judie is also working on getting better control/structure for the work in the scarcity. She is putting teams together to help organize.

Ushers- Ed reported two new ushers and he is following up with the ushers to see who will serve over the winter due to snowbirds leaving the “nest” for warmer climates!

Greeters – Elaine spoke that she feels confident that she has the 9am and 1045am greeters organized. The 5pm Saturday group still cannot find people to greet.

Flowers – Diane spoke about the flower orders. Diane will check with Platt Hill for our Christmas poinsettias. We will need 15 poinsettias for the Artist Series on December 1st. Also, that will be the start on Advent (12/2-3). Diane will work setting up order taking for SOTP congregation to order poinsettias for Christmas. Decorating for Christmas will take place on 11/27 for the start of Advent on 12/2-3. It needs to be done early as Ed and Carolyn will be attending the Destination Wedding for their grandson on 12/1.

Carolyn will work with Michelle to create a sign-up sheet for decorating. Carolyn will work with Mark Frenreis to get the decorations down and delivered to the church by 11/27. The start time will be 9am.

There will be a special concert on 11/24 (Sunday) at 230 with SOTP choir and a second choir with wonderful music. Kathleen Gentes, organist, husband had life threatening cancer last year and did recover. This will be music to celebrate life and the power of God's healing.

Respectfully submitted,

Carolyn Cuttle

Children Youth and Family meeting – Sept 11, 2023

The meeting was called to order by Jill/Pastor Ryan at ____7:10____pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Amy Brittian, Jill Gillming, Jen Powe, Tim Torkelson,

Absent: Julie Dahlin, Amy Stech, Jenny Dailey, Pastor Ryan Mackey, and Council Liaison Christa Serpe

Children's Ministry

Kids Connect

Old Business

- None

New Business

- Rally Day
 - Rally day was great. Kids loved playing bingo.
 - Training for volunteers
 - More volunteers needed
 - New Drop-off procedure

Adventure Club

Old Business

- None

New Business

- Adventure Club starts Wed. Sept 20 5-6pm
 - Could use some volunteers
 - Post cards to all youth in 4th-5th grade
 - If someone needs to be added to that list (if you hear someone didn't get a postcard), let Jill know.

Activities

Old Business

None.

New Business

- Game Day Oct 15th After 10:45 service
 - Fall games (pumpkin ring toss, tic tac toe with pumpkins, cookie decorating, ???)
 - May also have musical rehearsal that afternoon at 2?
 - Slides, signup have been created
- Trunk or Treat – Oct 28th, 3-4:30 - **Jill**
 - Slide is created
 - Need a chairperson - maybe [Alison Womac](#) or [Amy Stech](#)
 - Photo of parking lot - Tim add stuff and send to Jill

- Cars will park in a circle with backs in
- Signup maybe include which spot
- Monthly activities – **Amy Stech**
 - We'll talk about these more next time when Amy is here.
 - Art classes
 - Date/time
 - Instructor
 - Supplies
 - Set-up/clean-up
 - Woodworking
 - Date/time
 - Instructor
 - Supplies
 - Set-up/clean-up
 - Gingerbread Houses – In Dec. Family Activity on a Saturday. contest and keep the houses for display the next day.
 - Date/time either 12/2 or 12/16, decide in October. If 12/16, Jill will not be here.
 - Instructor
 - Supplies
 - Set-up/clean-up

Youth and Family Ministry

Confirmation

Old Business

None

New Business

Need a few more small group leaders.

Confirmation starts 9/20 6:30-8 pm

HS Youth Group

Old Business

Moved to Wednesday night.

New Business

April 12th? good day for Trivia Night? We will be doing a kids activity that night!

Should be on a weekend. Maybe 4/13? Maybe a movie night for kids during the trivia night.

Do we want to do Savers fundraiser (old clothing, bedding, etc)

College Aged

Old Business

None

New Business

None

Family Ministry

Old Business

None

New Business

Maybe schedule something for young families in Jan? Indoor bags tournament?

The meeting was adjourned at ____7:50__ pm.

Submitted by: Jill Gillming/Pastor Ryan

**Meeting Minutes for SOTP Community Outreach Ministry
Sept 11, 2023**

Present:

Tara Mackey, Chair

Bob Malm

Alison Womac

1. Captivated by Nature
 - a. Dennis will do full run through 09/12 with Jeff
 - b. Check to see if we need to be the ones to set up the chairs
 - c. Will need 2 mic runners for the Q&A session – possibly Tara and Alison

2. Fall Fest
 - a. Gather give-aways
 - b. 2 Tents, 2 Tables, 2 Tablecloths
 - c. New Banner
 - d. 2 games – wheel of fortune/dice
 - e. 3 pamphlets, newsletter, and possible next Artist series flyer to hand out
 - f. Alison offered to bring a cooler with water for the volunteers

3. Discussed new items for next year
 - a. Car window clings w/logo and QR code
 - b. Water bottle stickers with logo/ QR code
 - c. Custom stickers for kids (?)
 - d. Definitely will need more mugs and pens
 - e. New type of bag?

Mission Team Minutes

Sept. 11, 2023

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Annette Petersen, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister). Guest was Jody May (Director of Programs and Education for Exodus World Services).

Sandy opened meeting with a reading from Mathew 25: 37-40 and a prayer.

Jody May gave a presentation about a new program of Exodus World Services involving private sponsorship of refugees. Sponsor groups of five or more individuals would assume responsibility for the settlement and integration into the community of a new refugee family. The sponsoring group would be required to donate time, talents and money to accomplish this project. Exodus would support and advise the group.

Old Business

1. Approval of Minutes: Vik moved and Carl seconded a motion to approve Aug. minutes. Motion carried.
2. Feed My Starving Children: Ronda set date of Oct. 28th but another event was scheduled for that day so will reschedule.
3. ELCA World Hunger/Disaster Relief: Becky reported that \$1,516.24 was collected for "Christmas in July". This is down from last year. The lower amount may be due to placement of the Giving tree and a lack of announcements in the services. Other projects and ideas in the report were tabled till next meeting.
4. Blood Drive: No report.
5. CRE-Reentry: No report.
6. Senior Care Services: Will be taken up in future.
7. Grafton Food Pantry: Good response with food and monies last Sunday. Will continue with Sat/Sun combination of project.
8. Missionary Support: No report on our sponsored missionaries but the ELCA has welcomed ten new missionaries into service. Will put up announcement on bulletin board.
9. AARK: project going well. Oct. 7th last Sunday for vegetables.
10. Northern IL. Food Bank: No report.
11. Homeless Meals: Vik reported we will do meals again starting in Oct.
12. Exodus: Will devote meeting to private sponsorship in near future when more time and team members present.
13. Green Trees: Doing own landscaping due to grant. No further reports at present.
14. LSSI Prison Ministry Kits: Volunteers will put kits together on morning of Oct.8th.
15. Habitat for Humanity: Carl reported no new building site yet for New Hope Partnership. Still going to Restore on 3rd Thurs. of month.

New Business

1. Lutheran Life Communities Foundation: Tabled for future consideration.
2. Sandy announced additional shelf space available for our projects.
3. Prayers of joys and concerns.
4. Motion to adjourn made by Marty, seconded by Steve, Motion carried.

Steve Legel, Secretary

Stewardship Committee

Meeting Minutes

9/11/23

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

Next meeting: 10/9/23

1. 2024 Stewardship campaign

Went over the specifics for the 2024 Stewardship videos and updates on the invites of people to participate in the videos.

Kickoff for Stewardship campaign will be weekend of Oct. 22nd with Mike McCann giving the initial kickoff before each service.

The Leonardi's have been tasked with doing some cost research for the Step of Faith Sunday celebration we are planning for November.

Rick Miller will be the introduction presenter on the campaign videos and has set up a time with Mike Yndestad.

Ralph Wehnes will be working with Pastor Curt Gerald on the Step of Faith slide that we will be using for our presentations and in the Friday Flourish.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

Minutes from Artist Series Meeting September 7, 2023

Attending Meeting:

Jenni, Sandy, Lynn, Sara S., Chris B, Orv, Carolyn, Jane, Curt

Orv opened our meeting with a prayer including a healing prayer for Chris and Janet. Meeting started at 7pm.

Carolyn Cuttle was welcomed back and will serve as secretary while here (she is a snowbird).

The big Event is a Cocktail Party thanking supporters of the Artist Series now in its 5th year.

Date of the event is September 17 from 430pm- 630pm at the Drendel Hall in Sun City.

We will need to arrive about 3-315pm to set up and get ready.

Almost 80 people were invited but to date only 26 have responded. Carolyn will create an email to send out to those who have not responded. Jameson needs an exact number by today. We need to provide that number on Saturday (9/9) at the latest. Carolyn will get an email out Friday with a reply all (Sara and Carolyn). Hopefully, that will create the need to RSVP.

POSTERS – Jameson has 10 easels. We will take our framed posters to Jameson and used them as décor for the party. Chris B. will pick up the poster and deliver them on Sunday 9/17.

DECOARTIONS – Sandy Johnson will check around and get prices for 36 small mums to decorate the tables (12). The thinking here is to cluster three small mums on each table and let the guests take one home with them. Jenni will buy some leaves to place around the mums on the table. We will check the Dollar Store to order balloons that will be placed on the floor around the posters. Looking at burgundy, orange, yellow – fall colors. Jameson will provide white tablecloths on the tables. There may be two high tops just as an option but encourage people to sit and chat at lower round tables.

TABLE AT THE DOOR – Jenni will pick up the printed cards and envelopes and bring them to the event. They will be placed on the table, but we are not soliciting donations. Just making it available. Lynn will look for the trifolds as handouts as well.

MUSIC – Sara will check with Walt at Jameson about piped in music. Otherwise, Chris B. will see what he can do about background music.

SPEAKER/HOST -Chris B. will be the speaker and let people know that we are celebrating their support of SOTP Artist Series. We have been doing this for 5 years. This is not to solicit funds.

Finance Report – Currently we have \$23,066.74 cash. We have expenses committed totally \$7200.00. This would leave a balance of \$15,866.74.

Next Event – “Cat’s Pajama’s” Saturday, October 7 at 7pm

Jane is working with Michelle to create the poster.

The poster and information will then be given to Pat for press releases.

If Janet has some names of people, she could provide them to Jane to give to Pat.

The entertainers will be at the church about 2pm to set up. They know that there is a church service from 5-6pm. Anticipating that they will do the lighting after church.

Orv asked that Jane order 250 flyers for this event.

Next Meeting will be at Jane's house on Monday, September 25 at 7pm.

This is Chris B. birthday so Jane will make a cake/pie!!!

9502 Lenox Lane

Lakewood.

Meeting Adjourned at 8pm.

Respectfully Submitted,

Carolyn Cuttle