



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**October 16, 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

### October 16, 2023 @ 6:00 P.M.

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1. **Call to Order**
2. **Devotions** – Pastor Mark
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for September 18, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights – Kathy
    - i. *Recommendation to approve the September Finance and Treasurers Report as presented.*
  - b. Approval of Facilities Outsourced 2023/24 Service Agreements – Bob
    - i. *Let the minutes show that on September 26, 2023, via Electronic Mail, a motion was made by Michael Luecht and seconded by Kathy McGuine to accept the Finance team’s recommendation to approve the proposed Outsourced Service Agreements for XMCS Cleaning Service, Chris’ Lawncare Service, Chris’ Snow Removal and Salt Service, MDC Waste Removal Service, Sherman Mechanical HVAC Service, Trane Electronic Controls HVAC Service, Nelbud Fire Security Service, and PCC Pest Control Service. Motion carried with unanimous approval. Kathy McGuine will sign and return contracts to Matt Morrison and the Facilities team to distribute.*
  - c. 2024 Requested Budget Discussion – Bob
  - d. 2024 Stewardship Emphasis Discussion – Pastor Mark
  - e. Nomination Committee Discussion – Bob
  - f. Children and Youth Academy Program Discussion – Bob
  - g. Wellness Ministry Program Discussion – Pastor Mark
  - h. Children and Youth Ministry Protection Policy Discussion – Bob
  - i. Children, Youth, and Confirmation Update Discussion – Pastor Ryan
  - j. Approval Facilities 2023 expense to tile floor in Little Lambs Classroom – Bob
    - i. *The Finance Team has reviewed bids for tiling the floor of the Little Lambs classroom submitted by the Facilities Team and recommends that the Council approve Futures Flooring proposal as presented.*
  - k. Parking Lot Reserve fund increase for 2024. Tabled until budget meeting including Facilities “Useful Life” reserve fund recommendations.
  - l. 2023 Audit Proposal update Discussion - Bob
6. **Other**
  - a. Next Council meeting, November 20, 2023 @ 6:00 PM – Ellen Nissen (devotion)
7. **Unfinished Business**
8. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### September 18, 2023

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

Council President Bob Mollis called the meeting to order at 6:02 P.M.

Pastor Mark opened with Prayer.

Pastor Ryan delivered devotions - Rock – Talked about the uniqueness of our rocks that Pastor Ryan gave us to look at. How does the way you describe the rock, the same way you look at or share about yourself?

All shared Monthly Ministry Moments.

Mike Luecht moved to approve the August 21, 2023, Council meeting minutes; Cheryl Adams seconded; motion passed.

Finance and Treasurer Highlights – Kathy McGuine. The Finance Team had approved the reinvestment of the Fidelity maturing investment CD into a new 12-month Fidelity CD. The Finance Team is reviewing the Facilities Team's proposed outsourced 2023/24 service agreements. A motion was made by Pastor Ryan and seconded by Joyce Shotick to approve the Finance Team's report as presented. Motion passed.

2024 Ministry Team Requested Budget Meeting Discussion – All Ministry Team budget meetings were completed by September 1, 2023. Requested budgets are coming in similar to 2023 budgets. Requested budgets do not include staff increases at this point, Council and Finance Team will need to discuss available funds for 2024 compensation increases. Overall the final budget will need to be close to the 2023 budget. The Finance team will be making recommendations for a preliminary budget in November. The Council hopes to have a Final 2024 budget by December 2023. The recommended EOG split between GF and MS will remain at 75/25 (GF/MS).

2024 Stewardship Emphasis Discussion – Kicking off October 22, and Mike McCann will introduce the theme and a video will be shown. The end of the campaign will culminate in a celebration luncheon on November 19<sup>th</sup>. We will invite Bishop Stacey as our guest speaker. The bishop was asked to present her perspective on "Why it is important to be a member of a church."

Nomination Committee Discussion – Bob asked the Council to approve the 2023/2024 Nominating Committee of Cheryl Adams, Joyce Shotick, Marlene Boehler, Bob McDuffee, Pastor Mark Boster, Bob Mollis. Vote taken: Ellen motioned for approval, Kathy seconded, motioned passed unanimously.

Children and Youth Artistry Ministry Investment Discussion –Amy Stech is helping Jill on the Art Academy program, and Jeff Moore and Brian Costillo will be helping start the Music Academy program. Many congregation members are willing to serve this new youth ministry program. The coordination, marketing, and registration of the Academy program is still in development. We will use the Church Planning Center App to register students, but any program fees will need to be collected by the respective instructor at this point. The programs will start taking place in November. The Children, Youth and Family Ministry Team is overseeing the SOTP Academy program and plans on marketing it within the church. We will see how it goes for several months before expanding the program.

Wellness Ministry Investment Discussion – The team is still producing ideas, and more will be talked about during the following meetings. They are searching for people who would be good to serve for this team, as they are looking to expand to 5-6 people and already have 2 – Jessi Buesing and Jen Huston.

Children and Youth Ministry Protection Policy Discussion – Recommendation to approve the SOTP Children and Youth Ministry Protection Policy effective September 19, 2023, as presented with modifications as discussed. Mike Luecht motioned for approval, Pastor Mark seconded, motioned passed unanimously.

The next Council meeting is October 16, 2023 @ 6:00 PM – Pastor Mark (devotion)

7:44 P.M. Joyce Shotick motioned to adjourn; Sarah Wolf seconded, motioned passed.

Pastor Ryan closed in prayer.

Submitted: Christa Serpe

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**October 9, 2023**

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

Excused: Cliff Dungey

Meeting called to order at 7:30 PM

- I. Approval of September 11, 2023, Meeting Minutes as presented (Motion by Bill Nesta)**
- II. Accounting Administrator's Report**
  - a. Income/Expenses through September 30, 2023
    - i. September GF income of \$69,921 was \$5,167 less than budgeted amount.
    - ii. September GF YTD income of \$701,983 was \$27,341 less than YTD budgeted amount.
    - iii. September GF expenses of \$74,445 were \$1,199 less than budgeted amount.
    - iv. September GF YTD expenses were \$8,785 less than YTD budgeted amount.
  - b. Balance Sheet through September 30, 2023
    - i. Total Current Assets \$783,893
    - ii. Total Fixed Assets \$7,333,907
    - iii. Total Assets \$8,117,800
    - iv. Total Current Liabilities \$0
  - c. Highlighted Restricted Funds Detail Review through September 30, 2023
    - i. Account 3.175.000 Memorial Fund balance is \$24,915
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,741
    - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$52,310
    - iv. Account 3.332.000 Artist Series Fund balance is \$21,202
    - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,787
    - vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,210
    - 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 (\$21,250) but above 2022 YTD contributions (\$8,123). September, saw contributions greater than the prior year albeit less than budget.
    - ii. September Mortgage Service Fund contributions lagged budget. \$14,340 vs. \$18,807 monthly payments. YTD Mortgage Service Fund receipts are now less than payments by \$21,414. It seems reasonably certain that 2023 MSF receipts will be less than 2023 payments resulting in a year-over-year reduction in the MSF balance.
    - 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 Mortgage Service Fund (MSF) income has trailed budget for seven of nine 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 \$361,593 which is approximately 4.5 months of reserves.
- b. MSF balance is \$45,096 which is approximately 2.4 months of reserves.
- c. It was noted that Council has asked Property Team for bid reviews in 2024 of several annual contracts. The likely timing for the bids to be secured was April/May. All contracts except the sealcoating contract were approved.

### IV. Recommendations to Council

- a. **The Finance Team is reviewing bids for tiling the floor of the Little Lambs room submitted by the Property Team and recommends Council approve the Futures Flooring bid (as recommended by the Property Team) subject to any concerns being raised no later than noon, Friday, October 13.** It was noted that Home Depot said estimate was expected to be at or above the high end of the bid.
- b. **Finance Team also recommends that Council approve increasing the Parking Lot reserve by approximately \$110 per month beginning in January 2024 (exact amount to be finalized as part of the 2024 budget process). This increase will insure the reserve is adequate to cover the cost of sealcoating the newer portion of the lot in July, 2024.**

### 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 financial review by an outside audit firm of the 2023 financials in 2024. We are awaiting a bid from CLA, the firm that audits the Northern Illinois Synod.
- c. Work also continues evaluating the Endowment Fund.
- d. Discussion of a preliminary report on the status of the Memory Garden was deferred until November. Several questions have been posed to help clarify the strategic direction and those questions will be reviewed.

### VI. New Business

- a. A first draft of the 2024 budget was reviewed by the team. An initial 2024 Personnel/Staffing budget remains to be determined. The "Church Events" account will be reviewed with the possibility of splitting some portion into a reserve account in 2024. Also, the possibility of expanding the coverage of mileage was discussed.
- b. **Next Finance Team Meeting will be Tuesday, November 14, 2023 @ 7:30 PM on Zoom.**

### VII. Adjourned with prayer at 9:055 PM.

Respectfully submitted,  
Bill Ball

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

Wednesday, October 4, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	141,011.98	(9,840.37)	150,852.35
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	45,096.39	(4,456.13)	49,552.52
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	577,471.68	4,885.98	572,585.70
1.250.000	HBT/LPL Investment Account	423.76	0.72	423.04
1.500.000	Donations Holding Account	580.70	430.70	150.00
1.600.000	FNBO Checking Boy Scout Troop 200	8,808.47	(348.12)	9,156.59
	<b>Total Current Assets</b>	<b>\$783,892.98</b>	<b>(\$9,327.22)</b>	<b>\$793,220.20</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	0.00	41,717.68
1.300.200	Memory Garden	89,052.93	0.00	89,052.93
	<b>Total Fixed Assets</b>	<b>\$7,333,907.22</b>	<b>\$0.00</b>	<b>\$7,333,907.22</b>
	<b>Total Assets</b>	<b>\$8,117,800.20</b>	<b>(\$9,327.22)</b>	<b>\$8,127,127.42</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,150,533.26	(8,410.61)	3,158,943.87
	<b>Total Long Term Liabilities</b>	<b>\$3,150,533.26</b>	<b>(\$8,410.61)</b>	<b>\$3,158,943.87</b>
	<b>Total Liabilities</b>	<b>\$3,150,533.26</b>	<b>(\$8,410.61)</b>	<b>\$3,158,943.87</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	361,592.75	(4,524.56)	366,117.31
	<b>Total Unrestricted Fund Balances</b>	<b>\$361,592.75</b>	<b>(\$4,524.56)</b>	<b>\$366,117.31</b>
<b>Temporary Restricted Fund Balances</b>				
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	375.00	(420.00)	795.00
3.220.000	AV Ministry Fund Balance	5,318.76	0.00	5,318.76
3.250.000	Good Samaritan Fund Balance	7,740.56	(250.00)	7,990.56
3.260.000	Community Outreach Fund Balance	2,254.76	495.00	1,759.76
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	52,310.00	612.15	51,697.85
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$53,535.00</i>	<i>\$612.15</i>	<i>52,922.85</i>
3.340.000	Artist Series Balance	21,201.76	(1,864.98)	23,066.74
3.350.000	Prairie Crafters Fund Balance	544.00	0.00	544.00
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	11,787.41	21.15	11,766.26
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,196.55</i>	<i>\$21.15</i>	<i>12,175.40</i>
3.500.000	Little Lambs Fund Balance	7,874.86	630.27	7,244.59
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 September 30, 2023**

Wednesday, October 4, 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	0.00	1,470.77
3.675.000	Memory Garden Fund Balance	13,210.03	500.00	12,710.03
3.676.000	Memory Garden Bricks Fund Balance	3,431.57	0.00	3,431.57
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)
3.720.000	Disaster Relief Fund Balance	50.00	50.00	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	2,751.74	375.00	2,376.74
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	8,808.47	(348.12)	9,156.59
	<b>Total</b>	<b>\$228,661.09</b>	<b>(\$199.53)</b>	<b>\$228,860.62</b>
3.140.000	Mortgage Service Fund Balance	45,096.39	(4,456.13)	49,552.52
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$273,757.48</b>	<b>(\$4,655.66)</b>	<b>\$278,413.14</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	50,505.03	781.67	49,723.36
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	11,366.29	563.33	10,802.96
3.974.000	Lawn & Landscaping Reserves Balance	6,385.44	333.33	6,052.11
3.975.000	Maintenance Reserves Balance	11,931.52	(2,397.00)	14,328.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	27,895.03	321.67	27,573.36
3.980.000	Equipment Reserves Balance	7,720.46	250.00	7,470.46
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
	<b>Total Reserves</b>	<b>\$135,731.95</b>	<b>(\$147.00)</b>	<b>\$135,878.95</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,810.80	0.00	12,810.80
	<b>Total Permanently Restricted Funds</b>	<b>\$12,810.80</b>	<b>\$0.00</b>	<b>\$12,810.80</b>
3.130.000	Building & Grounds Equity	4,052,603.35	8,410.61	4,044,192.74
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	89,052.93
	<b>Total Equity</b>	<b>\$4,183,373.96</b>	<b>\$8,410.61</b>	<b>\$4,174,963.35</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,967,266.94</b>	<b>(\$916.61)</b>	<b>\$4,968,183.55</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,117,800.20</u></b>	<b><u>(\$9,327.22)</u></b>	<b><u>\$8,127,127.42</u></b>



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

Wednesday, October 4, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b><i>Income</i></b>							
4.100.000	Member Contributions	64,573.65	68,080.00	667,829.87	689,080.00	(21,250.13)	920,000.00
4.150.000	Loose Plate and Growth	326.26	2,583.00	20,552.07	23,247.00	(2,694.93)	31,000.00
4.250.000	Flower Income	102.58	113.00	1,061.83	1,017.00	44.83	1,358.00
4.300.000	Interest Income Heartland Bank	32.36		67.37			
4.310.000	Investment Income Fidelity	4,885.98	4,665.00	12,471.68	15,980.00	(3,508.32)	20,000.00
	<b>Total Income</b>	<b>\$69,920.83</b>	<b>\$75,441.00</b>	<b>\$701,982.82</b>	<b>\$729,324.00</b>	<b>(\$27,408.55)</b>	<b>\$972,358.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$0.00</b>	<b>\$105.00</b>	<b>\$163.06</b>	<b>\$945.00</b>	<b>(\$781.94)</b>	<b>\$1,250.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$9,906.00</b>	<b>\$8,434.00</b>	<b>\$71,706.60</b>	<b>\$75,906.00</b>	<b>(\$4,199.40)</b>	<b>\$101,200.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$9,455.18</b>	<b>\$9,000.00</b>	<b>\$455.18</b>	<b>\$12,000.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$102.60</b>	<b>\$42.00</b>	<b>\$780.30</b>	<b>\$378.00</b>	<b>\$402.30</b>	<b>\$500.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>(\$174.11)</b>	<b>\$583.00</b>	<b>\$2,191.80</b>	<b>\$5,247.00</b>	<b>(\$3,055.20)</b>	<b>\$7,000.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$46.84</b>	<b>\$850.00</b>	<b>\$4,958.06</b>	<b>\$5,850.00</b>	<b>(\$891.94)</b>	<b>\$7,050.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$83.92</b>	<b>\$310.00</b>	<b>\$1,132.49</b>	<b>\$2,790.00</b>	<b>(\$1,657.51)</b>	<b>\$3,720.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$318.40</b>	<b>\$526.00</b>	<b>\$5,336.45</b>	<b>\$4,734.00</b>	<b>\$602.45</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$613.37</b>	<b>\$460.00</b>	<b>\$3,187.73</b>	<b>\$4,140.00</b>	<b>(\$952.27)</b>	<b>\$5,520.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$6,874.75</b>	<b>\$7,576.00</b>	<b>\$71,346.35</b>	<b>\$75,404.00</b>	<b>(\$4,057.65)</b>	<b>\$105,350.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$2,969.70</b>	<b>\$2,919.00</b>	<b>\$27,188.03</b>	<b>\$26,271.00</b>	<b>\$917.03</b>	<b>\$35,040.00</b>
<b><i>Staffing Ministry</i></b>							
<b><i>Spiritual Ministry Staff</i></b>							
	<b>Spiritual Ministry Staff</b>	<b>\$34,822.89</b>	<b>\$34,025.00</b>	<b>\$324,123.95</b>	<b>\$322,345.00</b>	<b>\$1,778.95</b>	<b>\$440,540.00</b>
<b><i>Support Ministry Staff</i></b>							
	<b>Support Ministry Staff</b>	<b>\$10,915.71</b>	<b>\$11,015.00</b>	<b>\$117,503.59</b>	<b>\$113,832.00</b>	<b>\$3,671.59</b>	<b>\$152,407.00</b>

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

Wednesday, October 4, 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	\$1,928.98	\$2,507.00	\$19,690.60	\$22,563.00	(\$2,872.40)	\$30,081.00
	Staffing Ministry	\$47,667.58	\$47,547.00	\$461,318.14	\$458,740.00	\$2,578.14	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,536.34	\$2,792.00	\$27,884.25	\$26,028.00	\$1,856.25	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$22,500.00	\$22,500.00	\$0.00	\$30,000.00
	<b>Total Expenses</b>	<u>\$74,445.39</u>	<u>\$75,644.00</u>	<u>\$709,148.44</u>	<u>\$717,933.00</u>	<u>(\$8,784.56)</u>	<u>\$972,358.00</u>
	<b>Difference</b>	<u>(\$4,524.56)</u>	<u>(\$203.00)</u>	<u>(\$7,165.62)</u>	<u>\$11,391.00</u>		<u>\$0.00</u>



# SHEPHERD OF THE PRAIRIE

## LUTHERAN CHURCH

### Operations Report October 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.
  - Property Team will be taking these signs down
- Preliminarily discussing different office spaces.
  - Plan to move Jill into the Elm Room, freeing up the nook she is in currently for storage
    - Jill has been moved to the Elm Room and it has been a great fit.
- Big screen that was donated is now up and will be used soon for church events
  - Has been used for multiple events successfully
  - Mike Yndestad has purchased upgraded cabling and plans to upgrade Fellowship Hall to be HD ready for the TVs and the big screen.
- Property Team HVAC computer has been upgraded to a newer computer that isn't as slow (we used one we had here at the church)

#### HR

- Bob, Michelle and I reviewed Michelle's workload and have found that it has increased with our growth and the work that was given to her from Dennis.
  - We are currently analyzing what this looks like for next year based on this year payroll data
- I have talked with Mike and Jeff about their workload and have discussed how to best proceed to ensure that they have a good balance

#### Branding/Website/Apparel

- No updates at this time

## Planning Center

- Check-ins module working well and collecting data for attendance
- Groups module is being utilized even more by volunteers and staff to help for successful communication
- Michelle has walked all staff through how registrations and slides are created to help everyone fully understand the process

## Attendance (Year-to-date)

- Average Saturday Attendance: 49 people
- Average 9:00 AM Attendance
  - 154 people in person
  - 99 viewership on Boxcast
  - 135 views Facebook
- Average 10:45 AM Attendance
  - 123 people in person
  - 52 viewership on Boxcast
  - 174 views Facebook

## Property Team meeting – October 9, 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, Pete Walthers, Rich Paeth, Chris Trodahl

Absent: Dick Tabatt,

**Note:** Property Team mailbox address is [SOTPPProperty@gmail.com](mailto:SOTPPProperty@gmail.com)

### Old Business

- Progress on new mats for entry doors ordered **Tom**
  - Jean will have an answer on Friday
- Church Entry signs **Rich**
  - Need quotes for 5 signs (2 entry, Fellowship and Main entrance signs and the church sign on Main St)
  - Rich presented the new ideas
  - Directional signs at the entrances can be 6 Sq FT
  - We believe this should go to the council
- LED light conversion status **Pete**
  - Complete and the parking lot is lit!
- Little Lambs room **Tom/Pete/Mark**
  - Decking is rotted – **Rich**
    - Complete
  - Little Lambs thermostat
    - Larry Replaced it
  - Flooring
    - Scheduled for over Christmas break
    - \$4,600 for tile from Gnoit
  - Weeds in the play area
    - Chris will call Chris'
  - New banner in the hallway
    - Complete
  - New book cabinet in the corner
    - Complete
  - Move Jill to the Elm room
    - Complete
  - Locks have been requested for the Elm room by council
    - They have been ordered
- Procedure list for partial/full power outages **Mark**
  - Mark asked Larry to help if he is available
- Breaker box list creation **Mark**
  - Mark will finally get to meet with them
- Labeling outlet plates throughout **Mark**
  - Not urgent but Mark will do it

- Room by room list for walkthrough **Chris**
  - Rich gave Chris feedback
- Program thermostat in fellowship hall **Mark**
  - Mark will set it up room 8:30-noon
- The space heater in the east vestibule needs attention **Larry**
  - Larry has looked at it and the heat runs all the time
  - We will need to call someone
- Replace towel holders to Chrome **Tom**
  - We can't get the chrome so we will put the black ones up
- The light over the outside of North exit needs attention **Larry**
  - It's an LED with no power
  - Larry will continue to look at it
- Progress on glass around sound booth **Chris**
  - Waiting on Tony to call Chris back
- Bulb over the sign-up desk in gathering area
  - Rich is still looking at this
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
  - Still waiting on Michelle
- Mess of wires needing chase in fellowship closet **Larry**
  - Complete
- Tornado Damage
  - Should be added to the 2024 budget
- Contracts **Chris**
  - These are signed
- 2024 East parking lot seal coat quote **Chris**
  - We have a number (12k each year in reserves) to do ½ the parking lot every 2 years
- Rich pulled down the emergency light that is blinking red and green
  - One was fixed and one wasn't
- The Registration desks could use another lock rather than a slide lock
  - Rich will be changing the locks and add a second one and will hand out new keys
- HVAC laptop is not working properly
  - A new laptop was received
- The Prairie sign is still out there – can this be converted to a changeable sign without a permit?
  - We don't know yet

### **New business**

- Calendar for property team on Google. Who will cover November? **Mark**
  - Larry
- The electrical room was cleaned out
  - All electrical used in the church as been cleaned out
- Who can help clean out paint room
  - Pete will help 10/20?
- New plan for fliers that come in during the year **Mark**
  - Save everything that comes into the Property Team mailbox
- Special needs signs in the parking lot **Mark**
  - All the signs are coming down

- Pete will do this
- P. Ryan has some cabinets he would like help putting together **Jess**
  - Jess will ask him if he want to have the youth help put them together
  - Chris reminded us that in needs to be attached the wall
- Pool Table has been purchased for the cross roads area **Jess**
  - The table will be located parallel to the sprinkler room
  - Rich will ask the fire dept to find out the variance of the sprinkler room
- The room Jill was in will be storage for youth and family
- Rich “relocated” the spider in the playground
- Jill needs her bulletin board moved
  - Tom will do this
- The drinking fountain GFI keeps popping
  - We need an electrician
  - Chris will call the drinking fountain people
- The shelves in the Maple room need to come down and the book shelves moved over
  - Pete will do this
- The sprinkler services are complete and accurate
  - We had a service call and tighten down the packing the valve is nearing end of life.  
\$2600 for a new one
- P. Mark asked Larry to put in an electrical outlet in the tower for a nativity
  - Mark and Larry will investigate

The meeting was adjourned at 8:21 pm.

Submitted by: Jessica Panella

## Worship committee Meeting Notes

October 9, 2023

Attending the meeting: Diane, Elaine, Barb H., Judie, Ed C., Carolyn

The meeting started at 7:10pm.

Ed Cuttle reported on the ushers. There are not as many snowbirds this year as has been in the past. He is using Planning Center to send out weekly reminders to the ushers at the 5pm, 9am and 10:45am service. He has also included the acolytes assigned to the 9am and 10:45am services. Pastor Ryan has provided the sign-up sheet for acolytes through April 2024! The question came up about what the acolytes wear. The 10:45am kids seem to wear street clothes. Currently, we are unsure about the 9am kid's attire. Ed was asked to make sure the leads at the 10:45am service following offering get to Jill and bring the Sunday School kids back into the sanctuary. Ed mentioned that he will start to solicit help for the three services on Christmas Eve.

Diane Mollis mentioned that Platt does not have its pricing out for Christmas poinsettias. She will continue to follow up with them. She will talk with Matt about online purchasing of the poinsettias. We probably will still provide envelopes for those who would like to purchase the poinsettias the old-fashioned way. The question came up that people who do provide flowers for the sanctuary are recognized in the Friday Flourish and on the screens. We all agreed that the flowers have been beautiful on the altar.

Elaine Gilliam spoke about the greeters. She will have more snowbirds' greeters leaving for winter warmth. She is working on making the adjustments. Her calendar is well set with assigned folks on a regular basis. 5pm service continues to be difficult.

Barb Hoppensteadt spoke about the 5pm service. She is thrilled with the change in liturgy doing it once a month. She too continues to work to get greeters and ushers. It is a smaller group on Saturday nights.

Judie Symbal spoke about the wine delivery system that Pastor Ryan has provided. It appears that the wine providers are trying to find the best wines for communion. There was a problem with bread this past weekend. The bread maker did not bake bread, therefore Judie rushed out on Saturday to buy pita bread. Judie will start with reminders to the bread makers on a weekly basis. It was suggested that she try Planning Center to send out reminders. Judie noted that we have about 500 fresh candles in the scarcity for All Saints services in November. We probably should request more candles for Christmas Eve services. The committee does not want to reuse half used candles from All Saints services.



Carolyn Cuttle reported on the banner changes. We will follow the calendar from last month. October 28/29 is red for reformation. November 4/5 is white for All Saints. This is also the services that we set up tables for candles of remembrance. Carolyn will let everyone know that exact date for setting this up. She will also check with Barb Pagano to help. November 11/12 is back to green for stewardship.

November 19<sup>th</sup> there is a luncheon at the church for volunteers. Carolyn will check with staff about invitations. We may wish to send out invitations to those who help us (ushers, greeters, bakers, altar folks). Carolyn will get back to each of you with details.

We did talk about Advent. The committee recommends that the ornaments on the sanctuary trees be gold and BLUE. These colors would tie in beautifully with the new banners for Christmas. This will be discussed with Jane by Carolyn.

Meeting ended at 750pm.

Respectfully submitted,

*Carolyn Cuttle*

# SOTP Children, Youth, and Family Committee Meeting

## October, 2023

The meeting was called to order by Pastor Ryan at 7:07pm

Attendees: Amy Brittan, Tim Torkelson, Amy Stech, Pastor Ryan Mackey

Absent: Jill Gillming, Jen Powe, Julie Dahlin, Jenny Dailey, Council Liaison Christa Serpe

### Children's Ministry

#### Kids Connect

##### Old Business

- Discussed new check-in procedure
  - System is working well
  - Pastors Mark and Ryan will be working with ushers to sharpen process for letting group know when to join worship
- Discussed continued need for more volunteers

##### New Business

- None at this time

#### Adventure Club

##### Old Business

- Off to a great start
- Could use some volunteers
- We may want to promote it some more to see if we can get numbers up
  - Last month: discussed post cards to all youth in 4<sup>th</sup>-5<sup>th</sup> grade
    - If someone needs to be added to that list (if you hear someone didn't get a postcard), let Jill know.

##### New Business

- None at this time

#### Activities

##### Old Business

- Game Day Oct 15th After 10:45 service
  - Fall games (pumpkin ring toss, tic tac toe with pumpkins, cookie decorating,
  - Pre-packaged toppings for cookies? (packs ready ahead of time - this will depend on donations coming in early)
- Trunk or Treat – Oct 28<sup>th</sup>, 3-4:30
  - Cars will park in a circle with backs in
  - Need A/V Request for Mike to play music
- Academies - **Amy Stech**
  - Reviewed October/November schedule for new academy sessions

##### New Business

- None at this time

### Youth and Family Ministry

#### Confirmation

##### Old Business

- No need for additional small group leaders at this time

- Combined 6th and 7th grade girls groups and boys groups
  - 6th and 7th grade boys have 3 leaders
  - 6th and 7th grade girls have 2 leaders
  - 8th grade boys and girls each have 2 leaders
- Curriculum has been very successful
- Definite improvement of culture as we have focused on community building as well as content

#### New Business

- None at this time

## HS Youth Group

#### Old Business

- Move to Wednesday night has had a positive impact
- More freshman have joined this year than last
- April 12th, 2024 - Trivia Night to raise money for Youth Gathering trip

#### New Business

- Other fundraising options?
  - Savers
  - Culver's
  - Coin Fundraiser

## College Aged

#### Old Business

- None

#### New Business

- Let's rename this ministry - not everyone who would benefit from this ministry will be attending college
  - more on this next month

## Family Ministry

#### Old Business

- Gingerbread Houses – In Dec. Family Activity on a Saturday. contest and keep the houses for display the next day.
  - Discussed 12/2 or 12/16 - leaning toward 12/2 - will be a busy SOTP weekend with Artist Series on 12/1 and "A Very Merry Huntley" also on 12/2.
  - Need
    - Instructor
    - Supplies
    - Set-up/clean-up

#### New Business

- Maybe schedule something for young families in Jan? Indoor bags tournament?
- Dinners will be offered on Wednesday nights starting sometime in November/December.
  - Chris and Amy Brittain and Megan Shaw will help organize and kickoff this ministry
  - A meeting will be scheduled sometime in October to go over needs, expectations, and questions related to this ministry.

The meeting was adjourned at 8:18 pm.

Submitted by: Pastor Ryan

# Mission Team Minutes

## Oct. 9th, 2023

Attendance: Sandy Hupert, Annette Petersen, Marty Jacobson, Leslie Enders, Carl Hupert, Ronda Shoemaker, Vik Bekeris and Steve Legel.

Sandy opened meeting with a verse from James 1:22 and a prayer.

### Old Business

1. Approval of Minutes: Marty moved and Vik seconded motion to approve Sept. minutes. Motion carried.
2. ELCA World Hunger/ Disaster Relief: More donations from "Christmas in July" have come in so don't have a final figure yet.
3. Feed My Starving Children: No report.
4. Blood Drive: No report.
5. CRE ReEntry: Vik reported that CRE is reorganizing and partnering with New Life Transitions. They will be sharing resources in the future. Vik has been made executive director of CRE ReEntry.
6. Senior Care Services: Has been tabled till 2024.
7. Grafton Food Pantry: Increased number of clients so need for donations have increased. "Trunk and Treat" project will be asking for donations.
8. Missionary Support: No report.
9. AARK: One more weekend of vegetables. Brussel Sprouts and pumpkins will be available later in month.
10. Northern IL. Food Bank: No report.
11. Homeless Meals: We will provide lunch meals on Nov.3rd and Dec.15th. Will serve stew with vegetables from AARK. Vik, Marty, Annette and Leslie will work on this and rest of Menu.
12. Exodus: Discussed refugee sponsorship and took straw poll on how individuals felt about it. Talked about monies involved, time and talent needed to fulfill this mission. This wouldn't be initiated till next spring as further exploration is needed. Sandy will talk to individuals she feels may be interested. Also have been asked by Exodus to fill another "Welcome Pack" as soon as possible. Will start collection from congregation.
13. Habitat for Humanity: Continuing going to ReStore on 3rd Thurs. of month but asked to do two other projects -1) Help with putting up Christmas trees & 2) Help putting together cabinets at store. Would need 8-10 volunteers. New Hope Partnership will be concentrating on fund raising for the purchase of home building property.
14. Lutheran Life Communities Foundation: Tabled till next year.

### New Business

1. Giving Tree: Barb Hoppensteadt is training Alice Miller and Bev Pinelli to take over this project.
2. Thanksgiving Offering Designations: Suggestions were: Grafton Food Pantry, AARK, Hampshire Food Pantry, Feed My Starving Children and Northern IL. Food Bank. ELCA Disaster Relief for Maui, Hawaii (Sandy will check to see if we can designate where donation goes) was mentioned but may be taken out of budget at next meeting.
3. Signed Hope for the Holidays cards.
4. Annette moved and Marty seconded motion that Sandy can take monies from budget for items needed for "Welcome Pack" not brought in by congregation. Motion carried.
5. Prayers of joys and concerns.
6. Motion to adjourn made by Annette and seconded by Steve. Motion carried.

Steve Legel, Secretary

MINUTES – SPECIAL SOTP MISSION TEAM  
SEPT. 28, 2023

Attending: Vik Bekeris, Carl Hupert, Sandy Hupert Marty Jacobson, Annette Petersen and Becky Wright

Special Guests: Donna Kelly, Pastor Mark and Pastor Ryan

Meeting opened with a prayer from Pastor Mark.

Purpose of this meeting was to help evaluate the possibility of SOTP sponsoring a refugee family.

Many pros and cons were discussed.

Cons:

- 1 A family might have an unhappy or uncooperative child, or one with other short comings. No guarantee of their personalities etc. ?
- 2 Cost of approximately \$2,775 per person.
- 3 Need for a minimum 5 very dedicated people to be responsible leaders ,as well as many other volunteers.
4. Much work would be involved, i.e. finding an apartment, jobs, furniture, clothes, schooling, etc. etc.
5. Possibility of not going thru Exodus and looking into LIRS
6. Insurance coverage

Pros:

1. Help fellow human beings (average refugee stay in a camp is 17 years.)
2. One possible solution for funds would be to use Lenten and Easter offerings (which in the past we have always designated for some charity)
3. Finding potential can be done with diligent searching and person to person requests
4. Using Lenten Supper Church Services to teach about refugee's plight, might also help in getting awareness as well as finding possible volunteers.
5. Whichever avenue Exodus or LIRS that we would use should not affect the decision for commitment.
6. Exodus has a presentation that is interesting and informative, which they would be happy to share with us upon request.
7. This would be an excellent Community small group experience.

Future prayers and discussions are still needed.

Meeting closed with a prayer from Pastor Ryan

Carl Hupert  
Acting Secretary

# Stewardship Committee

## Meeting Minutes

10/9/23

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

Next meeting: 11/13/23

### **1. 2024 Stewardship campaign**

Worked on finalizing calendar for Stewardship campaign.

Kickoff for Stewardship campaign will be weekend of Oct. 22<sup>nd</sup> with Mike McCann giving the initial kickoff before Sunday services and Ralph Wehnes to do the Saturday night service.

Finalizing preparations for Step of Faith Sunday celebration. We have determined the catering for food and will work on specifics of ordering and pick up next month.

Videos continue to be captured for videos before services and we will have the first one this weekend.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

MINUTES  
ARTIST SERIES MEETING  
October 2, 2023

Meeting called to order at 7:15pm by Jane.  
Attending the meeting – Chris B., Orv, Lynn, Jane, Brian, Sandy, Carolyn  
Missing – Chris and Sara S., Janet, Jenni, Curt

Orv opened us with prayer.  
Jane provided an update on Chris Solem. Said that he was progressing nicely but still on dialysis.  
He would like to come to show this Saturday but must be cautious with his health.  
Following the Agenda...  
COCKTAIL PARTY report  
Felt that the party was excellent. Walt at Jameson did an excellent job as well as staff. Food was good!  
Bar was handled as a pay for drink basis which was less expensive than a package deal.  
Think it should be done annually. Received \$2700 donation so far.  
Ed Cuttle will work on a spreadsheet to help us track the bigger donors. Already working on it this morning.  
Dave S. has been alerted to look for checks that are designated for the Artist Series.

CAT'S PAJAMAS

This Saturday, October 7 at 7pm (time has been confirmed)  
There will be no intermission. Show should last about 60-70 minutes.  
Group is responsible for lighting. Will arrive about 1pm to work on that.  
Greeters – Curt and Sandy – front door  
                  Brian and Chris B – south door  
Ushers – Orv with some back up help by Chris and Brian  
Sandy will ask Rick and Kathy Miller to help back up the ushers.  
Carolyn and Ed are at an engagement party that Saturday.  
Credit Card – Jane and Lynn  
Jane has already spoken with Matt for the machine.  
Ushers and Greeters will hold baskets at the door upon end of the show.  
Carolyn will contact Mark F./Building about securing a rack of chairs in the hallway just in case we need them. Done!  
Carolyn will bring a small cooler and place in the music room for the artists.  
Lynn will get a small bag of ice, water and come cups. Some artists like cold water to drink but others like room temperature water.

2024  
LUTHER COLLEGE CHOIR

We have a confirmed date of Sunday, January 28, 2024, 4pm for the Luther Choir to perform in our church.

There will be approximately 67 in the group. We will need to provide housing for the students overnight on Sunday.

The plan is to do a dinner after the show for the students and the host families. It was suggested to go with Sal's for an Italian dinner served in the old sanctuary. Students will go home with the host family after dinner and return to the church at 630am on Monday to continue their tour.

We will need 33 homes, but we should try to get 40 in the event that a family host must cancel last minutes.

It was suggested that we contact some of the music directors in the area. Carolyn was to write a letter soliciting their help. This was put on hold by Jane Monday morning as we continue to use our own resources for host families.

Future options include Robert Blazek, Denise Caliendo, Kathleen Gentes and Deb Walters.

Luther will provide us with a list of folks with eating issues.

## FINANCE REPORT

Jenni provided the following numbers.

Current Balance \$23,314.56

Cocktail Party \$1964.61

We still must pay \$3000 to the Cats Pajamas and \$3000 for the Christmas show as outstanding.

Chris B had us listen to a group with a vocalist, Heidi Kettering who sings like Karen Carpenter. She was awesome (personal note).

We are looking to book her with back up for Christmas 2024.

Show name "Merry Christmas, Darling".

Cost \$8000 plus \$1000 for lighting.

Brian introduced us the Laurie Berkner as a marvelous entertainer for families with kids. Chris will follow up.

Talked about a WGN show with Pat Tomasulo as a wonderful comedian. Brian may have a connection to reach him. Jane will call Gloria Samuelson for a possible connection.

Some other ideas bounced around for 2024..1.

1. Magician
2. Contemporary Christian group
3. Barbershop group (maybe check with George Gentes for contact)
4. Theater – It is a wonderful life radio show.
5. SOTP talent show



6. Laugh Your Face Off fund raiser for Pat Tomasula's wife in conjunction with Northwestern Hospital

There was lots of conversations at one time. These were what I was able to capture.

Nest Meeting

Monday, October 23 at 7pm

Monday, November 20 at 7pm

Monday, December 18 at 7pm

Meeting ended about 845pm.

Respectfully submitted,

Carolyn Cuttle

*carolyn*