



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**November 20, 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**  
**November 20, 2023 @ 6:00 P.M.**

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1. **Call to Order**
2. **Devotions** – Ellen
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for October 16, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
  - a. Facilities Church Signage Presentation – Rich Paeth
  - b. Finance and Treasurer Highlights – Kathy
    - i. *Recommendation to approve the October Finance and Treasurers Report as presented.*
  - c. Approval of New Member Installation – Bob
    - i. *Let the minutes show that on November 8, 2023, via Electronic Mail, a motion was made by Kathy McGuine and seconded by Pastor Mark to approve the installation of the new members at the Sunday November 12, 2023, services. The motion was unanimously approved.*
  - d. 2024 Stewardship EOG Update Discussion – Bob
  - e. 2024 Budget Update Discussion – Bob
  - f. Nomination Committee Update Discussion – Bob
  - g. Children and Youth Academy Update Discussion – Bob
  - h. Wellness Ministry Program Update Discussion – Pastor Mark
  - i. Children and Youth Ministry Protection Policy Update Discussion – Bob
  - j. Children, Youth, and Confirmation Update Discussion – Pastor Ryan
  - k. 2023 Audit Proposal Update Discussion - Bob
6. **Other**
  - a. Next Council meeting, December 18, 2023 @ 6:00 PM – Bob (devotion)
7. **Unfinished Business**
8. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### October 16, 2023

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

Council President Bob Mollis called the meeting to order at 6:01 P.M.

Pastor Ryan opened with Prayer.

Pastor Mark delivered devotions – Nadia Bolts Weber – Wedding Banquet symbolism; Growth mentality of SOTP's purpose statement and our Vision. Pastor Mark shared that Guiding Principles are important as followers of Jesus. Some examples are: Join the Journey, Involvement in Mission, Bring a Friend, Choose a Community, and Give Generously.

All shared Monthly Ministry Moments.

Joyce moved to approve the September 18, 2023, Council meeting minutes; Cheryl seconded; motion passed.

Kathy presented Finance and Treasurer Highlights - September GF income of \$69,921 was \$5,167 less than budgeted amount. YTD GF Member Contributions are below the YTD Budget (\$21,250) but above 2022 YTD contributions by \$8,123. September, saw contributions greater than the prior year albeit less than budget. Leadership continues to ask for continual thoughtfulness on expenses. Cheryl Adams moved to approve the September Treasurer and Financial report as presented; Pastor Ryan seconded; motion passed.

Approval of Facilities Outsourced 2023/24 Service Agreements – 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.

2024 Requested Budget Discussion – 2024 Budget will be similar to 2023 budget. We are waiting for the Stewardship Estimate of Giving results and the Finance team recommendations.

2024 Stewardship Emphasis will be kicking off the week of October 16<sup>th</sup>. The emphasis will be on a step of faith. Starting the week of October 23<sup>rd</sup>, we will be seeing a series of videos which will highlight our ministries and specific needs. The bishop will be here for the Gratitude weekend luncheon on November 19<sup>th</sup>.

Nomination Committee Discussion –Thank you Cheryl for setting up the first meeting on October 24<sup>th</sup>. There will be 3-4 meetings. The committee consists of Marlene Bohler, Bob McDuffee, Pastor Mark, Bob Mollis, Cheryl Adams, and Joyce Shotick.

Children and Youth Academy Discussion – This program has been advertised and registration is open. Currently there are no registered students for the Music Academy program. The Kids Academy program has five scheduled sessions, and we have 27 students ready to be involved. Adult members of congregation are volunteering to share their talents to teach students. There will be advertising to the community and school the week of October 16<sup>th</sup>.

Wellness Ministry Program Discussion – Jessi and Jen are heading up this program. The next steps will be inviting seven other people to serve on this committee. October 25<sup>th</sup> is the next meeting.

Children and Youth Ministry Protection Policy Discussion –This document, as well as the sexual misconduct guide, was completed on September 12<sup>th</sup>. We are waiting for initial feedback from the Insurance agent, and if we can proceed to increase our liability policy amount.

Children, Youth, and Confirmation Update Discussion – Kids Connect average is 4 youth at 9:00 and 12 youth at 10:45. Adventure Club is averaging 5 youth. Confirmation is averaging 20 youth. Youth Group is averaging 8 youth. We are seeing more community building in confirmation. Our first youth fellowship was at Bowlero. The number of attending students is up and there was great energy within the groups.

Approval Facilities 2023 expense to tile floor in Little Lambs Classroom – 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. Christa motioned for approval, Ellen seconded, motion passed unanimously.

Approval of Parking Lot Reserve increase – The Finance Team is recommending a review of the Parking Lot reserves funds moving forward. This will be adjusted in the 2024 final budget.

2023 Audit Proposal update Discussion – Finance team is currently obtaining proposals from various outside Audit firms before making a recommendation.

Facilities is reviewing the replacement of our main building signage. Facilities to provide their ideas and thoughts to the Council during the November meeting.

The next Council meeting is November 20, 2023 @ 6:00 PM – Ellen Nissen (devotion); Joyce will take minutes next month.

7:12 P.M. Joyce motioned to adjourn; Pastor Ryan seconded, motioned passed.

Pastor Mark closed in prayer.

Submitted: Christa Serpe

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**November 13, 2023**

Attending: Sue Wehnes, Dave Shotick, Devin Burg (by phone), Kathy Wilkerson-McGuine, Bill Ball

Excused: Cliff Dungey, Bill Nesta

Meeting called to order at 7:30 PM via Zoom and phone conference.

- I. Approval of October 11, 2023, Meeting Minutes as presented (Motion by Kathy )**
- II. Accounting Administrator's Report**
  - a. Income/Expenses through October 31, 2023
    - i. October GF YTD income of \$785,199 was \$19,065 less than YTD budgeted amount.
    - ii. October GF expenses of \$73,883 were \$1,311 less than budgeted amount.
    - iii. October GF YTD expenses of 783,031 were \$10,096 less than YTD budgeted amount.
  - b. Balance Sheet through October 31, 2023
    - i. Total Current Assets \$803,006
    - ii. Total Fixed Assets \$7,333,907
    - iii. Total Assets \$8,136,913
    - iv. Total Current Liabilities \$3,500 – Entirely a prepaid pledge of 2024
  - c. Highlighted Restricted Funds Detail Review through October 30, 2023
    - i. Account 3.175.000 Memorial Fund balance is \$25,645
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,641
    - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$50,768
    - iv. Account 3.332.000 Artist Series Fund balance is \$22,466
    - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,787
    - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,250
    - 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 Revenues at the end of October exceeded YTD Expenses showing a small surplus of nearly \$2,170. It is important to recognize that (while budgeted) December will have three payrolls putting pressure on expenses for the month.
    - ii. YTD GF Member Contributions are below the YTD Budget (\$13,634) but above 2022 YTD contributions (\$10,996). October, saw again contributions greater than the prior year albeit less than budget. To end the year on-budget for Contributions would require receiving approximately \$174,000 over the next two months.
    - iii. October Mortgage Service Fund contributions lagged budget. \$17,395 vs. \$18,807 monthly payments. YTD Mortgage Service Fund receipts are now less than payments by \$22,817. It seems reasonably certain that 2023 MSF receipts will be less than 2023 payments resulting in a significant year-over-year reduction in the MSF balance.

- 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 eight 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 \$370,927 which is approximately 4.6 months of reserves.
- b. MSF balance is \$43,694 which is approximately 2.3 months of reserves.
- c. October Council decisions were reviewed.

### **IV. Recommendations to Council**

### **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 continue to await a bid from CLA, the firm that audits the Northern Illinois Synod. Discussions with CLA continued over the past month.
- c. Work also continues evaluating the Endowment Fund.
- d. Discussion of a preliminary report on the status of the Memory Garden was deferred until December. Several questions have been posed to help clarify the strategic direction and those questions will be reviewed.

### **VI. 2024 Budget and New Business**

- a. An initial 2024 Personnel/Staffing budget remains to be determined.
- b. The team discussed the “Church Events” account and the possibility of splitting some portion into a restricted account in 2024 when there is offsetting income and allocating events without income back into the budgets of the supervising/initiating ministry team.
  - i. The possibility of expanding the coverage of mileage (raised in October) was not further discussed.
  - ii. Worship expenses budgeting should include items like palms for Palm Sunday.
- c. The Team discussed the idea of directing some portion of the monies in the Memorial Fund restricted account to the MSF account to build the MSF reserve especially in view of the drawdown of the MSF to date in 2023 and likelihood that the trend may continue. Such a strategy is preferred to paying down the mortgage - given current interest rates.
- d. **Next Finance Team Meeting will be Monday, December 11, 2023 @ 7:30 PM on Zoom.**

### **VII. Adjourned with prayer at 8:30 PM.**

Respectfully submitted,  
Bill Ball

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

Wednesday, November 8, 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	154,088.72	13,076.74	141,011.98
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	43,694.20	(1,402.19)	45,096.39
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	578,488.48	1,016.80	577,471.68
1.250.000	HBT/LPL Investment Account	423.76	0.00	423.76
1.500.000	Donations Holding Account	821.78	241.08	580.70
1.600.000	FNBO Checking Boy Scout Troop 200	14,988.97	6,180.50	8,808.47
	<b>Total Current Assets</b>	<b>\$803,005.91</b>	<b>\$19,112.93</b>	<b>\$783,892.98</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>\$8,136,913.13</b>	<b>\$19,112.93</b>	<b>\$8,117,800.20</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.100.000	Prepaid General Fund Pledges	2,625.00	2,625.00	0.00
2.110.000	Prepaid Mortgage Service Pledges	875.00	875.00	0.00
	<b>Total Current Liabilities</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,141,760.49	(8,772.77)	3,150,533.26
	<b>Total Long Term Liabilities</b>	<b>\$3,141,760.49</b>	<b>(\$8,772.77)</b>	<b>\$3,150,533.26</b>
	<b>Total Liabilities</b>	<b>\$3,145,260.49</b>	<b>(\$5,272.77)</b>	<b>\$3,150,533.26</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	370,926.67	9,333.92	361,592.75
	<b>Total Unrestricted Fund Balances</b>	<b>\$370,926.67</b>	<b>\$9,333.92</b>	<b>\$361,592.75</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	25,645.48	730.08	24,915.40
3.180.000	Grafton Food Pantry Fund Balance	900.00	525.00	375.00
3.220.000	AV Ministry Fund Balance	4,798.79	(519.97)	5,318.76
3.250.000	Good Samaritan Fund Balance	7,640.56	(100.00)	7,740.56
3.260.000	Community Outreach Fund Balance	2,759.76	505.00	2,254.76
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	50,768.01	(1,541.99)	52,310.00
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$51,993.01</i>	<i>(\$1,541.99)</i>	<i>53,535.00</i>
3.340.000	Artist Series Balance	22,466.03	1,264.27	21,201.76
3.350.000	Prairie Crafters Fund Balance	559.00	15.00	544.00
3.380.000	Continuing Education Fund Balance	1,827.38	(63.62)	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	0.00	11,787.41
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>\$0.00</i>	<i>12,196.55</i>

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

Wednesday, November 8, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.500.000	Little Lambs Fund Balance	8,841.50	966.64	7,874.86
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	1,470.77	0.00	1,470.77
3.675.000	Memory Garden Fund Balance	13,250.03	40.00	13,210.03
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	150.00	100.00	50.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	25.00	(2,726.74)	2,751.74
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	14,988.97	6,180.50	8,808.47
	<b>Total</b>	<b>\$234,035.26</b>	<b>\$5,374.17</b>	<b>\$228,661.09</b>
3.140.000	Mortgage Service Fund Balance	43,694.20	(1,402.19)	45,096.39
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$277,729.46</b>	<b>\$3,971.98</b>	<b>\$273,757.48</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	51,286.70	781.67	50,505.03
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	11,929.62	563.33	11,366.29
3.974.000	Lawn & Landscaping Reserves Balance	6,718.77	333.33	6,385.44
3.975.000	Maintenance Reserves Balance	12,181.52	250.00	11,931.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	28,216.70	321.67	27,895.03
3.980.000	Equipment Reserves Balance	7,746.14	25.68	7,720.46
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>\$138,007.63</b>	<b>\$2,275.68</b>	<b>\$135,731.95</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,842.15	31.35	12,810.80
	<b>Total Permanently Restricted Funds</b>	<b>\$12,842.15</b>	<b>\$31.35</b>	<b>\$12,810.80</b>
3.130.000	Building & Grounds Equity	4,061,376.12	8,772.77	4,052,603.35
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>\$4,192,146.73</b>	<b>\$8,772.77</b>	<b>\$4,183,373.96</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,991,652.64</b>	<b>\$24,385.70</b>	<b>\$4,967,266.94</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,136,913.13</u></b>	<b><u>\$19,112.93</u></b>	<b><u>\$8,117,800.20</u></b>



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

Wednesday, November 8, 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	78,456.56	70,840.00	746,286.43	759,920.00	(13,633.57)	920,000.00
4.150.000	Loose Plate and Growth	3,656.00	2,583.00	24,208.07	25,830.00	(1,621.93)	31,000.00
4.250.000	Flower Income	50.58	113.00	1,112.41	1,130.00	(17.59)	1,358.00
4.300.000	Interest Income Heartland Bank	36.54		103.91			
4.310.000	Investment Income Fidelity	1,016.80	1,300.00	13,488.48	17,280.00	(3,791.52)	20,000.00
	<b>Total Income</b>	<b>\$83,216.48</b>	<b>\$74,836.00</b>	<b>\$785,199.30</b>	<b>\$804,160.00</b>	<b>(\$19,064.61)</b>	<b>\$972,358.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$125.48</b>	<b>\$105.00</b>	<b>\$288.54</b>	<b>\$1,050.00</b>	<b>(\$761.46)</b>	<b>\$1,250.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$6,457.37</b>	<b>\$8,434.00</b>	<b>\$78,163.97</b>	<b>\$84,340.00</b>	<b>(\$6,176.03)</b>	<b>\$101,200.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$1,500.00</b>	<b>\$1,000.00</b>	<b>\$10,955.18</b>	<b>\$10,000.00</b>	<b>\$955.18</b>	<b>\$12,000.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$42.00</b>	<b>\$780.30</b>	<b>\$420.00</b>	<b>\$360.30</b>	<b>\$500.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>\$1,430.46</b>	<b>\$583.00</b>	<b>\$3,622.26</b>	<b>\$5,830.00</b>	<b>(\$2,207.74)</b>	<b>\$7,000.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$133.15</b>	<b>\$400.00</b>	<b>\$5,091.21</b>	<b>\$6,250.00</b>	<b>(\$1,158.79)</b>	<b>\$7,050.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$49.60</b>	<b>\$310.00</b>	<b>\$1,182.09</b>	<b>\$3,100.00</b>	<b>(\$1,917.91)</b>	<b>\$3,720.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$319.29</b>	<b>\$526.00</b>	<b>\$5,655.74</b>	<b>\$5,260.00</b>	<b>\$395.74</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$277.68</b>	<b>\$460.00</b>	<b>\$3,465.41</b>	<b>\$4,600.00</b>	<b>(\$1,134.59)</b>	<b>\$5,520.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$8,302.78</b>	<b>\$7,576.00</b>	<b>\$79,649.13</b>	<b>\$82,980.00</b>	<b>(\$3,330.87)</b>	<b>\$105,350.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$2,450.22</b>	<b>\$2,919.00</b>	<b>\$29,638.25</b>	<b>\$29,190.00</b>	<b>\$448.25</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>\$33,972.89</b>	<b>\$34,025.00</b>	<b>\$358,096.84</b>	<b>\$356,370.00</b>	<b>\$1,726.84</b>	<b>\$440,540.00</b>
<b><i>Support Ministry Staff</i></b>							
	<b>Support Ministry Staff</b>	<b>\$11,035.31</b>	<b>\$11,015.00</b>	<b>\$128,538.90</b>	<b>\$124,847.00</b>	<b>\$3,691.90</b>	<b>\$152,407.00</b>

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

**Wednesday, November 8, 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	\$1,894.82	\$2,507.00	\$21,585.42	\$25,070.00	(\$3,484.58)	\$30,081.00
	Staffing Ministry	\$46,903.02	\$47,547.00	\$508,221.16	\$506,287.00	\$1,934.16	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,433.51	\$2,792.00	\$31,317.76	\$28,820.00	\$2,497.76	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$25,000.00	\$25,000.00	\$0.00	\$30,000.00
	<b>Total Expenses</b>	<b>\$73,882.56</b>	<b>\$75,194.00</b>	<b>\$783,031.00</b>	<b>\$793,127.00</b>	<b>(\$10,096.00)</b>	<b>\$972,358.00</b>
	<b>Difference</b>	<b><u>\$9,333.92</u></b>	<b><u>(\$358.00)</u></b>	<b><u>\$2,168.30</u></b>	<b><u>\$11,033.00</u></b>		<b><u>\$0.00</u></b>



# SHEPHERD OF THE PRAIRIE

## LUTHERAN CHURCH

### Operations Report November 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
  - Still in the works, more of a long-term strategy
- 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
  - Taken down and spaces are being used all the time now
- Plan to add handicapped parking in front of main entrance when we do next sealcoating.
- 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.
  - Jill's old office is now Children, Youth and Family storage area
- 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.
  - Upgraded and working very nicely for all events and groups
- 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)
- Heat went out in Fellowship Hall but has been fixed by Sherman Maintenance.
- Cleaned out main office closet.

## 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
  - Bob has found the appropriate hours based on the analysis
- I have talked with Mike, Jeff and Michelle about their workload and have discussed how to best proceed to ensure that they have a good balance
  - We plan to create a way of tracking the "extra" that seems to come about to put a quantitative amount on what needs to be looked at. IE repeated work, last minute work etc.
- We have a new volunteer, Keith Breeding, who will be helping out the church with misc. tasks for community service hours.

## Branding/Website/Apparel

- Another bulk order for Christmas Musical has been placed

## 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
- We have created 1 form to get all info from people instead of having a few specific different ones. People seem to like it so far.

## Attendance (Year-to-date)

- Average Saturday Attendance: 49 people
- Average 9:00 AM Attendance
  - 154 people in person
  - 98 viewership on Boxcast
  - 133 views Facebook
- Average 10:45 AM Attendance
  - 125 people in person
  - 51 viewership on Boxcast
  - 169 views Facebook

## Property Team meeting – November 13, 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, and new property team member Rick Wright

Absent: Dick Tabatt, and Chris Trodahl

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

### Old Business

- Progress on new mats for entry doors ordered **Tom**
  - Tom talked to Jean and they have a new supplier and he is waiting on pricing
- Church Entry signs **Rich**
  - Meeting with Council on 11/20 to get input on the design
- Little Lambs room **Tom/Pete/Mark**
  - Flooring
    - Scheduled for over Christmas break
    - This will be donated by Gnoit
    - Jill is waiting on a date confirmation
  - Weeds in the play area
    - This is taken care of
  - Locks have been requested for the Elm room by council
    - Chris is still waiting on the locks to arrive
- Procedure list for partial/full power outages **Mark**
  - This will be done over the Winter
- Breaker box list creation **Mark**
  - Mark is still waiting to talk to Cary Electric – Pat
  - Probably in Winter
- Labeling outlet plates throughout **Mark**
  - This will be done over Winter
- Room by room list for walkthrough **Chris**
  - Chris is still working on this with the feedback from Rich
- Program thermostat in fellowship hall **Mark**
  - This is complete
  - We need to program Wed nights
- The space heater in the east vestibule needs attention **Larry**
  - We need call someone to come out to fix the contactor
- Replace towel holders to Chrome **Tom**
  - Complete
- The light over the outside of North exit needs attention **Larry**
  - No progress
- Progress on glass around sound booth **Chris**
  - Still waiting on Jim to call back
- Bulb over the sign-up desk in gathering area

- Still waiting on parts
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
  - Michelle is still looking for a new one
- Tornado Damage
  - Waiting until Spring
- Rich pulled down the emergency light that is blinking red and green
  - One was fixed and one wasn't
  - There is another light that needs to be replaced
- The Registration desks could use another lock rather than a slide lock
  - This is complete
- HVAC laptop is not working properly
  - A new laptop was received
- Who can help clean out paint room
  - This is complete. Thanks Pete!
- Jill needs her bulletin board moved
  - Complete
- Special needs signs in the parking lot **Mark**
  - Complete – Thanks Pete
- Pool Table has been purchased for the cross roads area **Jess**
  - The table is here
  - Rich will build a keyed accessories cabinet to be placed on the wall in the youth room
  - Will try to be done by Christmas
- The drinking fountain GFCI keeps popping
  - It needs to be replaced and moved
  - Rick will look at this to see what can be done
- The shelves in the Maple room need to come down and the book shelves moved over
  - Complete
- P. Ryan has some cabinets he would like help putting together **Jess**
  - 1 has been put together...not attached to the wall
- P. Mark asked Larry to put in an electrical outlet in the tower for a nativity
  - Still need to talk to Cary Electric

### **New business**

- Calendar for property team on Google. Who will cover December? **Mark**
  - Rick will go through with Larry in November and may do December
- HVAC issue in fellowship hall needs repair
  - A new igniter was put in
- Move books from closet to Michelle's car
  - Needs to be done more often
- Clean out closet across from offices
  - This can wait for a bit, maybe January
- Thoughts on ALL bookshelves in building clean out
  - Mark talked to PM and Donna and this can be done in Jan
- Fliers and Sales brochures to file cabinet
  - Please put these items in the Prop Team file cabinet
- If anyone has an idea for an Eagle Scout, please let Mark know

- There are no outlets under the windows to the office and there are some needed
  - Mark and Larry will work on this
- Mark has a switch with a light for the coffee machine
  - He/Rich will do this on Friday
- Pete would like to address the music dept office, questioning the safe egress should there be an emergency
- Rick noticed that the gutters may be clogged
  - Mark will take care of this
- Rich said we need to order new 5000k light bulbs
  - Rich will get new ones
- One of the rectangle tables has a bad leg rivet
  - Rich fixed it
- In December there will be expense for Nelbud
- The staff asked that the registration tables have all swivel wheels
- The thermostat in the cross roads is not working properly – no heat
- Mike Y has two projects
  - 4 ft high platform where the table used to sit for the camera person to stand
  - Lighting rack in the back of the church for “better” lighting
- There is a wire in the sound booth that was used during Covid
  - Tom will take it down

The meeting was adjourned at 8:19 pm.

Submitted by: Jessica Panella

WORSHIP COMMITTEE MEETING MINUTES revised  
NOVEMBER 13, 2023

Attending the meeting- Jane, Barb H., Judie, Elaine, Ed, and Carolyn

Meeting started at 7pm with Carolyn sharing a message from her sister-in-law's church about grace.

As a committee we reviewed the banner changes coming up.

November 25/26 White (banner will be changed to white on the 25th. Judie will handle the altar cloth on 24th.)

November 27– Decorate the church for Advent and Christmas starting at 9am. Banners will change to the advent candles.

Pastor Mark announced the need for additional helpers. Carolyn asked Bev and Tom to fill in for Sara and Chris with decorating the altar Christmas trees.

Property will only provide us with carts and ladders. The committee will need to get helpers for gather the decorations and five trees from the garage and bring into the church on Sunday.

Pastor Mark will ask for help from the 1045am group on Sunday, November 27. We also talked about asking Pastor Ryan to solicit help from the younger kids. Ed will look at some 9am people who are younger who might be able to help.

With the age of the committee and we only have one male (Ed) on the committee, it is critical that we have help. It was also brought up about the potential need of having a part time maintenance man at the church. This is not the first not will it be the last time that heavy lifting is an issue.

#### Ushers Report

Ed Cuttle reported how he is working with church planning to send out reminders to his ushers weekly. He also sends out reminders to the acolytes and their parents. He sent out 60 emails requesting help for the Christmas Eve service and got two (2) responses for help. This was in October 24, and he will try again this week. Starting now the 9am service faces some shortage of ushers as the snowbirds have head south to warmer weather. This is an issue between January and March. Ed continues to work to secure his ushers for December. With the activities of the church, he will adjust his needs.

December 3 – Cantata NO communion

December 16 (Saturday) – Kids program (may need some extra ushers due to crowds)

December 17 1045 – Kids program

December 24 3pm – no communion

December 24 5pm – communion

December 24 11pm – communion

December 30 5pm – communion

December 31 – only one service at 10am (need to confirm with communion)

#### Greeters Report



Elaine still struggles with getting greeters for the 5pm service. She struggles with the notion that she tries to have to people only help one Sunday a month for 30 minutes before service. Only requirement is the smile and be welcoming..

#### Altar Report

Judie expressed concern about the three communion services on Christmas Eve. Typically, she would handle them by herself to set up. We spoke with Pastor Mark, and he agreed to just communion at the 5pm and 11pm services. This helps Judie out so that she can attend her family's Christmas Eve and it also help Ed with his ushers. He will only need two at the 3pm service. Ed provided numbers in attendance for the three services to help Judie plan how many cups of wine need to be prepared.

2022 3pm 157

2022 5pm 208

2022 11pm 157

Judie is running low on wine with only 1.5 bottles left for the rest of this month. She will have to contact Pastor Ryan and get more wine. She will also make sure that Pastor Ryan gets enough wine for December (5 Sundays and Christmas Eve).

#### Flower Report

Diane was not available on Monday. She is handling the poinsettias orders. Jane has asked Diane to order 15 red poinsettias for the concert on December 1<sup>st</sup> for the Artist Series. Diane will need to decide for the delivery of the poinsettia for the Christmas Eve service and follow up with watering them. Ed and Carolyn are snowbirds but also traveling on a cruise with their family for Christmas. Jane shared a message from Donna S. about two floral arrangements for Gratitude Sunday to be shared and used on Thanksgiving Eve. Carolyn will handle.

Pastors and Jane will decorate the baptismal area for Advent and Christmas. The advent wreath will be placed in the baptismal area. They will handle the decorations.

Meeting Ended at 8pm.

Go in Peace and Serve the Lord.

Carolyn Cuttle

## **Children Youth and Family meeting – November, 2023**

The meeting was called to order by Jill Gillming at 7:10 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Jill Gillming, Jen Powe, Amy Stech,

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

## **Children's Ministry**

Kids Connect

### **Old Business**

- Training for volunteers
  - More volunteers needed

### **New Business**

- There will be no sessions on December 10th (musical), December 24th & December 31st.
- December 3rd will be a longer Kids Connect because of the Cantata during worship 9:00-9:50.
- Jill will not be here on December 17th. Amy Stech 9:00 and [Lisa Wondriska](#) 10:45

Adventure Club

### **Old Business**

- Adventure Club starts Wed. Sept 20 5-6pm

### **New Business**

- Having a Pizza Party on November 15th
- No Class November 22nd (Thanksgiving Break)

Activities

### **Old Business**

- Trunk or Treat – Oct 28<sup>th</sup>, 3-4:30 - Jill
  - Great success, over 180 people attended!
  - Received minimal feedback for next year

### **New Business**

- **Movie Night January 19th 6:30pm-8:30pm**
  - What movie? Will pick at December meeting.
  - Kids bring: PJs , sleeping bags or blankets, pillows, closable bottles for drinks.
  - snacks will be provided (popcorn, movie candy)
  - Asking Youth Group to come as servers

- Kids Academy – **Amy Stech**
  - Art classes
    - Date/time
    - Instructor
    - Supplies
    - Set-up/clean-up
  - Woodworking
    - Date/time
    - Instructor
    - Supplies
    - Set-up/clean-up

## **Youth and Family Ministry**

Confirmation

**Old Business**

- Confirmation starts 9/20 6:30-8 pm
- Need a few more small group leaders.

**New Business**

HS Youth Group

**Old Business**

- Moved to Wednesday night.
- **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.

**New Business**

College Aged

**Old Business**

None

**New Business**

None

Family Ministry

**Old Business**

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

New Business

The meeting was adjourned at 7:45 pm.

Submitted by: Jill Gillming

Jill Gillming

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

# Mission Team Minutes

## Nov.13,2023

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

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

### Old Business

1. Approval of minutes: Carl moved and Ronda seconded motion to approve Oct. minutes. Motion carried.
2. World Hunger/Disaster Relief: Final donation for "Christmas in July was \$2751.74. Decision on Maui, Hawaii was tabled till Dec. meeting.
3. Feed My Starving Children: Have information to share with new members of this and Northern IL. Food Bank. Ronda will talk to Terra Mackey about putting out at Welcome Table.
4. Blood Drive: Tabled till next year.
5. CRE-ReEntry: Vik reported reorganization meeting with New Life Transitions will take place in Dec.
6. Senior Care Service: Tabled till next year.
7. Grafton Food Pantry: Con't. good response with food drive.
8. Missionary Support: No report.
9. AARK: Vik reported a successful year. Will plant more vegetables next year. Will put up 5 hoop houses instead of 3. Hope to do presentation to congregation next year.
10. Northern IL. Food Bank: No report.
11. Homeless Meals: Will be serving stew on Dec. 1st. for an estimated 105 people. Will put notice in Newsletter and Fri. Flourish. Need stronger bowls for stew. Ask Pastor Mark to get bowls at Costco. Mission Team will reimburse.
12. Exodus: Collecting "Welcome Pack" at present. Exodus has opened "Heidi House" in Wheaton, IL. to help migrants with language, government forms, housing, etc.
13. Habitat for Humanity: Carl reported 9 volunteers from church put together artificial Christmas trees and decorations on Thurs. Nov.2nd. Also still going to Restore on third Thurs. of month. There is renewed interest in the New Hope Partnership. The group has Approx. half of monies needed to start a new housing project.
14. Lutheran Life Communities: Tabled till next year.
15. Giving Tree: Alice Miller & Bev Pinelli have set this up. All gift cards taken.
16. Thanksgiving Offering: AARK, Feed My Starving Children, Grafton Food Pantry, Hampshire Food Pantry and Northern IL. Food Bank were confirmed by Mission Team unanimous vote online to equally share the Thanksgiving donation.

### New Business

1. Christmas Offering Designations: Steve moved and Vik seconded a motion to designate McHenry Co. PADS, Elgin Comm. Crisis Center, Mercy Ships and the Senior Group Home of the Pioneer Center equally share the Christmas Offering. Motion Carried.
2. End of Year Donations Taken from Budget: Sandy moved and Ronda seconded a motion to donate \$1000.00 each to Habitat for Humanity (New Hope Partnership), Turning Point, and Arusha Lutheran Medical School of Nursing. Motion Carried. Further donations may be put forward and voted on at next meeting.
3. Sandy announced we have acquired more storage space.
4. Carl will try to get picture of delivery of prison supplies taken at LSSI Prison and Family Ministry.
5. Prayers of joys and concerns.
6. Motion to adjourn made by Vik and seconded by Ronda. Motion carried.

Steve Legel, Secretary

Meeting Minutes for SOTP Community Outreach Ministry  
November 13, 2023

Present:

Tara Mackey, Chair

Bob Malm

Alison Womac

Donna Kelly

- 1) New Welcome Center process
  - a. Will be similar to greeters/readers/worship helpers sign up
  - b. Asking Ministry leads and council members to sign up as well
  
- 2) New SOTP swag
  - a. Looking into window clings with Donna
  - b. Will need to reorder pens, mugs
  - c. New ideas of notepads, sunglasses, chip clips, SOTP regular stickers, grippers, golf tees/markers
  - d. All depends on new budget
  
- 3) Ideas for new events for 2024:
  - a. Bell ringing with Huntley Chamber – Tara to look into
  - b. Extra Halloween candy to Troops – kids and adults make cards –Alison looking into connection in neighborhood. Tara to look at Am. Legion in Huntley - look into around Easter/Halloween 2024
  - c. Hole sponsors for golf outings
  - d. Outside movie night – work with Youth and Family group
  - e. Some kind of Annual Event
  - f. Need group to honor for next luncheon
  - g. New Food drive idea – provide paper bags to a neighborhood/business and pick up food on certain date
  
- 4) Next food drive will be in February
  - a. Date TBD – contact Harriet to confirm
  
- 5) New committee members
  - a. Think of 2-3 people to ask to join Outreach
  - b. Donna suggested emailing new members

# Stewardship Committee

## Meeting Minutes

11/13/23

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

Next meeting: 12/11/23

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

Discussed final preparations for Gratitude luncheon on Nov. 19<sup>th</sup>. God's Girls will be handling the serving. Food has been ordered and Mike McCann will pick up the food on Sunday morning.

Rest of meeting dedicated to follow ups on Stewardship campaign. Pastor Mark sent out reminder to the congregation to please fill out the estimate of giving online or in church by the end of the week. Stewardship team will follow up as well.

Minutes completed by: Mike McCann, Chair of Stewardship Committee