



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

December 18, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448

10805 Main Street
Huntley, IL 60142

www.sotp.org
pastormark@sotpmail.com

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

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

1. **Call to Order**
2. **Devotions** – Bob
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for November 20, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights – Kathy
 - i. *Recommendation to approve the November Finance and Treasurers Report as presented.*
 - b. Approval of BSA re-charter Agreement – Bob
 - i. *Let the minutes show that on December 4, 2023, via Electronic Mail, the motion for SOTP to continue to charter BSA Troop 200 and Pack 467 in 2024 was moved by Joyce, seconded by Ellen with a unanimous “yes” vote following from all council members on December 6, 2023. Bob to sign the re-charter agreements and return them to the BSA team.*
 - c. Finance Team 2024 Money Market Investment Recommendation Discussion – Bob
 - d. Finance Team 2024 Preliminary Budget Discussion – Bob
 - e. 2024 Building Signage Committee Update Discussion – Bob
 - f. 2024 Nomination Committee Update Discussion – Bob
 - g. Wellness Ministry Program Update Discussion – Pastor Mark
 - h. Children, Youth, and Confirmation Update Discussion – Pastor Ryan
 - i. Memory Garden Update Discussion – Ellen
 - j. Good Samaritan Fund Discussion – Pastor Mark and Bob
 - k. HR Discussion – Bob
6. **Other**
 - a. Next Council meeting, January 15, 2024 @ 6:00 PM – Mike (devotion)
7. **Unfinished/Tabled Business**
 - a. Chancel Lighting update.
 - b. CLA Audit update.
 - c. Children & Youth Protection Policy Guide volunteer vetting update.
 - d. Endowment Fund strategy review.
8. **Adjournment**

SOTP Council Meeting Minutes

November 20, 2023

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

Excused absent: C. Serpe

The meeting was called to order at 6pm by President, Bob Mollis. E. Nissen provided a devotion on gratitude in anticipation of the Thanksgiving holiday. The message was of positive physical and mental well-being and being happy.

Pastor Mark shared a note of thanks from the bishop for participating in worship and the Gratitude Luncheon.

C. Adams moved to approve the minutes of the October council meeting. K. McGuine seconded. Motion passed.

A presentation on building signage was given by Mark Frenreis and Rich Paeth of the Property team. Current signage status and need for directional signs was presented. Bob proposed forming a committee to oversee the signage program and recommended that J. Shotick serve on the committee.

M. Yndestad submitted a proposal for lighting equipment. The proposal was tabled for a future meeting.

The finance committee report was provided by Treasurer, K. McGuine. We are currently in the black, as of Oct 1. The committee recommended moving monies from the GF to the mortgage fund, if needed. Pastor Mark moved to accept the finance report. C. Adams seconded. Motion passed.

Via email two weeks ago, K. McGuine moved to approve the list of new members for installation on Nov. 8, 2023. Pastor Mark seconded. The email vote was unanimously approved.

The current status of the stewardship drive estimates that we are about 17% behind last year's Estimate of Giving commitments. About 311 households have not submitted their pledge cards for 2024. The stewardship committee will be contacting them to encourage them to submit their EOG card so the finance team can finalize the budget for 2024.

The budget, as of date, will be very similar to last year's budget. The finance team needs the council's input on staff compensation for next year.

An update on the nominating committee for two new council members was offered by B. Mollis. The committee met on Nov. 7th. They created a list of 20 potential council members to be recruited for the vacancies of C. Adams and J. Shotick, and for the Northern Illinois Synod Assembly meeting. The list was prioritized for Pastors to contact. Pastor Mark will contact candidates for Council, and Pastor Ryan will contact Assembly delegate nominees.

The Academy for Arts and for Music was discussed. There have been five sessions for the arts program in which there have been 27 young people participating. The music program was cancelled. It may have been due to late advertising in the fall season. The program will be offered in the springtime.

Pastor Mark provided an update on the wellness committee. The members are busy identifying church members' needs and creating an article for the December newsletter with information. They plan to produce a monthly piece each month for the newsletter.

Further information about the insurance carrier and SOTP's Children and Youth Protection Policy was described by B. Mollis. The Insurance carrier is requesting better process around and language when recruiting volunteers working with children and youth. The committee will review the process to better meet the required suggested vetting process.

Pastor Ryan discussed the confirmation program. There are more youth participating than last year (25 vs. 18). Community building has been instrumental in creating a close group. More volunteers would be helpful as they are offering a guest presenter each week. He also shared that Kids Connect on Sundays is going very well. The longer time devoted to children in the program has allowed them to accomplish more. Pastor Ryan also reported that Adventure Club is following the same schedule as confirmation to allow interaction of the two groups. They have focused on fellowship and service each month, such as a hot and scarf drive for PADS. There have been 8-9 youth participating each week in Adventure Club. He explained that the LOMC retreat for the confirmation class was postponed. Worship Wondering sheets are provided to encourage the youth to reflect on the message.

B. Mollis provided an update on the financial audit. The finance team met a second time on Nov. 9 with CLA, the accounting firm that the ELCA uses for their financial reviews. However, the team is also seeking other leads for auditing services.

A request from E. Nissen to discuss the Memory Garden was tabled. M. Luecht volunteered to work with the Memory Garden team to complete a proforma of their needs.

Pastor Mark noted that Christmas Eve is Sunday this year, so no morning services will be offered. There will be worship at 3pm, 5pm. And 11pm, as well as the Saturday night service prior to Christmas Eve. Additionally, since New Year's Eve is also on Sunday, there will be only worship at 10am. He also shared that the Welcome Center is collaborating with the Planning Center for scheduling activities and events.

Holiday gifts for staff from the council were tabled.

Pastor Ryan moved to adjourn the meeting. S. Wolf seconded. The meeting was adjourned at 7:20pm

Respectfully submitted,

Joyce Shotick

SOTP FINANCE TEAM (FT)
DRAFT - Meeting Minutes
December 11, 2023

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

Meeting called to order at 7:33 PM via Zoom

I. Approval of November 13, 2023, Meeting Minutes as presented (Motion by Bill Nesta)

II. Accounting Administrator's Report

- a. Income/Expenses through November 30, 2023
 - i. November GF YTD income of \$859,530 was \$16,849 less than YTD budgeted amount.
 - ii. November GF expenses of \$78,246 were \$558 less than the budgeted amount.
 - iii. November GF YTD expenses of \$861,277 were \$10,654 less than YTD budgeted amount.
- b. Balance Sheet through November 30, 2023
 - i. Total Current Assets \$814,169
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,148,076
 - iv. Total Current Liabilities \$15,700 – Entirely prepaid pledges for 2024
- c. Highlighted Restricted Funds Detail Review through November 30, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$25,645
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,866
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$42,736
 - iv. Account 3.332.000 Artist Series Fund balance is \$19,607
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,662
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,270
 - 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 \$ 57,607
- d. General Comments
 - i. YTD Revenues at the end of November trailed YTD Expenses showing a small loss of about \$1,748. 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 (\$11,665) but above 2022 YTD contributions (\$16,664). November, again saw contributions greater than the prior year albeit less than budget. To end the year on-budget for Contributions would require receiving approximately \$103,665 in December.
 - iii. November Mortgage Service Fund contributions exceeded budget owing to a large memorial donation. \$22,549 vs. \$18,807 monthly payments. YTD Mortgage Service Fund receipts are running less than payments by \$19,068. 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 ten 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 \$367,012 which is approximately 4.6 months of reserves.
- b. MSF balance is \$47,442 which is approximately 2.5 months of reserves.
- c. November Council decisions were reviewed. Council prefers not to direct any of the Memorial Fund to the MSF at this time, thereby retaining the flexibility to use the assets for other more immediate needs.

IV. Recommendations to Council

- a. The Finance Team recommends that Council consider agreeing to direct up to an additional \$50,000 from Heartland Checking into the Fidelity Money Market account. (Motion by Bill Nesta) In general, this suggests a Heartland Checking Account target of about \$100,000.
- b. The Finance Team recommends the second draft of the Preliminary Budget to the Council with the understanding that investment income may be raised if Council agrees with the recommendation to direct up to \$50,000 to the Fidelity Money Market account from Heartland checking.

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 received a bid/estimate for a financial statement review from CLA, the firm that audits the Northern Illinois Synod. This bid will be reviewed over the coming weeks by the team working on the matter.
- c. Work also continues evaluating the Endowment Fund.
- d. The report on the status of the Memory Garden was discussed and some additional information related to long term design will be gathered prior to the next meeting. It appears that annual expenses for the Memory Garden may be around \$1,700 for 2024.

VI. 2024 Budget and New Business

- a. Motion approved **That the \$110,000 currently invested in a CD held at Fidelity and maturing December 2023, be reinvested at the earliest reasonable date in a new 12-month FDIC insured CD with the interest earned on the maturing CD to be retained in the SOTP Fidelity money market account until needed.** (Motion by Cliff Dungey)
- b. An initial draft of the FT Annual Report was distributed for members to review. It was noted the Fidelity Money Market account, while not FDIC insured, is a government money market fund which is considered to have less risk than a fund that invests in non-government securities.
- c. **Next Finance Team Meeting will be Monday, January 8, 2024 @ 7:30 PM on Zoom.**

VII. Adjourned with prayer at 9:20 PM.

Respectfully submitted,
Bill Ball

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

Tuesday, December 5, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	161,112.25	7,023.53	154,088.72
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	47,442.65	3,748.45	43,694.20
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	579,506.23	1,017.75	578,488.48
1.250.000	HBT/LPL Investment Account	423.76	0.00	423.76
1.500.000	Donations Holding Account	299.90	(521.88)	821.78
1.600.000	FNBO Checking Boy Scout Troop 200	14,883.86	(105.11)	14,988.97
	Total Current Assets	\$814,168.65	\$11,162.74	\$803,005.91
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	\$8,148,075.87	\$11,162.74	\$8,136,913.13
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	13,825.00	11,200.00	2,625.00
2.110.000	Prepaid Mortgage Service Pledges	1,875.00	1,000.00	875.00
	Total Current Liabilities	\$15,700.00	\$12,200.00	\$3,500.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,133,294.26	(8,466.23)	3,141,760.49
	Total Long Term Liabilities	\$3,133,294.26	(\$8,466.23)	\$3,141,760.49
	Total Liabilities	\$3,148,994.26	\$3,733.77	\$3,145,260.49
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	367,010.84	(3,915.83)	370,926.67
	Total Unrestricted Fund Balances	\$367,010.84	(\$3,915.83)	\$370,926.67
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	4,826.94	3,185.00	1,641.94
3.175.000	Memorial Fund Balance	25,645.48	0.00	25,645.48
3.180.000	Grafton Food Pantry Fund Balance	639.38	(260.62)	900.00
3.220.000	AV Ministry Fund Balance	4,798.79	0.00	4,798.79
3.250.000	Good Samaritan Fund Balance	7,866.25	225.69	7,640.56
3.260.000	Community Outreach Fund Balance	3,254.76	495.00	2,759.76
3.270.000	Holiday Flowers Balance	550.60	550.60	0.00
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	42,736.02	(8,031.99)	50,768.01
3.345.000	Childrens Music Ministry Fund Balance	1,325.00	100.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$44,061.02</i>	<i>(\$7,931.99)</i>	<i>51,993.01</i>
3.340.000	Artist Series Balance	19,607.44	(2,858.59)	22,466.03
3.350.000	Prairie Crafters Fund Balance	2,562.50	2,003.50	559.00
3.380.000	Continuing Education Fund Balance	1,805.59	(21.79)	1,827.38
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	11,662.41	(125.00)	11,787.41
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00

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

Tuesday, December 5, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$12,071.55</i>	<i>(\$125.00)</i>	<i>12,196.55</i>
3.500.000	Little Lambs Fund Balance	9,681.93	840.43	8,841.50
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	1,480.77	10.00	1,470.77
3.675.000	Memory Garden Fund Balance	13,270.03	20.00	13,250.03
3.676.000	Memory Garden Bricks Fund Balance	3,431.57	0.00	3,431.57
3.677.000	Memory Garden Niche Fund Balance	57,606.65	(300.00)	57,906.65
3.680.000	Garage Fund Balance	(5,767.68)	0.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(208.25)	(8.25)	(200.00)
3.720.000	Disaster Relief Fund Balance	250.00	100.00	150.00
3.725.000	Miscellaneous Outside Charities Fund Balance	210.00	150.00	60.00
3.730.000	ELCA World Hunger Fund Balance	175.25	150.25	25.00
3.735.000	LSSI Fund Balance	200.00	200.00	0.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	14,883.86	(105.11)	14,988.97
	Total	\$230,354.38	(\$3,680.88)	\$234,035.26
3.140.000	Mortgage Service Fund Balance	47,442.65	3,748.45	43,694.20
	Total Temporary Restricted Fund Balances	\$277,797.03	\$67.57	\$277,729.46
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	52,068.37	781.67	51,286.70
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	12,492.95	563.33	11,929.62
3.974.000	Lawn & Landscaping Reserves Balance	7,052.10	333.33	6,718.77
3.975.000	Maintenance Reserves Balance	12,431.52	250.00	12,181.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	28,538.37	321.67	28,216.70
3.980.000	Equipment Reserves Balance	8,307.14	561.00	7,746.14
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	\$140,818.63	\$2,811.00	\$138,007.63
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,842.15	0.00	12,842.15
	Total Permanently Restricted Funds	\$12,842.15	\$0.00	\$12,842.15
3.130.000	Building & Grounds Equity	4,069,842.35	8,466.23	4,061,376.12
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	\$4,200,612.96	\$8,466.23	\$4,192,146.73
	Total Fund Balances & Equity	\$4,999,081.61	\$7,428.97	\$4,991,652.64
	Total Liabilities and Fund Balances & Equity	<u>\$8,148,075.87</u>	<u>\$11,162.74</u>	<u>\$8,136,913.13</u>

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

Tuesday, December 5, 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	70,048.44	68,080.00	816,334.87	828,000.00	(11,665.13)	920,000.00
4.150.000	Loose Plate and Growth	3,124.00	2,583.00	27,332.07	28,413.00	(1,080.93)	31,000.00
4.250.000	Flower Income	101.16	113.00	1,213.57	1,243.00	(29.43)	1,358.00
4.300.000	Interest Income Heartland Bank	39.20		143.11			
4.310.000	Investment Income Fidelity	1,017.75	1,300.00	14,506.23	18,580.00	(4,073.77)	20,000.00
	Total Income	\$74,330.55	\$72,076.00	\$859,529.85	\$876,236.00	(\$16,849.26)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$136.73	\$105.00	\$425.27	\$1,155.00	(\$729.73)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$10,891.91	\$8,434.00	\$89,055.88	\$92,774.00	(\$3,718.12)	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$325.00	\$1,000.00	\$11,280.18	\$11,000.00	\$280.18	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	(\$26.93)	\$42.00	\$753.37	\$462.00	\$291.37	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$418.51	\$583.00	\$4,040.77	\$6,413.00	(\$2,372.23)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$113.25	\$400.00	\$5,204.46	\$6,650.00	(\$1,445.54)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$148.18	\$310.00	\$1,330.27	\$3,410.00	(\$2,079.73)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$377.86	\$526.00	\$6,033.60	\$5,786.00	\$247.60	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$429.41	\$460.00	\$3,894.82	\$5,060.00	(\$1,165.18)	\$5,520.00
<i>Facilities</i>							
	Facilities	\$8,746.66	\$11,186.00	\$88,395.79	\$94,166.00	(\$5,770.21)	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$3,156.22	\$2,919.00	\$32,794.47	\$32,109.00	\$685.47	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$34,672.89	\$34,025.00	\$392,769.73	\$390,395.00	\$2,374.73	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$10,411.44	\$11,015.00	\$138,950.34	\$135,862.00	\$3,088.34	\$152,407.00

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

Tuesday, December 5, 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	\$1,745.07	\$2,507.00	\$23,330.49	\$27,577.00	(\$4,246.51)	\$30,081.00
	Staffing Ministry	\$46,829.40	\$47,547.00	\$555,050.56	\$553,834.00	\$1,216.56	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,200.18	\$2,792.00	\$35,517.94	\$31,612.00	\$3,905.94	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$27,500.00	\$27,500.00	\$0.00	\$30,000.00
	Total Expenses	\$78,246.38	\$78,804.00	\$861,277.38	\$871,931.00	(\$10,653.62)	\$972,358.00
	Difference	<u>(\$3,915.83)</u>	<u>(\$6,728.00)</u>	<u>(\$1,747.53)</u>	<u>\$4,305.00</u>		<u>\$0.00</u>



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report December 2023

Facility

- Signs are being discussed for how to navigate building as well as for name of building out in front of our property
 - The Council provide next steps with the Property team for the building signage project.
 - Still in the works, this will be a long-term project.
- Planning to add handicapped parking in front of the main entrance when we do the next parking lot sealcoating.
- We now have a volunteer who needed community service. He comes in to help with various facility needs three times a week.

HR

- We have set up our end of year timeline to begin January 1 with staff reviews, goal setting, and merit reviews.

Branding/Website/Apparel

- We have had 5 personal orders to date and 2 bulk orders

Planning Center

- We have created one form to gather all information from people instead of having specific different forms for each activity. People seem to like it so far.
 - Seems to be working well, and has created less confusion.

Attendance (Year-to-date)

- Average Saturday Attendance: 53 people
- Average 9:00 AM Attendance
 - 155 people in person
 - 101 viewership on Boxcast.
 - 142 views Facebook
- Average 10:45 AM Attendance
 - 127 people in person
 - 52 viewership on Boxcast.
 - 172 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:, Mark Frendreis, Rich Paeth, Jessica Panella, Tom Polzin, Pete Walthers, and Rick Wright

Absent: Larry Enders, Dick Tabatt, and Chris Trodahl

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

Old Business

- Progress on new mats for entry doors ordered **Tom**
 - The vendor is trying to get the pricing
- Church Entry signs **Rich**
 - Met with Council – Committee being created, Rich is on it
- Little Lambs room **Tom/Pete/Mark**
 - Flooring
 - Jill will clean out the room by Dec 22
 - Flooring will be put in the first week in Jan
 - Locks have been requested for the Elm room by council
 - Cylinders are in
- Procedure list for partial/full power outages **Mark**
 - This will be done when Larry is available to help
- Breaker box list creation **Mark**
 - Mark is still waiting to talk to Cary Electric
- Labeling outlet plates throughout **Mark**
 - This will be done in January/February
- Room by room list for walkthrough **Chris**
 - Chris is still working on this with the feedback from Rich
- Two wall heaters in the east vestibule and across the way needs attention **Chris**
 - Received a quote from Sherman
 - Mark is able to get the parts and replace for less
- The light over the outside of North exit needs attention **Larry**
 - Not done yet
- Progress on glass around sound booth **Chris**
 - Jim has been contacted and he will update when he comes in
- Bulb over the sign-up desk in gathering area
 - This is complete
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
 - Michelle is still looking for the one she wants to go on sale
- Tornado Damage
 - Waiting until Spring
- Pool Table supply storage **Rich**
 - 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 **Rick**

- Rich and Tom will help
- P. Mark asked Larry to put in an electrical outlet in the tower for a nativity
 - Still need to talk to Cary Electric
- Clean out closet across from offices
 - Complete and Christmas storage boxes are in there
- Thoughts on ALL bookshelves in building clean out
 - This can be done in Jan
- Move books from closet to Michelle's car
 - Regularly ask
- 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
 - I learned that a cleanup project, transforming some music to digital form and recycling unneeded boxes, is underway by the music team. I was invited to touch base on progress in February.
- Rick noticed that the gutters may be clogged
 - Mark will take care of this
- The staff asked that the registration tables have all swivel wheels
 - Complete
- The thermostat in the cross roads is not working properly – no heat
 - Mark turned the power back on
- 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
 - Temporarily up now
- There is a wire in the sound booth that was used during Covid
 - Tom will take it down

New business

- Calendar for property team on Google. Who will cover January? **Mark**
 - Pete
- Light shields and bad bulbs need replacing Pete
 - Repairs in the south parking lot were to include replacing one light that was out, installation of three glass domes, and leaving us with spare lights for future use.
 - The lighting repair should be done. If Mark does not have confirmation on the other parts being completed, I will follow up.
- Accident in sanctuary needs cleaning
 - An emergency cleanup requested by Donna Kelly following the Dec. 3 Sunday service was completed on Thursday night. The crew noted similar issues they had addressed in some of the bathrooms. Donna confirmed that she is aware of this and the issues are being addressed outside of the property team.
- Fire Inspection complete
 - We passed
 - While here there was a discussion about CPR/AED training for Ushers and others

- Sidewalk salt in vestibules
 - There are four more bags if they run low
- Discuss spreadsheets for gift in-kind monies
 - Chris will [put together a spreadsheet together of these types of donations
- Gift dropped off from the cleaning company to the Property team
- Outlet under the kitchen window is not working

The meeting was adjourned at 7:55 pm.

Submitted by: Jessica Panella

Worship committee Meeting Minutes
December 11, 2023

Attending the meeting: Barb H., Diane Mollis, Carolyn C.
Unfortunately – we had many members sick!

This is a busy time for the committee.

We discussed the poinsettia order for Christmas Eve. There were 51 orders for Christmas eve services.

- Diane will work with Platt to deliver the poinsettias on Friday, December 21 at noon. This should work better with Jane's doctor appointment.
- We will need helpers to place the flowers. Carolyn will contact Cliff Dungey, Bev P., and Tom to see if they can help at noon on the 21st.
- It was suggested that we contact Vik B. and see if he could take some of the 15 Artist Series poinsettias and share with folks in the complex where he lives. Carolyn will check with him.
- The nativity scene will move to the altar for Christmas Eve. Normally we use a Christ white poinsettia on the altar. We want to create a setting for it in the Baptistry area this year and lots of red poinsettias.
- We will need to use the special stands that Judie has in the sacristy to create a poinsettia garden.
- We can use the plant stands stored in the sacristy as well.
- Diane will work with Michelle to remind people to take their poinsettias home after Christmas Eve service.
- It will be necessary to continue with watering the poinsettias.

Banner change – Carolyn will talk with Cliff to see if he can change the banner for Christmas Eve. Ed and Carolyn leave for Florida on the 18th.

Ed submitted his report on ushers. There are only two ushers for the 3pm Christmas Eve service.

Andrew and Vik are aware of the need. The other services seem okay with help.

There will be communion served at all three services. Pastor Ryan and Pastor Mark will handle the set up for communion for the 3pm service. Judie will be working on the set up for the 5pm and 11pm services.

It was suggested that wafers be used and save the bread baking as it would require about 12 loaves.

Again, here are the numbers from 2022 for Christmas Eve.

3pm -151

5pm --208

11pm – 157

There will be a Saturday night service on 12/23 at 5pm.

There will be one service on 12/31 at 10am.

In January, we will need to talk about undecorating the church. It will take a team to undecorate. Special care should be given to return the little Christmas tree over in the sitting entrance area to Barb. H. Also, Vik donated his mother's Christmas angel for the tall tree near the coffee area corner. It should be returned to him.

Special notes of thanks.

- The trees outside look beautiful with their lights on.

- The stars over the nativity scene are spectacular!
- The nativity scene by Dave Shotick is beautiful.
- The children's show was amazing.
- The cantata was lyrical and positive.

It does take a Village to get his all done.

Respectfully submitted,

Caorlyn Cuttle

Children Youth and Family meeting – December, 2023

The meeting was called to order by Jill Gillming at ____7:06____ pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Jill Gillming, Amy Stech, Amy Brittain, Jen Powe, Tim Torkelson, Jenny Dailey, Bob Mollis, Pastor Ryan Mackey

Absent: Christa Serpe, Julie Dahlin

Children's Ministry

Kids Connect

Old Business

- Training for volunteers
 - More volunteers needed
- There will be no sessions on December 24th & December 31st.
- Jill will not be here on December 17th. Amy Stech 9:00 and [Lisa Wondriska](#) 10:45

New Business

Adventure Club

Old Business

- Adventure Club
- No Class December 20, 27, and Jan. 3 (Christmas break)

New Business

Activities

Old Business

New Business

- **Movie Night January 19th 6:30pm-8:30pm**
 - What movie? Trolls Band Together - will it be out in time? Wish -looks like it will be out? Elemental? **Planning on Wish, if not pick something from the vault.**
 - 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
 - Adult volunteers - at least 3
- Other Activity ideas for 2024
 - Easter egg hunt - March 30 (Day before Easter)

- Summer outdoor movie night, combined with the outreach team. Involve the new subdivision residents. Maybe in August?
 - “Shepherd’s Open Mike Night” talent showcase
 - kids and adults can sign perform
 - Friday February 23rd?
 - Maybe coffee/cocoa and cookies and tables set up in the fellowship hall.
 - Lego night? Not clear how logistics would work
 - Game night? board games, minute to win it games
 - Worship and Waffles for Kids
 - April 7th (Sunday morning)
 - Between services
 - waffles? pancakes? fruit?
 - Summer Fun Ice Cream Social
 - Car show, games, ice cream
 - June 7th (Friday night)
 - VBS
 - July 8th-12th?
 - Church Picnic in August
 - August 18th?
 - Rally Day in September
 - need ideas
 - Trunk or Treat in October
 - Saturday 10/26
 - Feed My Starving Children
 - April/May ?
 - plan with the Mission team
 - Chili / Game day will be late in 24, or early 25
 - Kid’s activity scheduled along with youth trivia night April 12.
- Kids Academy – **Amy Stech**
 - Last one of the year this week
 - 7 spots left
 - End of Jan, Feb, Mar, Apr.
 - Need 1 adult to volunteer for each class.
 - various subjects: art, quilling, quilting, etc

Woodworking

- Date/time
- Instructor
- Supplies
- Set-up/clean-up

Youth and Family Ministry

Confirmation

Old Business

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

New Business

The meeting was adjourned at _8:20_____ 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

Dec.11,2023

Attendance: Sandy Hupert, Vik Berkeris, Ronda Shoemaker, Annette Petersen, Marty Jacobson, Carl Hupert, Becky Wright, Steve Legel and Donna Kelly (Connections Minister).

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

Old Business

1. Approval of Minutes: Vik moved and Steve seconded motion to approve Nov. minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief: ELCA World Hunger Organization celebrating 50 years. World Hunger Leader's Assembly planned for Houston, TX. next year. Becky, as chairperson of the Northern IL. Synod's subcommittee on World Hunger, will be attending. Hoping to do program for Assembly. She noted that the Agusta Victoria Hospital in Jerusalem (treating both Israelis and Palestinians) needs funds.
3. Feed My Starving Children: Ronda planning a volunteer undertaking for February or March. She will look into securing date for this.
4. Blood Drive: Tabled till next year.
5. Senior Care: Tabled.
6. CRE-ReEntry: No report.
7. Grafton Food Pantry: 147 turkeys handed out by Grafton Pantry and will begin gift card distribution on Dec.15. Need volunteer drivers to pick up donated food supplies from businesses (Jewel, Costco, Walmart, etc). New e-mail address is office.graftonpantry.com.
8. Missionary Support: No report.
9. AARK: Foundation and floor of new barn poured.
10. Northern IL. Food Bank: No report.
11. Homeless Meals: 110 people fed on Dec 1st. Ample supply of stew was provided by volunteers. Vik reports that at present 55 people are occupying a "tent city" in Woodstock. He was wondering about helping them through meals or supplies. Foil-packs are a possibility for supplying meals.
12. Exodus: Still collecting for "Welcome Packs". Continue through Jan. and Feb.
13. Habitat for Humanity: No ReStore this month. Too close to Christmas. New Hope Partnership will have a couple of fund raisers this next year.
14. Lutheran Life Communities: Tabled till next year.
15. Giving Tree: Alice Miller and Bev Pinilli reported total of 119 gift cards were distributed, 70 to Turning Point and 49 to the Grafton Food Pantry.
16. Thanksgiving Offering: Total offering was \$4900.00. \$980.00 each given to AARK, FMSC, Grafton Food Pantry, Hampshire Food Pantry and NIFP.
17. Christmas Offering; It will be equally divided between McHenry Co. PADS, Elgin Community Crisis Center, Mercy Ships and the Senior Group Home of McHenry Pioneer Center.
18. End of Year Budget Donations: Beside the \$1000.00 each that was given to Habitat for Humanity, Turning Point, and Arusha Lutheran Medical School of Nursing at the Nov. meeting the following transpired:
Carl moved and Vik seconded motion to add an additional \$20.00 to each of the Thanksgiving donations. Motion Carried
Vik moved and Marty seconded motion to give \$15.00 McDonald gift cards for the 55 occupants of the "tent city" in Woodstock. Motion carried.
Becky moved and Carl seconded motion to give \$1000.00 to ELCA World Hunger. Motion carried,

Mission Team Minutes Dec.11,2023

Becky moved and Vik seconded motion to give \$600.00 to CRE-ReEntry. Motion carried.
Becky moved and Carl seconded motion to give \$300.00 each to Augusta Victoria Hospital and to LSSI. Motion Carried.

New Business

1. Prayers of Joys and concerns
2. Carl moved and Vik seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Memory Garden Zoom Meeting October 26, 2023

The Memory Garden committee met by Zoom on Thursday October 26, 2023. The following items were discussed.

1. Changing engraver for the panel on the Columbarium. The new engraving will cost a little more, but the engraving will be done much quicker, and on site. Everyone was in agreement.
2. A price increase was recommended for the sale of a niche. A price comparison with Huntley Cemetery and St. Mary Cemetery. Our new price would be a little lower than either of them. All were in favor after it was presented to the council. Ellen will discuss this and the next council meeting.
3. A succession plan was discussed for the "go to person". We don't have any candidates, but will start thinking about candidates. Cal suggested maybe we should consider 2 people to work together on this. Sounded like a good idea.

Submitted by,

Ralph Wehnes