



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

January 15, 2024

“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
January 15, 2024 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Mike
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for December 18, 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. Finance Team Proposed 2024 Final Budget Discussion – Bob
 - c. Wellness Ministry Program Update Discussion – Pastor Mark
 - d. Children, Youth, and Confirmation Update Discussion – Pastor Ryan
 - e. Service recognition for Cheryl and Joyce – Pastor Mark
6. **Other**
 - a. Special Council meeting, January 28, 2024, after the Annual Meeting in the Library
 - b. Next Council meeting, February 19, 2024 @ 6:00 PM – Christa (devotion)
7. **Unfinished/Tabled Business**
 - a. 2023 Audit discussion.
 - b. Children & Youth Protection Policy Guide volunteer vetting update.
 - c. Endowment Fund strategy review.
 - d. Memory Garden Proforma and Fee discussion.
 - e. Building Signage Committee report.
8. **Adjournment**

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

December 18, 2023

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

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

Pastor Ryan opened with Prayer.

Bob Mollis delivered devotions – The Last Minute – “Just in time delivery.” was the common saying. A bible verse that comes to mind during this time of year is Luke 17:20-30.

All shared Monthly Ministry Moments

Pastor Mark moved to approve the minutes of the November 20, 2023, council meeting; Cheryl seconded; motion passed.

Finance and Treasurer Highlights – Joyce moved to approve the Finance and Treasurer’s report presented by Kathy McGuine. Mike seconded. Motion passed.

Approval of BSA re-charter Agreement – 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.

The Finance Team Money Market Investment Recommendation Discussion – The Finance Team is looking for approval to allow the transferring of \$50,000 from the Heartland Checking Account to the Fidelity Money Market Account. Ellen moved to approve the motion and Cheryl seconded. Motion passed.

Finance Team 2024 Final Budget Discussion – Joyce moved to approve the proposed 2024 General Fund Budget, which included a 3% budget for staff compensation. Cheryl seconded. Motion passed.

2024 Building Signage Committee Update Discussion – Recommendation to put together a signage committee, Joyce will lead it with her expertise along with Pastor Mark, Rich Paeth, Judy Luecht, and Matt Morrison.

2024 Nomination Committee Update Discussion – 2024 Council nominees are Jim Puls (First three-year team), George Attaway (First three-year team), Bob Mollis (Second three-year term). 2024 Synod Assembly nominees are Marcia Ball, Tim Bueschel, Julia Leonardi, Josh Symbal, Andrew Behm. These nominees will be voted on during the January 28, 2024, Annual Congregational meeting.

Wellness Ministry Program Update Discussion – The Wellness team continues to meet monthly, making care packages for 18- to 22-year-old, and plan to go out at the end of February. They are interested in opening up the building in the mornings from 7:30 to 8:00 for walkers.

Children, Youth, and Confirmation Update Discussion – Participation numbers were reviewed, getting ready for winter break, and taking a pause for the holidays, some new and exciting activities will be unfolding in the future.

Memory Garden Update Discussion – They are proposing an increase of cost per Niche - \$2650 to \$3000 and \$2350 to \$2500.

Good Samaritan Fund Discussion – We talked about the process of the fund. The Council has authorized the Council President to act on the Councils behalf, so the two Pastors and Council President are able to make the final disbursement decisions from this account.

Medical Leave discussion for the SOTP Employee Handbook – On December 21, 2023, via Electronic Mail, a motion for SOTP to update SOTP's Employee Handbook to include the recommended Medical Leave benefit as discussed during the December 18, 2024 meeting was moved by Pastor Ryan, seconded by Kathy with a unanimous "yes" vote following from all council members. Bob to have the SOTP Employee Handbook updated with the new Medical Leave policy, and Matt will distribute it to all employees by January 1, 2024.

Next Council meeting, January 15, 2024 @ 6:00 PM – Mike Luecht (devotion)

8:19 P.M. Joyce motioned to adjourn; Kathy seconded, motioned passed.

Pastor Mark closed in prayer.

Submitted: Christa Serpe

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
January 9, 2024

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

Meeting called to order at 7:30 PM via Zoom

I. Approval of December 11, 2023, Meeting Minutes as presented (Motion by Sue)

II. Accounting Administrator's Report

- a. Income/Expenses through December 31, 2023
 - i. SOTP ended 2023 with slight surplus of \$2,195
 - ii. December GF income of \$103,104 was \$6,982 more than the budgeted amount.
 - iii. 2023 income of \$962,634 was \$9,909 less than 2023 budgeted amount.
 - iv. December GF expenses of \$99,161 were \$1,266 less than the budgeted amount.
 - v. 2023 expenses of \$960,438 were \$11,920 less than 2023 budgeted amount.
- b. Balance Sheet through December 31, 2023
 - i. Total Current Assets \$826,995
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,160,903
 - iv. Total Current Liabilities \$15,700 – Entirely prepaid pledges for 2024
- c. Highlighted Restricted Funds Detail Review through December 31, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$25,800
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,969
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$50,107
 - iv. Account 3.332.000 Artist Series Fund balance is \$23,973
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,662
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,970
 - 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. As noted, SOTP ended 2023 with a slight surplus of \$2,195. 2023 GF Member Contributions of \$905,558 were above 2022 YTD contributions (\$22,058 - about 2.5% greater than 2022 contributions) but below the 2023 Budget (\$920,000).
 - ii. December Mortgage Service Fund income trailed budget. \$14,493 vs. the \$18,807 monthly payment. For 2023, Mortgage Service Fund receipts ran less than payments by \$23,382 resulting in a corresponding reduction of the MSF reserve.
 - 1. That the Mortgage Service Fund (MSF) income trailed budget likely reflected the request that members change their allocation of contributions from 70/30 General Fund/MSF to 75/25.
 - iii. The excellent 2023 GF results were the result of faithful stewardship by the congregation, thoughtful cost control by the staff and leadership and Council's approval of the implementation of an active cash management strategy at Fidelity.
 - 1. We should recall that a challenging budget was recommended to and approved by the Congregation and the Congregation responded generously and faithfully.

- iv. Looking to 2024, the watch words continue to be “thoughtful caution”. We know - that with the usual changes in the giving capacity of the Congregation - that the 2024 budget, despite being generally level with 2023, will be challenging but we believe achievable.
 1. The 2024 EOG cards received to date show pledged contributions for the GF running ahead of 2023 at this time by about \$22,000.
 2. The MSF EOG’s are also running ahead of last year at this time by about \$15,400 lending confidence to the belief that we may not require as great a withdrawal from the MSF reserve as experienced in 2023.

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

- a. GF balance is \$370,954 which is approximately 4.6 months of reserves.
- b. MSF balance is \$43,128 which is approximately 2.3 months of reserves.
- c. December Council decisions were reviewed. Council believes that the current quote for a financial review by an outside firm is beyond the scope the 2024 budget but approved a \$2,000 reserve in the 2024 budget to build sufficient reserves for such a review in the future. The Council also approved transferring an additional \$50,000 from Heartland Bank checking to the SOTP Money Market account at Fidelity.

IV. Recommendations to Council

V. Old Business

- a. The 2024 budget, as approved by Council, was reviewed in detail in preparation for sharing it with the Congregation in the Annual Report.
 - i. The Team will consider when there are both restricted funds and budgeted funds the philosophy for determining which funds will be charged first for incurred expenses.
- b. The Finance Team Annual Report draft was reviewed and approved with the addition of a discussion of the state of the Mortgage Service Fund and 2023 MSF giving and 2024 MSF EOG’s.
- c. The team also reviewed the process for submitting the various documents for the Annual Report and for the pre-Annual Meeting Question and Answer Session on Jan. 21, 2024 regarding the budget.
- d. 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.
- e. Work continues evaluating the Endowment Fund.
- f. Discussion of the long-term proforma for the Memory Garden was postponed pending the gathering of additional information about the long-term configuration of the Garden.

VI. 2024 Budget and New Business

- a. **Next Finance Team Meeting will be Monday, February 11, 2024 @ 7:30 PM on Zoom.**

VII. Adjourned with prayer at 9:00 PM.

Respectfully submitted,
Bill Ball

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

Sunday, January 7, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	118,150.62	(42,961.63)	161,112.25
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	43,128.74	(4,313.91)	47,442.65
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	635,798.65	56,292.42	579,506.23
1.250.000	HBT/LPL Investment Account	424.12	0.36	423.76
1.500.000	Donations Holding Account	6,334.82	6,034.92	299.90
1.600.000	FNBO Checking Boy Scout Troop 200	12,658.37	(2,225.49)	14,883.86
	Total Current Assets	\$826,995.32	\$12,826.67	\$814,168.65
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	\$8,160,902.54	\$12,826.67	\$8,148,075.87
Liabilities				
Current Liabilities				
2.100.000	Prepaid General Fund Pledges	13,825.00	0.00	13,825.00
2.110.000	Prepaid Mortgage Service Pledges	1,875.00	0.00	1,875.00
	Total Current Liabilities	\$15,700.00	\$0.00	\$15,700.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,124,466.59	(8,827.67)	3,133,294.26
	Total Long Term Liabilities	\$3,124,466.59	(\$8,827.67)	\$3,133,294.26
	Total Liabilities	\$3,140,166.59	(\$8,827.67)	\$3,148,994.26
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	370,953.52	3,942.68	367,010.84
	Total Unrestricted Fund Balances	\$370,953.52	\$3,942.68	\$367,010.84
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	7,743.32	2,916.38	4,826.94
3.175.000	Memorial Fund Balance	25,800.48	155.00	25,645.48
3.180.000	Grafton Food Pantry Fund Balance	700.25	60.87	639.38
3.220.000	AV Ministry Fund Balance	3,851.17	(947.62)	4,798.79
3.250.000	Good Samaritan Fund Balance	7,969.00	102.75	7,866.25
3.260.000	Community Outreach Fund Balance	3,749.76	495.00	3,254.76
3.270.000	Holiday Flowers Balance	731.40	180.80	550.60
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	50,107.67	7,371.65	42,736.02
3.345.000	Childrens Music Ministry Fund Balance	1,325.00	0.00	1,325.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$51,432.67</i>	<i>\$7,371.65</i>	<i>44,061.02</i>
3.340.000	Artist Series Balance	23,973.35	4,365.91	19,607.44
3.350.000	Prairie Crafters Fund Balance	2,562.50	0.00	2,562.50
3.380.000	Continuing Education Fund Balance	1,741.24	(64.35)	1,805.59
3.390.000	Children & Family Ministry Balance	989.64	(115.36)	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	0.00	11,662.41
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 December 31, 2023

Sunday, January 7, 2024

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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>\$0.00</i>	<i>12,071.55</i>
3.500.000	Little Lambs Fund Balance	9,814.96	133.03	9,681.93
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	1,449.43	(31.34)	1,480.77
3.675.000	Memory Garden Fund Balance	12,970.45	(299.58)	13,270.03
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	0.00	57,606.65
3.680.000	Garage Fund Balance	(5,767.68)	0.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(208.25)	0.00	(208.25)
3.720.000	Disaster Relief Fund Balance	250.00	0.00	250.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	(150.00)	210.00
3.730.000	ELCA World Hunger Fund Balance	225.50	50.25	175.25
3.735.000	LSSI Fund Balance	200.00	0.00	200.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	12,658.37	(2,225.49)	14,883.86
	Total	\$242,352.28	\$11,997.90	\$230,354.38
3.140.000	Mortgage Service Fund Balance	43,128.74	(4,313.91)	47,442.65
	Total Temporary Restricted Fund Balances	\$285,481.02	\$7,683.99	\$277,797.03
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	52,850.04	781.67	52,068.37
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	13,056.28	563.33	12,492.95
3.974.000	Lawn & Landscaping Reserves Balance	7,385.43	333.33	7,052.10
3.975.000	Maintenance Reserves Balance	12,681.52	250.00	12,431.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	28,860.04	321.67	28,538.37
3.980.000	Equipment Reserves Balance	7,257.14	(1,050.00)	8,307.14
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	\$142,018.63	\$1,200.00	\$140,818.63
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	4,078,670.02	8,827.67	4,069,842.35
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
	Total Equity	\$4,209,440.63	\$8,827.67	\$4,200,612.96
	Total Fund Balances & Equity	\$5,020,735.95	\$21,654.34	\$4,999,081.61
	Total Liabilities and Fund Balances & Equity	<u>\$8,160,902.54</u>	<u>\$12,826.67</u>	<u>\$8,148,075.87</u>

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

Sunday, January 7, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<i>Income</i>							
4.100.000	Member Contributions	89,222.78	92,000.00	905,557.65	920,000.00	(14,442.35)	920,000.00
4.150.000	Loose Plate and Growth	7,446.70	2,587.00	34,778.77	31,000.00	3,778.77	31,000.00
4.250.000	Flower Income	100.58	115.00	1,314.15	1,358.00	(43.85)	1,358.00
4.300.000	Interest Income Heartland Bank	41.21		184.32			
4.310.000	Investment Income Fidelity	6,292.42	1,420.00	20,798.65	20,000.00	798.65	20,000.00
	Total Income	\$103,103.69	\$96,122.00	\$962,633.54	\$972,358.00	(\$9,908.78)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$95.00	\$425.27	\$1,250.00	(\$824.73)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$9,829.84	\$8,426.00	\$98,885.72	\$101,200.00	(\$2,314.28)	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$1,000.00	\$11,280.18	\$12,000.00	(\$719.82)	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$110.60	\$38.00	\$863.97	\$500.00	\$363.97	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$301.38	\$587.00	\$4,342.15	\$7,000.00	(\$2,657.85)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$170.39	\$400.00	\$5,374.85	\$7,050.00	(\$1,675.15)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$775.24	\$310.00	\$2,105.51	\$3,720.00	(\$1,614.49)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$509.33	\$514.00	\$6,542.93	\$6,300.00	\$242.93	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$1,270.12	\$460.00	\$5,164.94	\$5,520.00	(\$355.06)	\$5,520.00
<i>Facilities</i>							
	Facilities	\$9,517.02	\$11,184.00	\$97,912.81	\$105,350.00	(\$7,437.19)	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$3,007.89	\$2,931.00	\$35,802.36	\$35,040.00	\$762.36	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$48,332.08	\$50,145.00	\$441,101.81	\$440,540.00	\$561.81	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$16,677.91	\$16,545.00	\$155,628.25	\$152,407.00	\$3,221.25	\$152,407.00

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

Sunday, January 7, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,992.39	\$2,504.00	\$26,322.88	\$30,081.00	(\$3,758.12)	\$30,081.00
	Staffing Ministry	\$68,002.38	\$69,194.00	\$623,052.94	\$623,028.00	\$24.94	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,166.82	\$2,788.00	\$38,684.76	\$34,400.00	\$4,284.76	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
	Total Expenses	\$99,161.01	\$100,427.00	\$960,438.39	\$972,358.00	(\$11,919.61)	\$972,358.00
	Difference	\$3,942.68	(\$4,305.00)	\$2,195.15	\$0.00		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report January 2024

Facility

- Morning Movement has started, 7:30-8:30am our facility is open to allow anyone who would like to walk the chance to get early morning exercise.
- We have had 1 person walk for 2 miles or about 9 laps around the building so far.

HR

- We have set up our end of year timeline to begin Jan 1 with reviews, goalsetting, merit reviews etc.
- Supervisors are starting to set up meetings with employees to review 2023 and set goals for 2024.
- Timesheets for 2024 have been made along with 2024 PTO allotments.
- Plan to get staff and key volunteers CPR certified soon.
- The newest version of the employee handbook is out to all employees.

Branding/Website/Apparel

- The Media Team has looked at the media tab on the website and has recommended changes to make it more user friendly. We plan to ask Jon for his thoughts on the changes.
- We also plan to start using some of Dennis' photos as images on our website to make it more SOTP relatable.

Planning Center

- 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.
 - The new form has created a less confusing process for all.
- Group reminders are starting to be utilized to allow for automatic event reminders and have proven to be very helpful.

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 – January 8, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:12 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees:, Mark Frendreis, Pete Walthers, and Chris Trodahl

Absent: Larry Enders, Jessica Panella, Dick Tabatt, Rich Paeth, Tom Polzin, Rick Wright

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

Old Business

- Progress on new mats for entry doors ordered **Tom**
 - Pending.
- Church Entry signs **Rich**
 - Waiting on Council.
- Little Lambs room **Tom/Pete/Mark**
 - Flooring
 - Completed by Mark; Mark will paint trim in Jan.
 - Locks have been requested for the Elm room by council
 - Cylinders are in Chris, Rick Wright do in Jan.
- Procedure list for partial/full power outages **Mark**
 - Pending; Mark and Larry will do.
- Breaker box list creation **Mark**
 - Mark is still waiting to talk to Cary Electric
- Labeling outlet plates throughout **Mark**
 - Pending.
- Room by room list for walkthrough **Chris**
 - Completed.
- Two wall heaters in the east vestibule and across the way needs attention **Chris**
 - Mark purchased / Rich installed. Completed.
- The light over the outside of North exit needs attention **Larry**
 - Pending.
- Progress on glass around sound booth **Chris**
 - Pending.
- 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**
 - This is complete
- The drinking fountain GFCI keeps popping **Rick**
 - Mark will do.
- P. Mark asked Larry to put in an electrical outlet in the tower for a nativity
 - Still need to talk to Cary Electric
- Schedule ALL bookshelves in building clean out
 - Schedule pending.

- There are no outlets under the windows to the office and there are some needed
 - Plan pending; Mark and Larry.
- Mark has a switch with a light for the coffee machine
 - Switch is in. Instructions have been broadcast by those concerned that switch is always to be turned off by last person leaving building.
- Rick noticed that the gutters may be clogged
 - Chris: completed; Peerless roofing did.
- Light shields and bad bulbs need replacing **Pete**
 - Pending; ongoing communication with lighting company until completed.
- Assign who creates spreadsheets for gift in-kind monies
 - Use heater replacement as sample
 - Mark provide spread sheet in Feb.

New business

- Calendar for property team on Google. Who will cover February? **Mark – Rich will take Feb.**
 -
- Wax on floor in sanctuary
 - Being cared for by Matt, Keith.

The meeting was adjourned at 7:37 pm.

Submitted by: Pete Walthers

Children Youth and Family meeting – January 8, 2024

The meeting was called to order by Jill Gillming at 7:14 pm at Shepherd of the Prairie Church, Huntley, IL

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

Absent: Jenny Dailey, Christa Serpe, Julie Dahlin

Children's Ministry

Kids Connect

New Business

- Find ways to let new/visiting families know there is a kids' program, where/when kids go, etc.
- mention that all children are welcome (don't have to be members) and that it starts at the beginning of service.
 - Signs in the church - [Joyce Shotick](#) is on a team for better signage, contact her.
 - Maybe a banner in hall
 - Sign by the busy bags
 - training for ushers/greeters to mention the option, possibly a flier?
 - maybe in announcements, but that may too late

Adventure Club

New Business

- Meeting 1/10-2/7 Then taking a break during Lent.

Activities

New Business

- **Movie Night January 19th 6:30pm-8:30pm**
 - What movie? Trolls Band Together (streaming on Peacock) Movie is 91 min.
 - Trivia or bingo game?
 - Fliers out this week
 - mass email to VBS families? Or wait until we try one and get used to it.
 - Kids bring PJs , sleeping bags or blankets, pillows, closable bottles for drinks.
 - snacks will be provided (popcorn, movie candy)
 - Fun glow stuff
 - Decorations: Red carpet, ropes, disco balls?
 - Asking Youth Group to come as servers. Volunteer signup online.
 - vendor boxes (concession trays) for servers to carry popcorn, candy, drinks.
 - paper hats (soda jerk)

- Adult volunteers - at least 3
- Other Activity ideas for 2024
 - “Shepherd’s Open Mike Night” talent showcase
 - Need lots of word of mouth.
 - maybe a skit before service to advertise, maybe video? Video teaser first, then live presentation. Chris Brittain, maybe Maddie?
 - We need performers! Jeff talks to music people. Brian Buesing maybe? Darren Walloch stand-up? Sandy Johnson? Waxenbergs storytelling?
 - Kids and adults can sign up to perform.
 - Friday February 23rd?
 - Maybe coffee/cocoa and cookies and tables set up in the fellowship hall. People can also show off their baking talent!
 - Feed My Starving Children
 - March 23 9-11 am the church is already going.
 - maybe plan another at a better time for families? with the Mission team
 - Easter egg hunt - March 30 (Day before Easter)
 - Worship and Waffles for Kids
 - April 7th (Sunday morning)
 - Between services
 - waffles? pancakes? fruit?
 - Kid’s activity scheduled along with youth trivia night April 12.
 - Summer Fun Ice Cream Social
 - Car show, games, ice cream
 - June 7th (Friday night)
 - VBS
 - July 8th-12th?
 - Church Picnic in August
 - August 18th?
 - Summer outdoor movie night, combined with the outreach team. Involve the new subdivision residents. Maybe in August?
 - Lego night? Not clear how logistics would work.
 - Game night? board games, minute to win it games.
 - Rally Day in September
 - need ideas.
 - Trunk or Treat in October
 - Saturday 10/26
 - Chili / Game Day will be late on 24, or early 25.
- Kids Academy – **Amy Stech**
 - End of Jan, Feb, Mar, Apr.

- Need 1 adult to volunteer for each class.
- various subjects: art, quilling, quilting, science, etc.
- Need to publicize it better, maybe send email to the VBS people. Jessica Panella helps?
- Flier with class info.
- Need link for volunteer signup.
- Feb - Photography and Quilting
- March - 3 classes

Youth and Family Ministry

Confirmation

HS Youth Group

Old Business

- **April 12th Trivia Night. We will be doing a kid's activity that night!**

College Aged

Family Ministry

The meeting was adjourned at 8:16 pm.

Submitted by: Jill Gillming

Mission Team Minutes

January 8, 2024

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

Sandy opened the meeting with a reading from 1st Thes. 5:15 and a prayer.

Old Business (Worked on our “Month at a Glance” calendar at the same time)

1. Approval of Minutes: Annette moved to approve Dec. minutes. Marty seconded. Motion carried.
2. ELCA World Hunger/Disaster Relief: Becky will be attending a leadership gathering in Houston, Tx. next month. Has started planning for “Christmas in July”. May do video.
3. Feed My Starving Children: Our next volunteering event will be March 23rd.
4. Blood Drive: Marty has contacted Versiti Blood Bank but they have not gotten back to her. Discussed ways to increase giving of blood. May pre-sign people up for this and have pastors mention it at services.
5. Senior Care: Tabled till later. Will see about inviting a speaker.
6. CRE-ReEntry: Vik will be attending a meeting this Sunday to see how to help a newly released person.
7. Grafton Food Pantry: Good response to first Sunday donations. Annette will see about getting designated spot at church to drop off donations week before first Sunday.
8. Missionary Support: No news from our present missionaries. Will decide on missionary choice and make donation at March meeting.
9. AARK: Planning meeting for growing season this coming Sunday. Hope to have a more visible, accessible location this coming year. Vik will see what can be done.
10. Homeless Meals: McDonald gift cards went well and very appreciated by residents of “tent city”. We will do noon meal again for Willow Creek PADS on Fri. Feb.16th. Someone donated feminine products. Will distribute to LSSI Prison Hygiene Kits and to PADS.
11. Exodus: Becky received \$250.00 from Thrivent to use for “Welcome Packs” items for refugees. Sandy will work on a new slide about items needed to present to congregation before services. Celebration of Hope Dinner/Presentation will be Thurs. April 4th.
12. Habitat for Humanity: Will go with volunteers to ReStore Jan.18th. Fund raiser at Culvers in Huntley Mon. Feb. 19th between 4-8 PM. Carl wii try to get model house with slot for donations for event.

1. Lenten Offering: Becky moved and Marty seconded that Lenten offering will go to AARK, Exodus, CRE-ReEntry and McDonald gift cards for “tent city” in Woodstock, IL. Motion carried.
2. Sandy asked team to think of possible additions to charities at next meeting.
3. Prayers of Joys and concerns.
4. Annette moved and Vik seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

Community Outreach Ministry Night
January 7, 2024

- 1) Next food drive –
 - a. Choose date in February – 2/24
 - b. Slogan - ?
 - c. Call Harriet to get a list of needs.

- 2) Welcome Center –
 - a. 2 trainings this week
 - i. Wednesday 10th at 7p
 - ii. Thursday 11th at 5p

- 3) SOTP Swag
 - a. 4Imprint.com
 - i. **Item # 158485-25 – 6” x 4” notepad**
 1. 1500 = \$600 ~ \$0.40/ea.
 - ii. **Item # 7494 – coffee mug -cobalt blue**
 1. 4 box/36 = 144 cups + \$40 set up = \$374.08 ~ \$2.32/ea.
 - iii. **Item # 6551 – pen – spring green/white, lemon yellow/white, coral orange/white, blue/white (will get samples to see colors)**
 1. 250 of each color = 1000 pens = \$370 ~ \$0.37/ea.
 - iv. **Item # 2245-S – Chip clip – White/blue**
 1. 500 = \$460 ~ \$0.92/ea.
 - v. \$1830 - \$2000 total
 - b. Need to set a date to talk to Donna about window stickers.

- 4) NextTrex program
 - a. Collection bins should be arriving soon – should be 4 total.
 - b. Put start date as Jan 14th.
 - c. Will contact AV team to get video out and/or slide too.