



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

March 18, 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
March 18, 2024 @ 6:00 P.M.

1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Kathy
4. **Ministry Moments Sharing** - All
5. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for February 19, 2024, as presented.*
6. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights - George
 - i. *Recommendation: To approve the February 2024 Treasurer and Financial Reports, as presented.*
7. **Current Business**
 - a. Boy Scout Troop Request Discussion – Bob
 - b. A/V Ministry Team Discussion - Bob
 - c. Building Signage Review Discussion – Bob
 - d. 2023 Audit Team Discussion - Bob
 - e. 2024 SOTP Vision and Strategy Discussion – Mike
 - f. 2024 Children, Youth and Family Ministry Discussion – Pastor Ryan
 - g. Go Team Discussion – Pastor Mark
 - h. The next Council meeting is April 15, 2024, @ 6:00 PM (George Devotions)
8. **Unfinished/Tabled Business**
 - a. 2024 SOTP Constitution Review– Mike, George, Pastor Ryan
 - b. Memory Garden Proforma and Fee Review – Finance Team
 - c. Update Children & Youth Protection Policy Volunteer Vetting – Policy Team
 - d. Endowment Fund Strategy Review – Finance Team
9. **Closing Prayer**
10. **Adjournment**

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

February 19, 2024 @ 6:00 P.M.

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

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

Pastor Mark opened with Prayer.

Christa Serpe delivered the devotion – On the Other Side from the book Only Love Today, On the other side of a letdown is belief – belief that your story is far from over.

Monthly Ministry Moments were shared by all.

2024 Congregation Council Introductions were made.

Pastor Mark moved to approve the Congregation Council minutes of the January 15, 2024, council meeting; Mike Luecht seconded; motion passed.

Pastor Ryan moved to approve the Congregation Council Officer Election of the January 28, 2024, council meeting; Jim Puls seconded; motion passed.

Christa Serpe moved to approve the minutes of the January 28, 2024, council meeting; Kathy seconded; motion passed.

Finance and Treasurer Highlights were delivered by George Attaway – Kathy McGuine moved to approve the January 2024 Treasurer and Financial Reports as presented with correction on January income budgeted amounts; Christa Serpe seconded; motion passed.

On February 7, 2024, via Electronic Mail, a motion was made by Ellen and seconded by Kathy to approve the installation of the new members at the Sunday, February 11, 2024, services. The motion was unanimously approved.

The council discussed current SOTP strengths and growth opportunities for the congregation in an effort to update the Vision and Strategy focus for the 2024 council. It was decided that this work will be continued through polling questions outside of the normal council meetings over the next few months.

2024 Children, Youth and Family Ministry update – Numbers are holding steady. We are addressing Kids Academies and how it is a Ministry that is too big for one person. We are looking to get help and structure.

Wellness Ministry Team update – We welcome Jessi Buesing as the Leader for this Ministry. Thank you for your time, Jessi!

2024 SOTP Constitution Review Committee Discussion – The last review was done in 2021. The council created a review team to incorporate the synods suggested updates. Mike Luecht, George Attaway and Pastor Ryan will work together as resources and background knowledge to address.

Council Installation will take place March 3, 2024, at the 9:00 church service and they will also be introduced at the 10:45 church service.

Next Council meeting, March 18, 2024 @ 6:00 PM – Kathy McGuine (devotion)

8:09 P.M. Christa Serpe moved to adjourn; Kathy seconded; motion passed.

Pastor Ryan closed in prayer.

Submitted: Christa Serpe

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

UNRESTRICTED GENERAL FUND

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET
February 1, 2024 Beginning Balance	\$ 400,001.84					
Monthly Income	67,101.75	68,354.00	\$ (1,252.25)	173,882.43	173,418.00	\$ 464.43
Monthly Expenses	76,262.85	77,430.00	\$ (1,167.15)	153,995.21	154,860.00	\$ (864.79)
Income vs. Expenditures	(9,161.10)	(9,076.00)		19,887.22	18,558.00	
February 29, 2024 Ending Balance	\$ 390,840.74					
Average Monthly Expenses (Budgeted)	\$ 80,500.00					
Approx. Months Covered by Fund Balance	4.86					

MORTGAGE SERVICE FUND

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET
February 1, 2024 Beginning Balance	\$ 55,719.41					
Monthly Income	14,622.87	18,807.00	\$ (4,184.13)	46,020.54	37,614.00	\$ 8,406.54
Monthly Expenses	18,807.00	18,807.00	\$ -	37,614.00	37,614.00	\$ -
Income vs. Expenditures	(4,184.13)	-		8,406.54	-	
February 29, 2024 Ending Balance	\$ 51,535.28					
Average Monthly Expenses	\$ 18,807.00					
Approx. Months Covered by Fund Balance	2.74					

Respectfully submitted,

George Attaway, Treasurer

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
March 11, 2024

Attending: Sue Wehnes, Dave Shotick, Bill Nesta, George Attaway, Devin Burg, Cliff Dungey, Bill Ball
Excused:

Meeting called to order at 7:30 PM via Zoom

I. Approval of March 12, 2024 Meeting Minutes (Motion by George)

II. Accounting Administrator's Report

- a. Income/Expenses through February 29, 2023
 - i. February GF income of \$67,102 was \$1,252 less than the budgeted amount.
 - ii. February GF expenses of \$76,263 were \$1,167 less than the budgeted amount.
- b. Balance Sheet through February 29, 2023
 - i. Total Current Assets \$860,363
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,194,290
 - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through February 29, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$26,787
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$7,125
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$54,539
 - iv. Account 3.332.000 Artist Series Fund balance is \$25,511
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,652
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$12,970
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$2,937
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 57,607
- d. General Comments
 - i. February 2024 GF Member Contributions of \$63,895 were \$3,096 more than February 2023 contributions but \$1,090 less than the 2024 Budget.
 - 1. YTD Contributions are \$856 ahead of budget.
 - ii. January Mortgage Service Fund income trailed budget. \$14,623 vs. \$18,807 monthly payment. YTD contributions to the MSF remain ahead of budget by \$8,407 owing to a strong January that includes prepayments of EOG's.
 - iii. As we journey into 2024, the watch words continue to be "thoughtful caution". We know that - with the usual changes in the giving capacity of the Congregation - the 2024 budget, despite being generally level with 2023, will be challenging - but we believe achievable.

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

- a. GF balance is \$390,841 which is approximately 4.9 months of reserves.
- b. MSF balance is \$51,535 which is approximately 2.7 months of reserves.

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 Endowment Fund.
- c. 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.
- d. The Team discussed the length of time contribution records need to be maintained. Some further research and sub-team discussions will be conducted over the next several weeks.

VI. 2024 Budget and New Business

- a. Unidentified contributions from financial institutions continue to be a problem. The possibilities for educating the Congregation were discussed including a note in the first quarter stewardship report mailings.
- b. **Next Finance Team Meeting will be Monday, April 8, 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 February 29, 2024

Tuesday, March 5, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	141,616.81	(8,411.68)	150,028.49
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	51,535.28	(4,184.13)	55,719.41
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	638,302.87	1,226.42	637,076.45
1.250.000	HBT/LPL Investment Account	424.12	0.00	424.12
1.500.000	Donations Holding Account	621.82	365.74	256.08
1.600.000	FNBO Checking Boy Scout Troop 200	17,381.84	5,187.19	12,194.65
	Total Current Assets	\$860,382.74	(\$5,816.46)	\$866,199.20
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	\$8,194,289.96	(\$5,816.46)	\$8,200,106.42
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,107,391.28	(8,551.23)	3,115,942.51
	Total Long Term Liabilities	\$3,107,391.28	(\$8,551.23)	\$3,115,942.51
	Total Liabilities	\$3,107,391.28	(\$8,551.23)	\$3,115,942.51
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	390,840.74	(9,161.10)	400,001.84
	Total Unrestricted Fund Balances	\$390,840.74	(\$9,161.10)	\$400,001.84
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	9,533.55	1,690.23	7,843.32
3.175.000	Memorial Fund Balance	26,786.86	961.38	25,825.48
3.180.000	Grafton Food Pantry Fund Balance	1,205.75	325.25	880.50
3.220.000	AV Ministry Fund Balance	3,031.19	0.00	3,031.19
3.250.000	Good Samaritan Fund Balance	7,125.17	(536.18)	7,661.35
3.260.000	Community Outreach Fund Balance	4,309.76	180.00	4,129.76
3.270.000	Holiday Flowers Balance	1,011.53	931.32	80.21
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	54,538.77	(1,785.05)	56,323.82
3.345.000	Childrens Music Ministry Fund Balance	1,325.00	0.00	1,325.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$55,863.77</i>	<i>(\$1,785.05)</i>	<i>57,648.82</i>
3.340.000	Artist Series Balance	25,511.15	(3,661.47)	29,172.62
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	0.00	1,741.24
3.390.000	Children & Family Ministry Balance	989.64	0.00	989.64
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	11,651.69	(10.72)	11,662.41
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,060.83</i>	<i>(\$10.72)</i>	<i>12,071.55</i>
3.500.000	Little Lambs Fund Balance	12,907.65	1,538.63	11,369.02

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of February 29, 2024

Tuesday, March 5, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	87.95	13.00	74.95
3.650.000	Quilters Ministry Fund Balance	1,451.46	2.03	1,449.43
3.675.000	Memory Garden Fund Balance	12,970.45	0.00	12,970.45
3.676.000	Memory Garden Bricks Fund Balance	2,936.57	0.00	2,936.57
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)
3.700.000	Church Events - Funded Balance	33.44	14.83	18.61
3.720.000	Disaster Relief Fund Balance	250.00	0.00	250.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	326.00	50.25	275.75
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	17,381.84	5,187.19	12,194.65
	Total	\$258,239.02	\$4,900.69	\$253,338.33
3.140.000	Mortgage Service Fund Balance	51,535.28	(4,184.13)	55,719.41
	Total Temporary Restricted Fund Balances	\$309,774.30	\$716.56	\$309,057.74
Reserves				
3.950.000	Barnabas Reserves Balance	1,175.61	(203.25)	1,378.86
3.971.000	Roof Repairs/Replacement Balance	54,000.04	575.00	53,425.04
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	14,356.28	650.00	13,706.28
3.974.000	Lawn & Landscaping Reserves Balance	8,052.09	333.33	7,718.76
3.975.000	Maintenance Reserves Balance	13,181.52	250.00	12,931.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,126.70	133.33	28,993.37
3.979.000	Outside Audit Reserve Balance	333.34	166.67	166.67
3.980.000	Equipment Reserves Balance	8,334.14	723.00	7,611.14
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	\$146,894.19	\$2,628.08	\$144,266.11
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,873.51	0.00	12,873.51
	Total Permanently Restricted Funds	\$12,873.51	\$0.00	\$12,873.51
3.130.000	Building & Grounds Equity	4,095,745.33	8,551.23	4,087,194.10
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	\$4,226,515.94	\$8,551.23	\$4,217,964.71
	Total Fund Balances & Equity	\$5,086,898.68	\$2,734.77	\$5,084,163.91
	Total Liabilities and Fund Balances & Equity	<u>\$8,194,289.96</u>	<u>(\$5,816.46)</u>	<u>\$8,200,106.42</u>

Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of February 2024 for General Fund

Tuesday, March 5, 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	63,894.84	64,985.00	167,825.02	166,969.00	856.02	900,000.00
4.150.000	Loose Plate and Growth	1,845.00	2,619.00	3,178.00	4,949.00	(1,771.00)	35,500.00
4.200.000	Fees and Registrations	96.94	125.00	96.94	250.00	(153.06)	1,500.00
4.250.000	Flower Income	0.00	117.00	201.85	234.00	(32.15)	1,400.00
4.300.000	Interest Income Heartland Bank	38.55	8.00	76.40	16.00	60.40	100.00
4.310.000	Investment Income Fidelity	1,226.42	500.00	2,504.22	1,000.00	1,504.22	27,500.00
	Total Income	\$67,101.75	\$68,354.00	\$173,882.43	\$173,418.00	\$464.43	\$966,000.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$42.00	\$0.00	\$84.00	(\$84.00)	\$500.00
<i>Mission Ministry</i>							
	Mission Ministry	\$10,393.02	\$8,250.00	\$19,315.30	\$16,500.00	\$2,815.30	\$99,000.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$35.99	\$734.00	\$35.99	\$1,468.00	(\$1,432.01)	\$8,800.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$0.00	\$140.00	\$250.00	\$280.00	(\$30.00)	\$1,680.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$337.44	\$716.00	\$828.68	\$1,432.00	(\$603.32)	\$8,600.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$157.38	\$425.00	\$953.09	\$850.00	\$103.09	\$7,400.00
<i>Music Ministry</i>							
	Music Ministry	\$0.00	\$158.00	\$88.25	\$316.00	(\$227.75)	\$1,900.00
<i>Worship Ministry</i>							
	Worship Ministry	\$424.83	\$526.00	\$597.77	\$1,052.00	(\$454.23)	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$482.88	\$733.00	\$631.88	\$1,466.00	(\$834.12)	\$8,800.00
<i>Facilities</i>							
	Facilities	\$6,612.08	\$8,832.00	\$16,953.05	\$17,664.00	(\$710.95)	\$96,800.00
<i>Office Expenses</i>							
	Office Expenses	\$3,183.88	\$2,834.00	\$6,310.84	\$5,668.00	\$642.84	\$34,000.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$35,076.88	\$34,071.00	\$68,602.61	\$68,142.00	\$460.61	\$442,934.00
<i>Support Ministry Staff</i>							

Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of February 2024 for General Fund

Tuesday, March 5, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
	Support Ministry Staff	\$11,789.74	\$11,572.00	\$23,558.68	\$23,144.00	\$414.68	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,196.33	\$2,148.00	\$4,045.02	\$4,296.00	(\$250.98)	\$27,645.00
	Staffing Ministry	\$49,062.95	\$47,791.00	\$96,206.31	\$95,582.00	\$624.31	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,214.07	\$3,891.00	\$7,107.39	\$7,782.00	(\$674.61)	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$4,716.66	\$4,716.00	\$0.66	\$28,300.00
	Total Expenses	\$76,262.85	\$77,430.00	\$153,995.21	\$154,860.00	(\$864.79)	\$966,000.00
	Difference	(\$9,161.10)	(\$9,076.00)	\$19,887.22	\$18,558.00		\$0.00



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report March 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 are in talks with Huntley Park District in regards to a possible partnership with their Go Huntley walking program
 - Held Go Huntley event on 2/26 and was a big success

HR

- Plan to get staff and key volunteers CPR certified soon
 - Discussing at next staffing
- HR team met to discuss future planning 3/14/24
- Newest version of employee handbook is out to all employees and signed
- Mike Yndestad's last day is on 3/17. He has found a new position at another job. We had a luncheon for him with staff on Wednesday 3/13.
 - We have contracted a professional to work the booth every Sunday until the end of May with the exception of Easter which Mike will support.
 - Working with HR team to ensure smooth transition into next role.
- Working with Jill and vendors to renew DCFS licensure for Little Lambs.

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 his thoughts on the changes.
 - We have officially put in the ask.
 - Response has come back, and we are just about ready to confirm a re-launch on the website.

Planning Center

- 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 – March 11, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:10 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rick Wright, Rich Paeth, Larry Enders, and Chris Trodahl

Absent: Jessica Panella, Dick Tabatt, Tom Polzin, Pete Walthers

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

Old Business

- Progress on new mats for entry doors ordered Tom
 - Still waiting
- Church Entry signs Rich
 - Reported on committee meeting.
- Little Lambs room Mark
 - Locks have been changed
- Procedure list for partial/full power outages Mark /Larry
 - Will work on soon
- Breaker box mislabeled Mark
 - Mark is still waiting to talk to Cary Electric
- The light over the outside of North exit needs attention Larry
 - Needs new driver and bulb
- Progress on glass around sound booth Mark
 - Fixed but needs stabilizers added
- Leaking coffee maker Michelle shopping a different one Mark/Tom
 - Still waiting on Michelle to order.
- There are no outlets under the windows to the office and there are some needed
 - Larry and Mark will look into it
- Light shields and bad bulbs have been replaced.
 - Done finally.
- 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 April ? Larry
 -
- Mulch for playground Rich
 - Will be coordinated and ordered by Rich
- Dimmer switch option for Michelle's desk Mark
 - Mark will look into it
- Tables and 8 chairs remain in Jill's room
 - We need to keep these so room can still be used for meetings.
- Schedule Mulch for spring Mark
 - Mark will look into possible dates and possible helpers.

- Parking lot seal coating Chris
 - Chris will schedule around church activities for this spring/summer
- Cordless vacuum install
 - Mark installed for Jill
- Dumpster rotting out Chris
 - Chris asked for new dumpster, possibly was delivered today
- Bathroom vents in old building need cleaning.
 - Rick

The meeting was adjourned at 8:20 pm.

Submitted by: Mark Frendreis

SOTP Children, Youth, and Family Team Meeting

March 11, 2024

Meeting Start Time: 7:10pm

Present: Jill Gillming, Pastor Ryan, Jen Powe, Amy Brittain

Absent: Tim Torkelson, Amy Stech, Jennie Daley, Christa Serpe

Meeting End Time: 8:00pm

1. Old Business

- Increasing Sunday visibility of Kids Connect
 - Pastor Ryan and Pastor Mark are reaching out to greeters and identifying a few others for this role
 - Connect with Joyce Shotick and signage team to discuss KC sings in church
 - Jill connected with Joyce, the signage team likes the suggestion, but the process will take some time
- Debrief Open Mic Night
 - Rename to encourage more variety and participation - and to increase signups for better preparation
- Relationship between CYF Team and Kids Academy
 - What is the primary purpose of this program?
 - Education?
 - Outreach?
 - Fellowship?
 - **Purpose: Offer activities (other than music or worship) that get kids excited about church**
 - “Infrastructure” needed to make program sustainable
 - We need a budget
 - Include some parameters for future sessions
 - Select offerings for a 3-month period and get the schedule out 2 months before the session begins
 - How many “classes” at any given time?
 - 4-6 (each can have its own number of sessions, but 4-6 “themes”)
 - Can we include a way for parents to receive permission to register a child outside of the designated age range?
 - Publicity Plan
 - email list from VBS
 - D158 Virtual Bulletin Board
 - Social Media (+ shareable)
 - Detailed pamphlet
 - Need to build a volunteer base to support individual Academy offerings

2. New Business

- Easter Egg Hunt on March 30
 - Have bags and stickers
 - need volunteers for decorating and setup
- Trivia Night - April 12

3. Brief Ministry Check-in

- Kids Connect
 - Children and Youth participation on Palm Sunday
 - No Kids Connect on Easter
 - Need to cancel KC on April 7? Lack of leader for that day
 - Last day of Kids Connect May 19
 - Need more volunteers
 - Monica Wichtendahl has expressed interest
 -
- First Communion
 - 11 kids celebrated already and 3 more to celebrate on April 21
- Adventure Club
 - Not meeting through Lent
- Confirmation
- Youth Group

Upcoming Events

- Easter Egg Hunt - March 30
- Trivia Night - April 12
- Memorial Day Parade - May 27 - push for children and youth involvement
- Ice Cream Social - June 7
- Vacation Bible School - July 8-12
- Church Picnic - August 18
- Outdoor Movie Night - August
 - (Collaboration with Outreach)
- Rally Day - September
- Trunk or Treat - October 26
- Game Day - Late 2024 - Early 2025

Ideas for Events

- Pancakes with the Pastors
- Lego Night
- Game Night
 - (board games, minute-to-win -it)

Attendees: Tara Mackey
Bob Malm
Donna Kelly

- 1) Huntley Business Expo – 04/20/24 9a – 3p
 - a. 8 x 10 booth
 - b. Need to make slide and volunteer list
 - c. Bring swag, banner, pamphlets and a game
 - d. Check with Jane/Chris B to see if Artist series will have new brochure to hand out
 - e. Still need to meet with Donna to talk about window stickers, bags, and making our own stickers for kids

- 2) Appreciation lunch –
 - a. Animal House Shelter in Huntley
 - b. Asking for April 26th
 - c. We provide pizza (Rosati's), drink, volunteer desserts
 - d. Asking for a list of donations for shelter
 - e. Need to make slide and dessert sign up
 - f. Contact Pat for write up
 - g. Donna suggested getting a reusable 'Thank you' banner for next year

- 3) NexTrex program
 - a. Contacting AV team to run video on what is acceptable

- 4) Fitness program – May 2024
 - a. Asking Danae Molitor for either May 11th or 18th 11-12 in Fellowship hall
 - b. Keep to 30 participants
 - c. Need to talk with Wellness committee to see if we can work together to have a gentle exercise class

- 5) Postcard mailing
 - a. Want to send out a SOTP promo postcard to surrounding areas
 - b. Possibly talk to postmaster in Huntley to see where/how the postal routes go/work
 - c. Ask Michelle to help design

MINUTES SOTP WORSHIP COMMITTEE – MARCH 11, 2024

Attending the meeting: Leslie, Judy, Elaine, Diane, Jane, Barb H., Carolyn and Ed (FaceTime)
Bob Mollis sat in on the meeting as well as Donna K.

The topic for this evening meeting was Holy Week decorating and details.

- March 22 Barb P. picks up palm fronds at Countryside at 130pm and brings to church.
- March 23 Andrew S. meets at the church and strip the palms for Palm Sunday at 9am
9am – decorate church for Palm Sunday changing banners to red, cross stoles, paraments.
- **palms to be purchased**
- March 27 5pm- decorate for Living Last Supper on Maundy Thursday – tables, decorations on table, cover the bottom around the tables on the altar area.
Color purple, banners, paraments, cross stoles.
Jane will check with pastors about stripping the altar as the altar will be behind the Last Supper’s tables and not readily in view for the service. We cannot move the altar.
- March 28 MAUNDY THURSDAY SERVICE 7PM
Living Last Supper – communion served by disciples.
Offering passed during service.
Stripping of the altar will be determined after talking with pastors. Stripping will only be the altar, candles, bible, paraments...done by committee.
Following service after all have departed, we will decorate for Good Friday BLACK- candles on altar, crown of thorns, banner, and black cross stoles.
- March 29 GOOD FRIDAY SERVICE AT 7PM ONLY
Offering in the baskets at the back of the sanctuary.
- March 30 Decorate for Easter starting at 930am Color is WHITE/GOLD
Flowers (73) will be delivered by Platt Hill between 930-10am. Diane requested that the flowers be in full bloom for Easter.
Carolyn will send out an email requesting helpers to decorate on Saturday.
Bells tables need to be moved to the channel for Saturday night service.
Note- Easter Eggs Hunt for children at 10am on Saturday.
Change Paraments to white, change cross stoles to white.
After Saturday service- Bell choir will move bell tables to hallway
- March 31 EASTER SUNDAY 9am and 11am
Easter banners and paraments stay up for six weeks WHITE.

So, this is the plan for right now...subject to change and modifications.

Discussions

Palms Purchase

Judy will check with Costco about availability of Palms for Palm Sunday. The last time we checked the palms were going for \$31.99 each. We could store the palms in the Music Room (like everything else).

Other options for palms would be Walmart or Home Depot. Concern expressed about how to get them as we would like palms about 4-5 feet tall. We would like 6-8 palms. Discussion about renting a truck from Home Depot for an hour. This is possible but depends on the weather. If cold,

palms cannot blow in the cold wind in the back of a truck. Van would be the next option. This is still fluid.

Procedure for Communion Clean up-

Ed stated that there has been NO change to the procedure for cleaning up after communion. The policy manual guidelines remain in effect as written. Any changes to procedure should be discussed with Ed.

He is still looking for additional coverage for ushers for Holy Week.

Upcoming Events

April 12 – Trivia night with raffle and prizes

April 19 – Artist Series with Wayne Messmer.

October 2024 -Reformation Heritage Month

Starting with October 5th – Pastor Bill Luther 101

October 26 – church reformation dinner followed by Sewed Hop Brewing from 7-10pm with Katie Luther Beer

Luther Musical Heritage Program TBA

We have a new member in Leslie Enders on the Worship Committee. Welcome, Leslie!!!!

Lastly, we are saying goodbye to Mike Yndestad. The church has begun its search for someone to handle the AV needs of the church but anticipate at least three months of searching. The church will provide a hired consultant to assist in the interim.

Respectfully submitted,
Carolyn Cuttle

Stewardship Committee

Meeting Minutes

3/11/24

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

Next meeting: 4/8/24

1. Stewardship topics

Reviewed pledgemaster sheet and identified some work that needs to be done. We have a few examples of online pledges not being reflected in Vanco, so we are going to work with the Dungeys to double check Vanco and the EOG 2024 pledges are in sync.

2. Miscellaneous

Thrivent attended last weekends services.

Also planning an estate planning workshop with Thrivent for later in the year.

Julia and Frank are going to attend the NI Synod's resourcing conference in Dixon on March 16th to represent the Stewardship Committee.

Minutes completed by: Mike McCann, Chair of Stewardship Committee