



Council Report

February 18, 2013

“Caring for God’s Children of all ages, by growing disciples who make disciples.”

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448
Fax. 847-669-9455

10805 Main St.
Huntley, IL 60142

www.sotp.org
pastormark@sotp.org

Shepherd of the Prairie Feb. 18, 2013 Council Agenda

1. Devotions – Mike McCann
2. 2013 Goal Setting
 - a. Reference attached January 2013 Retreat SWOT recap
 - b. Reference 2012 Goals –
 - i. What did we not finish; need to carry over into 2013?
3. Liaison Assignments for 2013
 - a. Current Assignments
 - i. Mission – Theresa Molgren
 - ii. Worship – Mike McCann
 - iii. Property – Larry Newbanks
 - iv. Finance – Devin Burg
 - v. Stewardship – Bob McDuffee
 - vi. Space and Facility Planning – Wayne Schmidt (this group will not meet in 2013)
 - vii. Human Resources – Kathy McGuine
 - viii. Mutual Ministry – Vacant
 - ix. Outreach - Vacant
 - x. In-reach – NEW - Vacant
 - xi. Long Range Planning – NEW - Vacant
4. Finance Review – Devin
5. Ministry Team Updates
 - a. Any notes/comments/concerns from Ministry Night Meetings
6. Tabled Business
 - a. Review SOTP Building Use Procedure
 - b. Assess Existing ministry teams for duplication – 2012 Goal postponed
 - c. Process for adding new members to ministry teams
 - d. AV Process Map
7. Other business
8. Next Meeting
 - a. March 18
 - b. Devotions?

Potential actions to address priority SWOTs

Strength

- Member Involvement
 - Interests vs. Time/talent (Time/talent outdated comment)
 - Identify Ministries Needs – how to go about better communicating
- Better use of technology
 - Can we make it easy to make donations and collections for events online?
 - Consider Paypal / Simply Giving / Credit Cards
- Outreach
 - Real Estate Transfers – send a welcome packet
 - Expand Chamber of Commerce Membership – Huntley (Join Algonquin, LITH)
 - Include SOTP Info in Chamber New Resident Packets
- Young Parent Involvement
 - Parent Education Nights
 - Social Culture Discussion (Bullying, Potty Training, Behavior)
 - Value to the parents for participation
 - Family Entertainment Nights
 - Outdoor Movies, activities, Fire pit, Hot Dogs, Jiffy Pop Popcorn

Weaknesses

- Continuous Improvement of Ministry delivery
 - Touch point w/ Ministry Team Leaders
 - Do we have the right people in the right roles
 - Is the leader happy in their role?
 - Term Limits
 - Are we doing what we should be doing?
- Connecting w/ Members and existing non-member attendees
 - Communicate that new outreach tool packets are available
 - Prepare Leaders for new positions

- Teach procedures/roles of the position
 - Job Descriptions
 - Consider Changing Terms from 2 to 3 Year
- Use Prayer List and other contacts to identify and support members in times of need (i.e. email, letters, phone, etc.)
- New Members
 - Revamp New Member Orientation
 - 3 – 6 Month Follow – up (Prairie Guides revamping this)
 - Continue to refine process documentation
- Making SOTP have a ‘small church feel’
 - Identify Key Resources of Processes on communication strategy
 - See Prayer List Support Above

Opportunities

- Expanding use of technology
 - Mass Texts
 - Twitter / Facebook Page expansion
 - Not just youth oriented
 - Getting more leaders to utilize this technology
- Outreach Training
 - Crib Sheet (How-to Ice Breaker Questions)
 - Welcoming Team
 - Train people to approach families they might not know
 - Members Coordinate w/ welcome center with visitors
- Expand Educational Opportunities
 - Offer Multiple times and dates (i.e. financial, marriage)
 - Offer childcare
 - Not necessarily Lutheran Based
- Contact Community organizations – Identify Community Needs
 - Village, Police, LOMC, Scouts, Hospital, SOTP Members, etc.

Threats

- Better Use of Technology inside and out
- Re-Assess Lay Ministry Position / Duties
 - Remove duties From this position to others
 - Potential New Staff Position
- Assist Ministry Training
 - Help for succession planning
 - Term Limits
- Investigate Intergenerational Opportunities
 - Tutorial Opportunities w/ new tech.
 - Career Fest / Linked In
- Explore Community Contact Opportunities
- Integration of New Members
 - Ensure we make visitors and new members are welcomed and encourage to grow

Ministry Team Opportunities

- Each ministry team should consider doing a service project as a team once or twice a year.
- Each ministry team should consider offering educational opportunities from their sphere of influence i.e. Human Resources could offer a class on writing a resume.
- Ministry team chairs are invited to the Ministry team Chair meeting at 6:30 the second Monday of each month. This is a good opportunity for communications among ministry groups. Pastor Mark leads the meeting.

Minutes – January 21, 2013 Council Meeting

1. In Attendance: Wayne Schmidt, Rebecca Fulcer, Bob McDuffee, Kathy Pizarro, Pastor Mark, Theresa Molgren, Kathy McGuine, Mike McCann. Absent – Larry Newbanks, Devin Burg
2. Devotions – Kathy Pizarro
3. Jessica Panella was in attendance to review Pastor Mark’s annual review. The request to participate in the review was sent to the entire congregation. We received 111 responses which is approximately 25% of the e-mails that were sent. Overall review is very good. Mutual Ministry team will continue to work with Pastor Mark on areas that may need attention.
4. Pastor Ken Pohlmann and Donna Kelly were in attendance to discuss home communion. Pastor Ken provided history of home communion. Donna Kelly is recruiting for this ministry. Training will be intensive, probably 2 sessions. Once training is complete, the trained individuals are called with a call letter and installed at a worship service. Jan Schuff has volunteered to be the coordinator of this ministry. Plan is to start with training about 10 people. Training would take place in April with installation around Pentecost. The in-reach team is looking for council approval to proceed with this ministry. After discussion, motion was made by Rebecca Fulcer and second by Kathy McGuine to approve this ministry. Motion carried. Pastor Mark will communicate the approval to the in-reach team.
5. A outstanding goal for 2012 is to begin the process for long range planning by creating a team that would gather information and develop a strategy to create a long range plan for SOTP. The leadership has been identified and a workshop will be attended by Pastor Mark and the potential leadership.
6. Sunday open house/forum review to prepare for the annual meeting took place January 20, 2013.
 - a. 1st session 6 people attended, 2nd session 12 members attended
 - b. Council reviewed questions that were raised in preparation for the annual meeting
7. Annual meeting preparation – Meeting will be held January 27, 2013
 - a. Quorum is needed-20% of membership is needed (121 confirmed members)
 - b. We will provide nursery coverage
 - c. New council will meet immediately following the annual meeting to elect officers
8. HR Update
 - a. Renae Greene’s job description has been updated to reflect her actual duties
 - b. Still looking to update the title and job description of Lay Ministry Coordinator
9. FFAA Request – will council provide soup for the Soup Supper on 2/27 – the answer is yes
10. Tabled Business
 - a. Review the SOTP Building Use Procedure – 2013
 - b. Assess existing ministry teams for duplication – postponed until 2013 leadership retreat
 - c. Process for adding new members to ministry teams – 2013
 - d. AV process map – on hold until 2013
 - e. Question raised in the open house about exploring the possibility of a parish nurse
 - f. Member involvement ministry (new and existing) –be intentional
11. Next Meeting
 - a. February 18, 2013
 - b. Devotions – Mike McCann(Google: Church Council Devotions)
12. Meeting Adjourned – 8:35pm

STEWARDSHIP MEETING FEBRUARY 11, 2013

Attendees: Jacque Staswick, Enrique Rojas, Ralph Wehnes

1. STATEMENT DATES

a. SUGGEST: April, July, October, January Send by the 15th of the month

2. STEWARDSHIP WORKSHOP *Suggest having 2. One from Thrivent and one from ELCA Foundation/MIF*

3. STEWARDSHIP ARTICLES *Stewardship Tails will start in March Newsletter*

4. SIMPLY GIVING *Considering skit, temple talk with visuals, information table in Narthex/Crossroads*

5. 2013 PLEDGE RESULTS

a. General Fund 221 Pledges = \$438,786

b. Building Fund 186 Pledges = \$211,596

MISSION TEAM MINUTES - FEB. 11, 2013

Attending: Sandy H.& Sid S.

Sandy Opened with Prayer.

Jan. 2012 min. approved

OLD BUSINESS

SOTP Homeless Helpers

PADS - Rebecca H. Reported she is still having problems getting Volunteers. This should be discussed at future meetings... How often and how long should sign up list be available on bulletin board? Who has actually been asked to help? Francis W. so far has \$84.66 PADS bill she hopes to turn in this month. Becky has some water bills???. Clarification on the 25 devotionals is still needed. Also tabled from last month the possible duplication of free suppers on Sunday nights within blocks of each other.

Missionary Sponsorship

Steve Legel reported no new news from the Stubbs. Theresa as council rep. will request check of \$1200 for our year 2013 commitment. (Last year's check was mailed on Mar. 28th and received by ELCA on April 2nd).

Exodus

Latest Refugee Welcome Pack delivered by Trodahls & Huperts on Jan 15th. Picture generated much interest. They hope to have a follow up visit in the near future. Sandy turned in expenses of \$121 Corinne still needs to turn in her request for \$51.

Celebration of Hope Dinner April 26th invitation should be in March News Letter.

NIF- Northern Illinois Food Bank

Sid reported 19 people went on a work project on Mon Feb 4th at the Geneva location. All went well. He will be scheduling another mid-day work date in May (as they seemed to really be in need of workers during the week.) Also he will look into scheduling a family work day on the 2nd Sat. in August. Sid will write an article on NIF for the March News Letter.

Easter Offering

Monies will be split 3 ways; First Press (Exodus) , Rockford Prison and Family Ministry Buddy Program (LSSI), and McHenry County Jail Detainee Program.

NEW BUSINESS

Synod Resource Event

All members of the Mission Team are invited to attend. The date is Saturday March 9th, 8:30Am to 3:15 PM. We will meet in the church parking lot at 7:30 AM to car pool. The \$18 fee including lunch would be covered by SOTP. Sandy will contact Pastor Mark to get schedule out ahead of time. They need to know by Feb 24th. Please let Sandy know yes or no if you might be interested

March News Letter

Theresa will get News Letter info to Renae by Friday Feb. 15th.

NEXT MEETING MONDAY MARCH 11th @ 7 PM IN THE SANCTUARY

Shepherd of the Prairie - Huntley IL
Balance Sheet as of January 31, 2013

Sunday, February 17, 2013

Page 1 of 2

Account Name YTD Balance

Assets

Building & Grounds	1,980,000.00
Citizens First National Bank	144,085.96
Mission Plus	85,365.86
Total Assets	\$2,209,451.82

Liabilities

941 Federal Withholding	2,633.24
941 State Withholding	580.46
MIF Commercial Loan Payable	1,167,118.24
Total Liabilities	\$1,170,331.94

Fund Balances

AV Ministry Balance	164.84
Disaster Relief Fund Balance	370.00
Endowment Fund Balance	5,030.00
Evangelism/Outreach Fund Balance	2,527.79
Faith Item Fund	9,386.40
General Fund Balance	53,217.24
Good Samaritan Fund Balance	4,408.98
Grant Donations	255.00
Heifer Fund Balance	399.64
Little Lambs Fund Balance	8,742.76
MIF Loan Fund Balance	75,979.46
Misc. Fund Balance	2,049.29
<i>Music Ministry Fund Balance</i>	
Bell Maintenance Balance	500.00
Childrens Music Ministry Balance	1,700.00
Misc. Music Donations Balance	3,263.54
Music - Hymnal	434.20
Music Bells Balance	11.63
<i>Total Music Ministry Fund Balance</i>	<i>\$5,909.37</i>
Net Bldg & Grounds Fund Balance	812,881.76
Prayer Shawl Ministry Balance	12.60
Provision for Bldg & Grounds Balance	17,288.72
Provision for Equipment Balance	8,648.68
Provision for Inreach Balance	1,340.00
Provision for Maintenance Balance	20,500.00
Provision for Outreach Balance	5,250.00
Special Services Fund Balance	10.00
<i>Youth Ministry Fund Balance</i>	
Confirmation Retreat Fund Balance	3,070.00
Operation Christmas Child Balance	38.94
Youth - KCK Balance	588.53
Youth & Family Ministrey Balance	1,507.90
Youth Mission Trip Balance	(1,061.02)
Youth Retreat/Scholarship Balance	453.00
Youth Summer Camp Balance	150.00
<i>Total Youth Ministry Fund Balance</i>	<i>\$4,747.35</i>
Total Fund Balances	\$1,039,119.88

Shepherd of the Prairie - Huntley IL
Balance Sheet as of January 31, 2013

Sunday, February 17, 2013

Page 2 of 2

Account Name

YTD Balance

Total Liabilities and Fund Balances	<u>\$2,209,451.82</u>
-------------------------------------	-----------------------

Shepherd of the Prairie - Huntley IL
Treasurer's Report as of January 2013 for General Fund

Sunday, February 17, 2013

Page 1 of 2

Account Name	YTD Balance	Budget YTD
<i>Income</i>		
Flower Income	150.00	250.00
Interest Income	45.48	50.00
Member Contributions	36,139.00	39,167.00
Misc. Contributions	1,000.00	
Total Income	\$37,334.48	\$39,467.00
<i>Expenses</i>		
Adult Bell Choir	138.80	83.00
Adult Choir Music	217.49	83.00
Adult Discipleship	472.63	333.00
Advertising	33.00	500.00
Audio Visual Ministry	261.71	125.00
AV Coordinator	600.00	600.00
Bank/Legal expenses	61.80	33.00
Childrens Music Ministry	34.42	83.00
Cleaning Service	545.00	600.00
Director of Adult Education	2,789.58	2,818.00
Director of Music	2,575.00	2,607.00
Flowers	444.00	250.00
Good Samaritan	727.10	63.00
Human Resources	36.00	83.00
Lawncare/Snow removal	800.00	808.00
Lay Ministry Coord.	691.25	1,379.00
Misc. expenses	762.50	83.00
Misc. Facilities expense	205.00	13.00
Misc. Music expenses	180.00	25.00
Misc. Outreach expenses	414.68	42.00
Misc. Staff expenses	272.31	208.00
Misc. Worship expenses	53.00	21.00
Mission Ministry - Other	20.44	
Office Equipment	1,568.06	50.00
Office Manager	784.40	1,080.00
Office supplies	194.00	800.00
Organist	1,000.00	1,030.00
Outreach/Evangelism	748.30	667.00
Outside Contract Services	180.00	142.00
Pastor Health Ins. & S.S.	3,332.60	3,500.00
Pastor Housing Allowance	2,666.66	2,667.00
Pastor Salary	4,114.94	4,315.00
Postage	50.65	167.00
Software/Subscriptions	93.00	125.00
Special Music	300.00	342.00
Staff Social Security	939.12	1,250.00
Staff training/ Con't Ed.	220.02	333.00
Tech. Support Manager	2,121.89	2,116.00
Telephone	173.60	200.00
Utilities	722.29	1,000.00
VBS	165.99	292.00
Waste Removal	128.67	125.00

Shepherd of the Prairie - Huntley IL

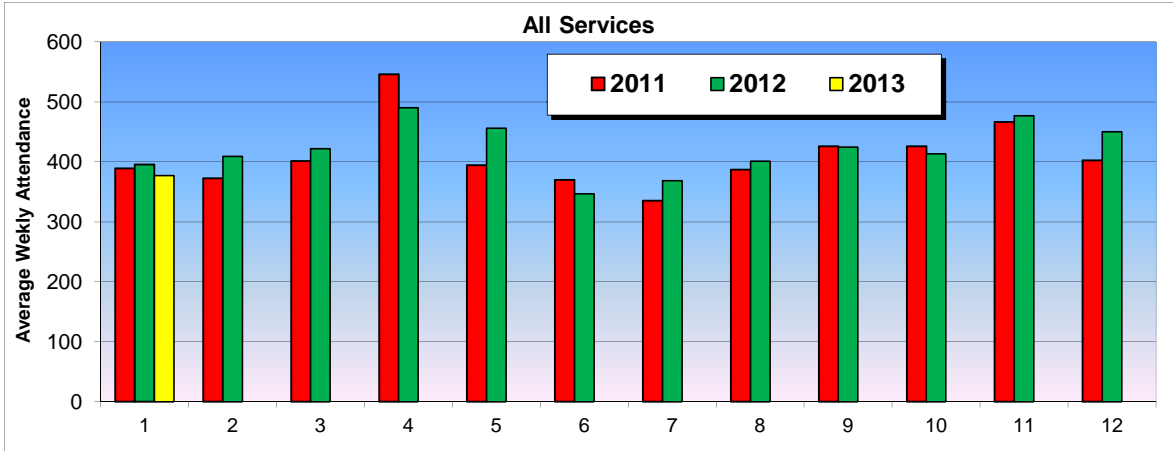
Treasurer's Report as of January 2013 for General Fund

Sunday, February 17, 2013

Page 2 of 2

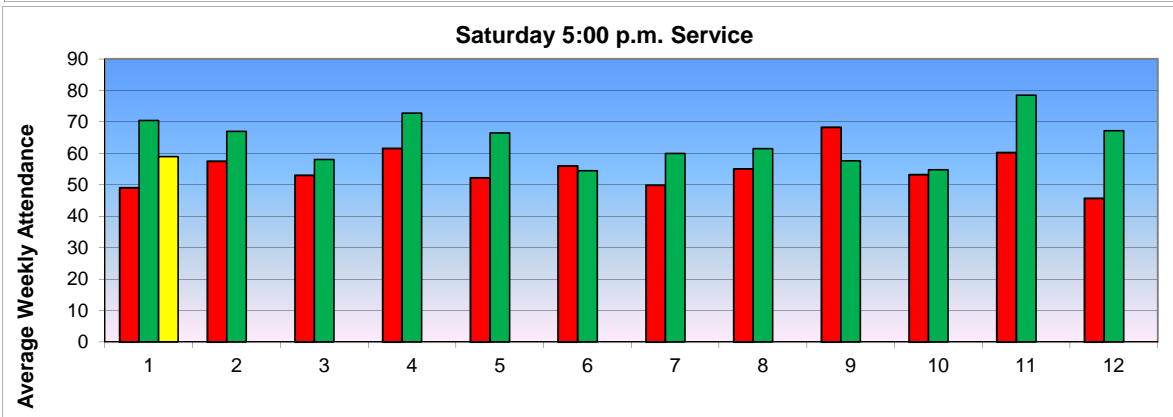
Account Name	YTD Balance	Budget YTD
Web/Software expenses	136.16	125.00
Worship Supplies	92.34	63.00
Youth Ministry Coord.	2,947.50	3,030.00
Total Expenses	\$35,015.90	\$34,259.00
Difference	<u>\$2,318.58</u>	<u>\$5,208.00</u>

Average Weekly Attendance by Month



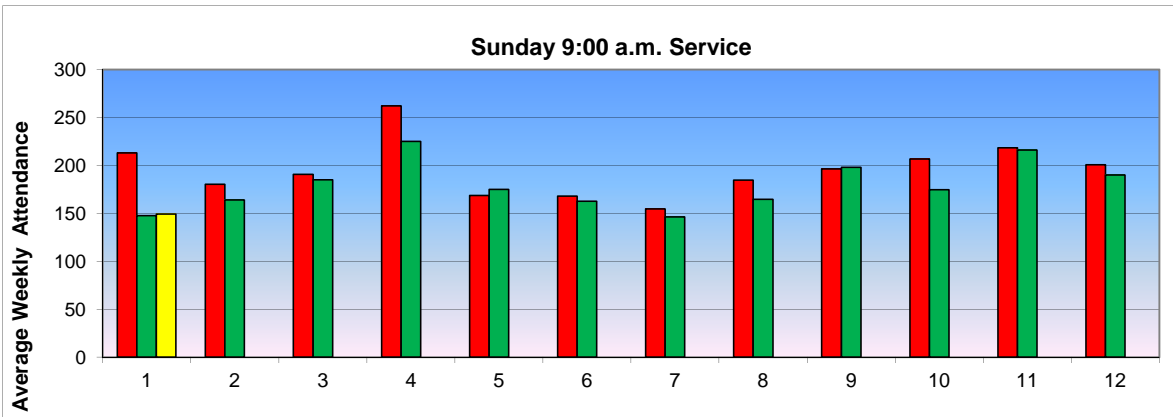
Avg. Weekly Attendance

Year	Attendance
2009	338
2010	392
2011	410
2012	418
2013 (ytd)	377



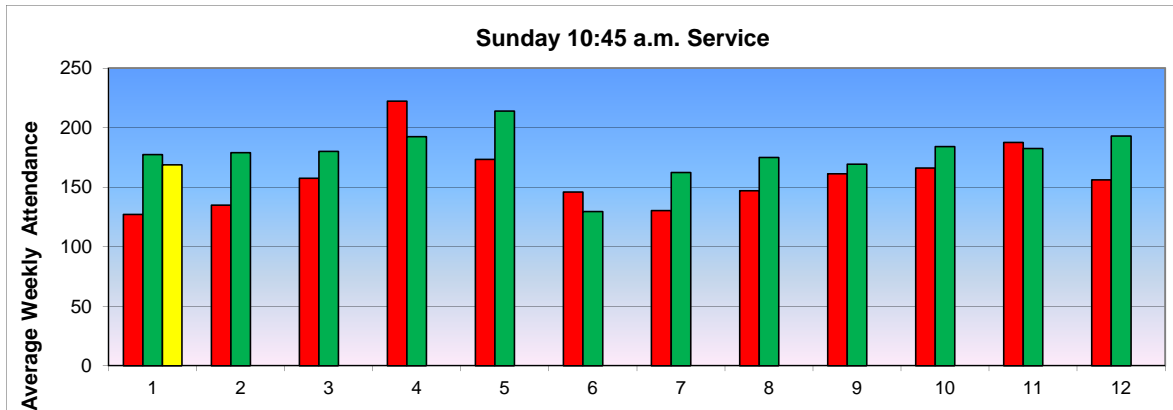
Avg. Weekly Attendance

Year	Attendance
2009	47
2010	55
2011	55
2012	64
2013 (ytd)	59



Avg. Weekly Attendance

Year	Attendance
2009	176
2010	210
2011	195
2012	179
2013 (ytd)	149



Avg. Weekly Attendance

Year	Attendance
2009	115
2010	128
2011	159
2012	175
2013 (ytd)	169

Shepherd of the Prairie Lutheran Church General Fund Offering Chart

