



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH
Caring For All God's Children

Council Report

April 15, 2013

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

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie April 15, 2013 Council Agenda

1. **Devotions** – Larry Newbanks
2. **Jim Henley** – Audit Committee Report
3. **Pastor Mark 2013 Individual Goals**
4. **HR Update on Staff Position Openings**
5. **2013 Goal Review / Update**
 - a. Reference 2013 Goals (attached)
6. **Finance Review – Devin**
 - a. Monthly finance review
 - b. Church Windows Update
7. **Ministry Team Updates**
 - a. Any notes/comments/concerns from Ministry Night Meetings
8. **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
9. **Other business**
 - a. Status of Grant submission for Sabbatical
10. **Next Meeting**
 - a. May 20
 - b. Devotions?

2013 SOTP ANNUAL GOALS

I. Expand Communication and Programs for Member Care

- a. Initiate Ministry of Communion from the Assembly. (Program to share the Lord's Supper with those unable to participate in Worship)
- b. Expand meaningful connections with our members through our prayer ministry.
- c. Conduct Leadership Training on a Quarterly Basis
- d. Survey Congregation to Identify Educational Needs

II. Facilitate Member Involvement

- a. Revamp time and talent sheet to stress ministry interest
- b. Restructure the New Member Gathering and Prairie Guide Program
- c. Identify Ministry Teams needs in order to connect people to meaningful service
- d. Technology Capability Meeting - 2nd Monday of June (What SOTP website currently offers and how it can be better utilized)

III. Strategic Direction and Planning

- a. Examine our ability to assume any long term expansion
- b. Support Strategic Direction Ministry Team
- c. Evaluate Audio/Visual ministry function and its effectiveness in worship

Shepherd of the Prairie March 18, 2013 Council Minutes

In Attendance: Devin Burg, Wayne Schmidt, Bob McDuffee, Adam Adams, Pastor Mark, Amy Brittain, Theresa Molgren, Kathy McGuine, Mike McCann, Larry Newbanks

1. **Devotions** – Wayne Schmidt
2. **Jeff Cordle** – Strategic Direction Team discussion
 - Jeff gave background on the direction of the Strategic Direction Ministry Team and a review of the Job Title description.
 - Looking for approx. 5 to 6 members
 - First meeting to be held April 7th
 - Strategic Direction to be completed in October of 2013
3. **Jerry Christopherson (Property team)** – Sanctuary Chancel Update
 - Jerry reviewed Sanctuary Chancel Proposal.
 - Larry Newbanks made motion to proceed with funding of building the sanctuary chancel (riser) and bell cabinets from Faith Item Account (up to \$5400). Wayne Schmidt seconded. Motion approved.
4. **2013 Goal Setting Finalization**
 - Council finalized 2013 Goals (Attachment)
5. **Finance Review – Devin**
 - Monthly finance review
 - i. Additional principle payment to be made in early April.
 - ii. Working on optimizing Church Windows financial reports
 - iii. Discussed ongoing work on staff financial processes and budgeting processes
 - Youth Ministry Fund Raising Program update/resolution – Motion to establish checking account to be used for Youth Ministry Fund Raising Program made by Adam Adams. Seconded by Kathy McGuine. Motion approved.
6. **Lay Ministry Director Job Description**
 - Motion to approve the Lay Ministry Director Job Description as revised during the meeting made by Larry Newbanks. Seconded by Kathy McGuine. Motion passed.
7. **Ministry Team Updates**
8. **Tabled Business**
 - Review SOTP Building Use Procedure
 - Assess Existing ministry teams for duplication – 2012 Goal postponed
 - Process for adding new members to ministry teams
 - ****Added for future discussion** Formalize Review Process**
 - ****Added for future discussion** Update Job Descriptions for all staff members**
 - ****Added for future discussion** Define responsibilities of Mutual Ministry, HR and Council as it relates to staff inquiries**
9. **Other business**
 - Service to start 15 minutes later (11 AM) for bishop's visit weekend (May 12).
10. **Next Meeting**
 - April 15
 - Devotions (Larry Newbanks)

Finance Committee meeting April, 8, 2013

This is a summary of what was discussed and decisions made at the Finance Committee meeting.

The Finance Committee is comprised of:

Devin Burg- Church Treasurer
Rich Juergensen
Bud Hansen
Don Schneider
George Sebastian

The April meeting was attended by:

Devin Burg-Church Treasurer
Rich Juergensen
Don Schneider
George Sebastian

The Finance committee met on Monday April 8, 2013

WELCOME DON SCHNEIDER TO THE COMMITTEE

We welcomed Don Schneider as the newest member of the Finance Committee and we look forward to benefiting from Don's work and church finance experience

2013 CHURCH FINANCIAL STATEMENT FORMAT

Devin presented the new format for the church's financial statements, based on the Church Windows Report Writer. The new format is straight forward and it was agreed that this was a major improvement.

CHURCH DESCRIPTIVE CHART OF ACCOUNTS

We reviewed the suggested format for a descriptive chart of accounts for the church. Now that we have made the change to "Church Windows" and we have a working chart of accounts it is time to document how each account is to be used. George will complete the draft for review at

our next meeting. We will then solicit input from various ministry leaders as to input on the use of each account that they are responsible for.

AUDIT COMMITTEE REPORT TO THE COUNCIL

Jim Henley (Chairman of the Audit Committee) suggested that Rich Juergensen (the newest member of the Audit Committee) join the members of the Audit Committee on April 15, when they make their presentation to the Church Council. We agreed and Rich will check his schedule to see if he can attend.

CHURCH WINDOWS –CLOUD VERSION

Don Schneider, reported that Church windows now offers a cloud version of the software. This will allow those who have to access the system for updating information or printing reports to do so remotely, which is much more convenient than having to work from the church office. It will also be automatically updated, so we have the latest version and will be backed up automatically to the cloud. There is a slight addition of cost, but that would allow more than one person to work on the system and be more efficient. Don will get more details for our next meeting, but at this point the committee is in favor of making this change.

If you have any questions, please call me

George Sebastian

Mission Team Minutes - April 8 , 2013

Attending : Sandy, Hupert, Theresa Molgren, Sid Sorensen, Jules Pelka, Steve Legel

Sandy opened the meeting with a prayer.

OLD BUSINESS

Homeless helpers – No report

Missionary Sponsorship - Steve reported that we have had no contact from the Stubbs family. Do not know if they have received our Christmas package. The family will be back in the US from July 19 through September 23. Steve will invite them to SOTP.

Exodus World Service - “Celebration of Hope” dinner is to be held April 26 at the Crowne Plaza in Rosemont. We will try to fill one table from SOTP. “Welcome to America” collection will start April 14 and run through May 14.

Northern Illinois Food Bank Work Date on May 3 - To date, there are 13 people signed up. A second volunteer work date has been scheduled for Saturday September 14. We have requested 30 spots.

Lenten Offering - To date \$5,800 has been donated (this includes Maundy Thursday and Good Friday). The recipient is Faith In Action. The Mission Team will look to see if this should be split among more agencies for next year.

Easter Offering - A total amount of \$4,546 (total to date) will be split among 3 agencies: LSSI Buddy Program, Exodus World Services First Press and the McHenry County Prison Detainee Program. Sid noted and the Team agreed that there should be more feedback to the Congregation on this giving.

NEW BUSINESS

Green Trees Project - The Mission team approved a “Work Day” at the Green Trees Housing Project. The date is Saturday , May 18 , starting at 9AM through 12Pm. Jules will coordinate this project with Pam Fender. The intent of the day is to maintain the grounds after the all the initial plantings were done last year. Costs should be minimal and the Team can discuss helping financially at the May meeting.

SUBMITTED BY : JULES PELKA

NEXT MEETING – May 13, 2013

PURPOSE STATEMENT

“Identify Mission opportunities to encourage and equip Shepherd of the Prairie to be Jesus’ Hands and Feet through caring for children of all ages in all places helping to make a difference in God’s world.”

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

Monday, April 08, 2013

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Account #	Account Name	Beginning Balance	YTD Balance
Assets			
1.100.000	Heartland Bank General Fund	143,555.04	203,935.67
1.200.000	Mission Plus	96,665.15	90,522.33
1.300.000	Building & Grounds	1,980,000.00	1,980,000.00
1.400.000	Heartland Bank Youth Account	0.00	3,000.00
	Total Assets	\$2,220,220.19	\$2,277,458.00
Liabilities			
2.000.000	Accounts Payable/Vendors	0.00	155.13
2.200.000	941 Federal Withholding	0.00	2,570.44
2.200.100	941 State Withholding	0.00	566.77
2.200.200	MIF Commercial Loan Payable	1,177,696.35	1,167,118.24
	Total Liabilities	\$1,177,696.35	\$1,170,410.58
Fund Balances			
3.100.000	General Fund Balance	50,919.86	64,630.15
3.125.000	MIF Loan Fund Balance	87,278.75	81,080.69
3.130.000	Building & Grounds Equity	802,303.65	812,881.76
3.150.000	Building Fund Balance	0.00	22,407.00
3.160.000	Debt Reduction Fund Balance	0.00	10,415.00
3.170.000	Special Services Fund Balance	0.00	10,041.89
3.175.000	Memorial fund Balance	0.00	0.00
3.180.000	Grafton Food Pantry Balance	0.00	205.00
3.200.000	Heifer Fund Balance	362.78	480.25
3.210.000	Grant Donations	255.00	255.00
3.220.000	AV Ministry Balance	480.81	127.14
3.250.000	Good Samaritan Fund Balance	4,398.98	4,243.40
3.260.000	Evangelism/Outreach Fund Balance	2,352.79	2,872.79
3.300.000	<i>Music Ministry Fund Balance</i>		
3.310.000	Music Bells Balance	3,502.41	11.63
3.320.000	Music - Hymnal	434.20	434.20
3.330.000	Misc. Music Donations Balance	3,293.48	3,263.54
3.340.000	Bell Maintenance Balance	500.00	500.00
3.345.000	Childrens Music Ministry Balance	1,700.00	1,700.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$9,430.09</i>	<i>\$5,909.37</i>
3.350.000	Prairie Crafters Fund Balance	2,263.00	2,806.00
3.360.000	Misc. Fund Balance	2,049.29	2,049.29
3.400.000	<i>Youth Ministry Fund Balance</i>		
3.410.000	Youth Summer Camp Balance	150.00	150.00
3.415.000	Youth & Family Ministrey Balance	1,507.90	1,507.90
3.417.000	Youth Mission Trip Balance	(2,004.81)	2,550.27
3.420.000	Youth - KCK Balance	588.53	588.53
3.421.000	Youth Retreat/Scholarship Balance	453.00	453.00
3.422.000	Operation Christmas Child Balance	38.94	38.94
3.423.000	Confirmation Retreat Fund Balance	3,070.00	70.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$3,803.56</i>	<i>\$5,358.64</i>
3.424.000	Gift Card Program Balance	0.00	3,000.00
3.500.000	Little Lambs Fund Balance	8,798.88	11,666.64
3.600.000	Prayer Shawl Ministry Balance	12.60	12.60
3.700.000	Disaster Relief Fund Balance	370.00	420.00

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

Monday, April 08, 2013

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Account #	Account Name	Beginning Balance	YTD Balance
3.940.000	Endowment Fund Balance	5,030.00	5,030.00
3.950.000	Provision for Inreach Balance	1,340.00	1,340.00
3.960.000	Provision for Outreach Balance	5,250.00	5,250.00
3.970.000	Provision for Bldg & Grounds Balance	17,288.72	17,288.72
3.975.000	Provision for Maintenance Balance	20,500.00	20,500.00
3.980.000	Provision for Equipment Balance	8,648.68	7,389.69
3.990.000	Faith Item Fund	9,386.40	9,386.40
Total Fund Balances		\$1,042,523.84	\$1,107,047.42
Total Liabilities and Fund Balances		<u>\$2,220,220.19</u>	<u>\$2,277,458.00</u>

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

Monday, April 08, 2013

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD
Income					
4.100.000	Member Contributions	46,452.00	39,167.00	119,418.90	117,501.00
4.150.000	Loose Plate and Growth	3,279.29	3,480.00	3,279.29	10,440.00
4.200.000	Misc. Contributions	3,012.50		4,377.50	
4.250.000	Flower Income	562.00	250.00	837.00	750.00
4.300.000	Interest Income	15.65	50.00	137.03	150.00
	Total Income	\$53,321.44	\$42,947.00	\$128,049.72	\$128,841.00
Expenses					
Mission Ministry					
5.100.110	ELCA NI Synod	3,917.00	3,917.00	7,834.00	11,751.00
5.100.111	Good Samaritan	0.00	63.00	1,527.10	189.00
5.100.112	Local Mission	135.01	392.00	328.47	1,176.00
5.100.113	Mission Ministry - Other	1,200.00		1,220.44	
	Mission Ministry	\$5,252.01	\$4,372.00	\$10,910.01	\$13,116.00
Outreach Ministry					
5.150.100	Outreach/Evangelism	38.90	667.00	1,049.18	2,001.00
5.150.150	Advertising	258.00	500.00	374.00	1,500.00
5.150.200	Misc. Outreach expenses	0.00	42.00	441.68	126.00
	Outreach Ministry	\$296.90	\$1,209.00	\$1,864.86	\$3,627.00
Adult Education Ministry					
5.200.100	Adult Discipleship	170.51	333.00	838.17	999.00
5.200.350	Retreats	0.00	83.00	72.00	249.00
5.200.400	Other Adult Ed.	0.00	8.00	79.49	24.00
	Adult Education Ministry	\$170.51	\$424.00	\$989.66	\$1,272.00
Youth and Education Ministry					
5.250.100	Youth Resources	271.28	208.00	478.87	624.00
5.250.200	Trips	0.00	104.00	269.04	312.00
5.250.275	Software/Subscriptions	622.91	125.00	715.91	375.00
5.250.280	Confirmation	74.39	292.00	134.39	876.00
5.250.285	Sunday School	95.49	125.00	451.53	375.00
5.250.290	VBS	0.00	292.00	165.99	876.00
5.250.300	Other Youth expenses	0.00	21.00	321.72	63.00
	Youth and Education Ministry	\$1,064.07	\$1,167.00	\$2,537.45	\$3,501.00
Music Ministry					
5.300.100	1st Service Music	27.31	25.00	27.31	75.00
5.300.150	2nd Service Music	1.05	25.00	1.05	75.00
5.300.175	Adult Bell Choir	47.00	83.00	452.17	249.00
5.300.200	Childrens Music Ministry	0.00	83.00	34.42	249.00
5.300.300	Adult Choir Music	0.00	83.00	167.49	249.00
5.300.350	Special Music	1,100.00	342.00	1,600.00	1,026.00
5.300.375	Youth Bell Choir	148.43	83.00	148.43	249.00
5.300.400	Piano Maintenance	170.00	58.00	220.00	174.00
5.300.550	Misc. Music expenses	0.00	25.00	180.00	75.00
	Music Ministry	\$1,493.79	\$807.00	\$2,830.87	\$2,421.00
Worship Ministry					
5.350.100	Audio Visual Ministry	30.00	125.00	971.12	375.00
5.350.150	Flowers	270.98	250.00	714.98	750.00
5.350.200	Altar Guild	100.85	83.00	206.12	249.00
5.350.300	Worship Supplies	243.99	63.00	496.68	189.00

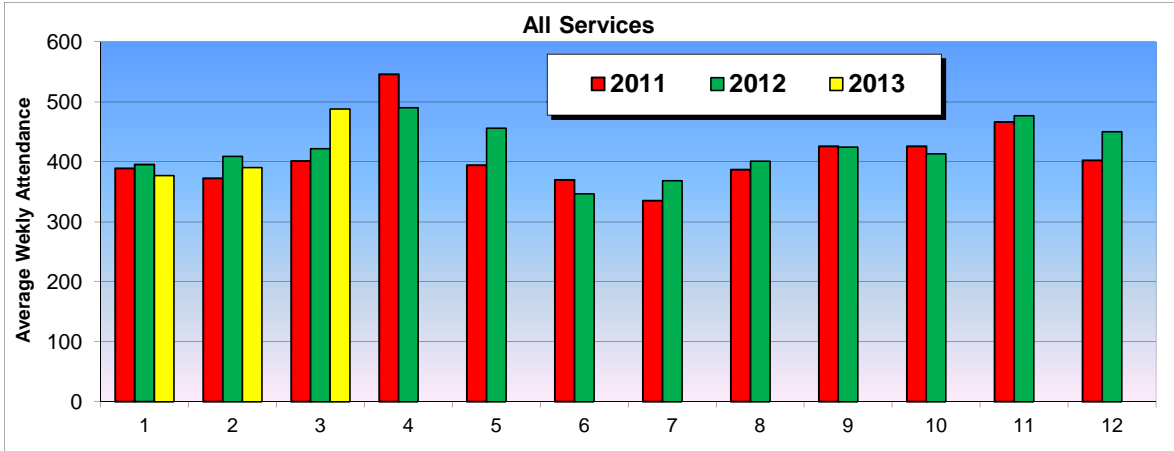
Shepherd of the Prairie - Huntley IL
Treasurer's Report as of March 2013 for General Fund

Monday, April 08, 2013

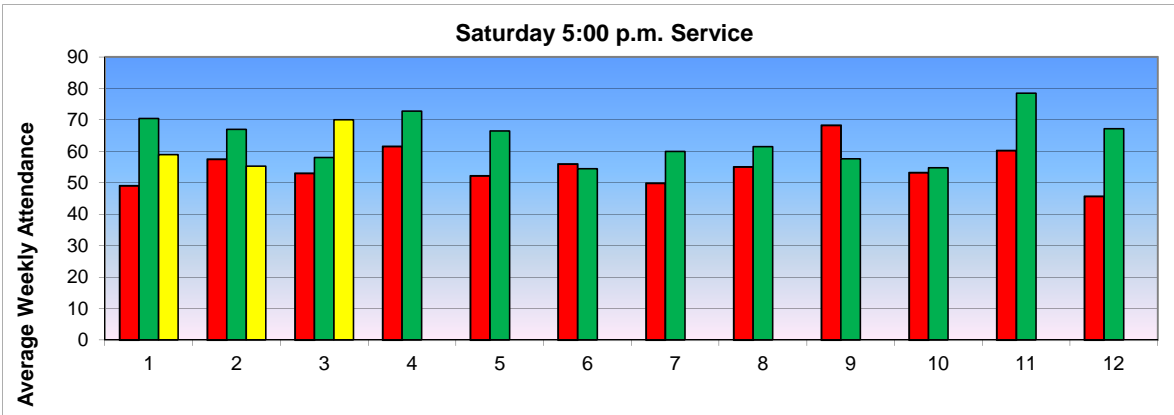
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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD
5.350.350	Misc. Worship expenses	0.00	21.00	53.00	63.00
	Worship Ministry	\$645.82	\$542.00	\$2,441.90	\$1,626.00
<i>Facilities</i>					
5.400.100	Cleaning Service	545.00	600.00	1,635.00	1,800.00
5.400.150	Utilities	829.96	1,000.00	2,423.03	3,000.00
5.400.200	Waste Removal	257.40	125.00	514.67	375.00
5.400.250	Lawn care/Snow removal	800.00	808.00	2,400.00	2,424.00
5.400.300	Maint./Cleaning Supplies	157.30	63.00	157.30	189.00
5.400.350	Outside Contract Services	819.00	142.00	999.00	426.00
5.400.400	Misc. Facilities expense	319.90	13.00	524.90	39.00
	Facilities	\$3,728.56	\$2,751.00	\$8,653.90	\$8,253.00
<i>Office Expenses</i>					
5.450.100	Office supplies	800.81	800.00	1,643.10	2,400.00
5.450.150	Office Equipment	678.86	50.00	2,246.92	150.00
5.450.200	Web/Software expenses	164.86	125.00	301.02	375.00
5.450.250	Telephone	158.08	200.00	524.88	600.00
5.450.300	Postage	0.00	167.00	163.69	501.00
5.450.400	Equipment Rental	0.00	583.00	580.00	1,749.00
5.450.450	Misc. Office expenses	245.00	25.00	255.98	75.00
	Office Expenses	\$2,047.61	\$1,950.00	\$5,715.59	\$5,850.00
<i>Staffing Ministry</i>					
5.500.100	Pastor Salary	4,343.06	4,315.00	12,687.00	12,945.00
5.500.150	Pastor Housing Allowance	2,666.66	2,667.00	7,999.98	8,001.00
5.500.200	Lay Ministry Coord.	0.00	1,379.00	691.25	4,137.00
5.500.250	Youth Ministry Coord.	3,042.26	3,030.00	8,984.64	9,090.00
5.500.300	Director of Music	2,611.78	2,607.00	7,780.17	7,821.00
5.500.350	Organist	1,030.00	1,030.00	3,045.00	3,090.00
5.500.400	Tech. Support Manager	2,402.98	2,116.00	6,678.39	6,348.00
5.500.450	Office Manager	945.00	1,080.00	2,529.20	3,240.00
5.500.500	Director of Adult Education	2,821.46	2,818.00	8,416.56	8,454.00
5.500.525	AV Coordinator	600.00	600.00	1,800.00	1,800.00
5.500.550	Staff training/ Con't Ed.	25.00	333.00	378.74	999.00
5.500.600	Staff Social Security	918.22	1,250.00	2,754.61	3,750.00
5.500.650	Pastor Health Ins. & S.S.	3,975.89	3,500.00	10,733.67	10,500.00
5.500.700	Misc. Staff expenses	288.39	208.00	685.23	624.00
	Staffing Ministry	\$25,670.70	\$26,933.00	\$75,164.44	\$80,799.00
<i>Other Church Expenses</i>					
5.550.150	Committee expenses	699.37	250.00	968.96	750.00
5.550.250	Automobile expense	667.54	317.00	1,044.84	951.00
5.550.300	Human Resources	0.00	83.00	36.00	249.00
5.550.350	Bank/Legal expenses	14.80	33.00	97.25	99.00
5.550.400	Misc. expenses	0.00	83.00	1,062.50	249.00
	Other Church Expenses	\$1,381.71	\$766.00	\$3,209.55	\$2,298.00
	Total Expenses	\$41,751.68	\$40,921.00	\$114,318.23	\$122,763.00
	Difference	\$11,569.76	\$2,026.00	\$13,731.49	\$6,078.00

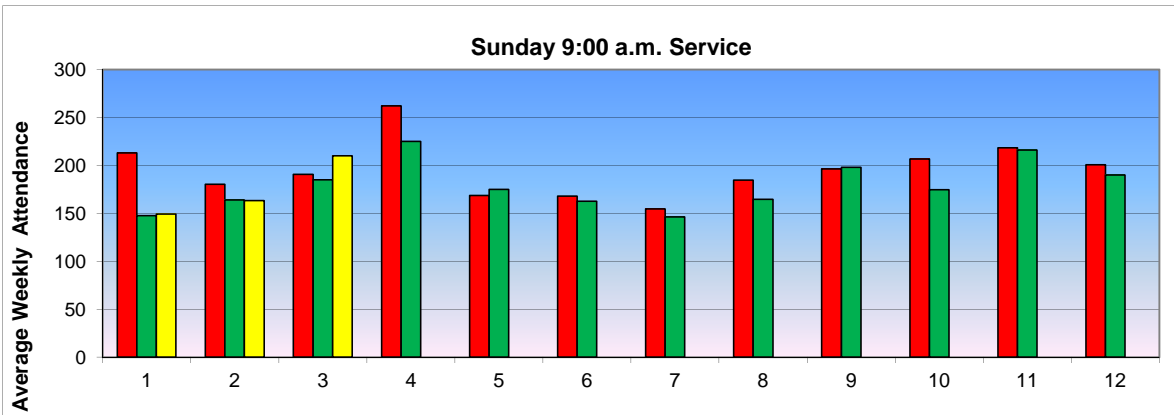
Average Weekly Attendance by Month



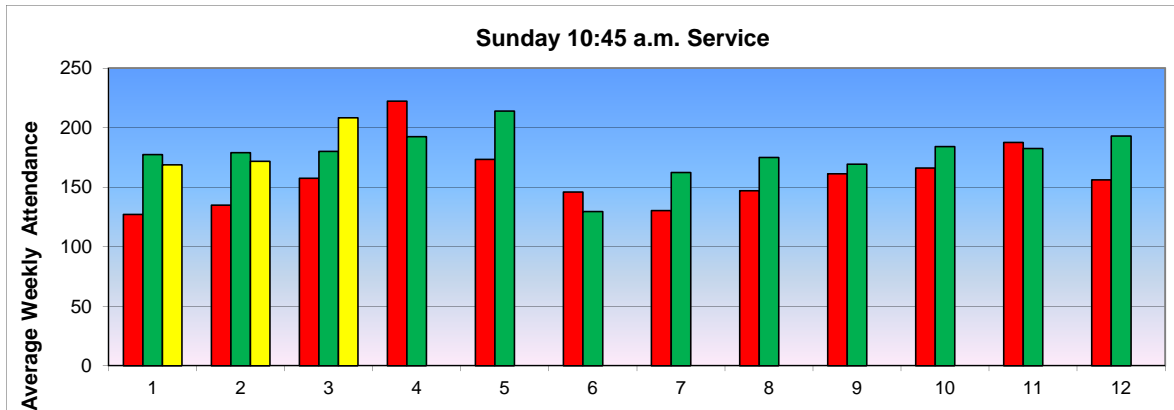
Avg. Weekly Attendance	
Year	Attendance
2009	338
2010	392
2011	410
2012	418
2013 (ytd)	419



Avg. Weekly Attendance	
Year	Attendance
2009	47
2010	55
2011	55
2012	64
2013 (ytd)	61



Avg. Weekly Attendance	
Year	Attendance
2009	176
2010	210
2011	195
2012	179
2013 (ytd)	174



Avg. Weekly Attendance	
Year	Attendance
2009	115
2010	128
2011	159
2012	175
2013 (ytd)	183

Shepherd of the Prairie Lutheran Church General Fund Offering Chart

