



Council Report

May 20, 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 May 20, 2013 Council Agenda

1. **Devotions** – Larry Newbanks
2. **HR Update on Office Manager Position**
3. **Ministry of Communion from the Assembly Call Letters (Amy)**
4. **2013 Goal Review / Update**
 - a. Reference 2013 Goals (attached)
5. **Finance Review – Devin**
 - a. Special Music (Lead Guitarist) request – 2nd Service (attached)
 - b. Monthly finance review
6. **Ministry Team Updates**
 - a. Any notes/comments/concerns from Ministry Night Meetings
7. **Tabled Business**
 - a. Assess Existing ministry teams for duplication – **2012 Goal postponed**
 - b. Process for adding new members to ministry teams – **Inreach Team to investigate**
 - c. AV Process Map – **meeting in May?**
8. **Next Meeting**
 - a. June 17
 - b. Devotions?

Shepherd of the Prairie April 15, 2013 Council Minutes

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

1. **Devotions** – Pastor Mark
2. **Jim Henley** – Audit Committee Report
 - Recommendation to set up procedure for voided checks
 - Recommendation to review insurance coverages
 - Recommendation to establish annual audit procedure
 - Recommendation to review document retention procedure
3. **Pastor Mark 2013 Individual Goals**
 - Communion from the assembly
 - Continuing Education – Senior Pastor Workshop
 - Strategic Planning
 - Member involvement – Assisting Inreach team
 - Sabbatical Planning – grant application to be completed by 4/19 and response from Lilly Foundation to be returned in August
4. **HR Update on Staff Position Openings**
 - Office Manager job description to be completed and posted
 - Reevaluate job content of staff positions
5. **2013 Goal Review / Update**
 - Reference 2013 Goals (attached)
6. **Finance Review – Devin**
 - Monthly finance review
 - Church Windows Update
7. **Ministry Team Updates**
 - **Adam Adams presented the SOTP magnet designs**
8. **Tabled Business**
 - Review SOTP Building Use Procedure – **To be incorporated into the Strategic Planning scope**
 - Assess Existing ministry teams for duplication – **2012 Goal postponed**
 - Process for adding new members to ministry teams – **Inreach Team to investigate**
 - AV Process Map – **Meeting in May**
9. **Other business**
 - Status of Grant submission for Sabbatical – **Covered in Annual Goals**
 - Quorum for Annual Meeting- **Pastor Mark to communicate with other pastors on other congregation's quorums**
10. **Next Meeting**
 - May 20
 - Devotions – Larry Newbanks

Meeting ended - 9:04 PM.

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) - **Inreach Team holding training this weekend (4/20).**
- b. Expand meaningful connections with our members through our prayer ministry. **Focus in June/July.**
- c. Conduct Leadership Training on a Quarterly Basis - **Pastor Bill on track, 1st quarter training completed**
- d. Survey Congregation to Identify Educational Needs - **Pastor Bill and Pastor Mark to meet to discuss needs**

II. Facilitate Member Involvement

- a. Revamp time and talent sheet to stress ministry interest – **Strategic team to make recommendations**
- b. Restructure the New Member Gathering and Prairie Guide Program – **Progress has been made, Pastor Bill and Pastor Mark to meet to address new member gathering**
- c. Identify Ministry Teams needs in order to connect people to meaningful service - **In progress**
- d. Technology Capability Meeting - 2nd Monday of June (What SOTP website currently offers and how it can be better utilized) – **To be rescheduled for July or August**

III. Strategic Direction and Planning

- a. Examine our ability to assume any long term expansion
- b. Support Strategic Direction Ministry Team – **Ministry Team team to meet this week. Looking to have all team members in place this month. Recommendation to move Leadership Retreat to October/Early November timeframe following Strategic Ministry feedback.**
- c. Evaluate Audio/Visual ministry function and its effectiveness in worship – **Meeting to develop A/V mapping document to be scheduled with A/V ministry in May**

SOTP Church Council

May 8, 2013

SOTP Finance Team

Dear Devin , Pastor Mark, Finance Team and Council Members,

This letter is regarding additional monies for music budget. In order to continue growing and striving for excellent contemporary worship, I find it necessary to hire a lead guitar player for the 2nd service.

We currently have 2 bands who each serve twice a month. We have two volunteer guitarists but we really need another with a much higher skill level in order to stay current with today's contemporary Christian music.

I have used Dennis Caravello, who has played for us on Easter and a couple other times, this truly made a great difference. At this time, I would like to have him come 2 times a month. The pay is as follows: \$50.00 per Sunday with an additional \$25.00 per rehearsal. This would be an additional \$150.00 per month (\$1950.00 for 26 weeks) in the music budget.

These funds fall under "special music" and are used largely for holidays and special services throughout the year. Currently, these special music funds are kept in the same line item as Saturday evening services. I propose we create a separate line item for these "special music funds" to make things cleaner and easier to manage.

Thank you for your consideration,

Jane McMullen

Director of Worship and Music

Finance Committee Meeting May, 13, 2013

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
Bud Hansen
George Sebastian

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 and the material to be sent out to the various Ministry groups.

George has sent out the material (as of Wed. May 15, 2013 via emails to:

MINISTRY	EMAIL SENT TO
MISSION, OUTREACH AND WORSHIP MINISTRIES	Mark Boster
YOUTH MINISTRY	Gregg Dowell
MUSIC MINISTRY	Jane McMullen
ADULT EDUCATION	Bill Waxenberg
FACILITY MINISTRY	Jerry Christopherson

We have asked for the information to be returned as soon as possible and then we will integrate the data into the overall chart of accounts.

CHANGES TO SPENDING PLANS AFTER BUDGET APPROVAL

Devin brought to the attention of the committee that the Music Ministry had made several changes to planned spending after the budget was approved. These involved a salary increase and the addition of a musician for several services a month. The additional cost of these two changes is approximately \$4,500 for the year, which is a material change in spending levels for the music program.

The budget as presented, discussed, and approved by the congregation at the annual meeting is tantamount to an appropriation. While we recognize there will be minor fluctuations in spending levels as the year progresses, we believe any change in a program of ongoing consequence can only be implemented with the advanced formal approval of the Church Council. We agreed to include wording to that effect in the budget instructions for 2014.

If you have any questions, please call me

George Sebastian

Mission Team Minutes – May 13, 2013

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

Sandy opened the meeting with a prayer.

OLD BUSINESS

Homeless Helpers

PADS – No report from Rebecca Hennessy. The cold season ended in April and will begin again in October. On the 4th Sunday of the month, SOTP provides lunches and helps serve dinner at Bethany Lutheran Church in Crystal Lake. A recent article in the *Northwest Herald* said that this year nine churches have sheltered 222 individual men, women and children with an average of 42 people a night. The church shelters do not receive any governmental support. Based on the national average cost of \$35 - \$50 a day to house someone in an emergency shelter, the churches have provided more than \$313,000 worth of services this year.

Missionary Sponsorship

Steve reported that the Stubbs family received our Christmas package in January.

Steve has the Stubbs Family 2013 Home Assignment schedule and instructions. He is waiting for the forms to request a visit. We will be expected to pay \$250 for their costs. All of these arrangements are made with the Stubbs and not with the ELCA Global Missions.

Exodus World Service

Over 500 people attended the Celebration of Hope Dinner on April 26. SOTP had 10 attendees.

The latest Welcome to America pack is being collected. June 2 will be the cut off for donating items. After that we will let Exodus know that a collection is available for a new refuge family. Sandy will write a June Newsletter article and also a congregational letter outlining the items still needed.

Northern Illinois Food Bank

Sid reported that 18 people attended the May 3 Work Day – Half had not volunteered before. The Food Bank people are very organized and ready to put you to work when you arrive. The volunteers worked for 2 hours packing 2360 pounds of food which represents 2217 meals. The next work day will be Saturday, September 14. It is a family work day, and there are 30 volunteer spots.

Lent and Easter Offerings

The following checks were mailed on April 22:

Lent Offering: Faith in Action – \$5475.89

Easter Offering: Exodus First Steps – \$1522, LSSI Buddy Program – \$1522, and
Interfaith Committee for McHenry County Detainees – \$1522

Shepherd of the Prairie - Huntley IL
Balance Sheet as of April 30, 2013

Friday, May 17, 2013

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Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Current Assets			
1.100.000	Heartland Bank Checking	143,555.04	175,445.25
1.200.000	Mission Plus Building Fund Checking	96,665.15	87,666.88
1.400.000	Heartland Bank Youth Account Checking	0.00	3,000.00
	Total Current Assets	\$240,220.19	\$266,112.13
Fixed Assets			
1.300.000	Building & Grounds	1,980,000.00	1,980,000.00
	Total Fixed Assets	\$1,980,000.00	\$1,980,000.00
	Total Assets	\$2,220,220.19	\$2,246,112.13
Liabilities			
Current Liabilities			
	Total Current Liabilities	\$0.00	\$3,460.49
Long Term Liabilities			
2.200.200	MIF Commercial Loan Payable	1,177,696.35	1,114,611.11
	Total Long Term Liabilities	\$1,177,696.35	\$1,114,611.11
	Total Liabilities	\$1,177,696.35	\$1,118,071.60
Fund Balances			
Unrestricted Fund Balances			
	Total Unrestricted Fund Balances	\$50,919.86	\$62,398.54
Temporary Restricted Fund Balances			
Dedicated Funds			
	Dedicated Funds Total	\$39,607.78	\$44,292.05
Building Fund			
	Total Building Fund	\$96,665.15	\$134,948.31
Reserves			
	Total Reserves	\$53,027.40	\$51,768.41
	Total Temporary Restricted Fund Balances	\$189,300.33	\$231,008.77
Equity			
	Total Equity	\$802,303.65	\$834,633.22
	Total Fund Balances & Equity	\$1,042,523.84	\$1,128,040.53
	Total Liabilities and Fund Balances	\$2,220,220.19	\$2,246,112.13

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

Thursday, May 09, 2013

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD
Income					
4.100.000	Member Contributions	34,412.00	39,167.00	153,830.90	156,668.00
4.150.000	Loose Plate and Growth	1,486.00	3,480.00	4,765.29	13,920.00
4.200.000	Misc. Contributions	267.00		4,644.50	
4.250.000	Flower Income	250.00	250.00	1,087.00	1,000.00
4.300.000	Interest Income	18.79	50.00	155.82	200.00
	Total Income	\$36,433.79	\$42,947.00	\$164,483.51	\$171,788.00
Expenses					
Mission Ministry					
5.100.110	ELCA NI Synod	3,917.00	3,917.00	11,751.00	15,668.00
5.100.111	Good Samaritan	0.00	63.00	1,527.10	252.00
5.100.112	Local Mission	0.00	392.00	328.47	1,568.00
5.100.113	Mission Ministry - Other	0.00		1,220.44	
	Mission Ministry	\$3,917.00	\$4,372.00	\$14,827.01	\$17,488.00
Outreach Ministry					
5.150.100	Outreach/Evangelism	336.22	667.00	1,385.40	2,668.00
5.150.150	Advertising	33.00	500.00	407.00	2,000.00
5.150.200	Misc. Outreach expenses	0.00	42.00	441.68	168.00
	Outreach Ministry	\$369.22	\$1,209.00	\$2,234.08	\$4,836.00
Adult Education Ministry					
5.200.000	Adult Education Ministry	190.68		190.68	
5.200.100	Adult Discipleship	216.41	333.00	1,054.58	1,332.00
5.200.350	Retreats	0.00	83.00	72.00	332.00
5.200.400	Other Adult Ed.	0.00	8.00	79.49	32.00
5.200.450	Christian Education Ministry - Other	271.85		271.85	
	Adult Education Ministry	\$678.94	\$424.00	\$1,668.60	\$1,696.00
Youth and Education Ministry					
5.250.100	Youth Resources	93.21	208.00	572.08	832.00
5.250.200	Trips	1,691.30	104.00	1,960.34	416.00
5.250.275	Software/Subscriptions	119.99	125.00	835.90	500.00
5.250.280	Confirmation	46.38	292.00	180.77	1,168.00
5.250.285	Sunday School	0.00	125.00	451.53	500.00
5.250.290	VBS	0.00	292.00	165.99	1,168.00
5.250.300	Other Youth expenses	390.00	21.00	711.72	84.00
	Youth and Education Ministry	\$2,340.88	\$1,167.00	\$4,878.33	\$4,668.00
Music Ministry					
5.300.100	1st Service Music	0.00	25.00	27.31	100.00
5.300.150	2nd Service Music	79.05	25.00	80.10	100.00
5.300.175	Adult Bell Choir	188.00	83.00	640.17	332.00
5.300.200	Childrens Music Ministry	0.00	83.00	34.42	332.00
5.300.300	Adult Choir Music	32.34	83.00	199.83	332.00
5.300.350	Special Music	350.00	342.00	1,950.00	1,368.00
5.300.375	Youth Bell Choir	261.63	83.00	410.06	332.00
5.300.400	Piano Maintenance	0.00	58.00	220.00	232.00
5.300.500	Licensing Fees	75.00	63.00	75.00	252.00
5.300.550	Misc. Music expenses	0.00	25.00	180.00	100.00
	Music Ministry	\$986.02	\$870.00	\$3,816.89	\$3,480.00
Worship Ministry					
5.350.100	Audio Visual Ministry	457.93	125.00	1,429.05	500.00

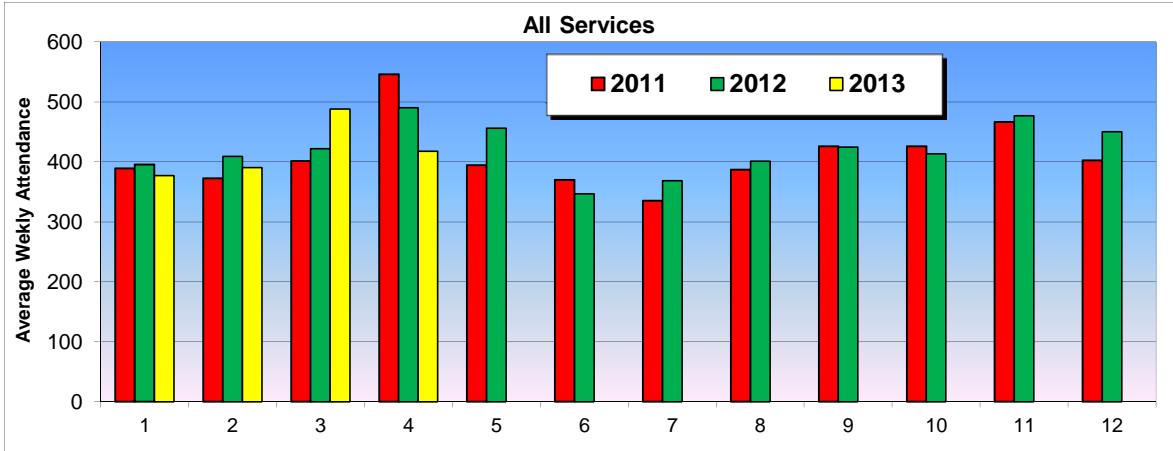
Shepherd of the Prairie - Huntley IL
Treasurer's Report as of April 2013 for General Fund

Thursday, May 09, 2013

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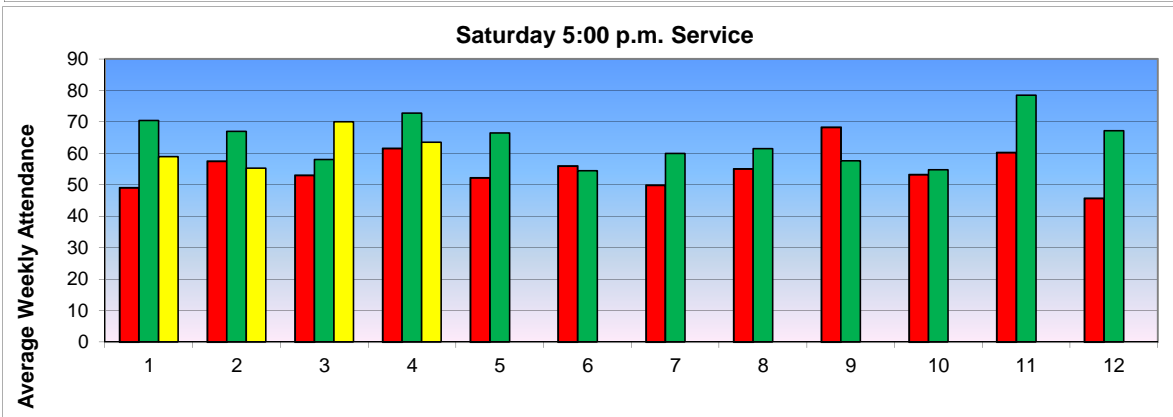
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD
5.350.150	Flowers	481.99	250.00	1,196.97	1,000.00
5.350.200	Altar Guild	0.00	83.00	206.12	332.00
5.350.300	Worship Supplies	161.78	63.00	658.46	252.00
5.350.350	Misc. Worship expenses	99.00	21.00	152.00	84.00
	Worship Ministry	\$1,200.70	\$542.00	\$3,642.60	\$2,168.00
<i>Facilities</i>					
5.400.100	Cleaning Service	1,090.00	600.00	2,725.00	2,400.00
5.400.150	Utilities	684.22	1,000.00	3,107.25	4,000.00
5.400.200	Waste Removal	150.67	125.00	665.34	500.00
5.400.250	Lawncare/Snow removal	0.00	808.00	2,400.00	3,232.00
5.400.300	Maint./Cleaning Supplies	185.95	63.00	343.25	252.00
5.400.350	Outside Contract Services	0.00	142.00	999.00	568.00
5.400.400	Misc. Facilities expense	0.00	13.00	524.90	52.00
	Facilities	\$2,110.84	\$2,751.00	\$10,764.74	\$11,004.00
<i>Office Expenses</i>					
5.450.100	Office supplies	638.76	800.00	2,281.86	3,200.00
5.450.150	Office Equipment	265.49	50.00	2,512.41	200.00
5.450.200	Web/Software expenses	14.96	125.00	315.98	500.00
5.450.250	Telephone	200.02	200.00	724.90	800.00
5.450.300	Postage	0.00	167.00	163.69	668.00
5.450.400	Equipment Rental	580.00	583.00	1,160.00	2,332.00
5.450.450	Misc. Office expenses	0.00	25.00	255.98	100.00
	Office Expenses	\$1,699.23	\$1,950.00	\$7,414.82	\$7,800.00
<i>Staffing Ministry</i>					
5.500.100	Pastor Salary	4,343.06	4,315.00	17,030.06	17,260.00
5.500.150	Pastor Housing Allowance	2,666.66	2,667.00	10,666.64	10,668.00
5.500.200	Lay Ministry Coord.	0.00	1,379.00	691.25	5,516.00
5.500.250	Youth Ministry Coord.	3,042.26	3,030.00	12,026.90	12,120.00
5.500.300	Director of Music	2,611.78	2,607.00	10,391.95	10,428.00
5.500.350	Organist	1,030.00	1,030.00	4,075.00	4,120.00
5.500.400	Tech. Support Manager	2,257.76	2,116.00	8,936.15	8,464.00
5.500.450	Office Manager	1,050.00	1,080.00	3,579.20	4,320.00
5.500.500	Director of Adult Education	2,821.46	2,818.00	11,238.02	11,272.00
5.500.525	AV Coordinator	600.00	600.00	2,400.00	2,400.00
5.500.550	Staff training/ Con't Ed.	0.00	333.00	378.74	1,332.00
5.500.600	Staff Social Security	926.24	1,250.00	3,680.85	5,000.00
5.500.650	Pastor Health Ins. & S.S.	3,670.47	3,500.00	14,404.14	14,000.00
5.500.700	Misc. Staff expenses	187.91	208.00	873.14	832.00
	Staffing Ministry	\$25,207.60	\$26,933.00	\$100,372.04	\$107,732.00
<i>Other Church Expenses</i>					
5.550.150	Committee expenses	33.19	250.00	1,002.15	1,000.00
5.550.250	Automobile expense	0.00	317.00	1,044.84	1,268.00
5.550.300	Human Resources	0.00	83.00	36.00	332.00
5.550.350	Bank/Legal expenses	121.78	33.00	219.03	132.00
5.550.400	Misc. expenses	0.00	83.00	1,062.50	332.00
	Other Church Expenses	\$154.97	\$766.00	\$3,364.52	\$3,064.00
	Total Expenses	\$38,665.40	\$40,984.00	\$152,983.63	\$163,936.00
	Difference	(\$2,231.61)	\$1,963.00	\$11,499.88	\$7,852.00

Average Weekly Attendance by Month



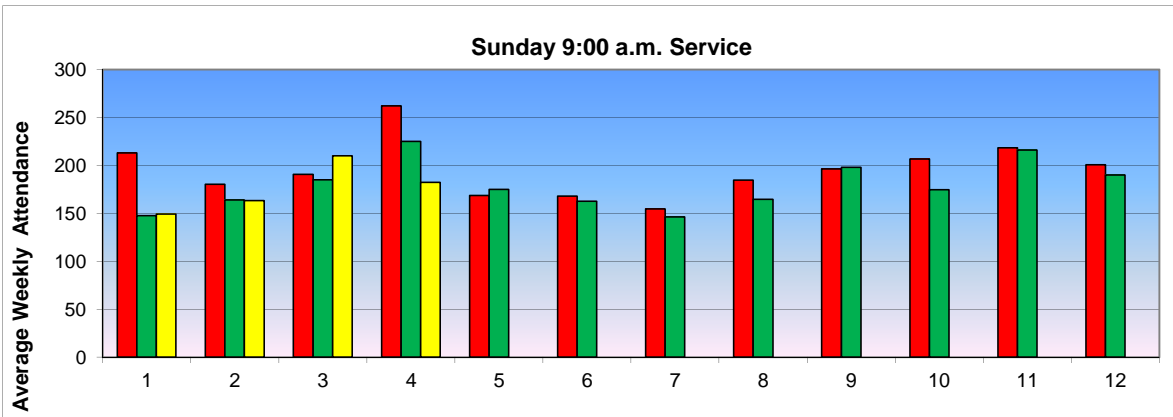
Avg. Weekly Attendance

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



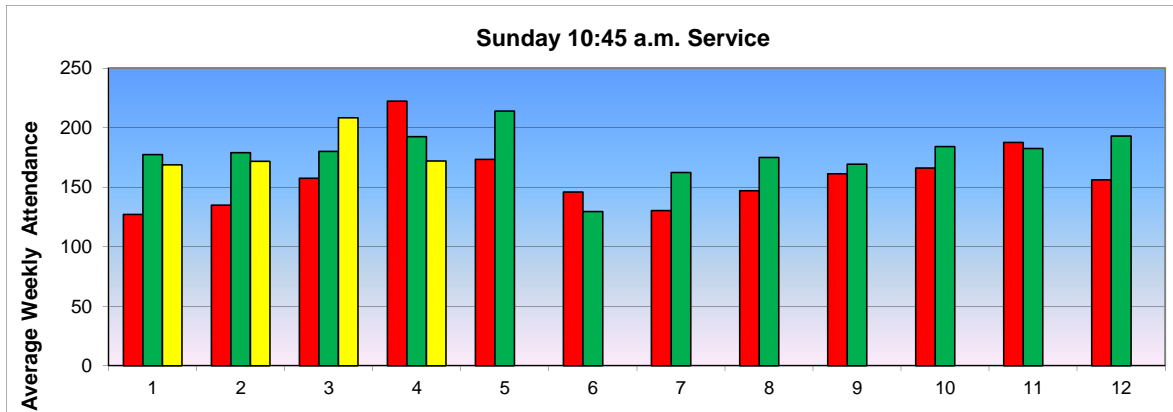
Avg. Weekly Attendance

Year	Attendance
2009	47
2010	55
2011	55
2012	64
2013 (ytd)	62



Avg. Weekly Attendance

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



Avg. Weekly Attendance

Year	Attendance
2009	115
2010	128
2011	159
2012	175
2013 (ytd)	180

Shepherd of the Prairie Lutheran Church General Fund Offering Chart

