



Council Report

December 16, 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@sotpmail.com

Shepherd of the Prairie December 16, 2013 Council Agenda

- 1. Devotions** – Kathy McGuine
- 2. Strategic Direction Team Update**
 - a. Team will present the final strategies for council review, discussion and approval
- 3. Vacation Policy Proposal**
 - a. HR to present a proposal to make changes to the existing vacation policy
- 4. Finance Review – Devin**
 - a. Monthly finance review
 - b. 2014 Budget Review
 - c. Investment Account Update – resolution needed
- 5. Nominating Committee Update – Pastor Mark**
- 6. Annual Retreat Jan. 20, 2014**
 - a. Pastor Dave Daubert will facilitate
 - b. 6:30 PM – 9PM
- 7. Review of 2013 Goals**
- 8. Ministry Team Updates**
 - a. Outreach – new leader has potentially been identified
 - b. Inreach – new leader needed
 - c. Other Ministry Notes
- 9. Annual Meeting Date: January 26, 2014**
- 10. Next Meeting**
 - a. Jan. 20, 2014 (Annual Retreat)
 - b. Devotions?

Shepherd of the Prairie November 2013 Council Minutes

In Attendance: Devin Burg, Adam Adams, Theresa Molgren, Amy Brittain, Pastor Mark, Wayne Schmidt, Kathy McGuine, Larry Newbanks, Bob McDuffee and Mike McCann Absent: None

1. **Devotions** – Mike McCann
2. **November Retreat Recap and Discussion** –
 - a. Recap and Review Strategic Direction Team Retreat of 11/16/13
 - **Feedback from meeting to be shared at the annual meeting.**
3. **January Retreat Preliminary Planning** –
 - a. 1/11/14 beginning at 7:30 AM
 - Question has been raised about moving this to 1/18/14
 - **Meeting to be rescheduled to 1/18/14**
 - b. Initial Agenda/thought process on how to run this retreat
 - **Finalized agenda to be available at the December council meeting.**
 - **Council to inquire with Pastor Daubert on facilitating meeting.**
4. **Annual Meeting Date: January 26, 2014**
5. **Nominating Committee Update – Pastor Mark**
 - **Council nominee has been agreed upon**
 - **One nominee still to identify for the nominating committee**
6. **Finance Review – Devin**
 - a. Monthly finance review
 - **Budget in strong standing heading into end of year**
 - **Additional Principle payment on building to be made in December**
 - b. Budget discussion updates
 - **Initial budget presented, first draft based on fairly flat budget. To be updated as ministry teams submit their finalized budgets.**
 - c. Proposal for ADP Payroll Service
 - **Motion to adopt ADP as our payroll service company from Larry Newbanks. Seconded by Wayne Schmidt. Motion approved.**
7. **Ministry Team Updates**
 - a. Outreach – Barb Hoch has resigned, new leader needs to be identified
 - **Lori Conway has agreed to chair the Outreach committee.**
 - b. Other Ministry Notes
 - **Stewardship - 2014 Pledging on pace for proposed 2014 budget.**
 - **Stewardship - Calls to unpledged members to occur the week after Thanksgiving.**
 - **Mission - Mission funds have been totally committed for 2013.**
 - **Mission - Christmas offering to go to 3 ministries: Turning Point, Pioneer Center, and Home of the Sparrow**
 - **Inreach - Currently identifying new leader**
 - **Outreach - Joanne Bychowsky will arrange for volunteers for the Welcome Center.**
 - **All Ministries – Council encourages all ministries to please submit minutes following their ministry meetings.**
8. **2013 Goal Review / Update**
 - a. Reference 2013 Goals (attached)
9. **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**

10. Next Meeting

- a. December 16
- b. Devotions - Kathy McGuine

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)
 - i. Inreach Team held training session in April lead by Pastor Ken.
 - ii. Approved calls to 15 members who completed the training for this ministry. Installation is weekend of 22nd and 23rd of June.
- b. Expand meaningful connections with our members through our prayer ministry.
 - i. Donna and Theresa will get together as a first step in the June/July time frame.
 - ii. Donna is preparing a procedure for "Caring Callers" for the Inreach Team to review.
 1. **Inreach team putting together resource list and communication will begin after new year.**
- c. Conduct Leadership Training on a Quarterly Basis
 - i. Leadership training by Pastor Bill was held 2nd Monday of June.
- d. Survey Congregation to Identify Educational Needs
 - i. In process. Working on survey. Met with Greg to discuss how to target younger families. Our current adult education is attended primarily by members 55 and older.

II. Facilitate Member Involvement

- a. Except for item e., these items are pending until we hire a New Welcome Member and Involvement Coordinator.
- b. Revamp time and talent sheet to stress ministry interest –
 - i. Strategic team to make recommendations
- c. Restructure the New Member Gathering and Prairie Guide Program
 - i. Progress has been made, Pastor Bill and Pastor Mark to meet to address new member gathering
- d. Identify Ministry Teams needs in order to connect people to meaningful service - In progress
- e. **Technology Capability Meeting - Dennis Lilla presented at the Ministry night on 9/9/13.**

III. Strategic Direction and Planning

- a. Examine our ability to assume any long term expansion
 - i. Hold until after retreat
 - ii. This should be driven by our ministry needs and we need Strategic Direction recommendation
- b. Support Strategic Direction Ministry Team

- i. Strategic Ministry Team formed under leadership of Jeff Cordle.
 - ii. Special Leadership Retreat to be held on Nov. 2nd and will review Strategic Ministry team feedback/recommendations from the cottage meetings. Annual Leadership Retreat to be held on Jan. 11th.
 - iii. Team is functioning and has begun a series of interviews with community leaders, business owners and well-connected individuals.
- c. Evaluate Audio/Visual ministry function and its effectiveness in worship
 - i. Mapping exercise completed 2 May. Key findings include: 1) earlier coordination between Pastor Mark and Jane for appropriate musical selections; 2) several actions to improve A/V volunteer role such as working with same Praise Band members and attendance at rehearsals; 3) more discipline with rehearsal schedules; 4) securing the AV booth to prevent tampering with settings and equipment by untrained individuals.
 - ii. Job Content Document created for position and motion carried to post the position at the August Council Meeting.