



# Council Report

**October 19, 2015**

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

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## **Shepherd of the Prairie Lutheran Church**

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

10805 Main St.  
Huntley, IL 60142

[www.sotp.org](http://www.sotp.org)  
[pastormark@sotpmail.com](mailto:pastormark@sotpmail.com)

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## Shepherd of the Prairie October 19, 2015 Council Agenda

1. **Devotions** – Matt Greene
2. **Review and approve September Council Minutes**
3. **HR Update**
  - a. Kathy Dahl, Lindsay Sparks
4. **Employee Handbook Review**
5. **Finance Review** – Jim
  - a. Monthly finance review
  - b. Budget discussion
6. **2015 Goal Review**
  - a. See attached Strategic Direction Document
7. **Pastor Mark Updates**
  - a. Capital Appeal Update
  - b. Constitutional amendment – Congregation Notifications
  - c. Holiday Worship schedule
8. **October 25 Congregational Meeting Planning**
9. **Ministry Team Updates**
  - a. Building Team update
  - b. In-reach and Worship need leaders
10. **Other Business**
  - a. Endowment Committee
11. **Devotions for November meeting -**
12. **Next Meeting**
  - a. November 16, 2015

## Shepherd of the Prairie September 21, 2015 Council Minutes

In Attendance: Bob McDuffee, Pastor Mark, Mike McCann, Marlene Boehler, Adam Adams, Matt Greene, Amy Brittain  
Absent: Larry Newbanks, Cliff Dungey

1. **Opening Prayer**
2. **Building Campaign Update** – Deb Hansen, Devin Burg
  - a. *Deb Reviewed Timeline of Building Team Events*
  - b. *Devin reviewed Loan Scenarios based on various loan amounts and capital campaign scenarios.*
  - c. *Motion to approve Building Team direction by Jim Henley. Seconded by Adam Adams. Motion approved.*
3. **Finance Audit Review (2013 and 2014)**
  - a. Rich Juergensen, Phil Turk
    - i. *Reviewed Audit Team's recommendations regarding Key Control Issues.*
    - ii. *Motion to approve Audit Report by Marlene Boehler. Seconded by Amy Brittain. Motion approved.*
4. **Review and approve August Council Minutes**
  - a. *Motion to approve minutes by Jim Henley. Seconded by Matt Greene. Motion approve.*
5. **Finance Review** – Jim
  - a. Monthly finance review
    - i. *August income is \$1,410 over budget YTD. Total expenses through August \$24,790 under budget resulting in a surplus of \$17,214 YTD. Primarily due to unfunded reserves (\$10,336) and \$14,452 in reduced staffing cost.*
    - ii. *Preliminary budget recommendations are beginning to come in. Finalized budgets will be submitted for the October 19<sup>th</sup>, 2015 council meeting.*
    - iii. *Still looking for additional member of the Finance Team Member.*
  - b. Stock Giving Procedure Update
    - i. *Made revisions to policy and procedure manual for stock giving.*
  - c. Loan agreement update
  - d. Contract signings -
    - i. *All contracts shall always be submitted through Finance team and signed by President of the Council.*
6. **2015 Goal Review (Will review in October 2015)**
  - a. See attached Strategic Direction Document
7. **Pastor Mark Updates**
  - a. Capital Appeal Update
    - i. *Oct. 29<sup>th</sup> key leader celebration*
8. **Employee Handbook Review**
  - a. *Will review in October meeting.*
9. **Ministry Team Updates**
  - a. Building Team update
  - b. In-reach and Worship need leaders
10. **Other Business**
  - a. Endowment Committee
11. **Devotions for October meeting** – Matt Greene
12. **Next Meeting**
  - a. October 19, 2015

# Shepherd of the Prairie 2015 Goals

## Supporting Strategic Direction

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### Be a catalyst for creating community partnerships that care for people in need

#### What:

1. *Initiate contact with Centegra leaders to investigate forming a partnership of religious congregations that can provide services to Centegra patients*

#### How:

- Attend Chamber of Commerce meetings/events to network with Centegra leaders
  - 3-16-15 Larry attended Feb 18<sup>th</sup> meeting. Next meeting scheduled for April.
  - 4-20-15 Larry will attend next Chamber of Commerce 4-21-15.
  - 5-18-15 Larry, Pastor Mark and Adam Adams met with Human Resources rep on 5-13-15. Pastoral care services, general volunteer services, free healthcare clinic for low income families were all topics discussed. Interest in getting congregation members involved in the general volunteer services program. Next step to follow up and investigate possible training for the general volunteer services.
  - 6-15-15 Pastor Mark to attend Pastor's Conference at Centegra. Chamber meeting on 6-16-15.
  - 7-20-15 Pastor Mark met with Centegra staff and will keep in touch with us when our services are needed.

#### Who:

- Council members (Adam, Larry and Pastor Mark) to attend Chamber of Commerce meetings

#### When:

- Larry will attend 18 Feb monthly meeting

#### What:

- II. *Continue supporting 2014 partnership initiatives*

#### How:

- School Dist 158 clergy gatherings
- Partnering with St Mary's (and perhaps other religious organizations) to offer landscaping services to Green Trees housing complex
  - 4-20-15 Green Trees landscaping scheduled for May 9<sup>th</sup>
  - 5-18-15 Green Trees landscaping completed with coordination with Trinity Lutheran, St. Mary's and Willow Creek. Jules planning another event.
  - 6-15-15 Jules looking at holding another event this fall.
  - 7-20-15 Jules and team worked last month with Green Tree and will continue work in fall.
  - 8-17-15 Another landscaping trip is planned for 8-31-15.

#### Who:

- Pastor Mark, Jules Pelka

#### When:

- In Progress

#### What:

- III. *Initiate contact with Huntley Police Department to investigate creating a partnership to provide resources to HPD for training to assist in supporting, consoling and counseling families in crisis*

#### How:

- Contact Chief Perkins and see how he would like to proceed on this need

**Who:**

- Pastor Mark

**When:**

- Initial contact made in 2014. Pastor will invite Chief Perkins to attend Council Meeting

**Rationale:**

SOTP to serve as a catalyst to help community organizations form partnerships of area religious organization that can provide volunteer services to the community. The expectation is the level of services provided by partnerships is greater than what any one organization can provide.

**Promote the well-being of area children, youth and young adults through identification and facilitation of community programming**

**What:**

*I. Continue to develop tutoring center*

**How:**

- Seek students outside of SOTP membership in need of tutors: advertising with local schools
- Seek high school students interested in tutoring other students with Greg's support to reach out to high school students
  - 3-16-15 Program now up to 6 students. Working with Athena Hart to identify candidates. Current challenge is finding tutors with HS Math and Spanish skillsets.
  - 4-20-15 An additional student has inquired regarding Spanish tutorship. Tutor search ongoing.
  - 6-15-15 Tutor program to kick off again in the fall.
  - 8-17-15 Kassandra Graf to head up program beginning in September.

**Who:**

- Tutoring Task Force (Athena Hart, Kasandra Graf)

**When:**

- Began Winter 2015

**What:**

*II. Expand Children's Music Ministry to children outside of SOTP members*

**How:**

- Provide opportunities for students enrolled in Little Lambs to participate in Children's Music Ministry
- Approach Children's Music Ministry leaders for assistance in identifying potential volunteers and current capacity for expanding music ministry
- Poll Congregation to create a database of talents/ability/spiritual gifts of SOTP members for use in pairing talents with needs/interests for children/youth
  - 3-16-15 Staff discussion around incorporating this strategic direction into VBS this summer. Band Camp may run simultaneously to VBS using high school and college students to assist.
  - 5-18-15 Discussions around music or band camp for summer of 2016.

**Who:**

- Music Ministry Leaders/Donna Kelly

**When:**

- 2015- 2016 (Summer Camp 2016)

**What:**

### III. *Baptismal Follow Up*

#### **How:**

- Contact families for the 3 years following a child's baptism (until child enters Sunday school)
  - 3-16-15 *Materials being sent out to newly baptized families.*
  - 4-20-15 *Materials have been selected and are continuing to be sent out to newly baptized families.*
  - 5-18-15 *Continuing to move forward with communication.*
  - 7-20-15 *Continuing to send out monthly communication with team.*

#### **Who:**

- Pastor Mark and Team

#### **When:**

- 2015

#### **What:**

### IV. *Active Christian Parenting*

#### **How:**

- Encourage parents of recently baptized children to participate.
- Promote program to parents of Little Lambs students

#### **Who:**

- Pastor Bill and Chuck and Sharon Little
  - 5-18-15 *Currently identifying adults to run the program on a going forward basis.*
  - 6-15-15 *Scheduled for the 4<sup>th</sup> of October, 6 week program.*
  - 7-20-15 *Chuck and Sharon Little communicating with members to train others to continue program into the future.*
  - 8-17-15 *Currently 13 people signed up for class.*

#### **When:**

- Beginning September 2015

#### **Rationale:**

Youth are not the future of the church, but the church now. Developing and implementing ministry programs geared for young children and their families are essential to the continued growth and strength of the church. Expanding these programs beyond the doors of SOTP provides opportunities for teaching the Life and love of Jesus and encouraging and equipping others to make a difference in God's world through Active Christian Parenting as well as Music Ministry Expansion. With tutoring, our community can benefit from SOTP providing a place where parents and students can turn to attain assistance in reinforcing what is learned in school.

### **Invite People into life-giving participation in the community of faith**

#### **What:**

#### 1. *Continue Summer Book Read*

#### **How:**

- Follow the 2014 set up and timeline
- Potluck at beginning and at end
  - 3-16-15 *Still identifying book to be read for book club.*
  - 5-18-15 *52 members currently signed up for the summer book read.*
  - 6-15-15 *Approximately 60 members attended the potluck kickoff event.*
  - 7-20-15 *Book reads continuing and potluck will be held on 8/23.*
  - 8-17-15 *Potluck to be held this Sunday (8/23)*

**Who:**

- Book to be selected by Pastor Mark, Pastor Bill and Matt Greene
- Discussion questions (Donna Kelly?)
- Bible info/background (Pastor Bill?)

**When:**

- June through September
  - 5-18-15 June 7 potluck kickoff

**What:**

*II. Social Activities*

**How:**

- Initiate social activities
  - Game Night
  - Ice Cream Social
  - Movie Night – *Took place on last day of VBS.*
  - Kids Garden, Herb or Vegetable?
  - *Peder Eide Concert – Aug. 30 - to be advertised in local paper*
  - *Golf Outing – To be held in October 4*
  - *Church picnic took place on Sunday, August 16.*

**Who:**

- Donna Kelly & FFAA Team

**When:**

- Coordinate with New Member Welcome Sundays

^During Sunday School

**Rationale:**

Promote fellowship – old friends and newly formed friendships. Make new members feel welcome and a part of the SOTP family.

**Encourage spiritual growth that changes lives and raises up leaders for the church and the world**

**What:**

*I. Nurture existing Leaders*

**How:**

- Train with a DVD like a train the trainer on a leadership course for current leaders
  - 3-16-15 Donna to hold a Lutheran 101 class for anyone interested in congregation for late April.
  - 4-20-15 Class is currently being held on Wednesday nights.
  - 8-17-15 Donna to provide update for September Council Meeting.
- Interview current leaders

**Who:**

- Donna Kelly

**When:**

- 2015



**What:***II. Create a succession plan & delegation***How:**

- Identify succession planning top 3 characteristics needed for a person to fill their role as a possible successor
  - 3-16-15 *Succession planning discussion to be held at April Ministry Night*
  - 4-20-15 *Pastor Mark had discussion Ministry Leaders at April Ministry Night. Will continue to discuss the topic at future Ministry Nights.*
  - 5-18-15 *Pastor Bill engaging in ongoing training*
  - 8-17-15 *Pastor Bill to have another follow up in November*
- Identify pieces of their current role that could be given to other members to help groom them for a future leader role or help the leader out with workload

**Who:**

- Donna Kelly

**When:**

- 2015

**What:***III. Create a data base of talents, gifts and interests of congregation members***How:**

- Accumulate data of new members via questionnaire and interviewing processes
  - 3-16-15 *Ongoing work being held currently by Donna Kelly.*
  - 4-20-15 *Donna working with Dennis Lilla on usage of Church Windows as a possible database for the storage of information.*
  - 6-16-15 *Ed Cuttle working with Donna Kelly on accumulating data in Church Windows.*
  - 7-20-15 *Ed Cuttle continues to work with Donna on accumulating data and have conveyed the need of a new survey of the entire congregation to review all interests and skillsets. Survey tentatively scheduled for August.*
  - 8-17-15 *Donna Kelly to provide update for September Council Meeting.*

**Who:**

- Donna Kelly/Dennis Lilla

**When:**

- 2015

**Rationale:**

Promote the well-being of our existing leaders and giving the opportunity for new members and members not currently in a role to utilize their talents in the best way possible.

**Shepherd of the Prairie - Huntley IL**  
**Detailed Fund Activity Report as of 09/30/2015**

Monday, October 5, 2015

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Account #	Account Name	Current Activity	YTD Activity
<b>3.125.000 Building Fund Balance</b>			
	<b>Beginning Fund Balance</b>	<b>74,193.59</b>	<b>68,931.49</b>
<i>Income</i>			
4.127.000	Church Group Donations	0.00	0.00
4.128.000	Memorial Donations to Building Fund	0.00	1,100.00
4.160.000	Debt Reduction Donations	2,648.75	29,226.75
4.310.000	Building Fund Donations	12,062.20	130,838.21
4.315.000	Forward in Faith Donations	0.00	5,100.00
4.700.000	Mission Plus Interest Income	23.72	278.72
	<b>Total Income</b>	<b><u>\$14,734.67</u></b>	<b><u>\$166,543.68</u></b>
<i>Expenses</i>			
5.125.000	Loan Principal Payments	12,226.43	108,692.90
5.126.000	Loan Interest Payments	1,447.57	14,373.10
5.127.000	Loan Principal only Payments	6,722.00	28,262.10
5.130.000	Capital Campaign Expenses	5,497.02	21,111.83
5.132.000	Architectural Expenses	0.00	0.00
5.134.000	Construction Manager Expenses	0.00	0.00
5.136.000	Other Phase II Costs	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$25,893.02</u></b>	<b><u>\$172,439.93</u></b>
	<b>Ending Fund Balance</b>	<b>\$63,035.24</b>	<b>\$63,035.24</b>
<b>3.170.000 Special Services Fund Balance</b>			
	<b>Beginning Fund Balance</b>	<b>2,141.00</b>	<b>1,650.00</b>
<i>Income</i>			
4.170.000	Special Services Donations	33.00	9,052.19
	<b>Total Income</b>	<b><u>\$33.00</u></b>	<b><u>\$9,052.19</u></b>
<i>Expenses</i>			
5.170.000	Special Services Expense	0.00	8,528.19
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$8,528.19</u></b>
	<b>Ending Fund Balance</b>	<b>\$2,174.00</b>	<b>\$2,174.00</b>
<b>3.175.000 Memorial Fund Balance</b>			
	<b>Beginning Fund Balance</b>	<b>2,040.00</b>	<b>1,100.00</b>

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Account #	Account Name	Current Activity	YTD Activity
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<i>Income</i>			
4.175.000	Memorial Donations	0.00	2,040.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$2,040.00</u></b>
 <i>Expenses</i>			
5.175.000	Memorial Expense	0.00	1,100.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$1,100.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$2,040.00</b>	<b>\$2,040.00</b>
<b>3.180.000</b>	<b>Grafton Food Pantry Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>1,045.00</b>	<b>725.00</b>
 <i>Income</i>			
4.190.000	Grafton Food Pantry Donations	285.00	2,067.00
	<b>Total Income</b>	<b><u>\$285.00</u></b>	<b><u>\$2,067.00</u></b>
 <i>Expenses</i>			
5.190.000	Grafton Food Pantry Expense	0.00	1,462.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$1,462.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$1,330.00</b>	<b>\$1,330.00</b>
<b>3.200.000</b>	<b>Heifer Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>697.00</b>	<b>1,105.74</b>
 <i>Income</i>			
4.350.000	Heifer Income	12.00	103.26
	<b>Total Income</b>	<b><u>\$12.00</u></b>	<b><u>\$103.26</u></b>
 <i>Expenses</i>			
5.630.000	Heifer Expense	0.00	500.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$500.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$709.00</b>	<b>\$709.00</b>
<b>3.210.000</b>	<b>Grant Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>255.00</b>	<b>255.00</b>

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Account #	Account Name	Current Activity	YTD Activity
<b><i>Income</i></b>			
4.210.000	Grant Fund Donations	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b><i>Expenses</i></b>			
5.210.000	Grant Fund Expenses	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$255.00</b>	<b>\$255.00</b>
<b>3.220.000</b>	<b>AV Ministry Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>381.95</b>	<b>1,496.33</b>
<b><i>Income</i></b>			
4.220.000	AV Ministry Fund Donations	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b><i>Expenses</i></b>			
5.220.000	Av Ministry Fund Expenses	102.00	1,216.38
	<b>Total Expenses</b>	<b><u>\$102.00</u></b>	<b><u>\$1,216.38</u></b>
	<b>Ending Fund Balance</b>	<b>\$279.95</b>	<b>\$279.95</b>
<b>3.250.000</b>	<b>Good Samaritan Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>2,487.67</b>	<b>3,437.67</b>
<b><i>Income</i></b>			
4.325.000	Good Samaritan Donations	0.00	250.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$250.00</u></b>
<b><i>Expenses</i></b>			
5.625.000	Good Samaritan Expense	10.63	1,210.63
	<b>Total Expenses</b>	<b><u>\$10.63</u></b>	<b><u>\$1,210.63</u></b>
	<b>Ending Fund Balance</b>	<b>\$2,477.04</b>	<b>\$2,477.04</b>
<b>3.260.000</b>	<b>Evangelism/Outreach Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>2,776.05</b>	<b>6,912.77</b>

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Account #	Account Name	Current Activity	YTD Activity
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<i>Income</i>			
4.260.000	Evangelism/outreach donations	112.00	1,469.20
	<b>Total Income</b>	<b><u>\$112.00</u></b>	<b><u>\$1,469.20</u></b>
 <i>Expenses</i>			
<i>Outreach Ministry</i>			
5.260.000	Evangelism/Outreach expense	0.00	5,493.92
	<b>Outreach Ministry</b>	<b>0.00</b>	<b>5,493.92</b>
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$5,493.92</u></b>
	<b>Ending Fund Balance</b>	<b>\$2,888.05</b>	<b>\$2,888.05</b>
 <b>3.300.000 Music Ministry Fund Balance</b>			
	<b>Beginning Fund Balance</b>	<b>3,728.74</b>	<b>2,566.63</b>
3.330.000	Adult Music Ministry Fund Balance		
	<b>Beginning Sub Fund Balance</b>	<b>2,257.63</b>	<b>1,812.63</b>
 <i>Income</i>			
4.330.000	Adult Music Ministry Donations	0.00	445.00
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$445.00</b>
 <i>Expenses</i>			
5.330.000	Adult Music Ministry Expense	0.00	0.00
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Ending Sub Fund Balance</b>	<b>\$2,257.63</b>	<b>\$2,257.63</b>
 <b>3.335.000 Bells Ministry Fund Balance Balance</b>			
	<b>Beginning Sub Fund Balance</b>	<b>717.11</b>	<b>0.00</b>
 <i>Income</i>			
4.410.000	Bells Music Ministry Donations	0.00	2,209.00
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$2,209.00</b>
 <i>Expenses</i>			
5.410.000	Bells Music Ministry Expense	0.00	1,491.89
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$1,491.89</b>
	<b>Ending Sub Fund Balance</b>	<b>\$717.11</b>	<b>\$717.11</b>
 <b>3.345.000 Childrens Music Ministry Fund Balance</b>			

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Account #	Account Name	Current Activity	YTD Activity
<b>Beginning Sub Fund Balance</b>		<b>754.00</b>	<b>754.00</b>
<i>Income</i>			
4.345.000	Childrens Music Ministry Donations	0.00	0.00
<b>Total Income</b>		<b>\$0.00</b>	<b>\$0.00</b>
<i>Expenses</i>			
5.345.000	Childrens Music Minstry Expense	0.00	0.00
<b>Total Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Ending Sub Fund Balance</b>		<b>\$754.00</b>	<b>\$754.00</b>
<b>Ending Fund Balance</b>		<b>\$3,728.74</b>	<b>\$3,728.74</b>
<b>3.350.000 Prairie Crafters Fund Balance</b>			
<b>Beginning Fund Balance</b>		<b>0.00</b>	<b>691.00</b>
<i>Income</i>			
4.355.000	Prairie Crafters Income	1,669.75	3,464.75
<b>Total Income</b>		<b><u>\$1,669.75</u></b>	<b><u>\$3,464.75</u></b>
<i>Expenses</i>			
5.355.000	Prairie Crafters Expense	885.75	3,371.75
<b>Total Expenses</b>		<b><u>\$885.75</u></b>	<b><u>\$3,371.75</u></b>
<b>Ending Fund Balance</b>		<b>\$784.00</b>	<b>\$784.00</b>
<b>3.360.000 Miscellaneous Fund Balance</b>			
<b>Beginning Fund Balance</b>		<b>2,277.06</b>	<b>3,919.57</b>
<i>Income</i>			
4.360.000	Miscellaneous Fund Income	0.00	6,590.50
<b>Total Income</b>		<b><u>\$0.00</u></b>	<b><u>\$6,590.50</u></b>
<i>Expenses</i>			
5.360.000	Miscellaneous Fund Expense	500.00	8,733.01
<b>Total Expenses</b>		<b><u>\$500.00</u></b>	<b><u>\$8,733.01</u></b>
<b>Ending Fund Balance</b>		<b>\$1,777.06</b>	<b>\$1,777.06</b>
<b>3.370.000 WELCA Fund Balance</b>			
<b>Beginning Fund Balance</b>		<b>264.01</b>	<b>982.29</b>

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Account #	Account Name	Current Activity	YTD Activity
<b>Income</b>			
4.370.000	WELCA Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b>Expenses</b>			
5.370.000	WELCA Expenses	0.00	718.28
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$718.28</u></b>
	<b>Ending Fund Balance</b>	<b>\$264.01</b>	<b>\$264.01</b>
<b>3.400.000</b>	<b>Youth Ministry Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>6,160.34</b>	<b>15,230.41</b>
3.415.000	Youth Ministry Balance		
	<b>Beginning Sub Fund Balance</b>	<b>2,711.13</b>	<b>2,546.43</b>
<b>Income</b>			
4.415.100	Youth Ministry Income	25.00	513.70
	<b>Total Income</b>	<b>\$25.00</b>	<b>\$513.70</b>
<b>Expenses</b>			
5.415.100	Youth Ministry Expense	0.00	324.00
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$324.00</b>
	<b>Ending Sub Fund Balance</b>	<b>\$2,736.13</b>	<b>\$2,736.13</b>
3.417.000	Youth Mission Trips Balance		
	<b>Beginning Sub Fund Balance</b>	<b>(9.02)</b>	<b>2,656.72</b>
<b>Income</b>			
4.417.000	Youth Mission Trips Income	0.00	28,352.03
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$28,352.03</b>
<b>Expenses</b>			
5.417.000	Youth Mission Trips Expense	0.00	31,017.77
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$31,017.77</b>
	<b>Ending Sub Fund Balance</b>	<b>(\$9.02)</b>	<b>(\$9.02)</b>
3.421.000	Youth Scholarship Balance		
	<b>Beginning Sub Fund Balance</b>	<b>2,453.00</b>	<b>2,453.00</b>
<b>Income</b>			

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Account #	Account Name	Current Activity	YTD Activity
4.421.000	Youth Scholarship Income	0.00	0.00
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<i>Expenses</i>		
5.421.000	Youth Scholarship Expense	0.00	0.00
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Ending Sub Fund Balance</b>	<b>\$2,453.00</b>	<b>\$2,453.00</b>
3.422.000	Operation Christmas Child Balance		
	<b>Beginning Sub Fund Balance</b>	<b>166.76</b>	<b>166.76</b>
	<i>Income</i>		
4.418.000	Operation Christmas Child Income	0.00	0.00
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<i>Expenses</i>		
5.518.000	Operation Christmas Child Expense	0.00	0.00
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Ending Sub Fund Balance</b>	<b>\$166.76</b>	<b>\$166.76</b>
3.423.000	Confirmation Retreat Fund Balance		
	<b>Beginning Sub Fund Balance</b>	<b>838.47</b>	<b>838.47</b>
	<i>Income</i>		
4.423.000	Confirmation Retreat Income	20.00	20.00
	<b>Total Income</b>	<b>\$20.00</b>	<b>\$20.00</b>
	<i>Expenses</i>		
5.423.000	Confirmation Retreat Expense	0.00	0.00
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Ending Sub Fund Balance</b>	<b>\$858.47</b>	<b>\$858.47</b>
3.424.000	Gift Card Program Fund Balance		
	<b>Beginning Sub Fund Balance</b>	<b>0.00</b>	<b>6,569.03</b>
	<i>Income</i>		
4.424.000	Gift Card Program Income	0.00	0.00
	<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<i>Expenses</i>		
5.424.000	Gift Card Program Expense	0.00	6,569.03
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$6,569.03</b>



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Account #	Account Name	Current Activity	YTD Activity
	<b>Ending Sub Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Ending Fund Balance</b>	<b>\$6,205.34</b>	<b>\$6,205.34</b>
<b>3.500.000</b>	<b>Little Lambs Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>7,502.74</b>	<b>12,642.20</b>
	<i>Income</i>		
4.500.100	Little Lambs Tuition	1,495.00	5,656.25
4.500.200	Little Lambs Scholarships	0.00	0.00
	<b>Total Income</b>	<b><u>\$1,495.00</u></b>	<b><u>\$5,656.25</u></b>
	<i>Expenses</i>		
5.700.100	Little Lambs Salary	0.00	3,953.47
5.700.110	Little Lambs Expenses	41.49	5,388.73
	<b>Total Expenses</b>	<b><u>\$41.49</u></b>	<b><u>\$9,342.20</u></b>
	<b>Ending Fund Balance</b>	<b>\$8,956.25</b>	<b>\$8,956.25</b>
<b>3.600.000</b>	<b>Prayer Shawl Ministry Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>82.60</b>	<b>162.60</b>
	<i>Income</i>		
4.600.000	Prayer Shawl Ministry Donations	0.00	70.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$70.00</u></b>
	<i>Expenses</i>		
5.600.010	Prayer Shawl Ministry Expense	0.00	150.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$150.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$82.60</b>	<b>\$82.60</b>
<b>3.650.000</b>	<b>Quilters Ministry Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>709.96</b>	<b>0.00</b>
	<i>Income</i>		
4.650.000	Quilters Income & Donations	0.00	867.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$867.00</u></b>

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Account #	Account Name	Current Activity	YTD Activity
<i>Expenses</i>			
5.650.000	Quilters Expenses	18.42	175.46
	<b>Total Expenses</b>	<b><u>\$18.42</u></b>	<b><u>\$175.46</u></b>
	<b>Ending Fund Balance</b>	<b>\$691.54</b>	<b>\$691.54</b>
<b>3.700.000</b>	<b>Disaster Relief Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>1,725.00</b>	<b>120.00</b>
<i>Income</i>			
4.710.000	Disaster Relief	0.00	1,605.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$1,605.00</u></b>
<i>Expenses</i>			
5.710.000	Disaster Relief Fund	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$1,725.00</b>	<b>\$1,725.00</b>
<b>3.750.000</b>	<b>Seminary Scholarship Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>5,515.00</b>	<b>0.00</b>
<i>Income</i>			
4.750.000	Seminary Scholarship Donations	0.00	5,515.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$5,515.00</u></b>
<i>Expenses</i>			
5.750.000	Seminary Scholarship Expenses	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$5,515.00</b>	<b>\$5,515.00</b>
<b>3.940.000</b>	<b>Endowment Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>8,943.00</b>	<b>5,030.00</b>
<i>Income</i>			
4.940.000	Endowment Income	396.00	4,309.00
	<b>Total Income</b>	<b><u>\$396.00</u></b>	<b><u>\$4,309.00</u></b>

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Account #	Account Name	Current Activity	YTD Activity
<i>Expenses</i>			
5.940.000	Endowment Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$9,339.00</b>	<b>\$9,339.00</b>
<b>3.950.000</b>	<b>Inreach Reserves Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>2,151.13</b>	<b>2,397.93</b>
<i>Income</i>			
4.950.000	Inreach Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<i>Expenses</i>			
5.950.000	Inreach Reserves Expense	0.00	246.80
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$246.80</u></b>
	<b>Ending Fund Balance</b>	<b>\$2,151.13</b>	<b>\$2,151.13</b>
<b>3.960.000</b>	<b>Outreach Reserves Fund Balance</b>		
	<b>Beginning Fund Balance</b>	<b>7,563.67</b>	<b>7,563.67</b>
<i>Income</i>			
4.960.000	Outreach Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<i>Expenses</i>			
5.960.000	Outreach Reserves Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$7,563.67</b>	<b>\$7,563.67</b>
<b>3.970.000</b>	<b>Bldg &amp; Grounds Reserves Balance</b>		
	<b>Beginning Fund Balance</b>	<b>23,508.14</b>	<b>23,508.14</b>
<i>Income</i>			
4.970.000	Bldg & Grounds Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

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Account #	Account Name	Current Activity	YTD Activity
<i>Expenses</i>			
5.970.000	Bldg & Grounds Reserves Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$23,508.14</b>	<b>\$23,508.14</b>
<b>3.972.000</b>	<b>Playground Maintenance Reserves Balance</b>		
	<b>Beginning Fund Balance</b>	<b>5,000.00</b>	<b>0.00</b>
<i>Income</i>			
4.972.000	Playground Maintenance Reserves Income	0.00	5,000.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$5,000.00</u></b>
<i>Expenses</i>			
5.972.000	Playground Maintenance Reserves Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>3.975.000</b>	<b>Maintenance Reserves Balance</b>		
	<b>Beginning Fund Balance</b>	<b>18,933.80</b>	<b>18,933.80</b>
<i>Income</i>			
4.975.000	Maintenance Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<i>Expenses</i>			
5.975.000	Maintenance Reserves Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$18,933.80</b>	<b>\$18,933.80</b>
<b>3.980.000</b>	<b>Equipment Reserves Balance</b>		
	<b>Beginning Fund Balance</b>	<b>10,211.79</b>	<b>12,081.66</b>
<i>Income</i>			
4.980.000	Equipment Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

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Account #	Account Name	Current Activity	YTD Activity
<b><i>Expenses</i></b>			
5.980.000	Equipment Reserves Expense	999.99	2,869.86
	<b>Total Expenses</b>	<b><u>\$999.99</u></b>	<b><u>\$2,869.86</u></b>
	<b>Ending Fund Balance</b>	<b>\$9,211.80</b>	<b>\$9,211.80</b>
<b>3.985.000</b>	<b>Sabbatical Reserves Balance</b>		
	<b>Beginning Fund Balance</b>	<b>3,975.89</b>	<b>3,975.89</b>
<b><i>Income</i></b>			
4.985.000	Sabatical Reserves Income	0.00	0.00
	<b>Total Income</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b><i>Expenses</i></b>			
5.985.000	Sabatical Reserves Expense	0.00	0.00
	<b>Total Expenses</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	<b>Ending Fund Balance</b>	<b>\$3,975.89</b>	<b>\$3,975.89</b>

**Minutes**  
**Finance Team Meeting – October 12, 2015**

Members Present: Don Schneider, Devin Burg, Rich Juergensen, Ralph Bergstrom

Absent: Jim Henley

The meeting was called to order at 7:15 PM.

The minutes of our September meeting were approved.

Don Schneider reviewed the September financial statements. Income through September is \$3,180 under budget YTD. Total expenses through September are \$28,057 under budget resulting in a surplus of \$14,758 YTD. This surplus is primarily due to \$11,628 of unfunded reserves and \$15,814 in reduced staffing cost. The provision for Reserves is typically not funded until December.

Don reported that the Building Team had a very productive meeting with our Architect on September 28<sup>th</sup> followed by a well-attended meeting with the congregation on October 6<sup>th</sup>

The team completed their review of request for the 2016 budget. A preliminary budget was completed and will be submitted to Council. A final budget cannot be completed until results of our Stewardship Campaign are known.

There being no further business the meeting was adjourned at 8:45 PM.

Respectfully submitted,  
Don Schneider

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<b>Income</b>						
4.100.000	Member Contributions	39,565.80	43,750.00	392,522.46	393,750.00	525,000.00
4.150.000	Loose Plate and Growth	1,834.00	2,083.00	17,547.37	18,747.00	25,000.00
4.200.000	Miscellaneous Income	0.00	83.00	93.15	747.00	1,000.00
4.250.000	Flower Income	125.00	208.00	1,762.75	1,872.00	2,500.00
4.300.000	Interest Income (Heartland Bank)	17.93	17.00	163.65*	153.00	200.00
	<b>Total Income</b>	<b>\$41,542.73</b>	<b>\$46,141.00</b>	<b>\$412,089.38</b>	<b>\$415,269.00</b>	<b>\$553,700.00</b>
<b>Expenses</b>						
<b>Mission Ministry</b>						
5.100.110	ELCA NI Synod	4,375.00	4,375.00	41,572.09*	39,375.00	52,500.00
5.100.111	Good Samaritan	0.00		0.00		
5.100.112	Local Mission	0.00	438.00	2,351.05	3,942.00	5,250.00
5.100.113	Mission Ministry - Other	0.00		0.00		
	<b>Mission Ministry</b>	<b>\$4,375.00</b>	<b>\$4,813.00</b>	<b>\$43,923.14*</b>	<b>\$43,317.00</b>	<b>\$57,750.00</b>
<b>Outreach Ministry</b>						
5.150.100	Outreach/Evangelism	409.94	333.00	3,069.98*	2,997.00	4,000.00
5.150.150	Advertising	1,002.26	333.00	1,947.37	2,997.00	4,000.00
5.150.250	Outreach Ministry - Other	0.00	42.00	0.00	378.00	500.00
5.150.300	Lay Ministry Expenses	231.82	42.00	329.62	378.00	500.00
	<b>Outreach Ministry</b>	<b>\$1,644.02</b>	<b>\$750.00</b>	<b>\$5,346.97</b>	<b>\$6,750.00</b>	<b>\$9,000.00</b>
<b>Adult Education Ministry</b>						
5.200.000	Adult Ed Books/Reimbursements	0.00	100.00	1,136.80*	900.00	1,200.00
5.200.300	Adult Ed Curriculum	0.00	17.00	36.14	153.00	200.00
5.200.350	Retreats Expenses	0.00		9.95		
5.200.400	Adult Ed - Other	0.00	67.00	0.00	603.00	800.00
5.200.450	Home Devotional Guides	0.00	17.00	93.48	153.00	200.00
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$201.00</b>	<b>\$1,276.37</b>	<b>\$1,809.00</b>	<b>\$2,400.00</b>
<b>Youth and Education Ministry</b>						
5.250.100	Youth Resources	298.66	125.00	1,375.61*	1,125.00	1,500.00
5.250.150	Youth Curriculum	209.95	83.00	209.95	747.00	1,000.00
5.250.200	Trip Expenses	0.00	83.00	0.00	747.00	1,000.00
5.250.250	Youth Retreats Expense	0.00	83.00	0.00	747.00	1,000.00
5.250.275	Software/Subscriptions	137.98	150.00	2,226.11*	1,350.00	1,800.00
5.250.280	Confirmation Expenses	519.53	292.00	4,201.28*	2,628.00	3,500.00
5.250.285	Sunday School Expenses	160.66	125.00	856.29	1,125.00	1,500.00

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
5.250.290	VBS Expenses	0.00	250.00	2,725.42*	2,250.00	3,000.00
5.250.300	Other Youth Expenses	142.05	83.00	501.52	747.00	1,000.00
	<b>Youth and Education Ministry</b>	<b>\$1,468.83</b>	<b>\$1,274.00</b>	<b>\$12,096.18*</b>	<b>\$11,466.00</b>	<b>\$15,300.00</b>
<b><i>Music Ministry</i></b>						
5.300.100	Choral Expenses	200.00	108.00	1,041.09*	972.00	1,300.00
5.300.150	2nd Service Music	0.00		0.00		
5.300.160	Saturday Service Organist	0.00		0.00		
5.300.161	Organ/Piano Supply	50.00	21.00	275.00*	189.00	250.00
5.300.175	Bells Expenses	0.00	100.00	1,126.94*	900.00	1,200.00
5.300.200	Childrens Music Ministry Expense	0.00		0.00		
5.300.300	Adult Choir Music	0.00		0.00		
5.300.350	Band Expenses	398.39	333.00	3,511.14*	2,997.00	4,000.00
5.300.375	Youth Bell Choir	0.00		0.00		
5.300.400	Piano/Organ Maintenance	0.00	59.00	511.40	525.00	700.00
5.300.450	Bell Maintenance	0.00	21.00	0.00	189.00	250.00
5.300.500	Licensing Fees	0.00	63.00	636.00*	567.00	750.00
5.300.550	Music Resources Expenses	52.89	25.00	164.65	225.00	300.00
	<b>Music Ministry</b>	<b>\$701.28</b>	<b>\$730.00</b>	<b>\$7,266.22*</b>	<b>\$6,564.00</b>	<b>\$8,750.00</b>
<b><i>Worship Ministry</i></b>						
5.350.100	Audio Visual Ministry	0.00	125.00	1,812.11*	1,125.00	1,500.00
5.350.150	Flowers	150.00	208.00	1,430.00	1,872.00	2,500.00
5.350.200	Altar Guild	0.00	42.00	474.37*	378.00	500.00
5.350.250	Pastoral Assistance	100.00	125.00	300.00	1,125.00	1,500.00
5.350.300	Worship Supplies	0.00	63.00	821.91*	567.00	750.00
5.350.350	Misc. Worship Expenses	0.00		345.46		
	<b>Worship Ministry</b>	<b>\$250.00</b>	<b>\$563.00</b>	<b>\$5,183.85*</b>	<b>\$5,067.00</b>	<b>\$6,750.00</b>
<b><i>Facilities</i></b>						
5.400.100	Cleaning Service	590.00	632.00	5,260.00	5,688.00	7,580.00
5.400.150	Utilities	727.76	833.00	7,330.21	7,497.00	10,000.00
5.400.200	Waste Removal	169.68	142.00	1,975.39*	1,278.00	1,700.00
5.400.250	Lawn care/Snow removal	0.00	875.00	8,996.00*	7,875.00	10,500.00
5.400.300	Maint./Cleaning Supplies	240.19	63.00	482.00	567.00	750.00
5.400.350	Outside Contract Services	0.00	392.00	3,154.67	3,528.00	4,700.00
5.400.400	Misc. Facilities expense	0.00	25.00	864.11*	225.00	300.00
	<b>Facilities</b>	<b>\$1,727.63</b>	<b>\$2,962.00</b>	<b>\$28,062.38*</b>	<b>\$26,658.00</b>	<b>\$35,530.00</b>



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**Treasurer's Report as of September 2015 for General Fund**

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<b><i>Office Expenses</i></b>						
5.450.100	Office Supplies	295.52	292.00	2,220.95	2,628.00	3,500.00
5.450.150	Office Equipment	0.00		171.59		
5.450.200	Web/Software Expenses	625.74	292.00	2,707.49*	2,628.00	3,500.00
5.450.250	Telephone	146.98	167.00	1,727.68*	1,503.00	2,000.00
5.450.275	Wireless Phone	83.48	108.00	898.04	972.00	1,300.00
5.450.300	Postage	743.11	125.00	1,486.20*	1,125.00	1,500.00
5.450.350	Dues & Subscriptions	0.00	13.00	139.00*	117.00	150.00
5.450.400	Equipment Rental	1,230.77	1,333.00	11,714.80	11,997.00	16,000.00
5.450.450	Misc. Office Expenses	0.00	21.00	129.72	189.00	250.00
	<b>Office Expenses</b>	<b>\$3,125.60</b>	<b>\$2,351.00</b>	<b>\$21,195.47*</b>	<b>\$21,159.00</b>	<b>\$28,200.00</b>
<b><i>Staffing Ministry</i></b>						
5.500.100	Pastor Salary	4,740.20	4,649.00	42,446.06*	41,841.00	55,787.00
5.500.150	Pastor Housing Allowance	2,666.66	2,740.00	23,999.94	24,660.00	32,880.00
5.500.200	Lay Ministry Coord.	1,673.76	1,674.00	15,015.08	15,066.00	20,085.00
5.500.250	Youth Ministry Coord.	3,214.96	3,207.00	28,841.00	28,863.00	38,486.00
5.500.300	Director of Music	3,161.08	3,153.00	28,357.64	28,377.00	37,841.00
5.500.350	Organist	1,601.30	1,601.00	13,871.30	14,409.00	19,215.00
5.500.400	Tech. Support Manager	2,218.33	2,227.00	20,020.07	20,043.00	26,721.00
5.500.450	Office Manager	1,231.88	1,158.00	10,370.89	10,422.00	13,892.00
5.500.500	Director of Adult Education	1,972.68	2,982.00	18,713.52	26,838.00	35,782.00
5.500.525	AV Coordinator	618.00	617.00	5,544.00	5,553.00	7,398.00
5.500.550	Continuing Education/Training	1,061.14	500.00	2,225.13	4,500.00	6,000.00
5.500.600	Staff Social Security	1,136.60	1,441.00	10,191.55	12,969.00	17,286.00
5.500.650	Pastor SS/Ins/Retirement	3,368.70	3,938.00	34,809.36	35,442.00	47,250.00
5.500.655	Staff Payroll Deductions	0.00		0.00		
5.500.675	Payroll Processing Expense	183.00	183.00	1,386.90	1,647.00	2,200.00
5.500.700	Misc. Staff expenses	26.64	167.00	526.64	1,503.00	2,000.00
5.500.750	Pastor's Con't Ed.	0.00		0.00		
	<b>Staffing Ministry</b>	<b>\$28,874.93</b>	<b>\$30,237.00</b>	<b>\$256,319.08</b>	<b>\$272,133.00</b>	<b>\$362,823.00</b>
<b><i>Other Church Expenses</i></b>						
5.550.100	Scholarships	0.00		0.00		
5.550.110	Kitchen Supplies	78.55	83.00	552.10	747.00	1,000.00
5.550.125	Church Events Expense	43.27	42.00	(340.77)	378.00	500.00
5.550.150	Committee Expenses	9.95	250.00	1,727.40	2,250.00	3,000.00

**Shepherd of the Prairie - Huntley IL**  
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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
5.550.175	Synod Assembly Expense	0.00	83.00	222.03	747.00	1,000.00
5.550.200	Church Insurance	640.01	685.00	6,593.64*	6,165.00	8,222.00
5.550.250	Automobile Expense	393.82	417.00	3,415.48	3,753.00	5,000.00
5.550.300	Human Resources	641.36	458.00	4,087.17	4,122.00	5,500.00
5.550.350	Bank/Legal Expenses	24.40	67.00	366.70	603.00	800.00
5.550.400	Misc. Expenses	0.00	8.00	37.61	72.00	100.00
	<b>Other Church Expenses</b>	<b>\$1,831.36</b>	<b>\$2,093.00</b>	<b>\$16,661.36</b>	<b>\$18,837.00</b>	<b>\$25,122.00</b>
<i>Providing for the Future</i>						
5.600.100	Provision for Outreach	0.00	63.00	0.00	567.00	750.00
5.600.150	Provision for Inreach	0.00	46.00	0.00	414.00	550.00
5.600.200	Provision for Equipment	0.00	83.00	0.00	747.00	1,000.00
5.600.250	Provision for Maintenance	0.00	500.00	0.00	4,500.00	6,000.00
5.600.300	Provision for Bldg. & Grounds	0.00	500.00	0.00	4,500.00	6,000.00
5.600.350	Provision for Sabbatical	0.00	100.00	0.00	900.00	1,200.00
	<b>Providing for the Future</b>	<b>\$0.00</b>	<b>\$1,292.00</b>	<b>\$0.00</b>	<b>\$11,628.00</b>	<b>\$15,500.00</b>
	<b>Total Expenses</b>	<b>\$43,998.65</b>	<b>\$47,266.00</b>	<b>\$397,331.02</b>	<b>\$425,388.00</b>	<b>\$567,125.00</b>
	<b>Difference</b>	<b><u>(\$2,455.92)</u></b>	<b><u>(\$1,125.00)</u></b>	<b><u>\$14,758.36</u></b>	<b><u>(\$10,119.00)</u></b>	<b><u>(\$13,425.00)</u></b>

\* = Income/Expense exceeds amount budgeted to date

**Shepherd of the Prairie - Huntley IL**  
**Balance Sheet as of September 30, 2015**

Monday, October 5, 2015

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Account #	Account Name	Period Activity	YTD Balance	Previous Year Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	(780.64)	180,670.48	174,341.64
1.200.000	Mission Plus Building Fund Checking	(11,344.16)	63,035.24	96,412.44
1.250.000	HBT/LPL Investment Account	0.00	39.70	20.55
1.400.000	Heartland Bank Youth Account Checking	0.00	0.00	6,569.03
	<b>Total Current Assets</b>	<b>(\$12,124.80)</b>	<b>\$243,745.42</b>	<b>\$277,343.66</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	0.00	1,980,000.00	1,980,000.00
	<b>Total Fixed Assets</b>	<b>\$0.00</b>	<b>\$1,980,000.00</b>	<b>\$1,980,000.00</b>
	<b>Total Assets</b>	<b>(\$12,124.80)</b>	<b>\$2,223,745.42</b>	<b>\$2,257,343.66</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	0.00	0.00	0.00
2.100.000	Prepaid Pledges	0.00	0.00	0.00
2.200.000	941 Federal Withholding	0.00	0.00	0.00
2.200.100	941 State Withholding	0.00	0.00	0.00
2.200.150	Pastor's FSA Account	0.00	0.00	0.00
2.999.999	Mission Plus Building Fund Checking 2	0.00	0.00	0.00
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	(18,948.43)	550,960.39	802,446.63
	<b>Total Long Term Liabilities</b>	<b>(\$18,948.43)</b>	<b>\$550,960.39</b>	<b>\$802,446.63</b>
	<b>Total Liabilities</b>	<b>(\$18,948.43)</b>	<b>\$550,960.39</b>	<b>\$802,446.63</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	(2,455.92)	59,144.17	54,551.31
	<b>Total Unrestricted Fund Balances</b>	<b>(\$2,455.92)</b>	<b>\$59,144.17</b>	<b>\$54,551.31</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	33.00	2,174.00	(210.00)
3.175.000	Memorial Fund Balance	0.00	2,040.00	75.00
3.180.000	Grafton Food Pantry Fund Balance	285.00	1,330.00	280.00
3.200.000	Heifer Fund Balance	12.00	709.00	1,057.02
3.210.000	Grant Fund Balance	0.00	255.00	255.00

**Shepherd of the Prairie - Huntley IL**  
**Balance Sheet as of September 30, 2015**

Monday, October 5, 2015

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Account #	Account Name	Period Activity	YTD Balance	Previous Year Balance
3.220.000	AV Ministry Fund Balance	(102.00)	279.95	1,496.33
3.250.000	Good Samaritan Fund Balance	(10.63)	2,477.04	4,607.67
3.260.000	Evangelism/Outreach Fund Balance	112.00	2,888.05	6,044.20
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	0.00	2,257.63	1,013.75
3.335.000	Bells Ministry Fund Balance Balance	0.00	717.11	N/A
3.345.000	Childrens Music Ministry Fund Balance	0.00	754.00	754.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$0.00</i>	<i>\$3,728.74</i>	<i>1,767.75</i>
3.350.000	Prairie Crafters Fund Balance	784.00	784.00	488.00
3.360.000	Miscellaneous Fund Balance	(500.00)	1,777.06	7,421.96
3.370.000	WELCA Fund Balance	0.00	264.01	0.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	25.00	2,736.13	2,346.43
3.417.000	Youth Mission Trips Balance	0.00	(9.02)	2,156.72
3.421.000	Youth Scholarship Balance	0.00	2,453.00	2,453.00
3.422.000	Operation Christmas Child Balance	0.00	166.76	88.36
3.423.000	Confirmation Retreat Fund Balance	20.00	858.47	4,018.50
3.424.000	Gift Card Program Fund Balance	0.00	0.00	6,569.03
	<i>Total Youth Ministry Fund Balance</i>	<i>\$45.00</i>	<i>\$6,205.34</i>	<i>17,632.04</i>
3.500.000	Little Lambs Fund Balance	1,453.51	8,956.25	12,664.64
3.600.000	Prayer Shawl Ministry Fund Balance	0.00	82.60	122.60
3.650.000	Quilters Ministry Fund Balance	(18.42)	691.54	0.00
3.700.000	Disaster Relief Fund Balance	0.00	1,725.00	45.00
3.750.000	Seminary Scholarship Fund Balance	0.00	5,515.00	N/A
3.995.000	<i>Inactive Accounts Fund Balance</i>			
3.150.000	Building Fund Income	0.00	0.00	0.00
3.160.000	Debt Reduction Fund Balance	0.00	0.00	0.00
3.310.000	Music Bells Balance	0.00	0.00	0.00
3.320.000	Music - Hymnal	0.00	0.00	0.00
3.340.000	Bell Maintenance Balance	0.00	0.00	0.00
3.410.000	Youth Summer Camp Balance	0.00	0.00	0.00
3.420.000	Youth - KCK Balance	0.00	0.00	0.00
3.990.000	Faith Item Fund	0.00	0.00	0.00
	<i>Total Inactive Accounts Fund Balance</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>0.00</i>

**Shepherd of the Prairie - Huntley IL**  
**Balance Sheet as of September 30, 2015**

Monday, October 5, 2015

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Account #	Account Name	Period Activity	YTD Balance	Previous Year Balance
<b>Total</b>		<b>\$2,093.46</b>	<b>\$41,882.58</b>	<b>\$53,747.21</b>
<b>Total Temporary Restricted Fund Balances</b>		<b>\$2,093.46</b>	<b>\$41,882.58</b>	<b>\$53,747.21</b>
<b>Reserves</b>				
3.950.000	Inreach Reserves Fund Balance	0.00	2,151.13	1,322.93
3.960.000	Outreach Reserves Fund Balance	0.00	7,563.67	5,963.67
3.970.000	Bldg & Grounds Reserves Balance	0.00	23,508.14	17,368.14
3.972.000	Playground Maintenance Reserves Balance	0.00	5,000.00	N/A
3.975.000	Maintenance Reserves Balance	0.00	18,933.80	17,653.80
3.980.000	Equipment Reserves Balance	(999.99)	9,211.80	9,831.66
3.985.000	Sabbatical Reserves Balance	0.00	3,975.89	1,200.00
<b>Total Reserves</b>		<b>(\$999.99)</b>	<b>\$70,344.43</b>	<b>\$53,340.20</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	396.00	9,339.00	5,030.00
<b>Total Permanently Restricted Funds</b>		<b>\$396.00</b>	<b>\$9,339.00</b>	<b>\$5,030.00</b>
3.130.000	Building & Grounds Equity	18,948.43	1,429,039.61	1,177,553.37
<b>Total Equity</b>		<b>\$18,948.43</b>	<b>\$1,429,039.61</b>	<b>\$1,177,553.37</b>
<b>Building Fund</b>				
3.125.000	Building Fund Balance	(11,158.35)	63,035.24	110,674.94
<b>Total Building Fund</b>		<b>(\$11,158.35)</b>	<b>\$63,035.24</b>	<b>\$110,674.94</b>
<b>Total Fund Balances &amp; Equity</b>		<b>\$6,823.63</b>	<b>\$1,672,785.03</b>	<b>\$1,454,897.03</b>
<b>Total Liabilities and Fund Balances &amp; Equity</b>		<b>(\$12,124.80)</b>	<b>\$2,223,745.42</b>	<b>\$2,257,343.66</b>

If the accounts in the subtotals have changed or if ledger (marked with "\*\*") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

## SOTP – PROPERTY TEAM MINUTES OCTOBER 12, 2015

Members Present: Jerry Christopherson, Mark Frendreis, Dick Tabatt, Chris Trodahl

Members Absent: Tom Polzin, Cal Meyer

Guests Present: None

### 1. INVENTORY

Nothing new was reported on the inventory project

### 2. MAIN ENTRANCE WIND BREAK

This project is on hold pending decisions on materials to use and final costs.

### 3. 2016 BUDGET UPDAT

Jerry reviewed the joint finance/property team meeting.

Jerry confirmed that our projected 2016 budget was approved.

### 4. DIRECT ENERGY

SOTP will continue to piggy back on Huntley Contract.

### 5. SNOW PLOWING

Bid requests were sent to 5 companies, and 4 responded with bids.

Chris' Lawn Service will be offered the contract.

### 6. CAL MEYER – LAWN & GROUNDS UPDATE

Chris reported the Cal has aerated, fertilized, and seeded our lawn.

This was all done at no cost to SOTP

### 7. CHRIS' LAWN SERVICE

Discussion for 2016, should we start considering other vendors.

### 8. PROJECTOR IN CLASSROOM

Chris briefly explained the installation of the projected and current use.

Pastor Mark has requested air vents in top of PC cabinet and a lock on the door.

### 9. COAT HOOKS – LITTLE LAMBS

Ferdie made and install all wood coat hangers for Little Lambs.

Thanks to Ferdie

### 10. NEW SHELVES IN THE STORE ROOM

Mark & Chris installed the new shelves.

Mark & Chris re organized and cleaned the room.

## Worship Ministry Team

October 12, 2015

Attending: Ferdie Kimminau, Judie Symbol, Mike McCann, Barb Pagano, Pat Fiorese

Absent: Jane McMullen, Chris Solem

Ferdie requested permission to change wording in the Usher directional sheets. The members have approved all changes. Usher meeting tentatively planned for November 2<sup>nd</sup> to explain the updates. Date/time of meeting will be available in the Friday flourish.

Judie advised no changes or updates for Altar Guild or Communion Bread Baking group.

Ferdie and Judie have both welcomed new members to their groups the last few months. A thank you is extended to Donna Kelly for forwarding the names/phone numbers for individuals voicing an interest.

The remainder of the meeting focused on the Holiday schedule through the end of the year.

October 31/November 1 we celebrate "All Saints Day". Candles will once again be available to light in remembrance of loved ones and friends during the service. Barb Pagano is going to work with Donna Kelly to invite new couples of the church to assist at the candle lighting stations. We will need four couples for each service during the weekend.

Thanksgiving service is November 26<sup>th</sup> at 7 pm. No communion offered at this service. Decorating for Advent follows the service. We will request the Property Team to remove the Advent Wreath from storage following the service.

Poinsettia orders will take place on November 21/22 and November 28/29. A table will be available in the Welcome Center to place an order for flower/flowers. We will be extending an invitation to Joan Kimminau to assist with the flower orders. We will check Countryside Florist, Platt Hill Nursery, and Hobbs Greenhouse for the best prices for our members.

Church decorating for the Christmas season will occur the week of December 2<sup>nd</sup>. Barb Pagano has advised the "Gems" group has offered to help this year. A request will be forwarded to the Property Team to remove all "Christmas decorations" from storage following worship services on November 29<sup>th</sup>.

On December 20<sup>th</sup>, the Heartland Choir will present a concert at SOTP. Special decorating and church preparation will take place following the Worship Services by the property team and worship team.

Christmas Eve services are set for 5 pm and 11 pm. Communion will be offered only at 11 pm.

January 6<sup>th</sup> all festive decorations will be removed from building and stored for following year.

11. FOX VALLEY FIRE

Fire Extinguisher Inspection will be Tues - 10/13 - between 1:30 to 3:00 PM.

12. FORWARD IN FAITH PROJECT

Mark updated the Property Team on the building project.

13. OLD BUSINESS

None

14. NEW BUSINESS

None

Property Team meeting adjourned, CUBS leading 7 to 4.



Mission Team Minutes    October 12, 2015

Attendance: Sandy Hupert, Sharon Stangler, Mary Trodahl, Steve Legel, Sid Sorenson, Becky Hennessey, Jules Pelka, Carl Hupert

Sandy asked all to join her in saying the “Forward in Faith” prayer. Sid moved and Steve seconded that we approve last month’s minutes.

1. Stubbs missionaries: Nothing new to report. The Covenant is coming up for renewal and Council will need to approve.
2. Green Trees: The work for this year has been completed. We will begin next year’s program in April, tentatively.
3. Habitat Restore: Donna Kelly had forwarded a list of members who expressed some interest in helping with Habitat. Carl has created a Habitat roster combining those names with names of prior workers, a total of 21. He is asking for teams of four to work once each month.
4. Exodus: Sandy, Jules, and Nancy Ottinger delivered an Exodus Welcome package on October 9th. It was the easiest delivery, to date, due in part that the refugees had family here who helped carry the Welcome items to the apartment. Sandy showed photos of the reception.
5. Northern Illinois Food Bank (NIFB): Sid feels he will come close to filling the 74 slots he reserved. He has 24 new volunteers and transportation is covered. He has enough “God’s work, our hands” tee shirts but suggests we order more. (The Mission Team will inventory and order). Sid indicated that although he is leaving the team he will continue overseeing the NIFB ministry.
6. Feed My Starving Children: Sandy will check with Jill for the FMSC date in November.
7. PADS: Becky has October, November, and December covered, but still needs signups for next year.
8. Seminarian ministry: Pastor has told Sandy to table this.
9. Send Kids the World: Sharon will prepare a newsletter article. People have been donating postcards to support the program.

10. Mission Moments: None are planned for November/December due to the holidays, Stewardship, and Forward in Faith.
11. Mission Money distribution: Jules moved and Mary seconded that the Thanksgiving offering be designated to four groups, evenly. They are FMSC, NIFB, Grafton Food Pantry, and ELCA World Hunger. Approved.  
Jules moved and Steve seconded that \$500 be donated to Exodus and \$500 to Senior Care of McHenry County. Both approved. Sandy will request checks.  
Mary will look into Hospice and an ELCA nursing home in Crystal Lake as possible future missions.
12. Other: Steve will look into whether Deerpath Apartments have service needs.
13. Giving tree: Barb Hoppensteadt will take care of the whole program.

Sandy led the Team in closing with the “Forward in Faith” prayer. Carl moved to adjourn. Jules seconded.

Next meeting: Monday, November 9, 2015.

Submitted by Carl Hupert

## MISSION TEAM MONTH AT A GLANCE 2015(as of 10/12/15)

<p><b><u>JANUARY</u></b>          Select Lent Offering destination(s) Ash Wed. 2/18  <b>1/2 Mc Henry County Jail Detainees</b>  <b>1/2 Mc Henry County Pioneer</b>          PADS – 4<sup>th</sup> Sunday Jan 25          Senior Care Volunteer Network          Sun Feb 1, guest Aileen Zei</p> <p>February Newsletter &amp;</p>	<p><b><u>FEBRUARY</u></b>          Work NIFB Feb. 14<sup>th</sup>          PADS 4<sup>th</sup> Sun. 2/22          Select Easter (4/5) Offering destinations  <b>1/2 Feed My starving Children, Schmb. \$1,286.35</b>  <b>1/2 Lutheran Social Service of Illinois*</b>          Welcome Pack set up by Mar. 5          (Renew Stubbs Missionary Support (\$1500)Part 2 of 2)          Mission Mom Sun. 2/1 Senior Care Network          See April repeat cause of snow day          NIFB Mobile Agenda item  <u>Feb. 2016 Sat.NIFB</u>          Mar. Newsletter &amp;</p>
<p><b><u>MARCH</u></b>          PADS -4<sup>th</sup> Sun. 3/22          Collect Welcome Pack Items</p> <p>Cong. Resource Conf. 3/14</p> <p>April Newsletter &amp;</p>	<p><b><u>APRIL</u></b>          Welcome Pack ready for delivery          Exodus Celebration of Hope Dinner <b>4/17</b>          Request Payment check for Lent Monies—contact all  <b>Mission Moments Sunday April 12, Senior Care</b>  <b>Volunteer Network guest Aileen Zei</b>          May Newsletter &amp;          2016 April? Green Trees</p>
<p><b><u>MAY</u></b>          Request Payment checks for Easter Monies-          Synod Assembly In Kind Offering for June  <b>Mon. May 4 – NIFB, 1-4 PM</b>  <b>Sat. May 9 – GREEN TREES 8AM - noon</b>  <b>Green Trees – Donna Kelly - \$119.27</b>  <b>PADS – B. Pelka (Apr. EX) \$19.92</b></p> <p>June Newsletter &amp;          2016 NIFB Work day (TBA)</p>	<p><b><u>JUNE</u></b>          Mission Moments Sun. June 7</p> <ul style="list-style-type: none"> <li>• LSSI Behavioral Serv. Elgin \$643.00</li> <li>• LSSI LifeBook Foster Care \$643.00</li> <li>• * This is Easter Offering</li> </ul> <p><b>HABITAT RESTORE: Wed. 6/17 1-5PM, Sat, 6/27 9AM-1</b>          July News letter &amp;</p>
<p><b><u>JULY</u></b>          Prepare Welcome Pack set up for Aug.  <b>Stubbs Missionary Family here Sun. 7/19</b>  <b>Stubbs visit cost \$250.00 (plus free will offering</b>  <b>cash Donations totaled \$1000.00)</b>  <b>Habitat Restore 7/15 10AM – 1 PM</b>          August Newsletter &amp;</p>	<p><b><u>AUGUST</u></b>          Welcome Pack Collection (with VBS help)          Prepare Exodus run/walk  <b>FMSC – 8/8 11:30 AM = 1:30PM</b>  <b>Habitat Restore – Sat. 8/1 10AM - PM</b>          Mission Mom. Sun. 8/2          September Newsletter          Green Trees work day 8/31/15 8-10AM</p>
<p><b><u>SEPTEMBER</u></b>          Exodus Run Walk 9/12/15          Mission Moments Sunday 9/6          (God's Work our Hands Sunday Sept13)          Welcome Pack ready for Oct. 1 delvy.  <b>Habitat Restore Thurs. 9/17/19, 10AM-1PM</b> “  <b>Habitat Restore Tues. 9/29, 9AM-12 PM</b> “</p> <p>Oct. Newsletter</p>	<p><b><u>OCTOBER</u></b>  <b>Mission Moment re: PADS 10/4</b>          Arrange Xmas Giving Tree (Barb Hoppenstedt?)  <b>1<sup>st</sup> PADS 4<sup>th</sup> Sun. 10/25</b>          Select Thanksgiving Offering Destination(s)          Columbus Day FMSC?          Mission Moments Sun. 10/4 ( if not Sept.)  <b>NIFB Work Day 10/17 (60 spaces resvd.)</b>          November Newsletter &amp;</p>
<p><b><u>NOVEMBER</u></b>          PADS 4<sup>th</sup> Sun – 11/22          Select Xmas offering destination(s)          GIVING Tree Up –          FMSC 11/28 ?          December Newsletter &amp;</p>	<p><b><u>DECEMBER</u></b>          Deliver Giving Tree          Request Payment check(s) for Thanksgiving          PADS 4<sup>th</sup> Sun. 12/27          Mission Moments Sun. 12/6</p> <p><b>August,2016 Corn for Food Pantry</b>          January Newsletter &amp;</p>

## OVER FOR Notes for back side of Month at a Glance

TO: Paid Staff and Ministry Leaders at Shepherd of the Prairie (From Pastor Mark on 10/15/14)

POLICY DIRECTIVE: A new policy has been agreed to and voted upon by the Congregation Council of Shepherd of the Prairie. **Any contract agreement over \$2,500.00 must be reviewed and approved by the Finance team and Congregation Council of Shepherd of the Prairie. The contract shall be signed by the President of the Congregation as well as a member of the Finance Team.**

Also Summer 2014 Directive from Finance team---

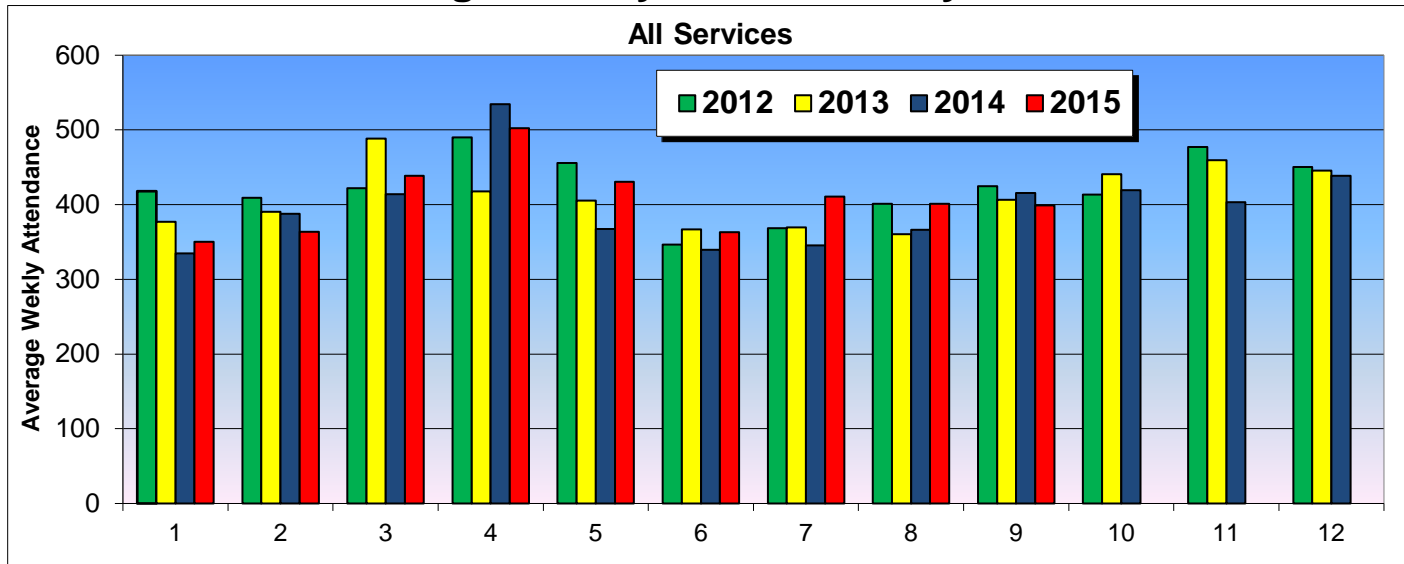
Whenever Mission Team designates **monies from Special Offerings** (i.e. lent, Easter, Thanksgiving, and Christmas) The **following** people **should be notified** as soon as decision is made:

- Contribution Secretaries ( Currently Sue Wehnes & Renee Green )
- Treasurer “ Jim Henley )
- Finance Team “ Don Schneider )
- Counters “ Ralph Wehnes )

Sandy notes that Pastor Mark I think would also like that notification

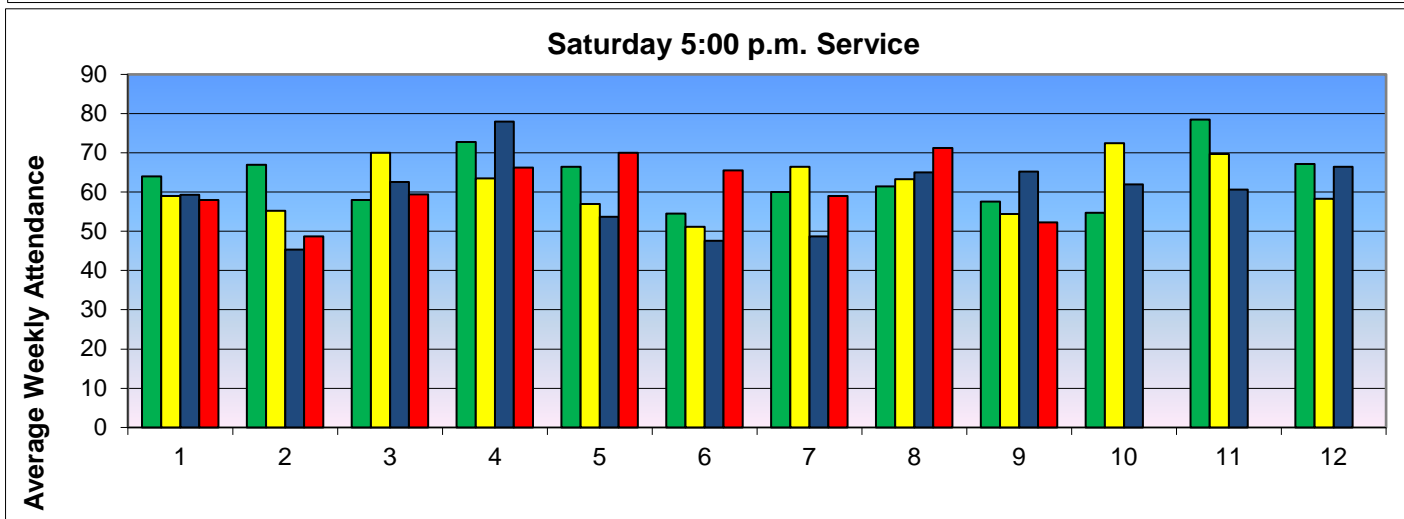
And I think Office Manager (Michelle Rankin) should also get a copy? As she cuts the checks but...

## Average Weekly Attendance by Month



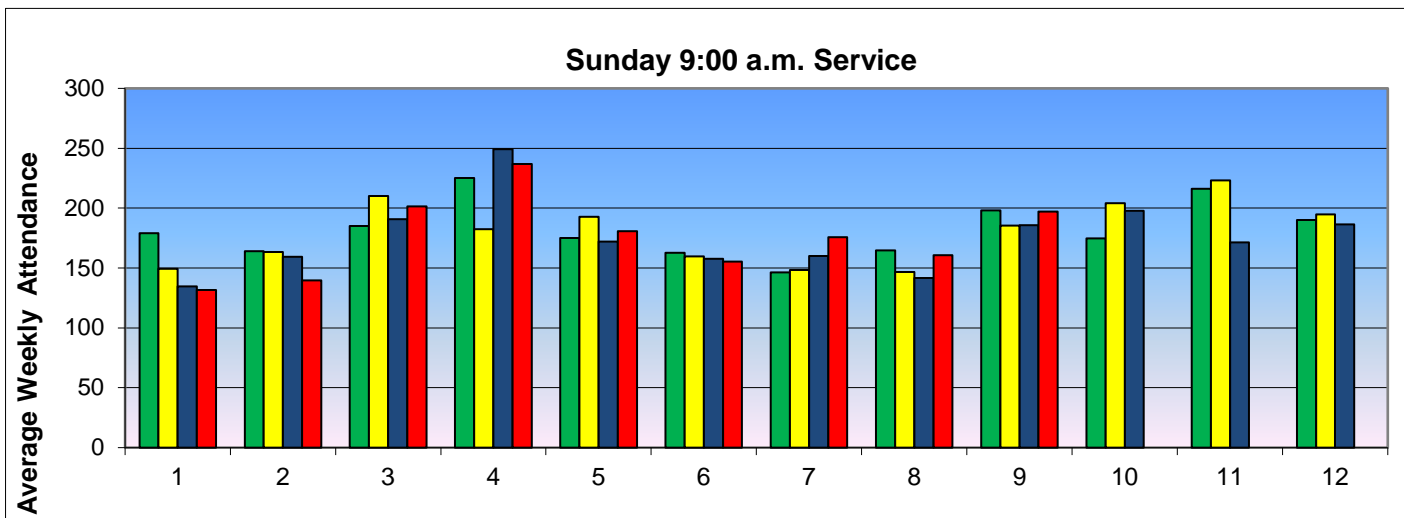
### Avg. Weekly Attendance

Year	Attendance
2009	338
2010	392
2011	410
2012	420
2013	411
2014	397
2015 (ytd)	407



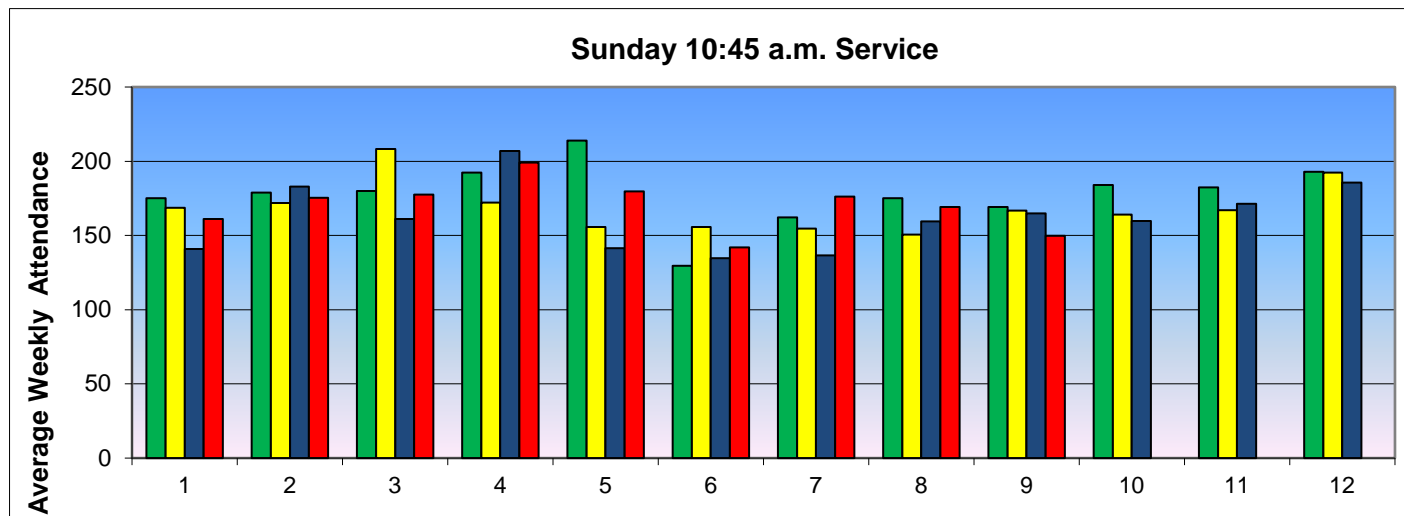
### Avg. Weekly Attendance

Year	Attendance
2009	47
2010	55
2011	55
2012	64
2013	62
2014	60
2015 (ytd)	61



### Avg. Weekly Attendance

Year	Attendance
2009	176
2010	210
2011	195
2012	182
2013	180
2014	176
2015 (ytd)	176



### Avg. Weekly Attendance

Year	Attendance
2009	115
2010	128
2011	159
2012	175
2013	169
2014	162
2015 (ytd)	170

# Shepherd of the Prairie Lutheran Church General Fund Offering Chart

