



Shepherd
OF THE PRAIRIE
LUTHERAN CHURCH

Council Report

September 20, 2021

*“A Growing Church for Growing
People”*

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Council Meeting Agenda September 20, 2021

1. **Call to Order**
2. **Devotions – Joyce Shotick**
3. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for August 16, 2021, as presented.*
4. **Congregation Committees/Ministry Teams**
 - a. *HR Team Discussion*
 - b. *Call Committee Discussion*
 - c. *Youth and Family Update*
5. **Congregation Council 2021 Goals**
 - a. *Review All Annual Goals*
 - i. *Forward Communication Strategy*
6. **Other**
 - a. *Update on Budget Process*
7. **Unfinished Business**
8. **Adjourn**

The Next Meeting is October 18, 2021

Shepherd of the Prairie Council Meeting Minutes

August 16, 2021

Present: Mike Luecht, Bob Mollis, Joyce Shotick, Pastor Mark Boster, Sarah Wolf, Cheryl Adams, Kathy McGuine, Ellen Nissen

Excused Absent: Christa Serpe

The meeting was called to order by President Mike Luecht at 7pm.

Bob Mollis provided devotions based on James 5:16 and the Lord's Prayer.

The minutes of the July 19, 2021 Council meeting were presented. Cheryl Adams moved to accept them, and it was seconded by Bob Mollis. Motion passed.

Congregation Committees/Ministry Teams updates were distributed to Council members.

The Council held a discussion on how to continue to seek high levels of quality for all services, as that is one of the Council's goals for 2021. In particular, additional support for the Contemporary Service was discussed.

Digital Media Strategy was explained by Joyce. The strategy will include a thorough review of how we message outward, the quality and consistency of our visuals, and the most effective communication channels to be used to pursue a growing church for growing people. The strategy, to be led by Joyce and Mike, will include SOTP leadership/staff, Luminate Marketing, and a group of Judson marketing students. A motion to engage with Luminate Marketing for \$8,500 (paid by a donor) and to engage with the students from Joyce's class was made by Ellen and seconded by Kathy. Motion was approved.

The Council reviewed the growth elements of the SOTP's goals and strategic plan. Mike and Cheryl also noted that we need to increase IT security. The Council reviewed the various projects: calling of the second pastor, the garage, the Digital Media Strategy and increasing support for the contemporary service. Bob also asked for the finance committee to request donations specifically for the garage because of an overage due to recent inflation.

Meeting was adjourned after the Lord's Prayer.

The next meeting is September 20, 2021

Treasurer's Report as of August 31, 2021

General Fund Report: The Unrestricted General Fund Balance is \$299,776. Total income for the month was \$67,058 and total expenses for the month was \$63,268. Approximately 4.6 months of General Fund reserves.

Mortgage Service Fund Report: The Mortgage Service Fund Balance is \$72,344. Income for the month was \$18,573. The monthly mortgage payment is \$19,536. Approximately 3.7 months of Mortgage Service Fund reserves.

This Month

| <u>General Fund</u> | <u>Actual</u> | <u>Budget</u> | <u>Difference</u> | <u>Percentage</u> |
|----------------------------|----------------------|----------------------|--------------------------|--------------------------|
| Income: | \$67,058 | \$65,115 | \$1,943 | 3% |
| Expenses: | \$63,268 | \$63,297 | (\$29) | 0% |

Year-to-Date

| <u>General Fund</u> | <u>YTD Actual</u> | <u>YTD Budget</u> | <u>Difference</u> | <u>Percentage</u> |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Income: | \$508,423 | \$520,920 | (\$12,497) | -2.4% |
| Expense: | \$499,503 | \$520,973 | (\$21,470) | -4.1% |

Mortgage Service Fund

| | |
|-------------------|----------|
| Income for Month: | \$18,573 |
| Fund Balance: | \$72,344 |

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

September 13, 2021

Attending: Devin Burg, John Throckmorton, Melanie Chesny, Bill Nesta, Sue Wehnes, Cliff Dungey, Bob Mollis

Meeting called to order at 7:30 PM

- I. Approval of August 9, 2021, Meeting Minutes as presented

- II. Accounting Administrator's Report
 - A. Balance Sheet as of August 31, 2021
 - i. Total Current Assets \$654,822
 - ii. Total Fixed Assets \$7,203,471
 - iii. Total Assets \$7,858,293
 - iv. Total Liabilities \$3,366,395
 - B. Income/Expenses through August 31, 2021
 - i. August GF income of \$67,058 was \$1,942 more than budgeted amount.
 - ii. August GF YTD income was \$12,497 less than YTD budgeted amount.
 - iii. August GF expenses of \$63,268 was \$29 less than budgeted amount.
 - iv. August GF YTD expenses were \$21,470 less than YTD budgeted amount.
 - C. Restricted Funds Detail Review through August 31, 2021
 - i. Account 3.175.000 Memorial Fund balance is \$14,331.85. Note that approximately \$4,500 is still earmarked to go to Local Missions funding. Donor has been directing.
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,056.95
 - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,273.13.
 - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$1,983.07
 - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$54,280.00.
 - vi. Account 3.680.000 Storage Garage Fund balance -\$10,905.26. These funds have been loaned from the Unrestricted General Fund to complete the project. Finance team will appeal to the congregation in the Friday Flourish and Newsletter to help defray some of this cost. It was also suggested that perhaps some of the Memorial Funds could be used toward the Storage Garage expense.
 - D. General Comments
 - i. General Fund giving showed a decrease of 2% compared to 2020.
 - ii. Mortgage Service giving for August was \$18,573. This is \$963 below SOTP monthly mortgage commitment of \$19,536. This is the third month in a row that Mortgage Service contributions were below the required need. The 2021 eight-month average monthly giving to Mortgage Service is \$20,674.
 - iii. The Sanctuary Grand Piano has now been paid off. There was a balance of \$977.50 remaining in the fund. Contribution Secretary has contacted the contributors of the remaining fund balance and they have confirmed that the funds could be redistributed as follows: \$300 to Artist Series, \$200 to Youth Mission, \$35 Adult Music and \$442.50 to General Fund. Accounting Administrator will reallocate as directed and the Sanctuary Grand Piano Fund will be closed. No further contributions are being accepted to this fund.
 - iv. The Accounting Administrator provided a final total cost of \$16,124.11 for the 2021 Youth Mission Trip. This includes the credit SOTP had from the 2020 Adventure Serve Agreement.

- v. The Accounting Administrator has provided the current General Fund expenditure of \$10,905.26 for the Storage Garage Project. Still waiting for all final invoices. Once we have the final cost of the Storage Garage it should be added to fixed assets.
- III. Treasurer's Report of Activity & Council Actions/Discussions
 - A. Treasurer Report presented and reconciled with Accounting Administrator's report
 - i. GF is setting at approximately 4.6 months of reserves.
 - ii. Mortgage Services setting at approximately 3.7 months of reserves.
- IV. Old Business
 - A. Status of Sanctuary Piano fund. The General Fund is completely paid back from member's additional donations. Remaining fund balance will be redistributed as indicated above. Piano Fund will be closed.
 - B. Status of Audit Team review. We are still waiting for the Audit Team to schedule meetings with the Accounting Administrator to review records.
 - C. Status of Financial Policy Guideline documentation update team. Melanie, Matt, and Bob to review and edit before having the Finance team review and edit.
 - D. Status of old copy machine. Received final payment from the sale of the old copy machine. Funds deposited into the General Fund. Waiting for machine to be picked up.
 - E. Status of 2022 Budget Process. Second meetings with Ministry Teams have been scheduled. Finance Team will get review in September and October timeframe.
 - F. Paycheck Protection Program forgiveness review discussion – SBA has forgiven SOTP PPP loan, Finance Team will continue to monitor throughout the year to make sure year end reports are reflected accurately.
 - G. Reviewed current GF and MS income trends and projections for 2021.
 - H. Status of Corporate Credit Review. Still open and tabled at this point. Bob working with Heartland Bank to get beneficiary changed to current Treasurer. Council meeting minutes required indicating this beneficiary change.
- V. New Business
 - A. Giving Statements set to be emailed the first week in October. Bob to check with Pastor Mark on letter to go out with the email.
 - B. Next Finance Team meeting will be October 11, 2021, over Zoom at 7:30 PM.
- VI. Adjourned 8:59 PM

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of August 31, 2021

Monday, September 13, 2021

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| Account # | Account Name | YTD Balance | Period Activity | Previous Year Balance |
|-------------------------------------------|------------------------------------------|-----------------------|---------------------|-----------------------|
| Assets | | | | |
| Current Assets | | | | |
| 1.100.000 | Heartland Bank Checking | 571,555.29 | (7,515.54) | 581,792.53 |
| 1.100.100 | Petty Cash | 500.00 | 0.00 | N/A |
| 1.200.000 | Mission Plus Building Fund Checking | 72,344.24 | (962.91) | 78,161.14 |
| 1.200.100 | Mission Investment Fixed Term | 10,000.00 | 0.00 | N/A |
| 1.250.000 | HBT/LPL Investment Account | 422.38 | 0.00 | 422.38 |
| | Total Current Assets | \$654,821.91 | (\$8,478.45) | \$660,376.05 |
| Fixed Assets | | | | |
| 1.300.000 | Building & Grounds | 7,203,136.61 | 0.00 | 7,203,136.61 |
| 1.500.000 | Donations Holding Account | 334.01 | (84.28) | 1,500.00 |
| | Total Fixed Assets | \$7,203,470.62 | (\$84.28) | \$7,204,636.61 |
| | Total Assets | \$7,858,292.53 | (\$8,562.73) | \$7,865,012.66 |
| Liabilities | | | | |
| Current Liabilities | | | | |
| 2.000.000 | Accounts Payable/Vendors | 0.00 | 0.00 | 194.55 |
| 2.000.100 | SBA Loan Liability | 0.00 | 0.00 | 95,000.00 |
| | Total Current Liabilities | \$0.00 | \$0.00 | \$95,194.55 |
| Long Term Liabilities | | | | |
| 2.200.200 | MIF Commercial Loan Payable | 3,366,395.32 | (8,432.74) | 3,506,600.78 |
| | Total Long Term Liabilities | \$3,366,395.32 | (\$8,432.74) | \$3,506,600.78 |
| | Total Liabilities | \$3,366,395.32 | (\$8,432.74) | \$3,601,795.33 |
| Fund Balances & Equity | | | | |
| Unrestricted Fund Balances | | | | |
| 3.100.000 | General Fund Balance | 299,775.97 | 4,490.05 | 234,950.54 |
| | Total Unrestricted Fund Balances | \$299,775.97 | \$4,490.05 | \$234,950.54 |
| Temporary Restricted Fund Balances | | | | |
| 3.170.000 | Special Services Fund Balance | 2,452.25 | 1,587.50 | 1,660.75 |
| 3.175.000 | Memorial Fund Balance | 14,331.85 | (4,425.00) | 1,840.00 |
| 3.180.000 | Grafton Food Pantry Fund Balance | 321.00 | (4.00) | 260.00 |
| 3.220.000 | AV Ministry Fund Balance | 613.00 | (139.00) | 0.00 |
| 3.250.000 | Good Samaritan Fund Balance | 10,056.95 | 0.00 | 8,722.95 |
| 3.260.000 | Community Outreach Fund Balance | 3,810.95 | (520.00) | 4,774.01 |
| 3.270.000 | Holiday Flowers Balance | (513.10) | 0.00 | (145.10) |
| 3.300.000 | <i>Music Ministry Fund Balance</i> | | | |
| 3.330.000 | Adult Music Ministry Fund Balance | 10,887.86 | 3,000.00 | 9,470.22 |
| 3.332.000 | Artist Series Balance | 14,041.20 | (2,147.41) | 13,811.11 |
| 3.335.000 | Bells Ministry Fund Balance | 0.00 | 0.00 | 74.00 |
| 3.345.000 | Childrens Music Ministry Fund Balance | 50.00 | 0.00 | 0.00 |
| | <i>Total Music Ministry Fund Balance</i> | <i>\$24,979.06</i> | <i>\$852.59</i> | <i>23,355.33</i> |
| 3.350.000 | Prairie Crafters Fund Balance | 485.00 | 0.00 | 296.00 |
| 3.360.000 | Miscellaneous Fund Balance | 225.00 | 0.00 | 0.00 |
| 3.380.000 | Continuing Education Fund Balance | 1,891.00 | 0.00 | 925.00 |
| 3.400.000 | <i>Youth Ministry Fund Balance</i> | | | |
| 3.415.000 | Youth Ministry Balance | 1,574.79 | 200.00 | 1,626.99 |
| 3.417.000 | Youth Mission Trips Balance | 8,273.95 | (2,194.29) | 6,939.63 |
| 3.421.000 | Youth Scholarship Balance | 763.01 | 0.00 | 763.01 |
| 3.422.000 | Operation Christmas Child Balance | 157.28 | 0.00 | 157.28 |
| 3.423.000 | Confirmation Retreat Fund Balance | (450.00) | 0.00 | (450.00) |
| | <i>Total Youth Ministry Fund Balance</i> | <i>\$10,319.03</i> | <i>(\$1,994.29)</i> | <i>9,036.91</i> |

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of August 31, 2021

Monday, September 13, 2021

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| Account # | Account Name | YTD Balance | Period Activity | Previous Year Balance |
|-------------------------------------|---------------------------------------------------------|------------------------------|----------------------------|------------------------------|
| 3.500.000 | Little Lambs Fund Balance | 5,878.47 | 644.65 | 5,563.29 |
| 3.600.000 | Prayer Shawl Ministry Fund Balance | 284.76 | 0.00 | 284.76 |
| 3.650.000 | Quilters Ministry Fund Balance | 1,424.47 | 0.00 | 1,647.97 |
| 3.675.000 | Memory Garden Balance | 16,273.13 | 0.00 | 14,561.50 |
| 3.676.000 | Memory Garden Bricks Balance | 1,983.07 | (2,826.93) | N/A |
| 3.677.000 | Memory Garden Niche Balance | 54,280.00 | 0.00 | N/A |
| 3.680.000 | Garage Fund Balance | (10,905.26) | (10,905.26) | N/A |
| 3.700.000 | Disaster Relief Fund Balance | 315.00 | 0.00 | 215.00 |
| 3.725.000 | Miscellaneous Outside Charities Balance | 410.00 | 0.00 | 360.00 |
| 3.750.000 | Seminary Scholarship Fund Balance | 6,270.00 | 0.00 | 6,270.00 |
| | Total | \$145,185.63 | (\$17,729.74) | \$79,628.37 |
| 3.140.000 | Mortgage Service Balance | 72,344.24 | (962.91) | 103,429.57 |
| 3.165.000 | Building on Faith Balance | 0.00 | 0.00 | 3,817.08 |
| 3.192.000 | Sanctuary Piano Balance | 977.50 | 55.00 | 0.00 |
| | Total Temporary Restricted Fund Balances | \$218,507.37 | (\$18,637.65) | \$186,875.02 |
| Reserves | | | | |
| 3.950.000 | Barnabas Reserves Fund Balance | 2,518.33 | 62.50 | 2,640.04 |
| 3.971.000 | Roof Repairs/Replacement Balance | 41,000.00 | 250.00 | 39,000.00 |
| 3.972.000 | Playground Maintenance Reserves Balance | 2,845.00 | 0.00 | 2,845.00 |
| 3.973.000 | Parking Lot Seal/Repair Reserves Balance | 9,313.00 | (2,192.24) | 11,912.00 |
| 3.974.000 | Lawn & Landscaping Reserves Balance | 2,369.92 | 7,039.17 | 11,246.00 |
| 3.975.000 | Maintenance Reserves Balance | 12,288.02 | 291.67 | 11,754.00 |
| 3.976.000 | Carpeting Crossroads/Hallways Reserves Balance | 3,302.00 | 0.00 | 3,302.00 |
| 3.977.000 | Carpeting MP Room/Classrooms Balance | 21,000.00 | 250.00 | 19,000.00 |
| 3.978.000 | Security Lock System Reserves Balance | 10,000.00 | 0.00 | 10,000.00 |
| 3.980.000 | Equipment Reserves Balance | 7,204.90 | (237.06) | 4,475.58 |
| 3.981.000 | Bells Maintenance Reserves Balance | 2,153.09 | 20.83 | 1,986.11 |
| 3.985.000 | Sabbatical Reserves Balance | 9,575.89 | 100.00 | 8,775.89 |
| 3.988.000 | Payroll Tax Reserves Balance | 0.00 | 0.00 | 5,857.32 |
| 3.991.000 | COTG Lease Balance | 1,240.43 | 0.00 | N/A |
| | Total Reserves | \$124,810.58 | \$5,584.87 | \$132,793.94 |
| Permanently Restricted Funds | | | | |
| 3.940.000 | Endowment Fund Balance | 12,062.00 | 0.00 | 12,062.00 |
| | Total Permanently Restricted Funds | \$12,062.00 | \$0.00 | \$12,062.00 |
| 3.130.000 | Building & Grounds Equity | 3,836,741.29 | 8,432.74 | 3,696,535.83 |
| | Total Equity | \$3,836,741.29 | \$8,432.74 | \$3,696,535.83 |
| | Total Fund Balances & Equity | \$4,491,897.21 | (\$129.99) | \$4,263,217.33 |
| | Total Liabilities and Fund Balances & Equity | <u>\$7,858,292.53</u> | <u>(\$8,562.73)</u> | <u>\$7,865,012.66</u> |

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.

**Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of August 2021 for General Fund**

Monday, September 13, 2021

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| Account # | Account Name | Period Activity | Monthly Budget | YTD Balance | Budget YTD | Annual Budget |
|--------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------|------------------------|
| <i>Income</i> | | | | | | |
| 4.100.000 | Member Contributions | 64,458.85 | 63,000.00 | 496,259.51 | 504,000.00 | 756,000.00 |
| 4.150.000 | Loose Plate and Growth | 2,588.61 | 1,931.00 | 11,730.04 | 15,448.00 | 23,169.00 |
| 4.200.000 | Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4.250.000 | Flower Income | 0.00 | 167.00 | 350.00 | 1,336.00 | 2,000.00 |
| 4.300.000 | Interest Income (Heartland Bank) | 10.31 | 17.00 | 83.30 | 136.00 | 200.00 |
| | Total Income | \$67,057.77 | \$65,115.00 | \$508,422.85 | \$520,920.00 | \$781,369.00 |
| <i>Expenses</i> | | | | | | |
| <i>Connections Ministry</i> | | | | | | |
| | Connections Ministry | \$43.83 | \$83.00 | \$327.42 | \$664.00 | \$1,000.00 |
| <i>Mission Ministry</i> | | | | | | |
| | Mission Ministry | \$8,945.89 | \$6,930.00 | \$55,476.93* | \$55,440.00 | \$83,160.00 |
| <i>Outreach Ministry</i> | | | | | | |
| | Outreach Ministry | \$0.00 | \$625.00 | \$3,063.90 | \$5,000.00 | \$7,500.00 |
| <i>Adult Education Ministry</i> | | | | | | |
| | Adult Education Ministry | \$52.80 | \$109.00 | \$281.05 | \$872.00 | \$1,300.00 |
| <i>Youth and Education Ministry</i> | | | | | | |
| | Youth and Education Ministry | \$0.00 | \$833.00 | \$485.27 | \$6,664.00 | \$10,000.00 |
| <i>Children and Family Ministry</i> | | | | | | |
| | Children and Family Ministry | \$169.23 | \$391.00 | \$2,452.00 | \$3,128.00 | \$4,700.00 |
| <i>Music Ministry</i> | | | | | | |
| | Music Ministry | \$977.10 | \$546.00 | \$2,698.88 | \$4,368.00 | \$6,550.00 |
| <i>Worship Ministry</i> | | | | | | |
| | Worship Ministry | \$216.45 | \$496.00 | \$3,283.00 | \$3,968.00 | \$5,950.00 |
| <i>Audio Visual</i> | | | | | | |
| | Audio Visual | \$175.00 | \$208.00 | \$1,427.48 | \$1,664.00 | \$2,500.00 |
| <i>Facilities</i> | | | | | | |
| | Facilities | \$3,910.81 | \$4,526.00 | \$42,503.13 | \$50,807.00 | \$76,140.00 |
| <i>Office Expenses</i> | | | | | | |
| | Office Expenses | \$2,131.04 | \$3,087.00 | \$20,165.86 | \$24,700.00 | \$37,061.00 |
| <i>Staffing Ministry</i> | | | | | | |
| | Staffing Ministry | \$41,847.15 | \$41,486.00 | \$336,690.76* | \$331,888.00 | \$497,810.00 |
| <i>Other Church Expenses</i> | | | | | | |
| | Other Church Expenses | \$3,215.08 | \$2,392.00 | \$17,977.18 | \$19,136.00 | \$28,700.00 |
| <i>Providing for the Future</i> | | | | | | |
| | Providing for the Future | \$1,583.34 | \$1,585.00 | \$12,670.04 | \$12,674.00 | \$19,000.00 |
| | Total Expenses | \$63,267.72 | \$63,297.00 | \$499,502.90 | \$520,973.00 | \$781,371.00 |
| | Difference | <u>\$3,790.05</u> | <u>\$1,818.00</u> | <u>\$8,919.95</u> | <u>(\$53.00)</u> | <u>(\$2.00)</u> |

**Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of August 2021 for General Fund**

Monday, September 13, 2021

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| Account # | Account Name | Period Activity | Monthly Budget | YTD Balance | Budget YTD | Annual Budget |
|-----------|--------------|-----------------|----------------|-------------|------------|---------------|
|-----------|--------------|-----------------|----------------|-------------|------------|---------------|

* = Income/Expense exceeds amount budgeted to date

Children & Family Ministry Team
09-13-21 Minutes

Present: Christa Serpe, Amy Brittain, Jill Brown, & Jen Powe

Absent: Jennie Dailey

Upcoming Events

- Kids Connect
 - Rally Day is this upcoming Sunday - Sep 19th
 - 28 students are registered
 - Not starting the virtual check in this month - parents will be checking in physically with Tessa before each service.
 - Parents have been reminded about Kids Connect and know to find Tessa before the service.
- First Bible Celebration
 - Sep 19th - both services
 - Pastor Mark and Tessa recognizing and distributing bibles during children's message time.
- Parent Survey
 - Parents are interested in a discipleship group for them to engage in - Donna Kelly has been reaching out to people/parents to see if anyone would like to be a 7's leader for parents.
- Fall Event
 - Trunk or Treat (Whether Permitting)
 - Date: Saturday, October 30th
 - Time: 3:00 - 5:00 PM
 - Amy Brittain will try to get people to sign up their trunks in between services this upcoming Sunday (Sep 19th).
- Adventure Club (4th & 5th Grade)
 - Wednesday Nights 5:00 - 6:30 PM
 - AWANA curriculum purchased and arrived.
 - 5 Students registered so far.
 - Parent Open House taking place in between services on Sep 26th for parents to learn more about Adventure Club.
 - 7 Weeks in the Fall (10/06/21 - 11/17/21)
 - 7 Weeks in the Winter (01/12/22 - 02/23/22)
 - 7 Weeks in the Spring (04/20/22 - 06/01/22)

Outreach Meeting 09/13/2021

Wendy Ottens
Bob Malm
Mike Yndestad
Rachael Yndestad

October 28th First Responders Event:

Mike and Bob have a meeting with the fire chief and police chief this week. P. Mark plans to attend as well.

Cupcakes + \$3 per piece with a sticker Will be purchased and sent over to the respective stations The morning of October 28. Police Dept. count is 41. 2 shifts. Only about 6 people on patrol. 30 for police and 12 cupcakes for fire. Church gets special price at "Small Cakes" Bob and Carol will buy and pick up and work with Michelle to get stickers, and then drop them by.

***Fall Fest September 25 and 26th:

Sign up has gone well but we still need a few more people.

Scouts – looking for 2 scouts

Tom Polzin and Art Ryden will help get canopy and tables set up with Scouts on Saturday morning.

Donna and Tessa are scheduled for the opening n Saturday on Saturday Morning.

Wendy 11:00 Saturday and

Huperts 1:00 – 3:00

3:00 – 5:00 still needs people. Wendy will try to come back on Saturday at 5:00 to make sure the booth gets shut down.

Sunday

Barb Pagano and Rick Miller will be there at 11am for opening.

Wendy returns midway.

4:30 pm is scheduled for break down. Art and Tom will help with break down.

**Need 5 more people minimum for hosting the booth. Everyone has been scheduled in 2 hour shifts.

All the best,

Mike Yndestad

Mission Team Minutes

Sept. 13,2021

Attendance: Sandy Hupert, Carl Hupert, Annette Petersen, Vik Bekeris, Becky Wright and Donna Kelly (Connections Minister) .

Sandy opened the meeting with a reading from Eph. 2: 8-10 and a prayer.

Old Business

1. Approval of Minutes: Addition to minutes that Thank You letters first go to Sandy and the Mission Team and then to Matt Morrison (Operations Manager) for inclusion in newsletter. Annette moved to approve minutes as amended. Seconded by Steve. Motion carried.
2. Northern Ill. Food Bank: Scheduled for Oct. 28th.
3. Senior Care Vol. Network: No report.
4. Blood Drive: Rescheduled for Oct. 31st., 8 A.M. to 12 noon.
5. Habitat for Humanity: Four volunteers went to Restore last month and same number going again this month. New Hope Partnership has not generated much interests so far.
6. Home of the Sparrow: No report.
7. Missionary Support: No newsletter from our missionaries again. Steve will send e-mail to check how they are doing. Noted that our previous missionaries are leaving mission field and returning to U.S.
8. Feed My Starving Children: Have 13 volunteers going this coming Sat. Sept.18th. Need more to go.
9. ELCA World Hunger & Disaster Relief: See New Business.
10. Exodus: Collecting for Wellness Packs. Three Packs being made up at present. \$250 "Thrivent Dollars" grant awarded to us to help with obtaining items. Thank you Becky Wright for the procurement of this grant.
11. Green Trees: Vik reported that six people worked on Sept.11th pulling weeds and overgrowth. Planning another work day on Oct.16th or 17th. Weed spraying will be done by another church this Wed.
12. AARK: Another picnic is planned for volunteers on Oct. 3rd at 4 P.M. Thank you expressed for donation made to AARK.
13. Reentry "CRE": Will occupy office space on Sept. 24th. They are planning a "Meal Festival" for Oct.1st & 2nd for volunteers and clients. Vik received a \$250 "Thrivent Dollars" grant for Reentry. Thanks to Becky Wright for making this possible.
14. PADS: Lunch Meals will be provided by Willow Creek in Crystal Lake on 1st and 3rd Fri.. Need volunteers.
15. Crop Walk: Planned for Sept. 26th. Can sign up on line or at church.
16. Grafton Food Pantry: Sandy will check if and when Bob Malm is planning to have another food drive.
17. Thank You (Explanatory) Letters: Letters explaining the source of donations made to organizations by an anonymous donor may have not gone out with the checks. Sandy will check with Michelle Rankin and Donna Kelly on sending a follow up letter.

New Business

1. Donna Kelly announced a "Small Group and Volunteer Thank You" luncheon on Oct.10th.
2. Lutheran World Hunger/Disaster Relief: Becky moved that the church donate \$1000.00 to Haiti Earthquake relief and \$250.00 each to Hurricane Ida and Forrest Fire relief. Seconded by Vik. Motion carried. Becky presented other programs and projects available to us and the congregation.
3. Christmas Giving Tree: Barb Hoppensteadt will again ask for gift cards which will be distributed to clients of Grafton Food Bank and Turning Point.
4. Prayers of joys and concerns.
5. Next meeting Oct.11th.
5. Steve moved and Vik seconded to adjourn. Motion carried.

Property Team meeting – September 13, 2021

The meeting was called to order by Mark Frendreis (Chair) at 7:06pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chuck Peterson, Dick Tabatt, and Council Liaison Ellen Nissen

Absent: Jerry Christopherson, Cal Meyer, Tom Polzin, Chris Trodahl, and Peter Walthers

Note: Property Team mailbox address is SOTPProperty@gmail.com

Old Business

- Garage update
 - Update from Rich
 - It's done, it's locked and there is stuff in it
 - Rich was able to get \$700 back from the builder but the final bill was more than expected
 - We still have supplies to return to Menards
 - Blacktop patchwork around the garage
 - They are coming out to do it right
 - Disassemble and remove the old shed
 - Tom will take leftover materials
 - The garage has some stuff in it for now but we need to work on mouse control for when the new development breaks ground.
 - Chris is making shelves for the garage
 - Will get information from Orkin and look into getting mouse boxes
- Cleaning out the storage locker
 - If anyone wants anything take it
- Future mulch map and put on calendar for future years - Rich
 - It is done and divided into 3 different years
- Monitor installed in Pastor Bills room
 - Done and P. Bill was thrilled
- Run off tubes underground for downspouts quote and possibly schedule for spring - Chris
 - Mark and Chris are trying to get a bid from Chris' landscaping
- Sound Booth – Tom
 - Shower curtain in sound booth can it come down?
 - Tom Polzin to remove
 - Can the table be removed yet?
 - It is looking better and staying for now
- Outside outlets on the west side not working
 - Chuck will look at them
- People are asking about the humidity in the welcome area - Mark
 - Mark sent a note to the greeters regarding propping doors open
- Quotes for trees removed from retention area
 - We don't have the time or budget at this time

- New cleaning company quotes – Peter
 - Two interviewed, one returned
 - Still looking for a company
- New HVAC maintenance quotes - Chris
 - Train wants us to sign a service agreement
 - Looking for a new vendor
- The doors from gathering area to the sanctuary adjusted – Mark
 - Mark adjusted. them
- Tile coming up in worship area (right side) Ken Gnoit
 - Mark needs to contact Ken

New business

- “Come and See” event – The property committee is included and appreciated. Donna Kelly
 - Need a person to represent
 - Email will be coming out to all
- Gutter sagging by old entry
 - Need to get quotes and get it reattached
 - Rich will look into it
- Sacristy VAV fixed – Mark
 - It took 6 hours to correct and is now communicating
- Copier in hallway
 - We got a new copier
 - Matt found someone to buy it and it is still there
- Little Lambs room is up to code for now
 - Added all the required changes
- Outreach is having a thank you to first responders
 - Oct 28 4:30-7:30
- How do we capture donations of materials and time to ensure the value is accounted for
 - Submit the information to the church as a donation
- Dick Tabatt talked to Dave Johnson about the new housing development
 - Dave will ensure the builders will not encroach on the church property while building
 - We still are not sure if the builder will put up one long fence or if individual houses will be putting them up.
 - Church Council should get a request a berm and understand fencing to the village– Ellen will bring to council next week.

The meeting was adjourned at 8:04pm.

Prayerfully submitted: Jessica Panella

Youth & Family Team Meeting Minutes 9/15/21

1. 2022 HS Youth Trip
 - a. YLT continues to plan the HSYG trip to 2022 ELCA National Youth Gathering to be held the last week of July in Minneapolis, MN
 - i. Carrie McCabe will be point person from Youth Team to ensure we stay on top of deadlines for registration, receiving commitments, etc.
 - ii. Youth Team hosted parent/student night Thursday 9.16 to provide an overview of the trip, timing of commitment and finances
 - iii. Team will also plan another informational session to be held Sunday 9.26 between services for those unable to attend the 9.16 meeting
 - iv. Youth Gathering registration opens 9.22, SOTP is planning to submit registration no later than 10.1.21 in order to ensure space and least expensive attendance price
 - b. As trip will be Sun to Thur, team is evaluating options for adventure/service opportunities between Minneapolis and Huntley
 - i. We expect to have options to review by our October meeting
2. Fall Fundraising Plans (**nothing new for Sept**)
 - a. Savers – Drop off is 10/23, will start collecting mid-Sept. Collection's day events will be determined and communicated throughout SOTP channels
 - b. Culver's – Nov 2 (4 – 8PM), will work with Culver's to schedule an event in early 2022
 - c. Lou's Pizza – Look to buy 200 – 250 additional coupons late Aug/early Sept to sell through fall
3. Service Opportunities
 - a. Green Trees – Youth Team will reach out to Vik B and schedule a Sunday 10.17 Fall cleanup, to begin following 2nd service. Students and chaperones will have quick lunch @ church before heading to Green Trees to serve for a couple of hours
 - b. FMSC – Bob to reach out and, hopefully, schedule a session in early Nov. Event will include 6th – 12th grade students and extend invitation to 4th & 5th grade students
 - c. NILFB – Potential opportunity in spring
 - d. Huntley Fall Fest – Team will communicate to youth and provide info to sign up if they're interested
4. HSYG – September / 2021-2022 School year
 - a. Ongoing planning for how HSYG could look during 2021 – 2022 school year program
 - i. Team has schedule for lessons & leaders through September and continues to work on solutions for school year
 - ii. Pastor Mark and Matt interviewed a potential intern candidate 9.15, Bob to contact applicant to have a conversation. Decision on this person forthcoming soon.
 - iii. Frosted Fellowship continues to have good attendance and will be a go forward program
 - iv. We continue to have double digit attendance on a weekly basis, including new students who hadn't attended throughout 20-21 school year.

5. Confirmation – 21-22 school year
 - a. Registration continues for Confirmation. We are expecting ~50 students this year.
 - b. Start date will be 9/29 with Parent night 9/22
 - i. Weekly confirmation classes will be held from 6:30 – 8:00 PM
 - c. 8th Grade Affirmation of Baptism Ceremony / Who Am I? Faith Statement Event
 - i. Affirmation of Baptism Ceremony will be held Reformation Sunday (10.31.21 during 2nd service)
 - ii. Bob and Tim are finalizing 'Who Am I' program to be held Sat 10.2 from 5PM – 11PM. This is the same program used last year, was well received by students and volunteers to help young persons explore their faith and write their own Faith story which becomes their Faith Statement
 - iii. Schedule and timing to be communicated to students and parents as soon as plans are finalized
6. Next Meeting: 10/11/21 7:00PM

Respectfully submitted,

Bob McDuffee / Youth Team Leader