



*Shepherd*  
OF THE PRAIRIE  
LUTHERAN CHURCH

# Council Report

**October 18, 2021**

*“A Growing Church for Growing  
People”*

**Shepherd of the Prairie Lutheran Church**

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# Shepherd of the Prairie Council Meeting Agenda October 18, 2021

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**1. Call to Order**

**2. Devotions – Kathy McGuine**

**3. Approval of Minutes**

- a. *Recommendation: To approve the Congregation Council minutes for September 20, 2021, as presented.*

**4. Congregation Committees/Ministry Teams**

- a. *HR Team discussion*
- b. *Call Committee discussion*
- c. *Finance Team discussion*

**5. Other**

- a. *IT update*
- b. *Forward Communication Plan update*
- c. *Residential development south of church property*

**6. Unfinished Business**

**7. Adjourn**

*The Next Meeting is November 15, 2021*

## Shepherd of the Prairie Council Meeting Minutes

September 20, 2021

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

Excused Absent: Cheryl Adams

The September Council meeting was called to order by President Mike Luecht at 7pm on Monday, Sept. 20, 2021.

Devotions were offered by Joyce Shotick who discussed being an example of Christ with the help of the Holy Spirit.

Minutes of the August 16, 2021 meeting were presented. Pastor Mark moved to accept the minutes, seconded by Bob Mollis. Motion passed.

Congregation Committees and Ministry Teams provided minutes of their previous meetings.

The Call Committee is creating a video to explain the call process and provide an update on their progress. It is tentatively scheduled to be shown the first week of October to the congregation. They are planning question and answer sessions on Oct. 23 and 24 after church services to gather input from the congregation about calling a new pastor. They requested that 1-2 council members attend the Saturday night service, three members after 9am service, and 1-2 members after 10:45am service.

The Youth and Family Ministry is conducting interviews for an intern to lead the Thursday night Youth program. Significant focus continues on the activities and events for all Youth programs.

Council reviewed the 2021 Goals. These include the call process for a second pastor, quality human resources for our staff, focus on youth and family, advancing media and technology, and overall worship quality.

Other critical current items were updated. Staff and other ministry leads will receive security and safety training for preparation of any disasters. The columbarium is progressing with new inquiries and responses. Pastor Mark announced that there are plans for participation in honoring First Responders in Huntley at a ceremony. The council discussed the continued and increasing need for outstanding community outreach as our community continues to grow.

The Forward Communication Strategy was discussed. Joyce Shotick explained that Judson University college students will be conducting research on current members and potential members in the community. These data will be presented to the Council and delivered to Luminate Marketing to advance the church's brand strategy.

The official beneficial owner of the SOTP credit card account has been transferred from past Treasurer, Cliff Dungey to the current Treasurer, Bob Mollis. A request from finance committee to use memorial funds to offset the cost of the new garage was presented. Pastor Mark moved to shift \$3500 from memorials to cover the cost of the garage. Ellen Nissan seconded. Motion passed.

Bob Mollis provided an update on Budget Process. The accounting manager has met with each ministry leader to discuss the current account reporting process. Mike Luecht and Bob Mollis have started the process of meeting with the ministries to learn of their needs and understand their goals.

The meeting was adjourned at 9pm.

The Next Meeting is October 18, 2021

**Treasurer's Report as of September 30, 2021**

**General Fund Report:** The Unrestricted General Fund Balance is \$292,538. Total income for the month was \$55,095. and total expenses for the month was \$62,776. Approximately 4.6 months of General Fund reserves.

**Mortgage Service Fund Report:** The Mortgage Service Fund Balance is \$68,907. Income for the month was \$16,083. The monthly mortgage payment is \$19,536. Approximately 3.5 months of Mortgage Service Fund reserves.

**This Month**

<b><u>General Fund</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Difference</u></b>	<b><u>Percentage</u></b>
Income:	\$55,095	\$65,115	(\$10,020)	-15%
Expenses:	\$62,776	\$64,098	(\$1,322)	-2%

**Year-to-Date**

<b><u>General Fund</u></b>	<b><u>YTD Actual</u></b>	<b><u>YTD Budget</u></b>	<b><u>Difference</u></b>	<b><u>Percentage</u></b>
Income:	\$563,518	\$586,035	(\$22,517)	-3.8%
Expense:	\$562,279	\$585,071	(\$22,792)	-3.9%

**Mortgage Service Fund**

Income for Month:	\$16,083
Fund Balance:	\$68,907

Respectfully Submitted

Robert C. Mollis

Congregation Treasurer

SOTP FINANCE TEAM

Meeting Minutes

October 11, 2021

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

Meeting called to order at 7:35 PM

- I. Approval of September 13, 2021, Meeting Minutes as presented
- II. Accounting Administrator's Report
  - A. Balance Sheet as of September 30, 2021
    - i. Total Current Assets \$659,154
    - ii. Total Fixed Assets \$7,203,365
    - iii. Total Assets \$7,862,519
    - iv. Total Liabilities \$3,364,430
  - B. Income/Expenses through September 30, 2021
    - i. September GF income of \$55,095 was \$10,020 less than budgeted amount.
    - ii. September GF YTD income was \$22,517 less than YTD budgeted amount.
    - iii. September GF expenses of \$62,776 was \$1,322 less than budgeted amount.
    - iv. September GF YTD expenses were \$22,792 less than YTD budgeted amount.
  - C. Restricted Funds Detail Review through September 30, 2021
    - i. Account 3.175.000 Memorial Fund balance is \$15,456.85. There was a question if the entire \$10K donation to designated Local Missions had been disbursed. The balance in this fund seems high. Sue provided a recap of designated local mission disbursement request and Melanie is to audit the Memorial fund and actual disbursements to see if they had been charged against the Memorial Fund per Mission's request. Melanie has reported back that \$2.5K was charged against the Local Mission fund and will be reallocated to the Memorial Fund and that \$2K has not yet been disbursed from the Memorial fund yet. This balance will reduce by \$4.5K after all corrections and disbursements take place.
    - ii. Account 3.250.000 Good Samaritan Fund balance is \$10,556.95
    - iii. Account 3.675.000 Memory Garden Fund Donation balance \$16,273.13.
    - iv. Account 3.676.000 Memory Garden Fund Brick Donation balance \$2,133.07
    - v. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$54,280.00.
    - vi. Account 3.680.000 Storage Garage Fund balance -\$13,267.68. These funds have been loaned from the Unrestricted General Fund to complete the project. Finance is appealing to the congregation in the Friday Flourish and Newsletter to help defray some of this cost.
    - vii. Account 3.991.000 COTG Lease Balance is \$1,240.43. This is the remaining balance of funds from selling the old copy machine and the upfront lease buyout funds from purchasing the new copy machine. This transaction is completed, and this is the remaining balance. A motion was made and passed by the Finance Team to move these funds to the General Fund and to close this fund. Melanie will make the accounting transfer of funds.
  - D. General Comments
    - i. General Fund giving showed a decrease of 2% compared to 2020.
    - ii. Mortgage Service giving for September was \$16,083. This is \$3,453 below SOTP monthly mortgage commitment of \$19,536. This is the fourth month in a row that Mortgage Service contributions were below the required need. The 2021 nine-month average monthly giving to Mortgage Service is \$20,164.

- 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 3.5 months of reserves.
  
- IV. Old Business
  - A. Status of Audit Team review. Audit Team has first meeting scheduled for October 14<sup>th</sup> with Melanie and Bob.
  - B. Status of Financial Policy Guideline documentation update team. Should see first draft in mid-October. Melanie, Matt, and Bob to review and edit before having the Finance team review and edit.
  - C. Status of Storage Garage Project. Bob announced that Council had approved at the September 20, 2021, Council meeting a \$3.5K transfer from the Memorial Fund to help offset the General Fund expense for the Storage Garage over and above the \$9.9K approved budget expense. Melanie will transfer the \$3.5K from Memorial Fund to the General Fund during October. Melanie has provided the current General Fund expenditure of \$13,268 for the Storage Garage Project. Melanie will make sure we have all final invoices. Once we have the final cost of the Storage Garage it should be added to SOTP fixed assets.
  - D. Status of Old Copy Machine. Machine has been sold and picked up by the buyer. All future expenses for this machine are settled. Transaction is closed. See II. C. viii. above for remaining balance of funds.
  - E. Update on (Media Fund) Community Communications Development Fund. Two-month project with Luminate and Judson College has started. Agreement has been executed; donor funds have been received. Luminate directing Judson Classroom Marketing project for the development of this plan for SOTP. Account 3.711.000 Media Fund has been renamed to Community Communication Development Fund for clarity.
  - F. Reviewed current projected General Fund trends for 2021. Currently projecting around \$750K against a \$781K budget, or around 96% of budget at current rate.
  - G. Status of Corporate Credit Review. Still open and tabled at this point. Heartland Bank has been provided with required documentation to change the Beneficial Owner of the SOTP credit card to Bob. Fraudulent transactions from Tessa's lost credit card have been credited to account, while under investigation.
  - H. Reviewed Preliminary 2022 Budget Worksheet. Reviewed each Ministry request and staffing request. Much discussion around affordability. Notes taken and further work on Preliminary budget to continue. With current projections for 2021, there is a feeling that SOTP 2022 budget could be 3% to 5% growth over 2021 actuals.
  - I. 3<sup>rd</sup> Quarter Giving Statements were emailed during the first week in October. Thank you to Cliff and Linda Dungey for transmitting these statements.
  
- V. New Business
  - A. Finance team would like to thank Sue Wehnes for setting in for Linda Dungey as the Contribution Secretary for the last three weeks. Sue has done an outstanding job covering for Linda during this time.
  - B. Next Finance Team meeting will be November 8, 2021, over Zoom at 7:30 PM.
  
- VI. Adjourned 9:35 PM

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of September 30, 2021**

Thursday, October 7, 2021

Page 1 of 2

Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	579,324.15	7,768.86	543,927.07
1.100.100	Petty Cash	500.00	0.00	N/A
1.200.000	Mission Plus Building Fund Checking	68,907.47	(3,436.77)	83,730.09
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
	<b>Total Current Assets</b>	<b>\$659,154.00</b>	<b>\$4,332.09</b>	<b>\$628,079.54</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.500.000	Donations Holding Account	228.32	(105.69)	2,365.98
	<b>Total Fixed Assets</b>	<b>\$7,203,364.93</b>	<b>(\$105.69)</b>	<b>\$7,205,502.59</b>
	<b>Total Assets</b>	<b>\$7,862,518.93</b>	<b>\$4,226.40</b>	<b>\$7,833,582.13</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	6,494.27	6,494.27	680.35
2.000.100	SBA Loan Liability	0.00	0.00	95,000.00
	<b>Total Current Liabilities</b>	<b>\$6,494.27</b>	<b>\$6,494.27</b>	<b>\$95,680.35</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,357,935.72	(8,459.60)	3,498,642.00
	<b>Total Long Term Liabilities</b>	<b>\$3,357,935.72</b>	<b>(\$8,459.60)</b>	<b>\$3,498,642.00</b>
	<b>Total Liabilities</b>	<b>\$3,364,429.99</b>	<b>(\$1,965.33)</b>	<b>\$3,594,322.35</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	292,537.93	(7,238.04)	206,100.02
	<b>Total Unrestricted Fund Balances</b>	<b>\$292,537.93</b>	<b>(\$7,238.04)</b>	<b>\$206,100.02</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	2,452.25	0.00	1,660.75
3.175.000	Memorial Fund Balance	15,456.85	1,125.00	1,890.00
3.180.000	Grafton Food Pantry Fund Balance	215.00	(106.00)	105.00
3.220.000	AV Ministry Fund Balance	(29.49)	(642.49)	0.00
3.250.000	Good Samaritan Fund Balance	10,556.95	500.00	9,336.95
3.260.000	Community Outreach Fund Balance	4,215.95	405.00	4,854.01
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	12,364.74	1,476.88	9,306.23
3.332.000	Artist Series Balance	13,134.75	(906.45)	9,311.11
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>\$25,549.49</i>	<i>\$570.43</i>	<i>18,691.34</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	0.00	1,626.99
3.417.000	Youth Mission Trips Balance	8,570.95	297.00	7,098.84
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>\$10,616.03</i>	<i>\$297.00</i>	<i>9,196.12</i>



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of September 30, 2021**

Thursday, October 7, 2021

Page 2 of 2

Account #	Account Name	YTD Balance	Period Activity	Previous Year Balance
3.500.000	Little Lambs Fund Balance	4,554.05	(1,324.42)	5,350.15
3.600.000	Prayer Shawl Ministry Fund Balance	284.76	0.00	284.76
3.650.000	Quilters Ministry Fund Balance	1,524.47	100.00	1,647.97
3.675.000	Memory Garden Balance	16,273.13	0.00	13,561.50
3.676.000	Memory Garden Bricks Balance	2,133.07	150.00	N/A
3.677.000	Memory Garden Niche Balance	54,280.00	0.00	N/A
3.680.000	Garage Fund Balance	(13,267.68)	(2,362.42)	N/A
3.700.000	Disaster Relief Fund Balance	915.00	600.00	215.00
3.711.000	Community Communication Development Plan Fund	8,500.00	8,500.00	N/A
3.725.000	Miscellaneous Outside Charities Balance	510.00	100.00	360.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
	<b>Total</b>	<b>\$153,097.73</b>	<b>\$7,912.10</b>	<b>\$74,499.45</b>
3.140.000	Mortgage Service Balance	68,907.47	(3,436.77)	101,003.68
3.165.000	Building on Faith Balance	0.00	0.00	3,817.08
3.192.000	Sanctuary Piano Balance	5.00	(972.50)	4,335.00
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$222,010.20</b>	<b>\$3,502.83</b>	<b>\$183,655.21</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Fund Balance	2,330.83	(187.50)	2,640.04
3.971.000	Roof Repairs/Replacement Balance	41,250.00	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	9,525.50	212.50	11,912.00
3.974.000	Lawn & Landscaping Reserves Balance	2,599.09	229.17	11,246.00
3.975.000	Maintenance Reserves Balance	12,579.69	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	21,250.00	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	7,505.57	300.67	4,629.58
3.981.000	Bells Maintenance Reserves Balance	2,173.92	20.83	1,986.11
3.985.000	Sabbatical Reserves Balance	9,675.89	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
	<b>Total Reserves</b>	<b>\$126,277.92</b>	<b>\$1,467.34</b>	<b>\$132,947.94</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,062.00	0.00	12,062.00
	<b>Total Permanently Restricted Funds</b>	<b>\$12,062.00</b>	<b>\$0.00</b>	<b>\$12,062.00</b>
3.130.000	Building & Grounds Equity	3,845,200.89	8,459.60	3,704,494.61
	<b>Total Equity</b>	<b>\$3,845,200.89</b>	<b>\$8,459.60</b>	<b>\$3,704,494.61</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$4,498,088.94</b>	<b>\$6,191.73</b>	<b>\$4,239,259.78</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b>\$7,862,518.93</b>	<b>\$4,226.40</b>	<b>\$7,833,582.13</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.

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

Thursday, October 7, 2021

Page 1 of 2

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
<b><i>Income</i></b>						
4.100.000	Member Contributions	53,586.19	63,000.00	549,845.70	567,000.00	756,000.00
4.150.000	Loose Plate and Growth	1,398.71	1,931.00	13,128.75	17,379.00	23,169.00
4.200.000	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
4.250.000	Flower Income	100.00	167.00	450.00	1,503.00	2,000.00
4.300.000	Interest Income (Heartland Bank)	10.26	17.00	93.56	153.00	200.00
	<b>Total Income</b>	<b>\$55,095.16</b>	<b>\$65,115.00</b>	<b>\$563,518.01</b>	<b>\$586,035.00</b>	<b>\$781,369.00</b>
<b><i>Expenses</i></b>						
<b><i>Connections Ministry</i></b>						
	<b>Connections Ministry</b>	<b>\$45.00</b>	<b>\$83.00</b>	<b>\$372.42</b>	<b>\$747.00</b>	<b>\$1,000.00</b>
<b><i>Mission Ministry</i></b>						
	<b>Mission Ministry</b>	<b>\$6,858.62</b>	<b>\$6,930.00</b>	<b>\$62,335.55</b>	<b>\$62,370.00</b>	<b>\$83,160.00</b>
<b><i>Outreach Ministry</i></b>						
	<b>Outreach Ministry</b>	<b>\$0.00</b>	<b>\$625.00</b>	<b>\$3,063.90</b>	<b>\$5,625.00</b>	<b>\$7,500.00</b>
<b><i>Adult Education Ministry</i></b>						
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$109.00</b>	<b>\$281.05</b>	<b>\$981.00</b>	<b>\$1,300.00</b>
<b><i>Youth and Education Ministry</i></b>						
	<b>Youth and Education Ministry</b>	<b>\$443.61</b>	<b>\$833.00</b>	<b>\$928.88</b>	<b>\$7,497.00</b>	<b>\$10,000.00</b>
<b><i>Children and Family Ministry</i></b>						
	<b>Children and Family Ministry</b>	<b>(\$50.95)</b>	<b>\$391.00</b>	<b>\$2,401.05</b>	<b>\$3,519.00</b>	<b>\$4,700.00</b>
<b><i>Music Ministry</i></b>						
	<b>Music Ministry</b>	<b>\$944.97</b>	<b>\$546.00</b>	<b>\$3,643.85</b>	<b>\$4,914.00</b>	<b>\$6,550.00</b>
<b><i>Worship Ministry</i></b>						
	<b>Worship Ministry</b>	<b>\$60.00</b>	<b>\$496.00</b>	<b>\$3,343.00</b>	<b>\$4,464.00</b>	<b>\$5,950.00</b>
<b><i>Audio Visual</i></b>						
	<b>Audio Visual</b>	<b>\$175.00</b>	<b>\$208.00</b>	<b>\$1,602.48</b>	<b>\$1,872.00</b>	<b>\$2,500.00</b>
<b><i>Facilities</i></b>						
	<b>Facilities</b>	<b>\$4,865.42</b>	<b>\$5,328.00</b>	<b>\$47,368.55</b>	<b>\$56,135.00</b>	<b>\$76,140.00</b>
<b><i>Office Expenses</i></b>						
	<b>Office Expenses</b>	<b>\$3,126.31</b>	<b>\$3,089.00</b>	<b>\$23,292.17</b>	<b>\$27,789.00</b>	<b>\$37,061.00</b>
<b><i>Staffing Ministry</i></b>						
	<b>Staffing Ministry</b>	<b>\$42,447.21</b>	<b>\$41,486.00</b>	<b>\$379,137.97*</b>	<b>\$373,374.00</b>	<b>\$497,810.00</b>
<b><i>Other Church Expenses</i></b>						
	<b>Other Church Expenses</b>	<b>\$2,277.17</b>	<b>\$2,392.00</b>	<b>\$20,254.35</b>	<b>\$21,528.00</b>	<b>\$28,700.00</b>
<b><i>Providing for the Future</i></b>						
	<b>Providing for the Future</b>	<b>\$1,583.34</b>	<b>\$1,582.00</b>	<b>\$14,253.38</b>	<b>\$14,256.00</b>	<b>\$19,000.00</b>
	<b>Total Expenses</b>	<b>\$62,775.70</b>	<b>\$64,098.00</b>	<b>\$562,278.60</b>	<b>\$585,071.00</b>	<b>\$781,371.00</b>
	<b>Difference</b>	<b>(\$7,680.54)</b>	<b>\$1,017.00</b>	<b>\$1,239.41</b>	<b>\$964.00</b>	<b>(\$2.00)</b>

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

**Thursday, October 7, 2021**

**Page 2 of 2**

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget
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\* = Income/Expense exceeds amount budgeted to date

# Call Committee

## Meeting Minutes

10/4/21

Present: Mike McCann, Pastor Bill, Jessica Buesing, Jessica Panella, Darren Walloch

Next meeting: TBD

### **1. FAQ questionnaire**

Reviewed the FAQ questions produced from last month's meeting and put in verbiage for answers. Will schedule to get this into a newsletter and determine other means of communication.

### **2. Roundtable Discussions**

Reviewed the Driver questions for our Roundtable Discussions for the weekend of Oct. 23<sup>rd</sup> and 24<sup>th</sup>. Worked out logistics for the 3 services, Saturday will be held in the entry room to Sanctuary. Sunday services will be held in the Multi-purpose room. Pastor Bill to provide opening message. Also will provide driver questions to the Barnabas team, so they can begin having discussions with the shut-ins.

### **3. Closing Prayer – Pastor Bill**

Minutes completed by: Mike McCann, Chair of Call Committee

## Children & Family Ministry Team Minutes

October 2021

**Present:** Tessa DeLong, Amy Brittain, Jennie Dailey, Christa Serpe, and Jen Powe  
**Absent** Jill Brown - Jill has chosen to step down from the team at this time due to personal family obligations.

- **Adventure Club**
  - 8 kids are participating
  - First week went well and we did an overview of what they will be learning and engaging in for the next 7 weeks.
  - Parents have expressed that their children enjoyed the first day and look forward to our next Adventure Club time.
  
- **Kids Connect**
  - Attendance - consistent between 15 to 22 kids during 10:45 AM service.
  - Only 1 child has been consistently attending 9:00 AM.
  - New format is working out well - kids are able to engage with the whole congregation while having their own sermon time.
  
- **October Trunk or Treat**
  - 10 Trunks signed up so far - will continue to ask people to sign up
  - Begin advertising to the community this week.
  - Use cones to mark where cars should park.
  - Trunks will be stationed on the East side of the building with that entrance marked off. Cars can come and park on the west side of the building and in the south parking lot.
  
- **November Service Project**
  - 4th & 5th graders will be partnering with the youth group to do something similar to Operation Christmas Child. Bob and his team are doing research to see what event we will be participating in.
  - We want to connect with the Missions team to see if there are any dates for the end of the year scheduled for Feed My Starving children, and if we could partner with them and have families be included.
  
- **December Christmas Concert**
  - Jane has reached out and wanted to collaborate with the Children & Family Ministry to promote and plan the Artist Series' Christmas Concert.
    - Songs for all ages - popular Christmas songs that families can enjoy.
    - Santa Clause appears at the end for children.
  
- **Artist Series - May**
  - Partnering with Artist series to have a children's performer and artist come at the end of the school year.
  - Planning to have Jim Gill come Sunday, May 22nd for an end of year kick off.

**Children & Family Ministry Team Minutes**  
**October 2021**

- **November Meeting**
  - Team plans to use our November meeting to make a rough plan/schedule for 2022.

## Community Outreach Meeting Minutes

Attendees:

Mike Yndestad

Wendy Ottens

Bob Malmb

Rachael Yndestad

Fall Fest went well – Vic stayed til close on Saturday. We were the only church that was there. Set up and take down went well.

First Responders –

No more than 10 minutes for Pastor Mark. Prayer and opening.

PA system at old entrance

Music stands

4:30 display of police and fire vehicles with children opportunity to write thank yous.

5:30 PM Program

Welcome by Mike MC -

Opening ceremony cub scouts – posting of colors, Pledge of Allegiance

Expressions of Gratitude – Pastor Mark

Remarks - Police Chief

Remarks – Huntley FDG -Battalion Fire Department

Closing Prayer – Pastor Mark

National Anthem – Rich, Chris B.?

Retiring of the Colors – Troop 200

Thank you for attending – Mike Y.

Brian maybe to perform some songs.

6:00 – Food served hot dogs

7:00 Event Concludes

Shopping for First Responders event – Mike

Hot Dogs, cookies some chocolate some other cookie, chips, apples, water, tea (individual cans of tea), individual boxes of lemonade. Fixings for hot dogs, buns, hot dogs and other supplies

Bob and Carol will get cupcakes. 15 to firestation and 35 to police station Bob and Carol to bring them in on 27th. Bob will ask Michell to print the stickers. 27<sup>th</sup> get confirmation kids to help with stickers. Morning of 28<sup>th</sup> delivery of cupcakes.

4:00 to arrive for set up on 10/28/21.

Tables outside for food.

Food drive on Nov. 13 – Outreach has to run the food drive. 9-1:00 . Wendy could be here with Jeep, Mike will ask if Art can drive with Jeep, Bob and Carol will help with staffing maybe Gilings, or Hupberts.

Mike can set up.

Youth can help during the day

Carol and Bob here all day for food drive.

Vehicles for PD FDP put on either side of garage.

Food canopy by bike rack. Twelve tables.

Tables outside for crafts for thank you's.



## Mission Team Minutes Oct.11,2021

Attendance: Sandy Hupert, Annette Petersen, Vik Bekeris, Becky Wright, Carl Hupert and Steve Legel. Guest present was Matt Morrison ( Operations Manager ).

Sandy opened the meeting with a reading from 1st Thes. 5:15.

### Old Business

1. Approval of minutes: Annette moved and Becky seconded a motion to approve both the minutes from Aug. 23rd and Sept.13th. Motion carried.
2. Northern Ill. Food Bank: Scheduled for Oct. 28th. Need 50 volunteers. As of now Sharon has 7 or 8 signed up.
3. Senior Care Vol. Network: No report
4. Blood Drive: Bloodmobile will be here Sun. Oct. 31st.
5. Habitat for Humanity: 4 Volunteers going to Restore on Thurs. Oct14th. No volunteers to help with construction at New Hope Partnership project. Carl will put item in Friday Flourish every other week to try to stir interest. New home going up in Carpentersville. We are helping to fund this construction.
6. Home of the Sparrow: No report.
7. Missionary Support: No communication with our missionaries. Steve will send another e-mail to them and also contact ELCA Global Mission to see if they have news.
8. Feed My Starving Children: 13 people participated on Sept.18th.
9. ELCA World Hunger/Disaster Relief: Need a way to make the congregation aware of the needs and meaning of hunger in the world. Putting a display at the coffee bar on Sundays not only for hunger but for all our mission projects in the church may be a possibility. This will be explored further. Becky passed out Advent calendars and study material to the team. Webinar on Climate Change/Hunger on Oct.27th at 6 PM CDT. Also program, " People of Hope Till all Are Fed" on Oct.14th. at 7:30 PM. See Becky for details.
10. Exodus: Waiting for family assignment before getting last items for our Welcome Pack.
11. PADS: Willow Creek Church looking for donations and clothing for homeless. Also need volunteers for lunch preparations on 1st and 3rd Fridays.
12. Green Trees: Weeding project scheduled for Oct. 17th after church.
13. Reentry "CRE": Vik reported opening of room and good turn out at open house.
14. AARK: Have bought tractor and plow. Will expand acreage next year. Also will have new chicken house.
15. Crop Walk: Sandy reported 9 people took part.
16. Grafton Food Pantry: Next food drive scheduled for Nov.13th, 9 AM-1 PM.
17. Shared thank you letters for anonymous donation.
18. Christmas Giving Tree: Gift cards only for Grafton Food Pantry and Turning Point.

### New Business

1. "Hope for the Holidays": Set for Sun. Nov. 28th in the Fellowship Hall. May involve Sunday School children.
2. Thanksgiving Offering: Annette moved and Becky seconded motion to evenly divide offering between ELCA World Hunger Relief and Feed My Starving Children. Motion carried. Will see if we can put notice on large screen so congregations is aware where offering is going.
3. Prayers of joys and concerns.
4. Next meeting Nov. 8th.
5. Steve moved and Vik seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

# Stewardship Committee

## Meeting Minutes

10/11/21

Present: Mike McCann, Ralph Wehnes, Rick Miller

Next meeting: 11/8/21

### **1. Communication of Stewardship Campaign**

Reviewed schedule and progress of stewardship videos through intent Sunday (Nov. 7<sup>th</sup>). Technology team video to occur this weekend (10/16) and youth video scheduled for 10/30. Stewardship team divided up and scheduled write-ups for Friday flourish for remainder of campaign.

### **2. Pledge Cards**

Mike to send note to usher team to make sure each pew has pledge cards available before each service. Pledge Master sheet has been set up by Dennis and we will begin populating them as they come in.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

## **Worship Team Meeting Monday, October 11, 2021**

**In attendance: Jane, Orv, Diane, Elaine, Chris, Judy,**

**Prayer Orv started meeting with meditation and prayer**

### **•Banner/Sanctuary Changes**

Reformation- **red** for Sunday October 31

- **White** for All Saints' on November 6/7. •

Back to **Pentecost/Green** or more harvest theme. FALL DECORATIONS (The week of Nov. 8)

- Sat. Sunday Nov. 28--- **Advent /blue.**

**Pointsettias: Diane will handle this**

**We will start selling on line and in between services on Nov. 1**

We will need to have 20 for Christmas Concert December 4, **then add more for Dec. 18** and possibly **more for Christmas Eve**

**Judy will contact Mark Frenreis and give him dates to have all fall decorations and Christmas décor out ready for our use**

**Christmas trees** – will be put up and all decorations on : **Thursday Dec. 2 9 am**

- Decorations for Advent/Christmas.

- There is an **Artist Series Christmas Concert on Saturday, December 4<sup>th</sup> 7 pm**

The Artist group will work on that as well next week.

- There is a **Cantata with the choir on December 18<sup>th</sup> at the 5 pm service** the bulk of the poinsettias will need to be delivered by then. (Diane)

- There will have to be a watering schedule through Christmas for the poinsettias. **Carolyn/Diane**

## **Christmas Eve Services**

3 pm Children/family focus

5 pm family service NO COMMUNION

6 pm Christmas Carols around tree outside

11 pm **Festival COMMUNION Service**

**NEXT MEETING** Monday, November 8 7 pm

## Youth & Family Team Meeting Minutes 10/11/21

Attendees: Bob McDuffee, Kurtis Arndt, Kari Arndt, Tim Torkelson, Abby Fiandalo

Not Present: Carrie McCabe

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. As of the week of 10.11, we have 10 students fully committed to going on the trip. In talking with parents, there are a handful of students tentatively committed and we're working with them to complete the forms so we can get all registered. We have extended the registration to 10.21 and will be submitting the SOTP online registration that weekend to ensure our space
  - b. As trip will be Sun to Thur, team is evaluating options for adventure/service opportunities between Minneapolis and Huntley
    - i. Post Gathering activities have not been finalized as of this time.
2. Fall Fundraising Plans
  - a. Savers – Drop off is 10/23, will start collecting mid-Sept. Communication has been sent to all parents of HS and Confirmation students, accepting donations thru 10.21 and will deliver to Savers on 10.23.
  - b. Culver's – **Nov 8 (4 – 8PM)**, Culver's asked SOTP to move the fundraiser to 11.8. We are also working with them to schedule an early 2022 fundraiser.
3. Service Opportunities
  - a. Green Trees – HS Youth and Confirmation students & volunteers will meet Sunday 10.17 for a light lunch following 2<sup>nd</sup> service and then proceed to Green Trees to do fall clean-up for a couple of hours.
  - b. FMSC / NILFB – We have decided to look at this for a spring service opportunity
  - c. Operation Christmas Child – Confirmation students and HS Youth will partner w/ 4<sup>th</sup> & 5<sup>th</sup> grade students in Tessa's group to collect boxes for this program. More discussion to happen Thursday 10.14 around this.
  - d. HSYG will assist with the 11/13 Grafton Food Pantry Food Drive.
4. HSYG – September / 2021-2022 School year
  - a. HSYG Intern has joined the group as of Sept 30. Becca Colson, a student at Judson University will lead our Thursday night group and join Wed night / Sun night as well as service events as her schedule allows. Her contract runs through July.
    - i. Frosted Fellowship continues to have good attendance and will be a go forward program
    - ii. We continue to have double digit attendance Thursday nights, including new students who hadn't attended throughout 20-21 school year.

5. Confirmation – 21-22 school year
  - a. Confirmation classes have been going well. 6<sup>th</sup> grade students are getting to know their leaders and starting to open up a little in large & small group settings.
  - b. 14 students will Affirm their Baptism on Reformation Sunday (10.31.21 during 2<sup>nd</sup> service)
    - i. Bob and Tim, along with Tracy Allison, Kari Arndt and 2 HS students conducted a Who Am I event on Sat 10.2. We spent the evening going over our Faith Stories and working with students to begin thinking about their statements.
    - ii. Initial drafts from many students were reviewed Thur 10.7 and will continue through October when we'll have final Faith Statements will be shared (emailed) with Pastor Mark and the Youth Team.
6. New Business: Team discussed a potential 30 hour Famine event. Tentatively planned for mid-Nov. Further review of the program and what's needed to be reviewed and discussed with the team before finalizing, planning and communicating with students and church leadership
7. Next Meeting: TBD– Our normally scheduled night is also Culver's Night where the team will be assisting. We will re-schedule our meeting and update leadership.

Respectfully submitted,

Bob McDuffee / Youth Team Leader