



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**July 22, 2024**

*“A Growing Church for Growing People”*

**Shepherd of the Prairie Lutheran Church**

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**Shepherd of the Prairie Lutheran Church**  
**Council Meeting Agenda**  
**July 22, 2024 @ 6:00 P.M.**

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1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Pastor Mark
4. **Guest Presenter** – Jeff Moore
5. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for June 17, 2024, as presented.*
6. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the June 2024 Treasurer and Financial Reports, as presented.*
7. **Current Business**
  - a. 2023 SOTP Financial Audit Team Update – Bob
  - b. 2024 SOTP Constitution Team Update – Mike
  - c. 2024 Stewardship Campaign Update – Pastor Mark
  - d. 2024 SOTP Vision & Strategy priorities discussion – All
    - i. Community and Evangelism Enablement
    - ii. Children, Youth and Family Investment
    - iii. Congregation Celebration
  - e. Doctorate Program support discussion – Bob
  - f. Endowment Foundation Ministry update – Bob
  - g. Nomination Committee update – Bob
  - h. The next Council meeting is August 19, 2024, @ 6:00 PM (Pastor Ryan)
8. **Unfinished/Tabled Business**
  - a. Memory Garden Proforma and Fee Review – Finance Team
9. **Closing Prayer**
10. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### June 17, 2024 @ 6:00 P.M.

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Present: B. Mollis, C. Serpe, G. Attaway, Pastor Mark, Pastor Ryan, K. McGuine, J. Puls, M. Luecht, S. Wolf, E. Nissen

Council President Bob Mollis called the meeting to order at 6:02 P.M.

Pastor Ryan opened with Prayer.

Sarah Wolf delivered devotions – My Story, My Song – The Crayon Bucket

All shared Monthly Ministry Moments

George moved to approve the Congregation Council minutes for May 20, 2024; Pastor Ryan seconded; motion passed.

Pastor Mark moved to approve the May 2024 Treasurer and Financial Reports; Kathy seconded; motion passed.

A/V Ministry and Office Support Discussion – Josh Harding has been hired for this role at SOTP. The Council would like to thank the A/V Ministry team for their great job of keeping everything running smoothly and all of their efforts during this recruiting and hiring process. Bob Mollis to recognize and thank the A/V Ministry team during this transition process.

Fair Labor Standards Act Discus."on – July 1<sup>st</sup> requires a new minimum pay requirements for all employees classified as "Exempt". The HR Ministry team has had discussions and is working on implementing these changes. The HR Ministry team is recommending modifying the SOTP Employee Policy Handbook as follows: Section 2-6 (Overtime); changing the review and approval wording from "Operations Manager" to "their Supervisor" and second to correct the documents SOTP workweek as Sunday to Sunday to match our timesheet documentation. Mike made a motion to amend the SOTP employee handbook in section 2-6 (Overtime); as presented, Christa second, motion passed. Jim Puls HR Ministry leader to revise/update the SOTP Employee Policy Handbook and distribute and discuss with respective employees.

SOTP Financial Audit Team Update – We have our Audit Ministry team gathering July 24<sup>th</sup> to develop a scope of work for the 2023 financial audit.

Volunteer vetting policy under the Children & Youth Protection Policy was discussed. The volunteer vetting policy will not be changed to include interviewing past volunteering or employer references as recommended by our insurance carrier (Guide One). This is not a reasonable request for our operations team to execute and could prevent volunteers from serving. The employee vetting process will continue to include this interviewing vetting step for SOTP employment. All employees and

volunteers working with children and youth will continue to have a formal background check. With this volunteer vetting decision, SOTP will not be able to increase our “Misconduct” coverage through our insurance carrier. Our current “Misconduct” coverage limits will remain unchanged.

2024 SOTP Illinois State Articles of Incorporation renewal update – Everyone on the Council signed the “SOTP Board of Directors” meeting minutes. Bob Mollis to return to our attorney representative for Illinois State Articles of Incorporation renewal processing in August.

2024 SOTP Constitution Team Update – 2024 is the year of the update for our church, and the team is looking at what is in the best interest for SOTP with the Churchwide/SYNOD amendments.

Building Signage Team Update – We have added letter signage to each doorway.

2024 Children, Youth and Family Ministry Update – Andrew Behm, one of our SOTP youth, represented SOTP at the SYNOD Assembly, along with 4 other members of our church.

Stewardship Directive Using the 2024 SOTP Vision & Strategy Document – The Council would like to prioritize G. *Community* (equipping people better about Evangelism), E. *Children and Youth* (better serve our Youth Group and parents), and F. *Congregation* (make an investment in connecting with all). Further discussion pending to help define the 2025 Stewardship campaign.

Next Council meeting, July 22, 2024 @ 6:00 PM; Pastor Mark will have Devotions.

7:48 P.M. Kathy moved to adjourn; Jim seconded; motion passed.

Pastor Mark closed in prayer.

Submitted: Christa Serpe

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY  
FOR THE PERIOD ENDING JUNE 30, 2024**

**UNRESTRICTED GENERAL FUND**

	MONTHLY	MONTHLY	MONTHLY ACTUAL	YEAR TO DATE	YEAR TO DATE	YTD ACTUAL	ANNUAL	YTD PERCENT	YTD PERCENT
	ACTUAL	BUDGET	VS. MONTHLY BUDGET	ACTUAL	BUDGET	VS. YTD BUDGET	BUDGET	RECEIVED	EXPENDED
June 1, 2024 Beginning Balance	\$ 368,499.86								
Monthly Income	81,087.04	75,927.00	\$ 5,160.04	475,678.11	494,632.00	\$ (18,953.89)	\$ 966,000.00	49.24%	
Monthly Expenses	71,408.19	76,274.00	\$ (4,865.81)	468,452.92	482,564.00	\$ (14,111.08)	\$ 966,000.00		49.95%
Income vs. Expenditures	9,678.85	(347.00)		7,225.19	12,068.00				
June 30, 2024 Ending Balance	\$ 378,178.71								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.70								

**MORTGAGE SERVICE FUND**

	MONTHLY	MONTHLY	MONTHLY ACTUAL	YEAR TO DATE	YEAR TO DATE	YTD ACTUAL	ANNUAL	YTD PERCENT	YTD PERCENT
	ACTUAL	BUDGET	VS. MONTHLY BUDGET	ACTUAL	BUDGET	VS. YTD BUDGET	BUDGET	RECEIVED	EXPENDED
June 1, 2024 Beginning Balance	\$ 46,629.00								
Monthly Income	17,361.66	18,807.00	\$ (1,445.34)	114,896.92	112,842.00	\$ 2,054.92	\$ 225,684.00	50.91%	
Monthly Expenses	18,807.00	18,807.00	\$ -	112,842.00	112,842.00	\$ -	\$ 225,684.00		50.00%
Income vs. Expenditures	(1,445.34)	-		2,054.92	-				
June 30, 2024 Ending Balance	\$ 45,183.66								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.40								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
June 1, 2024 Beginning Balance	\$ 252,552.57
Monthly Income	5,928.61
Monthly Expenses	5,816.83
Income vs. Expenditures	111.78
June 30, 2024 Ending Balance	\$ 252,664.35

**RESERVE FUNDS**

	MONTHLY
	ACTUAL
June 1, 2024 Beginning Balance	\$ 155,256.95
Monthly Income	2,623.33
Monthly Expenses	-
Income vs. Expenditures	2,623.33
June 30, 2024 Ending Balance	\$ 157,880.28

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
June 1, 2024 Beginning Balance	\$ 12,904.52
Monthly Income	-
Monthly Expenses	-
Income vs. Expenditures	-
June 30, 2024 Ending Balance	\$ 12,904.52

June 30, 2024 Total Ending Balance ALL FUNDS	\$ 846,811.52
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**July 8, 2024**

Attending: Sue Wehnes, George Attaway, Bill Ball, Joe Anderson, Dave Shotick, Devin Burg, Cliff Dungey  
Excused:

Meeting called to order at 7:30 PM via Zoom

**I. Approval of June 10, 2024 Meeting Minutes (Motion by Joe )**

**II. Accounting Administrator's Report by Dave Shotick**

- a. Income/Expenses through June 30, 2024
  - i. June GF income of \$81,087 was \$5,160 more than the budgeted amount.
  - ii. YTD GF income of \$475,678 is \$18,954 less than budget.
  - iii. June GF expenses of \$71,408 were \$4,866 less than the budgeted amount.
  - iv. YTD GF expenses of \$468,453 are \$14,111 under budget.
  - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$7,225. The YTD performance for the end of June is a budgeted surplus of \$12,068. Recall the 2024 budget is breakeven.
- b. Balance Sheet through June 30, 2024
  - i. Total Current Assets \$846,812
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,180,719
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through June 30, 2024
  - i. Account 3.175.000 Memorial Fund balance is \$27,923
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$6,625
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$56,351
  - iv. Account 3.332.000 Artist Series Fund balance is \$28,647
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,605
  - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,240
  - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,317
  - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 66,332
- d. General Comments
  - i. June 2024 GF Member Contributions of \$77,665 were \$4,943 less than the 2024 Budget but \$4,036 more than June 2023 contributions.
    1. YTD Contributions are \$14,346 less than budget but \$4,914 ahead of 2023.
    2. The YTD Expenses are less than budget by \$14,111.
  - ii. June Mortgage Service Fund income lagged budget: \$17,362 vs. the \$18,807 monthly payment. YTD contributions to the MSF remain ahead of budget by \$2,055.
  - iii. As we journey into mid-2024, the watch words continue to be "thoughtful caution". We know that - with the usual changes in the giving capacity of the Congregation - the 2024 budget, despite being generally level with 2023, will be challenging - but we believe achievable.

**III. Treasurer's Report of Activity & Council Actions/Discussions**

- a. GF balance is \$378,179 which is approximately 4.7 months of reserves.

- b. MSF balance is \$45,184 which is approximately 2.4 months of reserves.

#### IV. Recommendations to Council

#### V. Old Business

- a. Work continues to update/revitalize the Endowment Fund. The Team reviewed a presentation about church endowment funds in general but with SOTP in mind. Council will address the Endowment Fund in detail in August. Pastor Mark has noted that the process should explore/include/consider any assistance/advice that may be available from ELCA.
- b. The Memory Garden will be included as a budget item/subject in the 2025 budget process.
- c. Review of the draft document retention policy continues.
- d. A review of the Accounting Guide is being deferred until the second half of 2024 or the first half of 2025.
- e. The Audit Team has been identified and will have an initial meeting in late July.

#### VI. 2024 Budget and New Business

- a. **Motion adopted that funds from the maturing CD at MIF be placed into the Heartland Bank checking account and managed consistent with the current overall SOTP cash management strategy.** Motion by Dave, seconded by Cliff. (Devin Burg abstained) George will work with Dave to provide any documentation required by MIF to avoid the funds being “rolled-over” at MIF.
- b. 2025 Budget meetings will be held in the last two weeks of August.
- c. **Next Finance Team Meeting will be Monday, August 12, 2024 @ 7:30 PM on Zoom.**

#### VII. Adjourned with prayer at 9:00PM.

Respectfully submitted,  
Bill Ball

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of June 30, 2024**

Wednesday, July 3, 2024

Page 1 of 2

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	136,869.53	10,566.09	126,303.44
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	45,183.66	(1,445.34)	46,629.00
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	642,518.41	822.15	641,696.26
1.250.000	HBT/LPL Investment Account	424.47	0.00	424.47
1.500.000	Donations Holding Account	1,754.39	1,469.39	285.00
1.600.000	FNBO Checking Boy Scout Troop 200	9,561.06	(522.67)	10,083.73
	<b>Total Current Assets</b>	<b>\$846,811.52</b>	<b>\$10,889.62</b>	<b>\$835,921.90</b>
<b>Fixed Assets</b>				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	0.00	41,717.68
1.300.200	Memory Garden	89,052.93	0.00	89,052.93
	<b>Total Fixed Assets</b>	<b>\$7,333,907.22</b>	<b>\$0.00</b>	<b>\$7,333,907.22</b>
	<b>Total Assets</b>	<b>\$8,180,718.74</b>	<b>\$10,889.62</b>	<b>\$8,169,829.12</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.000	Accounts Payable/Vendors	0.00	(79.00)	79.00
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>(\$79.00)</b>	<b>\$79.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,071,904.96	(8,668.54)	3,080,573.50
	<b>Total Long Term Liabilities</b>	<b>\$3,071,904.96</b>	<b>(\$8,668.54)</b>	<b>\$3,080,573.50</b>
	<b>Total Liabilities</b>	<b>\$3,071,904.96</b>	<b>(\$8,747.54)</b>	<b>\$3,080,652.50</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	378,178.71	9,678.85	368,499.86
	<b>Total Unrestricted Fund Balances</b>	<b>\$378,178.71</b>	<b>\$9,678.85</b>	<b>\$368,499.86</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,843.67	0.00	1,843.67
3.175.000	Memorial Fund Balance	27,923.05	550.00	27,373.05
3.180.000	Grafton Food Pantry Fund Balance	827.16	596.08	231.08
3.220.000	AV Ministry Fund Balance	2,008.75	(608.00)	2,616.75
3.250.000	Good Samaritan Fund Balance	6,625.17	0.00	6,625.17
3.260.000	Community Outreach Fund Balance	2,783.21	180.00	2,603.21
3.270.000	Holiday Flowers Balance	(75.71)	(1,189.24)	1,113.53
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	56,351.33	(1,951.58)	58,302.91
3.345.000	Childrens Music Ministry Fund Balance	1,425.00	0.00	1,425.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$57,776.33</i>	<i>(\$1,951.58)</i>	<i>59,727.91</i>
3.340.000	Artist Series Balance	28,646.89	1,000.00	27,646.89
3.350.000	Prairie Crafters Fund Balance	2,562.50	0.00	2,562.50
3.380.000	Continuing Education Fund Balance	1,706.24	0.00	1,706.24
3.390.000	Children & Family Ministry Balance	540.92	100.00	440.92
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	6.55	(137.79)	144.34
3.417.000	Youth Mission Trips Balance	11,605.44	(538.24)	12,143.68
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$11,741.99</i>	<i>(\$676.03)</i>	<i>12,418.02</i>



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of June 30, 2024**

Wednesday, July 3, 2024

Page 2 of 2

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.500.000	Little Lambs Fund Balance	11,999.09	(869.31)	12,868.40
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,486.21	245.00	1,241.21
3.675.000	Memory Garden Fund Balance	13,240.45	0.00	13,240.45
3.676.000	Memory Garden Bricks Fund Balance	3,316.57	0.00	3,316.57
3.677.000	Memory Garden Niche Fund Balance	66,331.65	2,575.00	63,756.65
3.680.000	Garage Fund Balance	(5,517.68)	0.00	(5,517.68)
3.690.000	SOTP Sportswear Fund Balance	(208.25)	0.00	(208.25)
3.700.000	Church Events - Funded Balance	549.42	475.76	73.66
3.720.000	Disaster Relief Fund Balance	100.00	100.00	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	260.00	0.00	260.00
3.730.000	ELCA World Hunger Fund Balance	232.71	106.77	125.94
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	9,561.06	(522.67)	10,083.73
	<b>Total</b>	<b>\$252,664.35</b>	<b>\$111.78</b>	<b>\$252,552.57</b>
3.140.000	Mortgage Service Fund Balance	45,183.66	(1,445.34)	46,629.00
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$297,848.01</b>	<b>(\$1,333.56)</b>	<b>\$299,181.57</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,078.37	0.00	1,078.37
3.971.000	Roof Repairs/Replacement Balance	56,300.04	575.00	55,725.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	16,956.28	650.00	16,306.28
3.974.000	Lawn & Landscaping Reserves Balance	8,566.41	333.33	8,233.08
3.975.000	Maintenance Reserves Balance	14,181.52	250.00	13,931.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,660.02	133.33	29,526.69
3.979.000	Outside Audit Reserve Balance	1,000.02	166.67	833.35
3.980.000	Equipment Reserves Balance	12,043.15	515.00	11,528.15
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,236.58
3.985.000	Sabbatical Reserves Balance	9,950.89	0.00	9,950.89
	<b>Total Reserves</b>	<b>\$157,880.28</b>	<b>\$2,623.33</b>	<b>\$155,256.95</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,904.52	0.00	12,904.52
	<b>Total Permanently Restricted Funds</b>	<b>\$12,904.52</b>	<b>\$0.00</b>	<b>\$12,904.52</b>
3.130.000	Building & Grounds Equity	4,131,231.65	8,668.54	4,122,563.11
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	89,052.93
	<b>Total Equity</b>	<b>\$4,262,002.26</b>	<b>\$8,668.54</b>	<b>\$4,253,333.72</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,108,813.78</b>	<b>\$19,637.16</b>	<b>\$5,089,176.62</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b>\$8,180,718.74</b>	<b>\$10,889.62</b>	<b>\$8,169,829.12</b>

**Shepherd of the Prairie Lutheran Church - Huntley IL  
Treasurer's Report as of June 2024 for General Fund**

**Wednesday, July 3, 2024**

**Page 1 of 2**

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b><i>Income</i></b>							
4.100.000	Member Contributions	77,665.42	72,722.00	454,374.15	468,720.00	(14,345.85)	900,000.00
4.150.000	Loose Plate and Growth	2,002.00	2,455.00	13,215.88	16,612.00	(3,396.12)	35,500.00
4.155.000	Other Donation Income	357.76		457.76			
4.200.000	Fees and Registrations	0.00	125.00	96.94	750.00	(653.06)	1,500.00
4.250.000	Flower Income	208.00	117.00	592.39	702.00	(109.61)	1,400.00
4.300.000	Interest Income Heartland Bank	31.71	8.00	221.23	48.00	173.23	100.00
4.310.000	Investment Income Fidelity	822.15	500.00	6,719.76	7,800.00	(1,080.24)	27,500.00
	<b>Total Income</b>	<b>\$81,087.04</b>	<b>\$75,927.00</b>	<b>\$475,678.11</b>	<b>\$494,632.00</b>	<b>(\$19,411.65)</b>	<b>\$966,000.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$0.00</b>	<b>\$42.00</b>	<b>\$13.27</b>	<b>\$252.00</b>	<b>(\$238.73)</b>	<b>\$500.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$6,056.73</b>	<b>\$8,250.00</b>	<b>\$48,391.15</b>	<b>\$49,500.00</b>	<b>(\$1,108.85)</b>	<b>\$99,000.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$1,500.00</b>	<b>\$734.00</b>	<b>\$3,220.93</b>	<b>\$4,404.00</b>	<b>(\$1,183.07)</b>	<b>\$8,800.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$59.10</b>	<b>\$140.00</b>	<b>\$882.36</b>	<b>\$840.00</b>	<b>\$42.36</b>	<b>\$1,680.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>\$328.75</b>	<b>\$716.00</b>	<b>\$1,523.65</b>	<b>\$4,296.00</b>	<b>(\$2,772.35)</b>	<b>\$8,600.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$1,168.23</b>	<b>\$809.00</b>	<b>\$2,672.56</b>	<b>\$3,700.00</b>	<b>(\$1,027.44)</b>	<b>\$7,400.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$0.00</b>	<b>\$158.00</b>	<b>\$200.41</b>	<b>\$948.00</b>	<b>(\$747.59)</b>	<b>\$1,900.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$217.62</b>	<b>\$526.00</b>	<b>\$1,719.49</b>	<b>\$3,156.00</b>	<b>(\$1,436.51)</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$1,571.16</b>	<b>\$733.00</b>	<b>\$8,015.59</b>	<b>\$4,398.00</b>	<b>\$3,617.59</b>	<b>\$8,800.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$5,531.54</b>	<b>\$7,292.00</b>	<b>\$46,766.40</b>	<b>\$49,872.00</b>	<b>(\$3,105.60)</b>	<b>\$96,800.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$2,293.14</b>	<b>\$2,834.00</b>	<b>\$17,028.28</b>	<b>\$17,004.00</b>	<b>\$24.28</b>	<b>\$34,000.00</b>
<b><i>Staffing Ministry</i></b>							
	<b>Spiritual Ministry Staff</b>	<b>\$34,559.53</b>	<b>\$34,071.00</b>	<b>\$222,467.62</b>	<b>\$221,460.00</b>	<b>\$1,007.62</b>	<b>\$442,934.00</b>

**Shepherd of the Prairie Lutheran Church - Huntley IL  
Treasurer's Report as of June 2024 for General Fund**

Wednesday, July 3, 2024

Page 2 of 2

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$9,638.60	\$11,572.00	\$67,873.17	\$75,220.00	(\$7,346.83)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$1,810.12	\$2,148.00	\$12,685.93	\$13,820.00	(\$1,134.07)	\$27,645.00
	Staffing Ministry	\$46,008.25	\$47,791.00	\$303,026.72	\$310,500.00	(\$7,473.28)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,315.34	\$3,891.00	\$20,842.13	\$19,546.00	\$1,296.13	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$14,149.98	\$14,148.00	\$1.98	\$28,300.00
	<b>Total Expenses</b>	<b>\$71,408.19</b>	<b>\$76,274.00</b>	<b>\$468,452.92</b>	<b>\$482,564.00</b>	<b>(\$14,111.08)</b>	<b>\$966,000.00</b>
	<b>Difference</b>	<b>\$9,678.85</b>	<b>(\$347.00)</b>	<b>\$7,225.19</b>	<b>\$12,068.00</b>		<b>\$0.00</b>



# SHEPHERD OF THE PRAIRIE

## LUTHERAN CHURCH

### Operations Report July 2024

#### Facility

- We have created a "GO Team" that is a group of volunteers who we contact when we need help supporting different ministries with setup and take down of their event.
  - The GO Team has been extremely helpful for numerous events.
- The sign team (led by Joyce Shotick) has met twice and consulted with Fast Signs.
  - We met and are planning another meeting for 6/20 @ 9am to discuss interior signs on crossbeams. Matt is working on mocking up what they might look like.
  - Our 4 door letters A B C D have been installed and are in use to describe entry points.
  - Rich is currently working on getting mockups for outside signs.
  - Matt is working with Jeff to figure out font and size needs.
- VBS was great use of the building while accommodating all groups as well.
- VBS decorations looked great!

#### HR

- HR team (Jim Puls) has talked with many employees about how we can best support them with the new position left vacant of A/V Coordinator and has put it all into a job description.
  - We have put this job description on Churchstaffing.com with hopes that Church oriented workers will see it.
  - Working to get it published on the Huntley chamber social websites.
  - It is on our website currently under "about."
  - We are exploring all options on how to make this role fit with all the needs we have.
  - We have hired Josh Harding as our A/V and Office Support staff.
    - This has filled the A/V role and helped Michelle greatly already.
    - Josh and Michelle have been working hard to get their training done.
    - A development plan has been started for Josh in regard to A/V training.
- Working with Jill and vendors to renew DCFS licensure for Little Lambs

- Still in progress
- Dave and Matt submitted compensation audit to Cheri at Lamb Insurance
- Jill and Donna officially hourly employees
  - We will continue to monitor how it is going.

#### Branding/Website/Apparel

- The Media Team has looked at the media tab on the website and has recommended changes to make it more user friendly. We plan to ask Jon his thoughts on the changes.
  - We have officially put in the ask.
  - It has come back, and we are just about ready to confirm for launch on the website.
    - Still in progress
    - We ended up running into needing some more spam blocking so Jon is working on this as well.
- We have put in a bulk order for VBS for T-shirts.
  - Looked great!
- We have purchased a new workroom computer to help any general use needs.
  - Working with Realm of Tech to get it setup.

#### Planning Center

- Continues to grow in its utilization.
- Pricing increase occurring.
- Matt is looking at how to reduce costs by using it more efficiently.

## Property Team meeting – July 8, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:05 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Mark Frendreis, Rich Paeth, Jessica Panella, Chris Trodahl, Pete Walthers, and Rick Wright

Absent: Larry Enders, Tom Polzin, and Dick Tabatt

**Note:** Property Team mailbox address is [SOTPProperty@gmail.com](mailto:SOTPProperty@gmail.com)

### Old Business

- Procedure list for partial/full power outages **Mark**
  - Mark and Larry will discuss some day
- Breaker box list creation **Mark**
  - Mark is still waiting to talk to Cary Electric
- The light over the outside of North exit needs attention
  - Larry has installed the light
- Leaking coffee maker Michelle shopping a different one **Mark**
  - Mark needs to touch base with Michelle about the pressure valve and the new coffee maker
- Dimmer switch option for Michelle's desk **Mark**
  - Mark is looking into it
- Parking lot seal coating **Chris**
  - Please avoid July 8-12, Aug 18, Aug 25 and verify date with office
- Assign who creates spreadsheets for gift in-kind monies
  - Use heater replacement as sample
  - We will use this in budget planning with the finance team annually
  - Rich will put a form together for people to complete and he and Rich will compile into the right categories
- Sign/Monitor updates **Rich**
  - The labeled doors are working well
  - Preliminary design for the outside sign
  - Signs above outside doorways are being decided as well
  - Static vestibule signs potentially
- Plungers are needed in each bathroom **Pete**
  - Pete got them and placed them in the bathrooms
- Bathroom 221 has soap dispenser not working
  - The cover was not on correctly. Mark fixed this.
- Carpet in Willow room **Mark**
  - Possibly replace in the fall
- Batteries in temp sensors in new building **Rich**
  - Rich will change them with the clock change
- The Blinds in the Little Lambs room need to be replaced **Rich**
  - One of the strings has broken
  - We can swap the blind with the one in the AV room

- Water heater leak **Pete**
  - Pete completed this

### **New business**

- Calendar for property team on Google. Who will cover August?
  - Rich
- Chris is working on bids
  - He is looking to get some back this week
- New sign in verification for the Google account
  - You may need a code to get signed in
- If there are any buckets of salt, they need to be dumped
- Need a door stop by the youth room
  - Rick will get one and mount it on the wall
- Paint is gone -Pete took care of this
- Paint is sorted and labeled – Pete took care of this as well
- Pete has decided to leave the team for personal reasons. We thank him for all his work on the team.
- Mark will be the new contact for the cleaning company

The meeting was adjourned at 7:45 pm

Submitted by: Jessica Panella

# Mission Team Meeting

## July 8, 2024

Attendance: Sandy Hupert, Carl Hupert, Rick Miller, Shirley Ulmer, Valerie Ulmer, Deanne Byers, Becky Wright, Annette Petersen, Marty Jacobson, Vik Bekeris and Steve Legel. Guests were Andrew Turner ( Street Outreach Supervisor ) and Jon Durden ( Street Outreach Coordinator ) of the WARP CORPS.

Our guest presented the programs available through the WARP CORP ( We Are Real People ) of Woodstock, IL. It is a 501c charity which is working in and around McHenry Co. to fight homelessness and provide resources to those in need. It also provides art, sport and creative space for teens and others.

Sandy opened our regular meeting with a reading from John 3:17-18 and a prayer.

### Old Business

Approval of Minutes: Annette moved and Carl seconded motion to approve. Motion carried.

Missionary Support: Steve reported that transportation and housing of our visiting missionary and his son are arranged. He will be giving talks at the 9 and 10:45 services. Steve moved and Marty seconded motion to provide a \$500.00 stipend. Motion carried. Steve will take care of this.

ELCA World Hunger/ Disaster Relief: Pastor Ryan making an announcement helped with recruiting donations for " Christmas in July". Project is going well. Becky will be attending and presenting at the Northern IL Synod Women of the ECLA convention Sat. Sept. 21st at Zion Lutheran Church in Kewanee, IL.

Community Resources: Vik announced that we will provide meal on August. 16th instead of July 19th. He has passed out the McDonald gift certificates.

Exodus: Only 3 people have donated so far. Will need more communication with congregation.

Feed My Starving Children: No report.

Northern IL Food Bank: No report.

Grafton Food Pantry: No report.

Habitat for Humanity: Fund raiser at Culver's on July 24th yielded \$1057.00.

Blood Drive: Tabled for two months.

AARK: Garden not doing very well at present but some vegetables are available.

CRE-Reentry: No report.

### New Business

LSSI: Valerie and Shirley Ulmer will be taking over this project.

Sandy will be meeting with pastors about feasibility of sponsoring a refugee family.

Prayer of Joy and concern.

Motion to adjourn made by Vik. Seconded by Annette. Motion carried.

Steve Legel, Secretary



# Stewardship Committee

## Meeting Minutes

7/8/24

Present: Mike McCann, Ralph Wehnes, Frank Leonardi, Julia Leonardi

Next meeting: 8/12/24

### **1. Stewardship Campaign**

Meeting revolved around calendar for the fall stewardship campaign. Events planned for the month of September including a collaboration with the Artist Series offsite. Pastor Ryan will kick off the events coming in late August. Stewardship and Artist series will also conduct a meeting to plan events.

### **2. Miscellaneous**

Agreed to sign up for the BCG online course for stewardship campaigns again this year. Pastor Mark to handle the registration.

Also working on the verbiage on the Estimate of Giving cards and will have a new copy read for printing in the next couple of weeks.

Minutes completed by: Mike McCann, Chair of Stewardship Committee