



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**August 19, 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

### August 19, 2024 @ 6:00 P.M.

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1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Pastor Ryan
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for June 17, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the July 2024 Treasurer and Financial Reports, as presented.*
  - b. *Let the minutes show that on August 13, 2024 , via electronic mail, a motion was made by Pastor Ryan and seconded by Jim Puls to approve the installation of the new members at the Sunday , August 18, 2024, Worship Services. The motion was unanimously approved.*
6. **Current Business**
  - a. Endowment Fund Presentation – Joe Anderson (see supporting document)
  - b. 2023 SOTP Financial Audit Team Update – Bob
  - c. 2024 Stewardship Campaign Update – Pastor Mark
  - d. 2025 Budget meeting updates – Bob
  - e. Continuing Education support discussion – Bob
  - f. Nomination Committee update – Bob
  - g. HR Update – Bob
  - h. Exodus Refugee Family Discussion (refer to add on support email) – Bob
  - i. Artist Series Bingo Game Discussion - Bob
  - j. The next Council meeting is September 16, 2024, @ 6:00 PM
    - i. Kathy will lead the meeting in my absence
    - ii. Ellen will lead devotions
7. **Unfinished/Tabled Business**
  - a. Memory Garden Proforma and Fee Review – Finance Team
  - b. SOTP Constitution Update tabled until next year to be in line with the Synod
8. **Closing Prayer**
9. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### July 22, 2024

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Present: B. Mollis, C. Serpe, G. Attaway, Pastor Mark, J. Puls, M. Luecht

Excused: Pastor Ryan, K. McGuine, S. Wolf, E. Nissen

Council President Bob Mollis called the meeting to order at 6:01 P.M.

Pastor Mark opened with Prayer

Pastor Mark delivered devotions – What is a job to you & what is a calling to you? Philippians 3:

All shared Monthly Ministry Moments

Guest presenter - Jeff Moore: Jeff was able to give the Council information, and an understanding, about his doctoral program of Doctor of Worship Services which he will be participating in starting in 2025. Thank you, Jeff, for your time!

Mike moved to approve the Congregation Council minutes for *June 17, 2024*; George seconded; motion passed.

Christa moved to approve the *June 2024* Treasurer and Financial Reports; Pastor Mark seconded; motion passed.

Bob was able to update Council on the 2023 SOTP Financial Audit Team and will be meeting July 24, 2024.

Mike and Bob were able to update the Council on the 2024 SOTP Constitution Team. It was decided to table any further SOTP Constitution revisions until the Synod publishes their recommended updates in 2025.

Pastor Mark was able to update Council on the 2024 Stewardship Campaign. October 26, 2024, is the date for the celebration of our Stewardship Campaign.

2024 SOTP Vision & Strategy – Council talked about prioritizing a few areas, which are, Community and Evangelism Enablement; Children, Youth and Family Investment; and Congregation Celebration. It was also noted that a Fellowship team has been created and will be an integral part of the congregation celebration activities moving forward.

Bob was able to update the Council on the Endowment Foundation Ministry being pursued by the Finance Team. Further discussions during upcoming meetings are forthcoming.

Bob was able to update the council on the current council members' terms and the formation of the 2025 Nomination Committee.

Next Council meeting, August 19, 2024 @ 6:00 PM; Pastor Ryan will have Devotions.

8:00 P.M. Pastor Mark moved to adjourn; Mike 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 JULY 31, 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
JuLY 1, 2024 Beginning Balance	\$ 378,178.71								
Monthly Income	86,206.63	75,656.00	\$ 10,550.63	561,884.74	570,288.00	\$ (8,403.26)	\$ 966,000.00	58.17%	
Monthly Expenses	73,530.49	76,273.00	\$ (2,742.51)	541,983.41	558,837.00	\$ (16,853.59)	\$ 966,000.00		57.85%
Income vs. Expenditures	12,676.14	(617.00)		19,901.33	11,451.00				
JuLY 31, 2024 Ending Balance	\$ 390,854.85								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.86								

**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
JuLY 1, 2024 Beginning Balance	\$ 45,183.66								
Monthly Income	13,415.01	18,807.00	\$ (5,391.99)	128,311.93	131,649.00	\$ (3,337.07)	\$ 225,684.00	56.85%	
Monthly Expenses	18,807.00	18,807.00	\$ -	131,649.00	131,649.00	\$ -	\$ 225,684.00		58.33%
Income vs. Expenditures	(5,391.99)	-		(3,337.07)	-				
JuLY 31, 2024 Ending Balance	\$ 39,791.67								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.12								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
JuLY 1, 2024 Beginning Balance	\$ 252,664.35
Monthly Accounts + Activity	12,878.86
Monthly Accounts (-) Activity	1,221.81
Income vs. Expenditures	11,657.05
JuLY 31, 2024 Ending Balance	\$ 264,321.40

**RESERVE FUNDS**

	MONTHLY
	ACTUAL
JuLY 1, 2024 Beginning Balance	\$ 157,880.28
Monthly Accounts + Activity	1,458.33
Monthly Accounts (-) Activity	12,933.19
Income vs. Expenditures	(11,474.86)
JuLY 31, 2024 Ending Balance	\$ 146,405.42

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
JuLY 1, 2024 Beginning Balance	\$ 12,904.52
Monthly Accounts + Activity	31.02
Monthly Accounts (-) Activity	-
Income vs. Expenditures	31.02
JuLY 31, 2024 Ending Balance	\$ 12,935.54

July 31, 2024 Total Ending Balance ALL FUNDS	\$ 854,308.88
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**August 12, 2024**

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

Meeting called to order at 7:30 PM via Zoom

**I. Approval of July 8, 2024 Meeting Minutes (without objection)**

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

- a. Income/Expenses through July 30, 2024
  - i. July GF income of \$86,207 was \$10,551 more than the budgeted amount.
  - ii. YTD GF income of \$561,885 is \$8,403 less than budget.
  - iii. July GF expenses of \$73,530 were \$2,743 less than the budgeted amount. .
  - iv. YTD GF expenses of \$541,983 are \$16,854 under budget.
  - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$19,901. The YTD performance for the end of July is a budgeted surplus of \$11,451. Recall the 2024 budget is breakeven.
- b. Balance Sheet through July 31, 2024
  - i. Total Current Assets \$854,309
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,188,216
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through July 31, 2024
  - i. Account 3.175.000 Memorial Fund balance is \$28,486
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$6,625
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$63,216
  - iv. Account 3.332.000 Artist Series Fund balance is \$30,034
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,705
  - 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. July 2024 GF Member Contributions of \$76,549 were \$9,755 more than the 2024 Budget and \$11,793 more than July 2023 contributions and \$4,538 more than 2022.
    1. YTD Contributions are \$4,591 less than budget but \$16,728 ahead of 2023.
    2. The YTD Expenses are less than budget by \$16,854.
  - ii. July Mortgage Service Fund income significantly lagged budget: \$13,415 vs. the \$18,807 monthly payment. YTD contributions to the MSF now lag the budget by \$3,337.
  - 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. In recent years, we have seen the completion of annual pledges by QCD givers in the summer months. This elevates contribution receipts in June, July, and August making actual performance hard to fully evaluate.

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

- a. GF balance is \$378,179 which is approximately 4.9 months of reserves.
- b. MSF balance is \$45,184 which is approximately 2.1 months of reserves.

**IV. Recommendations to Council**

**V. Old Business**

- a. Work continues to update/revitalize the Endowment Fund. The council is expected to receive a presentation on endowment funds in the near future.
- b. The Audit Team has been identified, an initial meeting was held in late July and work has begun.
- c. Dave noted that the new overtime rules are in place. There was about \$750.00 in overtime in July. Overtime is being watched and carefully managed.

**VI. 2024 Budget and New Business**

- a. 2025 Budget meetings will be held in the last two weeks of August.
- b. **Next Finance Team Meeting will be Monday, September 9, 2024 @ 7:30 PM on Zoom.**

**VII. Adjourned with prayer at 8:15 PM.**

Respectfully submitted,  
Bill Ball and Dave Shotick

**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of July 31, 2024**

Tuesday, August 6, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<b>Assets</b>				
<b>Current Assets</b>				
1.100.000	Heartland Bank Checking	144,829.04	7,959.51	136,869.53
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	39,791.67	(5,391.99)	45,183.66
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	649,325.28	6,806.87	642,518.41
1.250.000	HBT/LPL Investment Account	424.82	0.35	424.47
1.500.000	Donations Holding Account	156.18	(1,598.21)	1,754.39
1.600.000	FNBO Checking Boy Scout Troop 200	9,281.89	(279.17)	9,561.06
	<b>Total Current Assets</b>	<b>\$854,308.88</b>	<b>\$7,497.36</b>	<b>\$846,811.52</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>\$8,188,216.10</b>	<b>\$7,497.36</b>	<b>\$8,180,718.74</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,062,883.61	(9,021.35)	3,071,904.96
	<b>Total Long Term Liabilities</b>	<b>\$3,062,883.61</b>	<b>(\$9,021.35)</b>	<b>\$3,071,904.96</b>
	<b>Total Liabilities</b>	<b>\$3,062,883.61</b>	<b>(\$9,021.35)</b>	<b>\$3,071,904.96</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	390,854.85	12,676.14	378,178.71
	<b>Total Unrestricted Fund Balances</b>	<b>\$390,854.85</b>	<b>\$12,676.14</b>	<b>\$378,178.71</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	28,486.49	563.44	27,923.05
3.180.000	Grafton Food Pantry Fund Balance	551.08	(276.08)	827.16
3.220.000	AV Ministry Fund Balance	2,159.25	150.50	2,008.75
3.250.000	Good Samaritan Fund Balance	6,625.17	0.00	6,625.17
3.260.000	Community Outreach Fund Balance	2,963.21	180.00	2,783.21
3.270.000	Holiday Flowers Balance	(75.71)	0.00	(75.71)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	63,216.31	6,864.98	56,351.33
3.345.000	Childrens Music Ministry Fund Balance	1,425.00	0.00	1,425.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$64,641.31</i>	<i>\$6,864.98</i>	<i>57,776.33</i>
3.340.000	Artist Series Balance	30,033.60	1,386.71	28,646.89
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	0.00	540.92
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	6.55	0.00	6.55
3.417.000	Youth Mission Trips Balance	11,705.44	100.00	11,605.44
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$11,841.99</i>	<i>\$100.00</i>	<i>11,741.99</i>
3.500.000	Little Lambs Fund Balance	11,332.53	(666.56)	11,999.09



**Shepherd of the Prairie Lutheran Church - Huntley IL**  
**Balance Sheet as of July 31, 2024**

Tuesday, August 6, 2024

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	0.00	132.95
3.650.000	Quilters Ministry Fund Balance	1,506.21	20.00	1,486.21
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	0.00	66,331.65
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	624.64	75.22	549.42
3.720.000	Disaster Relief Fund Balance	100.00	0.00	100.00
3.725.000	Miscellaneous Outside Charities Fund Balance	260.00	0.00	260.00
3.730.000	ELCA World Hunger Fund Balance	3,770.72	3,538.01	232.71
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	9,281.89	(279.17)	9,561.06
	<b>Total</b>	<b>\$264,321.40</b>	<b>\$11,657.05</b>	<b>\$252,664.35</b>
3.140.000	Mortgage Service Fund Balance	39,791.67	(5,391.99)	45,183.66
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$304,113.07</b>	<b>\$6,265.06</b>	<b>\$297,848.01</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	56,875.04	575.00	56,300.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	4,611.28	(12,345.00)	16,956.28
3.974.000	Lawn & Landscaping Reserves Balance	8,899.74	333.33	8,566.41
3.975.000	Maintenance Reserves Balance	14,431.52	250.00	14,181.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,793.35	133.33	29,660.02
3.979.000	Outside Audit Reserve Balance	1,166.69	166.67	1,000.02
3.980.000	Equipment Reserves Balance	11,454.96	(588.19)	12,043.15
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>\$146,405.42</b>	<b>(\$11,474.86)</b>	<b>\$157,880.28</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,935.54	31.02	12,904.52
	<b>Total Permanently Restricted Funds</b>	<b>\$12,935.54</b>	<b>\$31.02</b>	<b>\$12,904.52</b>
3.130.000	Building & Grounds Equity	4,140,253.00	9,021.35	4,131,231.65
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>\$4,271,023.61</b>	<b>\$9,021.35</b>	<b>\$4,262,002.26</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,125,332.49</b>	<b>\$16,518.71</b>	<b>\$5,108,813.78</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,188,216.10</u></b>	<b><u>\$7,497.36</u></b>	<b><u>\$8,180,718.74</u></b>

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

Monday, August 5, 2024

Page 1 of 2

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b>Income</b>							
4.100.000	Member Contributions	76,549.28	66,794.00	530,923.43	535,514.00	(4,590.57)	900,000.00
4.150.000	Loose Plate and Growth	2,538.30	2,512.00	15,754.18	19,124.00	(3,369.82)	35,500.00
4.155.000	Other Donation Income	273.31	0.00	731.07	0.00	731.07	0.00
4.200.000	Fees and Registrations	0.00	125.00	96.94	875.00	(778.06)	1,500.00
4.250.000	Flower Income	0.00	117.00	592.39	819.00	(226.61)	1,400.00
4.300.000	Interest Income Heartland Bank	38.87	8.00	260.10	56.00	204.10	100.00
4.310.000	Investment Income Fidelity	6,806.87	6,100.00	13,526.63	13,900.00	(373.37)	27,500.00
	<b>Total Income</b>	<b>\$86,206.63</b>	<b>\$75,656.00</b>	<b>\$561,884.74</b>	<b>\$570,288.00</b>	<b>(\$8,403.26)</b>	<b>\$966,000.00</b>
<b>Expenses</b>							
<b>Connections Ministry</b>							
	Connections Ministry	\$158.90	\$42.00	\$172.17	\$294.00	(\$121.83)	\$500.00
<b>Mission Ministry</b>							
	Mission Ministry	\$8,266.54	\$8,250.00	\$56,657.69	\$57,750.00	(\$1,092.31)	\$99,000.00
<b>Outreach Ministry</b>							
	Outreach Ministry	\$0.00	\$734.00	\$3,220.93	\$5,138.00	(\$1,917.07)	\$8,800.00
<b>Adult Education Ministry</b>							
	Adult Education Ministry	\$0.00	\$140.00	\$882.36	\$980.00	(\$97.64)	\$1,680.00
<b>Youth and Education Ministry</b>							
	Youth and Education Ministry	\$529.22	\$716.00	\$2,052.87	\$5,012.00	(\$2,959.13)	\$8,600.00
<b>Children and Family Ministry</b>							
	Children and Family Ministry	\$963.79	\$808.00	\$3,636.35	\$4,508.00	(\$871.65)	\$7,400.00
<b>Music Ministry</b>							
	Music Ministry	\$312.00	\$158.00	\$512.41	\$1,106.00	(\$593.59)	\$1,900.00
<b>Worship Ministry</b>							
	Worship Ministry	\$221.86	\$526.00	\$1,941.35	\$3,682.00	(\$1,740.65)	\$6,300.00
<b>Audio Visual</b>							
	Audio Visual	\$1,459.70	\$733.00	\$9,475.29	\$5,131.00	\$4,344.29	\$8,800.00
<b>Facilities</b>							
	Facilities	\$6,648.09	\$7,292.00	\$53,414.49	\$57,164.00	(\$3,749.51)	\$96,800.00
<b>Office Expenses</b>							
	Office Expenses	\$2,371.99	\$2,834.00	\$19,400.27	\$19,838.00	(\$437.73)	\$34,000.00
<b>Staffing Ministry</b>							
	Spiritual Ministry Staff	\$35,240.69	\$34,071.00	\$257,708.31	\$255,531.00	\$2,177.31	\$442,934.00

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

**Monday, August 5, 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	\$9,719.15	\$11,572.00	\$77,592.32	\$86,792.00	(\$9,199.68)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$1,891.30	\$2,148.00	\$14,577.23	\$15,968.00	(\$1,390.77)	\$27,645.00
	Staffing Ministry	\$46,851.14	\$47,791.00	\$349,877.86	\$358,291.00	(\$8,413.14)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$3,388.93	\$3,891.00	\$24,231.06	\$23,437.00	\$794.06	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$16,508.31	\$16,506.00	\$2.31	\$28,300.00
	<b>Total Expenses</b>	<b>\$73,530.49</b>	<b>\$76,273.00</b>	<b>\$541,983.41</b>	<b>\$558,837.00</b>	<b>(\$16,853.59)</b>	<b>\$966,000.00</b>
	<b>Difference</b>	<b>\$12,676.14</b>	<b>(\$617.00)</b>	<b>\$19,901.33</b>	<b>\$11,451.00</b>		<b>\$0.00</b>



# SHEPHERD OF THE PRAIRIE

## LUTHERAN CHURCH

### Operations Report August 2024

#### Facility

- 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 fonts and sizing needs
  - Next meeting is 8/16 @ 11am to try and finalize soffit signs and discuss outdoor sign

#### 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 into chamber on socials etc. It is on our website currently under "about"
  - We are exploring all options on how to make this role fit with all needs we have
  - We have hired Josh Harding as our A/V and Office Support staff.
    - This has filled A/V role and helped Michelle greatly already
    - Josh and Michelle have been working hard to get training done
    - A development plan has been started for Josh in regards to A/V training
    - We have checked in with Josh and are working towards a more attainable goal timeline on 8/14/24
    - Next meeting will be 9/25/24 to see how progress is going
- Working with Jill and vendors to renew DCFS licensure for Little Lambs
  - Still in progress
- Jill and Donna officially hourly employees
  - We will continue to monitor how it is going

- Going well so far
- Budget Meetings have been set for the end of this month

#### Branding/Website/Apparel

- We have purchased a new workroom computer to help any general use needs
  - Working with Realm of Tech to get it setup
  - All setup and working great/fast

#### Planning Center

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

## Property Team meeting – August 12, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:08 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Larry Enders, Mark Frendreis, Rich Paeth, Jessica Panella, Chris Trodahl, and Rick Wright

Absent: Tom Polzin

**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
- Leaking coffee maker Michelle shopping a different one **Mark**
  - Still waiting on Michelle to order a new machine
  - Her friend was not able to come put a pressure relief valve
- Dimmer switch option for Michelle's desk **Mark**
  - Mark is working on this
- Parking lot seal coating **Chris**
  - Was completed
- Remember to complete form for spreadsheets for gift in-kind monies **Rich**
  - The form is in the cabinet
- Sign/Monitor updates **Rich**
  - May be putting up "You Are Here" signs by each room. Matt will be doing this
  - There may be monitors for what is going on each day
  - Door signs (A-D) are working really well
  - The Church sign out front may be difficult to get updated electronically
- Carpet in Willow room and Matt's office **Mark**
  - Possibly replace in the fall
- Batteries in temp sensors in new building **Rich**
  - Rich will change them with the clocks change in the fall
  - There is a list in the cabinet in the electric room
- The Blinds in the Little Lambs room need to be replaced **Rich**
  - The AV room blinds will be switched in the Little Lambs room
- Chris is working on bids
  - He has gone out to bid for everthing and all bids have been at or above the current cost
  - The relationships that have been built are worth more than a new vendor
- Need a door stop by the youth room
  - Rick put a new one in

## **New business**

- Calendar for property team on Google. Who will cover September?
  - Chris
- Thoughts on supply company quote
  - There is a company that has approached the church who can keep the supplies of bathroom supplies
  - We have a current supply relationship, not sure we need to switch at this point
- Table edge on a table in the gathering area
  - Rich repaired it
- Budget meeting thoughts
  - Discussed what may have been missed in the budget proposal
- Damage on walls in crossroads
  - VBS decorations caused the paint to come off when they took the decorations down
  - Jill is aware and the Property team will address again before VBS next year
- Meeting with staff
  - Mark went to the staff meeting a few weeks ago to discuss property concerns
  - The staff was engaged and understands
- There will be a band that will playing at the church picnic this weekend. There may be an outlet that may not be working. Larry will take a look at it.
- Trane who does the maintenance on the HVAC to discuss the contract which is being increased and the lack of service being provided
- We missed getting a permit for seal coating this year
- There are a few lights out in the crossroads
- Last time Rich met with Nailbud, he found out all the outside valves are using the expensive potable water. Non potable water is not being used at all
- Nailbud will be back in September to the the dry system check
- The two AEDs we have need to be checked and reviewed to determine the maintenance and get on schedule

The meeting was adjourned at 8:12 pm

Submitted by:  
Jessica Panella

## Mission Team Minutes

August 12, 2024

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Marty Jacobsen, Rhonda Shoemaker, Leslie Enders, Valerie Ulmer, Shirley Ulmer, Rick Miller, Elizabeth Trout, and Becky Wright

Sandy opened the meeting with a reading from Isaiah 58 and Matthew 9 and a prayer.

### Old Business

1. Approval of Minutes: Vik moved and Becky seconded a motion to approve the July minutes. Motion carried.
2. ELCA World Hunger Christmas in July – Becky reported that it went really well. No final #s yet but \$2,070 is a rough estimate of what was raised. It was very helpful that the pastors raised up World Hunger during each of the services. Pigs and Bees were the most popular.
3. Feed My Starving Children – No date yet but most likely will be in November.
4. Northern IL Food Bank – Saturday, Sept 21<sup>st</sup> 9 am – 12 pm in Geneva. Meet there.
5. Grafton Food Pantry – no report. 1<sup>st</sup> Sunday food drives will continue.
6. Blood Drive – Tabled for now.
7. Habitat for Humanity – Carl reports that volunteers will be helping at Restore this Thursday in Elgin at 9 am. Habitat is hopeful to have a new building site in October and he will be promoting it then.
8. LSSI – Lutheran Family & Prison Ministry – Shirley and Valerie will be working on.
9. Exodus – Sandy reports that a welcome pack is being collected and a bin is out in the hallway. Also, the Counsel will make a decision about Refugee sponsorship.
10. AARK Garden – vegetables are not doing well this year. They have had the soil tested and it will be closed next year (no vegetables) to redo the soil. There will be other projects for the homeless to do.
11. Community Resources Homeless Meal - Vik reports that there will be a spaghetti meal provided this Friday, August 16<sup>th</sup>. #s have been up for the past 3 Fridays and there have been a lot of families. Food donations can be signed up for online and should be dropped off at SOTP's kitchen by Friday at 10 am.
12. CRE-reentry – Tabled for now.
13. Warp Corp – Vik reported that they might be providing our VBS t-shirts next year if the quote is good. Next month they will be going on a rafting trip as an outreach.
14. Missionary – Steve will give a report next month.



### New Business

1. Turning Point – has a need for furnishings, food, shampoo, conditioner. Marty will look over what we have and see what we can donate.
2. Warp Corp - Vik made a motion to put them on our support list. Marty seconded. The motion passed.
3. Prayers of Joys & Concerns
4. Leslie moved and Vik seconded a motion to adjourn. Motion carried.

Leslie Enders  
Substitute Secretary

# SOTP Children, Youth, and Family Team Meeting

## August 12, 2024

Meeting Start Time: 7:10pm

Present: Jill Gillming, Amy Brittain, Tim Torkelson, Jen Powe, Pastor Ryan

Absent: Christa Serpe, Amy Stech

Meeting End Time: 7:57pm

### 1. Old Business

- VBS Debrief
  - What went well?
    - Overall, a great year!
  - Where are our growing edges?
    - The biggest struggle was with the inconsistency of volunteers.
      - Next year we need to reinforce the idea that we want volunteers who can commit to the whole week
    - Smaller groups if possible
    - 5 minutes may have been too long for transitions
    - New goal to have one adult leader for every grade group
    - Have a checklist in the registration for parents to mark traits of their child we may need to know in order to serve them better
      - i.e. my child is energetic/easily distracted/difficulty following directions.
      - “We want to make sure your child has the safest, most meaningful experience possible.”
    - Have teenage volunteers check phones at the door
- Kids Academy
  - We are struggling to get enough volunteers for other areas of children and youth ministry. Adding Kids Academy to the list only causes us to have to cannibalize our volunteers who could be serving in the more foundation areas of children’s ministries.
  - We are going to put Kids Academy on hold until we can shore up our volunteer base for Kids Connect, Confirmation, Youth Group, etc.
  - We have always seen the music side of Kids Academy as its own area, separate from our knowledge and skill set, if the music Kids Academy wants to run as normal, we fully support it.

### 2. New Business

- Kids Connect
  - Shift from “school year” scope to “September through August” model
  - Volunteers needed
    - A new scheduling model?
      - Option 1 - We recruit our “recruiter” to make phone calls and enlist volunteers
      - Option 2 - we take our September meeting to divy up phone numbers and make phone calls
      - **Option 3 - impose some level of requirement - if your children participate in our program, you must volunteer on a certain level**
    - Different volunteer demographic for summer months needed?

- Too many last minute cancellations from volunteers this summer
- New Lineup for Wednesday Nights
  - 5:45-6:45 pm Dinner
  - 7:00-8:00 Adventure Club and Confirmation
  - 7:00- 8:30 Youth Group
- Youth Sunday - September 29

### 3. Brief Ministry Check-in

- Kids Connect
  -
- Adventure Club
  -
- Confirmation
  - Orientation - August 28 @ 7:00 pm
  - First night of Confirmation - September 18
  -
- Youth Group
  - ELCA Youth Gathering was a success!

### Upcoming Events

- Church Picnic - August 18
- Rally Day - September 8 - Pancakes with Pastor Ryan
- Trunk or Treat - October 26
- Game Day - November 17

### Ideas for Events

- Lego Night
- Game Night
  - (board games, minute-to-win -it)

## Worship Team Meeting Minutes August 12, 2024

The Worship Committee met on Monday, August 12, 2024, for the monthly meeting. Attending the meeting were Judie S., Elaine G., Diane M., and Carolyn C. Barb H. is in the hospital. Jane visited the ER in the morning and was not feeling good. Carolyn started the meeting with information gleaned from the earlier meeting from 6:30-7pm. October will be Lutheran Heritage Month 2024. October 5 Pastor Bill will offer Luther 101 in his four-hour format (bring your own sack lunch). October 13 there are plans for a movie night about Luther and popcorn to eat. October 26 (Saturday) will be an SOTP dinner free to SOTP members (RSVP however) from 430-7pm. Pastor Ryan's professor will also speak at the dinner. \*\* more about that later\*\* Later that night at Sew Hopped there will be the Gutenberg Band from Iowa (Oompa band) while we sample Katie Luther beer. Exact times not available yet. October 27 (Sunday) is Reformation Sunday **RED** will be the colors. Professor Lohrmann will be preaching. Pastor Ryan really liked him as a professor. He has written a book. Pastor Mark Recommends that everyone read it. You can purchase it on Amazon for \$24. The title is BOOK OF HARMONY.

For now, the colors remain green until reformation Sunday.

Carolyn provided an update on Barb H. who is in Alden with a repaired hip and broken wrist. She is in Building B, Room 2127 if you would like to visit. She is working with Ed setting up her ushers and communion people for Saturday. September is almost done! Judie has been offering help to the 5pm group on communion. There was an issue last Sunday, August 3<sup>rd</sup>, as Mickey was on vacation and there was NO music. OPS!!! Special note that there will be NO Saturday service on October 26 due to the SOTP dinner.

Diane spoke about the lack of fresh flowers purchased for the church. She may try a different poster on the bulletin board to draw more attention. We mentioned possibly changing the "ad" in the Flourish as another option to catch people's eye. Judie will look after the flowers on 9/6 as Barb H. normally places the flowers for the Saturday service. If there is a problem, Carolyn can help as well for that is the night of the Artist Series Bingo Fundraiser. We talked about trying to get red flowers for the church for Reformation Sunday.

Elaine talked about greeters and so far, so good. Come winter with the snowbirds, that might just change. Elaine also mentioned that she will be retiring from lead December 2025 of the greeters.

Judie brought up that there will be no craft fair this year. She asked what we thought about a bake sale. Last year the bake sales came to about \$2000. Elaine brought up a Christmas Cookie Walk/Exchange. Although a great idea, we felt it was too late to try to organize it. Also, we would need bakers to make Christmas cookies and not just the traditional cookies (chocolate chip, oatmeal, peanut butter) and brownies. No decision was made....just discussion.

The last item of business was a notification that there will be no Thanksgiving Eve service this year. Instead, there will be a Thanksgiving Eve Church dinner with service (like the Lenten dinners). The church will do the turkey and ham. Folks will bring along the sides. This is still in the formation.

The meeting was adjourned at 750pm.

Respectfully submitted,

Carolyn Cuttle

Community Outreach Ministry Night  
August 12, 2024

Attendees: Tara Mackey

Bob Malm

Alison Womac

- 1) Fall Fest – September 28-29
  - a. Saturday 10-5
    - i. 7:30- 9:30(Set up), 10-1:30, 1:30- 5
  - b. Sunday 11-5
    - i. 11-2, 2-5, 5-6(take down)
  - c. Up to 4 people per time slot
  - d. Need to make slide/volunteer sign up
  - e. Hand outs - all swag from Expo
    - i. Looking into getting more bubble wands (like what handed out at Memorial parade)
    - ii. Possible temporary tattoos (from Sticker Mule – time dependent)
- 2) Mailings for new neighborhood – still looking into
- 3) Thinking of doing spring time program with Dennis Houghton

# Stewardship Committee

## Meeting Minutes

8/12/24

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

Next meeting: 9/9/24

### **1. Stewardship Campaign**

Estimate of Giving cards have been finished and printed. Team finished cutting the cards off after the stewardship meeting was over. Pastor Mark presented a new calendar of events for the Fall Stewardship campaign. Plans are still ongoing for a leadership meeting event as a kickoff for the October events. Guest speaker is set up for the celebration dinner and will be giving sermon on oct. 27<sup>th</sup>. Sew Hop'd event is a go and the Artist Series is doing the prep work.

### **2. Miscellaneous**

Discussed a meeting with Joe Anderson and Matt from Thrivent for an estate planning and endowment workshop for the spring.

Minutes completed by: Mike McCann, Chair of Stewardship Committee

# MEMORY GARDEN UPDATE      AUGUST 1, 2024

1. 49 Niches have been sold.
2. 23 are available for sale. Three Families are interested in purchasing a niche.
3. \$12,600.00 is in reserve for engraving on sold Niches.
4. 2-4 Niches sold each year would be a good estimate.
5. Based on this estimate, we will need to consider ordering additional Niches in 4-5 years.
6. Stan Crissman will co-chair MG also will help with landscaping.
7. 21 people have been interned, 4 have passed away and haven't been interned yet.
8. Having trouble getting panels engraved.

## Account Balances

Memory Bricks	\$ 3,316.57
Memory Garden	\$79,572.10