



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**September 16, 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

### September 16, 2024 @ 6:00 P.M.

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1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Ellen
4. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for August 19, 2024, as presented.*
5. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the August 2024 Treasurer and Financial Reports, as presented.*
  - b. *Let the minutes show that on August 26, 2024, via electronic mail, a motion was made by George Attaway and seconded by Kathy McGuine to approve the 2024/2025 Facilities outsource contractor agreements from XMCS Cleaning Service, Chris' Lawncare Service, Chris' Snow Removal and Salt Service, MDC Waste Removal Service, Sherman Mechanical HVAC Service, Nelbud Fire Protection Service, and PCC Pest Control Service. The motion was unanimously approved.*
6. **Current Business**
  - a. Discussion around Children, Youth and Family Servant Volunteer Participation
  - b. 2024 Stewardship Campaign Update – Pastor Mark
  - c. Other Business
  - d. The next Council meeting is October 21, 2024, @ 6:00 PM, (Bob devotions)
7. **Unfinished/Tabled Business**
  - a. Endowment Fund – Council to discuss next steps
  - b. 2023 SOTP Financial Audit Team – Audit Team working 2023 Audit
  - c. Continuing Education Next Step Discussion – HR Team working policy
  - d. Nomination Committee update – Recruiting two Congregation m
  - e. Exodus Refugee Family Discussion – Trying to schedule Exodus Rep for October
  - f. Memory Garden Proforma and Fee Review – Finance Team
  - g. SOTP Constitution update tabled until 2025 to be in line with the Synod
8. **Closing Prayer**
9. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### August 19, 2024

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

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

Pastor Mark opened with Prayer.

Pastor Ryan delivered devotions – Youth Gathering is such a powerful event. The group had such a powerful speaker and project. They went into a town and had no idea what they needed to do. The project for our SOTP group was to help bag up as much garbage as they could to be put into the correct spot. The homeowner was so appreciative of the help!! Have you ever experienced something so different from what you have or do? Do we know of anyone that could use help?

All shared Monthly Ministry Moments

Goerge moved to approve the Congregation Council minutes for July 22, 2024; Mike seconded; motion passed.

Ellen moved to approve the July 2024 Treasurer and Financial Reports; Jim seconded; motion passed.

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.

Endowment Fund Presentation – Joe Anderson came to present to the Council about recreating the Endowment fund, turning it into a ministry, and to have a leader for this area.

2023 SOTP Financial Audit Team has met. Mitch Smith is the leader.

Pastor Mark updated the Council on the 2024 Stewardship Campaign. Some ideas are to welcome new neighbors and connect God's story to ours and make an investment in the younger generation here at church. Pastor Mark encourages us to write about "How has God's story connected to yours."

Bob updated the Council on the 2025 Budget meetings and will be meeting with all the ministry leads for their "wish list" as we work through the budget.

Bob updated the Council on Continuing Education support for members of SOTP. We would like to formalize a program for continue education. The HR Team will research and provide a recommendation to the council.

Bob updated the Council on the Nomination Committee. Sarah and Mike will be on the nominating committee, along with Pastor Mark and Bob. We will be filling three positions on the Council next year.

Bob discussed Exodus World Service with the Council.

George and Bob will meet with the Artist Series for next steps on the Artist Series Bingo Fund Raiser.

The next Council meeting is September 16, 2024, @ 6:00 PM; Kathy will lead the meeting in the absence of Bob; Ellen will lead Devotions.

Pastor Mark closed in prayer.

8:06 P.M. Christa moved to adjourn; Sarah seconded; motion passed.

Submitted: Christa Serpe

SHEPHERD OF THE PRAIRIE LUTHERAN CHURCH

**TREASURER'S REPORT SUMMARY  
FOR THE PERIOD ENDING AUGUST 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
August 1, 2024 Beginning Balance	\$ 390,854.85								
Monthly Income	67,538.80	73,568.00	\$ (6,029.20)	629,423.54	643,856.00	\$ (14,432.46)	\$ 966,000.00	65.16%	
Monthly Expenses	74,399.52	76,273.00	\$ (1,873.48)	616,382.93	635,110.00	\$ (18,727.07)	\$ 966,000.00		65.75%
Income vs. Expenditures	(6,860.72)	(2,705.00)		13,040.61	8,746.00				
August 31, 2024 Ending Balance	\$ 383,994.13								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.77								

**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
August 1, 2024 Beginning Balance	\$ 39,791.67								
Monthly Income	14,570.80	18,807.00	\$ (4,236.20)	142,882.73	150,456.00	\$ (7,573.27)	\$ 225,684.00	63.31%	
Monthly Expenses	18,807.00	18,807.00	\$ -	150,456.00	150,456.00	\$ -	\$ 225,684.00		66.67%
Income vs. Expenditures	(4,236.20)	-		(7,573.27)	-				
August 31, 2024 Ending Balance	\$ 35,555.47								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	1.89								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
August 1, 2024 Beginning Balance	\$ 264,321.40
Monthly Accounts + Activity	4,659.66
Monthly Accounts (-) Activity	5,646.44
Net Monthly Accounts Activity	(986.78)
August 31, 2024 Ending Balance	\$ 263,334.62

**RESERVE FUNDS**

	MONTHLY
	ACTUAL
August 1, 2024 Beginning Balance	\$ 146,405.42
Monthly Accounts + Activity	2,645.76
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	2,645.76
August 31, 2024 Ending Balance	\$ 149,051.18

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY
	ACTUAL
August 1, 2024 Beginning Balance	\$ 12,935.54
Monthly Accounts + Activity	-
Monthly Accounts (-) Activity	-
Net Monthly Accounts Activity	-
August 31, 2024 Ending Balance	\$ 12,935.54

August 31, 2024 Total Ending Balance ALL FUNDS	\$ 844,870.94
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Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**Meeting Minutes**  
**September 9, 2024**

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

Meeting called to order at 7:30 PM via Zoom

**I. Approval of August 12, 2024 Meeting Minutes (without objection)**

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

- a. Income/Expenses through August 31, 2024
  - i. August GF income of \$67,538 was \$6,030 less than the budgeted amount.
  - ii. YTD GF income of \$629,424 is \$14,432 less than budget.
  - iii. August GF expenses of \$74,400 were \$1,873 less than the budgeted amount. .
  - iv. YTD GF expenses of \$616,383 are \$18,727 under budget.
  - v. Overall YTD GF Performance: YTD Revenues exceed YTD expenses by \$13,041. The YTD performance for the end of August is a budgeted surplus of \$8,746. Recall the 2024 budget is breakeven.
- b. Balance Sheet through August 31, 2024
  - i. Total Current Assets \$844,871
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,178,778
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through August 31, 2024
  - i. Account 3.175.000 Memorial Fund balance is \$28,746
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$6,277
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$61,661
  - iv. Account 3.332.000 Artist Series Fund balance is \$30,886
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$10,303
  - 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 \$ 68,682
- d. General Comments
  - i. August 2024 GF Member Contributions of \$65,087 were \$5,369 less than the 2024 Budget and \$23,973 less than August 2023 contributions but \$1,925 more than 2022. Almost certainly the difference to 2023 is the receipt in 2023 of one of more IRA Charitable Distribution Contributions. (QCD's)
    1. YTD Contributions are \$9,969 less than budget and \$7,245 less than 2023.
    2. The YTD Expenses are less than budget by \$18,727.
  - ii. August Mortgage Service Fund income significantly lagged budget: \$14,571 vs. the \$18,807 monthly payment. YTD contributions to the MSF now lag the budget by \$7,573.
  - 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 completion of annual pledges by



QRD gives 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 \$383,994 which is approximately 4.8 months of reserves.
- b. MSF balance is \$35,555 which is approximately 1.9 months of reserves.

**IV. Recommendations to Council**

**V. Old Business**

- a. Work continues to update/revitalize the Endowment Fund. Council received a presentation on endowment funds in August led by Joe Anderson.
- b. The Audit Team continues its work. Dave has met with each of the 3 audit team members and helped them in completing their individual assigned audit steps.
- c. The 2025 Budget is in early stages with initial meetings held and a first draft is being prepared for October finance team meeting.

**VI. 2024 Budget and New Business**

- a. **Motion adopted that the \$110,000 currently invested in a CD held at Fidelity and maturing September 27, 2024, be reinvested at the earliest reasonable date in a new 12-month FDIC insured CD with the interest earned on the maturing CD to be retained in the SOTP Fidelity money market account until needed.** (Motion by George). In considering the motion, the Team reviewed the upcoming cash needs of the Church and the considered the expected financial performance. The team supports the idea of purchasing the new CD as soon as possible with available funds from the money market account and allowing the proceeds of the maturing CD to flow back into the money market account. This will protect against any further interest rate reductions during the month of September.
- b. The state of the Mortgage Service Fund was reviewed with additional discussion scheduled for October. Devin suggested we begin having our mortgage payment paid by ACH directly from the Heartland Bank operating account rather than the MIF checking account. This will eliminate the transit time we currently experience in moving mortgage service donations between bank accounts each month and will help with managing cash flow.
- c. **Next Finance Team Meeting will be Monday, October 14, 2024 @ 7:30 PM on Zoom.**

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

Respectfully submitted,  
Dave Shotick and Bill Ball

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

Thursday, September 5, 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	139,815.64	(5,013.40)	144,829.04
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	35,555.47	(4,236.20)	39,791.67
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	650,207.61	882.33	649,325.28
1.250.000	HBT/LPL Investment Account	424.82	0.00	424.82
1.500.000	Donations Holding Account	340.83	184.65	156.18
1.600.000	FNBO Checking Boy Scout Troop 200	8,026.57	(1,255.32)	9,281.89
	<b>Total Current Assets</b>	<b>\$844,870.94</b>	<b>(\$9,437.94)</b>	<b>\$854,308.88</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>\$8,178,778.16</b>	<b>(\$9,437.94)</b>	<b>\$8,188,216.10</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	3,054,156.85	(8,726.76)	3,062,883.61
	<b>Total Long Term Liabilities</b>	<b>\$3,054,156.85</b>	<b>(\$8,726.76)</b>	<b>\$3,062,883.61</b>
	<b>Total Liabilities</b>	<b>\$3,054,156.85</b>	<b>(\$8,726.76)</b>	<b>\$3,062,883.61</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	383,994.13	(6,860.72)	390,854.85
	<b>Total Unrestricted Fund Balances</b>	<b>\$383,994.13</b>	<b>(\$6,860.72)</b>	<b>\$390,854.85</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	28,746.49	260.00	28,486.49
3.180.000	Grafton Food Pantry Fund Balance	1,145.46	594.38	551.08
3.220.000	AV Ministry Fund Balance	2,210.63	51.38	2,159.25
3.250.000	Good Samaritan Fund Balance	6,276.55	(348.62)	6,625.17
3.260.000	Community Outreach Fund Balance	2,943.21	(20.00)	2,963.21
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	61,661.28	(1,555.03)	63,216.31
3.345.000	Childrens Music Ministry Fund Balance	1,425.00	0.00	1,425.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$63,086.28</i>	<i>(\$1,555.03)</i>	<i>64,641.31</i>
3.340.000	Artist Series Balance	30,885.74	852.14	30,033.60
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	10,302.96	(1,402.48)	11,705.44
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$10,439.51</i>	<i>(\$1,402.48)</i>	<i>11,841.99</i>
3.500.000	Little Lambs Fund Balance	10,299.13	(1,033.40)	11,332.53



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

Thursday, September 5, 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	1,474.62	(31.59)	1,506.21
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	68,681.65	2,350.00	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	651.15	26.51	624.64
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	4,295.97	525.25	3,770.72
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	8,026.57	(1,255.32)	9,281.89
	<b>Total</b>	<b>\$263,334.62</b>	<b>(\$986.78)</b>	<b>\$264,321.40</b>
3.140.000	Mortgage Service Fund Balance	35,555.47	(4,236.20)	39,791.67
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$298,890.09</b>	<b>(\$5,222.98)</b>	<b>\$304,113.07</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	57,450.04	575.00	56,875.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	5,261.28	650.00	4,611.28
3.974.000	Lawn & Landscaping Reserves Balance	9,233.07	333.33	8,899.74
3.975.000	Maintenance Reserves Balance	14,681.52	250.00	14,431.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,926.68	133.33	29,793.35
3.979.000	Outside Audit Reserve Balance	1,333.36	166.67	1,166.69
3.980.000	Equipment Reserves Balance	11,992.39	537.43	11,454.96
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>\$149,051.18</b>	<b>\$2,645.76</b>	<b>\$146,405.42</b>
<b>Permanently Restricted Funds</b>				
3.940.000	Endowment Fund Balance	12,935.54	0.00	12,935.54
	<b>Total Permanently Restricted Funds</b>	<b>\$12,935.54</b>	<b>\$0.00</b>	<b>\$12,935.54</b>
3.130.000	Building & Grounds Equity	4,148,979.76	8,726.76	4,140,253.00
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>\$4,279,750.37</b>	<b>\$8,726.76</b>	<b>\$4,271,023.61</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,124,621.31</b>	<b>(\$711.18)</b>	<b>\$5,125,332.49</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b>\$8,178,778.16</b>	<b>(\$9,437.94)</b>	<b>\$8,188,216.10</b>

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

Thursday, September 5, 2024

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<b>Income</b>							
4.100.000	Member Contributions	65,086.97	70,465.00	596,010.40	605,979.00	(9,968.60)	900,000.00
4.150.000	Loose Plate and Growth	1,480.25	2,353.00	17,234.43	21,477.00	(4,242.57)	35,500.00
4.155.000	Other Donation Income	0.00	0.00	731.07	0.00	731.07	0.00
4.200.000	Fees and Registrations	0.00	125.00	96.94	1,000.00	(903.06)	1,500.00
4.250.000	Flower Income	52.00	117.00	644.39	936.00	(291.61)	1,400.00
4.300.000	Interest Income Heartland Bank	37.25	8.00	297.35	64.00	233.35	100.00
4.310.000	Investment Income Fidelity	882.33	500.00	14,408.96	14,400.00	8.96	27,500.00
	<b>Total Income</b>	<b>\$67,538.80</b>	<b>\$73,568.00</b>	<b>\$629,423.54</b>	<b>\$643,856.00</b>	<b>(\$14,432.46)</b>	<b>\$966,000.00</b>
<b>Expenses</b>							
<b>Connections Ministry</b>							
	Connections Ministry	\$0.00	\$42.00	\$172.17	\$336.00	(\$163.83)	\$500.00
<b>Mission Ministry</b>							
	Mission Ministry	\$7,654.93	\$8,250.00	\$64,312.62	\$66,000.00	(\$1,687.38)	\$99,000.00
<b>Outreach Ministry</b>							
	Outreach Ministry	\$0.00	\$734.00	\$3,220.93	\$5,872.00	(\$2,651.07)	\$8,800.00
<b>Adult Education Ministry</b>							
	Adult Education Ministry	\$0.00	\$140.00	\$882.36	\$1,120.00	(\$237.64)	\$1,680.00
<b>Youth and Education Ministry</b>							
	Youth and Education Ministry	\$2,199.00	\$716.00	\$4,251.87	\$5,728.00	(\$1,476.13)	\$8,600.00
<b>Children and Family Ministry</b>							
	Children and Family Ministry	\$1,234.96	\$808.00	\$4,871.31	\$5,316.00	(\$444.69)	\$7,400.00
<b>Music Ministry</b>							
	Music Ministry	\$21.65	\$158.00	\$534.06	\$1,264.00	(\$729.94)	\$1,900.00
<b>Worship Ministry</b>							
	Worship Ministry	\$386.01	\$526.00	\$2,327.36	\$4,208.00	(\$1,880.64)	\$6,300.00
<b>Audio Visual</b>							
	Audio Visual	\$2,979.04	\$733.00	\$12,454.33	\$5,864.00	\$6,590.33	\$8,800.00
<b>Facilities</b>							
	Facilities	\$4,548.90	\$7,292.00	\$57,963.39	\$64,456.00	(\$6,492.61)	\$96,800.00
<b>Office Expenses</b>							
	Office Expenses	\$2,101.13	\$2,834.00	\$21,501.40	\$22,672.00	(\$1,170.60)	\$34,000.00
<b>Staffing Ministry</b>							
	Spiritual Ministry Staff	\$34,754.03	\$34,071.00	\$292,462.34	\$289,602.00	\$2,860.34	\$442,934.00

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

Thursday, September 5, 2024

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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	\$9,818.69	\$11,572.00	\$87,411.01	\$98,364.00	(\$10,952.99)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,140.35	\$2,148.00	\$16,717.58	\$18,116.00	(\$1,398.42)	\$27,645.00
	Staffing Ministry	\$46,713.07	\$47,791.00	\$396,590.93	\$406,082.00	(\$9,491.07)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,202.50	\$3,891.00	\$28,433.56	\$27,328.00	\$1,105.56	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$18,866.64	\$18,864.00	\$2.64	\$28,300.00
	<b>Total Expenses</b>	<b>\$74,399.52</b>	<b>\$76,273.00</b>	<b>\$616,382.93</b>	<b>\$635,110.00</b>	<b>(\$18,727.07)</b>	<b>\$966,000.00</b>
	<b>Difference</b>	<b>(\$6,860.72)</b>	<b>(\$2,705.00)</b>	<b>\$13,040.61</b>	<b>\$8,746.00</b>		<b>\$0.00</b>



# SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

## Operations Report September 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 fonting and sizing needs
    - Our current font, Futura PT, in bold will work
  - Next meeting is 8/16 @ 11am to try and finalize soffit signs and discuss outdoor sign
  - Next meeting is 9/19 @ 9am
- Little Lambs is back in session so we have reminded all groups that doors are to remain locked from 9-12 Tues-Thurs.

### 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

- We are testing out a Judson intern in the booth to see if he can help out in deficient areas
- Jill and Donna officially hourly employees
  - We will continue to monitor how it is going
    - Going well so far
    - Both Jill and Donna have had some overtime but are working with Pastor Mark and Pastor Ryan on how to prepare better
- Budget Meetings have been set for the end of this month
  - All meetings have occurred and gone well

#### 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
- Website is still having some issues that we are working with Jon Singer to get through

#### Planning Center

- Continues to grow in it's utilization
- Pricing increase occurring.
- Matt is looking at how to defer cost by using it more efficiently
  - Groups is an area where we can cut back
  - Looking to do this before the October increase



## Property Team meeting – September 9, 2024

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

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

Absent: Rich Paeth, 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**
  - Michelle has ordered a new one and it has arrived
  - May need a water pressure reducer for when the new coffee maker arrives. Mark will check this
- Sign/Monitor updates **Rich**
  - Rich was not in attendance tonight
- Carpet in Willow room and Matt's office
  - Possibly replace in the Winter
- The Blinds in the Little Lambs room need to be replaced
  - The AV room blinds will be switched in the Little Lambs room
- 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
- West end exterior outlets not working **Larry**
  - Larry has the supplies and will get them installed
- All contracts accepted and signed except Trane
  - Trane who does the maintenance on the HVAC to discuss the contract which is being increased and the lack of service being provided
- There are a few lights out in the crossroads which need to be replaced
  - We have bulbs and we need 2 people to replace them
  - Exit lights need new batteries

### New business

- Calendar for property team on Google. Who will cover this month?
  - Rick will do October
  - Larry will do November
- Confirm team emails on list
  - Everyone is getting them

- West wall outlet in fellowship hall not working
- Kitchen cabinet hinges need to be looked at

The meeting was adjourned at 7:31 pm

Submitted by:  
Jessica Panella

# SOTP Children, Youth, and Family Team Meeting

## September 9, 2024

Meeting Start Time: 7:05pm

Present: Pastor Ryan, Jill Gillming, Tim Torkelson, Amy Brittain, Amy Stech

Absent: Jen Powe, Christa Serpe

Meeting End Time: 8:15pm

### 1. Old 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**
    - We will spend the majority of our October meeting developing the requirement system for our families as volunteers
- Youth Sunday - September 29
  - Request was made to add singers as an option to the signup

### 2. New Business

- Rally Day
  - Schedule change for 2025?
    - Current schedule overlaps with Huntley Hootenanny 5K
    - Possible Switch to weekend after 5K?
      - 2025 = September 14 Rally Day
- Team would like to review Kids Connect Orange curriculum
  - We have subscription through this school year
  - Team would like to assess whether the curriculum is meeting our needs or if we can find one that fits our needs better

### 3. Brief Ministry Check-in

- Kids Connect
  -
- Adventure Club
  -
- Confirmation
  - First night of Confirmation - September 18
  -
- Youth Group
  -

## Upcoming Events

- Trunk or Treat - October 26
- Game Day - November 17

## Ideas for Events

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

Attendees: Tara Mackey  
Bob Malm  
Becky Hennessy

- 1) Fall Fest – September 28-29
  - a. Saturday 10-5
    - i. 7:30-9:30(set up), 10-: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 – NEED MORE VOLUNTEERS TO SIGN UP!!
  - d. Hand outs- All swag from Expo
    - i. Purchased more bubble wands – same as Memorial Parade hand out (1200 wands) Becky and Tara will meet 9/12 to put SOTP stickers on
    - ii. Not enough turn around time to get in custom temporary tatoos
- 2) Mailings for new neighborhood – still looking into.
- 3) Possible spring time program with Dennis Houghton photos
- 4) Look into new 10x10 tent frames
  - a. Currently using the 2 old frames – in bad shape
  - b. Discussed purchasing new ones at budget meeting
- 5) Plastic update – Lion’s club is done. I reached out to 2 boy scout troops last week and spoke to Troy. He and his troop seem to be interested, but I have not heard an exact answer.
  - a. If I don’t hear back , we will need to get a crew together to help collect plastic and take to Jewel.



# Mission Team Minutes

## Sept. 9th, 2024

Attendance: Sandy Hupert, Carl Hupert, Annette Petersen, Elizabeth Trout, Leslie Enders, Vik Bekeris, Deanne Byers, Rick Miller and Steve Legel. Guest: John & Patti Witt and Stephanie Mondello.

Sandy opened meeting with a reading from 1st John 3:17-18 and a prayer.

### Old Business

1. Approval of Minutes: Vik moved and Steve seconded motion to approve Aug. minutes. Motion carried.
2. ELCA World Hunger/Disaster Relief : Over \$4000.00 raised for "Christmas in July". There may be matching funds available.
3. Feed My Starving Children: Trying to get a date for this fall.
4. Grafton Food Pantry: There have been building improvements, new freezers and therefore more food and supplies available to clients.
5. Habitat for Humanity: Carl reported volunteers from church going 3rd Thurs. of month to ReStore again. On Sat. Oct 26th New Hope Partnership has 10 special reserved spaces for work on new Crystal Lake home. Meeting of New Hope Partnership Board at SOTP on Thurs. Sept. 26th.
6. Northern IL. Food Bank: Need volunteers for this on Sept. 21st., 9-12 o'clock.
7. Community Resource Meals; Last Friday there were 115 guests and volunteers present. Will serve lunch again Nov.15th. Will work out details next meeting.
8. AARK: Vik reported no garden vegetables next year due to soil augmentation but eggs will be available.
9. Warp Corp: In October. will hold Halloween party. Plan to rent space for Thanksgiving meal for homeless in Nov.
10. Missionary Support: Steve reported on visit to SOTP. Missionary preached at all three services. Both he and daughter were well received.
11. Turning Point: They sent us list of needs.
12. LSSI Prison Ministry: Working on supplies for kits to give ex-prisoners.
13. Exodus: Becky Wright received Thrivent matching funds that were used to supply items for our "Welcome Packs".

### New Business

1. Lutheran World Relief: The consensus was not to support at present.
2. Global Refugee ( LIRS ) for Migrants: Table till October. meeting.
3. Refugee Sponsorship: Council turned down sponsorship at present. Will continue to collect Info. and look into in future.
4. Trunk or Treat: Oct. 26th is date scheduled. Elizabeth volunteered car trunk. Team will work on this.
5. Prayers of Joys and Concerns.
6. Motion to adjourn made by Annette and seconded by Vik. Motion carried.

Steve Legel, Secretary