



**SHEPHERD  
OF THE PRAIRIE  
LUTHERAN CHURCH**

# **Council Report**

**June 17, 2024**

*“A Growing Church for Growing People”*

**Shepherd of the Prairie Lutheran Church**

---

Tel. 847-669-9448

10805 Main Street  
Huntley, IL 60142

[www.sotp.org](http://www.sotp.org)  
[pastormark@sotpmail.com](mailto:pastormark@sotpmail.com)

---

# **Shepherd of the Prairie Lutheran Church**

## **Council Meeting Agenda**

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

---

1. **Call to Order**
2. **Opening Prayer**
3. **Devotions** – Sara
4. **Ministry Moments Sharing** - All
5. **Approval of Minutes**
  - a. *Recommendation: To approve the Congregation Council minutes for May 20, 2024, as presented.*
6. **Congregation Council and Ministry Team Reports**
  - a. Finance and Treasurer Highlights - George
    - i. *Recommendation: To approve the May 2024 Treasurer and Financial Reports, as presented.*
7. **Current Business**
  - a. HR Team Update - Jim
    - i. A/V Ministry Coordinator Position Discussion
    - ii. Fair Labor Standards Act Discussion
    - iii. Policy Handbook Revision
  - b. SOTP Financial Audit Team Update – Bob
  - c. Volunteer Vetting/Children & Youth Protection Policy Update – Bob
  - d. 2024 SOTP Illinois Articles of Incorporation Update - Bob
  - e. 2024 SOTP Constitution Team Update – Mike
  - f. Building Signage Team Update – Pastor Mark
  - g. 2024 Children, Youth and Family Ministry Update – Pastor Ryan
  - h. Stewardship Directive Using the 2024 SOTP Vision & Strategy Document – All
  - i. The next Council meeting is July 15, 2024, @ 6:00 PM (Pastor Mark)
8. **Unfinished/Tabled Business**
  - a. Memory Garden Proforma and Fee Review – Finance Team
  - b. Endowment Fund Strategy Review – Finance Team
9. **Closing Prayer**
10. **Adjournment**

# Shepherd of the Prairie Lutheran Church

## Council Meeting Minutes

### May 20, 2024 @ 6:00 P.M.

---

Present: B. Mollis, C. Serpe, G. Attaway, Pastor Mark, Pastor Ryan, K. McGuine, J. Puls,

Excused: M. Luecht, S. Wolf, E. Nissen

Council President Bob Mollis called the meeting to order at 6:05 P.M.

Pastor Mark opened with Prayer.

Jim Puls delivered devotions – God's Purpose for Your Life – A Purpose to Arise – What is the reason you get out of bed each morning? What is your purpose?

All shared Monthly Ministry Moments

George moved to approve the Congregation Council minutes for April 15, 2024; Pastor Mark seconded; motion passed.

Pastor Ryan moved to approve the April 2024 Treasurer and Financial Reports; Christa seconded; motion passed.

On April 24, 2024, via electronic mail, a motion was made by Mike and seconded by George to approve an "Extra Duty compensation Bonus" to the Contemporary Music Director for the extra hours worked during the interim recruiting/search to replace the A/V Ministry Coordinator. The motion was unanimously approved.

On May 7, 2024, via electronic mail, a motion was made by Jim and seconded by Kathy to approve the installation of the 29 new members at the Sunday, May 12, 2024, Worship Services. The motion was unanimously approved.

A/V Ministry Coordinator Position Discussion – Job description has been posted in several places, and we have had a couple initial interviews with a couple of the applicants.

Fair Labor Standards Act Discussion – Jim Puls, HR team, and Bob Mollis are working on the changes that are coming from the Department of Labor FLSA by January 1, 2025. Jim, Bob, and the HR team will be meeting again in June to discuss this situation and how to best handle it in the future.

2024 SOTP Vision and Strategy Document Discussion – A motion was made by Pastor Mark and seconded by George to approve the revised May 20, 2024, Shepherd of the Prairie Vision and Strategy Document as presented and to focus Council effort on the newly highlighted visions for 2024. The motion was unanimously approved.

2023 Audit Team Discussion – A motion was made by Kathy and seconded by Christa to approve the three-person Audit Team of Dennis Schwartz, Rich Dase and Mitch Smith. The 2023 Audit will focus on financial information using the ELCA Audit Guidelines Document: testing of Bank and Investment Balance, Reconciliation, Income, Disbursement, Payroll/Government filings and Financial Reporting. The Audit team will meet for the first time in the second half of July. The motion was unanimously approved.

Building Sign Team Review Discussion – Met a couple times the week of May 20<sup>th</sup>, and more updates will come next month.

2024 Children, Youth and Family Ministry Discussion – The end of the year celebration was had, and everyone had a great time. We wanted to offer Kids Connect year-round to help keep the youth connected. The Youth Gathering is coming up July 14<sup>th</sup> – July 22<sup>nd</sup>. The acolyte lighting by the Confirmation students went well this year. The 5<sup>th</sup> Sunday Worship will have the youth helping out.

In June, the Guide One insurance policy comes up for renewal. We are expecting a 13% increase in our premium rate and our deductible will increase from \$1,000 to \$2,500.

Next Council meeting, June 17, 2024 @ 6:00 PM; Sara Wolf will have Devotions.

7:20 P.M. Pastor Ryan moved to adjourn; Christa 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 MAY 31, 2024**

**UNRESTRICTED GENERAL FUND**

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET	ANNUAL BUDGET	YTD PERCENT RECEIVED	YTD PERCENT EXPENDED
May 1, 2024 Beginning Balance	\$ 395,609.82								
Monthly Income	60,569.25	76,641.00	\$ (16,071.75)	394,591.07	418,705.00	\$ (24,113.93)	\$ 966,000.00	40.85%	
Monthly Expenses	87,679.21	98,127.00	\$ (10,447.79)	397,044.73	406,290.00	\$ (9,245.27)	\$ 966,000.00		42.06%
Income vs. Expenditures	(27,109.96)	(21,486.00)		(2,453.66)	12,415.00				
May 31, 2024 Ending Balance	\$ 368,499.86								
Average Monthly Expenses (Budgeted)	\$ 80,500.00								
Approx. Months Covered by Fund Balance	4.58								

**MORTGAGE SERVICE FUND**

	MONTHLY ACTUAL	MONTHLY BUDGET	MONTHLY ACTUAL VS. MONTHLY BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YTD ACTUAL VS. YTD BUDGET	ANNUAL BUDGET	YTD PERCENT RECEIVED	YTD PERCENT EXPENDED
May 1, 2024 Beginning Balance	\$ 53,050.10								
Monthly Income	12,385.90	18,807.00	\$ (6,421.10)	97,535.26	94,035.00	\$ 3,500.26	\$ 225,684.00	43.22%	
Monthly Expenses	18,807.00	18,807.00	\$ -	94,035.00	94,035.00	\$ -	\$ 225,684.00		41.67%
Income vs. Expenditures	(6,421.10)	-		3,500.26	-				
May 31, 2024 Ending Balance	\$ 46,629.00								
Average Monthly Expenses	\$ 18,807.00								
Approx. Months Covered by Fund Balance	2.48								

**TEMPORARY RESTRICTED FUNDS**

	MONTHLY ACTUAL
May 1, 2024 Beginning Balance	\$ 261,487.36
Monthly Income	7,680.01
Monthly Expenses	16,614.80
Income vs. Expenditures	(8,934.79)
May 31, 2024 Ending Balance	\$ 252,552.57

**RESERVE FUNDS**

	MONTHLY ACTUAL
May 1, 2024 Beginning Balance	\$ 152,748.52
Monthly Income	2,548.33
Monthly Expenses	39.90
Income vs. Expenditures	2,508.43
May 31, 2024 Ending Balance	\$ 155,256.95

**PERMANENTLY RESTRICTED FUNDS**

	MONTHLY ACTUAL
May 1, 2024 Beginning Balance	\$ 12,904.52
Monthly Income	-
Monthly Expenses	-
Income vs. Expenditures	-
May 31, 2024 Ending Balance	\$ 12,904.52

May 31, 2024 Total Ending Balance ALL FUNDS	\$ 835,842.90
---	---------------

Respectfully submitted,

George Attaway, Treasurer

**SOTP FINANCE TEAM**  
**DRAFT - Meeting Minutes**  
**June 10, 2024**

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

Excused:

Meeting called to order at 7:35 PM via Zoom

**I. Approval of May 13, 2024, Meeting Minutes (Motion by Sue )**

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

- a. Income/Expenses through May 30, 2024
  - i. May GF income of \$60,569 was \$16,072 less than the budgeted amount.
  - ii. YTD GF income of \$394,591 is \$24,214 less than budget.
  - iii. May GF expenses of \$87,679 were \$10,448 less than the budgeted amount. Notably, May Expenses include a three-payroll month.
  - iv. YTD GF expenses of \$397,045 are \$9,245 under budget.
  - v. Overall YTD GF Performance: YTD Revenue trails YTD expenses by \$2,454. The YTD performance for the end of May is a budgeted surplus of \$12,415. Recall the 2024 budget is breakeven.
- b. Balance Sheet through May 30, 2024
  - i. Total Current Assets \$835,843
  - ii. Total Fixed Assets \$7,333,907
  - iii. Total Assets \$8,169,750
  - iv. Total Current Liabilities \$0
- c. Highlighted Restricted Funds Detail Review through May 30, 2024
  - i. Account 3.175.000 Memorial Fund balance is \$27,373
  - ii. Account 3.250.000 Good Samaritan Fund balance is \$6,625
  - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$58,303
  - iv. Account 3.332.000 Artist Series Fund balance is \$27,647
  - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,144
  - 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 \$ 63,757
- d. General Comments
  - i. May 2024 GF Member Contributions of \$57,567 were \$15,849 less than the 2024 Budget but only \$2,411 less than May 2023 contributions
    1. YTD Contributions are \$19,289 less than budget but \$811 ahead of 2023.
    2. The YTD Expenses are less than budget by \$9,245.
  - ii. May Mortgage Service Fund income lagged budget: \$12,386 vs. the \$18,807 monthly payment. YTD contributions to the MSF remain ahead of budget by \$3,451 owing to a strong January and March that includes EOG prepayments. May 2023 was also a weak month for MSF Revenue (\$12,458).
  - 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 \$368,500 which is approximately 4.6 months of reserves.
- b. MSF balance is \$46,629 which is approximately 2.5 months of reserves.

**IV. Recommendations to Council**

**V. Old Business**

- a. Work continues evaluating the Endowment Fund.
- b. The Memory Garden will be included as a budget item in the 2025 budget process.
- c. Review of the draft document retention policy continues.
- d. The HR Team is addressing the implications of the recently announced changes to the Federal Labor Standards Act.
- e. A review of the Accounting Guide is being deferred until the second half of 2024 or the first half of 2025.

**VI. 2024 Budget and New Business**

- a. **Motion adopted that the \$110,000 currently invested in a CD held at Fidelity and maturing July 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 Cliff). In considering the motion, the Team discussed the upcoming cash needs of the Church.
- b. An Audit team has been formed to review aspects of the 2023 financials with an initial meeting scheduled for late July.
- c. 2025 Budget meetings will be held in the last two weeks of August.
- d. **Next Finance Team Meeting will be Monday, July 8, 2024 @ 7:30 PM on Zoom.**

**VII. Adjourned with prayer at 8:45PM.**

Respectfully submitted,  
Bill Ball

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

Wednesday, June 5, 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	126,224.44	(33,371.73)	159,596.17
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	46,629.00	(7,046.10)	53,675.10
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	641,696.26	845.12	640,851.14
1.250.000	HBT/LPL Investment Account	424.47	0.00	424.47
1.500.000	Donations Holding Account	285.00	3.35	281.65
1.600.000	FNBO Checking Boy Scout Troop 200	10,083.73	(1,034.90)	11,118.63
	<b>Total Current Assets</b>	<b>\$835,842.90</b>	<b>(\$40,604.26)</b>	<b>\$876,447.16</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>\$8,169,750.12</b>	<b>(\$40,604.26)</b>	<b>\$8,210,354.38</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.200.000	941 Federal Withholding	0.00	(571.10)	571.10
2.200.100	941 State Withholding	0.00	(75.74)	75.74
	<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>(\$646.84)</b>	<b>\$646.84</b>
<b>Long Term Liabilities</b>				
2.200.200	MIF Commercial Loan Payable	3,080,573.50	(8,967.02)	3,089,540.52
	<b>Total Long Term Liabilities</b>	<b>\$3,080,573.50</b>	<b>(\$8,967.02)</b>	<b>\$3,089,540.52</b>
	<b>Total Liabilities</b>	<b>\$3,080,573.50</b>	<b>(\$9,613.86)</b>	<b>\$3,090,187.36</b>
<b>Fund Balances &amp; Equity</b>				
<b>Unrestricted Fund Balances</b>				
3.100.000	General Fund Balance	368,499.86	(27,109.96)	395,609.82
	<b>Total Unrestricted Fund Balances</b>	<b>\$368,499.86</b>	<b>(\$27,109.96)</b>	<b>\$395,609.82</b>
<b>Temporary Restricted Fund Balances</b>				
3.170.000	Special Services Fund Balance	1,843.67	(675.00)	2,518.67
3.175.000	Memorial Fund Balance	27,373.05	556.19	26,816.86
3.180.000	Grafton Food Pantry Fund Balance	231.08	(601.55)	832.63
3.220.000	AV Ministry Fund Balance	2,616.75	0.00	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	2,603.21	180.00	2,423.21
3.270.000	Holiday Flowers Balance	1,113.53	0.00	1,113.53
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	58,302.91	(932.16)	59,235.07
3.345.000	Childrens Music Ministry Fund Balance	1,425.00	0.00	1,425.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$59,727.91</i>	<i>(\$932.16)</i>	<i>60,660.07</i>
3.340.000	Artist Series Balance	27,646.89	(250.00)	27,896.89
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	440.92	(80.23)	521.15
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	144.34	(134.80)	279.14
3.417.000	Youth Mission Trips Balance	12,143.68	(5,712.79)	17,856.47
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00



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

Wednesday, June 5, 2024

Page 2 of 2

Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
<i>Total Youth Ministry Fund Balance</i>		<i>\$12,418.02</i>	<i>(\$5,847.59)</i>	<i>18,265.61</i>
3.500.000	Little Lambs Fund Balance	12,868.40	(2,136.51)	15,004.91
3.600.000	Prayer Shawl Ministry Fund Balance	132.95	45.00	87.95
3.650.000	Quilters Ministry Fund Balance	1,241.21	0.00	1,241.21
3.675.000	Memory Garden Fund Balance	13,240.45	20.00	13,220.45
3.676.000	Memory Garden Bricks Fund Balance	3,316.57	0.00	3,316.57
3.677.000	Memory Garden Niche Fund Balance	63,756.65	2,500.00	61,256.65
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	73.66	(8.48)	82.14
3.720.000	Disaster Relief Fund Balance	0.00	(100.00)	100.00
3.725.000	Miscellaneous Outside Charities Fund Balance	260.00	0.00	260.00
3.730.000	ELCA World Hunger Fund Balance	125.94	(169.56)	295.50
3.735.000	LSSI Fund Balance	0.00	(400.00)	400.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	10,083.73	(1,034.90)	11,118.63
	<b>Total</b>	<b>\$252,552.57</b>	<b>(\$8,934.79)</b>	<b>\$261,487.36</b>
3.140.000	Mortgage Service Fund Balance	46,629.00	(6,421.10)	53,050.10
	<b>Total Temporary Restricted Fund Balances</b>	<b>\$299,181.57</b>	<b>(\$15,355.89)</b>	<b>\$314,537.46</b>
<b>Reserves</b>				
3.950.000	Barnabas Reserves Balance	1,078.37	(39.90)	1,118.27
3.971.000	Roof Repairs/Replacement Balance	55,725.04	575.00	55,150.04
3.972.000	Playground Maintenance Reserves Balance	2,605.00	0.00	2,605.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	16,306.28	650.00	15,656.28
3.974.000	Lawn & Landscaping Reserves Balance	8,233.08	333.33	7,899.75
3.975.000	Maintenance Reserves Balance	13,931.52	250.00	13,681.52
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	29,526.69	133.33	29,393.36
3.979.000	Outside Audit Reserve Balance	833.35	166.67	666.68
3.980.000	Equipment Reserves Balance	11,528.15	440.00	11,088.15
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>\$155,256.95</b>	<b>\$2,508.43</b>	<b>\$152,748.52</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	4,122,563.11	8,967.02	4,113,596.09
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>\$4,253,333.72</b>	<b>\$8,967.02</b>	<b>\$4,244,366.70</b>
	<b>Total Fund Balances &amp; Equity</b>	<b>\$5,089,176.62</b>	<b>(\$30,990.40)</b>	<b>\$5,120,167.02</b>
	<b>Total Liabilities and Fund Balances &amp; Equity</b>	<b><u>\$8,169,750.12</u></b>	<b><u>(\$40,604.26)</u></b>	<b><u>\$8,210,354.38</u></b>

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

Thursday, June 6, 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	57,567.34	73,416.00	376,708.73	395,998.00	(19,289.27)	900,000.00
4.150.000	Loose Plate and Growth	1,966.00	2,475.00	11,213.88	14,157.00	(2,943.12)	35,500.00
4.155.000	Other Donation Income	100.00		100.00			
4.200.000	Fees and Registrations	0.00	125.00	96.94	625.00	(528.06)	1,500.00
4.250.000	Flower Income	52.00	117.00	384.39	585.00	(200.61)	1,400.00
4.300.000	Interest Income Heartland Bank	38.79	8.00	189.52	40.00	149.52	100.00
4.310.000	Investment Income Fidelity	845.12	500.00	5,897.61	7,300.00	(1,402.39)	27,500.00
	<b>Total Income</b>	<b>\$60,569.25</b>	<b>\$76,641.00</b>	<b>\$394,591.07</b>	<b>\$418,705.00</b>	<b>(\$24,213.93)</b>	<b>\$966,000.00</b>
<b><i>Expenses</i></b>							
<b><i>Connections Ministry</i></b>							
	<b>Connections Ministry</b>	<b>\$5.48</b>	<b>\$42.00</b>	<b>\$13.27</b>	<b>\$210.00</b>	<b>(\$196.73)</b>	<b>\$500.00</b>
<b><i>Mission Ministry</i></b>							
	<b>Mission Ministry</b>	<b>\$7,575.19</b>	<b>\$8,250.00</b>	<b>\$42,334.42</b>	<b>\$41,250.00</b>	<b>\$1,084.42</b>	<b>\$99,000.00</b>
<b><i>Outreach Ministry</i></b>							
	<b>Outreach Ministry</b>	<b>\$150.46</b>	<b>\$734.00</b>	<b>\$1,720.93</b>	<b>\$3,670.00</b>	<b>(\$1,949.07)</b>	<b>\$8,800.00</b>
<b><i>Adult Education Ministry</i></b>							
	<b>Adult Education Ministry</b>	<b>\$0.00</b>	<b>\$140.00</b>	<b>\$823.26</b>	<b>\$700.00</b>	<b>\$123.26</b>	<b>\$1,680.00</b>
<b><i>Youth and Education Ministry</i></b>							
	<b>Youth and Education Ministry</b>	<b>\$0.00</b>	<b>\$716.00</b>	<b>\$1,194.90</b>	<b>\$3,580.00</b>	<b>(\$2,385.10)</b>	<b>\$8,600.00</b>
<b><i>Children and Family Ministry</i></b>							
	<b>Children and Family Ministry</b>	<b>\$38.94</b>	<b>\$808.00</b>	<b>\$1,504.33</b>	<b>\$2,891.00</b>	<b>(\$1,386.67)</b>	<b>\$7,400.00</b>
<b><i>Music Ministry</i></b>							
	<b>Music Ministry</b>	<b>\$112.16</b>	<b>\$158.00</b>	<b>\$200.41</b>	<b>\$790.00</b>	<b>(\$589.59)</b>	<b>\$1,900.00</b>
<b><i>Worship Ministry</i></b>							
	<b>Worship Ministry</b>	<b>\$337.37</b>	<b>\$526.00</b>	<b>\$1,501.87</b>	<b>\$2,630.00</b>	<b>(\$1,128.13)</b>	<b>\$6,300.00</b>
<b><i>Audio Visual</i></b>							
	<b>Audio Visual</b>	<b>\$3,070.51</b>	<b>\$733.00</b>	<b>\$6,444.43</b>	<b>\$3,665.00</b>	<b>\$2,779.43</b>	<b>\$8,800.00</b>
<b><i>Facilities</i></b>							
	<b>Facilities</b>	<b>\$5,504.56</b>	<b>\$7,292.00</b>	<b>\$41,234.86</b>	<b>\$42,580.00</b>	<b>(\$1,345.14)</b>	<b>\$96,800.00</b>
<b><i>Office Expenses</i></b>							
	<b>Office Expenses</b>	<b>\$3,611.85</b>	<b>\$2,834.00</b>	<b>\$14,735.14</b>	<b>\$14,170.00</b>	<b>\$565.14</b>	<b>\$34,000.00</b>
<b><i>Staffing Ministry</i></b>							
	<b>Spiritual Ministry Staff</b>	<b>\$48,519.25</b>	<b>\$51,105.00</b>	<b>\$187,908.09</b>	<b>\$187,389.00</b>	<b>\$519.09</b>	<b>\$442,934.00</b>

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

**Thursday, June 6, 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	\$11,835.84	\$17,360.00	\$58,234.57	\$63,648.00	(\$5,413.43)	\$150,441.00
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,571.53	\$3,080.00	\$10,875.81	\$11,672.00	(\$796.19)	\$27,645.00
	Staffing Ministry	\$62,926.62	\$71,545.00	\$257,018.47	\$262,709.00	(\$5,690.53)	\$621,020.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$1,987.74	\$1,991.00	\$16,526.79	\$15,655.00	\$871.79	\$42,900.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,358.33	\$2,358.00	\$11,791.65	\$11,790.00	\$1.65	\$28,300.00
	<b>Total Expenses</b>	<b>\$87,679.21</b>	<b>\$98,127.00</b>	<b>\$397,044.73</b>	<b>\$406,290.00</b>	<b>(\$9,245.27)</b>	<b>\$966,000.00</b>
	<b>Difference</b>	<b>(\$27,109.96)</b>	<b>(\$21,486.00)</b>	<b>(\$2,453.66)</b>	<b>\$12,415.00</b>		<b>\$0.00</b>



# SHEPHERD OF THE PRAIRIE

## LUTHERAN CHURCH

### Operations Report June 2024

#### Facility

- We have created a "GO Team" which is a group of volunteers who we contact when we need help supporting different ministries with setup and take down of their event.
  - GO Team has been very helpful for numerous events
- Sign team (led by Joyce Shotick) has met twice and consulted with Fast Signs.
  - Our next step is for Joyce and Matt to talk to a member of our church who helps design signage with a strategy plan
  - We are meeting mid-May to take her on a tour of the building
    - Meeting with Jan Hoefft and Joyce on Monday at 1pm.
  - 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.

#### 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 the A/V role and helped Michelle greatly already.
- Matt and Michelle sat down to evaluate all tasks and time requirements that Michelle has.
  - The list is pretty long. I am working to see if I can find a solution to give both Michelle and the role some relief as the tasks are all very important to have done with quality.

- Matt has met with Donations team and counters and has been helping with George Attaway to make sure we are supporting our volunteers the best we can.
  - I have provided an action plan that encompasses all the previous meetings. We think we have come up with a plan.
  - We have purchased envelopes and have secured a new and clean process.
- Working with Jill and vendors to renew DCFS licensure for Little Lambs
  - Still in progress

#### 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 website.
    - Still in progress
    - We ended up running into needing some more spam blocking so Jon is working on this as well.
  - Working with Jon on this.
- We have put in a bulk order for VBS for t-shirts

#### Planning Center

- Continues to grow in its utilization.

## Property Team meeting – June 10, 2024

The meeting was called to order by Mark Frendreis (Chair) at 7:10 pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Larry Enders, Mark Frendreis, Rich Paeth, Jessica Panella, Pete Walthers, and Rick Wright  
Guest: Cal Meyer

Absent: Tom Polzin, Dick Tabatt, and Chris Trodahl

**Note:** Property Team mailbox address is [SOTPPProperty@gmail.com](mailto:SOTPPProperty@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 will get a new industrial light at Menards
- Progress on glass around sound booth **Rich**
  - All done
- 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**
  - Probablyly summer
  - Please avoid July 8-12 and Aug 18 and verify date with office
- Assign who creates spreadsheets for gift in-kind monies
  - Use heater replacement as sample
- Sign updates **Rich**
  - The 4 main entrances have been labeled A-D
- Plungers are needed in each bathroom **Pete**
  - Pete is going to get 4 plungers – 1 for each large bathroom
- Bathroom 221 has soap dispenser not working
  - The housing is damaged
  - It will be replaced with a manual model
- Carpet in Willow room **Mark**
  - Possibly replace in the fall

### New business

- Calendar for property team on Google. Who will cover July?
  - Pete
- Water heater leak **Pete**

- Pete found the leak during the walk around he did. He has a valve that needs to be replaced and is going to put it in
- Batteried in temp sensors in new building **Rich**
- Jess will be out for July meeting Pete will take notes
- Cal came to visit to explain what he has been doing for landscaping and what changes need to be made
- Pete cleaned up the wax in Matt's office
- Rich turned down the thermostat in the South wall heater
- The Blinds in the Little Lambs room need to be replaced....

The meeting was adjourned at 8:05 pm.

Submitted by: Jessica Panella

# Mission Team Minutes

## June 10,2024

Attendance: Sandy Hupert, Vik Bekeris, Annette Petersen, Leslie Enders, Carl Hupert, Rick Miller, Valerie Ulmer, Shirley Ulmer and Steve Legel.

Sandy opened the meeting with a Bible verse and a prayer.

### Old Business

1. Approval of Minutes: Vik moved and Annette seconded motion to approve May Minutes. Motion carried.

2. Feed My Starving Children: No report.

3. Blood Drive: No report.

4. CRE-ReEntry: Organization has no home office yet but going to McHenry Co. jail on Weds. to help and give guidance to inmates.

5. Grafton Food Pantry: 67 family units came for supplies last week.

6. Missionary Support: Daudi, our sponsored missionary, will speak at 9 and 10:45 AM service.

Time and scheduling does not allow for him to speak at Sat. service.

7. AARK: 5 people have signed up for vegetable delivery. Still working on possible portable vegetable stand instead of distributing vegetables out of car.

8. Exodus: Rick and Sandy did inventory of supplies. Needed items can be found on web site of church.

9. ELCA World Hunger/Disaster: No report but will have tree and donation ornaments as planned.

10. Habitat for Humanity: Volunteers needed for Culver's on Mon., July24th between 4-8 PM. Need 10 people minimum to do this. Carl passed around sheets for sign up.

Golf outing fund raiser was a success. Carl and Sandy are part of committee ( New Hope Partnership) that planned event.

11. Community Resources: Vik reported that between 65-75 people using Willow Creek Pads. Our church will do lunch meal on July19th. Spaghetti will be served. Planning to do these lunches ever other month in future.

12. Northern IL. Food Bank: No report.

13. Willow Creek Huntley: Sent e-mail that we will not participate at present time.

14. Lake in the Hills Charity: Sandy looked into this but will not take any action on this at present.

### New Business

1. Warp Corp Outreach Program: Andrew, one of the directors contacted Vik about organization. Vik moved and Annette seconded motion to invite Andrew to speak to Mission Team on July 8th. Motion carried.

2. Church staff told Sandy they would help and support Mission Team in any way they can.

3. Prayers of Joy and Concern.

4. Motion to adjourn made by Vik and seconded by Rick. Motion carried.

Steve Legel, Secretary



## **FELLOWSHIP TEAM MINUTES – JUNE 10, 2024**

Present: Tim Bueschel, Doreen Brangenberg, Cheryl Lorenzin, Nicki Troia, Linda Wright, Donna Kelly. Not Present: Ann Malandrucco, Mary Fiala, Judy Below, Patti Bueschel.

An opening devotion was led by Donna Kelly

The shopping list was reviewed, and Cheryl volunteered to help Donna shop. We will shop the day before.

Linda reported that 2 grills have been reserved for the picnic from Ed's Rentals.

Doreen volunteered to call potential grillers. It was decided that we should recruit 8 grillers so they can rotate shifts at the grills. We have a few volunteers; Jeff Ottens, Rick Wright, Tim Bueschel. Donna will get a list of potential grillers to Doreen.

Tim offered to get the ice the morning of the picnic.

Nicki will check the kitchen on the first of August to make sure there are enough plates, napkins etc. If needed, We will ask Michelle to order more.

Donna has asked Chris Brittain to donate buns but has not heard back. She will follow up.

Linda and Nicki will clear out the fridge in the kitchen before we shop so that there is room to store the food.

Donna has set up publicity for the picnic. A slide has been made and will go into the slide rotation soon. Rooms and areas have been reserved. Registration is open online. I-Q will bring desserts; all others will bring sides. An article will be in the July newsletter, and a more detailed one in the August newsletter. It will also appear in the Friday Flourish at the end of July and up until the picnic.

Registration includes: # of people attending, dish to bring and help for setting up and taking down. We hope to use the GO Team for both.

Fellowship Hall will be set up for 100. Outside seating will be set up for 50.

There will be live music (60s, 70s, 80s). Bob Wichtendahl is arranging the band and music.

For adults we will have:

Bags (aka Corn Hole)

Croquet - Ann and Tim will set it up

Bible Bingo in the Fellowship Hall – Doreen will call

Egg Toss – Will work Children and Family Team on this

Children, Youth and Family team will take care of children's activities.

We discussed the possibility of a dunk tank but decided against it. We will reconsider for next year.

The entire team will take photos of the events as Dennis Houghton will be unavailable.

We have been asked to possibly provide kitchen care. Doreen, Cheryl and Nicki volunteered to form a sub-team to handle that. They will take turns on either Saturday or Sunday each week to check the kitchen and make sure all is in order. Once a month they will check items in the kitchen fridge and clear out expired items and wipe down the inside of fridge if needed.

The meeting was closed with prayer.

Respectfully submitted

Donna Kelly