

**Burke Community Church
Council of Elders Meeting Minutes
March 2, 2020, 6:30 p.m.**

Discussion Leader: Dave DuHadway

Attendees:

Ben Allen (Elder), Marty Baker (Pastor/Elder), Dave DuHadway (Elder), George Lare (Elder), Dave McKernan (Elder), Paul Schmidt (Elder)

The meeting opened with prayer at 6:45 p.m.

I. Business

Discussion Lead	Topic
Council	Approve minutes of February 8, 2020 elder meeting
Paul Schmidt	Review status of DTS discussions, Construction liaison report, new building construction
Dave McKernan	Approve staff personnel handbook
Dave McKernan	2019 budget review, Blessings over Spending
Dave DuHadway	Council, staff discuss how BCC protects youth and children
Council	Discuss candidates for leadership training, diaconate
Pastor Marty	Staff update

II. Meeting Notes

- a. **Minutes.** Elders approved the minutes of the February 8, 2020 Council of Elders meeting.

- b. **Dallas Theological Seminary (DTS) discussions, new building.**
Paul Schmidt informed the Council that the next scheduled large-scale walk thru is planned for last Sunday in March (per Tansy Schindler); 2:00 p.m. on March 29. The Council approved Proposed Change Order (PCO) #54: paint existing sanctuary for \$10,390; PCO #55: electrical outlet changes for \$7,717, and PCO #56: Whitener & Jackson General Conditions fees for February. Monthly expenditures for Whitener and Jackson's General Conditions fees will approach \$18k/month. Council approved this monthly expenditure (no future monthly approval required for this specific expense). The Council also approved (as a one-time expense) additional administration fees for Intec through July, 2020 of \$20,425.

Paul recommended that the Council walk the new building next Council meeting; he noted that some small, finish-type items need to be improved upon and he would value inputs from other Elders for a preliminary punch list.

Marty briefed the Council that he had spoken with Worship Team at luncheon and showed them the new building; Michael Dickerson provided him with very detailed feedback that is highly technical; Marty will forward to Paul for consideration; Marty confessed not knowing this level of detail. Michael would like to be part of the discussion. Marty asked about the possibility of replacing the current copper phone cables with fiber optic cable; current copper wiring has caused problems with current fire system. Marty has been told that “all fiber” cabling is desired, but that the change would require BCC to change its phone numbers, which has ramifications; Ben and George questioned the necessity to change all numbers; Paul mentioned that the need for additional numbers may be the driving factor. Paul acknowledged that the need for fiber optic lines is clear and said that Verizon would not charge to bring the fiber optic out, but there are incidental costs; Dave McKernan mentioned that fiber optic systems depend on a battery backup that lasts only four hours in a power outage. Mary Ann Compher is asking for direction; Paul will revisit the issue; the Council supports a move to fiber optic cabling.

DTS has signed the notice to proceed; step one of a four step process.

Paul asked about Celebration plans; Mark Rodgers working on potential Christian artists; other plans are in progress; Paul asked about whether or not it will be a Dedication, how to open to the community, how focused on congregation, etc.; Pastor Marty indicated that there is a committee working on details; Pastor Marty said the Council will need to identify a particular day for prayer over the new building

- c. **Personnel Handbook.** Dave McKernan briefed the Staff Personnel Handbook; Steffani Mears has drawn it up and Council has provided inputs from last meeting; Steffani has rewritten Telework section as “exception to policy,”; Dave M has reviewed sexual harassment policy training from BCC’s insurance company; Handbook will require this training; Handbook needs to be updated to include “unwanted touching” policy (included in videos). Pastor Marty expressed concern that a proposed Virginia law, currently in committee in Richmond may require hiring people who refuse to comply with BCC Statement of Faith. Dave McKernan highlighted Bob Ashton’s concern about offsetting value of health insurance for staff members who opt out; Dave is looking at possible future health care plans for staff. In addition, Paul summarized Bob’s previous point about potential mismatches between supervisors and employees in overall compensation; George highlighted cost concerns and suggested an offsetting incentive; Marty highlighted other differences in compensation and health care options selected on staff; Dave M will have options for this scenario in the upcoming months. Paul mentioned the need for to contract for (or possibly hire) an HR focal point to manage this aspect of church life.

The Council approved the current version of Staff Handbook, noting that more changes were under consideration.

- d. **Candidates for leadership training, diaconate.** Bob had asked by email that this topic be postponed to a future meeting; the Council concurred.
- e. **Protection for youth and children.** Pastor Marty informed the Council that Kim Grindle, Director of Youth Ministry, planned to mirror the approach to youth/child protection currently in use in Children's Ministry; Marty is well aware of the potential for abuse. Dave McKernan asked if church policy forbids one-on-one contact; Pastor Michael is working on several church policies in this area; Ben Allen will follow up with Kim.
- f. **Budget.** Dave McKernan briefed the Council that the actual total for 2019 Blessings over Spending (giving above expenses) totaled \$679K; the Council has allocated \$315K to the new playground, current building maintenance, and some minor things in new building; \$230K will supply BCC's share of the basement renovation and preparation for DTS. The Council discussed several options for using remaining funds.
- g. **Elder Nominating Committee (ENC).** Ben asked if the ENC had forwarded a formal recommendation of its candidate for the Council vacancy scheduled to open in May. The Council agreed to postpone discussion until Richard's return, since he has served as the link between the Council and the ENC.
- h. **Staff update.** Pastor Marty informed the Council that Debra Armstrong-Cezar had joined the staff as a part-time administrator (30-hours) and that Michelle Dillard would start as Women's Director on March 15; BCC Staff Directors will conduct a retreat on the first weekend of April;

Following a closing prayer, the Council adjourned at about 9:30 p.m.

Respectfully submitted,

Dave DuHadway for
Richard Dick,
Clerk of the Council of Elders