

**Burke Community Church
Council of Elders Meeting Minutes
May 4, 2020, 6:30 p.m.
Virtual via Zoom**

Discussion Leader: Ben Allen

Attendees:

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

The meeting opened with prayer at 6:33 p.m.

I. Business

Discussion Lead	Topic
Council	Approve minutes of April 18, 2020 elder meeting
Council	Review final preparations for May 17, 2020 Congregational meeting
Paul Schmidt	Review status of DTS discussions, new building construction
Council	Review Small Business Administration loan decisionmaking
Pastor Marty	Present final Security Plan for approval
Bob Ashton	Review lessons from online sessions
Council	Discuss COVID-19 plans, impact
Council	Discuss budget and giving
Bob Ashton	Review pastoral appraisal process
Pastor Marty	Staff update

- a. **Minutes.** Elders approved the minutes of the April 18, 2020 Council of Elders (COE) meeting and the minutes of the April 24, 2020 ad hoc COE meeting.

- b. **Preparations for Congregational meeting.** Bob Ashton will be the moderator for the Congregational meeting. Richard Dick will keep the minutes. Dave DuHadway will act as parliamentarian. The Council has established that 155 members will be required for a quorum. Bob has captured the slides from the last meeting and will work with Pastor Baker, Paul Schmidt, and Brian Buchanan (Treasurer) to deliver the slides in time for the meeting to be pre-recorded on May 11. While this meeting will be broadcast via Church On-Line, it will follow our traditional presentation, only without significant feedback from an audience. BCC will ask the audience on May 17 to interact electronically with the staff and

elders for any questions that may arise.

- c. **Dallas Theological Seminary (DTS) discussions, new building.** The estimated occupancy date is July 12. BCC will target to hold its first service in the new building on July 19. This will support having movers July 13-17 to relocate offices, classrooms, and other equipment. Discussion on updating the BCC sign on Old Keene Mill Road led the COE to approve \$20k to build a new sign. Council members agreed to review the latest parking study completed by WL Phillips that could add 89 additional parking spaces. This will be discussed at the next COE meeting.
- d. **Review of Small Business Administration (SBA) Loan process.** As documented in separate minutes, the COE met on April 24 to discuss whether to participate in the SBA loan. After receiving the loan paperwork on Thursday, April 23, Pastor Marty called the ad-hoc electronic meeting for the morning of Friday, April 24, since he was required to accept or decline the loan no later than noon on that day. The COE decided to decline. While the Friday meeting was short-notice, Council members agreed that it was necessary.
- e. **Final Security Plan.** The Council postponed consideration of this item
- f. **Lessons from online sessions.** Sunday morning church via Zoom and On-line Church is generally going well. People from outside Virginia are able to worship and participate. However, as a result of technical streaming issues, BCC has contracted with a new provider, effective May 10 services.
- g. **COVID-19 plans, impact.** The BCC staff is working on plans to return to normal attendance. The first step will be to conduct a survey of the congregation and our volunteers. There are both fears and expectations regarding attendance in large groups, once it is allowed again. We recognize that some will be ready to attend immediately; others will continue to self-isolate. BCC will continue to follow the direction of state and county governments.
- h. **Budget and giving.** The giving during three of the past four weeks has been exceptional. However, if there is a significant drop in giving, BCC needs to be prepared to respond according to an agreed upon set of priorities. Dave McKernan and Dave DuHadway agreed to draft a plan to build an approach. In the meantime, the elders will continue to review the weekly giving vs. expenses report.
- i. **Pastoral appraisal.** The appraisal process with Pastor Baker was completed 28 April. Bob Ashton recommended that all elders rotate through reviewing with Pastor Marty his appraisal in future years.
- j. **Staff update.** Jim Powell is scheduled to arrive 1 June. Froot Group is revisiting resumes to identify worship leader candidates and should provide feedback in May. Darren Brown has agreed to return to Burke to participate in the new building opening celebration in September. Alec Zacaroli has requested to be ordained and- the COE took an action to review his Ordination Paper by 16 May. The COE will then schedule a

group interview with him to confirm his ordination and prepare to present him to the congregation later this year.

Following a closing prayer, the Council adjourned at 9:00 p.m.

Respectfully submitted,

Richard Dick,
Clerk of the Council of Elders