

Burke Community Church  
Council of Elders Meeting Minutes  
January 9, 2017 6:30 p.m.

**Attendees:**

Bob Ashton (Elder)                      Darren Brown (Pastor)                      Richard Dick (Elder)  
Curt Hammill (Elder)                      Gordon Kesting (Elder)                      Allen Miller (Elder)  
David Pennington (Elder)

The meeting opened with prayer at 6:30 p.m. The council reflected on Pastor Marty's State of the Church address on January 8<sup>th</sup> and collectively were inspired and believed that the church body was encouraged and challenged by the sermon.

**I. Business**

<b>Discussion Lead</b>	<b>Topic</b>
Council	Approval of minutes for COE Meeting December 17
Council	Approval of minutes for Special Meeting with Grace Homeschool Group
Curt Hammill	MPC Update
Allen Miller	COE 2016 Offsite update
Allen Miller	BCC 2017 Budget update
Pastor Brown	Staff Update

**II. Meeting Notes**

- a. Minutes of December 17 meeting were approved. The council approved the special called Grace Group executive session minutes for December 10. Curt Hammill is completing final draft of the public minutes for a special Council meeting with the Grace Group on December 15; in view of the crucial role of the pastoral staff in the Grace Group meeting, the minutes for this meeting will be presented to the Pastoral Staff for review.
- b. Curt Hammill provided an update from the MPC.
  1. INTEC presented on December 13, 2016 a working schedule that shows ground breaking in December of 2017. Due to expected adjustments in the schedule to add more design review this will slide to January or February of 2018. Additional delays might be incurred if the weather/temperatures become a factor.
  2. The council discussed progress on the Construction Liaison (CL) hire and how this position will relieve multi-tasking workload on the staff (specifically Pastor

Darren Brown and Steffani Mears). Pastor Darren informed the COE that interviews for this position will begin during the following week.

3. Curt discussed possible communications flow processes with clearly defined roles/responsibilities for MPC, INTEC, Staff, Building Contractor and the CL. The council agreed that clearly defined governance must be in place before construction begins. Gordon Kesting volunteered to write a draft Program Management Plan which will be reviewed by the COE, staff, and MPC and later refined once a CL is selected.
  4. The Council requested that INTEC move up the security consultant work earlier in the planning time line. Assistance with building security is needed now in the final design and extends well beyond cameras and sight lines and into multiple areas such as floor/evacuation plans and emergency egress.
- c. At Allen Miller's request, Pastor Darren provided an update on action items from the summer offsite:
1. Good strides made in the assimilation plan moving people from first time visitor status to membership and into discipleship growth and service. Many processes and practices are already in place with regard to parking, greeters, multiple touch points and even membership process. The design of the Welcome Center has proven to be a positive addition. Pastor Michael continues to work to improve assimilation.
  2. Positive movement in bolstering life groups with "linked in" life groups in January 2017 and "quick connect" groups in February. Pastor Marty outlined a goal and plan in the State of the Church address to increase life group attendance by 200 people, which will include email communications for new members and intentional motivation during new membership classes.
  3. The staff plans in the future to promote positive stories and ministries that may go "under the radar" to the average parishioner, with the goal of highlighting a mission and/or outreach emphasis monthly. Pastor Darren informed the COE that 8 members of the staff will be attending a conference hosted by Right Now Media" in February in support of promotional communications in the church.
- d. Pastor Darren provided a brief update on multiple items:

1. The doorway expansion between the Student Auditorium foyer and children's passage way has been a slow process but expecting to be placed under contract in the following weeks.
  2. The new BCC entrance sign is in the final stages of design and will be approved and moved to construction phase within weeks.
  3. Staff will finalize purchase of the 4<sup>th</sup> church van in the next 5 days
  4. A contractor has been identified to replace the unsightly air conditioning partition at the main entrance; however, a gas pipe will need to be moved to allow for the footer and foundation. Staff is currently searching for a contractor who will relocate this pipe.
- e. Pastoral Care discussion is documented in executive session minutes.

The council concluded with prayer at 9:20 p.m.

Calendar items:

Next Meetings:

- COE meeting Saturday – January 21 at 8:00 a.m. (Richard Dick lead)
- COE meeting Monday – February 6 at 6:30 p.m. (Joe Terry lead)

Respectfully submitted,

Dave Pennington  
Clerk of the Council  
January 18, 2017