

**Burke Community Church  
Council of Elders Meeting Minutes  
January 10, 2018, 6:30 p.m.  
Discussion Leader: Allen Miller**

**Attendees:**

Bob Ashton (Elder), Marty Baker (Pastor/Elder), Richard Dick (Elder), Curt Hammill (Elder), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 6:45 p.m. This meeting had been rescheduled from January 8, 2018 because of inclement weather.

**I. Business**

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting December 16, 2017 and special COE meeting December 30, 2017
Pastor Marty	Review outline of upcoming state of the church presentation
Pastor Marty/Pastor Darren	Confirm Fairfax County notified of trustee appointments
Allen Miller/ lay elders	Key man policies
Allen Miller	Attendance trends
Council	Bales farewell
Pastor Darren	Attorney recommendations on BCC governance
Pastor Marty	Staff update
Pastor Darren/Curt Hammill	Project management plan/risk management plan; review building project report format

**II. Meeting Notes**

- a. **Minutes and schedule.** The Elders approved the minutes for December 16, 2017 regular and executive sessions and the December 30, 2017 special session.
- b. **State of the Church address.** Pastor Marty reviewed his upcoming address to the congregation on the state of BCC. While he intends to highlight what God has done in the church over the past year, he also plans to exhort the church to focus on several critical challenges: the growing number of devastated marriages in the church, the impact of addictions on the congregation, the need for the church to reach out in evangelism more consistently and effectively, and the shrinking parking area and requisite need to use the shuttle buses. The lay elders strongly endorsed Pastor Marty's key points.

- c. **Trustees.** Allen Miller will consult Steffani Mears to ensure that the court has been notified concerning the installation of the 2018 BCC trustees. Curt informed the council that he had hosted the trustees to dinner at his house in order to honor their service over 2017. He also indicated that the trustees fully supported the possible transition to a corporate structure in accordance with the recommendations of the BCC attorney.
- d. **Key Man policies.** Covered in Executive Session minutes.
- e. **Bales' farewell.** Elders agreed that BCC would honor the Bales during the services on February 25, 2018, and at a reception following the third service.
- f. **BCC governance.** Council postponed topic to next meeting.
- g. **Attendance review.** Council reviewed attendance trends and agreed to continue to monitor.
- h. **Staff update.** Pastor Marty noted the difficulty BCC has experienced in finding a volunteer to serve as special events coordinator and that the function had fallen increasingly on the staff. Elders discussed the possibility of hiring a part-time special events coordinator. Pastor Marty committed to recommending a 2018 hiring plan, to include the coordinator position.

Pastor Marty specifically called out Pastor Matt's most recent sermon for praise.

- i. **Building project.** Curt noted that the staff and MPC had completed the Project Management Plan and that Gordon would meet with Tansy Schindler to continue developing the Risk Management Plan. Curt indicated that Pastor Darren and Tansy were reviewing the latest Monthly Report format to determine if there were areas that would need to be redacted (e.g., commercially sensitive information) before the report could be posted on the BCC website. Curt reminded the Council that the contractor had submitted the request for a ground clearance permit on January 10, 2018, which should permit the contractor to begin clearing ground around the end of January. The contractor intends to submit the request for a construction permit in March, once the manufacturer of the pre-engineered steel structures has provided detailed specifications for county review.

The meeting ended with prayer at 9:40 p.m. and was adjourned.

Respectfully submitted by

Richard Dick,  
Clerk of the Council of Elders