

**Burke Community Church
Council of Elders Meeting Minutes
January 20, 2018, 8:00 a.m.
Discussion Leader: Bob Ashton**

Attendees:

Bob Ashton (Elder), Darren Brown (Pastor), Richard Dick (Elder), Curt Hammill (Elder), Gordon Kesting (Elder), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 8:04 a.m.

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting January 10, 2018
Pastor Marty/Pastor Darren	Confirm Fairfax County notified of trustee appointments
Allen Miller	Attendance trends
Pastor Darren	Attorney recommendations on BCC governance
Pastor Marty/Pastor Darren	Staff update
Council	Care Ministry commendation
Pastor Darren/Curt Hammill	Project management plan/risk management plan; building project report

II. Meeting Notes

- a. **Minutes.** The Elders approved the minutes for January 10, 2018 regular and executive sessions.
- b. **Trustees.** Allen Miller will consult Steffani Mears to ensure that the court has been notified concerning the installation of the 2018 BCC trustees.
- c. **Attendance trends.** The council noted that the number of “giving units” (families or individuals giving to BCC) has declined slightly.
- d. **BCC governance.** Pastor Darren will send out a soft copy of the recommendations of the BCC attorney concerning the church’s corporate structure and governance, as well as a recommended path to review and approval. Allen recommended that a subcommittee of the Council meet with Pastor Darren and the attorney to delve more deeply into the proposed changes and their rationale and to report back to the Council. Council approved

Allen's proposal and agreed to set up the subcommittee at the next meeting, after elders have reviewed the proposed changes.

- e. **Staff update.** Pastor Darren indicated that the position description for the proposed special needs assistant (10 hours per week) was ready to post.
- f. **Care Ministry commendation.** Council commended the Care Ministry, especially Deacon Joe Wojtyna and Deaconess Jennifer Bertuna, on the ministry's superb work in comforting and helping the hurting at BCC.
- g. **Building project.** Curt asked Pastor Darren to request that Tansy Schindler submit the monthly update no later than the Tuesday before the second Council meeting of a given month in order to give the elders time to review. She can then provide any late-breaking updates by email if needed. The Council again expressed appreciation to Pastor Darren for the report and suggested some minor improvements. The Council discussed how best to inform the congregation of progress. Pastor Darren and Curt briefed the Council that the staff has scheduled the formal groundbreaking on or about February 11, 2018.
- h. **Vehicles.** Pastor Darren informed the Council that BCC has purchased a 2013 15-passenger van with 9,000 miles for \$21,000. This vehicle will replace the church van damaged in 2017 by a falling tree.

The meeting ended with prayer at 12:25 p.m. and was adjourned.

Respectfully submitted by
Richard Dick,
Clerk of the Council of Elders