

**Burke Community Church
Council of Elders Meeting Minutes
June 1, 2020, 6:30 p.m.
Virtual via Zoom**

Discussion Leader: George Lare

Attendees:

Ben Allen (Elder), Bob Ashton (Elder), Dave DuHadway (Elder), Steve Knight (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 May 16, 2020 elder meeting
Council	Approve minutes of May 17, 2020 Congregational Meeting. Discuss processes and recommended improvements for future on-line support to Congregational Meetings
Council	Discuss preparations for COVID-19 reconstitution and on-site gatherings
Paul Schmidt	Review status of DTS discussions, new building construction, Construction Liaison report, Land Use.
Council	Welcome new elder, review elder oversight responsibilities
Ben Allen, Steve Knight	Summer camp and VBS alternative plans
Strategy Subcommittee	Present summary of BCC Strategic Plan to Council (Deferred to Off-site)
Council	Jim Powell letters for commissioning and housing
Council	Alec Zacaroli ordination
Pastor Marty	Staff update

- a. **Minutes.** Elders approved the minutes of the May 16, 2020 Council of Elders (COE) meeting and the minutes of the May 17, 2020 Congregational meeting.

- b. **Discussion on Congregational Meeting process.** In September 2020, for the November congregational meeting, the COE needs to discuss whether Live Stream or another technical approach may be used along with the in-person quorum necessary to approve the church budget. The Constitution currently only allows absentee ballots for elder approval. The COE agreed that the virtual meeting on May 17 along with the on-line chat room was very effective.

- c. **Discussion on COVID reconstitution.** Procedures are in place. Initial in-person meetings of 10-20 people have been effective. The entry and exit procedures were followed and are good for increases to 40-50 people. When the number exceeds 100, more attention will be required to avoid violating 6' distancing restrictions in the lobby. Pastor Bob Thornton is the keeper for reservations to attend services in-person. Attenders will be asked to wear a mask throughout the service. The COE will be reviewing survey data to evaluate congregational concerns about returning.
 - d. **New Building Status.** BCC is still waiting legal review on any concerns regarding DTS co-use. The expectation is that it will not violate our land use agreements with Fairfax County. Construction is completing per plan. Furniture is scheduled to arrive on time (though not early). July 6-17 will be a hectic two weeks as offices and people transition from the old building to the new. A BCC member emailed a request on the HVAC system to ask if anything additional should be done for filtering and recirculation in light of COVID concerns. The COE authorized spending up to \$3000 to obtain recommendations on potential improvements for both buildings. Initial plans have been reviewed to gain approximately 40 additional parking places. The COE authorized spending \$5000 to finalize the plans.
 - e. **New Elder Welcome.** COE welcomed new elder Steve Knight to his first meeting. He is gaining familiarity with the COE roles and is excited to serve wherever needed. The COE will discuss responsibilities at the next in-person meeting. A suggestion was made to consider primary and alternate responsibilities.
 - f. **Summer Camps and plans.** VBS is planning the BOLT program to be conducted at homes rather than in a centralized BCC campus format. The traditional WVa mission trip is being restructured as well into shorter trips with fewer people. The first mini-trip will be to Elkins to build a handicap ramp for a member of one of the nearby churches. This will continue to build relationships between a few WVa churches and BCC members. Steve is working with Pastor Alec Zacaroli to identify other opportunities closer to home, to include projects at other churches or schools.
 - g. **Powell Letters.** Jim Powell arrived for work and is in-processing. Letters for his arrival were reviewed and approved.
 - h. **Alec Zacaroli ordination.** Originally scheduled for May, the COE interview and subsequent ordination will be shifted to June/July.
- II. Staff Update.** Congratulations to Pastor Bob Thornton on completion of his Master's Degree in Biblical Counseling.

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

Respectfully submitted,

Ben Allen
Clerk of the Council of Elders