

**Burke Community Church
Council of Elders Meeting Minutes
June 15, 2019, 8:00 a.m.**

Discussion Leader: George Lare

Attendees:

Ben Allen (Elder), Bob Ashton (Elder), Richard Dick (Elder), Dave McKernan (Elder), Paul Schmidt (Elder)

The meeting opened with prayer at 8:15 a.m.

I. Business

| Discussion Lead | Topic |
|-----------------------------|---|
| Council | Approve minutes of June 3, 2019 meeting |
| Council | Review elder oversight responsibilities |
| Council | Prepare guidance for Elder Nominating Committee |
| Pastor Darren, Paul Schmidt | Review Construction Liaison report |
| Council | Review agenda for staff-elder offsite |
| Pastor Darren | Staff update |

II. Meeting Notes

- a. **Minutes.** Elders approved the minutes of the June 3, 2019 Council of Elders meeting.
- b. **Elder oversight responsibilities.** Ben Allen agreed to assume the responsibilities formerly assigned to Gordon Kesting, as did Dave McKernan for those formerly assigned to Allen Miller. The attached table reflects the new responsibilities.

The Council discussed how members and attendees are assigned to individual elders for shepherding; the process seemed unclear to the Council- George Lare will research the process and report back.

- c. **Elder Nominating Committee.** Bob Ashton agreed to be nominated for a second three year term as elder. He has already notified Ron Hawthorne, chair of the Elder Nominating Committee.
- d. **Construction Liaison report.** Paul Schmidt noted that the Council needed to begin to monitor soft costs such as carpet and furniture selections. He expressed concern about the impact of furniture selections and office assignments on occupancy certification from the

Fire Marshal. He also indicated that he has asked that power and data stubs be built in to serve future signage and noted that BCC needed a plan for “wayfinding signage” in the new building; he asked Tansy Schindler to begin that effort. Paul will discuss internal and external signage plans with Pastor Darren. Also, Paul commended to the Council Tansy’s very helpful capsule summary of upcoming milestones.

- e. **Staff-Elder Offsite agenda.** The Council agreed that the offsite would cover BCC strategy, the planning calendar for external commitments, the BCC security plan, COE organization, diaconate, and appropriate steps to celebrate God’s faithfulness in moving into the new building. The Council agreed to set 16-17 August as the primary date for the offsite, with 23-24 August as backup; as noted previously, Ashtons have volunteered to host.
- f. **Congregational meeting hotwash.** Council noted that the elders needed to doublecheck the required quorum, to ensure that attendees realize that only members can vote, and to ensure that the meeting is adjourned by vote.
- g. **Vacation Bible School.** The Council discussed ways to help the congregation recognize and celebrate VBS, BCC’s largest outreach.
- h. **Staff update.** The Council commended Pastor Michael Coffey’s prayer response to the Virginia Beach shootings.

Following a closing prayer, the Council adjourned at approximately 10:15 a.m.

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

| Elder | Supported Ministry Area | Pastors/Staff Supported |
|--------------------------------|--|---|
| Dave DuHadway | Worship, prayer, communion | Pastor Darren Brown, Jenn Garretson, Donita Strong |
| Paul Schmidt | New building | Pastor Darren Brown, Tansy Schindler |
| Richard Dick, Clerk of Council | Executive Council | Pastors Marty Baker, Darren Brown, Michael Coffey |
| Dave McKernan | Finance and Budgeting, General Administration | Steffani Mears |
| Bob Ashton | Physical Needs, Financial Advising, Benevolence, High School | Jeremiah Nichols, Dave Greenwood, Mickey Garverick |
| George Lare | Adult Generation ministries | Pastor Bob Thornton, Life Groups Director, Michelle Bowden, Mike Helvey, Jennifer Bertuna, New Life Deaconess |
| Ben Allen | Children's Ministry, Quest, 708, GRACE Group | Tammy Hassett, 5 th -8 th Grade Director |

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