

**Burke Community Church  
Council of Elders Meeting  
Minutes June 17, 2017, 8:00 a.m.  
Discussion Leader: Joe Terry**

**Attendees:**

Bob Ashton (Elder)	Marty Baker (Pastor/Elder)	Darren Brown (Pastor)
Richard Dick (Elder)	Dave DuHadway (Elder)	Curt Hammill (Elder)
Gordon Kesting (Elder)	Allen Miller (Elder)	Joe Terry (Elder)

The Meeting opened with prayer at 8:04 a.m. All elders were present for this meeting.

**I. Business**

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting June 5
Pastor Brown/Allen Miller	Care and visitation budget adjustment
Pastor Baker	Staff update
Pastor Brown/Curt Hammill	MPC update; project management plan review
Council	Review elder responsibilities, including communion; review elder contact data
Council/Bob Ashton	Pastor-elder offsite- review agenda, attendees, logistics, etc.

**II. Meeting Notes**

- a. **Minutes.** The Elders approved the minutes for 5 June regular and executive sessions.
- b. **Care and Visitation Budget.** Responding to a request from Pastor Michael Coffey for additional funds, Elders approved staff plan to increase the care and visitation budget up to \$2,000 to cover expenses, especially flowers for sick and funerals. Elders agreed that congregational approval was not needed under the constitution since this amount would not exceed the 10 percent threshold for the ministry area (Deacon/Deaconess - #6200) laid out in our Constitution.
- c. **Staff Update.** Pastor Darren informed the council that the staff had interviewed two candidates for the Women's Ministry Assistant position and expected to make a decision in the coming week.
- d. **Elder Responsibilities.** Elder Richard Dick reviewed the elder responsibilities chart handed out at our last meeting, focusing particularly on the Worship and Prayer Ministries that had been overseen by former elder Dave Pennington. Newly installed elder Dave DuHadway embraced these responsibilities. We explored the potential of realigning the responsibilities of other elders, but made no changes to elder oversight in other areas.

- e. **Master Planning Committee (MPC) Update.** Elder Curt Hammill and Pastor Darren provided an update on the building project. Tansy Schindler, our Construction Liaison, reviewed Elder comments on the draft Project Management Plan and is in the process of incorporating changes. She will meet with Elder Gordon Kesting this week to discuss the risk assessment portion of the document. The next design review (50% design) will be on Tuesday, 27 June, having been delayed because our principal contact at the general contractor, Whitener & Jackson, was ill. The contract for renovating the basement has been signed and work will begin soon.
- f. **Pastor-Elder Offsite.** Elders further developed plans for the offsite planned for Friday, 30 June and Saturday, 1 July at Elder Bob Ashton's home.
- g. The meeting ended with prayer at 11:25 a.m. and was adjourned. The next regular COE meeting is scheduled for Saturday, 15 July at 8:00 a.m. In view of the upcoming Pastor-Elder Offsite 30 June- 1 July, the council elected not to meet as they normally would on 3 July.

Respectfully submitted by  
Allen Miller for Richard Dick,  
Clerk of the Council of Elders