

**Burke Community Church  
Council of Elders Meeting Minutes  
July 15, 2017, 8:00 a.m.  
Discussion Leader: Gordon Kesting**

**Attendees:**

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

The meeting opened with prayer at 8:05 a.m.

**I. Business**

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting 17 June, Pastor-Elder Offsite 30 June-1 July
Council	After-action review of pastor-elder off-site June 30- July 1
Council	Review and scheduling of action items and possible action items from off-site
Pastor Baker/Pastor Brown	Staff update
Pastor Brown/Curt Hammill	MPC update; project management plan review, including schedule; discuss status of trustees
Pastor Brown	Discuss results of attorney review of by-laws
Pastor Baker	Discuss preparations for summer sermon series
Allen Miller	Briefly review budget timeline

**II. Meeting Notes**

- a. **Minutes.** The Elders approved the minutes for 17 June 2017 regular and executive sessions. They also approved the minutes for the 30 June-1 July 2017 pastor-elder offsite. Since the latter deal with matters on which the council has not yet made decisions, the offsite minutes will be stored in the Elder Council Dropbox account. The paragraph below summarizes the offsite discussions.
  
- b. **Pastor-Elder Offsite.** The Senior Pastor and lay elders met for an offsite at Bob Ashton's house on 30 June 2017 and discussed elder responsibilities and staff-elder relationships. On 1 July, the Elder Council and Executive Pastor continued the offsite with the BCC staff directors (Pastors Michael Coffey and Matt Watson). The group reviewed the action items from last year's offsite, noting considerable progress in assimilating visitors new to BCC, including a more effective

Welcome Center, improving the collection of data from new visitors to facilitate later communication, increasing the number of avenues the church uses to communicate with visitors about means of getting more involved and growing, and well-attended one-day Discover Burke classes. The group also discussed the need to improve outreach to college students and young adults. The pastors briefed the council on potential opportunities on the new BCC campus to serve better the BCC family and reach out to the wider community in terms of care, counseling, and missions, as well as the need to strengthen connections and handoff between Next Generation and Adult Generation Ministries. Pastor Darren briefed the group on progress the staff is making in identifying and selecting Wildly Important Goals (overarching goals that cannot be achieved without concentrated attention and that span multiple ministry areas) and preparing potential implementation plans.

- c. **Postponed discussion items.** In view of the crowded agenda, council elected to postpone the off-site after-action review and offsite action items to the 7 August or 19 August meetings, depending on when the Senior and Executive Pastors will be ready to discuss their recommendations as to which action items to implement. Pastor Marty asked to brief the council on future staffing and staff development at the 19 August council meeting. Also, Pastor Darren committed to brief the council in October on the proposed implementation of the results of the review of BCC's by-laws by the church's attorney.
- d. **Staff Update.** Pastor Darren informed the council that he has hired Karen Lee as Women's Ministry Assistant and Pastor Matt has hired Josh Harper as Youth Intern. Pastor Darren informed the council that Pastor Matt Watson reported that the most recent Camp Alpine was the best yet, training about 240 BCC students. Pastor Matt also appreciated the opportunity for himself and Grant Todd to minister together with their wives. Pastor Darren is working with the Next Generation ministry to produce a Camp Alpine video. He also reported continuing progress on updating the BCC Employee Handbook.
- e. **Master Planning Committee (MPC) Update.** Pastor Darren and Curt briefed the council on the Project Management Plan. Council scheduled a discussion of risk management with Pastor Darren and Tansy Schindler, the BCC Construction Liaison, at the 7 August council meeting. The council extensively discussed the process of cost estimation and the optimum relationship between BCC, the architect, and the general contractor. Pastor Darren briefed the council that the contractor has begun renovating the basement in the existing building and appears to be progressing satisfactorily.
- f. **Budget Schedule.** Allen and Pastor Darren briefed the council on the rough schedule for preparing the 2018 budget for congregational approval at the November congregational meeting. Pastor Darren plans to present the proposed budget to the council on 16 September. The council will review the budget and plans to finalize the submission by the end of October.
- g. **Labor Day Council Meeting.** Council elected to move the currently scheduled 4 September meeting to 28 August. Mary Ann Compher scheduled the meeting for Room 202 at 6:30 p.m.

The meeting ended with prayer at 11:25 a.m. and was adjourned.

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