

**Burke Community Church
Council of Elders Meeting Minutes
August 19, 2017, 8:00 a.m.
Discussion Leader: Richard Dick**

Attendees:

Bob Ashton (Elder) Darren Brown (Pastor) Richard Dick (Elder)
Gordon Kesting (Elder) Joe Terry (Elder)

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

I. Business

Discussion Lead	Topic
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Council	Approval of minutes for COE Meeting August 7
Pastor Brown	Discuss Executive Pastor responsibilities
Council/Pastor Baker/Pastor Brown	Discuss after-action review from off-site, including reviewing schedule for discussion of action items and possible action items from off-site
Pastor Baker	Staff update
Pastor Baker	Staffing plan; staff development plan
Pastor Brown	MPC update; project management plan/risk management plan review, including schedule, budget; update on basement renovation

II. Meeting Notes

- a. **Minutes.** The Elders approved the minutes for August 7, 2017 regular and executive sessions.
- b. **Executive Pastor responsibilities.** The council elected to consider this item further when Pastor Marty is present.
- c. **Postponed discussion items.** In view of Pastor Marty's absence, council elected to postpone the off-site after-action review and offsite action items to the 28 August meeting, depending on when the Senior and Executive Pastors will be ready to discuss their recommendations as to which action items to implement. Pastor Marty had previously asked to brief the council on future staffing and staff development at the 19 August council meeting. In his absence, council postponed discussion to 28 August. Richard emphasized that council and staff needed urgently to identify those staff hires which are the highest priorities for 2018 in view of the upcoming budget deliberations. Council also noted the need to decide the priority of future video venue in terms of

budget and future staffing. Pursuant to the video venue discussions, Pastor Darren committed to provide Curt with BCC demographic information as previously discussed. Council advised Pastor Darren that the staff should use the 2017 budget as a benchmark for the 2018 budget proposal, in view of relatively level attendance over the past several months.

- d. **Staff Update.** Pastor Darren highlighted that Kim Grindle, Karen Lee, and particularly Tansy Schindler were doing really well in their new positions.
- e. **Master Planning Committee (MPC) Update.** Pastor Darren briefed the council on the status of the Project Management Plan (PMP) and the Risk Management Plan (RMP). Tansy is reviewing the approved top level budget for incorporation into the PMP. Pastor Darren reported that he and Tansy were still working on the RMP. Pastor Darren reported that the basement renovation was proceeding well, except that the company providing the room divider would be unable to provide the divider on schedule. The staff is looking at various options to complete the fire marshal's inspection, required for occupancy, in time.
- f. **Council role in counseling.** Council discussed counseling roles and noted that church staff has the lead in counseling and that the council as a whole has no role except in cases of church discipline. Individual elders may have roles, working with staff, in counseling individuals based on the elder's relationship to the individual.

The meeting ended with prayer at 11:40 a.m. and was adjourned.

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