

**Burke Community Church
Council of Elders Meeting Minutes
September 16, 2017, 8:00 a.m.
Discussion Leader: Allen Miller**

Attendees:

Marty Baker (Pastor/Elder), Richard Dick (Elder), Dave DuHadway (Elder), Gordon Kesting (Elder), Allen Miller (Elder)

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

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meetings August 19, 28
Pastor Baker	Discuss Executive Pastor responsibilities
Council/Pastor Baker	Discuss after-action review from off-site, including implementation of aspects of the strategic plan (“Strengthen the hub, One church at many locations”) to include more detailed plans and timing for new staff, video venue, accommodating future growth, timeline for implementation of the care and counseling center, and impacts to 2018 budget for any of these activities
Pastor Baker	Staff update
Pastor Baker	Staff development plan
Allen Miller	Budget discussion (changes from the previous year; staffing increases; capital improvements; revalidation of income/giving assumptions)
Curt Hammill	MPC update; project management plan/risk management plan document reviews, including schedule, budget
Dave DuHadway	Pastor Appreciation

II. Meeting Notes

- a. **Minutes.** The Elders approved the minutes for August 19 and 28, 2017 regular and executive sessions.
- b. **Executive Pastor responsibilities.** The council elected to consider this item further when Pastor Brown is present. The council also authorized BCC staff to begin the search for a new Worship Assistant to come aboard in 2018 to help with worship in children and youth meetings and to

substitute for Pastor Brown in selected adult services to his reduce workload and create margin for him to fulfill his Executive Pastor responsibilities. Council established the proviso that the staff will not expend significant funds toward the hiring until after the congregation has approved a budget for 2018.

- c. **Postponed discussion items.** In view of Pastor Brown's absence, council elected to postpone the off-site after-action review and offsite action items to a later 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 committed to present to the council a staff development plan at a later meeting. Allen urged that staff ensure that the Worship Assistant position was in fact the most urgent hiring action for the church, particularly in view of ongoing budget discussions.
- d. **Budget.** Pre-decisional budget discussions are covered in Executive Session minutes.
- e. **Staff Update.** Nothing significant to report.
- f. **Master Planning Committee (MPC) Update.** Council postponed discussion until Pastor Darren and Curt could be present.
- g. **Pastor Appreciation.** Dave briefed the council on preparations for upcoming Pastor Appreciation ceremony scheduled for October 8, 2017. Since Dave will be out of town, he will ask Bob to lead the observance.

The meeting ended with prayer at about 11:00 a.m. and was adjourned.

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