

**Burke Community Church
Council of Elders Meeting Minutes
October 19, 2020, 6:30 p.m.**

Discussion Leader: Dave McKernan

Attendees:

Ben Allen (Elder), Bob Ashton (Elder), Marty Baker (Pastor/Elder), Michael Coffey (Pastor), Dave DuHadway (Exec Director), Steve Knight (Elder), George Lare (Elder), Dave McKernan (Elder), Paul Schmidt (Elder)

The meeting opened with prayer at 6:35 p.m.

I. Business

Agenda:

Discussion Lead	Topic
Council	Approve minutes of Oct 5, 2020 elder meeting
Michael Coffey	Qualifications for IRS Housing Allowance
Paul Schmidt	Status of DTS discussions, Land Use. Construction Liaison report, Renovation of old bldg. Parking expansion
Dave McKernan	Budget status
Ben Allen	Review Congregation Meeting Preparations
Council	Pastor Appreciation Sunday, Nov 1
Pastor Marty	Staff update

- a. **Minutes.** Elders approved the minutes of the Oct 5, 2020 Council of Elders (COE) meeting.
- b. **IRS Qualifications.** The topic was initiated to determine whether Dave DuHadway qualified for the ministerial housing exemption under the IRS rulings. Based on legal review and additional research) the COE determined that Dave meets at least 4 of the 5 requirements. His licensing will be accomplished by a letter from the COE to Dave. (for more information, see https://digitalcommons.cedarville.edu/business_administration_publications/102/)
- c. **Construction Update:** Renovations are proceeding in the old sanctuary. The COE approved funding for new LED lights with protective cages above the gym floor. New lights are a lower cost option compared to upgrading old fixtures and maintenance of older designs. The Risk study associated with runoff into Burke Lake due to construction of the new building has been

completed. Based on the study, the COE agreed to reduce the risk dollars associated with any potential clean-up fees. There are still a number of “blue tape” markers in the new building for punch list items and minor clean-up. Dick Riordan will make a push to have them cleaned up. The Land Use discussion with FFX regarding sharing our facility with Dallas Theological Seminary is proceeding. The initial request has been withdrawn and a new request will be submitted soon. Elders agreed we should initiate contact and host a tour of our new facility with our neighbors and discuss this DTS use. The cost to BCC to submit the new request will be approx. \$20,000, to include attorney fees and civil engineering estimates. Hopefully a FFX approval will be seen within three months.

- d. **Budget.** The 2021 budget includes 12 months of funding for a new Communications Director (Greg Triplett) and a Worship Pastor (as yet unhired). It does not include paid support for a potential Safety Director or a communications assistant (currently Ellie DuHadway). The 2021 budget is projected to be 2% higher than 2020. We are expecting 10% growth in health costs, which leaves limited growth for salary increases. Dave McKernan will produce slides for the Congregation Meeting. Discussions on potentially changing the fiscal calendar (Jan – Dec versus July-June) will be deferred until early 2021. It does not affect the 2021 budget approval.
- e. **Congregation Meeting.** Originally planned for 22 Nov, the meeting will be held 15 Nov, immediately after the second service. Main topics will include ministry and staff updates along with proposed 2021 budget. Due to COVID, viewing of the Congregational Meeting will be available on-line, and ballots will be available for attendees at the 1st and 2nd services who may not be able to stay for the meeting.
- f. **Staffing.** Pastor Appreciation Sunday is 1 November. Ben to coordinate flowers and gift cards for the pastors. The rest of the staff will be called out in early 2021. Greg Triplett to visit in mid-November with a start date the first week of January. We are continuing to research applicants for worship pastor. Pastor Marty will be forced to cancel his spring trip to Israel as COVID has caused Israel to close their borders to tourist trips.

Following a closing prayer, the Council adjourned at 9:30 p.m.

Respectfully submitted,

Ben Allen
Clerk of the Council of Elders