

**Burke Community Church
Council of Elders Meeting Minutes
October 2, 2017, 6:30 p.m.
Discussion Leader: Curt Hammill**

Attendees:

Marty Baker (Pastor/Elder), Darren Brown (Pastor), Bob Ashton (Elder), Richard Dick (Elder), Curt Hammill (Elder), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 6:40 p.m.

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting September 16, 2017
Pastor Brown/Allen Miller	Budget discussion (budget cap; changes from the previous year; staffing increases; capital improvements; revalidation of income/giving assumptions)
Council	Congregational Meeting- information meetings, bulletin announcements, initial agenda inputs
Council/Pastors Baker and Brown	Discuss results from off-site, including more detailed plans and timing for new staff, video venue, and impacts to 2018 budget for any of these activities
Pastors Baker/Brown	Discuss Executive Pastor responsibilities
Council	Request by congregant to attend Council meeting
Pastor Brown/Curt Hammill	MPC update; project management plan/risk management plan document reviews, including schedule, budget
Bob Ashton	Pastor Appreciation

II. Meeting Notes

- a. **Minutes.** The Elders approved the minutes for September 16, 2017 regular and executive sessions.
- b. **Executive Pastor responsibilities.** The council reviewed Pastor Darren's proposed sabbatical plan, approved the plan for four week sabbatical to commence 17 October, and authorized the expenditure of up to \$3K toward sabbatical expenses per the church's pastoral sabbatical policy. The Council asked the pastors for expectations concerning Executive Pastor attendance at Council meetings.

- c. **Off-site after-action review and off-site action items.** Pastors committed to present a plan of action and final staff development plan by the first Council meeting in February 2018. Council noted that the delay was appropriate in view of Pastor Marty's school requirements, Pastor Darren's upcoming sabbatical, and preparations for holiday services and outreaches.
- d. **Budget.** Pre-decisional budget discussions are covered in Executive Session minutes.
- e. **Congregational Meeting.** Council requested Pastor Darren provide a list of current members to establish a quorum count. Council agreed to finalize the agenda for the 19 November congregational meeting at the 21 October Council session.
- f. **Staff Update.** Nothing significant to report.
- g. **Master Planning Committee (MPC) Update.** Pre-decisional item covered in Executive Session minutes.
- h. **Congregant request to meet with Council.** Covered in Executive Session minutes.
- i. **Pastor Appreciation.** Bob briefed the council on preparations for upcoming Pastor Appreciation ceremony scheduled for October 8, 2017.

The meeting ended with prayer at 10:45 p.m. and was adjourned.

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