

**Burke Community Church
Council of Elders Meeting Minutes
November 21, 2020, 8:00 a.m.**

Discussion Leader: Ben Allen

Attendees:

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

I. The meeting opened with prayer at 8:02 a.m.

II. Business

Discussion Lead	Topic
Council	Approve minutes of Nov 2, 2020 elder meeting and Congregational Meeting on 15 Nov.
Paul Schmidt	Status of DTS discussions, Land Use. Construction Liaison report, Renovation of old bldg.
Dave McKernan	Budget – any year end actions necessary?
Bob Ashton	Review Congregation Meeting – any take-aways to improve
Ben Allen	Year end calendar review, discuss holiday events
Pastor Marty	Staff update

- a. **Minutes.** Elders approved the minutes of the Nov 2, 2020 Council of Elders (COE) meeting and the minutes of the Congregation Meeting held Nov 15, 2020.
- b. **Building Status.** Completion of the building refurbishment is still scheduled to be complete on or about Dec 15, though punch list items and audio-visual work will remain after the occupancy date. The punch list in the new building needs another push to be completed. The zoning presentation briefing has been completed by the lawyers and is prepared to go to the Fairfax County board to request DTS occupancy. The plan also includes an additional 30-40 parking spaces. It was recommended to request bids to build out the basement rather than award a sole source ECP to Whitener-Jackson. WJ can still compete for the work. This may provide a cost savings to BCC. The COE agreed to ask Intec to initiate the bidding process for basement work. It is expected that the awarding of the effort will occur about the same time as approval by FFX. Dave D to contact Intec.
- c. **Budget.** Dave DuHadway presented a monthly status on the church finances. The church is planning to move our credit cards from MB&T bank to United Bank, consistent with our mortgage. Dave reviewed our upcoming mortgage: BCC is approved for

\$7.75M at 3.98%, with a balloon payment due after 7 years. The actual mortgage will be closer to \$5.5M, with additional payments being made toward the principal to reduce the refinancing balance at 7 years.

As we approach year-end actions, the COE agreed with the expectation that the Mission Budget will allocate their budget, even if that results in outlays greater than 13% of giving. Benevolence currently has about \$75K in designated offerings. In the past, benevolence payments have been made based on requests. Given the impact of COVID, BCC may be more pro-active in augmenting Mission support toward needs by local organizations such as LCAC, Lamb Center, etc.

- d. **Congregation Meeting Hot-Wash.** The meeting went well; a quorum was achieved without the use of absentee ballots. Questions were supportive and informative, not at all accusatory. The use of a fixed microphone for questions worked well. Kudos to the staff for the changes that they have made in 2020 to work within COVID restrictions. The giving by the congregation has been superb as briefed at the meeting. Following the meeting, the elders should be more pro-active to mingle with the congregation to be available to answer questions that may not have been asked during the Q&A opportunities. This meeting should be the last meeting with a building report. Next meeting, we recommend that one of the elders provide some vision casting from the COE perspective.
- e. **Year-end Activities.** As briefed, in January BCC will move to three services each Sunday at 8, 9:30, and 11:00. We are planning to hold four services on Christmas Eve. Life Groups have been encouraged to hold small, caroling events. Pastor Marty will begin a study of Revelation on Sunday evenings, beginning January 10.
- f. **Staffing.** Froot Group continues to look for Worship Pastor candidates, though the most recent two candidates did not impress our team. Fortunately, our worship team continues to lead with excellence.

Following a closing prayer, the Council adjourned at about 11:05 a.m.

Respectfully submitted,

Ben Allen,
Clerk of the Council of Elders