

**Burke Community Church
Council of Elders Meeting Minutes
November 17, 2018, 8:00 a.m.
Discussion Leader: Allen Miller**

Attendees:

Pastor Marty Baker (Pastor /Elder), Pastor Darren Brown (Pastor), 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	Approve minutes of November 5, 2018 meeting
Pastor Marty	Plan to encourage pledge fulfillment
Richard Dick	Finalize candidates for 2019 Elder Nominating Committee
Council	Review plan for November 18, 2018 congregational meeting- agenda, slides
Dave DuHadway	Train Council on Robert's Rules of Order, review draft resolutions for congregational meeting
Council	Schedule elder hail and farewell; discuss areas of oversight and new elder integration
Pastor Darren	Review Construction Liaison report
Council	Discuss sabbatical policy
Pastors Marty, Darren	Schedule presentation of BCC security plan to Council
Pastors Marty, Darren	Staff update

II. Meeting Notes

- a. **Minutes.** Elders approved the minutes of the November 5, 2018 Council of Elders meeting.

- b. **Pledge fulfillment.** The Council noted that, while 91%-92% of the total amount pledged had been given, a significant percentage of those who pledged had not yet fulfilled their pledges. Allen recommended letters be sent to individual givers concerning the status of their pledge fulfillment. He further noted the positive news that giving per attendee had risen to approximately \$61 per Sunday. The Council noted that unfilled positions and filling positions with new, thus less experienced candidates had helped keep expenses below giving. The pastors will send out letters to those who have and who have not fulfilled their pledges and will address pledge fulfillment from the platform.

- c. **Elder Nominating Committee.** The Council agreed to recognize the outgoing members of the 2018 Elder Nominating Committee (Vince Crum (chair), Carol McFadden, Mary Anne McKernan, Chuck Key, and Ron Hawthorne) and agreed to nominate to the congregation the 2019 committee members (Chuck Key, Ron Hawthorne, Brenda Hammill, Anita Homburg, and Joe Wojtyna). Additionally, the Council recommended that the pastors announce new elder candidates from the pulpit in the two weeks prior to a congregational meeting in order to increase the visibility of the elder election and to help the congregation become better acquainted with the candidates.
- d. **Congregational meeting.** The Council reviewed the slides and assigned responsibilities for the congregational meeting. Dave trained the staff on procedures to be followed during the meeting in order to be consistent with Roberts' Rules of Order, while noting that he would address the rules again and present text of required resolutions before the upcoming special congregational meeting.
- e. **New Elder integration.** Richard emphasized that elders needed to come alongside the staff they oversaw, contacting them regularly. The Council reviewed the areas of oversight and agreed to discuss those areas of oversight at the first meeting with the new elders. Gordon noted that, following discussions between the Ashtons and the Kestings, the latter would likely host the elder hail and farewell in January 2019.
- f. **Construction Liaison report.** Pastor Darren noted that warming blankets, required to help concrete cure in winter weather, would likely cost up to \$50K. He notified the Council of another PCO that would require Council approval (\$12K). The Council agreed to alert the congregation to the potential need to raise the ceiling for total authorization above \$17.2M in 2019. Pastor Darren noted that Steffani Mears, Director of Operations, had asked how the \$800K the elders had agreed to allocate to the new building should be accounted for in the building budget. The Council directed Steffani via Pastor Darren to move \$800K from the General Fund to the Building Fund in December 2018.
- g. **Sabbatical policy.** Richard asked the pastors to review the existing policy and to discuss with the Council how better to structure their sabbatical planning in view of the policy. He also asked them to contemplate any changes they considered desirable in the policy.
- h. **Security Plan.** The pastors committed to provide the Council a draft plan in January 2019.
- i. **Staff update.** The pastors briefed the Council on their recent trips to interview potential candidates for Worship Assistant. Neither of the interviewed candidates proved to be the right fit for the position. The Froot Group continues to search for appropriate candidates. They also briefed the Council on two solid candidates for High School Director.

The Council adjourned the meeting following a closing prayer at 12:10 p.m.

Respectfully submitted by

Richard Dick,

Clerk of the Council of Elders