

**Burke Community Church  
Council of Elders Meeting Minutes  
June 16, 2018, 8:00 a.m.  
Discussion Leader: Gordon Kesting**

**Attendees:**

Bob Ashton (Elder), Darren Brown (Executive Pastor), Dave DuHadway (Elder), Curt Hammill (Elder), Gordon Kesting (Elder), Allen Miller (Elder)

The meeting opened with prayer at 8:07 a.m.

**I. Business**

Discussion Lead	Topic
Council	Approve minutes for COE Meeting June 4, 2018
Pastor Darren/ Governance Subcommittee	Brief Council on results of June 13, 2018 meeting with BCC lawyer
Curt Hammill/Pastor Darren	Brief Council on results of June 7, 2018 meeting with INTEC owner; append minutes to June 16, 2018 executive session minutes
Strategic Planning Subcommittee	Update Council on progress
Pastor Darren	BCC security plan
Pastor Darren	Review report of Construction Liaison

**II. Meeting Notes**

- a. **Minutes.** Elders approved the final version of the minutes from the June 4<sup>th</sup> meeting.
- b. **Governance Subcommittee.** Curt reported that the Elder subcommittee—composed of Joe, Richard, and himself along with Pastor Darren—met with BCC’s lawyer to discuss our lawyer’s proposed changes to BCC’s constitution. Curt read from his draft minutes—which he will update based on Elder feedback—and asked they be included in the Executive Minutes.
  - a. The subcommittee plans to have final draft of the revised constitution along with an explanatory document by mid-August as a prelude to a congregational meeting tentatively scheduled for 23 September. New and existing members will then need to sign a membership covenant under the constitution and statement of faith of our newly reconstituted church.
  - b. The subcommittee invited Allen to meet with Director of Operations Steffani Mears, Bookkeeper Erin Sniffin, and Treasurer Brian Buchanan to discuss the expanded role of the Treasurer under the new constitution. Among other questions were whether the Treasurer should be a lay person (as currently), a staff person, or an Elder, whether the treasurer can delegate authority, and whether this person should be bonded.

- c. **INTEC Meeting.** Curt provided a summary of the 7 June meeting to review BCC's concerns with INTEC, our architects, and will finalize minutes with input from Pastor Darren, Bob, and Gordon, who also attended. These minutes are appended to the Executive Minutes.
- d. **Construction Liaison Report.** Tansy Schindler attended the meeting to update the elders on construction issues, especially regarding two pending change orders requiring elder approval. Elders approved the first change order (#9) that covers structural and firewall changes largely in response to Fairfax County permitting review. A second, larger change order should be delivered to BCC in the next two weeks.
- e. **Strategic Planning.** Dave briefed the elders on the review by the Elder subcommittee on strategic planning (consisting of Gordon, Bob, and Dave along with Pastor Darren), saying they had focused on several pillars still being developed: financial, gather/grow/go (mission), internal (staffing, etc.), and resources (building, offsite venue). Gordon noted they will be including a SWOT analysis (strengths, weaknesses, opportunities, and threats). The committee will meet again on 11 July.
- f. **Updated Security Plan.** Elders deferred this issue to next meeting because the staff is continuing to develop the plan.
- g. **Ministry Update.** Pastor Darren provided an update on the search for a worship associate as well as a youth pastor.
- h. **Offsite.** The annual Elder strategic planning meeting with selected staff will be 17-18 August.
- i. **Culture.** Elders discussed the Fairfax County School Board's recent approval of changes to the Family Life Education program guidelines to promote unbiblical principles regarding sexuality despite opposition from BCC members and other churches. The council discussed ways of equipping the body to engage the culture.

The Elder meeting adjourned following a closing prayer at 11:47 a.m.

Respectfully submitted by  
Allen Miller for  
Richard Dick,  
Clerk of the Council of Elders