

**Burke Community Church  
Council of Elders Meeting Minutes  
August 28, 2017 at 6:30 p.m.  
Discussion Leader: Pastor Marty Baker  
Conference Room**

**Attendees:**

Marty Baker (Pastor/Elder), Dave DuHadway (Elder), Bob Ashton (Elder), Curt Hammill (Elder), Gordon Kesting (Elder)

The meeting opened with a prayer time at 6:45pm

**I. Business**

<b>Discussion Lead</b>	<b>Topic</b>
Council	Approval of minutes for COE Meeting August 19
Pastor Baker/Pastor Brown	Discuss Executive Pastor Responsibilities
Council/Pastor Baker/Pastor Brown	Discuss after-action review from offsite including reviewing schedule for discussion of action items and possible action items from offsite
Pastor Baker	Staff Update
Pastor Baker	Staffing plan including critical near-term staff hires; staff development plan
Pastor Brown	MPC update; project management plan/risk management plan document reviews, including schedule, budget; update on basement renovation

**II. Meeting Notes**

**a. Approval of August 19 Meeting Minutes**

Allen Miller and Bob Ashton will provide Richard minor comments to the August 10 minutes prior to final approval.

**b. Discussion of Executive Pastor Responsibilities**

Discussion was continued from the previous meeting about the role and responsibilities of the Pastor Brown as the Executive Pastor while still playing a significant role in the Worship ministry. This discussion was held in the context of ensuring a more balanced workload for Pastor Brown and identifying future staff hiring needs.

**c. Discussion of Action Items from July Offsite**

Agenda item at the September 16 COE meeting will be to discuss the implementation of aspects of the strategic plan (“Strengthen the hub, One church at many locations”) to include more detailed plans and timing for new staff, video venue, accommodating future growth, timeline for implementation of the care and counseling center and impacts to 2018 budget for any of these activities.

**d. Staff Update**

Nothing significant to report on Church Staff. On the Deaconate Dave Greenwood has taken over from Tim Lambert for the physical needs position in coordination with Michael Coffey and Bob Ashton. Formal announcement of this change will be done at the November congregational meeting.

**e. Staffing Plan**

Future staffing needs will be discussed as part of topic c above.

**f. Master Planning Committee Update**

Church sign designs are being evaluated. Air conditioner fencing reconstruction is still being worked.

Pastor Marty will send a letter to the congregation summarizing the status of the capital campaign and building project as presented at the May congregational meeting in terms of pledges to date, projected cost of project, and the anticipated loan amount and encouraging congregants to prayerfully consider contributing.

**g. 2018 Budget**

The first step in the 2018 budgeting process is to provide draft ministry budgets to the COE on September 11 to be discussed at the September 16 COE meeting. Focus of discussion will be one the big changes from the previous year, staffing increases, and capital improvements. At the same meeting the COE will revalidate income/giving assumptions. A detailed budget will be prepared during October for finalization leading to presentation and approval at the November Congregational meeting. Final Capital campaign figures will to be presented at the Congregational meeting which will outline progress towards giving and pledges which will factor into the discussion on the loan amount required for the new building.

**III. Pastoral Care**

Pastoral Care items are included in the Executive Minutes

Meeting ended with closing prayer at 9:00pm

**IV. Upcoming Calendar/Action Items:**

September 3, 2017 – Communion Sunday

Begin to consider potential Elder Nominating Committee members

Review results of attorney by-law review (October)

Next 2 Council Meetings:

- Saturday – September 16 at 8:00 a.m. (Allen Miller lead)
- Monday – October 2 at 6:30 p.m. (Curt Hammill lead)

Respectfully Submitted,  
Gordon Kesting (Elder)  
for Richard Dick (Clerk of the Council)