

The New Bluffton Worship – Board Minutes

Date: Sunday, June 7, 2026

Time: 11:45 AM

Location: New 101 Unit

1. Call to Order & Opening Prayer

Board President Jeff Jones opened the meeting with prayer.

All board members were present along with:

- Pastor Daniel Burbage
 - Executive Minister Monica Barracks
 - Administrative Assistant Mary Martinez
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2. Approval of Minutes

The minutes from the previous meeting were reviewed.

- **Motion:** Approve minutes as presented
 - **Second:** Kay Hallman
 - **Vote:** Unanimous approval
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3. General Discussion – Agenda & Meeting Dates

A board member suggested including upcoming meeting dates at the end of each agenda or minutes

4. Pastors' Reports

4.1 Staff Trip to Orlando

- Staff and youth will travel to Orlando on June 8 for a combined youth trip & staff development experience.
- 12 youth attending; strong adult-to-student ratio.
- Some family members will join portions of the trip for support.

4.2 Pastoral Care

- Several significant pastoral care situations occurred recently, ranging from health issues to family crises.
 - Summer season is busy; staff expressed fatigue but also gratitude for ministry impact.
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5. Finance Discussion – Compensation for Hourly Staff on Youth Trip

Mary was asked to step out briefly due to HR-related discussion.

Key Issue:

How to legally and ethically compensate employees Mary & BJ during the upcoming 4-day youth trip.

Discussion Highlights

- Federal labor standards require payment for all hours in which employees are responsible for youth, including supervision, activities, emergencies, and overnight responsibility.
- Board agreed this likely equates to **20 hours/day** (allowing 4 hours for sleep).
- BJ will exceed his 20-hour weekly schedule, but this is permissible for a one-time special event.
- Mary may choose **either**:
 - Overtime pay **or**
 - Compensatory time off (within legal limits)
- Board agreed this is **not** a policy precedent; the employee handbook will address future standards.

Outcome

- Pastors will communicate the compensation plan to Mary before departure.
 - Staff must track and submit all hours worked.
 - Thursday hours will be calculated from 6 AM until return/unloading.
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6. Bright Minds Preschool – Tenant Transition

Pastors Daniel & Monica met with the Bright Minds owner who responded positively and understood the need to vacate by **August 31, 2026**.

Board Discussion

- Pastors proposed forgiving July & August rent to help Bright Minds transition.

- Board raised concerns about accountability and ensuring timely move-out.
- A conditional forgiveness model was suggested:
 - Rent for July & August would be **suspended**, but
 - **Forgiven only if** Bright Minds fully vacates and leaves the space in good condition by **August 31**.
- Board also noted the need to include removal of the Bright Minds van from the property.

Outcome

- **Jeff will draft an email** to the board with proposed language.
 - Board will vote via email once language is finalized.
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7. New Building / Renovation Updates

7.1 Contractor Updates

- **Fraser Construction** submitted a bid (~\$277k). Board consensus is to move on from them.
- **Kendrick Construction** visited and offered a more streamlined, practical approach:
 - Believes many elements may not require permits.
 - Suggested inviting a Bluffton inspector to confirm what truly needs permitting.
 - Proposed completing the project in phases (e.g., stage first, then AV booth).

7.2 Building Owner Conversation

- Building owner **Phil** offered to connect the church with a contractor he trusts.
- He affirmed that improvements benefit both parties and expressed desire to help.
- He noted that rent will eventually increase due to rising regime fees.

7.3 Phased Renovation Approach

Board expressed strong support for:

- Completing the **stage** first
- Then the **AV booth relocation**
- Then remaining improvements in manageable segments

This approach:

- Reduces disruption
- Speeds progress
- Helps with congregational communication
- Hopefully avoid construction during Christmas season

7.4 Congregational Update

Board agreed a mid-summer update is needed to address questions about:

- Timeline
 - Costs
 - Seating capacity
 - Contractor selection
 - Vision for the space
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8. New 101 Children & Youth Space

Mary provided an update on the new children/youth area:

- Space is cleaned, painted, and nearly ready.
 - Layout includes:
 - Check-in lobby
 - Nursery/toddler room with observation window
 - Large children's classroom
 - Kitchen
 - Bathroom
 - Youth lounge area
 - Office for Mary & BJ
 - Garage storage area
 - Goal: Move children's ministry into the new space soon and host an open house for the congregation.
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9. Bylaws Review

The board began its systematic review of bylaws.

- **Article I – Name & Incorporation**
No changes recommended.
 - **Article II – Purpose**
Discussion about whether the church should retain the clause prohibiting attempts to influence legislation.
Board will revisit and consult the original attorney if needed.
 - **Article III – Core Beliefs**
Daniel requested updating language to reflect Trinitarian phrasing ("Father, Son, Holy Spirit").
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10. Organizational Structure & Team Responsibilities

Jay led discussion on refining the church's organizational chart and team structures.

Key Points

- Current list of teams is large; consolidation may improve clarity and communication.
 - Some teams may become **sub-teams** under broader ministry areas.
 - Goal:
 - Clear team descriptions
 - Defined authority levels
 - Better communication pathways
 - Succession planning
 - Pastors will meet with team leads to gather input before finalizing structure.
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11. Congregational Update Planning

A full congregational update will be planned for August (exact date TBD).

Topics will include:

- Renovation progress
 - Financial mid-year report
 - Ministry updates
 - New children/youth space
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12. Parking Lot Items

- Security team development and plans
 - Employee handbook
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13. Closing

Meeting closed with prayer. Next meeting is set as a Zoom for June 16 but may be changed due to schedule conflicts of some board members.

Action Items Summary

Action Item	Assigned To	Due Date
Communicate compensation plan to Mary & BJ for Youth Trip (20 hours/day model; option for pay or comp time for Mary)	Daniel & Monica	Before trip departure
Ensure Mary & BJ track and submit all hours for the youth trip	Staff / Finance	Immediately after trip
Draft conditional rent-forgiveness letter for Bright Minds and send to board for approval & include van removal	Jeff	ASAP
Assess any tech needs and costs for Unit #101	Mary	ASAP
Notify Fraser Construction that the church is moving on	Daniel	This month
Continue conversations with Kendrick Construction and Phil's contractor. AV company quotes needed.	Daniel +Design Team	Ongoing
Prepare congregational update plan and date	Jeff & Pastors	By next board meeting
Prepare children/youth space for move-in and schedule open house	Mary & BJ	June/July
Continue bylaws review	Board	Next meeting
Develop draft organizational chart & team structure proposal	Pastors + Jay	Before next meeting
Update finance process documents for team spending & approvals	Mike	Summer 2026
Review strategic planning goals from prior years	Jay & Board	Summer 2026