DRAFT MINUTES OF THE LAKE LEON BAPTIST CHURCH COUNCIL MEETING
NOVEMBER 3, 2026

The normally scheduled meeting of the Lake Leon Baptist Church Council was held on November 3, 2026 in the Church office. Council member attendees included Tommy Bowling, (via Zoom), Blake Briscoe, Loretta Key, David Redwine and Ron Holliday. Pastor Shaun Chastain and Flint Knight, attended as well. There being a quorum in attendance, the meeting began at 5:30 following a word of prayer offered by Shaun.

TOPIC 1 – Loretta opened with a word of prayer.

TOPIC 2 - Agenda
Ron added a three-part item to the agenda – "Policy issues regarding reimbursements for business expenses, personal milage reimbursements and adoption of Accountable Reimbursement Plan". Blake added two items – "use of flyers for Church advertising potential Wednesday evening meals". Members approved the amended meeting agenda as well as the stated meeting purpose and desired meeting outcome statements on the agenda.

TOPIC 3 –Visitor comments
No visitor member comments.

TOPIC 4 – Approval of the October 6, 2024 meeting minutes
David moved to approve the minutes, Loretta seconded, affirmative vote unanimous.

TOPIC 5 – Financial presentation
A financial report for the past month has not been completed. Discussion evolved regarding Laura Robertson's role in financial presentations both at Church Council and Church business meetings. By consensus, (Shaun in agreement) Shaun was asked to see if Laura is comfortable making the financial reports at business meetings. If she is agreeable, she will make the reports henceforth

TOPIC 6 – Ratification of Pastor and Staff Appreciation Awards
Ron apologized for not adequately clarifying the appreciation awards at the last Council meeting. He expressed appreciation to Blake for his good follow up at the October 25 service wherein the awards were made. The awards were as follows – Shaun, $1,000. Braden, Kippy and Manny, $500 each.

After considerable discussion, Tommy moved that henceforth, a special offering will be taken on the second Sunday in October to be awarded to the Church Ministerial Staff the following Sunday. The third October Sunday will thus be deemed "*Ministerial Appreciation Sunday*". The special offering will be given to the "Church Ministers" comprised of The Pastor, and the Ministers of Music, Youth and Children. The offering will be divided as follows – 40% to the Pastor and 20% each to the other three ministers. Loretta seconded the motion which carried unanimously.

TOPIC 7 – Increased Insurance Coverage

The Council was pleasantly surprised at this year's $3,000 drop in the Church's annual insurance premium. In response to the Council request, Shaun acquired quotes from the Church's insurance carrier, Church Mutual, for additional "Management Protection Liability Coverage" beyond the Church's present coverage of $100,000. The quote to raise the limit to $500,000 is $72 per year and $114 per year to raise the limit to $1,000,000. This also raises the "Church asset coverage" to $3,000,000. David moved to increase the coverage to $1,000,000 for "management liability" and $3,000,000 for "asset coverage". Tommy seconded the motion which unanimously carried.

Considerable discussion ensued regarding the need to address insurance coverage for the" Safety Team" contemplated to be put in place via adoption of the Church Safety Plan (see item 10). All agreed to wait until the Safety Plan gels and is adopted by the Congregation to fully address the insurance coverage needs. Flint agreed to research applicable insurance carriers.

TOPIC 8 – Staff Employment Contracts`

Loretta will complete the staff employment contracts which were approved by the Congregation as part of the "Annual October Business Meeting". The contracts will be ready for formal adoption at the December 1 Church Council meeting. Shaun will research the "employment status" of custodian, Nancy Delaughter. Is she a Church employee or contractor?

TOPIC 9 – BSM & Wednesday Youth "Coverage" Report

Shaun reported that "coverage" for Wednesday Youth and BSM gatherings including meal provisions has been very smooth with no reported problems. David agreed since he and Libby have been involved. Shaun emphasized that the Church will reimburse costs for meat for the meals upon request.

TOPIC 10 – Review of the Church Safety Plan and Committee Recommendations

Flint Knight reviewed a detailed draft of "*Church Safety Team Standard Operating Procedures"* which are contemplated to be "*the backbone*" of the Church Safety Plan. Ron commented on the need to meld the Safety Plan with the Facilities Plan Tommy is working on. Flint also discussed a proposed "Handgun Policy" which will also be part of the Plan. The Council thanked Flint for his good work and agreed to continue to work toward bringing the plans to fruition.

TOPIC 11 – Policy and Procedure Manual Development

Shaun presented an excellent first draft of a manual.

TOPIC 12 – Three Items Suggested for Congregation Approval

The Council agreed the following issues should be adopted by the Congregation;

- "Paid Time Off Matrix" which is contained in the 2027 Staff Employee Contracts
- Adoption of the personal vehicle milage reimbursement policy following IRS guidelines
- Adoption of the IRS mandated Accountable Reimbursement Plan for non-profit organizations

TOPIC 13 – Use of "Flyers" Advertising Church Activity

Blake discussed a low-cost alternative advertising tool available by the U.S. Postal Service. By identifying a specific locale such as "The Lake Leon Area" an entity can have the Postal Service deliver a "flyer" for about $150. By consensus, the Council agreed to use the upcoming "Community Thanksgiving Meal" as an experiment to see if this might be an effective marketing tool for the Church. Shaun will follow up.

TOPIC 14 – Suggestion to Consider Provision of a Wednesday Evening Meal

Blake suggested the Church consider providing a Wednesday meal prior to the Wednesday evening service. Several ideas were discussed regarding how the meal might be provided, such as a simple catered meal.

TOPIC 14 – November 8 Business Meeting Issues

Lottie Moon Target – The Council recommends a giving target of $4,000

Ron will present the three items discussed in Meeting Topic 12

Shaun announced Carol Marlow has submitted her resignation from nursery duty effective December 31

WHAT, WHO, WHEN CHART

WHAT	WHO	WHEN
Final approval of 2027 employment staff contracts	Loretta/All	December 1 meeting
Continue contemplation of Church Safety / Facilities Plan(s)	Flint/All	December 1 meeting
Laura making financial presentations?	Shaun	November 8 Bus Mtg
Is Nancy Delaughter an employee or contractor?	Shaun	December 1 meeting
Continue fleshing out the Policy & Procedure Manual	All	December 1 meeting
Put indefinite hold on scholarship grants	All	Indefinite
Schedule Crisis Center Church Presentation	Shaun	Soon!

MEETING CRITIQUE

WHAT COULD BE BETTER? **WHAT WORKED WELL?**

All good All good

Blake moved for the meeting to end, David seconded, affirmative vote ensued.

MEETING ADJOURNED AT 7:02