

## Meeting Minutes

### CBCGB Board of Elders (“BoE”) December 3, 2022

**Present:** Chaw-Bing Chang, KC Chu (CBE chair), Yuguang He (BoE secretary), Paul Huang (BOE chair), Juta Pan (Senior Pastor), Jianglin Liang (Deputy BoD head), Ji-yong Wang, Ruike Wang

**Invitees:** Elbert Chang (secretary of the church), Patrick Chen (minister), Paul Lowe (HR), Ye Tang (BoD head new elect)

**Date/time:** 09:00 - 12:20, December 3, 2022

**Location:** Hybrid meeting (zoom)

#### Opening prayer (Paul)

#### Brief sharing (Jiyong)

- Sermon trainings through the help of pastors and elders at COM, MetroSouth, etc
- Challenges each each time in preparation, dwelling in the scriptures and meditating over them
- At the same time, leading bible studies with Elder Chaw-Bing at MIT fellowship, helping young brothers and sisters grow
- Grew more when dealing with struggles among fellowships
- After relocating to a new place since summer, having invited brothers and sisters over for fellowship, sharing God’s blessings and giving thanks to God, using the new dwelling place as a place used for the service of God, especially to those young people in need. The new place has even blessed our family as well by helping our daughter in find out her calling
- Our family has been growing as well in this new year while facing all the challenges in the Lord, making me more humble before the Lord. The Lord is faithful all the way.
- Need prayers for our family and caregiving ministries

#### Update for the state of the church-Major events and developments of the whole church (Juta)

- General situation
  - Attendance in CB and COM remained stable, in person reaching 70-80% of the total
  - CM attendance in person reaching 60% of the total of about 550
  - Many in-person Thanksgiving gatherings - another outreach for attendance explosion?
  - The number served in luncheon service in Lexington increased more than 300, cautioning about the exhaustion of the kitchen coworkers
  - CM fellowship attendance remained stable
- November Events
  - CM

- 11/20: Child dedication with 4 families
    - At least 13 fellowships held Thanksgiving gatherings
  - ChM
    - 11/27: Delivered gifts to neighbors
  - CB
    - 11/20: 6 youths were baptized as part of the worship service
    - 11/20: Thanksgiving gathering of the entire congregation
    - 11/18: Thanksgiving banquets by Charis and ICF
    - 11/27: Child Dedication with 2 kids from the same family
  - YM
    - Two SS started, one for senior high and other other for junior high
    - 11/27: Passion night, with MetroWest joined
  - COM
    - 11/20: 7 were baptized
    - A number of Thanksgiving banquets were held
  - Church-wide
    - 11/11-13: Mission/Social Concern Conference: Action missionaries, encouraged in broadening eye views, need more teaching about missions, and great activities on 11/12 family times.
    - CBE project fellowship/homegroup promotions
- Ministry Focus in November/December: From Thanksgiving outreach to Christmas and even to next year's Chinese New Year Outreach
- Future Events
  - CM
    - 12/11 150 Baptism: 6 registration, 2-3 seniors need special arrangements in other times and locations.
    - Winter Adult Sunday school—Christian Spirituality in four resources.
    - 12/31: First Night Concert of Prayer
  - CB: 01/06-08: CB Vision retreat
  - YM: No Alive on the first Fridays of January
  - COM: 01/13-14: Student Winter Retreat
  - Church-wide: Christmas celebration and outreach
    - Advent: 11/27, 12/4, 12/11, 12/18, 12/24
    - 12/24: Christmas Eve join service
    - 12/25: Christmas Sunday service
    - 01/01: New Year Join Service
  - Promotion of the STM for the first half of 2023:
    - London/COCM
    - Kyrgyzstan,
    - Central or South America.
- Planning for ministries in 2023
- Pastoral Staff
  - Search of Youth Ministry staff: the search committee being formed. Elder Terry Yang is the chair, inviting one more member

- Minister Patrick passed his ordination interview on 11/10
- Shanshan Tao is onboard as interim YM minister
- Pastor Duane is in Taiwan for one month vacation
- Pastor Ziyi got Covid-19
- Juta got covid-19
- Miscellaneous
  - Can we change policy and allow the un-ordained minister to lead the baptism?
  - Responding to Elder Chaw-Bing's idea: How to make a better connection with other sister or daughter churches (Thoughts, starting point: CBCGB hosts an online or in-person elders and pastoral staff meeting and invite elders and pastoral staffs of our sister churches to join

### **BOD updates-Major activities and planning (Jianglin)**

- Property Project Updates
  - ChM security enhancement: proposal ready, looking for contractors
  - Signage: feedback collected, design in process
  - Elevator permit: compliance for the state new fire code in process within this year
  - CBE promotion packages delivered
- Property Maintenance & Management Updates
  - Sunday service support
  - Church reopening support
  - Church-wide cleaning
  - Church office support
  - Office supplies and equipment maintenance
  - Kitchen ministry support during social concern/mission conference, making about 4,000 dumplings together
  - Kitchen ministry service safety certificate granted
  - Parking and traffic control ministry feedback being collected
  - Stewardship participated in discussion over Christian school application
- BOD General Updates
  - Service term-end: Samuel, Stanley, Hongwei, Jianglin, Elbert
  - Service term-begin: He, Eric, Sophie, Lilian, Zhongli
  - Newly elected BOD head: Ye
  - Secretary: Eric
  - Treasurer: Ligong with He as deputy-tryout
  - Stewardship lead: Ye, with Lilian with Hongwei on the committee
  - CM fellowship: Jianglin as Liaison
  - CB fellowship: Lilian and Petek
- Health Insurance Renewal
  - Option 5 adopted: Always Partners HMO 5000, with , and dental, vision, and FSA, no need to change doctors
  - [action]:
    - Jianglin to check if there is a duplicated dental plan in the new insurance with the current dental plan

- BOD to remind the paid staff about the IRS rules

### **2022 Voting Results Analysis (Elbert)**

- Declining membership since 2017
- Decreasing baptism, transferring membership steady
- Voting number dropped since pandemic, even with mail-in vote, across congregations
- Assumption: average active number of attendance of each congregation in the past five years
- Conclusion
  - Correctly understanding the meaning of voting?
  - Not knowing the elders or deacons?
  - Disengaged from the church vision?
  - Members leaving the church?
- Recommendations
  - Re-education to members about voting
  - Introduction to elders and deacons more than paper, e.g., live, video, media, etc.
  - Online voting
  - Survey of member engagement
- [actions]:
  - double-check the summation of the voting number
  - Run the analysis next year again
  - Follow-through the recommendations and reminder to CC (secretaries past and current and future, and BOE)

### **CBE Update (KC)**

- Promotion
  - Elders and pastors signed up to promote among fellowships and home groups
  - CBE brochure distributed
- Fundraising
  - Pledges: 39 units, \$234,140
  - Donation received: \$184,299
  - Total fund so far: \$1,400K
- Projection: By 10/2023: \$1,570K+\$300K capital fund
- Phase I need: \$2,400K with current \$1,400K, projected \$1,580K next year, or \$1,880K if with \$300K from capital fund, with shortfall of \$520K
- Phase II: \$1.52m
- CBE plan: remain the same, same budget and design
- Pending for the written Contract from the contractor towards the end of December this year
  - Phase I: \$2,366K
  - Phase II: \$1,516K
  - Phase III: \$781K
- Contractor doing detailed designs, preparing for license application
- Some delay in schedule may be expected

- [options]:
  - Member loan on the table if the shortfall persists in a few months
- [actions]:
  - Update the sign-up spreadsheet once done [all who signed up to share]

### **2022 Year-end Wrap-up and 2023 Planning (Paul)**

1. December CC retreat and meeting
  - a. Team building
  - b. 6-9 on 12/08, at 151
  - c. Partial pot-luck and partial church sponsored
  - d. Worship, sharing (lessons learned in the past year)
  - e. Wrap-up: 8:45 - 9 pm
  - f. CC meeting: 12/10
  - g. [action]: Paul to remind CC retreat
2. Church Calendar
  - a. December CC moved one week to the 2nd Saturday
  - b. December BOE meeting one week ahead to the 1st week
3. 2023 BoE ministry planning
  - a. Chair: Yuguang
  - b. CB Liaison: Ruike
  - c. Secretary: Paul
  - d. SCM: TBD
  - e. ChM/YM: TBD
  - f. Mission: Jiyong
  - g. Finance: Jiyong, KC
  - h. CBE: KC
  - i. Spiritual Formation: Paul
  - j. Reopening task force: Ruike
  - k. COM: Jiyong
  - l. HR: Paul
  - m. Memorial Fund for Christian Education: Paul
  - n. DNC: Ruike
  - o. Worship: Chaw-Bing
  - p. Membership: Ruike
  - q. Pulse: Jiyong

**Closing prayer:** Jiyong

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### Acronyms

ANM: Afghan Neighbor Ministry  
 BoD: Board of Deacons  
 BoE: Board of Elders  
 CB: Cross-Bridge Ministry  
 CBCGB: Chinese Bible Church of Greater Boston  
 CBCGL: Chinese Bible Church of Greater Lowell  
 CBE: Church Building Expansion

CBET: Church Building Expansion Team  
CBEAT: Church Building Expansion Advisors Team  
CC: Church Council  
CCSANA: Chinese Christian Scholars Association in North America  
COC: Community Outreach Commission  
COPAHNI: the Fellowship of Hispanic Pastors of New England (*Confraternidad de Pastores Hispanos de Nueva Inglaterra*)  
CES: Chinese-Evangelical Seminary  
CESNA: Chinese-Evangelical Seminary of North America  
ChM: Children Ministry  
CM: Chinese Ministry  
COM: City Outreach Ministry  
DNC: Deacon Nomination Committee  
ESL: English as the Second Language  
FHEPNE: Fellowship of Haitian Evangelical Pastors of New England  
HR: Human Resources  
IPS: Investment Policy Statement  
IT: Information Technology  
MA: Master of Arts  
MC: Mission Committee  
MGM: Mandarin Gospel Meeting  
MoU: Memorandum of Understanding  
NCNI: Neighbor Church  
NST: Neighborhood Support Team  
NYT: New York Times  
SIV: Special Immigration Visa  
SS: Sunday School  
SSC: Social-Security Card  
TT: Total  
YM: Youth Ministry