

## Meeting Minutes

### CBCGB Board of Elders (“BoE”) January 14, 2023

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

**Invitees:** Eric Mui (secretary of the church), Patrick Chen (CB minister), Jeff Hwang (pastor), Paul Lowe (HR), Ye Tang (Head BoD)

**Date/time:** 09:00 - 13:37, January 14, 2023

**Location:** Hybrid meeting (zoom)

#### Opening prayer (Pastor Pan)

#### Brief sharing (Pastor Pan)

- Pastor Pan shared his learnings from his seminary teachings. After graduating from Edinburgh, pastor Pan only accepts the intensive course instead of semester courses from seminaries. Teaching at South America seminaries is pastor Pan’s preference. Because of Pandemic, online teaching enables Pastor Pan to teach students from east Europe, Israel, Russia, and China. Pastor Pan has opportunities to learn the situations of Chinese churches in China. During his teaching, pastor Pan met tent making pastors and ministers. He realized the shortage of theological resources, but these students are very enthusiastic in learning. These students make early work hours to attend the 4 to 8 PM seminary course. Pastor Pan learned from his passionate students at these foreign seminaries.
- Pastor Pan indicated abundant resources in North American churches, and he has learned a lot from his teaching at the foreign seminaries about their passions for God’s kingdom.

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

- General situation: The shadow of the pandemic and the drop of church attendance, we are moving forward the post pandemic. Reboot the church life and ministries and recover from spiritual, mental, and relational frustration.
  - CM: Build up spirituality from various sources at CM joint Winter Sunday School
  - CB: vision retreat, Marriage Enrich Training, 01/21, Leadership workshop, 03/04
  - YM: Winter Retreat: Senior 02/18-20; junior 02/25-27
  - ChM: Caring for the children with special needs
  - COM: Student Fellowships Winter Retreat, 01/13-14
- Moving toward 2023:
  - Rebuild Our Spirituality,
  - Return to Normal Church Life,

- Reboot Our Ministries—STM, outreach...
- Rejuvenate Spiritual, Mental, and Relational Frustration
- Pastoral staff:
  - Youth Ministry staff will have a kick-off meeting
  - Minister Patrick's ordination service: 2:00—4:00 PM 02/11
  - Pastor Duane returned on 01/07
- Ministry issues study in 2023:
  - Finalize Abortion Article
  - How to care for members with special situations and needs?
  - How to reach the Younger Generation?
- Discussion on how we effectively reach out to the younger generation?
- Sharing on CB vision:
  - Mission triumphs
  - 6 pillars of church health: Great Commission, Focus Core Values Alignment, Discipleship Pathway Effectiveness, Vision Clarity, Strategy Deployment, Leadership Culture
  - Bridging the culture to build a family in Christ
  - The vision task is to develop of the growth and stability
  - Core values: For God, Missional in Life, Scripture Driven, Shaped by Scripture, Better together, Walking in community, Servant-Hearted, Serving with Joy
  - Ensure the CB members on board.
  - Will review ministries to prioritize and de-prioritize ministries

**BOD updates-Major activities and planning** (Deacon Ye Tang)

- Property Project Updates
  - Major Projects in the Pipeline (Active)
    - Children Ministry (1st FL) renovations for security enhancement (proposal ready. The consultant will estimate the cost, provide suggestions. approaching to contractors for quotes)
    - Signage installation (3rd digital proof evaluated , modified and proved)
    - Parking and traffic team presentation ( in 1/21 BoD meeting, summarize the team work)
    - Church Upkeep
      - i. Coordinate with fellowship leaders to remind brothers/sisters
      - ii. Remind CB to put chairs up and take the trash out
    - Projects to put on calendar or consider
      - i. Leaking from roof tower to room 220
      - ii. Maintenance of gas line, waterline, HVAC, etc
      - iii. Window replacement
      - iv. Floor tiles replacement

v. Church property security: parking lot

- Property Maintenance & Management Updates
  - Replaced broken tiles in the basement
  - Installed new projector and screen in sanctuary
  - Installed new “Exit” signs around church
- 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

**2023 Church Wide Theme** (E. Yuguang)

- Proposal: using Pastor Pan’s 4R: **Rebuild** (Our Spirituality, **Return** to Normal Church Life), **Reboot** (Our Ministries—STM, outreach...), **Recover** (from Spiritual, Mental, and Relational frustration)
- Suggestions:
  - Change recover to rejuvenize
  - How to do a church wide outreach
- Will review at the end of year about our theme

**2023 Ministry Review** (E. Yuguang)

- Spiritual formation
- Outreach for 2nd half of the year (CM and ask CB) extend to (1) Suburban campus ministry (2) EE (3) Ping-pong
- CM Fellowship
- COM
- [actions]:
  - Paul shall notify Spiritual Formation for ministry review
  - Ruike shall notify outreach ministry
  - KC shall notify CM fellowship
  - Ji-yong and Chaw-Bing shall notify COM

**CBE Update** (E. KC)

- Promotion
  - Elders and pastors signed up to promote among fellowships groups using promotional video and presentation
  - CB home group leaders at the end of January
  - CBE brochure distributed
- Fundraising
  - Pledges: 50 units, \$291,172

- Donation received: \$245,705
- Pledge participation rate is still pretty low.
- Phase I: \$2,121K, Phase II: \$1,490K Phase III: \$792K, total 4,403K. Estimated costs are reduced from last year, especially in phase I.
- Financial projection: Nov. 2022: 1,406 K, and Nov. 2023: 1,640 K, add 300 K from capital fund: \$1,940 K. Phase I design and build cost is \$2,121 K and shortfall is \$181K
- Project timeline for phase I:

Project promotion & fundraising	Dec 2021
Design and Build Contractor searching	Apr 2022
Detail design for building permit	Sep 2022
Apply for building permit	Feb 2023
Construction begins	May 2023
Construction complete	Dec 2023
Building occupancy approval	Jan 2024

- [actions]:
  - BoE will need to approve the contract
  - March Church Council needs to approve the use of Capital Fund
  - Philly and Love fellowship will need to move to building 151 or another location when CBE kicks off

**2023 Willow Christian School's application and next steps (Paul)**

- Willow Christian school would like to lease our room 108 as their extended campus
- After several meetings with Children ministry, office administration coworkers, and stewardship deacons in 2022, Children Ministry approved Willow Christian School's application.
- The initial contract will be 2 years, and it will review annually to assess if there are any conflicts between Willow and our children ministry in sharing the facility
- There will be a need for a legal professional to draft the contract, and there will be a cost for the contract development. Possible legal professional for this contract
  - a. Yanli's lawyer: Connie Dai who focuses on company law.
  - b. Flora's suggestion: Bruce D. Berns, Esq. @ Abendroth Berns & Warner, LLC. 320/hr for 5-10 hours work
- Need help on the framework of the draft contract
- [actions]:
  - a. Need help from BoD and BoE on providing the framework for the draft contract
  - b. Stewardship estimate the rent

**Review over Finance Committee members (Ji-Yong)**

- BoE has no objection for the Committee Members proposed by the Finance Committee

**Closing prayer:** E. Yuguang

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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  
CESA: 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