

Meeting Minutes

CBCGB Board of Elders (“BoE”) February 11, 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: Paul Lowe (HR), Ye Tang (Head BoD), He Dong (deacon, deputy treasurer), Ligong Xu (deacon, treasurer), Joshua Kuiyou Lin (deacon, Sunday School President), Chunyi Hu (Chair, Spiritual Formation Ministry)

Date/time: 09:00 - 13:00, February 11, 2023

Location: Hybrid meeting (zoom)

Opening prayer (E. Yuguang)

Brief sharing (E. Paul)

- Paul shared his learnings from the Japanese mission field during his stay in Tokyo from Jan. 20 to Jan. 26.
- Lessons learned:
 1. Japan only has a 0.18% Christian population –imagine what 1.8/1000 means?
 2. Challenges to evangelize in Japan
 - i. Deep influence of Shinto
 - ii. Religious syncretism
 - iii. Hierarchical cultural background
 - iv. Influence of Unification church
 3. Opportunities:
 - i. Many Chinese immigrants live in Japan. Can it be the next wave of revival?
 - ii. Many influential Japanese intellectuals/authors are Christians
 - iii. The exchange rate makes US dollars are very effective to support the missions in Japan

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

- CB:
 - 01/06-07: Vision Kicked off
 - 01/20-21: Pre-marital counseling teachers training
 - 02/03-05: Marriage and Family retreat
 - marriage and Family, Vision plan
 - Leadership workshop: 03/04
- CM:

- Fellowships' lunar new year celebration and outreach
- At least 10 Fellowships held lunar new year celebrations.
- Fall Sunday school ended, Spring SS starts
- Moving Spring Evangelistic meeting to April 28-30
- Stephen Ministry recruits new coworkers
- Stephen Ministry: Caregiver recruit on the process
- Spring Evangelistic meeting : Schedule changes from 03/31-04/02 to 04/28-30
- Brandeis student fellowship re-starts
- COM:
 - Spring semester starts, Young parents fellowship (12-15 families are interested)
 - Winter student retreat: Fewer students attend
 - Young Family meetings started twice a month.
 - family ministry
 - Stephen Ministry: Caregiver recruit on the process
 - Spring Evangelistic meeting : Schedule changes from 03/31-04/02 to 04/28-30
 - Brandeis student fellowship re-starts
- ChM:
 - Planning the caring of children with special needs.
 - 05/06 Special training of coworkers working with special needs children by The May
- YM:
 - Winter break starts
 - Senior and Junior retreats
 - Winter Retreat: Senior 02/18-20; junior 02/25-27.
- Churchwide:
 - 3/05 commissions 3 Short Term Mission (Kyrgyzstan, COCM, Honduras teams)
 - YM staff search is still on-going
 - Minister Patrick's ordination service at 1:30 PM on Feb. 11
 - Making a better connection with other sister or daughter churches--An initial meeting in February
 - Positive responses from Pastor T.K. Chuang to our greetings and gifts. He also agrees to be the CM Spring Evangelistic Meeting in April—one more step toward reconciliation?
- Pastoral Staff:
 - Search for Youth Ministry staff : Second meeting this week.
 - Minister Patrick's ordination service: This afternoon at 1:30
 - Ministry issues study in 2023
 - Abortion Article has finalized (finally)
 - How to care for members with special situations and needs?
 - How to reach the Younger Generation?
 - Making a better connection with other sister or daughter churches--An initial meeting in February
 - Pastor T. K. Chuang agrees to be the CM Spring Evangelistic Meeting in April
 - CM, CB, and COM attendance decline. This is possibly seasonable.

CM Spiritual Formation Review (Chun-Yi and Deacon Josh)

- CM Spiritual Formation ministry consists of the following ministries: (1) Chinese Adult Sunday School, (2) Theological Workshop, (3) Library, (4) Bookstore (5) Vocational Ministry, (6) Scripture Memorization
- CM Sunday School:
 - We tried a new format of panel discussion for the Fall Chapel class on Christian ethics.
 - Objectives: to demonstrate how Christians can maintain the absolutes firmly, respect the relatives lovingly, and discern between the two wisely.
 - More work when preparing for the course.
 - It was largely well-received: both the students and teachers have learned a lot from this process, and we will try to encourage similar interactive sessions in the future.
 - Integrating the core courses
 - Have the courses on a rotating basis, ideally in a coordinated way.
 - The teachers can have time to attend other SS classes and have rest
 - To avoid diluting students among too many SS classes at the same time.
 - Promotional videos and materials
 - We will now regularly make promotional videos for the main teaching seasons (Spring and Fall) in a coordinated team effort
 - Each class does not spend too much time updating their portion (just a 20-second short recording for each class).
 - Others:
 - More integration and coordination within essential classes and between elective and essential classes.
 - We are designing some men-focused and vocation-focused classes (in cooperation with the vocational ministries).
 - We are hoping this can be more interactive than lecture-based. The fully designed classes will likely be ready in Fall.
 - Challenges
 - IT support for each class;
 - Class of Zion fellowship;
 - Establishments of SF Policies

[Action] :

- The A/V system at chapel needs to be improved, because the theme class at chapel are important resources for our members and people from other churches and overseas
- The uses of videos by outside speakers in CM Sunday School can be review and decided the suitability by CM Spiritual Formation Committee instead of asking review of Pastoral Staff
- Please develop the policy for the CM Spiritual Formation Ministry

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

- Property Project Updates
 - ChM renovation
 - Signage installation
 - Choice of colors are still in process
 - Resume the Safety and Security committee (CERT) and the kick-of meeting held on Jan. 30th
 - Property Maintenance & Management
 - Sunday services support.
 - Indoor fellowship spring festival gathering support.
 - Church-wide cleaning and winter maintenance
 - Church office support (bills , invoices, town inspections, etc)
 - Purchase supplies and equipment maintenance
 1. Fixing the kitchen hot water tea tank significantly lower the required cost
 2. Kitchen coworkers serving on Sunday lunch time
 3. Church office basement water pipes burst due to weekend record breaking cold
 4. Repairment is undergoing

Facility Rental Application of Willows Christian Montessori School

- Willows Christian Montessori School plans to use Room 108 at Children Ministry as an expansion of their facility in Lexington.
 - Children Ministry agreed with the application and is willing to give it a try.
 - The initial trial contract will be 2-year and annually reviewed each year to see if there are any violations.
 - Receive contract example from Boston Chinese Evangelical Church (BCEC) as a reference to develop the requirements for our contract.
 - Need help from BoD and BoE on providing the framework for the draft contract
 - Draft the requirements to be included in the contract
 - Need peer review on the draft requirements (Proposal: Tony Ng, Stewardship, Office director, Children Ministry, and BoE)
 - Consulted w. 3 attorneys: ~320/hour, 5-10 hours work and calendar is about 1 week for the contract development
 - Stewardship estimate the rent is 3K/month for the minimum, and the maximum is 6K/month
- [Action] :
- Finalize the choice of the lawyers (E. Paul)
 - Working with the coworkers to finalize the developments of the contract (E. Paul)
 - Request the relevant coworker's review on the draft requirements (Tony Ng, Stewardship, Office director, Children Ministry, and BoE) (E. Paul)

Finance Committee Update (He Dong, Ligong Xu)

- Finance committee review reimbursement practices

- Reimbursement of 50% SECA (Self-Employment Contribution Act), tax, if a pastoral staff elects not to pay FICA (social security and medicare) tax
 - The Church side may need to revise W-2 or 1099?
- Employees may need to file an amendment tax return. In 2021 and 2022 we will have 3 pastors using 50% SECA reimbursement. We generally didn't withhold FICA tax for pastors.
 - Did our church file IRS f8274?
 - Did all other pastors file IRS f4361 and get approved by the IRS?
 - 50% of reimbursement
- Reimbursement of health plan cost through spouse's employer by payroll deduction
 - Generally the payroll deduction is the pre-tax deduction, therefore our reimbursement is taxable
 - The Church side may need to revise w-2 or 1099 for 2022 and probably 2021 for the pastor use this program
 - Employees may need to file an amendment tax return.

[Action] :

1. Consult a tax expert (HR will help connect tax consultant with Finance Deacon)
2. Contact Park Street church Finance controller for consultation (E. Paul)
3. HR manager works with all pastors to understand the tax filing (Paul L.)
4. Actions on Finance department
 - a. Generate the shared folder between Finance Committee and HR committee (Ligong)
 - b. Finance depart to generate a checklist (Finance Department)
 - c. FICA reimbursement will go through the payroll (D. Ligong and He)

CBE Update (E. KC)

- First 14 months (from 12/18/2021 – 2/4/2023)
 - Received 53 pledges total is \$307,772.
 - Total donation received in 14 months: \$264,020
 - Total CBE fund at the end of Jan 2023 : \$1,470K
 - Pledge participation rate is still kind of low.
- Revised quote from Callahan/Hoffman Co, Inc.
 - Design & Build:
 - Phase I: \$2,121K
 - Phase II: \$1,490K
 - Phase III:\$ 792K
 - Total: \$4,403K (Design & Permit: \$293K, Build: \$4,110K)
- Funding Projection For Phase I
 - Current funding by Jan. 2023: \$1,470 K
 - Projected funding by Jan. 2024: \$1,650 K
 - Adding \$300 K from capital fund: \$1,950 K
 - Phase I design and build cost: \$2,121 K
 - Shortfall: \$171K

Initial Meeting with 6 Town Officials	Jan 25,2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
Future Meetings with Town Officials	TBD
Future Meetings with Contractor/Design Engineers	TBD

- [Actions]:
 - The contractor will talk to the Lexington town to finalize the requirements for applying the Building permit.
 - Contractor will finalize the final written quote for Phase 1.
 - BoE needs to approve the final written contract.
 - CC needs to approve the transferring of more money from the capital fund to CBE fund.

Closing prayer: E. Paul

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