

Meeting Minutes

CBCGB Board of Elders (“BoE”) March 11, 2023

Present: 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), Lilian Wang (deaconess), Eric Mui (deacon, CC Secretary), Natalie Chong (CBL core), Patrick Chen (Pastor)

Date/time: 09:00 - 13:30, March 11, 2023

Location: Hybrid meeting (zoom)

Opening prayer (E. Yuguang)

Brief sharing (E. Ji-Yong)

- He found health changes after he got COVID-19 in October 2022. Ji-Yong started to forget things and have blurry eyesights. After the eye exam, the doctor said there are no major issues found. Now Ji-Yong is starting to adapt and be alert to my health changes. Another adaptation is his recent move to Wilmington to his wife's job. The move lets Ji-Yong and his wife experience the divine grace on the house purchase and his wife's job change. Ji-Yong's daughter, also decided to move back to MA, which allows Ji-Yong's wife to spend time with her daughter on the way to work and come home. In addition to thanking God for Ji-Yong's daughter moving back to MA, pray for Ji-Yong's daughter's coming back to God's house too. The lesson learned is to stay calm when things change.

Pastoral Staff Update for the state of the church (P. Juta)

- General situation:
 - CB:
 - In person attendance increases although two YM winter retreats and school winter retreats.
 - Some physical, mental, or even psychological sufferings among members, the importance of caring
 - more than 7 Short-term missions in spring and summer.
 - Increases of Children on Sunday due to more young families coming to church, need more coworkers.
 - Planning for ministries of early summer.
 - CM :
 - Spring Sunday school starts and increases in attendance
 - Suburban campus ministry: Brandeis student fellowship started on campus.
 - CB : Adaptive leadership workshop held on 03/04
 - YM : Winter break and senior & junior winter retreats. High attendance, good responses and exposing the needs of youth.

- ChM : Increase of attendance especially in Mustard Seeds. This trend is related to newcomers of young families
- COM : Young Family meetings, twice a month.
- Churchwide :
 - 03/05 : Three spring short term mission team commissioning (Kyrgyzstan team, COCM team, Honduras team)
 - Missionary's visitation: Kenny and Cyndy Chau
- Future Events and Ministry Plan
 - CM :
 - Possible change of the dates and arrangement of Spring Evangelistic meeting, waits for final settlement
 - Summer revival meeting, on 05/19-21, family and parenting focuses.
 - ChM : 05/06 Special training of coworkers working with special needs children by The May
 - COM :
 - 03/25, Counselors' gathering
 - Planning Summer VBS, working with Ruggles Baptist Church
 - Churchwide :
 - Kyrgyzstan team (March), COCM team (April), Honduras team (April)
 - At least 4 more short term mission teams in the summer: Kyrgyzstan team, Peer Servants, Hope House, Taiwan
 - Planning for good Friday service
 - Children adoption plan with World Vision
 - Biblical contextual education to Turkeys in March (69 people join)
- Pastoral staff
 - Search for the Youth Ministry staff : Job description and posting are completed
 - Pastor Patrick has been ordained on 02/11
 - Minister Taylor is in the Kyrgyzstan short term mission team now
 - Juta Pan will be in the COCM mission team
 - Other pastoral staff will join other Short Term Mission (STM) trips
 - Ministry issues study in 2023
 - How to care for members with special situations and needs?
 - Discussion of Church safety issues
 - How to reach the Younger Generation?
- Others
 - Church safety issue
 - Jackie Ro's ordination will start in March and hopefully can finish in June: Ordination committee—Rev. Patrick Fung (general director of OMF), A female pastor in Grace Chapel, Ella Ho, Steven Bowman (secretary), and Juta Pan (chair)

BOD updates-Major activities and planning (Deacon Ye)

- Major Projects in CBCGB
 - Children Ministry (1st FL) single-entry project (security enhancement)

- Based on proposal, Kylie is contacting contractors for quotes,
 - brother Tony is the consulting coworker
- Signage installation
 - Proof color revision
 - Signage Installation: Proof Color Progress
- Property Maintenance & Management
 - Sunday services support
 - Quarterly elevator inspection and maintenance completed
 - Fire alarm system (added central station according to fire code)
- Sprinkler function issues repaired
 - Fire extinguisher inspection and replacement
 - Church-wide cleaning and winter maintenance
 - Church office support (bills , invoices, town inspections, etc)
 - Purchase supplies and equipment maintenance
- Van registration renewal
- Property Maintenance & Management.:
 - Church office basement ceiling repaired
 - Cleaned the grease in kitchen sink and oil disposal equipment
 - Used commercial cleaning agents to unblock the pipes and reservoir
 - Installed new clock in the sanctuary
 - Van maintenance, cleaned windshield and wipers, repaired hood latch

CB Spiritual Formation

- **Current State of the Ministry**
 - Prayer - Sundays, now Tuesdays
 - Sunday school - “God of Justice” class for missional living, GPS (parents of older children), MaPs (parents of young children), Christianity 101, Christianity 102
 - Baptism - 6 lessons, testimony and interview
 - Membership - 3 lessons for new and transfer members
 - Discipleship - nothing formal
 - Retreat - Cross Bridge Retreat (September)
- **Cross Bridge Mission & Values**
 - **Mission - Bridging Cultures to Build a Family in Christ**

Motives	Marks
<ul style="list-style-type: none"> ○ For God ○ Scripture Driven ○ Better Together ○ Servant Hearted 	<ul style="list-style-type: none"> ○ Missional in Life ○ Shaped by Scripture ○ Walking in Community ○ Serving with Joy

Map - Concentric Circles: Big, Mid, Small

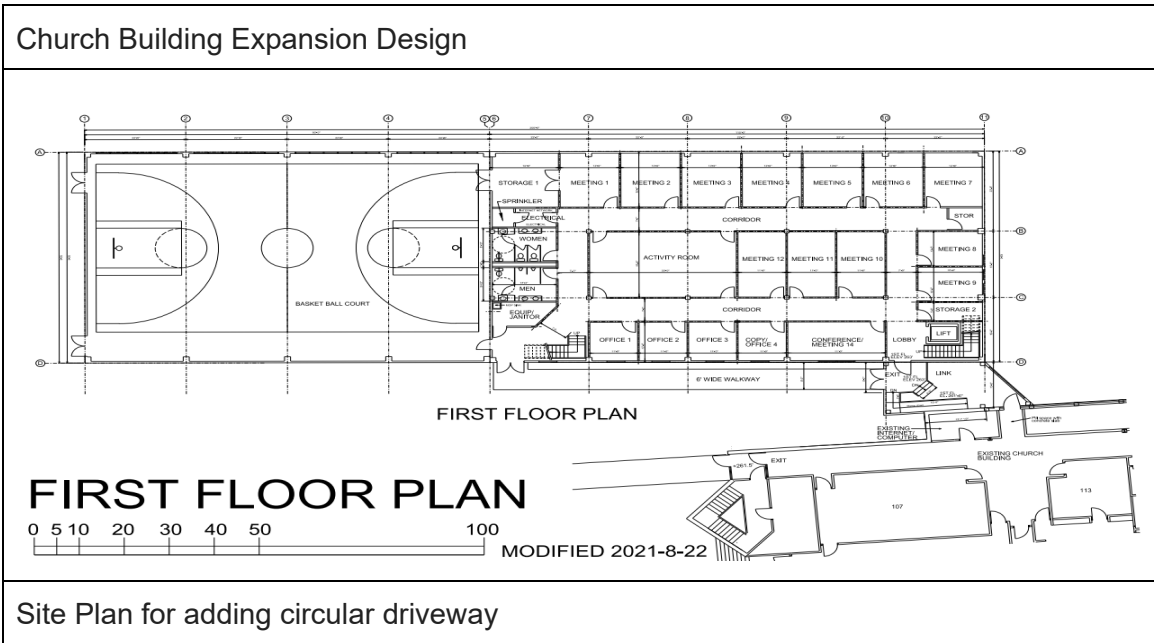
- **Cross Bridge**
 - **Congregation Demographics - Singles & Couples**
 - Relational

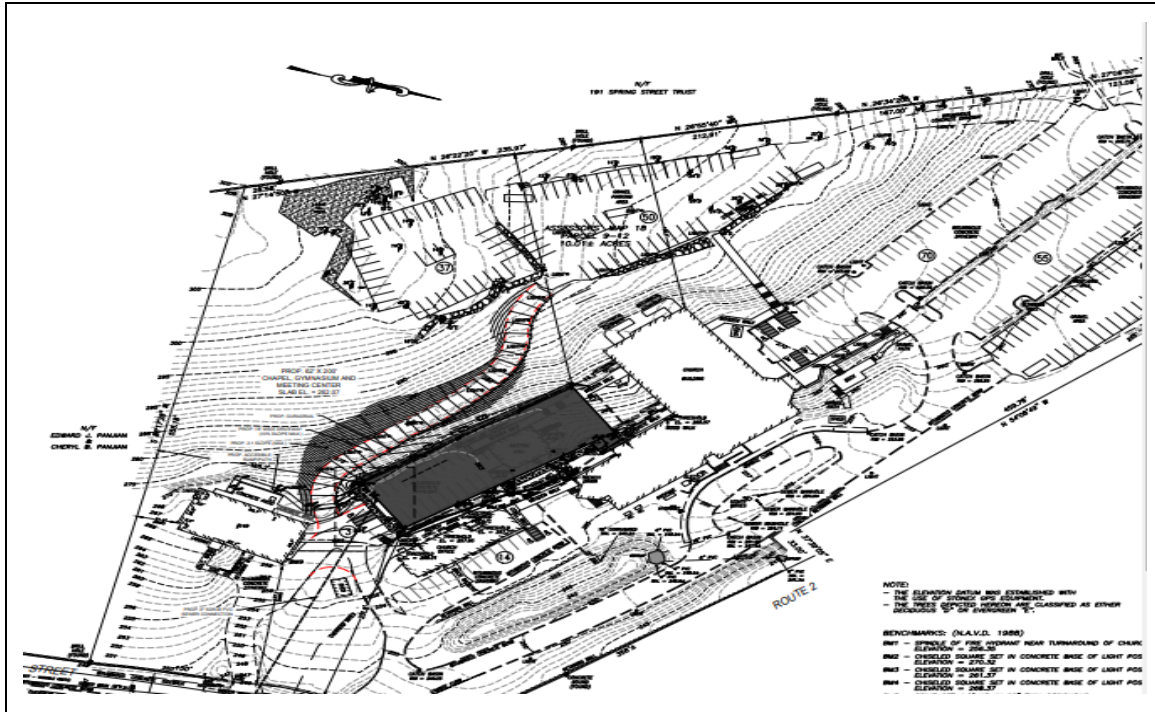
- Experiential: travel, dining and sports
 - Many as youth counselors, less service-minded
- - **Family w/Kids**
 - High-achieving family, engaged in church life
 - Child-centered parenting
 - Concern for child's spiritual growth
- - **Empty Nesters**
 - Strong sense of faith and community
 - Concern for spiritual growth
 - Engaged as mentors
- **CB Spiritual Formation Ministry Goals**
 - Short-term
 - Roll out Sabbath Foundations strategy
 - Roll out spiritual formation strategy
 - Collect feedback, assess needs of Cross Bridge
 - Mid-term
 - Institutional Renovation: develop class on missional living
 - Leadership Multiplication: develop class on Biblical leadership
 - Long-term
 - Develop curriculum for leadership multiplication
- **Ministry Accomplishments**
 - Restructure baptism & membership class schedule & curriculum
 - Had one adult SS class, first time in many years
- **Ministry Challenges**
 - Engagement (i.e., number of attendees) in SS & prayer meeting
 - No formal structure for discipleship
 - Low interest/low participation (interest/lifestyle issue, not scheduling issue)
 - Sizable cohort of people eligible to be members but holding out
- **Ministry Requests**
 - Support Priorities of Cross Bridge Vision
 - Prayers and supports for CB to align with CB mission and values (marks)
 - Prayer

CBE Update (E. KC)

- Elders and Pastor Pan had pretty much completed the promotion of the CBE project plan to selected fellowship groups using promotional video and other CBE material
- Pledge participation rate is still kind of low: First 15 months (from 12/18/2021 – 3/6/2023): Received 58 pledges total \$317,092. Total donation received in 15 months: \$277,015. Total CBE fund at the end of Feb 2023 : \$1,483K
- 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)

- The design and build contractor is working on the detailed drawing and engineering work for the preparation of building permit application. Communication between the contractor and Lexington Town Officials started.
- Current funding by Feb. 2023: \$1,483 K, Projected funding by Feb. 2024: \$1,665 K, if adding \$300 K from capital fund: \$1,965 K. Phase I design and build cost: \$2,121 K, and the Shortfall will be \$156K.
- Church Building Expansion Project Updates:
 - Divide the current plan into three phases.
 - Phase one: \$2.12 M (fundraising \$750K)
 - Multipurpose Activity Center: Indoor Gym
 - Bathrooms for multipurpose activity center
 - Bathroom fittings for the new chapel.
 - Foundation for classrooms, office and new chapel.
 - Phase two: \$1.49 M (fundraising \$1.49 M)
 - Complete 14 new classrooms, 4 new offices.
 - Phase Three: \$0.79 M (fundraising \$0.79 M)
 - Complete the New Chapel 355 seats.
 - Improve gravel parking lot





- [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
 - Possible June CC meeting will needs to approve the fund transfer from capital fund to CBE fund

Facility Rental Application of Willows Christian Montessori School

- The first draft of facility license agreement was reviewed and commented by many coworkers and sent it back to the attorney

[Action] :

- Add the requirement for the security deposit for rent
- Follow up with the lawyer

Ministry Spec for Web Outreach ministry

- CM Website will serve with the outreach ministry functions
- The transition of CBCGB old website to new websites are in progress, which is more related to CM website
- The old CBCGB website will be shut down eventually

CC Meeting Agenda

3/18/2023	Building 151			Notes
9:00	Opening prayer	5	Juta	
9:05	Pastoral report: Church-wide status/issues	20	Pastoral Staff	Status, issues, plans
9:25	BOD report	20	Ye	church management issues, plans
9:45	BOE report	15	Yuguang	Policies, church direction
10:00	Break	15		
10:15	Quarterly Finance Report	30	Ligong/He	
10:45	Budget Amendments	20	Yuguang, et al	
11:05	CBE progress report	15	KC	
11:20	April Info Session planning	15	Yuguang	
11:35	Closing prayer	5	Yuguang	

Closing prayer: E. J-Yong

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

GPS: fellowship group for family with older children or empty nester

MaPs: fellowship group for mom and papa school parents meet saturday
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