

Meeting Minutes

CBCGB Board of Elders (“BoE”) June 10, 2023

Present: Yuguang He (BoE chair), KC Chu (CBE chair), Chaw-bing Chang (Elder), Ji-yong Wang (Elder), Ruike Wang (Elder), Juta Pan (Senior Pastor), Paul Huang (BOE secretary), Ye Tang (Head deacon)

Invitees: Jeff Hwang (CB pastor), Taylor Birkhimer (Youth Minister), Paul Lowe (HR manager)

Date/time: 08:30 - 12:40, May 13, 2023

Location: Hybrid meeting at Church Office Conference Room and Zoom

Opening Prayer (E. Yuguang)

Brief Sharing (E. Chaw-Bin)

- To make coworkers know each other better, E. Chow-Bing introduced his 3-generation 9 people family (2 daughters, 1 son-in-law, and 4 grandchildren). E. Chaw-Bing had a family reunion 3 weeks ago, and he share the recent status of his children and grandchildren
- Prayers for his family
 - a. All have faith in Christ and getting stronger in their faith
 - b. All of them will have their goals and bearings set correctly.
 - c. Make a difference to people around them, big or small

Pastoral Staff Update for the State of the Church (P. Pan)

- General Issues:
 - Gradually moving to summer mode
 - Staying in hybrid mode (Do we consider changing for the near future?)
 - CM: busy schedule, and need of adjusting path
 - CB : continue exploring the vision and ministry focus
 - Mission : 8 STM in the summer, challenges of preparation and training due to schedule conflict of the members. Need more strategic plan in the future.
- Event in May and early June
 - CM :
 - 05/19-21 Summer revival meeting, “The Fragrance at Home” (家有馨香之氣), speakers: Elder Weiqian Lin and Pei-Rong Jiang (林為千, 蔣佩蓉夫婦), specific topic, low attendance, schedule conflict, and voices of the resume on campus retreat
 - 05/20 6 Miles for Water
 - CB : 5/19-21 Charis retreat, attendance less than the expectation
 - COM :
 - 05/14 : Farewell to graduating students and workshop of preparing vocation

- Mission : 06/04 STM commissioning
- Churchwide : Mother's Day service
- Future Events and Ministry Plan
 - CM:
 - Welcoming New transitional Members, 19 new members join.
 - Brothers only choir for Father's Day service
 - 06/04 Summer Adult Sunday School started
 - Kairos Mission Course, 08/3-13
 - CB : Posting the information of CBCGB on Lexington Time magazine
 - COM:
 - 06/18 : Child dedication Farewell and Workshop for graduating students.
 - YM: Entering summer Hybrid mode.
 - ChM :
 - 06/11 Philly Baptism, Mustard Seeds open house
 - 6/28-30 VBS
 - Churchwide :
 - 06/18 Father's Day services
- Pastoral staff
 - Search of Youth Ministry staff : posting recruiting poster, and waiting for the applicants
 - The resignation of Ruth Tao, the interim YM minister
 - Juta will preach online in the educational weekend of Knoxville Chinese Christian Church in TN, 06/11
- Others
 - Will BOE consider reviewing the structure of church governance ? BOE members, the function and members of BOD, the relation of CC council and congregation's core coworker group, "lead pastor" in congregation and ministry
 - Inviting Pastor Morley Lee to be the speaker of the 54th anniversary
- [Actions]:
 - How to enhance the communications between the church leadership and Mission Committee
 - Start from the ministry review and then follow-up actions on constructive suggestions
 - Re-think BoD's functions

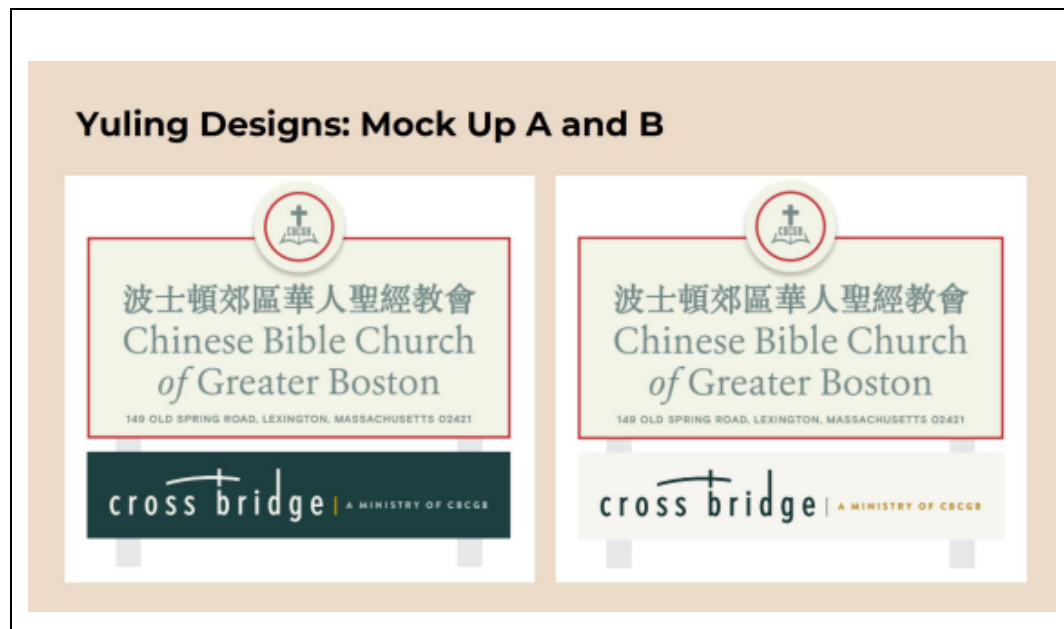
Ministry Review: CM Fellowship (P. Yuegang)

- Current status
 - a. There are 10 on-campus fellowships
 - b. More than 10 fellowship groups off-campus
 - c. Significant
- Campus ministry:
 - a. Wednesday meeting
 - b. Competing with the values of modern society

- [Questions]:
 - a. Love fellowship meeting location?
 - b. Alternative date meeting?
 - c. Outreaching to Bentley Univ. , Wesley etc?
 - d. Pastor Yuegang help out on the local campus outreach and financially supported by COC
- [Actions]:
 - a. notify other congregants about the fellowship ministry outreach activities

BOD updates-Major activities and planning (Deacon Ye)

- Property Project Update
 - a. Children Ministry (1st FL) Single-entry Project (security enhancement)
 - Tony Ng, Jason Lee, and Kylie Birkhimer visited Grace Chapel and walked through their security setup
 - Stewardship awaits the evaluation feedback from Kylie
 - b. Church Front Entrance Landscaping Project
 - Landscaping contractor, Thali and his company, are doing this project.
 - Further design needs advice from the resident expert from our congregants
 - c. Signage Project
 - Option A is picked as the final version. Use aluminum backing for durability
 - Use 3-D dimensional lettering for the text
 - Additional outdoor lighting to illuminate signage for the evenings
 - The expense using high quality materials is about \$15K (original quote is \$5K)



- d. Church Transportation Ministry Update
 - Steady number of people (Alewife route) attending church Sunday worship
 - Opened Winchester/Alington route, around 5-10 senior people, including sisters over 90 years old.
 - Resuming Lexington senior housing route is under consideration (needs at least 5 people, now 2)
 - Van #2 had mechanical concerns , currently quote for repairment
- e. Property Maintenance & Management
 - Sunday services support
 - Church-wide cleaning and maintenance
 - Church office support (bills, invoices, town inspections, etc)
 - Purchase supplies and equipment maintenance
 - Passed a Building Energy Use Disclosure (BEU-D) bylaw (requires building owners annually disclose their energy and water use to the Town of Lexington)
 - Routine church property repairment (broken chairs/ fridge in the chapel kitchen)
- f. Property Maintenance & Management.
 - Cleaned up church vans
 - Replaced lights outside of building 151

CBE Update (E. KC)

- Church Building Expansion Project Updates
 - Fundraising (on going)
 1. First 18 months (from 12/18/2021 – 5/31/2023)
 - Received 62 pledges totaling \$325,872.
 - Total donation received in 18 months: \$358,854
 2. Total CBE fund at the end of May 2023 : \$1,564K
 3. Pledge participation rate is still kind of low.
- Revised quote from Callahan/Hoffman Co, Inc.
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 - Design & Build: Phase I: \$2,172K (with AC)
 - Phase II: \$1,490K
 - Phase III:\$ 792K
 - Total: \$4,454K (Design & Permit: \$293K,
 - Build: \$4,161K)
 - The design and build contractor is working on the detailed drawing and engineering work for preparing the building permit application.
 - Contractor submitted the contract for approval.
 - Communication between the contractor and Lexington Town Officials continues.
 - Funding Projection For Phase I
 1. Current funding by May, 2023: \$1,564 K
 2. Projected funding by May,2024: \$1,744 K

- 3. Adding \$300 K from capital fund: \$2,044 K
- 4. Phase I design and build cost: \$2,172 K
- 5. Shortfall: \$128K
- Current CBE project Plan:
 - Divide the current plan into three phases.
 - Phase one: \$2.17 mm (fundraising \$750K)
 - 1. Multipurpose Activity Center: Indoor Gym
 - 2. Bathrooms for multipurpose activity center
 - 3. Bathroom fittings for the new chapel.
 - 4. Foundation for classrooms, office and new chapel.
 - Phase two: \$1.49 mm (fundraising \$1.49 mm)
 - 1. Complete 14 new classrooms, 4 new offices.
 - Phase Three: \$0.80 mm (fundraising \$0.80 mm)
 - 1. Complete the New Chapel 355 seats.
 - 2. Improve gravel parking lot

- Meetings with Lexington Building Department Officials and Contractor in 2023

Initial Meeting with 6 Town Officials	Jan 25,2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
2nd Meeting with Contractor	April 10.2023

- CBE 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	Apr 2023
Construction begins	July 2023
Construction complete	Jan 2024
Building occupancy approval	Feb 2024

- Contract Summary for Phase I

Construction Starting Date: Upon receipt of building permit.

Total cost: \$2,170,489,00.

Progress Payments: One calendar month ending on the last day of the month

Payment Approval: Approved by the Owner and the Architect and the Owner's Architect.

Payment Dates: Within 14 days after approval.

Retainage: 10%

- [Action]:
 - Recruit co-workers from each ministry and share at CC for communications and promotions. However, the design cannot be changed
 - BOE reviewed, discussed, voted and unanimously approved the contract with Callahan/Hoffman Commercial Builders

DNC Update:

- Ligong Xu, Josh Lin, Ye Tang, and Phil Sailor will step down from deaconship
- 3 renominated deacons and will provide the update if they will continue the 2nd term of deaconship

CC Meeting Agenda:

Building 151 (zoom available)			Notes
Opening prayer	5	Juta	
Pastoral report: Church-wide status/issues	25	Pastoral Staff	Spiritual health
BOD report	20	Ye	Operation
BOE report	15	Yuguang	Vision, policies, personnel
CBE progress report	15	KC	
Capital fund transfer to CBE account		Yuguang	following capital fund expenditure policy
Break	15		
Quarterly Finance Report	30	Ligong/He	
2024 Budget Review and Approval	30	Ligong/He	
Willows Christian School Announcement	5	E. Paul	
Closing prayer	5	Yuguang	
Yuguang (homemade coffee + a box of Joe from Dunkin)			
Yuguang (some munchkins)			

Follow-up on the special CC meeting on CBE:

- BoE provided written responses to the questions raised by CC members on 6/10

Follow-up on Pastoral Suggestions:

- About Willows use of Lexington Campus: will be share with CC on 6/17 and will announce to all congregations
- About the resumption of Church Safety and Call for volunteers for safety committee
 - Starting with Steve Bowman and start to look for next lead coworker
- How do solve the needs for fellowship meetings and storage when the carriage house is torn down for CBE?
 - Will look into the outside meeting places or trailer rental for fellowship uses
 - As for storage may temporarily move to building 151

Closing prayer: E. Chaw-Bing

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: Mandarine 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