

Meeting Minutes

CBCGB Board of Elders (“BoE”) July 8, 2023

Present: 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), Paul Lowe (HR manager), Eric Mui (Deacon)

Absent: Yuguang He (BoE chair)

Date/time: 09:00 - 13:00, July 8, 2023

Location: Hybrid meeting at Church Office Conference Room and Zoom

Opening Prayer (E. Ruike)

Brief Sharing (all attendee)

- A round table sharing about recent interesting things in the personal life

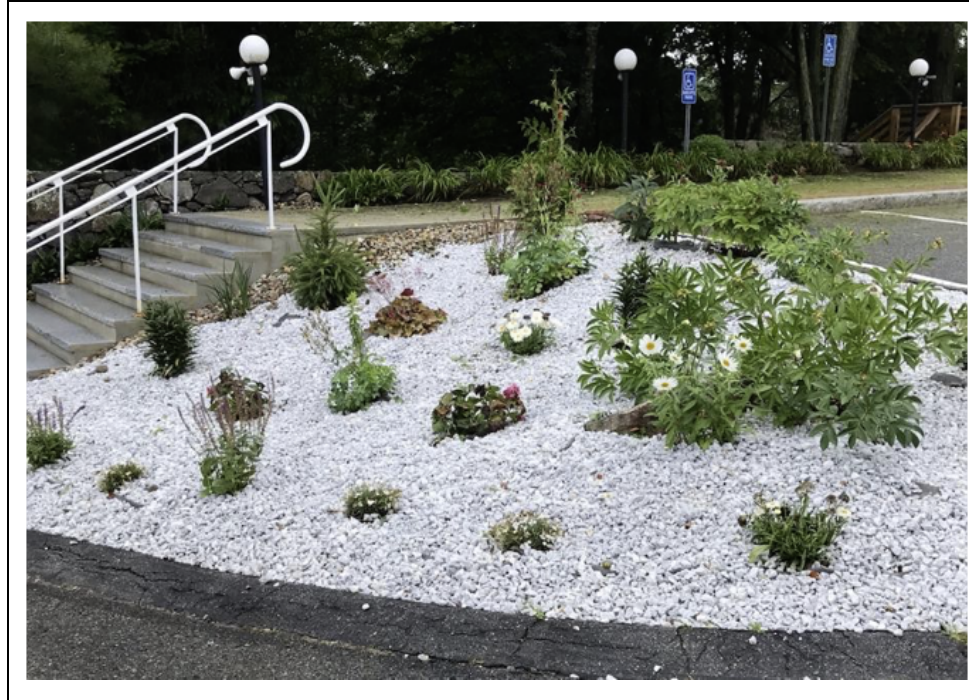
Pastoral Staff Update for the State of the Church (P. Pan)

- General situation—In summer mode:
 - A lot of members travel or take vacations.
 - YM has no regular meeting but focus more on STM and social concern
 - No Awana program, replaced by bi-weekly program on Friday.
 - Most of the meetings are hybrid.
 - CM hybrid/in person Friday meetings change to bi-weekly.
 - A Lot of outdoor activities and fellowship retreats.
 - Charis and ICF have joint meeting
 - COM: prepare for the new school year.
- Important events in the summer
 - 8 short term mission teams and 5 activities of social concern.
 - 07/08: Special Theological workshop: Theology of Hope and Christian Eschatology (盼望神學與終末論), By 林鴻信
 - 08/03-13: Kairos Mission Course, (把握時機宣教課)
 - Non CBCGB special events: CES Taipei (台北中華福音神學院) seminarian course: Revelation (啟示錄), By 吳存仁博士.
- Looking forward to September events
 - CM fall evangelistic meeting: Music evangelistic concert by Stream of Praise (讚美之泉), concert on 09/22, 23 evening, training worship coworkers on 09/23 afternoon, evangelistic sermon on 09/24 Sunday service.
 - 09/15-17: Non-CBCGB event: The Farewell Joint evangelistic meeting of Steven Tong (唐崇榮告別佈道會), Boston Symphony Hall
- Pastoral staff
 - Search of Youth Ministry staff : posting recruiting poster, and waiting for the applicants, not much progress
 - Pastor Ziyi leads STM in Taiwan now
 - Minister Taylor will lead two CBers to Hope House , Maine for STM on 07/14-15

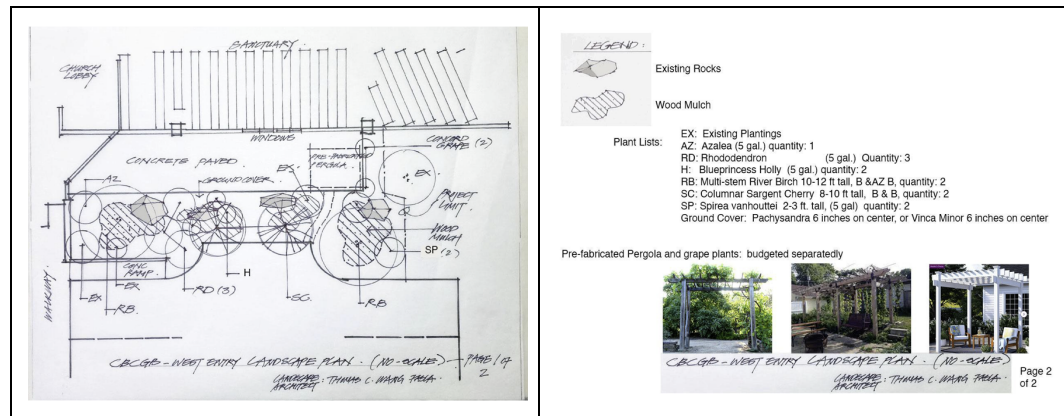
- Some sharing I had to give up in my preaching last Sunday
 - A few thoughts when I become the senior pastors for the future of the church
 - More actions on Outreach, Mission, and Social Concern
 - The eternal Word to changing world: strategies of Outreach, Mission, and Social Concern accessible to contemporary culture integration of "profession" and "Ministry"
 - Outreach to Younger Generation
 - More than ministries: An effective church governance and ministry structure
 - Later development: Caring for those who have special mental and spiritual needs
 - We need to prepare well!
- 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
 - Pastor Morley Lee will not be able to come on 54th anniversary, can we have any other plans for him?
- [Actions]:
 - BoE may need to have a special BoE meeting on Pastor Pan's questions about the church governance
 - As reinviting pastor Morley Lee, it will be subject to his availability in any future Sunday

BOD updates-Major activities and planning (Deacon Ye)

- Major Projects in CBCGB
 - a. Children Ministry (1st FL) Single-entry Project (security enhancement)
 - Waiting for the evaluation report from coworkers' visit of Grace Chapel
 - b. Signage Project
 - Waiting for Signarama's response for a more detailed quote (with how much things will cost with 3D printed lettering) and some finer details on how long things will last, if there is a guarantee for how long they will last, any sort of warrant
 - c. Church Front Entrance Landscaping Project
 - Landscaping contractor finished the 1st stage of the project, cleaning the ground and put concrete there
 - Further design from brother Thomas Wang arrived and under evaluation and budget proposal
 - The front corner garden covered with white construction stones received some disagreements from our congregants. Consulting with Brother Cheng-Chiang of CM to see if replacing with mulch is feasible



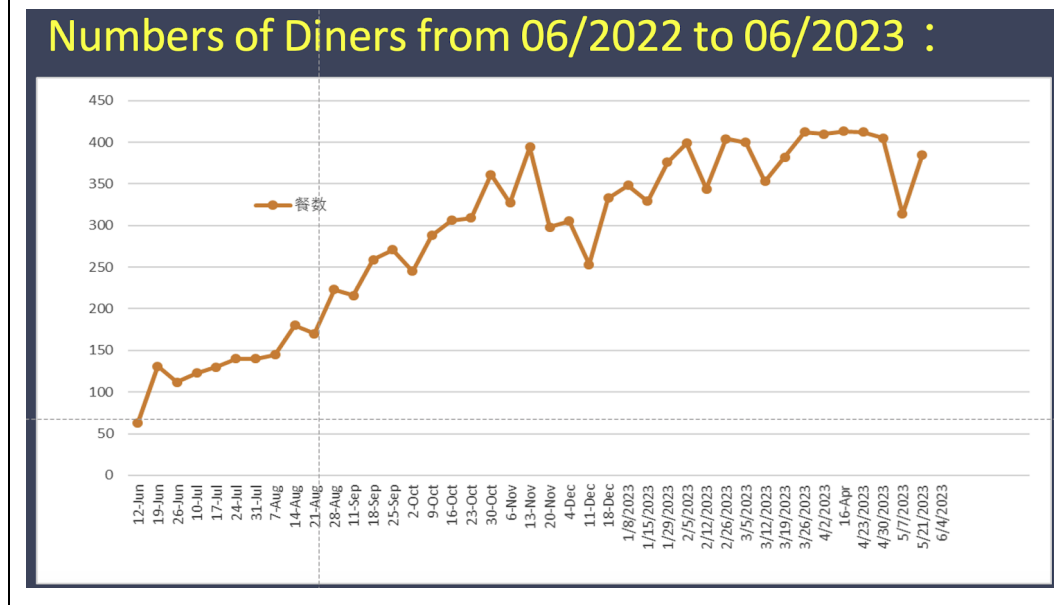
➤ Design diagram from brother Thomas Wang



Kitchen Ministry Review (Thanks to brother Zibiao, sister Wang Yan and whole coworker team)

- Lunch was served for the first time on 06/12/22, post pandemic.
- More than 20 co-workers can work together on a regular basis
- Majority of the fellowships take turn to participate in preparing the ingredients, serving, and cleaning
- Purchased new dining equipment, and provided new recipes (meals, snacks, drinks)

1/1	2022 結余		\$0.00	\$3,597		\$0.00	0	\$3,597.00	\$3,597.00
1/8/2023	牛腩萝卜, 香肠/腊肉米粉	333	\$0.00	\$1,616Zibiao Reimburse		\$360.88	5	\$1,255.12	\$4,852.12
1/15/2023	回锅肉, 炸酱面	348	\$0.00	\$1,709		\$0.00	2	\$1,709.00	\$6,561.12
1/29/2023	红烧肉, 海鲜打卤面	329	\$0.00	\$1,572Wang yan reimburse		\$3,787.00	11	-\$2,215.00	\$4,346.12
2/5/2023	梅菜扣肉, 炸酱面	376	\$0.00	\$1,839Wang yan reimburse		\$739.22	6	\$1,099.78	\$5,445.90
2/12/2023	咖喱牛腩饭, 照烧鸡, 虾面	399	\$0.00	\$1,992Wang yan reimburse		\$1,204.00	7	\$788.00	\$6,233.90
2/26/2023	黄焖鸡饭, 牛肉面	344	\$0.00	\$1,626Wang Yan reimburse		\$2,492.36		-\$866.36	\$5,367.54
3/5/2023	回锅肉, 炸酱面	404	\$0.00	\$1,967Wang Yan reimburse		\$1,310.00	13	\$657.00	\$6,024.54
3/12/2023	排骨萝卜饭, 雪菜鸡肉炒年糕	400	\$0.00	\$1,972Wang Yan reimburse		\$1,522.00	10	\$450.00	\$6,474.54
3/19/2023	香肠腊肉盖饭, 大排面	353	\$0.00	\$1,730Wang Yan reimburse		\$1,191.00	15	\$539.00	\$7,013.54
3/26/2023	牛腩饭/西红柿鸡蛋面	382	\$91.00	\$1,889Wang Yan reimburse		\$1,449.00	12	\$349.00	\$7,362.54
4/2/2023	糖醋糖醋排骨, 牛肉红薯粉	412	\$0.00	\$1,979Wang Yan reimburse		\$2,085.10	4	-\$106.10	\$7,256.44
4/3/2023				\$0.56		\$500.00		-\$499.44	\$6,757.00
4/2				prepay for Wang Yan's online purchase		\$2,000.00		-\$2,000.00	\$4,757.00
4/16	牛腩饭/包子, 豆浆/凉皮	410	\$0.00	\$2,015Wang Yan reimburse		\$6,225.10	21	-\$4,210.10	\$546.90
4/23/2023	卤肉饭/煎饼果子	413	\$0.00	\$2,016Xiao Mei Cost		\$500.00	5	-\$1,516.00	\$2,062.90
4/23/2023				Wan Yan reimburse		\$901.80		-\$901.80	\$1,161.10
4/30/2023	捞香肠土豆/葱油大排面	412	\$0.00	\$2,027Wang Yan reimburse		\$1,209.41	20	\$817.59	\$1,978.69
5/7/2023	泡菜排骨/炸酱面	405	\$0.00	\$1,960Baptism transfer		\$95.00		\$1,865.00	\$3,843.69
5/7/2023				Wang Yan reimburse		\$1,246.05		-\$1,246.05	\$2,597.64
5/20/2023	麻婆面/包子豆浆			\$969				\$969.00	\$3,566.64
5/21/2023	麻婆面/包子豆浆/炸香肠土豆	314	\$0.00	\$1,573Wang yan reimburse		\$1,852.16		-\$279.16	\$3,287.48
6/4/2023	红烧肉/米粉	385	\$0.00	\$2,133Zibiao reimburse		\$203.34		\$1,929.66	\$5,217.14
6/4/2023				\$0Wang yan reimburse		\$2,396.58		-\$2,396.58	\$2,820.55
6/11/2023	牛腩饭/海鲜大灌麵	378	\$0.00	\$2,870Wang yan reimburse		\$677.78		\$2,192.22	\$5,012.77



Follow-up Discussion on Boston Asian International Music Festival (E. Ruike)

- What happened:
 - a. Since the rise of the hate crimes to the American Chinese and Asians several years ago, four local Chinese communities have planned a series of concerts to promote peace and mutual understanding among different cultural backgrounds. These Chinese communities are the Chinese American Association of Lexington (CAAL), Chinese Association of Western Massachusetts (CAWM), Acton Chinese American Civic Society (ACACS), and Belmont Chinese American Association (BCAA). The event has been endorsed by the Mass Cultural Council. All concerts are planned to be held outdoors in public squares, and there have been four planned concerts this year at each community. Due to the uncertainty of the weather on 6/25, the concert may need to be canceled. Since some brothers and sisters have been involved in these communities, a suggestion was to change the location by renting the CBCGB sanctuary. Thus the rental request

was formally made to the stewardship on Saturday 6/24 morning. The unusual request of renting Sanctuary was escalated to BoE based on the rental policy indicating this should be a "case-by-case" approval process. Late 6/24 afternoon BoE approved the request for Festival Event to use the Sanctuary from 6 to 9 PM on 6/25

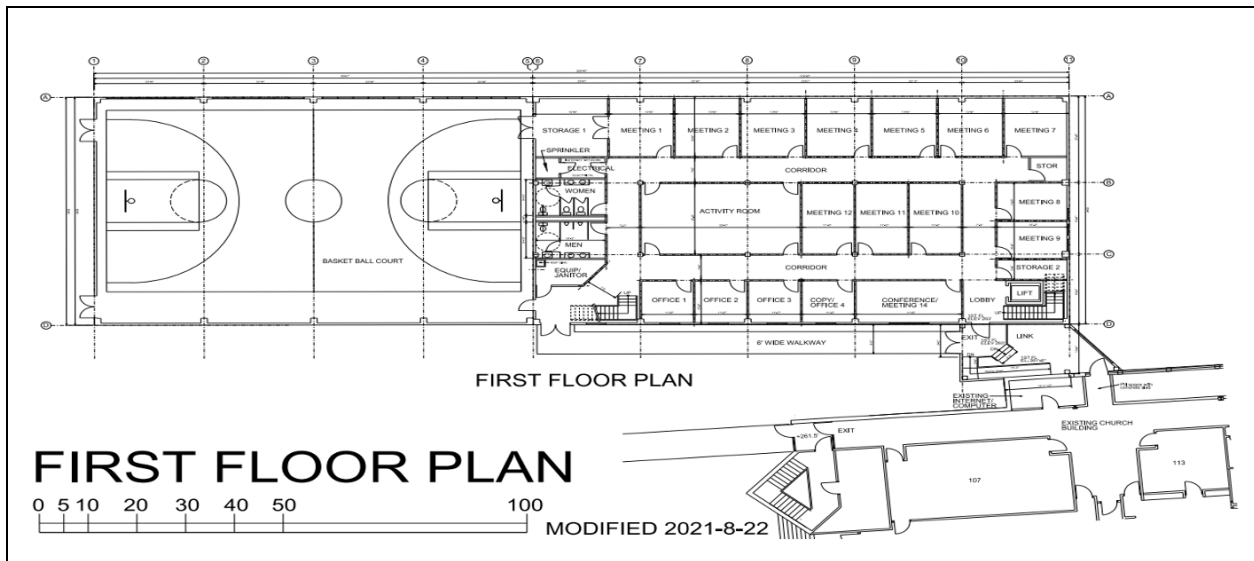
- b. The Children Ministry leaders were notified on Saturday 6/24 morning, but the leaders did not relay the meeting location change to some VBS coworkers who were preparing the skit rehearsal and decoration on 6/25 afternoon for the VBS program from 6/28 to 6/30. In addition, the Children Ministry did not reserve the Sanctuary but the Chapel instead
 - c. The Music Festival participants came to the church at around noon time and started to use the facility. They started to use Sanctuary while Pastor Jeff was still using it. Pastor Jeff was not notified that an outside group would use the Sanctuary. After Pastor Jeff left at 2:30 PM, the Festival performers and workers started to occupy the Sanctuary, which prevented the VBS co-workers from using the Sanctuary. The conflict started between Festival participants and Children Ministry coworkers started
 - d. Elder Paul Huang was called and requested to come to church to resolve the conflict between two groups. At that time, Elder Paul also consulted both Pastor Pan and Elder Yuguang on the phone for the conflict resolution
 - e. Another irritating thing is a commercial advertisement sign was placed at the entrance of our Sanctuary, which offended numerous congregants
 - f. Later, Elder Yugang He also arrived, and both elders tried to help resolve the conflict between the Children Ministry and Festival participants
 - g. Even though the VBS coworkers were unhappy, they were willing to yield the Sanctuary to the Festival participants, and the commercial sign was moved away from Sanctuary. The underlying issue is that VBS coworkers felt not appreciated by the church leadership because BoE should not rent out the Sanctuary to outsiders when the VBS planned to use Sanctuary. In addition, the Festival participants used almost the entire church building before and after the approved time
 - h. The community did appreciate CBCGB's support by renting out the Sanctuary for an urgent situation like this, which enabled the concert to be performed smoothly without the interference by rain. Elder Yugang also gave an opening remark, which provided a good witness to the Festival organization and invite them to join CBCGB community too
- Lessons Learned:
 - a. The church leadership needs to pay more attention to the needs of our Children and Youth ministries to build up the younger generations
 - b. The request of facility usage should give priority to church ministry over the third parties
 - c. Any rush approval for a rental may have unforeseen issues. In the future, the rental request needs to be reviewed and discussed with sufficient time

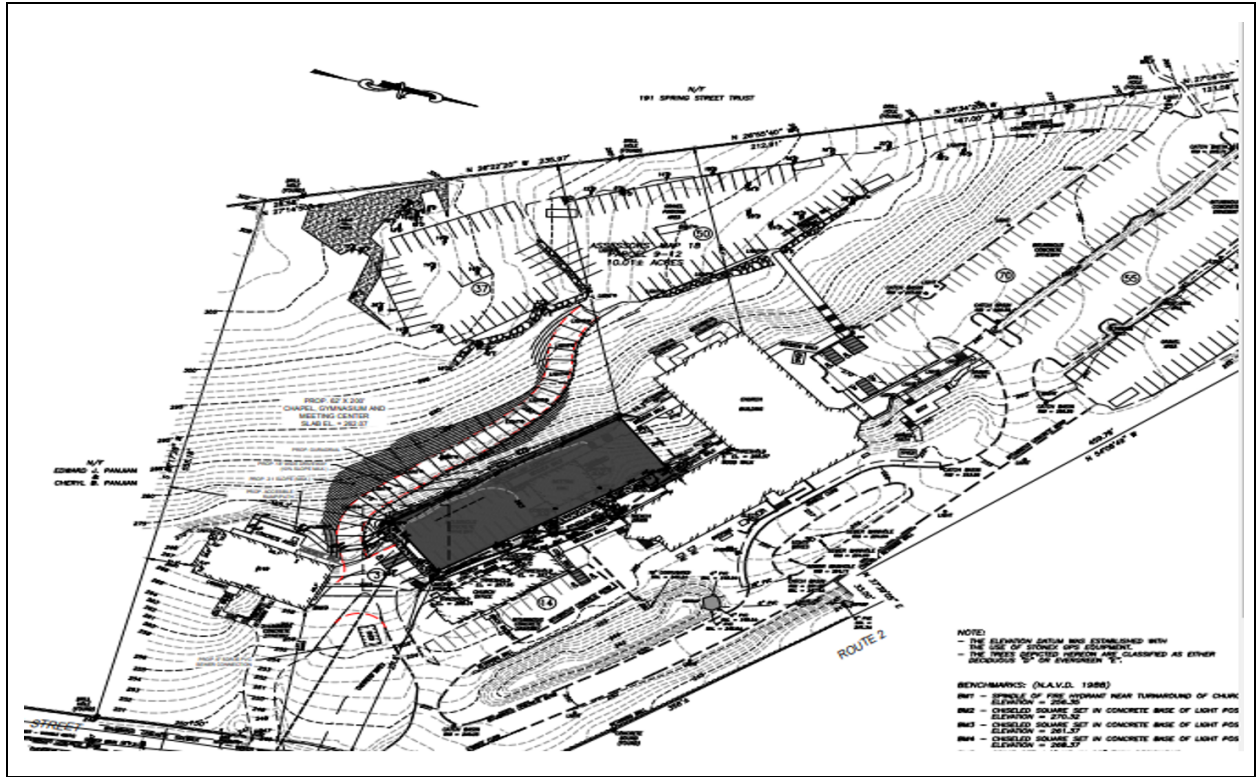
- d. The third party use of CBCGB facility needs to follow the rental policy. When renting the facility to non-Christian organizations, the renters need to ensure the activity will not violate our Christian faith and have commercial advertisements
- e. Allowing the outside non-Christian organizations use of our facility will provide paths to integrate CBCGB with the local communities

CBE Update (E. KC)

- Church Building Expansion Project Updates
 - Fundraising (on going)
 1. First 19 months (from 12/18/2021 – 6/30/2023)
Received 65 pledges total \$327,172.
Total donation received in 19 months: \$370,192
 2. Total CBE fund at the end of June 2023 : \$1,575K
 3. Pledge participation rate is still kind of low.
 4. But the number of units donating to the CBE fund is encouraging (over 100 units)
 - Revised quote from Callahan/Hoffman Co, Inc.
Revised quote from Callahan/Hoffman Co, Inc.
Design & Build: Phase I: \$2,171K (with AC)
Phase II: \$1,490K
Phase III:\$ 792K
Total: \$4,454K (Design & Permit: \$293K, Build: \$4,161K)
 - Design and build contractor completed the detailed drawing and engineering work and is applying for the building permit from Lexington.
 - Contractor submitted the contract for approval.
 - Communication between the contractor and Lexington Town Officials continues.
- Funding Projection For Phase I
 1. Current funding by June, 2023: \$1,575 K
 2. Projected funding by May,2024: \$1,755 K
 3. Adding \$300 K from capital fund: \$2,055 K
 4. Phase I design and build cost: \$2,171 K
 5. Shortfall: \$116K
- Church Building Expansion Project Updates:
 - Current CBE project Plan:
 - Divide the current plan into three phases.
 - Phase one: \$2.17 mm (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
 - **Circular driveway (paved, one direction)**

- 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
- Possible Upgrade of CBE project Plan:
 - Divide the current plan into three phases.
 - Phase one: \$2.52 mm (fundraising \$1.00mm)
 1. Multipurpose Activity Center: Indoor Gym
 2. Bathrooms for multipurpose activity center
 3. Bathroom fittings for the new chapel
 4. Foundation and the shell for classrooms, office and new chapel.
 5. Circular Driveway (paved, one direction)
 - Phase two: \$1.08 mm (fundraising \$1.08 mm)
 1. Complete 14 new classrooms, 4 new offices
 - Phase Three: \$0.85 mm (fundraising \$0.85 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
3rd Meeting with Contractor	June 27, 2023

- Estimate 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	Jun 2023
Construction begins	Sep 2023
Construction complete	Mar 2024
Building occupancy approval	Apr 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 21 days after approval
 Retainage: 10%

Payments for a 3 year member loan with 3% interest rate						
	250K		300K		350K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$100,000	\$7,500	\$100,000	\$9,000	\$120,000	\$10,500
2nd year payment	\$100,000	\$4,500	\$100,000	\$6,000	\$120,000	\$6,900
3rd year payment	\$50,000	\$1,500	\$100,000	\$3,000	\$110,000	\$3,300
Payments for a 5 year member loan with 3% interest rate						
	250K		300K		350K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$50,000	\$7,500	\$60,000	\$9,000	\$70,000	\$10,500
2nd year payment	\$50,000	\$6,000	\$60,000	\$7,200	\$70,000	\$8,400
3rd year payment	\$50,000	\$4,500	\$60,000	\$5,400	\$70,000	\$6,300
4th year payment	\$50,000	\$3,000	\$60,000	\$3,600	\$70,000	\$4,200
5th year payment	\$50,000	\$1,500	\$60,000	\$1,800	\$70,000	\$2,100

Member loan may start on April, 2024
 Pay back may start from April 2025
 Minimum loan amount: \$2,000 with increment of \$1,000

- [Action]:
 - Look into devising a 3 or 5 year member loan
 - Next meeting to approve the revised phase 1 CBE plan
 - Check if we need to follow the minimum interest rate

DNC Update:

- 6 deacons to be nominated, 2 deacons are agreed to be renominated. 3 CM nominees are accepted and 1 more nominee is still in need

- How to interpret the requirements

2. The New Testament contains a number of 'sin lists', warning against particular behaviors that bring divine judgment (for example, Rom 1:29-32; 1 Cor 5:9-11; 1 Cor 6:9-10; Gal 5:19-23; Eph 5:3-5; Col 3:5-6; 1 Thes 4:3-7; 1 Pet 4:3-5; Rev 22:15). Included in the list are the following: adultery, arrogance, carousing, deceit, discord, drunkenness, envy, factionalism, gossip, greed, hatred, homosexuality, idolatry, insolence, jealousy, malice, murder, orgies, prostitution, rage, ruthlessness, selfish ambition, sexual immorality, slander, strife, swindling, thievery, and witchcraft. If you have engaged in any of these practices within the past decade, please do not complete this application; instead, please speak with the associate pastor privately.

- [Action]:
 - Ask the support from pastoral staff to revisit the requirement in the questionnaire and the interpretations of required actions (i.e. follow-up counseling, etc.)
 - Need to find an owner for deacon candidate questionnaire

2nd Half Ministry Review

- Local outreach (September), Mission (TBD), Social Concerns (TBD) for 3 available months

Brainstorm on the Church Governance

- Pastor Pan gave talks at a couple CC meetings in 2021-2022 on church governance. In addition, the survey and discussions on various church governance models were also held at 2022 September CC meeting
- This will require a task force to study the best model of church governance for CBCGB. In addition, any changes of the church governance will require the bylaw changes

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