

Meeting Minutes

CBCGB Board of Elders (“BoE”) August 12, 2023

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

Invitees: Patrick Chen (CB Pastor), Paul Lowe (HR manager), Taylor Birkhimer (YM minister)

Absent: Chaw-bing Chang (Elder), Ji-yong Wang (Elder)

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

Location: Hybrid meeting at Church Office Conference Room and Zoom

Opening Prayer (E. Yuguang)

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 a 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.
 - 8 short term mission teams and 5 activities of social concern.
 - 林鴻信
 - 07/08: Special Theological workshop: Theology of Hope and Christian Eschatology (盼望神學與終末論)
 - 07/15: Theological topic: The Challenge of Secularization to the church
 - The Kairos Mission Course moves to November because not enough students register.
 - 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, 15 students register, not sure the course' approach of the hermeneutics to revelation,
 - 08/13 : Pilot Ministry Fair (Children Ministry, Youth Ministry, Audio, Pulse, Kitchen, CM Newcomers)
 - 08/20 : Fire Drill
 - 08/27 : CM Child dedication in the service and 152 Baptism in the afternoon
- 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.

- Fall Evangelistic Retreat of COM, 09/29-10/01, speaker: 陸尊恩
- Pastoral staff
 - Search of Youth Ministry staff : posting recruiting poster, and waiting for the applicants, not much progress
 - Several pastoral staff take vacations
 - Pastor Juta finished vacation and returned from Atlanta recently
- Others
 - Pastoral staff suggested inviting Pastor Morley Lee to preach on 2024 Easter weekend (Undecided on the preaching on Friday and Sunday, or a special gathering on Saturday?)
 - Pastor Caleb Chang will have lunch with pastoral staff on 08/22
 - Looking forward to the plan of temporary children playground
 - Pastoral staff's annual review
 - Church Web: Do we need to have a ministry group to coordinate all the webs of congregations and ministries?
- Some of future plans
 - Church planting in East Boston?
 - Gathering members with counseling professions (09/06 online)
 - Coordinating parents and family spiritual growth.
 - Connecting all sister churches in NE, the efforts have been slower than the expectation
 - Church governance and ministry structure's research?
- [Actions]:
 - Possible church planting near Boston: Malden, Winchester, Stoneham, Quincy
 - Coordination of parents and family spiritual growths

BOD updates-Major activities and planning (Deacon Ye)

1. Major Projects in CBCGB
 - a. Children Ministry (1st FL) Single-entry Project (security enhancement)
 - approached Risk Management Advisors (RMA). Received service proposal. RMA was the service provider for Grace Chapel for their funding application
 - Physical Security Assessment: This includes a comprehensive assessment
 - Emergency Response Plans: RMA also looks at things such as us being a Chinese Church and how that can factor into all of the situations listed in the proposal.
 - b. Church Main Building Roof Project
 - Recent inspection from one contractor pointed out the roof concrete/rocks and some sidings loosen and can fall from the roof anytime. The cracks caused leaking, which is prone to collect water and expand when frozen in the winter. No current threats, but the problem will be worse if we don't resolve it
 - c. Signage Project
 - Received invoice from "Signarama" of the new quote (minor price correction but the final cost will still be over 10K)
 - Capital fund request form submitted

- BoD vote is required to approve (on 8/19 BoD meeting)
- d. Parking and Traffic Ministry in CBCGB
 - Received request from pastoral staff to install more traffic signs around parking lot
 - Coworkers proposed to purchase some signs and probably try 3D paint on road

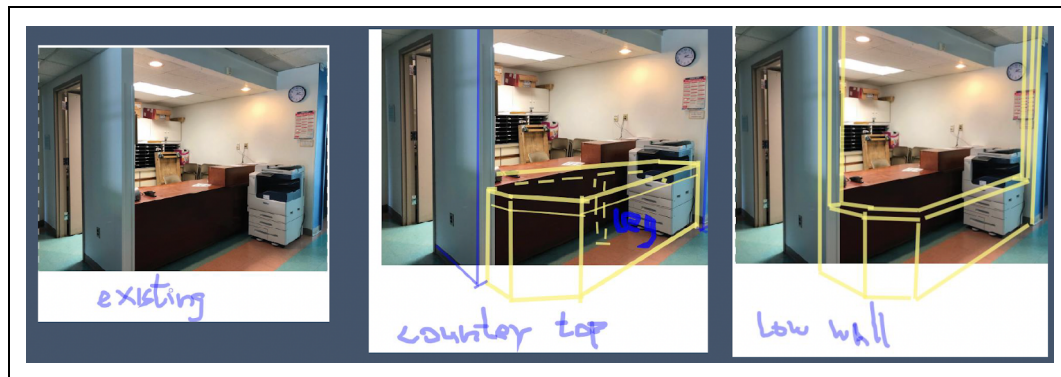


- e. Other Property Maintenance:
 - Fixed AC around main building (sanctuary, chapel, basement) by (service by Medford Wellington, Inc) (not fully completed)
 - Repaired kitchen broken freezer(completed by contractor)
 - Replaced Bluezone Service Kits for three air purifiers (service from brother Raymond's company)
- 2. New Dean Orientation
 - The document contains below items:
 - The Basics
 - Bylaws
 - Legal and Fiduciary Responsibilities
 - Decision Making Process
 - General Information
 - General Roles and Responsibilities
 - Specific Roles and Responsibilities
 - Schedule of Meetings
 - Important Dates
 - Digital Resources
- 3. Playground Relocation
 - a. Used by children's Sunday school
 - b. Allows children to release energy before attending indoor programs

- c. Improves focus in classrooms
- d. Allows children to exercise their large motor skills
- e. Gathering place for kids to play and informally socialize
- f. Promotes idea of church is a fun place
- g. Possible locations are listed below (location B could be the optimal)



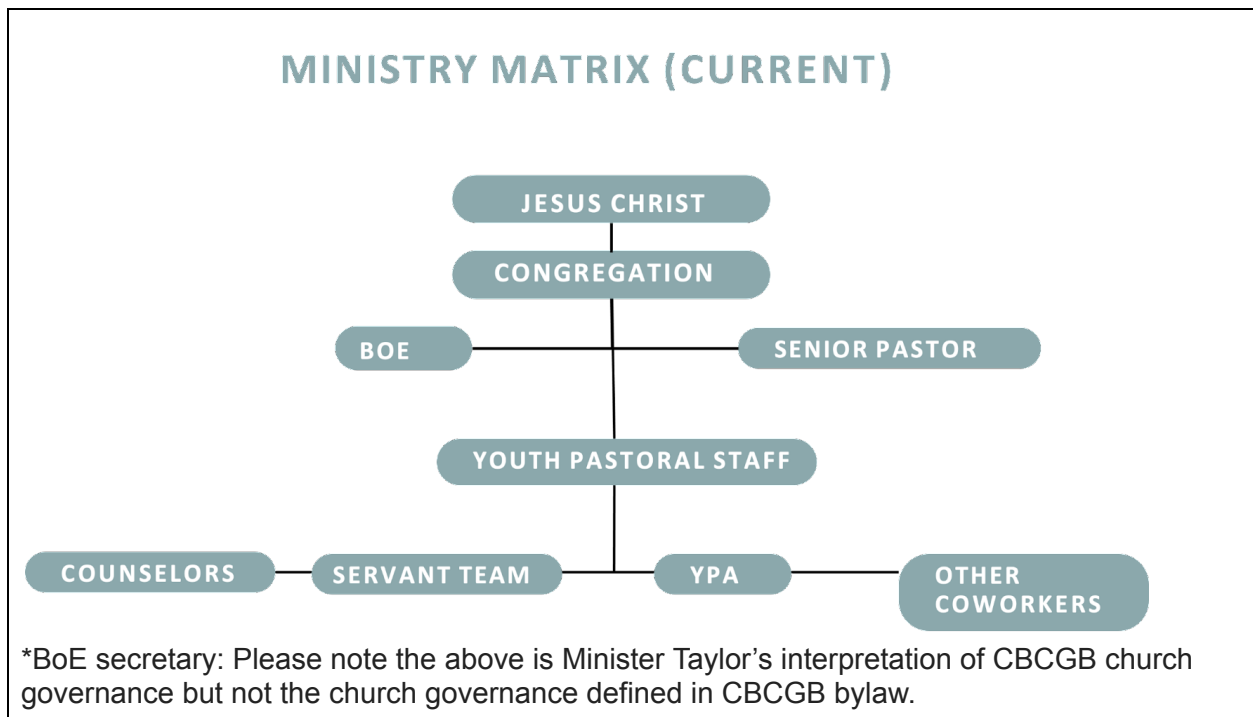
- Willow's request to modify the Chinese Adult Sunday School Office
 - Not the urgent need to chance
 - The modification allows a better room usage as well as the appearance for both church and Willow Christian Montessori School

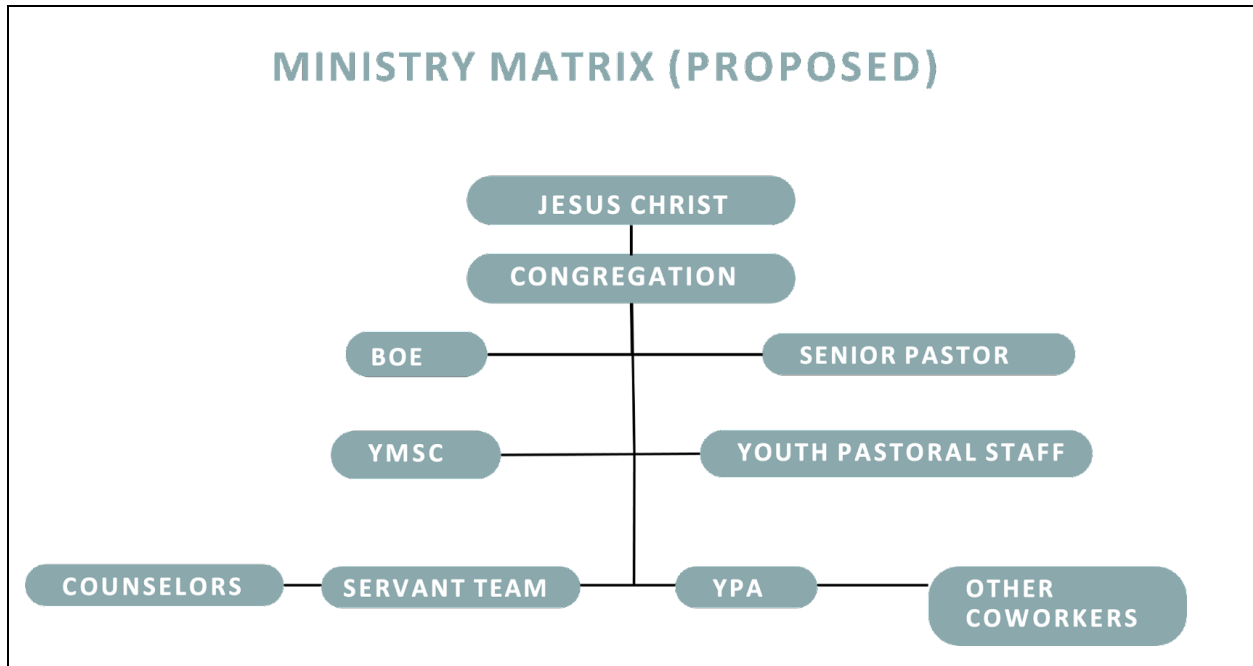


Proposal for Youth Ministry Steering Committee (YMSC) (M. Taylor)

1. WHAT IS THE YMSC?:
 - a. The YMSC will function as the highest level of oversight, vision casting, and directional leadership within and for the youth ministry.

- b. The YMSC is important for the spiritual leadership of the youth ministry, consisting of roughly 100 students and 25 volunteers. The purpose of such a committee is to provide a structure for overseeing and guiding the youth ministry's mission, vision, and various programs.
2. WHY DO WE NEED THE YMSC?
- a. Plurality principle
 - i. Benefits of shared wisdom Benefits of shared responsibility
 - ii. Building a vision for youth ministry beyond the ideals of the youth pastoral staff
 - b. Building a vision for youth ministry beyond the ideals of the youth pastoral staff
 - i. Is it healthy for a ministry to change vision significantly when there's a change in pastoral staff?
 - c. Unity within diversity and youth's role in cross-congregational unity
 - i. The diverse team making up the steering committee can help see the bigger picture in how youth relates and serves ChM, CM, CB
3. WHY PROPOSE TO THE BOE
- a. MINISTRY MATRIX IMPLICATIONS
 - i. The YMSC will change the ministry matrix (functionally or officially based on BoE's decision)
 - b. BOE FEEDBACK ON FORMALITY
 - c. CHURCH GOVERNANCE IMPLICATIONS?
 - i. What is the role of ministry boards in our church governance?
 - d. BYLAW IMPLICATIONS?
 - i. What is the role of ministry boards in our bylaws?





- Youth Ministry: YMSC, Taylor Birkhimer
 - Worship:
 - Youth Worship: YMSC member, Taylor Birkhimer
 - Spiritual Formation:
 - Sunday School (Senior High): YMSC member, Taylor Birkhimer
 - Sunday School (Junior High): YMSC member, Taylor Birkhimer
 - Fellowship:
 - ALIVE: YMSC member, Taylor Birkhimer
 - Deacon Liaison: Phil Sailer (also ideally a YMSC member)
4. SHOULD FORMING THE YMSC BE THIS FORMAL?
- a. Option 1: Formal and recognized governing authority (recognized by BoE, Bylaws?)
 - b. Option 2: Informal representational authority

4.2 The functional lead youth pastoral staff will chair the committee. New members of the YMSC are nominated by the current members of the YMSC. If there are no current members of the YMSC, the youth pastoral staff will establish an ad hoc YMSC member nomination committee who will appoint the members of the YMSC. The YMSC nominating committee must consist of at least 3 members of the church council.

- YMSC SCOPE CASE STUDY
 - The YMSC decides after 2024 if we haven't produced a candidate for the Girl's Youth Pastor position, we change directions and begin looking for a Youth Director or Middle School Pastor (male or female). Does the YMSC have the authority to make this decision?

- The YMSC decides there is a quorum of parents and youth who want to move the fellowship time of the youth ministry from 7:45p to 7:00p. Does the YMSC have the authority to make this decision?



- [Actions]:
 - Present Elders gave a green light to move forward as a ministry committee without changing the existing governance defined bylaw and ministry matrix
 - E. Yuguang will ask the opinion of Elders Chaw-Bing and Ji-Yong (both absent)

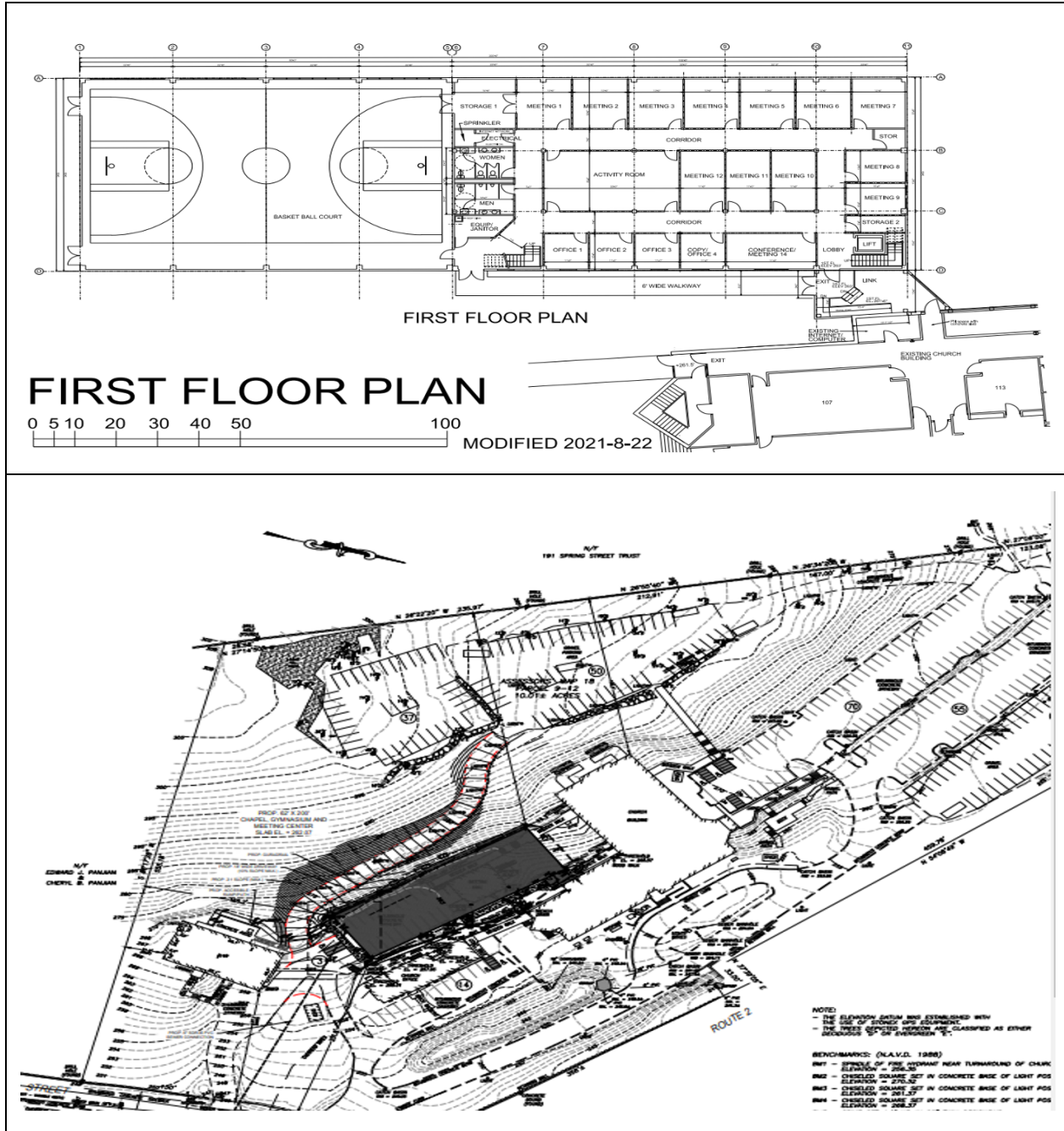
CBE Update (E. KC)

- Church Building Expansion Project Updates
 - Fundraising (on going)

1. First 20 months (from 12/18/2021 – 7/31/2023)
Received 65 pledges total \$327,172.
Total donation received in 20 months: \$403,494
 2. Total CBE fund at the end of July 2023 : \$1,612K
 3. Pledge participation rate is still kind of low.
 4. But the number of units donating to the CBE fund is encouraging (over 160 units).
- Revised quote from Callahan/Hoffman Co, Inc.
Design & Build: Phase I: \$2,171K (with AC)
Phase IIA: \$ 384K (entire shell)
Phase IIB: \$1,110K
Phase III:\$ \$1,032K
Total: \$4,697K (Design & Permit: \$308K, Build: \$4,389K)

Building permit has been submitted and is waiting for Lexington Town's approval.
A public hearing was held on August 9, 2023.
Contractor submitted the contract for approval.

- Funding Projection For Phase I and Phase IIA
 1. Current funding by July, 2023: \$1,612 K
 2. Projected funding by July, 2024: \$1,792 K
 3. Adding \$300 K from capital fund: \$2,092 K
 4. Phase I+2A design and build cost: \$2,555 K
 5. Shortfall: \$463K
- 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 A: \$384K (issue 400K member loan)**
Built Entire shell.
 - Phase two B: \$1.11 mm (fundraising 1.1 mm)**
Complete 14 new classrooms, 4 new offices.
 - Phase Three: \$1.03 mm (fundraising \$1 mm)**
 1. **Complete the New Chapel with 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
Lexington Town Hearing	August 9, 2023

4th Meeting with Contractor	August 15, 2023
2nd Lexington Town Hearing	August 30, 2023

- Contract Summary for Phase I plus Phase IIA
 - Architect.
 - Payment Dates Construction Starting Date:
 - Upon receipt of building permit.
 - Total cost:
 - \$2,554,978. Guaranteed Maximum Cost.
 - 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 :
 - Within 21 days after approval.
 - Retainage: 10%

Payments for a 3 year member loan with 3% interest rate						
	350K		400K		450K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$120,000	\$10,500	\$140,000	\$12,000	\$160,000	\$13,500
2nd year payment	\$120,000	\$6,900	\$140,000	\$7,800	\$160,000	\$8,700
3rd year payment	\$110,000	\$3,300	\$120,000	\$3,600	\$130,000	\$3,900
Payments for a 5 year member loan with 3% interest rate						
	350K		400K		450K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$120,000	\$10,500	\$140,000	\$12,000	\$160,000	\$13,500
2nd year payment	\$120,000	\$6,900	\$140,000	\$7,800	\$160,000	\$8,700
3rd year payment	\$110,000	\$3,300	\$120,000	\$3,600	\$130,000	\$3,900
4th year payment	\$50,000	\$3,000	\$60,000	\$3,600	\$70,000	\$4,200
5th year payment	\$70,000	\$2,100	\$80,000	\$2,400	\$90,000	\$2,700

Member loan may start on May, 2024

Pay back may start from May, 2025

Minimum loan amount: \$2,000 with increment of \$1,000

- [Action]:
 - Public relations public hearing concerns about our driving speed, disturbance
 - Sign the contract (E. Yuguang motion and Paul second. Present elder unanimously approved).

DNC Update:

- 6 deacons to be nominated, 2 deacons are agreed to be renominated. 3 CM and 1 CB nominees are accepted
- [Action]:
 - BoE approved the candidates for BoD nominees (E. Ruike motion and E. Paul second)
 - Start the interview for the prospective BoD nominees by elders and pastors
 - BoD needs to discuss the roles of new deacons

ANM (Afghan Neighbor Ministry) Future Plan proposal discussion

- Proposal from mission committee:
 - ANM be housed as a ministry under the Social Concerns ministry, similar to Summerbridge
 - ANM will be renamed "Neighborhood Support Team" once moved under Social Concerns
 - ANM funds given in faith by the congregation will be dispersed into the Social Concerns account to be prayerfully distributed as the committee discerns is best.
- BoE has no concerns on the proposal.
- Potential issue: how is fund management? Social concerns will double the annual budgets due to the proposal
- [Action]:
 - Elders Yuguang and Ji-Yong should discuss with the mission committee about the fund's application. Ask the ANM team to present at CC.
 - CC approve and present at october membership meeting

Elder Nomination

- BOE approved one candidate for the term 2024-2026

Closing prayer: E. Paul Huang

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