

# Board of Deacons (“BoD”) Meeting Minutes

August 19, 2017

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## A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng, Christopher Cheng (Secretary), Paul Huang, Zongkui Joe Ma, Haiguo Wu (Head Deacon), Jimin Xiong, Tuanfeng Zhang
- b. **Invitees:**
  - i. Pastoral Staff: Pastor Tim Conkling
  - ii. Board of Elders members: Elder Loren Shih
- c. **Absentees:** Senior Pastor Caleb Chang (Sabbatical), Jason Lee, Ji-yong Wang (Treasurer), Jian Zhang, Shanchuan Zhao

## B. Location: Conference room, church office building.

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:12 am. Deacon Haiguo opened in prayer.
- b. Board of Elders (“BoE”) Sharing (Elder Loren Shih)
  - i. Cross Bridge is looking for a worship intern. Eight people are stepping down from worship team in the fall, four of whom are worship leaders. The candidate will not only help musically but also lead spiritually.
  - ii. Our bylaws state that all of our pastors are under the leadership and supervision of the senior pastor but do not necessarily state that they report directly to the senior pastor. No changes are planned to the pastoral staff reporting structure, but some have asked for clarification about interpretation of the bylaws.
  - iii. Nominees have been identified for all openings on the Board of Deacons next year.
  - iv. Nominees for the Board of Elders will be announced on September 2 according to the bylaws.
  - v. The church where the Quincy ministry has met once a month on Saturdays has offered to rent out space on Sunday afternoon to run a church service. Discussions are ongoing regarding whether to plant a church there and how church services would be supported both short-term and long-term. Quincy is an area that does not have sufficient Chinese churches to serve its Chinese working class population.
  - vi. For more information, please refer to the August Board of Elders minutes.
- c. Senior Pastor Search Committee Update (Elder Loren Shih)
  - i. The committee members are Elder Yuguang He, Elder Loren Shih, Elder Chaw-bing Chang, Paul Huang, Xinyu Li, Melissa Yang, Ling Xie.
  - ii. Elder Loren presented a draft of the senior pastor job description.
  - iii. The job description draft has been shared with pastoral staff and Board of Elders. The committee also plans to visit fellowship groups to solicit feedback regarding the job description.
- d. Pastoral Sharing and Update (Pastor Tim Conkling)
  - i. Chinese Ministry
    1. A new small group has started focusing on Allston, Belmont, and Waltham. Two more small groups are being planned for Lexington and Newton.
    2. Candidate interviews for the next baptism are complete.
    3. Fellowship groups have been offering hymns during Sunday worship services.
    4. Fellowship groups also have been helping with mowing the church lawns.
    5. Fellowships groups have been organizing outings and camping trips over the summer.
    6. Inductive Bible study training is ongoing.

- ii. Children’s Ministry
  - 1. AWANA registration will be held during the next two Sundays in the church lobby.
  - 2. There is need for 4-5 Mustard Seed primary teachers and many teacher assistants. There is also need for three Sunday School teacher assistants.
    - a. The Board of Deacons discussed different ways to disseminate service opportunities to enable people to better use their gifts. This could be done through the bulletin, the website, and Sunday announcements.
    - b. The main church website is able to add a page to list potential service opportunities. Cross Bridge Core has been working on a strategy to connect people with service opportunities and a question was asked whether such a page should also be added to the Cross Bridge website.
  - 3. Fall Harvest Festival will be held on Tuesday, October 31 this year.
  - 4. There is a desire to give the Children’s Ministry website a facelift.
  - 5. Pastor Steven Bowman will be away from August 11-20 on a short term missions trip with PEER Servants and Visions of Hope in the Philippines.
  - 6. Pastor Steven will also be attending a pastor’s conference in Orlando on March 8-10, 2018.
- iii. Youth Ministry
  - 1. Hopi and Lynn short term teams have returned.
    - a. Team members have expressed that the trips were worthwhile but also difficult.
  - 2. NYC short term team returns Sunday night.
- iv. Cross Bridge
  - 1. Pastor Tim is transitioning into Cross Bridge and is now preaching regularly.
  - 2. Fellowship groups are preparing for the new academic year.
  - 3. Cross Bridge is still searching for a worship intern.
  - 4. Cross Bridge will hold a retreat at Pilgrim Pines on 9/29-10/1.
- v. Pastor Tim raised the problem that Chinese Ministry is facing in terms of outgrowing facilities and encouraged church leadership to work towards a solution as soon as possible.
- e. Financial Report (Haiguo Wu for Ji-yong Wang)
  - i. Summary of key funds (preliminary):

Funds	Offering (Jul)	Expense (Jul)	Total (Jul)	Cumulative Balance
General	\$152,370.62	\$103,519.67	\$48,850.95	\$48,850.95
Mission	\$28,198.00	\$30,481.16	(\$2,283.16)	\$40,026.55
Capital	\$275.63	\$10,953.00	(\$10,677.37)	\$139,612.63
CBE Fund	\$300.00	\$10,000.00	(\$9,700.00)	\$317,817.19
SCM	\$3,810.00	\$2,188.69	\$1,621.31	\$53,235.79
Benevolence	-	-	-	\$25,800.14
MS Building Fund	\$500.00	-	\$500.00	\$10,140.84

- ii. FY 2017 is complete so the general fund cumulative balance has been reset.
- iii. General Fund budget summary - up to July 30, our total expense is at 6.1%, and our total

offering is at 8.4% of the total annual budget. The targeted percentage is 8.3% (1 month complete in the fiscal year).

- iv. Two members of the finance committee have recently retired from the committee so the close of the fiscal year numbers has been delayed. The hope is to have all the numbers complete at the end of August.
  - v. Brother Jian Zhang and sister Mi Chen have joined the finance committee.
  - vi. FY 2017 had a surplus beyond what is required to be allocated by policy. One proposal for disbursing this surplus is to give to Metro-South's building fund. Any decision would require church council approval.
- f. Stewardship update (Haiguo Wu for Jian Zhang)
- i. Property projects
    - 1. The stairway from the upper level parking to the main building has begun construction. The stairway width has been increased to more than 6 feet from the original design. It is expected to be complete early next week.
    - 2. A draft design for connecting the main building to the town sewer has been created.
    - 3. The pathway from the upper parking lot to 151 has already eroded. It may have to be paved in the future.
  - ii. Property maintenance
    - 1. A new backup camera has been installed on Van #1. The new cameras will be installed on the other vans in the coming weeks.
    - 2. A new door has been installed at the church office basement entrance after it was destroyed in flooding last month.
    - 3. The coat room has been decluttered and cleaned.
    - 4. Repairs have been made to the main building basement ceiling tiles and the carriage house bathroom shower curtain.
    - 5. An "Online Property Walk-through Table" spreadsheet has been created to document property items that need to be addressed.
    - 6. A railing will be added to the church office steps as required by insurance.
  - iii. Property management
    - 1. Followed up with insurance recommendations regarding church property repair and maintenance
    - 2. Negotiated with elevator company to reduce their hourly rate
    - 3. Reproduced the current plans for the septic as-built system
    - 4. Contacted potential septic contractors
    - 5. Organized the sanctuary and performed a walkthrough of the buildings
  - iv. The pews in front of the bathroom have sharp pins sticking out of the seat. Deacon Jian will be notified and they will be addressed.
- g. Technology Update (Haiguo Wu for Jason Lee)
- i. Pastor Tim's computer has been set up.
  - ii. Jason signed up for Techsoup and made the first non-profit purchase of Adobe software on behalf of the youth.
  - iii. Deacon Paul demonstrated a peer-to-peer WiFi connection to certain Epson projectors.
- h. Deacon Jimin closed in prayer and Deacon Haiguo adjourned the meeting at 12:06 pm.