

Board of Deacons (“BoD”) Meeting Minutes

November 18, 2017

A. In Attendance:

- a. **Attendees:** Senior Pastor Caleb Chang, Bow-nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Jianglin Liang, Zongkui Joe Ma, Charlene Tsang, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jian Zhang, Tuanfeng Zhang
- b. **Invitees:** Elder Yuguang He, Berhan Yeh (Incoming BoD member)
- c. **Absentees:** Jimin Xiong

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:00 am. Deacon Haiguo opened in prayer.
- b. Pastoral Sharing and Update (Pastor Caleb Chang)
 - i. Pastor Caleb requests special prayers for:
 1. The passing of Pastor David’s mother after a fall.
 2. Brother Paul Huang’s family (wife Hilda and son Jerry) after his sudden passing.
 3. Former church custodian Batista’s court case and Stephen ministers who are reaching out to him.
 4. Texas church shooting
 5. Pastor Peter Wu of Chinese Bible Church of Greater Lowell is leaving his church in April 2018. Please pray for our sister churches.
 - ii. A draft of the 2018 church calendar has been created by the pastors and hard copies are being distributed for review.
 - iii. Short Term Missions trips for 2018 are being defined.
 - iv. Mandarin Gospel Meeting 2018 dates will be March 16-18 and September 21-23.
 - v. Guest speakers for next year include Pastor Wendell Friest (Stephen Ministries), Rev. David Hsu (Chinese Ministry retreat), and various theology teachers for spiritual formation.
 - vi. Pastoral reviews are ongoing with respect to:
 1. Fall Mandarin Gospel Meeting which had lower attendance and less conversions than in the past but which presented good content.
 2. 48th anniversary joint service:
 - a. Worship was only in English because the worship team stepped up in service at the last moment.
 - b. The Chinese speaker lost the English audience even despite quality English translation.
 3. Missions and social concerns conference had a dynamic speaker with an excellent testimony. However, some pastors had hoped for more biblical exposition.
 - vii. The list of approved guest speakers is available and open for review and recommendations. The community outreach community, spiritual formation ministry, missions committee, and social community ministry are respectfully reminded to consult the list or review new speakers with the pastoral staff.
 - viii. “Pop-up” events are discouraged with no guarantee of facility availability or other church ministry support. The pastoral staff seeks not to book more than two major events per month to prevent behind-the-scene co-workers from being overstretched.
 - ix. Pastors have worked out an “on-call” duty list during weekday office hours to ensure at least one English and one Chinese speaking pastor available during business hours. The phone system is also being updated.

- x. The December 31 First Night prayer is back on from 9:00pm until midnight. Cross Bridge is not officially participating but all members are welcome to attend.
 - xi. Pastors are inviting the Board of Elders chair to staff meetings. Pastors are also invited to observe Board of Elder meetings.
 - xii. Pastor Sandy’s CAST cultural dance event has been approved. The missions committee will handle fundraising, but church policy prohibits explicit fundraising during church services.
 - xiii. Jehovah’s Witness and Mormon bibles have been found at our church. The source of those bibles has been identified.
 - xiv. Room reservations are often a sensitive issue; please follow the Stewardship ministry’s [“Policy for CBCGB Church Facility Usage”](#) which includes the church’s rental policy. The goal of the policy is not to generate income but to apply consistent standards from all who request to use church property. In the case of accidental double-booking, please contact the church council chair or senior pastor to resolve.
 - 1. Deacon Jason may have some ideas for improving the room reservation system. He will work offline with Deacon Jian.
 - xv. Last Sunday, Boston Properties notified us last minute that we would not be able to use their parking lot. Special thanks to the work by deacons to identify a workable solution. The Board of Deacons is respectfully reminded to seek or negotiate alternative parking options.
- c. Board of Elders (“BoE”) Sharing (Elder Yuguang He)
- i. A proposal to integrate vocational ministry under spiritual formation starting in 2018 has been approved.
 - ii. The Board of Elders is supporting a more flexible policy that enables pastoral staff to designate ministry to sister churches as “church assignment”. This includes ministry to Chinese Bible Church of Greater Lowell, Metro-South, and Metro-West.
 - iii. The Senior Pastor Search Committee has integrated all congregational feedback regarding the job description. It will be posted November 18 according to the schedule.
 - iv. The 2018 calendar year ministry matrix has been initiated by the church council secretary.
 - v. There was a proposal to hire a worship pastor, especially to support the Cross Bridge worship ministry. This will be followed up at the next meeting.
 - vi. Eric Chiu (current chair of the missions committee) and Sandy Liu (next year’s chair) have been invited to the next meeting to review the missions committee transition and other aspects.
 - vii. Church council retreat will be held on Thursday, December 7. All details are to be determined. The church council meeting will follow on December 9. Newly elected deacons and elders are invited to attend.
 - viii. Pastor Tim provided an assessment of the state of Cross Bridge, highlighting the strengths, challenges, and needs.
 - ix. There are four pastors (Steven Bowman, Steve Chang, Tim Conkling, Yuegang Zhang) who are working on a proposal for instantiating multiple services at the church.
 - x. For more information, please refer to the November Board of Elders minutes.
- d. Financial Report (Ji-yong Wang)
- i. Summary of key funds (preliminary):

Funds	Offering (Oct)	Expense (Oct)	Total (Oct)	Cumulative Balance
General	\$160,381	\$117,038	\$43,343	\$80,829
Mission	\$24,608	\$30,466	(\$5,858)	\$22,758
Capital	\$274	\$3,050	(\$2,776)	\$448,421

CBE Fund	\$2,500	-	\$2,500	\$322,817
SCM	\$3,750	\$2,460	\$1,290	\$51,962
Benevolence	\$300	\$6,000	(\$5,700)	\$18,700
MS Building Fund	\$2,500	\$9,641	(\$7,141)	\$4,900

- ii. General Fund budget summary - up to October 31, our total expense is at 26.0%, and our total offering is at 30.5% of the total annual budget. The targeted percentage is 33.3% (4 month complete in the fiscal year).
- iii. The benefits policy for church staff states that the church will cover 85% of health insurance premiums and 85% of any deductibles requested by the staff for reimbursement. The Board of Deacons is responsible for choosing the health insurance plan. If the church remains on our current health plan with Neighborhood Health, the premiums will increase by 22% next year along with increases to copays after deductibles for some categories. The church’s insurance agent has offered alternative plans with Neighborhood Health, BlueCross BlueShield, and Tufts Health Plan but there is compromise between lower premiums and higher co-pays.
- e. FY17 Surplus Discussion (Haiguo Wu)
 - i. Last month, the consensus was to give \$15,000 to the Metro-south building fund. While there have been requests regarding how else the money can be used, the Board of Deacons will still recommend to the church council that the church surplus be used to partially fulfill what the church has previously already committed to the Metro-south building fund.
- f. Technology Update (Jason Lee)
 - i. Deacon Jason has been trying to understand the phone system the church purchased a few years ago. He may need to bring a company representative from the vendor to provide training and to give him greater control to fix problems.
- g. Stewardship update (Jian Zhang)
 - i. Property projects
 1. A handrail made of steel pipe has been added to the stairway from the upper level parking, because the regular wooden handrail was too wide for children to grasp. Also, one last additional step has been added at the bottom to make walking safer. The upper parking lot will be open this winter after the building of the stairway and paving of the access road.
 2. Railings have been added to the church office front step on request of the church’s insurance company and to satisfy building codes.
 3. A heavy duty 2 horsepower septic pump has been installed which will eliminate the warnings that were constant on Fridays and Sundays with the original temporary pumps, which were each 0.5 horsepower.
 4. The proposed connection from the main building to the public sewage system has been approved. The slope of the proposed pipe from the church building to Spring Street is only 1.57% which requires a larger pipe size than is typically used. The approved plan will not require a sewage pump. Connecting to the town sewer has many benefits, including the lack of a sewage pump to maintain and scalability if the church chooses to expand.
 5. The walkway from the upper level parking to the 151 building has been paved.
 6. Parking lighting:

- a. The area near the stairwell entrance is also very dim. New lights are planned to be installed along the edge of the upper level parking lot on the side facing the church building.
 - b. Of the four solar-powered lights installed in the upper level parking lot, two have already failed. These lights will be replaced with wired LED lights. The existing solar powered lights (including those replaced by warranty) will be used elsewhere at a lower height (so that they are more accessible).
 - c. Lighting will also be installed along the walkway from the upper level parking to the 151 building. The lights will be similar in style to the lights to the Boston Properties parking lot.
7. The process for building an awning over the first floor pickup/drop-off entrance is during the permitting process. The initial awning will cover the steps; covering the handicap ramp will be considered at a later time.
8. Two different plans for building a deck next to the second floor main entrance are being considered. It was noted that the church's insurance company should be consulted regarding the impact of building a deck on the church's insurance premium.
- ii. Property maintenance
 1. Potholes have been repaired.
 2. Miscellaneous items (leaky faucet, broken ceiling tiles, vandalized cork boards) have been fixed.
 3. The wooden walkway from the main church building to the church office will be repaired on request of the church's insurance company.
- iii. Property management
 1. The annual sprinkler inspection was completed.
 2. Preparations are underway for the Town of Lexington annual inspection and state annual elevator inspection.
 3. Damaged soap and paper towel dispensers have been replaced.
- iv. Deacon Jason asked whether the church can consider put up a basketball net in the main parking lot. Some employees who work at the Boston Properties buildings are willing to donate money for this purpose.
- h. Upper parking lot exit road discussion (Deacon Jason / Elder K.C.)
 - i. The original Church Building Expansion Plan included a driving loop from the upper parking lot back down by the 151 building. Because of plan changes, that loop is no longer feasible.
 - ii. Another alternative is to build an access road from the upper level parking lot to the Boston Properties parking lot. Boston Properties is not favorable to this idea, because of the time, cost, and energy required for permitting and approval. However, they have recently been willing to discuss the possibility, so further meetings with Boston Properties have been scheduled.
 1. One possibility is to propose building a gravel, unpaved access road between the upper level parking lot and Boston Properties. Such a proposal will consist of the church bearing the financial costs of the project and taking the burden of engaging with the town of Lexington for approval.
 2. The church needs to identify the level of time and cost it is willing to incur to build such an access road. The church may also want to consider the impact on traffic patterns during workdays and the impact to our Spring Street neighbors.
 - iii. The church is currently on a month-to-month basis with Boston Properties regarding the use of its parking lots. However, this is likely because Boston Properties is currently in the midst of extensive construction.
- i. Deacon Chris closed in prayer and Deacon Haiguo adjourned the meeting at 12:05 pm.