

Board of Deacons (“BoD”) Meeting Minutes

November 16, 2019

A. In Attendance

- a. **Attendees:** Jason Lee, Jianglin Liang, Hongwei Huang, Zongkui (Joe) Ma, Samuel Chang, Stan Wang, Dazhi Wang, YanHua Yan, Charlene Tsang
- b. **Pastor:** Juta Pan
- c. **Elder Representative:** Paul Huang
- d. **Absentees:** Phil Sailer, Tuanfeng Zhang
- e. **Invitees:** Kueiyu Joshua Lin, Ligong Xu, Ye Tang

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:04 am. Pastor Pan opened in prayer.
- b. Free Sharing (All)
 - i. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Pan)
 - i. Primary Focus to date has been the Mission and Social Concerns Conference
 - ii. Important events from Oct. 12 to Nov. 8
 1. Mission and Social Concerns Conference (11/1-3)
 2. COM: New Heart Music Outreach in Malden (11/8)
 - iii. Important events in November and December
 1. Thanksgiving gatherings (fellowships)
 2. Advent services will start from 12/1
 3. Baptism
 - a. Lexington (12/15)
 - b. COM (12/1)
 4. 3 Joint Services with/without second English speaking services (12/22,24,29)
 - iv. Chinese Ministry (CM)
 1. Attendance of Sunday services in October were low
 2. Quincy Ministry
 - a. Pastoral staff responses on 11/10, restart from a fellowship
 3. North Shore Fellowship
 - a. Terminated official relationship by student leaders with CBCGB and the van has been returned
 - b. Will try and still support students who attend our church
 4. CM coordinators meeting on 12/8
 5. Baptism on 12/15
 - a. 13 applicants so far
 6. Preparing for a Sister’s retreat on 5/2-3, 2020
 - v. Cross Bridge (CB)
 1. Hunter Barnes special presentation on 10/18
 - a. More than 300 in attendance
 2. CBL Core retreat on 10/20
 3. ICF and Charis continue studying 1 Corinthians
 4. HIM marriage enrichment conference in Feb. 2020
 - vi. City Outreach Ministry (COM)
 1. New Heart Concert on 11/8 in Malden

- a. Attendance around 200
 - 2. Joint Thanksgiving banquet and celebration in Malden
 - 3. Baptism on 12/1
 - a. 7 scheduled to be baptized so far
 - 4. Youth Parents ministry
- vii. Youth Ministry (YM)
 - 1. Passion night on 11/29
 - 2. Baptism on 12/15
 - a. Possibly 2
 - 3. YM minister/pastor candidate on site interview
 - a. In the process of collecting response
- viii. Children's Ministry
 - 1. Search for half-time Children Ministry Director
 - 2. Children Ministry Conference on 2/29/2020
- ix. Pastoral Staff
 - 1. Annual review from Sept. to Dec.
 - 2. Praying for Minister Duane's visa application
 - a. OCR expires in January, process for visa approval will be longer with new regulations
 - 3. Children Ministry Director Search
 - 4. Youth Minister/pastor candidate
 - 5. CB pastor search resumes
 - 6. Pastoral retreat on 10/14
 - 7. Family Ministry task force
 - 8. Continue the study of "Outreach to Young Generation"
 - 9. Working on 2020 calendar
 - a. Church Council retreat on Thursday in December
 - i. Want one question to think about
- x. Special Issues
 - 1. Mission Conference
 - a. Low attendance
 - i. 301 on Friday evening
 - ii. 70 on Saturday afternoon
 - iii. 150 on Sunday evening
 - iv. Regular attendance on Sunday morning
 - b. Pastor's response
 - i. Good preaching
 - ii. Possible causes of low attendance
 - 1. Lack of promotion, related to late information about the conference
 - 2. Congregation's lack of passion for missions?
 - a. Lack of regular education and actions?
 - b. Lack of passion for evangelism?
 - c. Reflecting spiritual status on congregation?
 - 3. Too many events and too much ministry burden causing congregation to be tired of attending big events
 - c. Suggestion
 - i. How do Mission and Social Concern Committee work more closely with pastoral staff?
 - ii. One speaker/event, multiple campuses or congregations
 - iii. Reduce the big event, or transform to small and special events to specific targets
- 2. Pastoral staff are looking forward to church data system

3. Security issue
 - a. Medical urgent contact after Deacon Berhan Yeh left for DC
4. What will be the plan for the returning van?
- d. Board of Elders (“BoE”) Sharing (Elder Paul Huang)
 - i. Youth Ministry Search updates
 1. Feedback regarding the youth pastor candidate is still being collected
 - ii. Children’s Ministry Director Search
 1. Job description has been posted
 - iii. CB Pastor Search updates
 1. New job description was posted last month and the committee has received 16 resumes since
 - iv. Pastoral Staff Annual Review Process and Scheduling
 1. Reviews are progressing
 2. All are scheduled
 3. All are on track
 - v. December Church Council Retreat Planning
 1. Thursday fellowship time on Dec. 19 will be held at Elder Ke-Chieh’s house at 7:30pm
 2. Proposed Saturday agenda on Dec. 21 contains usual report from the different leadership bodies
 3. Review and approve 2020 church calendar and ministry matrix
 - vi. Elder Nomination Process Improvements
 1. Elder Paul will draft an elder candidate process to review at a future meeting
- e. Financial Report (Joe Ma)
 - i. Summary of key funds:

| | Offering | Expense | Balance | Cumulative Balance |
|------------------|----------|---------|---------|--------------------|
| General Fund | 198,190 | 121,775 | 76,415 | 155,089 |
| Mission Fund | 25,673 | 31,672 | (5,999) | 85,806 |
| Benevolence Fund | 300 | 2,000 | (1,700) | 3,800 |
| CBE Fund | 1,200 | - | 1,200 | 350,550 |
| SCM | 1,640 | 6,454 | (4,814) | 50,477 |
| MS Building Fund | - | - | - | 200 |
| Capital Fund | 1,561 | 3,300 | (1,739) | 592,864 |

1. Inconsistent with last month’s numbers due to one week’s offering missing in last month’s report
- ii. General Fund Budget Usage Summary (up to Oct 31):
 1. Total offering \$ 595,183 (32.1% of budget)
 2. Total expense \$ 440,094 (23.7% of budget)
 3. Cumulative balance \$ 155,089
 4. Targeted percentage 33.3% (4 months of the year)
- iii. BoE has decided to hold a special offering for the Benevolence Fund over Thanksgiving
- f. Stewardship update (Hongwei Huang)
 - i. **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**

- ii. Property Projects
 - 1. Projects in the Pipeline
 - a. Interior repainting and signs
 - i. 2nd and 3rd floor (Capital Fund request)
 - b. Church office roof repair
 - c. Water drainage behind church office
 - d. Fire door-alarm, expanding lobby space, etc
 - 2. Property Maintenance
 - a. What has been done
 - i. Solution to basement leak
 - ii. Installed barrier on 3rd floor
 - iii. Church office heating system repair
 - iv. 3rd FL bathroom wall repair
 - v. Outside bridge repair
 - vi. Fall cleaning
 - vii. Others
 - b. What Needs to be done
 - i. Playground fence/gate repair
 - ii. R220 room leak
 - iii. Welcome center signage
 - iv. Baptism tub cover
 - v. Parking lot light bulb change
 - vi. Cut vines (landscaping)
- iii. Property Management
 - 1. Updated facility usage policy
 - 2. Renewing contract (snow plowing/removal)
 - 3. Prepared Town of Lexington annual building inspection
 - 4. Prepared MA State annual elevator inspection
 - 5. Annual Fire Alarm and Sprinkler inspection
 - 6. Annual Extinguisher inspection
 - 7. Church kitchen cleaning certificate and suppression fire inspection
 - 8. Landscaping and gutter cleaning
 - 9. Church van request from Minister Duane Chang
 - a. Need for transportation from Malden to COM every Sunday
 - b. Pick up new students from the airport during August and September
 - c. Transportation for special events
 - d. Jason makes motion that the BoD is in favor of van #5 be used to support COM's ministry
 - i. Jianglin seconded the motion
 - ii. Motion passed unanimously
 - e. Need a taskforce to work out logistics
- iv. Capital Fund Request
 - 1. Interior painting for church building
 - a. \$22,500 requested
 - b. Would like to see other work as reference
 - c. Confirm number of layers will be painted
 - d. Need to add 10-15% extra to be covered
 - e. Need to ask for warranty as expected to last 10 years
 - f. See if there are other areas that need to be painted

- g. Samuel makes motion for the BoD to approve Capital Fund request plus 10% to paint church building contingent on approval to answers above
 - i. Joe seconded
 - ii. Motion passed unanimously
- g. Technology update (Jason Lee)
 - i. Copier Issues
 - 1. Replaced guest computer in church office
 - 2. Installed auto toner ordering on the guest computer
 - ii. Video systems
 - 1. Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - 2. Video scalers did not resolve front projector and chapel/video distribution blanking
 - iii. Church wide management software package (Planning Center and Realm top contenders)
 - 1. Getting closer to making a decision
 - 2. Realm has accounting features
 - 3. Planning Center has scheduling
 - iv. Chapel projector - decision made to purchase lift
 - 1. Need to find a nearby place to put it so that we can easily go up and adjust zoom (or purchase another projector that has powered zoom and focus)
 - 2. Will need help to snake an HDMI cable through the wall, down to faceplate
 - v. Security Cameras (four to be in installed in children's area in the interim) project ongoing
 - vi. Reminder: all technology/AV purchase requests need to go to itdeacon@cbcgb.org before purchase (not just at reimbursement request) even if the money is coming from own ministry's budget → for consistency of technology and training
- h. Healthcare Plan discussion (All)
 - i. Reviewed options and Finance team recommended the renewal plan
 - ii. Pastor Pan's main concern is to make sure the insured do not need to change Primary Care Providers
 - iii. BOD generally agrees with the recommendation, but will take a few days to look into it further
 - 1. Decision made to vote on renewal plan over email with deadline on Monday at noon
 - iv. **Addendum (11/18/2019)**
 - 1. Joe motioned for the BoD to approve the renewal plan Sunday evening (11/17/2019) over email
 - 2. Stan seconded the motion
 - 3. The motion to go with the proposed renewal plan was approved unanimously by all deacons on Monday, Nov. 18, 2019
- i. Jason Lee closed in prayer and adjourned the meeting at 12:01pm.