

Board of Deacons (“BoD”) Meeting Minutes

February 16, 2019

A. In Attendance:

- a. **Attendees:** Jason Lee, Zongkui (Joe) Ma, Tuanfeng Zhang, Jianglin Liang, YanHua Yan, Dazhi Wang, Charlene Tsang, Stan Wang, Hongwei Huang
- b. **Pastor:** Juta Pan
- c. **Elder Representative:** Paul Huang
- d. **Absentees:** Samuel Chang, Ling Zhang, Berhan Yeh

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:05 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. Important Events in January and February
 1. Preliminary Evangelism:
 - a. CM fellowships’ Lunar New Year Celebrations
 - b. ICF/COM’s Super Bowl gatherings
 - ii. Congregation’s Highlights
 1. CM: MGM preparation
 2. CB: Core Leader Group working on ministry goal
 3. COM: Preparing for 10th anniversary
 - a. Special publication
 - b. Picnic Celebration on May 4
 - iii. Pastoral Staff
 1. Continuing search for 3 pastoral staff: CB, Youth, COM
 2. Incoming COM Minister Juan Chen’s visa application has been submitted and received by immigration office (with take 4-6 months)
 - iv. Weekly devotional journals for the year of Jubilee will be written by pastoral staff and be distributed starting in the beginning of March.
 - v. Process of Minister Yuegang’s Ordination has started
 1. At the stage of inviting members to ordination committee.
 2. The expectation ordination date may be in August if process goes smoothly.
 - vi. LGBTQ Talk by Dr. Hollinger
 1. Primary Purpose: The starting point of building up the common standpoint among BOE and pastoral staff
 2. March 10th, 1:30-3pm (lunch from 12:30)
 - vii. Due to weather, had to shut down one Sunday service and one Tuesday evening activity
 1. May want to consider review policy, especially as it pertains to timeliness of notification
 - viii. Desire to update information on the church website
 1. For example, how to prominently display cancellation notice of Sunday Service on website
- d. Board of Elders (“BoE”) Sharing (Elder Paul Huang)
 - i. CB Pastoral Search (Elder Chris Cheng)
 1. Committee still looking for sixth member, ideally a sister.
 2. Character of candidate: preaching/teaching, discipleship, and leadership.

3. Job description has been created and posted to various outlets
4. Committee has received 11 resumes so far.
- ii. Youth Pastor Search (Elder Loren Shih)
 1. Committee has not seen a lot of candidates
 2. Seeking an alternative by hiring a temporary intern.
- iii. April Information Session
 1. Facilitate communication between church leaders and members
 2. Major ongoing projects/programs
 3. Church's 50th anniversary
 - a. Reflection and looking forward
 - b. Seeking spiritual renewal, education, and spiritual formation both individually and corporately
 - c. Identifying a vision of where God is leading the church across and between all ministries
 4. Church building expansion
 5. Town Hall Q&A
- iv. Ministries review for 2019
 1. March: Cross Bridge Fellowship (Coordinator: Paul Huang)
 2. April: Chinese Ministry Fellowship (Coordinator: Paul Huang)
 3. May: Missions Committee (Coordinator: Timothy Lu)
 4. July: Church Building Expansion Team (Coordinator: Chris Cheng)
 5. August: Human Resource Committee & Charter (Coordinator: Ji-yong Wang)
- v. Planning for church June council retreat discussions:
 1. Overall ministry goals/planning/vision
 2. Which large events would our church like to prioritize (between Mandarin Gospel Meetings, Retreats, Missions and Social Concern Conference, etc.)
- e. Financial Report (Joe Ma)
 - i. Summary of key funds:

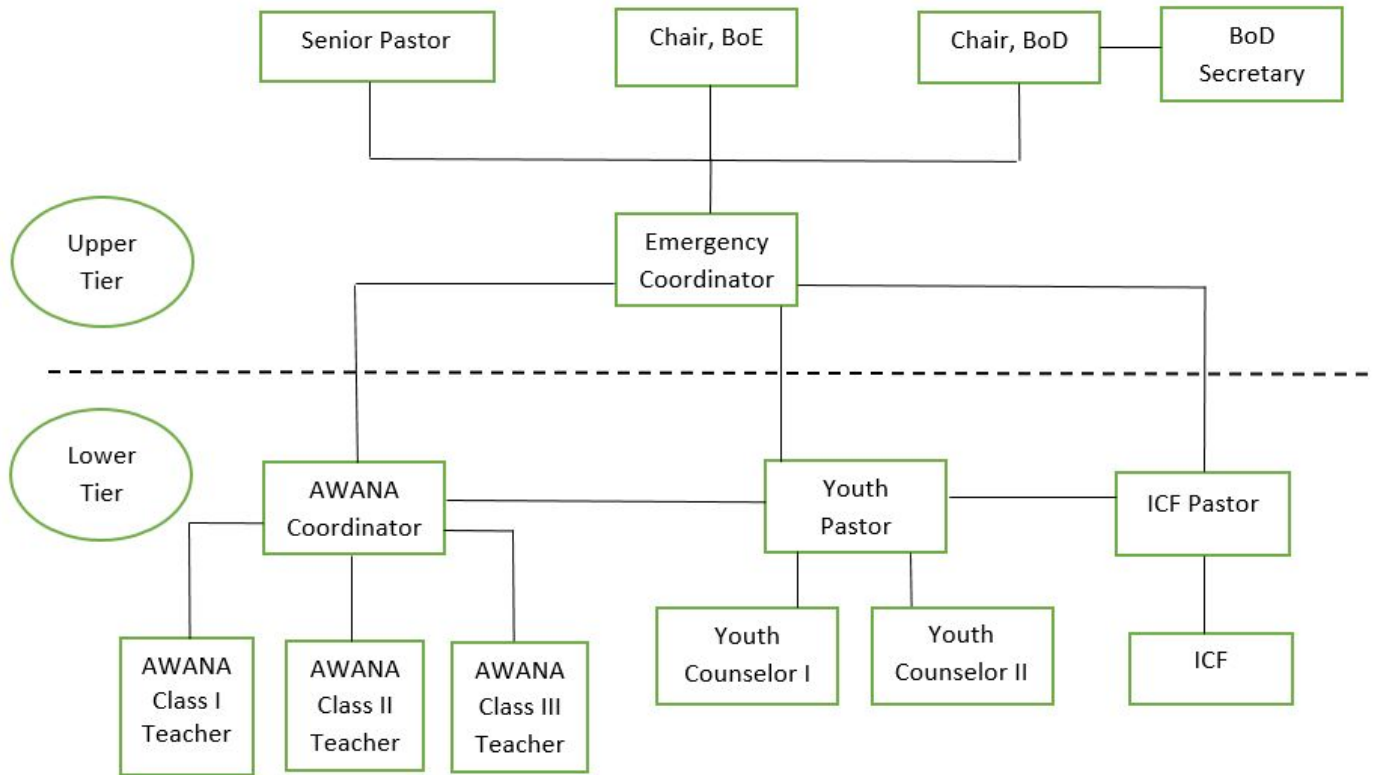
	Offering	Expense	Balance	Cumulative Balance
General Fund	90,354	145,459	(55,105)	134,511
Mission Fund	23,732	27,741	(4,009)	93,190
Capital Fund	899	-	899	550,565
Benevolence Fund	300	-	300	14,200
CBE Fund	1,480	-	1,480	336,170
SCM	1,305	-	1,305	64,720
MS Building Fund	-	-	-	10,300

- ii. General Fund Budget Usage Summary (up to January 31):
 1. Total offering \$ 970,078 (54.0% of budget)
 2. Total expense \$ 835,567 (46.5% of budget)
 3. Cumulative balance \$ 134,511
 4. Targeted percentage 58.3% (7 months of the year)

- f. Stewardship update (Hongwei Huang)
 - i. **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - ii. Property projects
 - 1. No major projects going on during the winter season.
 - 2. Projects in the Pipeline
 - a. Resolve water leakage problem (office)
 - b. Parking lot crack sealing, postponed
 - c. Install remote control for lights at parking lots
 - d. Upper level parking lot crush-n-run, postponed
 - e. Smooth the adjoining area between upper level parking lot and the picnic area
 - f. Build a walkway to Stride Rite parking lots
 - g. Upper parking lot with Boston Properties
 - iii. Property Maintenance
 - 1. Completed and Ongoing Projects
 - a. Fixed gas leak in church kitchen
 - b. Fixing handrail to rear entrance to church office
 - c. Fixing door and wall in Room 120
 - d. Unclogged the sink drain pipes in kitchen
 - e. Cleared the sink strainer basket in kitchen
 - f. Unclogged the toilets in basement
 - g. Fixed water leak in women's bathroom (2nd FL)
 - h. Repaired the heating system in church office
 - i. Fixed water leak in women's bathroom (3rd FL)
 - 2. Future Projects to be done (some in progress)
 - a. Drain water drainage to church basement entrance
 - b. Clean up area to the right of main church entrance
 - c. Fix gutter in church office
 - d. Put anti-slip material on bridge/walkway to sanctuary
 - e. Baptism tub heater repair and tub cover
 - f. Repair the signs of special parking for Philly Children
 - g. Parking lot light bulbs
 - h. Wall cleaning and repairs in main building
 - 3. Property Management
 - a. Renewed church tax exemption certificate from 2019-2029
 - b. Septic tank was drained and heavy duty pumps were installed
 - c. Installed the canopy curtain near the entrance to children ministry
 - d. Prepared offices for the new pastors to move in
 - e. Inspections and services :
 - i. Kitchen hood was cleaned
 - ii. Fire alarms and smoke detectors were inspected
 - iii. Sprinkler inspection was done
 - iv. Bathroom cleaning services were done
 - f. Working with Boston Properties to see if the upper parking project is feasible
 - g. Install the wooden bridge handrail (for safety reason)
 - h. Need to find a reliable HVAC service company
 - i. Might need to do annual inspection on our natural gas system
 - j. Need to install indoor gas line main switch in kitchen
 - iv. Capital Fund Requests
 - 1. None
- g. Technology update (Jason Lee)
 - i. Chapel projection: put a temporary HD projector on a cart in the chapel.
 - 1. Great feedback so far!
 - 2. Will be getting a laser projector for chapel in the future once we figure how to get up to

the scaffold. That will also involve cabling changes.

- ii. Have received agreement to transfer cbcgb.org domain to same registrar as crossbridge. Waiting for the domain holder to take steps needed before transfer.
- iii. 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. Emergency Procedure Discussion (Jason Lee on behalf of Berhan Yeh)
 - i. Chain of Command
 - 1. Possible Friday night example:



- ii. Who and how many should be emergency coordinator(s)
 - 1. Possibly rotate on-site ministry leaders as emergency coordinators (Friday night)
 - 2. Need complete contact information
- iii. Need to know how to get the message out
- iv. Need all ministry leaders to know the protocol for evacuation
- v. Possibly set up a group text channel as a means of communication to the congregation
- i. Discussion on state of church
 - i. Noting increase in number of young professionals or new families (both CM and CB) leaving CBCGB
 - 1. Fellowships or small groups may be best to follow up
 - 2. CB conducted a survey to gauge congregational perspective
 - a. CM interested in conducting similar survey
- j. Jason Lee closed in prayer and adjourned the meeting at 12:06 pm.