

Board of Deacons (“BoD”) Meeting Minutes

April 20, 2019

A. In Attendance:

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

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:09 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 March
 1. CM MGM from 03/15 to 03/17
 - a. Special arrangement after the speaker unable to come
 - b. Around 20 conversions and others express interest in the gospel
 - c. Need to review the strategy of outreach
 - ii. Important events in April and May
 1. 4/13-22: Two short term mission/social concern team to Britain and Honduras in the middle of April
 2. 4/19: Good Friday service in Lexington and COM
 3. 4/21: Joint and English Easter Services in Lexington
 4. 4/21: Baptism, Easter Service, and 10th Anniversary, the installation of Minister Juan Chen at COM
 - a. 8 candidates for baptism
 5. 4/27: CB Basketball 3v3 tournament
 6. 5/2: CB Homosexuality seminar by Dr. Dennis Hollinger
 7. 5/4: Hosting World Vision’s Global 6K for Water
 8. 5/12: Mother Day’s Joint and English services
 9. 5/25-27: CM In-House Summer Revival Conference
 - a. Keynote speaker: Rev. Jonathan Chiu (邱志健牧師)
 - b. Theme: CBCGB, a Bible Church undertakes the Mission (承擔宣教使命的聖經教會)
 - iii. CM Ministry
 1. Reading Bible once in a year
 - a. More than 270 members register, online discussion
 - b. 13 baptismal candidates are in the process of being interviewed
 - iv. Cross Bridge
 1. Apologetics and Christian Ethics series on Sunday service will end tomorrow
 - v. City Outreach Ministry
 1. Ministry distribution among Elder Chang, Minister Chang, and Minister Chen
 2. 10th anniversary celebration and baptism on Easter (04/21)
 3. 8 candidates will be baptized tomorrow
 4. Preparing for fellowship transition

- vi. Youth Ministry
 - 1. Summer Short term Mission preparation
 - a. Lynn team
 - b. Two New York teams
 - 2. Youth outreach on 04/26
- vii. Children Ministry
 - 1. Pastor Steven Bowman returns from Sabbatical
 - 2. Pastoral Staff approves Xinyu Li's internship
- viii. Pastoral Staff
 - 1. Searches of two pastoral Staff, CB & Youth, continue
 - 2. Minister Juan Chen's installation will be on 04/21 at COM
 - a. Visa approval process has gone quicker than expected
 - 3. Ordination Committee has passed Minister Yuegang's ordination on 03/13
 - a. Need to decide the ordination date
 - 4. BOE gives offer to new COM lead Minister
 - 5. Brainstorming in pastoral staff meeting: Outreach to Younger Generation
 - a. Present a common paper to BOE or on CC retreat?
- ix. Some more items
 - 1. How does CBCGB attendance compare to the past few years?
 - a. CB: Not much difference
 - b. CM: fewer from the perspective of attending fellowship
 - c. Children: Around 25 less
 - d. Youth: fewer
 - e. COM: basically grows in attendance since the beginning of this year
 - 2. Request for doing renovation of current facilities before CBEA project
 - 3. Approved by BOE, pastoral staff will change the structure of the pastoral staff responsibilities
- d. Board of Elders ("BoE") Sharing (Elder Timothy Lu)
 - i. Ministry Update
 - 1. Upcoming events and Ministry updates similar to Pastoral sharing earlier
 - ii. Ministry Review
 - 1. Chinese Ministry Fellowship (Reported by Ministry Yuegang Zhang and Deacon Jianglin Liang)
 - a. 9 on-campus fellowships
 - b. 10 fellowship groups off-campus
 - c. The most significant demographic that is growing is young parents
 - d. Mrs. Pan is training small group Bible study leaders
 - e. Fellowship coordinator attend monthly discipleship training
 - f. More than 270 people are registered to read through the Bible this year
 - g. Challenges
 - i. Shortage of classrooms for Friday night fellowship groups
 - ii. A venue could not be secured for the 2019 Memorial weekend retreat, so youth will not be joining this year
 - h. The status and future of the Andover outreach fellowship is uncertain and under discussion
 - i. The Quincy fellowship has transitioned and consists mostly of seniors with a few single mothers
- iii. Cross Bridge Pastor Search Update
 - 1. Interview with 4 potential candidates
- iv. Youth Minister Search Update
 - 1. As the search continues, the church is also seeking a seminarian intern to help with youth ministry

- v. Deacon nomination update
 1. The committee consists of Ji-yong Wang (chair), Xinyu Li, Fang-Ying Yen, Tuanfeng Zhang, Chung-Pei Chang
 2. It is still waiting for 2 Cross Bridge members to accept
 3. One deacon will be stepping down from BoD at the end of the year due to term limits
 4. Another deacon recently resigned
 5. 3 deacons are able to renew their terms
- vi. City Outreach Ministry Candidate Meeting
 1. BoE met with the COM pastoral candidate recommended by the City Outreach Pastor search committee
- e. 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. Parking lot/Driveway repave or repair
 - b. Water drainage behind church office
 - c. Replace the 2nd floor carpet and repaint the wall
 - d. Remote control for lights in parking lots
 - e. Upper parking lot with Boston Properties
 - i. Our neighbor Boston Properties offers to help in paving our upper parking lots and the access road, etc.
 - ii. They're willing to pay for all costs
 - iii. In return we'll let them use the upper parking lots during the weekdays
 - iv. Boston Properties project team and their attorneys are working on the permit
 - iii. Property Maintenance
 1. What has been done
 - a. Fixed heating system and leak in church office
 - b. Repaired the backdoor handrail at church office
 - c. Replaced fluorescent light ballasts in basement
 - d. Installed a new baptism tub heater
 - e. Repaired the wall of Room 123 in main building
 2. Future Projects to be done
 - a. Clean up area to the right of main church entrance
 - b. Replace carpet on second floor
 - c. Repair walls in the basement
 - d. Fixing potholes and cracks in driveways and parking lot
 - e. Fix water drainage problem behind church office
 3. Property Management
 - a. Received church tax exemption form for 2019-2029
 - b. Applied for church kitchen certificate
 - c. Installed indoor gas line switches in kitchen
 - d. Rented a dumpster for disposal of old or damaged furniture
 - e. Posted signs with church service contact info (for repair/maintenance)
 - f. Managing church room reservation and HVAC thermostats
 - g. We'll install the handrail on the wooden bridge (for a safety reason)
 - h. We need annual gas inspection service and HVAC service
 - iv. Capital Fund Requests
 1. Chapel Projector Replacement
 - f. Financial Report (Joe Ma)

i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	144,199	179,144	(34,945)	100,028
Mission Fund	30,477	33,734	(3,257)	94,574
Capital Fund	814	-	814	552,277
Benevolence Fund	600	-	600	13,000
CBE Fund	2,400	-	2,400	338,850
SCM	5,970	4,505	1,465	64,530
MS Building Fund	-	-	-	10,900

ii. General Fund Budget Usage Summary (up to March 30):

1. Total offering \$ 1,222,415 (67.4% of budget)
2. Total expense \$ 1,122,387 (61.9% of budget)
3. Cumulative balance \$ 100,028
4. Targeted percentage 75% (9 months of the year)

iii. Budget proposals for next fiscal year

1. May 1 first round of review
2. May 15 second round of review
3. Third round of review if needed at the end of May
4. Hope to have all budgets planned for June Church Council Meeting

iv. If employing individual services outside the church over \$600, need to let finance team know

1. Need to fill out info for W9 to issue tax form in addition to payment

g. Technology update (Jason Lee)

- i. Church wide management software package
 1. Planning Center and Realm top contenders
- ii. Church copier 5 year contract ending in June
 1. Issues cropping up
- iii. Chapel projector
 1. New laser projector at 5000 lumens
 2. Still need lift
- iv. Video switcher installed with work continuing
- v. Main A/V system
 1. Meeting with System Integrator
- vi. Security Cameras
 1. Four to be installed in children's area in the interim
- vii. cbcgb.org domain transfer to same registrar as crossbridge.life (credentials received)
- viii. 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. Other Ministry Sharing

- i. COM (Samuel Chang)
 1. Tomorrow's service will be 2 hours
 - a. Starting at 1pm
 2. Resources limited for children and young families
 3. Discussions regarding IT and technology issues
 4. 2 days reserved on April 27, 28 for COM member pictures for 50th anniversary directory
 5. Prayers on how to deal with space constraints with more young families and children
 6. Praise for good collaboration/communication between COM and Lexington campus
- ii. Summer Retreat (Jianglin Liang)

1. Sept 2018 Nichols College informed us they are unable to renew contract due to cafeteria renovations
 2. Dec 2018 inquiry emails were sent out to surrounding colleges for possibility of hosting church retreat
 - a. Requirements
 - i. 1-2 hour driving distance
 - ii. Able to feed and accommodate 200-400 congregation members
 3. 2 possible candidates identified: UMass Amherst and St. Anselm College
 - a. Both has positives and negatives traits
 - b. Minister Yuegang and Deacon Jianglin went on campus tours in Jan 2019
 - c. Conclusion:
 - i. Neither was ideal
 - ii. Needed to explore for other college or in-house option
 4. Other factors about Retreat
 - a. Youth won't have Memorial Day weekend due to lack of youth pastor
 - b. Lower than usual registration is expected
 - c. Retreat speaker has health issue and may not be able to attend
 5. In-house retreat decision was made by pastors in March 2019
 - a. Flexibility with classrooms and schedules
 - b. May attract more brothers and sisters due to the convenience of having it at church
 - c. No Financial burden
 6. Retreat schedule following MGM schedule approved
 7. For retreat in 2020, Gordon College is an option
- iii. Church and Safety Committee (Berhan Yeh)
1. Plans presented at last month's CC meeting are moving forward
 2. Administrative Director was suggested be the focal person
 3. Training needed to know emergency procedures
 4. Pastors, Deacons, Elders, main activities coordinators proposed to go through CPR, first aid, binder contents training first
 - a. CPR training proposed for May 18 or 25th
 - i. Decision to postpone until later
 - b. Question is whether church would pay for CPR training
 - i. Training does not include official certificate
- iv. Fellowship Sharing (Jianglin Liang)
1. Facing aging issues as well
 2. Certain fellowship attendance are declining
- i. Jason Lee closed in prayer and adjourned the meeting at 11:58 am.