

# Board of Deacons (“BoD”) Meeting Minutes

November 21, 2020

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## In Attendance

- **Attendees:** Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Jianglin Liang, Kueiyu Joshua Lin, Zongkui (Joe) Ma, Beata Shih, Ye Tang, Ligong Xu, Da-zhi Wang, Stan Wang, Yanhua Yan
- **Pastor:** Jutta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** None
- **Invited Guests (Deacons-To-Be):** Elbert Chang, Kelly Hsu

**Location:** Online Zoom Meeting

## Meeting Agenda & Minutes

- Meeting started at 9:04am. Pastor Pan opened in prayer.
- Free Sharing (All)
- Pastoral Sharing and Update (Pastor Jutta Pan)
  - General Status
    - American 2020 election and its impact
    - Recent resurgence of COVID-19
      - Delayed reopening by Mass government
      - Development of vaccine
    - The church continue to find creative ways to do ministry in current special situation
  - Events in October
    - CM evangelistic weekend (virtual):
      - Connections:
        - 10/2: 583
        - 10/3: 328
        - 10/4: 375
    - CB Retreat: 10/9-11 (hybrid)
    - COM Fall Retreat: 10/9-11 (virtual)
    - Annual Service and Meeting (10/18)
  - Ministry in November and December
    - Mission and Social Concerns Conference
      - Reframing Justice (11/13-15)
      - A new and challenging issue to CBCGB
    - Advent (from 11/29)
      - Recording this weekend
    - 2021 Calendar: Almost finalized
    - Planning for Christmas Eve service, Christmas service, and New Year service
    - Will we change current holy communion practice?
  - Pastoral Staff
    - Minister Duane and Yihui’s R1 and R2 visas have been approved
    - The installation of Minister Kola on 10/25
    - Issue of CB “lead pastor/minister” and caring for family needs are in process
    - 2020 pastoral annual review has been completed on 11/12
    - Pastor Bowman will take Sabbatical from 1/2021 to 3/2021
  - Special Issue
    - President election brings some issues and concerns within our church and some

- members' families (Adults Sunday School, CM fellowship, Wechat, and some families)
    - Need to pray for unity of church
    - CM need to teach about political ethics
  - Suggestion: Do we need to change/update the church sign in front of the church driveway?
- Board of Elders ("BoE") Sharing (Elder Paul Huang)
  - December Church Council Meeting and Retreat
    - Introduction of new CC members and CC reports
    - 2021 Church Calendar Review
    - 2021 Ministry Matrix (Short Form) Review
    - COVID-19 Partner Support
    - Quarterly Financial Report
    - CBE-AT/CBET Project Update
  - Cross Bridge Pastor Search
    - Progress, wait for more official announcement
  - CBET/CBEAT updates
    - The main requirements from the CBE Advisory Team are:
      - Larger Chapel
      - Gym/Multipurpose Facility
      - Fellowship rooms
    - Rough estimate of the cost is around \$2.4 million and requires fundraising of around \$1.2 million
  - CBCGB COVID-19 Partner Support Initiative
    - BOE is requesting the Missions and Social Concerns committees to make recommendations
    - December CC meeting will make a decision
  - Review the possibility of Financial Support for Pastoral Staff
    - Benefit both the pastoral staff and the church
  - Church Reopening Task Force - a framework for Phase 2
    - Step 1: Presider/Preacher/AV/Sound streaming in-person from the sanctuary
    - Step 2: Include small musical worship team in-person in the sanctuary
    - Step 3: Allow a limited number of congregation members in-person
- Financial Report (Joe Ma)
  - Summary of key funds (up through Oct 31, 2020):

	Offering	Expense	Balance	Cumulative Balance
General Fund	112,288	103,956	8,332	141,911
Mission Fund	21,824	28,465	(6,642)	53,460
Benevolence Fund	2,978	2,000	978	76,330
CBE Fund	-	-	-	368,770
SCM	3,604	11,000	(7,397)	34,617
Capital Fund	977	-	977	926,289

**General Fund Budget Usage Summary (up to Oct. 31)**

Total offering	\$ 528,176	(28.6% of budget)
Total expense	\$ 386,265	(20.9% of budget)
Cumulative balance	\$ 141,911	
Targeted percentage	33.3%	(4 months of the year)

- Memorial Fund already has over \$37,000
  - Starting next month, any contributions to Metro-South should go to Metro-South directly
- Church Staff Health Insurance Selection (Joe Ma and Mi Chen)
  - CBCGB currently has medical coverage through Allways Health Partners
  - May want to consider looking at other plans, possibly specifically for churches/pastors
    - Make sure network and coverage isn't too different if we switch
    - Ask pastoral staff for contacts at other churches to see what plans they have
  - Joe and the Finance team recommends renewal of insurance plan
    - Rates will increase about 2.95% which translates to an annual increase of approximately \$3,403.20
  - **Joe motions to approve the recommended renewal plan of insurance plan**
    - **Jason seconded the motion**
    - **Motion approved unanimously to approve the recommended renewal plan of insurance plan**
- Stewardship update (Hongwei Huang)
  - **NOTE: Please send all property issues (including picture) to: [property@cbcgb.org](mailto:property@cbcgb.org)**
  - Property Projects
    - Projects in the Pipeline
      - Upper parking lots gravel refill
      - Church office roof replacement
  - Property Maintenance
    - Working on HVAC maintenance contract proposal with Better Comfort System (BCS)
    - Chapel sprinkler system leak repaired
    - Patched and painted Pastor Pan's office ceiling, still evaluating possible origin of leak though
    - Assisted Jason's security camera project- wire installation and trenching
    - Improved boardwalk between main building and church office
    - Bathroom toilet seat covers installation
    - Office men's bathroom toilet seat fasten
  - Property Management
    - Key management for facility usage: discussed and decided to install lockboxes in front of main building, office building and #151. Thanks to Eric who has finished the job.
      - Ying-yuan will be in charge of key control procedure and changing code from time to time
    - Kitchen permit: Jay contacted Town of Lexington and was told the permit could be issued anytime without penalty
    - Snow plowing/removal contract renewal
    - Church Elevator State Inspection done
    - Processed invoices, requisition forms and payments
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- Technology (Jason Lee)
  - IT Services
    - Need to change phone system settings to fix voicemail to email gateway services
    - Missions Conference Completed
  - AV Systems
    - Work still needs to be done on copyright awareness and making resources available that

- are copyright friendly
  - New cameras have arrived and installed
  - CM is testing new methods of reducing AV Sunday Service prep time
  - Recording room being created
- Realm Church wise management software package
  - Realm limitations (no API) being considered
- Security Cameras (four to be installed in children's area and parking lot camera)
  - Main parking lot cameras installed, need to work on software and cameras on the church office side
  - Planning for children's area and select other church building areas for security cameras
- Capital Request: Recording Studio Room
  - Discussion on where to put the Studio Room
  - **Jason motions to approve the Recording Studio Room Capital Request**
    - **Samuel seconds the motion**
    - **Motion approved unanimously to approve the Recording Studio Room Capital Request**
- **Reminder: all technology/AV purchase requests need to go to [itdeacon@cbcgb.org](mailto: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**
- Other Sharing (All)
  - COM (Samuel)
    - Last month held fall retreat
      - Many Alumni came back
      - Pastor Pan shared messages
    - Minister Duane coming back shortly
      - Yihui staying until December
    - Lots of people experiencing mental fatigue
    - Praise for faithful co-workers
  - CM Sunday School (Da-zhi)
    - During pandemic, able to overcome challenges to being remote
    - Around 60-70% regularly attendees to CM Sunday School
    - During summer, many people experienced online fatigue
      - Fall attendance started to pick up again
    - Desire more practical training about how to deal with life during this time
    - Planning to have another baptism in December
  - COC (Yanhua)
    - Discussion on how to adapt with new technology to promote the gospel
      - How to improve website
      - Possibly create Zoom interest groups
    - Obstacles in following up after MGM
      - People don't fill out response form
      - Trying to figure out alternative ways
    - One advantage to having remote classes is having international attendance
  - CM Fellowships (Jianglin)
    - Tension in Wechat due to general election
      - Hopefully with the election passing, hopefully there will be more peace
    - With Thanksgiving coming up, this year will have changes
      - Each family will share slides of what to be thankful for during the pandemic
    - 50th Anniversary photobook
      - Asking to spread to the word to pick it up at the church office
        - If pictures taken, photobook is free

- Otherwise, \$10 per copy
- CM Worship (Josh)
  - Worship team try to balance stability and co-worker workload
- Kelly asked about updating CM website
  - There is a team is working on transitioning from old website to new website
  - Still need to figure out all the functionality
  - Also need to figure out how to publicize it to the congregation
- Youth (Ye)
  - On November 1st, there was a parent meeting
    - Tips on how to communicate with teenagers during pandemic regarding politics
    - Pastor Jen and Minister Taylor provided some materials on google classroom for parents
  - No Elders currently assigned to Youth or Children Ministry
    - Possible recommendation is to assign Elders to assist these ministries
- Children (Beata)
  - New virtual Sunday School for really young children
  - Reminder that Pastor Bowman is going on sabbatical from January - March 2021
    - There will be coverage during this time.
- Jason Lee closed in prayer and adjourned the meeting at 12:22pm.