

Board of Deacons (“BoD”) Meeting Minutes

January 16, 2021

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastor:** Juta Pan
- **Elder Representative:** Paul Huang, Jian Zhang
- **Absentees:** None

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:02am. Pastor Pan opened in prayer.
- Pastoral Sharing and Update (Pastor Juta Pan)
 - General Situation
 - Two directions
 - Surge of Pandemic because of holiday travel and gatherings
 - The development and distribution of vaccines
 - The balance of prudent and optimistic perspective
 - Preparation for future opportunities
 - Political situation in the US: Will it increase the tension and conflict in our church?
 - We have seen an effect on our church members
 - Compared to other churches, things are more calm, but still some issues
 - Events in December/Early January
 - Several Joint Services (Christmas Sunday, Christmas Eve, New Year Sunday)
 - Creative styles: Traditional and creative format
 - More family elements
 - A lot of extra work
 - Collective works of cross congregation and ministries
 - Advent from 11/29
 - Commissioning of Elder Chris and Emily
 - Installation of Duane Chang
 - Installation of two new deacons
 - Baptism of one COM candidate
 - Two suspicious COVID-19 cases in church office
 - Ministry Goal for 2021
 - Preparation for opportunities after COVID-19
 - Process of reopening
 - CBET project
 - Spiritual growth
 - Research of new ministry possibilities: online ministry, social concern, mission, etc.
 - Integration for ministries and congregations: family ministry, worship ministry, disciple training
 - Pastoral Staff
 - Ministry Jeff passed the ordination interview - Ordination service date TBD

- Installation of minister Duane on 1/3/2021
 - New job description of CB pastoral search
 - Pastor Bowman is on sabbatical until the end of March
 - Minister Duane's ordination will start in 2021
 - Pastor staff has drafted a "new norm" worship plan
 - Proposal in February
 - Pastoral staff is discussing the change of online holy communion process - starting in March?
 - Issue
 - How do we properly respond to "emergent issue related to COVID-19"? - Balance between transparency and privacy
- BoE Sharing
 - BOE 2021 Plans and Actions
 - Reopening Task Force Planning for 2021 (Elder Ruike)
 - Mission and Strategies: care for the spiritual, physical, and mental well-being with compliance with government guidelines
 - Current in phase 1 (restricted access, under 25 people), planning for phase 2 (cautious access)
 - Church facilities opened for limited gatherings
 - Church Expansion Planning and Goals for 2021 (Elder Jian)
 - Planning for Church Website Update
 - Website structure-CBCGB.org: CM, CB, COM
 - Home page: links to main branches
 - Mobile phone friendly
 - Includes resources and documents
 - Establish Memorial Fund for Christian Education
 - To complement the church seminarian scholarship fund and provide support for individuals for Christian publication
 - Committee is formed and approved by BoE
 - Planning to establish financial aids for pastoral staff's advanced studies
 - 2021 Ministry review
 - March: New norm and worship (Elder Ruike)
 - Other ministry reviews TBA
 - Review the need for another half-time office staff

- Financial Report
 - Summary of Key Funds (up to Dec 2020)

	Offering	Expense	Balance	Cumulative Balance
General Fund	322,926	226,138	96,788	287,134
Mission Fund	146,504	86,625	59,879	120,055
Benevolence Fund	21,796	2,500	19,296	97,924
CBE Fund	838,055	-	838,055	1,206,925
SCM	60,255	50,000	10,255	50,684
Capital Fund	(833,585)	-	(833,585)	93,698

General Fund Budget Usage Summary (up to Dec 31)

Total offering	\$ 997,583	(54.0% of budget)
Total expense	\$ 710,449	(38.5% of budget)
Cumulative balance	\$ 287,134	
Targeted percentage	50%	(6 months of the year)

- **Action:** Follow up with how the Benevolence Fund is being used (Ligong Xu)
- **Action:** Determine if certain restricted funds can be reallocated/closed (Ligong Xu/Elder Jiyong)
- Requisition Form with receipts attachment - send to requisition@cbcgb.org
- All communication/finance related - send to financedeacon@cbcgb.org
- Stewardship Report
 - Stewardship Coworkers Update
 - Property Management & Maintenance: Jay Huang, Lih-Kong (Eric) Yang, Yingyuan Zhang, Weihsin Chau
 - Transportation: JinJie Tang, Jeff Zhang
 - Parking: Changgeng (Paul) Peng
 - Food Service: Han-Tai Lu
 - Fire Drill & Safety: Binzhang Shen
 - Spring/Fall Clean up: Jianglin Liang
 - Baptistery Preparation: Lih-Kong (Eric) Young, Cho-Nang Teng
 - Friday Night Facility Usage: Jianglin Liang, Yuegang Zhang
 - Major Projects in the Pipeline
 - Upper parking lots gravel refill
 - Church office roof replacement (pending)
 - Property Maintenance & Management
 - Checked / Cleaned church gutters and drainage pipes
 - Quarterly elevator maintenance service done
 - Repaired main building back door
 - Identified some rainwater leaks in the main building
 - Took care of room reservation, participants registration, waiver forms, HVAC, PPE, etc

- Processed invoices and payments
 - Email Propety@cbcgb.org for any questions/concerns
- COVID-19 Emergency Response Protocol
 - For reference:
 - (https://docs.google.com/document/d/1qJBkV4L_6GGWZ8n82XTLEIU1627Tq7aQ5IUbEGBCcZY/edit)
 - Background: two instances of people potentially have close contact with COVID, then the facilities need to close down
 - Guidelines created to provide response plan to close facilities and inform the congregation of the situation if someone has visited our church and is COVID-19 positive and/or suspected to be infected with COVID-19 (index case)
 - In this case, church will be closed down immediately
 - Signs will be put up to notify that the church is closed
 - CC will send out an email notifying the congregation that the church is closed
 - Contact tracing to be done by the state
 - Index case and close contacts will be encouraged to seek advice from primary care physician
 - Church will reopen if:
 - Church deep clean is completed
 - 7 days have elapsed after index case's last visit
 - Index case's COVID test result is negative
 - Hongwei motioned to approve these guidelines and Stan seconded.
 - **Motion passed with unanimous approval for use**
- Neighbor Church Support Initiative
 - Background: Came out from the discussion on how to utilize our financial surplus from God
 - Currently, we do not have a policy on donating funds to other churches
 - In general, giving has decreased due to the economic downturn
 - Goal: Express love and support to others in God's family through financial support
 - Challenge: Need to determine guidelines for which churches we will support
 - Form another committee with representation from pastoral staff, BoE, BoD, COM, etc.
 - How to fund this initiative:
 - Start with the congregation to help raise funds then match with our church surplus
 - Surplus match up to \$50K of congregation donation
 - Which churches could qualify?
 - We have more connections with Chinese churches, but this initiative could extend to any church in the Boston area
 - Suggestion: Work with other large churches in the area to identify churches in need
 - Motion: Approve this initiative to present to BOE
 - Jianglin motioned and Elbert seconded.
 - **Motion passed with unanimous approval**
- CBET Sharing
 - CBEAT Requirements (Round 1)
 - Gym: full-sized basketball court, storage, bathrooms, locker rooms, etc.
 - Chapel: raised stage, 350+ seats, good acoustics/ aesthetics/AC, AV room, lobby area, storage, etc.
 - Fellowship Rooms: partitions for small group spaces, reasonably sound-proof.
 - CBET Finding
 - Difficult to design a building combining gym + chapel + fellowship rooms with required

conditions (acoustics, aesthetics, sound-proofing, easy chairs setting up, etc.), based on other churches' experiences

- CBET Proposal (Round 1)
 - Gym & Fellowship Rooms: use cost-effective pre-engineered steel house for gym + associated space + fellowship/office rooms
 - Chapel: expand and renovate current chapel and surrounding area as new CB chapel and associated space
 - Connection structure: to be built between steel house and main building
- CBEAT Requirements (Round 2)
 - Spaces needed due to Chapel renovation and Carriage house demolition

Room Type	# Rooms	Capacity	Total Capa	Note
Large Room	1	60	60	S.S.class
	1	50	50	CM overflow
	1	35	35	Love
Mid-sized Room	4	20	80	S&L ¹ ,Office ³
	8	15	120	Youth ⁴ ,Love ⁴
Small Rooms	1	10	10	Timothy
	3	4	12	Phily
Total	19		367	

- CBET Proposal (Round 2)
 - Enlarge the fellowship/office area (two-storied) of the pre-engineered steel house, to provide additional required spaces due to Chapel renovation and Carriage House demolition
 - Preliminary plan; final plan will comply with requirements
- CBEAT Requirements - Chapel (Round 3)
 - Min. seating capacity of 350 inside chapel should be met (not include overflow area)
 - Speaker and audience should see each other for interactivity (so projector screens are not good enough)
 - Sufficient overflow area
 - Pulpit position at center
- CBET Proposal (Round 3) Chapel Options
 - Keep current stage orientation and box internal steel brace nicely
 - Use new stage orientation and expand half rear wall
 - Use new stage orientation, expand full rear wall and extend connection structure to allow passage to MP
- Task 1: Multi-purpose (MP) building room division
 - Spaces needed due to the Chapel renovation and carriage house demolition

Room Type	# Rooms	Capacity	Total Capa	Note
Large Room	1	200	200	S.S.class
	1	50	50	CM overflow
	1	35	35	Love
Mid-sized Room	4	20	80	S&L ¹ ,Office ³
	8	15	120	Youth ⁴ ,Love ⁴
Small Rooms	1	10	10	Timothy
	3	4	12	Phily
Total	19		507	

- Are these S.S. class room size sufficient?
 - What is the purpose of the office space in the MP?
- Task 2: Drawing Needs
 - If the drawing is needed to meet a specific timetable, we may ask for outside help
- Task 3: Building Structural Calculations
 - MP frame foundations
 - MP building
 - Connection building
- Task 4: Plan drawings
 - Design drawings - currently doing now (for promotion purpose)
 - It is strongly recommended that we share the vision for church building expansion with the rest of the congregation so that we are all aligned on the purpose before we have a concrete design development plan
 - Simple presentation of the vision is sufficient
 - Design development plans (“Base Plans” for structural, mechanical, and HVAC disciplines)
 - This would enable us to acquire a contract and gain a cost estimate
 - Then we can present this plan to the congregation (Target for April 2021 Townhall meeting)
 - **Help Need:** If there are any other people in the congregation who has architectural design experience to allow the design drawings to be finished in time, please share with Elder Jian
 - Permit/constructions plans
- Task 5: Promotion
 - Ministerial Cooperation
 - Video
 - 3D model
- Elder Jian and Paul closed the meeting in prayer at 12:17 PM