

Board of Deacons (“BoD”) Meeting Minutes

April 16, 2022

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Petek Altuğ, Elbert Chang, Hongwei Huang, Kelly Hsu, Jianglin Liang, Keuiyu Joshua Lin, Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastor:** Jutta Pan
- **Staff:** Kylie Birkhimer
- **Elder Representative:** Chaw-Bing Chang
- **Absentees:**

Location: Building 151. Online Zoom Meeting

Meeting Agenda & Minutes

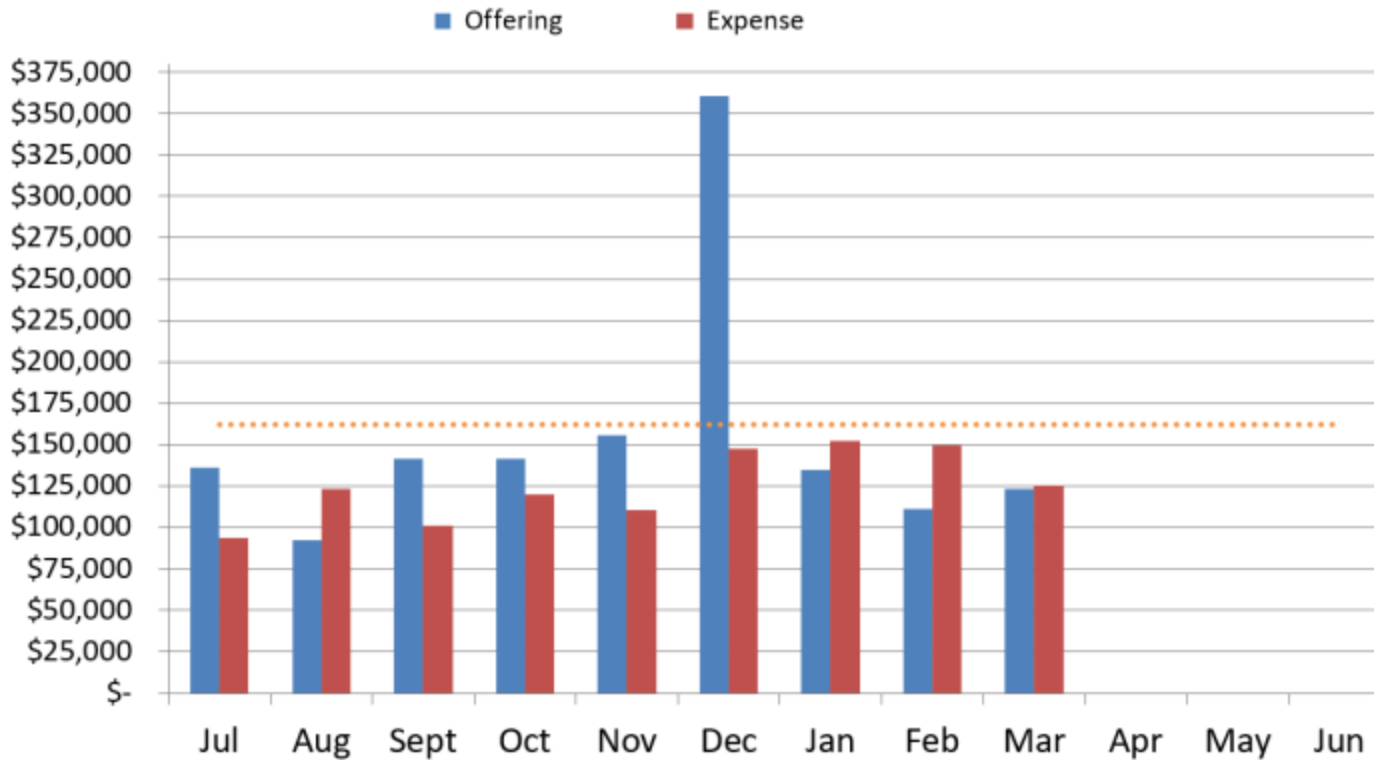
- Meeting started at 9:04 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - The Update from the Church Reopening
 - From 4/1, the church lifted the mask mandate and three feet distance of food and drink mandate
 - A complaint about the mask mandate to those who have not been vaccinated
 - In-person Sunday service attendance
 - CB+COM continue to grow a little bit: over 70%
 - CM grow from slightly more than 100 to 208 on 4/10
 - We are still short of coworkers in many ministries
 - Many coworkers have worked harder during the pandemic; now more reluctant to come back to serve
 - However, we have noticed that newly baptized brothers and sisters eagerly participate in the many ministries
 - Events in March and early April
 - Entire Church: 4/10 Information Meeting
 - CM
 - Spring Evangelistic Meeting (4/1-4/3): A Life of Joy
 - 4/1 (183+518+half of COM online)
 - 4/2
 - Made up 147th baptism on 3/27: 6 and 2 baptized
 - A special workshop from Stephen Ministry on 3/19
 - Theme: In the Name of LOVE -How to Protect Victim of Domestic Violence
 - CB
 - Farewell to Chris and Emily (3/13)
 - Family Easter Gathering (4/9) - 70 attended
 - COM
 - Student Retreat (45 attended) - 3/11-3/12
 - YM
 - Summer STM promotion
 - Mission and Social Concerns
 - Continue the Afghan Family Ministry - more coworkers needed

- Donate \$2500 for support of Ukraine civilians
 - Will encourage congregation's donation directly to rescue organization directly
- Future Events and Ministry Plan
 - CM
 - Make up transferred members on 4/10 - welcoming 20 new members
 - Summer Revival Meeting (5/20-5/22) - Speaker: Jamie Taylor
 - 5/15 - Child Dedication and 148th baptism
 - CB
 - Marriage Workshop in May - Dr. Andrew and Joanna Sonnekalb
 - ICF/Charis Retreat (5/6 - 5/8)
 - Youth
 - Retreat on Memorial Day
 - Preparing for STM to Hawaii
 - Children Ministry
 - Will become full in-person from 4/10
 - Grand Prix context on 5/6
 - COM
 - Spring Baptism class: 4 will be baptized
 - Summer VBS with Ruggles Baptist Church
 - Mission: two STM in April (Honduras and London)
 - NCPI follow-up
 - Entire Church
 - CBE promotion video in the process: Ministry Taylor is in charge
 - Joint Good Friday service and separate Easter services
- Pastoral Staff
 - Pastor Yuegang - second session of sabbatical leave from July to September
 - Minister Patrick Chen - ordination will kick off in April
 - Three outside committee members are confirmed: Pastor Morley Lee, Dr. Gordon Hugenberger, Pastor Steward
 - Pastoral Staff continue to discuss how to encourage congregants to return to in-person meeting and participate in service, how to recruit more coworkers, and Christian School proposal
 - Some pastors/ministers will attend a special conference in April
- Questions
 - How do we help newcomers to find locations in the church building?
 - Can ministry leaders use the budget to express appreciation to coworkers' labor? Can appreciation be food?
 - IRS issue?
 - Church policy?
 - A new church policy/guideline from the Finance committee will be helpful for planning future appreciation and events
 - Different purpose for the food?
 - Response: There is no issue at all for casual food (ordering pizza/snack). However for a formal dinner, we may need to consider IRS limitations.
 - Recommendation: put this into the budget plan for next year and it can be discussed further
- BoE Sharing
 - BOD Structure and New Deacon Nomination

- Discussed current BOD member responsibilities
 - Coverage is incomplete
 - Essential ministries of the church
 - Spiritual Formation, Fellowship, Community Outreach, Youth, Children
 - CB ministries are not represented; some ministries do not have deacon representation
 - Seek ideas to achieve complete coverage in general
 - Better connect congregation with ministries
 - Approved seven deacon nomination committee members
 - Natalie Chong (CB)
 - Samuel Chang (COM/CM)
 - Wei He (CM)
 - Jianglin Liang (CM)
 - Ji-Yong Wang (BOE/COM)
 - Stan Wang (CB)
 - Ruike Wang (BOE/CM)
 - Yuegang Zhang is the Pastoral Advisory
 - Reviewed church mission and vision previously presented by Pastor Pan. Discussed potential structure adaptations. Recommended to hold a brainstorming session in a future meeting
- Misc. Subjects and Policy Revisions
 - Will NCPI morph into a long-term program? If so, how may it be organized?
 - Charter: objective, scope
 - Organization: Coordinator, pastors, and church members
 - Action: Discuss with Samuel for further direction
 - Samuel supplied a charter to the BOE
 - Similar to the Benevolence Fund (set amount needs to be approved to support a church)
 - Approved two policies
 - Benevolence fund policy revision (individual can receive multiple donations within the year)
 - Church Investment Policy (very conservative and matches our values)
 - Will start with treasury bills, mutual funds
 - Very safe investments
 - Recommendation: This needs to be communicated to the congregation to inform them of this new change
 - Question: How much effort/labor do we spend on managing these investments?
- Preview/Review on Information Meeting Presentation
 - Pastor Pan's exhortation focused on church vision and post pandemic norm
 - BOE Updates:
 - Introduced two new hires
 - Bylaw revision proposal focused on online voting as an option
 - CBE Presentations
 - Led by pastoral staff showing why CBE is important
 - CBE updates emphasize the three-phase approach
- Financial Report

Class Fund Summary				
March				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 122,969	\$ 125,125	\$ (2,156)	\$ 281,264
Mission Fund	\$ 23,853	\$ 62,332	\$ (38,479)	\$ 93,498
Benevolence Fund	\$ 1,575	\$ -	\$ 1,575	\$ 136,590
CBE Fund	\$ 10,817	\$ 236	\$ 10,581	\$ 1,275,331
SCM	\$ 6,030	\$ 2,500	\$ 3,530	\$ 70,790
Capital Fund	\$ 194	\$ -	\$ 194	\$ 323,031

2021-2022 General Fund Monthly Offering and Expense



- Finance committee is continuing to monitor monthly giving
- Bank of America Zelle Payment
 - Zelle payment option is available now for various church events
 - In Zelle, search for "financedeacon@cbcgb.org" and "Chinese Bible Church of Greater Boston" should appear
 - This option is not for donations, but only for event fees (Awana, VBS, various retreats, etc.)
- Investment Policy

VII. INITIAL ADOPTION OF POLICY

- A. Upon adoption of this policy, an initial investment of \$100,000 shall be taken from the General Reserve Fund for investment in US Treasury Bills, fixed income or equivalent investments.
- B. Thereafter, on an annual basis, 10% from the General Reserve Fund shall be allocated for non-CD investments.
- C. Once the total investment in non-CD reaches \$200,000, the investment committee shall propose a new investment strategy for implementation.

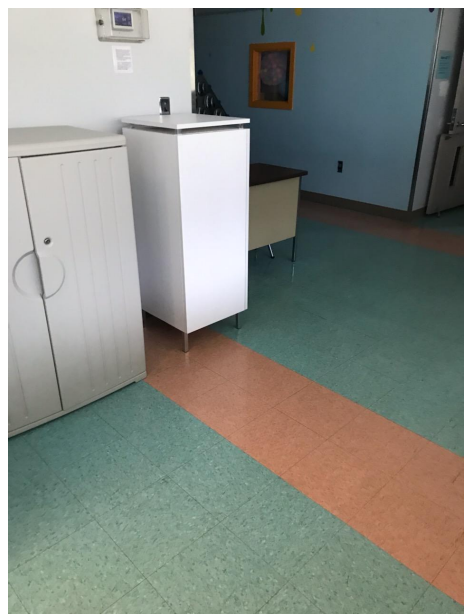
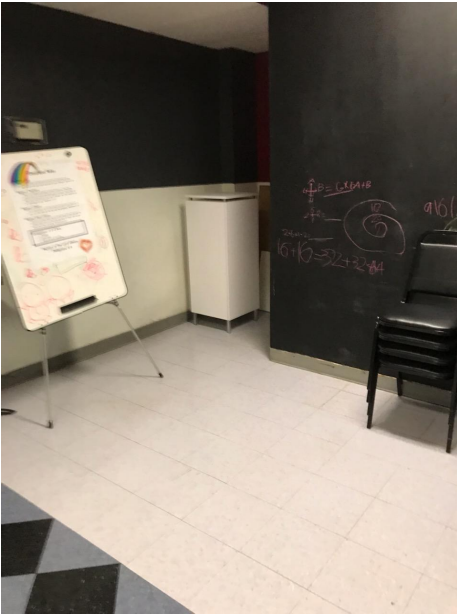
- Investment sub-committee is advising on the management of these investments
- What are the actions that allow us to take funds out of the General Reserve Fund?
 - All capital gains will return to the General Reserve Funds
- Why the \$200K limit to reevaluate the investment strategy?
 - Is this too late considering the wide changes in the market?
 - Response: To manage the portfolio, it will be reviewed on a regular basis
- With the BOE approval of the investment policy, the finance committee on taking next steps and communicating to the congregation the plan within May

Budget Planning for FY 2022-2023

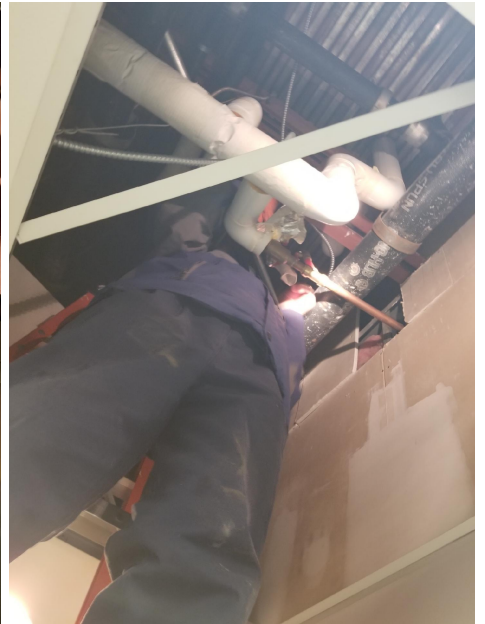
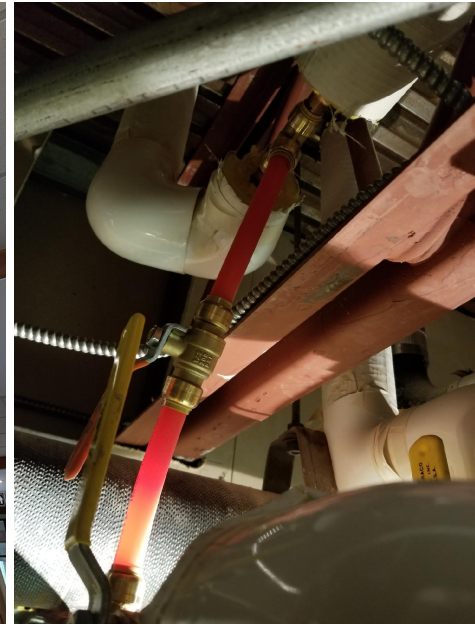
Timeline:

1. Submit your budget proposals by Tuesday, **4/26/2022**.
2. Attend budget proposal review zoom meeting, **Thursday, 4/28/2022, 7:30 to 10:00 PM**. If you can't make it, please send a representative from your ministry.
3. Submit revised budget proposal, if needed, by Tuesday, 5/10/2022.
4. Attend 2nd round budget proposal review meeting, **Thursday, 5/12/2022, 7:30 to 9:30 PM**. You can skip if your accounts are all set after the 1st round review meeting.
5. Resolve any remaining issues and finalize budget proposals by end of May. The 3rd round review meeting will be scheduled for Thursday, 5/26/2022, if needed.
6. The Church Council will review/approve the budget proposals at the quarterly council meeting in **June, Saturday, 6/18/2022**.

- Stewardship Report
 - Updates on Major Projects in the Pipeline
 - Children Ministry (1st Floor) Security Enhancement (on hold)
 - Church office roof replacement (pending)
 - Signage Installation (proposal in progress by Minister Taylor)
 - **Proposal:** Include both indoor and outdoor signage to direct people to specific locations in the church
 - **Action:** Invite Minister Taylor to come to the next BOD meeting to discuss plan and next steps
 - Property Maintenance and Management
 - Support church reopening (for clean and safe environment)
 - Church-wide cleaning (leaves, branches), landscape maintenance
 - Sunday service support. Indoor and outdoor event support
 - Church office support (bills and invoices)
 - Purchase and maintain supplies and equipment
 - 3 Bluezone air purifiers on site for children, youth, and sanctuary



- Installed hot water pipe to sanctuary baptism pool
- Replaced the water heater for baptism pool



- Repainted walls in room 220 (glass room)



- Replaced bulbs on the side of the sanctuary
- Resealed some leaking area on the roof of the church tower



- Cleaned water marks left on the ceiling white boards in various places (Room 220, 309, 2nd floor restrooms, library, main building aisle)
- Two large tents for outdoor activities donated to the church



- Mark Lo (Maintenance coworker) and Kylie Birkhimer (Property Manager) has joined the staff
- Sharing
 - Kelly brought up issues with Good Friday online link
 - Jianzhong will review with Jason and streaming team to make sure this doesn't happen in the future
 - Ligong suggested using different colors for different parts of the response reading so congregation knows when to read
 - Pastor Pan will bring it up to the pastoral staff for future
 - Missions (Petek)
 - Virtual training and conversation with people in sensitive countries
 - Discussing offering Perspectives Class
 - Urbana in Dec. 2022
 - Planning for Missions and SCM Conference speaker in 2023
 - Opportunity to share with Afghan family during time of Ramadan
 - CB Core Vision Task Force
 - Medical Advisory Team (Josh)
 - Family Health
 - Mask Mandates for Unvaccinated is for protection for those people
 - Medical Recommendation and Data Driven
- Samuel closed the meeting in prayer at 11:29 AM