

Board of Deacons (“BoD”) Meeting Minutes

July 16, 2022

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Petek Altuđ, Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastor:** Jutta Pan
- **Staff:** None
- **Elder Representative:** Paul Huang
- **Absentees:** None

Location: Online Zoom Meeting

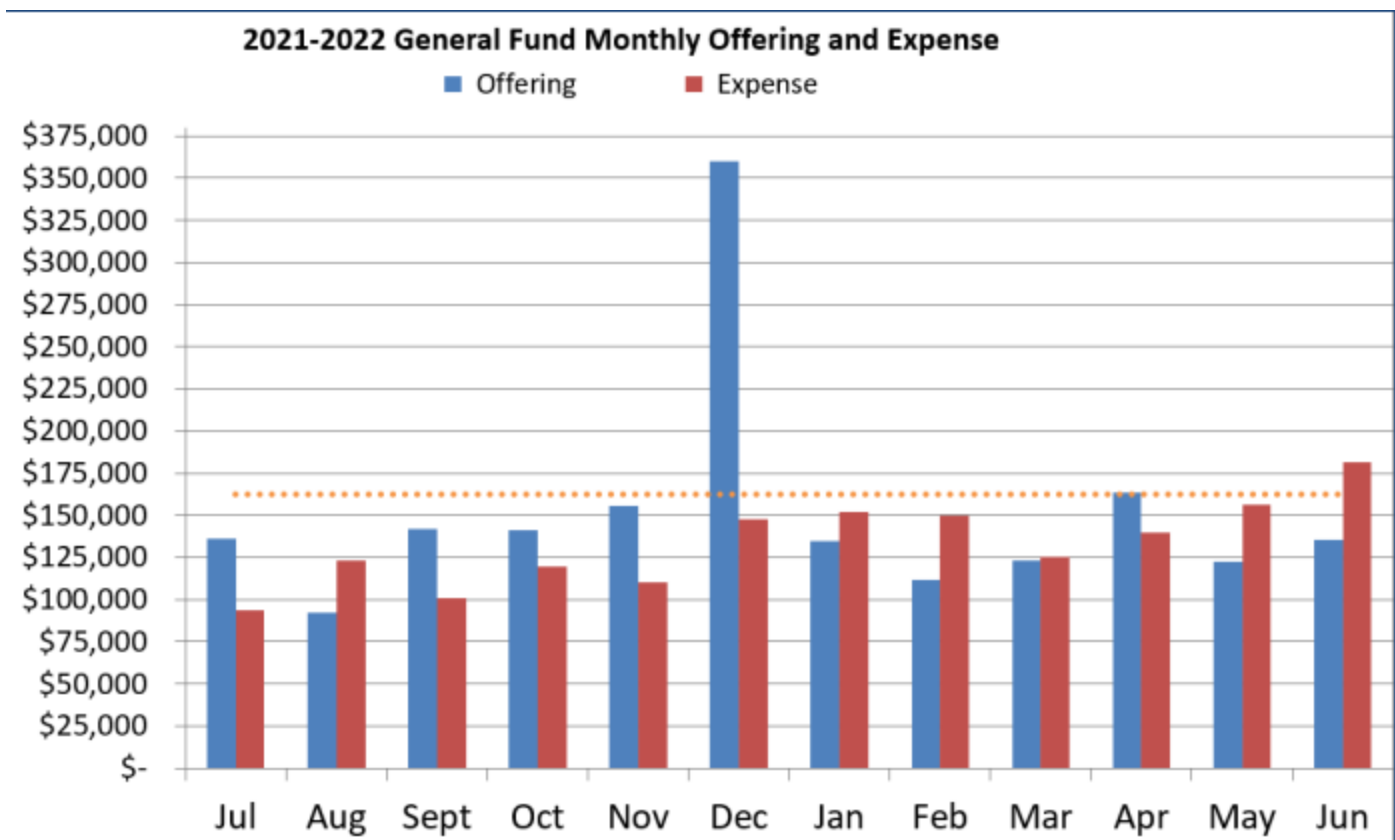
Meeting Agenda & Minutes

- Meeting started at 9:02 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - Moving toward the summer stage
 - A lot of congregants are traveling
 - Some college students returned and are attending CB services
 - COM in the yearly transition: graduation and leaving, new students services, coworkers transitions
 - Short-term missions teams: Hope House, Hawaii, London
 - A period of hibernation, of sabbath, of a transition and preparation for post-pandemic
 - Update of pandemic and Church Reopening
 - Confirmed cases were still being identified among church members and coworkers, but symptoms were mild
 - Some last minute re-arrangements of minister coworkers occurred a few times
 - In-person Sunday service attendance
 - CB: > 150
 - COM: remains the same after May
 - Attending number is growing
 - CM: grew to more than 200
 - Lexington Campus resumed Sunday lunch starting on 6/12.
 - The situation is stable
 - Kitchen is planning the next step
 - COM will resume Sunday lunch in the middle of July
 - Events in June and Early July
 - Father’s Day services and STM commissioning
 - CM: Brothers led the entire service with Brother’s Choir
 - CB: Baptism on 6/12 and 6/26
 - 5 were baptized (3 youth and 2 adults)
 - ChM: VBS from 6/29 to 7/1
 - More than 70 children registered
 - 2 Philly children were baptized on 6/12

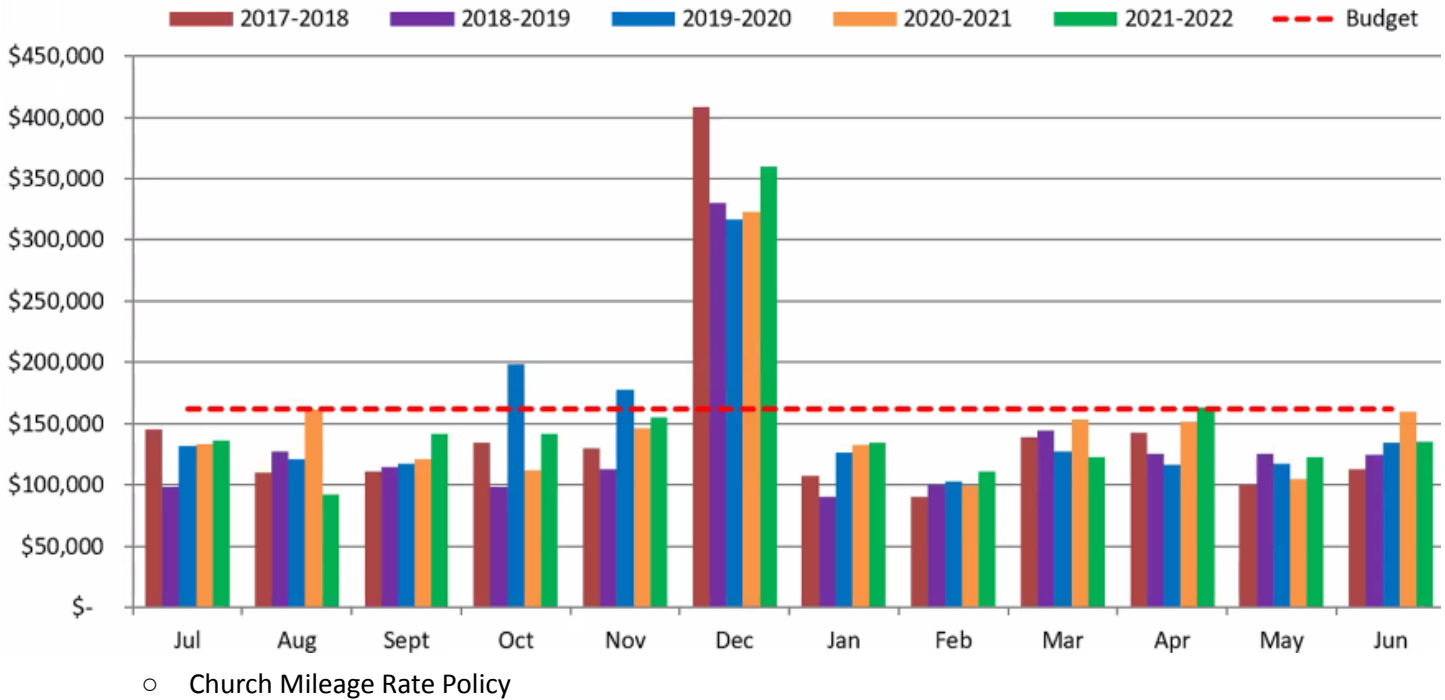
- COM
 - Short-term mission to Hope House (6/28-6/29)
 - 15 team members
 - Serving mainly Somali and Afghan immigrants
 - YM: Moving toward summer mode, no regular Friday meetings
 - Mission: Afghan family leaves this weekend, new coordinators, next stage?
 - Future Events and Ministry Plan
 - CM
 - 149 Baptism on 8/18
 - Summer Adult Sunday school
 - Theme: Commit to the Lord's Church
 - YM
 - 7/9-7/19 - Hawaii STM
 - COM
 - 7/31: Baptism (7-8 candidates)
 - 7/11-7/15: VBS with Ruggles Baptist Church
 - Needs of the young families
 - Mission
 - Seeking new ANM coordinator
 - Afghan family moving to Oklahoma
 - STM commissioning at Father's Day service in Lexington and 6/26 at COM service
 - Pastoral Staff
 - Pastor Yuegang's second session of sabbatical leave from July to September
 - Pastor Yuegang got COVID-19 again last weekend
 - Pastor Jennifer's resignation
 - Pastor Bowman attended STM to COCM in London from 7/22-7/31
 - First committee meeting of Minister Patrick's ordination process on 6/24
 - Pastoral staff is working on the issue of Life ethics and Abortion
 - Request and Issue
 - Follow-Up: Given that the current gas price hike dramatically, can the church consider adjusting the rate of gas mileage reimbursement?
 - Renovation of Children Area for the security purpose
 - Data system and church web operation
 - There is a CM and CB representative who manages the church website, however, there is no individual coordinating the efforts of both congregation
 - Fundamental issue: It appears that each congregation maintains its own congregation's website
 - The current state is not attractive to visitors
 - Our church needs a comprehensive data system
 - Jason is currently looking for a new church management system to fit our needs better
- BoE Sharing
 - Hiring for the Youth Minister/Director
 - Need to establish a search committee
 - HR manager is finalizing the job description
 - CBE Update
 - 37 pledges and \$1,343K in CBE funds so far
 - Promotion will be set among the fellowship groups

- Plan: Three-phase approach
 - 1) \$2.9M for classroom and other foundation
 - 2) \$1.1M for the multi-purpose facility
 - 3) \$1.0M for CB chapel
 - NCPI fund policy revision approval
 - Keep the fund as is
 - Contingent to future review on the merger to a ministry
 - Dr. Tod Bolsinger’s adaptive workshop for 2023 CC training
 - Encourage CB to pursue as planned
 - Encourage leadership from all ministries to attend
 - Gas rate reimbursement
 - Currently being reviewed by the finance committee
 - Policy revision by the BOD and then send to the BOE for approval
- Financial Report & Gas Mileage Reimbursement Policy

June				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 135,546	\$ 181,244	\$ (45,698)	\$ 212,387
Mission Fund	\$ 25,630	\$ 37,132	\$ (11,502)	\$ 51,581
Benevolence Fund	\$ 725	\$ -	\$ 725	\$ 136,865
CBE Fund	\$ 14,135	\$ -	\$ 14,135	\$ 1,342,919
SCM	\$ 2,790	\$ 27,875	\$ (25,085)	\$ 51,705
Capital Fund	\$ 214	\$ -	\$ 214	\$ 323,666



General Fund Monthly Offering 5FY Comparison



- Church Mileage Rate Policy

1.2.13 Business Expense Reimbursement

(a) Gasoline expenses are for Pastoral visitation and Church Staff, both full-time and part-time. Gasoline expenses are only for church related errands and visitations, and these expenditures should be reported monthly. If changes are needed along with the recommendation from Finance Deacon, the Board of Deacons will set the new reimbursement rate. The gasoline reimbursement (X) is intended to cover the cost of gasoline only and it is not intended to be equivalent as the IRS automobile mileage, X is currently set at \$0.35/mile.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

- Covering gasoline expenses is only used by our church staff
- Finance Team Proposal
 - Update benefit policy (current: \$0.35/mile) to follow the IRS published standard mileage rate for business travel
 - Ligong motions to vote to update the policy, Elbert seconded
 - **The BOD unanimously approved this update**
- Stewardship Report
 - Major Projects in the Pipeline
 - Signage Installation (Outdoor and Indoor) - in progress
 - Fire Code and Inspection - in progress

- Children Ministry (1st Floor) security enhancement - planning
- Property Maintenance and Management
 - Support church reopening
 - Church-wide cleaning (leaves, branches, landscape maintenance)
 - Sunday services support
 - Church office support
 - Purchase supplies and equipment maintenance
 - Repainting the parking lot striping (complete)
 - CBCGB Fire code project initiated



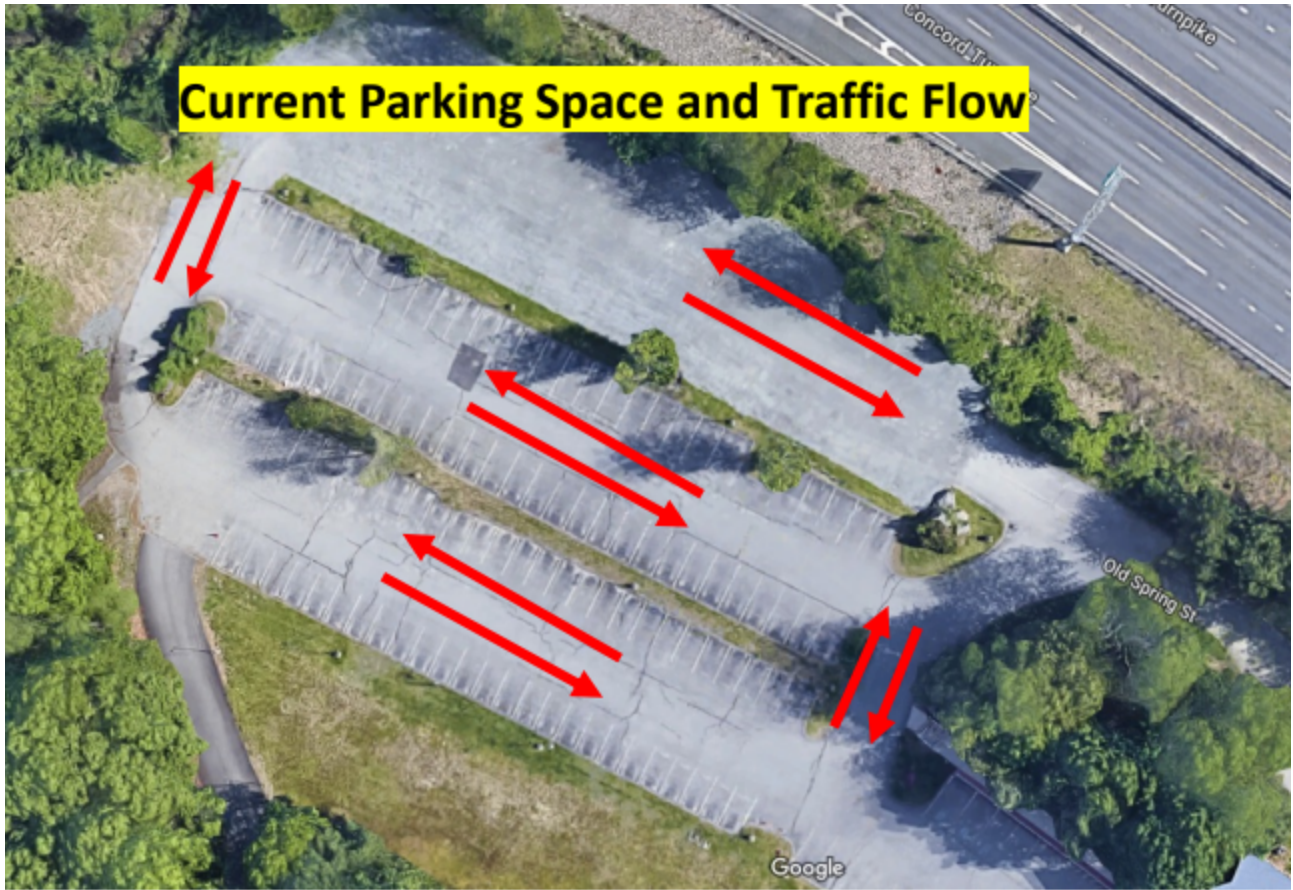
- Church-wide Maintenance
 - Repairing the parking lot of Carriage House, raising up the rocks on the edge, repaving some cracks
 - Will install reflective signs on the pillars



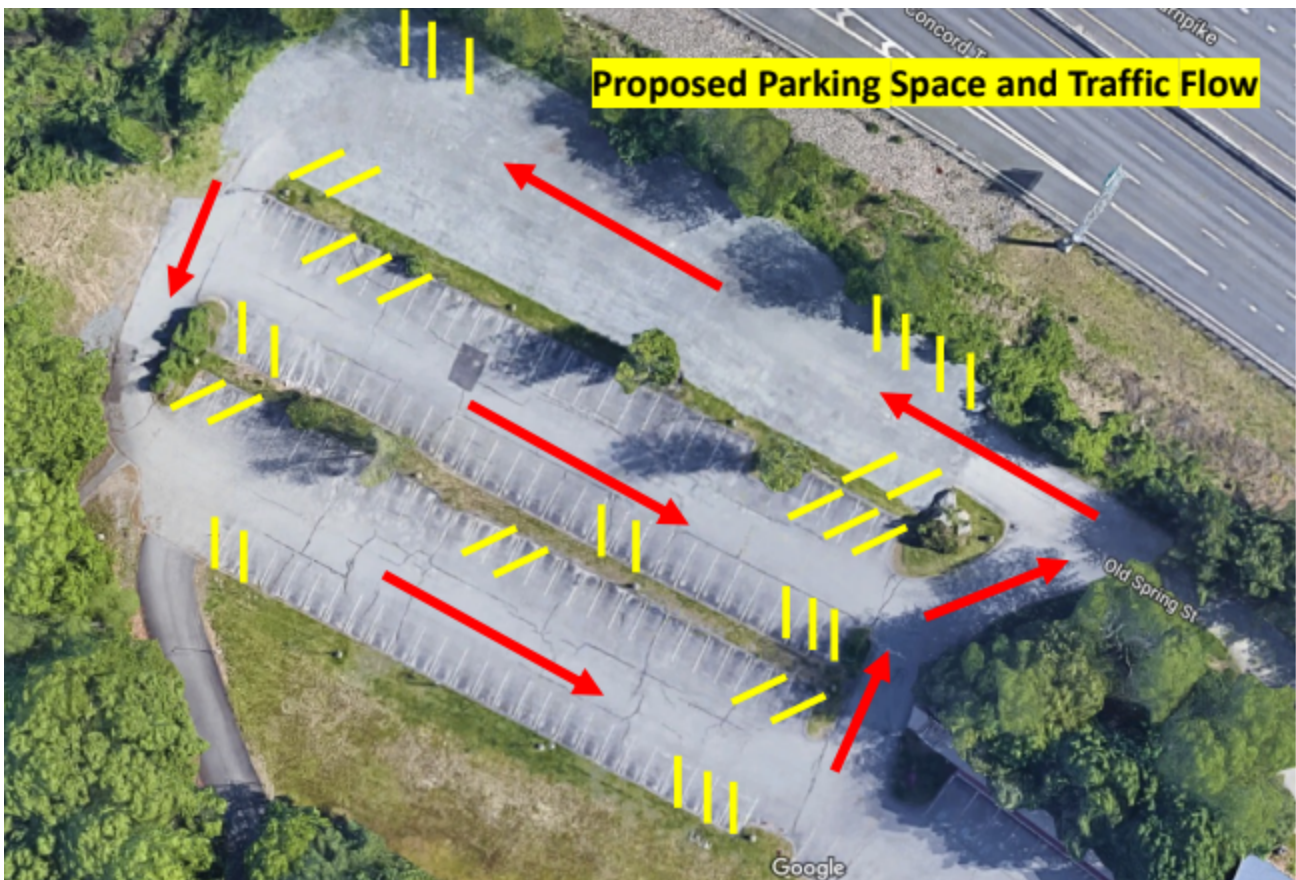
- Fixing the rock wall of Carriage House
- Wrapping the broken AC wires of the chapel



- Replacing the AC filters for the sanctuary
- Fixing the water-leaking problem of the office kitchen fridge
- Fixing the leaking pipe in the main building basement
- Church-wide Fire Code Project
 - Current Plan
 - Write report/plan to fix
 - Create timeline/obtain approval from the fire inspector
 - Update exit signs in the main building
 - Bring the office and Carriage House up to fire code
 - Immediate Projects
 - Remove items from all stairwells
 - Remove egress from children's hallway
 - Ensure all fire doors are kept closed at all times
 - Update exit signs
 - Work with Kevin to create report/plan to update Carriage House and Office
 - Long-term Projects
 - Update Carriage House and Office to current firecode
 - Build more storage space
 - Declutter to create more storage capacity
 - Fire Drill Training?
 - Confirm what is in place now
 - Purpose
 - To be good stewards of our building and to comply with local authorities, therefore we need to bring the building up to code
- Church Parking Traffic Flow Proposal



- This only becomes an issue on Sunday, specifically between CM and CB services
 - Current state: Multiple points of congestion and opportunities for pedestrians/car to collide
 - Traffic coworkers are present mainly during CM service, there is less presence during CB service



- Note: for church van, drop-off, etc - still need to follow the proposed traffic flow
- Pros:
 - Improve visibility for cars/pedestrians
 - Cars/pedestrians moving in one direction
 - Reduce pedestrians/cars interactions
 - Pedestrians and cars should go opposite traffic to ensure people to see oncoming cars
 - Remove need for people to direct traffic on Sunday
- Questions/Suggestions
 - How do we manage cars looping through the parking lot multiple times to find parking?
 - Even with new traffic flow, there will be some coworkers necessary to direct traffic when the parking lot is full
 - How do we guide cars to the back parking lot if the main church parking lot is full?
 - Based on where the cones are to direct one-flow traffic, does it prevent one to loop through the parking lots?
 - Should we include stairs between parking lots to cross between parking levels?
 - Is this proposed traffic flow only for Sunday?
 - The intention is to keep this consistent throughout the week
 - However, during the week, the parking lot is not full and this traffic flow may not be needed
 - Parking slots may not be less of a need - we need more parking spots, not less
 - Pilot traffic flow using the parking team during the summer to get used to the proposed traffic flow
 - Walkway/sidewalks? That will significantly improve pedestrian safety
- Parking Taskforce - Jianzhong will head this effort
 - It should include Stewardship, CM, CB, Kylie
- CM Fellowship / NCPI Update
 - CM Fellowship
 - Overview
 - Only includes fellowships on Lexington campus - platform to connect individual with the church; to build relationships with other brothers and sisters
 - On Campus: GO, Berea, LOve, SOS, Vineyard, Grace, lexington Central, YPF Timothy, Hosanna A, Salt&Light, TTOF, Sister Wednesday
 - Home-based: Hope, Faith, Hosanna B, Andover A/B, Waltham Apartment, Stoneham, Zion, Hym, N. Andover, Malden, Quincy
 - Community-Based: Winchester group (2x per month), Route 9 (monthly)
 - Fellowship Activities
 - Bible Study, Worship, Welcome newcomer
 - Typical activities: summer outing, Thanksgiving gathering, Chinese New Year gathering, Baby shower, caring, Summer BBQ, Community service
 - Fellowship is supporting many ministries in church
 - Sunday Worship
 - Usher service
 - Traffic direction
 - Summer music offering
 - Sunday Lunch
 - Cooking food
 - Distribution of food
 - Clean up

- Friday AWANA
 - Each classroom (K to 5th) is sponsored by one fellowship
 - Game leaders
- Stewardship
 - Spring in-house clean up
 - Fall church yard clean up
 - Brothers and sisters helping to replace carpet in sanctuary
- COC
 - Fellowship sponsored multiple Zoom talks
 - MGM: pray, invite friends, follow-up
- Mission
 - Some fellowship sponsor 1 or 2 missionaries
 - Provide financial support
- Social Concern
 - Walk for Water 5K
 - NCPI
- Church Reopening
 - Reopening survey
 - Registration
- Caring
 - Providing food for brothers and sisters in need
- Elder Paul closed the meeting in prayer at 11:08 AM