Board of Deacons ("BoD") Meeting Minutes

January 15, 2022

In Attendance

Attendees: Samuel Chang (Head Deacon), Petek Atluğ, Elbert Chang, Hongwei Huang, Kelly Hsu, Jianglin Liang,
 Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang

• Pastor: Juta Pan

Elder Representative: Paul HuangAbsentees: Keuiyu Joshua Lin

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:02 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - Situation of COVID-19
 - Recent surge of MA confirmed cases and hospitalized cases
 - Average age of confirmed cases is lower
 - Omicron variant is spreading faster
 - In general, there are milder symptoms
 - The infected age is lower
 - Some cases at Lexington campus and COM recently
 - Lexington campus is online only until the end of January
 - Flexibility on Friday and other weekdays
 - Office remains open
 - COM will remain hybrid with registration
 - Overall, different responses to the decision from the congregants and coworkers of different demographic spheres
 - **Prayer Request:** Please pray that there is unity amongst the coworkers during every Reopening Taskforce meeting
 - Events in December and early January
 - Advent and Christmas season
 - Some joint services all back online
 - Christmas Sunday (380+89)
 - Christmas Eve
 - New Year (16+411)
 - CM postponed baptism and child dedication because of the pandemic
 - CC Retreat and Meeting 12/10 12/12
 - Afghan Neighborhood Ministry (ANM)
 - Pastoral staff approved fundraising; CC approved match fund
 - Senior pastor authorized rending lease signature
 - Church has approved Afghan family adoption and the family has arrived on Jan. 5th
 - Currently, they are staying in NH temporarily in the Hope House
 - Future Events and Ministry Plan
 - ANM follow-up: fundraising and hosting the family
 - Winter retreat will either be canceled (Youth) or postponed to February (COM student

fellowship) because of the pandemic

- 4/1 4/3: CM Spring Gospel Meeting
 - Speaker: Pastor
 - Cannot decide the details at this time
 - Unsure of the speaker will come to Boston or speak online
- Proposal of revised Joint Services in 2022
 - Still under consideration
- Pastoral Staff
 - Will continue working on "Outreach to Younger Generation" and "Opportunities of Online Ministry"
 - Pastor Ziyi is on sabbatical 1/2022 to 6/2022 and Yuegana and Juta will take care of Ziyi's responsibilities
 - Minister Patrick Chen's father passed away at 1PM, 1/14
 - Juta will teach online for Global Mission Seminary from 2/14 2/18 and 2/21-2/25
 - Topic: Apologetics and heresy
 - Audience: Chinese students in East Europe
- Question:
 - Welcome Center reception
 - Will Stewardship Committee and BOD give green light to continue building out with shelves and display?
 - Response: Stewardship is working with Pastor Jeff and Jen to finalize the Welcome Center
 - Follow-up:
 - What is the plan for the shelves?
 - Could they provide a design?

- BoE Sharing
 - o Implement a new pay scale for the church staff
 - Based on survey of other simple-sized churches
 - Need to reduce overhead cost to further improve staff's benefits
 - CBE status
 - Milestones
 - Website established
 - 12/5 promotion meeting
 - Presentation material and Q&A were posted on church CB and CM websites
 - Fundraising started and pledge is not as expected
 - It could be due to competing pledges (ANM, Mission/Social Concerns)
 - Will host promotion meeting for church small groups
 - 2022 Ministry Reviews will be decided by February (3 out of 6)
 - Possible Ministries:
 - BOD Structure (very likely)
 - Caring Ministry
 - Fellowship Ministry
 - Spiritual Formation
 - Local Outreach/evangelism
 - Youth/Children Mental Health
 - Possible bylaw revision
 - Online voting
 - Ultimately the main question is how to define membership

- Staffing
 - Changchun Luo will start on 1/17 as a maintenance coworker
 - Will report to Wei-Xin and Stewardship
 - Still looking for ½ time property manager
- Mid/long term plans
 - Ongoing actions:
 - Reopening and establishing the new norm
 - CBE
 - ANM
 - Will work with pastoral staff and later will work the entire CC
 - Integration between congregations Unity with Diversity
 - o Invite different ministry leaders to preach in CM
 - Becoming a Missional Church
 - Attract younger generations

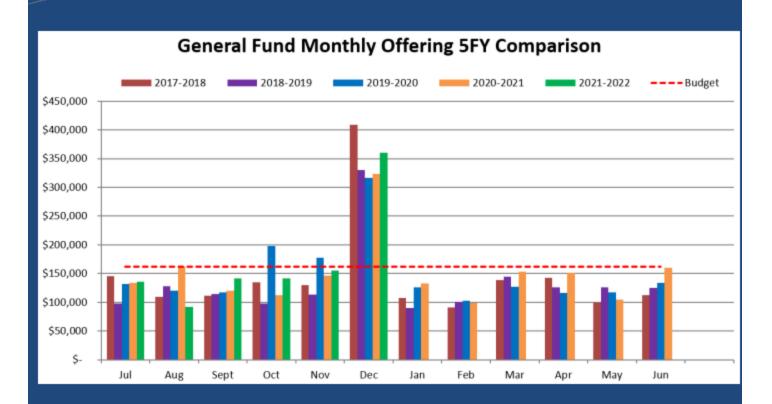
Financial Report

December											
		Offering	Expense		Balance		Cumulative Balance				
General Fund	\$	360,290	\$	147,479	\$	212,811	\$	338,603			
Mission Fund	\$	103,151	\$	37,632	\$	65,519	\$	152,842			
Benevolence Fund	\$	8,075	\$	4,000	\$	4,075	\$	139,939			
CBE Fund	\$	32,393	\$	-	\$	32,393	\$	1,250,053			
SCM	\$	17,375	\$	15,005	\$	2,370	\$	58,875			
Capital Fund	\$	216	\$	15,141	\$	(14,924)	\$	322,395			

• Total Offering: \$1,027,349 (52.7% of budget)

• Total Expense: \$688,746 (35.3% of budget)

General Fund Monthly Offering Year to Year Comparison



Fiscal Year YTD	2018	2019	2020		2021	2022	
Offering Monthly Average	\$ 173,332	\$ 146,962	\$ 177,039	\$	166,264	\$	171,217
Ranking	2	5	1	4			3

Afghan Neighbor Ministry

2								Jul - Dec 21	Jul - Dec 21
3	Ordinary Income/Expense								
4			Income						
5					Inc	ome	•		
6						Cor	ntribution/Offerings		
7							41010 · Contribution/Offering - CM	7,565.00	7,565.00
8							41022 · eOffering - Vanco	8,467.77	8,467.77
9						Tot	al Contribution/Offerings	16,032.77	16,032.77
10			Total Income				come	16,032.77	16,032.77
11		Total Income					ne	16,032.77	16,032.77
12		Gross Profit			Prof	it		16,032.77	16,032.77
13		Net	Orc	lina	ry In	16,032.77	16,032.77		
14	Net Income							16,032.77	16,032.77
15									

- Investment Policy still pending approval
 - Investment Committee will provide some guidance on how we will proceed
- Stewardship Report
 - Property Project Update
 - Major Projects in the Pipeline
 - Children's ministry (1st floor) security enhancement proposal
 - Church office roof replacement pending
 - Signage Installation proposal
 - Property Maintenance and Management
 - Support church reopening (for clean and safe environment)
 - Church cleaning and landscape maintenance
 - Sunday services support. Indoor/outdoor events support
 - Church office support (bills and invoices)
 - Purchase and maintain supplies and equipment
 - Christmas Stage Decorations
 - Thank you Pastor Jen and the church office coworkers
 - Snowing plowing contract signed
 - Welcome Center Wall painted



Fixing some broken fences(Thanks to Mark and Eric)







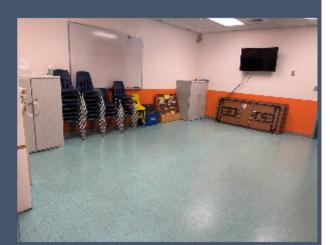




Maintenance in church main building:

- 1. Christmas decoration stuff packed and stored in the room behind the stage (Thanks to Samuel, brother 胡中義 and sister 小玲, and church office coworkers)
- 2. Room 124 cleaned and organized for ANM ministry as storage space





- Church Office Coworker Update
 - Facility and Property Manager position is still open
 - Experienced Building Maintenance Custodian full time
 - Brother Changchun will take the maintenance/custodian position starting on 1/16/2022
 - In addition, he will be involved with the disinfection and prepare for the Sunday Service
- Technology Update
 - Technology in Church Operations
 - Technology is a tool to serve church's operations like other organizations
 - Included operations:
 - Sunday worship
 - Sunday school
 - o Bible study
 - Anyone who is involved in church's operations will be our customer
 - Technology Team and Role
 - Jianzhong and Wenqi CM
 - Jason (Director) and Steve CBCGB
 - Short-term Plan
 - Information gathering from church leaders, ministries, and co-workers
 - Establish incident response procedure
 - Prioritize the church's technology needs for new implementations or upgrades
 - Long-term Plan
 - Define technology requirements in the church's new building
 - Assess church's digital assets
 - Centralize church's digital storage
 - Establish church's information security policies and standards
 - Classify church's digital information
 - Recent Implementation
 - Enhance cbcgb.org security by enabling two-factor authentication for user accounts
 - Will enforce the policy in the future

- Provide Google storage for Sunday school teachers
 - This can be extended to other ministries, fellowships, etc
- o Special Thanks to Jason
 - For his faithful service in the past several years. He will continue to be the director of IT to oversee the church's technology operations
- Afghan Neighbor Ministry Update
 - It has been a very encouraging process to see the church connect and support the Afghan community coming into the area
 - Current Status
 - A family of 6 has arrived (Jan 5th) and assigned to us (Jan 4)
 - They will stay at the Hope House for 4 to 6 weeks (rest and Cultural Orientation)
 - Lease Agreement decision
 - The landlord commits to de-lead the house (4 to 6 week effort)
 - Fundraising: \$14K (\$28K with church matching) raised by 12/31
 - We found and met our translators
 - Next Steps
 - MoU signing between CBCGB and Ascentria
 - NST teams visiting the family after 2 weeks of settling in Hope House
 - Housing: lease agreement (with Afghan residents' document); de-leading
 - Fundraising: Concert (1/22) and food & craft items sales
 - Apartment setup: Confirming with the family and items collection
 - Finance: Household budgeting
 - Health: MassHealth and finding PCP for the family
 - Education: ESL for husband and wife/children; children school registration
 - Admin:
 - Applying for financial assistance from the government
 - Ascentria legal team and Agencia Alpha lawyer
 - Ride and Cultural mentoring: local culture, local Halal food stores, etc.
 - O How can the rest of the congregation support?
 - https://sites.google.com/view/afghanneighborministry/home
 - Prayer/donations
 - Items are still needed for the apartment see <u>Sign Up Genius</u>
 - Learn Afghan culture
 - If you want to join the ministry support team, click to <u>sign up to Volunteer</u>: they would need to go through background checks before actively working with the family directly
- BoD Logistics
 - **GRANGE SET SET SET SET OF SET OF**
 - Please sign up to join a BOE meeting
 - Multiple people can sign up for a date
 - Every deacon has a mailbox in the church office
 - o Every deacon can have a church key please ask the church office staff if you need one
 - Please review church bylaws and policies
 (https://docs.google.com/document/pub?id=1pciullqZtkxGK8l0qpT5rvxRTf4MIMckUD371BpnU c)
 - All of the BoD members should see both BoD and CC Google drive
 - If you need a Google space let Jianzhong and/or Jason know
- Open Topics Discussion
- Kelly closed the meeting in prayer at 10:51 AM