

# Board of Deacons (“BoD”) Meeting Minutes

February 19, 2022

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## 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, Jianzhong Yang
- **Pastor:** Jutta Pan
- **Elder Representative:** Paul Huang, Ruike Wang, KC Chu
- **Absentees:** Ligong Xu

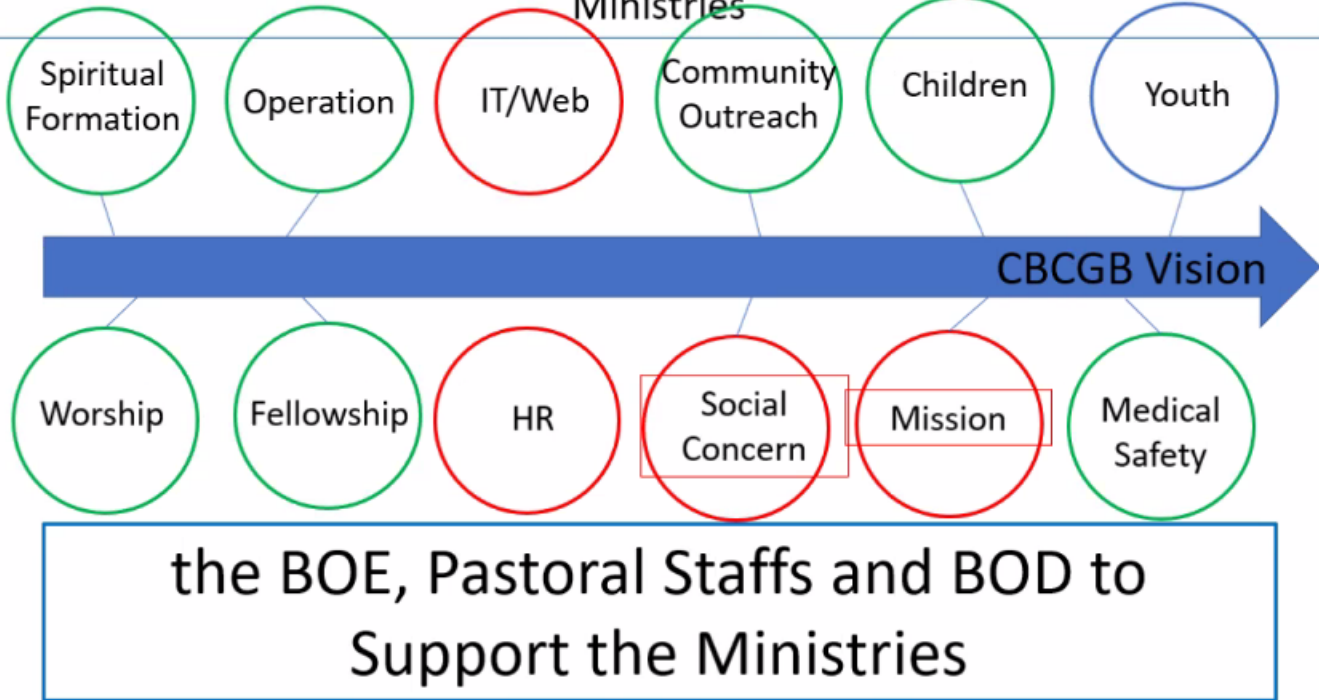
**Location:** Online Zoom Meeting

## Meeting Agenda & Minutes

- Meeting started at 9:06 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
  - Situation of COVID-19
    - Recent COVID-19 cases dropped in MA and in the US
    - Church decided to return to hybrid meeting from February
    - So far, the situation is stable, but we need to fix some administrative and technical issues
  - Events in January and Early February
    - CM Fellowships celebrate Lunar New Year
    - CM Winter Sunday School: Biblical Foundations and Practices of the Social Concern Ministry
    - Online Outreach
      - 2/12 - Federal Medicare (Edwin Tam)
        - 121 Connections
    - ANM update
      - Families have arrived and moved into the apartment in Waltham
      - The church has signed a contract with Ascentria
      - Donation reached above \$70,000
      - More coworkers are needed to help
    - Future Events and Ministry Plan
      - CM:
        - Plans of making up some events
          - Welcoming transfer members
          - CM Baptism (3/27)
          - Child Dedication
        - Spring Sunday School started on 2/6
          - Hybrid or Online only
        - CM Spring Gospel Meeting (4/1 - 4/3)
          - Details are TBD
      - CB:
        - Working on family ministry plans
      - COM:
        - Seminar for students who will graduate this summer
        - Student fellowship retreat in March
      - Children Ministry

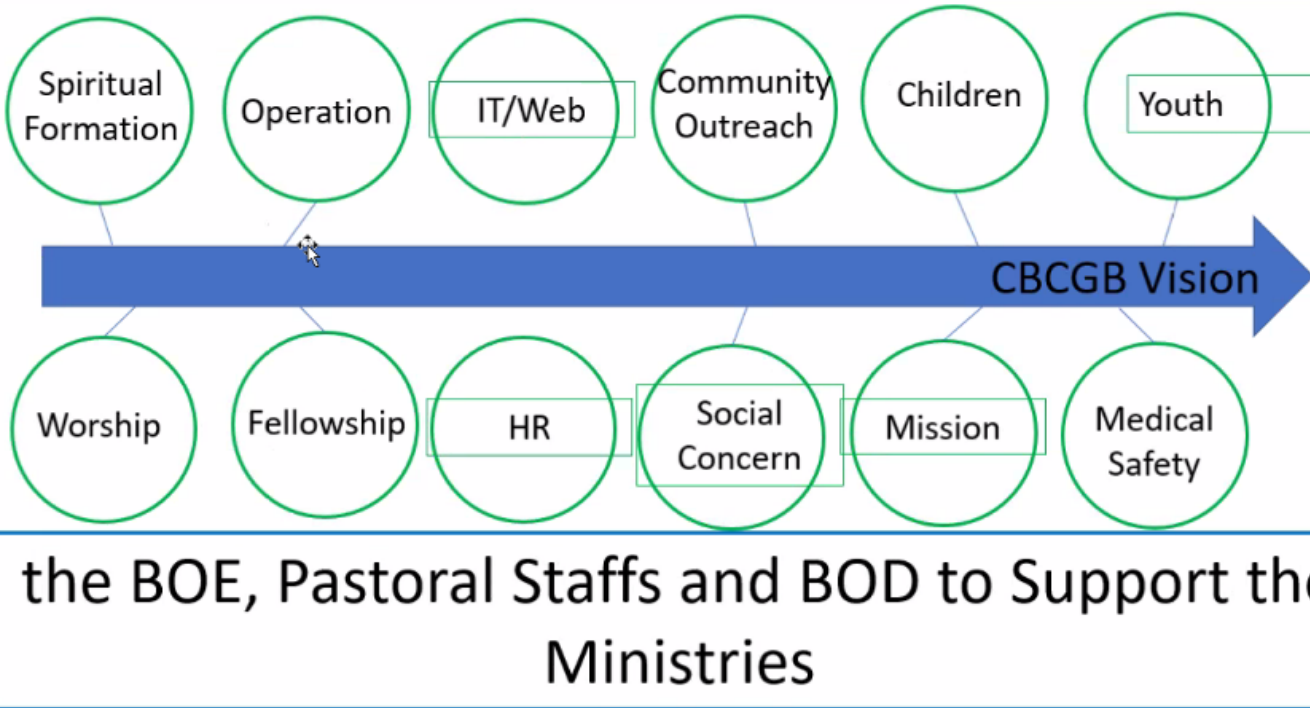
- Ministry for children of special needs
        - Are additional special needs ministry required
    - Youth Ministry
      - Retreat on Memorial Day
    - Two short-term ministry in April
      - Honduras
      - COCM (student in-person retreat) in London
  - Look ahead: Ministry plan for “New Norm”
    - Follow-up of reaching to the Younger Generation
    - Plans and actions of outreach - evangelism, mission, and social concern
    - Family Ministry
    - Online Ministry - opportunities and restriction
    - CM: Men’s Ministry
      - How do we outreach to men and nurture their growth/faith?
    - CM: Age 60 and above - shepherding and service opportunities
  - Pastoral Staff
    - Joint Service revised plan: Unless there are concerns from the BOE, Pastoral staff decided to pick plan#1
    - Pastoral staff will continue working on “Outreach to Younger Generation” and Online ministries - opportunities and restrictions
    - Pastor Yuegang will take the second session of his sabbatical leave from July to September
    - Minister Patrick Chen’s ordination Process: preparing to start
    - Juta will be teaching online for Global Mission Seminary from 2/14 - 2/18 and 2/21 - 2/25, “Apologetics and Heresy”, students are Chinese in East Europe
- BOE Sharing
  - Church Reopening
    - Our Mission: Care for the spiritual, physical, and mental well-being of members, coworkers, and community, with the safety being paramount and compliance with federal, state, and local government guidelines
      - Next Month meeting will discuss when to provide lunch
  - Changing roles of BOD in the Church

2021 The Great Commission and Great Commandment Connect to 8+4 Ministries



- Current Leadership support of church ministries

The Great Commission and Great Commandment Connect to 8+4 Ministries

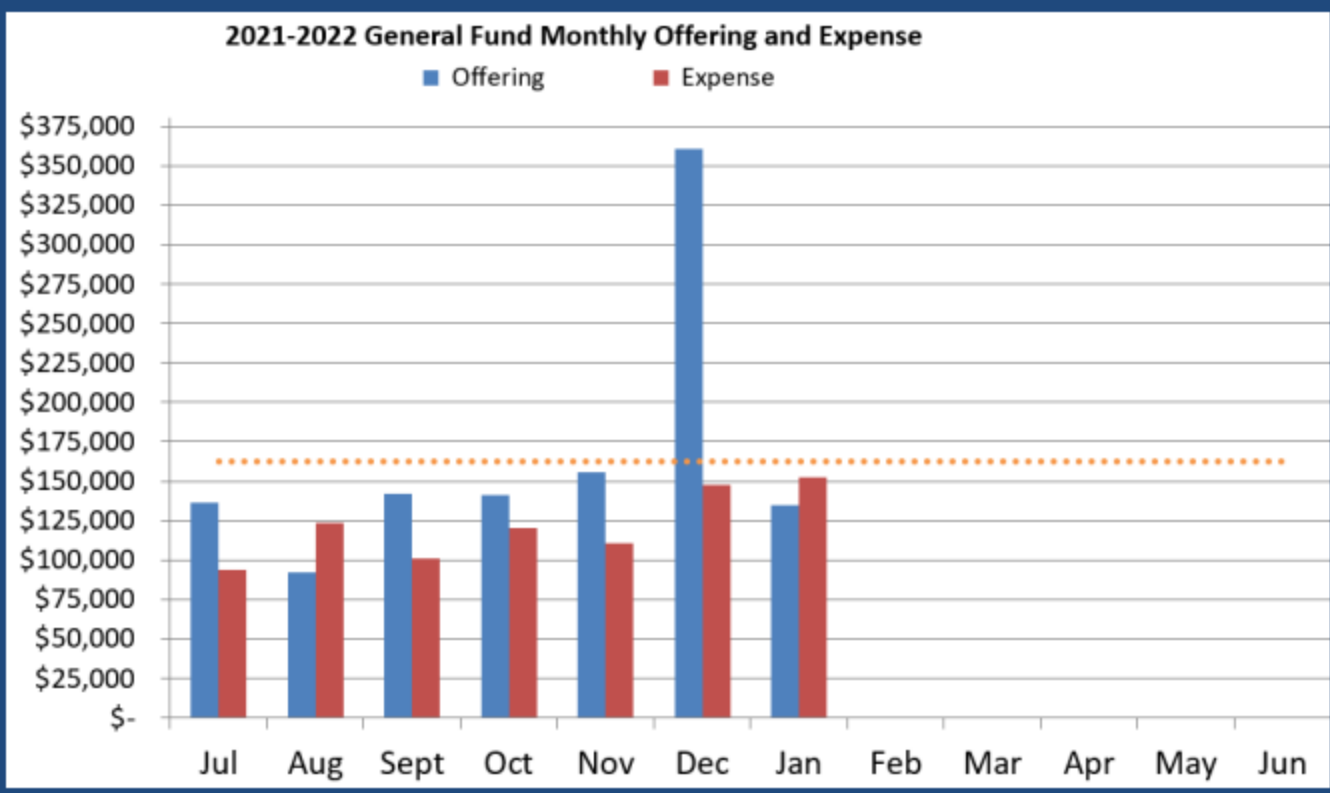


- This year, we have four deacons who stepped down

- Financial Report

Class Fund Summary				
January				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 134,585	\$ 152,284	\$ (17,699)	\$ 322,765
Mission Fund	\$ 17,492	\$ 33,132	\$ (15,640)	\$ 137,202
Benevolence Fund	\$ 1,405	\$ 3,056	\$ (1,651)	\$ 138,288
CBE Fund	\$ 7,781	\$ -	\$ 7,781	\$ 1,257,834
SCM	\$ 5,555	\$ -	\$ 5,555	\$ 64,430
Capital Fund	\$ 222	\$ -	\$ 222	\$ 322,617

## General Fund Monthly Offering and Expense

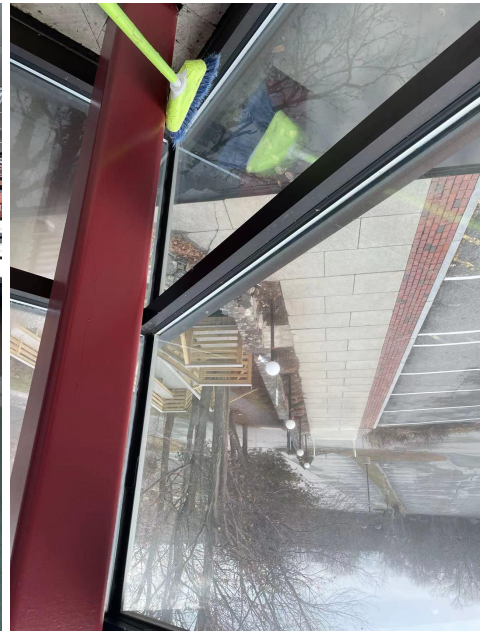


- Requisition Consolidation
  - Due to the increasing number of requisition forms, finance team would appreciate it if church members can accumulate and consolidate expenses and submit a fewer number of requisition forms if possible
  - You can consolidate every onto a single requisition form for multiple purchases
- Stewardship Report
  - Property Project Update
    - Children Ministry (1st floor) security enhancement (Proposal)
    - Church office roof replacement (pending)
    - Signage Installation (proposal under preparation by Minister Taylor)
    - Welcome Center (proposal and virtual design by Pastor Jeff and Pastor Jen)
  - Property Maintenance and Management
    - Support church reopening (for clean and safe environment)

- Church cleaning, snow plowing, landscape maintenance
- Sunday services support. Indoor and outdoor events support
- Church office support (bills and invoices)
- Purchase and maintain supplies and equipment
- New chairs for junior chapel arrived and are set up



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- Repainted children reception area walls and cleaned door/window glasses




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- Installed the 75 inch TV on the wall of the church office basement



- - Fixed broken lock of church office in the basement
  - Replaced the window blinds for Minister Taylor's office
  - Fixed the automatic door closing spring of the basement restroom
  - Cleaned the filters of the dehumidifiers
  - Installed the sensor lights in front of the church main entrance
  - Leaking in the main building room 209 due to roof crack
    - The cracking area was repaired and sealed
- Welcome Center and Signage Updates



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- Church Office Coworker Update
  - Facility and Property Manager - one sister applied for this position
  - Experienced Building Maintenance Custodian - brother Changchun (Mark) is on board starting on 1/16/22
- CBET Discussion
  - Question: What is the purpose of this discussion?
    - To better communicate the needs of CBET across the church council; reduce misconceptions and address rumors
    - For the BOE to understand the concerns of BOD
  - General feedback
    - CM - lack of passion for the project
    - Better to re-evaluate the project based on current circumstances (online ministry, changing demographics)
    - Current vision - expanding our church facilities to outreach
      - Our church facilities are not being fully utilized during the week
      - Do we really need a church expansion?

- Possible Suggestions:
  - More communication to the small groups; to answer questions
  - Focus on more urgent goals (children's ministry renovation)
    - There are contingency plans being actively discussed to utilize the available funds in the best way if we do not reach the goal
  - Have all ministry leaders communicate why CBET will improve their ministry opportunities
  - Focus instead on the congregation members (spiritual, physical, mental health)
    - Once people feel connected, then they are willing to support grand initiatives, like CBET
  - Communicate that there is budget to facilitate (furniture, tech, etc.) the new building (5% of the total cost)
  - Encourage more people to get involved in ministry
  - Are we maximizing our current facilities for outreach?
- For responses to the BOD questions for CBET, please refer to this document:
  -  CBET Questions
- Phil closed the meeting in prayer at 12:02 PM