

Board of Deacons (“BoD”) Meeting Minutes

February 18, 2023

In Attendance

- **Attendees:** Ye Tang (Head Deacon), Phil Sailer, Eric Mui, He Dong, Kueiyu Joshua Lin, Kelly Hsu, Ligong Xu, Jianzhong Yang, Sophia Yang
- **Pastoral Staff:** Juta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** Lilian Wang, Zhongli Zhang, Petek Altuğ

Location: Building 151 and Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:04 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - Updates
 - Moving out of the shadow of “tridemic” in US and COVID-19 in China
 - Preparing for ministries in 2023
 - CM: fellowships’ Lunar New Year celebration and outreach
 - CB: H.I.M. marriage conference 2/3-5 (5 couples went), CB Vision plan
 - COM: spring semester starts, young families fellowship (12-15 families interested)
 - YM: preparing for senior and junior retreats
 - ChM: planning for caring of children with special needs
 - Upcoming
 - CM
 - Stephen ministry care givers recruitment
 - Spring evangelistic meeting schedule moved from 3/31-4/2 to 4/28-4/30 (see note about Pastor Chuang)
 - Brandeis student fellowship restarting
 - CB
 - Leadership workshop on 3/4
 - ChM
 - 5/6/23 Special training by the May Institute for coworkers who work with special-needs children
 - YM
 - Winter retreats: senior 2/18-20, junior 2/25-27
 - Church-wide
 - 3/5 Commissioning three spring short term missions teams (Kyrgyzstan, COCM, Honduras)
 - Awana schedule reviews
 - Some feel Awana runs too late on Friday night
 - Rescheduling would impact other fellowships that meet on Friday night
 - Gather feedback/info to see what fits people’s schedules/needs
 - Pastoral Staff
 - Search for Youth Ministry staff: third meeting this week

- Minister Patrick's ordination service took place 2/11 at 1:30pm
 - Pastor Jeff was sick with COVID-19 two weeks ago, has since recovered
 - Ministry issues study in 2023
 - Abortion article has been finalized
 - How to care for members with special situations and needs?
 - Not just a church issue but one faced by wider society as well
 - How to reach the Younger Generation?
 - Others
 - Initial meeting in February towards improving connections with sister or daughter churches (e.g., CBCGL, Nashua)
 - Positive responses from Pastor T.K. Chuang to our overtures and gifts. He also agreed to be the CM Spring Evangelistic Meeting speaker in April (small step towards reconciliation?)
 - Still some concern Pastor Chuang may not be able to speak at Evangelistic Meeting, prayer needed
- BoE Sharing
 - 2023 Ministry Reviews
 - Spiritual formation, Outreach, CM Fellowship, and COM
 - February review of CM Spiritual Formation
 - Reviews for CB and COM Spiritual Formation will be in March
 - Purpose of ministry review is for church leadership to understand the status of a ministry and its needs
 - Finance department found flaws in the tax compensation for pastoral staff
 - Need to consult with a tax expert and the financial comptroller at a neighboring church for advice how to handle the issue
 - Rental application from Willows Christian Montessori School (WCMS)
 - WCMS plans to rent room 108 in Children's Ministry as an expansion of their facility in Lexington
 - Children's Ministry agreed with the application
 - Initial trial contract will be for 2 years, annually reviewed for any violations of contract terms
 - Starting the process to draft the contract
 - Use contract example from Boston Chinese Evangelical Church as a reference
 - Contract requirements (terms) need to be reviewed by stakeholders
 - Stewardship estimates the rent could be between \$3K to \$6K per month
 - Need to understand the tax implications to the church of the rental income
 - CBE Update
 - First 14 months (from 12/18/21 - 2/4/23)
 - Received 53 pledges, total is \$307,772
 - Total donations received in 14 months: \$264,020
 - Total CBE fund at the end of Jan 2023: \$1,470K
 - Pledge participation rate still kind of low
 - Revised quote from Callahan/Hoffman Co, Inc.
 - Design & Build
 - Phase 1: \$2,121K
 - Phase 2: \$1,490K
 - Phase 3: \$792K
 - Total: \$4,403K (Design & Permit: \$293K, Build: \$4,110K)
 - Funding Projection for Phase 1
 - Current funding by Jan 2023: \$1,470K
 - Projected funding by Jan 2024: \$1650K

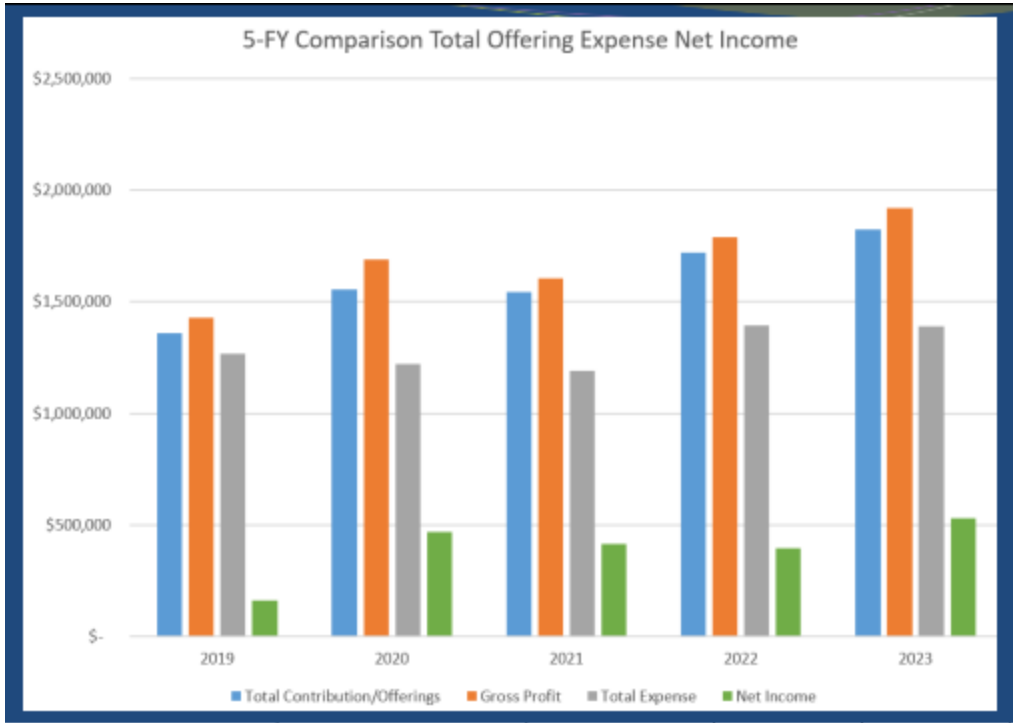
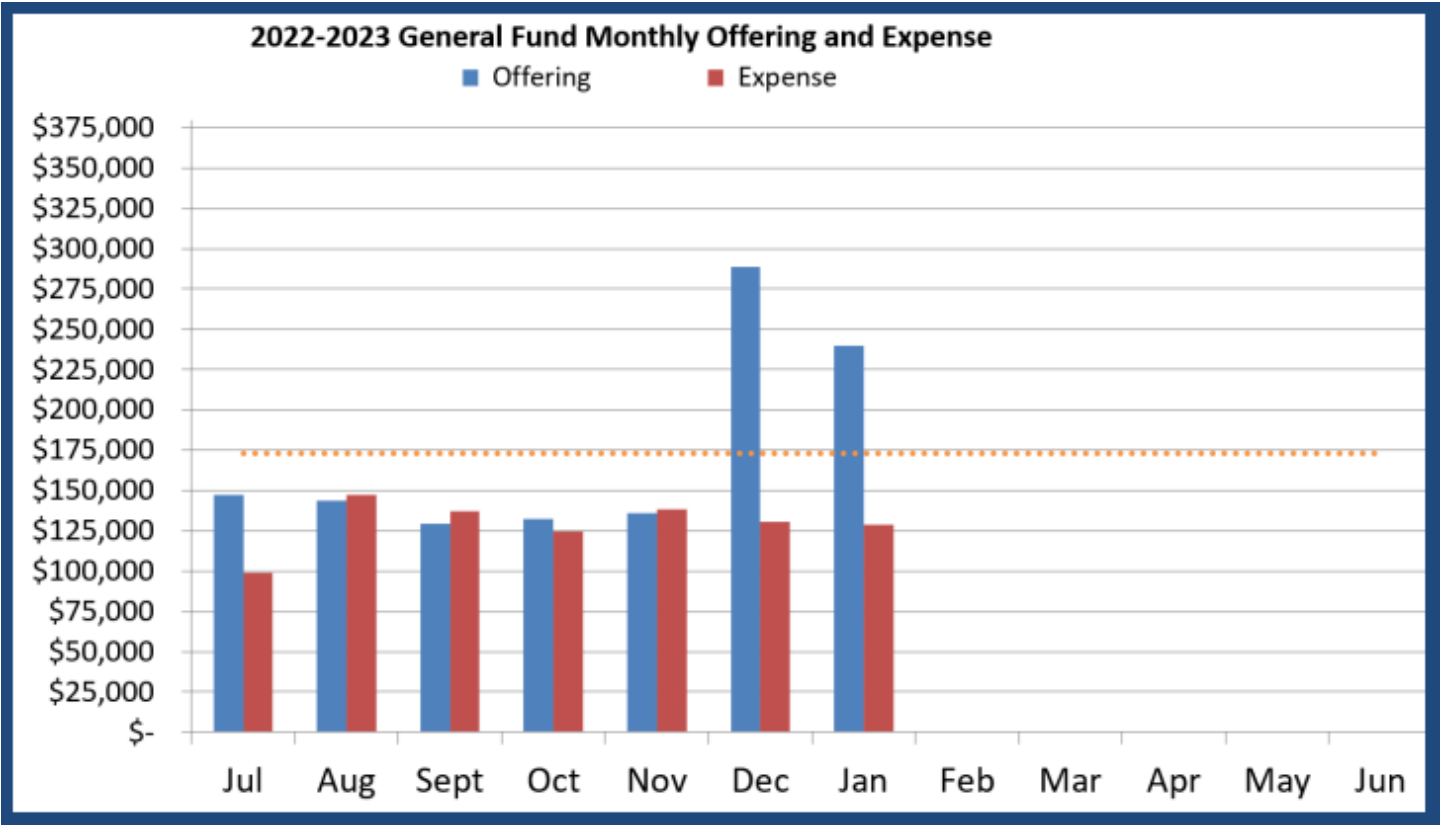
- Adding \$300K from capital fund: \$1,950K
- Phase 1 design and build cost: \$2,121K
- Shortfall: \$171K

Initial Meeting with 6 Town Officials	Jan 25, 2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
Future Meetings with Town Officials	TBD
Future Meetings with Contractor/Design Engineers	TBD

- Elder Paul sharing
 - Visited Japan during Lunar New Year
 - 0.18% Christian population
 - Challenges to evangelism in Japan
 - Deep influence of Shinto
 - Religious syncretism (mixing different religions)
 - Hierarchical cultural background
 - Influence of Unification church
 - Opportunities
 - Many Chinese immigrants in Japan, can it be the next wave of revival?
 - Many influential Japanese intellectuals/authors are Christians
 - US dollar/Yen exchange rate helps with supporting missions in Japan
- Financial Report

General Fund January Summary			
	Month	YTD	YTD /Budget
Offering	\$ 239,579	\$ 1,217,009	58.6%
Expense	\$ 128,953	\$ 906,367	43.7%
Balance	\$ 110,626	\$ 310,642	
Budget	\$ 173,021	\$ 2,076,254	58.3%

January				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 239,579	\$ 128,953	\$ 110,626	\$ 310,642
Mission Fund	\$ 51,414	\$ 35,982	\$ 15,432	\$ 163,889
Benevolence Fund	\$ 10,875	\$ -	\$ 10,875	\$ 138,290
CBE Fund	\$ 19,165	\$ 21,636	\$ (2,471)	\$ 1,469,652
SCM	\$ 13,365	\$ 96	\$ 13,269	\$ 54,963
Capital Fund	\$ 59	\$ -	\$ 59	\$ 497,367



- 2023 is #1 in total giving, #2 in total expenses
- Discretionary fund is running low, may need to amend budget in March Church Council meeting to increase the fund for upcoming expenses (lawyer fees to review Willowbrook contract, CB leadership workshop in March)

- Stewardship Report

- Major Projects in CBCGB

- Children Ministry (1st FL) renovations for security enhancement

- Kylie, Pastor Bowman and Tony Ng are approaching contractors for quotes

- Signage Installation

- Proof colors need revision
 - Need to print out demo for review
 - Need professional reviewers to give suggestions on final colors
 - Comments
 - CBCGB does not have a color palette yet, we should establish one first before making signs
 - Signage was requested last April, not sure what to say if it takes more than a year to create signs.
 - Ask Kylie to reach out to Chris Lo and Yuling Wang Tan, get suggestion for CBCGB color palette or feedback on sign colors.



- Safety and Security committee kickoff meeting

- Kickoff meeting on 1/30/23
 - Members: Jason, Phil, Jianzhong, Wei-Xin, Hongwei, Kylie, Sophie, Ye
 - CERT (CBCGB Emergency Response Team) folder on BoD google drive as reference

- Property Maintenance and Management Update

- Sunday services support.
 - Indoor fellowship spring festival gathering support.
 - repairing heating system in carriage house and heating vents in main building
 - Church-wide cleaning and winter maintenance
 - Church office support (bills , invoices, town inspections, etc)
 - Purchase supplies and equipment maintenance
 - Spent extra time to fix the tower roof leaking area
 - Kitchen deep cleaning completed by Protection Cleaning, Inc on Jan 27
 - Fixing the kitchen hot water tea tank
 - Saved the price of a new one ~\$2470
 - Kitchen coworkers serving on Sunday lunch time
 - Church office basement water pipes burst due to Feb. 3rd weekend record breaking cold
 - Repair is ongoing

- Deacon sharing time

- Safety and security committee update

- CBCBG Safety and Security kick-off meeting 1/30/23: Jason, Phil, Jianzhong, Wei-Xin, Hongwei, Kylie, Sophie, Ye

- Discussion agenda
 - Recent safety issues on church property
 - Resume/rebuild a safety committee team
 - Former official safety team
 - Current church-wide surveillance/security camera status
 - Resources to follow/study
- Backup information
 - Former CBCGB security team (2019?)
 - Pastor Steve Bowman
 - Pastor Jennifer Lin
 - Deacon Berhan Yeh
 - Deacon Jason Lee
 - Elder Timothy Lu
 - Matt O’Leary
 - Nathan Lowe
 - Bin Chen
 - CBCGB Surveillance System Camera Policy (5/2012 by CC)
 - <https://www.cbcgb.org/sites/default/files/document/cbcgb/operations/policy%20or%20procedure/CBCGB%20%20Surveillance%20System%20Camera%20Policy.htm>
 - Church Emergency Reaction Team (CERT)
 - Contingency plans: <https://drive.google.com/drive/u/0/folders/12Af5JGEtj-uyPeQV46V0b-Ktn62IxlF>

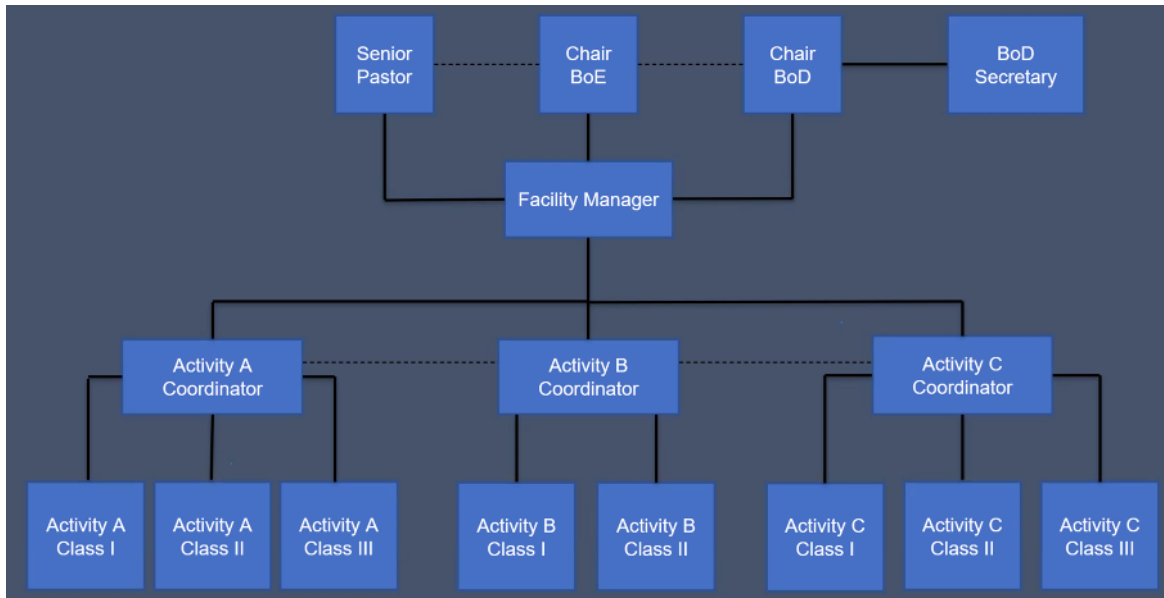
BoD > CERT

The screenshot shows a Google Drive folder titled "CERT" with a sub-menu for "BoD". The folder contains 16 document thumbnails, each with a title and a brief description of its content. The documents cover a wide range of emergency scenarios, from medical emergencies and insect stings to gas leaks, fires, and general emergency procedures. Some documents include specific instructions, contact numbers, and diagrams.

- Covers: medical emergency, unarmed/armed/bomb threats, fire, gas/water leak, weather, etc
- More co-workers to join: Joshua Lin (Medical), Jim Shi (Usher), Paul Peng (Parking)
- Practice safety (evacuation) drill, like annual church fire drill
 - Do we need to do additional drills for other kinds of emergencies

besides fire drill?

- Safety committee needs to review existing docs, update as necessary, think about how to disseminate info to the congregation



- Chain of communication? Or emergency response team structure?
- Facility Manager - used to be Ruth Lu, probably would be Weixin now.
- Needs assessment
 - Review and confirm emergency response plans
 - Training
 - CPR
 - First aid
 - Verbal de-escalation
 - Active shooter
 - Drills/mock exercises
 - Security
 - Cameras
 - Children check-in
 - Building hardware
 - Security team?
 - Suggestion to review CBCGB Covid pandemic response (debrief) to formulate general plans for the next pandemic.
- Church Safe Policy task force update
 - Ask ministry coordinators to fill out a Google form to get an idea where the church ministries are at the moment and understand the extent of the problem
 - <https://forms.gle/Gqg3VLtnGJ29fgKw8>
 - Asking all deacons and elders to send the form to various ministry areas they are responsible for (or fill out if they know the information)
 - Gather information from ministries
 - Deacon Jianzhong will send out email with link to Google form questionnaire
- COM will have its own website (cbcgbcom.org), Jianzhong and Jason suggest change to com.cbcgb.org
 - youth.cbcgb.org also exists, childrens site needs to be updated (in progress)

- cbcgb.org will be kept, cbcgbweb.org info will be migrated to cbcgb.org
- Reminder to fill in sign-up sheet to bring snacks to BoD meetings, indicate who will attend BoE meetings
- Elder Paul closed the meeting in prayer at 11:28am