

# Board of Deacons (“BoD”) Meeting Minutes

April 15, 2023

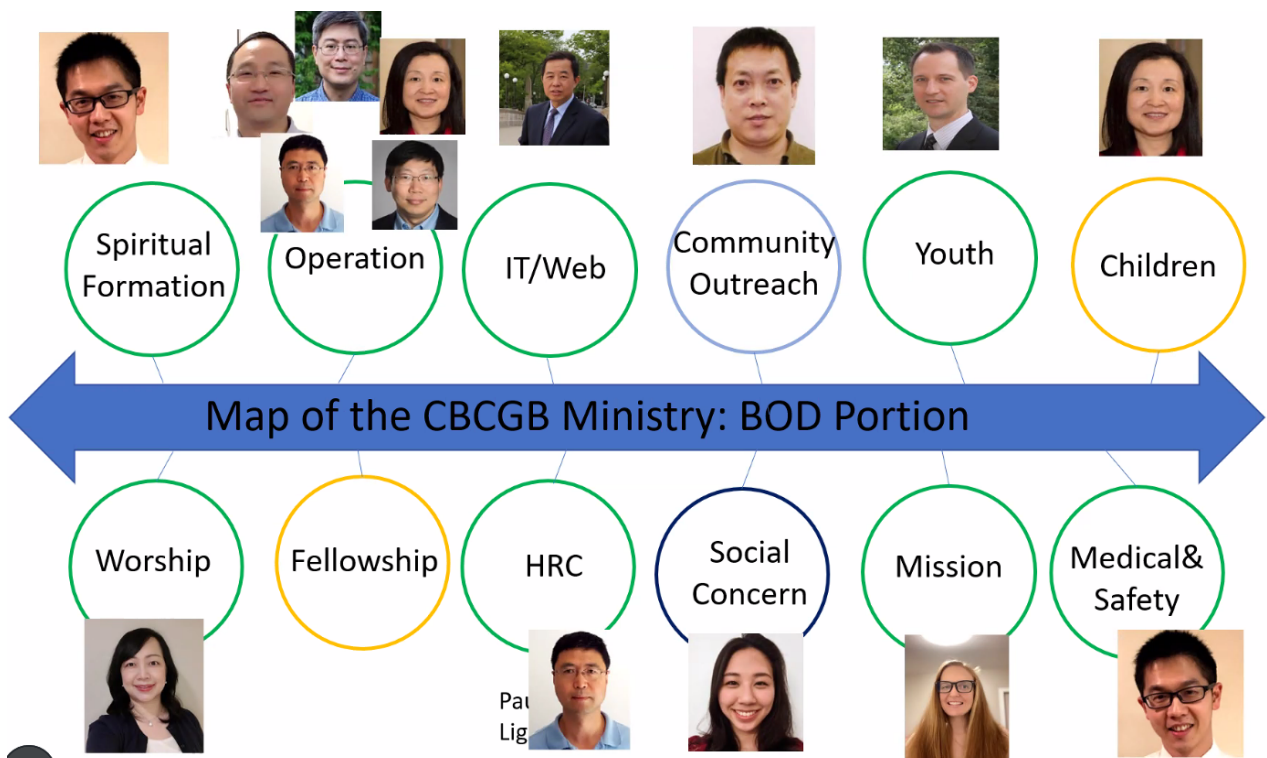
## In Attendance

- **Attendees:** Ye Tang (Head Deacon), Eric Mui, He Dong, Kueiyu Joshua Lin, Kelly Hsu, Ligong Xu, Jianzhong Yang, Sophia Yang, Lillian Wang, Petek Altuğ, Zhongli Zhang
- **Pastoral Staff:** Pastor Jeff Hwang
- **Elder Representative:** Ruike Wang
- **Absentees:** Phil Sailer

**Location:** Building 151 and Online Zoom Meeting

## Meeting Agenda & Minutes

- Meeting started at 9:05 AM. Ye Tang opened in prayer.
- BoE Sharing
  - Personal Sharing
    - Five Important Impacts of a Growth Church (from The Purpose-Driven Church by Rick Warren)
      - The church grows stronger through **Worship** (love God with heart)
      - The church grows broader through **Ministry/Service** (love your neighbor)
      - The church grows larger through the **Gospel** (the great Mission)
      - The church grows deeper through **Discipleship** (like Jesus)
      - The church grows warmer through **Fellowship**
  - Church governance structure
    - Church ministry areas have grown as the church grew, probably need more deacons but that would require bylaws changes



###	E. Name	C. Name	Responsibility	2020	2021	2022	2023	2024
1	Petek Altug		CM, Mission			1		
2	He Dong	董和	COM, Finance				1	
3	Kelly Hsu	徐嘉莉	CM Worship/ Music ministry for cross congregational coordination		1		2	
4	Kueiyu Joshua Lin	林奎佑	SF/Medical Safety	1		2	C	
5	Eric Mui		Secretary of BOD and CC, CB Worship				1	
6	Phil Sailer		Youth			1		
7	Ye Tang	湯曄	Head of deacon/Stewardship	1		2	C	
8	Lillian Wang		CB/ Social Concern				1	
9	Ligong Xu	徐立功	CM Web/finance	1		2	C	
10	JianZhong Yang	杨建中	CM, IT/Technology			1		
11	Sophie Yang	杨青	Children/ Stewardship				1	
12	Zhongli Zhang	张仲礼	Outreach				1	

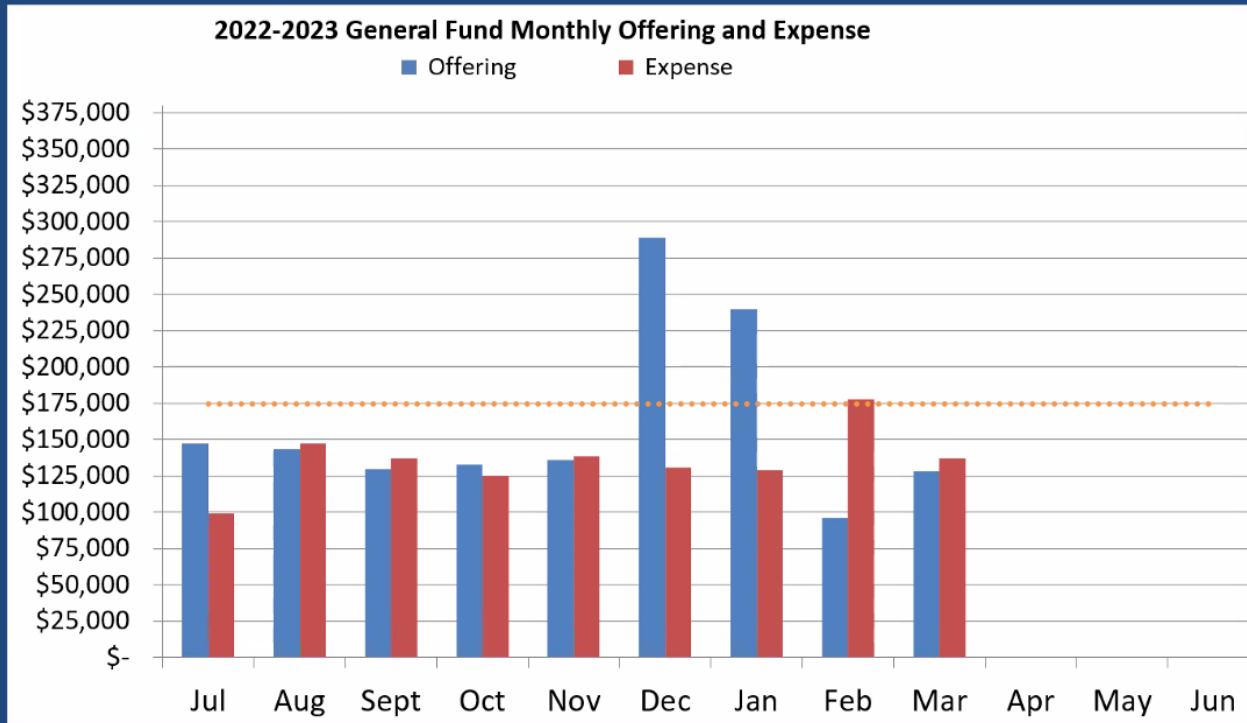
- Joshua, Ye and Ligong will be completing their second terms this year, looking for their replacements
- How to ensure ministry areas that do not have a deacon already participating in those ministries are represented?
  - Perhaps have a standing body/committee
  - Need to formalize how ministries are run/coordinated across CM/CB/COM?
- Elder Ruike noted that members of CC who see a need can take the initiative to address it (don't need to wait for direction from BoE, BoE is also quite busy)
  - If unsure about how to address an issue, can bring it up with the elders
  - Comment that we are often more reactive than proactive when it comes to addressing needs, we as deacons should reach out proactively
  - Where does the breakdown of roles and responsibilities between BoD and BoE look like?

- Financial Report

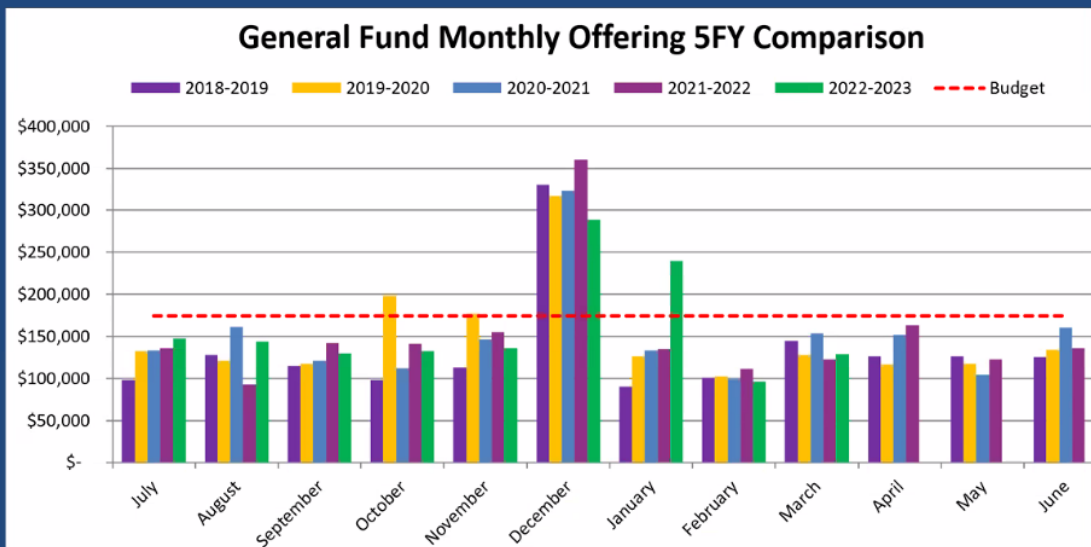
General Fund March Summary			
	Month	YTD	YTD /Budget
<b>Offering</b>	\$ 128,398	\$ 1,443,527	69.0%
<b>Expense</b>	\$ 137,069	\$ 1,224,666	58.5%
<b>Balance</b>	\$ (8,671)	\$ 218,861	
<b>Budget</b>	\$ 174,313	\$ 2,091,754	75.0%

March				
	Offering	Expense	Balance	Cumulative Balance
<b>General Fund</b>	\$ 128,398	\$ 137,069	\$ (8,671)	\$ 218,861
<b>Mission Fund</b>	\$ 33,028	\$ 34,182	\$ (1,154)	\$ 151,209
<b>Benevolence Fund</b>	\$ 2,325	\$ 10,000	\$ (7,675)	\$ 127,540
<b>CBE Fund</b>	\$ 28,617	\$ -	\$ 28,617	\$ 1,511,364
<b>SCM</b>	\$ 3,215	\$ 9,500	\$ (6,285)	\$ 55,343
<b>Capital Fund</b>	\$ 51	\$ -	\$ 51	\$ 497,476

# General Fund Monthly Offering and Expense



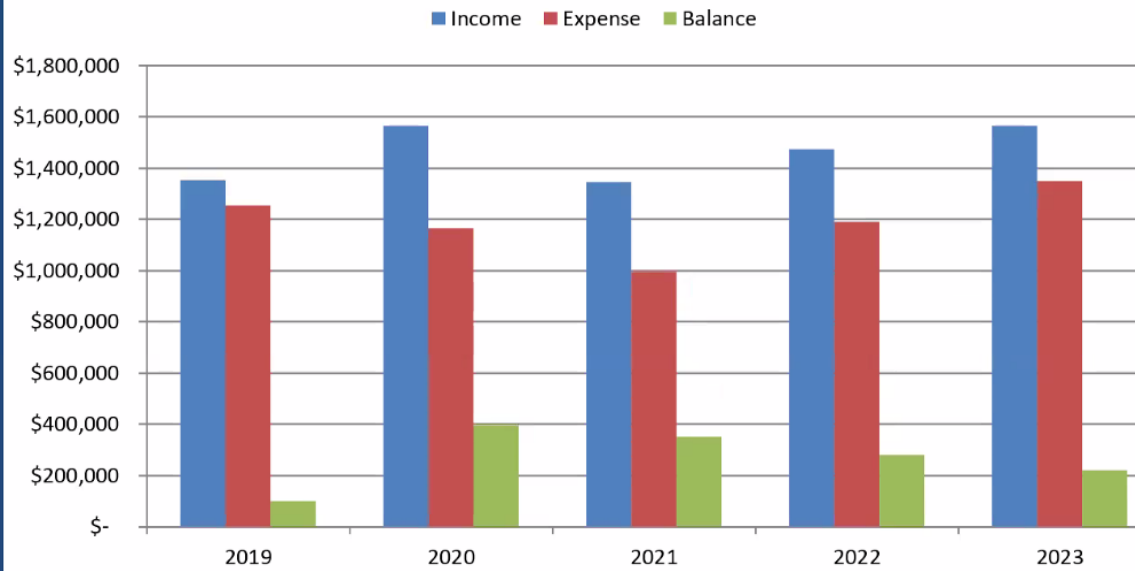
# General Fund Monthly Offering Year to Year Comparison



Fiscal Year YTD	2019	2020	2021	2022	2023
Offering Monthly Average	\$ 135,202	\$ 157,641	\$ 153,612	\$ 155,137	\$ 160,169
Ranking	5	2	4	3	1

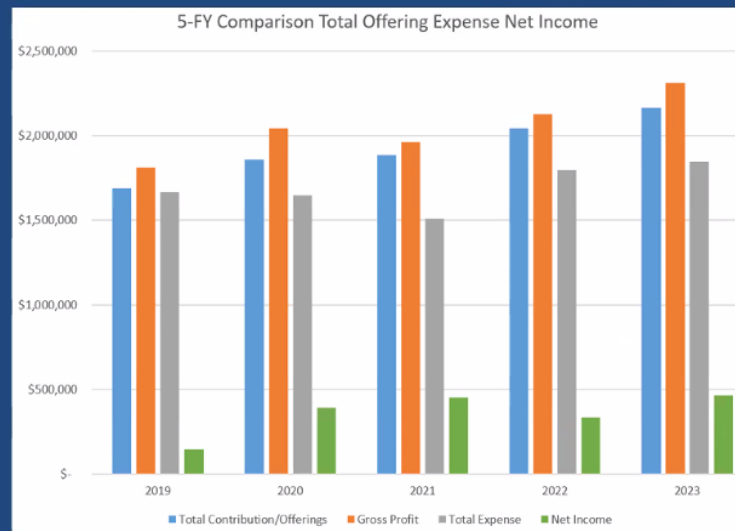
# General Fund YTD Balance Year Comparison March 2023

## General Fund YTD Balance 5FY Comparison



General Fund YTD Balance 5FY Comparison					
YTD March 2022	2019	2020	2021	2022	2023
Income	\$ 1,353,594	\$ 1,564,392	\$ 1,346,140	\$ 1,473,471	\$ 1,567,407
Expense	\$ 1,253,566	\$ 1,167,081	\$ 996,586	\$ 1,192,218	\$ 1,348,546
Balance	\$ 100,028	\$ 397,311	\$ 349,554	\$ 281,252	\$ 218,861
Ranking by Balance	5	1	2	3	4

# 5-FY Comparison Total Offering Expense Net Income March 2023

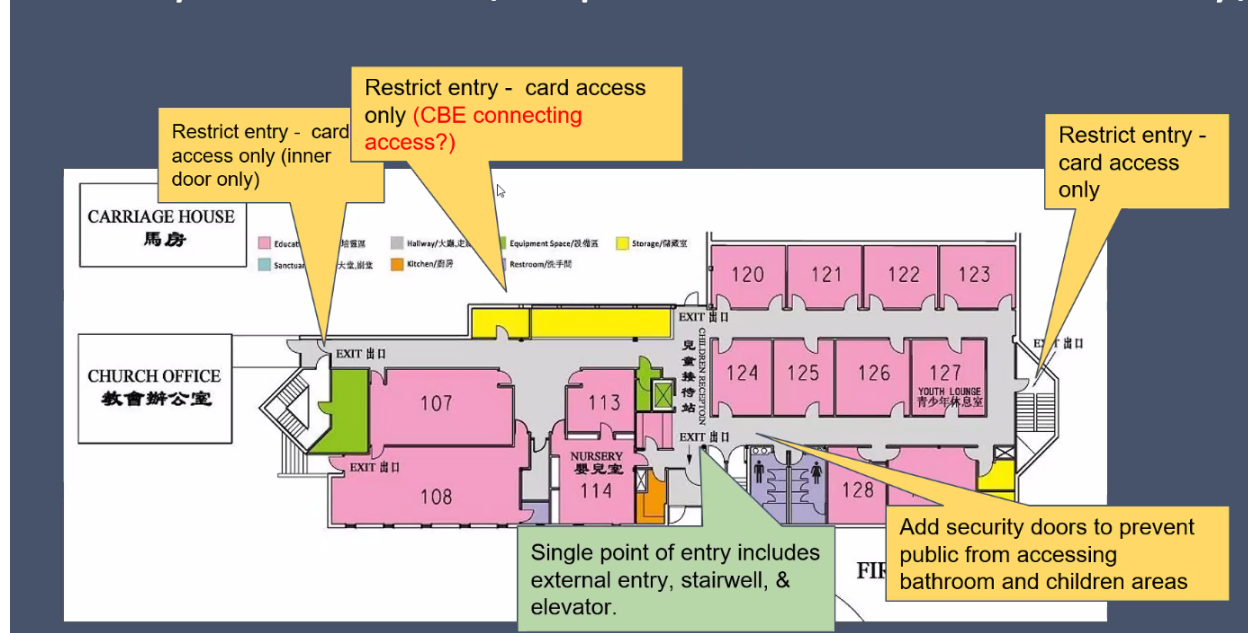


5-FY Comparison Total Offering Expense Net Income February 2023					
	2019	2020	2021	2022	2023
Total Contribution/Offerings	\$ 1,689,178	\$ 1,858,314	\$ 1,885,867	\$ 2,044,535	\$ 2,164,835
Gross Profit	\$ 1,812,691	\$ 2,043,076	\$ 1,961,255	\$ 2,129,062	\$ 2,311,928
Total Expense	\$ 1,667,213	\$ 1,649,491	\$ 1,508,712	\$ 1,796,078	\$ 1,848,522
Net Income	\$ 145,477	\$ 393,584	\$ 452,542	\$ 332,984	\$ 463,406
Ranking by Offering	5	4	3	2	1
Ranking by Total Expense	3	4	5	2	1
Ranking by Net Income	5	3	2	4	1

- Reimbursements for requisitions, email to [requisition@cbcgb.org](mailto:requisition@cbcgb.org)
  - Better chance of the request being seen, Finance committee receives a lot of emails
  - A response should from Finance committee should come within a week, if not please follow up
  - Methods of reimbursement
    - Bill pay check (default), mailing address and phone number are required
    - Regular check
    - Zelle
- Annual donation tax receipt will switch to email as default delivery method for tax year 2023
- Pastoral Sharing
  - Churchwide
    - Three short term missions to Kyrgyzstan, London COCM, and Honduras
    - Four more short term missions in the summer: Kyrgyzstan (2), Taiwan, Peer Servants
    - Good Friday and Easter services
    - Easter baptism for CB, COM, Youth
    - Research into how to prevent sexual abuse events in the church
  - Pastoral staff
    - Minister Taylor - Kyrgyzstan (3/7 - 3/24)
    - Pastor Ziyi - Turkey and Greece (3/23 - 4/5)
    - Pastor Juta - London COCM (4/3 - 4/11)
  - Ministry updates
    - CM
      - Stephen Ministry: Caregiver recruiting, 4 new coworkers
      - Brandeis Student Fellowship (Wednesdays on campus)
      - 4/15 - Newcomer BBQ
      - 4/18 - Starting hybrid prayer meeting once a month
      - 4/28-4/30 - Spring Evangelistic Meeting
      - 5/7 - Baptism
      - 5/14 - Ruth Wong (Pastor Chuang's daughter) sharing on inner city public school and church partnerships
      - 5/19-5/21 - Summer Revival Meeting: Family and Parenting
    - COM
      - Young Family meetings (13 families joined)
      - 5/5 - Evangelistic Meeting
      - Need more IT support and faster response
        - Hard to get a hold of church IT help for Canva or Google account setup
      - Creating new website
      - Easter Baptism - 6 baptized, 210 adults and 37 children attended
    - Youth
      - Easter Baptism - 8 youth
      - Three Sunday schools - Sr High, Jr High, Baptism
      - 4/1 - Parent Gathering
      - 4/30 - Youth Parent meeting
      - Girls' Youth Pastor job opening posted
      - Exploring safety and accountability measures (installing dash cams in church vans for youth counselors driving youth)
    - Children's Ministry
      - 5/6 - The May Institute training for coworkers and families, working with special needs children

- Philly needs more coworkers
- 151 usage for Philly during CBE
- Children's Online Training for coworkers (in order to be in compliance with Safe Church policy)
- CB
  - Easter Baptism - 3 baptized, 263 attended in person/27 online
  - 150+ for Easter potluck
  - Continued CB vision execution work with Auxano
  - Cindy Morrison looking for housing
- Stewardship Report
  - Children's Ministry 1st floor single entry Project (security enhancement)
    - Kylie has contacted 4 construction contractors
    - Coworkers (Kylie, Jason, Tony, Hongwei, Ye) met on April 2nd to share information and discuss future steps
      - Kylie to reach out to Grace Chapel and LCA, as well as some contacts in church security and church management Facebook groups, for contractor recommendations
      - Tony and Kylie to sync up on non-negotiable items and how to present to CC when needed
      - Children's Ministry continues to advocate that the Capital Fund be used for this project
      - Jason to look up different options for battery backup and fail-safe to determine which would be best, so we know what to ask the security consultant
      - Once the above items are complete, Kylie will follow up with contractors to see if they have any referrals to architects, or if we need to find an architect to make drawings, in order to get a more accurate quote from the contractor, including permitting costs, etc.
      - Stewardship committee will keep communicating with the CBE team
        - Both projects remain flexible in terms of the location for the connection from the new building to the main building on the 1st floor
        - Both projects will impact each other and require working with the town in terms of permitting and fire code compliance
    - Unsure when construction would start, most likely running in parallel with CBE construction

## Security - First Floor (Proposal from Children Ministry)



- Signage Project Update
  - Decided to move forward with "Yuling Designs" to create CBCGB color/font palette
  - Contract signed by Kylie, estimated cost ~\$750
  - Service will cover
    - Branding color palette
    - Branding fonts
    - Graphic guideline PDF
  - 1st version of branding palette is ready to review, will be presented by Lillian during deacon sharing time
- Property Maintenance and Management Update
  - Sunday services support
  - Church-wide cleaning and winter maintenance
  - Church office support (bills, invoices, town inspections, etc)
  - Purchase supplies and equipment maintenance
  - Church-wide repairing and fixing (door knob, office kitchen dishwasher pipe)
  - Repaired sanctuary baptism bathtub heating system
  - Fixed leaking area on roof above glass room

## Property Maintenance & Management

(Thanks to Eric, Mark, Yingyuan, Wei-Xin, Kylie...)

- Repaired sanctuary baptism bathtub heating system
- Fixed leaking area on roof above glass room

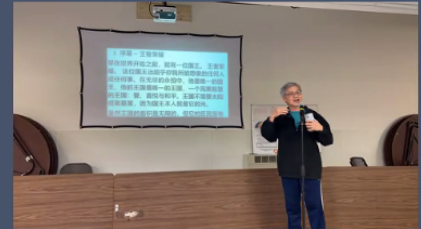
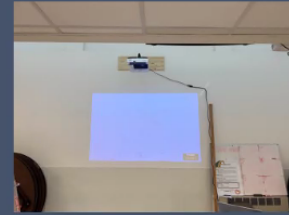
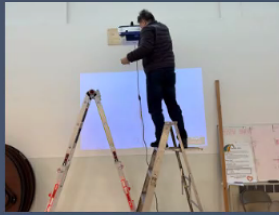


- Replaced projector in basement for table tennis fellowship with one previously used in sanctuary
- New screen installed as well

# Property Maintenance & Management

(Thanks to TTOF coworkers...)

- TTOF replaced with new projector ( this projector was once used in the sanctuary)
- New screen, much better view for people to worship and listen to sharing



- Special request from Pastor Bowman for campus use
  - The special needs school (Community Therapeutic Day School) around the corner from CBCGB on Spring Street would like to make a formal arrangement to use CBCGB campus as the meeting point in case of emergency evacuation of the school (natural disasters, fire, active shooter, etc.)
  - They are open Mon - Fri 8am - 5pm so it wouldn't affect Friday night and Sunday activities
  - Their campus could also act as an evacuation location for CBCGB as well
  - BoE suggested to create a legal contract with CTDS for this use
- Pastor Bowman suggests using the church parking lot (meeting outside) or sanctuary (meeting inside) for CTDS emergency use
- Deacon Sharing Time
  - Signage update first design from Yuling Design





# 波士頓郊區華人聖經教會 Chinese Bible Church *of* Greater Boston

cross bridge | A MINISTRY OF CBCGB

- Does anyone have a strong preference for/against the color palette and font design?
- Does the contract cover the Chinese font as well?
- Need to go back to Yuling, we would prefer the Cross Bridge sign to use a light background
- Next steps
  - Lillian will give feedback to Yuling
  - Lillian will receive an updated design proposal and send out latest proposal to all deacons
  - Eric will create an online poll for deacons to vote to approve the color palette/font design
- Safe Church Policy compliance update
  - Template volunteer application form presented
  - Handed out printed copy of Safe Church Policy to all deacons physically present
  - Showed example Children's ministry training materials for new volunteers
  - Other ministries still need to create training materials
- COM security concerns
  - Can a COM member who has a gun permit bring a firearm to COM events for personal security?
  - Probably should not allow this, delegating authority/responsibility to take a life if necessary
  - There's a deeper question about what we as a church are afraid of, if we feel the need to carry weapons to church
    - Are there ways to de-escalate situations without lethal force?
    - Provide training to COM members for various security situations?
    - How can we shape our response to the perceived threat that also shows we care about the members of the community where we worship?

- CBCGB informational meeting logistics
  - Eric to create a Google form to collect questions ahead of the information meeting
- Elder Ruike closed the meeting in prayer at 11:49am.