

Board of Deacons (“BoD”) Meeting Minutes

May 20, 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, Phil Sailer
- **Pastoral Staff:** Pastor Juta Pan
- **Elder Representative:** KC Chu
- **Absentees:** none

Location: Building 151 and Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:05 AM. Phil Sailer opened in prayer.
- Pastoral sharing
 - WHO and US government have declared the end to COVID global health emergency
 - CM in-person meetings and services grow slowly (350-400 in-person and 550-600 in-person + online)
 - CB and COM keep steady status (80% of entire attendance)
 - Ministry overview
 - CM: Busy schedule and a lot of needs for ministries. Need to slow things down.
 - CB: Exploring the practices of "Sabbath"
 - COM: Needs of young families and the school year ending - transition of co-workers and farewell
 - Children's Ministry: Increasing number of children resulting in need for more co-workers. More co-workers are needed for children with special needs.
 - Youth Ministry: The issue - the unity of co-workers and stability of situation
 - Missions: At least 5 more STMs in the summer
 - Social Concerns: 6K for Water, donations for Hope House
 - Overall: We need to adjust our post-pandemic path
 - Events in April and May
 - CM
 - 4/28 - 5/5: Spring Evangelistic meeting (COM)
 - Good attendance and good responses, but still low conversion
 - Need to explore new approach to outreach in new context
 - 5/7: Child dedication, 3 families
 - 5/7: Bldg 151 Baptism, 8 were baptized
 - 05/19 - 5/21: Summer revival meeting, 家有馨香之氣, (The Fragrance at Home), speakers: 林為千, 蔣佩蓉夫婦.
 - 5/20: 6K for Water
 - CB
 - Pastors working with Auxano
 - Easter Potluck
 - 5/19 - 5/21: Charis retreat
 - COM
 - 6 were baptized on Easter Sunday
 - Trying out having separate evangelistic meeting

- 5/14: Farewell and Workshop for graduating students
- Children's Ministry
 - 5/5: Grand Prix race
 - 5/6: Workshop on caring for children with special needs (The May Institute)
- Youth Ministry
 - 4/30: YPA meeting held, was well attended
- Churchwide
 - Good Friday and Easter services
 - Mother's Day services
- Future Events and Ministry Plan
 - CM
 - CB
 - COM
 - Children's Ministry
 - 6/11: Philly baptism
 - 6/28 - 6/30: VBS
 - Youth Ministry
 - Summer services and STMs
 - Churchwide
 - 6/3: Jackie Ro's ordination
 - 6/4: summer STM Commissioning, 4-5 STM teams
 - Father's Day services
- Pastoral Staff
 - Search for Youth Ministry staff: posted recruiting poster, waiting for applicants
 - Pastor Jeff attended Chinese Heritage Church Ministers Conference in Texas
 - Some pastoral staff will participate in STMs in the summer
 - Pastoral staff working on the issue of sexual abuse prevention
 - Searching the consultation of Outsources (GRACE)
 - Three topics
 - Procedure for investigation
 - Training and principles for the co-workers
 - Education about the responses of those who are abused
 - Pastor Jutta attended STM to London in April
 - 5/27 - 5/29: Pastor Jutta will preach at the retreat of Newtown Reformed Church in NY
 - 6/11: Pastor Jutta will preach online in the educational weekend of Chinese Christian Church in Northford, TN
- Ministry issues study in 2023
 - Caring for needs of family (spouse relationship, parenting, etc.)
 - How to care for members with special situations and needs?
 - How to reach the Younger Generation?
- Others
 - Smooth process for Pastor T.K. Chuang's visit and preaching
 - The unity and relation among Pastoral staff
 - **Need to build up "safety committee" and church safety protocols (covering more spheres)**
 - Future of the NCPI
- BoE Sharing

Chinese Population in Lexington Area (2010 & 2020)

based on 2000/2010 census data				based on 2020 census data		
Town/City	Population	Chinese Population	% of Chinese	Population	Chinese Population	% of Chinese
Lexington	31,394	2,945	9.4%	34,071	5,724	16.8%
Burlington	24,498	538	2.2%	26,377	673	2.6%
Brookline	58,732	4,320	7.4%	63,215	5,923	9.4%
Waltham	60,632	1,930	3.2%	64,015	3,937	6.2%
Wellsley	27,980	1,488	5.3%	29,550	2,570	8.7%
Winchester	21,374	1,140	5.3%	22,760	2,096	9.6%
Malden	56,340	4,504	8.0%	66,263	10,735	16.2%
Newton	83,829	4,047	4.8%	88,787	8,524	9.6%
Belmont	24,194	685	2.8%	27,295	2,730	10.0%
Cambridge	101,355	4,854	4.8%	117,779	10,129	8.6%
Total	490,328	26,451	5.4%	540,112	53,041	9.8%

- Chinese population has almost doubled from 2010 to 2020 in cities/towns in our area
- Many opportunities for outreach and evangelism
- Discussion
 - Is CBCGB a commuter church or a community church?
 - Originally CBCGB was considered a commuter church, now we should think about how to balance between commuter population/focus and community population/focus
 - Build up Lexington church location, or plant new daughter churches? Maybe in Malden/Medford?
 - If planting new churches, need to be considerate of other (smaller) Chinese churches which may already serve that area
 - Lexington may not be accessible to some people, need church closer to where they live
 - Good to have a "main" location (Lexington) to support smaller daughter churches
- Items discussed in BoE meeting in May
 - Proposed special CC meeting agenda
 - Watch the CBE video clip (required prior to the meeting)
 - History review of the current main building: financial situation and roadmap (20 min)
 - CBE roadmap from previous blueprint to current design: addressing major concerns and issues (20 min)

- Q&A (50 min)
- April Information Session follow up and questions assignments
- Approval of "Parachurch Worker Support Policy" updates, increase monthly support from \$500 to \$600
- Approval of 2023 Deacon Nomination Committee members

2023 Deacon Nomination Committee		
English Name	Chinese Name	Fellowship
Paul Huang	黃俊文	BoE
Jessica Wong		CB
Ye Tang	湯曄	CM
Ted Chen		CB
Liu, Fang	刘芳	CM, Vineyard
Ligong Xu	徐立功	CM
Ruike Wang	王瑞珂	BoE
Yuegang Zhang	張越剛	Pastor Advisor

- Church Building Expansion project updates
 - Fundraising (ongoing)
 - First 17 months (12/18/21 - 4/30/23)
 - Received 60 pledges, total pledge amount: \$323,272
 - Total donation received over this period: \$342,929
 - Total CBE fund at the end of April 2023: \$1,548K
 - Pledge participation rate still kind of low
 - Revised quote from Callahan/Hoffman Co, Inc.
 - Design & Build
 - Phase 1: \$2,172K (with AC)
 - Phase 2: \$1,490K
 - Phase 3: \$792K
 - Total: \$4,454K (Design & Permit: \$293K, Build \$4,161K)
 - Design and build contractor working on the detailed drawing and engineering work for preparing the building permit application
 - Working with contractor on the draft contract
 - Communication between contractor and Lexington Town officials continue
 - Funding Projection for Phase 1
 - Current funding as of April 2023: \$1,548K
 - Projected funding by April 2024: \$1728K
 - Adding \$300K from capital fund: \$2,028K (if approved)
 - Phase 1 design and build cost: \$2,172K
 - Shortfall: \$144K
 - Current CBE project plan

- Divide the current plan into three phases
 - Phase one: \$2.17 mm (fundraising \$750K)
 - Multipurpose Activity Center: Indoor Gym
 - Bathrooms for multipurpose activity center
 - Bathroom fittings for the new chapel
 - Foundation for classrooms, office and new chapel
 - Phase two: \$1.49 mm (fundraising \$1.49 mm)
 - Complete 14 new classrooms, 4 new offices
 - Phase Three: \$0.80 mm (fundraising \$0.80 mm)
 - Complete the new 355 seat chapel
 - Improve the gravel parking lot
- Meetings with Lexington Building Department officials and contractor/engineers
 - Initial meeting with 6 Town officials: 1/25/23
 - Meetings with contractor/design engineers: 1/30/23
 - Second meeting with contractor: 4/10/23
- CBE project timeline for Phase 1
 - Timeline tentative, depends on Lexington town officials approving permit application

Project promotion and fundraising	Dec 2021
Design and build contractor search	Apr 2022
Detail design for building permit	Sep 2022
Apply for building permit	Apr 2023
Construction begins	Jul 2023
Construction complete	Jan 2024
Building occupancy approval	Feb 2024

- Financial Report

General Fund April Summary			
	Month	YTD	YTD /Budget
Offering	\$ 146,026	\$ 1,589,553	76.0%
Expense	\$ 214,753	\$ 1,439,378	68.8%
Balance	\$ (68,727)	\$ 150,176	
Budget	\$ 174,313	\$ 2,091,754	83.3%

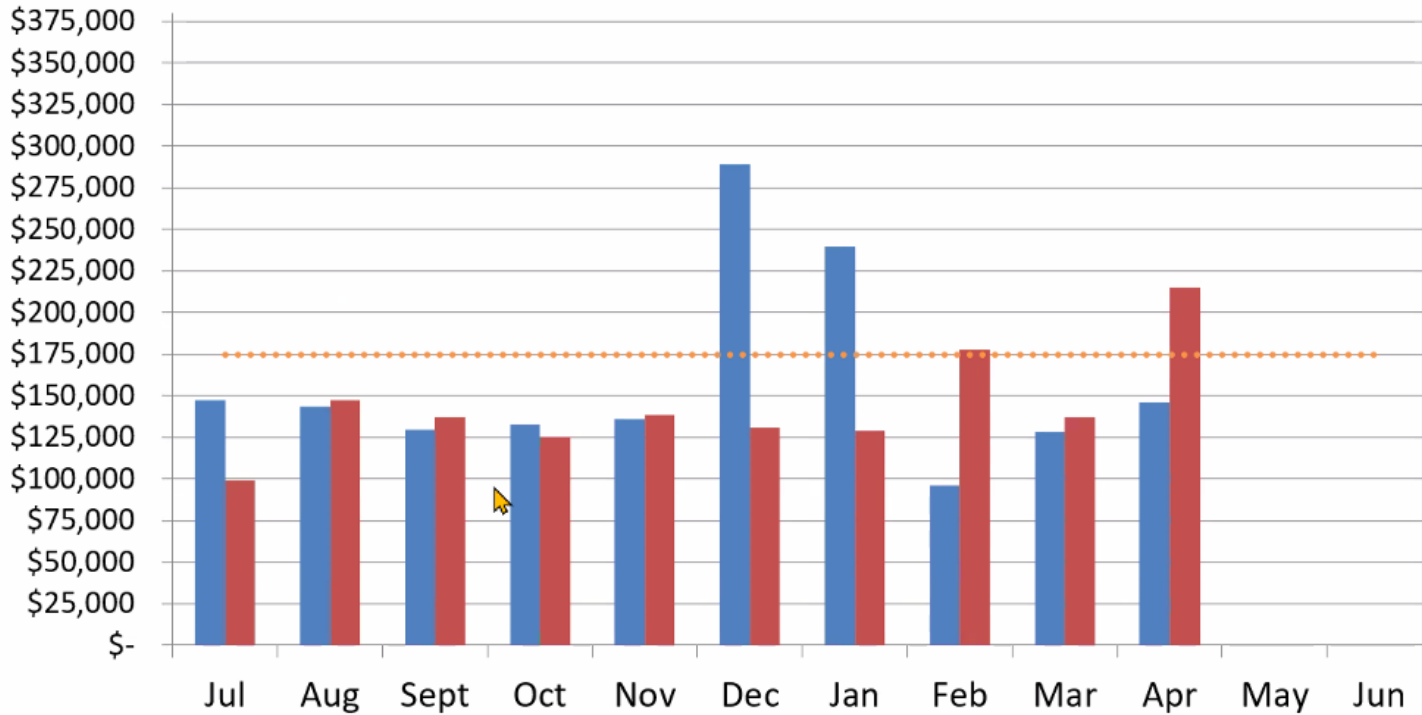
April

	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 146,026	\$ 214,753	\$ (68,727)	\$ 150,176
Mission Fund	\$ 32,125	\$ 36,993	\$ (4,868)	\$ 146,341
Benevolence Fund	\$ 2,175	\$ -	\$ 2,175	\$ 129,715
CBE Fund	\$ 36,287	\$ -	\$ 36,287	\$ 1,547,651
SCM	\$ 4,655	\$ 12,500	\$ (7,845)	\$ 47,498
Capital Fund	\$ 33	\$ -	\$ 33	\$ 497,509

General Fund Monthly Offering and Expense

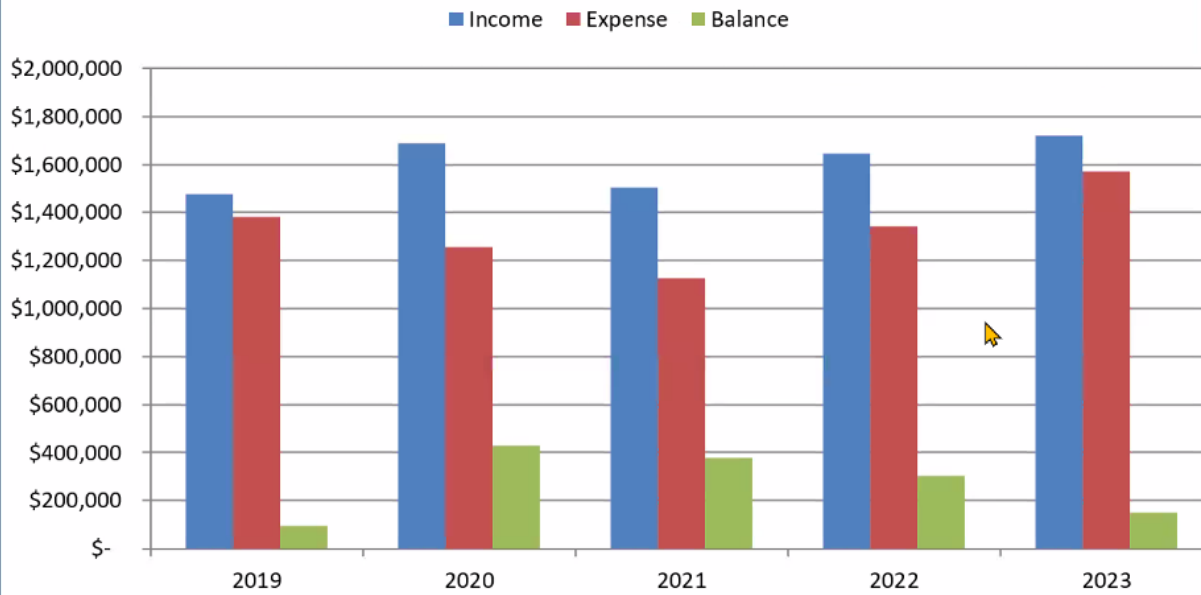
2022-2023 General Fund Monthly Offering and Expense

■ Offering ■ Expense



General Fund YTD Balance Year Comparison April 2023

General Fund YTD Balance 5FY Comparison

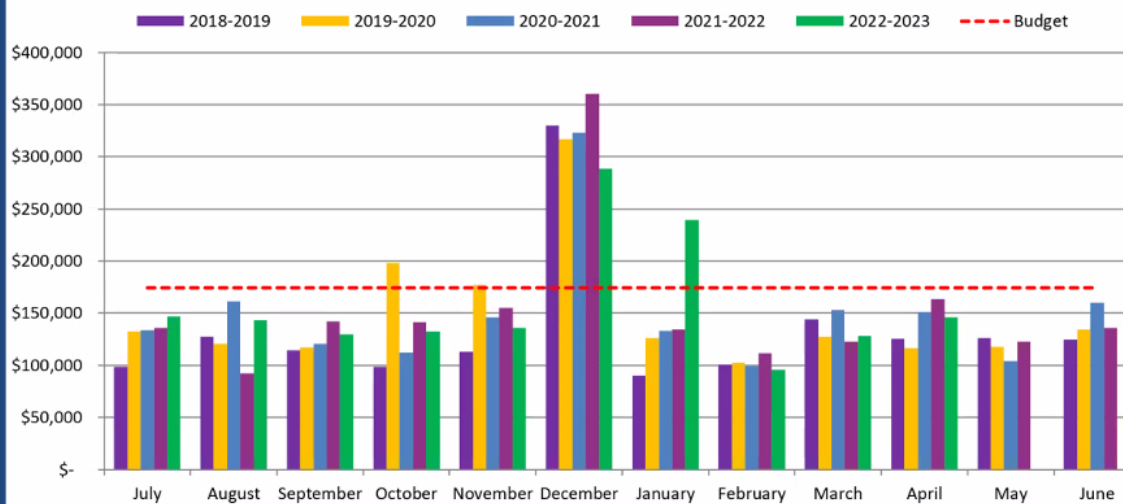


General Fund YTD Balance 5FY Comparison

YTD April 2022	2019	2020	2021	2022	2023
Income	\$ 1,476,643	\$ 1,687,314	\$ 1,504,302	\$ 1,645,739	\$ 1,721,162
Expense	\$ 1,381,576	\$ 1,256,448	\$ 1,124,813	\$ 1,341,167	\$ 1,570,986
Balance	\$ 95,066	\$ 430,865	\$ 379,489	\$ 304,572	\$ 150,176
Ranking by Balance	5	1	2	3	4

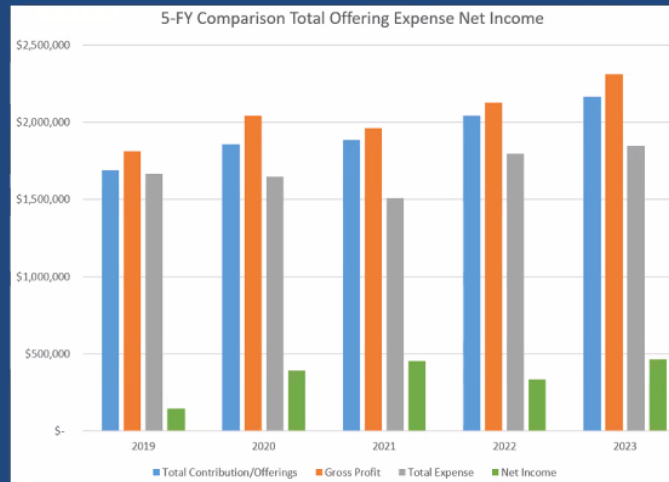
General Fund Monthly Offering Year to Year Comparison

General Fund Monthly Offering 5FY Comparison



Fiscal Year YTD	2019	2020	2021	2022	2023
Offering Monthly Average	\$ 134,261	\$ 153,515	\$ 153,388	\$ 155,946	\$ 158,754
Ranking	5	3	4	2	1

5-FY Comparison Total Offering Expense Net Income April 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

YTD Individual Fund Balance April 2023

FY Year to Date April 2023	YTD	Approvers
General Fund	\$ 150,176	
Capital Fund	\$ 497,509	Ye Tang, Steward Chair
SUBTOTAL	\$ 647,684	
RESTRICTED FUNDS:		CC Chair
Mission Fund	\$ 146,341	Mission Chair
Benevolence Fund	\$ 129,715	Ning Yang
Book Store Fund	\$ 7,484	LiQing Fu
Church Bid Expansion Fund	\$ 1,547,651	KC Chu
General Reserve Fund	\$ 439,297	CC chair
SCM Fund	\$ 47,498	Jiming Xiong
STM - Kyrgyzstan	\$ (952)	Mission Chair, Taylor Birkhimer
STM - Youth (Hopi, Lynn, NY)	\$ 16,881	Mission Chair, Taylor Birkhimer
STM - Adult	\$ 9,998	TBD
Neighborhood Church Partnership	\$ 5,190	Eric Chiu, Taylor Birkhimer
Afghan Neighbor Ministry	\$ 45,955	Eric Chiu, Lilian Wang
SUBTOTAL Restricted Funds	\$ 2,395,059	
DESIGNATED FUNDS		CC Chair
Sunday Dining Services	\$ 36,542	Zibiao Zhang
VBS Fund	\$ 4,137	Steven Bowman
Memorial Fund	\$ 59,863	CC Chair
Medical Hardship Fund	\$ 4,850	CC Chair
SUBTOTAL DESIGNATED FUNDS	\$ 105,392	
SUMMARY:		
General Fund & Capital Fund	\$ 647,684	
Restricted Funds	\$ 2,395,059	
Designated Funds	\$ 105,392	
Total	\$ 3,148,135	

- Reimbursements for requisitions, email to requisition@cbcgb.org (**spread the message!**)
 - Better chance of the request being seen, Finance committee receives a lot of emails
 - For different requisitions or inquiries, start a new email with a different email subject
 - A response 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
- CBCGB-COM Fellowship Outreaching Fund
 - Purpose
 - Fund to cover the cost of evangelical outreach activities which are held on campus by CBCGB-COM fellowships (BSF/BUCCEF, Longwood, River of Delight)
 - Covered activities include the open-door dinner every Friday and other outreach events
 - Limit
 - Finance Committee will set the annual donation cap, e.g. 2x projected annual expense
 - Extra donations may be moved to the general fund
 - Governance
 - COM will appoint a treasurer for each or all accounts to assist management of these funds and report to the Finance Committee
 - Context
 - COM members have been donating funds to support COM evangelism activities, however they have not been able to deduct these donations on their taxes
 - Creating the new fund will allow tax deductions for the donations on tax returns
 - Finance Committee will set up the fund, presented to BoD for informational purposes
- Stewardship Report
 - Children's Ministry 1st floor single-entry project (security enhancement)
 - Kylie contacted Church Safety Guys of Columbus, OH
 - Non-profit organization specializing in church security, produced books and podcasts and lots of videos on YouTube
 - Quote for campus evaluation, security camera assessment/placement is \$950, travel expense around \$900
 - Comparing with quotes from local companies (Ministry Safe, Guidepost, & GRACE, starting at \$350/hr) their cost is reasonable

QUOTE



QUOTE TO: CHINESE BIBLE CHURCH OF GREATER BOSTON
Date : 4/25/2023

Description	Price	Total
1 Campus- Standard Evaluation	\$550	\$550
Security Camera Assessment/Placement Review	\$400	\$400

Sub-total : \$950.00

Payment Terms:

50% Due to Reserve/Book Date
Remainder Due Upon
Completion of Assessment
(2 weeks after visit)

\$950.00

-Travel Expenses & Lodging Not Included-



Standard Evaluation Includes:

- 1 Campus evaluation
- Review policies & procedures
- Make specific suggestions on campus safety
- Make suggestions on industry/national standards
- Detailed report of recommendations delivered within 2 weeks of visit

Any policy or procedure creation will be extra and billed at an hourly rate to perform

Security Camera

Assessment/Placement Includes:

- Map review (provided by church)
- Camera placement suggestions
- Camera system recommendations
- Camera placement on building map

- Tony, Kylie and Jason will visit Grace Chapel next week to walk through their security setup
- Grace Chapel applied for a federal government grant to better secure their children's area, and the grant was accepted and funded. This is a good example to follow.
- With Kylie and Jason's help, the Stewardship Committee is planning to get information from Grace Chapel and apply for federal funding as well. Therefore, the Stewardship Committee will hold off inviting a security company to CBCGB.
- Revision of Church Facility Usage Policy
 - Last revised in 2019, needs update according to post-pandemic situation
 - Raising the church room maintenance fee due to increase of electricity, gas, water, dumpster, and cleaning expenses
 - Further details in Sharing and Discussion section
- Signage Project Update

Major Projects in CBCGB

Signage Project

pick up from examples of the aluminum signs for signage company to move forward



- Voting results on signage update design in Sharing and Discussion section
- After choosing design, next step is to choose sign material
- Property Maintenance and Management Update

Property Maintenance & Management

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

- Sunday services support.
- Church-wide cleaning and winter maintenance
- Church office support (bills , invoices, town inspections, etc)
- Purchase supplies and equipment maintenance
- Church landscaping contractor added more gravel on the upper parking lot for free.



Property Maintenance & Management

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

- Fixed some broken area of the wooden bridge from carriage house to sanctuary
- The tent outside of 151 had some parts broken, coworkers tried to fix it



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Property Maintenance & Management

(Thanks to Wei-Xin, Eric and Mark)

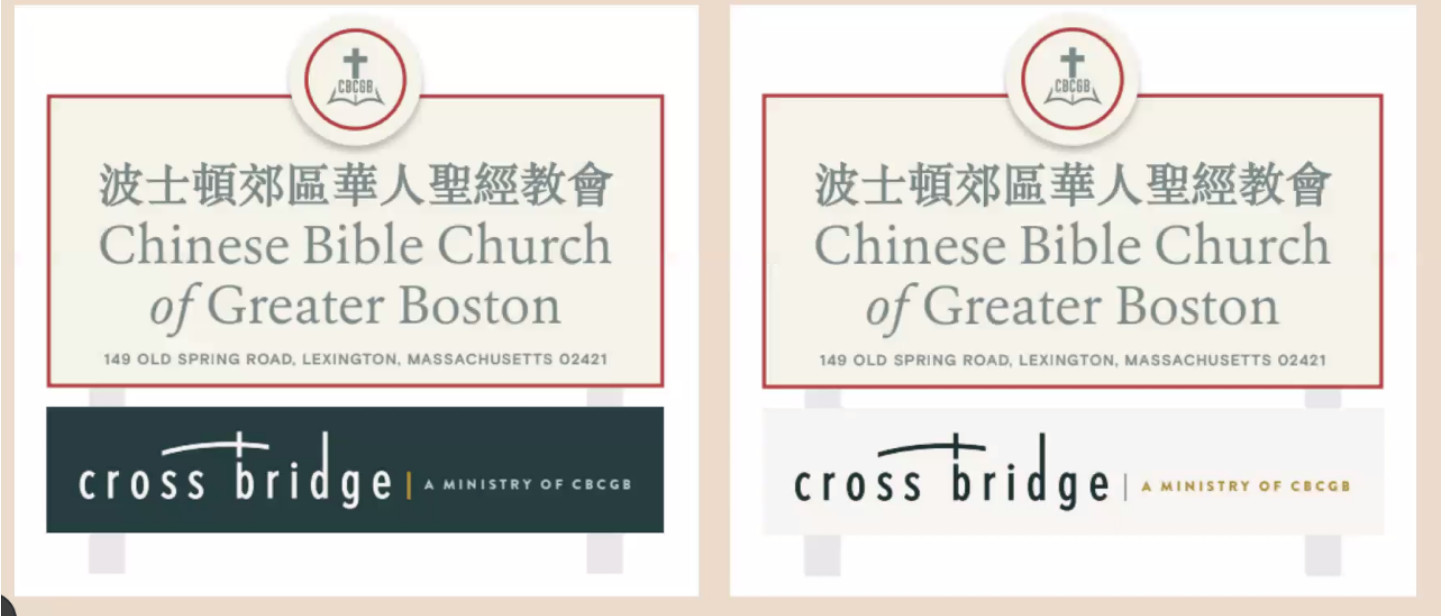
- 3 Bluezones air purifiers at Church are due for their annual bulb replacement. Church received them as donation gifts last March, and the new bulbs will be donated.
- Coworkers moved the riser and chairs for CM choir



Apr 27, 2023, 10:03 AM

- Sharing and Discussion
 - Signage Update Vote

Yuling Designs: Mock Up A and B



- Design A on the left, design B on the right
 - Poll results to choose between design A and B: 12 prefer A, 2 prefer B
 - **Petek motioned to approve design A, Lilian seconded. Motion passed unanimously.**
- Safe Church Policy compliance update
 - Taskforce actions (Feb - May)
 - The taskforce read and reviewed the policy to identify where our 3 congregations are not in compliance. We sent out a Google Form to collect data. We received responses from only 11 ministries.
 - We reached out to many ministries that were not in compliance (Many did not even know there was a policy!), such as Stephen Ministry, Van Ministry, Kitchen, COM Children's Ministry, etc.
 - We created some sample materials for future use (ex. Volunteer Application form, Children's Ministry training slide deck).
 - We consulted with Kylie (who has been working with Jason, IT) on the benefits of using a digital church management system.
 - Taskforce current concerns
 - The taskforce's work has helped inform many leaders about their responsibility to follow the policy. However, there is no infrastructure or human resources to enforce and monitor that people are actually following the policy.
 - There are many ministries with no assigned deacon (ex. Van Ministry, Bookstore, Kitchen).
 - CORI and SORI checks are backlogged and there is currently no one in charge of handling reference checks or tracking volunteer training.
 - **We are still not 100% in compliance at this moment.**
 - Taskforce suggestions

- **All deacons and ministry leaders** must be familiar with and be responsible for enforcing the policy within their ministries and areas of leadership. BoD should come up with a plan for enforcing and monitoring the policy.
- ALL volunteers who work with vulnerable populations must be CORI checked, possibly SORI checked, and provide 2 references.
- SOME of these volunteers will need to have training on church safety policies and repeat the training every 3 years (ex. Children's Ministry coworkers and Youth coworkers).
- All official church websites should have the policy included somewhere so that people are aware of what safety measures we are taking to keep our vulnerable populations safe.
- Ability to perform CORI checks should be expanded beyond 1 person (right now, it is just Kylie). Better yet, it should be changed to an automatic, digital management system (right now it is manual).
- Invest in comprehensive church management systems such as Rock RMS and Protect My Ministry (long-term solution)
- Facility usage policy update

(Effective 06/01/2019)

Maintenance Fees for Categories 2 & 3

Category 2:

<i>Resources</i>	<i>First 2 hours</i>	<i>Each additional hour</i>
Sanctuary	375 <u>450</u> 500	65 <u>75</u>
Chapel	275 <u>350</u> 400	55 <u>60</u>
Mission House Fellowship Hall	200	40
Junior Chapel	<u>200</u> 110	<u>40</u> 25

Basement dining area (full)	<u>150</u> 145	<u>45</u> 40
Basement dining area (half)	100 <u>20</u> 75	25 <u>35</u>
Large classroom	30 <u>40</u>	45 <u>20</u>
Small classroom	25 <u>30</u>	45 <u>20</u>
Technicians - audio/video system	55 <u>70</u>	45 <u>20</u>
Custodians	400 <u>150</u> (event under 100 people); <u>200</u> (event more than 100 people)	-
Snow Removal*	Adjustable	N/A

*CBCGB has contracted out the snow removal. If additional snow removal is requested outside the need of the CBCGB, the applicant is responsible in paying the full fee to the contractor.

- Removing "freewill offering" statement and mention of tax deductibility
- Recent security observations from CB

- A person recently came into CB service and started recording video of the worship and of worshipers. Seems like she was not there to worship, but only record. She left after the worship portion of the service finished, we have no video/record of who she was or what she was doing there.
- Some in CB who work in sensitive countries were concerned about the person's intentions (surveillance?), and about how to prevent issues in the future
- Discussion
 - Maybe we need to assign co-workers to stand in the back and observe people during service?
 - Only one usher for CB right now, would need more co-workers to help
 - We need to define the safety issues and come up with plans to address the different issues.
- IT update
 - Updated website for The Pulse(?)

《心版》 電子書

自2004年12月創刊到去年未出版的第31期,《心版》半年刊在主的恩典下走過了18年。感謝主從去年開始給我們一個擴展事工的帶領,包括加快出版速度和頻率、為教會其它事工提供更便捷的文字平臺。從第32期開始,《心版》改為季刊,這一期也是首次全書彩色印刷。藉此機會,感謝有感動並踴躍提供圖文作品的作者們,感謝文字事工團隊的辛苦努力,大家再一次共同「見證主恩、聯絡肢體、造就靈命」!希望大家繼續以關注與投稿支持這項事工,也期盼有更多人加入這項事工!

現在你也可以通過點擊以下鏈接打開《心版》電子書來閱讀。電子版保持了紙質書的樣式,適合在電腦或平板上閱讀。歡迎轉發給親友們。

閱讀《心版》32期電子書

- Rock RMS (Church management system)
 - Each church member will be assigned a unique 7 digit UID, which won't be re-used in the future and will uniquely identify the person in the system
 - First meeting a week ago, more upcoming meetings as IT team implements the system
 - The IT team will maintain certain info, but personal information (email, address, phone, etc.) update responsibility will be on each member
 - Questions
 - What's the timeline for availability?
 - Ans: Just started the implementation effort, can't estimate availability yet
 - Can the Missions Committee notify the IT team which members' information

should not be included? Some missionaries who are members may not want to be in the system.

■ Ans: Yes.

- Elder KC closed the meeting in prayer at 12:15pm.