

Meeting Minutes
CBCGB Board of Elders (“BoE”)
Sept 09 2017

Present: Yuguang He (BoE Chair), Loren Shih (BoE Secretary), David Ho, Timothy Lu, Bryan Che (via Skype), Haiguo Wu (BoD Chair), Tuanfeng Zhang (BoD representative), Pastor David Eng.

Absent: None

(9:15) Yuguang opened in prayer

BoE Open Sharing

Updates from Senior Pastor

Pastor David Eng (acting senior pastor)

- CM:
 - 2 new small groups started, in Newton and Lexington
 - Stephen Ministers are actively working, includes 8 new ones in 2017
 - 9 CM, 2 CB baptized in August
 - MERII scheduled for 11/11-11/13, need to check for conflict with missions conference
 - Fall Adult Sunday School begins on 9/10, “Reformation Movement 500 yrs”
 - Rev. Stephen Tong will preach at CBCGB Lexington on 11/01. BoD will followup to coordinate logistics such as AV, ushers, promotional materials, room rental, etc..
- Children’s Ministry
 - Awana kickoff yesterday
 - CB retreat 9/29-10/1 will include children’s program
- Youth
 - Summer mission trips done.
 - Fall preparation include student leader lock-in, counseling meeting, parent meeting, freshman initiation.
- Cross Bridge
 - CB retreat 9/29-10/1. Professor Tom Pfizenmaier from GCTS speaking.
 - Pastor Tim holding a seminar on “The Gospel and Race” on 9/24 1:30pm.
 - Charis/ICF kickoff, 80 attended.
 - Starting 4 Life-on-Life discipleship groups this month, total of 6 leaders and 15 students.

Updates from BoD

Haiguo Wu (BoD chair)

- Two members retired from finance committee, two new members (Jian Zhang, Mi Chen) have joined.
- Stairway from upper parking lot to main building have finished, width has been increased to more than 6 feet from original design.

- Walkway between upper parking lot and 151 finished.
- Installing lighting and other improvements to both upper parking lot paths.
- Design drafted for connecting main building to town sewer.
- Replacing backup cameras on all church vans with much better cameras.
- Created online property checklist. Staff will use this to walkthrough property periodically.
- Exploring purchasing a drumset for 151. BoD, CB worship team, CM worship team, to discuss.

SPSC Update

Yuguang He (SPSC chair)

- Revised job description document to be sent to pastoral staff based on feedback.
- Job description document to be reviewed at Church Council.
- SPSC committee meeting on 9/24 to finalize all feedback and work on posting and other logistics.
- Will schedule church-wide informational session on 10/8.

CC Meeting Agenda

Yuguang He

- BoD and BoE candidates.
- SPSC update.
- October annual meeting agenda.
- Surplus budget allocation

Reporting Structure

Loren Shih

- We established in last month BoE that the bylaws allows us to have hierarchy in reporting structure, although we currently do *not* have any hierarchy (i.e. currently everyone reports directly to Pastor Caleb).
- In the past there may have been hierarchy when some pastors were “associate pastors”. Currently per by laws, we have no associate pastors, and everyone reports directly to Pastor Caleb.
- However, if theoretically in the future we were to establish hierarchy, we need to define what it means for someone to “report to” someone else, given that only senior pastor has ability to fire, and BoE does the performance reviews.
- BoE to think about and come up with a proposal.

Senior Pastor Transition Plan

David Ho

- David proposed transition plan draft.
- Need to ensure that transition plan follows bylaws procedures for Senior Pastor. For example, acting senior pastor is appointed by Senior Pastor and is only active when Senior Pastor is not active (sabbatical, retired, etc.).

- Transition plan should include a list of responsibilities. Proposal is for first draft by current Senior Pastor, BoE can review. Pastor Caleb also provided a list of responsibilities that SPSC used for JD that we can reference. We can also reference Pastor Chuck's list.
- Loren will make further edits on transition plan based on feedback here.

Office Staff Policy

Loren Shih

- Loren shared a draft for annual review policy.
 - Review is mostly based on goals based on job description.
 - We should say "responsibilities" instead of "goals".
 - Do we need a spiritual "goal" as part of yearly goals and what does that mean?
 - No deacon or elder required for the review.
 - No coworkers required for the review. Although the person being reviewed is always welcome to have coworkers give feedback to the supervisor.
- Current roles include at least the following (as followup, will verify these are the correct titles):
 - Office Administrator
 - Property Manager
 - Children's Sunday Care
 - Office Manager
 - Property Maintenance
- Brainstorming about office hours
 - Do we need at least one person (from either office staff or pastoral staff) to be physically in office during core hours? We could allow staff to track in google calendar or similar, e.g. so that staff can note when they are unavailable.
 - For phone calls, sometimes people call the office don't get a response. We may allow staff to have calls forwarded to them.
 - Should we have pastoral staff have some mentorship role for all roles, such as roles that don't currently report to pastoral staff?
 - These are just initial ideas, we will brainstorm and put this on agenda for next BoE meeting, and welcome feedback from office staff.

Deacon Replacement Appointment

David Ho (Deacon Nomination Committee Chair)

- Need to find replacement for Jessica Chang who stepped down from BoD because she moved away from Boston.

Ministry and Staff Review Brainstorming

Yuguang He

- We overall may want to have an annual review for CB and CM worship services.
 - Will reach out to CM worship team (music and overall service) to see if they can schedule a review for Nov/Dec.

- CB music worship review - next month. (Elder Loren to coordinate)
- Improve the process so that after each review, we appoint one elder to be in charge of followup. This may involve a followup BoE meeting, a committee, etc.
- Checkpoint for Tim and Stan.
 - Not a “review” but more like a standard checkup that we should be doing for all new hires.
 - Ask them how they are doing, any feedback they want to give us, ways we can help, etc.

(12:15) Bryan closed in prayer.