

**Meeting Minutes**  
**CBCGB Board of Elders (“BoE”)**  
**August 10, 2019**

Present: Ke-Chieh Chu (BoE Chair), Chaw-Bing Chang, Chris Cheng (BoE Secretary), Yuguang He, Paul Huang, Timothy Lu, Ji-yong Wang

Invitees: Jason Lee (BoD Chair)

Absent: Loren Shih, Juta Pan (Senior Pastor)

(9:13am) Elder KC opened in prayer

Open Sharing (All)

Senior Pastor Sharing (Pastor Juta Pan)

- Many ministries continue to be in summer hibernation.
- Many from our church were sent on short term mission trips this summer. Most are back except for Petek Altug who will be in Uganda through October. Another short term mission team will go to NYC Brooklyn August 17-25.
- Chinese Ministry
  - Sermon series from August 11 focuses on the function of the church.
  - Two theological seminars were taught by Rev. Wesley Hu with relatively high attendance.
  - Small group bible study training and pre-studies continue.
- Cross Bridge
  - The current sermon series on Mark entitled “Follow Me” is continuing through October.
  - The pastoral staff continues to be in transition as Pastor David Eng leaves this week.
- City Outreach Ministry
  - New fellowship coworkers training was just completed.
  - A newcomers reception ministry is starting.
  - The annual coworkers retreat was on August 3 with more than 50 in attendance.
  - A 10th anniversary BBQ will be held on August 24.
  - Fall gospel retreat preparations are ongoing.
- Youth Ministry
  - Summer short term mission trips: NYC Chinatown team has returned; Brooklyn team is in preparation.
  - No summer program for youth.
  - The youth pastor search continues as they evaluate a potential candidate.
- Children’s Ministry
  - The summer program for Friday has been relatively loose.
  - There has been a need for special arrangements for coworkers during the summer.

- Pastoral Staff
  - This afternoon is Minister Yuegang's ordination.
  - Pastor David Eng's last Sunday is tomorrow; his official end date is at the end of August.
  - Minister Duane's visa application was filed.
- Other issues
  - Pastor's annual reviews - confirmation is needed regarding who will coordinate and arrange them.
  - Do we need to add more ministry staff for Children's ministry?

#### Ministry Review - Human Resources Committee (Elder Ji-yong Wang)

- The HR committee currently consists of Edwin Tam (chair), Roger Chuang, and Benjamin Tai.
- The HR committee was established in 2008 to serve in an adjunct or advisory capacity to the Board of Elders on matters related to human resources such as employment, benefits, and compensation that affects CBCGB staff on the payroll.
  - The Board of Elders directs the committee to review, research, and provide recommendations on specific human resource-related matters.
  - As the committee grows in its understanding of CBCGB human resource policies and practices, the committee may develop specific proposals for the Board of Elders to review.
  - The HR committee seeks to make recommendations that are fact-based and data-driven based on as much research as can be conducted in a given timeframe.
- HR committee responsibilities
  - Employment practices
  - Employment benefits
  - Payroll and compensation
  - HR administration, including maintaining records related to hiring and separation.
  - Compliance with state and federal regulations
  - Provide support for search committees
  - Other HR matters assigned by the Board of Elders
- Policy and Procedures
  - Benefit & Personnel Policy.
  - Staff Separation Procedure and Process
  - Housing Allowance Policy and Procedure
  - Background Check Policy
  - Onboarding Checklist
  - Medical Emergency Fund Policy
- Research and Advisory
  - Salary recommendations
  - Relocation package recommendations

- Any matters requested by the Board of Elders including health insurance research
- Issues and Opportunities
  - The importance of defining and adhering to clear job descriptions for church staff was emphasized to protect staff from being stretched with additional roles and responsibilities that prevent them from doing their job.
  - Job postings should be more consistent from role to role.
  - It is important to make sure that the church office is staffed during church office hours.
  - Church leadership was cautioned with making decisions based on insufficient or inaccurate information and to involve the human resources committee to ensure the proper research has been done.
- Suggestions
  - We need to develop a relationship with a legal partner for assistance with drafting contracts and other potential legal issues.
  - Investigate outside HR resources for matters such as health benefits and social security questions.
- HR Committee Goals
  - Short-term
    - Continue to support pastor search committees
    - Update Benefits and Personnel Policy
    - A Background Check Policy was drafted
    - Support for R1 and R2 visa applications was done for new ministers.
    - Develop Staff Personnel Database
  - Mid-term
    - Develop a template for job descriptions and responsibilities for all church staff.
    - Develop an Anti-harassment Policy
    - Complete job description
    - Support R1 and R2 visa extensions
    - Develop a relationship with an outside attorney
    - Identify outside HR resources
  - Long-term
    - Develop an employee handbook
    - Support Permanent Residency applications as needed
- HR needs and support
  - Provide computer storage space for record retention
  - Investigate outside HR resources/help
  - Develop relationships with an outside attorney (other than immigration lawyers)
  - Continue to search for one additional committee member who is willing to commit long-term and who has a genuine interest in this area.

- Pastor Jen and Miranda Huang worked to repaint the Children's area with greater artistry.
- Now that we know the upper lot will not be paved, the church needs to strategize how to repave the parking lot and driveway and how this will relate to the church building expansion plan.
- Please continue to pray for the church kitchen ministry as they are still looking for someone to coordinate it.
- The church has signed a new copier contract with new copiers. The color copier seems to have some difficulties, but the maintenance contract should cover this.
- The video switching hardware and software has been turned over to ministries to use.
- The next big focus for technology in the next six months is identifying an appropriate church management software for our church.
- The church has decided to purchase a lift, but we still need to decide where to put it. The lift will enable installing a new projector for the chapel.
- For more details, please see the July Board of Deacons meeting minutes.

#### Need and possibility of hiring a Children's ministry administrator (All)

- The Board of Elders discussed exploring adding a staff position for Children's ministry with responsibilities including volunteer coordination and educational training for volunteer teachers.
- The Board of Elders is leaning towards a part-time position initially because of the current uncertain state of the General Fund.
- Elders Loren and Chris are requested to create a job description for this role for discussion in the future.

#### September Church Council Meeting Agenda (All)

- The next church council meeting is scheduled for September 14. The Board of Elders meeting will follow afterwards in the afternoon.
- Besides reports from pastoral staff, deacons, and elders, the meeting will also focus on planning for the annual meeting on October 6.

#### CORI Checking Process Review/Update (Elder Chris Cheng)

- Last meeting we discussed who the church should require to be CORI checked. The recommendation at the time was to check those who work with church finances, youth, or children. After some more research, we should consider adding those who work with the elderly and disabled. (Many organizations also do this, including the Roman Catholic Church and some UCC churches). For example, Chinese ministry Zion fellowship teachers and van drivers for senior apartments should be CORI-checked because of potential influence that they have over those they work with.
- The proposed policy notes that there may be other roles not yet specifically identified that need to be CORI-checked. Elder Chris proposed giving responsibility to the church's two CORI representatives (probably Wei-Xin and Edwin) and Pastor Pan to decide who ought to be checked in accordance with the policy.

- Elder Chris also proposed adding verbiage to the policy, because the state requires certain clauses in our church's CORI policy if our church checks above a certain number of people each year (which we likely will).
- CORI check is only MA, but SORI is a national sex offender database. We should consider to add SORI check to coworkers work with children and youth.
- The current proposed CORI acknowledgement form should request that the applicant give permission to the church to do a CORI check during the 12 months following the signing of the acknowledgment form in accordance with state guidelines.
- It was requested that the policy also include information regarding how long and where information will be kept and how it will be destroyed.

#### Deacon Nomination Process (Elder Jiyong Wang)

- Phil Sailer has accepted completing the term vacated by Ling Zhang.
- **Elder Ji-yong Wang motions to nominate Phil Sailer to complete the deacon term vacated by Ling Zhang (which ends at the end of calendar year 2019). Elder Ke-chieh Chu seconded. The motion passed unanimously.**

#### Sending Representatives to attend RCCC 40th anniversary (Elder Paul Huang)

- Elder Paul Huang and Pastor Ziyi Chang were invited to Rutgers Community Christian Church's 40th anniversary celebration.

(12:34p) Elder Chaw-Bing closed in prayer

#### Addendums:

- **Between the July and August meetings, via electronic ballot, Elder Ke-chieh Chu motioned to formally approve the recommendation to hire Jeffrey Hwang to be CBCGB Cross Bridge Minister. Elder Chaw-bing Chang seconded. The motion passed unanimously.**
- **Between the July and August meetings, via electronic ballot, Elder Ke-chieh Chu motioned to add Noel Li's music outreach class as a "CBCGB partner in community outreach" organization. Elder Chris Cheng seconded. The motion passed unanimously.**
- **After the August meeting, Ji-yong Wang motioned to raise the outside speaker honorarium from \$250 to \$300. Elder Chaw-Bing Chang seconded. The motion passed unanimously.**