

Meeting Minutes
CBCGB Board of Elders (“BoE”)
September 14, 2019

Present: Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Yuguang He, Paul Huang, Timothy Lu, Juta Pan (Senior Pastor), Loren Shih, Ji-yong Wang

Invitees: Jason Lee (BoD Chair)

Absent: Chaw-Bing Chang

(9:04am) Elder KC opened in prayer

Open Sharing (All)

- Elder Paul Huang shared about his experiences at Rutgers Community Christian Church's 40th anniversary celebration.

Updates on the State of the Church (Pastor Juta Pan)

- The fall semester has started for all ministries. Many pastors have had positive reports about the start of this semester.
- 50th anniversary celebration will be held on October 4-6.
- Chinese Ministry
 - After the church anniversary, a sermon series on Philippians will begin.
 - Materials and pre-studies on Mark have been provided for small group Bible studies.
 - Some are considering renting outside facilities to establish new fellowship ministries
- Cross Bridge
 - Pastoral staff is in transition. Minister Jeffrey Hwang has started well.
 - There is a need to promote prayer meetings and Adult Sunday School.
 - For at least this fall, in lieu of Adult Sunday School, Cross Bridge will be holding weekly prayer meetings on Sunday mornings.
 - Minister Jeff conducted a training session for ICF and Charis coworkers.
 - Cross Bridge continues to search for a pastor who will play an important role in their family ministry.
- City Outreach Ministry
 - The annual coworkers retreat was held on August 3 with more than 50 attendees.
 - The Fall Gospel Retreat will be September 27-29 with Minister Duane Chang speaking on the theme, “Meet Jesus”. So far, 80 people have registered including 9 seekers. The hope is that 130 can attend.
- Youth Ministry
 - The fall kick-off went well.
 - Youth Ministry is short of counselors.
 - The youth pastor search continues.
- Children's Ministry

- Praise God that Children's ministry has enough co-workers who are helping in the fall.
 - The fall semester also started off well.
- Pastoral Staff
 - Pastor Yuegang Zhang was ordained last month.
 - The pastoral annual review will be conducted from September to December.
 - Pastor Pan raised the need to have more consistent procedures regarding both pastoral annual reviews and pastoral searches.
 - Elder Loren will draft a procedure to enable more consistent pastoral searches.

Board of Deacons Report (Deacon Jason Lee)

- The Board of Deacons has been concerned and focused on supporting younger generations (from children to young professionals) and on renovating an aging church building which is nearly 30 years old.
- The carpet in the main foyer is planned to be replaced before the 50th anniversary celebration.
- Accomplishments
 - The chapel HVAC unit has been repaired.
 - A water leak in building 151 bathroom has been fixed.
 - The battery for the Heartstats defibrillator has been changed.
 - The church basement storage room which was damaged has been cleaned and repaired.
- What Needs to be Done
 - The playground fence needs repairs
 - A means for closing fire doors in the event of a fire needs to be identified if people want to keep those doors open.
 - Please continue to pray as the church kitchen ministry looks for someone to lead it.
- Technology
 - The church video recording system continues to be improved.
 - Identifying and implementing a church-wide management software package continues to be a priority.
 - The decision has been made to purchase a lift in order to install the new chapel projector.
- For more details, please see the August Board of Deacons meeting minutes.

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- A revised job description has been created with the arrival of Minister Jeffrey Hwang. That job description has been posted and the committee is awaiting resumes.
- The board discussed the current family ministry need in Cross Bridge and Elder Chris's willingness to serve in that role.

Quincy Ministry Updates (Elder Yuguang He)

- All the co-workers who previously worked with Quincy Ministry are either graduating from seminary or are now committed to other high-intensity ministries. Because of this, there are no current co-workers who can oversee the Quincy Ministry. However, there are many sisters from Quincy who emphasize the importance of the ministry.
- There will be a meeting on September 29 to discuss whether to continue the Quincy Ministry. One idea is to provide support to smaller churches in Quincy to help them build up their own ministry.

Possibility of hiring a Children's ministry administrator (Elders Chris Cheng and Loren Shih)

- Elder Chris presented a list of roles, responsibilities, and qualifications for a potential Children's Ministry director as brainstormed by Pastor Bowman, Children's Ministry core leaders, and Cross Bridge Family Focus group members:
- The goal is to identify someone with skills and gifts complementary to Pastor Bowman and enable Pastor Bowman to focus more on spiritual vision and direction, pastoral care, and teaching/preaching.
- Roles and responsibilities could include program coordination (for Mustard Seed, Children's Sunday School, Children's Worship, AWANA), volunteer management (recruiting, training, equipping, and coordinating teachers and assistants), coordination with stewardship/technology committees, and parent outreach coordination.
- The ideal candidate would be a baptized Christian with strong character and integrity, gifted in administration, effective in cross-cultural communication, able to connect with both CM and CB parents (preferably through both Mandarin and English), and experienced in childhood education. Theological education is a plus but not required.
- Due to church finances, only a half-time position can be created, but the situation will be evaluated in the future.
- **Elder Chris Cheng motioned to open a half-time (20 hours / week) position of Children's Ministry Director at our church. Elder Paul Huang seconded. The motion passed.**
- Elder Loren will be the designated elder who will form the search committee with Pastor Pan's approval.

September Church Council Meeting Agenda (All)

- Besides the typical update items, the church council meeting will also include:
 - An update regarding the church's 50th anniversary
 - An update regarding the Church Building Expansion Advisory Team update

October Annual Meeting Agenda (All)

- The current annual meeting agenda on October 6, 11:15-12:30p is planned as:
 - Opening prayer
 - Welcoming New Members
 - Membership Commitment
 - Deacons & Elders Election/Confirmation

- Reports and updates
- Praying for the church's mission
- Exhortation
- Question & Answer

Pastoral Staff Annual Review Process and Scheduling (Elder Yuguang He)

- Pastoral staff who have been at our church for longer than six months and who are full-time will be reviewed.
- Pastoral staff will sign up for their annual review first, and then elders will fill in.

CORI Checking Process Review/Update (Elder Chris Cheng)

- There has not been much progress since the last meeting. However, Elder Chris proposed creating three documents:
 - CORI Policy (owned by the Board of Elders)
 - Safe Church Policy (owned by the Board of Elders)
 - CORI check procedures (owned by the Human Resources Committee)

The status of the North Shore Fellowship and its relationship with the church was also discussed. The church has been supporting the fellowship both financially and logistically, but the fellowship has expressed a desire for independence from the church.

(11:59a) Elder Jiyong Wang closed in prayer