

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

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

Invitees: Jason Lee (BoD Chair), Ruike Wang (Incoming BoE member), Jian Zhang (Incoming BoE member)

Absent: Paul Huang

(9:07am) Elder KC opened in prayer

Open Sharing (All)

- Elder Chris shared about his experience in training on partnership development with OMF and the relationship between stewardship and discipleship.
- Pastor Pan shared about a book called *The Younger Evangelicals* which is helpful in understanding how ministry among younger generations may need to change.
- Elder Ji-yong gave praise that his son will be baptized tomorrow.
- Elder-elect Jian praised God that his mother just recently came to faith in Christ.

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

- Important events
 - Many fellowship groups held pre-evangelistic outreach Thanksgiving gatherings.
 - The advent season started on December 1, though Cross Bridge began their Advent sermon series on November 24.
 - City Outreach Ministry held a baptism on 12/15. The baptism at the Lexington campus will be on December 15.
 - Among the church’s Christmas outreach events include senior home and homeless shelter visitations.
 - There will be four consecutive joint services on 12/22, 12/24 (Christmas Eve), 12/29, and 01/05. Only 12/22 will have a second English-speaking service.
- Chinese Ministry
 - At the beginning of 2019, 270 had registered to read the Bible in one year. That activity will soon be complete.
- Cross Bridge
 - Prayer meeting will remain on Sunday morning going into the Spring semester. There will again be no general-interest Sunday School in the spring, but Cross Bridge may hold occasional seminars.
 - Chris and Emily Cheng will host a special Old Testament Survey fellowship group during the spring on Saturday afternoons targeted towards those who are not currently in a fellowship group and people interested in learning together as a family.
- City Outreach Ministry

- There were many various Thanksgiving dinners hosted.
- A baptism was held on December 1.
- Youth Ministry
 - The last youth meeting of the calendar year was held yesterday.
 - There is a potential youth intern who has applied from Gordon-Conwell. If approved, there is hope that he can start in January.
- Children's Ministry
 - The search committee for the half-time Children's Ministry Director has recommended a candidate to Pastor Pan. Pastor Pan has requested that the pastoral staff and elders have the opportunity to meet the candidate.
 - A Children's Ministry Conference will be held on February 29, 2020 entitled *Empowering God's Children*. We are hosting this conference which will be conducted by a well-known children's ministry organization. Registration will be capped at 150 people, but our church has been given some priority in registration.
- Pastoral Staff
 - While the pastoral staff may be taking vacation days officially, there is still a lot of activity, since many pastors are taking vacation that they would otherwise lose while still juggling many responsibilities.
 - The 2019 annual reviews are complete -- Pastor Pan would like to identify a plan in 2020 so that the reviews can be spread out in time to reduce the burden on those involved.
 - With the possible hiring of a youth pastor and part-time children's ministry director, the church is short an office in the church office.
 - The Family Ministry Task Force has created initial vision and mission statements. They will present this to the pastoral staff in a couple weeks and also hope to present to the Board of Elders in 2020.
 - The initial draft of the church calendar for 2020 is complete.

Board of Deacons Report (Deacon Jason Lee)

- There was extensive work to address drainage near the circular driveway to address basement leaking.
- City Outreach Ministry requested use of the van which had been returned to the church by the North Shore fellowship. The Board of Deacons has discussed how to prioritize and identify how to allocate van resources among the different ministries.
- A quote has been received for painting the interior of the church. The board has approved the idea of repainting the church, but has not settled on the details of what areas need repainting or what contractor to use.
- Praise God that our health insurance policy for next year only increased by less than 2%. The deacons also discussed the idea of joining with other churches in purchasing a health insurance plan and/or offering Health Spending Accounts to our pastors.
- Technology Update
 - The copiers have been fixed to automatically notify our vendor when toner is low.

- A decision on a church-wide management software package is getting close. We have evaluation licenses for Realm. There are a lot of capabilities related to accounting and tracking. The software will save us a lot of effort in unifying all our databases, but the software also gives us a lot of new capabilities. If we want to take advantage of these capabilities, it will require effort to populate the database with the relevant information to enable various forms of tracking and reporting. The cost will be between \$600-650/month.
- For more information, please refer to the November Board of Deacons Meeting Minutes.

Youth Ministry Search Updates (Elder Loren Shih)

- The search committee has made a formal recommendation to call Taylor Birkhimer to our church as a youth pastor. The Human Resources committee is working on putting together an offer package to him.
- The elder board is asking the search committee to ensure that Taylor does not have any ethical commitments to remain at his current job before determining a specific timeframe.
- **Elder Loren Shih motioned to approve calling Taylor Birkhimer to be the next youth minister in our church. Elder Ji-yong Wang seconded. The motion passed unanimously.**

Children's Ministry Director Search (Elder Loren Shih)

- The search committee formally interviewed a candidate for the Children's Ministry Director position and is likely recommending him for the role.
- Some parents have expressed a hope that the position would be filled by someone who speaks Chinese. The board discussed whether Chinese language and culture is a basic requirement for the position or only a preferred qualification. Speaking Chinese would facilitate communication with parents which is one of the job's responsibilities. The board recognizes that if potential candidates do not speak Chinese, the candidate must demonstrate how the candidate demonstrates cross-cultural communication skills and how he/she will communicate with parents.
- The board of elders recommends that Pastor Bowman sends a formal recommendation to the board outlining the qualifications of the candidate, including how the candidate will communicate with parents if there is a lack of Chinese language competency. The board also recommends that the committee have an information session with the congregation to facilitate communication between the committee and the parents.

Church Building Expansion Advisory Team Updates (Elder Loren Shih)

- Elder Loren thanks all who have participated in the preliminary rollout of the survey. The next step is to send the survey to a broader audience. The board decided to send the survey to church council members first and then to other ministry leaders after church council members have responded.

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- Elder Loren will be assuming Elder Chris's position on the Cross Bridge Pastor Search to free up Elder Chris to pursue other responsibilities and roles.

CORI Checking Process Review/Update (Elder Chris Cheng)

- The documents have been reviewed by Pastor Jen and Pastor Bowman who have provided very helpful feedback.
- Pastor Jen already subscribes our church to an online tool called Ministry Grid which contains many online training modules including training about abuse, training about leading Bible Studies, etc.

Benefit & Personnel Policies Revision

- The Benefits policy discussed last year was never formally approved. The Human Resources Committee (HRC) Chair has since proposed a new benefits policy draft. There are some discrepancies between the two versions, and the underlying reasons for those differences and changes are not clear. The board proposes asking if there are edits that are urgent and must be approved immediately. For all other changes, the board proposes forming a committee consisting of the HRC Chair, one elder, one deacon, and one pastor to identify what changes need to be made and why.

December Church Council Meeting Planning

- On advice of Pastor Juta, Deacon Jason will send out a question to all council members so that they can prepare an answer to share during the Thursday fellowship time.
- The Saturday church council meeting will consist mostly of the usual reports from the various bodies.
 - The meeting will also look over the 2020 church calendar and ministry matrix which will be led by the Deacon Stan as church council secretary.
 - Next year, perhaps the senior pastor should have responsibility to coordinate this effort with significant help from the other elders.
 - Deacon Jason will also give a presentation about the church management software.

Finance Committee Member Update Approval

- The proposed finance committee members for 2020 are:
 - Treasurer (TBD: The Board of Deacons will appoint a deacon to be treasurer)
 - Mi Chen
 - Sylvia Cheung
 - Lee-Hwa Pearl Shiue
 - Jiesi Huang (new member)
 - Joe Ma
 - Elder Ke-chieh Chu, Elder Ji-yong Wang, and Elder Jian Zhang will serve as elder advisors to the finance committee.
- The board will approve the finance committee members next month after the new treasurer has been appointed.

Mission Committee Chair, Vice Chair Approval

- The current chair (Pastor Sandy Liu) has proposed the following changes for the missions committee for 2020:
 - Chair: Eric Chiu
 - Vice Chair: Bow-nan Cheng
 - Advisor: Elder Ji-yong Wang
- **Elder Yuguang He motioned to approve Eric Chiu as missions committee chair and Bow-nan Cheng as vice-chair of the missions committee. Elder Chaw-Bing Chang seconded. The motion passed unanimously.**

Unordained Minister leading baptism

- Pastor Pan had written a draft proposing to allow unordained ministers to baptize. Unordained ministers already lead another sacrament (the Lord's supper). Pastor Pan views unordained ministers as clergy recognized by our local church and ordained pastors as clergy recognized by the universal Church (since ordination committees usually consist of members from outside of CBCGB). The board of elders agrees with this assessment.

2020 Elders work assignments

- Board of Elders Chair: Elder Ke-chieh Chu
- Board of Elders Secretary: Elder Chris Cheng
- Deacon Nomination Committee Chair: Elder Ruike Wang
- Church Building Expansion Team Lead: Elder Jian Zhang
- City Outreach Ministry Advisor: Elder Chaw-Bing Chang
- Chinese Ministry Spiritual Formation Advisor: Elder Paul Huang
- Missions Committee Advisor: Elder Ji-yong Wang
- Social Concerns Ministry Committee Advisor: Elder Chris Cheng
- Finance Committee Advisor: Elders Ke-chieh Chu, Ji-yong Wang, and Jian Zhang
- Membership Committee Advisor: Elder Ruike Wang
- Community Outreach Committee Advisor: Elder Jian Zhang
- Chinese Ministry Worship Committee Advisor: Elder Chaw-Bing Chang
- Cross Bridge Advisor: Elder Chris Cheng
- Pulse Advisor: Elder Jian Zhang

Miscellaneous

- Elder Chaw-bing and Elder Yuguang discussed whether the church should form an elder advisory team consisting of former elders. The idea would be to provide care, training, and discipleship for current and potential elders. The group would have to be balanced with clearly delineated responsibilities to facilitate strong communication and relationships with the elder board.

(1:19p) Elder Chris Cheng closed in prayer