

Meeting Minutes
CBCGB Board of Elders (“BoE”)
September 12, 2020

Present: Chaw-Bing Chang, Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Paul Huang, Ji-yong Wang, Ruike Wang, Jian Zhang

Absent: Juta Pan (Senior Pastor)

Invitees: Jason Lee (BoD Chair)

(9:06am) Elder Ke-chieh Chu opened in prayer

Open Sharing (All)

Updates on the State of the Church (Elder Ke-chieh Chu for Pastor Juta Pan)

- Church Events
 - Chinese Ministry Stephen Ministry Retreat was held online on August 21-22 with 400-500 connections.
 - Chinese Ministry and City Outreach Ministry held a joint baptism on August 30 with 19 people baptized.
 - Ministries are preparing for the new school year. All congregations and ministries will start the new school year with new formats.
 - City Outreach Ministry has a pilot online worship service streaming from Ruggles Baptist Church tomorrow.
 - The church has released an announcement regarding the 2020 US election.
 - There will be a church reopening information meeting tomorrow.
 - Chinese Ministry will have its evangelistic weekend online October 2-4.
 - October 2 - New Hearts evangelistic concert
 - October 3 - Movie: Amish Grace
 - October 4: Sunday Service: Parable of the Lost Son
 - Elder Chaw-Bing will be preaching at COM that Sunday on 2 Corinthians 6
 - Chinese Ministry is seeking to find ways to engage people who do not belong to a particular fellowship group.
 - Cross Bridge core leadership team retreat on September 20
 - Cross Bridge congregational retreat on October 9-11.
 - Pastor staff is working on the joint anniversary service on October 18
 - Coordinator: Minister Jeff Hwang
 - Preacher: Pastor Yuegang Zhang
- Pastor Staff
 - Minister Duane Chang’s visa has been approved and officially started his ministry on September 1.
 - Interim Cross Bridge minister Kola Aina started on September 1 for one year.

- Pastor Pan's wife Chaoluan passed away on September 7. Pastor Pan is taking personal leave until Thursday. Please continue to pray for his family.
 - Many Chinese Ministry fellowship groups have been holding special times of remembrance during their fellowship meetings.
 - Some have proposed doing something special with the Pulse magazine.
 - Others have also proposed establishing a special fund in honor of Mrs. Pan (to be discussed later).

Board of Deacons Report (Deacon Jason Lee)

- Projects
 - Main driveway paving project has been done
 - Project addressing drainage issues behind the church office has been approved and has been started.
- Property Maintenance
 - Basement mold issue: molded chairs in the junior chapel have been thrown out; a professional company came to clean and disinfect the basement; six dehumidifiers have been installed in the basement.
- The Board of Deacons have been discussing how to create workspaces in the church office building as needs and church staff grow.
- Brother Jay Huang is now the church's temporary part-time property manager.
- During the winter, there has been discussion about how we can enable more outdoor activities (e.g. with tents, etc.). Youth ministry has already purchased three smaller tents for outdoor gatherings.
 - Overall, the deacons have been very busy trying to implement reopening guidelines and activities.
 - Investigations are underway in how to provide technology solutions for outdoor spaces (e.g. outdoor WiFi, power, audio, etc.)
 - A question was raised whether the reopening guidelines should be revisited now that we have had some more experience. The deacons and church reopening committee will follow up on this.
- For more information, please refer to the August Board of Deacons Meeting Minutes.

Annual Meeting and Voting Preparation (Elder Ke-chieh Chu)

- Deacon Stan and the church office staff have done a great job in organizing and implementing the absentee mail-in ballot process.
 - As of yesterday, 467 absentee ballots have been requested and sent out. The church has also already received 196 ballots. (This year's required quorum is 339 votes)
 - Deacon Stan will send out weekly emails to those who have not turned in their ballot to return it.
 - All ballots will remain sealed until a group of church council members not on the ballot count the ballots.
- The annual report is being prepared, organized by Pastor Ziyi Chang.

- Weihsin Chau is gathering ministry updates for the annual meeting PowerPoint slides.

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- The pastor search continues but the number of resumes coming in has been small. Given this, some members of Cross Bridge leadership have been considering whether the job description needs further revision.

Church Reopening Task Force Updates (Elder Ruike Wang)

- What is important to us
 - Safety is paramount
 - Care for the spiritual, physical, and mental well-being of members, coworkers, and community
 - Compliance with federal, state, and local government guidelines
- Our church started our Phase 1 on August 8. It took the task force 2.5 months to get there. Elder Ruike is thankful for all the effort from brothers and sisters. Events so far include:
 - Pastor Jen's wedding on August 1
 - Berea fellowship met in the parking lot on August 8.
 - Minister Jeff held in-person fellowship leadership retreats.
 - Baptism was held on August 30.
 - Cross Bridge worship team pre-recorded in the Sanctuary on September 6.
 - City Outreach Ministry will stream from Ruggles Baptist church on September 13.
- The pandemic is a great test for CBCGB as it begins its next 50 years.
 - There is a lot of uncertainty and risk.
 - There is a large psychological impact to congregation members.
 - Forging a strong, unified team and learning to listen to one another is important to us.
- Next step: Focusing on phase 2
 - The goal is to allow for meeting inside, particularly as the weather gets colder.
 - Survey among fellowship leaders will be conducted.
 - Contact with the congregation is very important. We need to continue improving communication as the pandemic appears to be more like a marathon.
 - Adding an additional contact person from the Board of Deacons to the task force is a priority.

BoD Proposal: CBCGB COVID-19 Partner Support Initiative (Elder Ke-chieh Chu)

- The Board of Deacons has proposed making a special donation towards our current missions and social concerns partners who have financial needs during the pandemic and economic downturn. They would like to discuss this proposal during the September Church Council meeting.
- This will be added to the church council meeting agenda for next week.

Church Council Meeting (9/19) Planning (Elder Ke-chieh Chu)

- Elder Ke-chieh presented the proposed church council meeting which will consist of the usual reports from pastoral staff, elders, deacons, and finance committee. The meeting will also contain reports from the Church Building Expansion Team and Church Building Expansion Advisory Team and the aforementioned discussion.

Church Website Re-design Consideration (Elder Jian Zhang)

- While the church's vision and mission are unchanged, the church needs to adapt to changes in culture around us.
- New trends in church website design
 - Large images and video, less text-heavy
 - Images of real people and their testimonies
 - Clear purpose in reaching the primary audience
 - Buttons with very short descriptions which hide details unless requested
 - Mobile friendly: More than 50% of all traffic worldwide is from mobile devices
- Some Chinese Ministry co-workers have created a mock proposal for a new website.
- Tasks
 - Get feedback from the congregation for further improvements
 - Add a search engine
 - English translation?
 - Simplified Chinese?
- The goal is to have the new website replace the old one when it is ready.

Other items

- There has been a request to add a part-time HR staff. Elder Chris will also investigate potential solutions and costs for outsourcing to an external HR firm.

(1:18p) Elder Ruike Wang closed in prayer

Addendum

- **On September 20 over email, Elder Chaw-Bing Chang motioned to establish a "CBCGB Memorial Christian Education Fund" with the first sub-account opened for the memory of Mrs. Pan. Elder Ke-chieh Chu seconded. The motion passed unanimously.**