

**Meeting Minutes**  
**CBCGB Board of Elders (“BoE”)**  
**October 10, 2020**

Present: Chaw-Bing Chang, Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Paul Huang, Juta Pan (Senior Pastor), Ji-yong Wang, Ruike Wang, Jian Zhang  
Invitees: Jason Lee (BoD Chair), Jeffrey Hwang (Minister)

(9:09am) Elder Ke-chieh Chu opened in prayer

Open Sharing (All)

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

- General Status
  - There seems to be a surge of COVID-19 cases after school/college re-opening. Waltham has become “red” again.
  - Church ministry has moved into the fall semester.
- Events in September
  - All congregations and ministries have started the fall semester with new formats.
  - City Outreach Ministry had a pilot live-streamed worship service on September 13 and a second one on October 11.
  - There is a desire to move forward and find new ways to do ministry during these circumstances even as we seek to be cautious. (e.g. COM pilot live-streamed worship services, Cross Bridge MaPs fellowship meeting for worship in-person, Cross Bridge hybrid fall retreat)
  - The church released an announcement regarding the 2020 U.S. election.
  - There was a church reopening town hall meeting on September 13.
- Events in October
  - Chinese Ministry Evangelistic Weekend (online)
    - 583 connections on October 2; 328 connections on October 3; 375 connections on October 4. The October 2 number includes COM but the others do not.
    - There were very few responses from newcomers, because it was held online. The Community Outreach Committee is seeking to mobilize and rely on fellowship groups and individuals to follow up with newcomers.
  - Cross Bridge and City Outreach Ministry fall retreats are being held October 9-11.
  - The pastoral staff is working on the joint service for the 51st anniversary. They will use translation rather than use subtitles. Minister Jeff is organizing and Pastor Yuegang will be preaching.
  - Children’s Ministry has started AWANA on Friday and will soon start Mustard Seed on Sunday.
- Near Future

- Mission and Social Concern Conference will be on November 13-15 with the theme of “Reframing Justice”
- Planning for Advent (11/29---), the 2021 calendar, and the Christmas and Christmas Eve services has started.
- The Family Ministry Task Force is focused on the importance of training and coaching parents in the discipleship of children.
- Pastoral Staff
  - The R2 visa of Minister Duane’s wife was not approved, so she must leave the country within 30 days.
  - The church needs to install two new members of the pastoral staff (Kola Aina and Duane Chang), and needs to decide how to do this during this time.
  - Pastoral staff will have a retreat on October 12.

#### Board of Deacons Report (Deacon Jason Lee)

- The Board of Deacons has been spending time reviewing those proposals for meeting on church property which require special approval.
- The driveway paving project and the drainage improvement project behind the church office are complete. The Board also approved the purchase of improved microphones for worship.
- Brother Jay Huang has graciously agreed to serve temporarily as part-time property manager.
- The church added two more Zoom accounts to support Chinese Ministry Sunday School.
- Deacon Jason emphasized the importance of making tech purchases through the IT committee both to help identify a good solution for the requirements and so that they can identify ways to save the church money.
- It is important to continue maintaining backups and documentation to make transfer of knowledge and responsibility easy so that all our IT systems are not dependent on a single person or point of failure.
- A new church entrance sign has been printed and brought and requires installation.
- For more information, please refer to the September Church Council Meeting Minutes.

#### Annual Meeting Planning (Elder Ke-chieh Chu / All)

- Lance Pan is compiling the annual report which is in its final stages of compilation.
- We have received 438 ballots in the mail so far so we have satisfied the quorum requirement.
- The Powerpoint Presentation for the annual meeting has been finalized.
- The links to the Vimeo broadcast and to submit questions have been posted to the Sunday bulletin. The same mechanisms used for the September town hall meeting will be used for the annual meeting. A Zoom meeting will be set up for presenters which will be broadcast over Vimeo. The Vimeo Q&A feature will be used with someone monitoring and copying over questions from the Google Form.

#### Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- Cross Bridge leadership has continued discussing whether and how the job description needs further revision and how to frame expected roles and responsibilities for the position.

#### Church Reopening Task Force Updates (Elder Ruike Wang)

- The church reopening plan has been revised to remove specifics since those are found in the church facilities reopening guidelines.
- Potential options for the next phase (timing TBD):
  - Live-streamed worship (with limited attendance)
  - Indoor fellowship gatherings for those who are interested/willing
- Significant facilities and technology infrastructure work are needed to support reopening activities.
- Priority: How can we improve social connections during this environment of physical distancing? Safety is still most important.
  - Some church members have not gone out for anything in 6 months.
  - We have to rely on people to take the initiative to connect with people, but we can't force or direct them to do so.
  - Church leadership needs to focus on worship - when and how. Given circumstances, we likely won't move forward anytime soon.
    - Massachusetts cases are going up, and widespread vaccine availability won't happen for at least 6-10 months.

#### CBET/CBEAT updates (Elder Jian Zhang)

- CBEAT requirements review
  - Gym: Full-sized basketball court with good ventilation, hardwood floor, water fountains, storage area, bathrooms, locker rooms, etc.
  - Chapel: Raised stage, good acoustics/aesthetics/AC, AV room, stage lighting, lobby area, chairs easily assembled and stored, etc.
  - Fellowship Rooms: Partitions to separate out into different small group spaces, reasonably sound-proof.
- CBET concerns
  - Very difficult to design a building combining gym + chapel + fellowship rooms with the required conditions
  - BMWBC also mentioned that they stopped playing basketball due to the difficulties of setup/takedown for worship in their multi-purpose facility.
- CBET draft proposal
  - Use a cost-effective, pre-engineered steel building for the gym, associated space, and fellowship/office rooms located where the current carriage house and carriage house parking lot currently are.
  - Expand and renovate current chapel and surrounding area for a new Cross Bridge chapel and associated space.
  - Build a connection structure between the steel building and main building.

- The Board of Elders provided feedback regarding the draft proposal, including identifying a space for larger joint Chinese Ministry Sunday School meetings (150-200 people), the need to identify an appropriate space for the children's playground, and the need to ensure that the Cross Bridge worship space can fit at least 350 people.
- Next Steps
  - Present the plan to the Church Building Expansion Advisory Team to see if it fulfills their requirements.
  - Present to the Church Council concurrent with getting a preliminary cost estimate.
  - Present and receiving feedback from the congregation. The vision and goals behind building expansion need to be clearly communicated during this step.

#### CBCGB COVID-19 Partner Support Initiative (Elder Ji-yong Wang)

- The missions committee and social concerns committee have reached out to our partners to ask about their financial needs during the COVID-19 pandemic and economic downturn. The total deficit among our supported missionaries is currently \$53,000 with \$26,446 of immediate need.
- By next month, we should have finalized amounts regarding our partners' financial needs and can make decisions on how we can support them.

#### Minister Juan Chen R1 VISA Extension (Elder Ke-chieh Chu / All)

- Minister Juan is in process of applying for an extension to her R1 visa. The Board of Elders has questions about whether Minister Juan would be able to continue working for the church if the renewal process faces delays.

#### Possible Ways to Support Pastoral Staff Pursuing Advance Study (All)

- Motivation: Allow CBCGB to be an environment for continuous learning and ministry growth.
  - Some of our pastoral staff have interest in continuing education and/or to pursue further training/degrees.
  - Most corporations have partial or full support for employee continuing education programs with certain responsibilities.
  - There are also local laity and local pastor discounts at Gordon-Conwell Theological Seminary.
- Possibilities:
  - Modify the Personnel and Benefit policy.
  - Modify the seminarian scholarship policy to include pastoral staff.
    - This may cause a conflict of interest since the pastoral staff currently approves those who receive this scholarship.
  - Leverage the recently established memorial fund which supports Christian education.
    - This fund is still in the beginning process of establishing its policies and procedures and likely won't solve the larger problem right now.

- We will do a survey of other churches and see if we can find something that also aligns with our church culture to create a plan that can grow with our church.

(12:47p) Elder Chris Cheng closed in prayer