

**A. In Attendance:**

- a. **Board of Elders (“BoE”)**: Bryan Che, Yuguang He (BoE Chairman), David Ho, Timothy Lu, Loren Shih
- b. **Board of Deacons (“BoD”)**: Bow-nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Haiguo Wu (Head Deacon), Jian Zhang, Tuanfeng Zhang, Shanchuan Zhao
- c. **Pastoral Staff**: Pastor Steven Bowman, Minister Stanley Chang, Pastor Steve Chang, Pastor David Eng (Acting Senior Pastor), Pastor Juta Pan, Minister Yuegang Zhang
- d. **Absent:**
  - i. **Deacons**: Ji-yong Wang (Treasurer), Jimin Xiong
  - ii. **Pastors**: Senior Pastor Caleb Chang (Sabbatical), Pastor Jennifer Lin

**B. Location:** 151 building main meeting room**C. Meeting Agenda & Minutes**

- a. Prior to the start of the meeting, Elder Yuguang announced that the church is back to normal. A temporary septic pump has been installed and the church has been sanitized.
- b. Meeting started at 9:13 am. Pastor David opened in prayer.
- c. Pastoral staff reports
  - i. Church-wide Activities
    1. Pastor Tim will begin serving as Cross Bridge pastor on July 9.
    2. Pastor Jen begins her sabbatical on July 1.
    3. The 133rd baptismal ceremony was held on May 21. 38 were baptised (21 from Chinese Ministry, 15 from Youth, and 2 from Cross Bridge)
    4. Six students from our church graduated from Gordon Conwell Theological Seminary on May 13 (5 M.Div, 1 Th.M).
  - ii. Lexington Chinese ministry
    1. Caring Ministry
      - a. Eight Stephen Ministry candidates will be commissioned during the August 27 Chinese Ministry worship service.
      - b. The 36th Marriage Enrichment Retreat was held April 28-30 in Bedford, NH. Seventeen couples attended, and 11 of the 13 seekers who attended accepted Christ.
      - c. Vocational Ministries workshop will be held June 21-22 with guest speaker Roger Kung.
      - d. Spiritual Formation Seminar will be held June 10-11 with speaker Rev. James Hwang.
      - e. The 25st issue of the Pulse magazine will be published by the end of June.
      - f. 2017 Summer Adult Sunday School will occur June 4-August 27 with seven classes held in total.
    2. Fellowship Ministry
      - a. Small group leadership training finished on June 11 with 13 trainees who will organize small groups in Lexington, Belmont and Newton.
      - b. Inductive Bible Study Training has started during one of the Chinese Ministry adult Sunday school classes.

- c. Retreat was a success with about 300 Chinese Ministry adults attending. They were organized in 28 groups with trained leaders. Fellowships served during the retreat with 4 workshops.
- iii. Lexington Children's ministry
  1. There is a great need for co-workers in general, particularly with Summer Mustard Seed and Philly ministries.
  2. There is also need for a core leader for Sunday School & Philly.
  3. Preparations are ongoing for Vacation Bible School. There are enough co-workers but less children have registered so far in comparison with previous years.
  4. Children's Ministry Training (Classroom Management) has been rescheduled to July 2, 12:30pm - 2:30pm in the Junior Chapel. Pizza lunch will be provided for attendees.
  5. Pastor Bowman will go on a short term missions trip to the Philippines with PEER Servants on August 11-20. Church members' prayers are coveted.
- iv. Lexington Youth Ministry
  1. May Retreat
    - a. Pastor Isaac Pyo came to speak on what it means to live by Scripture alone, by faith alone, through grace alone, in Christ alone, and for the glory of God alone
    - b. Many faithful counselors served our youth, and the NYC team served the children's ministry.
  2. Ice cream outreach event went well in April - some newcomers attended Friday night youth afterwards.
  3. The students planned an appreciation night to honor the counselors on June 9.
  4. Missions teams are hard at work preparing for their trips.
  5. The youth ministry is rethinking its vision to refocus and give better direction to the ministry.
  6. 15 youth were baptized in May.
  7. Upcoming
    - a. Summer mission trips (Lynn, NYC, Hopi)
      - i. Tim Harro from Cross Bridge is leading the Lynn team.
      - ii. Minister Stan is leading the NYC team.
      - iii. Elder Terry Yang is leading the Hopi team.
    - b. Pastor Jen's sabbatical (July-December)
    - c. Youth Fall Kickoff on September 9.
- v. Cross Bridge
  1. Cross Bridge is currently preaching through a series on the Sermon on the Mount. Dr. Arthurs' last Sunday will be June 25. The church will give him an appreciation card and gift for his service to us this past year.
  2. "Life-on-Life" Discipleship Movement is moving forward. The ignition group met for 12 sessions and has completed. The team plans to start two men's Life-on-Life groups, and one or two women's groups in September and is currently in process of asking potential members to join.
    - a. Life-on-Life is a ministry that began at Perimeter Church in Atlanta. Their model is one of high commitment small groups who share their lives transparently with one another for 1-3 years. The groups are formed by invitation.
  3. A Cross Bridge picnic to welcome Pastor Tim and family will be held on July 22.
  4. A team of 7 will be sent to Uganda this summer to serve with Child Voice International.
  5. Charis held a retreat on May 5-7 with speaker Paul Epp from Ithaca Chinese Church. The retreat was well attended.

6. Charis and ICF are combining over the summer to promote better cross-demographic relationships.
- vi. City outreach ministry (COM)
    1. Nine people from COM were baptized on Easter Sunday (April 16)
    2. Around forty members graduated or left in May. The ministry is moving into its summer “hibernation” period and preparing for the new school year.
    3. The annual transition process for the leadership and co-worker teams of four fellowship groups went smoothly.
    4. A short term mission team will be sent to Lewiston, ME in August to serve Somali refugees with around 15 team members.
- d. Board of Deacons update (Deacon Haiguo)
    - i. Technology updates
      1. A new thermostat to replace the faulty one outside of the nursery has been purchased but not yet installed.
      2. While Deacon Jason is away in Asia for the summer, Jon Tang from Cross Bridge will coordinate IT issues for the church.
      3. The Chapel audio/visual project has been discussed further outside of Chinese Ministry but its completion will wait until Deacon Jason comes back in the fall.
      4. The parking ministry’s walkie talkies had been having trouble. The working ones have been identified and fixed by buying new batteries.
      5. Church-wide wifi-network issues have been addressed through a complete network revamp.
        - a. The network address space has been enlarged from 500 to 8000, so the WiFi network should now be able to handle larger usage.
        - b. Some of the access points have been upgraded to faster hardware.
        - c. CBCGB\_Guest is for guests and has capped bandwidth speeds.
          - i. If the network has any problems, the Guest network will be shut down.
        - d. CBCGB\_Staff is for church staff, church council, and children’s check-in computers. The password will not be given out. Please see the IT ministry if access is required.
        - e. CBCGB is for church devices (such as the thermostats).
    - ii. Stewardship Update
      1. Property Projects
        - a. Upper level parking access road lights have been installed.
        - b. New chapel HVAC project was completed six months ago, but the air conditioning system operation has now been tested and verified.
        - c. A walkway from the upper level parking to 151 is now complete. Lighting for the path will be installed as soon as possible.
        - d. A wooden stairway from the upper level parking to the main building will be installed soon and funded by the Church Building Expansion project.
        - e. The first floor pickup and dropoff entrance has been deteriorating due to lack of a gutter. The Board of Deacons is in process of investigating and choosing from a different options for a gutter system and awning to improve entrance usability and to satisfy town inspectors.
        - f. The Board of Deacons is proposing to pave and widen the upper level parking lot access road.
      2. Property Maintenance
        - a. The stairway to the carriage house has been fixed.

- b. A temporary sewage pump has been installed. For the short term, a second temporary pump will be installed. Long term, the church is exploring connecting the church to the town sewer.
- e. Board of Elders update (Elder Yuguang)
  - i. The church council will seek to approve the church's mission statement today.
  - ii. A policy regarding how the church takes political stances will be reviewed.
  - iii. Church pastoral staff performance review process and conflict resolution process will also be reviewed.
  - iv. The Social Concern Ministry was reviewed during the June meeting. The Social Concern Ministry was asked to modify their charter for the following year to remove the requirement for the reserve fund and to use the existing reserve fund to initiate new ministries for mobilizing the church.
  - v. The Board of Elders is in process of identifying elder candidates for 2018.
  - vi. The elders hope to streamline church-wide discipleship training programs after the approval of the church's mission statement.
  - vii. Pastor Caleb is planning to retire from the CBCGB Senior Pastor position at the end of next calendar year. The Senior Pastor Search process is ongoing. A draft for the job description has been written.
  - viii. For more information, please refer to the June 2017 Board of Elders meeting minutes.
- f. Quarterly Financial Report (Elder Yuguang for Deacon Ji-yong)

- i. May financials:

Funds	Offering (May)	Expense (May)	Total (May)	Cumulative Balance
General	\$135,212.78	\$229,301.83	(\$94,089.05)	\$392,659.00
Mission	\$13,257.00	\$30,861.00	(\$17,604.00)	\$55,430.81
Capital	\$275.60	\$60,828.40	(\$60,552.80)	\$151,756.99
CBE	\$550.00	-	\$550.00	\$330,487.19
SCM	\$930.00	\$3,170.42	(\$2,240.42)	\$53,205.64
Benevolence	-	-	-	\$27,800.14
MS Building Fund	\$850.00	-	\$850.00	\$9,640.84

- ii. Up to May 31, our total expense is at 77.5%, and our total offering is at 98.8% of the total annual budget (fiscal year ending June 30). The target percentage is 91.7% (11 months of a year).
- iii. \$59,529 of the May general fund monthly deficit was due to yet-to-be collected fees from the Marriage Enrichment Retreat, Memorial Day Retreat, English Ministry, and Vacation Bible School.
- iv. The FY 2018 (July 2017-June 2018) General Fund Budget Review has been completed and will be voted on later this meeting.

- v. Sister Jessie Chen has retired from the finance committee and brother John Cintolo will retire in June. Brother Jian Zhang may join the committee together with a candidate from Cross Bridge.
- g. Church policy discussion (Elder Loren)
  - i. A new pastoral reference check form used during pastoral searches is being created because of feedback given by references regarding the negative tone of the existing form. Please consult with Elder Loren if references are required to ensure usage of the correct form.
  - ii. While the Board of Elders can approve these policies independently, they would like the church council to vote to attain greater church ownership.
  - iii. Conflict Resolution Process
    - 1. A conflict resolution process policy has been created based on Biblical principles.
      - a. Resolution regarding misconduct or sin are to follow Matthew 18. As leaders, we need to encourage church members to directly communicate with offenders without gossip before escalating to church leadership.
      - b. Performance concerns are not the same thing as misconduct or sin and therefore are not an issue that Matthew 18 or the Bible directly addresses. The policy draws from best-practice guidelines for resolving such conflicts in the absence of Biblical principle.
        - i. It was mentioned that the document could contain more specific guidelines regarding how ministry leaders should address performance-related concerns and enable reconciliation.
        - ii. It was also noted that a fundamental principle for the policy is love between brothers and sisters.
    - 2. **Elder Yuguang motioned to approve the Conflict Resolution Policy. Deacon Jason seconded. The motion passed unanimously.**
    - 3. The approved conflict resolution policy can be found [here](#).
  - iv. Pastoral Staff Review Process (Elder Loren)
    - 1. The pastoral staff review process has been revised to achieve the following goals:
      - a. To enable feedback from church members to be handled and communicated carefully and appropriately.
      - b. To prevent pastors from being surprised by any feedback that they receive during the annual review.
      - c. To enable pastors to be given feedback holistically from their entire ministry over the entire year.
      - d. To enable pastors to receive broader feedback beyond that from just one elder.
    - 2. It was asked if the church should have a more formal policy for reviewing the performance and renewing the contracts of church office staff. The general principles from this pastoral staff review process should also apply to the office staff.
    - 3. **Elder Yuguang motioned to approve the proposed Pastoral Staff Review Process Policy amendments. Elder David seconded. The motion passed unanimously.**
    - 4. The approved pastoral staff review policy will be published once the amendments have been incorporated into a policy.
  - v. Stance on Political Issues Policy (Elder Loren)
    - 1. In light of the recent political climate, the Board of Elders wanted to create guidelines for how the church engages with political issues.
    - 2. The policy is based on clear Biblical guidance in Romans 13:1, Mark 12:17, and 1 Peter 2:13 and the surrounding Biblical and cultural context. The goal of the policy is to make clear the criteria for when and why the church takes a stance on political issues.
    - 3. Any political stance that the church may take will first need to be approved by the Board

of Elders. The church may not take a stance on certain political issues, but individual church members can still do so as long as it is not in an official church context.

**4. Elder Yuguang motioned to approve the Stance on Political Issues Policy. Deacon Bow-nan seconded. The motion passed unanimously.**

5. The approved political stance policy can be found [here](#).

h. Mission Statement Approval (Elder Bryan)

- i. The proposed church mission statement was presented to the congregation during the April church information meeting. There was no significant feedback from the church regarding concerns or amendments.
- ii. **Elder Yuguang motioned to approve the church mission statement: “We are a church in Greater Boston that brings people across all cultures together in Christ to inspire, disciple, and send them to be global disciple-makers.” Deacon Jason seconded. The motion passed unanimously.**

i. Surplus Allocation Proposal Approval (Deacon Haiguo)

- i. The surplus this year is due to a number of circumstances:
  1. A large rebate from previous electricity expenses
  2. Money that was budgeted but not spent on pastoral staff salary and benefits due to lack of a lead Cross Bridge pastor and youth pastor for some or most of the year
- ii. The general fund surplus is currently disbursed based on the following priorities as per previous church council votes:
  1. Metro-South: \$50,000
  2. Replenish the General Reserve Fund up to 25% of the previous year’s expenses: estimated to be \$0
  3. Replenish the capital fund (capped at \$500,000): estimated to be around \$350,000
  4. Church Council to decide what to do with the remainder of the surplus: estimated to be \$50,000-\$100,000
- iii. The church council cannot vote on this until the actual numbers are finalized at the end of the fiscal year, but a proposal for how to disburse the funds in step 4 above is:
  1. Allocate funds for Metro-south:
    - a. If the amount in step 4 above is between \$50,000 and \$100,000, allocate \$50,000 to Metro-South. This is the most likely scenario.
    - b. If the amount in step 4 above is greater than \$100,000, allocate \$100,000 to Metro-South.
    - c. This additional allocation is not intended to increase the amount that our church is giving to Metro-South; rather it is giving Metro-South money that we had already previously committed to them in future years at an earlier date.
      - i. In September 2016, the church council had voted to commit \$150,000 at a rate of \$50,000 per year at the end of FY 2017-19. This allocation would be part of that \$150,000.
  2. The remainder of the surplus is to be disbursed to the Church Building Expansion fund, Missions Fund, Social Concerns Ministry fund, Metro-west support, and/or refugee support. It was noted that refugee support could be done through the Social Concerns Ministry fund.

j. FY 2017 Budget Amendment Approvals

- i. **Deacon Chris motioned to increase the FY17 Bible Quizzing budget (Acct 52052) by \$28.90 from \$1,000.00 to \$1,028.90. Deacon Jason seconded. The motion passed unanimously.**
- ii. **Elder Yuguang motioned to increase the FY17 College/ICF Retreat budget (Acct 56210) by \$355.00 from \$2500.00 to \$2855.00. Deacon Haiguo seconded. The motion passed**

