

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), Jason Lee, Zongkui (Joe) Ma, Charlene Tsang, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jimin Xiong, Jian Zhang, Tuanfeng Zhang
- c. **Pastoral Staff**: Pastor Steven Bowman, Senior Pastor Caleb Chang, Pastor Steve Chang, Pastor David Eng
- d. **Invitees**:
 - i. **Incoming BoE members**: Chaw-bing Chang, Ke-chieh Chu
 - ii. **Incoming BoD members**: Yanhua Yan, Berhan Yeh, Ling Zhang
- e. **Absentees**:
 - i. **Deacons**: Paul Huang, Jianglin Liang
 - ii. **Pastors**: Minister Stanley Chang, Pastor Timothy Conkling, Pastor Jennifer Lin (Sabbatical), Pastor Juta Pan, Minister Yuegang Zhang

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

- a. Meeting started at 9:06 am. Pastor Caleb opened in prayer.
- b. Reports from the pastoral staff (Pastoral staff)
 - i. Church-wide activities highlights
 - 1. There are three joint services for the next quarter on: 12/24 (Christmas Eve), 12/31 (New Year’s Eve), and 1/7. The 12/24 and 12/31 services will be followed by a separate Cross Bridge service, but not 1/7.
 - a. There will be children’s programs for session 1 on 12/24. The cross bridge service will be a family service where children are encouraged to attend
 - 2. Chinese Ministry will hold a first night prayer meeting on 12/31. All from the entire church are welcome to attend.
 - 3. A draft of the 2018 church calendar has been completed by the pastors. The church council is requested to finalize it.
 - 4. The 2018 ministry matrix is also being edited and finalized by church council.
 - 5. The pastors seek not to exceed one major activity per month.
 - 6. Pastoral reviews occur for all major activities and are reported to the Board of Elders and Board of Deacons.
 - 7. In-house activities take priority and are subject to the coordination of the pastors to keep all church activities in alignment. Activities introduced from or by external organizations need to be approved and/or examined by pastors before being scheduled.
 - 8. The end may not justify the means: unity must be built on thorough communication consistently with respect and honesty. Church council members and church leaders must model spiritual discipline to all.
 - ii. Lexington Chinese Ministry
 - 1. Kelly Hsu will be serving as the new music coordinator. WeiHsin Chau will be serving as the new head greeter. The church is encouraged by the willingness of lay leaders.
 - 2. The Fall Mandarin Gospel Meeting was held on September 29 to October 1.
 - 3. Fellowship groups held Thanksgiving dinner gatherings and reached out to seekers.

4. Evangelism Explosion training is complete with six new trainees.
 5. 30+ co-workers are actively serving with Stephen Ministries. The ministry is looking to recruit more Stephen Ministers.
 6. 13 people are planned to be baptized on 12/17 at the 135th baptism. 11 of them are from Chinese Ministry.
 7. Seven Marriage Enrichment Retreat events have been held in the New England area this year. More than eighty couples have been ministered to by this ministry.
 - a. There is a plan to hold an exciting event for all Marriage Enrichment Retreat attendees in late August next year.
 8. Funeral Ministry: 13 services have been held this year, including a large gathering on November 18.
- iii. City Outreach Ministry (COM)
1. The COM fall retreat was held on September 29 to October 1 at Singing Hills, NH. 158 Adults and 18 children attended with around 15 people who accepted Christ.
 2. Four new Christians were baptized at COM during the fall baptism on November 19.
 3. COM will hold their typical worship service on Christmas Eve (Sunday) at 1:00pm. They will also hold a Christmas Eve outreach service at 8:30pm that night.
 4. COM is in process of seeking to hire a second minister or assistant pastor upon review and approval by COM co-workers, pastoral staff, and the Board of Elders. Starting this year, the Board of Elders seeks the approval of the pastoral staff, because the pastoral staff must work as a team.
- iv. Lexington Children's ministry
1. Children's Ministry training on November 19 was attended by 42 people and was well received. The next training will be in the January/February 2018 timeframe.
 2. The ministry is working on establishing a Children's Ministry Vision.
 3. By God's grace, all core leader positions have been filled and all programs are running smoothly.
 4. Pastor Bowman will attend a pastor's conference in March 2018.
 5. Pastor Bowman will lead a Short-Term Missions team to Philippines during Summer 2018 after having gone to the Philippines this past summer with PEER Servants.
- v. Lexington youth ministry
1. The youth are following the Follow Me video curriculum for the fall.
 2. Passion Night was held on November 24 in partnership with Boston Metro-West Bible Church.
 3. Youth parent noodle night was held on October 13.
 4. Planning is underway for the youth winter retreats.
 - a. Registration opens tomorrow (December 10) at <http://wr.cbcbg.org>.
 5. Pastor Jen will return from sabbatical next month.
 6. Upcoming semester events
 - a. Winter retreats during February 2018
 - b. Return of parent meetings and Junior Worship on Sundays
 - c. Outreach focused event in April
- vi. Lexington Cross Bridge
1. The annual Cross Bridge retreat was held on September 29 to October 1. Professor Tom Pfizenmaier from Gordon-Conwell Theological Seminary spoke on spiritual formation. Over 100 people attended which was a remarkably high number. number!
 2. Four Life-on-Life Missional Disciple groups are going well.
 3. Several people in the congregation are experiencing revival and are reaching out to the

- hurting and broken in our midst.
4. Mark and Tina Liu are being trained to start a new small group for those who want to help people change.
 5. The Dynamics of Spiritual Life Sunday school class will complete this month with more than 20 in regular attendance. The class will continue in the spring with a focus on Experiencing God from the Old Testament.
 6. Cross Bridge Leaders core held a planning retreat on held on November 4 to review the ministry status and to discuss new focus/foci after the just-completed five-year vocational focus.
 7. The monthly Cross Bridge prayer meetings were restarted this December. They will be held on the first Sunday of the month from 6:00-8:00pm at Pastor Tim's house.
 8. Cross Bridge held a Thanksgiving potluck lunch on Thanksgiving Day with about 70 people in attendance.
- c. Elder Yuguang welcomed all incoming church council members (new elders and deacons) and thanked those deacons and elders who are stepping down. Incoming deacons and elders introduced themselves to the team.
- i. New deacons are Yanhua Yan, Berhan Yeh, and Ling Zhang.
 - ii. New elders are Chaw-bing Chang and Ke-chieh Chu.
 - iii. Departing elders are Bryan Che and David Ho.
 - iv. Departing deacons are Chris Cheng, Haiguo Wu, and Jimin Xiong.
- d. Report from the Board of Deacons (Deacon Haiguo)
- i. Technology Updates
 1. The church has moved its internet service to Verizon FiOS, but is still using RCN for phone service.
 2. The current sixty-month copier lease for three church copiers was evaluated. We have just passed the fortieth month and have been allowed the opportunity to upgrade and resign a new lease if desired. The church has decided not to renew at this time.
 3. The WiFi thermostat outside of Nursery has been replaced with the hope of less disconnections. If effective, more models of this thermostat will be added in the future.
 - a. Deacon Jian hopes that the thermostats in B01 and B02 can be changed to WiFi thermostats so that they can be monitored and controlled remotely.
 4. The main sanctuary projector was losing signal. Investigations could not identify the root cause, but since investigation, the problem has not recurred.
 5. The company that installed our phone system was engaged to create a new extension for Christine (x152). The phone directory has also been re-recorded (in English so far).
 6. Cross Bridge is now printing their bulletins in color. The technology committee is exploring the process for opening up color printing to other ministries and the means to charge those ministries. Ministries looking to print color may need to increase their printing budgets. The process will be announced when ready.
 7. Deacon Jason wishes to remind everyone that all technology and audio/visual purchase requests need to go to itdeacon@cbcgb.org before purchase (and not just at reimbursement request) even if the money is coming from your own budget so that technology capital can be effectively coordinated across the whole church.
 - ii. Stewardship Update
 1. Property projects
 - a. A new church van has been purchased for the purpose of bringing students from the north shore (e.g. Gordon College and Gordon-Conwell Theological Seminary) to the church on Sundays.

- b. A handrail made of steel pipe has been added to the stairway from the upper level parking, because the regular wooden handrail was too wide for children to grasp. Also, one last additional step has been added at the bottom to make walking safer. The upper parking lot will be open this winter after the building of the stairway and paving of the access road.
 - i. The church is also planning to connect the stairwell from the upper parking lot to the other side of the church for those wishing to access the church office or carriage house.
 - c. Railings have been added to the church office front step on request of the church's insurance company and to satisfy building codes.
 - d. A heavy duty 2 horsepower septic pump has been installed which will eliminate the warnings that were constant on Fridays and Sundays with the original temporary pumps, which were each 0.5 horsepower.
 - e. The proposed connection from the main building to the public sewage system has been approved by the Town of Lexington.
 - f. The walkway from the upper level parking to the 151 building has been paved.
 - g. Parking lighting:
 - i. New lights are planned to be installed along the edge of the upper level parking lot on the side facing the church building.
 - ii. Of the four solar-powered lights installed in the upper level parking lot, two have already failed. These lights will be replaced with wired LED lights.
 - iii. Lighting will also be installed along the walkway from the upper level parking to the 151 building.
 - iv. The trenches for installing the electric cabling for the aforementioned lights have been dug.
 - v. The existing solar powered lights (including those replaced by warranty) will be used elsewhere at a lower height (so that they are more accessible).
 - h. The process for building an awning over the first floor pickup/drop-off entrance is during the permitting process. The initial awning will cover the steps; covering the handicap ramp will be considered at a later time.
2. Property maintenance
- a. Potholes have been repaired.
 - b. Signs have been created to help direct people to different parts of the church.
 - c. The wooden walkway from the main church building to the church office will be repaired on request of the church's insurance company.
3. Property management
- a. Fire alarm, fire extinguisher and sprinkler inspections were added for the 151 building.
 - b. Fire extinguisher inspection was added for the Carriage House and other church buildings.
 - c. Damaged soap and paper towel dispensers have been replaced.
 - d. Room 144 has been emptied for finance committee use.
 - e. The annual sprinkler inspection is complete.
 - f. Preparations are underway for the Town of Lexington annual inspection.
 - g. Preparations have begun for the state annual elevator inspection.
 - h. Maintenance for the children's playground was done.

- i. The church kitchen and pantry were cleaned up to address a problem with mice. Pest control services were engaged for the main building, church office, and carriage house.
 - j. The church met with Boston Properties to discuss parking related issues.
- e. Report from the Board of Elders (Elder Yuguang)
 - i. The Board of Elders approved a proposal to integrate vocational ministry under spiritual formation starting in 2018.
 - ii. A more flexible policy for pastoral staff that enables them to specify work supporting daughter churches as “church assignment” has been approved.
 - iii. The Office Staff Review Process Policy has been approved.
 - iv. The board discussed pastoral staff office hours to ensure that someone from the pastoral staff is on campus during regular office hours with follow-up in place.
 - v. An informal review of Cross Bridge ministry with Pastor Tim was held.
 - vi. Jianglin Liang was approved as a deacon starting immediately, assuming former deacon Jessica Chang’s term.
 - vii. Pastor Sandy Liu was approved as the missions committee chair.
 - viii. Pastoral annual reviews were conducted.
 - ix. A transition plan for the senior pastor has been drafted. It will be further reviewed and the implemented.
 - x. The Senior Pastor Search Committee finalized the job description. The Human Resources Committee has posted it on the church website and at other venues.
 - xi. Upcoming action items
 - 1. The church facility usage policy will be reviewed.
 - 2. The missions committee chair transition plan will be reviewed.
 - 3. The procedure for handling and directing how healthcare insurance plan decisions are made for church staff will reviewed.
 - 4. The 2018 Board of Elders chair will be elected shortly after this meeting. Other elders will also be designated to their ministry assignments.
 - 5. 2018 ministry planning
 - 6. Metro-north church planting direction: Chinese Bible Church of Greater Lowell has been discussing planting a church in the greater Andover area in partnership with our church.
 - a. Please be praying for Chinese Bible Church of Greater Lowell as they may be down to two or three pastors once Pastor Peter Wu leaves in April.
 - b. There is also potential need for planting a church or helping to revive churches in Quincy.
- f. 2018 calendar review/approval (Deacon Chris)
 - i. A draft of the church calendar had been circulated among the church council three days ago.
 - ii. Besides what was circulated in the draft, an additional Chinese Ministry Revival Conference will be added on June 29-July 1, 2018.
 - iii. A note will also be in the calendar regarding whether there will be Cross Bridge services after joint services.
 - 1. There are only three joint services after which there is no Cross Bridge service:
 - a. The first Sunday when new church leadership is installed.
 - b. The Father’s Day service when short term missions teams are commissioned.
 - c. The October annual meeting service.
 - 2. The other three joint services are followed by a Cross Bridge service.
 - a. Easter
 - b. Mother’s Day

c. Christmas

- iv. Other potential events that should be considered for the church calendar are an April 14 outreach concert and a December Christmas cantata. Those events should be raised formally with the pastoral staff. Upon their approval, an amendment to the church calendar will be introduced to the church council at a later date.
 - v. Pastor Caleb also requested obtaining approval from pastoral staff and ministry leads before pop-up events, including impromptu sharings at Chinese Ministry prayer meetings. In particular, Friday nights and Sunday mornings have to be protected for regular church ministry.
 - vi. It was also encouraged that all review the church calendar ahead of time. Perhaps a deadline can be established for amendments or a pre-meeting established to review the calendar prior to the church council meeting.
 - vii. **Elder Yuguang motioned to approve the 2018 church calendar. Deacon Tuanfeng seconded. The motion passed unanimously.**
 - viii. Deacon Chris also requested co-workers to complete review of the 2018 ministry matrix. Deacon Haiguo will help with translation.
- g. Quarterly Financial Report (Deacon Ji-yong)
- i. November financials:

Funds	Offering (Nov)	Expense (Nov)	Total (Nov)	Cumulative Balance
General	\$144,242	\$138,617	\$5,625	\$86,453
Mission	\$29,131	\$37,732	(\$8,602)	\$10,881
Capital	\$282	\$12,278	(\$11,996)	\$436,426
CBE Fund	\$2,330	\$311	\$2,019	\$324,836
SCM	\$16,585	\$5,437	\$11,148	\$63,110
Benevolence	\$300	-	\$300	\$19,000
MS Building Fund	\$500	-	\$500	\$5,400

- ii. Up to November 30, our total expense is at 33.6%, and our total offering is at 38.4% of the total annual budget (fiscal year ending June 30). The target percentage is 41.7% (5 months of a year).
 - iii. It was noted that apart from the Capital Fund and General Reserve Fund, all other funds are sourced from designations in congregation members' offering. Church members should be notified of the various options regarding how they can designate their offering.
 - iv. The church's health insurance plan renewal for church staff usually occurs without any issues, but this year, there was a substantial increase in insurance premiums. The Board of Deacons selected a plan that represents a 12.19% increase in premiums and increases in co-pays after deductible for certain medical services. The Board of Deacons is committed to seek improvements in health insurance coverage.
- h. Proposal of FY17 surplus allocation (Pastor David, Deacon Haiguo, Elder Yuguang)

- i. After required disbursements to the capital fund, general reserve fund, and Metro-south, the previous fiscal year still had \$14,984.72 remaining in the general fund surplus. As the church has discussed how to allocate that money, we have received some requests from sister churches.
 - ii. The Board of Deacons has proposed giving the money to Metro-south for their building project. Previously, the church was not able to give to Metro-south a single large amount for their building project (which would have been more beneficial for their schedule). Instead, the church committed to give Metro-south a gift spread across three years. Metro-south may have greater need for the building efforts. Giving a greater amount upfront would give Metro-south more flexibility in their project.
 - iii. The pastoral staff has proposed giving the money to the missions fund and social concerns fund and to entrust them as the church's outreach bodies to use the money as a means to bless others.
 - iv. **Deacon Chris motioned to give \$14,984.72 from the FY17 general fund surplus and \$15.28 from the Metro-south building fund to Chinese Church of Boston Metro-south as part of the previous \$150,000 commitment the church previous made. Deacon Jian seconded. The motion passed.**
 - v. In keeping with the spirit of the pastoral staff proposal, the missions and social concerns committees were encouraged to consider how they would spend money if additional funds were made available to them from the general fund.
 - vi. It was also noted that the church council should establish formal processes for how to handle such a situation in the future.
- i. Elder Bryan closed in prayer and Elder Yuguang adjourned the meeting at 12:41 pm.