

A. In Attendance:

- a. **Board of Elders ("BoE"):** Yuguang He (BoE Chairman), Timothy Lu, Loren Shih, Ke-Chieh Chu
- b. **Board of Deacons ("BoD"):** Bow-Nan Cheng (Secretary), Paul Huang, Jason Lee, Charlene Tsang, Ji-yong Wang (Head Deacon), YanHua Yan, Jianglin Jiang, Jian Zhang (Treasurer), Ling Zhang, Tuanfeng Zhang
- c. **Pastoral Staff:** Senior Pastor Caleb Chang, Pastor Juta Pan, Pastor Jennifer Lin, Pastor David Eng, Pastor Steven Bowman, Pastor Yuegang Zhang
- d. **Absentees:**
 - i. **Elders:** Chaw-Bin Chang
 - ii. **Pastors:** Pastor Steve Chang, Minister Stan Chang
 - iii. **Deacons:** Zongkui (Joe) Ma

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

- a. Meeting started at 9:08 am. Elder Yuguang opened in prayer.
- b. Reports from the pastoral staff (Pastoral staff)
 - i. Church-wide activities highlights
 1. Pastor Pan is back from sabbatical! Senior Pastor transition process has started
 2. Pastor Caleb's last sermon at CBCGB will be on 11/25
 3. Vision: Speed up Discipleship Training → Be a home base for overseas missions, especially those persecuted
 4. Discipleship training is key
 5. Pray for Pastoral Search for CB, YM, COM positions
 6. STM teams are all back safely and fruitfully
 - ii. Lexington Chinese Ministry
 1. Stephen Ministries (SM):
 - a. 39 SM, including 7 just trained and commissioned in 2018
 - b. 2 SM Leaders: Joseph Shan and Waan-Jen Huang recently joined
 - c. Marriage Enrichment Retreat (MER) - 135+ brothers joined the Men's gathering and 190+ sisters the Women's gathering
 2. CM Fellowships
 - a. Fellowships had a lot of outreach activities during summer
 - b. Many fellowships got new coordinators recently
 - c. Inductive Bible Study training finished and Bible study materials on fellowship ministry web page
 - d. Overseas Campus Ministry has produced 3 videos based on fellowship/small group leadership training: <http://ocochohome.info>
 - iii. City Outreach Ministry (COM)
 1. Summer "hibernation" season: 50+ students and young professionals graduated or leaving for internships, etc. Need to prepare for the start of the new school year
 2. Summer Time
 - a. Maine STM: Serving Somali immigrants
 - b. Annual coworkers retreat on 8/18 - around 50 members attended
 - c. New meeting location for Malden fellowship since May: First Baptist Church of

Malden

3. Formed search committee for COM lead pastor/minister
 4. Interim COM minister for 1 year: Hsiao-Dun Chang
 5. Visa application for Juan Chen is in progress
 6. Since December, Elder Chang, Minister Chang, Minister Chen will share pastoral ministry of COM before we have new lead pastor/minister of COM
- iv. Lexington Children's ministry
1. Successful Summer, Friday Night, VBS, etc.
 2. Fall 2018 Fully Staffed for Sept - Nov (60+ Coworkers!)
 3. Researching new Children's check-in system (safer, more efficient, but higher cost)
 4. Preparing for Fall Harvest Celebration on Wed Oct 31 - 6pm-8pm
 5. Making final preparations for ½ Sabbatical Jan-Mar 2019
 6. Stephanie Huang stepped down as Mustard Seed Core Leader after 8 years
- v. Lexington Youth Ministry
1. Missions > Servant Team (formerly Student Leaders) training > Counselor Meeting > Kick-off > Parent Meeting > Freshman initiation
 2. ALIVE Kick-off on Sept 7 - Theme for this year is COMMUNITY
 - a. Change: instead of doing inductive/expository Bible study during SG, will have "Life Groups" → Learning to intersect Truth of scripture with Life experiences
 - b. Held parents meeting on Sun 9/9
 - c. Youth Pastor Search Committee is being formed: Terry Yang, John Lo, Lois Koh, Nate Lowe, Jen Lin
- vi. Lexington Cross Bridge
1. Dr. Jeff Arthurs began part-time interim CB pastor on 9/9 → Welcome cake reception for him and his wife
 - a. Will be working 15-20 hrs/week
 - b. Office hours (not at church) are 9am-11am W/F
 2. Michael Xu joined staff as part-time CB worship coordinator and part-time CB/Youth/Children's admin (will take over for Christine when she leaves in Oct)
 3. CB preaching through 1 Thessalonians in the fall (Handbook for Believers)
 4. Fall adult SS class will be on "Christian History Made Easy"
 5. Successful CB picnic held at Arsenal Park on 9/8
 6. Annual CB retreat on 9/28-30 - Greg Hsu, Regional IV directory will be speaker
 7. Charis/ICF had kickoff on Friday 9/7
 8. Life-on-Life groups are resuming for 2nd year → formed 2 new groups and added 7 new members
 9. David and Milly had fruitful Asia STM trip → Pray for security issues there
- c. Report from the Board of Deacons (Deacon Ji-yong)
- i. Stewardship Updates
1. Property projects
 - a. Completed concrete refacing/repair: \$11,000. Areas include:
 - i. Front pickup area entrance, steps, ramps
 - ii. Building 151 ramp handrail fastening area
 - iii. Sidewalk near playground
 - b. Completed parking lots/driveway repair: \$5,900 for 1,532 sq ft
 - i. 14 areas patched
 - ii. 1 Pothole fixed
 - iii. Driveway repair and spot re-pavement

- iv. Driveway cracks to be sealed
 - c. Completed carriage house parking lot spot re-pavement: \$3,400 for 1,157 sq ft
 - d. Completed installation of basketball hoop in parking lot: Funds donated by employees at neighboring company
 - e. Replace room 220 carpet with tiles
 - f. Projects in pipeline
 - i. Lower parking lot crush-n-run
 - ii. Building 151 patio in progress as an Eagle Scout Project (to be completed in October)
 - 1. 2 picnic tables with attached benches and 2 additional benches
 - 2. Pastor David request that the tables/benches not be fixed, but movable
 - iii. Replace carpet at lobby and hallway
 - iv. Fix ground water leakage problem in room #123
 - v. Replace overhead power cables in drop-off area
 - vi. Build walkway to Stride Rite parking lot
 - vii. Install remote control lights for parking lot (for winter snow shoveling)
 - g. Elder Yuguang brought up another area (main entrance, concrete on 2nd floor parking lot) that needs to be addressed
2. Property Maintenance
 - a. Gutters
 - i. Installed gutter at exit from main building to church office
 - ii. Checked and cleared existing gutters
 - b. Basement kitchen
 - i. Fixed water leakage problem
 - c. Garden out of sanctuary
 - i. Brother Eric build a protection board to drain rainwater away from house using recycled materials (wooden bridge)
 - d. Room 220 (Fishbowl) A/C reported not working
 - i. Circuit breaker jumped due to overload
 - ii. Please use caution when using electric kettles in the chapel area → don't turn the 2 of them on at the same time
 - e. Miscellaneous Items
 - i. Elevator quarterly maintenance completed
 - ii. Mounted medical emergency device at Building 151
 - iii. Fixed restroom toilets in all restrooms
 - iv. Repaired main entrance stair handrail
 - v. Plan to replace lights in front desk area with LED lights to reduce heat in summer
 - vi. Removed beehive by parking lot entrance
 - vii. Ordered new tables and chairs for room B01, B03, and Library
 - f. Items to do:
 - i. Fix a window at Carriage House
 - ii. Fix damaged ceiling (water leakage) at church office basement
 - iii. Rent a dumpster for church wide cleanup efforts
 - iv. Install a 2nd heavy duty sewage pump
3. Property Management
 - a. Assistance to evangelistic events and summer program

- b. Started process to renew church tax exemption certificate which expires January 4, 2019
 - c. Kitchen ministry leadership transition and kitchen re-opened
 - d. Church property usage policy
 - i. Reports of unreserved and unauthorized use of church properties → this poses safety and liability risk
 - ii. Stewardship recommends staying at the church no later than 11 PM, when janitor starts work
 - iii. Online room reservations must be filled out per church policy to reserve rooms
 - ii. Technology Updates
 - 1. No major service issues or updates
 - 2. Elder Loren brought up that for official church business, a discussion may need to happen about using official cbcgb emails vs. personal emails
 - iii. Finance
 - 1. Looking for new committee members/candidates
 - a. Treasurer (Deacon Jian is finishing up Deacons term)
 - b. Committee staff - Revenue (Sister Pearl is stepping down)
 - 2. Working on annual finance report
 - 3. Healthcare plan renewal: work with agents
 - 4. A line will be added in weekly Sunday bulletins to remind people that if nothing is written on offering checks, it will automatically go to general fund. CBE, Missions, and SCM offering must explicitly be listed on check. General fund funds cannot be used for any of the special activities per policy.
 - 5. Considering moving book-keeping and financial transaction records to the cloud
 - 6. There was some discussion on potentially offering an online offering approach (i.e. credit card, ETF, etc.)
- d. Report from the Board of Elders (Elder Yuguang)
 - i. Policies
 - 1. Mission fund transfer proposal reviewed → No changes found necessary but recommend diligent budget tracking and increased pledge teachings
 - 2. Pastoral Staff Medical Emergency Fund reviewed and approved (HRC in charge)
 - 3. Staff Benefit Policy reviewed, revised and approved
 - ii. Ministries
 - 1. CM Spiritual Formation reviewed
 - 2. Quincy Ministry reviewed
 - iii. Personnel
 - 1. Youth minister departing 10/12
 - 2. P. Caleb departing on 11/30/18 → newly elected Senior Pastor stepping up to be Acting Senior Pastor in 12/18
 - 3. Dr. Jeffrey Dean Arthurs to be part-time CB interim Pastor starting 9/8/18
 - 4. Ministry Hsiao-Dun Chang to be interim COM minister starting 1/19
 - 5. Deacon candidates to be recommended by CC and confirmed by congregation at 10/14 annual meeting
 - 6. Elder candidates to be confirmed at 10/14 annual meeting
 - 7. Search committee for COM pastor/minister established
 - 8. Search process for CB and youth pastor initiated and committees being formed (Elder Loren coordinating)

9. Pastoral staff annual review in progress and contracts being reviewed and renewed
10. Administrators' annual review in progress
11. Church Administration/CB needs reviewed
12. Michael Xu to join staff as CB administrator + worship coordinator (1 year contract with option for renewal afterwards) → temporarily reporting to Elder Loren and Pastor David
13. Approved formation of Office Director position to supervise all office staff → reports to Senior Pastor

e. Quarterly Financial Report (Deacon Jian Zhang)

i. August financials:

Funds	Offering (August)	Expense (August)	Total (August)	Cumulative Balance
General	\$127,524	\$133,795	(\$6,271)	\$12,345
Mission	\$40,491	\$30,419	\$10,072	\$45,779
Capital	\$1,157	-	\$1,157	\$573,205
CBE Fund	\$1,550	-	\$1,550	\$326,700
SCM	\$4,428	\$2,643	\$1,785	\$68,419
Benevolence	\$400	\$3,000	(\$2,600)	\$11,400
MS Building Fund	\$500	-	\$500	\$17,300

ii. **General Fund Budget Usage Summary (up to August 31):**

1. Total offering \$ 225,814 (12.6% of budget)
2. Total expense \$ 213,469 (11.9% of budget)
3. Cumulative balance \$ 12,345
4. Targeted percentage 16.7% (2 months of a year)

iii. Please note: Starting from FY19, offering figures no longer include non-offering incomes (registration fee, refunds, etc.), and expense figures no longer include the parts covered by non-offering incomes, so that they are consistent with the FY budget totals and the monthly target.

iv. Deacon Jian provided analysis on offering breakdown, worship attendance, and funds

f. Deacons Candidates Review

i. Elder Yuguang introduced all the Deacon nominations

1. Stan Wang (New)
2. Samuel Chang (New)
3. Hongwei Huang (New)
4. Dazhi Wang (New)
5. Jason Lee (Returning)
6. JiangLin Liang (Returning)
7. Joe Ma (Returning)

- ii. Deacon Ji-Yong motioned to accept the deacon nominations and Deacon Bow-Nan seconded the motion → CC unanimously accepted all candidates
- g. Annual Meeting Agenda Review
 - i. Elder Yuguang will send the agenda for review
- h. 50th Anniversary Meeting Update (Deacon Ji-Yong on behalf of Elder Chaw-Bing)
 - i. Proposed date change:
 - 1. Original date: October 11-13, 2019
 - 2. Proposed new date: October 4-6, 2019
 - ii. Reason of change
 - 1. Originally, a cruise for Montreal to Boston for mostly out-of-town former members (40 people) was planned, but the cruise company cancelled the trip due to ownership change
 - 2. An alternative trip from Quebec to Boston will take place a week earlier
 - iii. Impact
 - 1. Church calendar 2019 change
 - 2. Preparation for annual meeting: annual reports, nominations, etc.
 - iv. Feasibility
 - 1. Both keynote speakers, Pastor Morley Lee and Pastor Jamie Taylor have agreed to support this new schedule
 - v. Recommended Actions
 - 1. If the proposed date conflicts with other important activities, then “No” to the change
 - 2. Voting may not be needed
 - vi. Committee Members and kick-off meeting planned
- i. Pastor Caleb closed in prayer and Elder Yuguang adjourned the meeting at 12:09 pm.