

**A. In Attendance:**

- a. **Board of Elders ("BoE"):** Ke-Chieh Chu (BoE Chairman), Yuguang He, Timothy Lu, Chaw-Bing Chang, Chris Cheng, Loren Shih, Ji-yong Wang
- b. **Board of Deacons ("BoD"):** Jason Lee (Head Deacon), Stan Wang (Secretary), Jianglin Jiang, Zongkui (Joe) Ma, Berhan Yeh, Charlene Tsang, YanHua Yan, Dazhi Wang, Samuel Chang, Hongwei Huang
- c. **Pastoral Staff:** Senior Pastor Jutta Pan, Pastor Yuegang Zhang, Pastor Steve Chang, Pastor David Eng, Pastor Jennifer Lin, Minister Duane Chang, Xinyu Li (on behalf of Pastor Steven Bowman)
- d. **Absentees:**
  - i. **Elders:** Paul Huang
  - ii. **Pastors:** Pastor Steven Bowman (Sabbatical)
  - iii. **Deacons:** Tuanfeng Zhang, Ling Zhang

B. **Location:** 151 building main meeting room

**C. Meeting Agenda & Minutes**

- a. Meeting started at 9:07 am and Pastor Jutta opened in prayer
- b. Reports from the pastoral staff (Pastoral staff)
  - i. Church-wide activities highlights
    1. Weekly devotional journal for "the Year of the Jubilee" started on March 3
      - a. Inserted in bulletin and posting online every week
    2. "How to outreach the young generation" became the focus of pastoral staff's discussion recently
      - a. Do not want to become an "aged" church
    3. LGBTQ special workshop by Dr. Hollinger to elders and pastoral staff on March 10
  - ii. Pastoral Staff
    1. Pastor Jutta started his role as senior pastor beginning January 1
    2. Three pastoral Search, CB, YM, COM, continue
    3. Interim COM minister, Duane Chang started his role from January 20
    4. Incoming COM minister Juan Chen's visa application has been submitted at the end of last December
    5. Pastor Steven Bowman is on his 3 months sabbatical till the end of 03/2019.
      - a. Brother Xinyu is the acting lead in children ministry
  - iii. Lexington Chinese Ministry (CM)
    1. Stephen Ministries (SM)
      - a. 9, including 2 brothers are to join the 2019 SM training program, starting the first Thursday of April
      - b. Many of our 39 SMs are ministering to those who are in heavy sickness
    2. Marriage Enrichment Retreat (MER)
      - a. 39th MER held on 03/01(Fri)-03(Sun), 15 couples plus 4 leading and administrative couples were involved
        - i. 3 received the Lord as their Savior
      - b. MER II will be held on 04/12-14 (Fri - Sun)
        - i. The retreat mainly focuses on spiritual growth
    3. Funeral Ministries
      - a. 2 services were held:

- i. 01/09 for Mr Wang
    - ii. 02/10 for Ms Ge
  - b. Prayers for funeral service on 03/20
- 4. CM Fellowships
  - a. "Read Through the Bible in One year", collaborated with CM Spiritual Formation Ministry
    - i. more than 250 people registered
  - b. Fellowships are helping with the Spring Gospel meeting
  - c. Pastor Juta's wife started giving inductive bible study training in CM Fellowships
  - d. Searching for a new venue for summer retreat, may consider having retreat at church
    - i. Decision will be made next week on site location
  - e. Minister Yuegang gave a gospel meeting at BCEC Newton Campus on March 8th
- iv. Lexington Children's ministry
  - 1. Spring session (March to May) has started with full staff
  - 2. Need to find out the availability of a few core contacts, such as CORI check, Check-in ID cards, some website maintenance
  - 3. Attendance generally is not consistent, children get busier and busier with many activities
  - 4. Teachers and helpers need training for AWANA and Sunday programs, but participation to training seminars are not well attended
  - 5. Pastor Bowman and Angie will be back in April
  - 6. Some of the information on the Children's Ministries website is old and some of the hyperlinks do not work
  - 7. Desire to improve children's classrooms cleanliness to make it more presentable
- v. City Outreach Ministry (COM)
  - 1. COM student retreat was held on Feb. 15-17.
    - a. 34 students and 8 counselors attended
  - 2. COM Good Friday Service on Apr. 19 is in preparation
  - 3. COM 10th anniversary thanksgiving service and Spring Baptism will be held on Easter Sunday, Apr. 21
    - a. 15 new believers attend Baptism classes
  - 4. COM will finish a series on John in Apr. and will begin a series on 1&2 Kings in May
  - 5. 6 couples are getting married from Feb. to Jun
- vi. Lexington Youth Ministry
  - 1. Parent Meeting on January 27
    - a. youth culture, relationships
  - 2. Continued servant team training and equipping
  - 3. Youth info board completed
    - a. new counselor board so parents can recognize their student's counselor, continual updates to boards
  - 4. Winter Retreats Feb 15-18 and Feb 22-24
    - a. preparation with the servant team, recruitment of counselors, speakers, prep of handbooks, prayer walk, activities, games
    - b. 98 Junior High, 125 Senior High
  - 5. Mission teams
    - a. students have applied and have been appointed for NYC: Chinatown and NYC: Brooklyn teams

- i. serving New York Chinese Alliance Church and Brooklyn Community Christian Church
  - 6. Ongoing pastor search, no applicants since January
  - 7. Upcoming
    - a. Youth Interviews for Baptism
    - b. Mission Team preparations
    - c. Good Friday service
    - d. Youth Outreach Night
    - e. Parent Meeting 4/28
- vii. Lexington Cross Bridge (CB)
  - 1. Dr. Arthurs continues to preach regularly in CB worship and having Sunday lunch meetings with our members
  - 2. Current sermon series is on Apologetics
  - 3. Michael Xu will be stepping down from his staff positions on 3/24
    - a. Looking for a replacement for his part-time admin role
    - b. Currently have 1 person to fill in to perform the “necessary” tasks
  - 4. CB Pastor Search committee has been meeting regularly to review applicants
    - a. Have a few applicants we are looking at more closely
  - 5. CBL - core discussing goals/focus for Cross Bridge
  - 6. CB Fellowship core finished meeting individually with all small group leaders to assess needs
  - 7. ICF had their annual retreat over President’s Day weekend
    - a. About 21 people attended (smaller than in prior years, but those who went grew closer in community)
    - b. Joyce Wong, IV Regional Director in CT spoke
  - 8. Charis will be having their retreat in May
- c. Report from the Board of Deacons (Deacon Jason)
  - i. Stewardship Updates
    - 1. Email all property issues to [property@cbcgb.org](mailto:property@cbcgb.org)
    - 2. Stewardship Committee
      - a. Property Management: Ruth Lu
      - b. Property Maintenance: Lih-Kong (Eric) Young
      - c. Transportation: JinJie Tang, Jeff Zhang
      - d. Parking: Ye Tang
      - e. Food Service: Xinwen Wang
      - f. Snow Removal: Tuanfeng Zhang
      - g. Fire Drill & Safety: Binzhang Shen
      - h. Spring/Fall Clean up: Jianglin Liang
      - i. Baptistery Preparation: Cho-Nang Teng, Lih-Kong Young
      - j. Friday Night Facility Usage: David Eng, Yuegang Zhang, Jianglin Liang
    - 3. Property projects
      - a. No ongoing projects during the winter season.
      - b. Major projects in the pipeline:
        - i. Resolve water leakage problem (around office)
        - ii. Parking lot crack sealing, postponed
        - iii. Install remote control for lights at parking lots
        - iv. Upper level parking lot crush-n-run, postponed
        - v. Smooth the adjoining area between upper level parking lot and the

picnic area

- vi. Build a walkway to Stride Rite parking lots
- vii. Upper parking lot with Boston Properties
  - 1. Internal meeting tomorrow
  - 2. Meeting with Boston Properties this week

#### 4. Property Maintenance

##### a. What has been done:

- i. Fixed handrail to rear entrance to church office
- ii. Fixed ceiling leak in Pastor Pan's office
- iii. Installed canopy for side entrance to Building 151
- iv. Installed a electric heater timer for the first floor (children's classrooms)
- v. Installed a permanent elevator heater on the oil tank to make sure the elevator runs smoothly when the engine room gets really cold in the winter
- vi. Unclogged the sink drain pipes in kitchen
- vii. Cleared the sink strainer basket in kitchen
- viii. Unclogged the toilets in basement
- ix. Fixed water leak in women's bathroom (2nd FL)
- x. Repaired the heating system in church office
- xi. Installed gas line switch in kitchen
- xii. Installed the hand rail for the wooden bridge towards the upper parking
- xiii. National Grid repaired exterior main gas line again.
- xiv. Installed Signs with church service contact information
- xv.

##### b. Ongoing or to be done:

- i. Find a solution to drain a large amount of water from rainfall
- ii. To fix water leakage problem at office basement entrance
- iii. Fix leakage in front of main building (right side of main entrance)
  - 1. Eric started a workaround and might need more helpers in the future
- iv. Need a solution to drain rainwater accumulated behind church office.
- v. Baptism tub heater repair and tub cover
- vi. Repair the signs of reserved parking for Philly Children
- vii. Side curtain installation at the entrance to children reception
- viii. Replace parking lot light bulbs
- ix. Wall cleaning and repairs in main building

#### 5. Property Management

- a. Renewed church tax exemption certificate from 2019-2029
- b. Septic tank was drained and heavy duty pumps were installed
- c. Installed the canopy curtain near the entrance to children ministry
- d. Prepared offices for the new pastors to move in
- e. Inspections and services :
  - i. Kitchen hood was cleaned
  - ii. Fire alarms and smoke detectors were inspected
  - iii. Sprinkler inspection was done
  - iv. Bathroom cleaning services were done
- f. We're working with Boston Properties to see the upper parking project is feasible
- g. We'll install the wooden bridge hand rail (for members safety reason)

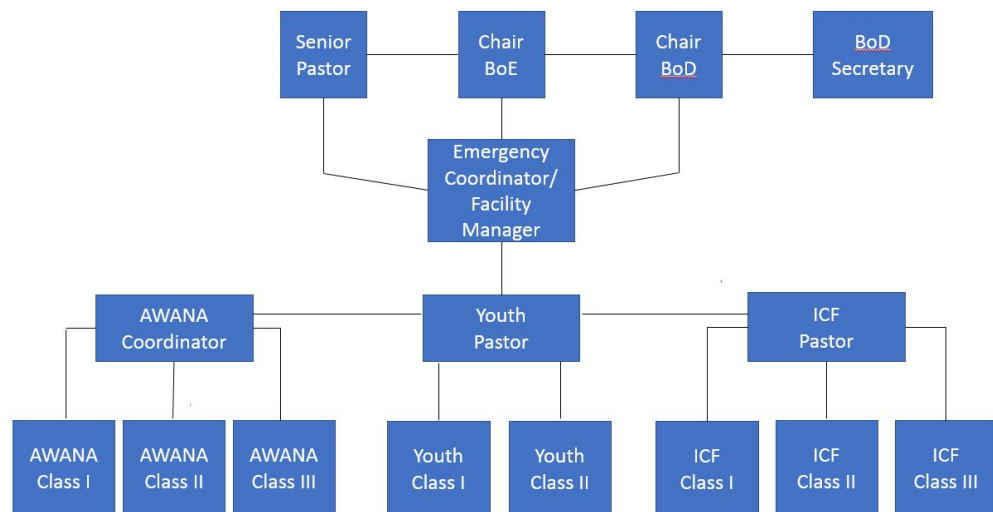
- h. We need to find a reliable HVAC service company
  - i. We might need to do annual inspection on our natural gas system
  - j. We need to install indoor gas line main switch in kitchen
- ii. Technology Updates
  - 1. Church wide management software package
  - 2. Church copier 5 year contract ending in June
  - 3. Chapel projector
    - a. Scaffolding or lift
  - 4. Youth projector
  - 5. Main A/V system
    - a. Remote control for slides
    - b. Monitor speakers
    - c. Upgrades
    - d. Streaming
    - e. Storage closet
  - 6. Equipment for staff
    - a. Phone system
    - b. Computer hardware
    - c. Software
  - 7. Security Cameras
  - 8. cbgcb.org domain transfer to same registrar as crossbridge.life
  - 9. Note: all technology/AV purchase requests need to go to [itdeacon@cbgcb.org](mailto:itdeacon@cbgcb.org) before purchase (not just as reimbursement request) even if the money is coming from own budget
- iii. Other BOD discussions
  - 1. Emergency Procedures
  - 2. Church issues
  - 3. BoD changes
- d. Report from the Board of Elders (Elder KC)
  - i. Personnel
    - 1. Senior Pastor on board (1/1/2019)
    - 2. Interim COM Minister on board (1/20/2019)
    - 3. Office Administration Director on board (3/1/2019)
    - 4. CB Office Administration Staff is leaving (3/24/2019)
    - 5. New Staff Searches
      - a. CB Pastor search in progress
      - b. Youth Pastor/Minister search committee established
      - c. COM Minister search in progress
      - d. CB/Youth/Children Office Administration Staff search started
  - ii. Major Ministries reviewed or to be reviewed in 2019
    - 1. CB Fellowship (March, done)
      - a. Elder Paul Huang coordinated
    - 2. CM Fellowship (April)
      - a. Elder Paul Huang will coordinate
    - 3. Mission Committee (May)
      - a. Elder Timothy Lu will coordinate
    - 4. Church Building Expansion (July)

- a. Elder Chris Cheng will coordinate
- 5. Human Resource Committee (August)
  - a. Elder Ji-yong Wang will coordinate
- e. Quarterly Financial Report (Deacon Joe Ma)
  - i. February 2019 financials:

Funds	Offering	Expense	Total	Cumulative Balance
General	\$100,488	\$86,767	\$13,720	\$137,893
Mission	\$40,360	\$38,781	\$1,579	\$93,131
Capital	\$898	-	\$898	\$551,463
Benevolence	-	-	-	\$14,400
CBE Fund	\$280	-	\$280	\$336,450
SCM	\$2,231	\$3,886	(\$1,655)	\$63,065
MS Building Fund	\$600	-	\$600	\$10,900

- ii. **General Fund Budget Usage Summary (up to February 28):**
  - 1. Total offering \$1,069,585 (59.6% of budget)
  - 2. Total expense \$931,692 (51.9% of budget)
  - 3. Cumulative balance \$137,893
  - 4. Targeted percentage 66.7% (8 months of the year)
- iii. Seminary Students spending is significantly higher than budget
  - 1. Elder Yuguang motioned to increase the seminary student budget by \$18,350 to \$63,350 for this year, Elder Chaw-Bing seconded, motion passed unanimously
  - 2. Need to review policy for future budget
- iv. A few known issues with the reports will be fixed going forward
- v. Fiscal Year 2020 budget preparation starts in April
  - 1. 2 or 3 rounds of review
  - 2. Final approval by Church Council members in June
- vi. Fees and Regulations
  - 1. Lost Check: \$30
  - 2. Lost paycheck: \$30
  - 3. Bounced offering check: \$20
- vii. Health Insurance Portability and Accountability Act (HIPAA) of 1996
  - 1. Any medical expenses submitted should be placed in an envelope
  - 2. Discussions will be held to figure out how to best handle sensitive information in the future to be more secure
- f. Information Session (4/7) Planning (Elder KC)
  - i. Reviewed schedule

- g. CC mid-year retreat held on June 15 (full day) (Elder KC)
  - i. Potential topics:
    1. Review overall church ministries' goal, planning, vision
    2. Review and prioritize large events such as Mandarin Gospel Meetings, Retreats, Missions, and Social Concern Conferences, etc.
  - ii. Probably held at church
- h. Emergency Response Procedure (Deacon Berhan)
  - i. Committee Members
    1. Pastor Steven Bowman
    2. Pastor Jennifer Lin
    3. Deacon Berhan Yeh
    4. Deacon Jason Lee
    5. Elder Timothy Lu
    6. Matt O'Leary
    7. Nathan Lowe
    8. Bin Chen
  - ii. Objectives
    1. Perform an assessment of Church's Emergency Response and Security needs
    2. Establish an effective system for coordination of response to emergencies
    3. Develop contingency plans for certain specific emergencies
    4. Provide education and training to leadership
    5. Research, Develop, and Implement a Church Security System
  - iii. General Principles
    1. Responsibility
      - a. Everyone's responsible: If you see something, say something
    2. Empowerment
      - a. Everyone is empowered to do something (pull fire alarm, warn others)
    3. Chain of Communication
      - a. Friday Night example:



- b. Emergency Coordinator/Facility Manager
  - i. Need to identify this role for Friday night and Sunday
  - ii. Possible role filled for Office Administrator

4. Education and Training
- iv. Contingency Plans
  1. Fire
  2. Gas Leak
  3. Medical
  4. Bomb Threat
  5. Unarmed Threat
  6. Armed Threat
  7. Weather
- v. Needs Assessments
  1. Review and Confirm emergency response plans
    - a. Will be reviewed by BOD first and then reviewed by CC
    - b. Need to figure out deployment plan to the congregation
  2. Training
    - a. CPR
    - b. First Aid
    - c. Verbal De-Escalation training
    - d. Active Shooter Training
    - e. Drills/Mock Exercises
  3. Security
    - a. Cameras
    - b. Children check-in
    - c. Building hardware
    - d. ? Security Team
- i. Elder Chris closed in prayer and Elder KC adjourned the meeting at 12:09 pm