

**A. In Attendance:**

- a. **Board of Elders (“BoE”)**: Ke-Chieh Chu (BoE Chairman), Yuguang He, Timothy Lu, Chaw-Bing Chang, Chris Cheng, Ji-yong Wan, Paul Huang, Loren Shih
- b. **Board of Deacons (“BoD”)**: Jason Lee (Head Deacon), Jianglin Liang, Yanhua Yan, Samuel Chang, Hongwei Huang, Tuanfeng Zhang, Zongkui (Joe) Ma, Charlene Tsang, Dazhi Wang
- c. **Pastoral Staff**: Senior Pastor Juta Pan, Pastor Yuegang Zhang, Pastor Steve Chang, Minister Duane Chang, Pastor Steven Bowman, Minister Juan Chen, Pastor Jeffrey Hwang
- d. **Invitees**: Jian Zhang, Ruike Wang, Joshua Lin, Ye Tang, Ligong Yang
- e. **Absentees**:
  - i. **Elders**: N/A
  - ii. **Pastors**: Pastor Jennifer Lin
  - iii. **Deacons**: Stan Wang

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

- a. Meeting started at 9:05 am and Pastor Juta opened in prayer
- b. New elder and deacon introduced
- c. Reports from the pastoral staff (Pastoral staff)
  - i. Church-wide
    1. Ministry focus in Q4:
      - a. September
        - i. Starting regular ministry mode, and preparing for new school and welcoming new students.
      - b. October
        - i. 50th anniversary celebration--A church with history and yet still full of young and vital atmosphere
      - c. November
        - i. Mission Conference--low attendance; Thanksgiving outreach
      - d. December
        - i. Advents, Christmas outreach and celebration
    2. Family task force continue developing vision, mission, and strategy.
    3. Will finish weekly Jubilee Journal at the end of 2019
    4. After the Jubilee year, what will be the goal in 2020?
  - ii. Pastoral Staff
    1. All pastoral staff finished annual review.
    2. The installation of Minister Jeffrey Hwang was on 12/08 CB service.
    3. Minister Duan Chang’s R1 process is pending.
    4. BOE has approved inviting Taylor Birkhimer to be guy Youth Minister.
    5. The Search Committee of Children Ministry Director had recommended one candidate. We will move toward ongoing process.
    6. CB pastor/minister search is on the process.
    7. Pastoral staff is trying to continue our study of “Outreach to Young Generation”
  - iii. Lexington Chinese Ministry (CM): Caring Ministries

1. Stephen Ministries(SM):
  - a. 44 Stephen Ministers now actively being involved.
  - b. We will have the SM Retreat led by pastor Wendell Friest on 04/24-26/2020.
    - i. It will be open to all.
2. Marriage Enrichment Retreat (MER):
  - a. On 08/25, the NE Area coworkers together planned for the next year.
  - b. MER II on 11/01-03/2019
3. Funeral Ministries
  - a. 5 memorial services were held in the past quarter
  - b. Please do pray for those who lost their beloved.
4. Benevolence Fund
  - a. We ministered to 4 recipients.
5. Prayer
  - a. Please pray for our brothers and sisters that are in sickness
- iv. CM Fellowships
  1. CM Fellowships had Thanksgiving dinner gatherings for outreach
  2. Pastors provided pre-study for Mark for 7 fellowships, and materials for 3 fellowships.
  3. One-on-one discipleship training on some fellowship coordinators is still going on
  4. "Read through the Bible in a year" is wrapping up, and the 2020 plan has launched.
  5. Quincy Fellowship restarted to share the gospel in Quincy.
  6. "Fruit of Joy" Fellowship started, may bridge COM and Lexington.
  7. 2020 Memorial Weekend retreat contract with Nichols College signed.
  8. Sisters coworker retreat for May 2020 planned.
- v. Lexington Children's Ministry
  1. Winter 2019 ministries off to a good start.
  2. Still in need of a few more Mustard Seed teachers, as several are now serving in Sunday School.
  3. Excellent Children's Ministry Core Leader Team
    - a. Will have CL meeting on January 12, 2020.
  4. Making progress in giving the first floor a FACE LIFT
    - a. Painting will resume in the new year.
  5. Children's Director candidate recommended to Pastor Juta and BOE.
  6. Empower God's Children Conference scheduled for Saturday, February 29, 2020 in full swing.
- vi. City Outreach Ministry (COM)
  1. 11/8 (Fri) New Heart Evangelistic Concert @ Malden
    - a. Over 180 people attended.
  2. 11/23 (Sat) Young Family Gathering
    - a. 12 family joined.
  3. 11/28 (Thur) Thanksgiving Dinner was hosted in 8 different places
    - a. Over 180 people attended.
  4. 11/30 (Sat) Mission trip "Kids' Coat & Toys Fair" @ Hope House (Maine)
    - a. 30 brothers and sisters joined.
  5. 12/1 (Sun) 9 brothers and sisters were baptised.
  6. Since January 2019, over 230 newcomers visited, about 50 of them stayed.
  7. Current sermon series on the Gospel of Luke.
- vii. Lexington Youth Ministry
  1. Continued servant team and counselor training and equipping

2. Painted parts of the children's hallway and the basement youth worship area, still organizing youth closet
3. CB & Youth activities during the 50th Anniversary
4. Hunter Barnes one-man play on the book of Mark
5. Candidate weekend in October & made recommendation to Pastor JuTa (WOOHOO!)
6. Passion Night on Friday, November 29: over 250 in attendance
7. Six youth baptisms in December!
8. Break until January 3
9. See QR Code for winter/spring calendar



10. Upcoming Winter Retreats
    - a. Feb 14-17 (Sr High)
    - b. Feb 21-23 (Junior High)
    - c. PRAYERS NEEDED!
- viii. Lexington Cross Bridge (CB)
1. CBL Core added two new members
    - a. Kola Aina
    - b. Grace Zhao
  2. CB Pastor Search Committee
    - a. several applicants, no standouts
  3. CB Prayer Meeting continuing, will encourage leaders to come
  4. Sermon Series
    - a. Finished Mark
    - b. Started Songs of Advent
    - c. Habakkuk begins January
  5. 1 CB Baptism/Membership Candidate
  6. ICF/Charis continuing 1 Corinthians study (incl. pre-studies)
    - a. ICF avg attendance = 17.6
    - b. Charis avg attendance = 21.8
    - c. 151 - space and sound issues when both ICF/Charis have large group events (e.g. Christmas party)
  7. Past Events
    - a. Hunter Barnes
    - b. CB Women's Tea Party
    - c. CB Thanksgiving Potluck Lunch
- d. Report from the Board of Deacons (Deacon Jason)
- i. Stewardship Updates
    1. Email all property issues to [property@cbcg.org](mailto:property@cbcg.org)
    2. Property projects
      - a. Major projects in the pipeline:
        - i. Interior repainting and signage installation
        - ii. Church office roof repair

- iii. Water drainage behind the church office
    - iv. Fire door-alarm, repave driveway/parking lot, etc
  - 3. Property Maintenance
    - a. What has been done:
      - i. Repaired the ceiling light cover in Sanctuary
      - ii. Repaired the side door by the hallway
      - iii. Fixed the basement bathroom (overflow)
      - iv. Prepared a cabinet for parking ministry (to store safety vests, raincoats, umbrellas, etc)
      - v. Repaired the church van (doors)
      - vi. Solution to basement leak
      - vii. Installed barrier on 3rd floor
      - viii. Church office heating system repair
      - ix. 3rd floor bathroom wall repair
      - x. Outside bridge repair
      - xi. Fall cleaning
    - b. What needs to be done:
      - i. Water drainage outside
      - ii. Children's ministry
      - iii. Playground fence/gate repair
      - iv. Leaks from church's back entrance
      - v. Parking lot light bulb replacement
      - vi. Welcome sign installation
      - vii. Ceiling leak at R220
      - viii. Cut vines
  - 4. Property Management
    - a. Signed a new snow plowing/removal contract
    - b. Acquired a liability certificate for church women ministry retreat
    - c. Accommodated the mission conference, the vocational ministry and the theology classes, etc.
    - d. Completed annual fire alarm and sprinkler inspections
    - e. Completed a quarterly elevator inspection
    - f. Applied for Lexington Annual Building Inspection
    - g. Posted "no food/drink" signs in the sanctuary and carpeted areas
    - h. Rented a dumpster to discard unwanted stuff
    - i. Managed room reservation and temperature control
    - j. Took care of invoices and credit card payments
    - k. We may invite our insurance agent to meet with Church Leaders...
  - 5. Prayer Items
    - a.
- ii. Technology Updates
  - 1. Church wide management software package
    - a. Realm
      - i. Only software that has accounting service.
      - ii. Immediate usage will be children check-in.
      - iii. Does support UNICODE, Chinese entry possible.
      - iv. CC has decided to tryout Realm for 6 months.
  - 2. Issues with new copiers

- a. Technician came and reinstalled firmware on the office 1st floor copier to resolve issues
    - b. Replace guest computer in church office
    - c. Installed toner monitoring and audio ordering software on the guest computer
  - 3. Chapel Projector
    - a. Decision made to purchase lift, yet need storage facility
    - b. Reconsidering type of lift to purchase
  - 4. Video Scaler
    - a. Still trouble-shooting. Did not fully resolve front projector and chapel video blanking.
  - 5. Working on having projectors that can be signed out by ministry/fellowship use
  - 6. Security Cameras -ongoing
  - 7. Note: all technology/AV purchase requests need to go to [itdeacon@cbcgb.org](mailto:itdeacon@cbcgb.org) before purchase (not just as reimbursement request) even if the money is coming from own budget
- e. Report from the Board of Elders (Elder KC)
  - i. New Staff Searching/Hiring
    - 1. Searched and Hired CB/College Minister-Minister Jeffrey Hwang
    - 2. CB Pastor search in progress
    - 3. Youth Pastor/Minister hiring in progress
    - 4. Half-time Children's Ministry Director search in progress
  - ii. Major Ministries reviewed or to be reviewed in 2019
    - 1.
  - iii. CBCGB Policy Review
    - 1. Review/Approved church facility usage policy updates.
    - 2. Background/CORI checking policy review/update in progress.
    - 3. Benefit & Personnel policies review/update in progress.
  - iv. Other Tasks
    - 1. 50th anniversary celebration completed successfully.
    - 2. Annual membership meeting / new elders and new deacons election completed.
    - 3. Pastoral staff annual review process completed.
    - 4. Elders work assignments for next year completed.
      - a. Elder KC will be BoE chair and Elder Chris will be the BoE secretary for the upcoming year. For other assignments please see the Ministry Matrix Short Form.
- f. 2020 Church Calendar
- g. 2020 Ministry Matrix
- h. Quarterly Financial Report (Deacon Joe Ma)
  - i. November 2019 financials:

|                  | Offering | Expense | Balance | Cumulative Balance |
|------------------|----------|---------|---------|--------------------|
| General Fund     | 177,314  | 108,030 | 69,283  | 224,881            |
| Mission Fund     | 38,678   | 32,039  | 6,639   | 92,445             |
| Benevolence Fund | 13,762   | 1,000   | 12,762  | 16,562             |
| CBE Fund         | 1,100    | -       | 1,100   | 351,650            |
| SCM              | 2,820    | 5,172   | (2,352) | 48,125             |
| Capital Fund     | 1,675    | 4,500   | (2,825) | 590,039            |

**General Fund Budget Usage Summary (up to Nov. 30):**

1. Total offering \$ 772,496 (41.6% of budget)
  2. Total expense \$ 547,615 (23.7% of budget)
  3. Cumulative balance \$ 224,881
  4. Targeted percentage 41.7% (5 months of the year)
- i. Elder KC closed in prayer and adjourned the meeting at 11:30 am

**D. Deacons Meeting (immediately following CC meeting)**

1. Existing deacon officers overviewed responsibilities
2. New Deacon Responsibilities
  - a. Joshua Lin - will lead CM worship in 2020
  - b. Ye Tang - will support Deacon Hongwei in stewardship in 2020
  - c. Ligong Yang - will support Deacon Joe (Zongkui) in treasurer in 2020
3. Elections
  - a. Head Deacon - Deacon Samuel motioned, Deacon Joshua seconded - Unanimously elected Jason Lee to head deacon. Deacon Jason accepted.
  - b. Secretary - Deacon Joe motioned, Deacon Jianglin seconded - Unanimously elected Stan Wang to church secretary. Deacon Stan accepted.
  - c. Treasurer - Deacon Joshua motioned, Deacon Hongwei seconded - Unanimously elected Joe (Zongkui) Ma. Deacon Joe (Zongkui) Ma accepted.
  - d. Stewardship - Deacon Jianglin motioned, Deacon Joe seconded - Unanimously elected Hongwei Huang. Deacon Hongwei Huang accepted.
  - e. Human Resources Committee Representative - Deacon motioned, Deacon seconded - Unanimously elected Joe (Zongkui) Ma. Joe (Zongkui) Ma accepted.
  - f. Other ministries
    - i. IT - Jason Lee
    - ii. Children's Ministry - Charlene Tseng
    - iii. Community Outreach Committee (COC) - Yanhua Yan
    - iv. Spiritual Formation - Dazhi Wang
    - v. CM Worship - Joshua Lin
    - vi. Youth - Ye Tang
    - vii. COM - Samuel Chang
    - viii. Fellowship - Jianglin Liang