

- **In Attendance:**

- **Board of Elders (BoE):** Ke-Chieh Chu (BoE Chairman), Chaw-Bing Chang, Chris Cheng, Paul Huang, Ji-yong Wang, Ruike Wang, Jian Zhang
- **Board of Deacons (BoD):** Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Jianglin Liang, Kueiyu Joshua Lin, Zongkui (Joe) Ma, Ye Tang, Charlene Tsang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastoral Staff:** Senior Pastor Juta Pan, Minister Taylor Birkhimer, Pastor Steven Bowman, Minister Duane Chang, Pastor Steve Chang, Minister Juan Chen, Pastor Jeffrey Hwang, Pastor Jennifer Lin, Pastor Yuegang Zhang
- **Absentees:**
  - **Elders:** None
  - **Deacons:** None
  - **Pastors:** None

- **Location:** Online through Google Meet

- **Meeting Agenda & Minutes**

- Meeting started at 9:00 am and Pastor Juta opened in prayer
- Welcoming New Minister/Director
  - Minister Taylor Birkhimer
- Reports from the pastoral staff (Pastoral staff)
  - Churchwide
    - Christmas season
      - Advents
      - Outreach
      - Four Joint Services
        - Christmas Sunday
        - Christmas Eve
        - Year End
        - New Year
      - Shortage of worship coworkers and pastoral staff
    - Messages of New Year
      - Portraits of the Church
        - Family: Identity, relation, and teamwork
        - Body of Christ: growth--spiritually prior to number, Christlike, and organically
        - Shining Star: witness with life, with love, and with service
    - Impact of COVID-19
      - Impact to Spring Festival Outreach
      - Impact to Sunday service, Friday fellowship gathering, Adult Sunday School
      - Impact to oncoming ministries: Spring Evangelistic Meeting, Easter Outreach, MER, Stephen Ministry Retreat
    - Church's response to COVID Outbreak
      - Perspective:

- Trust the sovereign God
    - Prudent but not panic
    - An opportunity to glorify God and serve the community
    - Binding our brothers and sisters with creative ways
  - Actions:
    - Live streaming Sunday services
    - Online meeting: Bible Study, small group, coworkers meeting, prayer meeting
    - Caring and outreaching through technology and creative approach
- Pastoral Staff
  - Minister Taylor Birkhimer started his ministry on 02/05 and was installed on 03/01
  - Children Ministry director Tony Ng started his ministry on 03/01
  - We are still waiting for Minister Duane Chang's R1 Visa approval
- Lexington Chinese Ministry (CM): Caring Ministries
  - Stephen Ministries(SM):
    - The Training Class for CM-2020 will launch out on the first Thursday of April
      - It is very encouraging that we are to recruit 8 trainees, including 2 from the COM
      - The 2020 Caring Workshop will probably be rescheduled to August 21(Fri)-22(Sat).
      - The speaker: Rev Wendel Friest
  - CM Tuesday Night Prayer Meeting:
    - The average of attendants: 40+
    - We do encourage more brothers and sisters to join such an army of God's Kingdom
    - Our Strategy: to cover the churchwide ministries, especially Missions
    - Our goal: By the end of 2020: 60
  - The Marriage Enrichment Retreat (MER):
    - We cancelled the gathering for early March.
- CM Fellowships
  - Provided pre-study and bible study materials to fellowships
  - Discipleship training going on
  - Some fellowships had Lunar New Year outreach, other cancelled
  - Fellowships gradually adapted to Zoom app and smoothly moved to online gathering
    - 9 fellowships with 151 units gathered last Friday and Saturday
    - 8 fellowships with 168 units last night
  - Fellowships helped with cleaning the sanctuary
- Lexington Children's Ministry
  - Smooth transition for Children's Director Tony Ng - doing a FANTASTIC job!
  - Children's Ministry Web Page for online services, etc. (Thank you Tony!)
  - 2/29/2020 Empower God's Children Conference
    - 140 participants
      - Approximately half from CBCGB
      - 15 coworkers, etc.
    - Very positive feedback!
  - Praying for wisdom for Awana Grand Prix (5/1), VBS, etc.
    - VBS changed to July 1-3 due to Lexington public schools ending later
    - Set up some days next week for kids to pick up Grand Prix kits at church

- Planning Friday Summer Program - will teach the Beatitudes.
- Pastor Bowman and Angie planning Costa Rica Short-Term Mission trip partnering with CBCGL from June 27 - July 4
- Praying about PEER Servants Guatemala STM scheduled for May 6-11
- Pastor Bowman planning sabbatical June-August 2020
- Pastor Bowman will ask Tony to look into possibly setting up something online for AWANA kids on Friday night
- City Outreach Ministry (COM)
  - Coronavirus affects Sunday worship attendance (from 180 to 120), but not much on Friday fellowships (from 180 to 160)
    - Last night 220 joined the Bible study
  - Career ministry (2/1): Computer science workshop
  - Student fellowship retreat (2/14-16): 30 students and 8 counselors
  - Spring baptismal class (2/16-3/22): 12 candidates
    - Need to postpone Baptism date
  - Membership class (3/14): 7 transferred members
  - Current sermon series (Dec-Apr): Gospel of Luke
  - Upcoming:
    - Sermon series (May-Aug): Minor prophets, Ezra, Nehemiah, Esther
    - ROD Fellowship retreat (5/29-31)
    - VBS (with Ruggles Baptist Church) in the summer
- Lexington Youth Ministry
  - Taylor & Kylie are here!
    - Started February 5, 2020
    - Installation on March 1
  - Youth Retreats
    - Sr High: 108 students; 22 counselors
    - Jr High: 73 students; 14 counselors
  - Mission Team Apps & Meeting 03.17.20 - Training starting
  - Counselor meeting/appreciation lunch (January 12 & March 8)
  - Meeting with YPA to discuss collaboration with parents (March 8)
  - Finishing Romans Bible studies and moving into large group teaching
  - Brainstorming new ideas for connection in light of COVID-19
  - Upcoming
    - Jam Sessions/Worship Training
    - YPA Vision/Strategies
    - Counselor Appreciation
    - Senior Banquet
    - STM Training (August 15-23)
  - Additions to the parent boards
- Lexington Cross Bridge (CB)
  - Sermon Series: Next Series TBD
    - Habakkuk (Jan)
    - How To Get Unstuck Spiritually (Feb-Apr)
  - CB Pastor Search Committee
    - Several applicants, no standouts
    - Looking for strong leadership, ability to do family ministry, able to lead with Minister Jeff

- ICF and Charis
  - Both fellowships growing
    - Many coming consistently
      - Charis: around 30
      - ICF: almost 20
    - Leaders are doing a good job
  - Continuing 1 Corinthians Study (bi-weekly pre-studies)
  - ICF Retreat went well
    - Charis Retreat cancelled due to COVID-19
- Realm
  - Online Giving = A success!
  - Testing Realm with CB first
- Upcoming: Many things put on hold until things settle re: COVID-19
  - Easter outreach cancelled
  - 3v3 basketball tournament (in May) probably will be postponed
- Report from the Board of Deacons (Deacon Jason)
  - Stewardship Updates
    - Email all property issues to [property@cbcgb.org](mailto:property@cbcgb.org)
    - Property projects
      - Major projects in the pipeline:
        - Interior repainting and signage installation
        - Repave driveway (church entrance to parking lot)
        - Church office roof repair
        - 1st Floor tile replacement (children ministry)
        - Water drainage behind the church office
    - Property Maintenance
      - What has been done:
        - Installed exist signs and emergency lights in basement
        - Changed blinking light bulbs in upper parking area
        - Added a fence barrier inside the playground
        - Installed signage lighting at the church entrance
        - Fixed front/back door steps and handrails
        - Cleaned benches in Sanctuary
        - Other repairs (windows, outlets, furniture, curtains...)
      - What needs to be done:
        - Repair broken/unevenly settled areas of the parking lot around church office
        - Place evacuation routes sign/map (Binzhang)
        - Handrail installation on the bridge to upper parking
        - Playground fence/gate repairs
        - Welcome sign installation
        - Trim trees around parking lots
        - Ceiling water leak at R220
        - Additional storage?
        - Others
    - Property Management
      - Fulfill fellowship and ministry requests such as room reservation
      - Purchase furniture
      - Contract proposals

- Office supply
- HVAC control
- Expense reports
- Inspections
- Bill payments, etc
- Technology Updates
  - IT Services
    - Collectively figuring out copier issues. We feel that we've encountered most types of issues at this point.
    - Setup of two new laptops
      - One for Edwin (HR)
      - One for Minister Taylor (Youth)
  - AV systems
    - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
    - Video scalers did not resolve front projector and chapel/video distribution blanking
    - Capital requests for microphones, in-ear monitors, and a new keyboard are still being discussed and submitted
    - Couple of cases where the recording software has crashed during service
    - Working on purchasing a second system that will address a few limitations and provide redundancy
    - Lift purchase has been put on hold until CBET has been decided since a more flexible lift could be useful depending on what we build.
  - Realm Church wide management software package
    - CB has launched the use of Realm with eGiving as the first feature
    - We've been trying to learn Realm on our own and looking how to use its features
    - We'll be working with Children's check-in so that it'll be ready when normal services resume
    - Once CB gains momentum in using Realm, we will work with COM to get them
  - Security Cameras (four to be installed in children's area in the interim) - ongoing
  - 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
- Report from the Board of Elders (Elder Chris in place of Elder KC, as KC was kicked off Google Meet)
  - Personnel Activities
    - Youth Minister
      - Taylor on board (2/5/2020)
    - Half-Time Children Ministry Director
      - Tony on board (3/1/2020)
    - CB Pastor search in progress
  - Church's Responses to COVID-19
    - 2/15 - Public Health Emergency Advisory Group has been established and started publishing weekly COVID-19 recommendations
    - 3/12 - BOE and co-workers called for a special meeting and decided to put most of the meetings online including Sunday worship, Adult Sunday School, Friday night fellowship
      - Cancelled some of the large gathering such as MGM, Charis Retreat

- Above changes will be reviewed/ revised by 4/12
  - BoE and Pastors will decide by end of March if we want to extend beyond 4/12
- Major Ministries to be reviewed in 2020
  - April: Family Ministry Task Force (Elder Chris Cheng)
  - May: Loving & Caring Ministry (Elder Ji-yong Wang)
  - July: Finance Ministry (Elder Jian Zhang)
  - August: Worship Ministry - CM and CB (Elder Paul Huang)
  - September: How to Reach the Younger Generation - Pastoral Staff (Elder Ruike Wang)
- Reviewed schedule for April 5 Church-wide info session
- Quarterly Financial Report (Deacon Joe)
  - February 2020 financials:

	Offering	Expense	Balance	Cumulative Balance
General Fund	102,685	113,212	(10,527)	452,531
Mission Fund	45,690	34,993	10,697	133,591
Benevolence Fund	300	-	300	32,882
CBE Fund	1,400	-	1,400	364,150
SCM	22,783	510	22,273	78,547
Capital Fund	1,960	-	1,960	595,747

**General Fund Budget Usage Summary (up to Feb. 29)**

Total offering	\$ 1,318,209 (71.1% of budget)
Total expense	\$ 865,678 (46.7% of budget)
Cumulative balance	\$ 452,531
Targeted percentage	66.7% (8 months of the year)

- Negative General Fund balance in Feb due to Youth Retreats
  - Will be offset in March numbers
- Start preparing budget for FY2021
  - Proposing first round of review mid-April
  - Proposing second round end of April
  - Proposing third round (if needed) in May
  - Joe and Finance Team will provide guidelines for budgeting for FY2021 given uncertainty of timelines for COVID-19
- Joe will talk with Finance Team to see if COM can start accessing online giving
- Information Session (4/5) Planning (Elder KC)
  - Will be online
  - Will address current changes due to COVID-19
  - Discussion on logistics of streaming the info session and handling Q&A
    - Ask congregation members to send questions beforehand and allow for real time questions to be asked via streaming platform
    - Presenters presenting online and will stream via vimeo
  - Moved to start time to 3pm to allow COM service to be completed beforehand
  - Dry run for presenters on April 4th (tentative)
- Feedback/Review on the Format Change of church services (All)
  - Feedback is positive so far
  - Seems that there is higher amount of caring among members

- This is still a temporary arrangement as there is still a need for in-person contact and corporate worship
- Difficult for newcomers to feel welcomed
- CM Sunday School
  - 3 classes have cancelled due to low attendance
  - Remaining classes continue to operate online
- Discussion around mental health issues during this time
  - Pastor Juta will look into material to address this issue
- Pastor Juta's thoughts
  - Remind congregation that daily devotional materials are available
  - Encourage congregation to read the Bible more
  - We should continue to spend more time (virtually) with other fellowship members
- Pastor Steve encouraging members to join weekly prayer meeting
- Suggestion for a platform to communicate questions during this time
- Elder Chris closed in prayer and adjourned the meeting at 12:23 pm