

- **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, Beata Shih, Ye Tang, 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, Minister Jeffrey Hwang, Pastor Jennifer Lin, Pastor Yuegang Zhang
- **Director:** Tony Ng
- **Absentees:**
 - **Elders:** None
 - **Deacons:** None
 - **Pastors:** None

- **Location:** Online through Zoom

- **Meeting Agenda & Minutes**

- Meeting started at 9:02 am and Minister Taylor opened in prayer
- Reports from the pastoral staff (Pastoral staff)
 - COVID-19
 - Impact of COVID-19
 - MA's confirmed cases and death cases keep on top five for a period of time
 - Two confirmed cases in the church
 - Affected church regular meetings
 - Many church special meetings were cancelled including baptism and holy communion
 - Church's response to COVID Outbreak
 - Perspective
 - Trust the sovereign God
 - Caring for the well beings of members, coworkers, and community is our priority
 - Prudent but not panic: An opportunity to glorify God and serve the community
 - Binding our brothers and sisters with creative ways
 - Becoming the witness of God through serving the community
 - Actions
 - Keeping online meetings since March and at least until July 31st
 - Worship
 - Fellowship/small group meetings
 - Adult Sunday schools
 - Prayer meetings
 - Youth programs
 - Children programs

- A weekly meeting of elders, pastoral staff and worship coworkers for review and ministry arrangement
 - Coworkers work a lot on the study of online technology
 - Current Situation
 - Members feel fatigue physically, mentally, and spiritually
 - Members feel desire to return to church
 - Members desire to serve
 - MA moves to phase 2
 - Church's responses for the summer
 - Keep current online meeting status at least until July 31st
 - Cancelling some more programs:
 - VBS
 - STM
 - CM Stephen Ministry retreat
 - Baptism in August?
 - CM Fall Gospel concert?
 - Moving toward Reopening
 - A Church reopening task force was formed and led by Elder Ruike Wang
 - Wednesday weekly meeting starts brainstorming "new normal" of church ministry after reopen
 - We will be more conservative and prudent than government
- Pastoral Staff
 - Pastoral staff annual review starts from July
 - We are still patiently waiting for Minister Duane Chang's R1 Visa approval.
 - Pastoral staff are working out possible plan for baptism when continue at online stream arrangement
 - Special Incidents:
 - Church wrote a "response to Racial Injustice" by young pastoral staff
 - More panels and teachings about social responsibility of the church will continue
- Lexington Chinese Ministry (CM): Caring Ministries
 - Stephen Ministries (SM):
 - The Training Class for CM-2020 will end by the third Thursday of August
 - The postponement of the 2020 Caring Workshop on August 21(Fri) -23(Sun) will be probably canceled
 - The core team is proposing an online commissioning for the 8 SM candidates
 - CM Tuesday Night Prayer Meeting:
 - 40+ attend regularly
 - We are seeking more coworkers to join the ministry
 - Benevolence Fund:
 - 4 beneficiaries have got supported since the Covid-19 started
 - Baptismal ceremony:
 - 6 of last quarter class are waiting to be baptised. Plus some from the current one. Date and how are to be decided.
- CM Fellowships
 - Fellowship attendances are similar or higher than before the pandemic
 - Some fellowships have online prayer meetings

- Provided pre-study and bible study materials to fellowships
- Fellowships are participating in the social concern activities
- Fellowship members are caring for each other, hiking with 2-3 persons, car parade for high school graduates etc
- Fellowships pastor visited > 25 families by waving to them at their driveways
- “Read through the bible in one year” is going on well
- Fellowship coordinators are helping with Sunday worship streaming dry runs
- Sister’s small groups in fellowships keep gathering online
- Lexington Children’s Ministry
 - Smooth transition for Children’s Director - working well together.
 - Children’s Ministry Web Page for online services, etc. Good attendance!
 - Beginning Re-opening brainstorming, planning etc. Partnering with BCNE, GC, etc.
 - Praying for wisdom for Friday Summer Program, Fall Harvest, etc.
 - Planning Friday Summer Program - will teach the Beatitudes.
 - Cancelled Costa Rica Short-Term Mission trip partnering with CBCGL from June 27 - July 4. And PEER Servants Guatemala STM scheduled for May 6-11.
 - Sabbatical for June-August 2020 postponed until January-March 2021.
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- City Outreach Ministry (COM)
 - Online meetings since April:
 - Friday fellowship: 200+ participants (15 small groups)
 - Weekday prayer meeting: 40+ participants (3 fellowships)
 - Sunday worship: 122-137 connections
 - Children Sunday school: 20-27 children (15-20 families)
 - Adult Sunday school: 30-60 participants
 - Current sermon series (May-August): Minor prophets, Ezra, Nehemiah, Esther
 - Upcoming:
 - Fellowship new coworkers training (July): Brainstorming on how to reach new students (Aug)
- Lexington Youth Ministry
 - Had special guest join (Dr. Curtis Wood) for a special large group on race, racism, and justice
 - Ended our ALIVE school year with Counselor Appreciation (June 5) and Senior Roast (June 12) with ~115 in attendance on Zoom
 - We will be on break for the most part from small groups until fall
 - Brainstorming new ideas for connection in light of COVID-19
 - NYC STM cancelled, but brainstorming other methods of STM locally
 - Continued ministry/servant team development with students
 - Upcoming:
 - Two summer large groups to talk about Biblical sexuality
 - Summer Sunday series on Knowing God in lieu of Sunday School
 - Pastor Jen is getting married over livestream on August 1
 - Church is invited to join :)
- Lexington Cross Bridge (CB)
 - Sermon Series: Next Series TBD
 - Exodus 1-4: He Hears, He Remembers, He Sees, He Knows (May to June)
 - Parables: The Kingdom of God Is Like (Jul to Aug)
 - ICF and Charis

- Finished 1 Corinthians Study, Summer Study (Psalm 23 video series by Matt Chandler)
 - Consistent attendance (ICF = ~17, Charis = ~22) despite some Zoom fatigue
 - No ICF counselors for next year, looking for new counselors
- Cross Bridge (CB)
 - Fully remote for worship (Preaching/Presiding = Live @ home, Worship = pre-recorded)
 - Pre-recorded Worship a lot of work for worship leader (~25-30 hrs per week)
 - Worship Attendance has declined (~120 from ~150 right at the start)
 - Added Post-Service Fellowship Zoom Hangout recently
 - Racial Injustice Statement, 2 Night Lament and Discussion
 - Membership Class: 8 new members (6 transfer, 2 new)
- Report from the Board of Deacons (Deacon Jason)
 - Stewardship Updates
 - Email all property issues to property@cbcgb.org
 - Property projects
 - Major projects in the pipeline:
 - Main building painting project (completed)
 - Repave main driveway (capital budget request)
 - From gate until stop sign
 - Church office roof repair
 - 1st Floor tile replacement (children ministry)
 - Water drainage behind church office
 - Property Maintenance
 - What has been done:
 - Landscaping service is done (weed/waste)
 - Repaired church office window
 - Removed/cleaned up unwanted items
 - Repaired fire sprinkler in chapel (contractor)
 - Checked and changed HVAC filters
 - Installed "Welcome" signs at front desk
 - Drain cleaning and repair behind church office
 - Painted the gate in children playground
 - To-do list:
 - Repair broken/unevenly settled areas of the parking lot around church office
 - Handrail installation on the bridge to upper parking
 - Place evacuation routes sign/map (Binzhang)
 - Playground fence/gate repairs
 - Trim trees around parking lots
 - Ceiling water leak at R220
 - Additional storage
 - Others
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 - Property Management
 - For Van ministry:
 - Checked insurance company, it's possible to get rebate (due to COVID-19), but have to wait until the lockdown is over
 - For Kitchen ministry:

- Our food service permit expired on 3/31/2019
 - Ruth applied for the permit in Mar 2019, but the process was not fully completed yet
 - Kitchen coworker, Sister Yan Wang, has two valid certificates but needs to get a CPR certificate (she will try to join the training ASAP)
 - The Lexington town stops all the permits application because of the pandemic closure
 - Church Keys/locks management:
 - Eric took Ruth's place starting from April
 - Room reservation & temperature adjustment:
 - Ying-Yuan will take Ruth's place when church reopens
 - Church reopening plan for Phase One:
 - Purchasing PPE related items: adults/children masks, sanitizers, disinfection wipes, thermometers
 - Provided info. about the capacity of each room in the main building and #151 building to BoD
 - Printed signs ("do not enter", "stop"...) for all the entrances in the main building
 - Contacted the Janitor company about the cost of regular cleaning, deep cleaning and disinfection
 - Checked HVAC system and changed all filters
 - Installing counter shields: for welcome center and more. (Eric will work on those items)
- Capital Budget Request
 - Paving Church Driveway project
- Technology Updates
 - IT Services
 - Phone system work to support church office closure
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Video scalars did not resolve front projector and chapel/video distribution blanking- Future
 - Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted- Delayed
 - Second video recording/streaming machine setup for streaming
 - Need to install camera capture devices
 - CB and CM using separate machines
 - Lots of website work, video streaming work (Livestream Studio remote cameras, Xsplit broadcasting)
 - Realm Church wide management software package
 - CB, COM, CM have launched eGiving and Realm account sign ups
 - Finance committee manually importing offering records from Realm into current database
 - CM test fellowship groups are trying out the chat groups
 - Planning for children's check-in has started so that it'll be ready when normal services resume
 - Security Cameras - ongoing
 - Children's area
 - Church property entry area

- Main and Upper parking areas
 - Note: all technology/AV purchase requests need to go to 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 KC)
 - Church-wide Information Session
 - Conducted online on April 5, 2020
 - General feedback is mostly positive.
 - Personnel Activities
 - Property Manager
 - Sister Ruth resigned at the end of March
 - Sister Wei-Xin took over the property management responsibility as Property Management/Office Director
 - A part time Property Management Assistant will be hired to help sister Wei-Xin
 - Approved a One Year Full Time Interim CB Minister Position in June 2020.
 - Hiring process in progress
 - Will onboard on Sept. 1, 2020
 - CB Pastor search in progress
 - Received a number of applications, but no match yet
 - Church's Responses to COVID-19
 - Currently all church services and meetings are conducted online due to COVID-19 pandemic
 - A Wednesday night Elders/Pastoral Staffs weekly meeting has been established in March to review online ministries and brainstorming on future ministries format
 - A Church Reopening Task Force has been formed in May to plan on gradually reopen church facilities and in-person services
 - Elders and Deacons Nomination Process
 - Both Elders and Deacons nomination processes are almost done.
 - The final list of the elder nominees will be published before the first Sunday of September.
 - The final list of the deacon nominees will be submitted to the CC meeting in September.
 - Pastoral Staff Annual Review Process
 - Pastoral Staff Annual Review process will start in July and to be completed by December.
 - Major Ministries has been or will be reviewed in 2020
 - April: Family Ministry Task Force (Elder Chris Cheng) - done.
 - May: Loving & Caring Ministry (Elder Ji-yong Wang) - done
 - 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)
- Quarterly Financial Report (Deacon Joe)
 - May 2020 financials:

| | Offering | Expense | Balance | Cumulative Balance |
|------------------|----------|---------|----------|--------------------|
| General Fund | 117,576 | 90,864 | 26,712 | 457,578 |
| Mission Fund | 25,165 | 33,481 | (8,316) | 84,491 |
| Benevolence Fund | 30,680 | 1,500 | 29,180 | 60,362 |
| CBE Fund | 1,100 | - | 1,100 | 366,690 |
| SCM | 7,790 | 1,800 | 5,990 | 56,879 |
| Capital Fund | 1,502 | 18,100 | (16,598) | 569,483 |

General Fund Budget Usage Summary (up to May 31)

| | | |
|---------------------|--------------|-------------------------|
| Total offering | \$ 1,677,049 | (90.4% of budget) |
| Total expense | \$ 1,219,471 | (60.8% of budget) |
| Cumulative balance | \$ 457,578 | |
| Targeted percentage | 91.7% | (11 months of the year) |

- Overall observationsBOD
 - Offering is pretty stable in spite of pandemic
 - Expenses are lower because of pandemic
 - How to use surplus to further kingdom of God effectively
- Reviewed budget for FY2021
 - Deacon Joe motioned to approve FY2021 budget
 - Elder Jian seconded motion
 - **FY2021 budget unanimously approved by the church council**
- Reviewed FY2020 budget amendments
 - Deacon Joe motioned to approve FY2020 budget amendments
 - Elder Ji-yong seconded motion
 - **FY2020 budget amendments unanimously approved by the church council**
- Church Reopening Task Force (various CC members)
 - Journey to Reopen CBCGB (Elder Ruike)
 - Safety is paramount; Strictly following all state and local guidance
 - Managing a phased approach to allow us to improve our protocols and procedures
 - Pastor Pan: Trust God; Care for the well beings of members, coworkers, and community; Be prudent but not panic.
 - CBCGB has 4 phase approach (Elder Ruike)
 - We are planning Phase I in detail
 - No definite date has been decided
 - We are also brainstorming Phase II, III, and IV
 - Team Mission in Charge (Elder Ruike)
 - Pastor Pan (Pastor/Overall Worship/CM)
 - Elder Chris/Minister Jeff (CB)
 - Elder Chaw-Bing/Minister Duane (COM)
 - Pastor Yuegang (Fellowship)
 - Elder Paul Huang (Sunday School)
 - Pastor Jen (Youth)
 - Pastor Steve Bowman (Children)
 - Jason Lee (BoD)

- Task Force: Planning and Helping above ministry
 - Ruike/Chris to support all above ministry
 - Deacon Josh: Medical advisory
 - Pastor Juta: Spiritual advisory
- Medical Advisory Guideline (Deacon Josh)
 - The likely medical reality when are in “New Normal”
 - COVID-19 becomes a seasonal disease with “acceptable risks” (by comparison, the mortality rate was ~0.1% for flu, 2.28% for COVID-19 in South Korea, and 5.4% in US)
 - This will be a *dynamic state*, influenced by:
 - Ongoing vaccine development
 - Evolving treatment discoveries
 - Comparison: Flu has both vaccine and anti-viral treatments but it comes back every year. COVID-19 is much more contagious with possibilities of mutations.
 - Proper attitude:
 - Vigilant about COVID-19
 - Ready to respond to new changes
 - Key precautions:
 - Medical (surgical) masks and hand hygiene are by far the most important precautions
 - Disinfection of the environment is helpful (personal > institutional)
- CM Worship Phase I Planning (Deacon Josh)
 - Only the following essential coworkers will go to the sanctuary (total of 8 people)
 - Preacher/presider/worship team (1 pianist and 2 vocalist)
 - AV team (2 people) and PPT (1 person)
 - All people should wear a medical mask while not on stage
 - All people on stage should be at least 6 feet apart and perform hand hygiene and wear a mask immediately after coming off the stage
 - There should be at least 45 min between services for adequate disinfection of the equipment. NO OVERLAP of occupancy between coworkers for the two services
 - Suggested criteria to move to this phase:
 - After MA enters phase 3, both “7-Day Weighted Average of Positive Molecular Test Rate” and “3 Day Average of Number of COVID-19 Patients in Hospital” need to decline for 3 weeks
 - Once decided to move on, we will give our coworkers 2 weeks preparation time
 - We will do a targeted survey in early July to make sure we have >75% of essential coworkers available to serve on-site
- CB Worship Phase I Planning (Elder Chris)
 - 10 coworkers on site
 - Stage Manager
 - Presider
 - Preacher
 - Sound Technician
 - PowerPoint Technician
 - Video Technician
 - Worship Team (max 4)
 - Guitar
 - Piano

- Vocalist
 - Drums or Bass
 - CB Worship - Precautions
 - Masks worn by coworkers not on stage
 - Social distancing practiced
 - Temperature checks for all coworkers
 - Disinfect equipment before/after use
 - Log kept for contact tracing
 - A Question of Timing
 - CB Live streaming starts at 11am
 - People can ensure their connections are working
 - People can interact before service starts
 - Setup takes 20-30 minutes
 - Previously done in parallel with CM cleanup by 2 coworkers
 - Now, this must be done alone after CM finishes
 - Working backwards
 - 11:00am-CB Live Stream starts
 - 10:30am-CB setup begins
 - 10:25am-CM disinfects/cleans equipment
 - 10:15am-CM service ends/CM coworkers break down equipment
 - Additional 30 minutes needed between services!
 - Possible Solutions
 - Change Worship Service Times
 - Disruptive, especially if service times need changing later
 - Live Stream from different locations
 - Need to identify best location
 - Need to purchase/install equipment (non-trivial!)
 - Works for Phase 1, but long-term phase 2-4 solution needed
 - Other ideas?
- Stewardship Preparation for Reopening (Deacon Hongwei)
 - PPE (masks and gloves) preparation
 - Cleaning/disinfecting item preparation BOE
 - Sign/alert tape preparation and installation
 - Barrier shield installation (welcome desk, children registration desk)
 - IR temperature measure device (all entrances)
 - Toilet seat covers (put on instruction)
 - Setup sanitizers and wipes outside/inside bathrooms
 - HVAC filter and ventilation operation checking
 - Increase circulation of outdoor air as much as possible by opening windows and doors and using fans
 - Cleaning/Disinfection on Sunday
 - Option 1 (if we keep the same schedule as is)
 - Could be handled by CM/CB coworkers
 - Suggest CM and CB teams using different bathrooms on different floors
 - Stewardship provides all PPE and cleaning/disinfecting items
 - Cooperate with worship ministry drafting a guidance
 - Need to know the coordinators from both worship teams
 - Option 2 (if there are 2 hours in between CM and CB services)

- We can find a contractor to do the job (EC is one of the candidates)
 - But it might take probably ~2 hours (preferably no one is present)
 - Estimated cost: \$400/each time
 - Sanctuary
 - Hallways
 - Bathrooms
- Summary (Elder Ruike)
 - We are still working with BoE, Ministry Leaders Stewardship, and task force team, medical advisory team to work out details in Phase I
 - Currently we recommend to keep Phase 0 until end of July
 - We are starting to brainstorm the “New Normal”
 - Thanks to all the coworkers: Pastors, Elders, Deacons, Office staff for your servanthood service and contribution during this critical period
- Help needed
 - Record Tracking (who has been in the building, etc.)
 - Cleaning between services if needed
 - Engage with congregation
 - Help to monitor the mass.gov guidance
 - Ideas to improve the planning
- Elder Paul closed in prayer and adjourned the meeting at 12:34 pm
- BoD met after the CC meeting to review and vote on Capital Fund request for Church Driveway Paving Project
 - Paving would cover straight driveway from gate to stop sign
 - Discussion to include between curved children’s drop off area in paving or not
 - Comparing differences and questions raised between two quotes
 - Will check with Elder KC to see when the roads were last paved
 - Look into reaching out to Boston Properties to give us some expertise in recommending what we want/need
 - Ask congregation if there is anyone with knowledge or referrals
 - One of the main requests to be fixed is a permanent solution to the pothole problem
 - Need to look to see if it can be combined with paving or if it is a separate project
 - Given all the questions raised, we decided to wait on voting until next BoD meeting