CBCGB Church Council Minutes, Q2 of 2020

June 20, 2020

● 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.

■ 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, Ezrah, 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
  - 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 scalers 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:
- Overall observations BOD
  - 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/CB 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
  - 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