

CBCGB Church Council Minutes, Q4 of 2021

December 11, 2021

In Attendance

- **Board of Elders (BoE):** Paul Huang (BoE Chairman), Chaw-Bing Chang, Ji-yong Wang, Ruike Wang
- **Board of Deacons (BoD):** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastoral Staff:** Senior Pastor Juta Pan, Minister Taylor Birkhimer, Minister Duane Chang, Pastor Steve Chang, Minister Juan Chen, Pastor Jennifer Lin, Tony Ng, Pastor Yuegang Zhang, Pastor Jeff Hwang, Minister Patrick Chen
- **Additional Attendees:** Nancy Cintolo, Eric Chu
- **New Attendees:**
 - **Elders:** KC Chu
 - **Deacons:** Petek Altug, Philip Sailer, Jianzhong Yang
- **Absentees:**
 - **Elders:** None
 - **Deacons:** None
 - **Pastors:** None

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:02 AM. Elder Paul opened in prayer.
- Introduce Newly Elected Deacons and Elders
- Report from Pastoral Staff
 - Recent impacts of COVID-19 Outbreak at CBCGB
 - Recent situation caused a drop of the in-person attendance and forced the church to adjust our re-opening situation
 - Surge of cases in MA and the entire world
 - Development of Omicron variant
 - The recent cases in the church
 - Church's adjustment until 1/2/2022
 - CM, CB, Children's program, and Youth Sunday school are temporarily back online
 - No Friday Awana and Youth meetings
 - Fellowships can decide for themselves if they want to meet in person
 - Pastoral staff meetings are back to online
 - COM will remain the same as there are no confirmed cases
 - Suggested attitude
 - Be prudent of the situation
 - Trust God's protection and guidance
 - Respect the congregation
 - Deal with the immediate situation, but plan for the future
 - Ministry direction for 2022
 - Prepare for return of "new norm"
 - Family Ministry
 - Reach out to the younger generation
 - Develop opportunities for online outreach
 - Prepare for the actions of mission, evangelism, and social concern

- Important Events and Plan from Sept. to Dec.
 - 9/24-9/26: CM fall Evangelistic Meeting
 - 9/24-9/26: CB Retreat
 - 10/8-10/10: COM retreat
 - 10/13: Minister Duane's ordination service
 - 10/17: Annual service and meeting
 - 11/12-11/14: Mission/social concern conference
 - Preparation of CBE campaign and townhall meetings on 12/5
 - NCPI follow-up
- Upcoming important events and plan
 - Advent start from 11/28
 - Three joint services:
 - 12/19: Christmas Sunday services
 - 12/24 Christmas Eve service
 - 1/2: New Year Joint service
 - Planning a few retreats in January and February
 - 4/1-4/3: CM spring Gospel meeting
- Pastoral Staff
 - Minister Patrick Chen was on board on 10/1 and we will plan for his ordination in 2022
 - Minister Kola left for mission to Taiwan after 10/31
 - Pastor Ziyi will take sabbatical leave from 1/1/2022 to 6/30/2022
 - Pastor Jutta will teach a seminarian course in Global Mission Seminary from 2/14-2/25
- CM Caring
 - Stephen Ministries (SM): 45 are actively involved
 - Benevolence Fund: 3 were provided
 - CM Baptismal ceremony: 9 candidates rescheduled to 1/9/2022
 - Funeral Services: 5 were provided
 - Steve (Ziyi) will be off for his sabbatical in the first half of 2022: 1/1 to 6/30
- CM Fellowships
 - Fellowships keep gathering, stay healthy and unified
 - 7 fellowships are in a hybrid mode (some members meet at church and others online)
 - Other fellowships are online
 - Fellowships celebrated Thanksgiving online, counted blessings, and invited seekers to attend
 - Fellowships are helping with Awana, Sunday ushering at church
 - Fellowships cleaned up tree leaves at church
 - Fellowships had outings, cared for each other, kept sharing the Gospel to seekers
- Children's Ministry
 - Virtual Fall Harvest Program: 50+ participants
 - Recent children's ministry COVID cases recovered
 - We need a Children's Worship core leader, a Friday night Nursery core leader, and more teacher's
 - Continue to visit and support children, families, and co-workers
 - Recent onsite attendance: 60-30 children's worship, MS, SS, AWANA, Philly
 - Recent online attendance: 45 at children's worship, 18 at Mustard Seed
 - Core leaders' meeting: 1/9/2022
 - Empower God's Children Conference scheduled for 9/10/2022
 - Influx of special needs, autism, ADHD, etc.

- Continued partnership with COM and CB home group
- COM
 - Fall retreat: 108 registered, including 13 seekers, 6 of them decided to become Christians
 - Fall baptism: 4 sisters were baptized on 9/21
 - Thanksgiving: 10 fellowships or small groups hosted special gatherings, outreached to many non-believers
 - Fellowship counselors trainings: 36 attended advanced training on 10/17, and 10/24 attended basic training on 11/21
 - Sunday service: average attendance is 44 online, 107 adults, and 19 children in person, more than 60 newcomers since September
 - Current sermon series: The Gospel of Matthew (Dec-Spr)
 - Upcoming events: Christmas Eve Service (12/24), Child Dedication (12/26), Advanced counselors training (12/26), Student Winter Retreat (1/14-1/16), Baptism Class (2/27-4/3)
- Youth
 - Transitioned to completely in person in November for both ALIVE and SS, average attendance
 - Friday: 90-100
 - Sunday: 35-45
 - Counselor and servant team meeting in person this fall
 - Still need counselors for the 6th graders
 - Ongoing worship team and servant team trainings/meetings
 - Passion Night: 11/26 and other youth groups joined
 - Two nights of COVID scares - postponing youth Christmas party
 - Parent meeting: 11/7 - very small turnout
 - Upcoming: Winter Retreat (February)
- Cross Bridge
 - Current Sermon Series: Jesus is Better: A Sermon Series on Hebrews
 - ICF and Charis: Summer CrossGen separated into ICF and Charis in-person groups, focused on outreach, community and prayer, study is tracking with Hebrews sermon series
 - Average 136 in person attendance (drops to 127 without children's program)
 - Average 39 online attendance (rose to 44 without children's program)
 - Minister Pat began his role as Fellowship Pastor
 - Launched a digital bulletin (crossbridge.life/bulletin)
 - Ends of the Earth film showing
 - CB Worship and Prayer Night
 - CB DNA Task Force began
 - Cheng Farewell postponed
 - CB Outdoor BBQ Lunches
 - CB Coffee Ministry Launch
 - CB Annual Report Video
 - Farewell Lunches, Gatherings, and Send-off for Minister
 - CB Church Clean-Up (56 showed up, finished in 40 minutes)
- Report from BOD
 - Stewardship Committee
 - Support church reopening for clean and safe environment

- Church cleaning and landscape maintenance
- Sunday services support. Indoor/outdoor events support
- Church office support (bills and invoices)
- Purchase and maintain supplies and equipment
- Purchase COVID-19 antigen test kits (for pastoral staff and essential coworkers)
- Christmas decorations in progress
- Inspection of the fire extinguishers



**151 Handrail Repair
(Complete)**

**151 Gutter Cleaning
(Complete)**



**Hand sanitizer refill
(Complete)**



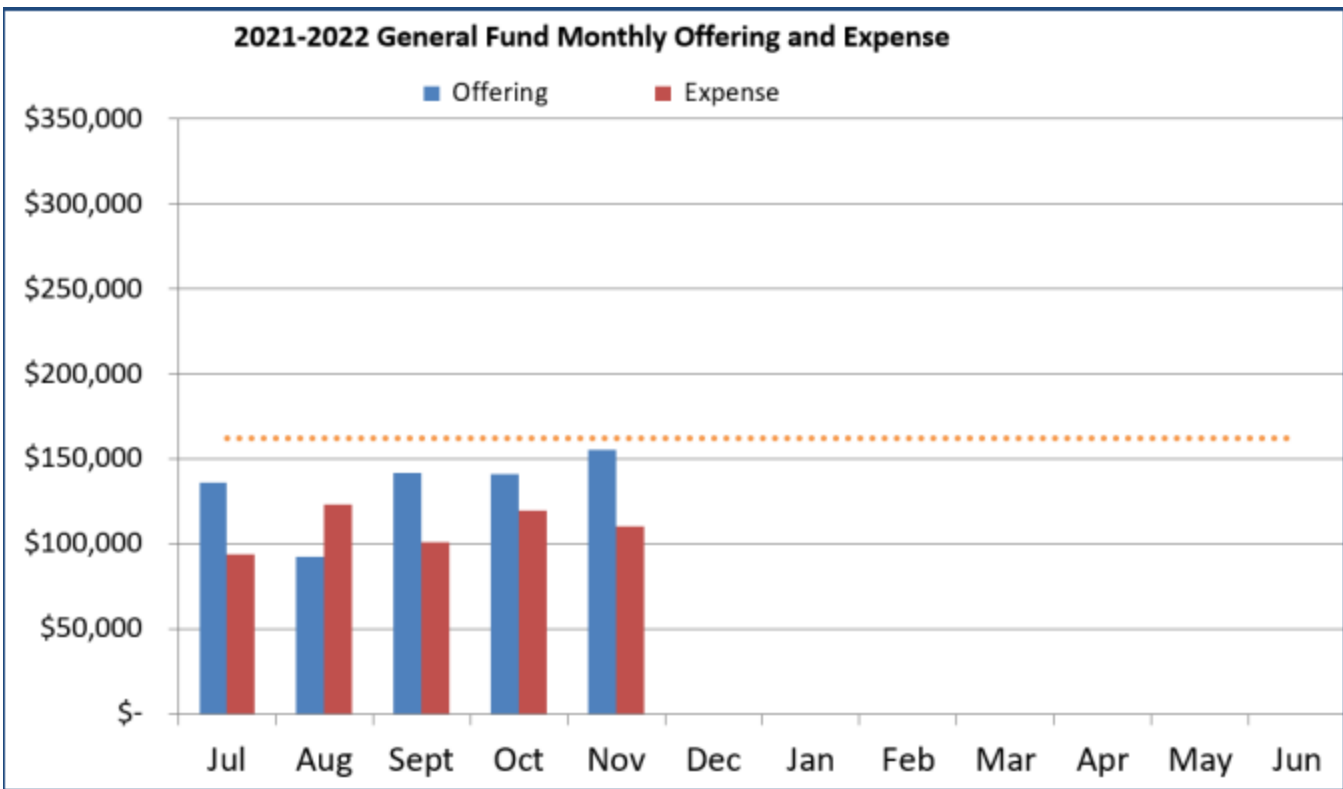
**Main Building Men's Restroom Wall Hole Patch
(Complete)**



- Share the abundance God has provided our church
 - Grow in faith that God will provide for our own church's needs as well
 - Build church partnerships – not only us giving, but also receiving the blessing of fellowship and knowing God more through serving with other churches
 - Committee members
 - Beata Shih (Chair), Jimin Xiong (Social Concern Committee Chair, Elbert Chang, Samuel Chang, and Lilian Wang
 - Pastor Staff Consultant: Pastor Juta, Pastor Yuegang, and Pastor Bowman
 - # of Neighbor Churches: 100+
 - Fundraising: \$140+K raised
 - Continue to reach out to neighbor churches
 - Evaluate partnership opportunities with our partners in 2022
- Report from BOE
 - BoE Meeting Highlights
 - October 17th - Annual meeting presentation Q&A will be posted on church website soon
 - December 5th CBE promotion meeting presentation and response to Q&A session will be posted by the end of the year
 - December CC retreat on How to Reach Out to the Younger Generations
 - Recent BoE special financial aids
 - Pastoral Staff Advanced Study
 - Christian Memorial Education Fund (seminarians and Christian publications)
 - Reopening Taskforce
 - Until 1/2/2022, all worship service and Sunday schools at Lexington remains online (new deacon installation)
 - Pre-recorded joint worship services and Advent candle lighting
 - Distributing the holy communion kits to congregants
 - Fellowship group meeting to decide how to meet
 - Recent approved hiring:
 - ½ time property manager
 - Full-time property maintenance coworker
 - Review Mission Committee's proposals
 - Afghan Evacuee Supporting Plan
 - Others
 - Renewing the church HR system with the help of HR manager
 - Communications
 - Compensation and Benefits
 - HR administrative work
 - Restore HR committee to standardize HR systems
- 2022 Church Calendar
 - Please review 2022 church calendar
 - [CBCGB_Church_Calendar_2022_English_long_form.docx](#)
 - March Church Council meeting will be scheduled 3/26/2022
 - December BoE meeting will be scheduled on 12/3/2022
 - December CC meeting will be scheduled 12/10/2022
 - May CM/Children Retreat (5/20-5/22)
 - Empower God's Children Conference originally scheduled for September
 - Will remain TBD until a new date can be finalized as the September calendar is full

- 2022 Ministry Matrix
 - Please update Ministry Matrix as soon as you can
 - [2022 Ministry Matrix \(Short Form\)](#)
 - [2022 Ministry Matrix \(Long Form\)](#)
- Quarterly Financial Report

November				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 155,405	\$ 110,327	\$ 45,078	\$ 125,792
Mission Fund	\$ 45,640	\$ 40,362	\$ 5,278	\$ 87,323
Benevolence Fund	\$ 1,925	\$ -	\$ 1,925	\$ 135,864
CBE Fund	\$ 850	\$ -	\$ 850	\$ 1,217,560
SCM	\$ 5,560	\$ 1,400	\$ 4,160	\$ 56,555
Capital Fund	\$ 223	\$ -	\$ 223	\$ 337,319



- Clarification on Reimbursement
 - CC approvers in your email. Email to requisition@cbcgb.org
 - Attach requisition form plus relevant receipts
 - Honorarium

Current Honorarium Rates Per Session

- Honorarium for Sunday Service Speaker: \$300
- Honorarium for Retreat Speaker: \$300
- Honorarium for Retreat Workshop: \$180
- Honorarium for Workshop at Church: \$180
- Honorarium for Sunday School Speaker: \$180

(Note: one session time is normally counted as 1 hour, e.g., 2 hours will be 2 sessions.)

- CBEAT/CBET Project
 - CBE Project Updates
 - Surface Water Analysis (ongoing)
 - The outside consultant is looking into the surface water/soil test study
 - HVAC/Drainage Design (done)
 - CBE design team will iterate the HVAC/Drainage design and Electrical Design/Alarm
 - Building Permit Application
 - After the design drawing is ready, a meeting with the Lexington Town Planning Board will be arranged to review all the design before submitting the building permit application
 - Contractor Searching will start after the building permit has been approved
 - Promotion is ongoing
 - CBE Info session last Sunday (12/5)
 - Electronic version of the promotional brochure with pledge forms has been sent to all church members. A printed brochure and pledge forms will be mailed to current church members and former members soon
 - Promotional website is in palace
 - Promo video to be created soon
 - Shared in various church ministries
- Afghan Evacuee Support

Five Steps to Create a Neighborhood Support Team



- General Status Summary
 - Afghan Ministry leadership:
 - Sponsors: MM and SCM
 - Ministry Co-Leaders: Nancy and Eric
 - Interface with external contacts and internal church communication - LIRS/Ascentria, Park Street Church, Afghan experts, etc)
 - 12 individual committees are set up, leaders have been confirmed
 - 34 people from CBCGB and external resource
 - Agencia-Alpha (Boston based non-profit organization who specialized in immigration)
 - Ramir Usmani (Afghan Refugee arrived last week) will be our Translator
 - Housing
 - Searching for a 3 bedroom with 1.5 bathroom near the church vicinity towns with a good public transportation
 - If no proper housing is found in time, a temporary housing in NH is confirmed for 90 days
- Fundraising
 - Fundraising will kickoff as soon as the Financial Funding Match is approved by the Church Council today
 - Begin on 12/18 and end on 1/31
 - Funding Matching: 1 for 1
 - Fund matching Request Amount = total fund raised in Dec/Jan
 - Upper Limit = \$50K
 - This will come from the General Fund
 - Benevolence Fund could be an acceptable option too
 - **Action:** Determine if using the Benevolence Fund can be used as the church match
 - Funding Target: \$80K (Refugee status) vs. \$100K+ (Evacuee status)
 - The goal is to help the family to become independent within 6 months
 - This will remain as a one-time funding challenge, unless circumstances change
 - MM/SCM will actively communicate the Donation need to the church members
 - A separate Afghan Ministry Bank Account will be set up by the Finance Committee
 - The Ministry Revenues and Expenses will be monitored by the Ministry Finance Team (Eric, Nancy, and Joe Shiu)
 - An Afghan Ministry Finance Policy guideline will be set up (i.i reimbursements to committee, disbursement to family, etc.)
 - Any Expense exceeding \$250 requires a pre-approval from Eric/Nancy
 - The items must be identified and confirmed by the individual committee meeting minutes
 - Any Expense that is less than \$250 only requires the individual committee lead/coordinator's pre-approval before actual execution
 - All expense reimbursement requests must be approved by the individual committee lead/coordinator first before they can be submitted to the church Finance Committee for actual reimbursement

CBCGB NST (24 from CB, 10 from CM; Agencia-Alpha; Afghan translator) – Post 12/6 NST meeting decision

Team #	COMMITTEE	Coordinator(S) FULL NAME	EMAIL	CELL	TOWN
	NST Co-coordinators	Nancy Yen Cintolo	nancy.cintolo@gmail.com	978-809-4975	Waltham
	NST Co-coordinators	Eric Chiu	eric1chiu@gmail.com	617-763-6607	Lexington
	One-Time & Initial Set-Up Support				
1	NST Administrative Coordinator	Petek Altug	petekaltug@gmail.com	631-428-4250	Waltham
2	Finance Committee Coordinator	Eric Chiu	eric1chiu@gmail.com	617-763-6607	Lexington
3	Housing Committee Coordinator	Lilian Wang	wanglilian3@gmail.com	617-301-2760	Waltham
4	Apartment Set-up Coordinator	Lois, Andrew & Cindy	Loiskoh@gmail.com	978-844-9929	Lexington
	> Apartment Cleaning Team Coordinator		shih_andrew@hotmail.com	339-368-4957	Winchester, MA
	> Handyman Team Coordinator		cklmorrison@gmail.com	978-684-2130	Andover, MA
	> Small Items Pickup Team Coordinator				
5	Welcoming Committee Coordinator	Kersing Huang	kersingh@gmail.com	732-546-7631	Chestnut Hill, MA
6	Fundraising Coordinator	I-Yu Chen	iyuchen@acm.org	978-621-6566	Somerville
	On-going Support Services				
7	Job Search Coordinator	Eric Chiu	eric1chiu@gmail.com	617-763-6607	Lexington
8	Interpreter Coordinator (Translator)	Ramir & Waranga Usmani			
9	Healthcare Coordinator	Timothy Huang	thuang326@gmail.com	978-397-8873	Brookline
10	Education Coordinator	Lilian Wang	wanglilian3@gmail.com	617-301-2760	Waltham
11	Cultural Mentoring Coordinator	Leon He & Natalie	me@leonhe.com	978-902-7076	Arlinton
			ningningnc@gmail.com	561-789-2242	Arlinton
12	Transportation & Ride Coordinator	John Cintolo	jcintolo@gmail.com	978-621-8872	Waltham

- Based on our current commitments, this initiative can be managed by an existing ministry (MM/SCM or both)
- Our members donation to this initiative has no tax implication
- **Paul motioned to support this fundraising with a 1-to-1 match up to \$50K**
 - **Da-zhi seconded the motion**
 - **The motion passed unanimously**
 - **Follow-up:** we need to determine where the matching funds will come from
- Elder Paul closed the meeting Prayer at 1:28PM

BOD Post-Meeting

- Samuel has been nominated as head deacon
- Elbert has been nominated as CC secretary by Samuel, Hongwei seconded
- Ligong has been nominated as Church Treasurer and Finance Deacon by Colin, Samuel seconded
- Hongwei and Ye Tang have been nominated as Stewardship by Elbert, seconded Ligong
- **All of the above positions have been confirmed unanimously**
- Phil will be supporting the youth ministry
- Stan will be supporting the children ministry
- Josh will be transitioning to CM Spiritual Formation
- Kelly will be leading the CM Worship
- Jianzhong will be leading the CM IT issues
- Petek will be helping out with MM/SCM - Missions Deacon
- Please sign up to visit a BOE meeting next year, or else. ;)