

CBCGB Church Council Minutes, Q1 of 2022

March 26, 2022

In Attendance

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

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:00 AM. Elder Paul opened in prayer.
- Sharing and Team Building
 - Vision of God's Church; Vision of CBCGB
 - Level 1 - Vision of the Church
 - To further the Kingdom of God through the witness (evangelism, social concern, cross-culture mission)
 - This will be fulfilled by all of the churches regardless of geographical location, time, culture. This will not change until Jesus returns
 - Level 2 - Vision for a specific church
 - Vision of CBCGB: To see every person become a disciple of Christ, across all cultures, from East to West, from Greater Boston to the world
 - Mission Statement: We are a church in Greater Boston that brings people across all cultures together in Christ to inspire, disciple, and send them to be global disciple-makers
 - This can change depending on the changes in context and church culture, but it should not be easy to revise
 - Four Fundamental Elements to achieve the Vision and Mission Statement (Worship/Service, Mission, Fellowship, Spiritual Formation)
 - Level 3 - Specific vision/identity/DNA of each Congregation/Ministry
 - This includes CM, CB, ChM, YM, COM (Unity in Variety)
 - Level 4 - Short-term and Mid-term ministry goals
 - For the Entire CBCGB
 - For each congregation and ministry
 - Context: Who, When, Where, How?
 - Mid-Term Ministry Goals
 - For the entire CBCGB
 - The integration of congregations and ministries
 - The actions and integration of cross-cultural missions and social

- concerns
 - Family Ministries: Children, Youth, husband and wife, and parents
 - Outreach to Younger Generation
 - Level 5 - Short-Term Ministry goal for Post-Pandemic
 - For the entire Church
 - Ministry recovery
 - Encourage congregants to come back and build up relationships
 - Training and preparing for outreach
 - Family Ministry
 - Caring for the congregants with special mental and spiritual needs
 - Exploring the strategies to reach out to the younger generation
 - CBE project
 - Online ministry opportunities and restriction
 - Never too late to think and plan ahead
- Report from the Pastoral Staff
 - COVID-19 Situation and Church's Response
 - Confirmed cases trend: peaked in January and dropped rapidly in March in the US and MA
 - The confirmed cases are still high in some countries
 - CBCGB moved from completely online in January to hybrid in February. Reopening taskforce decided to lift mask mandate in April
 - Sunday service in-person attendance
 - CB/COM - 70% attendance
 - CM - 30% attendance
 - YM - 90% attendance
 - ChM - stable
 - Looking forward to moving toward post-pandemic
 - Looking Forward to "Post-Pandemic"
 - How do we encourage congregants to return back to in-person?
 - How do we make ministry back to "normal"?
 - How do we encourage more coworkers to serve in the church building?
 - Ministry focus for 2022
 - Family ministry
 - Caring for the congregants with special mental and spiritual needs
 - Exploring the strategies to reach the younger generation
 - CBE project
 - Online ministry opportunities and restrictions
 - Important events and ministries in Q1 2022
 - NCPI follow-up
 - ANM: Wolas Yar family arrived and service began
 - Donation to Ukraine Civilian Rescue fund through World Vision
 - Most of the winter retreats were canceled or postponed due to the pandemic
 - Upcoming important events and plan
 - ANM continues and needs more coworkers
 - 4/1-4/3: CM Spring Gospel Meeting
 - Two spring short-term missions trips
 - COCM in London
 - Honduras
 - Planning for summer short-term missions

- Joint service will reduce from 8 to 4
 - New Year
 - Good Friday
 - Church Anniversary
 - Christmas Eve
- Pastoral Staff
 - The process of Minister Patrick Chen's ordination has started
 - Pastor Ziyi is taking sabbatical leave from 1/1/22 to 6/30/22
 - Pastor Yuegang will take sabbatical leave from 7/1/22 to 9/30/22
- CM: Caring
 - Pastor Yuegang is managing while Pastor Ziyi is on sabbatical leave
 - Stephen Ministries (SM)
 - Recruited and interviewed 8 new candidates; training will start soon
 - Matched Stephen Ministers with 4 Care Receivers
 - Had a Domestic Violence Workshop given by a staff of ATASK Lexington
 - Benevolence Fund: 3 were provided
 - CM Baptismal Ceremony: 9 candidates - rescheduled to 3/27/22
 - Funeral Services: 3 were provided
 - Premarital Counseling: 2 couples
- CM Fellowships
 - Fellowships are continuing to gather. Remaining healthy and unified
 - Four fellowships are hybrid (some members are at church while others are online), other fellowships are online
 - Fellowships celebrated Lunar New Year online as an outreach opportunity for seekers
 - Fellowship are helping with Awana, Sunday ushering at church
 - Fellowships cared for each other and continue to share the Gospel with seekers
 - Fellowships organized an outreach workshop on Medicare given by Edwin Tam
- CM Worship and Evangelism
 - Spring Evangelistic Meeting from 4/1 to 4/3
 - Theme: A Life of Joy; Speaker: Minister Fan
 - 3/27: 147th Baptism service - 8 or 9 candidates
 - 4/10: Welcoming new transferred members
 - 5/15: 148th Baptism service
 - 5/20 - 5/22: Summer Revival Meeting, Speaker: President Jamie Taylor IV
- Children's Ministry
 - Philly student in need of bone marrow transplant - Christina Liu
 - Awana Grand Prix - Friday, May 6th
 - Vacation Bible School - June 29 - July 1
 - Empower God's Children Conference - 8/27
 - Awana Training September
 - Need a Children's Worship Core Leader
 - Recent attendance #'s, discontinue online services
 - Promotion/recruiting/supporting coworkers
 - Continue to visit and support children, families, and co-workers
 - Pastor Bowman - Joni Ministry and COCM STM (End of July to Beginning of August)
- City Outreach Ministry
 - Students Spring retreat (3/11-3/12):
 - Student fellowship and MIT fellowships

- 10 Counselors and 35 students registered, includes 7 seekers
- Spring baptism class (2/20-4/10: 7 brothers and sisters attended)
- Sunday service in March (3/6-3/20)
 - About 50 online
 - 100 adults and 20 children in person
 - The number of in-person attendance is increasing
- Current sermon series: Gospel of Mathew (Dec-Apr), Psalms and the Book and Jeremiah (May-Aug)
- Upcoming events:
 - Mental Health support seminar for counselors (3/30)
 - Good Friday Service (4/15)
 - Easter Sunday Service
 - Spring Baptism (4/17)
 - Vacation Bible School with Ruggles Baptist Church (7/11 - 7/15)
- Youth
 - Transition to completely in-person/hybrid for both ALIVE and SS
 - Average attendance: Friday (60-70), Sunday (25-30)
 - Studying 1 Corinthians in ALIVE and Old Testament survey in Sunday School
 - Counselor and servant team meetings in person
 - Still in need for both female and male counselors, combined groups currently
 - Youth Missions this summer in July with YWAM
 - Parent meeting: 1/23
 - May Retreat: 5/28-30 at Beara
 - Youth calendar/links: <https://linktr.ee/cbcgbyouth>
- Cross Bridge
 - CB Sunday (since going back in-person) = 100 in person, 53 connections online
 - Finishing Hebrews: Jesus is Better sermon series
 - On the Horizon
 - Vision Taskforce
 - Articulating our DNA: What is CB's unique way of obeying the Great Commission?
 - Crafting a Vision Frame (Mission Statement, Core Values, Strategy, and Measures)
 - Assimilation and Spiritual Growth
 - Addressing the Return to In-Person Challenge
 - Addressing the coworker shortage problem
 - Improving CB Hospitality (welcome, usher, coffee, lunch)
 - Cheng Family Sendoff
 - Friday Charis/ICF = 25 in-person, 6 online
 - Joint Charis/ICF/ALIVE worship and prayer night
 - Annual ICF Retreat postponed to February 2023
 - Upcoming events
 - Easter Family Picnic (4/9)
 - Charis Retreat (5/6 - 5/8)
 - Marriage Workshop (May)
 - Griefshare (9/11)
 - Cross Bridge Retreat (9/23-9/25)
- Report from the BOD

○ Stewardship Committee Monthly Report

■ Updates on Major Projects

- Children's ministry (1st floor) security enhancement (proposal)
- Church office roof replacement (pending)
- Signage Update (proposal in progress by Min. Taylor)
- Welcome Center (new wallpaper and shelf installed)

■ Property Maintenance and management

- Support church reopening (for clean and safe environment)
- Food Establishment Permit renewed to 3/31/2023
- New water meter (total 4) and remote reading device installed)

■ Church-wide Maintenance

- Renovation of church office 2nd floor bathroom (new tiles, new toilet, new window curtain, ceiling and wall repainted, rusty heating pipes repainted)



- Cleaned up branches and leaves
- Replaced and installed new tiles in children ministry area
- Helped ping-pong fellowship replaced new tiles in basement
- Repaired one broken table in basement
- Repainted walls in room 122 in children ministry classroom
- Replaced bulbs in sanctuary
- Rechecked the sealed area on church roof

■ Church Upper Parking Lot

■ Donation of 3 Bluezone Air Purifiers



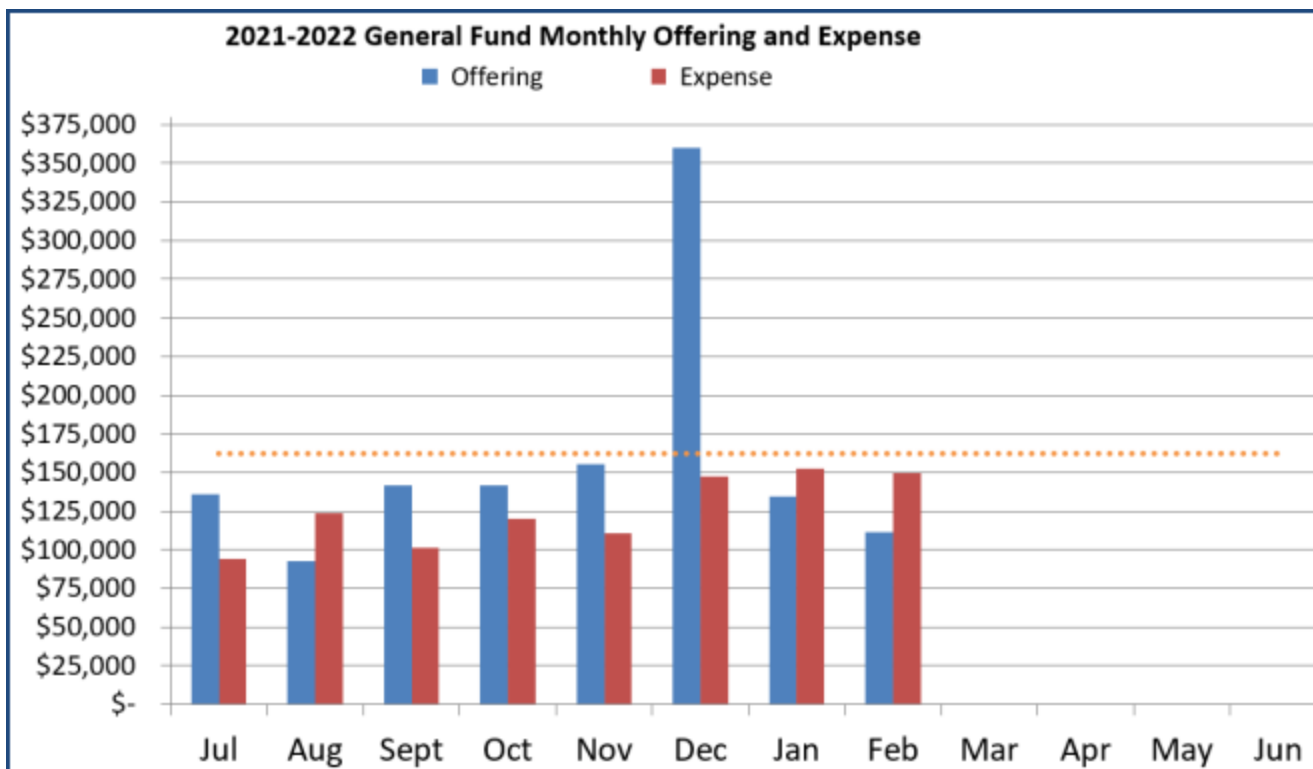
- New Church Facility and Property Manager (Kylie Birkhimer)
- Report from BOE
 - Ministry Reviews for the year
 - Local Outreach
 - Youth and Children Mental Health (Brainstorming)
 - BOD Structure (Brainstorming)
 - Policy Approval:
 - Finalizing the Church Investment Policy
 - Revision of the Benevolence Fund
 - Approved SCM new member: Jim Chou
 - Proposal of 4 Joint Bi-lingual worships in BOE
 - New Year Service, Good Friday, Church Anniversary, Christmas Eve Service
 - CBE Status and phase
 - New quote indicated 30% higher cost
 - Promotion Preparation is ongoing
 - Funding Updates: \$1,264K
 - Based on the input from BOD and pastoral staff and the current funding situation, CBE will become a three-phased project
 - Looking into possible weekday uses of church facility
- Quarterly Financial Report

Class Fund Summary				
February				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 111,374	\$ 149,794	\$ (38,419)	\$ 284,366
Mission Fund	\$ 27,157	\$ 30,882	\$ (3,725)	\$ 133,477
Benevolence Fund	\$ 725	\$ 4,000	\$ (3,275)	\$ 135,013
CBE Fund	\$ 6,917	\$ -	\$ 6,917	\$ 1,264,751
SCM	\$ 2,830	\$ -	\$ 2,830	\$ 67,260
Capital Fund	\$ 221	\$ -	\$ 221	\$ 322,837

General Fund Budget Usage Summary

Total offering	\$ 1,273,288	(65.3% of budget)
Total expense	\$ 988,922	(50.7% of budget)
Cumulative balance	\$ 284,366	

2021-2022 Budget	\$1,949,085
Targeted percentage	66.7% (8 months of FY)



- **Action:** Follow-up with expense increase in January and February (Ligong)

Timeline:

1. Submit your budget proposals by Tuesday, **4/26/2022**.
2. Attend budget proposal review zoom meeting, **Thursday, 4/28/2022, 7:30 to 8:30 PM**. If you can't make it, please send a representative from your ministry.
3. Submit revised budget proposal, if needed, by Tuesday, 5/10/2022.
4. Attend 2nd round budget proposal review meeting, **Thursday, 5/12/2022, 7:30 to 8:30 PM**. You can skip if your accounts are all set after the 1st round review meeting.
5. Resolve any remaining issues and finalize budget proposals by end of May. The 3rd round review meeting will be scheduled for Thursday, 5/26/2022, if needed.
6. The Church Council will review/approve the budget proposals at the quarterly council meeting in **June, Saturday, 6/18/2022**.

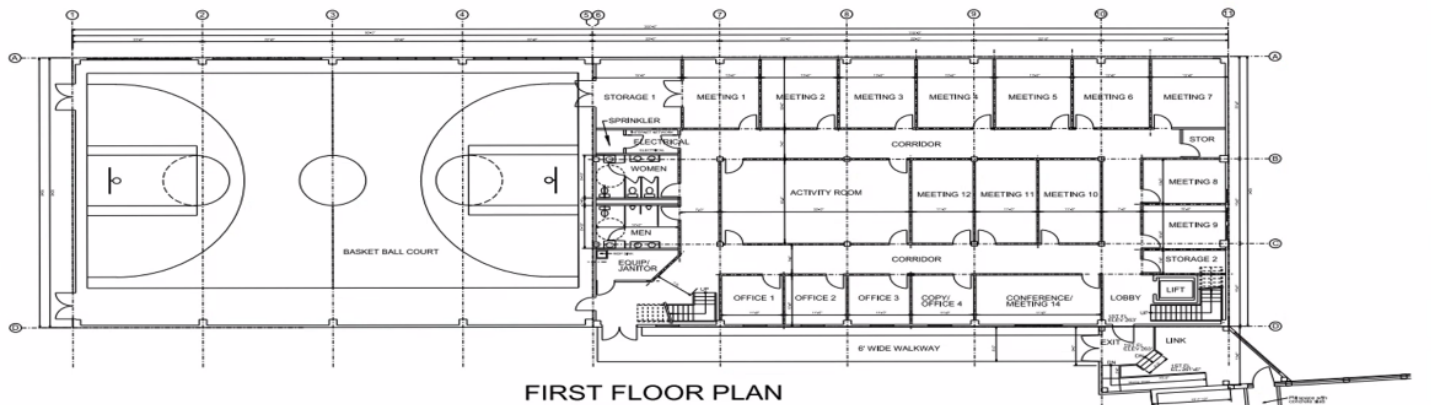
- Budget Planning Docs
 - Under CC shared drive (Folder CC > FY 2023-budget)
 - Email response to treasurer@cbcgb.org or financedeacon@cbcgb.org
- April Information Session Planning
 - Tentative date: 4/10
 - Tentative Agenda

No	Time	Duration (min)	Agenda	Lead
1	3:00	2	Opening Remark	Paul
2	3:02	3	Opening Prayer	Paul
3	3:05	20	Exhortation	Juta
4	3:25	20	Bylaw Revision-Online	Paul
5	3:45	25	Church Expansion	KC
6	4:10	10	Question/Discussion	All
7	4:30	1	Closing Prayer	Juta

- Bylaw Revision Proposal
 - Voting
 - Current bylaw
 - *8.4.4. Absentee ballots may be cast for matters presented on printed ballots distributed to members before the meeting. Absentee ballots must be delivered to the Secretary prior to the meeting.*
 - Proposal: Revise bylaws to allow for online voting
 - Details need to be developed to ensure the vote is secure
 - Need to include IT director and Technology deacon
- CBE Discussion
 - CBCGB Building Expansion Project Update
 - CBE History/Background
 - September 2009 - By God's grace, CBCGB was able to purchase next door building (151)

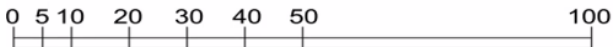
with 2-acre land for \$650K

- June 2010 - Church Building Expansion Team was formally established with the mission of utilizing this 2-acre land to expand church facility
 - October 2010 - CBET completed the master plan for the CBE project
 - June 17, 2012 - CBE project was presented, voted, and approved by the CBCGB congregation in a special membership meeting
 - February 2014 - The first phase of the CBE project (151 rebuilt) design has been completed by the CBET
 - September 2014 - The construction of the first phase of the CBE project (151 rebuilt) started
 - August 2015 - The construction of the first phase of the CBE project (151 rebuilt) completed and the occupancy permit had been approved
 - April 2018 - CBE project Phase II and III design has been completed and presented to the congregation by the CBET in an information session
 - 2018 - a CBE Advisory Team has been established. The task was to research the actual needs of all church ministries by meeting with all ministries leaders and came up with a CBE project requirement document
 - 2020 - CBET started to redesign the CBE project phase II and III based on the requirement documents provided by the CBEAT
 - 2021 - The CBE project design has been reviewed and approved by the pastoral staff and BOE
- CBE Project and Fundraising Plan
 - Church Building Expansion Plan
 - Adding more classrooms: 14 rooms
 - For youth group on Friday and Sunday
 - Sunday School classrooms for all
 - Adding more offices for church staff: 4 offices
 - Adding a new Chapel with 355 seats
 - Flexibility for worship service
 - Less congestion in the main lobby
 - Design to be more welcoming for the next generation
 - Children's area renovation
 - Comply with safety protocols such as single point of entry, card swipe doors, improved check-in
 - Centralized area where children will gather
 - More classrooms for children
 - Less congestion in the children area
 - Adding a new gym
 - Outreach (fall harvest, missional events, weekday sports ministries)
 - Large area for youth and children to get together on Friday night
 - Extra stage for events and overflow
 - Parking - Improved gravel parking lot
 - Church Building Expansion Design

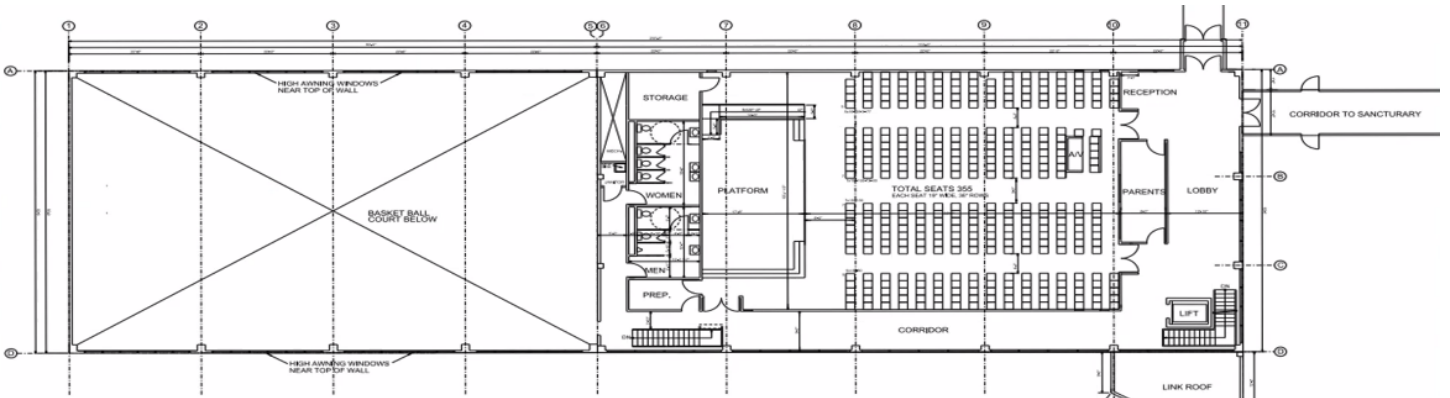
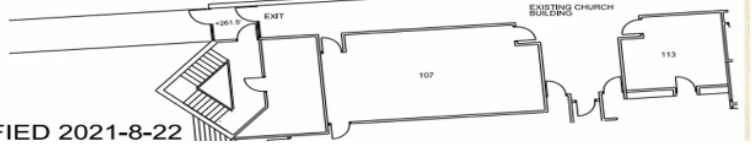


FIRST FLOOR PLAN

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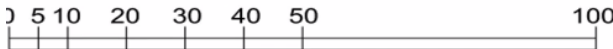


MODIFIED 2021-8-22

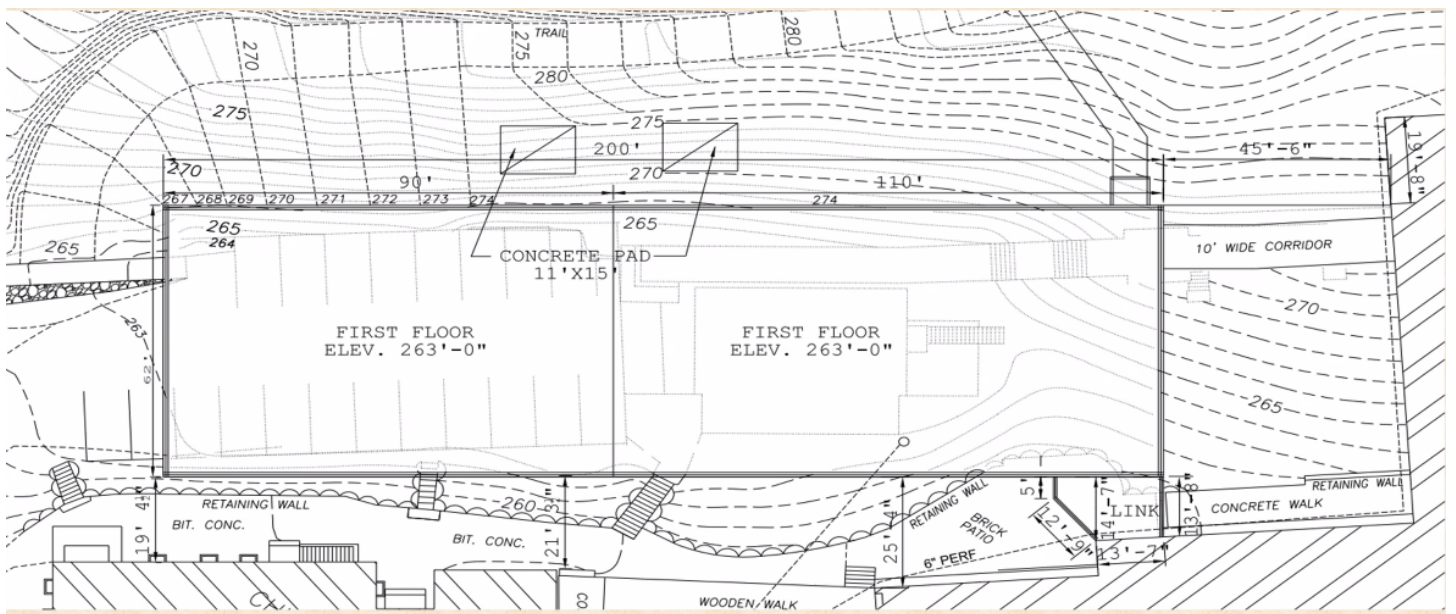
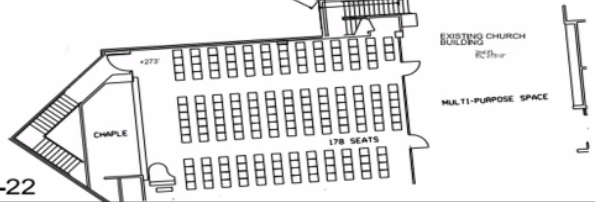


SECOND FLOOR PLAN

SECOND FLOOR PLAN



MODIFIED 2021-8-22



- Church Building Expansion Plan to be Completed in Three Phases
 - First Phase:
 - Adding more classrooms: 14 rooms
 - Adding more offices for staff: 4 offices
 - New Indoor Gym Foundation
 - New Chapel Framing
 - Children’s Area Renovation
 - Second Phase
 - Complete the New Indoor Gym
 - Third Phase
 - Complete new Chapel with 355 seats
 - Improve gravel parking lot
 - Goal:
 - Split cost across three phases
 - When the first phase is complete, then it may encourage the congregation to donate more to complete the other two phases
- First Phase Church Building Expansion Timeline

Project promotion & fundraising	Dec 2021
Design and Build Contractor searching	April 2022
Construction begins	Sep 2022
Construction complete	Sep 2023
Building occupancy approval	Oct 2023
Children's renovations begin	Dec 2023

- Church Building Expansion Budget
 - Total space of the new building: 20,220 sq. feet
 - Indoor Gymnasium: 5,580 sq. feet
 - New Chapel: 6820 sq. feet
 - New Classroom/Office: 6820 sq. feet
 - Total budget: \$4.8 M
- Current Church Building Fund: \$1.25 M
- Total Fund to be Raised: \$3.5 M
 - First Phase Fundraising: \$750K
 - Second Phase Fundraising: \$1.1 M
 - Third Phase Fundraising: \$1.7 M

Your Giving Potential 您的奉獻潛能				Donation Unit Needed 所需奉獻單位		
Weekly	Monthly	Annually	3 year total	3 year total	# of Gifts	Total Gifts
每週	每月	每年	三年總計	三年總計	奉獻單位	總計
\$5	\$22	\$260	\$780	\$780	60	\$46,800
\$10	\$43	\$520	\$1,560	\$1,560	60	\$93,600
\$25	\$108	\$1,300	\$3,900	\$3,900	81	\$315,900
\$50	\$217	\$2,600	\$7,800	\$7,800	104	\$811,200
\$75	\$325	\$3,900	\$11,700	\$11,700	90	\$1,053,000
\$100	\$433	\$5,200	\$15,600	\$15,600	31	\$483,600
\$200	\$867	\$10,400	\$31,200	\$31,200	12	\$374,400
\$300	\$1,300	\$15,600	\$46,800	\$46,800	8	\$374,400
				Total 總計	446	\$3,552,900

- Current Focus will be on the First Phase Fundraising
 - Current Church Building Fund: \$1.25 Million
 - Current pledge Received: \$190K
 - First Phase Fundraising goal: \$750K
- Q&A and Feedback
 - What is the pastoral staff's view of this new project?
 - The current design meets the short-term ministry goals (family ministry) - Children and Youth will have better facilities
 - Multi-purpose gym will give more opportunities for our church to engage with the surrounding community
 - With more facilities, we have more responsibility to fully utilize the church building
 - From a Youth Ministry perspective
 - God has abundantly blessed our community to steward well
 - A multi-purpose gym will help to further ministry reach
 - Sports Outreach in the community
 - The youth are spread across the building, so they do not have their own space
 - Keeps the youth safe if they are in a centralized location
 - From a Children Ministry perspective
 - Staying on the 1st floor of the current building
 - Ownership is established
 - Existing drop-off is heavily used by families
 - Safety and security enhancement is critical
 - When will the CBET be coming to visit each of the fellowships?
 - Communication is a huge challenge to improve engagement amongst the congregation
 - Could we hire a consultant to manage the communication of the CBE project and to help fundraise?
 - This is only presented at our member's meeting, but the attendance to the meeting is not high
 - Most people do not have any idea what is the purpose of CBE
 - Proposal: Short-video to present the CBE purpose and need would be helpful
 - Update the Church bulletin board with the most current CBE project updates

- Mis-information Clarification
 - CB is being kicked out of the sanctuary - CB and CM have the choice to choose which space they would like to meet in
 - This is purely a plan from the architects - the plan was formed based on feedback from all ministries
- Commuter vs. Community Church
 - Our current location has a wide reach to the various areas surrounding the church
- Children Ministry Feedback:
 - Philly Families will be moved to 151
 - Bathrooms should include child-friendly features
- The CBEAT document could be summarized to highlight the requirements
- Highlighting the problem that we anticipate CBE to solve will be more impactful
- The three-phased approach appears to be more feasible
 - Second/Third Phase is dependent on funding and congregational support
- Meeting ended at 12:11 PM. Elder Paul closed in prayer.