

CBCGB Church Council Minutes, Q1 of 2023

March 18, 2023

In Attendance

- **Board of Elders (BoE):** Yuguang He (BoE Chairman), KC Chu, Ji-yong Wang, Chaw-Bing Chang, Paul Huang
- **Board of Deacons (BoD):** Ye Tang (Head Deacon), Kelly Hsu, Keuiyu Joshua Lin, Philip Sailer, Eric Mui, Ligong Xu, Jianzhong Yang, Lilian Wang, He Dong, Zhongli Zhang, Sophie Yang
- **Pastoral Staff:** Senior Pastor Juta Pan, Pastor Steve Chang, Minister Juan Chen, Pastor Patrick Chen, Pastor Steven Bowman, Pastor Jeff Hwang, Tony Ng, Pastor Yuegang Zhang, Minister Ruth Tao, Pastor Duane Chang
- **Absentees:**
 - **Elders:** Ruike Wang
 - **Deacons:** Petek Āltug
 - **Pastors:** Minister Taylor Birkhimer

Location: Building 151, Online Zoom Meeting

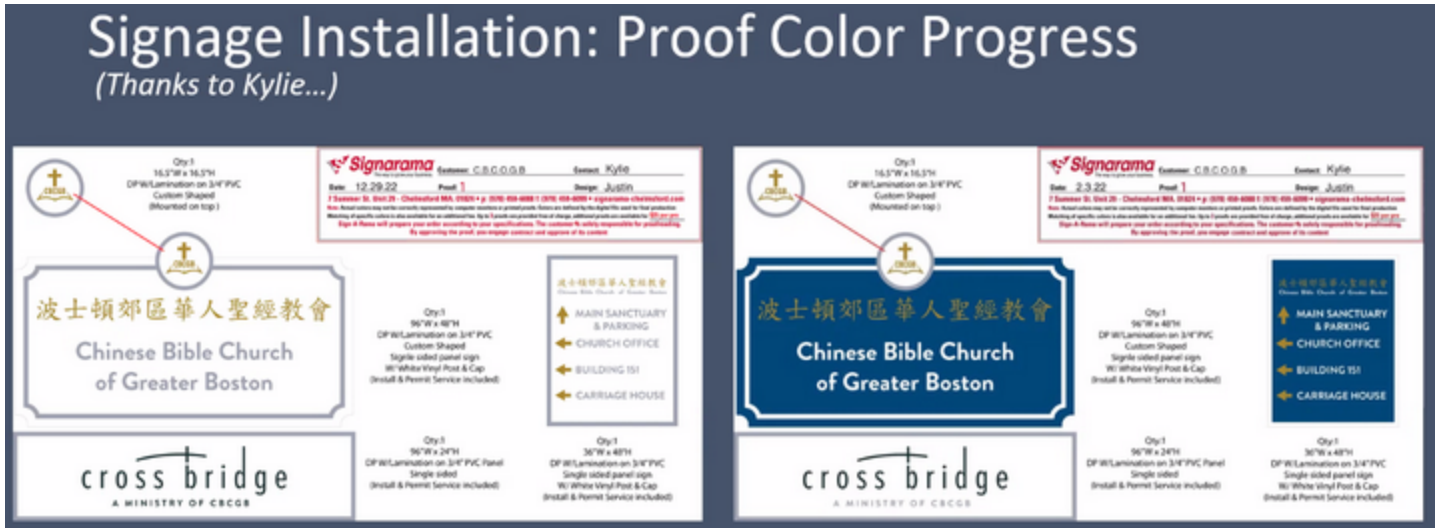
Meeting Agenda & Minutes

- Meeting started at 9:11 AM. Pastor Pan opened in prayer.
- Pastoral Report
 - State of entire church
 - Gradually recovering from threat of tridemic in the US and the shadow of pandemic outbreak in China
 - The in-person attendance dropped and came back
 - Increased physical, mental, and spiritual needs require our attention
 - Resuming more ministries and preparing short term mission teams
 - Church wide events (12/2022 - 3/2023)
 - Christmas Eve joint service, children and youth came up with ideas for participation
 - Christmas Sunday service saw lower attendance since it was the day after Christmas Eve service
 - New Year's joint service
 - Many Lunar New Year celebrations for pre-evangelistic outreach
 - Youth retreats and support from parents
 - CB adaptive leadership workshop held March 4th
 - Upcoming events
 - Good Friday joint service and Easter services
 - CM & COM spring evangelistic meeting, Apr 28-30 and May 5-7
 - Speaker: Pastor Tsu-Kung Chuang
 - Three short term missions
 - Kyrgyzstan team (March)
 - COCM team (April)
 - Honduras team (April)
 - Workshop for kids with special needs, May 6
 - Church Informational Meeting, Apr 23
 - Mother's Day service, May 14
 - CM/Children retreat, May 19-21
 - Father's Day service, Jun 18
 - Ministry focus in the future

- Caring for the congregation and people with special needs
 - Outreach to younger generation
 - Connection to Community
 - Exploring avenues for outreach: missions, evangelism and social concerns
- Pastoral staff
 - Minister Patrick Chen's ordination service held on Feb 11
 - Search for new Youth Ministry Staff - finishing the job description and preparing to post
 - Minister Taylor going to Kyrgyzstan with short term mission team, Mar 7-24
 - Pastor Ziyi will lead a contextual education team in Turkey and Greece, Mar 23 - Apr 5
 - Pastor Juta will preach in COCM student disciple camp in London, Apr 3-11
 - Pastor Juta will preach at the retreat of New York Newton Reformed Chinese Christian Church, May 27-29
- CM
 - Caring
 - Stephen Ministries (SM)
 - 2023 Annual training will begin on the first Thursday in April, 4 trainees
 - All (41+) Stephen Ministers are actively involved in caring
 - Funeral ministry: 5 services have been provided
 - Benevolence Fund (BF): 4 beneficiaries were served
 - Literature ministry
 - PULSE Editorial Team (PET) plans to publish PULSE quarterly
 - The Spring Issue (#32) is expected to be published by the end of March
 - Marriage Enrichment Retreat (MER): in the fall, probably early November
 - Fellowships
 - Fellowship pastor is providing bible study materials to fellowships
 - In-person fellowship attendance gradually increasing
 - Fellowships held Lunar New Year parties and invited new friends
 - Fellowships continue to support various church ministries: cooking Sunday lunches, Awana, CM worship ushers, transportation, parking, etc.
 - Brandeis University
 - Pastor Yueguang has been accepted as an affiliate chaplain
 - Brandeis Student Fellowship gathers on campus every Wed night, growing steadily
 - Rides given to students to worship at church
 - COC participates in organizing New England Winter Student (NEWS) Camp with other Chinese churches
- Children's Ministry
 - Increasing attendance numbers, 80-90+ on Sundays and 50-60+ on Fridays
 - Mustard Seed has urgent need for teachers and helpers
 - Need to start a third class ASAP
 - Recruiting teachers, teacher assistants and parent helpers
 - Special needs children remain a challenge
 - Awana running smoothly, upcoming Grand Prix & Awards Night
 - Recruiting/supporting coworkers (still need a children's worship core leader)
 - Continue to visit and support children, families and coworkers
 - Special needs helper training by the May Institute on May 6
 - VBS planning in full swing, dates Jun 28-30
 - Proposal for security/safety upgrades for children's space

- Automating children's program registration and attendance tracking
- Discussion points
 - Children's Ministry needs to be better equipped/trained to handle special needs children, and the numbers of such children are increasing
 - Philly ministry also struggling to meet the needs of older special needs children/adults
 - Need the training, coworkers and infrastructure - possibly need to rethink the structure of Children's Ministry
 - Number of children born with special needs increasing
 - Q: Can the church temporarily hire professional helpers while we train/equip coworkers? A: We can look at that, follow up in future meetings
- City Outreach Ministry
 - Sunday service attendance (Jan-Mar) averaged 136 adults and 24 children in-person, 20 connections online
 - Young family fellowship meeting bi-weekly on Saturday morning since Jan, 13 families joined
 - Spring baptism class attended by 11 brothers and sisters
 - Current and upcoming sermon series
 - Gospel of John (Dec - Apr)
 - Book of Ezekiel (May - Aug)
 - Book of Revelation (Sep - Nov)
 - Upcoming events
 - Fellowship mentors gathering, Mar 25
 - Membership class, Mar 26 & Apr 2
 - Good Friday service, Apr 7
 - Easter Sunday & baptism, Apr 9
 - Spring evangelistic meeting, Apr 30 & May 5
 - Children's summer camp, Jul 17-21
 - Hope House mission trip, Jul 22
 - Discussion points
 - For families with children aged 5+, COM members encouraged to go to Lexington for Friday night
- Youth
 - Give thanks to the Lord for the two winter retreats
 - Senior high Feb 18-20, 95 students
 - Junior high Feb 24-26, 80 students
 - Sunday school classes are going well with middle school (~20 students) and high school (~15 students), attendance is steady. Baptism class has 11 students.
 - Youth pastor search committee formed, search ongoing
 - Recruitment started for summer short term mission Aug 7-13 to Hope House in Lewiston, Maine
 - Recruiting youth helpers to serve at VBS
 - Parent gatherings: potluck Apr 1, parent meeting Apr 30
 - Counselors' meeting in May
- Cross Bridge
 - CB Sunday service attendance averaged 185 in-person and 25 online connections
 - Sermons: finished Advent series, started "To the Ends of the Earth" series
 - CB Vision kickoff weekend, Jan 6-8
 - CB new members joining, Jan 8
 - Ordination of Minister Patrick Chen, Feb 11
 - Adaptive Leadership Workshop with Tod Bolsinger, Mar 4

- CB members attended Home Improvement Ministries (H.I.M) marriage conference Mar 3-5
- Engaged Auxano Consulting for monthly coaching for vision execution and leaders
- Upcoming events
 - Baptism/membership and Easter potluck, Apr 9
 - Marriage Workshop, May 13
 - Cross Bridge retreat, Sep 22-24
- Friday night Charis/ICF attendance averaged 24
- Charis/ICF events (past and upcoming)
 - Winter retreat, Feb 3
 - Worship and Prayer Night, Mar 17
 - Charis Retreat, May 19-21 (planning underway)
- BoD Report
 - Major Projects
 - Children's Ministry (1st floor) single-entry project (security enhancement)
 - Kylie is starting to contact contractors for quotes
 - Brother Tony is the consulting coworker
 - Signage Installation
 - Proof color revision
 - [Yuling Designs] provided estimate cost for
 - Branding color palette
 - Branding fonts
 - Graphic guideline PDF
 - [Chris Lowe] is another option



- Property Maintenance and Management
 - Sunday services support
 - Church-wide cleaning and winter maintenance
 - Church office support (bills, invoices, town inspections, etc)
 - Purchase supplies and equipment maintenance
 - Quarterly elevator inspection and maintenance (completed)
 - Fire alarm system - added central station according to fire code
 - Sprinkler function issues repaired
 - Fire extinguisher inspection and replacement (completed)

- Church van registration renewal
- Church office basement ceiling repaired

Property Maintenance & Management

(Thanks to Eric, Mark, Yingyuan, Wei-Xin, Kylie...)

➤ Church office basement ceiling repaired



- Cleaned grease in kitchen sink and oil disposal equipment
- Commercial cleaning agents to unblock pipes and reservoir



- Installed new clock in the sanctuary
- Van maintenance - cleaned windshield and wipers, repaired hood latch

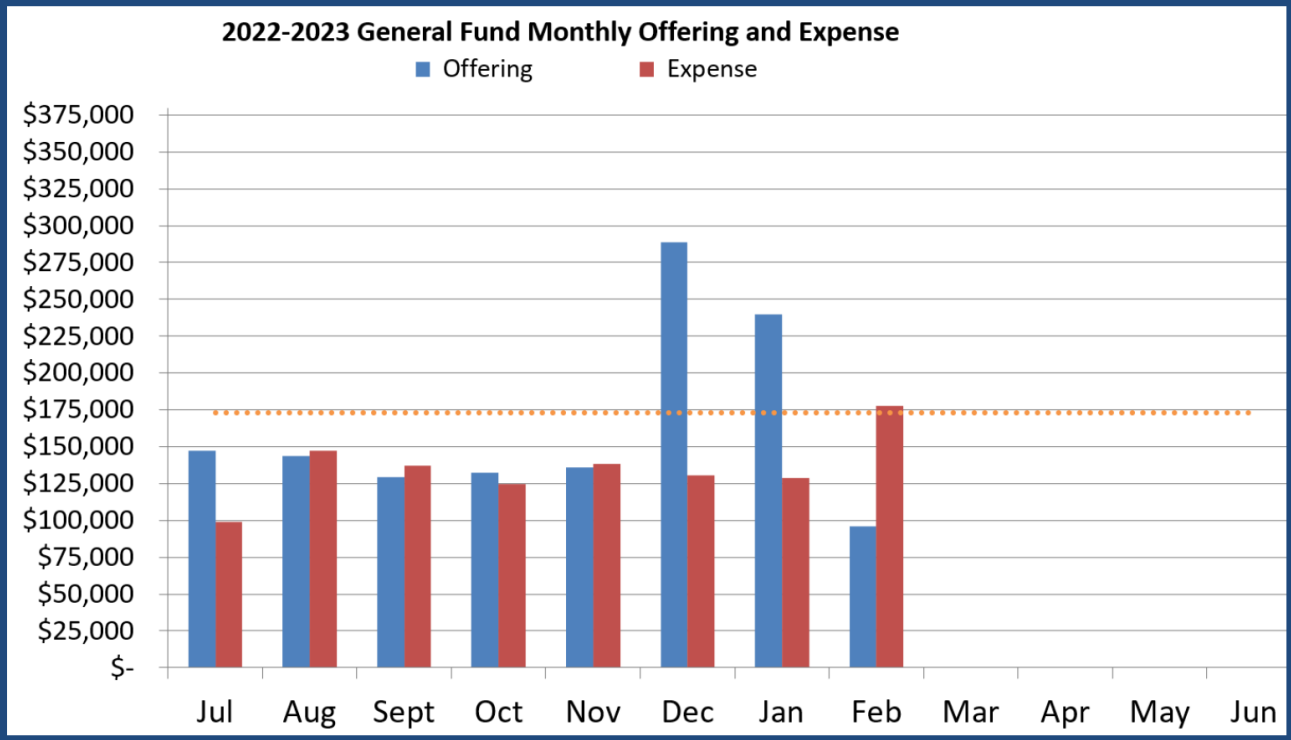


- BoE Report
 - Mid-term Mission - reach out to the younger generations
 - 2023 Theme: 4 R's
 - Rebuild Our Spirituality
 - Return to Normal Church Life
 - Reboot Our Ministries
 - Rejuvenate (from) Spiritual, Mental and Relational Frustrations
 - Ministry reviews
 - Spiritual Formation: CM (Feb), CB (Mar), COM (tbd)
 - Outreach (e.g. suburban campus, Evangelism Explosion, Table Tennis)
 - CM fellowships
 - Ministry Strengthening and Expansions
 - Promote church-wide ethics compliance training
 - CBE
 - On-site Willows Christian Montessori School
 - Web outreach ministry (church website gets many hits from local community and around the world)
 - Sister Churches Coalition initiative
 - Metrosouth, Metrowest, CBCGL, CBCGN
 - Try to work together better in ministries
 - Personnel Benefit Policy Adjustment
 - SECA/FICA compliance
 - 50% SECA reimbursement procedure
 - Leadership Preparation
 - Deacon nomination committee at work
 - Elder candidate invitation and mentoring in progress
 - Future church governance structure in discussion - church size has grown since initial governance structure put in place
- Financial Report

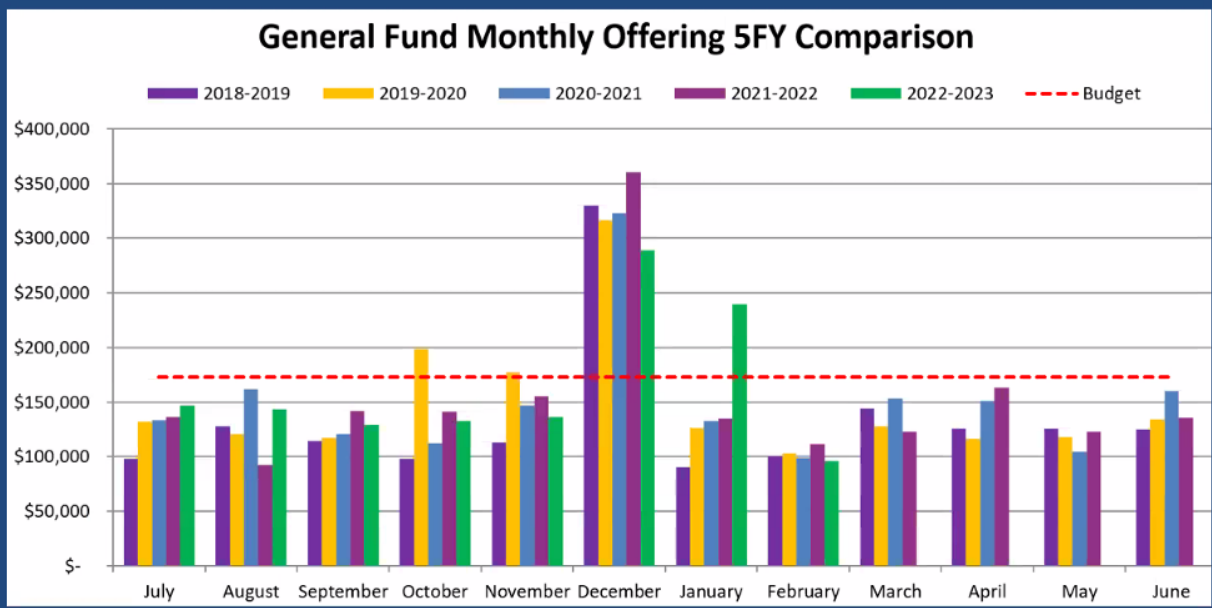
General Fund February Summary			
	Month	YTD	YTD /Budget
Offering	\$ 96,020	\$ 1,315,129	63.3%
Expense	\$ 177,451	\$ 1,087,175	52.4%
Balance	\$ (81,431)	\$ 227,954	
Budget	\$ 173,021	\$ 2,076,254	66.7%

February				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 96,020	\$ 177,451	\$ (81,431)	\$ 227,954
Mission Fund	\$ 24,555	\$ 36,082	\$ (11,527)	\$ 152,362
Benevolence Fund	\$ 925	\$ 4,000	\$ (3,075)	\$ 135,215
CBE Fund	\$ 13,095	\$ -	\$ 13,095	\$ 1,482,747
SCM	\$ 4,165	\$ 3,500	\$ 665	\$ 55,628
Capital Fund	\$ 58	\$ -	\$ 58	\$ 497,426

General Fund Monthly Offering and Expense



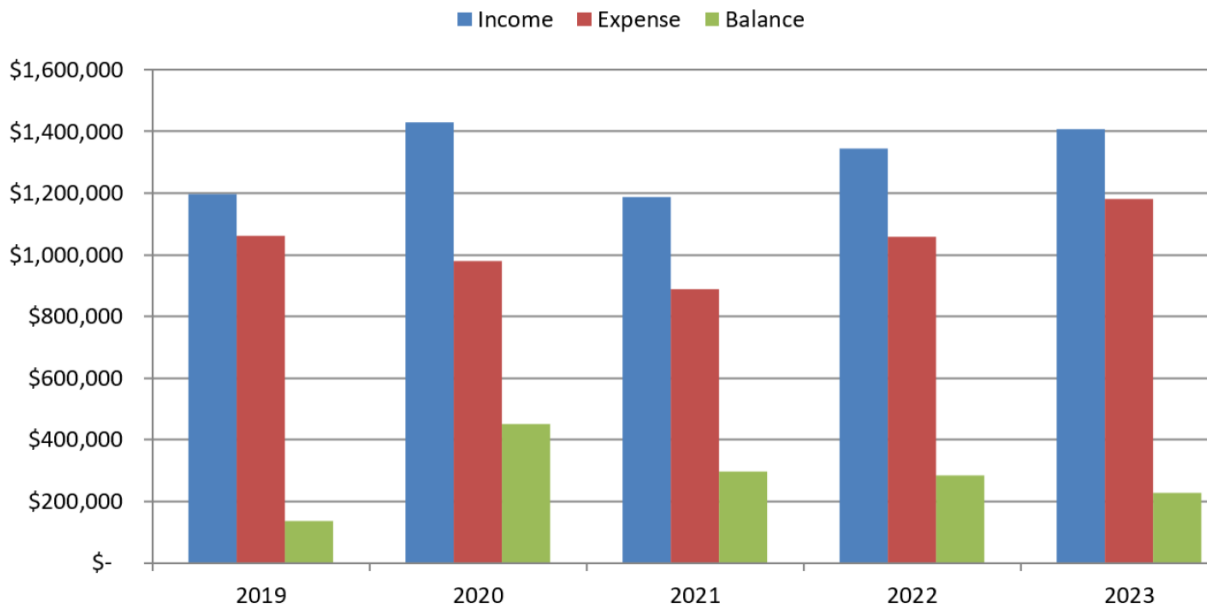
General Fund Monthly Offering Year to Year Comparison



Fiscal Year YTD	2019	2020	2021	2022	2023
Offering Monthly Average	\$ 134,077	\$ 161,411	\$ 153,668	\$ 159,158	\$ 164,140
Ranking	5	2	4	3	1

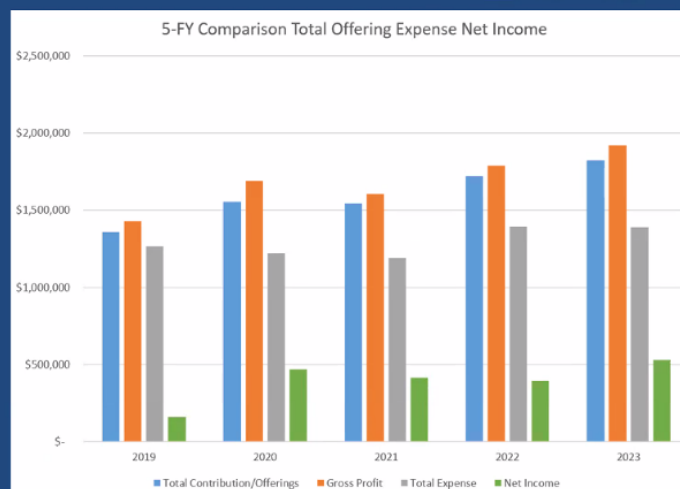
General Fund YTD Balance Year Comparison February 2023

General Fund YTD Balance 5FY Comparison



General Fund YTD Balance 5FY Comparison					
YTD February 2022	2019	2020	2021	2022	2023
Income	\$ 1,195,901	\$ 1,430,631	\$ 1,186,189	\$ 1,343,437	\$ 1,409,304
Expense	\$ 1,060,928	\$ 979,100	\$ 889,166	\$ 1,059,705	\$ 1,181,350
Balance	\$ 134,973	\$ 451,531	\$ 297,023	\$ 283,732	\$ 227,954
Ranking by Balance	5	1	2	3	4

5-FY Comparison Total Offering Expense Net Income February 2023



5-FY Comparison Total Offering Expense Net Income February 2023					
	2019	2020	2021	2022	2023
Total Contribution/Offerings	\$ 1,361,323	\$ 1,556,425	\$ 1,543,728	\$ 1,720,258	\$ 1,824,692
Gross Profit	\$ 1,430,044	\$ 1,689,864	\$ 1,603,997	\$ 1,789,453	\$ 1,921,722
Total Expense	\$ 1,267,919	\$ 1,222,548	\$ 1,190,034	\$ 1,392,404	\$ 1,390,690
Net Income	\$ 162,125	\$ 467,316	\$ 413,963	\$ 397,049	\$ 531,032
Ranking by Offering	5	3	4	2	1
Ranking by Total Expense	3	4	5	1	2
Ranking by Net Income	5	2	3	4	1

- Requisition and Tax Receipts
 - Email to: requisition@cbcgb.org
 - Normally you should expect some response from Finance within a week, if not please follow up
 - Payment methods
 - Bill pay check (default), mailing address and phone number are required
 - Regular check
 - Zelle
 - Annual tax receipt will switch to email as default delivery method for 2023 tax year
- Budget Amendments

CBCGB General Fund Budget Amendment for Fiscal Year: 2022-2023

Date Submitted: 3.8.23
Version: Final

Department/Ministry: Stewardship

Item #	Existing/ New	Budget Account No.	Description	Justification (Attach separate sheets if needed)	Proposed Amount	Last Years Amount Budget/Actual spent	Approval Name(s)	Notes
1	Existing	54090	Fire alarm user fee	We added central station (required by fire code) to building 149. The alarm company also had to come out due to sprinkler issues and we had an extra 1,976.45 repair not factored into our budget this year.	\$ 6,500	\$4,000/\$5,038.59	Ye Tang, Weishin Chau, Kylie Birkhimer	

- Elder Bing motioned to approve, Elder KC seconded
 - 23 in the room vote yes, 3 online vote yes, zero no's

CBCGB Budget Proposal for Fiscal Year: 2023

Date Submitted: 03/13/2023
Version: final (draft or final)

Department/Ministry: BOE

Item #	Existing/ New	Budget Account No.	Description	Justification (Attach separate sheets if needed)	Proposed Amount	Last Year's Amount Budget/Actual spent	Approval Name(s)	Notes
1	Existing	57100	Discretionary	<ul style="list-style-type: none"> - Compensate for leadership training workshop (~\$2,000) - Compensate for the legal fees for pastoral staff visa and residency applications (~\$9,000) - Estimated legal fees for preparation of rental contract for Willow Christian School (~\$6,000) - Estimated other legal consulting fees and other miscellaneous expenses \$2,000 	Increase to \$19,000	\$11,000/\$10,172.88	Yuguang He, Juta Pan	

- Elder Paul motioned to approve, Deacon Ye Tang seconded
 - 23 in the room voted yes, 3 online voted yes, zero no's

CBCGB Budget Proposal for Fiscal Year: 2022-2023

Date Submitted: 3/16/23
Version: _____ (draft or final)

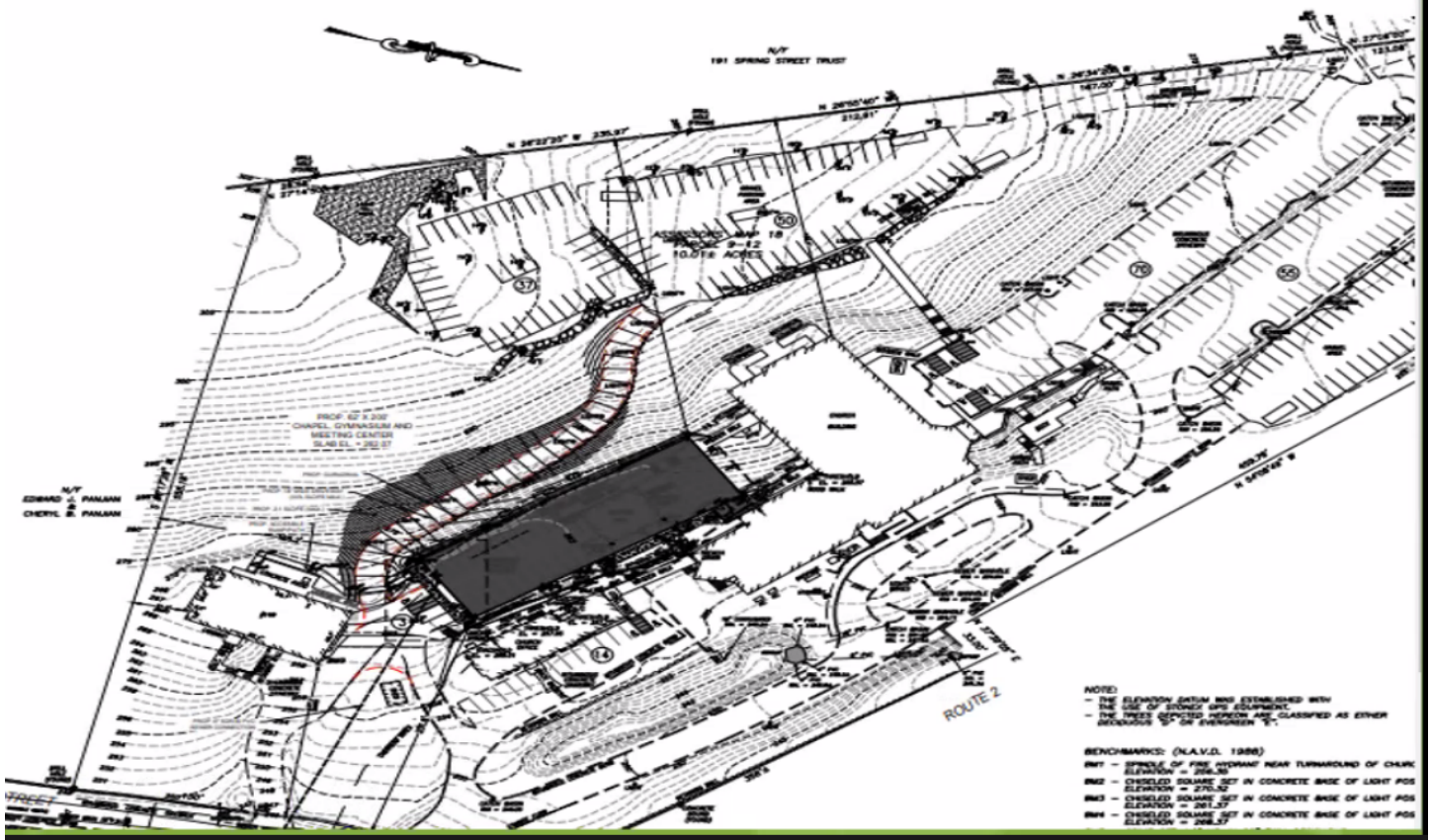
Department/Ministry: _____

Item #	Existing/ New	Budget Account No.	Description	Justification (Attach separate sheets if needed)	Proposed Amount	Last Years Amount Budget/Actual spent	Approval Name(s)	Notes
	Existing	55600	Joint Worship	CCLI Licensing (\$1152.40)	\$3000	\$2500/\$2812.47	Jeff Hwang/Jut a Pan	
	Existing	56500	Cross Bridge Retreat	2023 Retreat Deposit (\$1224)	\$7500	\$7000/\$7153.56	Jeff Hwang/Pat Chen	
	Existing	57901	CBL Core	Adaptive Leadership Workshop (\$2000) Auxano Consulting/Training and Monthly Coaching for Leaders (\$2500) Coffee Ministry (\$1000)	\$12000	\$8000/\$10940.56	Jeff Hwang, Melissa Yang	

- Acct #55600: Elder Bing motioned to approve, Elder Paul seconded
 - 23 in the room voted yes, 3 online voted yes, zero no's
- Acct #56500: Elder Yuguang motioned to approve, Elder Ji-yong seconded
 - 23 in the room voted yes, 3 online voted yes, zero no's
- Acct #57901: Deacon Sophie motioned to approve, Pastor Chang seconded
 - 23 in the room voted yes, 3 online voted yes, zero no's
- CBE Report
 - CBE promotion by elders and Pastor Pan to select fellowship groups has largely been completed
 - Fundraising
 - First 15 months (12/18/21 - 3/6/23)
 - 58 pledges received totaling \$317,092 (38% participant increase, 27% increase in amount over the last 3 months)
 - Total donation received is \$277,015 over the same time period (50% increase over the last 3 months)
 - Total CBE fund at the end of Feb 2023: \$1,483K (\$83K increase over the last 3 months)
 - Pledge participation rate still somewhat low
 - Project Updates
 - Design & Build revised quote
 - Phase 1: \$2,121K (10% reduction)
 - Phase 2: \$1,490K (1.7% reduction)
 - Phase 3: \$792K (1.4% increase)
 - Total: \$4,403K (Design & Permit: \$293K, Build: \$4,110K) (5.6% reduction)
 - Design and build contractor working on detailed drawing and engineering work in preparation for the permit application (\$21.6K detailed drawing fee so far)
 - Communication started between contractor and Lexington town officials
 - Funding projections for Phase 1
 - Current funding by Feb 2023: \$1,483K
 - Projected funding by Feb 2024: \$1,665K
 - Adding \$300K from capital fund (if approved): \$1,965K
 - Phase 1 design and build cost: \$2,121K
 - Shortfall: \$156K (70% reduction)
 - Current CBE project plan (3 phases)
 - Phase 1: \$2.12M (fundraising \$750K)
 - Multipurpose Activity Center (indoor gym)

- Bathrooms for multipurpose activity center
- Bathroom fittings for new chapel
- Foundation for classrooms, offices and new chapel
- Phase 2: \$1.49M (fundraising \$1.49M)
 - 14 classrooms
 - 4 offices
- Phase 3: \$790K (fundraising \$790K)
 - New chapel, 355 seats
 - Improve gravel parking lot

Site Plan for adding circular driveway



- Meetings between Lexington Building Department Officials and contractor/engineers
 - Initial meeting with 6 town officials: Jan 25, 2023
 - Meetings with Contractor/Design Engineers: Jan 30, 2023
 - Future meetings with town officials: TBD
 - Future meetings with Contractor/Design Engineers: TBD
- CBE project timeline for Phase 1
 - Project promotion and fundraising: Dec 2021
 - Design and Build Contractor search: Apr 2022
 - Detail design for building permit: Sep 2022
 - Apply for building permit: Mar 2023

- Construction begins: May 2023
 - Construction complete: Dec 2023
 - Building occupancy approval: Jan 2024
- Discussion
 - Waiting for subcontractor quote for circular driveway (fire access) for final project estimate
 - Congregation concerns
 - Some in the congregation questioning the necessity of a new church building, leading to withholding financial support and asking if project should be re-voted on
 - Specific responses to the suggestion of re-voting
 - If we decided to re-vote, how are we going to explain it to those 63% of the members who voted and supported the plan?
 - There's no such provision in the CBCGB bylaws to re-vote a previously passed project. In the church's 53 year history there's no such case either.
 - The CBE project is an on-going project in the past 10-11 years as I presented in the March 2022 CC meeting. CBE Team members and other co-workers had spent hundreds and thousands of hours working on the project. How do we explain it to them?
 - There are 58 members who have already pledged to the CBE funding and more than hundred members currently donated to the CBE fund. How are we going to explain it to these members?
 - The new building at 151 Old Spring St. is part of the CBE project which has already been completed. Members are using it all the time. How can we re-vote the plan?
 - Current CBE project design is already pretty much done. Church already committed \$43K for the contractor to do the detailed drawings and to start the building permit application process.
 - Building expansion is not just for our needs today but for the future
 - Contractor currently talking to Lexington town officials and fees have been paid for their work
 - Re-voting would make the project more difficult
 - Funds already collected losing purchasing power due to inflation as time passes
 - Comment that more communication needed with the congregation about CBE, and also need to be mindful of children's safety during construction
- April Info Session planning
 - Elder Yuguang looking for feedback for the April information meeting agenda
 - Ideas
 - Reaching the next generation
 - Supporting special needs children
 - CBE
- Elder Yuguang closed in prayer, 12:07pm.