

# Board of Deacons (“BoD”) Meeting Minutes

April 15, 2017

---

## A. In Attendance:

- a. **Attendees:** Jessica Chang, Bow-Nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Shanchuan Zhao, Tuanfeng Zhang
- b. **Invitees:**
  - i. Pastoral Staff: Pastor Ziyi Steve Chang
  - ii. BoE members: Elder Bryan Che
- c. **Absentees:** Pastor Caleb Chang (Sabbatical), Jimin Xiong, Jian Zhang

## B. Location: Conference room, church office building.

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:13 am. Deacon Haiguo opened in prayer.
- b. Board of Elders (“BoE”) Sharing (Elder Bryan Che)
  - i. The Senior Pastor Search Committee recently had their first meeting and are currently working on creating the job description. Church members are encouraged to refer any potential candidates that they know to the search committee.
  - ii. Rev. Tim Conkling has accepted the position of Cross Bridge lead pastor and will start on July 9. There will be a Q&A session next Sunday (4/23) about the transition.
  - iii. During recent church council meetings, Pastor Caleb and Elder Yuguang reported on investigations into holding multiple services or streaming services to satellite campuses. The Church Building Expansion Team (CBET) has been reconstituted and is investigating alternative options. CBET has been asked to consider a separate facility to enable multiple services with minimal disruption to existing services during construction.
  - iv. Responses to Requests for Quotes for completing the circular driveway from the upper level parking were more expensive than expected. Instead of completing the circular driveway, the current proposal is to renovate the existing upper parking lot and building a pedestrian walkway to enable use during winter.
  - v. Elder Loren is leading an effort to improve feedback and review processes for church staff, including pastoral staff. There is also a separate effort to create a process for resolving issues related to either sin or performance regarding any church member based on Matthew 18.
  - vi. The proposed church mission statement is:  
“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.”  
The next step in the process is to solicit feedback from the church.
  - vii. The Board of Elders has been working on a draft policy for how the church will interact with political issues.
  - viii. One deacon noted that based on the informational meeting last Sunday, it is important to enable and encourage church members to bring questions or concerns to the Board of Elders or Board of Deacons on a more regular basis so that concerns can be addressed in a timely manner. For now, the web form used to submit suggestions to the annual meeting will remain open indefinitely or e-mails can be sent to [inputs2boe@cbcg.org](mailto:inputs2boe@cbcg.org).
  - ix. For more information, please refer to the April Board of Elders minutes.
- c. Pastoral Sharing and Update (Pastor Ziyi Steve Chang)
  - i. The preaching roster for the second quarter has been finalized, but the third quarter is still

awaiting details.

- ii. Adult Sunday School training will be held on the second weekend of June.
  - iii. The Stephen Ministries training retreat with guest speaker Rev. Wendell Friest has been tentatively rescheduled for the second weekend of June. Praise God that there are eight trainees this year.
  - iv. The second Marriage Enrichment Retreat will be at the end of April with couples from both our church and Chinese Bible Church of Greater Lowell.
  - v. The Evangelism Explosion ministry continues with 13 trainees. It has been difficult to find people with which Evangelism Explosion can engage as people become less willing to invite church members into their homes.
  - vi. There will be thirteen people baptized at City Outreach Ministry tomorrow.
- d. Financial Report (Ji-yong Wang)
- i. Summary of key funds:

Funds	Offering (Mar)	Expense (Mar)	Total (Mar)	Cumulative Balance
General	\$125,109.28	\$136,645.95	(\$11,536.67)	\$416,701.57
Mission	\$27,597.00	\$27,111.00	\$486.00	\$69,227.81
Capital	\$258.97	-	\$258.97	\$215,867.74
CBE Fund	\$1,980.00	-	\$1,980.00	\$327,317.19
SCM	\$2,710.00	\$587.40	\$2,122.60	\$49,309.06
Benevolence	\$300.00	-	\$300.00	\$29,500.14
MS Building Fund	\$4,350.00	-	\$4,350.00	\$7,200.84

- ii. General Fund budget summary - up to March 31, our total expense is at 60.4%, and our total offering is at 83.1% of the total annual budget. The targeted percentage is 75.0% (nine months complete in the fiscal year).
- iii. The large cumulative balance this year is due to lower expenses from three pastoral positions that have been unfilled for portions of this fiscal year.
- iv. The 2018 fiscal year general fund budget review has begun and will continue through June.
- v. Brother John Cintolo will retire from the finance committee in June. The committee is searching for a candidate from Cross Bridge with more than five years of active ministry experience at the church who is willing to join the committee.
- vi. It was noted that while there is no explicit policy preventing ministries from using their budget for food, it has been a general church practice to rely on free-will offering rather than church funds to avoid any perception of impropriety.
- vii. There are two non-stewardship accounts that have surpassed their budget for this fiscal year:
  1. College/ICF Retreat - Registration fees have not yet been submitted which may account for the budget shortfall.
  2. Bible Quizzing is slightly over its budget and may require a budget amendment.

A budget amendment for pastor moving expenses is also likely needed, because Rev. Conkling is moving from Taiwan.

e. Children's Ministry Report (Jessica Chang)

- i. Deacon Jessica will be stepping down from the Deacon board at the end of May 2017 as her family moves away from Boston. The Board of Elders and Deacon Nominations Committee has already been notified. The Board of Deacons has accepted her resignation effective May 31, 2017 and is thankful for her service.
- ii. Upcoming Children's Ministry Needs
  1. Last Saturday, children's ministry members cleaned the Children's area. During that time, Pastor Bowman noted that professionally painting the first floor and hallways is a top priority, because they are heavily used areas and situated in a location that gives an important first impression to parents and visitors. Deacon Jessica has been in contact with potential contractors and Deacon Jian about this request.
  2. The church is waiting for a quote for undergoing routine maintenance of the children's playground for safety reasons.
  3. Prayer Items
    - a. Please continue to pray for Pastor Bowman's health. He has been doing better and has started exercising.
    - b. Praise God for Christine Chang joining the church staff.
    - c. Please pray for the provision of a Children's Sunday School Coordinator (grade 1-5) and more Philly co-workers.

f. Technology Update (Jason Lee)

- i. There are two issues that are actively being investigated:
  1. The nursery thermostat keeps losing its WiFi connection. Solutions are being explored.
  2. There are still sporadic connection problems with the church network.
- ii. From July through the first half of September, Deacon Jason will be in Asia. Deacon Jason will identify a point person for IT related issues before his departure.
- iii. The chapel audio/visual cable and connectivity project is still in the planning and requirements phase.

g. Stewardship update (Haiguo Wu for Jian Zhang)

- i. Property projects
  1. A portable cross was built for the Marriage Enrichment Retreat.
- ii. Property maintenance
  1. The chapel wall was painted with screen paint to enable projection directly onto the back wall.
  2. Pews in the lobby have been fixed.
  3. Church fellowships have been assigned different parts of the church for ongoing church in-house cleaning. Responsibilities includes cleaning bookshelves and closets, discarding unwanted items, removing dust and stains, and cleaning windows. Friday fellowship groups are requested to remove food waste to the dumpster after fellowship events. The current assignments are:
    - a. Andover A&B Fellowships: The main stairwell from the basement to the third floor and the front stairwell from the basement to the second floor
    - b. Green Olive Fellowship: Office rooms
    - c. Love Fellowship: Carriage house
    - d. Cross Bridge: 151 and the back of the sanctuary stage
  4. Office roof leak has been fixed.
  5. 151 bathroom door has been fixed.

6. Main basement baseboard was fixed.
  7. Office conference room door was fixed.
  8. Clean-up reminder added to the online room reservation form.
  9. A window on the corridor to the side of the sanctuary is still broken.
- iii. Property management
1. Accompanied insurance company investigator to evaluate property to estimate the premium for next year.
  2. Notified insurance company to remove Metro-south from the church's policy since they are now independent
  3. Church building inspection passed
  4. Adjusted parking lot lighting timers for daylight saving time
  5. Scheduled elevator, fire alarm, and sprinkler maintenance.
  6. Snow plow management.
- h. Upper Parking Lot Planning (Haiguo Wu)
- i. Elder Ke-chieh recommended the following to the Board of Elders during the April meeting:
    1. The church should not build the upper parking exit road because:
      - a. It would be too expensive.
      - b. It reduces the number of existing parking spaces.
      - c. It takes up space at the back of the existing buildings.
      - d. It conflicts with the access path from the 151 building to the upper parking lots.
      - e. It would have limited usage because it can only be a one-way exit road.
    2. Use the Church Building Expansion fund to build:
      - a. A stairway from the upper parking lot to the church main entrance
      - b. A pedestrian access path from the 151 building to the upper parking lot
      - c. Additional parking spaces in the upper parking lot.
    3. An exit road is still a possibility for the future, perhaps through a neighboring property if permitted.
  - ii. The first priority is building a staircase from the upper parking lot. A pedestrian access path to the 151 building can be built later once access requirements are more fully understood.
  - iii. The upper level parking lot will remain unpaved due to drainage requirements, but paving the ramp up to the upper level parking lot is being considered.
- i. Deacon Jason closed in prayer and Deacon Haiguo adjourned the meeting at 11:29 am.