

A. In Attendance:

- a. **Board of Elders (“BoE”)**: Yuguang He (BoE Chairman), Timothy Lu, Loren Shih, Chaw-bing Chang, Ke-Chieh Chu
- b. **Board of Deacons (“BoD”)**: Bow-Nan Cheng (Secretary), Paul Huang, Jason Lee, Zongkui (Joe) Ma, Charlene Tsang, Ji-yong Wang (Head Deacon), YanHua Yan, Jianglin Jiang, Jian Zhang (Treasurer), Ling Zhang, Tuanfeng Zhang
- c. **Pastoral Staff**: Senior Pastor Caleb Chang, Pastor David Eng, Ministry Stanley Chang, Pastor Timothy Conkling, Pastor Jennifer Lin
- d. **Absentees**:
 - i. **Elders**:
 - ii. **Pastors**: Pastor Steve Chang, Pastor Juta Pan (Sabbatical), Pastor Bowman
 - iii. **Deacons**: Berhan Yeh

B. Location: 151 building main meeting room**C. Meeting Agenda & Minutes**

- a. Meeting started at 9:08 am. Elder Yuguang He opened in prayer.
- b. Reports from the pastoral staff (Pastoral staff)
 - i. Church-wide activities highlights
 1. Sermon series @ CM on Romans with theme “The Just shall Live by Faith”
 2. Calendar scheduling
 - a. Please respect scheduling only one major theme per month
 - b. Upcoming Activities:
 - i. Mandarin Gospel Ministry (MGM)-spring; Good Friday, Easter Eve cantata; Easter Sunday; 4/15 Concert by Clay Music, XiaoMei Sand
 - c. Note that in-house activities (subject to pastor coordination) take priority. “Pop-up” activities respectfully discouraged
 - d. Next year’s events should be planned in summer of previous year → Elder Timothy Lu proposed having a mid-year calendar review/add
 3. 49th Anniversary planning under way
 4. Prayerfully considering whether to mobilize inactive designated funds to assist daughter churches
 - ii. Lexington Chinese Ministry
 1. Stephen Ministries (SM):
 - a. 6 candidates applied for 2018 training course April - August
 - b. 3 will join SM Leader’s Training Conference (LTC) - 6/10-16: Joseph Shan, Wan-Jer Nee, and Steve Chang
 2. Marriage Enrichment Retreat (MER)
 - a. 16 couples, 6 support individuals attended 3/2-4. Followup will begin 3/17
 - b. Elder Timothy Lu asked whether CB would want something like this. Pastor Tim mentioned that CB is looking to focus on the entire family and balance marriage, kids, etc → Plan for having a special seminar memorial day weekend
 3. CM Fellowships
 - a. Fellowships/small groups had Lunar New Year gatherings

- b. Fellowships are doing church in-house cleaning
 - c. Fellowship/small group coworker training is proceeding
 - d. Gospel Meeting (Speaker: Xing Hua) and Musical gospel meeting (clay music) upcoming
 - e. Preparations for Memorial weekend retreat underway → non-believers and people from other churches are welcome
- iii. City Outreach Ministry (COM)
 - 1. Pastor Pan on sabbatical leave (March to August) → First Sunday w/o Pastor Pan went with minimum issues
 - 2. Transportation for Friday, Saturday to Lexington MGM provided
 - 3. Next COM Baptism service will be held on Easter Sunday 4/1 led by Pastor Ziyi Chang → 6 candidates, interview will start on 3/16/18
 - 4. Resumed discussion on COM long-term facility need
 - 5. Continued to work closely with HR (Edwin Tam) to prepare for supporting documents for Juan Chen's R1 (Religious Visa) application
- iv. Lexington Children's ministry
 - 1. Pastor Bowman serving at ACCC Annual Retreat March 9-11, 2018
 - 2. Unveiled Children's Ministry Vision & Mission
 - 3. Still need 3 Teacher Assistants for March-May
 - 4. Preparing for MGM, Good Friday, Awana Grand Prix, VBS, etc.
 - 5. Established CBCGB Safety Committee (First Meeting 3/4)
 - 6. Will Lead Short-Term Trip to Philippines to Summer 2018
- v. Lexington youth ministry
 - 1. Junior Worship started up again
 - 2. Panel Nights (talking about tough subjects from Biblical perspectives) - March 16 on Sexuality/LGBT+. Inviting special guest (Joseph Kwan) to be part of the discussion
 - 3. Winter Retreats (Feb 16-19 - SR, 23-25 - JR)
 - a. Justin Wong (Sr) and Josh Ong (Jr) spoke on the relentless love of God from the book of Jonah
 - 4. Reorganizing YPA/Parent involvement
 - 5. Missions planning has begun:
 - a. Hope (July 6-15), Lynn (July 22-27), NYC (Aug 11-19)
 - b. Need leader for Lynn trip. Awaiting responses
- vi. Lexington Cross Bridge
 - 1. Pastor Tim took missions trip to Taiwan and China in January. Trained 7 pastor candidates in Wenzhou
 - 2. Started a new adult Sunday School class in Feb. on Experiencing God through the Old Testament.
 - 3. Finished preaching through Ecclesiastes in a series called Making Sense of Meaningless Life
 - 4. Preparing to begin a new Galatians sermon series: The Only Thing that Matters: Faith Expressing Itself Through Love
 - 5. Monthly attendance at new Sunday evening prayer meetings is growing (10+)
 - 6. Wrapping up our 5 year vocational focus over next 2 weeks
 - 7. Planning to have Easter Potluck lunch on Easter Sunday
 - 8. ICF had retreat over President's Day weekend - Dan Sung (Pastor from Maryland) spoke. Focus on living a missional lifestyle (Charis will have their retreat in May)
 - 9. Pastor David planning for an East Asia short-term missions over the summer to work

with J&E

c. Report from the Board of Deacons (Deacon Ji-yong)

i. Stewardship Updates

1. New Projects

- a. Pickup area awning project phase 1 → Handicap ramp awning TBD
- b. Mission House (Building 151) walkway lights, trenches installed
- c. Upper parking front-edge lights → post installed, but still awaiting lights
- d. Upper parking center pole solar panel lights replaced with wired LED → solar power lights not reliable
- e. Public Sewage Connection cost/benefits analysis completed
 - i. Recommendation: Defer the connection and reconsider as part of future CBE project. Since CBE details are not finalized, desire is not to do something and have to re-do it later
- f. Access Road to Stride Rite
 - i. Proposal is to build a walkway connection from Stride Rite parking to upper parking lot. Next step is to contact Boston Properties

2. Property Maintenance

- a. 2018 Town Building Inspection → Completed all items recommended by town inspector and passed inspection
- b. Currently revisiting property insurance company and coverage
- c. Replaced overhead light bulb in sanctuary (original was making annoying noise)
- d. Renewed church van registrations
- e. Filed food certificate application for church kitchen
- f. Purchased teapot for Zion fellowship
- g. Purchased mop for Baptism ministry
- h. Purchased cleaning supplies for fellowships

3. Property Management

- a. Monitor snow plowing and property safely
- b. Room reservation and temperature setting
- c. Regular checking on facilities, light, and doors

ii. Technology Updates

1. Wireless microphones for CB have been ordered
2. HDMI cables have been secured to wall plates or brackets in the main building rooms 302, 311, 309, 128, 127, and in building 151 rooms 2,3
3. Converter adapters to HDMI will be available soon in church office for signout

iii. Financial Updates

1. Based on general fund and capital fund reports of December 2017, it is very possible that we will have surplus at end of fiscal year exceeding the Capital Fund cap → Recommend increasing policy limits for capital fund

iv. Emergency Response Team (Safety Committee)

1. Safety Committee has been formed: Pastor Bowman, Elder timothy Lu, Matt O'Leary, Berhan Yeh
2. 4 Areas of Focus
 - a. Medical
 - i. Church Emergency Response Team (CERT)
 1. Revamp contact system
 2. Training Teachers and Ushers
 3. Need to recreate people - just need first-aid CPR training

- ii. Automatic External Defibrillators (AED) maintenance
 - iii. Maintenance of first aid kits
 - iv. CPR training
 - v. Mock exercises
 - b. Fire - Covered by Stewardship
 - i. Fire drills
 - ii. Fire safety equipment
 - iii. Inspections from Fire Department
 - c. Missing Children
 - i. Surveillance
 - ii. Managing entryways and exits
 - iii. ID/Check-in/Check-out process
 - d. Hostile Environment (i.e. active shooter, etc.)
 - i. Training
 - ii. Mock exercise
- 3. Additional thoughts are welcome
- v. BoD Support to Youth Ministry
 - 1. Deacon Ling Zhang had a discussion w/ Pastor Jen and Stan on how the deacons can support the ministry
 - 2. Family discipleship being looked at
 - 3. Planning for future round-table discussions
 - 4. Many items still are just rough ideas and need to be fleshed out further
- d. Report from the Board of Elders (Elder Yuguang)
 - i. Started strategic planning
 - ii. Started implementing safety preparedness
 - iii. Started planning for 50th anniversary celebration (Lead by Elder Chaw-bing)
 - iv. Currently reviewing SCM revised charter
 - v. Reviewed and approved church closure procedure
 - vi. Rejected the healthcare policy revision proposal with alternative plan → need a bit more time to understand best path forward
 - vii. Planned annual ministry reviews
 - viii. Started timelining the senior pastor (SP) transition
 - ix. Interviewed and approved COM minister
 - x. Initiated and approved Yuegang's ordination process → Target time is Oct/Nov timeframe
- e. COM Minister Status Update
 - i. Many (100+) documents and forms required to file R1 status for new incoming COM Minister - plan for delays
- f. Senior Pastor Search Committee Update
 - i. Timeline
 - 1. 1/25/17 - SPSC approved by BOE
 - 2. 2/1-4/30/17 - Job Description drafted
 - 3. 5/1-11/8/17 - Job Description reviewed and posted
 - 4. 11/8-11/30/17 - Recommendations Collected
 - 5. 12/1/17-2/28/18 - First and second rounds of interviews conducted
 - ii. SPSC Official Candidate Recommendation to Congregation: Pastor Juta Pan (Current COM pastor)
 - 1. Onsite Interview planned sometime in April 2018
 - 2. Decision process

- a. Announced in BOE/CC from 3/10-4/15
- b. Special Membership Meeting be called on Sunday for confirmation on 4/29 - at least two weeks of notice (per bylaws)
- 3. There was discussion on appropriately aligning up interview schedule with his sabbatical and also making sure a clear transition plan on COM is in place
- 4. Search Committee Members spoke highly of Pastor Pan's visionary/strategic mindset, knowledge/theology background, creativeness, large church experience, and humility
- 5. Many people applied and were recommended → After prayerful consideration the SPSC made this recommendation
- 6. CC approved to move forward for the third interview of the candidate and Elders Loren and Yuguang will make the announcement at CB and CM, respectively, on Sunday 3/11
- g. Quarterly Financial Report (Deacon Jian Zhang)

i. February financials:

Funds	Offering (Feb)	Expense (Feb)	Total (Feb)	Cumulative Balance
General	\$97,288	\$143,780	(\$46,492)	\$330,947
Mission	\$29,944	\$25,094	\$4,850	\$43,817
Capital	-	-	-	\$436,913
CBE Fund	\$4,348	-	\$4,348	\$319,961
SCM	\$2,025	\$265	\$1,760	\$57,974
Benevolence	-	\$2,000	(\$2,000)	\$18,000
MS Building Fund	-	\$15,000	(\$15,000)	(\$85)

- ii. **General Fund Budget Usage Summary** - up to February 28, our total expense is \$1,046,559 (57.6% of the total annual budget), and the total offering is \$1,377,506.00 (75.8% of the total annual budget). The targeted percentage is 66.7% (8 months of a year). The cumulative balance for the General Fund is \$330,947.

h. Agenda for 4/8 Church-Wide Information Session

i. Discussed draft agenda for church-wide information session on 4/8

- 1. Church health (COM, CB, CM, YM, JM, KM)
- 2. Personnel (Senior Pastor, COM Minister)
- 3. Services expansion / CBE
- 4. Strategy planning (after vision and mission statements)
- 5. Discipleship training
- 6. Spiritual formation
- 7. Procedures and policy updates
- 8. Safety/security directives
- 9. Stewardship
- 10. Finance

- i. Pastor Caleb closed in prayer and Elder Yuguang adjourned the meeting at 12:11 pm.