

A. In Attendance:

- a. **Board of Elders ("BoE"):** Yuguang He (BoE Chairman), Timothy Lu, Loren Shih, 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, Pastor Yuegang Zhang
- d. **Absentees:**
 - i. **Elders:** Chaw-Bin Chang
 - ii. **Pastors:** Pastor Steve Chang, Pastor Juta Pan (Sabbatical), Pastor Jennifer Lin, Pastor Stan Chang
 - iii. **Deacons:**

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

- a. Meeting started at 9:07 am. Pastor Caleb Chang opened in prayer.
- b. Reports from the pastoral staff (Pastoral staff)
 - i. Church-wide activities highlights
 1. Church plan:
 - a. Centralized in Leading
 - b. Centralized in Training
 - c. De-centralized in Small Group Ministry
 2. Vision: Speed up Discipleship Training → Be a home base for overseas missions, especially those persecuted
 3. Random fundraising-focused sharing discouraged
 4. Pray for pastoral search for 3 possible search positions
 5. CBCGL - Building project has started to build a new building for worship (moving very fast). Hundreds of volunteers from the Baptist church spent days working and evenings praying/sharing -- building building and building people. CC is considering how we can support this effort
 - ii. Lexington Chinese Ministry
 1. Stephen Ministries (SM):
 - a. 7 trainees have been attending 2018 training since April → will be commissioned on Sunday 8/26
 - b. 3 core leaders attending Leaders Training Course: Joseph SHan, Wan-Jer Nee, and Steve Chang
 2. Marriage Enrichment Retreat (MER)
 - a. On 8/25-26, Dr. Peter Chiu (Chinese Family for Christ) will lead a workshop
 3. CM Fellowships
 - a. Fellowship / small group coworker training finished
 - b. Inductive Bible Study training started
 - c. Fellowships helped during the Gospel Meeting (Speaker: Xing Hua) and Music gospel meeting (Clay music)
 - d. Fellowships and 20 trained small group leaders during Memorial weekend

retreat

e. Fellowships are offering to sing for summer Sunday worship

iii. City Outreach Ministry (COM)

1. Summer "hibernation" season: 50+ students and young professionals graduated or leaving for internships, etc. Need to prepare for the start of the new school year
2. Operations and ministries are going well during Pastor Juta's sabbatical
3. New meeting location for Malden fellowship since May: First Baptist Church of Malden with lower rent. The expansion of facilities brings potential expansion of ministry
4. Preparing for annual COM coworker retreat on 8/18. Pastor Caleb will be speaker
5. Preparing for COM Fall Gospel Retreat from 9/28-30

iv. Lexington Children's ministry

1. June-August coworker coverage for Mustard Seed, Sunday school, and Children's Worship is very spotty - need more coworkers
2. BQ Final Quiz Meet, Graduation, Awards on 6/10
3. Vacation Bible School - June 25-27
4. Pastor Bowman will be leading a short-term trip to Philippines 7/27-8/5 (busy with planning/preparing)
5. Pastor Bowman will be visiting family in Costa Rica 6/28-7/12 and early ½ sabbatical Jan-Mar 2019

v. Lexington Youth Ministry

1. May Retreat (May 26-28) went well
 - a. Theme: Ohana (adoption into the family of God)
 - b. Speaker: Jon Kim (Grace Chapel)
2. Senior Appreciation: June 22
3. Missions prep has begun:
 - a. Hope (July 6-15), Lynn (July 22-27), NYC (Aug 11-19)
4. Students helping with VBS (June 25-27)
5. Upcoming Events:
 - a. Missions
 - b. Parent Resource Board on 1st floor in coming weeks
 - c. Off on Fridays for July/August
 - d. Pastor Stan to leave mid-October

vi. Lexington Cross Bridge

1. Pastor Tim announced his resignation 2 Sundays ago - had an appreciation lunch for him and his family last Sunday
2. Working on future plans in light of Pastor Tim's departure
3. Summer adult SS class began in June on Experiencing God through Psalms
4. Currently preaching through Galatians in series called Faith Working Through Love. Several of our seminaries and a couple of our returning M's will speak over the summer
5. 1st Year of Life-on-Life Discipleship Groups finishing up
6. Pastor Tim and Evie will be away for a STM from 6/16-7/20
7. Several candidates approached for Deacon nomination
8. Charis had a retreat first weekend in May (26 people attended) - Dr. Arthurs from GCTS spoke on outreach/evangelism
9. ICF honored their graduates in May. Had a large number of graduates this year (15). Please pray for God to bring new students to take their places
10. Charis and ICF combining in summer to meet as one fellowship - CrossGen
11. Pastor David and Milly will be away on a STM from 7/19-8/6

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

i. Stewardship Updates

1. Property Projects

- a. 8 new lights installed at upper parking lot
- b. 2 lights at the driveway to upper level parking lot to be replaced
- c. Floor Cleaning
 - i. Basement floor stripping and waxing done (\$3,000)
 - ii. 1st floor stripping and waxing done (\$4,800)
 - iii. Chapel and 3rd floor cleaning to be scheduled
- d. Parking lot/driveway repair
 - i. Cuts and patch potholes (~\$7,600)
 - ii. Seal cracks (~\$5,250)
- e. Pave carriage house parking lot
 - i. Patches to be paved shortly
- f. Trim trees and bushes
 - i. Trees are blocking driveway lights and blocking driver's view → still looking for contractors and quotes
 - ii. Building 151 trees coming too close to building
- g. Concrete Works
 - i. Building 151 house ramp shaking and will need to be fixed
 - ii. Main entrance steps need to be fixed → project to start after summer
 - iii. Main entrance ramp need to be fixed (concrete) → project to start after summer
 - iv. Uneven concrete walkway near church office/playground → project to be scheduled
- h. Lower level parking lot
 - i. Water puddles in rainy day due to uneven surface → need to re-grade sub-base, compact sub-base with power roller
 - ii. Add crusher run and re-grade
- i. Wooden Bridge
 - i. Replace aged boards → project to be scheduled
- j. Replace 2nd floor carpet
 - i. The carpet in lobby is about 20 years old
 - ii. The carpet in sanctuary has never been replaced
 - iii. Finding contractors and quotes
- k. Projects in pipeline
 - i. Fix ground water leak problem in Room #123
 - ii. Replace overhead power cables in the drop-off area
 - iii. Build a walkway to Stride Ride parking lot
 - iv. Install remote control lights for parking lots (to turn on lights for snow removal, etc.)

2. Property Maintenance

- a. New dumpster procured (includes side door and tight covers)
- b. Elevator maintenance → sometimes it works and not. Will be consulting a new professional to get opinion on how maintain or fix
- c. Miscellaneous
 - i. Please remind fellowships to clean up rooms after use. Building 151 kitchen is often very messy

3. Property Management
 - a. Insurance Plan - new insurance provider effective 6/1/18 (Church Mutual)
 - b. Printer/copier contract
- ii. Technology Updates
 1. No updates
- iii. Financial Updates
 1. Budgets are being set for next fiscal year
- d. Report from the Board of Elders (Elder Yuguang)
 - i. Policies
 1. Pastor Staff Benefit and Personnel Policy revision in discussion
 2. Capital Fund Policy revision approved - plan to raise limit from \$500K to \$1M
 3. Recommendation to SCM for charter revision
 4. Seminarian Scholarship Policy Review - plan to add coverage for Christian counseling
 5. BoE considering a policy change for pastors to be able to split their sabbatical
 6. Note: not many people know that the policy is on the website → recommend sending update to church membership when policy changes
 - ii. Ministries
 1. Youth ministry review
 2. Safety and Security Team approved and formed
 3. CBE advisory team approved and being formed (Chair: Elder Loren)
 4. Pastor Pan on sabbatical, Elder Chaw-Bing leading COM
 5. Pastor Steven's sabbatical proposal approved (3 months in 2019, 3 months in 2021). Brother Xin-yu Li will be taking over during these months
 6. Senior pastor transition plan to be kicked off starting in September
 - iii. Personnel
 1. No renewal of CB lead pastor's contract at 7/7/18
 2. No renewal of senior youth minister's contract at 10/14/18
 3. No renewal of the senior pastor's contract at 12/31/18
 4. COM minister's work visa being worked
 5. Pastor Pan accepted offer as the next CBCGB senior pastor
 6. Search process for vacant/soon-to-be vacant positions began
 7. Deacon nomination in progress
 8. Elder nomination in progress
- e. Safety and Security Committee
 - i. Lexington police officer visited CBCGB and walked around to make recommendations:
 1. Enhance surveillance video capacity (Lexington police always asks for this first after any incident)
 2. Capacity to lock down (if necessary)
 - a. First floor a single point of entry
 - b. Fire department visit scheduled to ensure any modifications don't affect any fire issues
 - ii. Safety/Emergency Response Team (SERT)
 1. Mission: To proactively consider, plan and enact measures that prepare for and respond to emergencies occurring at Chinese Bible Church of Greater Boston / Cross
 2. We believe that ultimately, it's God that protects us, but we need to do what we can
 3. Committee Components:
 - a. Medical
 - i. Medical Response Team (formerly CERT): Roster of 9 healthcare

- professionals that rotate to cover each Sunday both services
- ii. Automatic External Defibrillators (AEDs): 2 units in Main Building and 1 in Building 151
- iii. First Aid Kits
- iv. CPR/First Aid Training - All Pastors now certified. Ideally, would like to expand to all co-workers
- b. Security
 - i. Children’s Ministry (check in/out procedure, classroom area security)
 - ii. Church Security Team (suspicious activity, disruptive incident, etc.)
 - iii. Armed Threat Response (training, drills, run-hide-flight)
 - iv. Security Technology/Hardware (Cameras, keypad locks, window security film, door locks, etc.)
- c. Fire
- d. Natural Disaster
- f. Church Building Expansion (CBE) advisory team introduction
 - i. CBE advisory team objectives: lay out requirements for the church (Lead by Elder Loren) → In process of recruiting (2 from CM: Ministry Yuegang and Haiguo Wu, need more from each ministry)
 - ii. CBE design team: take requirements and layout design
- g. Quarterly Financial Report (Deacon Jian Zhang)
 - i. May financials:

Funds	Offering (May)	Expense (May)	Total (May)	Cumulative Balance
General	\$103,839	\$168,478	(\$64,639)	\$243,901
Mission	\$21,565	\$31,506	(\$9,941)	\$31,439
Capital	\$1,117	\$6,580	(\$5,463)	\$425,223
CBE Fund	\$530	-	\$530	\$322,350
SCM	\$4,578	\$1,499	\$3,079	\$69,921
Benevolence	-	\$2,000	(\$2,000)	\$13,300
MS Building Fund	\$200	-	\$200	\$16,300

- ii. **General Fund Budget Usage Summary** - up to May 31, the total expense is \$1,548,814 (85.3% of the total annual budget), the total net expense (minus income) is \$1,372,978 (75.6% of the total annual budget), and the total offering is \$1,792,714 (98.7% of the total annual budget). The targeted percentage is 91.7% (11 months of a year). The cumulative balance for the General Fund is \$243,901.
- iii. Note that General Fund shortfall for May does not include “income” from Youth and CM retreats and expense from retreat (Net Income ~\$32K)

- h. FY 2018 Budget Amendments
 - i. Administration - Printer/Copier Account Budget - increase from \$12,000 to \$12,428.76 (increase due to copier monthly cost increase). Deacon Berhan motioned to approve and Deacon Tuanfeng seconded. CC unanimously approved increase
 - ii. Administration - CB/Youth/Children Office Supply - increase from \$500 to \$2,500 (increase due to CB color copying of bulletins). Elder KC motioned and Pastor Bowman seconded. CC unanimously approved increase
 - iii. Summer retreat budget will be adjusted.
 - iv. English retreat need an amendment form.
 - v. Heat .oil/gas, maintenance supplies amendments are waived.

- i. FY 2019 Budget Approval
 - i. Grand total budget change is from 1.82 M to 1.79 M or -1.26% change. 2017 was over budgeted, so 2018 budget is reduced.
 - ii. 15 unanimous votes to pass 2019 budget.
- j. Pastor Caleb closed in prayer and Elder Yuguang adjourned the meeting at 01:30 pm.
- k. Extended BoD meeting: BoD passed \$50,000 for the Capital Budget request for the driveway repair at 2:00 PM.