

CBCGB Church Council Minutes, Q2 of 2021

June 19, 2021

In Attendance

- **Board of Elders (BoE):** Paul Huang (BoE Chairman), Chaw-Bing Chang, Yuguang He, Ji-yong Wang, Ruike Wang
- **Board of Deacons (BoD):** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastoral Staff:** Senior Pastor Jutta Pan, Minister Kola Aida, Minister Taylor Birkhimer, Minister Duane Chang, Pastor Steve Chang, Minister Juan Chen, Pastor Jennifer Lin, Tony, Ng, Pastor Yuegang Zhang
- **Additional Attendees:** KC Chu
- **Absentees:**
 - **Elders:** None
 - **Deacons:** None
 - **Pastors:** None

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:00 AM. Elder Paul opened in prayer.
- Pastoral Staff Update
 - Status of COVID-19
 - Since 5/29, MA has lifted all the pandemic restrictions apart from mask requirement in certain spaces
 - Mass vaccinations have extended to 12-year olds
 - MA vaccination rate is one of the highest in the US
 - The confirmed COVID numbers in a few states are still surging
 - The status of the pandemic in other parts of the world is still concerning and severe
 - The State of the Church
 - Church reopening has moved toward Phase III
 - Church holds the target of moving toward full reopening on September 12
 - Younger generation (CB, YM, COM) feels online fatigue and are eager to return to in-person meetings
 - CM developing online program to extend our outreach beyond New England area
 - ChM working on supporting the parents on returning to church
 - Transitional stage in July and August:
 - July: Phase III stage II:
 - CM&CB once a month, partially in-person service with limit of 100 people
 - COM: partially in-person service every Sunday with limit of 60; fellowships alternate return to in-person
 - ChM starts partially in-person Sunday program
 - August:
 - CM&CB: partially in-person service twice a month
 - Back to back experimental service on 8/22
 - In-person COM children program will start
 - Current in a stage of preparing for full reopening and the mission and ministries in “new norm”
 - The Neighbor Church Support Project

- Important Events and Plan from April to June
 - 4/18: Informational Meeting - reopening and CBE
 - Q&A written replay has been posted on the church website
 - 4/24: Pastor Jeffrey Hwang's ordinations service
 - 5/9: Mother's Day Joint Service
 - 5/22: Global 6K for Water
 - 143 participants
 - Raised \$7500
 - Project of Neighbor Church Support
- Upcoming important events from June to Sept.
 - 6/20: Joint Father's Day service
 - Congregations move toward summer hibernation mode and prepare for the fall-reopening
- Pastoral Staff
 - Pastor Jeff's ordination service on 4/24
 - Minister Duane is in the process of his ordination
 - Pastor Yuegang is on sabbatical from 6/7 to 9/6
 - Pastor Juta is teaching two seminarian course in April and June
- CM: Caring
 - Stephen Ministries(SM): 1) 18 applicants in total for the 2021 SM training, including 1 from COM, 4 from CB, and 4 from the BMWBC. Except the 4+4, the rest, 10, have been approved. 2) The 20 weeks training course will begin on 04/01, Thur. 3) 51SMs are actively involved in the caring ministry. To me, the matching/bridging is challenging yet encouraging.
 - Benevolence Fund: 2 were provided.
 - Baptismal ceremony: 8 applicants so far. Baptism date: 05/16.
 - Two pastors' ordination involved: John Shi (施建川) of the BMWBC, 01/23; and Ben Tu(杜邦憲) of CBCGL, 02/06.
 - Pre-Marriage Counselling: two couples in process.
- CM:
 - Monthly online outreach programs:
 - 4/10: Physical Health in pandemics I, by Joshua Lin
 - 4/16-18: Spring evangelistic meeting, by Pastor Luke Zhang
 - 5/15: Physical Health in pandemics II, by William Hsu
 - 6/26: Science, Reason, and Faith, by Tuang Feng Zhang
 - Many connections from all over the world
 - Con: Unable to have in-person contact and follow-up
 - 6/4-6/6: Summer revival Meeting, Love Beyond Family, by Pastor Morley Lee.
- Children's Ministry
 - Good sabbatical and all ministry covered well
 - Online Zoom meetings remain strong and well attended
 - Friday's - 60 to 65
 - Sunday's - 45 to 50
 - Children's worship - 20 to 22
 - 6/18 - Awana closing program
 - Included Grand Prix video
 - Two week break between June 25 and July 2
 - VBS will be online for 2 hours for 5 days (June 28 - July 2: 9:30AM to 11:30AM)
 - Planning hybrid children's ministry programs for July & August
 - Pray for the transition into hybrid learning

- Awana training schedule for September
- Tina Zhou interning for April - July 2, 2021
- Family Ministry taskforce discussed which ministry will primarily teach 5th grade children
 - The decision was made to move 5th grade teaching solely under children's ministry to help with the transition to youth ministry
- COM
 - Three members passed away in May, including two seekers and one important coworker-brother Ning Qiao. The memorial service for brother Ning Qiao was held on May 29th.
 - In-person Sunday service: moved from twice per month to every Sunday, and raised the limit from 40 to 60 people in June. Planning to raise the limit to 80 people in July and 100 people in August.
 - Planning to have in person Friday fellowship in July, Adult Sunday school in August, and Children Sunday school in September.
 - Current sermon series: Book of Isaiah (May-Aug), First and second Peter (Sep-Nov), the Gospel of Matthew (Dec).
 - Upcoming: Father's day service and child dedication (Jun 20), New fellowship coworkers training (Jul 11-Aug 8).
- Youth
 - We've been virtual this past semester!
 - Theme: Walking in the Spirit
 - Counselor and servant team meetings in person outside
 - Online ministry in light of COVID-19 - finished with a hybrid grad banquet in June
 - Youth worship team recorded from sanctuary multiple times this semester
 - Outdoor baptism at Pleasure Bay Beach on June 19 - 5 youth
 - Sunday School classes on Apologetics and then Philosophy, currently Discipleship
 - Small groups met outside
 - Park day at Graverseon Park for ALIVE girls and Jr. high guys
 - Resuming park days on Sunday afternoons
 - Moving 5th grade Sunday School to Children's Ministry in the fall
 - To come in June/July: Family Park Day & Movie Night
 - No ALIVE during the summer
 - Hoping to be fully in-person in the fall
- Cross Bridge
 - Current Sermon Series: Unless the Lord Builds It: Being a Christian Family in 2021
 - Finished Sermon Series: Acts: The Church Unleashed (Jan to May)
 - ICF and Charis
 - ICF finished studying Ephesians. Charis finished two on RightNow Media studies.
 - Charis + ICF combine for the summer (CrossGen) and have started meeting in-person weekly.
 - CB
 - 3 In-Person Services on 2nd Sunday in April, May, June (25, 50, 50)
 - Most recent service we ran out of spots
 - Communion done in person and over zoom during the in person services
 - Child dedication (4 families)
 - CB Easter Family Day Outdoors (4/3)
 - Pastor Jeff was ordained (4/24)
 - Natalie and Leon He wedding (5/9)
 - Loren and Beata Car Parade

- Seminarian Paul Kang and wife Lindsey gave birth to baby girl, Eden
- Sunday Park Days restarted
- First outdoor baptism at Pleasure Beach near Castle Island later today (2 CB, 5 youth)
- 1 CB Fellowship Pastor Candidate in process
- BOD Update
 - Stewardship Committee Update
 - Updates on Major Projects in Pipeline
 - Sanctuary carpet replacement - approved and scheduled
 - Lower parking lot gravel refill - approved unanimously by BOD on 6/18
 - Children ministry (1st floor) security enhancement - pending
 - Church office roof replacement - pending
 - **Action: Assess if there are enough capital funds to support the upcoming projects**
 - Sanctuary Carpet Replacement Schedule
 - 6/26 (Saturday afternoon)
 - Volunteers (4-8) to remove anchor fasteners of all pews
 - 6/27 (Sunday morning)
 - Moving company to remove pews and equipment out of Sanctuary
 - 6/28 (Monday morning)
 - Carpet company to start project
 - 7/2 (Friday)
 - Carpet company to finish up project
 - 7/3 (Saturday)
 - Moving company to re-install pews and equipment, need volunteer to supervise re-installment and put back anchor fasteners of all pews
 - Brother Jianglin has recruited volunteers from two fellowships, brother Ted from AV team will help supervise moving instrument and Brother Shinjong might help monitor the carpet installation
 - Property Maintenance and Management
 - Project support - carpet replacement and parking lot gravel refill
 - Preparation for church reopening (for clean and safe environment)
 - Sealed walkway between church office and main building
 - Mounted thermal camera and monitor at entrance with switch control
 - Old furniture removed and mold removal/cleanup
 - Continue to replace basement tiles
 - Regular church cleaning and landscape maintenance
 - Sunday service support
 - Indoor/outdoor event support



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- Church Reopening Guideline

- Status:

- New guideline has been presented and submitted to BoE and reopening task force for final review and approval. Hope to have these guidelines in place in early July

- What's different?

- Fully vaccinated people are not required to wear a mask or keep a physical distance but they are encouraged to do so out of an abundance of caution.
 - We require unvaccinated people to wear a mask and keep a physical distance of 6 feet from others not from the same household
 - An event of less than 100 or fewer people without a plan to share food is allowed. An event of more than 100 people or a plan to share food will still require a plan

- Children

- We require face masks for unvaccinated children and children < 12 years old for any indoor class/event
 - We require co-workers serving children under 12 to wear a mask for any indoor class/event
 - Within indoor classrooms, whenever possible, we recommend arranging seating and tables at a minimum of 3 feet apart.
 - For the time being, we recommend eliminating snack time during Mustard Seed classes.
 - We recommend wiping/cleaning of toys and shared crafts (pencils/crayons).

- Registration is not required, but BoD can provide support on setting up registration

- Neighbor Church Partnership Initiative

- Goal

- Share the abundance God has provided our church
 - Grow in faith that God will provide for our own church's needs as well
 - Build church partnerships -- not only us giving, but also receiving the blessing of fellowship and knowing God more through serving with other churches

- Committee Members

- Beata Shih (Chair), Jimin Xiong (Social Concern Committee Chair), Elbert Chang, Samuel

Chang, and Lilian Wang

- Pastoral Staff Consultant: Pastor Juta, Pastor Yuegang, and Pastor Bowman
- # of Neighbor Churches: 50+ and increasing
 - Connected through referrals and local pastor networks
- Fundraising
 - Launch Date: Sunday (6/27/2021)
 - End Date: Saturday (7/31/2021)
- BOE Update
 - April 18 Information meetings
 - All response were posted on both CB and CM website since June 1st
 - Budget adjustment for pastoral staff compensations and financial aid to Pastoral Staff Advanced Studies
 - Interviewed half-time HR manager candidates and will make a final decision soon
 - Ongoing study on a new framework and structure of future BoD
 - Church will reopen on September 12th and all preparations are ongoing
 - Team up between congregation to work on CBE promotion
 - Church Council learning and reflection sessions
 - 2021 Ministry Review
 - March: BoD Structure and framework (Ruike)
 - May: CBE Status update (KC)
 - August: Youth (Yuguang)
 - October: How to reach the young generation
 - Collaboration between Jeff, Duane, Bowman, Yuegang (Ji-Yong)
- Learning Session - Church Government and Leadership - Deaconship
 - Brainstorming Exercise: Example of Martyn Lloyd-Jones
 - Issues related to Church Governance
 - Sacred Class vs. Priesthood of all people
 - Power vs. Responsibilities
 - Application of the scripture teaching: Spirit vs. pure literary
 - Power of the church:
 - Centralized - power is top-down: if decreed, the whole congregation will have to follow
 - Decentralized - power is in the hand of the entire congregation
 - Check and Balances - some will hold authority, but that individual will need to be held accountable
 - Ruling/Leadership, Ministry/Spirituality, and Operation/Administration
 - Biblical References for Deaconship
 - Deacon: servant (table waiter/waitress)
 - Verb: service
 - Contextual uses: household servant, table waiter/waitress, official of cult (equivalent to a priest), servant of God
 - General usage: more than 100 times in New Testament
 - The servant of God/gospel: apostle, missionary, evangelist, prophet
 - The servant of the King (Matthew 22:12)
 - Especially used to describe service of financial needs and social concern
 - Official position in early church
 - Election of "7 deacons" (Acts 6:1-3)
 - Separation of two positions/responsibilities
 - Established to meet a need in the church (taking care of the widow, elderly, poor)

- Two positions in the church of Philippians
 - Overseers and deacons (Philippians 1:1)
- Deaconess (Roman 16:1)
- Does the Bible show deacons as a position to assist elders/overseers?
- Summary
 - Deacon/Deaconess is defined as a servant
 - One of the offices in the early church
 - General sense: Can be applied to different ministries
 - Tend to be focused on administration, finance, and social service
- Models in church traditions
 - Focus primary on administration and operation: secretary, finance, stewardship, IT
 - Broad sense: coworkers and assistants to ministry leaders (pastors and elders): worship, evangelism, mission, spiritual formation, caring, social concern, fellowship
 - Combination of above two models: operations and ministries
- Deaconship at CBCGB and related issues
 - Church Governance at CBCGB
 - Church Council
 - Elders
 - Deacons
 - Pastors
 - Responsibilities of BoD
 - 5.2.1 Responsibilities: The Board of Deacons shall be responsible for
 - 5.2.1.1 church operations, such as finance, property, and stewardship
 - 5.2.1.2 ministries designated by the Board of Elders
 - For example: the pandemic provided an opportunity for new functions/roles to manage our response
 - If worship/fellowship/spiritual formation is not designated as ministries, why do we have these roles on the BoD?
 - Practical operation:
 - We certainly meet the requirement of 5.2.1.1
 - The function in 5.2.1.2 seems unrealized
 - In duty assignment: we fulfill the primary function.
 - After the position of primary functions are fulfilled, other deacons take the position of specific ministry.
 - There is structure defined on what the other BoD ministry-related members do
 - Possible Issue
 - In practice: our BoD meeting and regular operation focus more on primary function
 - How do ministry-related deacons participate in the BoD meeting? Pure Council?
 - How do the ministries-related deacons contribute to BoD functions?
 - How do ministry-related deacons connect with the ministry assigned to them?
 - How is the relationship between the ministries without deacon and BoD or the entire Church governance?
 - Different model for revision (if we consider necessary to make revision)
 - Model 1: BoD focus only on operation
 - Elect the deacons only to fulfill the function of operation
 - Head (1), Secretary (1), Stewardship (2), Finance (2), IT (2)

- Total = 8 deacons
- Pros:
 - Reduce the burden of deacons (2 for one responsibility)
 - Make the church operation more efficient and effective
 - Make current ministry-related deacons with ministry leader focus more on ministry and save their time in attending meeting
- Issues:
 - Ministry and ministry leaders become less visible in church leadership
 - Weak connection between church ministry and church leadership
 - Do we need to change the bylaws?
 - Will it cause it to be hard to find an elder in the future due to different responsibilities of elder and deacon?
- Possible solution
 - Make pastoral staff or elders to play the bridge of ministry and church leadership
 - Building up strong ministry system in each congregation and ministry other than church council
 - Extend CB Core
 - CM ministry coordinator meeting
 - COM Planning group
- Model 2: BoD's responsibilities cover operation and all ministries
 - BoD members include: all operation coordinators and all ministry coordinators
 - Head, Secretary, Stewardship, Finance, IT, Worship, Evangelism, Spiritual Formation, Fellowship, Caring, Youth, Children, **Mission, Social Concern, COM**)
 - Nomination and election of deacons need to match the needs of each field
 - Pros:
 - Make better connection and integration of ministries and church leadership
 - Better integration of all ministries
 - Make every dacon really fit in his/her role
 - Issues:
 - Need to make adjustments to BoD meeting and operation
 - Can one deacon lead the ministry of different congregations?
 - Bylaws will definitely need to be revisited
 - Possible solution (Elder Paul)
 - Expand two deacons in one field (one from CB and the other from CM)
 - Further issues:
 - BOD become a much larger group
 - Can we find enough deacons?
 - The process of deacon nomination and election become much more complicated
- Model 3: Keep the same model

- Expand deacon number to cover each ministry
 - Ministry in the BOD will be fixed
- Pros: Helping the connection of necessary ministries with church leadership
- Issues:
 - Does not completely clove the original issues
 - How do all deacons feel satisfied when attending meeting if it mainly focused on operation?
 - Cannot completely improve the connection between the ministry and the leadership
 - Still need bylaw revision
 - Numbers of Deacons need to be increased
- Questions for Decision-Making
 - How do we define the function/responsibility of BoD?
 - Questions related above: How do we define the function of BoD, BoR, and Pastoral staff?
 - How do we make a relevant process of deacon nomination?
 - How can ministries relate to church governance?
- Discussion
 - Ministry-related deacons are ideal
 - Lack bandwidth - serving in other capacities
 - Focus on operations is important
 - It gives a greater perspective to the function of the church
 - Maybe it is good to discuss vision
 - Missions Committee is isolated from the rest of the leadership
 - Perception is that the BoD commitment is high and is apprehensive to serve
 - Too many meetings
 - If there is a ministry representative on the BoD, there is a better connection with the leadership
- Quarterly Financial Report

May				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 104,325	\$ 108,155	\$ (3,830)	\$ 375,159
Mission Fund	\$ 15,847	\$ 32,215	\$ (16,368)	\$ 102,196
Benevolence Fund	\$ 3,767	\$ 4,500	\$ (733)	\$ 116,444
CBE Fund	\$ 600	\$ -	\$ 600	\$ 1,209,525
SCM	\$ 3,705	\$ 2,500	\$ 1,205	\$ 56,295
Capital Fund	\$ 273	\$ 24,339	\$ (24,066)	\$ 72,088

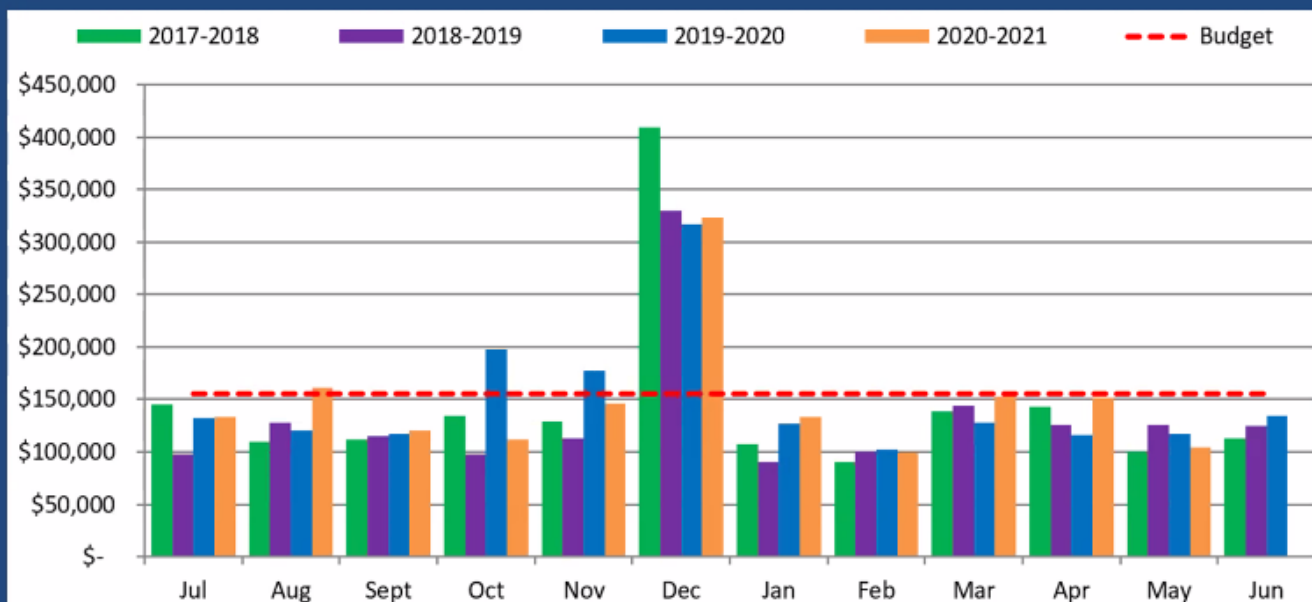
- Benevolence Fund can only be given to people in need
- We could spread the message amongst church members so they are aware this exists and we can then support people in need

General Fund Status YTD May 2021

General Fund Budget Usage Summary

Total offering	\$1,631,407 (87.7% of budget)
Total expense	\$1,256,248 (67.5% of budget)
Cumulative balance	\$ 375,159

2020-2021 Budget	\$1,860,122
Targeted percentage	91.7% (11 months of FY)



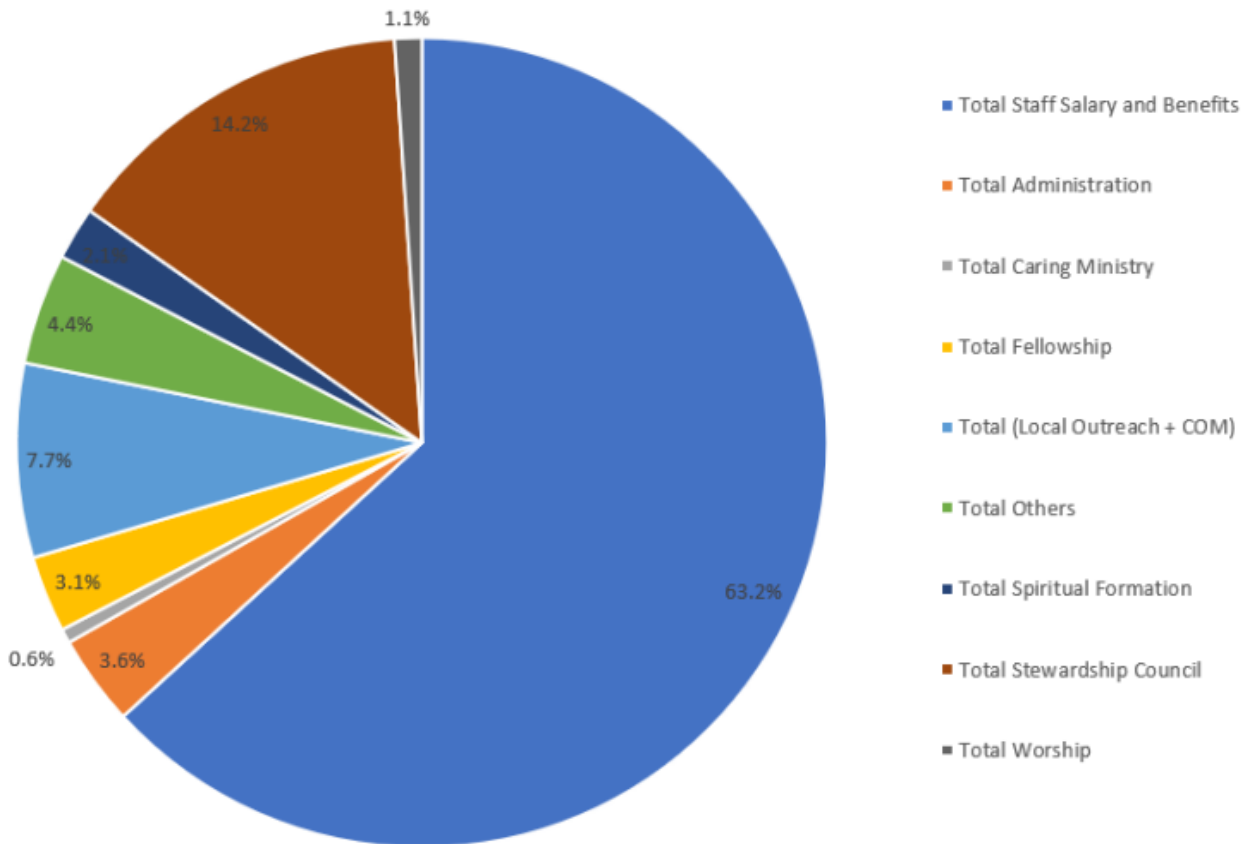
Fiscal Year YTD April	2018	2019	2020	2021
Offering Monthly Average	\$147,323	\$133,496	\$150,248	\$148,927
Ranking	3	4	1	2

FY 2021- 2022 Budget

FY 2021	FY 2022	Increase %
\$1,846,783	\$1,949,085	5.54%

FY 2022 Budget Category	Amount	Percentage
Total Staff Salary and Benefits	\$ 1,231,500	63.2%
Total Administration	\$ 70,400	3.6%
Total Caring Ministry	\$ 11,100	0.6%
Total Fellowship	\$ 59,505	3.1%
Total (Local Outreach + COM)	\$ 151,000	7.7%
Total Others	\$ 86,350	4.4%
Total Spiritual Formation	\$ 41,360	2.1%
Total Stewardship Council	\$ 276,820	14.2%
Total Worship	\$ 21,050	1.1%
Total	\$ 1,949,085	100.0%

FY 2021-2022 Budget



- Elder Pual motioned to approve the 2022 budget. Elder Jiyong seconded
 - **The 2022 budget has been approved unanimously by the Church Council**
- Church Reopening Task Force Updates
 - Phase III
 - Main Updates
 - Phase III Step 2+3: Cautionary Expansion of Hybrid Worship
 - The Goal: Continue learning, such as logistics, congregations response, children ministry, technologies
 - Significance of these steps: no pre-registration required with new guidelines. Open chapel as overflow
 - Children service in-person and online on Sunday will be available
 - Step 2:
 - Increase the worship limits: Lexington Max: 100, COM: 80-100
 - Increase the outside activity limits: Lexington campus max: 100
 - Step 3
 - Increase the worship limits: Lexington max: 150, COM: ?
 - Follow-up
 - If there is no registration, how do we manage the limit cap?
 - Are we going to provide transportation to the elders?
 - How do we arrange the usher team?
 - How does the welcoming team work?
 - We will still maintain a mask and 6-feet social distance indoor gathering.
 - Mask is not required for vaccinated people, but encouraged to wear

CBCGB Worship Schedules of July and August

	CM (P. Jutta)	COM	CB (P. Jeff)	Children (P. Bowman)
July 4th	None	Yes	None	None
July 11th	None	Yes	None	None
July 18th	Yes	Yes	None	Yes
July 25th	None ⁺	Yes	Yes	Yes
August 1st	Yes	Yes	None	Yes
August 8th	None	Yes	Yes	Yes
August 15th	None	Yes	None	None
August 22 nd ^{***} (Experiment)	Yes	Yes	Yes	Yes, two sessions.
August 29th	None	Yes	None	None
Sept. 5 th	None	Yes	TBD	TBD
Sept 12th	New Norm			

In-Person worship Schedule (please complete the table by June 16)

*SS. the parents who stay with their Youths at church will watch SS at church.

** If Youth come with CM parents to the church, what will happen. Minister Taylor suggests to teach hybrid at church.

*** 8/22. Between the two services, min. 15 min required to switch

- Question: Will the times be adjusted for Experimental 8/22 service (i.e. between services for clean-up)?
 - Pending decision at next Reopening Taskforce meeting
- Phase IV ("New Norm") - Planning and Brainstorming

- Start on Sept. 12 - resume full in-person services and indoor gatherings, but with safety precautions at both campuses
 - In-person worship at both campuses (Lexington and COM)
 - All adult, youth and children Sunday schools will be meeting in person, considering live broadcast, but it will be challenge to maintain class dynamics without camera
 - Other ministry gatherings in-person on both campuses
 - At the same time, we will continue to keep online broadcasting. Duration of broadcast will be determined ministry by ministry
 - If there is resurgence of the pandemic in MA, we will fall back into hybrid mode again
 - Help needs: Need to train enough coworkers to fully reopen during the summer
 - Each ministry should make a plan to accommodate these goals
 - Next items for discussion
 - Friday activities (CM, CB, Children, and Youth) after new norm
 - Transportation?
 - Lunch?
 - How do we handle an urgent situation?
 - Question/Discussion:
 - Legally, we have a right to ask someone's vaccination status if the information is kept private
 - What if someone is unvaccinated and is not wearing a mask?
 - Basically we are adopting an honor system approach
 - However, we can require unvaccinated to wear a mask
 - If we are defining status, we ought to teach our congregation to show grace to those who hold different views
- CBE Update
 - Surface Water Analysis - ongoing
 - Hired an outside consultant to do a surface water/soil test study after the design has been finalized in April
 - To prevent surface water from escaping the property
 - One of the requirements to apply for a building permit
 - Building Permit Application - ongoing
 - In-house architect (KT) had presented the project drawing to the Lexington Town Building department about two weeks ago
 - Promotion Preparation - ongoing
 - Pastoral staff are drafting the message/vision of the CBE project
 - Elder Jian is working on the 3D video/image based on the latest CBE design as part of the promotional material
 - Once promotional material has been created, a pledge form will be sent out to congregation
 - Proposal: Engage the fellowship leaders to also promote the CBE project to maximize reaching more people
 - CBE Entrance Deck Project
 - The Entrance Deck Construction started on April 2021
 - The framing of the deck is almost completed as of 6/19
 - The deck is expected to be completed by the end of June
 - Total Cost: \$35K - funded mostly by the Flower fund
- Elder Paul closed the meeting in prayer at 12:39PM