

**Meeting Minutes (draft)**  
**CBCGB Board of Elders (“BoE”)**  
**February 14, 2021**

Present: Chaw-Bing Chang, Samuel Chang (BoD Head), Yuguang He (BoE Secretary), Paul Huang (BOE Chair), Juta Pan (Senior Pastor), Ji-yong Wang, Ruike Wang, Jian Zhang  
Invitees: Min. Jeff Huang (CB), Loren Shih (CB Liaison, off-duty elder), Beata Shih (deaconess), Stan Wang (deason), P. Yuegang Zhang, Elder Ming-che Li (Emeritus Elder)  
Location: Zoom meeting

(09:00 am) Elder Paul opened with a prayer

**Free Sharing**

- Due to last year’s remaining unfinished tasks, there could be many discussions today and maybe later
- There is a designated Google cloud under the shared BOE folder solely for BOE ongoing discussion online. Every BOE member is welcome and encouraged to join in the discussion at anytime
- BOE Roster, encouraging elders in turn to share for team building and ice breaking at each time of the BOE meeting. The sharing can be life experience, lesson learned from Sunday school or seminary courses, etc.
- Elder Ruike sharing: Mindset - The new psychology of success, by Carol S. Dweck, Ph.D - Attitude towards others and career goal (Disclaimer: It is not a book about the truth, but seen just a reference to the worldview)
  - Growth mindset and fixed mindset
  - It may have implications and applications to the mentality people are facing during COVID-19
  - Acts 9-10: The Apostles’ learning process seemingly similar pattern
- Response: motivation, power, curiosity, environment, IQ, EQ, CQ, etc. may play a role each

**Updates on the State of the Church (Pastor Juta Pan)**

From the beginning of this year

- Transfer from Survival mode to preparation ministries for reopening due to drop of COVID-19 infection cases and more than one vaccine releases
- Church leaders such as David Chou from Cru are seeing the opening up of the hearts of more people towards God, which may last for one or two years after the norm but would be faded after 2-3 years. So, the first 1-2 years after the pandemic would be the opening window for reaching out to people with the gospel, or even during the last stage of the pandemic. Different congregations or ministries may have different approaches, but first of all spiritual fatigue may be overcome within, e.g., youth, children
- CM: promoting online outreach, spiritual partners, etc.
- YM: recruited 4 new counselors (most from CM this time as different from the past)
- YPA: more than 30 connections established this time as seen a growth from the past

- Annual Bible reading plan continued
- Chinese New Year online celebration: pre-evangelical outreach events
- Online outreach: all congregation and fellowships with wide range of topics, e.g., psychological issues facing COVID-19 by Dr. Shu, which may open up doors to reach and attract seekers
- CM: 4/16-18, MGM, newcomers' monthly online meeting
- CB: needs and plans for families, 2nd pastoral search ongoing with new job description focusing on ICF, small groups, families;
- COM: new students and young professionals
- YM: connections with families
- KM: Tony stepping up for the ministry
- Holy communion to be resumed from March
- Min. Jeff ordination: scheduled on 4/24
- Min. Duane: invitation of committee member ongoing
- Min. Jef's wife expectation date on 3/6
- P. Juta teaching Dmin course for Global Mission 4/26-20, 26-27 on Biblical Ethics and Pastoral Care
- [Q]: Tuition support for advanced theological/ministry study for pastoral staff?
- [A]: To be furnished ASAP [action: Elder Paul]
- [Q]: Pastoral staff on CBE?
- [A]: to be addressed by Elder Jian

[Q]: How to deal with the political conflicts among members in some fellowships by pastoral staff, causing some leaving?

[A]: To be followed up by the pastoral staff, which is a very delicate issue and happened everywhere across America including all ethnic groups, and surprisingly mild at our church.

[C]: Politics should not be essential in the church, and people should care for others' opinions as well. The church will not openly endorse any specific candidate(s).

[Q]: CB having the issue?

[A]: Not to the extent that separates the people.

[C]: There may be conflicts between teens and the parents. The church could proposed

### **Board of Deacons Report** (Head Deacon Samuel Chang)

- Behind the scene as always
- Major projects on hold, because of the funds are moved to CBE project
- Finance: surplus
- Sharing gospel with non-church people: neighbor-church partnership initiative (one time and may be evaluated for the future plan as we go)
- [Beata]:
  - Financially give to other local (MA) churches, seeing increasing depletion of offering, lower income churches, communities
  - Fundraising initiative at the end of the fiscal year (proposed \$50k)
  - [Q]: collaboration with COC, SCM, MC?
  - [A]: Some overlap, open-ended question, need more discussion

- Those serving communities hard hit by COVID-19 financially: recommendations by pastors, brothers and sisters who know
- One or more pastors overseeing faith statement and the committee over logistics
- Goals: sharing the blessing, growing in faith by giving, developing future partnerships in the future, praying for these churches and learning their experiences, in-person joint projects post-pandemic
- Timeline: BOE approval today, March surplus from CC, June decide match and distribution
- Background: some New England churches such as BCEC dropped as much as 60%, and the small size churches may suffer even more
- Principle: Luke 6:12 (?) Give and you will be given, 2 Corinthians 12 Sharing the burdens with brother churches
- More info and concrete plan needed for BOE to approve [action: BOE to review and discuss and decide within a month]
  - Plan, purpose, scope, background in doc form
  - No policy needed, to be guided by fundraising policy, which may need to addressed by Senior Pastor

#### **Review major ministry review in 2021 (Elder Paul)**

- March: BOD structure and frame (Ruike)
- May: CBE (Jian)
- July: Youth (Yuguang)
- Oct: brainstorm for reaching to the young generation with Jeff, Duane, Bowman, Yuegang (Ji-yong)
- TBD date: new norm, collective worship schedule (Chaw-Bing)

#### **Review Safe church policy [Elder Paul]**

- Leftover issue from the last year, e.g., Cori check
- Needed for children and youths
- [Action]: Elders to review and comment online

#### **Approval of COVID-19 Emergency Response Policy**

- Approved.

#### **Position for human resource director**

- Scope:
  - COM applications for two ministers for visa, which is lengthy and time- and effort-consuming
  - In the past some elders took up the load
  - HRC in recent years spent tremendous effort such as offering letters, salary policies, etc. which needs dedicated effort
  - [action]: BOE members to review the proposed JD
- Out-sourcing is impractical with the compensation we could offer, the church confidentiality

- Other churches such as Grace Chapel also actively looking HR director
- [C]: Professionally trained personnel may be preferred who is familiar with such as HR laws, CBCGB could offer more to afford a qualified candidate, to meditate between personnel in conflict, consulting firm may be alternative
- [action]:
  - reach out to professional for more counseling to decide
  - Well-defined JD is essential and takes the highest priority
- [decision]: BOE to proceed to seeking dedicated HR position either professional HR manager or consulting firm with TBD JD
- [action]: BOE member to review JD from Grace Chapel

### **Mission survey [Elder Jiyong]**

- Background : BOE agreed to proceed with the survey design from the OMF church mobilizer (the Link Asia Team) for assessment of church engagement in missions: preliminary strengths, weaknesses, opportunities and threats (SWOT); the results would be shared with the Mission Committee (MC). But the mission committee lost contact with Link Asia, so designed our own survey.
- 6 major sections of survey proposed (totally 43 questions with some mandatory, final version of MC)
  - General Question and Vision
  - Education
  - Engage
  - Enlist
  - Encourage
  - Summary
- [action]: BOE to review the survey questions and design, evaluate readiness for having it sent to CC
- [action]: Elder Jiyong to include CB liaison Elder Loren in the review process

### **Reopening Task Force Planning for 2021 (Elder Ruike)**

- Phase 2: working progress plan, v.11.1
  - Caution and seek in March 7th: addition church activities with limited personnel started with careful observation of the progress: 8, 12, 25 people (preachers/presider/worship team/AV/supports and additional congregation if needed), respectively for each of the three steps progressively, with other ministries such as fellowships still staying online
  - CB: exploring if phase 2 step 3 directly is possible, plan to be in place after consulting with coworkers
  -
- [CM plan](#) (P. Yuegang)
  - Phase 2 step 1: once per month, using the 1st of each month for worship, with holy communion, which may last to TBD months depending on situations
  - Inside and outside sanctuary, sign-off sheet, temperature taking, etc.
  - 9am arrival time for coworkers
  - AV rehearsal at least one day earlier

- Joint worship at 4/4
- CB plan:
  - [Q]: concern over starting phase 2 step 3 over controlling over congregants rather than coworkers?
  - [action]: detailed plan needed
- Office staff's concern: readiness for various plans
- [Q]: How to follow the state government opening policy and how to enforce it onsite?
- [COM sharing]: From step 2 to 3 the difference is the sign-off sheets, for coworkers and regular congregants, which may need two different forms and approval QR code for admission into the church
- [decision]: BOE approved the reopening plan starting March 1.

### **Church Expansion Planning and Goals for 2021 (Elder Jian)**

- Background (Elder Ming-Che)
  - Grace Chapel to Woburn (I & II) with young professionals and students
  - Elder Li was leading the church building, KC was in the committee at Woburn
  - KC invited Elder Li on this new effort of CBE on two conditions: Brother Chi-Way on drawing the design, the design needs to be final
- The Project (Elder Jian/Elder Ming-Che)
  - New design (final)
    - No more linkage (passageway) of the two buildings, no more renovation on chapel, no more renovation on the current children area (cost-effective and more functionality)
    - Enlarge multipurpose building
    - Outdoor amphitheater place
    - CB chapel with high ceiling to be in the new the building on the 2nd floor with parents room, lobby
    - First floor: Office rooms, bathroom, storage rooms, conference rooms, large and small activity rooms, with youth's ministry usage in mind
  - Youth room usage
    - Requested for the 1st floor in the new building
    - Gym area: standard NBA court with some space at all side between the court and the walls
  - Manufacture info
    - Pre-engineered building possible inside and out with two floors
    - The delivery in 4-5 months after order is made
- [action]: inputs sent to Elder Jian and BOE needs more discussion as more details are to be revealed
- [action]: Elder Jian to share at BOD next Saturday

### **Planning for Church Website Update/Upgrade (Elder Jian)**

- Homepage redirection (automatic now from the original website)
  - By ministries, and drilling down as links
- CM website maintenance and improvement

- Contents updating: designated personnel for taking responsibilities
- More features/links migration
- Data backup
- Access control
- Search function
- Language switching
- Other tasks
  - YM, KM website development
  - Better platform
  - Church-info access on CB website
- [Q]: How to select and decide on the content, such as pictures, description of the church?
- [A]: Working progress. More feedback is welcome.

#### **April Information planning [Elder Paul]**

- 3-4:30 pm, 4/18

#### **Drafted Agenda for March CC meeting**

- Sharing and team building
- Pastor
- BOD
- BOE
- Finance
- April Info meeting
- CBE
- Feedback and discussion
- [C]: More time for CBE (40-60 min)?

(13:06 pm) Elder Ruike closed with a prayer

\*Notes:

[Q] - Question

[A] - Answers

[C] - Comments