

## Meeting Minutes

### CBCGB Board of Elders ("BoE") May 13, 2023

**Present:** Yuguang He (BoE chair), KC Chu (CBE chair), Chaw-bing Chang (Elder), Ji-yong Wang (Elder), Ruike Wang (Elder), Juta Pan (Senior Pastor), Paul Huang (BOE secretary), Ye Tang (Head deacon)

**Invitees:** P. Patrick Chen (CB pastor), Paul Lowe (HR manager), Sophie Yang (deacon)

**Date/time:** 08:30 - 12:40, May 13, 2023

**Location:** Hybrid meeting at Church Office Conference Room and Zoom

**Opening Prayer** (E. Yuguang)

**Brief Sharing** (E. KC)

- The Chinese Population grows significantly in Lexington and Malden. Plenty of opportunity to outreach and evangelism. The highest growth of the Chinese population is Quincy and then Lexington.
- Pastor Pan comments: Is CBCGB a commuter church or a community church?
  - Malden seems not being a transition town, and more people settle down in Malden
  - Winchester, Medford, etc are becoming towns with increasing Chinese population

Town/City	based on 2000/2010 census data			based on 2020 census data		
	Population	Chinese Population	% of Chinese	Population	Chinese Population	% of Chinese
Lexington	31,394	2,945	9.4%	34,071	5,724	16.8%
Burlington	24,498	538	2.2%	26,377	673	2.6%
Brookline	58,732	4,320	7.4%	63,215	5,923	9.4%
Waltham	60,632	1,930	3.2%	64,015	3,937	6.2%
Wellsley	27,980	1,488	5.3%	29,550	2,570	8.7%
Winchester	21,374	1,140	5.3%	22,760	2,096	9.6%
Malden	56,340	4,504	8.0%	66,263	10,735	16.2%
Newton	83,829	4,047	4.8%	88,787	8,524	9.6%
Belmont	24,194	685	2.8%	27,295	2,730	10.0%
Cambridge	101,355	4,854	4.8%	117,779	10,129	8.6%
<b>Total</b>	<b>490,328</b>	<b>26,451</b>	<b>5.4%</b>	<b>540,112</b>	<b>53,041</b>	<b>9.8%</b>

## **Pastoral Staff Update for the State of the Church (P. Pan)**

- General Issues:
  - WHO and the US government have declared the end to COVID global health emergency
  - CM in person meetings and services grow slowly (350-400 in person and 550-600 in person + online)
  - CB and COM keep steady status (80% of entire attendance)
  - CM : Busy schedule and a lot of needs of ministries. Needs slowing down the path
  - CB : Exploring the practices of “Sabbath”
  - COM : Needs of young families and end of school year—transition of coworkers and farewell
  - ChM : Increases of children and the needs of more coworkers. Needs of coworkers for children with special needs
  - YM : The issue—the unity of coworkers and the stability of the situation
  - Mission : At least 5 more STM in the summer
  - Social Concern : 6 miles for water and donation stuffs for hope house
  - Overall: We need adjust our path in the post pandemics
- Event in April and Early May
  - CM :
    - 04/28-5/5 Spring Evangelistic meeting (COM), good attendance and good responses, but still low conversion (Needs to exploring new approach of outreach in new context)
    - 05/07 Child dedication, 3 families
    - 05/07 151 Baptism, 8 were baptized
  - CB :
    - Pastors working with Auxano
    - Easter Potluck
    - COM :
      - 6 were Baptized on Easter Sunday
      - Trying separate evangelistic meeting
  - ChM :
    - 05/05 Grand Prix race, 05/06 Workshop for caring children for special needs
  - YM :
    - 04/30 YPA meeting, well attended
  - Churchwide : Good Friday and Easter services
- Future Events and Ministry Plan
  - CM :
    - 05/19-21 Summer revival meeting, 家有馨香之氣, (The Fragrance at Home), speakers: 林為千, 蔣佩蓉夫婦.
    - 05/20 6 Miles for Water
  - CB : 5/19-21 Charis retreat
  - COM

- 05/14 Farewell and Workshop for graduating students.
- YM: Summer services and STM
- ChM :
  - 06/11 Philly Baptism
  - 6/28-30 VBS
- Churchwide :
  - 06/04 summer STM Commissioning, 4-5 STM
  - 06/03 Jackie Ro's ordination
  - Mother's Day and Father's Day services
- CB :
  - Leadership workshop: 03/04
- ChM : 05/06 Special training of coworkers working with special needs children by The May Institute
- YM :
  - Winter Retreat: Senior 02/18-20; junior 02/25-27.
- Pastoral staff
  - Search of Youth Ministry staff : posting recruiting poster, and waiting for the applicants
  - Pastor Jeff attended Chinese Heritage Church Ministers Conference in Texas
  - Some Pastoral staff will participate STM in the summer
- Pastoral staff is working on the issue of sexual abuse prevention: Searching the consultation of Outsources (GRACE), three topic: The procedure of investigation, Training and principle for the coworkers, Education about the responses of those who are abused.
- Pastor Juta attended STM to London in April
- Juta will preach in the retreat of Newtown Reformed Church in NY, 05/27-29
- Juta will preach online in the educational weekend of Chinese Christian Church in Northword TN, 06/11
- Ministry issues study in 2023
  - Caring for needs for family (spouse relationship, parenting...)
  - How to care for members with special situations and needs?
  - How to reach the Younger Generation?
- Others
  - Smooth process for Pastor T.K. Chuang's visit and preaching.
  - The unity and relation among Pastoral staff
  - The needs of building up "safety committee" and protocol of church safety
  - Request of partnership from GCTS

**BOD updates-Major activities and planning (Deacon Ye)**

- Property Project Update
  - a. Children Ministry (1st FL) Single-entry Project (security enhancement)
    1. Kylie contacted one company "church-safety-guys" (Columbus OH) .

2. This Non-profit organization specializes in church security, with written books and podcasts and lots of videos on YouTube
3. Their quote for campus evaluation security camera assessment/placement is \$950. Travel expense is about \$900
4. Comparing with the local quotes (Ministry Safe, Guidepost, & GRACE, starting at \$350/hour), their cost is reasonable. Signage Project Update. Property Maintenance & Management Update
  - Tony and Kylie will visit Grace Chapel next week to walk through their security setup
  - Grace Chapel has applied for a grant to better secure their children's area from the Federal Government and the grant was accepted and funded. This is a good example to follow
  - With help from Kylie and Jason, stewardship is planning to get information from Grace Chapel and apply for the federal funding as well. Therefore, stewardship plans to hold off inviting security company to CBCGB
- b. Signage Project: pick up from examples of the aluminum signs for signage company to move forward
- c. Property Maintenance & Management:
  - Sunday services support.
    - Church-wide cleaning and winter maintenance
    - Church office support (bills , invoices, town inspections, etc)
    - Purchase supplies and equipment maintenance
    - Church landscaping contractor added more gravel on the upper parking lot for free.
- d. Fixed some broken area of the wooden bridge from carriage house to sanctuary
  - The tent outside of 151 had some parts broken, coworkers tried to fix it
- e. 3 Blue Zones air purifiers at Church are due for their annual bulb replacement. Church received them as donation gifts last March, and the new bulbs will be donated by the donor
- [Action]: About Willows recent shipment to CBCGB, Yanli needs to always inform Weixin in advance when there is a shipment

#### **CBE Update (E. KC)**

- Church Building Expansion Project Updates
  - Fundraising (on going)
    1. First 17 months (from 12/18/2021 – 4/30/2023)
      - Received 60 pledges totaling \$323,272.
      - Total donation received in 17 months: \$342,929
    2. Total CBE fund at the end of April 2023 : \$1,548K
    3. Pledge participation rate is still kind of low.
- Revised quote from Callahan/Hoffman Co, Inc.
  - Design & Build:
    - Phase I: \$2,172K (with AC)
    - Phase II: \$1,490K

Phase III:\$ 792K

Total: \$4,454K (Design & Permit: \$293K, Build: \$4,161K)

- The design and build contractor is working on the detailed drawing and engineering work for preparing the building permit application
- Working with a contractor on the draft contract
- Communication between contractor and Lexington Town Officials continues
  1. Current funding by April, 2023: \$1,548 K
  2. Projected funding by April,2024: \$1,728 K
  3. Adding \$300 K from capital fund: \$2,028 K
  4. Phase I design and build cost: \$2,172 K
  5. Shortfall: \$144K
- Current CBE project Plan:
  - Divide the current plan into three phases.
  - Phase one: \$2.17 mm (fundraising \$750K)
    1. Multipurpose Activity Center: Indoor Gym
    2. Bathrooms for multipurpose activity center
    3. Bathroom fittings for the new chapel.
    4. Foundation for classrooms, office and new chapel.
  - Phase two: \$1.49 mm (fundraising \$1.49 mm): Complete 14 new classrooms, 4 new offices.
    - Phase Three: \$0.80 mm (fundraising \$0.80 mm)
      1. Complete the New Chapel 355 seats.
      2. Improve gravel parking lot.

- Meetings with Lexington Building Department Officials and Contractor/Engineers

Initial Meeting with 6 Town Officials	Jan 25, 2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
2nd Meeting with Contractor	April 10,2023

- CBE Project Timeline for Phase I

Project promotion & fundraising	Dec 2021
Design and Build Contractor searching	Apr 2022
Detail design for building permit	Sep 2022
Apply for building permit	Apr 2023
Construction begins	July 2023

Construction complete	Jan 2024
Building occupancy approval	Feb 2024

**Local Outreach Ministry Policy Updates Approved:**

- Policy changed to accommodate the continual financial support for the local outreach ministers
- Elder Paul motioned and Elder Yuguang seconded. BoE unanimously approved
- [Action]: Notify Local Outreach Ministry chair about the approval of the policy revision

**DNC Update:**

- E. Ruike: seeking BOE approvals of the BOD nomination committee members
- BoE unanimously approved the below DNC committee

2023 BOD Nomination Committee		
English Name	Chinese Name	Fellowship
Paul Huang	黃俊文	BOE
Jessica Wong		CB
Ye Tang	湯曄	CM
Ted Chen		CB
Liu, Fang	刘芳	CM, Vineyard
Ligong Xu	徐立功	CM
Ruike Wang	王瑞珂	BOE
Yuegang Zhang	張越剛	Pastor Advisory

**Special CC Meeting Agenda on CBE:**

- The meeting is scheduled from 8:00 p.m. - 9:30 p.m., 5/24 via zoom
- The proposed special CC meeting agenda is as follows (in the April BOE meeting minutes),
  - Watch the CBE video clip (0 min: required prior to the meeting)
  - History review of the current main building: financial situation and roadmap (20 min)
  - CBE roadmap from previous blueprint to current design: addressing major concerns and issues (20 min)
  - Q/A (50 min)

**Closing prayer:** E. KC

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## Acronyms

ANM: Afghan Neighbor Ministry  
BoD: Board of Deacons  
BoE: Board of Elders  
CB: Cross-Bridge Ministry  
CBCGB: Chinese Bible Church of Greater Boston  
CBCGL: Chinese Bible Church of Greater Lowell  
CBE: Church Building Expansion  
CBET: Church Building Expansion Team  
CBEAT: Church Building Expansion Advisors Team  
CC: Church Council  
CCSANA: Chinese Christian Scholars Association in North America  
COC: Community Outreach Commission  
COPAHNI: the Fellowship of Hispanic Pastors of New England (*Confraternidad de Pastores Hispanos de Nueva Inglaterra*)  
CES: Chinese-Evangelical Seminary  
CESA: Chinese-Evangelical Seminary of North America  
ChM: Children Ministry  
CM: Chinese Ministry  
COM: City Outreach Ministry  
DNC: Deacon Nomination Committee  
ESL: English as the Second Language  
FHEPNE: Fellowship of Haitian Evangelical Pastors of New England  
GPS: fellowship group for family with older children or empty nester  
MaPs: fellowship group for mom and papa school parents meet saturday  
HR: Human Resources  
IPS: Investment Policy Statement  
IT: Information Technology  
MA: Master of Arts  
MC: Mission Committee  
MGM: Mandarin Gospel Meeting  
MoU: Memorandum of Understanding  
NCNI: Neighbor Church  
NST: Neighborhood Support Team  
NYT: New York Times  
SIV: Special Immigration Visa  
SS: Sunday School  
SSC: Social-Security Card  
TT: Total  
YM: Youth Ministry