

Board of Deacons (“BoD”) Meeting Minutes

July 15, 2017

A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jimin Xiong, Shanchuan Zhao, Jian Zhang, Tuanfeng Zhang
- b. **Invitees:**
 - i. Pastoral Staff: Pastor David Eng (Acting Senior Pastor)
 - ii. Board of Elders members: Elder Timothy Lu
- c. **Absentees:** Senior Pastor Caleb Chang (Sabbatical)

B. Location: Conference room, church office building.

C. Meeting Agenda & Minutes

- a. Meeting started at 9:12 am. Deacon Haiguo opened in prayer.
- b. Pastoral Sharing and Update (Pastor David Eng)
 - i. Chinese Ministry
 1. Nine Chinese Ministry attendees became new members on July 9.
 2. Eight new Stephen ministers will be installed on August 27.
 3. The 25th issue of Pulse magazine was published last week.
 4. The 104th baptism will be held on August 27 with less than ten expected to be baptized from Chinese Ministry.
 5. Small group leadership training is complete with a plan to establish more small groups.
 6. A summer sunday school on inductive bible study training is ongoing.
 7. Fellowship groups are practicing for summer hymn offertories.
 - ii. Children’s Ministry
 1. A successful Vacation Bible School was held from June 26-28 with 97 children attending.
 2. The July 2 Children’s ministry training on “Guiding Children’s Behavior” went well with 31-35 attendees.
 3. Children’s Ministry summer session two started on July 9 with a focus on creation days 2 and 3.
 4. Personal
 - a. Pastor Steven is going to the Philippines from August 11-20 with PEER servants.
 - b. PEER servants will have their annual dinner at the church on October 28.
 - iii. Youth Ministry
 1. Pastor Jen remains on sabbatical.
 2. Minister Stan is at Hopi Short Term Missions until July 17. The Lynn service team will serve later this month.
 3. There is no Junior or Senior Alive during the summer.
 - iv. Cross Bridge
 1. There was a time of appreciation and gift giving for Dr. Arthurs during the June 25 Cross Bridge worship service for his contributions to our church over the last year.
 2. Pastor Tim Conkling started last Sunday (July 9). There will be a welcome picnic at Arsenal Park in Watertown on July 22.
 3. Cross Bridge hopes to bring on a worship intern beginning in the fall.
 - v. City Outreach Ministry is submitting a proposal to hire another pastoral staff member.

c. Board of Elders (“BoE”) Sharing (Elder Timothy Lu)

- i. The Deacon Nomination Committee has nearly completed identifying nominees to serve deacon terms starting in 2018. The committee is also working on identifying someone to complete the term begun by former Deacon Jessica Chang who recently moved away from Boston.
- ii. City Outreach Ministry (COM) ministry was reviewed by the Board of Elders in July.
 1. COM currently has an average of 160 attendees.
 2. They hope to expand their ministry in Malden and add new ministries in Quincy and City Center.
 - a. Deacons asked whether COM and existing Quincy ministries could combine efforts to be more effective in that area.
 3. COM is proposing to hire one more minister to support the growing ministry. A formal request needs to be started by the pastoral staff and approved by the senior pastor. The Board of Elders will make a recommendation to the senior pastor within the next two weeks.
- iii. Senior Pastor Search update
 1. The committee is working on the job description and priorities. They will send the job description to the Board of Elders and pastoral staff before publishing. They hope to publish the job description by mid August.
 2. A new job description is necessary because the church’s ministry context and vision has changed since the last senior pastor search. The job description is intended to be a guideline for the position and not a rigid list of requirements.
- iv. The pastoral staff review process has been revised. Elder Yuguang will work with Pastor David to create a new review schedule.
- v. The Board of Elders would like to define a formal procedure for the Senior Pastor transition.
- vi. For more information, please refer to the July Board of Elders minutes.

d. Financial Report (Ji-yong Wang)

- i. Summary of key funds (preliminary):

Funds	Offering (Jun)	Expense (Jun)	Total (Jun)	Cumulative Balance
General	\$187,790.89	\$139,931.95	\$47,858.94	\$441,219.34
Mission	\$17,436.90	\$30,558.00	(\$13,121.10)	\$42,309.71
Capital	\$282.92	\$5,000.00	(\$4,717.08)	\$150,290.00
CBE Fund	\$3,530.00	\$3,250.00	\$280.00	\$327,517.19
SCM	\$5,025.00	\$6,616.16	(\$1,591.16)	\$51,614.48
Benevolence	-	\$2,000.00	(\$2,000.00)	\$25,800.14
MS Building Fund	-	-	-	\$9,640.84

- ii. The numbers above are preliminary as the finance committee is doing a final review of all account activities at the end of the fiscal year.
- iii. General Fund budget summary - up to June 30, our total expense is at 84.5%, and our total

offering is at 108.4% of the total annual budget. The targeted percentage is 100.0% (12 months complete in the fiscal year).

1. The primary reason the expense ratio for this year is so low (and the general fund surplus is so high) is due to the transitions in the church's pastoral staff during the past fiscal year.
- iv. Assuming that the numbers above hold, the general fund surplus will be disbursed as follows:
 1. \$50,000 will be given to Metro South as per a previously passed church council resolution.
 2. \$349,710 will be transferred to the Capital Fund as per church policy.
 3. Church Council will decide and vote on how to disburse the remaining \$41,509.34.
- e. Stewardship update (Jian Zhang)
 - i. Property projects
 1. The access road to the upper parking lot has been paved and widened to meet code for two-way traffic. The driveway asphalt was also patched and repaired.
 2. The walkway between the upper parking lot and 151 is also complete. Rain has already displaced gravel on the walkway, so the church may need to consider paving this walkway as well.
 3. Quotes have been received for building a wooden stairway and walkway from the upper parking lot to the main building.
 4. A gutter has been installed above the first floor pickup entrance.
 5. Solutions for covering the first floor entrance to protect from the elements are being explored.
 - ii. Property maintenance
 1. Summer grass cutting project
 - a. The mowing tractor is fast and efficient but some areas are too steep. There are three lawn mowers that can be used in small or steep areas.
 - b. There are over-grown branches that need to be cut and disposed. The church tool shed has cutters to do this work.
 - c. Brother Jian has set up a schedule for larger fellowship groups to assist with this maintenance:
 - i. 7/23 Berea Fellowship
 - ii. 8/6 Green Olive Fellowship
 - iii. 8/20 Love Fellowship
 - iv. 9/4 or 9/10 (due to Labor Day) Vineyard Fellowship
 2. The concrete stairway by the carriage house has been repaired.
 3. The artificial wood walkway next to the sanctuary is buckling in areas. There is a plan to address this for safety purposes.
 4. A temporary septic pump has been installed. A second temporary pump along with a septic tank water level monitoring device will be installed as part of a short term solution. Meanwhile, a long term plan to connect the main building to the town sewer is being pursued.
 5. The church office basement flooded this past Wednesday during the heavy rains. The basement has been cleaned and the basement entryway from the exterior which was broken has been temporarily covered by plywood.
 - iii. Property management
 1. The cleaning company was asked to clean rarely used closets.
 2. Kitchen equipment maintenance was performed and the kitchen refrigerator was repaired.

3. Annual inspection was conducted of the church water meter.
 4. Septic companies were contracted to handle the septic pump failure.
 5. Both the leased copier and church elevator were repaired.
- f. Technology Update (Jason Lee)
- i. Jason asked Eric Yang to help install the replacement thermostat by the nursery area. After this is done, brother Jon Tang will set up the thermostat's connectivity.
 - ii. Pastor Tim's e-mail has been set up and he has been added to the members and pastoral staff email lists. A computer and monitor have also been ordered for Pastor Tim which should arrive in two weeks.
 - iii. The church's WiFi network has been stable since the changes last month. Please notify Jason if any further problems are observed.
 - iv. A donated color laser printer has been set up.
 - v. Chinese worship is seeking to purchase new wireless microphones and transceivers. The IT ministry has reviewed the proposal and supports it. Chinese worship can proceed with the purchase.
 - vi. Deacon Paul has been investigating direct WiFi connections to WiFi-capable projectors for transmission of both audio and video. These projectors require a peer-to-peer connection which would prevent the host machine from accessing the Internet unless it is able to support two simultaneous WiFi connections. However, such a connection method provides an alternative for different laptop and mobile device platforms to connect to projectors without need of any external cables or adaptors.
 - vii. Please email Jason with any items that need to be done before his return in mid-September.
- g. Deacon Ji-yong closed in prayer and Deacon Haiguo adjourned the meeting at 12:02 pm.