

Board of Deacons (“BoD”) Meeting Minutes

May 18, 2019

A. In Attendance:

- a. **Attendees:** Jason Lee, Zongkui (Joe) Ma, Dazhi Wang, Tuanfeng Zhang, Samuel Chang, Jianglin Liang, Stan Wang, Hongwei Huang, Charlene Tsang
- b. **Pastor:** Juta Pan
- c. **Elder Representative:** Loren Shih
- d. **Absentees:** YanHua Yan, Berhan Yeh

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:06 am. Pastor Pan opened in prayer.
- b. Free Sharing (All)
 - i. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Pan)
 - i. Important Events in April
 1. 4/13-22: Two short term mission/social concern team to Britain and Honduras in the middle of April
 - a. Both returned safely
 2. 4/21: Joint and English Easter Services in Lexington
 3. 4/21: Baptism, Easter Service, and 10th Anniversary, the installation of Minister Juan Chen at COM
 - a. 8 candidates for baptism
 4. 4/27: CB Basketball 3v3 tournament
 - a. 16 teams participated
 - ii. Important events in May and June
 1. 5/2: CB Homosexuality seminar by Dr. Dennis Hollinger
 - a. Around 100 attended
 - i. 80% CM
 - ii. 20% CB
 2. 5/4: Hosting World Vision’s Global 6K for Water
 - a. Raised more than \$7000
 3. 5/12: Mother Day’s Joint and English services
 4. 5/19: Baptism
 - a. CM: 12 + 1 candidates will be baptized
 - b. YM: 11 candidates will be baptized
 5. 5/24-26: CM In-House Summer Revival Conference
 - a. Keynote speaker: Rev. Jonathan Chiu (邱志 健牧師)
 - b. Theme: CBCGB, a Bible Church undertakes the Mission (承擔宣教使命的聖經教會)
 6. 6/16: Joint Father’s Day Service and Commissioning STM teams
 - iii. CM Ministry
 1. 12 candidates will be baptized on 5/19
 - a. One additional candidate was baptized in March because the candidate moved back to China
 2. Summer Sunday School
 - a. Joint Class-Ten Commandments & Christian Ethics

3. Sermon Series for the summer
 - a. Selected chapters of Psalm
4. CM core team build-up
 - a. CM pastoral staff meet twice a month
 - b. CM ministry coordinators along with CM members in Missions & SC committees meet every quarter
 - i. First meeting on 4/28
- iv. Cross Bridge
 1. Started Sunday sermon series on The Gospel of Mark
 2. CB pastor/minister search
- v. City Outreach Ministry
 1. 5 in 1 Special Service on Easter Sunday
 2. Minister Duane Chang accepted offer to be the lead minister
 - a. Process of R1 application has started
 3. Preparing for fellowship transition
 4. Maine STM 7/2-10
 - a. around 30 participants
- vi. Youth Ministry
 1. Youth outreach on 04/26
 - a. More than 200 youth and parents attended
 2. Summer Short term Mission preparation
 - a. Two New York teams
 3. No summer program
 4. Pastoral search
- vii. Children Ministry
 1. Special program on 4/26: parents and children
 2. Xinyu Li accepted internship
- viii. Pastoral Staff
 1. Searches of two pastoral Staff, CB & Youth
 2. Ordination service of Minister Yuegang will be on 8/10
 3. Dr. Jeffrey Arthurs accepted position of interim dean of GCTS
 4. Brainstorming in pastoral staff meeting about how to outreach to Younger Generation
 - a. Present a common paper at CC retreat
 5. Assigned by BOE chair, pastoral staff will review the structure of pastoral staff
 - a. Present at CC retreat
- ix. Some more items
 1. Revised policy of seminarian students scholarship and internship for BOE's approval
 - a. It was approved last Saturday with minor revision
 2. Can we have more a efficient process in budget review?
 - a. Each co-workers portion is only 20 minutes but needed to stay for entire 3 hours
 3. Suggestions on maintenance and renovation has been sent to BOD Chair and stewardship
- d. Board of Elders ("BoE") Sharing (Elder Loren Shih)
 - i. Youth Ministry
 1. Youth pastor search
 - a. Still looking for candidates
 2. Youth counselors
 - a. Looking for additional youth counselors
 - b. Most of the current youth counselors are from CB side
 - i. Would be nice to have additional counselors from the CB side for the benefit of parents and children
 - ii. Missions
 1. Pastor Sandy will be stepping down from Missions Committee at the end of the year

- a. Looking for additional volunteers to join committee and possible chair
- 2. Looking for more pledges to support missionaries
- e. Financial Report (Joe Ma)
 - i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	125,797	120,628	5,168	105,196
Mission Fund	27,293	27,084	210	94,784
Capital Fund	901	-	901	553,177
Benevolence Fund	450	4,000	(3,550)	9,450
CBE Fund	4,400	-	4,400	343,250
SCM	1,810	-	1,810	66,340
MS Building Fund	250	-	250	11,150

- ii. General Fund Budget Usage Summary (up to April 30):
 - 1. Total offering \$ 1,348,212 (74.3% of budget)
 - 2. Total expense \$ 1,243,015 (68.5% of budget)
 - 3. Cumulative balance \$ 105,196
 - 4. Targeted percentage 83% (10 months of the year)
- iii. Desire to be more transparent to congregation in how offering is being used
- f. Stewardship update (Hongwei Huang)
 - i. **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - ii. Property Projects
 - 1. Projects in the Pipeline
 - a. Parking lot/Driveway repave or repair
 - b. Replace hallway carpet
 - c. Water drainage behind church office
 - d. Upper parking lot with Boston Properties
 - e. Renovation/Maintenance items from Pastoral Staff
 - iii. Property Maintenance
 - 1. What has been done
 - a. Repaired some potholes in main driveway
 - b. Confirmed the baptism tub heater working properly
 - c. Repainted the wall of R123 in main building
 - d. Reinstalled a new suggestion box in welcome center
 - e. Started to fix water leak from exterior wall near the main entrance
 - 2. What Needs to be done
 - a. Fix holes in Church Office to prevent rodents from coming in
 - b. Replace cabinets in Children classroom
 - c. Smooth out driveway to upper parking lot
 - i. Currently too steep
 - d. Basement storage room
 - e. Basement wall
 - f. Behind church office
 - iv. Property Management
 - 1. Rent dumpster for unwanted stuffs (Jianglin coordinated for fellowships)
 - 2. Purchased supplies for fellowship spring cleaning
 - 3. Pest control for all church buildings
 - 4. Installed suggestion/feedback box in welcome center

5. Installed buckets for umbrellas at all entries to the church building
6. We will need to install signs for welcome center, floors and doors
7. Managing Maintenance Requests
 - a. <https://docs.google.com/spreadsheets/d/17vR1HfX-76ra1k43XiEH68f4OCPVIPvxlKZl7p748nY/edit#gid=1786679807>
- v. Misc
 1. Please pray for church kitchen ministry, and we are looking for a replacement of Brother Xinwen
- g. Technology update (Jason Lee)
 - i. Church wide management software package
 1. Planning Center and Realm top contenders-ongoing
 - ii. Church copier 5 year contract ending in June
 1. Issues cropping up-ongoing
 - iii. Still considering lift
 - iv. Video switcher installed with work continuing
 1. Video conference with 3Stone church (NYCAC) sharing about our setup
 - v. Main A/V system
 1. Meeting with 2nd System Integrator
 - vi. Security Cameras
 1. Four to be installed in children's area in the interim-ongoing
 - vii. AV monitors being discussed
 - viii. Network improvements made
 - ix. Reminder: all technology/AV purchase requests need to go to itdeacon@cbcgb.org before purchase (not just at reimbursement request) even if the money is coming from own ministry's budget → for consistency of technology and training
- h. Healthcare Intro
 - i. Start to look at various options for upcoming year
- i. Other Ministry Sharing
 - i. Summer Retreat (Jianglin Liang)
 1. Prayers for CM retreat
 - a. First time hosting it at church
 - ii. Question about posting Sunday School curriculum on church website
 1. Need permissions for ability to edit website
 2. Need to make sure of any copyright issues
 - iii. Children's Ministry (Charlene Tsang)
 1. Need for training for teachers
 2. Children attendance is declining
 - iv. CM Music Worship (Tuanfeng Zhang)
 1. Things are going well
 2. Thankful for Kelly in coordinating all the services and big events
 - a. 6 teams under CM Worship
 3. Prayers for new leaders to serve
 - v. COM update (Samuel Chang)
 1. Thankful for Minister Duane and Minister Juan
- j. Jason Lee closed in prayer and adjourned the meeting at 12:15pm.