

Board of Deacons (“BoD”) Meeting Minutes

February 20, 2021

In Attendance

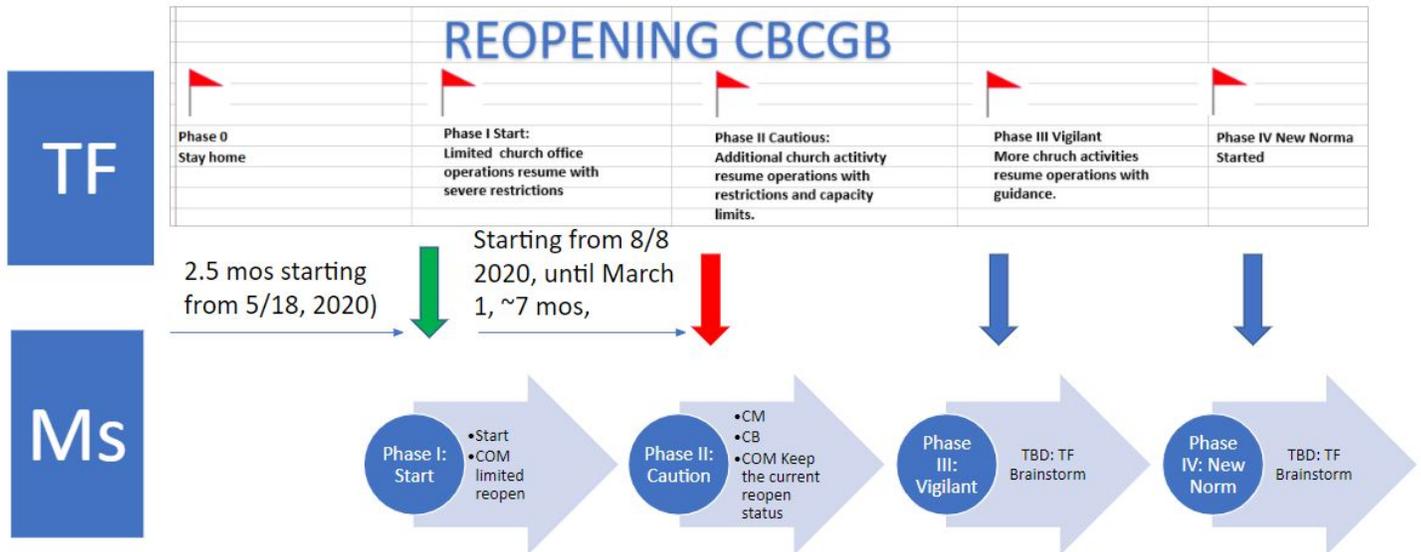
- **Attendees:** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastor:** Juta Pan
- **Elder Representative:** Ruike Wang, Jian Zhang
- **Absentees:** None

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:04am. Pastor Pan opened in prayer.
- Pastoral Sharing and Update (Pastor Juta Pan)
 - General Situation
 - COVID-19 confirmed cases gradually drop in MA and the development of the vaccine
 - The church moves toward reopening step by step
 - Preparing for the ministries after the pandemic
 - Spiritual and mental fatigue of youth and children
 - Moving toward phase II
 - Pastoral staff is working on post-pandemic worship schedule
 - Events in January and early February
 - Message of New Year joint service: Becoming a Mission Church (Antioch Church as a model)
 - Planning new ministry plan at CM: online outreach, spiritual partners
 - YM has recruited 4 new counsels (most are from CM)
 - YPF meeting: more than 30 connections
 - Reading Bible within a year
 - Future Events and Ministry Plan
 - CM:
 - Fellowship Chinese New Year online celebration: pre-evangelical outreach
 - Online outreach (entire congregation and fellowship)
 - 3/6 - Dr. George Hsu: Mental Health in the Pandemic
 - 4/16-18: Spring online gospel meeting (Pastor Luke Zhang)
 - Newcomers’ monthly online meeting
 - CB:
 - Needs and plan for family ministry
 - Pastoral search: new job description - focus more on ICF, Charis, and homegroup, family ministry
 - New seminarian student: Paul Kang
 - COM:
 - More new students and young professionals attend the online meetings
 - Student fellowship winter retreat moved to January
 - YM:
 - Winter retreats are canceled
 - CHM:

- Tony Ng is taking care of the ministry with the help of other coworkers
 - Resume holy communion online starting in March
 - Chris and Emily's leaving is postponed
 - Pastoral Staff
 - Minister Jeff's ordination is scheduled on 4/24
 - Minister Duane is working on the invitation of his ordination committee members
 - Pastor Bowman is on Sabbatical until end of March
 - Minister Juan Chen's R1 extension application has been approved
 - Minister Jeff's wife Ying's expecting date will be ⅔
 - Pastor Juta will teach a Dmin. course for Global Mission Seminary on 4/19-20, 26-27: *Biblical Ethics and Pastoral Care*
- BoE Sharing
 - BOE 2021 Plans and Actions
 - Reopening Task Force Planning for 2021 (Elder Ruike)
 - Mission and Strategies: care for the spiritual, physical, and mental well-being with compliance with government guidelines
 - Starting CAUTIOUS and SAFE (CBCGB Phase II) opening on March 1st
 - Continue online serves for worship and other ministry meetings
 - Step 1: No more than 8 people in sanctuary: preacher/presider/AVs/Supports
 - Step 2: No more than 12 people in sanctuary: preacher/presider/Worship Team/AVs/Supports
 - Step 3: No more than 25 people in sanctuary: preacher/presider/Worship Team/AVs/Supports/additional congregants
 - Number of on-site support staff outside of sanctuary are not counted, will be on an as-needed basis and subject to BOD guideline limitations
 - Some groups (such as caring groups and fellowship groups) may continue to meet on campus following the BOD special event
 - People in high-risk groups are continuously encouraged to worship online for their health and safety
 - Taskforce team and procedures
 - Core taskforce team (Pastor Juta, Elders, Jeff, Head of BOD) meet weekly or biweekly
 - Regular taskforce meet once a month (all BOE, Pastor Yuegang, Minister Jeff, Samuel, Josh, and Jason) will help Ms to develop detail plans, resources and timetable. The final plan will be aligned with BOE
 - BOD creates the guidance according to federal, CDC, state, and local government guidelines and provide evaluate medical advice
 - Medical team: Make sure we compliance with federal, state, and local government guidelines, collaborate with BOD on special cases protocol/handling during each phase, such as, safety measure, protocols of illness, emergency, advise on who should be back in later phases etc.



- How do we announce Phase II plans to the rest of the church?
 - **Action:** Need to share new Phase II reopening plan with the whole church community effectively
 - Elbert to work with website manager to update the CM web page with announcement
 - We can consider moving the church-wide meeting from April to March to share details regarding Phase II reopening and answer any questions from the congregation
 - Another suggestion is to summarize the Phase II reopening plan as a slide or quick bulletin
- Moving forward
 - How do we establish more trust and transparency when communicating important issues with the rest of the church?

- Financial Report
 - Summary of Key Funds (up to Jan 2021)

Monthly Financial Summary for Jan 2021

	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 132,846.86	\$ 93,614.26	\$ 39,232.60	\$ 326,366.60
Mission Fund	\$ 25,341.98	\$ 29,465.00	\$ (4,123.02)	\$ 115,931.94
Benevolence Fund	\$ 6,951.98	\$ -	\$ 6,951.98	\$ 104,875.62
CBE Fund	\$ -	\$ -	\$ -	\$ 1,206,924.94
SCM	\$ 5,290.00	\$ -	\$ 5,290.00	\$ 55,973.78
Capital Fund	\$ 966.86	\$ -	\$ 966.86	\$ 94,664.91

General Fund Budget Usage Summary (up to Jan 31, 2021)

Total offering	\$ 1,130,430 (61.2% of budget)
Total expense	\$ 804,063 (43.5 % of budget)
Cumulative balance	\$ 326,336
Targeted percentage	58.3% (7 months of FY)

2

- Our overall offering has remained consistent from year-to-year, despite the pandemic
- Stewardship Report
 - Major Projects in the Pipeline
 - Upper parking lots gravel refill (pending, reopening)
 - Church office roof replacement (pending)
 - Sanctuary carpet replacement (proposal discussion)
 - Will consider rewiring the AV system if the carpet replacement moves forward
 - Property Maintenance and Management
 - Replaced church kitchen grease trap

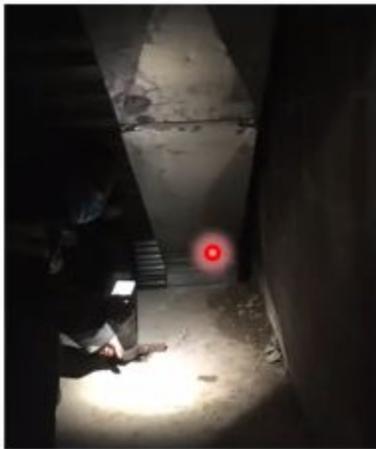


kitchen



kitchen

- Identified 2nd floor men's bathroom and room 220 ceiling leak in main building



2nd floor men's
bathroom

- Identified church office basement leak and replaced ceiling light



office basement

- Resolved church Costco membership card issue
- Baptism event support
- Wedding policy/form preparation
 - Submitted to BoE for approval

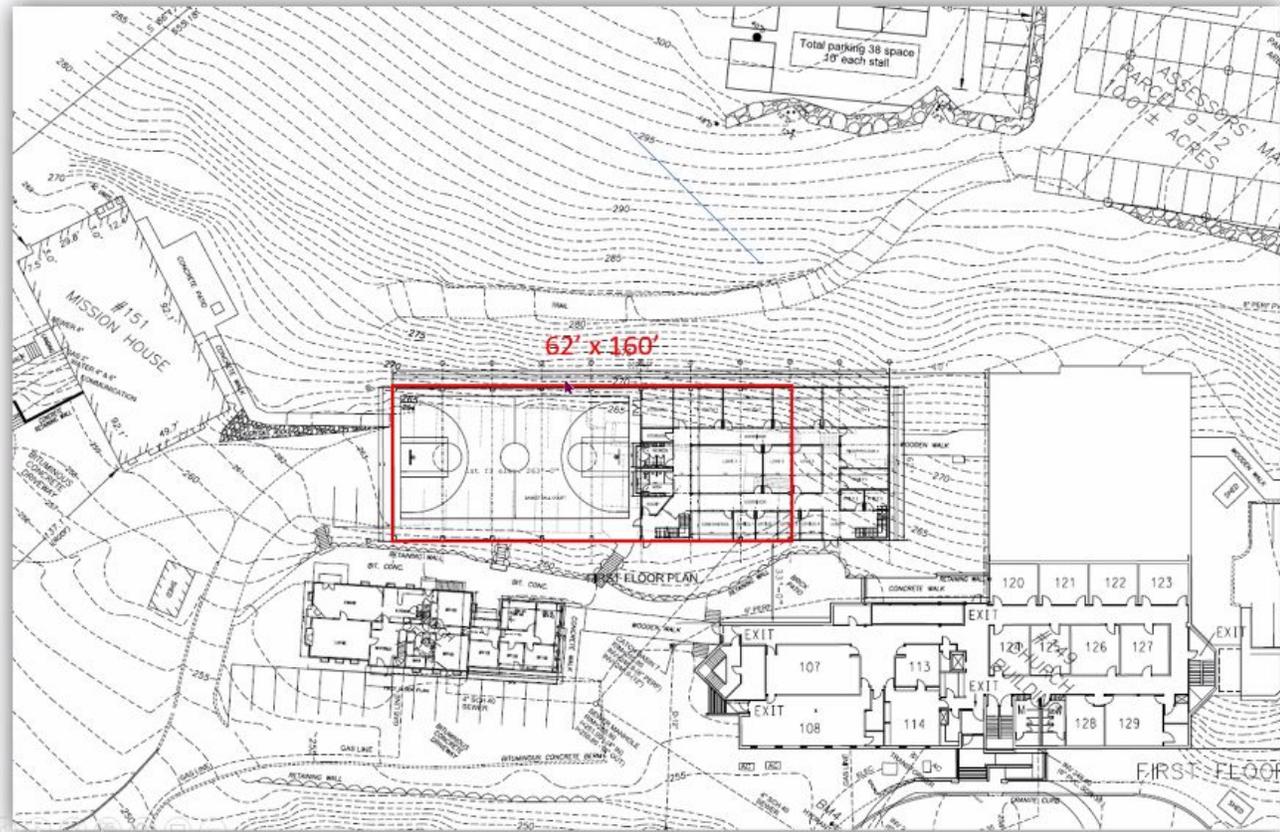
- Room reservation, participants registration, waiver forms, HVAC, etc.
- Processed invoices and payments
- Community support: coordinated with the Eagle Scout team who dedicated their time and effort to make two picnic chairs to the church on 1/31



- There are abundant leaks around the church
 - There is snow/water accumulation from tower, which then drain down into the main building
 - Rubber in tower degraded over time - once weather is warmer, then it can be addressed
- Reopening planning and Preparation
 - Communion sets preparation
 - Non-contact thermometers (4 ready in church office)
 - Wall-mount temp measurement for church office (proposal)
 - Multi-person thermal camera for main building (proposal)
 - Any space that is actively used will be cleaned 2x month
 - Cleaning for any Sunday worship should be scheduled after a session, assuming there is sufficient time between large events
- Church Re-opening - Logistics
 - Phase 2 will be divided into three steps
 - Step 1: preacher/presider/AVs/supports
 - Step 2: preacher/presider/worship team/AVs/support
 - Step 3: Preacher/Presider/Worship Team/Avs/Support/additional congregations
 - CM Phase II Step 2 will start on (3/7) and meet once a month with minimum staff on site
 - Holy Communion will be included
- Neighborhood Church Support Initiative
 - Initially, we will start as a purely financial support initiative
 - In addition, also solicit prayer requests so we can partner in prayer with the churches too
 - BoE response is enthusiastic and can be continued in the future
 - One of the ideas we can consider is having the church match whatever the church raises
 - **Action:** Please find individuals who may be interested in helping in this initiative
- Ministry Sharing: Community Outreach
 - Trying to implement more Zoom meetings for outreach/prayer
 - Proposing special topics (including mental health during the pandemic) to cover as a means to share with a wider community through Zoom
 - For church-wide presentation - topics being considered
 - Will occur every few months
 - Involved in personal evangelism
 - Three individuals are encouraged to share the Gospel with their friends
 - Already three people have decided to put their faith in Christ! =)
 - Integrating more outreach information on the website

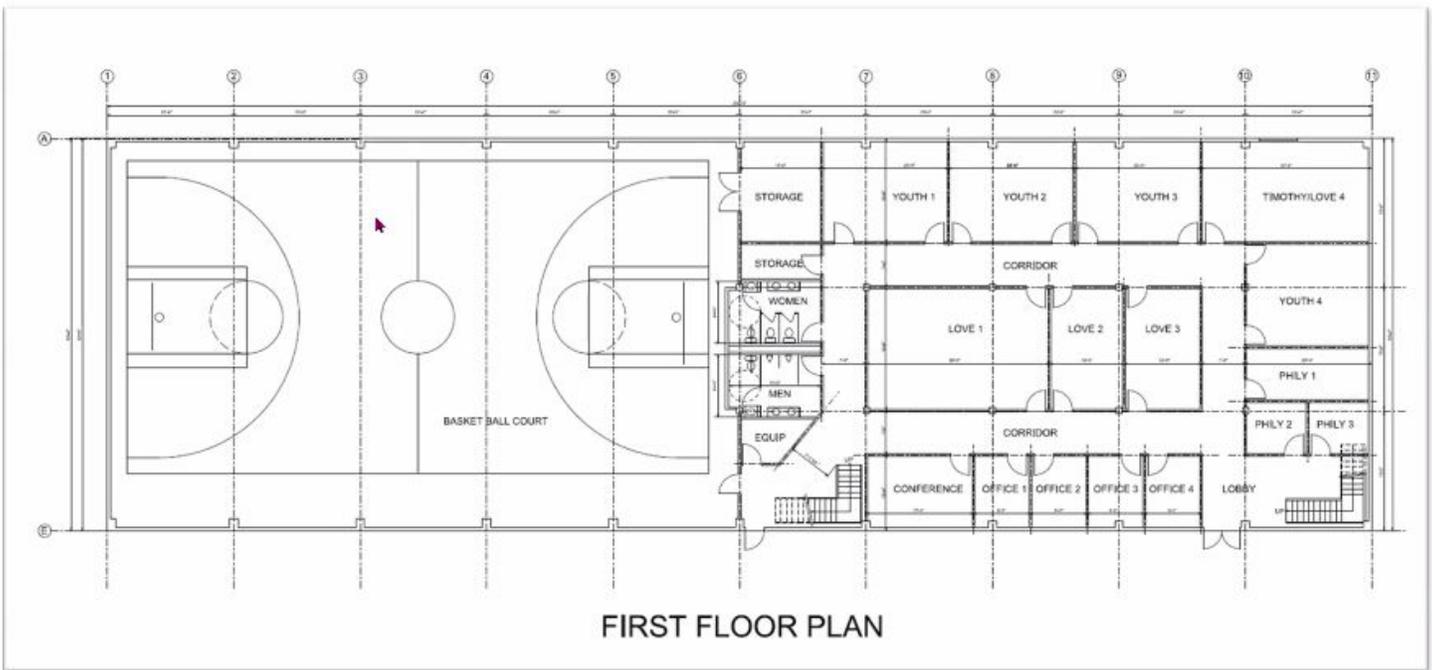
- Could include high-quality videos of evangelistic events
 - CBET Sharing
 - Multi-purpose building
 - New design - cost should be comparable to previous design

MP: New Dimension



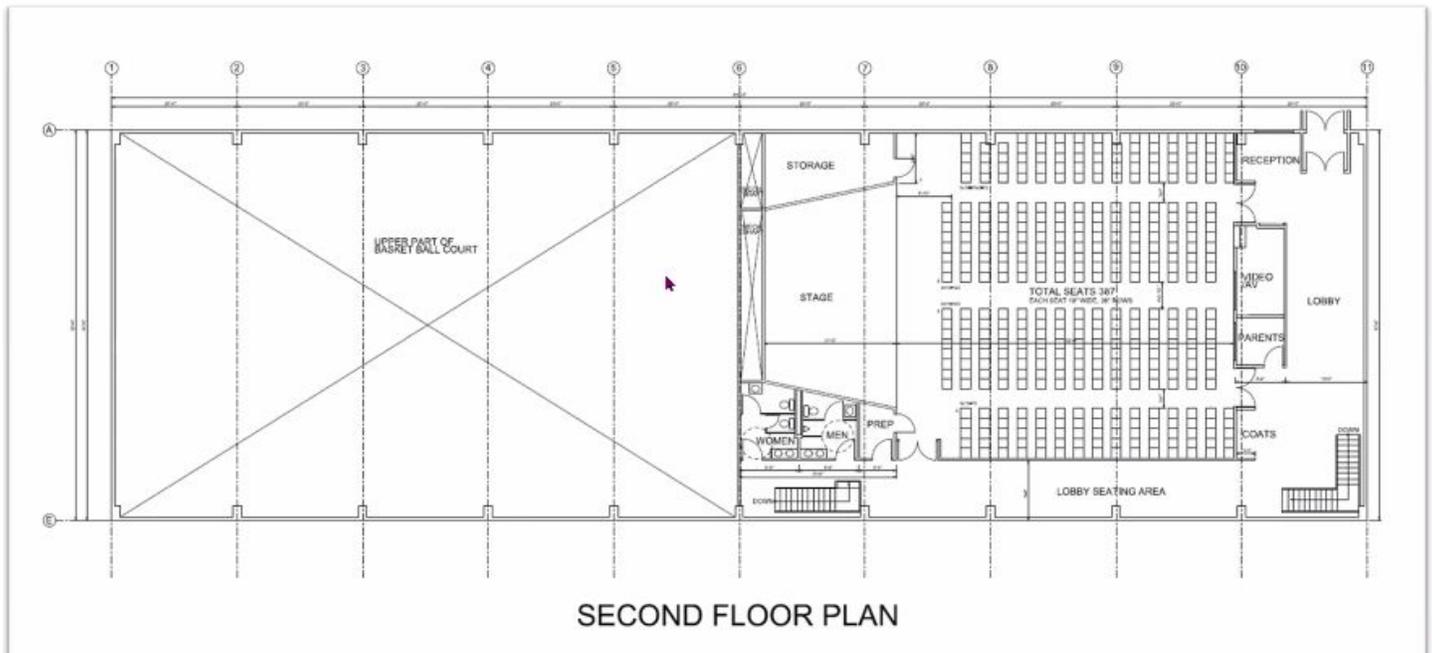
- Note: red square denotes original design
 - New proposal will be 200 ft long instead
 - With this design, the ramp to Building 151 will need to be adjusted
 - Amphitheater to be added between MP and sanctuary
 - **BoD Suggestion:** Consider adding a covered walkway between MP and sanctuary
 - New walking path to be added to the back of the MP from the upper-level parking
 - There should be adequate walking paths around the MP so enable one to walk from the main building to 151
 - 20 more spots will be added to the upper-level parking lot to account for the lost parking spaces with the construction of the MP

■ First floor



- Includes gym, rooms, and offices
 - There should be enough rooms to accommodate 14 youth small groups
 - Offices included for pastoral staff - could be mainly for youth pastors
- Two storage rooms
 - One for youth storage
 - Another for Gym equipment
- MP First floor has direct connection to main building 1st floor

■ Second floor

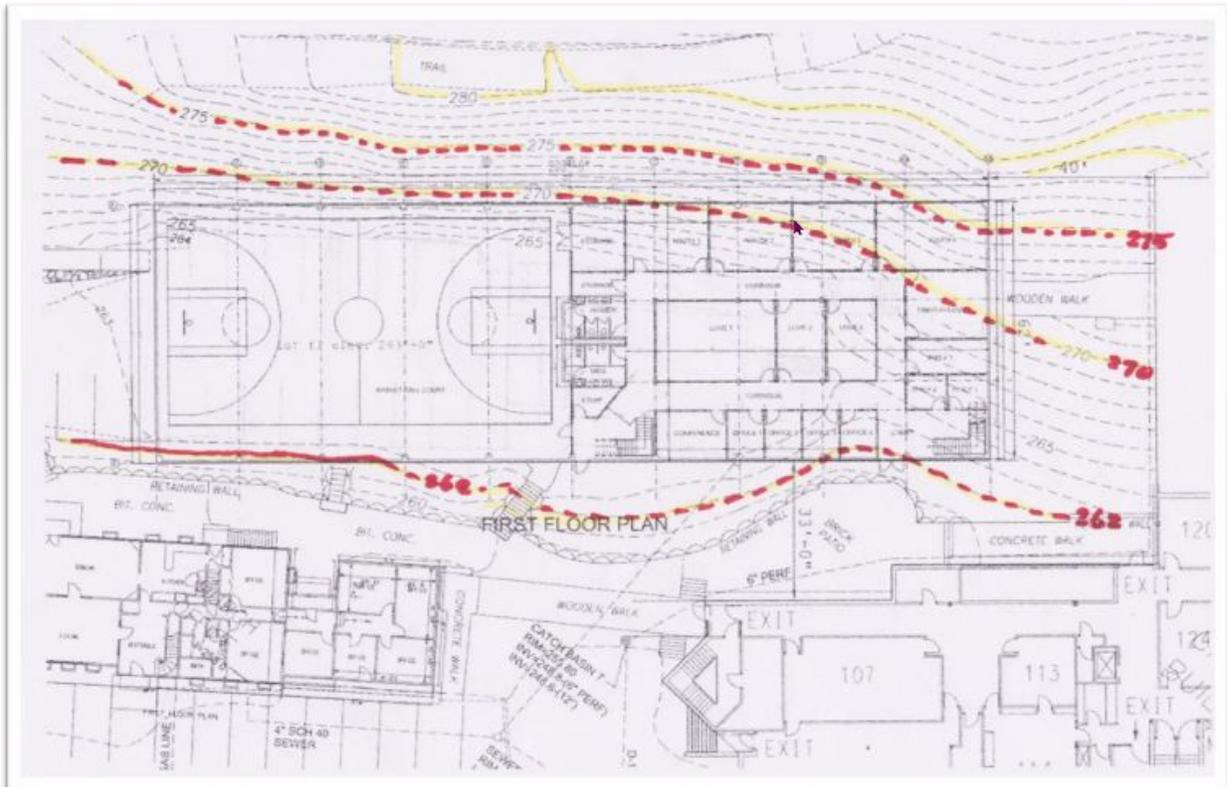


■ CB Chapel

- Can accommodate more than 350 seats
- Three to four parents can fit in the parents room
 - **BoD Suggestion:** Too small - current fishbowl room is full

- Could consider two separate parents room or remove the the AV room and expand the parents room
- AV should be moved into the sanctuary
 - Reallocate seating space to accommodate a AV platform in the back of the sanctuary
- 2nd floor door would lead to the upper-level parking
- **BoD Suggestion:** No coat room is required for CB. It can be repurposed for something else

Site Plan (Topographic map)



- Most of the building is on flat ground
 - Towards the upper part, we would need to cut into the slope
- Delivery of pre-manufactured building is 4-5 months after ordering
- **BoD Suggestion:** Strongly consider traffic flow into the building so that it can be adequately used by different demographics (parents with strollers, children, youth, elders, etc.)
 - The goal should be to include more smooth, covered paths between main building and MP
 - These high level issues is best resolved up front
 - Consider adding representatives from different congregations/demographics to provide a better understanding of how different people would be using the new church building
- **Action:** Gather parents to talk with Children's ministry to determine requirements for new building/children's space to send to CBEAT
 - CBET can then determine when to implement
- Samuel closed the meeting in prayer at 12:35 PM