

Board of Deacons (“BoD”) Meeting Minutes

May 15, 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
- **Pastor:** Jutta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** Yanhua Yan

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:08 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - General Situation
 - General status of COVID-19:
 - Daily confirmed case in MA drops
 - Many people have received the vaccine
 - Case surges in many part of the world
 - Online meeting connections drop in young generation, CB service, youth fellowship meeting
 - The younger generation is tired from online meeting
 - Church’s response and actions
 - The entire church moves toward Phase III
 - CB: The attending number of partially in-person worship will increase to 50 (mostly ICF and Charis)
 - Some fellowships (ICF/Charis) seek to meet in-person
 - COM: two partially in-person worship a month in April and May, every Sunday from June.
 - The attending number will increase to 40
 - Youth Ministry: Seek the possibility of meeting in person
 - CM: first partially in-person service on 5/2
 - 23 attended
 - Focusing more on online outreach
 - Will increase to 50 participants in June
 - Events April & early May
 - CM:
 - 4/10: Online outreach workshop - Physical Health in the Pandemic
 - More than 300 connections
 - 4/16-4/18: Spring Evangelistic meeting:
 - Estimated connections
 - Friday: 850
 - Saturday: 670
 - Sunday: 560
 - Many worldwide connections
 - Hard to obtain seekers’ responses

- Need to rely on follow-up through the fellowships
- CB
 - CB pastoral search
 - Minister Kola to leave at the end of August
 - CB onsite service on 4/11 and 5/9
- COM
 - Baptism on 4/11 - one brother was baptized
- Youth
 - Special topic for Racial Justice (4/16)
 - Lower attendance
- The entire church and pastoral staff
 - 4/18 - Church informational meeting
 - 4/24 - Pastor Jeff Hwang was ordained
- Future Events and Ministry Plan
 - CM:
 - 6/4-6/6: Summer revival meetings: Pastor Morley Lee
 - Baptism 5/16: 6 candidates
 - 5/15: Outreach seminar - Physical Health in the Pandemic II
 - CB:
 - Pastoral search, planning Charis and ICF summer program
 - YM: Preparing for summer program and possible in-person small group meeting
 - COM: Challenge of finding new fellowship coworkers due to the pandemic
 - Entire church:
 - Father's Day joint service (6/20)
 - Global 6K for Water (5/22) - will be hybrid
 - Lexington Minuteman bike path for those in-person
 - Already exceed goal of \$5000
 - An observation:
 - CB service attendance drop online
 - COM service attendance drop while online only, but higher when hybrid
 - CM attendance jump on holy communion
- Pastoral Staff
 - Minister Jeff's ordination was on 4/24
 - Pastor Yuegang's sabbatical leave starting on 6/7
 - Pastor's responses to ministry opportunities, plans and promotion of CBE
 - Pastor's thoughts on InterCP (mission institute)
 - Pastor Juta taught a Dmin. course for Global Mission Seminary (4/19-4/20, 4/26-4/27): Biblical Ethics and Pastoral Care
 - Pastor Juta will teach a course for Logos Evangelical Seminary on 6/11-6/13, 6/18-6/20: Christianity and World Religions
- BoE Sharing
 - CB Pastor staffing strategy: looking into alternatives
 - Church reopening: how do we respond to Massachusetts reopening?
 - One step at a time, to be on the safe side
 - CB: twice a month, may start in June if possible
 - CM: not yet decided for twice a month
 - COM: every Sunday starting in June
 - Ministry reviews:

- July: Youth Ministry
 - October: How to reach the young generation?
- Deacon Nomination Status
 - Three 2nd term deacons
 - Possible 3 new deacons
 - Looking into a new BoD structure
- BoE and Pastoral Staff decided not to partner with InterCP for missions
 - Mission Practice
 - Theological concerns
- CBE Status Update:
 - Preparation for permit application
 - Call for coworkers from CB, CM, and COM for CBE promotion
 - Propose to put CBE pledge entry online
 - Consider to hold a CBE information meeting to keep the momentum
 - BoD Suggestion:
 - Considering hiring a temp when Jay is away for the next few months
 - Consider hiring another part-time property manager to help support the new buildings that will be constructed
 - Alternative: consider making the property manager role a full-time role
 - **Action:** Create plan for integrating a full-time property manager role (Hongwei)
- April Churchwide Info Meeting Responses
 - >80% questions are about CBE
 - Our responses will be posted online by the end of May
- June CC Meeting and retreat
 - Tentative agenda

No	Time	Duration (Min's)	Agenda for June Church Council Meeting (6/19/2021)	Assignee
1	9:00	5	Welcoming and Opening Prayer	Paul
2	9:05	30	Reports from Pastoral Staffs	Pastor Pan
3	9:35	25	Reports from BOD	Samuel
4	10:05	20	Report from BOE	Paul
5	10:30	10	Break	
6	10:40	40	Quarterly Financial Report/FY2022 Budget Discussion/Approval	Ligong
7	11:20	20	Church Re-opening Task Force Updates	Ruike
8	11:40	20	CBE Update	KC
9	12:00	60	Lunch and Learn-Church Government and Leadership (1)	Pastor Pan
10	13:00	3	Closing Prayer	Paul

- HR manager opening
 - Two candidates have applied; they will interviewed in the coming weeks
- CBCGB Memorial Fund for Chirstian Education and Publishing
 - Last October was established to help church members for use for educational services
 - If applying for seminary training or need funds to write a book, please contact Elder Paul

April 2021 Offering Expense Summary

April				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 151,369	\$ 121,335	\$ 30,034	\$ 379,088
Mission Fund	\$ 26,545	\$ 32,215	\$ (5,670)	\$ 118,564
Benevolence Fund	\$ 5,544	\$ 5,000	\$ 544	\$ 115,177
CBE Fund	\$ 800	\$ (15,000)	\$ 15,800	\$ 1,208,925
SCM	\$ 4,685	\$ 15,500	\$ (10,815)	\$ 55,090
Capital Fund	\$ 275	\$ -	\$ 275	\$ 96,154

General Fund YTD Status April 2021

General Fund Budget Usage Summary (YTD April 2021)

Total offering	\$1,527,082 (82.1% of budget)
Total expense	\$1,147,994 (61.7% of budget)
Cumulative balance	\$ 379,088

2020 Budget	\$1,860,122
Targeted percentage	83.3% (10 months of FY)

- Requisition Process
 - Email requisition form with receipts as attachments to requisition@cbcgb.org and the budget account approver
 - Specify the church budget account # in the req form
 - Provide the payable-to name with mailing address and phone
 - Once approver approves, church will be issued directly from bank

FY 2022 Budget

Budget Dates

4/27/2021 > 4/29/2021

5/11/2021 > 5/13/2021 > 5/27/2021 (if needed)

6/19/2021

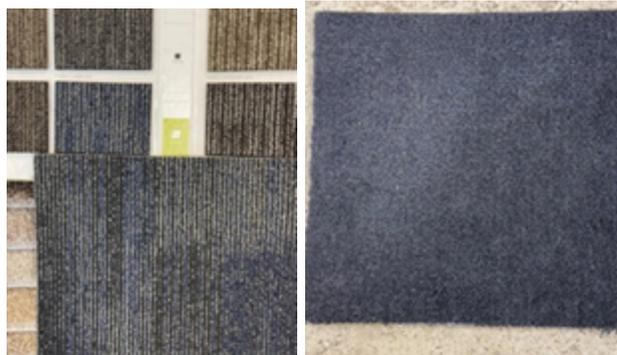
1. Submit your budget proposals by Tuesday, **4/27/2021**.
2. Attend budget proposal review zoom meeting, **Thursday, 4/29/2021, 7:30 to 8:30 PM**. If you can't make it, please send a representative from your ministry.
3. Submit revised budget proposal, if needed, **by Tuesday, 5/11/2021**.
4. Attend 2nd round budget proposal review meeting, **Thursday, 5/13/2021, 7:30 to 8:30 PM**. You can skip if your accounts are all set after the 1st round review meeting.
5. Resolve any remaining issues and finalize budget proposals by end of May. The 3rd round review meeting will be scheduled for **Thursday, 5/27/2021**, if needed.
6. The Church Council will review/approve the budget proposals at the quarterly council meeting in **June, Saturday, 6/19/2021**.

- Balance Management
 - Balance review
 - Current interest rate
 - Risk and Return
 - **Action:** Submit investment proposal plan to the BoE
- Stewardship report + Carpet Replacement Project
 - Updates on Major Projects in Pipeline
 - Sanctuary carpet replacement
 - Fund request - Jay and Ye
 - Project Description: Church Sanctuary floor carpet and Sanctuary/Chapel stage carpet are in poor condition due to the age and the usage. CC suggested installing new carpet while the church is not fully "open" during COVID-19 pandemic.
 - Both Post Road Carpet and Soriano Construction claimed that they can accommodate broadloom carpet (wall-to-wall) and carpet tile combination.
 - This project is estimated to require at least two weeks to complete, and Stewardship would like to start at the end of May and finish before the end of June.
 - **Post Road Carpet:** <https://www.postroadcarpetoneaction.com>
 - Sanctuary Floor (using carpet tile): \$30,000 - \$35,000.
 - Sanctuary/Chapel stages: \$15,492.69.
 - We still need to add furniture moving cost about \$7,000 (\$3,500 x 2).

- Total estimate is about: \$57,500.
- **Soriano Construction:**
 - The whole original project including moving furniture is: \$35,000 (using broadloom carpet).
 - If use carpet tile for sanctuary floor will add \$3,000 - \$5,000.
 - Total estimate is about: \$40,000.
- Option 1: Use similar color of current **Sanctuary carpet (Salmon)** for **Sanctuary floor** and Sanctuary Stage. Chapel stage will keep the similar bluish gray color



- Option 2: Use similar carpet type/color of current **Lobby (carpet tile, blue/gray)** for **Sanctuary floor**; Use similar color as current Chapel stage for Sanctuary/Chapel stages



- **BoD unanimously approved to move forward with Post Road Carpet to complete the project**
- **BoD voted to approve carpet color.**
 - 10 votes for grey blue -> moving forward with this option
 - 3 votes for salmon
- Upper/lower parking lots gravel refill
 - Fund request - Jay and Hongwei

- Project Description: We will need to repave the church lower parking lot with gravel to improve parking conditions when the church re-opens. This project was previously done more than 10 years ago, and now the potholes on bare ground make it difficult for our brothers and sisters to park their vehicles, this also creates challenges for the snow removal company to plow.
- Total Cost: \$24,750
- **BoD Request: Obtain additional quotes for price comparison; vote through email for approval**
 - Church office roof replacement (pending)
- Property Maintenance and Management
 - Church project support - carpet replacement and parking lot gravel refill
 - Preparation for church reopening
 - New CBCGB sign installation at the entrance
 - Inspection - alarm, kitchen suppression, elevator, etc.
 - Landscaping and dumpster
 - Sunday services support
 - Indoor/outdoor events support
 - Budget planning



- Ministry Sharing - Adult Sunday School
 - Currently offering a wide-range of Sunday School class options
 - Old Testament, New Testament, Application-based, Discipleship, etc.
 - Many of the teachers use the time to build fellowship with those who attend
 - Additional follow-up with individuals, especially during the pandemic
 - Online attendance has been stable this past year
 - Challenges going forward
 - Zoom meetings are convenient
 - As we reopen, unsure how this will affect attendance/teaching
 - How do we support those who are being drawn to the Sunday school teachings who live outside of this area?
- Neighbor Church Support Initiative
 - Extension to the end of July for fundraising
 - **BoD Suggestion:** 6-week for fundraising is reasonable
 - Launch the first week of June
 - When communicating this initiative to the rest of the church, we will need to clearly define what churches will be receiving the funds and why
 - Larger church that are working with communities impacted by COVID
 - Donate money with the specific designation to support communities impacted by COVID
 - For smaller churches that are struggling, it's hard to identify which church is in need
 - Currently checking with two church networks
 - Haitian pastor network
 - Hispanic pastor network
 - By working with these networks, we can get a better idea which churches are in need
 - The pastoral staff is willing to work with the pastors in these networks to establish relationships
- Elder Paul closed the meeting in prayer at 12:14 PM