

Board of Deacons (“BoD”) Meeting Minutes

July 17, 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:** Jutta Pan
- **Elder Representative:** Paul Huang, Ji-yong Wang
- **Absentees:** None

Location: Online Zoom Meeting

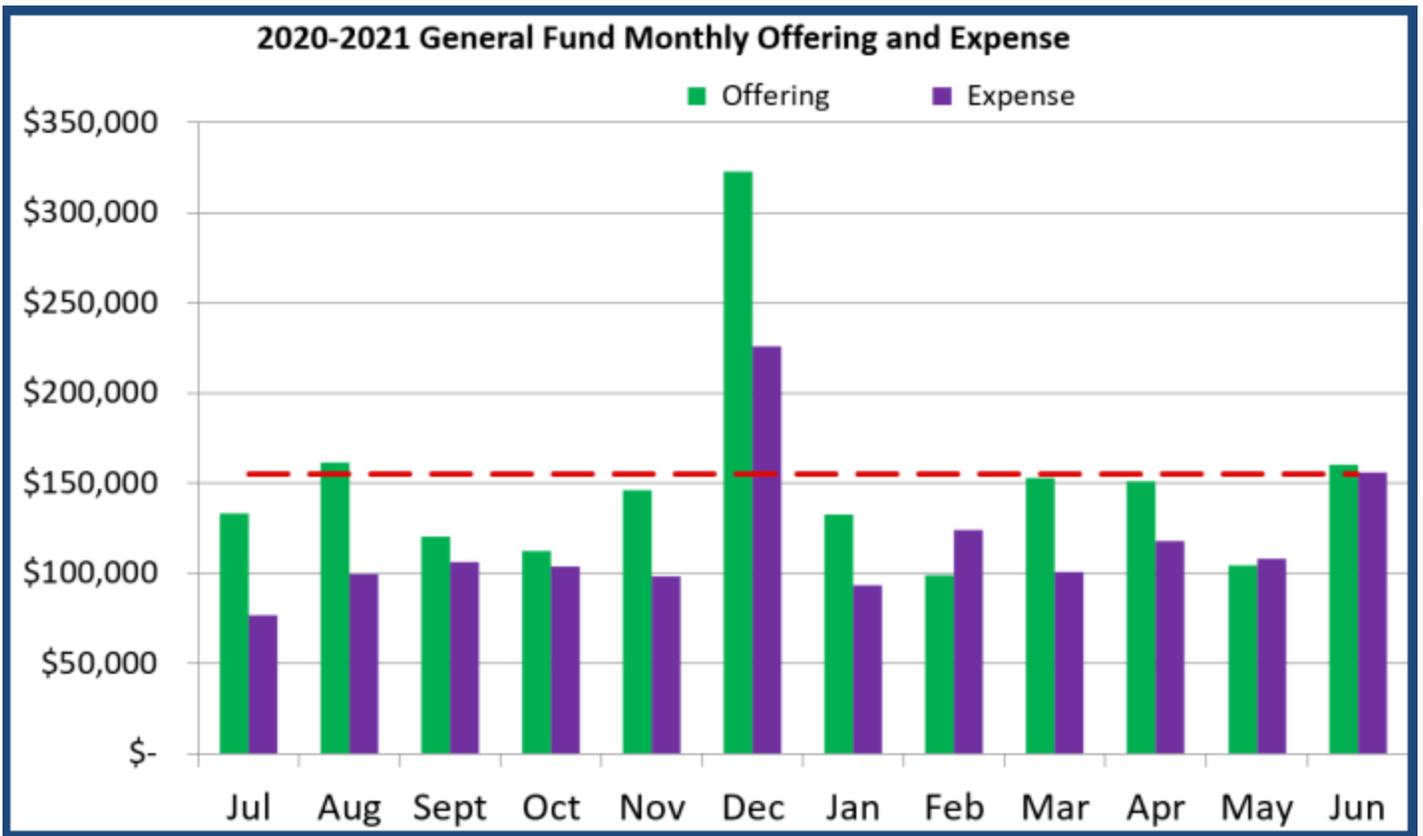
Meeting Agenda & Minutes

- Meeting started at 9:01 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - General Situation of the Church
 - Moving toward summer hibernation period
 - Children Ministry: No Awana program on Friday
 - Youth: No regular Friday meeting, but will provide a lot of outdoor gatherings on Sunday afternoon
 - CB: ICF and Charis combine to form CrossGen fellowship with in-person meetings
 - CM: Expecting more families to travel in the summer
 - Church’s plan toward reopening
 - The goal of church’s full reopening - will start on Sept. 12th (Phase IV)
 - Need more preparation and planning
 - Summer will be a transitional period
 - More partially in-person service and increased capacity
 - CM Summer partial in-person services - 7/18 (100); 8/1 & 8/22 (150)
 - CB Summer partial in-person services - 7/25 (100); 8/8 & 8/22 (150)
 - ChM: summer partial in-person services 7/18, 7/25, 8/1, 8/8, 8/22 (150)
 - COM: partial in person service: every Sunday since 6/13 (60)
 - Increased to 80 people in July
 - Increase to 100 people in August
 - Fellowships have been meeting in person since July
 - Events in June and Early July
 - CM:
 - Online outreach 6/26: Science, Reason, and Faith by Tuanfeng Zhang
 - Around 95 connections
 - Summer Sunday school started on 6/13
 - Special course on Public Ethics offered
 - Stephen Ministry retreat for CM (7/9-7/10) - postponed due to the speaker’s family status)
 - Rescheduled for 8/6-8/7
 - CB & YM: 6/19 outdoor baptism
 - 2 CB members and 5 YM members
 - CB: Child dedication on 6/4, 5 or 6 families

- CHM: online VBS (6/28-7/2)
 - Around 70 registered
- Entire church
 - Father's Day joint service (6/20)
 - Start promoting NCPI with the goal of raising \$50,000
- Future Events and Ministry Plan
 - CM:
 - Child Dedication, 7/18 (6 families)
 - Summer Baptism, 8/22 (15 students in class, 10 will be baptized)
 - Three are international - pastoral staff would like to introduce them to local church for baptism
 - CB:
 - CB pastor candidate on-site interview - 7/23 - 7/25
- Looking toward "New Norm"
 - Recovery: ministries, mentally and spiritually
 - New outreach opportunities: online, mission, community outreach
 - CBE: new building construction
- Pastoral Staff
 - Pastor Yuegang is on sabbatical level from 6/7 to 8/6
 - Pastors help with vetting the statement of faith of the churches that we plan to support through NCPI
 - Minister Duane's ordination is in progress. The target date of the ordination service moves to 10/13
 - Pastor Jeff, Pastor Jen, and Pastor Juta have worked out initial draft for CBET promotion
 - Pastoral staff started in-person weekly meetings on 7/13
- Issues
 - Equipment purchased by ministries: purchase, use, and management/maintenance
 - Most recent purchases:
 - CB: an outdoor grill
 - YM: a fancy coffee maker
 - These equipment do not meet the minimum requirement (\$7,500) where it needs BOD capital request approval
 - Since these pieces are placed in a public area, we do not have a clear procedure on how to manage the equipment
 - Church office, Stewardship, finance should be notified before purchase
 - Who will maintain the item, point of contact, can it be used by other ministries, etc.
 - Finance would need to approve if the purchase goes above the approval budget for the ministry
 - **Action:** Create guidelines on how to purchase equipment below \$7,500 which cover approval process
 - How can we make the web more accessible?
- BoE Sharing
 - Pastoral staff advanced study scholarship takes into effect since July 1st
 - CBE Status
 - CBE entrance deck project almost finished and the approval by Town of Lexington is expected to be complete by the end of July
 - Multi-purpose building

- Surface water analysis is delayed due to contractor's busy schedule
- Building permit application evaluation on 7/15 when townhall is reopened
- Working with pastoral staff to promote CBE
- A 10 minute video for the new building showings 3D model created by Elder Jian
- Deacon nomination:
 - Three accepted renomination
 - Three newly nominated accepted
- Reopening
 - Revised reopening guideline approval
 - Will communicate with all congregations
 - Face masks are required for the unvaccinated and recommended for the vaccinated
- Financial Report

| June | | | | |
|------------------|------------|------------|-------------|--------------------|
| | Offering | Expense | Balance | Cumulative Balance |
| General Fund | \$ 160,072 | \$ 155,758 | \$ 4,314 | \$ 379,473 |
| Mission Fund | \$ 46,334 | \$ 32,215 | \$ 14,119 | \$ 116,315 |
| Benevolence Fund | \$ 6,780 | \$ - | \$ 6,780 | \$ 123,224 |
| CBE Fund | \$ 9,658 | \$ 57 | \$ 9,600 | \$ 1,219,125 |
| SCM | \$ 7,652 | \$ 14,108 | \$ (6,456) | \$ 49,839 |
| Capital Fund | \$ 238 | \$ 43,062 | \$ (42,824) | \$ 29,264 |



- Flower Fund was used to build out a deck landscaping area
 - **Suggestion:** add a remembrance
- For the Benevolence Fund, it can be used to support any individual or organization in need, but we prioritize our own church's brothers and sisters

- There is a \$2,000 max per individual/organization
 - **Prayer Request:** Pray for Benevolence Fund Committee members to find individuals who need financial support
 - Stewardship Report
 - Updates on Major Projects in the Pipeline
 - Sanctuary carpet replacement - complete
 - Lower parking lots gravel refill - ongoing
 - Children ministry (1st floor) security enhancement - proposal
 - Church office roof replacement - pending



- Property Maintenance and Management
 - Project support- carpet replacement and parking lot gravel refill
 - Preparation for church reopening
 - Parking ministry is prepared since more people will be coming for worship
 - Completed basement tile repair/replacement
 - Replaced outlets on stage in sanctuary
 - Repaired drainage outside children ministry on 1st floor
 - Church cleaning and landscape maintenance
 - Indoor/outdoor events support
 - Sunday services support
 - Church office support, e.g. bills and invoices
 - Neighbor Church Support Initiative Discussion
 - Currently planning to release another promotional video featuring Pastor Pan and Pastor Bowman as they have been meeting with the three pastor networks that would be recipients of our fundraising
 - Pastoral staff have approved all three pastor networks
 - Funds will be distributed through these networks
 - About \$7000 raised so far
 - The majority of the churches that we will be supporting are connected through these networks
 - Fundraising extended to August 15th
 - BOE and Pastoral Staff and also assist with meeting with fellowships
 - Feedback:
 - Could the kickoff video be replayed or sent to the fellowship coordinators?
 - In theory, everyone is supportive, however the details are still unclear
 - Who are the churches involved, how will the money be dispersed, what is the long term vision?
 - This could be covered in a FAQ
 - Add giving information to bulletin and other appropriate channels
 - Emails to fellowship may be sufficient

- Ministry Sharing - CB Reopening Survey Sharing
 - 76 individuals participated in the survey
 - Vaccination rate: 98.7%
 - One respondent is in process of receiving their second dose
 - There are some people who are not vaccinated
 - How do we still welcome these individuals?
 - 25 parents with kids under 12 who took the survey
 - Parents are willing to bring their kids back to church
 - Not going to wait until after they're vaccinated to come back to church
 - Split between bringing kids to nursery/Sunday school
 - In general, most parents are willing to bring their kids to Sunday school if everyone is masked (2+ and adult staff)
 - The results imply that most parents would prefer that adult staff are vaccinated
 - **Question:** are all of the Sunday School teachers vaccinated?
 - All of the teachers for July are vaccinated
 - Follow-up needed for remaining Sunday school teachers
 - Feedback on Overnight Retreat
 - It might be too early to tell at the time of the survey
 - Close to 64% would be comfortable with going to an overnight retreat
 - More split when bringing children to an overnight retreat
 - More split when doing a hybrid retreat
 - CB is planning an overnight retreat based on these results
- Pastor Jeff closed the meeting in prayer at 11:03 PM