

Board of Deacons (“BoD”) Meeting Minutes

October 16, 2021

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Elbert Chang, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastor:** Jutta Pan
- **Elder Representative:** Jiyong Wang
- **Absentees:** Kelly Hsu

Location: Online Zoom Meeting

Meeting Agenda & Minutes

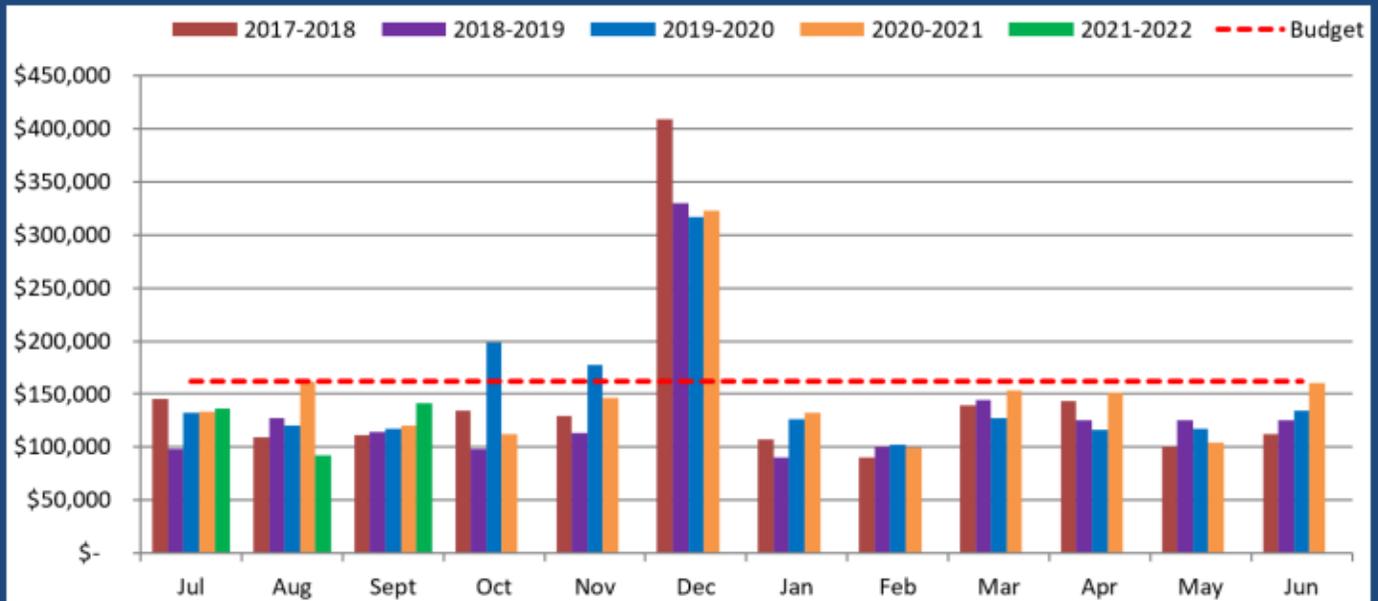
- Meeting started at 9:04 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - September is the first month we moved to full reopening
 - CM
 - Sunday service: less than 1/3 of congregation returned to sanctuary (average 183 onsite, 280 online)
 - 4-5 fellowships returned to church on Friday and Saturday
 - Most Sunday school classes keep hybrid, some keeps online only
 - Many newcomers (around 55 total)
 - Parents of youth and children are more willing to return
 - The hybrid model did affect fall evangelistic meeting not on attendance
 - CB
 - Sunday service: average more than 100 onsite attendance, around 40 online. Onsite numbers continue growing
 - Cross generational fellowship return to church on Friday
 - A few BBQ after church; it works to attract people to return
 - YM
 - The attendance of Sunday school is between 30 and 40 (good attendance)
 - Sunday: Above 100, around 90% of original population
 - Some youth feel hungry after Sunday service if no BBQ
 - Children Ministry
 - Keep stable attendance on Sunday (around 35) and Friday (more than 50)
 - Start Philly program
 - Need more coworkers support
 - COM
 - Sunday Service: around 100 onsite and 50 online
 - Friday Fellowship: student fellowships onsite, Young Professional hybrid, and family online
 - General observation
 - The demographic of age affects intention of returning
 - The shortage of coworkers is the general status because not all are ready to return
 - Many newcomers, but less coworkers - the issue of follow-up
 - Appreciate some coworkers' commitment: Worship, AV and IV, IT, ushers, teachers of

- ChM, other logistics
 - Lunch/food provision play sort of critical factors in attracting people back, how about coffee service?
 - Hybrid status did affect some ministries - evangelistic meeting, Sunday schools, fellowship Bible study, Retreat registration
- What can we do to call people back onsite?
 - What are the difference between online and onsite?
 - Food supplies, opportunities of in-person relationship, opening appreciation to returning coworkers
 - We have to respect everyone's comfort levels
- Events in September and Early October
 - CM:
 - 9/24-9/26: Fall Evangelistic meeting, Quest for Life by Elder John Huang of RCCC, the attendance: Friday 732? (122 onsite, 212 Youtube, 299 Zoom), Saturday 308 (62 onsite, 52 Youtube, 194 Zoom), Sunday 446 (150 onsite, Youtube 236, 61 Zoom), few response to altar call
 - CB
 - Retreat: 52 adults/youth and 21 children
 - COM
 - Evangelistic meeting on Sunday, 92 onsite and 46 online
 - Commissioning of Minister Kola: 8/28 at CB service, video was presented at CM service on 9/19
- Future Events and Ministry Plan
 - COM
 - 10/8-10/10: Fall Evangelistic Retreat by Pastor Paul Huang
 - 112 Registered, 16 seekers
 - Children's Ministry
 - Virtual Fall Harvest
 - The entire church
 - 10/17: 52 Anniversary service and meeting
 - 11/12-11/14 Mission Conference by Pastor Wein Chen
 - Missional and Social Concern Committee are working on serving Afghan evacuees
 - NCPI fund delivery
- Pastoral Staff
 - Minister Patrick Chen started his service on 10/1 and will be installed on 10/17, another ordination process will start next year
 - Pastor Duane's ordination service on 10/13
 - Pastoral annual review
 - Pastor Ziyi applied for sabbatical leave from 1/2022 to 6/2022
 - Minister Kola will leave for the mission in Taiwan at the end of October
- Ministry ideas and plans
 - Pastoral staff continue to work on the topic: How to outreach to younger generation
 - Presentation to BOE in November
 - Entire CC to discuss in December
 - To encourage members to return, we propose the idea of resuming the food service. It will be operated in an alternative way
 - Pastor Yuegang will create proposal for resuming some form of food service

- Most likely we would order off-site catering
 - There is a need as individuals are hungry after a long day of Sunday services
 - Redesign or rephrase the expression of signage - an expression of more welcoming atmosphere and friendlier to the younger generation
 - Pastoral staff can help if needed
 - For example “Put Your Mask On” may need to be adjusted
- BOE Sharing
 - 15 minutes of Sharing at the beginning of BOE meeting: learnings, thanksgiving, testimony, etc.
 - State of the Church
 - Senior Pastor’s Briefing
 - BoD’s Briefing
 - CBE Status
 - Church entrance deck project (complete - final payment is done)
 - Multi-purpose Building
 - Many preparations needed
 - Surface water analysis
 - HVAC/drainage design (done)
 - Electrical and Alarm designs
 - Building Permit Application
 - Promotion
 - Theme: Beyond the Walls
 - Townhall meeting: tentative on Sunday afternoon, 11/21, including video, presentation, Q/A, and more, in hybrid
 - We need to promote as soon as possible so that the whole church can be aligned with this initiative
 - There is not as much excitement from the CM side
 - Policies for Capital Expenditure
 - Re-adjustment for approval limits
 - \$2000 -> \$2500 (25% increase) - qualification as capital expenditure
 - \$5000 -> \$6000 (20% increase) limit that needs BOD approval
 - \$75000 -> \$85,000 (13/3% increase) limit that need CC approval
 - BOE approved the proposal on 10/9/2021
 - 10/17/2021 - the 52nd Annual meeting agenda is set
 - December CC Retreat:
 - Topic: How to reach the Younger Generation
 - Expect many brainstorming sessions where we divide up into small groups
- Financial Report

September				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 141,822	\$ 100,976	\$ 40,846	\$ 59,236
Mission Fund	\$ 19,547	\$ 34,715	\$ (15,168)	\$ 89,481
Benevolence Fund	\$ 3,575	\$ -	\$ 3,575	\$ 129,466
CBE Fund	\$ 350	\$ 4,665	\$ (4,315)	\$ 1,216,710
SCM	\$ 3,310	\$ 4,409	\$ (1,099)	\$ 49,490
Capital Fund	\$ 244	\$ -	\$ 244	\$ 392,380

General Fund Monthly Offering Year Comparison September 2021



Fiscal Year YTD	2018	2019	2020	2021	2022
Offering Monthly Average	\$ 122,257	\$ 113,450	\$ 123,356	\$ 138,629	\$ 123,421
Ranking	4	5	3	1	2

- The remaining NCPI funds can be used after we discuss with networks what the remaining needs are
- Clarification on Reimbursement
 - Expenses
 - Honorarium

IRS Publication 526 (2020), Charitable Contributions

Contributions From Which You Benefit

If you receive a benefit as a result of making a contribution to a qualified organization, you can deduct only the amount of your contribution that is more than the value of the benefit you receive. Also see [Contributions From Which You Benefit](#) under *Contributions You Can't Deduct*, later.

If you pay more than fair market value to a qualified organization for goods or services, the excess may be a charitable contribution. For the excess amount to qualify, you must pay it with the intent to make a charitable contribution.

Example 1. You pay \$65 for a ticket to a dinner dance at a church. Your entire \$65 payment goes to the church. The ticket to the dinner dance has a fair market value of \$25. When you buy your ticket, you know its value is less than your payment. To figure the amount of your charitable contribution, subtract the value of the benefit you receive (\$25) from your total payment (\$65). You can deduct \$40 as a charitable contribution to the church.

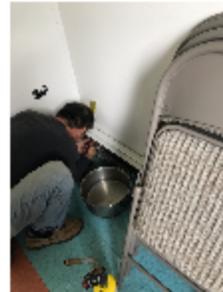
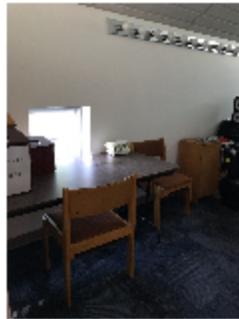
Example 2. At a fundraising auction conducted by a charity, you pay \$600 for a week's stay at a beach house. The amount you pay is no more than the fair rental value. You haven't made a deductible charitable contribution.

Charity benefit events. If you pay a qualified organization more than fair market value for the right to attend a charity ball, banquet, show, sporting event, or other benefit event, you can deduct only the amount that is more than the value of the privileges or other benefits you receive.

If there is an established charge for the event, that charge is the value of your benefit. If there is no established charge, the reasonable value of the right to attend the event is the value of your benefit. Whether you use the tickets or other privileges has no effect on the amount you can deduct. However, if you return the ticket to the qualified organization for resale, you can deduct the entire amount you paid for the ticket.

- Expense reimbursement due to IRS Policy
 - Outreach events
 - Special church events
 - Pastoral Hospitality
 - However, regular food and drink, meals -> for church member will be an issue
- Honorarium and International Speaker
 - We cover the travel expenses, lodging, and meals for our guest speaker
 - As for an honorarium
 - The first option is to pay directly to their churches
 - Pay to individual need to file W-9 form, the church need to file 1099 form at the year-end
 - Publication 515 (2021) - withholding of tax on nonresident aliens and foreign entities
 - For international speaker, too complicated.
 - Guest speaker travel expense
 - In short, for your church to cover the travel expenses of a
- Follow Up
 - Advice from tax expert on non-profit organization
 - Any suggestions welcome
 - Church will update reimbursement guideline
 - Next year budget to be more specific
 - Open a new bank account at Bank of America to take payment from church members for special purposes, but they are not donations

- Payment vs. Donation
 - Stewardship Report
 - Updates on Major Projects in the Pipeline
 - Children Ministry (1st Floor) security enhancement (proposal)
 - Church office roof replacement (pending)
 - Property Maintenance and Management
 - Support church reopening (for clean and safe environment)
 - Church cleaning and landscape maintenance
 - Sunday services support. Indoor/outdoor events support
 - Church office support (bills and invoices)
 - Purchase and maintain supplies and equipment
 - Kitchen fire suppression system check and functions well
 - Lexington town approved building inspection certificate
 - Church main building 149 and 151 both passed Alarm test with certificate
 - Fixing church carriage house leaking pipes (by brother Eric and Mark)



- Church front entrance stairs repair (completed)



- Fixing church parking lot lights and children drop-off lights



- Church vans “sun-bathing” remedy due to mold
 - In addition to using Clorox wipes to remove the mold, pursuing sunbathing to clean mold problem in our church vans
 - Brother Eric installed a de-humidifier system in the building 151 garage
- Commercial coffee maker installation (complete)
 - Coffee maker is in the kitchen at church chapel
 - 30A, 240V outlet and waterline installation by licensed contractors
 - Coffee serving started on October 10th
 - Updates on electrical panel
 - Panels are in good shape and currently no need to worry about replacing them
- Capital Budget Request for Church front entrance stairs repair

**Chinese Bible Church of Greater Boston Finance Committee
REQUISITION FORM**

Requested by	Weihsin Chau	Date requested	10/2
Ministry/Committee	Stewardship	Budget account No	54020
Purpose	Repaired stairs in front of the main building		

Quantity	Description*	Unit Price	Amount
	As attached		\$ 5,500.00
			\$
			\$
* Provide details of item requested including vendor's information.			Total Amount \$ 5,500.00

Email the requisition form with receipts to requisition@cbcgbo.org and cc the budget account approver.

Make check payable to	Soriano landscaping and construction
Payee Mailing Address and Phone	209 Bacon St, Waltham, MA 02451

Soriano landscaping and construction
209 Bacon St, Waltham, MA 02451

Bill to: wei xin Inv. Date 10/02/21

149 old spring at Due date :::11/02/21
Lexington ma 02421.

(Granite stairs repair and concrete base ..)

Description ::
Remove railings ..
Prepare area to install new granite steps
We install 8 total granite treads ..
Install new concrete base .
Put back railings and decorate with river stone on sides ..

Total amount for this project..

\$5,500

Amount paid: \$0.00

Balance due..5,500

Nephthali Ordaz Soriano

- Annual Meeting Voting Update
 - 252 Mail-in ballots received, need 345 ballots to achieve quorum
 - Mailed out 360 ballots
 - Recruited people to serve voting booth and counting for Sunday
 - Voting booth opens at 9am
 - One booth for dropping off mail-in ballots

- Elbert and Samuel will be at COM
- Mission/SCM Conference Update
 - The speaker from Taiwan is recording their sessions remotely
 - Hybrid conference
 - Friday session is completely virtual
 - Poster to be created shortly
- Coffee in Lobby Discussion
 - CB is starting to serve coffee starting 10/10
 - There is a desire to move the coffee station indoors as the weather gets colder
 - Proposed location would be in the lobby by the doors to the sanctuary



- - Coffee spills can happen
 - Coffee lid stoppers would be given
 - Suggest more consistent carpet cleaning to elongate carpet lifetime
 - Other thoughts
 - Would coffee in the lobby encourage people to linger in the lobby before CB service, leading to congestion?
 - Initial Proposal:
 - Move to chapel as there is no food or drink in the lobby
 - Current COVID policy does not prevent one to eat indoors
 - Policy change may need to be required to allow eating/drinking on the carpet
 - Therefore, we would need to increase carpet cleaning
 - If we do not change the policy, then the coffee ministry would need to serve coffee in the chapel
 - BOD Feedback
 - Please try using the chapel when the weather gets cold as chapel is not fully utilized now
 - Pastoral staff to follow-up with full proposal
 - The welcome corner could be utilized to serve coffee in the future
- Samuel closed the meeting in prayer at 11:06 PM