

Board of Deacons (“BoD”) Meeting Minutes

January 15, 2022

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Petek Atluđ, Elbert Chang, Hongwei Huang, Kelly Hsu, Jianglin Liang, Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastor:** Jutta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** Keuiyu Joshua Lin

Location: Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:02 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - Situation of COVID-19
 - Recent surge of MA confirmed cases and hospitalized cases
 - Average age of confirmed cases is lower
 - Omicron variant is spreading faster
 - In general, there are milder symptoms
 - The infected age is lower
 - Some cases at Lexington campus and COM recently
 - Lexington campus is online only until the end of January
 - Flexibility on Friday and other weekdays
 - Office remains open
 - COM will remain hybrid with registration
 - Overall, different responses to the decision from the congregants and coworkers of different demographic spheres
 - **Prayer Request:** Please pray that there is unity amongst the coworkers during every Reopening Taskforce meeting
 - Events in December and early January
 - Advent and Christmas season
 - Some joint services - all back online
 - Christmas Sunday (380+89)
 - Christmas Eve
 - New Year (16+411)
 - CM postponed baptism and child dedication because of the pandemic
 - CC Retreat and Meeting - 12/10 - 12/12
 - Afghan Neighborhood Ministry (ANM)
 - Pastoral staff approved fundraising; CC approved match fund
 - Senior pastor authorized rending lease signature
 - Church has approved Afghan family adoption and the family has arrived on Jan. 5th
 - Currently, they are staying in NH temporarily in the Hope House
 - Future Events and Ministry Plan
 - ANM follow-up: fundraising and hosting the family
 - Winter retreat will either be canceled (Youth) or postponed to February (COM student

fellowship) because of the pandemic

- 4/1 - 4/3: CM Spring Gospel Meeting
 - Speaker: Pastor
 - Cannot decide the details at this time
 - Unsure of the speaker will come to Boston or speak online
- Proposal of revised Joint Services in 2022
 - Still under consideration
- Pastoral Staff
 - Will continue working on “Outreach to Younger Generation” and “Opportunities of Online Ministry”
 - Pastor Ziyi is on sabbatical 1/2022 to 6/2022 and Yuegana and Juta will take care of Ziyi’s responsibilities
 - Minister Patrick Chen’s father passed away at 1PM, 1/14
 - Juta will teach online for Global Mission Seminary from 2/14 - 2/18 and 2/21-2/25
 - Topic: Apologetics and heresy
 - Audience: Chinese students in East Europe
- Question:
 - Welcome Center reception
 - Will Stewardship Committee and BOD give green light to continue building out with shelves and display?
 - Response: Stewardship is working with Pastor Jeff and Jen to finalize the Welcome Center
 - Follow-up:
 - What is the plan for the shelves?
 - Could they provide a design?
- BoE Sharing
 - Implement a new pay scale for the church staff
 - Based on survey of other simple-sized churches
 - Need to reduce overhead cost to further improve staff’s benefits
 - CBE status
 - Milestones
 - Website established
 - 12/5 promotion meeting
 - Presentation material and Q&A were posted on church CB and CM websites
 - Fundraising started and pledge is not as expected
 - It could be due to competing pledges (ANM, Mission/Social Concerns)
 - Will host promotion meeting for church small groups
 - 2022 Ministry Reviews - will be decided by February (3 out of 6)
 - Possible Ministries:
 - BOD Structure (very likely)
 - Caring Ministry
 - Fellowship Ministry
 - Spiritual Formation
 - Local Outreach/evangelism
 - Youth/Children Mental Health
 - Possible bylaw revision
 - Online voting
 - Ultimately the main question is - how to define membership

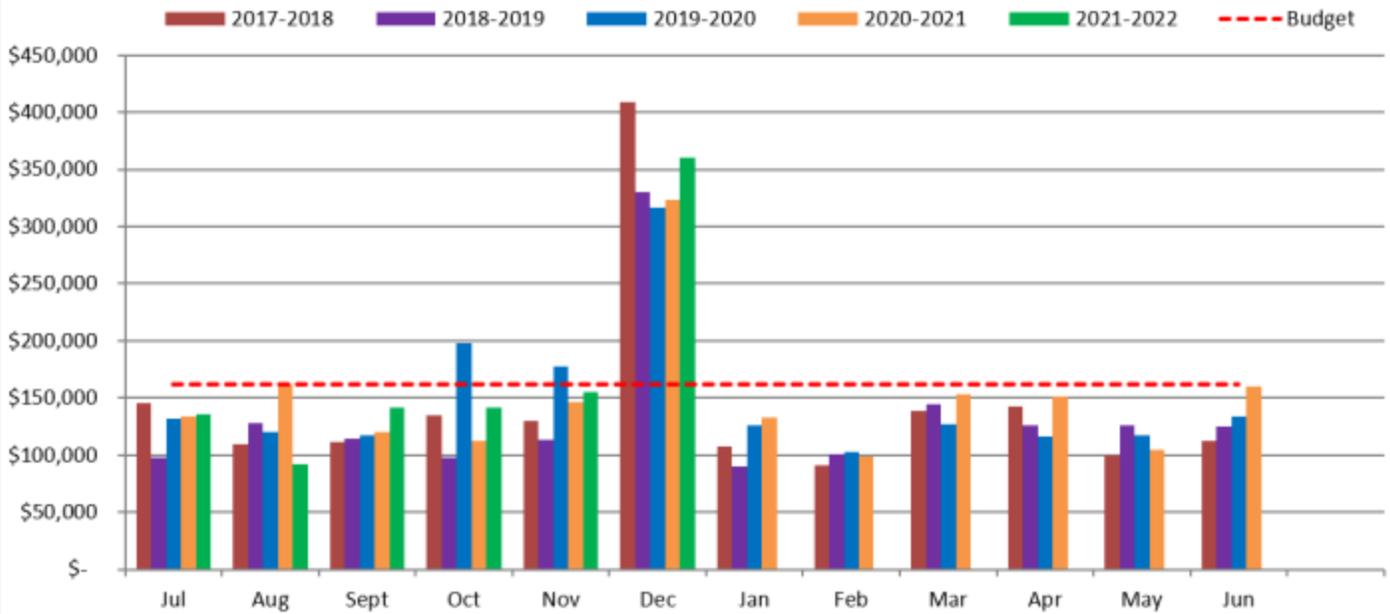
- Staffing
 - Changchun Luo will start on 1/17 as a maintenance coworker
 - Will report to Wei-Xin and Stewardship
 - Still looking for ½ time property manager
- Mid/long term plans
 - Ongoing actions:
 - Reopening and establishing the new norm
 - CBE
 - ANM
 - Will work with pastoral staff and later will work the entire CC
 - Integration between congregations - Unity with Diversity
 - Invite different ministry leaders to preach in CM
 - Becoming a Missional Church
 - Attract younger generations
- Financial Report

December				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 360,290	\$ 147,479	\$ 212,811	\$ 338,603
Mission Fund	\$ 103,151	\$ 37,632	\$ 65,519	\$ 152,842
Benevolence Fund	\$ 8,075	\$ 4,000	\$ 4,075	\$ 139,939
CBE Fund	\$ 32,393	\$ -	\$ 32,393	\$ 1,250,053
SCM	\$ 17,375	\$ 15,005	\$ 2,370	\$ 58,875
Capital Fund	\$ 216	\$ 15,141	\$ (14,924)	\$ 322,395

- Total Offering: \$1,027,349 (52.7% of budget)
- Total Expense: \$688,746 (35.3% of budget)

General Fund Monthly Offering Year to Year Comparison

General Fund Monthly Offering 5FY Comparison



Fiscal Year YTD	2018	2019	2020	2021	2022
Offering Monthly Average	\$ 173,332	\$ 146,962	\$ 177,039	\$ 166,264	\$ 171,217
Ranking	2	5	1	4	3



Fixing some broken fences(Thanks to Mark and Eric)



Maintenance in church main building:

1. Christmas decoration stuff packed and stored in the room behind the stage (Thanks to Samuel, brother 胡中義 and sister 小玲 , and church office coworkers)
2. Room 124 cleaned and organized for ANM ministry as storage space



- Church Office Coworker Update
 - Facility and Property Manager - position is still open
 - Experienced Building Maintenance Custodian - full time
 - Brother Changchun will take the maintenance/custodian position starting on 1/16/2022
 - In addition, he will be involved with the disinfection and prepare for the Sunday Service
- Technology Update
 - Technology in Church Operations
 - Technology is a tool to serve church's operations like other organizations
 - Included operations:
 - Sunday worship
 - Sunday school
 - Bible study
 - Anyone who is involved in church's operations will be our customer
 - Technology Team and Role
 - Jianzhong and Wenqi - CM
 - Jason (Director) and Steve - CBCGB
 - Short-term Plan
 - Information gathering from church leaders, ministries, and co-workers
 - Establish incident response procedure
 - Prioritize the church's technology needs for new implementations or upgrades
 - Long-term Plan
 - Define technology requirements in the church's new building
 - Assess church's digital assets
 - Centralize church's digital storage
 - Establish church's information security policies and standards
 - Classify church's digital information
 - Recent Implementation
 - Enhance cbcgb.org security by enabling two-factor authentication for user accounts
 - Will enforce the policy in the future

