

Board of Deacons (“BoD”) Meeting Minutes

July 15, 2023

In Attendance

- **Attendees:** Ye Tang (Head Deacon), Eric Mui, Kueiyu Joshua Lin, Kelly Hsu, Ligong Xu, Sophia Yang, Petek Altuğ, Zhongli Zhang, Phil Sailer, He Dong
- **Pastoral Staff:** Pastor Juta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** Jianzhong Yang, Lillian Wang

Location: Building 151 and Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:04 AM. Ye Tang opened in prayer.
- Pastoral sharing
 - In summer mode
 - A lot of members travel or take vacation
 - YM has no regular meetings but focus more on STM and social concerns
 - No Awana program on Friday evenings, replaced by a bi-weekly program
 - Most of the meetings keep hybrid format
 - Most CM fellowship hybrid/in-person Friday meetings changed to bi-weekly
 - Lots of outdoor activities and fellowship retreat
 - Charis and ICF have joint meetings
 - COM: using summer to prepare for the new school year
 - Important summer events
 - 8 short term missions teams, 5 social concerns activities
 - 7/8: Special Theological workshop: Theology of Hope and Christian Eschatology (盼望神學與終末論), by 林鴻信
 - 8/3-13: Kairos Mission Course (把握時機宣教課)
 - Non-CBCGB special events: CES Taipei (台北中華福音神學院) seminary course: Revelation (啟示錄), by 吳存仁博士
 - September events
 - CM fall evangelistic meeting
 - Music evangelistic concerts by Stream of Praise (讚美之泉) on 9/22 and 9/23 evenings
 - Training worship coworkers 9/23 afternoon
 - Evangelistic sermon 9/24 Sunday service
 - 9/15-17 non-CBCGB event: The Farewell Joint evangelistic meeting of Steven Tong (唐崇榮告別佈道會), Boston Symphony Hall
 - 9/22-24: CB retreat
 - 9/29 - 10/1: COM fall evangelistic retreat
 - Pastoral staff
 - Search for Youth Ministry staff: posted recruiting poster, waiting for applicants - not much progress
 - Pastor Ziyi just returned from TMT
 - Minister Taylor and two CB members in Hope House, Maine for STM at this time

- Church ministry focus sharing
 - A few thoughts from the senior pastor for the future of the church
 - More **action** needed in Outreach, Mission, and Social Concerns
 - Our church has a tendency to focus on Bible study and spiritual formation, but not enough focus on action/serving others
 - Need to integrate evangelism/outreach with social concerns and missions (these are not separate activities)
 - **The Eternal Word to a changing world:** develop strategies in Outreach, Mission, and Social Concerns to make the Word accessible to contemporary culture
 - Integration of "profession" and "ministry"
 - Integrate our church's many talents/skills into doing ministry
 - Outreach to Younger Generation
 - Losing the younger generation is a Western church problem
 - Need to figure out how to reach younger people (< 40?)
 - More than ministries: effective church governance and ministry structure
 - Caring for those with special mental and spiritual needs
 - We need to prepare well
 - Suggestion to BoD
 - Need to identify church security issues and the functions of the security committee
 - Questions
 - Why is it so hard to find a Youth minister?
 - Chinese churches have trouble finding pastoral staff for Youth and Children's Ministry in general
 - Seminary enrollment is also decreasing, leading to fewer candidates and seminaries having financial issues
- BoE Sharing
 - Ministry reviews in 2nd half of 2023
 - Local outreach (September)
 - Missions (TBD)
 - Social Concerns (TBD)
 - Deacon nomination committee update
 - 6 deacons to be nominated, 2 have agreed to be renominated
 - 3 CM nominees have accepted, 1 more nominee to be identified
 - Questions raised on how to interpret the requirements to become a deacon
 - Requesting pastoral staff to revisit the requirements, interpretation of those requirements and required pastoral follow-up if necessary
 - Brainstorm on church governance
 - Pastor Pan gave talks at a couple CC meetings in 2021-22 on church governance
 - Survey and discussions on various church governance models also held at 2022 September CC meeting
 - Need to determine the role of the Board of Deacons
 - For only running the church, 6-7 deacons needed
 - If deacons represent the church's ministries, more deacons are needed
 - CBE update
 - First 19 months (from 12/18/2021 - 6/30/2023)
 - Received 65 pledges, total \$327,172
 - Total donation received in 19 months: \$370,192
 - Total CBE fund at the end of June 2023: \$1,575K

- Pledge participation rate is still kind of low
- The number of units donating to the CBE fund is encouraging (over 100 units)
- Possible upgrade to CBE project plan
 - Phase 1: \$2.52M (fundraising \$1M)
 - Multipurpose Activity Center (indoor gym)
 - Bathrooms for multipurpose activity center
 - Bathroom fittings for new chapel
 - Foundation **and shell** for classrooms, offices, and new chapel
 - Circular driveway (paved, one direction)
 - Phase 2: \$1.08M (fundraising \$1.08M)
 - 14 new classrooms
 - 4 new offices
 - Phase 3: \$850K (fundraising \$850K)
 - Complete new 355 seat chapel
 - Improve gravel parking lot
- Estimated CBE Project timeline for Phase 1

Project promotion and fundraising	Dec 2021
Design and Build contractor search	Apr 2022
Detailed design for building permit	Sep 2022
Apply for building permit	Jun 2023
Construction begins	Sep 2023*
Construction complete	Mar 2024*
Building occupancy approval	Apr 2024*

* Tentative, depends on obtaining building permit

- Follow-up on Boston Asian International Music Festival
 - What happened
 - Last minute request for Sanctuary rental by a church member due to inclement weather (6/24 morning)
 - Stewardship committee escalated to BoE, BoE granted approval
 - Communication of decision with pastoral staff was not relayed to VBS coworkers
 - Mistakes made in following Facility Reservations process (ChM, Outsider)
 - VBS coworkers felt frustrated when festival performers arrived at 2:30PM on 6/25 and occupied the Sanctuary
 - Elder Paul was called to resolve the conflict, later Elder Yuguang joined the conflict resolution effort
 - Commercial sign (advertisement) irritated some congregants
 - Lessons learned
 - Church leadership needs to pay more attention to and support our Children's and Youth ministries to build up the younger generation
 - Requests for facility usage should give priority to church ministry over third parties
 - Rushed approval for a rental may have unforeseen issues, future rental requests need to

have sufficient time to be reviewed and discussed

- Third parties using CBCGB facilities need to follow the rental policy, ensure the activity will not violate our Christian faith and not display advertisements
- Allowing outside non-Christian organizations use of our facility may provide paths to integrate CBCGB with the local community
 - Video of music festival: <https://www.youtube.com/watch?v=BQs1V8EtVEo>
 - Elder Yuguang introducing CBCGB starting at 23:39
- Stewardship committee should make updates to the church usage policy if needed

- Stewardship Report

- Major projects at CBCGB

- Children's Ministry (1st FL) Single-entry Project (security enhancement)
 - Waiting for the evaluation report from coworkers' visit of Grace Chapel
 - Signage Project
 - Waiting for Signarama's response for a more detailed quote (how much signs will cost with 3D printed lettering) and more details on how long signs will last, if there is a guarantee for how long they will last, any sort of warranty
 - Front Entrance Landscaping Project
 - Landscaping contractor finished the 1st stage of the project, cleaning the ground and pouring concrete there



- Further design from brother Thomas Wang arrived and under evaluation and budget proposal
 - Lexington Eagle Scout (referred by church member) may volunteer to build the pergola for free (community service project)

Pre-fabricated Pergola and grape plants: budgeted separately

CBCGB - WEST ENTRY LANDSCAPE PLAN (NO-SCALE)

LANDSCAPE: THOMAS C. WANG FASFA ARCHITECT

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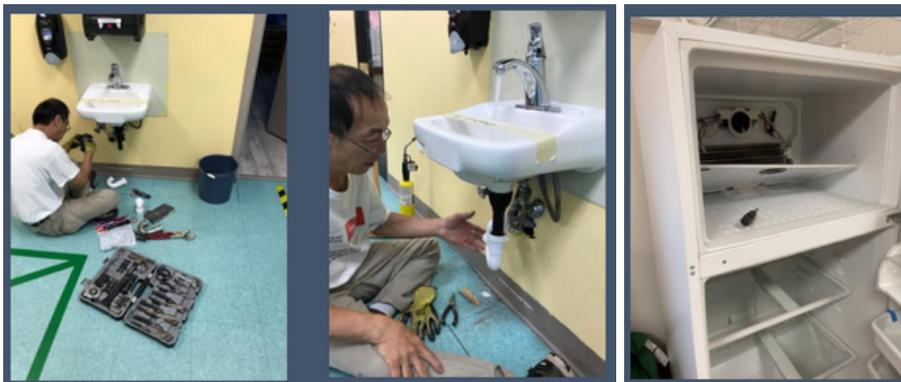
- The front corner garden covered with white construction stones received negative

feedback from some in the congregation.

- Rocks weigh down the plants and impact their growth
- Rocks can cause heat stress to plants
- The stones are construction crushed stone, not decorative garden stones
- Rocks do not maintain natural ecology
- Consulted with Brother Cheng-Chiang to see if replacing with mulch was feasible
 - White construction stones removed to the side of church around AC condensers to prevent weeds growing and save labor when cutting grass there (landscape fabric underneath white stones)



- Property Maintenance and Management
 - Sunday services support
 - Church-wide cleaning and winter maintenance
 - Church office support (bills, invoices, town inspections, etc.)
 - Purchase supplies and equipment maintenance
 - United Elevator Quarterly Check and maintenance
 - Routine church property repairs
 - fixed broken faucet in room 107
 - repaired chapel kitchen fridge
 - fixed broken drain in the kitchen
 - caught mouse in the basement
 - tried to repair one malfunctioning freezer in kitchen





- Kitchen Ministry review
 - Lunch was served for the first time on 06/12/22, post-pandemic
 - More than 20 co-workers can work together on a regular basis
 - Majority of the fellowships take turns to participate in preparing the ingredients, serving meals, and cleaning
 - Purchased new dining equipment, and created new recipes (meals, snacks, drinks)
 - Strong support to many ministries church-wide, such as welcoming ministry, seekers class, fellowship coworker meetings, etc.

CBCGB Sunday Meals Sold from 06/2022 to 06/2023:





Kitchen coworkers celebrating 2023 Chinese New Year



One representative fellowship preparing ingredients on Sunday morning

- Playground Capital Fund Request
 - Request for funds to replace rotting timbers that hold the mulch in the playground and replace fence
 - Question about the playground (Creative Playthings originally installed the playground) being moved due to CBE, and Creative Playthings can move the playground if needed.
 - Should resolve the confusion before proceeding with refurbishing the play structure
 - Deacon Sophie to talk to Elder KC and Kylie
- Discussion Time
 - Deacon orientation presentation
 - We should have some orientation material for first-time deacons
 - Single place to find description of duties and legal responsibilities
 - Once the presentation is finished, it will be distributed to BoD
 - Currently the document lives in the BoD drive, need to move it to CC drive
 - How does this effort tie with review of church governance (roles of deacons and elders)?
 - Document outlining historical church governance models will be resent to deacons
 - The current document will be for near-term training of new deacons, subject to revision with the ongoing discussion of revising the CBCGB church governance
 - Parking lot signage for Sundays
 - No left turn on Sundays!

setting up signs,
Like making the walk path one way for Sundays

"No enter on Sunday"
Or **"no left turn on Sundays", "pedestrian"**

So people can follow the signs, reduce the workload of the parking coworkers, and ensure the safety of the pedestrians.

pastors also suggested people to drop off at the loop (children's ministry entrance) first if they need to drop off people, then drive to the Parking lot.

- add signage to remind drivers not to make the left turn
- other suggestions
 - flashing lights around the stop sign
 - paint the word "STOP" on the ground at the stop sign
 - no left turn on Sundays between 9am - 1pm
- "Parachurch Worker Support Policy" was updated, increase monthly support from \$500 to \$600
- 2023 Deacon Nomination Committee members

2023 Deacon Nomination Committee		
English Name	Chinese Name	Fellowship
Paul Huang	黃俊文	BoE
Jessica Wong		CB
Ye Tang	湯曄	CM
Ted Chen		CB
Liu, Fang	刘芳	CM, Vineyard
Ligong Xu	徐立功	CM
Ruike Wang	王瑞珂	BoE
Yuegang Zhang	張越剛	Pastor Advisor

- Revision of Church Facility Usage Policy
 - Last revised in 2019, needs update according to post-pandemic situation
 - Raising the church room maintenance fee due to increase of electricity, gas, water, dumpster, and cleaning expenses
- Elder Paul Huang closed the meeting in prayer at 11:38 am