

**Meeting Minutes**  
**CBCGB Board of Elders (“BoE”)**  
**October 14 2017**

Present: Yuguang He (BoE Chair), Loren Shih (BoE Secretary), David Ho, Timothy Lu, Bryan Che (via Skype), (Joe) Zongkui Ma (BoD representative), Pastor Caleb Chang.

Absent: Haiguo Wu (BoD Chair)

9:10: Pastor Caleb opened in prayer

Updates from Senior Pastor

Pastor Caleb Chang

- Welcome back Pastor Caleb!
  - Visited many churches during sabbatical, from small to mega church.
- CB retreat and COM retreat 9/29 - 10/1
- Pastoral retreat / outing last weekend.
- MGM will be reviewed tomorrow by COC.
- 48th Anniversary CM special series by Rev. Caleb Huang on Church, the Kingdom of God.
- CB started 4 Life-on-Life groups, and several members going to training session.
- MER II will be held on 11/11-11/13.
- Note that Christmas Eve and New Year Eve will be on Sundays this year.
- 2018 calendar being drafted by pastors, will need to finish draft and review with CC.
- Ministry Matrix needs to be created.
- We have more daughter churches now - have been partnering with our pastors and seminarians when short on preachers.
- Evangelism Explosion, SGLT, Inductive Bible Study in CM, are being scheduled regularly.
- CM small groups in Newton and Lexington have started.

BoD Report

Zongkui Ma

- 10/1 new van purchased for small ministry transportation for North Shore area. Now up to 5.
- 2017 surplus, decision pending, waiting for proposal from pastoral staff.

Office Staff Review Policy

Loren Shih

- Reviewed a standard annual review policy for office staff.
- Next step is to review with council.

Office Hours

Loren Shih

- Want to have at least one person physically at church during work hours at all times, whether pastoral staff or office staff.
- Pastoral staff work five days per week -- typically this includes Sunday and four days during the week. Most staff are off on Monday but this means that sometimes there are few staff physically on site on Mondays.
- Pastoral staff office hours were proposed by King Fai many years ago, so that people can contact pastors for “hotline” for emergency needs.
  - Pastor Caleb will work with pastoral staff to see if this is useful to adopt.
  - Perhaps could have the office administrator take the calls and route them to an available pastor (versus giving out pastor personal phone numbers) or setup an appointment if pastor is not available.

#### Proposal for 2017 yearly surplus

Yuguang He

- 2017 yearly surplus (\$15,000) needs to be allocated by end of year (see Church Council 2017 Q3 minutes for more details on policy).
- Original proposal at CC was to give the \$15,000 to Metro South.
- Pastoral staff proposed instead using surplus for Missions committee and Social Concerns Committee, and additionally to draw from general reserve fund to pay some of our funds sooner to Metro South. By bylaws, we can't change our general reserve fund policy on the spot, but BoE proposes to have finance committee to think about how/whether we would change the general reserve fund policy for next budgeting cycle.

#### New Deacon Appointment

David Ho

- Jessica Chang stepped down from BoD because she moved out of Boston, BoE has been working to find a new appointment to finish Jessica's term to end of 2018.
- BoE nomination committee appointed Jianglin Liang, and he has accepted. BoE unanimously approved.

#### Senior Pastor Transition Plan

Loren Shih

- Last BoE meeting, David Ho presented a draft for the senior pastor transition plan.
- Loren worked on a revision based on feedback from first draft, and presented to BoE.
- Pastor Caleb will review the draft and make any recommendations.

#### Review of Annual Meeting Agenda

Yuguang He

#### Senior Pastor Search Committee Update

Yuguang He

- Had review with congregation last week.

- SPSC is reviewing comments from congregation and may make changes to job description.
- Will post job description in November.
- Will start collecting referrals and candidates in November.

#### Worship Ministry Needs for CB

Loren Shih

- Loren presented on shortage of people and leadership for music worship. CB has urgent needs for worship ministry due to loss of worship team members and because our music ministry is not at same quality as other local churches.
- CM also has challenges and may want to put together a similar presentation
- Would like to hear from pastoral staff. Pastor Caleb will bring up with pastoral staff on Tuesday.
- Yuguang to check with Jiyong and finance committee about creating position(s) for worship minister.

#### Mission Committee Chair Proposal

Yuguang He

- Eric's term for committee chair is ending this year.
- Eric and Yuguang are discussing proposals for who can take over for committee chair. New chair needs to be approved by BoE. This would be for one term (2 years).
- Pastor Sandy Liu is interested in the position for one term. BoE unanimously approved.

#### Off Campus Record Proposal

Caleb Chang

- Difference between how "church-related" versus "outside-church" off campus initiatives are handled.
  - E.G. Helping out CMC is considered "church-related". Church-related OCR is unlimited.
  - Pastors being invited to speaking engagements to other churches or events is considered "outside-church", 4 Sundays per year for 10 days total.
- Proposal is to remove 4-times-a-year restriction when preaching at sister/daughter churches.
- BoE is supportive of a more flexible policy, particularly towards daughter churches. Will review the policy and compare to other church personnel policies.
- All OCR requests are approved by senior pastor, so senior pastor has control to ensure that the policy is handled well.

12:50: Yuguang He closed in prayer