

Meeting Minutes
CBCGB Board of Elders (“BoE”)
July 13, 2019

Present: Ke-Chieh Chu (BoE Chair), Chaw-Bing Chang, Chris Cheng (BoE Secretary), Yuguang He, Paul Huang, Hongwei Huang (BoD representative), Juta Pan (Senior Pastor), Timothy Lu, Loren Shih, Ji-yong Wang
Invitees: Minister Yuegang Zhang

(11:30am) Elder Ke-Chieh opened in prayer

Open Sharing (All)

Senior Pastor Sharing (Pastor Juta Pan)

- Regarding Sister Shen Cai passing:
 - There was a special gathering of Hope Fellowship on July 3. Pastor Pan has been very touched by the members of Hope Fellowship and how they have sought to care for family members during this difficult time.
 - There are two pending court proceedings: One related to the homicide and another civil suit for the estate and custody of sister Shen’s daughter.
 - A sister has been asked to provide limited legal advice for those who have been involved with these legal proceedings.
- There are many summer short term mission trips being taken by church members.
- Chinese Ministry and Cross Bridge are in a period of relative summer hibernation.
- City Outreach Ministry will have their annual co-worker’s retreat on August 3 and a 10-year anniversary BBQ on August 24.
- The ordination service of Ministry Yuegang will be on the afternoon of August 10.
- Pastor David Eng’s last day is still uncertain but will likely be during the second full week of August.
- Pastor Jeff Arthurs will be taking a reduced role at the church starting in August due to his increased duties at Gordon-Conwell Theological Seminary.
- Minister Duane’s visa application will be filed soon.
- Pastor Jennifer Lin will apply for the Doctor of Ministry program at Gordon-Conwell Theological Seminary.
- Pastor Pan’s upcoming off-campus plans:
 - August 25: Preach at Storrs Chinese Church
 - September 27-29: Preach at City Outreach Ministry’s Fall Retreat
 - October 9-21: Teaching at Russian Campus of Global Mission Seminary
 - October 22-25: Vacation
- Other issues:
 - Regarding the pastoral annual review, Pastor Pan asked:

- Whether the annual review period could be changed from August to December. The elders agreed that this is fine as long as the reviews are completed before pastoral salaries need to be revised.
 - Whether the self-evaluation form needs to be revised since the contents of the self-evaluation form are not often raised during the in-person review.
 - The pastors are asked to submit a proposal for a new self-evaluation form.
 - Whether we still want to interview two co-workers
 - It was raised whether feedback from other members of the pastoral staff during the review process would be helpful, but this suggestion has been tabled for now.
- Should the church add one more ministry staff to Children's Ministry? Children's Ministry has a set of highly competent and committed leaders, but the size and scope of the ministry may necessitate providing them with more help related to teacher training, logistics, operations, and coordinating volunteers.
- Pastoral staff has had discussions on how to enable our church to be a place where those who are suffering domestic violence can find support and safety.

Board of Deacons Report (Deacon Hongwei Huang)

- Property Projects in the Pipeline
 - Parking lot and driveway repair
 - Hallway carpet replacement
 - Water drainage problem behind church office
 - Other renovation/maintenance items from pastoral staff, including more clear building signage.
- Property Maintenance
 - Various repairs related to furniture, plumbing, and physical facilities have been accomplished.
- Property Management
 - Thanks to Ruth, Eric, and Wei-Xin for all their work. In particular, Wei-Xin has been a huge help in managing many of the administrative items.
 - Much of the logistics related to stewardship have been moved to Google Drive spreadsheets, including room reservations, facility usage, repair and maintenance requests, managing payments, etc.
 - It was mentioned that our church room reservation is completely public, so those reserving rooms should be conservative in meeting title names.
 - The deacons are tasked with identifying whether we can create a process such that only church members are able to view certain information like reserved rooms, church meeting minutes, etc. This likely will require coordination between the web team (if it exists) and membership committee.
 - There is a candidate who is considering whether to oversee the church kitchen ministry.

- Technology Update
 - The church is researching church management software package.
 - It was noted that the chapel projector has been in limbo for around six months.
- For more details, please review the June Church Council minutes

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- The search committee has decided not to move forward with either of the two candidates they were interviewing. However, a candidate weekend is being held this weekend for Jeffrey Hwang as he interviews for the Pastor David Eng's position.

Youth Minister Search Update (Elder Loren Shih)

- No updates since last meeting.

Ministry Review - Church Building Expansion Project (Elder Ke-chieh Chu)

- Current CBET members
 - Design/Architect: KT Hwang, Thomas Wang
 - Engineering: Shin-Jong Chen
 - Finance: Elder KC Chu
- Why we need the CBE project:
 - Expand/improve current facility to add more capacity for seekers and newcomers
 - Plan for future ministry expansion
 - We should do it while we still have the potential
 - Today's investment is for future generations, just like 30 years ago
- CBE Project was established after a special membership meeting held in June 2012.
 - The project included three phases, the first of which was completed in 2015 and included the 151 building, upper parking lot, and access road and lighting.
- As of May 2019, the CBE project has received \$1,569,810 in funding and spent \$1,225,360 with a balance of \$344,450.
- Project roadblocks/challenges
 - Congregation and co-workers do not have confidence that the CBE project is needed.
 - Congregation and co-workers have different opinions on the scope and priorities for the project.
 - The church general fund surplus has been declining since last year.
 - The pastoral staff turnover rate has been high.
- Reasons to be optimistic
 - CBE project has been gaining support from Cross Bridge, Children, and Youth ministries.
 - The church general fund has stabilized in recent months.
 - Pastoral staff transitions are in progress.
 - Formation of the CBE Advisory Team will help consolidate congregational feedback.
 - There is a survey that is near ready to send out to the congregation.

- The CBE project is a challenge for the next generation as they take ownership for the church.
- Current financial plan
 - Total budget for CBE project phases II and III: \$4.5 million:
 - Current balance of the CBE fund: \$345,000
 - Use the general fund surplus (\$50,000) and part of the capital fund (\$450,000)
 - Fund-raising for the CBE project: \$655,000
 - Member Loan: \$3 million
 - At an interest rate of 1.5%-3.0% for 15 years, the yearly payment will be \$240,000.
 - At an interest rate of 1.5%-2.50% for 10 years, the yearly payment will be \$331,000.
 - After the requirements document from the CBE advisory team is complete, the BoE has approved the plan, and a contractor is found, the budget will likely be amended.
- Current urgent need: the CBE advisory team needs to come up with a requirements document soon.

Deacon Nomination Updates (Elder Ji-yong Wang)

- June 30 was the last day congregation members could propose nominees to next year's Board of Deacons.
- The Board of Elders approved a preliminary list of people who will be approached to serve on the Board of Deacons next year.

CORI Checking Process Review/Update (Elder Ke-chieh Chu / Pastor Juta Pan)

- Key points of discussion:
 - Who and how often should people be CORI checked?
 - What kind of data should be collected?
 - How to keep/handle the personal data when checking results?
 - Who should perform the CORI check?
 - Who should handle the case if there's an issue in the check result?
- Elder Chris will review the proposed CORI policy from the HR committee and make a recommendation to the rest of the board to discuss during the next meeting.

Seminarian Scholarship Policy Review Updates

- **Elder Ke-chieh Chu motioned to approve the latest July 2019 Seminarian Internship and Scholarship scholarship. Elder Paul Huang seconded. The motion passed unanimously.**

(3:09p) Elder Yuguang He closed in prayer