

Meeting Minutes
CBCGB Board of Elders (“BoE”)
March 14, 2020

Present: Chaw-Bing Chang, Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Paul Huang, Ji-yong Wang, Ruike Wang, Jian Zhang

Invitees: Jason Lee (BoD Chair)

Absent: Juta Pan (Senior Pastor)

(9:04am) Elder KC opened in prayer

Open Sharing (All)

- Elder Paul Huang is now a grandfather as of 5:00pm yesterday.
- Elder Jian’s son has returned from the Middle East.
- Elder KC’s daughter had her third child last Friday.

Updates on the State of the Church (Elder Ke-chieh for Pastor Juta Pan)

- Primary focus: Coronavirus and its impact
 - Sunday Attendance dropped 30-50% during the last several weeks.
 - Thursday evening, we decided to move the church online and cancelled many planned large group events.
- Important events in February March
 - Winter Retreats: ICF (20 attendees), Senior ALIVE (120 attendees), Junior ALIVE (80 attendees), COM student fellowship (35 attendees)
 - Children’s Ministry Conference (February 29) had 130 registered attendees.
 - Spring Evangelistic Meeting has been cancelled.
 - Stephen Ministry Retreat (4/24-26) has been cancelled.
 - The Cross Bridge Easter outreach has been cancelled.
 - Good Friday and Easter service will be streamed online.
- Chinese Ministry
 - Fellowship meetings are being conducted both in person and online.
 - Adult Sunday School attendance has been low.
 - Eight candidates have applied as caregivers with Stephen Ministry
 - The sermon series for Q2 2020 will be on Judges
- Cross Bridge
 - Charis Retreat in March has been cancelled
 - Easter outreach has been cancelled.
- City Outreach Ministry
 - There are ten baptism candidates
 - Duane Chang’s R1 visa is still pending.
 - Coronavirus has had a large impact on the city and the campuses.
- Youth Ministry
 - New youth minister Taylor Birkmimer is on board and was installed on March 1.

- Children's Ministry
 - Half-time Children Ministry Director Tony Ng came on board on March 1.
 - The Children's Ministry Conference had around 130 attendees in addition to 25 co-workers.
- Pastoral Staff
 - For now, the pastoral vacation policy will maintain the status quo.

Board of Deacons Report (Deacon Jason Lee)

- Things accomplished include:
 - Sanitizing dispensers were installed quickly in response to the coronavirus situation.
 - The digital clocks in the sanctuary were repaired.
 - Church building doors leaks were fixed and windows were caulked.
- Things that need to be done include:
 - Repair of playground fence
 - Welcome sign installation
 - Repair of potholes in the road.
- Two deacons went into work to look at the work of a potential painting contractor. The capital request for repainting the church has been approved. Only the sanctuary and already-painted areas of the first floor will not be touched. The Board of Deacons will review the schedule and notify ministries appropriately.
- Elder Jian noted that the handrail of the wooden stairwell from the upper parking lot has not yet been completed.
- Technology update:
 - We continue to work through the Realm system. Deacons Jason, Deacon Joe, and Deacon Stan have worked through trying to get online giving through Realm and its partners working.
 - Elder Paul noted the need to capture on the church website a list of all the links to the various links to video streams and video conferences.
 - Minister Jeff, Elder Chris, and Deacon Jason have been coordinating this for Cross Bridge.
 - We will ask Pastor Yuegang to coordinate this for Chinese Ministry and Minister Juan for the City Outreach Ministry.
 - The links may be dynamic as people move between different platforms, so it will be important to point people to the website.
 - Deacon Jason has evaluated many different conferencing platforms. There is a balance between allowing people to use what they're comfortable with and creating commonality to facilitate support for those who need help.
 - Deacon Jason will create cbcgb.org accounts for all members of church council which will enable them all to create Google Meet video-conferences. Google has made Google Meet free for GSuite users (which includes CBCGB) until at least July 1.

- Cross Bridge Prayer Ministry may use Zoom because of the ability to create breakout rooms.
- Elder Ruike asked what the plan is for cleaning and sanitizing the church. There are currently two cleanings on Friday and Sunday nights. Deacon Jason will explore some of the details of sanitization with the deacon board and the church's cleaning company.
- Elder Jian asked if the church could provide some training for fellowship coordinators regarding video-conferencing software. Since we're moving towards standardizing to Google Meet, we will create a how-to web page on the church website about Google Meet. Unfortunately we likely will not have bandwidth to support all other platforms, though fellowship groups are welcome to use what they are comfortable with.
- For more information, please refer to the February Board of Deacons and Church Council Meeting Minutes.

CB Pastor Search Updates (Elder Chris Cheng)

- The committee continues to receive many resumes.
- The committee is also working on amending the job description as Minister Jeff has grown into his role at our church over the last half year. Between priorities of leadership, preaching, and family ministry, the strongest need may be in the area of leadership.
- Elder Paul asked the committee to clarify what kind of leadership they are looking for.

Church Council Meeting (3/21/2020) Planning (All)

- The proposed agenda consists of the usual church council meeting agenda items. We will welcome Minister Taylor Birkhimer and Tony Ng. We will also spend some time discussing and hearing feedback about the church's move to an online format.
- Elder Jian noted the need for us to proactively be in communication with people to hear feedback about how the church is doing during this time.

Information Session (4/5/2020) Planning (Elder Ke-chieh Chu)

- Elder KC will share about changes in the church pastoral staff over the last year.
- Each pastor will also share about their individual ministries.
- Though Elder Jian and Loren Shih could give a report about the church building expansion project, the time allocated for this could be better used to share about the status of the church during the coronavirus situation and how our church will move forward.
 - Elder KC will discuss with Pastor Pan about whether he thinks he will need more time about this.
 - The situation is very fluid and what we share on April 5 will be greatly affected by what happens during the next few weeks.
- The session will end with Q&A and a closing prayer.

Church readiness for Coronavirus outbreak

- It will be a challenge to run the worship service with no congregation present.

- We will continue to keep live commenting on the video-stream off so that those participating will not be distracted.
- The current “Live Streaming” web page will be re-configured to contain all the appropriate links. A link to the “Live Streaming” web page will be put on the main CBCGB website. Links to the online bulletin will also be put on the “Live Streaming” page.
- City Outreach Ministry may use Facebook Live for live streaming.

Interim/Elder Nomination Process

- Elder Paul presented a revised guideline for the elder nomination process which describes more objective criteria for nominating elders and the need to define a period of mentorship/discipleship for all prospective elders.

(12:15p) Elder Jian Zhang closed in prayer