

Meeting Minutes
CBCGB Board of Elders (“BoE”)
August 8, 2020

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

Invitees: Jason Lee (BoD Chair)

Invitees for Worship Review: Ted Chen (CB), Kelly Hsu (CM), Joshua Lin (CM, BoD member), Loren Shih (CB)

Invitee for Annual Meeting Voting Process Discussion: Stan Wang (BoD Secretary)

(9:07am) Elder Ke-chieh Chu opened in prayer

Open Sharing (All)

Updates on the State of the Church (Pastor Juta Pan)

- Covid-19 Situation
 - Massachusetts has moved into Phase 3 of its reopening process. However, yesterday, the governor announced a decrease in the allowed numbers for outdoor gatherings (from 100 to 50).
 - Many other states show increased confirmed cases.
- The church’s current status
 - The church is moving into Phase 1 of our reopening process today.
 - Sunday Service attendance remains stable.
 - Chinese Ministry (CM) Fellowships are eager to serve.
 - CM summer Sunday School has seen better attendance recently.
 - The church reopening survey is complete. Church leaders are reviewing the data to identify how to move forward in the future.
 - The CM Stephen Ministry retreat will be held online on August 21-22.
 - One possibility for the CM October Gospel concert is to have a musical gospel meeting on Friday (streamed online from Texas) and a movie or theater performance streamed on Saturday.
 - The key question is: How do we follow up with people? Fellowship groups will need to be the bridge for following up with newcomers.
 - Cross Bridge (CB) is looking for college counselors.
 - City Outreach Ministry (COM) held their usual summer co-workers retreat online this year. The COM Fall Gospel retreat has also been changed into an online revival retreat.
 - Pastoral staff has been trying to work out how to perform baptisms
 - Youth and CB have decided to wait.
 - CM and COM are considering different outdoor and indoor options and weighing the necessary safety precautions.
 - Pastoral Staff

- Minister Duane's R1 visa is still pending.
- Cross Bridge's pastor search continues; meanwhile, Kola Aina has joined as a one-year Cross Bridge interim minister.
- Preparations are underway to begin the ordination process for Minister Jeff after August.
- Pastor Jennifer Ting (née Lin) was married on August 1.
- The pastoral staff is seeking to meet with website co-workers to revise the church website.
- Last Sunday, Pastor Pan reminded Chinese Ministry about the importance of maintaining church unity and not using official church communication channels to promote any specific political candidate. It was noted that this also would risk the church's non-profit status.

Worship Ministry (CM and CB) Review (Elder Paul Huang)

- The pandemic has been a challenging time for Worship ministry.
- Cross Bridge
 - The current CB worship coordinator is Ted Chen. CB worship leaders include Loren Shih, Pastor Jennifer Ting, Minister Kola Aina, Deacon Bow-Nan Cheng, Ted Chen, and Ted Liu.
 - Leaders are invited after having served on Friday or Sunday worship ministry and having shown spiritual as well as musical leadership.
 - Current State
 - Pre-COVID, teams would practice on Saturday mornings and serve on Sundays. Currently, leaders and members record audio/video during the week, and the worship leader assembles and edits the videos and adds song lyrics. There is no live music on Sunday.
 - Ministry Goals - Worship is one of CB's Vision and Values. Musical worship is just one part of overall worship, but they have sought to align with the CB worship values.
 - Musical worship is part of the overall service and should not feel separate: the music should complement and align with the sermon.
 - The CB Worship team is part of the whole church so they have sought to partner with CM and Youth for joint and special services and in purchasing equipment. There is a desire to also learn from one another.
 - They seek to invest in members musically and spiritually through training, subsidizing lessons, helping spiritually, and building community.
 - Accomplishments
 - Two of the vocalists have received voice lessons and committed to serve the team long term.
 - Equipment and technology have recently been upgraded.
 - Live Streaming has been an opportunity to share ideas for creative worship experiences.
 - Challenges

- Several of the leaders are new within the last two years.
- During COVID, spiritual leadership and community building has been lacking since the team is not meeting regularly.
- Musical worship is a big influence on how people choose churches. A CB survey last year showed that members of the congregation have diverse musical preferences (with generational, instrumental, and stylistic differences).
- Many modern Christian songs don't focus enough on God.
- For joint worship, CB and CM have different musical styles and songs.
- COVID
 - Producing the live stream videos take team leaders 30 hours per week which risks burnout.
 - Recording in the sanctuary would save time, but not all members are willing to take the risk to record in-person (though they appreciate church leadership looking into this).
 - We don't have professional quality video editors like some other churches.
- Requests
 - Please pray - there has been a lot of recent turnover and the loss of some experienced leaders.
 - Better coordination between CM and CB worship teams to further improve transitions between worship services, especially if there are new requirements post-COVID to improve safety.
 - Helping to keep the noise level down in the foyer while worship services are in progress.
- Loren praised Ted Chen's leadership in filling in the gap which was created when Michael Xu left and also praised his efforts in coordinating with CM.
- Questions and Comments
 - Elder KC is impressed with the commitment that CB worship leaders have taken during the pandemic. He has recognized how the recent transitions in leadership have created many holes and appreciates how others have been willing to fill those roles while also seeking to coordinate better across congregations.
 - Fifth grade and above have been joining CB worship in recent years. How do you address the diverse needs across all the ages in CB?
 - Since COVID, Deacon Bow-nan has done a great job of integrating his family to serve. Many children in CB appreciated seeing other children as part of musical worship which has increased their engagement.
 - How can the church reopening task force help you?
 - Identifying ways to share spaces (e.g. the sanctuary) to make the environment as safe as possible for co-workers. Nobody wants to

put others at risk, so being thoughtful about how to share and/or use equipment is helpful.

- How can we help reduce the risk of burnout among worship leaders?
 - Finding church members who are willing to create other videos which reduces the # of songs they need to produce.
 - The possibility of recording as an entire team in a space would be helpful, but this does bring many challenges regarding safety.
 - It's helpful that there are 6 different team leaders who can rotate.
 - Prayer for renewal of energy.
 - All the worship leaders are new to audio/video editing. The actual recording is easy and takes little time. Assembling the video takes the bulk of the time. If this were to continue long-term, they might request help for video editing. The hope is that once they are able to rehearse and record in-person (which is now allowed in Phase 1), it will significantly reduce this burden.
- Are there ways to partner more with CM to mutually improve the audio/video editing process?
 - At this point, there hasn't been cross-congregational discussions in this area. Going forward, they will try to increase collaboration.
- There is a proposal to build a deck in the front entry area or to set up a tent outside of the lobby to try to alleviate the crowd in the foyer. However, the current church layout makes things difficult for crowd management.
- Chinese Ministry
 - CM Worship Team
 - Supervising pastor: Juta Pan
 - Supervising elder: Chaw-Bing Chang
 - Supervising deacon: Joshua Lin
 - Sub-team leaders: Kelly Hsu (Music), Jimmy Wang (AV), Tom Lai (PPT), Jim Shi (Usher)
 - Current status of the ministry
 - 100% pre-recorded
 - Many new co-workers (> 10) have joined the team during the pandemic (particularly the A/V team). They are prepared for the online model to continue for months.
 - Training sessions have been held as opportunities have arisen (musical, recording, etc.)
 - They are seeking to add children to support family worship and to increase participation among fellowships.
 - Fellowships are rotating to help watch dry runs on Saturday.
 - Weekly fellowship photo sharing is now live after the service.
 - They are preparing for fellowship choir presentations.
 - Goals

- Near-term: Ensure CBCGB CM attendees can worship God as a connected family even during the pandemic
 - Mid-term: Facilitate CBCGB CM members to have rich opportunities to serve and participate in our worship services
 - Long-term: Proactively participate in God's kingdom's expansion during COVID-19 pandemic and the post-COVID era
- Problems and Difficulties
 - How to safely resume in-person worship
 - Worship style reconciliation between traditional and contemporary, between CM and CB during joint worship, and during family worship in the future
 - Discipleship and training of new leaders and co-workers
- Requests for support/suggestions
 - Improvement of the A/V system in the chapel
 - Improvement of the church website for worship experiences and interactions
 - Potential full-time/part-time music coordinator/minister
 - Potential part-time A/V co-worker
- Other notes
 - Everyone has been putting a lot of time, particularly in audio/video editing. Fortunately, there are co-workers who are helping, but if this is going to go on for a long time, we need to identify a way to relieve the burden. Co-workers are at risk for burnout.
 - Church choir members want to serve but don't know how to record. Other co-workers have too much on their plate to train or help them. The church choir needs leadership who is called and devoted to the ministry.
 - Some fellowships have been helping by recording offertory songs.
 - Once things return to normal, if the chapel could be used as a fellowship hall after CM service, this could allow for a quieter foyer.
- Questions/Comments
 - Elder KC appreciates the effort worship leaders have put in to resolve so many difficulties.
 - Some other local churches have indicated that they expect to be online until Fall 2021, so the need to alleviate worship co-workers burden is important to make things sustainable long-term.
 - What plans are there to grow both the contemporary worship team and the traditional musical team? Contemporary worship teams don't appear to have a problem growing, while traditional music teams seem to struggle. Are traditional teams (e.g. choir) worried about phasing out during the pandemic because they are not as proficient with technology?
 - The two teams are not so distinct and often work with one another. The teams are organized and integrated with one another.

- Strong spirituality is the foundation -- members do Bible Study together.
- Prior to the committee, contemporary and traditional worship rotated week-by-week. Since the pandemic, the worship set each week has no specific style; it is a mix of contemporary and traditional songs.
- The choir now has a goal to record one song each month.

Board of Deacons Report (Deacon Jason Lee)

- Property Projects
 - Main driveway repaving - the BoD has approved the capital fund request.
 - The driveway needs four days to cure so we need to block it off to make sure people don't use it during that time.
- Property Management
 - Cleaning up the basement (mold removal)
 - Preparing for Phase 1 of the church reopening plan
 - Drafted Church reopening facility guidelines
 - PPE and disinfection items preparation
 - Signage and social distancing posters, welcome desk divider shields, etc.
- Technology Update
 - Capital requests for microphones, in-ear monitors, and new keyboard discussions have been delayed during COVID.
 - Some of the new microphones were purchased for Pastor Jennifer's wedding to enable sanctuary sound (choir, congregation) to be recorded into the live stream.
 - CM also now has new podium mics and a new headset for the translator during joint services.
 - The Realm church-wide management project continues
 - COM leaders are trying the Realm chat feature in lieu of the presidential executive order banning WeChat.
 - Security cameras will soon be put up on the church property
- Comments/Questions
 - It was asked if dividing lines could be placed in the upper parking lot while refilling the gravel.
 - A boy scout project recently produced some attractive directional signs; perhaps this design could be leveraged for the social distancing signage.
 - Has there been any discussion regarding the proposal for a gazebo and picnic tables?
 - Elder Jason will see if stewardship brings this up at the BoD meeting next week. However, stewardship has been very busy.
 - Regarding the new keyboard capital request, didn't the church just buy a new piano for the sanctuary?

- The BoD has yet to discuss this. There have been capital requests in the past for equipment which was never used, so the BoD will be diligent in evaluating these requests.
 - In lieu of changing the curve of the church entrance, perhaps we could remove the median island.
 - The purpose of the island is to prevent people from cutting corners.
 - Deacon Jason will consult with our internal church experts to see if this is advisable.
- For more information, please refer to the July Board of Deacons Meeting Minutes.

Missions Committee Survey Request Approval (Elder Ji-yong Wang)

- Elder Ji-yong presented sample survey questions from the OMF Link Asia survey which the missions committee proposed two months ago.
- The missions committee is looking for the BoE to decide:
 - Whether or not to administer this survey at our church
 - Who should take the survey if we decide to administer it
- What is the purpose of the survey?
 - The direct intention of this survey is to help the church to review and know our current state regarding missions participation. The question is how effective we think the follow-up from the survey will be. Both CBCGB and OMF need to be committed to the process for the survey to be effective. We can move ahead with the survey, but we will have to evaluate the suggestions that come out of the survey to see whether we believe they are appropriate for our church.
 - The goal is to help churches assess themselves, move towards a more unified vision for missions, and create vision-minded action items. Based on our strengths, they may have suggestions for how we can use our strengths missionally.
- We will move ahead with the survey and ask church council + missions committee members to take it. We will need to exercise wisdom in deciding whether and how to implement any suggested actions that come out from the survey.

Church Reopening Task Force Updates (Elder Ruike Wang)

- Governor Baker announced yesterday that outdoor gatherings are limited to 50 people with 6 ft physical distance and masks. This doesn't affect our Phase 1 plans.
- As part of the Phase 1 plans, worship co-workers are permitted to use church facilities to prepare for Sunday services in groups of no more than 10 people.
- Next steps for the task force include sustaining Phase 1, to make sure compliance with the guidelines to maintain our church's witness and to prevent an outbreak from occurring within our church. An announcement to the church should be made to encourage them in this way.
- We should also gather feedback from small groups who meet outdoors on church property.

- A question was raised regarding whether stewardship needs to consider guidelines for car parades. Baptism class teachers are considering using car parades to celebrate baptism, but perhaps some guidance is needed even for car parades to ensure safety.
- Elder Ruike emphasized that this process is a journey with many ups and downs and through all the difficulties.

CBCGB Facility Reopening Guidelines

- **Elder Ke-chich Chu motioned to approve the “CBCGB Facilities Reopening Guidelines (updated 2020-08-06 9pm)”. Elder Chaw-Bing Chang seconded. The motion passed unanimously.**

September Church Council Meeting Planning (Elder Ke-chieh Chu / All)

- Proposed Agenda
 - Opening Prayer
 - Reports from:
 - Pastoral Staff
 - Board of Deacons
 - Board of Elders
 - Finance Committee
 - Annual Meeting (10/18) planning
 - Church Reopening Updates
 - Church Building Expansion Team Updates
 - Closing Prayer
- Please submit any other proposals for the agenda by next week.

Elder/Deacon Confirmation Vote Planning (Elder Ke-chieh Chu / All)

- Proposed timeline
 - August 11 - Deacon Nomination Finalized
 - August 11-15 - Church council approval for the deacon nominees
 - August 16-22 - Draft announcement and invitation
 - Include asking members to request absentee ballots.
 - August 23 - Send out announcement and invitation
 - Deadline for requesting ballots: September 6
 - August 23-30 - Design, print, and prepare ballots
 - A stamped return envelope will be provided for everyone who requests a ballot.
 - We will seek to send ballots in the same envelope to members in the same household.
 - Ballots will have an ID to prevent unauthorized votes.
 - August 31-September 8 - Process absentee ballot requests
 - September 7-20 - Send out absentee ballots

- The deadline to send out ballots will be September 20 to give the church secretary and membership committee time to resolve any membership discrepancies.
 - Prior to October 18 - Receive and count absentee ballots
 - October 18 - Conduct and process in-person voting at church office
- It was suggested to use a different color envelope so that the ballot stands out.
- Quorum for this year's annual meeting is 339 votes.
- We need to create a process for the October 18 in-person voting.

(1:28p) Elder Jian Zhang closed in prayer

Addendum

- **Over email on August 6, Elder Ruike Wang motioned to approve the "CBCGB Reopening Plan (Rev 9.0)". Elder Chris Cheng seconded. The motion passed unanimously.**