

Meeting Minutes
CBCGB Board of Elders (“BoE”)
November 14, 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: Yuguang He (Incoming BoE member), Jason Lee (BoD Chair)

(9:00am) Elder Ke-chieh Chu opened in prayer

Open Sharing (All)

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

- General Situation
 - The 2020 election has had a big impact on the country and our church.
 - There has been a recent surge of COVID-19 cases which has caused increased restrictions in Massachusetts, though vaccine development is hopeful.
 - The church continues to seek to find creative ways to do ministry.
- Events in October
 - Chinese Ministry evangelistic weekend: October 2-4
 - Planning is needed for the 2021 evangelistic meetings given the continuance of the pandemic.
 - Cross Bridge Retreat: October 9-11
 - City Outreach Ministry Retreat: October 9-11
 - Annual Service and Meeting: October 18
- Future Ministry
 - Mission and Social Concern Conferencing (Theme: Reframing Justice): November 13-15
 - Advent: November 29 onwards (almost settled)
 - 2021 Church Calendar is almost finalized (hopefully by Tuesday)
 - The Christmas, Christmas Eve, and New Year’s services need to be finalized.
 - How can the church address Holy Communion given the continuance of the pandemic?
- Pastoral Staff
 - Duane and Yihui’s R1 and R2 visas have been approved.
 - Interim Minister Kola was installed on October 25.
 - Cross Bridge has been discussing the “lead pastor/minister” responsibility and how the church can meet family needs.
 - The 2020 pastoral and staff annual review process was completed on November 12.
 - Pastor Bowman will take a sabbatical from January 2021 to March 2021.
 - During his sabbatical, Tony will take on greater responsibilities.

- Pastor Pan recently finished teaching an online seminary class. Half of the class attendees were from Russia and the other half were from California.
- Special Issue
 - The presidential election has brought some issues and concerns within the church and within families.
 - Christianity Today noted that while most churches in the United States are relatively politically homogeneous, the Chinese church is split 50/50. Additionally, while the Chinese church historically has been apolitical, members of Chinese churches were much more politically active this past year compared with previous elections.
 - Church leadership continues to strive to be neutral regarding the presidential candidates. Teaching regarding the relationship between the church and politics is being considered.

Board of Deacons Report (Deacon Jason Lee)

- Major Projects in the Pipeline
 - Gravel refill of the upper parking lots
 - Church office roof replacement
- Property Maintenance
 - A wasp nest was removed from inside the carriage house.
 - HVAC filters were all replaced with MERV-13 filters (27 filters total).
 - PPE is being prepared for indoor needs in the future.
- The Board of Deacons will need future help to improve our capacity and coordination of events on church property in the Spring.
- A capital request was approved for more cameras (for streaming) which will allow control of zooming and movement via joystick from the booth.
- Security cameras will soon be put up in the main parking lot. Security cameras will also be installed in the children's area and other select interior areas.
- For more information, please refer to the October Board of Deacons Meeting Minutes.

December Church Council Retreat and Meeting Planning (Elder Ke-chieh Chu / All)

- Proposed Church Council Meeting Agenda:
 - Opening Prayer
 - Introduction of newly elected deacons and elders
 - Reports from pastoral staff, deacons, and elders
 - 2021 Church Calendar Review
 - 2021 Ministry Matrix (Short Form) Review
 - COVID-19 Partner Support
 - Quarterly Financial Report
 - CBE-AT/CBET Project Update
 - Closing Prayer
- Deacon Jason will identify a deacon to coordinate an informal time of fellowship online on December 10.

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- The Cross Bridge Core Leadership team is unanimously in support of shifting pastoral roles and responsibilities such that Minister Jeff is the primary preaching and lead pastor of Cross Bridge.
- Cross Bridge Core Leadership will be discussing the job description tomorrow.

The Board of Elders and Cross Bridge Communication after 2020 (Elder Chris Cheng / All)

- Elder Chris will be resigning from the Board of Elders as of the end of this calendar year leaving a gap in that there will not be an elder from Cross Bridge next year.
 - Even though church policy would allow Elder Chris to continue serving in 2021 remotely, his new organization will not permit him to do so (to enable him and his family to be as immersed in their new culture as possible).
- Former Elder Loren Shih will serve as the Cross Bridge Liaison to the Board of Elders. Loren would not have a vote on the board but would be invited (though not required) to attend all meetings. Loren would serve as a communications conduit between the Board of Elders and Cross Bridge.

CBET/CBEAT updates (Elder Jian Zhang)

- The main requirements from the CBE Advisory Team are:
 - Larger Chapel
 - Gym / Multipurpose Facility
 - Fellowship rooms
- Some things noted:
 - Handicap access to the second floor of the multipurpose facility will be via a long ramp rather than elevator (to simplify maintenance).
 - Access to the chapel from the outside should be made easy to improve traffic flow of Cross Bridge and Chinese Ministry worship services.
 - There are opportunities to rethink how to reorganize the children's area (Mustard Seed and Elementary) to seek to provide a single point of access for improving security and traffic flow.
- Elder Jian also presented possibilities for chapel layout and size to achieve the goal of 350 occupancy (Studies indicate that churches in America typically peak in attendance at 80% of capacity --- a capacity of 350 would allow for a peak attendance of around 280 which would allow Cross Bridge to grow by 5-10% before needing to consider multiple services).
 - If the chapel opens into the existing lobby, there may still be a traffic problem between the chapel and sanctuary. In the new design, there will be doors on the right-hand side (when facing the front of the chapel) to a new Cross Bridge lobby.
- Based on BMWBC and CCBMS's experience, a rough estimate of the cost is around \$2.4 million. Given current church assets, the fundraising target would be around \$1.2 million.

- It is important that we effectively communicate the vision and needs that CBE is seeking to address.
 - Expand capacity for seekers. If the Cross Bridge moves to an expanded chapel:
 - Chinese Ministry can move to two worship services.
 - Cross Bridge will have a more intimate worship space for their size while still having room for growth.
 - Facilities are needed to support youth and children ministry which do not currently have sufficient space for large group activities and small group meeting spaces.
 - The reason for seeking to do this now is because the pandemic has given us an opportunity to do construction while much of our ministry is online.

CBCGB COVID-19 Partner Support Initiative (Elder Ji-yong Wang)

- The total need that was requested from our missionary and social concern partners was:
 - Missions: \$53,001
 - Only half of this was urgent --- the rest indicated that if there are more urgent needs, the church should consider those first.
 - Social Concerns: \$143,700
 - Total: \$196,701
- The missions and social concerns committees have been asked to review and prioritize the funding requests to enable distribution of funds. Some organizations are more conservative in asking for support, while others are bolder. We need to pray for wisdom in making appropriate decisions.
- The Board of Elders is requesting the Missions and Social Concerns committees to make recommendations of how funds can be disbursed to enable the Church Council make a decision in December.

Minister Juan Chen R1 VISA Extension (Elder Ke-chieh Chu / All)

- The processing fees for Minister Juan's R1 extension are \$2,445. If the church would like premium processing, it will cost \$4,035.
- HR recommends that we use the premium processing option to give the church more flexibility and time concerning future visa/immigration possibilities and to reduce risk regarding timing of the R1 extension approval.
- The Board of Elders agrees with HR's recommendation to use the premium processing option.

Benefit and Personnel Policy Update Review / Approval (Elder Ke-chich Chu /All)

- HR had sent out a draft revision of the church Benefit and Personnel Policy.
- The Board of Elders feels it is important to update the policy now to comply with known new labor laws, but would like to have an HR consultant review it to see if further revisions are needed.

- **Elder Paul Huang motioned to approve the new Benefit and Personnel Policy (with clause 4 removed since it is redundant with other church policy and processes). Elder Ke-chieh Chu seconded. The motion passed unanimously.**

Financial Support for Pastoral Staff Advance Study (Elder Paul Huang)

- Advanced education can support not only the pastoral staff but also the church.
- A review of other church policies indicate that in some churches, advanced study assigned by the church would be supported 75-100%, while study approved (but not assigned) by the church would be supported at 50%.
- Next steps:
 - Encourage pastoral staff to apply for local pastor scholarship (e.g. GCTS gives a 40% discount for local pastors and 30% for local lay leaders)
 - Explore options for supporting pastoral staff's education based on the church's financial situation and approval by the Board of Elders.

Church Reopening Task Force (Elder Ruike Wang)

- There is agreement regarding a framework for Phase 2:
 - Step 1 - Presider/Preacher/AV/Sound streaming in-person from the sanctuary
 - Step 2 - Include a small musical worship team in-person in the sanctuary
 - Step 3 - Allow a limited number of congregation members in-person (cf. COM's pilot the last couple months)
- Each congregation can choose their own pace of implementing the different steps of Phase 2.
 - COM was at Step 3 before the governor's recent restrictions.
 - Chinese Ministry is interested in Step 1 with the preacher controlling the PowerPoint to reduce co-workers.
 - Cross Bridge may not start Phase 2 anytime soon given that the pandemic is getting worse, though musical worship will still record from the sanctuary.
- A recording room is also being set up to facilitate recording. This can be used both now but also long-term to expand online ministry.
- Chinese Ministry and Cross Bridge will not hold in-person streaming on the same Sunday due to lack of time to disinfect and clean the sanctuary between services.
- Very few fellowship groups have requested to meet indoors --- only a COM fellowship group and the CB college fellowship.

(1:42p) Elder Paul Huang closed in prayer