

**A. In Attendance:**

- a. **Board of Elders ("BoE"):** Bryan Che, Yuguang He (BoE Chairman), David Ho, Timothy Lu, Loren Shih
- b. **Board of Deacons ("BoD"):** Bow-nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Charlene Tsang, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jimin Xiong, Jian Zhang, Tuanfeng Zhang
- c. **Pastoral Staff:** Pastor Steven Bowman, Minister Stanley Chang, Pastor Steve Chang, Pastor Timothy Conkling, Pastor David Eng (Acting Senior Pastor), Pastor Juta Pan, Minister Yuegang Zhang
- d. **Absent:**
  - i. **Pastors:** Senior Pastor Caleb Chang (Sabbatical), Pastor Jennifer Lin (Sabbatical)

**B. Location:** 151 building main meeting room**C. Meeting Agenda & Minutes**

- a. Meeting started at 9:14 am. Pastor David opened in prayer.
- b. The church council welcomed Charlene Tsang to both the Board of Deacons and the Church Council. Charlene has been appointed by the Board of Elders to assume Shanchuan Zhao's term after he stepped down. The Board of Elders will later appoint someone from Chinese Ministry to assume Jessica Chang's previously vacated deacon position.
- c. Pastoral staff reports
  - i. Lexington Chinese ministry
    1. Three more small groups will soon begin in Allston, Newton, and Lexington.
    2. Fellowship groups are offering hymns during Chinese Ministry Sunday worship services.
    3. The Fall Mandarin Gospel Meeting will be held on September 29 to October 1.
    4. Inductive Bible Study training has been completed.
    5. Evangelism Explosion training will commence soon.
    6. Stephen Ministers are now actively serving, including the eight who were newly installed in 2017.
    7. Eleven people were baptized on August 27: 9 from Chinese Ministry and 2 from Cross Bridge.
    8. The second Marriage Enrichment Retreat of the year will be held on November 11-13.
    9. Fall Adult Sunday School began on September 10. A new class called "500 years of the Reformation Movement" is being offered.
    10. Rev. Stephen Tong will be preaching at the CBCGB Lexington Campus on November 1. This is not an event that our church is directly sponsoring; rather, their organization is renting our facility. Posters have been placed around the church for publicity, but it was noted that pastoral staff should make clear to the congregation whether events are ones with which the church is partnering versus ones in which an external group is only renting our building.
  - ii. City outreach ministry (COM)
    1. Around 20 adults and some children went on a short term missions trip to Lewiston, ME on August 8-13 to serve Somali immigrants.
    2. The annual COM co-workers retreat was on August 19 in the 151 building with around 70 co-workers participating.

3. September 17 will be the newcomers welcome service.
  4. The COM fall retreat will be on September 29-October 1 at Singing Hills, NH. More than 130 people have registered, but less than 30 of these are seekers. There will be a push for more to attend.
  5. By the approval of the Board of Elders and acting senior pastor, a search committee has been formed for a second COM pastor.
- iii. Lexington Children's ministry
1. AWANA kick-off was held two Fridays ago.
  2. By God's grace, all co-worker needs have been filled for Fall 2017.
  3. Pastor Bowman will run the Children's Program at the Cross Bridge Retreat from September 29-October 1.
  4. Pastor Bowman will attend a Pastor's Conference on March 8-10, 2018.
  5. Pastor Bowman's Philippines' cross cultural experience with PEER servants on August 11-20 was a tremendous blessing! PEER servants will be holding their annual banquet at our church on October 28.
  6. On September 8-10, attendance on Friday was 86 children and attendance on Sunday was 132 and 100 children for first and second session respectively.
  7. The fall harvest festival will be on Tuesday, October 31.
- iv. Lexington Youth Ministry
1. There has been one big event after another during the last quarter: Missions > Student Leader Lock-in > Counselor Meeting > Kick-off > Parent Meeting > Freshman Initiation.
  2. The student leadership lock-in went well as the team worked on leadership training, developing a vision for youth ministry, and team building.
  3. ALIVE kick-off was held on September 8. The vision for this year: Disciple students who follow Jesus and what that looks like. The ministry will push for Christ-centered community in ALIVE this year.
  4. A parents meeting was held on September 10. Positive feedback was expressed regarding this meeting.
- v. Cross Bridge
1. Cross Bridge Retreat will be held on September 29-October 1 with Professor Thomas Pfizenmaier from Gordon-Conwell Theological Seminary speaking. The theme will be "Loving God With Your Whole Self: Discovering a New Way of Life".
  2. Pastor Tim is holding a seminar called "The Gospel and Race" on September 24 at 1:30pm.
  3. Charis and ICF had their kickoff two Fridays ago with over 70 people attending and 15-20 new students. Another few students have come on Sundays.
  4. Four Life-on-Life discipleship groups have started this month.
  5. The Cross Bridge Sunday worship team has lost eight people over the last few months and is actively looking for ways to resolve this.
  6. Because Christmas Eve falls on a Sunday, the pastoral staff has decided to cancel Christmas Eve service this year.
- d. Board of Deacons update (Deacon Haiguo)
- i. Technology updates
1. Pastor Tim's e-mail has been set up and he has been added to church member and pastoral staff e-mail lists.
  2. Pastor Tim's computer and monitor was ordered and set up.
  3. A donated color laser printer was set up in the church office.
  4. The church has signed up with Techsoup and made its first non-profit purchase of Adobe

software on behalf of the youth.

5. The church's Wi-Fi network seems to be stable since the changes in June, but please contact Deacon Jason if there are problems.
6. A replacement thermostat still needs to be installed in the nursery area.

ii. Stewardship Update

1. Property Projects

- a. The access road to the upper level parking has been paved.
- b. A walkway from the upper level parking to 151 is complete, but heavy rains have already eroded the rocks in the pathway. The church is considering paving the walkway.
- c. The stairway from the church building to the upper level parking is complete. The parking lot has been striped at the stairway exit to keep it clear for pedestrians, and there have been other ideas proposed to improve pedestrian safety. Temporary lighting has also been installed.
- d. The walkway from the sanctuary door to the parking lot and upper level stairway has been repaired.
- e. A gutter has been installed over the first floor pickup/drop-off entrance.
- f. A project to build a deck to the left of the main entrance (between the main entrance sidewalk and the access road to Spring Street) is in its planning stages. The intention is to build around existing trees.
- g. Railings will be installed along the steps of the church office front entrance on recommendation of the church's insurance company.
- h. Two temporary septic pumps have been installed. During heavy use as occurred last night, the pumps may not be able to completely keep up and the alarm will go off, but the system is currently stable. Long term, the goal is to connect the church with the town sewage system. A quote has already been received for the long term solution. Construction should not disrupt church ministry significantly.
- i. The deacon board continues to investigate solutions for building an awning over the first floor pickup/drop-off entrance.

2. Property Maintenance

- a. The office basement was flooded in July. All damage has been addressed, including the basement entrance door which had been destroyed.
- b. New backup cameras have been installed on church vans.
- c. The church coat room has been cleaned up.
- d. The summer grass cutting project was successful with help from many fellowship groups.

3. Property Management

- a. The cleaning company was asked to clean rarely used closets.
- b. Kitchen equipment maintenance was performed and the kitchen refrigerator was repaired.
- c. Annual inspection of the church water meter was conducted.
- d. Septic companies were contracted to handle the septic pump failure.
- e. Both the leased copier and church elevator were repaired.
- f. Insurance recommendations regarding church property repair and maintenance were followed up on.
- g. Negotiated with elevator company to reduce their hourly rate
- h. Reproduced the current plans for the septic as-built system and contacted

potential septic contractors

- i. Organized the sanctuary and performed a walkthrough of the buildings
- e. Board of Elders update (Elder Yuguang)
  - i. The BoE has recently been working on the following policies and processes:
    1. CBCGB Stance on Political Issues (complete)
    2. CBCGB Pastoral Review Process (complete)
    3. Office staff review process (in progress)
    4. Senior pastor transitioning plan (in progress)
  - ii. The BoE has also been working on the following duties:
    1. 2018 Deacon nominees search
    2. 2018 Elder nominees search
    3. Senior pastor search
    4. Mission Committee chair search
    5. Installation of Cross Bridge lead pastor - Tim Conkling
    6. Pastoral staff annual reviews (in progress)
    7. Pulpit preaching
  - iii. Personnel Updates
    1. Elder Timothy Lu has moved back to greater Boston and will continue to serve on the BoE.
    2. Elder Bryan Che moved to Hong Kong at the end of May and will step down at the end of the year.
    3. Elder Ming-Chih Ho will take a break after serving two consecutive terms on the BoE.
    4. Elder Chaw-Bing Chang and Elder Ke-chieh Chu have agreed to rejoin the Board of Elders pending congregational confirmation.
    5. Pastor Caleb will return in early October from his sabbatical.
    6. A new pastoral staff position for City Outreach Ministry has been approved.
    7. A temporary property manager has been approved.
  - iv. The following ministries have been reviewed or have been scheduled to be reviewed:
    1. Social Concern Ministry
    2. Quincy Ministry
      - a. The Quincy ministry is undergoing evaluation regarding whether to rent the facility they are currently using each month and whether to establish a church plant. There is some urgency as other fringe religious groups are also moving into the community.
    3. City Outreach Ministry expansion review
    4. Pastoral organizational structure review
    5. Cross Bridge worship (upcoming)
    6. Chinese ministry worship (upcoming)
    7. Children's ministry (upcoming)
    8. Junior high ministry (upcoming)
    9. Youth ministry (upcoming)
    10. Cross Bridge ministry (upcoming)
  - v. Future tasks for the Board of Elders:
    1. Define the church's strategic goals based on the church's vision and mission statements.
    2. Define a strategy for growth which may consist of multiple services, church building expansion, and/or church planting.
    3. Consolidate and expand discipleship training programs
    4. Follow up on ministry reviews

- vi. For more information, please refer to the September 2017 Board of Elders meeting minutes.
- f. Quarterly Financial Report (Deacon Ji-yong)
  - i. August financials:

Funds	Offering (Aug)	Expense (Aug)	Total (Aug)	Cumulative Balance
General	\$116,130	\$125,862	(\$9,732)	\$43,602
Mission	\$28,616	\$28,261	\$355	\$40,381
Capital	\$283	-	\$283	\$122,096
CBE	\$300	-	\$300	\$318,117
SCM	\$4,109	\$4,927	(\$818)	\$51,918
Benevolence	-	-	-	\$25,800
MS Building Fund	\$1,900	-	\$1,900	\$12,041

- ii. Up to August 30, our total expense is at 12.4%, and our total offering is at 14.8% of the total annual budget (fiscal year ending June 30). The target percentage is 16.7% (2 months of a year).
- iii. A suggestion was made that the finance committee should communicate with the pastoral staff regarding teaching the congregation about financial stewardship.
- iv. FY2017 General Fund Surplus Final Allocation
  - 1. Based on the CBCGB Policies for Capital Expenditure and previously passed resolutions, the surplus from FY17 will be disbursed as follows:
    - a. \$50,000 to Metro-south building fund
    - b. Replenish the General Reserve Fund to 25% of the previous fiscal year's total expenses.
    - c. Replenish the Capital Fund to up to \$500,000.
    - d. Any remaining amount will be disbursed according to church council resolution.
  - 2. For FY2017, the general fund surplus was large enough that the church council needs to decide how to disburse \$14,984.72. One option is to use the money to support the Metro-south building fund and fulfill part of our previously promised obligations. However, there may be other priorities. The church council will take two weeks to pray and consider other ideas; if no other valid ideas are proposed, then the council will vote to disburse the funds to Metro-south.
- v. General Fund Amendment
  - 1. Originally, the anticipated budget for Cross Bridge Life-on-Life training clinics was \$900.00. However, these clinics are now being held in Washington, D.C. instead of Boston, requiring a larger budget for travel.
  - 2. **Deacon Jason Lee motioned to increase the FY18 EM Adult Sunday School budget (Acct 512180) by \$3,100.00 from \$900.00 to \$4,000.00. Elder Loren Shih seconded. The motion passed unanimously.**

- g. Senior Pastor Job Description (Elder Yuguang)
  - i. Elder Yuguang asked church council members to provide feedback to the senior pastor job description. A congregational information town hall meeting has been scheduled for October 8 to present and solicit feedback from the entire church as a whole. The church council was requested to pray and help the church to work through this process in unity.
- h. Deacon Candidates Review (Elder Ming-Chih)
  - i. At the end of this year, two deacons from Chinese Ministry and one deacon from Cross Bridge are stepping down. There is also a deacon position open because former Deacon Jessica Chang moved away from the Boston area.
  - ii. As previously mentioned, Charlene Tsang has also assumed the deacon position formerly occupied by Shanchuan Zhao who had to step down for personal reasons.
  - iii. **Deacon Haiguo motioned to approve the presented list of deacon nominees to be confirmed at the annual meeting. Deacon Bow-nan seconded. The motion passed unanimously.**
- i. Elder Candidates Review (Elder Yuguang)
  - i. As previously mentioned, Elder Chaw-Bing Chang and Elder Ke-chieh Chu have agreed to rejoin the Board of Elders starting in 2018 pending congregational confirmation in October.
  - ii. As per the church bylaws, this list was already published to the church congregation two weeks ago.
- j. Annual Meeting (Elder Yuguang)
  - i. Elder Yuguang requested church council meetings to propose any items that they would like to see on the church annual meeting agenda.
  - ii. Pastor Steve reminded church council members to submit their portion of the annual report ASAP as the deadline has passed.
- k. Elder Yuguang closed in prayer and Elder Yuguang adjourned the meeting at 12:15 pm.