

- **In Attendance:**

- **Board of Elders (BoE):** Ke-Chieh Chu (BoE Chairman), Chaw-Bing Chang, Chris Cheng, Paul Huang, Ji-yong Wang, Ruike Wang, Jian Zhang
- **Board of Deacons (BoD):** Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Jianglin Liang, Kueiyu Joshua Lin, Zongkui (Joe) Ma, Beata Shih, Ye Tang, Da-Zhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastoral Staff:** Senior Pastor Juta Pan, Minister Kola Aina, Minister Taylor Birkhimer, Pastor Steven Bowman, Minister Duane Chang, Pastor Steve Chang, Minister Juan Chen, Minister Jeffrey Hwang, Pastor Jennifer Lin, Pastor Yuegang Zhang
- **Absentees:**
 - **Elders:** None
 - **Deacons:**
 - **Pastors:** None
 - **Director:** Tony Ng

- **Location:** Online through Zoom

- **Meeting Agenda & Minutes**

- Meeting started at 9:01 am and Pastor Juta opened in prayer
- Reports from the pastoral staff (Pastoral staff)
 - COVID-19
 - State of COVID-19
 - Stable in MA, but the positive cases are increasing in other states of the US and some countries in the world.
 - The start of Fall semester becomes another critical factor.
 - Vaccicine ???
 - Has moved towards phase I on Aug.8
 - Online meetings continue and have proceeded smoothly.
 - Members feel fatigue physically, mentally, and spiritually.
 - Keep strong finance
 - Online meetings: opportunity and challenge
 - Online meeting brings great opportunity and growth:
 - Adult Sunday school
 - Special workshop and online retreat
 - Numerous online gatherings:
 - Cloud prayer meeting
 - Cloud one on one Bible study and disciple training
 - Cooking program
 - Handout...
 - Online also causes the exclusion of the participation of few members--seniors, those who are not interested in online contact, (how to make up?)
 - Online operation adds huge workloads of some coworkers.
 - How to care for the needs of members?
 - Role of pastoral staff

- Fellowship/small group
- Personal caring actions
- Peer caring group
- How to do ministry, social concern, and evangelism in creative ways?
- Important events in July and August
 - Summer mode (apart from CM fellowship)
 - Moving toward Phase I of reopening on 08/08
 - Pastor Jennifer's wedding
 - CM Berea Fellowship's parking lot meeting, CB ICF and Charis coworkers retreat
 - CM/COM baptism
 - CM Stephen Ministry retreat 08/21-22: 400-500 connections
 - CM/COM baptism 08/30: 19 candidates were baptized
- State and important event in Sep. Oct. Nov.
 - Moving toward Semester mode
 - 09/13: Church reopening information meeting
 - CM Evangelistic meetings:
 - 10/02: Online musical concert
 - 10/03: ONline movie: Amish Grace
 - 10/04: Evangelistic Sunday service
 - CB 10/9-11: coworkers retreat
 - 10/18 : 51st Anniversary and elders and deacons approval
 - 11/13-15: Mission and Social Concern Conference
 - Church wrote an announcement in regards to the US 2020 election.
- Pastoral Staff
 - Pastor Jennifer Lin married on Aug. 1
 - Minister Kola Aina started his 1 year interim CB minister from Sep. 1
 - Minister Duan Chang's R1 visa was approved and started officially COM minister from Sep. 1
 - Pastor Pan's wife, Chaoluan, passed away on Sep. 7
- Lexington Chinese Ministry (CM): Caring Ministries
 - Stephen Ministries (SM):
 - The special retreat held on 08/21(Fri)-22(Sat) was done smoothly.
 - 530+ attended.
 - Thanks to the big technical help from Deacon Jason and many others.
 - After being commissioned on 08/23, 8 trained members have joined the caring team.
 - We've got 51 SMs in total.
 - Tuesday Night Prayer Meeting:
 - Brother Lawrence Chu now takes lead.
 - Recently, over 50 on average joined prayer.
 - Benevolence Fund: Two new beneficiaries in the past quarter.
 - Baptismal ceremony: 17, including 4 from COM, were baptised on 08/30, plus 2 being baptised ahead of that date. Total baptisees: 19.
 - Annual Memorial Ceremony will be held over the Peabody site on 09/20.
- CM Fellowships
 - Fellowship attendances are similar or higher than before the pandemic
 - Some fellowships have online prayer meetings

- Provided pre-study and bible study materials to fellowships, producing bible book survey videos on YouTube
 - Fellowships will be ready for the gospel meeting
 - Fellowship members are caring for each other, car parade for high school graduate, hikings, outings etc
 - Fellowships pastor kept visiting families by waving to them at their driveways
 - “Read through the bible in one year” is going on well
 - Fellowship coordinators are helping with Sunday worship streaming dry runs
 - Sister’s small groups in fellowships keep gathering online
 - Fellowships are making photo show videos for worship, one fellowship has offered a hymn
- Lexington Children’s Ministry
 - Adding Awana handbook time to Friday night online program, nearly 50 children registered and approximately 20 coworkers.
 - Adding ½ hour Mustard Seed zoom session on Sunday mornings.
 - Children’s Ministry Web Page for online services, etc. Continued good attendance and more churches using online lessons.
 - Praying for wisdom for Fall Harvest, VBS, etc.
 - Continuing Re-opening “New Normal” brainstorming, planning etc.
 - Seeking New VBS core leader, thanks to Melissa Yang (8 years)!
 - Social distance visitations to coworkers and families.
 - Sabbatical scheduled for January-March 2021 (praying for wisdom).
 - Family Ministry Task Force
 - Brainstorm ideas of family worship service
 - How to deal with leader burnout
- City Outreach Ministry (COM)
 - About two-thirds of COM congregation are single and live alone. More and more people feel depressed and isolated due to the pandemic.
 - Had a series of biblical counseling adult Sunday school in August, addressing the issue of loneliness, laziness, anxiety and conflict.
 - Started an online pastoral care room since August, everyday from Tuesday to Friday, 12:30pm to 1:30pm.
 - Encouraged brothers and sisters to have regular one on one prayer or discipleship time with one another.
 - Current sermon series (Sep.-Nov.): Second Corinthians, focusing on God’s comfort in times of trouble and the meaning of being God’s servant.
 - Upcoming:
 - Fall baptism class (Sep.13-Oct.18)
 - Cross-fellowship game day (Oct.3)
 - Fall retreat (Oct.9-11)
 - Pilot on-site Sunday service (Oct.11)
- Lexington Youth Ministry
 - Two large groups during the summer on Biblical sexuality and Sunday School series on Knowing God
 - Formed the new servant team for the new school year, met with them on September 11 at church
 - Kicked off the new school year on September 11 online via Zoom with 109 connections
 - Yesterday had 120 connections

- Still in need of four counselors (2 male, 2 female) - please pray for us!
- Brainstorming new ideas for connection in light of COVID-19
- Welcomed new 6th graders and sending out welcome boxes for them
- Youth worship team tried out virtual recording for the first time together
- Baptism class started September 11 as well
- Lexington Cross Bridge (CB)
 - Current Sermon Series: The Biblical Basis for Diversity and Inclusion
 - Finished Summer Series Parables: The Kingdom of God Is Like (Jul to Aug)
 - Started Biblical Series on Racial Inclusion (Sept)
 - Fall Series: Micah: What Does The Lord Require of You? (Oct to Jan)
 - ICF and Charis
 - Finished Summer Study, Psalm 23. ICF studying Ephesians, Charis studying James.
 - Successful online and in-person kickoff events
 - CB
 - Minister Kola Aina started working full-time in September
 - Still fully remote for worship: Preaching/Presiding = Live @ home, Worship = pre-recorded
 - Worship Team has begun recording in the sanctuary to lessen the workload
 - Worship Attendance has slowly declined (~110 from ~120 last quarter)
 - Began Christianity 101/Baptism Class online
 - Planning for November Infant Dedication
 - CB Retreat Scheduled for October 9-11. Online Registration. Hybrid schedule.
 - Inducted New Members (6 transfer, 2 new)
 - Replaced and Donated Pew Bibles
- Report from the Board of Deacons (Deacon Jason)
 - Stewardship Updates
 - Email all property issues to property@cbcgb.org
 - Property projects
 - Major projects in the pipeline:
 - Upper parking lots gravel refill
 - Church office roof replacement
 - Property Maintenance
 - What has been done:
 - Main Driveway paving project is completed
 - Drainage project (behind church office) is completed
 - Installation of handrails on the bridge to upper parking lots is completed
 - Basement mold issue
 - Discarded all molded chairs in junior chapel
 - Professional company cleaned and disinfected the basement
 - Eric put 6 dehumidifiers in the basement
 - Landscaping company to cut grass plus trim the edges after Eric cut grass
 - Kitchen freezer maintenance and suppression inspection was done
 - Pest control to handle cicada killer wasps around the stone slope at Building 151
 - Office roof repair
 - Property Management
 - Prepared church CM's "142-143 CM and COM joint Baptism" event

- Took care of room reservation, participants registration, “COVID-19 health attestation and liability waiver” form, and other reopening implementation
- Managed/monitored major projects (paving, drainage, etc), participated in facility related new proposal discussions
- Previous cleaning company (EC) was replaced by Champion, who will do cleaning/disinfection monthly for the whole church. Another small company will clean/disinfect the office building and restrooms on 2nd FL in the main building every two weeks (can be called out whenever the service is needed)
- Brother Jay Huang is now a temp part-time property manager to help with insurance, contractors and property maintenance
- Preparation:
 - PPE items
 - Physical distancing posters
 - Alerting tapes
 - Toilet seat covers for indoor events
- In process:
 - Signage
 - Social distancing posters
 - Alerting tapes
 - Welcome desk divider shields
- Processed invoices, requisition forms and payments
- Capital Requests
 - Installing Site Drainage
 - Microphone Capital Improvement
 - Church Driveway Paving Project
- Technology Updates
 - IT Services
 - Added two more church Zoom accounts to support ministry Zoom meetings
 - Still need to change phone system settings to fix voicemail to email gateway services
 - Tech purchases made without IT involvement being resolved
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Completed microphone project and have a plan for the in-ear monitors. New keyboard needs more discussion
 - CB has continued to use Livestream Studio and CM has returned to using it for Sunday live streaming
 - With the help of CM AV, the streaming computer that CM uses has been completely reinstalled
 - Added a new camera to support baptism service, live recording of worship, and upgrade capabilities.
 - Looking to add one more
 - Realm Church wide management software package
 - Continued work on using Realm
 - Test run of accepting event registration with CB Fall Retreat
 - Better understanding of Realm limitations (no API)
 - Security Cameras - ongoing
 - Children’s area
 - Church property entry area

- Main and Upper parking areas
 - Note: all technology/AV purchase requests need to go to itdeacon@cbcgb.org before purchase (not just as reimbursement request) even if the money is coming from own budget
- Report from the Board of Elders (Elder KC)
 - Personnel Activities
 - Part Time Property Manager
 - Jay Huang has been hired as a temporary part time property manager
 - 3 month basis
 - Started on 8/1 to help stewardship committee and sister Wei-Xin
 - Minister Kola has been hired as a one year full time Interim CB minister and started on 9/1/2020
 - CB Pastor search in progress
 - Church's Responses to COVID-19
 - Currently all church services and meetings are conducted online due to COVID-19 pandemic
 - Wednesday night Elders/Pastoral Staffs/Coworkers bi-weekly meeting to review online ministries and brainstorming on future (new normal) ministries format
 - A Church Reopening Task Force currently conducting bi-weekly meeting
 - So far, completed/published Phase 1 Plan on August 5 to gradually reopen church for in-person services.
 - Elders and Deacons Nomination Process
 - Both Elders and Deacons nomination processes were done.
 - The final list of the elder and deacon nominees have been published and sent to all active members.
 - Churchwide Church Reopening Communication Session
 - Conducted the Church Reopening Communication session online on September 13, 2020.
 - Many questions were raised and answered. General feedback is mostly positive.
 - Pastoral Staff Annual Review Process
 - Pastoral Staff Annual Review process is currently halfway done
 - Major Ministries has been reviewed in 2020
 - April: Family Ministry Task Force (Elder Chris Cheng) - done
 - May: Loving & Caring Ministry (Elder Ji-yong Wang) - done
 - July: Finance Ministry (Elder Jian Zhang) - done
 - August: Worship Ministry - CM and CB (Elder Paul Huang) - done
 - BOD Proposal CBCGB COVID-19 Partner Support Initiative
- Quarterly Financial Report (Deacon Joe)
 - Aug 2020 financials:

	Offering	Expense	Balance	Cumulative Balance
General Fund	161,646	99,385	62,261	119,079
Mission Fund	29,584	31,778	(2,194)	66,419
Benevolence Fund	4,175	1,500	2,675	73,531
CBE Fund	500	-	500	368,170
SCM	2,626	2,500	126	38,160
Capital Fund	1,062	22,665	(21,603)	979,430

General Fund Budget Usage Summary (up to Aug. 31)

Total offering	\$ 295,243	(16.0% of budget)
Total expense	\$ 176,164	(9.5% of budget)
Cumulative balance	\$ 119,079	
Targeted percentage	16.7%	(2 months of the year)

- Capital Fund was initial down payment for Repaving Project
- Pastor Bowman asked about changes in giving units
 - Overall, it seems like there isn't much change in giving units week to week
- Majority of Realm giving coming from CB and COM
 - Reviewed policies on dealing with surplus accounts/funds
- Annual Meeting (10/18) Planning update (Elder KC/Deacon Stan)
 - Online meeting this year
 - Need Annual Ministry Reports from ministry leaders.
 - Deadline to send to Pastor Ziyi by 9/26
 - Wei-Xin collecting update slides for the annual meeting presentation PowerPoint file.
 - Annual Voting process going well
 - 492 members signed up and as of 9/18 297 ballots received
 - All ballots sent out
 - Stan will send weekly reminders to those where church has not received ballots
 - Sunday Worship service on anniversary day will be joint and prerecorded
- CBET/CBEAT updates (Elder Jian)
 - Multi-Purpose Facility Requirements
 - A summary of requirements to combine a gym + fellowship room + chapel into one building
 - Just focusing on requirements
 - No opinion of feasibility, cost, etc.
 - Example:

Benefit: Multiple CM morning services

8:30-9:45 AM	CM Worship 1		Children's SS 1
10:00-11:00 AM	CM Sunday School	CB Worship (10:00-11:15)	Children's Worship
11:15-12:30 PM	CM Worship 2	CB/Youth SS (11:30-12:30)	Children's SS 2
Blue = Sanctuary Green = Multi-Purpose Facility Red = Chapel? (if Jr. Chapel is too small)			

- Estimate will need 11,050 sqft
 - As big as our sanctuary + lobby
- Use cases
 - Gym:
 - Needs a full sized basketball court plus a buffer of 5'-10' beyond the court (fits 1 volleyball court or 4 badminton courts).
 - Needs good ventilation, hardwood floors, water fountains, storage area, bathrooms / locker rooms, retractable basketball hoops.
 - Chapel:
 - Needs a raised stage, curtain or retractable wall to protect the stage, A/V room, stage lighting, lobby area, etc.
 - Needs collapsible chairs that can be easily assembled and stored.
 - Fellowship (e.g. youth/children):
 - Needs partitions to separate out into different small group spaces. Those sections need to be reasonably sound proof.
- Challenges
 - Chapel needs to feel like a sacred place of worship, even while this same area is used for sports and large group gatherings.
 - Someone will need to mop the floors, clean up gym clothes and equipment, make sure the equipment and stage aren't damaged, the room shouldn't smell bad, etc.
 - Acoustics for the chapel will be challenging, since this is one big single room with high ceilings and wooden floors.
 - Large & small groups such as youth/children will require being able to partition the space into separate areas.
 - The partitioned areas need to be somewhat soundproof, which may be difficult given the high ceilings and challenging acoustics.
 - Someone will need to set up and take down chairs and partitions every week.
- Next steps are to review with CBET team for feasibility
- Outdoor Project for Church Reopening - Entrance Deck
 - Description
 - One-level structure, two entrance/exit points
 - Big trees untouched, which provide shade
 - Benches and tables provided for comfort
 - Entrance from front walk path

- Flower boxes included
 - Current “Flower Fund” may cover the cost
 - Donated by late sister Margaret Wang many years ago for landscape use but has never been used
 - Quote:
 - \$27,000 (pressure-treated wood)
 - \$32,000 (pressure-treated wood structure and composite material deck)
 - May fit 10-15 people enforcing social distancing rules
 - Elder Jian motions to use Flower Fund to fund this Entrance Deck project
 - Pastor Juta seconded
 - **Motioned passed to use Flower Fund to fund the Entrance Deck project**
- Church Reopening updates (Elder Ruike)
 - Review of Journey to Reopen CBCGB
 - Took 3 months from Phase 0 to Phase 1, but it took one day to decide from Prior COVID-19 to Phase 0.
 - CBCGB BOE decided to form a reopening task force on May 9.
 - Initial task force team:
 - Core:
 - Elder Ruike
 - Elder Chris
 - Deacon Josh as medical adviser
 - Pastor Pan as spiritual adviser
 - Consultants:
 - Elder KC
 - Elder Chaw-bing
 - CBCGB 1st Reopening Planning Meeting on May 18
 - We decided 4 Phases reopening strategies, most of the ministry leaders were invited to the 1st meeting.
 - In subsequent meetings, focused on Phase 1 planning
 - Survey was conducted in early July to read the pulse of the congregation
 - Phase 1 started on 8/8
 - Took 2 ½ months to finalize Phase 1
 - Published “CBCGB Reopening Plan (Rev 9.0)” document with guidelines
 - What is important to us?
 - Safety is paramount
 - Care for the spiritual, physical, and mental well-being of members, coworkers, and community
 - Comply with federal, state and local government guidelines.
 - Phase 1 started on 8/8
 - Pastor Jen’s wedding (8/1)
 - Berea Fellowship met in parking lot (8/8)
 - Minister Jeff Interchurch fellowship ()
 - Baptism (8/30)
 - CB pre-recordings in Sanctuary (9/6)
 - COM first worship team in person (9/13)
 - Others
 - An unusual start for the next 50 years
 - A great test

- Perhaps this is one of the more complex tasks in church history with many ministries involved
- Why?
 - Too much uncertainty, there is no effective cure in medical field
 - There is no tested reference for reopening protocol
 - No guaranteed way to warrant safety
 - Cannot underestimate psychological impact
- What we have learned
 - Forge a better team, an opportunity to better us!
 - Thinking about what the Lord want us to do at a critical time
 - An interdependent team
 - We learned to work together under this unprecedented pressure and an important task
 - We've never had so many and frequent meetings, which are very focused, and involving so many church leaders in church history!
- What are the next steps: Focus on Phase 2 and 3
 - Brainstorming starting on August 19
 - As weather getting colder, ideas are:
 - Meeting inside starting with fellowship group
 - Survey with fellowship leaders, time TBD (school reopening)
 - Engage with congregation is very important
 - Reopening Information Session (9/13/2020)
 - Input and suggestions requested
- We are not even close to the end of the pandemic
 - Unfortunately, this is not a one-time event
 - Pandemic is coinciding with flu season
 - Internalizing that, and mentalling bracing for, a slow fade into the new normal might lead to less angst. (The Atlantic - Sept. 16, 2020)
- Attitudes we should have
 - Rely on the Lord, Trust the Lord, and Live in the Lord
 - Patience and Wisdom
 - What we will face:
 - Uncertainty
 - Anxiety
 - Depression
 - The winter season
 - A lot of unknowns
- BOD Proposal: CBCGB COVID-19 Partner Support Initiative
 - Initiative Description
 - In unity, to agree to fund a one-time, need-based special donation to our current missionary and SCM partners. The goal is to help fund needs that are due to the pandemic.
 - To formulate and send to our partners a survey asking about financial needs.
 - After we receive the survey results, to decide how much our church can help meet those needs through a special allocation apart from the Missions and SCM Funds.
 - BOE agreed to proceed to support this initiative
 - Elder Ji-yong will reach out to Missions and SCM Committee
 - 2 weeks to send out letters to survey ministry partners

- 4 weeks for partners to respond
 - Ask both committee to come up with a priority list
 - Elder Chaw-Bing motions to set aside funds specifically for a one-time COVID-19 Partner Support Initiative
 - Deacon Joe seconded
 - **Motioned passed unanimously to set aside funds specifically for a one-time COVID-19 Partner Support Initiative**
- Church New Website Demo (Elder Jian)
 - Increased use of mobile devices
 - Want to be more mobile-friendly
 - Clear Purpose (website goal):
 - Geared for both new visitors and current members
 - One keystroke access
 - Tasks
 - Get responses from congregation for further improvements
 - Clearly state that site is just a demo. For actual content, just existing website
 - Search engine
 - English translation for all pages
 - Simplified Chinese
 - Need additional coworkers
- Minister Jeff closed in prayer and meeting adjourned at 1:11 pm