

- **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
- **Incoming Elder:** Yuguang He
- **Incoming Deacons:** Elbert Chang, Kelly Hsu
- **Absentees:**
 - **Elders:** None
 - **Deacons:**
 - **Pastors:** None

- **Location:** Online through Zoom

- **Meeting Agenda & Minutes**

- Meeting started at 9:02 am and Pastor Juta opened in prayer
- Introductions of New Elders and New Deacons
 - New Elder: Yuguang He
 - New Deacons: Elbert Chang, Kelly Hsu
- Reports from the pastoral staff (Pastoral staff)
 - State of COVID-19
 - Surges after the starts of the school year and Thanksgiving holiday.
 - We are not sure whether Christmas holidays will make the situation worse.
 - The development of vaccine bring promising expectation
 - The state of the church
 - Keep at phase I from Aug.8
 - Online meetings continue and proceed smoothly.
 - Members feel fatigue physically, mentally, and spiritually.
 - CM members' desire to serve.
 - Building up relationship, caring ministry, and fellowship/small group ministry in creative ways
 - General election does not cause much tension or division among church members
 - Seeking more social concern actions during pandemic
 - Important events in from September to December
 - 10/2-4 : CM fall Mandarin Gospel Meeting : gospel concert, movie, gospel sermon--good connection hard follow-up.
 - 10/9-11 : CB retreat
 - 10/9-11 : COM fall retreat
 - 10/18 : Church's 51th annual service and meeting
 - Mission and Social Concern Conference: Retrieving social justice--a topic that we are not

familiar with but that deserves to explore.

- Look forward to the December event
 - Advent and Christmas services:
 - 12/20 Joint service and second English service
 - 12/24: Joint English service at 5:00PM, Joint Mandarin service at 7:45
 - 5pm led by CM and CB co-workers
 - 7:45pm led by COM co-workers
 - Need to make clear to the congregation
 - New Year Joint service
 - Commission of Elder Chris and Emily
- Look forward to the ministry plan in 2021
 - The development of online ministry--during and post pandemic
 - The development of caring and fellowship ministry in creative ways during pandemic.
 - The integration and cooperation of congregations and ministries
 - CBET, worship schedule after pandemic
 - Family ministry
 - Disciple Training
- Pastoral Staff
 - Minister Taylor and Kylie have a new baby, Finnick Augustine Birkhimer on 11/12
 - Minister Duane Chang's R1 visa and Yihui's R2 visa have been approved.
 - Pastor Bowman's sabbatical will be from 01-03/2021
 - Minister Jeff is in the process of ordination
 - Hopefully can complete the process by first half of 2021
- Lexington Chinese Ministry (CM): Caring Ministries
 - Stephen Ministries(SM):
 - New version of SM training material has been implemented.
 - All SMs (51) are actively ministering to Care Receivers (CRs).
 - We are to start recruiting new SMs in mid Jan 2021.
 - Child dedication:
 - 1 child, 11/22
 - 6 children from CB
 - The Mom is to be baptized. PTL.
 - Benevolence Fund: 2 were provided.
 - Baptismal ceremony: 6, including 1 from COM, will be baptised. Date is to be decided.
 - Tuesday night prayer meeting: 45+ units join.
 - Others: 4 hospital visits; 11 home visits; 1 wedding; 1 memorial park visit; 5 hospitalities.
- CM Fellowships
 - Fellowship attendances are similar or higher than before the pandemic
 - Some fellowships have on-line prayer meetings
 - Provided pre-study and bible study materials to fellowships, producing bible book survey videos on youtube
 - Fellowships had online gatherings to count blessings during Thanksgiving
 - Fellowships pastor kept visiting families by waving to them at their driveways
 - "Read through the bible in one year" is going on well, the 2021 program will start soon
 - A translation team of 6 members was trained and served during the missions/SC annual meeting
 - Fellowship coordinators are helping with Sunday worship streaming dry runs

- Sister's small groups in fellowships keep gathering online
- Lexington Children's Ministry
 - Adding Awana handbook time to Friday night on-line program, over 50 children registered and approximately 20 coworkers.
 - Will continue to have Mustard Seed zoom sessions on Sunday mornings.
 - Children's Ministry Web Page for online services, etc. Continued good attendance and more churches using on-line lessons.
 - Conducted successful virtual Fall Harvest. 72 children.
 - Continuing Re-opening "New Normal" brainstorming, planning etc.
 - Have new VBS core leader, Karen Hui.
 - Social distance visitations to coworkers and families.
 - Sabbatical January-March 2021 - praise God ministry covered!
- City Outreach Ministry (COM)
 - Online Fall retreat-the portrait of the church (Oct 8-9):
 - Friday evening with 140+ connections
 - Saturday evening with 80+ connections.
 - 50+ people left COM due to graduation or job relocation. Sunday worship attendance declined from 120+ (Mar-Jul) to 90+ (Aug-Dec).
 - 20+ newcomers joined COM fellowships, but it is harder to build up relationships during the pandemic.
 - Current sermon series: The messianic promise in the Old Testament (Dec); The Gospel of Mark (Jan-Apr), focusing on the hope, joy, peace, and love in the coming of Christ.
 - Upcoming: Christmas eve service (Dec 24); Child dedication (Dec 27); Joint students winter retreat (Jan 15-17); Baptism class (Feb 7-Mar 14).
- Lexington Youth Ministry
 - We're virtual for the year! Fall theme: Walking with Christ Through Uncertainty
 - Working with new servant team leading Welcome/Community, Worship, Tech, and Games teams, cookout on October 31 at church
 - Moses Huang and Kylie Birkhimer joined our counselor team! Still in need of two counselors (1 male, 1 female) - please pray for us!
 - Brainstorming new ideas for connection in light of COVID-19
 - Youth worship team working on recording from sanctuary
 - Baptism class started September 11 and will move into Membership class in 2021
 - Sunday School classes on finding truth (JH) and faith + politics (SH), World Religions and Christian Denominations in December/January
 - Special speaker on addiction on November 20 - Dr. Angie Kim - GCTS
 - We welcome Finnick Augustine Birkhimer into our youth family!! (Born 11/12)
- Lexington Cross Bridge (CB)
 - Current Sermon Series: Micah: What Does The Lord Require of You? (Oct to Jan)
 - ICF and Charis
 - ICF studying Ephesians, Charis studying James.
 - Successful in-person ICF meetings. No in-person events planned for the future.
 - CB
 - Still fully remote for worship: Presiding = Live @ home, Preaching/Worship = pre-recorded
 - Worship Team has continued recording in the sanctuary to lessen the workload
 - Minister Kola Installed
 - Baptism class continuing in Spring, hoping/planning for a Spring baptism
 - November Infant Dedication

- CB Retreat October 9-11. Hybrid schedule. Monthly Kahoot Event.
- Reevaluating Pastoral Staff roles for CB ministers. Re-formed Pastoral Search committee.
- Started “think group” for taking care of CB families
- Started a new homegroup led by Minister Jeff
- Question raised about impact of CB with Chris and Emily leaving
 - Transitioning away from ministries over the summer
 - Chris and Emily has worked with Minister Jeff regarding Marriage Mentoring
 - No CB representative on Board of Elders but Minister Jeff will continue to attend BOE meetings and Loren Shih will attend meetings as a CB liaison
- Report from the Board of Deacons (Deacon Jason)
 - Stewardship Updates
 - Email all property issues to property@cbcgb.org
 - Property Maintenance
 - Removed wasp nest in Carriage House
 - HVAC filters were all replaced with MERV-13 filters (x27)
 - Working on HVAC maintenance contract with Better Comfort System (BCS)
 - Patched and painted Pastor Pan’s office ceiling
 - Assisted Jason’s security camera project - wire installation and trenching
 - Improved boardwalk between main building and church office
 - Bathroom toilet seat covers installation
 - We finally identified and fixed the leaking problem in Pastor Pan’s office
 - Plastered, sanded, and repainted podium back wall
 - Property Management
 - Reopening for ministries and fellowships:
 - CB worship team weekly routine practice started on 9/5
 - CM YPF’s, CB core retreat meeting, Youth ministry servant team gathering....more than 10 groups using indoor and outdoor venues (thanks to Ying Yuan)
 - Kola’s office
 - Eric and Jay moved library books and other unwanted stuff to other places and cleaned the room
 - Eric put a stop sign outside of his office door which was an exit door
 - Key management for facility usage: discussed and decided to install lockboxes in front of main building, office building, and #151.
 - Thanks to Eric who finished the job
 - Ying Yuan will be in charge of key control procedure and changing code from time to time
 - Kitchen permit: Jay contacted the Town of Lexington and was told the permit could be issued anytime without penalty
 - Snow plowing/removal contract renewal
 - Church Elevator State Inspection done
 - Identified some rain water leaks in the main building (to-do list)
 - Took care of room reservation, participants registration, waiver forms, HVAC, etc.
 - Processed invoices, requisition forms, and payments
 - Capital Requests

- Recording/Streaming Camera Additions
- Recording Studio
- Technology Updates
 - IT Services
 - MGM and Missions Conference tech needs
 - New staff tech needs
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - New cameras purchased and installed for recording/live streaming. Now have consistent images between cameras
 - CM has new methods for preparing Sunday service materials which reduces AV ministry prep time
 - Recording studio equipment spec'd and in the process of being purchased
 - Realm Church wide management software package
 - Successful test run of event registration fee acceptance for CB Fall Retreat
 - Realm alternatives being considered because of limitations (no API)
 - Need to help people self serve eGiving receipt
 - Security Cameras - ongoing
 - Main parking lot cameras installed, need to work on software
 - Church office side cameras are next (weather permitting)
 - Planning for children's area and select other church building areas for security cameras
 - 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
 - Jason will transition over as IT Director for 2021
- Report from the Board of Elders (Elder KC)
 - Personnel Activities
 - Part Time Property Manager was temporary part time Property Manager
 - Jay Huang has accepted the offer and has been hired as permanent part time Property Manager and will start on 1/1/2021 to help the stewardship committee and sister Wei-Xin.
 - 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 has been changed to monthly meeting reviewing online ministries and brainstorming on future (new normal) ministries format
 - Church Reopening Task Force bi-weekly meeting has been changed to monthly meeting
 - It is studying the possibility of phase II reopening
 - Other Activities
 - Annual membership meeting on October 18
 - Elder and Deacons confirmation
 - Completed Pastoral Staffs' Annual Review Process on November 11
 - Completed Benefits/Personnel Policy Review/Update on November 14
 - 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
- CBCGB Church Calendar 2021 (Minister Taylor)
 - Certain events cancelled due to the pandemic
 - Left in the calendar so we can resume in 2021 and also for congregation to know about these events
 - Events where we do not know if they will be held are marked as TBD
- CBCGB Ministry Matrix 2021 (Deacon Stan)
 - Reminder to all Church Council members to fill in 2021 Ministries
- CBCGB COVID-19 Partner Support Initiative (Elder Ji-yong)
 - Mission Committee and Social Concerns Committee discussed the fund distribution in three scenarios:
 - Total funds of \$50K, \$75K, or \$100K
 - Mission Committee and Social Concerns Committee agreed to split the total fund evenly between the committees
 - BOE recommends to use a total of \$75K from church general fund surplus to support Mission and Social Concern partners
 - Rationale is balancing responsibility for congregation's donations and helping organizations in need
 - After discussion, more than 50% of CC prefer to use total of \$100K instead of \$75K
 - Would like to have missionaries and organizations let us know how they are using the funds
 - **Elder Ji-yong motioned to approve the use of a total of \$100K from church general fund surplus to support Mission and Social Concern partners**
 - **Elder Chaw-Bing seconded the motion**
 - **The motion passed unanimously to approve the use of a total of \$100K from church general fund surplus to support Mission and Social Concern partners**
 - Pastor Pan suggests making the announcement to the congregation
 - Chris will record a message and will be Chinese subtitled
- Quarterly Financial Report (Deacon Joe)
 - Nov 2020 financials:

	Offering	Expense	Balance	Cumulative Balance
General Fund	146,481	98,046	48,435	190,346
Mission Fund	35,181	28,465	6,716	60,176
Benevolence Fund	4,298	2,000	2,298	78,628
CBE Fund	100	-	100	368,870
SCM	10,294	4,482	5,812	40,429
Capital Fund	994	-	994	927,283

General Fund Budget Usage Summary (up to Nov. 30)

Total offering	\$ 674,657	(36.5% of budget)
Total expense	\$ 484,311	(26.2% of budget)
Cumulative balance	\$ 190,346	
Targeted percentage	41.7%	(5 months of the year)

- CBET/CBEAT updates (Elder Jian)
 - CBEAT Members:
 - Haiguo Wu
 - Jennifer Ting
 - Jian Zhang
 - Ke-Chieh Chu (advisor)
 - Loren Shih
 - Ted Chen
 - Yuegang Zhang
 - CBET Members:
 - Chiway Hsiung
 - Jian Zhang
 - Ke-Chieh Chu
 - Kiangtay Huang
 - Shin-join Chen
 - Thomas Wang
 - CBEAT Requirements (1st round)
 - Gym: full-sized basketball court, storage, bathrooms, locker rooms, etc.
 - Chapel: raised stage, 350+ seats, good acoustics/aesthetics/AC, AV room, lobby area, storage, etc.
 - Fellowship Rooms: partitions for small group spaces, reasonably sound-proof.
 - CBET Findings:
 - Difficult to design a building combining gym + chapel + fellowship rooms with required conditions (acoustics, aesthetics, sound-proofing, easy chairs setting up, etc.), based on other churches' experiences
 - CBET Proposal (1st round):
 - Gym & Fellowship Rooms: use cost-effective *pre-engineered steel house* for gym + associated spaced + fellowship/office rooms
 - Chapel: expand and renovate current chapel and surrounding area as new CB chapel and associated space

- Connection structure: to be built between steel house and main building
- CBEAT Requirements (2nd round):
 - Spaces needed due to Chapel renovation and Carriage House demolition (Friday & Sunday)

Room Type	# Rooms	Capacity	Total Capa	Note
Large Room	1	60	60	S.S.class
	1	50	50	CM overflow
	1	35	35	Love
Mid-sized Room	4	20	80	S&L ¹ ,Office ³
	8	15	120	Youth ⁴ ,Love ⁴
Small Rooms	1	10	10	Timothy
	3	4	12	Phily
Total	19		367	

- CBET Proposal (2nd round)
 - Enlarge the fellowship/office area (two-storied) of the pre-engineered steel house, to provide additional required spaces due to Chapel renovation and Carriage House demolition.
 - Preliminary plan; final plan will comply with requirements
- Reviewed floor plans for first floor, second floor, and Chapel
- Why Do We Need CBE Project
 - Community Evangelism: Host large music/concert or sports events to attract seeker in the community to spread gospel.
 - Expand current facility capacity for seekers.
 - If CB moves to an expanded chapel
 - CM can move to two worship services adding more seats to seekers
 - CB 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 current building was designed and built more than 30 years ago. This expansion provides opportunities to rethink how to reorganize the children's area (Mustard Seed and Elementary) to provide a single point of access for improving security and traffic flow.
 - Today's investment is for future generations. Just like what we have done 30 years ago.
 - Why now? Because the pandemic has given us an opportunity to do construction while much of our ministry is online.
- CBE Multi-purpose Facility/Chapel Project Budget/Funding
 - Current CBE funding (Nov. 2020): \$368,870
 - Current Capital Fund (Nov. 2020): \$927,283
 - Transfer 90% (\$834,555) to CBE Fund
 - Rough Estimate for the Project: \$3M which is only 60% of the cost (\$5M) for the CBE Phase II, III projects proposed previously
 - Total Fundraising Target: \$1.8M

- If cash donations cannot reach the target in a year, the rest can be raised by no-interest member loans which can be paid back within two or three years.
 - Possible Fundraising/Promotion Activities
 - Information Sessions
 - Town Hall Meetings
 - Promote in each Major Fellowship Groups
 - Sunday Announcements
 - Promotion Letters sent to all Members
 - Looking for CC approval for the following actions:
 - Transfer 90% (\$834,555) from the capital fund to CBE Fund.
 - Start CBE project promotion and fundraising activities in the church with a fundraising target of \$1.8M.
 - Start contractor search activities while detail design is in progress.
 - **Elder Jian motioned to transfer 90% (\$834,555) from the capital fund to CBE Fund**
 - **Pastor Ziyi seconded the motion.**
 - **Motion passed to transfer 90% (\$834,555) from the capital fund to CBE Fund**
 - Elder Ruike expressed thanks to Jason and Joe for completing their BOD service and welcomed the new BOD members (Elbert and Kelly)
 - Elder KC closed in prayer and meeting adjourned at 1:49 pm
- **Deacons Meeting (immediately following CC meeting)**
 - Jason nominated the following members for 2021:
 - Stewardship: Hongwei Huang and Ye Tang
 - Treasurer: Ligong Xu
 - Secretary: Elbert Chang
 - Head Deacon: Samuel Chang
 - **Nominations passed unanimously**
 - Other ministries
 - Samuel Chang - COM
 - Beata Shih - Children's Ministry
 - Kelly Hsu - CM Worship (Music Ministry) and Coordinator for Joint Worship
 - Yanhua Yan - Community Outreach
 - Jianglin Liang - CM Fellowship
 - Josh Lin - CM Worship and Medical
 - Da-zhi Wang - Spiritual Formation
 - Stan Wang - Youth and Social Concerns

- **ADDENDUM:** On December 15th over email, Jason motioned to approve the document, "CBCGB Facilities Reopening Guidelines (updated 2020-12-05)".
 - Stan seconded the motion
 - **Motion passed unanimously (over email) to approve the 2020-12-05 version of the CBCGB Facility Reopening Guidelines Document.**
- **ADDENDUM2:** On December 27th over email, Josh motioned to approve the document, "CBCGB Facilities Reopening Guidelines (updated 2020-12-25)".
 - Jason seconded the motion
 - **Motion passed unanimously (over email) to approve the 2020-12-25 version of the CBCGB Facility Reopening Guidelines Document.**