

# CBCGB Church Council Minutes, Q1 of 2021

March 20, 2021

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## In Attendance

- **Board of Elders (BoE):** Paul Huang (BoE Chairman), Chaw-Bing Chang, Yuguang He, Ji-yong Wang, Ruike Wang
- **Board of Deacons (BoD):** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Pastoral Staff:** Senior Pastor Jutta Pan, Minister Kola Aida, Minister Taylor Birkhimer, Minister Duane Chang, Pastor Steve Chang, Minister Juan Chen, Pastor Jennifer Lin, Tony, Ng, Pastor Yuegang Zhang
- **Additional Attendees:** KC Chu, Mingche Li
- **Absentees:**
  - **Elders:** Jian Zhang
  - **Deacons:** None
  - **Pastors:** None

**Location:** Online Zoom Meeting

## Meeting Agenda & Minutes

- Meeting started at 9:02 AM. Pastor Pan opened in prayer.
- Sharing and Team Building
- Reports from Pastoral Staff
  - Status of COVID-19
    - Positive
      - The confirmed case in MA continues to drop.
      - The development of vaccines, can anyone get an injection by the end of May?
    - Negative
      - Many states lift the mask mandates completely
      - Will spring cause people to ignore the risk and go out without projection?
  - New Issue: Will anti-Asian sentiment become a new trend in the US and how do we respond?
  - The status of the church
    - Current in Phase 2 of reopening and is moving towards Phase 3
    - More members feel fatigued and expect more in-person activities, especially the younger generation
    - Looking toward the process of re-opening
    - Need wisdom to break through the dilemma: The needs of people and the restriction caused by the pandemic in outreach/caring
    - Some pilot outdoor in-person gatherings in ministries
  - Important events from December to March
    - Christmas services:
      - 12/20 Joint service and second English service
      - 12/24 Joint English service
    - The message of New Year Joint Service: Prepare to be a mission church
    - Chinese New Year Celebrations: Pre-Evangelism gathering
    - A CM pilot outreach - online special topics for pre-evangelistic meeting
      - 3/6 - Psychological Health During Pandemic by Dr. George Hsu
      - More to come

- Partially in-person service in congregations: COM, CM (3/7); CB(4/11)
    - Online Holy Communion from March
- Oncoming important events from April to June
  - Online Good Friday and Easter services on 4/2 and 4/4
  - 4/11: CB online partially in-person service
  - COM will move to twice from April and every Sundays from June
  - CM spring evangelistic meeting on 4/16 - 4/18: Where can we find the answer to the problem of life? (人生答案何處尋?) - Pastor Luke Zhang (張路加牧師)
  - Mother's Day service on 5/9 and Father's Day service on 6/20 (online)
  - CM Summer Revival meetings (6/4-6/6): Building up Our Homes To Build Up Others' Homes (家吾家以及人之家), by Pastor Morley Lee (李秀全牧師)
- Pastoral Staff
  - Minister Jeff takes the leading responsibilities in CB.
  - Minister Jeff has a new baby, Titus, on 03/07
  - Pastor Bowman will return from sabbatical on 04/01
  - Minister Jeff's ordination will be on 04/24
  - Minister Duane starts the process of his ordination
  - Pastor Yuegang applied for his sabbatical from June to August and has been approved by BOE.
  - Pastor Juta will take two OCR's for two seminarian teachings in April and June
- CM: Caring
  - Stephen Ministries(SM): 1) 18 applicants in total for the 2021 SM training, including 1 from COM, 4 from CB, and 4 from the BMWBC. Except for the 4+4, the rest, 10, have been approved. 2) The 20 weeks training course will begin on 04/01, Thur. 3) 51 SMs are actively involved the caring. Matching/bridging is challenging yet encouraging.
  - Benevolence Fund: 2 were provided.
  - Baptismal ceremony: 8 applicants so far. Baptism date: 05/16.
  - Two pastors' ordination involved: John Shi (施建川) of the BMWBC, 01/23; and Ben Tu(杜邦憲) of CBCGL, 02/06.
  - Pre-Marriage Counselling: two couples in the process.
- CM: Fellowship
  - Fellowships delivered Holy Communion elements to fellowship members
  - Some Fellowships started prayer partner programs, will collaborate with seekers, baptism, and new believer CM adult Sunday school classes
  - Fellowships celebrated Chinese New Year online, invited seekers
  - Fellowships will have online seminars by collaborating with COC to attract seekers
  - Fellowships are having 40-day prayer relay for the upcoming gospel meeting, inviting seekers
  - Provided pre-study and Bible study materials to fellowships, producing Bible book survey videos on youtube
  - Fellowships pastor continue to visit families by waving to them at their driveways
  - "Read through the bible in one year" is going on well, 132 persons registered for the 2021 program
  - A translation team of 6 members was trained and is serving for joint worships
  - Fellowship coordinators are helping with Sunday worship streaming dry runs
  - Sister's small groups in fellowships keep gathering online, having prayer partners
- Children's Ministry
  - Children's Sunday Worship has consistent attendance of about 45
  - Worship curriculum shared with other groups including COM
  - Mustard Seed Online has consistent attendance of about 20

- Friday's Hangout/AWANA has consistent attendance of about 65
  - Planning online Grand Prix & year end event in May
  - VBS will be online 1.5 hours for 5 days in June
  - Pastor Bowman's Sabbatical January-March 2021 - Praise God we survived! Many people stepped up!
  - Miscellaneous (CBE, website, Family Ministry Task Force)
- COM
  - CMC 2020 (Dec 28-30): 37 people joined online.
  - Students winter retreat (Jan 16): 34 people joined online.
  - "Read through the Bible in one year": 47 people signed up.
  - Newcomers interview: 8 videos are recorded and played during Sunday service to show our hospitality.
  - In-person Sunday service with a limited number of participants: plan to move from twice per month (Apr-May) to every Sunday (Jun-Aug). Population cap kept under 25 people.
  - Current sermon series: Gospel of Mark (Jan-Apr), Book of Isaiah (May-Aug), First and Second Peter (Sep-Nov), focus on suffering for God's glory.
  - Upcoming: Good Friday service (Apr 2); Easter Sunday service (Apr 4); Spring Baptism (Apr 11).
- Youth
  - We're virtual for the year! Spring theme: Walking in the Spirit
  - Planning to have counselor and servant team meetings in person outside in April
  - Praise God that we are now fully staffed for counselors, welcome Anne Qu and Mark Liu to the counselor team!
  - Continuing trying new things for online ministry in light of COVID-19
  - Youth worship team recorded from sanctuary this semester
  - Membership class started February 7th
  - Planning to have outdoor youth baptism in May/June
  - Sunday School classes on World Religions and Christian Denominations finished in February and currently on Apologetics
  - Looking forward to warmer weather to meet outside in small groups
- CB
  - Current Sermon Series: Acts: The Church Unleashed (Jan to May)
    - Finished Sermon Series: Micah: What Does The Lord Require of You? (Oct to Jan)
  - ICF and Charis
    - ICF studying Ephesians. Charis finished James study moving to RightNow Media video series
    - Online only meeting through the winter. Hoping for outdoors events for Spring and Summer
  - 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
    - Improved preaching quality through use of the recording studio
    - Working towards monthly limited reopening starting in April
    - New Seminarian Paul Kang from GCTS mentored by Jeff
    - Baptism class continuing in Spring, hoping/planning for a Spring baptism
    - Re-formed Pastoral Search committee. Phone screened a few candidates
    - Christmas Eve service made for families. Planning for Holy Saturday family event
    - Monthly Kahoot Event continuing from retreat

- Minister Jeff and Ying had baby Titus
- Reports from BOD
  - Stewardship Committee Update

## Property Projects

### Projects in the pipeline

		
<b>Church Office Roof Replacement (Pending)</b>	<b>Upper Parking Lot Gravel Refil (Pending)</b>	<b>Sanctuary Carpet Replacement (Proposal Review)</b>

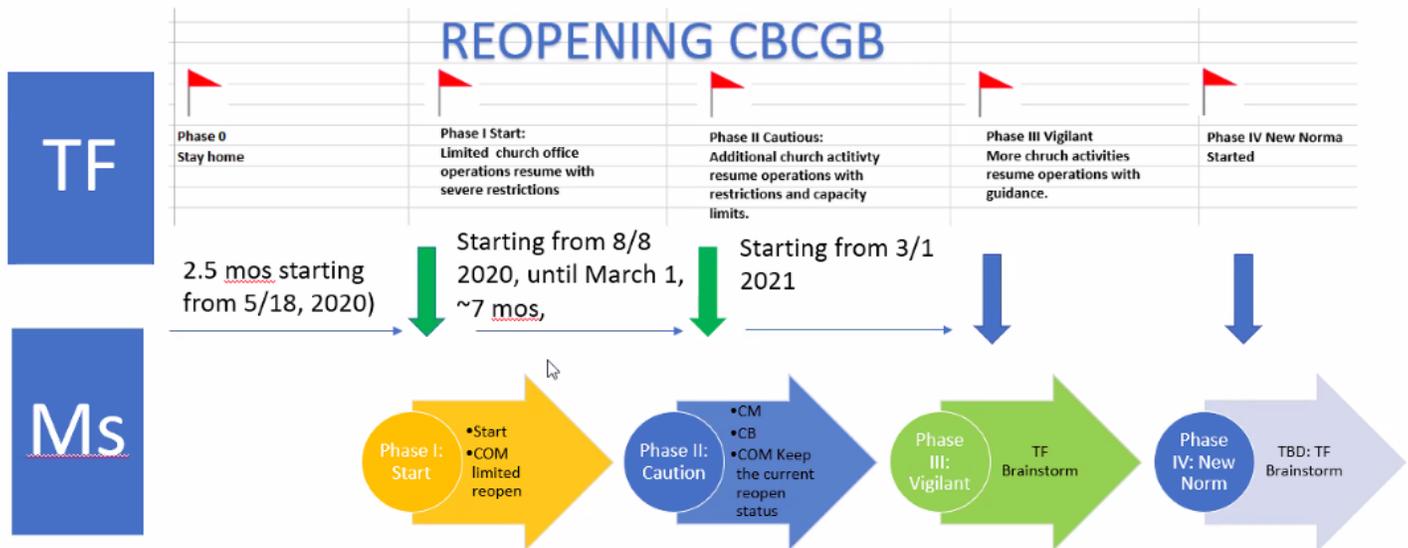
- Sanctuary Carpet replacement should take about 2 weeks. Need to coordinate with moving of heavy equipment (pews, A/V equipment, piano, organ, etc.)
  - Carpet Color Proposal: Will probably match the original color as much as possible
    - Need to match the upholstery of the pew
    - **Action:** Inquire of CM/CB congregation for opinions on carpet color (Kola/Hongwei), then make a final decision
- Property Maintenance
  - Caulked and sealed bell tower wall and roof for room 220 and 2nd-floor men's bathroom ceiling leak
  - Replaced sanctuary front stage light
  - Replaced carriage house kitchen faucet
  - Sanctuary Carpet Replacement
    - Got 3 quotes for sanctuary and chapel carpet replacement, still waiting for the 4th quote
    - Got 1 quote from moving company for sanctuary pews, piano, organ, and other equipment; still waiting for the 2nd quote
  - Support CM on-site Sunday service (3/7)
  - Received building inspection certificate from Town of Lexington
  - Church fire alarm changed from 3G to 5G communication
  - Renewed church van registration (#7073CN)
  - Completed pest control quarterly service
  - Completed retention pond clean-up
- Reopening Planning & Preparation
  - Church Reopening Infrastructure
    - Personal Protection Equipment (PPE)
    - Disinfectants
    - Stanchions
    - Thermometers
      - 4X Non-contact thermometers

- 1X Multi-person thermal camera for main building (ordered)
    - 1X Wall-mount temperature measurement for church office (proposal)
  - Sunday Service Logistics
    - Registration:
      - Registration for congregation will be required starting in Phase II Step 3. Registration will be launched 2 weeks before Sunday service for congregation to sign up
        - Not required for Phase II Step1 and 2
      - After registration, individuals will receive a ticket
    - Seating Assignments (optional)
      - Seating assignments can be done by each participant via Eventbrite or assigned on-site manually by ushering team. BoD will work with each congregation to see what works best.
    - Attestation:
      - BoD will generate a dedicated attestation form that will be sent out to all participants on the day of the Sunday service. A QR code of the form will also be provided on-site. The sheet will be stored on BoD Google Drive and shared with service coordinator, stewardship, and church office.
        - Dedicated form for each service
        - All forms will be stored on the BoD Google drive to help with contact tracing
    - Temperature Measurement:
      - Everyone attendee should take their own temperature as part of the attestation before coming to church. Once at church, everyone's temperature will be taken again by ushers
    - Usher Team Training:
      - BoD is in the process of training CM and CB ushering teams so that they can take over as we scale up to full capacity. Training items include temperature measurement, seating assignment, before and after service ushering and cleaning
      - Currently will be managed by BoD and office staff
- Report form BOE
  - Upcoming Topics
    - March: BoD structure and framework (Ruike)
    - May: CBET (KC)
    - July: Youth (Yuguang)
    - October: How to reach the young generation collaborated by Jeff, Duane, Bowman, Yuegang (Ji-Yong)
  - Elder Jian will be moving to Florida
    - Three elder openings for this upcoming year
  - Important Decision
    - Safety Church Policy is released
      - We can increase our insurance coverage
    - Adding a Half-time HR manager
      - Job description being finalized, formed a team to search for a suitable candidate
    - Finalization of policy for the financial aid to Pastoral Staff Advanced Studies
      - ETA for approval by April
      - Funds available by the next fiscal year
      - Before the policy is finalized, a pastoral stall can also apply financial aida from Christian Education Memorial Fund (open to all CBCGB)
        - Established in January
        - Funded by donation only, not through the church budget

- Looking to a new framework and structure for future BoD
  - Goal: How can we grow the church as a whole?
    - Need to address ministry discontinuity and ministry under-representation
  - Identify major ministries that require deacon representative
    - Every ministry could possibly have a deacon and deacon deputy (who would be highly involved in a specific ministry)
    - Likely 12 deacons and 12 associate deacons
    - This would need a bylaw change
  - Coworker will balance input from different congregations, thereby representing the whole church

## Journey of Reopening .....

TF Team is identifying actionable items in Phase III, for implementation by the ministry planning teams.



- Church Reopening Task Update
  - Mass reopening Phase IV Step 1 Starting on 3/22
    - Indoor and outdoor stadiums, arenas, and ballparks will be open at 12% capacity
    - 100 people indoors and 150 people outdoors in public gathering
  - Planning
    - Phase III: tentatively start in May; not only more people on Sunday but all open more rooms to fellowship
      - Step 1: Worship follow the mass.gov guideline indoor
      - Step 2: More activities (what? TBD) Timeline could start in July
      - Step 3: More activities in Sept (?)
        - J&J vaccine expected to be available in Sept for all children
      - **Action items:**
        - BOD revise the policy
        - CM/CB need to decide the frequency of use
        - What is the minimum time gap between CM/CB service
  - What have we learned from the pandemic?

- Technology implementation helps to enhance church ministries
- The whole church has become more united through this past year, working behind the scenes
- Frequent Wednesday meetings allow for increased alignment amongst brothers/sisters
- Financial contribution is still healthy
- Our reach to share the Gospel is now international with the use of technology; evangelism without boundaries

- Quarterly Financial Report

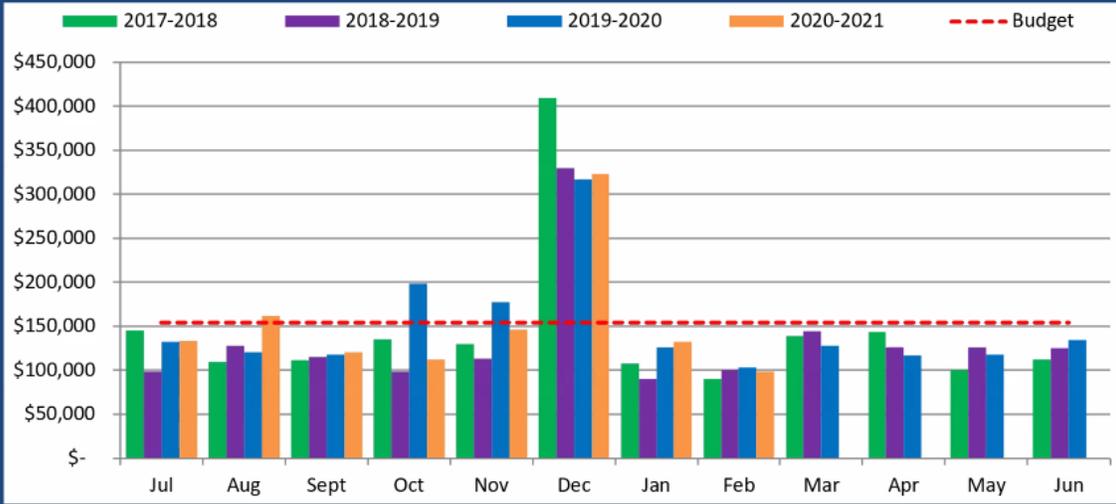
## Feb 2021 Offering Expense Summary

February				
	Offering	Expense	Balance	Cumulative Balance
<b>General Fund</b>	\$ 98,918	\$ 124,122	\$ (25,204)	\$ 301,523
<b>Mission Fund</b>	\$ 35,531	\$ 31,715	\$ 3,816	\$ 119,748
<b>Benevolence Fund</b>	\$ 1,160	\$ -	\$ 1,160	\$ 106,036
<b>CBE Fund</b>	\$ 100	\$ -	\$ 100	\$ 1,207,025
<b>SCM</b>	\$ 3,040	\$ 2,114	\$ 926	\$ 56,900
<b>Capital Fund</b>	\$ 958	\$ -	\$ 958	\$ 95,623

- Total offering: \$1,222,555 (66.2% of budget)
- Total expense: \$921,032 (49.9% of budget)
- Cumulative balance: \$301,523

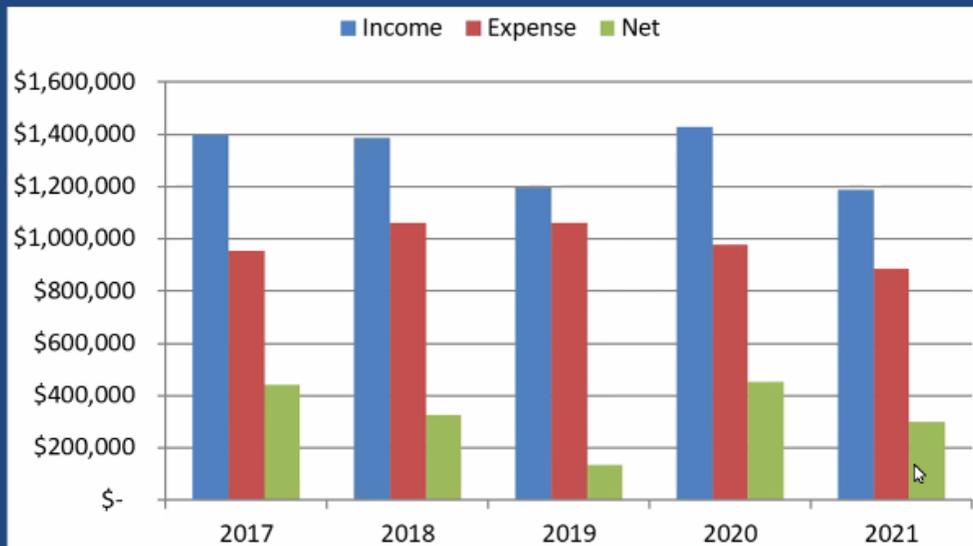
## General Fund Monthly Offering Year Comparison

Fiscal Year YTD Feb	2017	2018	2019	2020
Offering Monthly Average	\$ 154,794	\$134,077	\$161,411	\$153,668
Ranking	2	4	1	3



## General Fund YTD Balance Year Comparison

5-Fiscal Year General Fund Balance History					
FY (YTD Feb)	2017	2018	2019	2020	2021
Income	\$ 1,398,983	\$ 1,388,339	\$ 1,195,901	\$ 1,430,631	\$ 1,186,189
Expense	\$ 956,350	\$ 1,063,465	\$ 1,060,928	\$ 979,100	\$ 884,666
Net	\$ 442,633	\$ 324,874	\$ 134,973	\$ 451,531	\$ 301,523



<b>RESTRICTED FUNDS:</b>	
Mission Fund	\$ 119,748
Benevolence Fund	\$ 106,036
Book Store Fund	\$ 10,665
Church Bld Expansion Fund	\$ 1,207,025
Metro-South (MS) Building Fund	\$ 2,500
General Reserve Fund	\$ 439,297
SCM Fund	\$ 56,900
STM - Youth (Hopi, Lynn, NY)	\$ 16,881
STM - Taiwan	\$ 720
STM - Kyrgyzstan	\$ 2,655
STM - Adult	\$ 9,998
<b>SUBTOTAL Restricted Funds</b>	<b>\$ 1,972,425</b>

- We are continuing to receive money to the Benevolence Fund
  - This is the result of the love of our congregation
  - Consider asking congregation to submit candidate recipients of the fund
  - There are not many applications for the Benevolence Fund
- Metro-South Building fund to be closed at the end of the fiscal year
  - Need to notify both the Metro-South church and our congregation of this change
  - Funds should be sent to Metro-South directly after the end of June

<b>DESIGNATED FUNDS</b>	
Flower Fund	\$ 30,335
Sunday Dining Services	\$ 35,311
VBS Fund	\$ 7,788
Memorial Fund	\$ 56,662
Medical Hardship Fund	\$ 4,850
<b>SUBTOTAL DESIGNATED FUNDS</b>	<b>\$ 134,946</b>

# Year-To-Date Balance Summary Feb 2021

General Fund	\$	301,523
Capital Fund	\$	95,623
General Fund & Capital Fund	\$	397,146
Restricted Funds	\$	1,972,425
Designated Funds	\$	134,946
<b>Total</b>	<b>\$</b>	<b>2,504,517</b>

- Budget planning for next fiscal year to start
  - **Action:** Budget owners should review and set new budget goals
- April Information Session Planning (4/4)

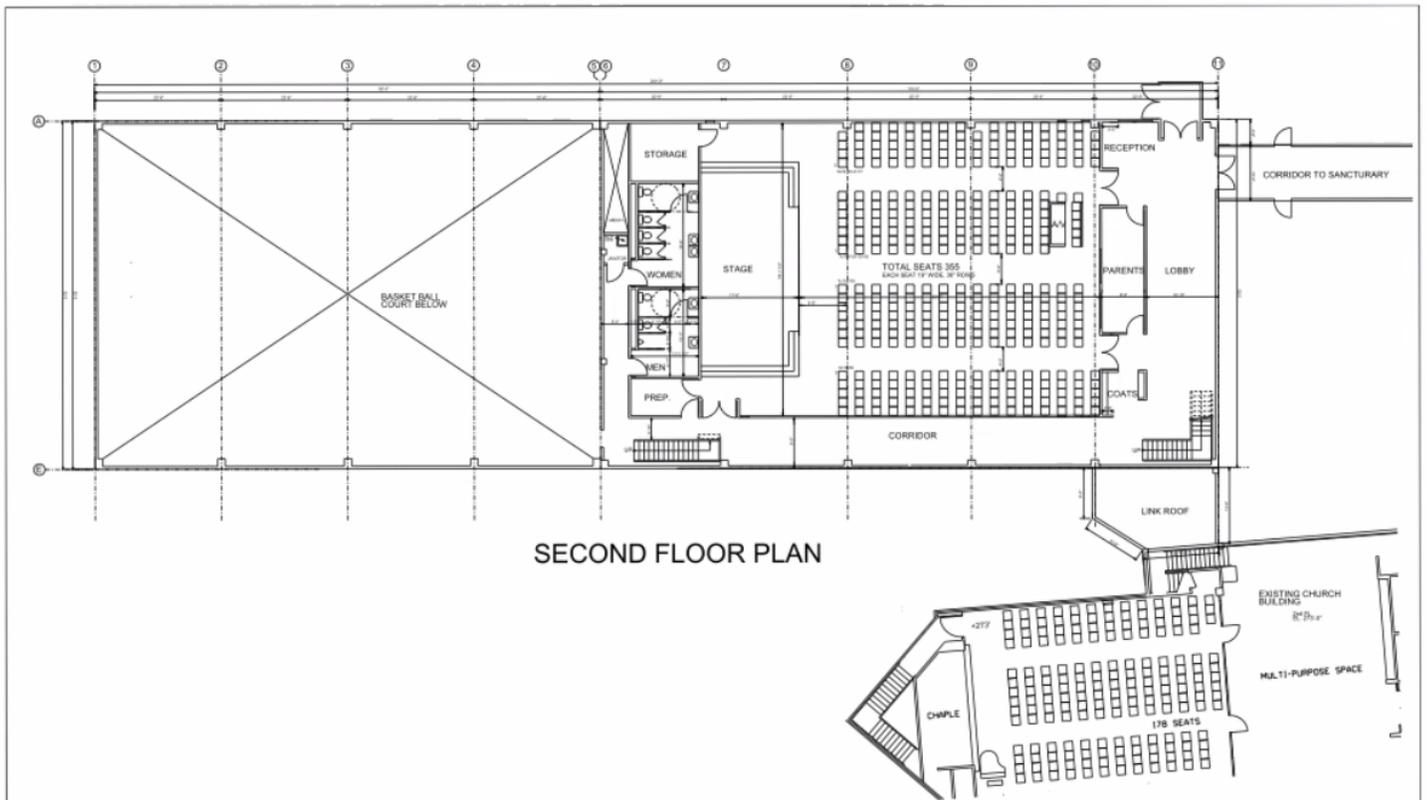
No.	Time	Topic	Lead
1	3:00	Opening Remark	Paul
2	3:02	Opening Prayer	Paul
3	3:05	Exhortation	Pastor Pan
4	3:25	Status of Church reopening	Ruiké
5	3:45	Status of Church Expansion	KC
6	4:10	Question and Discussion	All
7	4:30	Closing Prayer	Pastor Pan

- Supporting the Neighborhood Church Initiative
  - Purpose: A way to give financially to other local (MA) churches
    - Many churches have seen giving drop significantly as a result of the pandemic. Churches who serve lower-income and harder-hit communities are both more vulnerable to financial hardship and vital to the people they serve
  - Plan: Fundraise from congregation with matching contribution from surplus at end of the fiscal year (\$50K)
  - Who are the neighbor churches?
    - Ask for recommendations from pastors and trusted brothers and sisters (“consultants”) who know other local churches

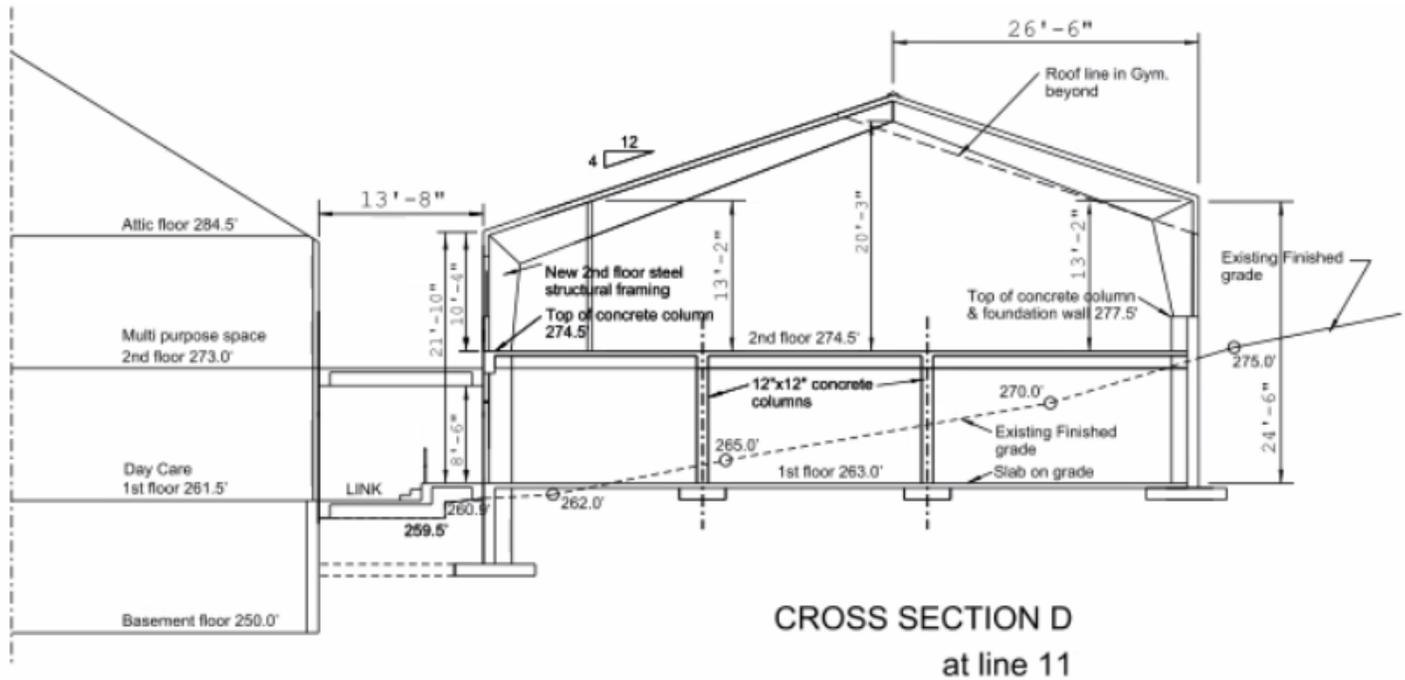
- Churches serving communities hard-hit by COVID
  - Churches with budgets hart-hit by COVID
- Who will work on this initiative?
  - Committee members to publicize, do research as needed, manage logistics
  - One or more of our pastors to vet churches' statement of faith
- Goal:
  - Share the abundance God has provide our church
  - Grow in faith that God will provide for our own church's needs as well
  - Potential for future church partnerships -- not only giving, but also receiving the blessing of fellowship and knowing God more through brothers and sisters who are different from us (socioeconomically, culturally, ethnically) but also made in His image
    - Pray for these churches, solicit prayer requests from them
    - In-person joint projects post-pandemic
- Timeline
  - January 2021: Presented to the BoD
  - February 2021: Presented to BoE
  - March 2021:
    - Present to CC
    - Propose matching funds for approval
    - Set up fund for initiative
  - April 2021: Broadcast to the church
  - End of June: Conclude fundraising, determine the matching amount, distribute funds
- Additional details
  - During fundraising, we will not publicize the names of the neighbor churches to the congregations
  - Funds to be sent as a gift, no strings attached
    - Note of encouragement attached, explanation of gift, and invitation to share how we can pray for them
  - No set limit for number of supported neighbor churches
- **Elder Chawbing Chang motioned to approve 50K matching funds. Deacon Stan seconded**
  - **Motion approved unanimously**
- Mission Ministry Survey
  - Goal: To see our church actively engage in the global mission, enable the church to fulfill the Great Commission, and to raise up generations of missionaries.
    - Educate: help the church to catch the vision
    - Engage: enable the church to actively participate in mission
    - Enlist: nurture and guide those who are call to mission
    - Encourage: love and care for those we send
  - The purpose of the survey is to help us better understand ourselves, identify strength and weakness, and collect ideas from church leaders
    - **Action:** Please finish the survey by 3/26
    - Mission committee will draft a report and review with BoE
      - With approval, will then share with CC
    - Survey results to set new goals/milestones
    - Gaps will be identified and addressed
- Church Expansion
  - Initial feedback and questions
    - The parents' room is too small

- Sound booth at the back of the chapel instead of an isolated room
- Middle aisle seems fairly narrow
- Soundproof from toilet
- Soundproof from the gym
- High school sized court is fine (84'x50')
- Future proof to add a couple more rows
- Windows?
- High of the chapel

## Second Floor Plan

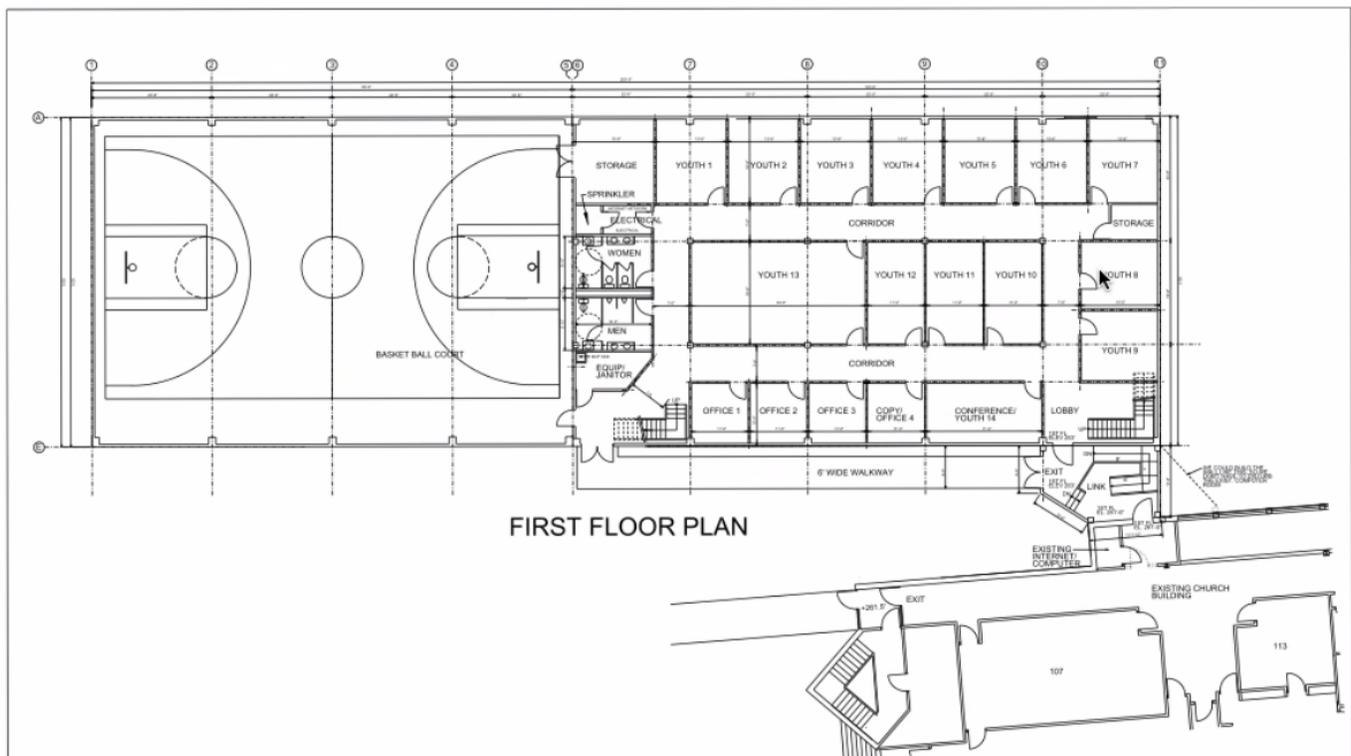


- Corridors will be glass enclosed and protected by the weather
- Parents room have a glass so everyone can see into the sanctuary
- Move all the toilet backing for each bathroom - adds more soundproofing



- Feedback for 1st Floor
  - Youths need 14 rooms on Friday night
  - Three offices, one copy/office, and one conference room
  - Limit traffic through the children area for one central control point
  - Children Ministry prefer not to walk through the office area
  - Storage

## First Floor Plan



- For soundproofing, the drywall between each youth room will have to go to the underside of the concrete wall
    - **Question:** Do we need so many little rooms?
  - Other Considerations
    - Earth cuts and removals to offsite (Expensive)
    - Parking on the hill
      - Access to new building is handicap accessible
    - Access from top parking lot at Strideride
    - Loop road
      - Problem: will currently be steep coming back to the church office
    - Retention Ponds
    - Utilities - gas
    - Sewage connection
    - Parking garage vs. Shuttles
    - Elevator?
  - CBE Multi-Purpose Facility/Chapel Project Budget/Funding
    - **Current CBE Fund: \$1,207K**
    - Rough Cost Estimate:
      - New Chapel and Bathrooms (62' x 110'): \$1,364K
      - Meeting rooms, bathrooms, office rooms (62' x 110'): \$1,023K
      - Full Basketball Court/Gym (62' x 90'): \$447K
      - Connectors to the main building:
        - 1st floor (20' x 20'): \$70K
        - 2nd floor (60' x 10'): \$105K
      - Estimated total cost for the project: \$3,009K
      - **Adding 10% for contingency expenses: \$3,310K**
    - Fundraising Plan
      - **Total fund to be raised for the project: \$2,103K**
      - Estimate number of units donate: 300
      - Average donation per unit: \$7K in two years (\$3.5K per year per unit)
    - BoE to review in April before moving further with announcing to the church
- Elder Paul closed in prayer at 12:42PM