

CBCGB Church Council Minutes, Q2 of 2022

June 18, 2022

In Attendance

- **Board of Elders (BoE):** Paul Huang (BoE Chairman), KC Chu, Ji-yong Wang, Ruike Wang
- **Board of Deacons (BoD):** Samuel Chang (Head Deacon), Petek Altug, Elbert Chang, Hongwei Huang, Kelly Hsu, Jianglin Liang, Keuiyu Joshua Lin, Philip Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastoral Staff:** Senior Pastor Juta Pan, Minister Taylor Birkhimer, Pastor Jennifer Lin, Pastor Duane Chang, Minister Juan Chen, Pastor Jeff Hwang, Pastor Steven Bowman, Tony Ng, Minister Patrick Chen
- **Additional:** Cornelia Tsang Yang, Melissa Yang
- **Absentees:**
 - **Elders:** Chaw-Bing Chang, Yuguang He
 - **Deacons:** None
 - **Pastors:** Pastor Steve Chang, Pastor Yuegang Zhang

Location: Online Zoom Meeting

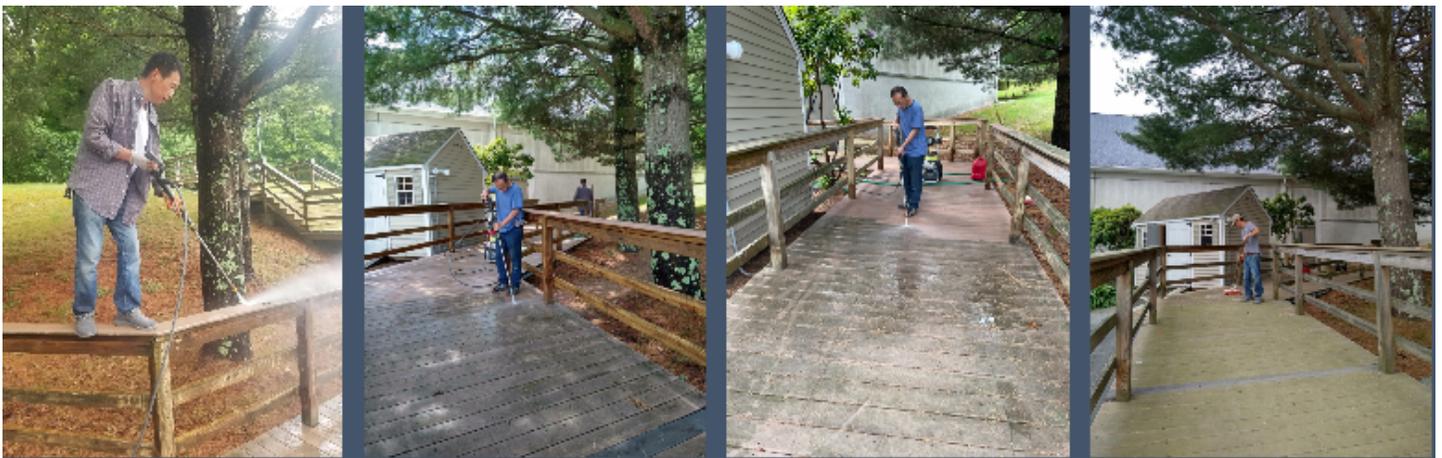
Meeting Agenda & Minutes

- Meeting started at 9:00 AM. Elder Paul opened in prayer.
- Reports from the Pastoral Staff
 - COVID-19 Situation and Church's Response
 - Although the confirmed cases are still high, the symptoms are mild for most people
 - Community is gradually used to the pandemic and tends to live a "normal life"
 - Church is more experienced in dealing with the ministries in such a situation
 - Sunday service in person attendance in all the congregations and ministries
 - Church resumes Sunday service from June 5. The food is mainly ordered and pre-packed
 - A lot of indoor and outdoor activities in fellowships and home group
 - A lot of ministries are still short of coworkers
 - Prepared to back to "Post Pandemic"
 - Some mission/Social concern Ministries
 - ANM
 - Honduras STM (April)
 - COCM Easter Mission (April)
 - COM Hope House STM (June)
 - Youth STM (July)
 - Pastor and Mrs. Bowman's STM (July)
 - Fruitful achievements in evangelism/baptism
 - April: 2 were baptized in COM
 - May: 8 in CM
 - June: 2 in Philly (Children's Ministry)
 - June: 5 in CB
 - Looking forward to two more baptisms in the summer
 - 1 in COM and the other in CM
 - Ministry focus for 2022
 - Family Ministry
 - Caring for the congregants with special mental and spiritual needs

- Exploring the strategies to reach the younger generation
 - CBE project
 - Online ministry opportunities and restriction
- Pastoral Staff
 - The process of Minister Patrick Chen's ordination started
 - Pastor Ziyi will return from sabbatical leave at the end of June
 - Pastor Yuegang will take sabbatical leave from 7/1/2022 to 9/30/2022
 - Pastor Jennifer will resign at the end of August
 - Pastor Bowman will serve in the children program COCM in London in the middle of July
 - Pastor Juta will preach three theme sessions and four workshops in Southeastern American Chinese Christian Conference on July 1-3
- CM: Caring
 - Pastor Yuegang is taking care of, while Pastor Ziyi is on sabbatical leave
 - Stephen Ministries (SM)
 - Training has started
 - Continuing education is going on
 - Matched Stephen Ministers with 10 Care Receivers for the half year
 - Benevolence Fund: 3 were provided
 - Funeral Services: 1 was provided
 - Pre-marital counseling: 2 couples, a wedding on 6/25
- CM Fellowships
 - Fellowships keep gathering, staying healthy and unified
 - Four fellowships had hybrid mode (some members at church, others online), other fellowships are online
 - Fellowships are having BBQ on campus and outdoor gatherings
 - Fellowships are helping with Awana, Sunday ushering at church
 - Fellowships cared for each other, kept sharing the gospel to seekers
 - Fellowships are serving church lunches with kitchen ministry
- CM worship and evangelism
 - Spring Evangelistic meeting from 4/1 to 4/3
 - Theme: A life of Joy, the speaker: Minister Fan
 - 3/27: 137 Baptism service - 8 or 9 candidates
 - 4/10: Welcoming new transferred members
 - 5/15: Child Dedication - 2 families
 - 5/15: 148 Baptism service - 8 were baptized
 - 5/20 - 5/22: Summer Revival Meeting, Speaker: President Jamie Taylor V, Theme: Missions in the 21st Century
 - Summer Adult Sunday School started from 6/5
 - Theme: Committing the Church of the Lord
- Children's Ministry
 - Philly baptism was a tremendous blessing
 - Sunday programs in dire need
 - Vacation Bible School (June 29 to July 1)
 - Empower God's Children Conference (8/27)
 - Awana Training September
 - Need a Children's Worship Core Leader
 - Recent Attendance (6/12)
 - Session 1: 69

- Session 2: 77
 - Promotion/recruiting/supporting coworkers
 - Short on staff
 - Ideally, there should be two teachers for each grade
 - Same coworkers serving each week
 - Mustard Seed - combined with toddlers/kindergarteners with one teacher
 - 2nd and 3rd graders are combined too
 - Focus on those who have been serving
 - Example: weekly devotional with AWANA teachers has been a huge blessing
 - Continue to visit and support children, families, and co-workers
 - Pastor Bowman - Joni Ministry and COCM STM
 - Summer Friday programs
- City Outreach Ministry
 - Sunday service attendance (Apr-Jun)
 - About 45 online
 - 115 adults and 20 children in person
 - Mother's Day Burger Cookout (May 8)
 - Over 130 people attended
 - Graduates send off (May 15)
 - Over 30 people are leaving this summer
 - Summer baptism class (May 15 to June 19)
 - 8 brothers and sisters attended
 - Current sermon series: The Book of Jeremiah (Jun-Aug)
 - Upcoming events: Child dedication (June 19)
 - Hope House STM (June 28-29)
 - Fellowship coworker training (July 10, 24, 31)
 - Vacation Bible School (July 11-15)
 - Summer baptism (July 17)
 - COM coworker retreat (July 30)
- Youth
 - Pastor Jen announced her plans to step down in September. The youth ministry thanks Pastor Jen for her many years of service
 - Praise God for successful Memorial Day weekend retreat at Berea
 - Completely in-person/hybrid this quarter for both ALIVE and SS
 - Average attendance Friday: 60-70
 - Sunday: 25-35
 - Counselor Appreciation (6/10)
 - Senior send-off (6/17)
 - Summer Break from (6/24 - 9/2)
 - Fall Kickoff (9/9)
 - Counselor and servant team recruiting for next year
 - Youth Missions this summer in July with YWAM
 - Youth and family activities during the summer
- Cross Bridge
 - CB Sunday
 - Averaged 136 in-person, 37 connections online
 - Sermon series: finished "Bearing the Wind Load"
 - Starting "Three Kings"

- First uncombined worship services (Easter, Mother's Day)
- Easter Family Picnic on April 9th (about 70)
- Child dedication on May 4th (1 family)
- CB Marriage Tune-Up on May 14th (21 couples)
- Baptism during worship service on June 12th (3 youth)
- Candidates for baptism and membership prepared (2 adults)
- Charis+ICF Friday = averaged 24 in-person, remote option ended April 29th
- Charis+ICF Retreat at Pilgrim Pines, May 6-8 (32 members). First retreat since 2019 due to COVID-19
- ICF held its Senior Roast on May 20th (3 graduates)
- Summer Charis+ICF (aka Crossgen) kicked off on June 10th (Attended by 29)
- Reports from BOD
 - ANM
 - Petek is still supporting that role
 - The family that we are supporting is in transition
 - There will be some leadership transition
 - Stewardship Report
 - Property Maintenance and Management
 - Support church reopening
 - Church-wide cleaning (leaves, branches), landscape maintenance
 - Sunday services support. Indoor and outdoor events support
 - Church office support
 - Purchase supplies and equipment maintenance
 - New mulch on the playground
 - New certificate for elevator use (until April 2023)
 - Gas pipe leak has been fixed
 - Regular preventative maintenance will be put in place
 - Church-wide maintenance
 - Deep cleaning of deck and wooden bridge from sanctuary side door to parking lot. Removed years of moss and dust



- Fixing the wooden bridge between carriage house and main building
- Repainting the parking lot striping
- Trimming trees close to Building 151 (by contractor)
- Trimming trees, cleaning leaves around 151 and church office
- Added a small garden in front of the church office
- Setting up the outdoor tent at the rear of Building 151



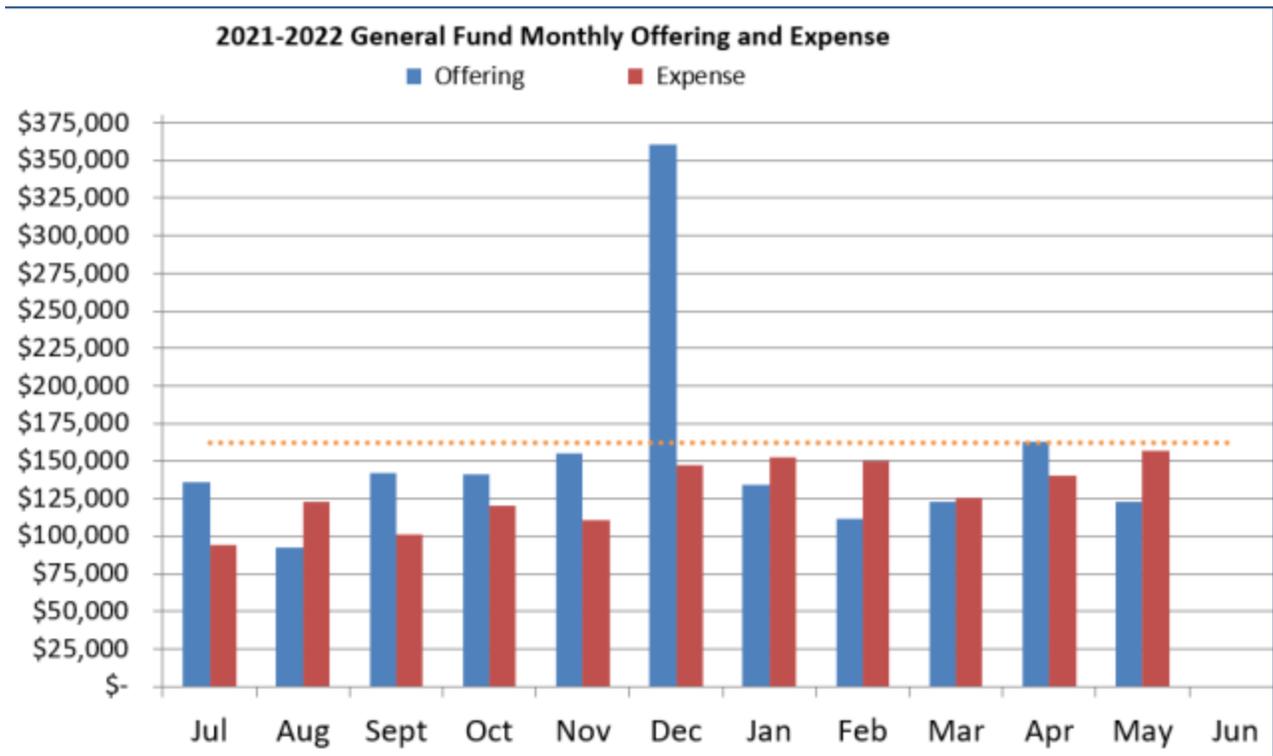
- Signage Installation
 - Two phases
 - Gather Team - team has been gathered! Praise the Lord for the volunteers
 - Contractors have been called. Most are backed up due to everyone else being back in-person. Hopefully one will meet with Kylie this upcoming week
- Kitchen Ministry (Thank you to brother Zibiao, sister Yan, and all kitchen coworkers)
 - Served > 60 boxes of lunch last Sunday
 - Early September: we hope to restart in-house Kitchen Ministry



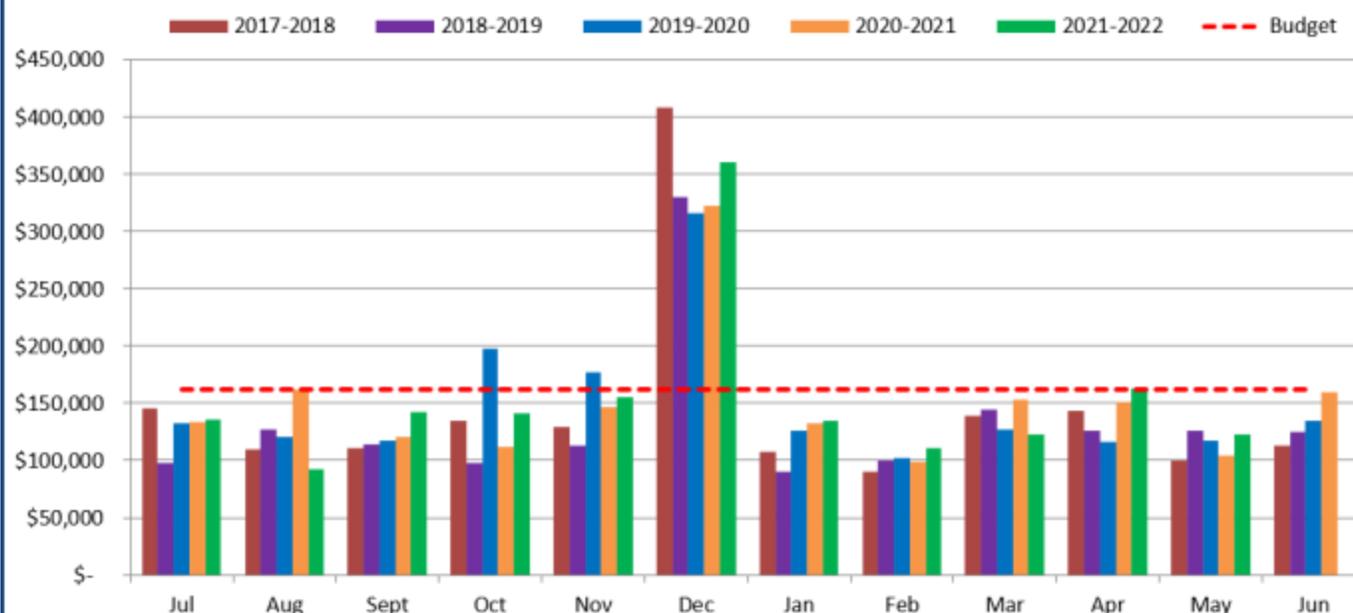
- Report from BOE
 - September CC Retreat
 - Where: Building 151 and Hybrid
 - When: September 17th
 - Activity: Group discussions and final presentation
 - Theme: Church Governance
 - Reflection on various leadership roles and how we are going to effectively work together (unity in diversity)
 - Food: Lunch and pre-packaged snack bags
 - Invited Guests: some coworkers not in CC
 - Melissa Yang, Pastor Tsang, Eric Chu, Jiming Xiong, Ted Chen
 - BOE Update
 - Reviewed and created actions for the Christian School Proposal
 - Discussed twice in two separate BOE meetings
 - Will discuss with the originator of the proposal to address current concerns
 - Re-establish Church Safety Taskforce
 - With the recent increased mass shootings, BOD requested BOE to restart this taskforce
 - Review the revised NCPI fund policy

- Goal: Keep this fund active to support neighborhood churches in the future without re-establishing a fund
 - Searching for Elder and Deacon prospective candidates
 - CBE project will share in a dedicated session
 - Human Resource
 - 2 Exit Interviews
 - Dr. Arthurs - strong appreciation for CBCGB; looking for future opportunities to collaborate with him
 - New Youth minister/director search
 - Request:
 - If we will have the CC Retreat in September, could we have a more comprehensive understanding of the invited guests?
 - For example: could we also invite the COM planning coordinator?
- Quarterly Financial Report

May				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 122,473	\$ 156,542	\$ (34,070)	\$ 270,461
Mission Fund	\$ 27,686	\$ 43,540	\$ (15,854)	\$ 63,083
Benevolence Fund	\$ 1,125	\$ -	\$ 1,125	\$ 136,140
CBE Fund	\$ 39,345	\$ -	\$ 39,345	\$ 1,328,783
SCM	\$ 7,721	\$ 6,000	\$ 1,721	\$ 76,790
Capital Fund	\$ 208	\$ -	\$ 208	\$ 323,451



General Fund Monthly Offering 5FY Comparison



Fiscal Year YTD	2018	2019	2020	2021	2022
Offering Monthly Average	\$ 147,323	\$ 133,496	\$ 150,248	\$ 148,927	\$ 152,903
Ranking	4	5	2	3	1

FY 2022	FY 2023	Increase
\$1,949,085	\$2,076,254	6.52%

- Final 2022-2023 Budget review
 - COM budget line item split up into Operation, Facility, Evangelism
 - Worship budget increased by 27.55%
 - Samuel motioned to approve the budget. Elder Paul seconded
 - **CC unanimously voted to approve the budget**
- Business Expense Reimbursement
 - Business Travel is compensated for only gasoline (current rate is \$0.35/mile)
 - This is still adequate even with inflated gas prices
 - Note: this should be based on IRS standard mileage rate for business purpose
 - If inflation continues to increase, Finance will review this gas compensation rate
 - Proposal: Increase the gasoline compensation rate to match IRS recommendation
 - This would require a policy change to remove the line regarding the current gasoline rate
 - **Action: HR/Finance team to develop a proposal for CC vote**
- CBE Project Update
 - Promotion
 - A draft of the promotional video has been created
 - This promotional video includes a 3D CBE design model and pastoral staff sharing the benefits of the CBE project for various church ministries
 - Pending translation/subtitles before release
 - Plan to promote the project plan to each large fellowship group using promotional video and other CBE material

- Mail the CBE brochure to all church current and previous members has been put on hold since the CBE brochures will need to be updated
- Fundraising (ongoing)
 - First 6 months (12/18/2021 - 6/15/2022)
 - Received 37 pledges totaling \$225,640
 - Received donation in December: \$32,393
 - Received donation in January: \$7,781
 - Received donation in February: \$6,917
 - Received donation in March: \$10,817
 - Received donation in April: \$14,407
 - Received donation in May: \$39,345
 - Total donation received in the last 6 months: \$111,660
 - Total CBE fund at the end of May: \$1,329K
 - Pledge participation rate is still pretty low
- Church Building Expansion Project Updates
 - Proposed revised plan at April's church-wide information session based on priority, BOD inputs, pastoral staff inputs and current funding situation
 - Divide the current plan into three phases
 - Phase 1: \$2M (Fundraising: \$750K)
 - Adding more classrooms
 - Adding more offices for staff
 - New Indoor Gym Foundation
 - New Chapel Framing
 - Children's area Renovation
 - Phase 2: \$1.1M
 - Complete New Indoor Gym
 - Phase 3: \$1.7M
 - Complete the New Chapel
 - Improve gravel parking lot
- CBE Multi-Purpose Building Project Updates
 - Called and talked to several design and build contractors
 - Met with Garth Hoffman; President of Callahan/Hoffman Co, Inc over the last few months
 - Received an initial quote
- Initial Cost Estimate

Quotes from General Contractor				
	Phase I	Phase II	Phase III	Total
Design & Engineering Fee	\$121,000	\$54,000	\$45,600	\$220,600
Building Permit Fee	\$54,969	\$20,436	\$18,576	\$93,981
Construction Cost	\$2,767,610	\$1,020,059	\$930,547	\$4,718,216
Total	\$2,943,579	\$1,094,495	\$994,723	\$5,032,797
CBE Project Budget Estimate				
	Phase I	Phase II	Phase III	Total
Design & Engineering Fee	\$100,000	\$55,000	\$85,000	\$240,000
Building Permit Fee	\$20,000	\$11,000	\$17,000	\$48,000
Construction Cost	\$2,000,000	\$1,100,000	\$1,700,000	\$4,800,000
Total	\$2,120,000	\$1,166,000	\$1,802,000	\$5,088,000

- Funding Project for Phase I
 - Current funding by June 2022: \$1,329K
 - Projected funding by June 2023: \$1,550K
 - If we added FY 2022 general fund surplus: \$1,820K
 - Phase I design and build cost: \$2,950K
 - Shortfall: \$1,130 K
 - May need to issue a \$1,000 to \$1,200K member loan (1-6 year)

Payments for a 1-6 year 1 m/1.2 m member loan with 1-2.5% interest				
	1 million		1.2 million	
	Principle	Interest	Principle	Interest
First year payment (1 year loan 1.25% interest)	\$200,000	\$2,500	\$200,000	\$2,500
2nd year payment (2 year loan 1.5% interest)	\$200,000	\$6,000	\$200,000	\$6,000
3rd year payment (3 year loan 1.75 % interest)	\$200,000	\$10,500	\$200,000	\$10,500
4th year payment (4 year loan 2% interest)	\$200,000	\$16,000	\$200,000	\$16,000
5th year payment (5 year loan 2.25% interest)	\$200,000	\$22,500	\$200,000	\$22,500
6th year payment (6 year loan 2.5 % interest)			\$200,000	\$30,000
Member loan may start on July 2023				
Pay back may start on July 2024				
Minimum loan amount: \$2,000 with increment of \$1,000				

- Which fund will we use to pay this loan back?
 - General Fund Surplus will be used to pay back the loan
- First Phase Church Building Expansion Timeline

Project promotion & fundraising	Dec 2021
Design and Build Contractor searching	April 2022
Construction begins	Sep 2022
Construction complete	Sep 2023
Building occupancy approval	Oct 2023
Children's renovations begin	Dec 2023

- Currently hesitant to sign a contract due to lack of funds, which will push out the entire project
- Once we begin to promote, then the fundraising should be more successful
- Question:
 - Could the children area renovation be moved as a Stewardship Item?
 - This could be covered by Stewardship Budget and/or capital fund
 - The limitation is the that the renovation work will impact Youth/Children ministry
 - **Action:** Youth/Children will develop a proposal to separate the Children renovation project from the rest of the CBE project
- Discussions on Recent Issues
 - Pastor Jen resigned on 4/26 and will resign at the end of August, but she wanted to share with the whole church her reasons for stepping down
 - Felt unsupported, undervalued, or even diminished
 - Leadership needs to be careful about what is said regarding age/gender/marital status/parental status among the pastoral staff, especially the younger pastoral staff - it is not helpful
 - This is causing more division between “young” and “old” and it does not create unity
 - Felt conflicted over the role of the elders - believe that the BOE should be focused on vision casting and moving our church into deeper relationship with God as a leadership team
 - Current state: Elders are more focused on ruling and administration
 - Both elders/deacons roles require training to be better prepared for their respective role
 - Many members in our church are not fully educated on what an elder is and there needs to be more clarity
 - If not addressed, we may lose the younger generation
 - Have been frustrated by how Chinese culture can outweigh Christ, like saving face and hiding sin
 - Rather than helping our church to learn to be open with sin and pursue reconciliation/restoration, there have been instances when things go unaddressed
 - We should strive to be more transparent and address sin more openly as a church body
 - After seeing the draft, BOE compromised to discuss this during the CC meeting
 - After long discussion with CBL Core this past Thursday, the letter may not ready to send out to the congregation in its current form
 - Thoughts to consider
 - Are we a leadership team more focused on the consequences of a decision rather than making the best decision?
 - Example: Batman in the Dark Knight Trilogy taking the fall for Harvey Dent’s actions
 - Was it the correct decision?
 - BoE’s responses about the recent and on-going actions that address these issues

- Continue to promote CM congregation to help serve in Youth. Currently there are two CM youth counselors
- Working with HR manager to establish harassment training for all leadership
- - This is an ongoing development
- In 2021, BoE had reviewed the pay structure for pastors to match what neighborhood churches of comparable size in this area offers. In January 2022, the revised pay scale was presented at the Jan. 24th pastoral staff meeting. The new pay scale provides an average of 7% increase in annual salary for all pastoral staff relative to the 3.3% average in secular industries. Some young pastors are adjusted close to or more than 15% in annual salary. The new pay scale also provides a clear equation for salary calculation and the absolute minimum salary that prevent the mistake of underpaying pastoral staff.
- In 2021, BoE provided the scholarship for pastoral staff's advanced study, which relieved the financial burdens for their continued study at seminaries.
 - How do we further support our pastors financially, emotionally, spiritually, etc?
 - With the recently hired HR manager role (hired in 2021 Fall), it should fill in the gaps in dialogue between pastoral staff and BoE.
- September CC meeting will allow for further discussion on church governance
 - Current bylaws have some limitations to the definition of elder
 - Ideally, we should have both clergy and lay elders
 - In the meantime, we need more collaboration between pastoral staff and elder
- Going forward, for any critical decision, we will include pastoral staff in the decision-making process
 - More pastoral staff should be included in the discussions of critical decision makings for more diverse perspectives, because pastoral staff have more training and experiences in ministry.
- Meeting ended at 12:29 PM. Elder Paul closed in prayer.