

**A. In Attendance:**

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

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

- a. Meeting started at 9:10 am. Elder Yuguang opened in prayer.
- b. Pastoral staff reports
  - i. Senior pastor report
    1. The Spring Mandarin Gospel Meeting will be held next weekend (March 17-19). Prayers are needed.
    2. Pastor Caleb will be on sabbatical from April through September. Pastor David Eng will be acting senior pastor during that period.
    3. The "Capacity De-bottlenecking Feasibility Study" is awaiting a decision from the Board of Elders.
    4. Chinese Bible Church of Greater Lowell (CBCGL) and our church are working towards starting a meeting in Andover to see if God is leading the churches to plant a church there.
    5. Chinese Church of Metro-South Boston (CCMSB) held its independence celebration on March 5th, completing the Metro-south church planting process.
    6. Pastor Caleb is grateful to all ministry groups who have joined hands in doing church quarterly clean-up, as keeping the church clean is important for the morale of the congregation. "Building people" is the ultimate goal.
    7. Rev. Tim Conkling and his wife Evie visited in early February. Thanks for all the feedback from so many who have been involved in the process.
    8. Pastor Caleb welcomed Christine Chang on board as the English administrative assistant.
    9. Special thanks to the church council for understanding when pastors have to be absent from meetings.
  - ii. Lexington Chinese ministry
    1. Stephen Ministries
      - a. The Stephen Ministries 2017 training program will begin on the first Thursday of April. There have been eight applicants thus far.
      - b. The annual Stephen Ministries retreat will be held on April 28-30 with guest speaker Rev. Wendell Friest.
    2. A Marriage Enrichment Retreat was held on March 3-5 in Bedford, NH with 21 couples attending, including 26 trainees. Four seekers became new believers.

3. Fellowships and small groups keep growing. Chinese New Year dinner gatherings were held by them for outreach.
  4. Fellowships will do quarterly whole-church clean-up with Crossbridge and youth.
  5. Evangelism Explosion training finished with three graduates.
  6. Small group leadership training will start soon.
  7. Fellowships are ready to serve at the Mandarin Gospel Meeting.
- iii. Lexington Children's ministry
1. Pastor Bowman has been dealing with some health concerns and is grateful for some improvement. Thank you all for your prayers.
  2. Pastor Bowman is currently serving at the Amherst Chinese Christian Church Retreat in Connecticut (and therefore absent from this meeting).
  3. Pastor Bowman has been preparing for a busy stretch of ministry in which he will preach four times this month at Mandarin Gospel Meeting, Chinese Easter Cantata, Good Friday, and Children's Worship.
  4. Please pray for God to raise up a Sunday School Core Leader.
  5. A plan to clean up the children's area is being worked out.
  6. Deacon Jason noted that Countryside Bible Chapel is shutting down their AWANA program due to the retirement of a key AWANA leader. Deacon Jason will follow up with Pastor Bowman to see if we might be able to leverage their resources to grow our AWANA ministry.
- iv. Lexington Youth Ministry
1. Winter Retreats were held on February 17-20 (Senior High) and February 24-26 (Junior High)
    - a. Eric Yang (Senior) and Clement Setiawan (Junior) spoke on what it means to be anchored in Christ and in the gospel.
    - b. High school student leaders attended both retreats and served alongside many faithful counselors.
    - c. A post retreat rally was held with singer Jae Jin.
  2. Upcoming parent meetings have been scheduled for March 12, April 9, and June 11.
    - a. The increased number of meetings are at parents' request.
  3. The youth ministry is pushing for more family worship and family activities.
  4. Mission team applications and planning are ongoing.
  5. Youth ministry is lacking in counselors with many counselors stepping down next year. Youth ministry culture is also changing. Thus, the pastoral staff is rethinking vision and strategy in order to refocus and give better direction to youth ministry amidst changing culture and resources.
    - a. It was noted that the church should consider how to mobilize and/or train new youth counselors, especially from the Chinese congregation as all current counselors are from CrossBridge.
  6. Upcoming
    - a. Continued parent meetings
    - b. Outreach focused event on April 28
    - c. Ice cream social in chapel
    - d. Family retreat in May
    - e. Youth baptisms in May
- v. CrossBridge ministry
1. Crossbridge is preaching through a series on Psalms and will do a short Lent series to prepare for Easter. Dr. Jeffrey Arthurs continues to preach approximately twice a month

and is committed through at least August 2017 though less frequently due to his travel schedule.

2. A "Life-on-Life" Discipleship Clinic sponsored by Perimeter Church in Atlanta was held at our church on February 10-11. About 8 people from CrossBridge and 35 participants from outside of our church attended. An "Ignition Group" started out of this two weeks ago.
  3. A new seminary intern has started: Joseph Wu (from Brooklyn Chinese Alliance Church)
  4. ICF Winter Retreat was held on February 17-19 with 38 attendees and speaker Jeff Hwang. ICF will volunteer at Cradles to Crayons on March 18. ICF will also hold a church-wide children's clothing/toy drive for Cradles to Crayons In conjunction with a home group and Social Concerns Ministry.
  5. Charis will hold a retreat on May 5-7 with speaker Paul Epp from Ithaca Chinese Church.
  6. Tomorrow is College Sunday and ICF will be running CrossBridge service.
- vi. City outreach ministry (COM)
1. The church has begun renting a unit of a two family house in Malden to start a student fellowship there on Friday evenings and for outreach, small group, and coworker meetings. The unit is in process of being cleaned and renovated. A core group for the new ministry has been formed. Recruiting Christian students will be the next step.
  2. A Christmas outreach was held on December 24 with around 270 people attending.
  3. A baptism will be held on April 16. Interviews have started.
- vii. Pastoral Off-Campus Service
1. Pastor Pan: Baton Rouge Chinese Christian Church (Louisiana)
  2. Pastor Bowman: Amhurst Retreat
  3. Pastor Sandy: Kyrgyzstan short-term trip
  4. Pastor Caleb: Vancouver, California; Maine; Florida; CBCGL, etc.
- c. Crossbridge pastor search update
- i. Rev. Tim Conkling and his wife Evie had a visitation weekend earlier in February during which much feedback was collected from CrossBridge, the majority of which was positive. The Board of Elders and search committee are hopeful that a final agreement can be reached.
- d. Senior pastor search update (Elder Yuguang)
- i. The senior pastor search committee was formed in January with the first meeting held in February. The goal is to have a job description created and posted by the end of March.
  - ii. Please continue to pray for the senior pastor search process.
- e. Board of Deacons update (Deacon Haiguo)
- i. Technology updates
    1. Completed projects
      - a. Added a computer to the church office for general use
      - b. Added a computer for the new CrossBridge administrative assistant
      - c. Added wireless screen mirroring in the main room of 151 which works with both Windows (Miracast) and Apple (AirPlay) devices.
      - d. A new e-mail account was set up for the new CrossBridge administrative assistant.
      - e. New strategies for email archiving and mailing lists have been created.
      - f. Wireless connectivity
        - i. Solved main sanctuary peak capacity issues by upgrading, adding, and tuning wireless access points.
        - ii. Experimented with creating wireless guest networks for special events
        - iii. Changed 151 thermostats to address connectivity issues



- i. Church entrance parking lot
      - ii. Upper parking exit road
      - iii. Upper parking access road lights
    - c. Arranged for pest control services for the church facility
    - d. Adjusted parking lot lights timer for daylight savings
    - e. Better Comfort Systems addressed a problem with heat flow in the 151 building.
    - f. Second payment was made to Better Comfort Systems for the main building HVAC project.
    - g. Church building inspection passed
    - h. 151 building fire alarm beeping has been fixed. RCN has been asked to solve signal problems.
    - i. The church's snow plow contractor has been asked to improve the snow cleanup process
    - j. Received a quote for installing a side-entrance awning
  - iii. It was noted that the church parking lot has become a location for people to covertly drink and loiter, often leaving beer bottles behind. It was suggested that the office manager contact the police to see if they have any suggestions for how the church can disincentivize this behavior.
- f. Board of Elders update (Elder Yuguang)
  - i. The mission of the Board of Elders is as follows:
    - 1. Lead church vision, mission, and strategy
      - a. A church vision was created last year. A church mission statement is currently being constructed.
    - 2. Oversee the health of all the church ministries
    - 3. Unify the church in one Spirit in Christ
    - 4. Deploy ministries in light of the church vision
  - ii. The Community Outreach Committee ministry was reviewed (led by Elder David)
  - iii. A benefit policy revision was proposed regarding how responsibilities are divided between the Human Resources Committee and the Board of Deacons.
  - iv. The CrossBridge Pastoral search has been positive thus far and the BoE is hopeful that a final agreement can be reached.
  - v. The Senior Pastor Search has started, led by Elder Yuguang.
  - vi. The Deacon nomination committee is being led by Elder Ho.
  - vii. The Elder nomination process, led by the Board of Elders, has also started.
  - viii. Pastor Caleb will be on sabbatical from April-September 2017. Pastor David Eng will be acting Senior Pastor during this time.
  - ix. Pastor Jennifer will be on sabbatical from July-December 2017, with Minister Stan covering her duties.
  - x. Metro-South has become independent and is now known as the Chinese Church of Metro-South Boston (CCMSB)
  - xi. Ministries in planning and in progress
    - 1. The Board of Elders continues to lead the process of constructing a vision statement (complete) which leads to a mission statement (in progress) which will lead to strategic goals (future).
    - 2. The Board of Elders continues to evaluate ministries, seeking to better streamline and prioritize what the church does.
    - 3. Integration of discipleship training programs
    - 4. Church building expansion next steps
  - xii. Elder Bryan is leading a committee to create the church's mission statement. The goal of the

mission statement is to define how the church will fulfill the church’s vision statement. The committee consists of Elder Bryan, Joshua Chang, Terry Yang, and Deacon Shanchuan Zhao. Church council members are encouraged to provide feedback. The committee hopes to have a complete mission statement ready for approval by the June church council meeting.

- xiii. Elder Loren is leading an effort by the Board of Elders to draft a policy regarding how the church engages with political issues. The policy will be reviewed with church council. Elder Loren encouraged the church to pray for and work towards church unity.

g. Quarterly Financial Report (Deacon Ji-yong)

i. February financials:

Funds	Offering (Feb)	Expense (Feb)	Total (Feb)	Cumulative Balance
General	\$137,661.31	\$150,091.85	(\$12,430.54)	\$428,214.88
Mission	\$37,068.00	\$27,245.00	\$9,823.00	\$68,741.81
Capital	\$283.16	-	\$283.16	\$215,608.77
CBE	\$1,850.00	-	\$1,850.00	\$325,337.19
SCM	\$3,960.00	\$350.00	\$3,610.00	\$47,186.46
Benevolence	\$300.00	\$6,000.00	(\$5,700.00)	\$29,200.14
MS Building Fund	\$2,250.00	\$110,715.00	(\$108,465.00)	\$2,850.84

- ii. Up to February 28, our total expense is at 53.0%, and our total offering is at 76.3% of the total annual budget (fiscal year ending June 30). The target percentage is 66.7% (8 months of a year).
- iii. Since Metro-south became independent on January 1, 2017, the church transferred \$121,391 to the Chinese Church of Metro-South Boston (CCMSB) which will represents the balance of the MS building fund and “50% of Metro-south surplus through the end of calendar year 2016” as of the end of 2016.
- iv. The FY 2018 budgeting process will begin in April with final budget approval during the June church council meeting.
- v. Brother John Cintolo will retire from the finance committee in June. The committee is seeking to have another member of CrossBridge, who has been active in ministry for five years, to join the committee.

h. Social Concerns Ministry budget approval (Deacon Jimin)

- i. Because of the revised Social Concerns Ministry charter, the church council must annually approve the budget of the Social Concerns Ministry. Yangsheng Tzeng presented the budget for 2017 to the church council. A question was raised regarding the amount devoted to reserve in the budget (which is consistent with the current charter). The church council decided to vote to approve the budget, but the social concerns ministry and Board of Elders are requested to review the reserve requirement in the charter and seek alternative means to address emergency situations.

- ii. Deacon Jason motioned to approve the 2017 Social Concerns Ministry budget of \$73,437.50. Deacon Jimin seconded. The motion passed unanimously.**
- i. April 9 information session (Elder Yuguang)
  - i. Elder Yuguang will create an agenda for the April 9 information meeting and send it to church council for feedback before the information meeting.
- j. Pastor Caleb closed in prayer and Elder Yuguang adjourned the meeting at 12:08 pm.
- k. Addendum
  - i. In December, via online vote, Deacon Chris motioned to increase the FY17 Pastor Search budget (Acct 64120) by \$2,500 from \$3,000 to \$5,500. Deacon Haiguo seconded. The motion passed.**