

**Meeting Minutes**  
**CBCGB Board of Elders (“BoE”)**  
**May 9, 2020**

Present: Chaw-Bing Chang, Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Paul Huang, Juta Pan (Senior Pastor), Ji-yong Wang, Ruike Wang, Jian Zhang  
Invitees: Ziyi Chang (Pastor), Jeffrey Hwang (Minister), Jason Lee (BoD Chair)  
Invitees for the Loving and Caring Ministry Review: CP Cheng, Joyce Cheng, Sandy Teng

(9:01am) Elder Ke-Chieh Chu opened in prayer

Open Sharing (All)

- Elder Ruike shared about a Chinese Ministry Sunday School on parenting held Sunday afternoons. They had 70 attendees during the first week (which included folks from out-of-town).
- Pastor Pan shared about how many Roman Catholic and Protestant churches have applied for Paycheck Protection Plan loans from the government.
  - The finance committee discussed this several weeks ago and decided not to apply because the church is currently financially healthy and would rather leave the funds to those who need it. The church will walk by faith that God will provide for any needs in the future.

Updates on the State of the Church (Pastor Juta Pan)

- The primary focus of the church continues to be how to care for people and respond to the COVID-19 pandemic.
  - The only two church members known to have tested positive for COVID-19 have gradually been recovering. However, many relatives of church members are suffering from the disease.
  - The biggest impact to many church members is to those who have lost their jobs, particularly those whose visa is dependent on their work.
  - The church’s campus ministry may also be impacted if many Chinese international students defer their admittance to universities.
  - The Chinese Ministry summer retreat and almost all summer short-term missions teams have been cancelled (though all will likely soon cancel).
  - Baptism services for Lexington (May) and City Outreach Ministry (April) have been postponed. Holy Communion has also been cancelled during this period of remote worship.
  - Sunday services remain relatively stable in attendance but the number of connections was a bit lower two weeks ago.
  - Children’s ministry has started online activities on Friday and Sunday with favorable responses from congregation members.
  - The World Vision Walk for Water 6K has switched to a “virtual” walk for water.
  - Pastoral care has been done online and through phone calls.

- Social concern ministry has been advocating for ways to serve the community and world.
- Three families have applied for support from the church benevolence fund due to financial hardship from the pandemic.
- This past Thursday at a New England pastoral staff prayer meeting, one major Chinese church shared that their offering has dropped 40% since the pandemic. Our offering has dropped around 10-15%, though historically offering during March and April has been lower.
- Pastoral Staff
  - Minister Duane's R1 visa is still pending.
  - Pastor Bowman has proposed to postpone his sabbatical to January-March 2021 due to the urgency of the current situation.
    - The board requests that Pastor Bowman send a short letter officially requesting that his sabbatical be postponed for record-keeping.
  - Minister Taylor's wife Kylie has found a new job.
  - Minister Juan has moved to help take care of a new mother. Because of the pandemic, the father has been stuck in Canada and cannot come back.
  - The pastors' wives have been holding two weekly online meetings (one in Mandarin and one in English).
  - The church needs to start the ordination process for Minister Jeff after August.
    - The church will also consider the timing for starting the ordination process for Minister Duane once his R1 visa is approved.
- Other sharing
  - If the church starts annual reviews in July, it will set a pace of two reviews per month. The pastoral staff has also been working on revising the self-evaluation form.
  - Some members of the pastoral staff have expressed appreciation for the weekly Wednesday night meetings with the elders since the COVID-19 crisis began because of the increased communication among church leadership.
  - The budget review this year ran extremely smoothly due to good preparation by ministry leaders and strong leadership from the treasurer, Joe Ma.

#### Board of Deacons Report (Deacon Jason Lee)

- In general, not much has happened because of the COVID-19 crisis. However, the second floor of the church building has been painted and they are working on the first floor.
- Ruth had resigned as church property manager effective April 1.
  - Weixin is now acting property manager.
  - Ying-yuan will take responsibility for room reservation and temperature control.
  - There is no plan yet to hire a full-time or part-time replacement.
  - Deacons Hongwei and Jason have spent time discussing the property manager job description since it is central to one of the core roles of the Board of Deacons. They have drafted a list of roles, responsibilities, skills, and capabilities.

- Skills include trustworthiness, good communication and negotiation skills, and strong attention to detail and organization.
  - The role is extraordinarily complex due to the coordination between numerous church ministries and contractors in relationship to the church property.
  - The role also has enormous influence on church expenses in negotiating contracts, verifying that contractors meet expectations, and ensuring that the entire church is properly maintained.
  - It was suggested that Weixin ought to review the job description. As job descriptions change, it is an opportunity to review how roles and responsibilities are delegated among the entire office administration.
- Progress is being made to enable online giving for Chinese Ministry. A message will be put on the church website to indicate that church members can continue to give without fee by mailing in checks as in the past, but if they wish to give online, they will be able to use a similar process to the one Cross Bridge and City Outreach Ministry have been using.
- There have been some security issues with the church property during the COVID-19 pandemic and Lexington police have been notified. It's not sufficient just to put up a camera if there are no consequences. A comprehensive plan has to be created to prevent misuse of church property.
- For more information, please refer to the April Board of Deacon Meeting Minutes.

#### Ministry Review - Loving and Caring Ministry (Elder Ji-yong Wang)

- Benevolence Fund
  - The Benevolence Fund committee consists of Nick Yang (Chair, CM), Pastor Ziyi Chang, Ning Qiao (COM), Cary Shao (CM), Lin Fan (CM). The committee needs a member from Cross Bridge.
  - As of the end of March, the fund is at \$33,182.14. Since then, there has been an additional \$5,000 donated to the Benevolence Fund.
  - The church has supported two applicants since the COVID-19 crisis started and there is one application in progress.
- Marriage Enrichment Retreat Ministries
  - There are usually two retreats scheduled each year.
  - The hotel which they had previously been using increased their price significantly. They found a new site near the Rhode Island border, but by that time the COVID-19 situation had progressed such that they cancelled their contract for the early-March retreat.
  - Planning will be restarted once the COVID-19 situation changes. Zoom is a potential solution but this is not as effective as face-to-face meetings for marriage enrichment.
  - As COVID-19 continues, the needs for marriage enrichment is increasing, but the church needs to find means to discern where the needs are and how to address them in the midst of social distancing.

- Stephen Ministries
  - The goal of the ministry is to raise up lay people and equip them to provide effective Christian care to others.
  - CBCGB has worked with Stephen Ministry since 2003.
  - Leadership
    - Over 17 years, the church has sent 15 leaders to be trained as Stephen leaders.
    - The church currently has 8 leaders on the Stephen Leaders Team:
      - Continuing Education - Helen Tan, Joyce Cheng, George Lin
      - Supervision: Philip Chiao, Waan-Jeng Huang
      - Referrals: Pastor Steve Chang
      - Training: Joseph Shan
      - Awareness: Sandy Teng
      - Stephen Leader Coordinator: Sandy Teng
  - Stephen Ministers
    - Becoming a Stephen minister requires a two year commitment which includes 50 hours of training and willingness to meet with care receivers for one hour each week.
    - CBCGB has trained 123 Stephen ministers from 2003-2019. There are currently 42 actively serving Stephen ministers and 8 people who are training to become Stephen ministers.
  - The Bi-annual Stephen Ministers retreat is planned for August 21-22, 2020 (delayed due to COVID-19).
  - Prayer requests
    - Bonding between Stephen ministers and care receivers during the pandemic. It has been challenging to move the ministry online, particularly due to the difficulty of maintaining confidentiality with other family members around.
    - The process of matching care receivers with Stephen ministers, particularly during the pandemic.
    - Leadership transition
    - Pastors and Elders' continuing support
    - CBCGB vision on caring ministry
  - Pastor Pan noted that caring ministry is central not just in caring for church members but also as a means to share the Gospel with the community. He noted the importance of integrating caring ministry with other ministries in the church. Pastor Pan also suggests finding congregation members who have relevant experience and expertise to consult with the church's caring ministry.
  - Every week a Stephen minister joins the Chinese Ministry welcome team to promote caring ministry and to see if there are any needs among newcomers.
  - Stephen Ministry has a system for matching care receivers to Stephen ministers; because Stephen ministers have not been professionally trained, more difficult situations are referred to professional counselors or therapists.

- Pastoral Care
  - Pastor Ziyi emphasized that the foundation of a caring church is first in the fellowship ministry. The second level is Stephen ministry which deals with special needs. The third level is care from pastors. Echoing Pastor Pan's thoughts, he emphasized the need for integration between ministries and for the church to be a "web of love".
  - Prayer is needed because there are numerous gaps in caring within our church and because those who are able and willing to care are limited.

#### Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- There have been fewer applicants since the COVID-19 crisis started though there have been some recent applications.
- The committee is planning a committee-wide interview with a candidate who they had been communicating with since before the COVID-19 crisis.

#### June Church Council Meeting Planning

- The proposed agenda consist of:
  - Opening prayer
  - Report from Pastoral Staff
  - Report from Board of Deacons
  - Report from Board of Elders
  - Quarterly Financial Report and FY2021 budget approval
  - Online services review.
  - Ending prayer
- It was suggested that the meeting also review the church reopening plan which the to-be-discussed task force will create.
- While this will not be discussed at the church council meeting, the pastors and elders will continue to discuss how we can further how our church can work towards the church's vision and mission of making disciples.

#### Church Reopening Task Force (All)

- Elder Ruike will lead the Church Re-opening task force. The task force should have broad representation from ministries.
- Elder Chaw-Bing will represent COM.
- Either Elder Chris or Minister Jeff will represent CB.
- Elder Ruike will form the task force and let the Board of Elders know the proposed members in the next few days.

(1:28p) Elder Paul closed in prayer