



Joint Membership Meeting Minutes

Date: Sunday, October 30th, 2011
 Time: 2:00 PM - 5:00 PM
 Venue: Chapel

Chairman **Percy Lee**
 Secretary **Ann Pan**
 Quorum **93**
 Attendance **121**

Topics	Leader	Discussion and Action Items
1.0 Prayer time 開始禱告	Pastor Kenny Wong	Group Prayer
2.0 New Members Welcoming	Percy Lee	Welcome New Members Percy extended a warm welcome to all new members (supported by everyone). A welcome letter was sent out to each new member. See Attachment #1 for names of new members since last JMM.
3.0 Adoption of Meeting Agenda	Percy Lee	Quorum for meeting was met Motion#1 to adopt agenda. Percy moves to adopt agenda, Raymond Wong seconds. All agreed. Motion carried.
4.0 Adoption of JMM Minutes	Percy Lee	Motion #2 to adopt June 12, 2011 JMM Meeting Minutes. Ann moves to adopt June 12, 2011 JMM Meeting Minutes as presented, Paul Cheng seconds. All agreed. Motion carried.
5.0 Ministry Reports	Percy Lee	Cantonese <ul style="list-style-type: none"> • Pastor Kenny Wong will be the contact Pastor for the Chinese congregation during Pastor Dan's vacation. English <ul style="list-style-type: none"> • Ministry appreciation lunch was held for church volunteers • New Year's Day baptism. • October 23rd there was an English Ministry Meeting, in which the strategic plan was discussed. <ul style="list-style-type: none"> ○ Vision - A congregation of Christ's disciples, loving God and others ○ Mission – Exist to make disciples for Christ fulfilling His Great Commission and Commandment

		<p>Admin Board</p> <ul style="list-style-type: none"> • Key holder training & Fire drill was completed • Offsite storage was established and hard copy items moved • Profile and job description developed for Facility Manager, to be posted in January 2012 to be filled for March/April 2012 • Developing salary profiles for new hires • Replaced power breaker to enhance stability of the power system <p>Ministry Governance</p> <ul style="list-style-type: none"> • Developing guidelines in Information Dissemination involving disciplinary actions • Have received suggestions from Henry Kwan on improving ministry guidelines/policies (Joining JCB on Dec 8 to collaborate) <p>Membership Engagement</p> <ul style="list-style-type: none"> • Assess current situation <ul style="list-style-type: none"> ○ Membership is bundled with baptism, sometimes people are interested in being baptised but not necessarily in attending membership meetings. ○ Membership is required for certain leadership position but not consistently applied across the board. ○ There also is not a complete understanding of what it means to be a member, the purpose and responsibilities. ○ Motivation to become a member. ○ Long Membership list but fewer (200) active members. • Potential Improvement initiatives <ul style="list-style-type: none"> ○ Education & Promotion (via fellowship, discipleship, SS, etc.), what is membership and why is it important. ○ Membership Engagement. ○ Membership Website for info, update, feedback ○ Other non-electronic means (suggestion boxes) ○ Town hall meetings ○ Congregational Fast & Pray is an opportunity for the congregation to come together and share concerns and have the opportunity to pray together. Next Congregation Fast & Prayer is on November 19th, 2011. <p>Question Raised: Our church is so large, why are we renting space outside of the church (with regards to offsite storage)? Percy: This is offsite storage space for storing backup records that we need to keep for 7 years. Specifically backups or physical records that we need for audit etc. Paul Cheng: Who is watching the storage space? Percy: This is a rented storage space where only the church administration staffs have access to the records.</p>
<p>6.0 Pulpit Committee Report</p>	<p>Jon Chang</p>	<p>Positions identified</p> <ul style="list-style-type: none"> ○ Mandarin Associate and Assistant Pastor (New) ○ Children’s Ministry Worker ○ Cantonese Congregational Pastor – Pastor Dan’s replacement

		<ul style="list-style-type: none"> ○ Parish Nurse Position ○ English Youth Pastor (to be explained) <ul style="list-style-type: none"> ● Developed a strong foundation in search parameters, including job descriptions and profiles of 4 positions ● Established a dozen of our network contacts from Hong Kong, Singapore, Toronto and Vancouver and US for referrals ● All job descriptions have been posted in our church’s website and 9 Christian seminaries and institutions <p>Progress</p> <ul style="list-style-type: none"> ● There have been 4 applicants for the Mandarin position and 1 for the Cantonese position ● Working with the Church Board to conduct regular prayer and fasting sessions. ● Visiting fellowship groups to provide updates and receive input and feedback and considering platforms for communication like enquiry/opinion box and internet blog. <p>Update on English Youth Pastor Position</p> <ul style="list-style-type: none"> ● Criteria used for prioritizing the search for positions <ol style="list-style-type: none"> 1. Ministry workers succession (Pastor Dan, Catherine and originally Pastor Isaac) 2. Critical positions as determined by the committee through communicating and obtaining feedback from the JCB and congregation (via town-hall and fast & prayer meetings) and approval by JMM ● Since Oct 23, 2011 Pastor Isaac has clarified that he has no immediate plans to take on new ministries, so he will not be leaving SCCEFC. ● The recommendation of hiring an English youth pastor is now deferred in the search process as new positions are not being considered at this time as per prioritization criteria.
<p style="text-align: center;">7.0 Renovation Committee</p>	<p style="text-align: center;">Alan Chow</p>	<p>Financial Update</p> <ul style="list-style-type: none"> ● Up to the end of October 2011 \$268K ● \$208K has been paid out there is still about \$20K outstanding to be paid out or reconciled. ● A new project is to add a new Chinese sign to the exterior signage which is about \$2500, which would fall into the originally budget. ● There is a balance of approx \$40K that is available for future use. <p>Last Summer Renovations</p> <ul style="list-style-type: none"> ● There are some remaining issues that need to be resolved with the contractor which may continue to delay the final completion until next year, but these are minor finishing details <p>2012 Renovations</p> <ul style="list-style-type: none"> ● There have been some requests for the English Worship Committee to update

		<p>the sound system in the Chapel as well as some other renovations with regards to carpeting and paint etc.</p> <ul style="list-style-type: none"> • The renovations would include <ul style="list-style-type: none"> ○ Expanding the front stage ○ Putting side walls on each side of the stage ○ Changing the partitioned wall into a permanent structure ○ Moving the sound room to the centre of the chapel ○ Converting original sound room into storage space ○ The rough estimate for the renovation is \$125K • Bringing forward the carrying balance from the last years renovation we would be looking for an additional \$70K to complete this renovation • We are proposing to get all the permits and design works completed so that when the funds are available we can go forward and start completing the actual renovations. <p>Linda Kung: This doesn't really address the issues of space for the English Congregation. Currently the congregation is almost at capacity in the Chapel. The renovation doesn't increase any capacity in the Chapel.</p> <p>Percy: I can't speak on behalf of the English Worship Deacon, but from my opinion we are close to capacity but there is still a few more years until we reach a point of overcapacity. Also, we need to recognize that the renovation will also benefit other congregations for worshipping purpose.</p> <p>Dave Tai: From the design presentation, it would look like we would be actually decreasing seating through this new renovation. Have we actually done a capacity check to ensure that we would still be able to meet our current capacity?</p> <p>Alan Chow: This is really a very early estimate. We were just approached two months ago with regards to this renovation. The architect has just done a rough draft for us. We are currently only in the planning stages. There are still many logistics and contingency to be discussed.</p> <p>Nora Tam: I think we need to still think about capacity, especially if we are saying that the renovation could take a few years. The English might be at capacity by that time.</p> <p>Alan Chow: Prior to the current configuration there was a capacity of almost 400, so there may be some room with regards to capacity.</p> <p>Percy is tabling the discussion as there needs to be further study and detail discussion so that we can go forward. There can be further discussion at a future town hall meeting to further discuss the details.</p> <p>Alan Chow: let's treat this as a heads up to the JMM and we will continue to work with the English Worship Committee to work through details and planning.</p>
<p style="text-align: center;">8.0 2012 Church Budget Approval</p>	<p style="text-align: center;">Johnny Mak</p>	<p>Refer to 2012 Proposed General Budget and Proposed Missions Budget Updates</p> <ul style="list-style-type: none"> • As Alan indicated there is a \$60K balance in the building renovation fund. After some further reconciliation there will be a balance of \$30K • As of September the financial health of the church is sound and we have been able to pay all the bills etc. <p>2012 General Budget Discussion</p> <ul style="list-style-type: none"> • The budget was discussed at last week's town hall meeting and concerns were address accordingly and satisfactorily.

- To highlight a few items:
 - \$100K was budgeted by the Pulpit committee, an increase from \$50K in 2011, for the recruitment and moving expenses of the 4 positions.
 - \$18K pension contribution is a new line item that has been added due to the lack of pension at SCCEFC. After discussion with the EFC head office they recommended that something should be established.
 - Repairs and Maintenance – originally \$3000 was budged under Other Emergency Repairs. At this point we would like to increase by \$17K to a total of \$20K. The reason being that we have a large old building and we need to have an appropriate budget for any unforeseeable expenditure. Just painting the chapel could cost upwards of \$20K so we need to be able to budget an appropriate amount to cover unexpected costs.
 - Minor Renovation Fund – I would propose that we have a small renovation fund that would be available to be used by the general facility manager, so that we don't have to fund raise or vote or go through so many processes to get things done. It seems very unfair, especially for the English congregation. They have talked for years about repairing these walls and yet still nothing has been done. So the proposal would be for a \$20K slush fund in a new Minor Renovation Fund.
 - So an overall increase of \$130K from last year. So in essence a \$12.5K per month increase

Nora Tan: How will you define a minor repair/renovation? Will it conflict with the renovation fund for large renovations?

Calvin Chan : I hope that you are not viewing this as dividing up a major renovation into pieces so that we can complete a renovation. The reality is that because this is an old building, there are many things that need to be done ongoing to keep up the maintenance of the building. There are many things that a facility manager can manage without passing over to the renovation committee. For instance having the walls painted is something that we have put off for 3 years, but because we are not worshipping here, we are not impacted, but perhaps the English congregations are. There are minor upkeeps that we can complete without considering them as full renovations. There are things like the roof, interior and exteriors that can fit into this minor renovation fund.

Motion #3 to amend the 2012 Budget to reflect an increased in the General Fund – Repairs from \$3k to \$20K

Eddie Chong motions Calvin Chan seconds. All agreed. **Motion carried.**

Motion #4 – Calvin Chan motions to add a Minor Renovation line item in the budget. Calvin Chan motions Eddie Chong seconds to accept the proposal. 5 abstained from voting. **Motion carried.**

So after the amendments the total will be a 10.7% from last year to a total of \$1.54M

Motion #5 Johnny Mak motion and Eddie Chong seconds to accept the proposed 2012 Budget with the approved amendments above.

1 opposed 1 abstained from voting. **Motion carried.**

2012 Missions Budget

The proposed amount for the missions budget is \$177 298 an increase of 1% from last year's budget of \$175 987.

		<p>Highlights of changes</p> <ul style="list-style-type: none"> • \$200 increase of monthly contributions to Josh and Deb Wong, Power to Change • Cease funding for Diana Liang, Ruth Charter and Bonnie Kung due to sabbatical, retirement and completion of term respectively. • \$150 increase of monthly contributions to Philip Leung, CIM • New Missionary – Randall Mah, Wycliff Bible Translators - \$250/mth • \$150/mth increase to Missionary Training budget line for future training and education • \$60/mth new line for Missions Promotions • \$100/mth new line for Local Missions opportunities <p>Motion #6 Ann Pan motion for the acceptance of the 2012 Mission Budget Raymond Wong seconds. All approved. Motion carried.</p>
<p>9.0 Plan to Protect Implementation Approval</p>	<p>Percy Lee</p>	<ul style="list-style-type: none"> • We recognize the importance of having a Plan to Protect policy for the church. It is beneficial for the church and it also an insurance recommendation. • South Calgary Chinese Evangelical Free Church has recognized that a protection plan and abuse policy is needed for the safety and well-being of the church community. It also is way to employ wisdom and care to those who are in this community. • In a society where abuse is reported at alarming levels, we are determined to take every action we can to prevent abuse, especially in the context of the church. • We see the need to protect our volunteers from any chances of false accusations that can be very damaging to one’s emotional, financial and spiritual well-being. • Plans and policies of this magnitude are often difficult for a church with volunteers on limited resources to implement, yet we believe that through God’s leading and strategic implementation, it is possible. • The following, “Plan to Protect” policy is a resource that has been derived from a guide developed by Winning Kids Inc. These documents will not guarantee that incidents will not happen, but its implementation will hopefully prevent and lessen possible occurrences. <p>Motion #7 to grant JCB the mandate to implementation Plan to Protect Policy (Adopted by JCB on August 18, 2011) and to revise the policy as required. Percy Lee Motions and Ernest Chong seconds one abstains. Motion carried.</p>
<p>10.0 New MUFHH55</p>	<p>Pastor Kenny Wong</p>	<ul style="list-style-type: none"> • MUFHH 55 established in 2006. My Upmost For His Highest <p>Motions #8 to modify the committee structure. The former structure is a 4 member</p>

		<p>committee: a pastor staff, Education Deacon and 2 elected members by the JMM. New structure would be one of the CMB deacons, a pastor staff and two elected members by the JMM. The change would be to have a CMB deacon, not specifically the Education Deacon.</p> <p>Pastor Kenny Wong makes the motion Job Chan seconds. All approved. Motion Carried.</p> <p>Cedric Siu: Who is going to decide which deacon?</p> <p>Pastor Kenny Wong: CMB would decide which deacon can participate, it is no longer going to be tied specifically to the Education Deacon</p> <p>Percy Lee: is this specifically for the Cantonese Congregation?</p> <p>Pastor Kenny Wong: We would like it to be open for all congregations</p> <p>Motion #9 Nomination of David Seto and Michael Yeung to be the two elected members of the MUFHH55.</p> <p>Pastor Kenny motions and Raymond Wong seconds. All approved. Motion Carried.</p>
<p>11.0 Other Business</p>	<p>Percy Lee</p>	<p>The JCB is currently in the process of nominating deacons for the 2012 term. Please also be advised of the following regulations as well:</p> <p>Nomination Procedures for Deacons:</p> <p>4.6.2 Any two (2) active voting members may nominate a third active voting member as candidate for the Administration Board or the respective Congregational Ministry Board. The nomination has to be presented in written form to the Joint Church Board, Administration Board or the respective Congregational Ministry Board before the deadline and it must be signed by the nominee and the nominating members.</p> <p>The 2012 nomination deadline is January 8, 2012</p>
<p>12.0 Next JMM</p>	<p>Percy Lee</p>	<p>Next JMM is scheduled for January 29, 2012 at 2pm</p> <p>Percy Lee moved to adjourn meeting Bernice lee second. Meeting adjourned.</p>
<p>14.0 Prayer</p>		

Appendix 1 – New Members

Cantonese

Ho Yiu CHEUNG
Eva LEE
Cam JAN
Jane KANG
Kwing Hau MAK
Li Guo ZHANG
Peixia LU
Shuk Tsing TANG
Jenny Nau
Eliza Kong
Jeff Cheng

English

Justin Lee
Bethel Fung

Mandarin

CHEN, Tiezhong
DAI, Caifang
GUO, Qiuxia
HU, Yunlong
HU, Zhicheng
HUANG, Xinyao
LI, Muying
MA, Rosie
TAN, Hui
YAN, Litao
Zhang, Ray
Zhang, Yuxia