

In the Loop
English Commission
December 17, 2019

Dinner was prepared by Jeanette Huie in recognition of and appreciation for Linda Lee and Susie Wong who are completing their second terms as elders.

Pastor's Report

In addition to the pastor's written report submitted for December 2019, Don elaborated on the following topics of his report.

- Meeting with Pastor Israel Hao of the Mandarin worshipping community – Don requested guidance in defining his role in supporting and mentoring Israel, our church's commission lay pastor (CLP).
- Cameron House – Don has a scheduled meeting with the CH youth ministries staff looking into future collaboration. The Commission also provided feedback on Executive Director Mike Lee's proposal to enter into an agreement to share an employee, specifically in the area of facilities management.
- Vacation Calendar – Don will be away January 13-19, 2020. Greg Chan will be the guest preacher on January 19th.

Treasurer's Report

Winchell prepared the balance sheet and cash fund analysis for the year to date through November 2019. The English budget appears to be healthy with an anticipated year end surplus. 2020 pledge letters have been mailed and offertory envelopes are available for distribution.

Committee Reports

- Deacons – The prayer cards initiative will be launched in January 2020. The prayer cards will be distributed as inserts in the bulletin each Sunday.
- Resource
 - Cleanup Day – The all-church cleanup day is planned for Saturday, February 8, 2020. The plan is to recruit "captains" to be in charge of designated areas of the building. Have an orientation and list of assignments for the captains prior to the cleanup day. Also have a lunch catered after the cleanup.
 - Automated Electronic Defibrillators (AED) – The church plans to purchase 2-3 AEDs (funded by the PCC Memorial Funds) that will be installed on each floor except the basement. Each will cost \$1,300 - \$1,500 with preferred options on the market such as batteries, warranties and multi-language capabilities. Installation of AEDs is projected for February-March 2020 that will be followed by orientation and training for the community.
- Worship & Nurture
 - With the recent increased use of LCD projection during worship, feedback was requested from the worshipping community to assess the value of this technical enhancement in worship.

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- W&N committee minutes included: worship feedback, future worship logistics, website content, Memorial Day retreat, youth and young adult programs, study and covenant group updates, deacons reports.

- Mission & Evangelism
 - Food Pantry – The program continues its process of re-registering its clients and preparing for a site visit planned for January/February. A Request for Proposal (RFP) to secure additional funding is under consideration that will require increasing current levels of service such as providing social/health enrichment activities on site. Chinatown Community Development Center (CCDC) is open to continuing to serve as fiscal agent, on behalf of the PCC for the food pantry.
 - Travel Bags for Refugees – Four travel bags were generated with the assistance of Presbytery's funds (\$1,000). After the Presbytery receives a final status report, the project will be completed.
 - Christmas Gifts Drive – 120 Christmas presents were donated to CCDC to support SRO children and families.
 - February 21, 2020 – Cooks and servers will be needed to staff a meal for the homeless sponsored by the Interfaith Coalition Shelter Program.
 - March 28, 2020 – The DINKS & SINKS fellowship will be staffing this meal for the homeless.
 - Interfaith Movement for Human Integrity – Rev. Deborah Lee will provide us with a full range of ways in which the English Worship Community can support the mission.

- PCC/CH Partnership Committee
 - In addition to the pastor's monthly report, Don requested feedback and guidance on Mike Lee's proposal to enter into a partnership that involves sharing the use and expense of a facilities management employee.
 - Addendum to the committee report – Both PCC (English Commission) and CH (Board members) need to individually explore what we want from the partnership. The committee will develop a set of questions and from the responses help clarify our relationship.

Other Business – Committee Assignments

- Presbytery Commissioners for 2020 – to be discussed in January Commission meeting.
- Mission Study Team – There was discussion on the formation and composition of the Adaptive Change group, and whether it would be beneficial to retain its members as a basis for forming the Mission Study team composed of 9 PCC representatives (7 English, 1 Mandarin, 1 Cantonese).

To Do: Committees will be tasked with selecting a chairperson for 2020. An active elder needs to be identified to fill the vacancy on the Nominating committee.

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To Do: Submit a list of 7 recommendations of persons to serve on the Mission Study committee to Don prior to the January meeting. We're encouraged to re-read the previous Mission Study in preparation for our work in 2020.

- Elder- and deacons-elect will be invited to attend the December 29th meeting of the Consistory. One topic of discussion will be the Memorial Day retreat.

To Do: Committee chairs will email Don with our respective committee rosters so that he can communicate directly with the membership to express his appreciation for their service.

Next Meeting: January 21 @ 7:00 pm.