

## 奧克蘭東區華人浸信會 2023 年 6 月 1 日部長會議程 PCBC AGENDA FOR DEPARTMENT LEADERS' MEETING ON 1<sup>st</sup> JUNE, 2023

1. 主席開會祈禱  
**Prayer by Chairperson**

2. 教牧分享  
**Pastor's sharing**

主席分享  
**Chairperson's sharing**

3. 各部綜合報告  
**Consolidated departmental report**

各部報告 (參附件 1)  
Departmental reports (see Appendix 1)

4. 商討事項  
**Discussion items**

- 4.1 通過本次會議的議程。  
To approve the agenda for this meeting.
- 4.2 通過上次 2023 年 4 月 6 日部長會的文字記錄。(參附件 2)  
To approve the minute for the meeting of 6<sup>th</sup> April, 2023. (See Appendix 2)
- 4.3 闡明東浸訂房系統：每個部門的訂房登錄和帳戶管理。  
To clarify PCBC room booking system: booking logins for each department and manager of accounts.
- 4.4 討論新冠疫情措施更新（奉獻、聖餐、直播）。  
To discuss the update for Covid measures (offering, communion, live stream).

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5. 其他事項  
**Any other business**
6. 下次開會日期  
**Date of next meeting**
7. 書記宣讀是次會議記錄  
**Secretary reading out resolutions of this meeting**
8. 閉會祈禱  
**Closing prayers**

附件 Appendices

1. 各部綜合報告。  
Consolidated departmental report.
2. 2023 年 4 月 6 日部長會會議的文字記錄。  
The minutes for the 6<sup>th</sup> April, 2023 DLM.

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## 附件 1 Appendix 1

### 各部綜合報告 Consolidated departmental report

#### 關懷部

#### Caring Department

1. 將定於 5 月 13 日 和 5 月 14 日 再次重開電腦圖書證掃描  
Computer library card scanning will be reopened on May 13 and May 14
2. 母親節禮物派發定於 5 月 13/14 日  
Mother's Day gift distribution is scheduled for May 13/14
3. 長者午餐聚會將定於 6 月 25 日 週日崇拜後舉辦  
Elders Luncheon gathering will be held on June 25<sup>th</sup> after Sunday worship

#### 教育部

#### Education Department

1. 為增加穩定性，主日學錄音和筆記將試上載到 Mega.nz 。因 MyCloud server 出現不能運作一段時間。但仍然可以在 MyCloud 索取檔案。  
Due to the MyCloud server was out of work for a period of time, we will try to upload Sunday School audio files and notes to Mega.nz so as to increase a stability. Files in MyCloud can still be retrieved.
2. 「新城要理問答」環節將於 3/6/2023 至 23/6/2024，在每週崇拜推行，包括兒崇、粵語崇拜和英語崇拜，共有 52 條問題，每週展示每一條問題。兒崇生日週便會暫停 (27/8/2023, 31/12/2023, 28/4/2024) 。參照來源：  
<http://www.newcitycatechism.com> 及 [tgcchinese.org](http://tgcchinese.org)  
“The New City Catechism” (NCC) will be promoted at corporate service weekly from 3<sup>rd</sup> June 2023 to 23<sup>rd</sup> June 2024. It includes children ministry, Cantonese service and English service. There are a total of 52 questions, and we will show each question weekly. It will pause at a CM's birthday week (27/8/2023, 31/12/2023, 28/4/2024). Original source: <http://www.newcitycatechism.com> and [tgcchinese.org](http://tgcchinese.org)

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3. ES Youth Program: 該計劃的主要目的是提供一個平台，讓兒崇的彼得組認識英崇。通過與現任 英崇青年領袖建立友誼和聯繫，每月一次，維期六個月（五月至十月）。

ES Youth Program: The main purpose of this youth program is to provide a platform to let Peter's group of CM to know more about English service (ES). It will be done with fellowship and bonding with the current ES youth leaders. The program will last for six months and participants will gather once per month (May to October).

4. 彼得組： 因推行「新城要理問答」活動，五月的課程改為「關愛創造」。  
Peter's group: As we are going to implement the NCC, the course of Creation Care was adopted in May.

## 傳道部

### Evangelism Department

1. 商討教會年度方向：個人生命就是福音見證，所以今年會着重生命工程。作自我檢視。傳福音訓練可以有一部份讓參加者反思自己的靈命和信仰。  
We discussed the church's annual direction: As one's life is the testimony of the gospel, so this year we will focus on building a life in Him, and self-reflection on one's life. The evangelism training could include a part to allow participants to reflect on their own lives and beliefs.
2. 此外，我們認為帶領他人的方法，首要由自己做起。所以，職員們將會花兩星期時間為向一個人傳福音而禱告，然後在下次五月會議前向那人傳福音，再在會議中分享該經歷。  
In addition, we believe that the way to lead others is to start with ourselves. So, the staffs will spend 2 weeks praying for a person about spreading the gospel and share the gospel with that person before the next meeting in May. Then, to share their experience of it in the next meeting.
3. 事工方面，在場職員認為要先重新審視及改善各事工，然後再實行各樣事工。  
In terms of ministry, the staff believed that we will firstly re-examine and improve various ministries before implementing various ministries.
4. 商討 2023 下半年傳道部的事工。  
Discussed the ministries for Evangelism Department for the second half of 2023.
5. 建議可以邀請部員列席職員會，以便傳承。  
Suggested to invite Evangelism Department's members to join Evangelism Departmental meeting in attendance, for training purposes.

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## 總務部

### General Maintenance Department

#### 1. 總務部 2023 - 2025 職員會成員

The Staff Committee of Worship Department for 2023 - 2025

顧問 Advisor	正部長 Leader	副部長 Deputy Leader	文書 Secretary	財政 Bookkeeper	職員 Staff
不適用 N/A	林淦皓 Rio Lam	高少基 Ben Ko	蕭紋翠 Jennifer Siu	冼文軒 Frank Sin	劉然 Desmond Lau

#### 2. 教會於 5 月 7 日早上進行了火警演習。

- 過程用了 1 分 47 秒，建議時間為 3 分鐘或以下。
- 以下是火警演習顧問的建議：
- 教會應安排人手在停車場入口指揮交通，方便消防車進入教會範圍。
- 最後離開走火通道的人應盡量把門關掉，以減慢火勢蔓延。
- 傷殘或行動不便人士應留待其他人撤離後才離開，以免做成走火通道阻塞。

Fire Drill was completed on 7/5.

- Evacuation time was 1min 47sec while the recommended time is 3 minutes or under.
- Recommendations from the fire consultant:
- Have a person in charge of blocking off the driveway entrance to keep a clear way for the fire engine's arrival
- Close all doors behind yourselves when you leave
- Disabled people and elderly will have to leave the building last to avoid congestion.

## 崇拜部

### Worship Department

#### 1. 招募新事奉人員加入崇拜部 - 崇拜時間中分享。

Promotion to recruit new personnel for worship department - share in service times.

#### 2. 崇拜後茶點從七月開始恢復。

Refreshments after Sunday services begin in July.

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## 附件 2 Appendix 2

### 東區華人浸信會 2023 年 4 月 6 日部長會會議記錄 PCBC MINUTES OF DEPARTMENT LEADERS' MEETING ON 6<sup>th</sup> APRIL, 2023

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開會日期 (Date) : 06-04-2023      地點 : 教會副堂 (Venue): Church back hall      時間 (Time) : 7:34PM – 08:50PM

主席 : 甘鴻泰執事      代書記 : 藍港強  
Chairperson : Deacon Anthony Kam      Acting Secretary: Kenneth Lam

出席: 鄧錦材牧師  
Present : Pastor Albert Tang

關懷部(黃婉儀), 教育部(黃詠詩), 傳道部(冼文軒), 總務部(高少基), 崇拜部(蕭紋翠)  
Caring Dept. (Pinky Wong), Education Dept. (Cindy Wong),  
Evangelism Dept. (Frank Sin), General Maintenance Dept. (Ben Ko), Worship Dept. (Jennifer Siu,)

列席 : 歐陽偉邦執事, 葉詩廷執事, 劉林愛珊執事, 甘鴻泰執事  
In Attendance: Deacon Vincent Au Yeung, Deacon Peter Ip, Deacon Cindy Lau, Deacon Anthony Kam

林曉薇, 何嘉恩, 石劉玉娥, 湯進, 林淦皓, 鄧穎曦, 王梓茵  
Mona Lam, Jennie Ho, Yoko Shek, Marco Tong, Rio Lam, Karis Lam, Julianne Wong

請假 : 禰美兒, 雷善恆, 劉梓晴  
Apologies: Eling Wong, Matthew Lui, Joyce Lau,

1. 主席開會祈禱  
Prayer by Chairperson
2. 教牧同工分享  
Sharing by Church Ministries

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## 鄧錦材牧師

新舊領袖聚首一堂，場面喜人。正如以弗所書 4 教導我們：4:1 我為主被囚的勸你們、既然蒙召、行事為人就當與蒙召的恩相稱。4:2 凡事謙虛、溫柔、忍耐、用愛心互相寬容、4:3 用和平彼此聯絡、竭力保守聖靈所賜合而為一的心。4:4 身體只有一個、聖靈只有一個、正如你們蒙召、同有一個指望、4:5 一主、一信、一洗、4:6 一神、就是眾人的父、超乎眾人之上、貫乎眾人之中、也住在眾人之內。4:7 我們各人蒙恩、都是照基督所量給各人的恩賜。不管我們各自的想法有什麼不同，我們都應按從上帝而來的恩賜，同心事奉。我們在這裏是為了廣傳福音及宣揚我們主耶穌基督的名。並以此代代承傳我們的工作。

## Pastor Albert Tang

It is a pleasing scene to have the old and new leaders present at this meeting. As the Book of Ephesians 4 teaches us, “As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. 2Be completely humble and gentle; be patient, bearing with one another in love. 3Make every effort to keep the unity of the Spirit through the bond of peace. 4There is one body and one Spirit, just as you were called to one hope when you were called; 5one Lord, one faith, one baptism; 6one God and Father of all, who is over all and through all and in all.” Irrespective of the difference in our thoughts, we should make the best use of the God given gifts and work together in unity. We are here for gospel spreading and for advancing the name of our Lord Jesus. To do that, we need a seamless inheritance of our work for the generations to come.

## 其他事項

### Other topics:

### 領袖退修

- 邀請所有即將離任與即將上任的領袖參加。
- 林曉薇姊妹將透過聊天群組安排選擇日期，供領袖考慮。
- 首選離奧克蘭不太遠的目的地。
- 按照慣例，我們於週五下午出發，週六下午返回。

### Leaders' retreat

- To invite all the out-going and incoming leaders to join.
- Sister Mona Lam shall arrange for a choice of dates via the chat group for leaders' consideration.
- A destination not too far from Auckland is preferred.
- Customarily, we shall depart on Friday afternoon, returning on Saturday afternoon.

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### 新領袖就職禮

- 目標日期是 4 月 15 日和 16 日，包括所有 3 堂崇拜。
- 由於鄧牧師 16 日不在，儀式將由黎牧師主持。

### Induction of new leaders

- Target days are 15<sup>th</sup> and 16<sup>th</sup> of April, encompassing all 3 worship services.
- As Pastor Tang will be away on the 16<sup>th</sup>, the ceremony shall be officiated by Pastor Andrew Lai.

### 會友查詢

有人提問：“浸禮候選人在季會未通過之前，在星期六/星期日的崇拜中，以會友透過舉手表決接受了。這種舉手的做法有否先行在季會正式動議通過？”

- 每年 4 月，新會友在復活節崇拜期間接受浸禮，但在當月稍後才舉行的季會始通過其受浸加入教會。
- 為了克服受浸日期與季會之間的程序上差異，我們在過去兩年中以會友先行舉手表決之安排以確定大多數會友的意向。
- 所有候選人都在隨後的 4 月季會中獲表決通過。
- 有人建議在季會上動議通過舉手的程序。
- 然而經討論後，領袖認為目前的安排運作良好。
- 因此，無須在季會表決這種舉手程序。
- 鄧牧師將相應地回覆該會友。

### A member's query

Someone questioned “Baptismal candidates have been accepted by members via a show of hands during Saturday/Sunday services prior to formal QMM approval. Has this practice of showing hands been first approved at QMM?”

- In April each year, new members are baptised around Easter services but the QMM is held later in that month to rectify their applications to join our Church via baptism.
- To overcome this procedural issue between the date of baptism and QMM, we have, in the last two years, ascertained majority members' preference via a show of hands.
- All the candidates were duly rectified at subsequent April QMMs.
- It was suggested to table the show of hands at QMM.
- Following discussion, however, the leaders felt that the current arrangement has been working well.
- So, formal QMM approval for this show of hands is not warranted.
- Pastor Tang shall respond to the member accordingly.

### 當值領袖

所有領袖，包括執事，教會書記，教會司庫，部長及副部長，均須在崇拜日輪流擔任“當值部長”。輪值表由辦公室行政管理員王耿宇姊妹編制。

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### Leaders on duty

All leaders, including Deacons, Church Secretary, Church Treasurer, Department Leaders and Deputy Leaders shall take turn to assume “leaders on duty” during worship services. The roster will be compiled by sister Grace Wang, Office Administrator.

### 消防督導員

所有現任與前任領袖都應負責在教會發生火警時擔任消防督導員。

### Fire Wardens

All current and ex-leaders shall be responsible to serve as Fire Wardens in case of a fire in the Church.

## 主席分享

### Chairperson's sharing

在 2023 年 4 月的季會中,我們將提議正式解散「東區華人浸信會成立 30 週年籌備委員會」。

In the April 2023 QMM, we shall propose to officially dissolve the “PCBC 30th Anniversary Preparatory Committee”.

## 各部綜合報告

### Consolidated departmental report

#### 3.1 各部報告 (參附件 1)

Departmental reports (see Appendix 1)

備註:

Notes:

#### 1) 關於通過掃描借書証登記出席崇拜者

Regarding registration of service attendees via scanning of library cards

- 在新冠病毒大流行期間暫停了該系統後,關懷部計劃自 7 月 1 日起恢復掃描程序。
- 但是,執事會建議儘早重新啟動。
- 鑒於此,關懷部將很快討論安排,目標啟動日期為 5 月 1 日。
- 對於沒有借書證的,可以手動記錄。
- Having temporarily suspended this system during the COVID pandemic, the Caring Department plans to resume the scanning process effective 1<sup>st</sup> July.
- However, the Deacons' Board recommends to re-launch on the earliest date

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possible.

- For this reason, the Caring Department will discuss the arrangements shortly with a target start date of 1<sup>st</sup> May.
- For those without library cards, they can be recorded manually.

2) 鄧牧師是傳道部和崇拜部的顧問。

Pastor Tang is the advisor for both the Evangelism Department and the Worship Department.

3) 傳道部的某些當選職員希望在事奉滿 1 年後調換崗位。然而, 這是沒有先例的。原意是讓此人在該崗位上完成完整的 2 年任期。

Certain elected staff of the Evangelism Department wish to swap roles after serving 1 year. However, this is unprecedented. The original intent is for the person to serve the full 2-year term in that role.

4) 在總務部, 願意加入職員會的只有 3 人。還需要兩人才能滿足 5 人成部的門檻。但是, 不宜因為人手不夠就解散這個部。同時, 該部的工作性質是按需處理維修和/或新項目。劉然弟兄已同意加入成為職員。但需在季會通過他們這 4 人職員會。

In the General Maintenance Department, there are only 3 members willing to join the staff committee. Two more are required to satisfy the 5-person threshold. Nonetheless, it is not advisable to dissolve this department just because of the staff shortage.

Meanwhile, the nature of this department is such that repair and/or new projects are dealt with on demand. Brother Desmond Lau has agreed to join as a staff. QMM approval of their 4-person staff committee is required.

3.2 東浸各特別委員會 2023 - 2025 成員名單 (參附件 2)

PCBC members of ad hoc committees for 2021 – 2023 (see Appendix 2)

備註:

Notes:

1) 青少年事工委員會的開支, 由身為副部長的湯進弟兄批准。該委員會召集人高哲弟兄沒有批准這些費用權限。

Expenses incurred by the Youth Ministry Committee shall be signed off by brother Marco Tong who is a Deputy Department Leader. The committee's convener, Ivan Ko, does not have authority to approve those expenses.

2) 為清楚起見, 建議註明關懷慈惠委員會, 神學培才委員會和青少年事工委員會的黎牧師和張牧師為“顧問”。他們不是當然成員。此事應提交執事會。

It was suggested that Pastors Andrew Lai and William HC in the Caring Fund Committee, the Theological Training Committee and the Youth Ministry Committee be

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specified as “Advisor” for the sake of clarity. They are not Ex-officio members. This matter shall be referred to the Deacons’ Board.

#### 4. 商討事項

##### Discussion items

###### 備註:

本次會議所有商討事項均由現任部長通過; 而那些將在下次部長會中提出的商討事項將經新/連任部長通過。

###### Notes:

All discussion items in this meeting shall be approved by the current Department Leaders; whereas those discussion items to be tabled in the next DLM onwards will be approved by the new/re-elected Department Leaders.

##### 4.1 通過本次會議的議程

To approve the agenda for this meeting

決議: 眾通過

Resolution: All agreed

##### 4.2 通過上次 2023 年 2 月 2 日部長會的文字記錄(參附件 3)

To approve the minutes for the last meeting dated 2nd February, 2023 (see Appendix 3)

決議: 眾通過

Resolution: All agreed

##### 4.3 通過差傳事工委員會 2023 至 2024 年度最終預算案。(參附件 4) (修訂內容以黃色突出顯示)

To approve the final version of Mission Committee Budget 2023-2024. (see Appendix 4) (revisions are highlighted in yellow)

決議: 眾通過

Resolution: All agreed

#### 5. 其他事項

##### Any other business

接聽電話

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據報，有人曾打電話詢問是否參加社區英語班，但無人接聽電話。故需要一部具有自動接聽功能的電話。

Answering phone

Reportedly, someone phoned up to enquire about attending the Community English Class but nobody answered the call. A phone with automatic answering function is required.

行動要點

鄧牧師將聯絡李榮耀弟兄解決這個問題。

Action Point

Pastor Tang shall liaise with brother Raymond Lee to resolve this issue.

4月9日的浸禮

3人將在當天早上的聯合崇拜中受浸。

Baptism on 9<sup>th</sup> April

3 persons will be baptised on that day in the morning combined worship service.

6. 下次開會日期 2023年5月4日  
**Date of next meeting** 4<sup>th</sup> May, 2023

7. 書記宣讀是次會議記錄  
**Secretary reading out resolutions of this meeting**

所有議事事項均得到現任部長的一致通過。

All discussion items were unanimously approved by the out-going leaders.

8. 閉會祈禱 鄧錦材牧師  
**Closing prayers** Pastor Albert Tang

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