



東區華人浸信會 2023 年 6 月 1 日部長會會議記錄
PCBC MINUTES OF DEPARTMENT LEADERS' MEETING ON
1st JUNE, 2023

開會日期 (Date) : 01-06-2023 地點 : 教會太陽房 2 (Venue): Church sunroom 2 時間 (Time) : 7:30PM – 09:20PM

主席 : 葉詩廷執事 書記 : 鄧穎曦
Chairperson : Deacon Peter Ip Secretary : Karis 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(林曉薇), 總務部(林漳皓), 崇拜部(何嘉恩)
Caring Dept. (Pinky Wong), Education Dept. (Cindy Wong),
Evangelism Dept. (Mona Lam), General Maintenance Dept. (Rio Lam), Worship Dept. (Jennie Ho)

列席 : 石劉玉娥, 湯進, 高少基, 王梓茵
In Attendance Yoko Shek, Marco Tong, Ben Ko, Julianne Wong

請假 : 藍逸芝
Apologies: Letty Lam

1. 主席開會祈禱
Prayer by Chairperson

2. 教牧同工分享
Sharing by Church Ministries

鄧錦材牧師

- 過去一周發生的車禍和事件很好地反映了生命是多麼脆弱。同樣地, 在哥林多教會, 只要神願意, 我們就會終生服事。
- 「新城要理問答」- 共 52 條問題和答案可以每週跟會眾分享和在臉書上發帖, 以鞏固我們的信仰基礎。首先從兒童事工開始, 然後根據執事會的建議與會眾一起進行。這允許跨服務和跨年齡段的一致性。問題很容易回答, 但可以引發深刻的反思和對話。
- 感謝上週參加領袖退修會的人們。關於付款請參考 Raymond 的郵件。

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

Pastor Albert Tang

- Car accidents in the past week is a good reflection of how fragile life is. Similar to the church of Corinth, we serve for as long as we live, if God is willing.
- NCC – 52 questions and answers to share weekly with the congregation and put on Facebook to consolidate what our faith is based on. Began with children ministry, then progressed with the rest of the congregation upon Deacon's Board's recommendation. This creates unison across the services and ages. Questions are easy to answer but can create deep reflections and conversations.
- Thank you to those who participated in the leaders' retreat last week. Please refer to Raymond's email regarding payment.

林曉薇

- 最近看到了很多彩虹，它們提醒著上帝的應許和祝福。反思如何有智慧地利用時間來追求上帝的工作。

Mona Lam

- Seen a lot of rainbows recently and they are a reminder of God's promises and blessings. Reflected on how to use time wisely in pursue of God's work.

黃詠詩

- 在日本經歷了地震。即使以日本人的冷靜來說，這也是對我們如何利用餘生的一個很好的反思。有一個患有癌症和中風的朋友也讓我反思生活以及如何有智慧地度過我們的時間。

Cindy Wong

- Experienced an earthquake in Japan. Even with the calmness of Japanese people, it was a good reflection upon how to use the remainder of our lives. Having a friend with cancer and stroke also made me reflect on life and how to live our time wisely.

黃婉儀

- 經歷不同的人生境遇——第二次聽到癌症的消息很艱難，但知道神一直在看顧我，身邊有很多人為我禱告，照顧我。已安排了掃描和檢查程序，以發現癌症並進行治療。祈禱並希望上帝會帶領我得勝。

Pinky Wong

- Experiencing different circumstances in life – hearing about cancer the second time was tough, but knowing God has been looking after me with many people around me praying for me and caring for me. Procedures have been put in place for scans and checks to find the cancer and treat it. Praying and hoping that God will lead me to victory.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

主席分享

Chairperson's sharing

檢查時血液很稀薄——醫生調整藥物水平。週一早上通過靜脈滴注進行了注射，大約需要 2 天才能發揮作用。本週末即將進行血液檢查。如果藥物不起作用，醫生會重新檢查藥物。健康不應該被視為理所當然。我們應該照顧並注意我們周圍身體不適的人。

Blood was thin upon checkup – doctor to adjust medication levels. Had an injection on Monday morning through an IV drip and took about 2 days for it to work. Blood test upcoming at the end of the week. Doctors will re-look at the medication if it doesn't work. Health should not be taken for granted. We should take care and look out for those around us that are not physically well.

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) 關懷部 Caring Department

- 已給所有新會友一張圖書證。
- 希望將條形碼返還給丟失卡的人。
- 目前已有 40 多人報名參加長者午宴；還剩 20 個左右名額。
- Gave all new members a library card.
- Hoping to give barcodes back to people who have lost cards.
- So far there are 40+ people who have enrolled for the elders luncheon; around 20 places left.

2) 總務部 General Maintenance Department

- 消防顧問對我們對兒童採取的策略很滿意。
- 我們需要阻止車輛在前車道上進出。
- 下次不會有預告。
- 區域管理員的站位取決於你當時所在的位置。
- 一份簡單的報告將在 Facebook 上分享，並在禮拜期間提及，以告知會眾。

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



- 提醒會眾在疏散期間不要故意搶東西和換衣服。
- The fire consultant was very impressed with the strategies we have with children.
- We need to be blocking cars entering and exiting at the driveway.
- There will be no warning next time.
- Area warden stands depending on where you are at the time.
- A simple report will be shared on Facebook and mentioned during services to inform the congregation.
- A reminder for the congregation not to intentionally grab things and get changed during evacuations.

3) 崇拜部 Worship Department

- 建議在崇拜與會眾分享，介紹他們的角色和服事機會。
- 其他部也可以開始考慮共享。
- 日期待確認。
- Suggests to share with the congregation during services introducing their roles and opportunities to serve.
- Other departments can also begin thinking about their sharing.
- Date(s) to be confirmed.

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.

決議: 眾通過
Resolution: All agreed

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 6th April, 2023. (See Appendix 2)

決議: 眾通過
Resolution: All agreed

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

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



manager of accounts.

備註 Notes:

- 目前使用 mrbs.pcbc.org.nz
- 每個部門很難有自己的登錄名和密碼。
- Cindy Wong 將設立一個通用帳戶供所有部長擁有。
- 部長可以將賬戶傳遞給會友；提醒會友注意不要相互重疊預訂。
- 舊帳戶將在轉換後的未來幾個月內刪除。
- Currently using mrbs.pcbc.org.nz
- Hard for every department to have their own login and password.
- Cindy Wong will set up a generic account for all leaders to access.
- Leaders can pass on account details to members; reminding members to be careful not to overlap bookings with each other.
- Old account details will be deleted in the coming months after transitioning.

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).

備註 Notes:

- **直播:** 之前無法進行錄音，因此討論直播來取代之前使用的錄音介質。現在直播不僅僅是因為新冠疫情。
- 決定繼續直播崇拜並安派人在每個週末之前設置鏈接。
- **奉獻:** 暫時繼續使用奉獻箱，遲後再考慮使用奉獻袋。
- 很多人設置了自動銀行轉賬；奉獻一直穩定；更容易入財務；需要處理的現金更少。
- **聖餐:** 目前的情況很方便，也很衛生，但是價錢很貴，而且很多人抱怨味道不好。
- 我們還有大約 3 個月的供應量。
- 領袖們從八月或九月開始在台前向會眾派聖餐。將佩戴口罩和手套。將會購買不同尺寸的手套。
- **Live stream:** voice recording was not working previously, so livestream was discussed to replace the voice recording medium used before. Livestream is now more than just for the reason of covid.
- Decision to continue livestreaming services and assign people to set links prior to each weekend.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



- **Offering:** continue using the offering box for the time being, will consider using the bags again at a later date.
- Many people have set up automatic bank transfer; offering has been stable; easier to put into finances; less cash needs to be handled.
- **Communion:** current situation is very easy and hygienic, but is very expensive and many have complained about the bad taste.
- We still have around 3 months' worth of supply left.
- Leaders to begin handing out communion to congregation at the front of the stage; beginning in August or September. Masks and gloves will be worn. A note to purchase different sized gloves.

5. 其他事項

Any other business

ADOBE 訂閱

所有會友都可以取用此訂閱於教會的事工。詳情請給 Mona 發電子郵件。

ADOBE subscription

This is open to all members for church purposes. Please email Mona for information.

年會

執事會建議在年會後用燒香腸來代替零食，作為與會友聯繫和慶祝去年的一種方式。

AGM

Deacon's Board suggests to have a sausage sizzle post AGM in replacement of snacks as a way to connect with members and celebrate the year.

- | | | |
|----|-----------------------------|----------------------------|
| 6. | 下次開會日期 | 2023 年 7 月 6 日 |
| | Date of next meeting | 6 th July, 2023 |

7. 書記宣讀是次會議記錄

Secretary reading out resolutions of this meeting

所有議事事項一致通過。

All discussion items were unanimously approved.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



8. 閉會祈禱
Closing prayers

鄧錦材牧師
Pastor Albert Tang

主席簽署:
Signature of Chairperson:

葉詩廷執事
Deacon Peter Ip

日期 Date: 15-7-2023

書記簽署:
Signature of Secretary:

鄧穎曦
Karis Lam

日期 Date : 15/7/23

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 6th April, 2023 DLM.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

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 25th 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
“The New City Catechism” (NCC) will be promoted at corporate service weekly from 3rd June 2023 to 23rd 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

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



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.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

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	林偉皓 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.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒