

(Revised as on December 8th, 2018)

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工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Reorganize AV control room and dispose obsolete equipment 清理影音房內的雜物或器材	- Clear out miscellaneous and broken equipment, developing accessible organization systems - 清理雜物或已破損的器材,並建立一個容易掌握的擺放系統	TBA
2. AV Department Inventory 影音部器材清單	- Inventory record and update record for equipment (including date of purchase for new equipment) - 現有器材記錄清單,包括添置新器材時的日期	TBA
3. AV Department Handbook 影音部手冊	- Compile manual of job description, joint worship set up procedure, instructions on equipment usage, etc. - 包括工作範圍、聯合崇拜器材安裝程序等	TBA
4. 2019 AV Roster for morning and noon services 編排影音人員工作時間表	- Assign sound people to cover every week, finding substitutes as needed - 聯絡工作人員,如有人未能出席則安排後補人。	TBA

建議 Proposals:

- Research and install compatible In-Ear Monitor (IEM) system for worship team use, mainly for Sanctuary. This will improve sound quality in the narrow House of Worship set up. Likely research and reception of survey and feedback in 2019. Decision made later for 2020.
- Continue building a collection of various adapters to allow guest speakers, fellowships and church members to better utilize the space, and bridge the gap between new devices and church technology in BYOD style.

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Renew movie/video/CD/DVD for '2018-2019' 繼續購買電影/錄影帶/影碟等播放牌照	400.00
B	Equipment and computer maintenance 器材維修	1000.00
C	Miscellaneous supplies: batteries, DVDs, etc 雜項如電池及 DVD 碟	500.00
D	Upgrade the rest of church signal cable from analog to digital 更新全教會傳送影像訊號電線為傳送高解像度電線	1,000.00
E	Purchase and maintain a collection of various adapters for church use 購置及保管不同的影音接駁器供教會不同情況使用	500.00
	共預算 Subtotal:	<u>3,400.00</u>

- Training for AV - planning to do it this year
- Budget is a lot lower this year because the projector is upgraded already
- In general, many equipment needs to be upgraded so that it is technologically compatible with the fastly evolving technology
- Sign out sheet - to have all equipment accounted for
- Need to communicate with about the new equipment purchased so others know they can use it

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Update content for church website (bpgc.org) 更新教會網頁 (bpgc.org)的內容	a) Update news, upcoming event on bpgc.org and Facebook page 更新網頁及面書中的教會消息及活動 b) Delegate CM related news and events to Angela 由 Angela Yeung 姊妹負責更新中文網頁 c) Delegate EM related news and events to Richard 由 Richard 弟兄負責更新英文網頁	Richard Chiew: EM Ministry Communication Coordinator 英文部資訊統籌 Angela Ngai: CM Ministry Communication Coordinator 中文部資訊統籌
2. Update resources for church website (bpgc.org) 更新網頁內的資源內容	a) Ensure sermon recordings and Sunday school recordings are available on website 確保崇拜講道及主日學錄音上載至網站內 b) CM Ministry 中文事工 I. Delegate Sunday school upload to Ken 由梁樹基弟兄上載主日學錄音 II. Delegate sermon recording to Leslie 由董敬邦弟兄上載主日崇拜講道錄音 c) EM Ministry 英文事工 I. Nathaniel continue to upload sermon for EM 繼續由 Nathaniel 上載英文崇拜講道錄音	Ken Leung: Sunday School 主日學 Leslie Tung: Sermon Recording 講道錄音 Nathaniel: MP3 Upload 把錄音上載
3. Recruit Helpers and Automate manual tasks 招募協助人手及把工作自動化	a) Inventory count and update records for computer and software (usage, license, date of purchase) 數點及更新電腦及軟件(使用、牌照、購買)記錄 b) Automate recurring tasks (e.g. posting MP3 online) 把重覆工序自動化(如上載 MP3) c) Recruit and train helpers to use Proclaim software 招募及訓練協助人手使用 Proclaim 軟件	Richard Chiew Helper from EM 英文部協助者
4. IT Support 科技支援	a) Continue IT support for Pastoral staff (e.g. computer setup, network connection, printer etc.) 提供科技支援給牧者同工(如設立電腦、網絡聯繫,影印等) b) Apps for Non-Profit (Google Cloud). Setup online file sharing and e-mail (Google Apps for Non-Profit) 非謀利機構使用程式(Google Cloud),設立檔案分享及電郵(Google Apps for Non-Profit)	Richard Chiew

- Richard will do IT support for the pastoral staff
- Use google cloud for circulating documents for staff
- Budget is generally the same as last year
- Computer maintenance and upgrade - increase to \$1200
- Church wifi password - suggestion to change to a more user friendly password
- Bulletin upload - upload the bulletin on Saturday before the service
- Snow announcement - contact Richard to update the church website when service is continuing or cancelled

財政預算 Budget :

	項目 Item	預算 Budget
A	Proclaim - Renew License 再續 Proclaim 牌照	300.00
B	Dreamhost Renewal + Cloud Services 再續 Dreamhost Renewal + Cloud 服務	350.00
C	Software Purchase 購買軟件	300.00
D	Computer Maintenance and Update 電腦更新	1200.00
E	IT Support Outsourcing 外購科技支援服務	300.00
	共預算 Total budget	<u>2,450.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
<p>1. Build up and strengthen the relationship and communication between head ushers and his/her worship team members 建立及加強總司事與其小組組員的聯繫</p>	<p>a) Continue to post the quarterly usher and flower arrangement schedule in the Worship Dept notice board 崇拜部壁報板,張貼每一季的司事及插花人員名單。</p> <p>b) On the first week of each month, Head Ushers will call and reconfirm his/her worship team members about their ushers' service for next month. 每月第一個星期,總司事聯絡其他司事組員,確認他/她們下一個月的事奉時間表</p> <p>c) Encourage team member contact and inform their Head Usher for any changes in their usher' service 鼓勵各司事直接聯絡其總司事,關於事奉日期上的更改。</p> <p>d) There are enough manpower for flower arrangement for next year, but we will consider to hold classes in order to train more volunteers in this service 現時負責插花的人手足夠,但仍會考慮明年舉行一次插花訓練班吸引新人事奉</p>	<ul style="list-style-type: none"> - Department head 部長 - Department head 部長 - Ushers 司事 - Department head 部長
<p>2. Encourage worship ushering team members to follow the guideline and procedure 鼓勵司事按事奉崗位的指引去事奉</p>	<p>a) Give every usher and new ushers a copy of "ushering guideline" 將「司事手則」派發各司事及新司事</p> <p>b) Service coordinator to remind his/her ushering team member about the responsibility as stated in the guideline. 總司事負責提醒其小組組員在「手則」裏的有關責任</p>	<ul style="list-style-type: none"> - Department head 部長 - Service Coordinator 總司事
<p>3. Recruit more ushers to serve in both morning and afternoon worship 增加早堂及午堂司事</p>	<p>a) Will spend more time to meet and encourage church members to volunteer to become ushers 會接觸會眾,了解及鼓勵多些人參予早堂及午堂司的事奉</p> <p>b) welcome referrals from other department 歡迎各部門推薦合適人選</p> <p>c) Due to shortage of ushers in the morning service, we will arrange Head Usher with 3 Ushers and hope to maintain 4 ushers in the future 早堂暫時安排了總司事及三位司事事奉</p>	<ul style="list-style-type: none"> - Department head 部長 - Other departments 其它部門 - Department head 部長
<p>4. Seating Arrangement for Morning service 早堂座位安排</p>	<p>Will block and reserve the last four rows of the seats in the sanctuary, Head Ushers and Ushers to encourage congregates to seat in front 早堂崇拜前,會用繩攔起左右兩邊後面四行坐位,並鼓勵會眾坐在前面</p>	<ul style="list-style-type: none"> - Service Coordinator 總司事 - 司事 Ushers

<p>5. Fire/Earthquake Drill 火警/地震演習</p>	<p>Will communicate with Service Co-ordinator and Ushers about their duty and procedure 2 weeks before the fire drill, so that all congregates can respond calmly and leave the building promptly and safely on that day 火警/地震演習前的兩星期,會與總司事及司事們重溫演習程序,確保會眾能保持冷靜、快捷及依次序在最接近教會各出入通道,盡快離開建築物</p>	<ul style="list-style-type: none"> - Department head 部長 - Service Coordinator 總司事 - 司事 Ushers
<p>6. Thankyou lunch 「致謝午餐」</p>	<p>Organise a lunch appreciation gathering for all the Head Ushers, Ushers and church members who has helped in the flower arrangement and communion service 舉行致謝午餐給各司事,插花,及預備聖餐的事奉人員</p>	<ul style="list-style-type: none"> - Department head 部長 - Service Coordinator 總司事

- Morning service - There is a shortage of ushers. There will be only 3 ushers plus 1 head usher in order to address the shortage. He plans to go to the morning service more to meet people and recruit ushers
- He hopes to promote more head ushers if possible
- Seating arrangement - It is spread apart, so he will block the last four rows to encourage people to sit closer up front and have more social interaction
- Usher appreciation - To have appreciation for their service with gift.
- Offering envelop budget - reduce the budget to \$150
- Appreciation gift - reduce to \$150

2018 Budget 財政預算

	項目 Item	預算 Budget
A	Offering envelopes 奉獻封	150.00
B	Communion supplies (bread, cups, and juice) 聖餐用品	350.00
C	Stationary and other supplies 文具什物	100.00
D	Training for flower arrangement & supplies 特別插花及用品	200.00
E	Flower arrangements(\$30 X 52 Week)主日插花	1,550.00
F	Appreciation gift (gift cards)致謝午餐及禮物	150.00
	共預算 Subtotal:	<u>2,500.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
<p>1. Promote congregation's participation in worship 增加會眾在崇拜的參與及投入</p>	<p>a. Arrange a variety of hymns and instruments, learn a new hymn every month, include the background of hymns in bulletin, play new hymns before worship starts 安排不同類型的聖詩, 樂器, 設月詩, 及刊登聖詩背景</p> <p>b. Include a simple theme as a guideline for worship leaders 包括一個簡單的主題作為崇拜主領人的指導方針</p> <p>c. Recruit worship leaders and pianists 邀請崇拜領詩及司琴</p>	<p>- Louise, Leslie (choir 詩班)</p> <p>- Cecil (Jan -Jun), Anthony (July -Dec) (overall worship 整體崇拜)</p> <p>- Vivian, Cecil (Worship team 敬拜小組)</p> <p>- Cecil, Vivian, Anthony (new songs 新歌)</p> <p>- Cecil, Anthony</p>
<p>2. Promote participation in hymn offering 增加團契獻詩的參與</p>	<p>Goal: 8 fellowship hymn offerings during choir break 目標為一年內有 8 個團契獻詩,於詩班休息期間進行</p>	<p>- All Fellowships 中英團契</p> <p>- Anthony</p>
<p>3. Increase the quality of worship (CM) 提高敬拜質素</p>	<p>a. Retreat tentatively on June 15 舉辦聖樂部員致謝退修會(暫定 6 月 15 日)</p> <p>b. Communicate and evaluate with pastoral staff in a regular basis, select hymns matching the overall theme 定期與教牧溝通,檢討,選擇詩歌配合講道主題</p> <p>c. Update and maintain the electronic hymns library in Google Drive 設電子聖詩圖書館及資源庫</p> <p>d. Encourage and subsidize brothers and sisters to attend music related training 鼓勵並資助弟兄姐妹參與聖樂訓練</p>	<p>- Cecil, Anthony</p> <p>- Cecil, Anthony</p> <p>- Cecil, Anthony</p>
<p>4. Promote unity of church through joint worship 透過聯合崇拜提高教會合一</p>	<p>Coordinate joint service on Easter, Thanksgiving, and Christmas 籌組一年三次於復活節, 感恩節及聖誕節的聯合崇拜</p>	<p>- Cecil & EM</p>

- Cecil will be more active in the first half of the year and the second half of the year, Anthony will take over more as the head role
- Hope to recruit more people to be instrumentalist in the chinese services

- Purpose and repair musical instruments - increase to \$2500 - for fixing the sticky keys in the piano in room 1&2. Repair & replacement possibly needed for the base drum
- Music retreat - for whole music department in June

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Purchase music scrolls for choirs 購置詩班獻詩歌譜	50.00
B	Licenses 版權費	350.00
C	Purchase music resources 購買聖樂資源及會眾詩琴譜	100.00
D	Piano tuning 鋼琴調校	450.00
E	Purchase and repair musical instruments (digital piano repair (or purchase), drum purchase and other repairs) 購置及修理樂器	2500.00
F	Appreciation luncheon 聖樂部員致謝午餐	200.00
	共預算 Subtotal:	<u>3,650.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
<p>1. Raise the average attendance of Sunday School to above 40% of church attendance (the recent average attendance of CM congregation is only approximate 25%) 提高主日學平均出席人數達至出席率百分之四十或以上(整間教會中文部現時出席率約只有百分之二十五)</p>	<p>a. Work closely with pastors to promote the importance of Sunday School at Sunday services and other occasions, in order to congregation in seeking God's Word, 與教牧配合,在講台或其他場合強調參加主日學的重要性,以提升全教會追求神話語的氣氛</p>	<p>Sunday School Department, Pastoral Staffs 主日學部、教牧</p>
	<p>b. Through different social medias, the promotion in CM fellowships and individual invitation, encourage the congregation attending Sunday school and in continuous learning of the Bible 透過不同社交媒體, 個別團契宣傳及個人邀請鼓勵弟兄姊妹參加主日學在聖經中不斷學習</p>	<p>主日學部、教牧 Sunday School Department, Pastoral Staffs</p>
	<p>c. Communicate with individual teachers and fellowships, to recommend suitable courses, collect feedback, and promote Sunday School attendance of entire fellowship 聯絡老師及各團契推薦合適的課程, 為課程收集意見,及推動整個團契出席</p>	<p>主日學部、各團契職員 Sunday School Department, Fellowship Committee</p>
<p>2. Train 2 additional Sunday School teachers, find replacement for teachers needing a break, and improve communication with teachers 邀請兩位新主日學教師加入, 找人替代需要休息的教師, 加強與老師的溝通</p>	<p>a. Invite potential teachers to pair up with experienced teachers. This also allows more time for existing teachers to rest or prepare teaching materials 個別邀請有潛質的主日學老師與有經驗的老師一同教主日學, 這也讓現有的教師有更多時間休息或準備教材。</p>	<p>Sunday School Department, Pastoral Staffs 主日學部、教牧</p>
	<p>b. Encourage existing & potential teachers to attend suitable training courses 鼓勵現任和有潛質的主日學老師參加一些主日學導師訓練課程</p>	<p>Sunday School Department, Training Department, Pastoral Staffs 主日學部、訓練部、教牧</p>
	<p>c. Communicate with teachers to understand their needs and provide timely support. 多與老師溝通以了解需要及提供及時的支援</p>	<p>Sunday School Department 主日學部</p>

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Guest speakers on Bible and topical courses (3 speakers)(\$80/class x 13 classes= \$1040, \$1040 x 3 speakers + \$1000) 邀請外來講員負責聖經及主題式課程 (80 元 x13 堂=1040 元 x3 位講員 + 基教主日) 及講座講員)	4,150.00
B	Scholarship for teachers to attend training (\$100 x4) 資助老師上導師訓練課程	400.00
C	Purchase suitable teaching materials 購買適合教材	500.00
D	Subsidize teachers to purchases reference books 資助主日學老師購買參考書籍	300.00
E	Sunday school teacher sharing luncheon (June 2) 主日學老師午餐分享會 (6 月 2 日)	250.00
F	Promotion materials, photocopy notes 宣傳海報/單張,筆記影印	100.00
G	Gifts for Sunday School teachers 鼓勵禮物給主日學老師	400.00
	共預算 Subtotal:	<u>\$6,000.00</u>

- Hope to raise the sunday school attendance
- Budget similar to last year
- Cross out item F - no need for photocopy budget
- Add calendar - June 2 - for appreciation lunch

2019 年本立比頌恩堂主日學課程 (建議)

季度 Term	課程 Course	老師 Teachers
1-3 月 Jan – Mar	基要真理班	Roaca Sin, David Sin
	適合長者班別 - 聖經中的奇女子	Jennifer Wong, Maggie Yeung
	新約概論	Leslie Tung
	聖經中以色列人的思想	禰浩榮博士
4-6 月 Apr – Jun	基要真理	Susanna Choi, Alan Choi
	基督徒生活	Kevin Yip
	適合長者班別 - 腓立比書	Patrick Au
	領袖的素描	Lawrence Lo, Jason Siu
	走進馬太的世界 - 馬太福音研讀 (3)/ 何西阿書 (TBD)	Enoch Yim
7-9 月 Jul – Sep	基要真理	Roaca Sin, David Sin
	屬靈成長之旅 or 基督生平 (TBD)	Samuel Chui or Tony Lam
	適合長者班別	Grace Ngai
	信仰深度行 - 系統神學	Eliza Lai
	情緒與關係 (TBD)	Winnie Chik, Guest Speaker
10-12 月 Oct – Dec	基要真理	Patrick Au / Susanna Choi, Alan Choi
	屬靈成長之旅, 或, 基督生平 (TBD)	Samuel Chui or Tony Lam
	適合長者班別	Louise Lau
	古以色列人三部曲: 創世大事件	Sam Lai
	約翰福音 (I)	Jason Siu

- 列王紀上下 - Herrick Lau
- 希伯來書深研 - Enoch Yim
- 撒迦利亞書 - Enoch Yim
- 經卷教導 / 教會歷史 - Cecilia Wong
- 走進馬太的世界 - 馬太福音研讀 (3)
- 讀經入門 - Valerie Lai ?
- 歌羅西書及腓利門書 - Jason Siu

「為要成全聖徒，各盡其職，建立基督的身體」(弗 4:12)

協助弟兄姊妹發掘各自的恩賜和使命，並提供支援、指導及適切的訓練，讓他們得以發揮恩賜，建立基督的身體，並活出其一生的使命。

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
<p>1.1) 要帶領別人， 先要帶領自己 Self Build-Up</p> <p>a) <u>核心小組 Core Group</u> 目標:成為一個彼此信任、彼此了解、彼此支援,並擁抱同一使命的團隊</p> <p>b) <u>行動小組 Action Group</u> 目標:組員清楚知道個人的核心價值、恩賜和使命</p> <p>c) <u>確定實踐使命的大方向 Define and implement mission direction</u> 目標:確定訓練部實踐使命的方向</p>	<p>a) <u>核心小組</u></p> <p>i) 協助成員了解個人的優點、缺點、核心價值、恩賜和使命</p> <p>ii) 根據(i)，彼此配搭、補足、支援，充分發揮各人的恩賜，達至最高效能的運作</p> <p><i>*在此過程,若發現成員的恩賜和使命在其他地方更能得以充分發揮,會鼓勵他轉換事奉崗位。但我們會繼續提供支援、指導及訓練,與他同行</i></p> <p>iii) 透過聚餐，彼此分享信仰、生活、家庭、工作和事奉等經歷</p> <p>iv) 開設 Whatsapp 羣組,處理一般事務。見面的聚會,以分享和彼此認識為主</p> <p>v) 除了平常跟進外,每年 2、5、8、11 月,使用回顧表進行季度團隊及計劃檢討</p> <p>b) <u>行動小組</u></p> <p>i) 了解組員的生命見證、事奉經歷等</p> <p>ii) 協助組員了解個人的優點、缺點、核心價值、恩賜和使命</p> <p>c) <u>確定實踐使命的大方向</u></p> <p>i) 各組員各自寫下不多於 4 個實踐使命的方向</p> <p>ii) 綜合所有見解,得出最終的大方向</p> <p>iii) 正式寫入訓練部的使命宣言之下</p>	<p>核心小組成員</p>

<p>1.2) 協助教會其他領袖發掘各自的恩賜和使命 Help leaders to develop their own gift and mission</p> <p>a) 領袖訓練課程 <u>Leadership Training</u> 目標:幫助弟兄姊妹更了解自己,藉此更能了解神所給各人的恩賜、使命,並學習如何成為一個以使命導向的領袖</p> <p>b) 協助教會領袖發掘個人的核心價值、恩賜和使命 <u>Help leaders to develop own core value, gift and mission</u> 目標:領袖們都能清楚個人的核心價值、恩賜和使命</p>	<p>a) 領袖訓練課程</p> <p>i) 將每月的推薦課程刊登在程序表及報告板上</p> <p>ii) 約見每一位部長、團長,彼此了解、認識,藉此能介紹合適他們的課程,並且向他們說明課程的內容和重要性</p> <p>b) 協助教會領袖發掘個人的核心價值、恩賜和使命</p> <p>i) 了解他們的生命見證、事奉經歷等</p> <p>ii) 協助他們了解個人的優點、缺點、核心價值、恩賜和使命</p>	<p>核心小組成員</p>
<p>1.3) 全人屬靈操練 Complete Spiritual Discipline</p> <p>屬靈操練課程 Spiritual Discipline Training <u>Spiritual Discipline Training</u> 目標:幫助弟兄姊妹有更活潑的靈修生活,建立一個與神更親密關係</p>	<p>a) 屬靈操練課程</p> <p>i) 將每月的推薦課程刊登在程序表及報告板上</p> <p>ii) 鼓勵各部長、團契團長參加課程</p> <p>iii) 聯絡已參加的領袖,去鼓勵他們所帶領的弟兄姊妹一起參加</p>	<p>核心小組成員</p>
<p>1.4) 聖經及神學訓練課程 Bible and Theological Training</p> <p>目標:加強教導者的聖經及神學根基</p>	<p>i) 將每月的推薦課程刊登在程序表及報告板上</p> <p>ii) 聯絡主日學部部長,主動鼓勵主日學老師參加合適的課程</p> <p>iii) 聯絡團契部部長,動鼓勵團契查經組長參加合適的課程</p> <p>iv) 聯絡教會其他領袖,鼓勵他們參加合適的課程</p>	<p>核心小組成員</p>
<p>1.5) 跟進門訓上屆畢業同學 Follow up on graduates from previous Discipleship Trainings</p> <p>目標:協助弟兄姊妹將所學的帶進生活中,並能了解自己的核心價值、恩賜及使命</p>	<p>i) 了解他們的生命見證</p> <p>ii) 協助他們發掘個人核心價值、恩賜、使命</p>	<p>核心小組成員</p>

- Still in phase 1 of his long term plan
- Recruiting people to help them find their own calling.
- Plan to work more with sunday school department
- Plan to go to fellowships to help them
- Budget A - decrease to \$2000
- Budget B - increase to \$6000 because of carey college trainings
- Add budget F - for book subsidy - \$1200

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Leadership Training for Spiritual Leaders- Refer to (1.2a) 領袖訓練課程, (根據 1.2a:協助領袖發掘各自的恩賜和使命)	2,000.00
B	Theology and Biblical Training for Bible Teaching Leaders- Refer to (1.4) 加強教導者的聖經和神學根基 (根據 1.4)	6,000.00
C	Spiritual Coaching- Refer to (1.1b/ 1.2b/ 1.5) 靈命輔導 (根據 1.1b/ 1.2b/ 1.5)	1,500.00
D	Spiritual Training and Devotion- Refer to (1.3) 屬靈操練課程 (根據 1.3)	450.00
E	Annual Appreciation Meeting 年度致謝會議	50.00
F	Book Subsidy 購買書籍資助	2,200.00
	共預算 Subtotal:	<u>\$12,200.00</u>

2019 關顧部 Caring Department:

Lawrence Lo 盧煒鴻

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1 Form a Caring Dept. Committee 成立一個關顧部的委員會	a. To recruit suitable candidates from CM 由中文堂物色合適部員	- Caring committee / deacon 關顧部部員/執事
2. Welcome and follow up new comers 迎新及跟進新朋友	a. To welcome new comers after Sunday Service and to present souvenirs. 崇拜後歡迎及致送禮品 b. To follow up primarily new comers who are already believers in Christ, through phone calls and visit. We aim to encourage new comers to participate in fellowships, Sunday Services and Sunday School. 主要跟進已信主的新來賓,可電話聯繫及安排探訪;目的是鼓勵新朋友參加團契、崇拜及主日學 c. Organize a Welcome Lunch in November 於11月舉行迎新午餐	- Caring committee / deacon 關顧部部員/執事 - Caring committee / deacon 關顧部部員/執事 - Caring committee / deacon 關顧部部員/執事

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Welcome Lunch and presents 迎新午餐及禮物	600.00
B	Church Calendars 教會年曆	700.00
C	Funeral Service Flowers 帛事花圈	400.00
D	Gift for Sunday Service New Comers 主日新來賓禮物	200.00
E	Gifts for Fathers/Mothers Days 父/母親節禮物	1,000.00
F	lunch meeting w/ fellowship committee's Caring member 與團契關顧職員交流午餐	100.00
G	Gifts for Visitation 探訪禮物	250.00
H	Caring Group for Female Single Parents 單親姊妹關顧小組	150.00
	共預算 Subtotal:	<u>3,400.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Clean up fellowship's cabinet and storage 整理團契儲物櫃	Inform fellowship to arrange clean up 通知團契整理儲物櫃	- Lawrence Lo/ committee member 部長及部員
2. Encourage fellowship to have join fellowship meetings twice a year 鼓勵團契在 2019 年有兩次合團活動	Inform fellowship to arrange join fellowship meeting. 通知團契安排合團	- Lawrence Lo/ committee member 部長及部員

- No department heads, so Lawrence is the representative from deacon board
- Stay connect lunch - for all the leaders to stay connected
- Newcomer welcome lunch - set on Oct 27 - Need to work on welcome for the newcomers
- Gift for father and mothers day - want to cancel the budget
- All fellowships will need to have joint fellowship with 2 other fellowships in the year

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Stay-Connected lunch (twice a year) 團契職員座談會(保持聯繫)午餐(一年兩次)	800.00
	共預算 Subtotal:	<u>800.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Maintenance of Library 整理圖書館	a Classify new books/items and place on shelves 將新圖書/項目分類上架	Library Staff 圖書部部員
	b Place returned books/items back on shelves 將退還圖書/項目放回書架上	Library Staff 圖書部部員
	c Maintain good and useful items for rental and reference use 整理圖書/項目 - 保存好的資源供借用及參考之用	Library Staff 圖書部部員
2. Encourage reading and promote spiritual material related to the church theme of the year 鼓勵閱讀並推廣有關本年教會主題屬靈書刊及文章	a Adult - Suggest material to read 成人 - 推介讀物	Library Department / Pastoral Staff 圖書部/教牧
	b Children - Assist Children Department 兒童 - 協助兒童部	Library Department / Children Department 圖書部/兒童部
	c Purchase spiritual books and AV material 購置屬靈書籍及影音	Library Department / Pastoral Staff 圖書部/教牧

- No department head for this department
- Need to recruit some retired person to help with adding books to the library
- Right now media - everyone has been invited to use this as a resource
- Add ministry lift budget - \$80 / year subscription
- Increase budget A - \$3000 for books

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Spiritual books/CD/DVD/Right now Media etc. 各類屬靈書籍/影音/網上資源	2820.00
B	Stationary and Supplies 文具	100.00
C	Ministry Lift subscription	80.00
	共預算 Subtotal:	<u>3,000.00</u>

本計劃將會交予將履新之兒童及家庭事工牧者審閱及修改
 This proposal will be reviewed and modified when our new Children and Family Pastor comes to serve in our Church.

Focus of the year: Equip brothers and sisters (e.g. youth and young parents) to serve

- a) by providing necessary training
- b) by taking care of their spiritual development

本年重點: 繼續裝備弟兄姊妹(如: 青年及年輕父母)參與事奉, 透過:

- a) 提供所需訓練;
- b) 協助屬靈成長

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Children Worship 兒童崇拜	a. Continue to use Godly Play, along with traditional worship for younger group 為年紀較少的組別, 繼續沿用「神的話劇」配合傳統方式來崇拜 b. 3 Groups: Grades 5 & 6, Grades 2 to 4, Grade 1 & under 分為 3 組: 5-6 年級、2-4 年級、1 年級及以下 c. Grade 5 & 6 – Join EM's worship at the first session, then go downstairs for the message 5-6 年級:第一節到禮堂參加英文崇拜,然後回到樓下兒童崇拜中聆聽信息 d. Review and evaluate the current teaching material to see if a change is needed 檢討現用教材是否需要更改 e. Evaluate the possibility of forming a children choir 探討設立兒童詩班之可能性	Pastoral staff/教牧同工 Choir leaders/詩班領袖
2. Sunday School Class 兒童主日學	a. Encourage children's self- motivation to learn 鼓勵兒童自發性學習 b. Continue to recruit teachers/helpers, and provide necessary support to them 繼續招募老師和助教並給予支援 c. Review and evaluate the current teaching material to see if a change is needed. 檢討現用教材是否需要更改	- Best to have sufficient teachers and helpers to rotate 最好能有足夠之老師及助手輪替 - Pastoral staff 教牧同工
3. Nursery Program 嬰兒室活動	a. Continue the existing program and make improvement 繼續現有活動並加以改善 b. Attempt providing teaching support/resources to new parents. 嘗試向初為人父母者提供教養支援/資源	- Pastoral staff 教牧同工

<p>4. Outreach Programs 外展活動</p>	<p>a. AWANA 基督少年軍 - Continue existing program 繼續現有活動 - Encourage leadership training 鼓勵領袖培訓 - Take the opportunities to arrange community outreach programs to show God's love 把握機會安排社區外展活動以展示神愛</p> <p>b. Mothergoose/ Collaboration with Cameray Child and Family Services 鵝媽媽活動/與 Cameray 機構合作之兒童及家庭服務 - Continue this program as a service to our neighbourhood 繼續舉辦此等活動向鄰舍提供服務</p> <p>c. Summer Activities 暑期活動 - Organize summer activities such as VBS 舉辦暑期活動如暑期聖經班</p>	<p>- Pastoral staff 教牧同工</p> <p>- Summer Intern 實習神學生</p>
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- Review children's teaching material to see if there are improvements to be made
- VBS - July 15-19 - will probably be able to run it this year with Pastor Ruth's help
- Parents connect lunch - in Feb 24 introduction from Pastor Ruth to connect with them

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Teaching Material for Sunday school/Worship (including Godly Play) 主日學/崇拜教材(包括 Godly Play 所有支出)	4,000.00
B	Stationery and craft supplies 文具及手工材料	400.00
C	Snacks 茶點	400.00
D	Teachers Training Subsidy & Workshop Honorarium 師資訓練津貼及講員費	1,000.00
E	Sharing Luncheon 分享午餐	400.00
F	Christmas gift for children, teachers and helpers (entire Children's ministry) 聖誕禮物(全兒童部)	600.00
G	Mothergoose (All expenses) and Cameray's children and family services 鵝媽媽親子活動(全部支出)及與 Cameray 機構合作之兒童及家庭服務	1,000.00
H	Summer Activities(VBS)暑期活動(兒童聖經班)	3,000.00
I	Children ministry leaders training 兒童事工領袖訓練	4,000.00
J	Children Choir 兒童詩班	1,000.00
K	Miscellaneous 雜項	200.00
L	Family Connected Ministry 家庭連繫事工	1000.00
	小計 Subtotal:	17,000.00
M	Awana 基督少年軍	2,500.00
	共預算 Subtotal	<u>19,500.00</u>

工作計劃 <i>Work Plan</i>		人手 <i>Manpower</i>
1. Visitation Team 探訪組	a. Regular visit of non-believers and new believers. Encouraging them to partake church lives 探訪教會未信主的來賓和初信者, 並鼓勵和安排參加基要真理班, 基督徒生活, 基督生平或初信栽培 b. Teaming up with the Caring Dept to visit non-believer new comers regularly. Arrange special visits to those in sickness, in hospital or those who are interested in gospel. 配合關顧部探訪未信主的來賓, 除電話關顧外, 定期或特別探訪: 如患病、住院、期望聽福音者或家庭探訪等。	Leader: Tony Lam, Regina Kam & pastor 組長: 林少東, 金梁麗潔, 及教牧
2. Senior Home Visitation Team 老人院組	a. Visit senior homes: Wed morning @Royal Ascot; Thur 10:00 am @ Dania Senior Home and afternoon @ Normana; Mon 10:00am @ Ceder Senior Home. To encourage the senior by singing, short message, festival gifts, and personal conversations. 每週三早上在 Royal Ascot Senior Home、週一上午在 Cedar Senior; 每週四 10:00am 在 Dania Senior Home、下午在 Normana 老人院事奉, 透過詩歌, 信息及見證分享和個人佈道, 並假日如復活節, 聖誕節贈送小禮物, 以表關懷和將福音帶給他們。 b. Group gathering day to encourage and support group members. 組員每季安排一次義工同樂日, 彼此分享和鼓勵。 c. Arrange funeral or water baptism for the senior homer's seniors 若有需要會安排老人院長者灑水禮或安息禮拜。 d. Arrange training for volunteer, or senior home visitation ministry if required. 老人院義工訓練	Leader: Ricky Chu & team members, and members from other churches 組長: 朱瑞球及組員, 並其他教會義工參加
3. Gospel Tracts Distribution Team 派單張組	To coordinate with church gospel program to distribute gospel tracts in neighborhood and malls 配合教會福音事工出隊, 到鄰舍、商場派發福音單張, 讓更多人能夠認識神並能將福音廣傳。	Leader: Alan Choi & team members 組長: 蔡廣源及組員
4. Gospel Meeting Ministry 福音園地事工組	Arrange evangelistic meeting 3 or 4 times in a year; such as gospel picnic, gospel Sunday, coffee house, Chinese folk songs gospel meeting, etc. To establish friendship and share gospel with non-believers.	Leader: Alan Choi & team members 組長: 蔡廣源及組員

	全年約 3-4 次安排福音聚會,如旅行、佈道會、福音主日、福音粵曲或福音茶座等,藉此讓弟兄姊妹邀請新朋友和未接受福音者參加,透過聚會建立友誼和分享見證及福音	
5. Table tennis ministry 乒乓球事工組	Table tennis activity on Sunday afternoon. Establish friendship through the activity to encourage participants to join church activities. 逢週日下午透過乒乓球活動,以興趣運動彼此建立友誼,從而帶領他們加參團契、崇拜或其他聚會。	Leaders: Patrick Au & Wai Hung Cheng 組長: 區達光及鄭偉雄
6. Lighthouse Team 燈塔事工組	約每月一次探訪燈塔海員中心與海員接觸,透過詩歌、福音信息、個人佈道去接觸/關懷海員,領人歸主 To express caring and share gospel with sailors through visitation to Lighthouse center about once every month. Program includes singing hymns, gospel message and individual evangelism.	Leader: Joseph Tso & team members 組長: 曹士正及組員
7. Focus Club Ministry 國際學生事工組	Partnership with Mission Dept., preparing 2 to 3 dinners every quarter for international student fellowship meeting at SFU & Douglas College as a mean to show the love of God to the students. 配合差傳部, 每季兩至三次以愛心預備晚餐送到 SFU 和 Douglas College 校園團契, 讓參加者得聞教會的關愛,也能踏入教會參加聚會。	Leader: Herbert Shum & members 組長: 沈耀慶及組員
8. Praise Dance Ministry 讚美操組	a. Worship God through dancing. Outreach to non-believing new comers and bring them to know God. Partnership with Canada Praise Dance Association and dance on every Wednesday from 11:00 am - 12:15 pm, and every Saturday from 12:30-1:30 透過舞蹈讚美神,引領新朋友認識神,於週三上午 11 時至下午 12:15 分及週六下午 12:30-1:30 舉行。 b. Bible study and “BPGC Tea Gathering” on monthly basis to care for newcomers. 每月一次舉辦「查經小組」及「頌恩閒情小聚」,以關顧新朋友。 c. Let Praise Dance Association to use church for training leader to lead the dance. 計劃借用教會場地給讚美操協會訓練組長和教練去服侍帶領事工。 d. Encourage new friends to join in Praise Dance and come to church meeting/activities, or Praise Dance Ass.'s sharing meeting. 鼓勵學員及新朋友參加教會聚會或出席讚美操協會分享活動。	Leader: Stella Kann & team members 組長: 干羅淑卿及組員

<p>9. Other Meeting or Evangelism Training 其它聚會和訓練</p>	<p>a. Invite pastor or gospel organization to conduct evangelistic training 邀請教牧或福音機構舉辦傳福音訓練和技巧</p> <p>b. Provide support, encouragement and empower department/team members, invite interested brothers and sisters to join by arranging the departmental sharing luncheon. 透過傳道部聯誼午餐,讓有心志和負擔的弟兄姊妹互相鼓勵,參與傳福音事工,並邀請牧者勉勵</p> <p>c. Partnership with Mission dept to spend a one day outreach trip to BC interior cities: Hope, Chilliwack or Agassiz. 與差傳部配合在春夏期間往鄉郊 Hope, Chilliwack 或 Agassiz 一日外展短宣。</p>	<p>Pastor or gospel organization, and committee 教牧或福音機構及傳道部部門小組</p>
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- Praise dance has been a good ministry where there are non-believers joining bible study for these seekers
- Add Belkin house subsidy - Belkin house will continue this year - need a budget for parking in case people can't find parking downtown
- Gospel tour - will still happen this year but more locally

2019 Budget 財政預算

	項目 Item	預算
A	Gospel Tracts/Disks 單張/光碟	300.00
B	Material and tool for Evangelism/gospel sharing 佈道工具及小禮物 Free tickets to non-believers 福音聚會門票免費致送新朋友	800.00
C	Promotion and refreshment for Evangelistic Meeting 福音園地宣傳及聚會茶點招待	800.00
D	Subsidy to short-term or evangelistic training for 10 people 資助短宣學員或傳福音訓練 10 名	700.00
E	Printing and Supply 影印及文具	150.00
F	Evangelistic department sharing meeting 聯誼分享聚會	250.00
G	Small gifts to seniors in 4 senior homes and refreshment 禮品致送給四間老人院各院友及茶點開支	600.00
H	Subsidy to leaders to get training from Praise Dance Association and certificate application, offering to support Canada Praise Dance Association 支助讚美操組長訓練和領取證書費、雜費及捐助加拿大讚美操協會全年運作開支	600.00
I	"BPGC Tea Gathering" refreshment and Bible Study tools “頌恩閒情小聚”茶點開支及查經資料書籍	500.00
J	Gospel trip, BBQ, Picnic and Gospel Evangelism 福音旅行、燒烤、野餐及福音佈道會	1,000.00
K	Belkin House Subsidy 資助 Belkin House 探訪活動	100.00
	共預算 Subtotal	<u>5,800.00</u>

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. S/T Mission to Ukraine (June 11-24) 烏克蘭短宣 (6月 11-24 日)	<ul style="list-style-type: none"> a. Recruit candidates 6 people 招募隊員 6 人 b. Equip and training 裝備及訓練 c. Work plan, itinerary and budget 事工計劃、安排及預算 d. Fund/resources raising 資金及資源預備 	<ul style="list-style-type: none"> - Jocylene Ho, Robert Pang - CIM – Pastor Isaac Quan
2. 1st Nation Mission - Interior BC(1) – April one week-end 第一民族 – 卑詩內陸 (4 月份一個週末)	<ul style="list-style-type: none"> a. South Central interior B.C. – Merritt Reserve area b. First Nation children and youth camp 第一民族的兒童及青年營會 c. Work plan and itinerary- joint venture with PMPGC 短宣計劃和行程安排 – 與慕迪港頌恩堂合作 	<ul style="list-style-type: none"> - Mission Board 差傳部
3. Team Building 團隊建立	<ul style="list-style-type: none"> a. Coach new board member 培植新的部員 b. Renew mission policy 更新差傳政策 	<ul style="list-style-type: none"> - Jocylene - Mission Board 差傳部
4. Prayer Warriors 代禱勇士	<ul style="list-style-type: none"> a. Weekly prayer items 每週代禱事項 b. Prayer warriors for short-term mission 短宣隊的代禱勇士 	<ul style="list-style-type: none"> - Angela Yeung - Mission Board 差傳部
5. Mission Education 差傳教育	<ul style="list-style-type: none"> a. Cambodia/Vietnam mission trip sharing Urbana team sharing Ukraine short term mission trip sharing 柬埔寨/越南短宣分享 Urbana 大會參加者分享 烏克蘭短宣分享 - CM Jiont Sunday School 中文聯合主日學 - EM joint Sunday school 英文聯合主日學 b. Monthly Mission Express 每月差傳速遞 c. Missionaries sharing/Mission Sundays 宣教士分享/差傳主日 d. Encourage to attend various Mission Vision Sharing Function of our supported mission organizations 鼓勵參與教會所支持的不同差傳機構的分享聚會 e. 1st nation ministry 第一民族事工 f. Mission Fest Vancouver(Jan 18-20) 參與差傳節(1月 18-20 日) g. Harvest of Hope Society 	<ul style="list-style-type: none"> - Jocylene/Angela - Angela Yeung - Pastor Enoch, Jocylene - Angela Yeung - Pastor Sky - Angela Yeung & Daniel Li - Marcia Pong

<p>6. Missionaries Caring 關心宣教士</p>	<p>a. Adopted missionaries 認領宣教士 - Caring action/prayer/ program 關心行動/代禱/計劃 - Contact/Update news 聯繫/更新消息</p>	<p>- Mission Board 差傳部: Judy Lam/Ivy Poon/ Jocylene/Angela</p>
<p>7. Local Mission 本地宣教 Cross Culture Ministry 跨文化事工</p>	<p>a. Light House Seamen Ministry 燈塔海員事工 b. Focus Club-International Student Ministry: Work with Evangelism & EM department 國際留學生事工:與傳道部及英文部配合服侍 c. Shoe Box Ministry: Work with Children department 鞋盒收集:與兒童部配合服侍</p>	<p>- Joseph Tso - Herbert Shum - Joseph Tso & Daniel Li</p>
<p>8. Mission Month in June 6 月差傳月</p>	<p>a. Speaker: Pastor Enoch, Matthew Smedley, 講員 Kenneth Lo, Fiona Wu & Dr. Joyce Chan b. Activities: Potter Place – Homeless/Vancouver E. services 活動: Potter Place- 溫東無家可歸者服務 c. Mission Sunday School 差傳主日學</p>	<p>- Pastor Enoch - Daniel Li, Ivy & Judy Lam</p>
<p>9. Joint Venture Mission Conference: Beginning of November 聯合差傳年會: 11 月初</p>	<p>- For CM, EM and Children 有中文、英文及兒童安排 - Speaker: Vincent Ng 講員: Vincent Ng</p>	<p>- Pacific Grace Churches' Mission Board 各間頌恩堂的差傳部</p>

- Short term missions to ukraine - this is a new missions trip
- Interior - first nation missions - encourage the english ministry to go
- Mission month - in June
- Plan to visit muslim school
- Plan to visit Jewish synagogue

Mission Budget for the fiscal year of 2019/2019 年 1 月 1 日至 2019 年 12 月 31 日 差傳預算案

Budget 預算

REVENUE 收入

- Mission Pledge 信心認獻 - **Pledge cards**

EXPENSES 支出

Mission Field 福音工場:

	\$	
- ISMC : Bert & Heather Kamphuis (International student ministry 國際學生事工)	3,000	
- ISMC : Jillian Chong (International student ministry 國際學生事工)	3,000	
- Christar 國際宣教中心: Sam Yim 嚴鳳山 (Middle East ministry 中東事工)	3,000	
- CCM 中信差會 : Mathew Yau 雅歌 (Asia ministry 亞洲事工)	2,000	
- EFCM 北美播道差會: Larry & Bella Mori 森昇,佩虞 (Japan ministry 日本事工)	2,500	
- MB mission: Europe Outreach ministries (Muslim focus 歐洲 穆斯林群體事工) (Project	1,000	
- MB mission: Lithuania ministry (project C0039)	1,000	
- MBmission: India ministry (project C0026 - one national evangelist)	1,500	
- Power to Change : Mandy Fung (Student & local ministry 校園事工及本土事工)	2,000	
- Go International 華傳: Janice Lo 盧潔香 (Cambodia ministry 柬埔寨事工)	3,000	
- Global Outreach Mission : Cindy Luu 劉潔玲 (Vietnam ministry 越南事工)	3,000	
- OMF : Sabrina Bach 白珍芬 (Cambodia ministry 柬埔寨本土事工)	4,000	
- MAF: Hummingbird Family 蜂鳥家庭 (Middle East ministry 中東事工)	500	
- CIM: Caleb Nasalla (Africa ministry - local staff 非洲本土 工人事工)	1,000	
- CIM : Isaac Quan (Africa & Europe church planting ministry 非洲及歐洲發展事工)	1,000	
- Go International: Local workers (Cambodia ministry 柬埔寨本土工人事工)	1,000	
- Pioneers : Marie Ng (Local Muslim ministry 本地穆斯林群體事工)	2,000	
- Awana: Domi Doliente (BC Awana children ministry 基督少年軍事工)	1,000	
- YWAM : Kyle Leung (Youth ministry in Japan 日本青年事工)	4,000	
- YWAM : Peggy Liu (Australia 1st nation ministry)	1,500	
- CCM 中信 : Ricky Wong (Local youth ministry 本地青年事工)	4,000	
- Partners International: Juan Gutierrez Mamani (Bolivia ministry - local staff 本土工人事工)	2,400	
- Partners International: Johural Pahan (Bangladesh ministry - local staff 本土工人事工)	2,400	\$ 49,800

Mission Organization 宣教機構:

- CCM (加拿大中國信徒佈道會)	1,000	
- Herald Monthly (號角)	500	
- Truth Monthly (真理報)	500	
- Potter's Place (土著/露宿者事工)	1,000	
- Lighthouse Harbour Ministries (燈塔海員事工)	1,000	
- GO International (華傳)	500	
- ISMC : International student ministry (Focus Club meals support 支持國際學生團契膳食)	1,200	
- Mission Fest (差傳節)	200	
- Breakthrough Missions Canada 突破宣道	1,000	
- MB Bible Seminary 聖經學院	1,000	\$ 7,900

Training 工人裝備 :

- Seminary student subsidy 神學生助學金 : \$350 X 8 mos.	2,800	
- Short-term mission 短期宣教	5,000	\$ 7,800

Mission Education 差傳教育:

- Mission Education 差傳教育	2,000	
- Mission month & Conference 差傳年會	3,600	\$ 5,600

Administration 行政費:

- Admin. & secretarial support 行政秘書	3,500	
- Admin. & Misc. 行政/ 聯絡費/接待及雜用	1,000	\$ 4,500

Total Expenses 總支出: \$ 75,600

Reserve Fund 儲備支出:

- MCMC : India ministry (Two native India pastors 印度本土工人事工)	1,000	
- CIM:ECG(Africa Seminary student scholarship & Church Planting 非洲神學生獎學金及植堂事工)	1,000	\$ 2,000

Total Expenses from Reserve Fund 儲備支出合計: \$ 2,000

工作計劃 <i>Work Plan</i>	實踐計劃 <i>Action Plan</i>	人手 <i>Manpower</i>
1. Complete back lane facial board & vinyl sliding 完成膠外牆工程	a) Found scaffolding contractor to build scaffolding for safe working 尋找承建商搭建安全工作台 b) Finish outside sliding 完成膠外牆工程	- Contractors 承建商
2. Library fuse panel upgrade 圖書館電箱更新	a) Install and update fuse panel to today's standard 更新電箱到現代標準	- Brother & sister in the church that have experience in this field 教會內有相關經驗的肢體
3. Add additional network security camera systems as needed 繼續加裝保安攝錄	a) Add network cables in the first half of the year 在上半年加裝網綫 b) Add camera to the system as needed (Planned to have a 16 camera NVR which can be access on church computer monitors, & 2 outdoor camera next to the entrance doors that have intercom) 按需要分期加裝所需之鏡頭	- Brother & sister in the church that have experience in this field 教會內有相關經驗的肢體
4. Renew Nursery carpet, install new floor for hallway & classroom/office 更新嬰兒房地氈 課室/辦公室及走廊地板	Discuss with contractor to implement project 與承建商商討及落實計劃	- Contractors 承建商
5. Church Clean-up day 教會清潔日		- Brother & sister in church 教會會眾
6. Emergency back-up lights battery renewal 後備燈電池更新		- Brother & sister in the church that have experience in this field 教會內有相關經驗的肢體

We have four teams to do the job 設以下四組執行工作:

<p>Maintenance Team 維修保養組</p> <ul style="list-style-type: none"> - Change the parts/supplies for facilities/equipment regularly: air condition, light bulbs, filter, etc. - Emergency maintenance: water leaking, etc. - General maintenance: set up shelves, repaint, Christmas light set-up, etc - 定期更換所需物件; 如冷暖氣, 損壞燈膽、射燈燈膽、走火出路燈胆、油煙機 Filter。 - 緊急維修,如:Gutter 漏水, 土庫滲水, 通渠通廁水管阻塞, 門窗防盜工作, 照明燈失靈, 修理門鎖等。 - 一般性維修保養工作: 安裝書架, 吊柜, 修補牆壁地腳, 補油工作, 更換破爛地膠地磚, 安裝報告板, 安裝遮擋陽光膠板, 更換或安裝電制, 安裝聖誕燈飾, 水喉閘掣更換等!
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Catering Team 聚餐茶點組

- Responsible for the setup of tables & chairs, prepare or inform fellowships to prepare refreshment, clean-up after baptismal ceremony, Christmas celebration, retreats, welcome lunch, or other church meetings.
- 負責教會舉辦之聚餐, 浸禮, 迎新會, 聖誕聯歡等茶點活動。如浸禮時負責浸池暖水及預備更衣房間, 鋪設防水地膠; 並知會負責團契預備食物和清潔。安排浸袍使用, 清理浸禮進行時水漬並協助受浸者上落濕滑梯級, 清理場地垃圾及門窗, 電燈關掉工作!
- 如每年舉行教牧同工退修會和迎新會之茶點或訂購飯盒預備, 擺放枱椅, 預備茶水飲品及清理所有垃圾雜物
- 其他聚餐如: 聖誕晚會, 見證感恩會, 福音茶座等; 配合教會報名人數安排食物, 茶水, 枱椅擺放及清理雜物等

Gardening Team 花園草地組

- Perform regular gardening works: arrange lawn mowing, watering, fertilizing, planting, etc.
- Sweeping of leaves in the fall
- Purchase of tools, plants, flower, fertilizers, etc
- 定期修剪花草樹木, 栽種花朵, 加泥施肥, 安排夏天剪草工作, 清理雜草及花園雜物工作, 定期澆水淋花工作等。
- 秋天負責 3-4 次打掃行人路邊落葉, 清理行人路樹葉樹枝。
- 檢查及購備一些園藝工具, 訂購花苗, 花泥, 花肥等工作。

* Snow Shovel Team (members TBA) 鏟雪小組(組員待定)

- Arrange snow shoveling, assist to shovel the snow of side-walk for fellowship and worship time.
- 當下雪天在週六及週日教會照常舉行活動或崇拜時, 協助清理教會行人路積雪工作。

Renovation Team 裝修工程組

- Handle the major exterior and interior renovation projects: roof replacement or repair, wall repair, stucco wall painting, fascia board painting, gutter and downpipes replacement, etc
- Contact contractor for the projects, oversee the renovation progress.
- Renew license for handicapped lift, fire alarm and prevention facilities.
- 主要負責教會建築物內外所有大型工程; 如屋頂更換或維修外牆、改善抽風系統工程、更換地氈地板工程等!
- 並與有關承建商訂立工程細節, 工程費用保養維修問題, 施工情況及視察工程進展等!
- 其次是負責預約消防檢查裝置, 申請定期市政府准許使用證(如傷殘電梯, 消防滅火裝置等)。

Regular Evaluation 定期工作檢討

- Regular review with team leaders and members, update deacon on different team progress
- Coordinate with all teams for purchase of necessary supplies.
- Coordinate by arranging and sourcing manpower for different teams.
- 定期與各組長檢討工作細則, 和與統籌執事匯報有關總工作情況。
- 與組長, 組員配合教會需要購置物品; 如紙杯碟, 紙巾刀叉, 枱布, 垃圾袋, 清潔用品, 園藝用品, 花泥花肥, 維修用品及材料, 溶雪用品, 各種 Filter 及燈胆等;
- 並協助各組在人手工作上安排;

- Plan - Complete back lane facial board & vinyl sliding
- Redo the flooring for all the downstairs level
- Security camera system - purchased by need to be installed
- Motion sensor lights - just a note to double check the lights because it is dark walking to the parking lot at night
- Pastor Eliza's room - for Pastor's Eliza's room to have a cabinet that maximizes the use of space
- Room 1&2 - Cabinets for this room to be child friendly that is on the child's eye level. Also need certain boards for posting material
- Add cabinet budget - \$5000

2019 Budget 財政預算

	項目 Item	預算 Budget
A	Church janitorial service (1050 x 12) 教會清潔工作	12,600.00
B	Garbage bin rental and garbage removal 垃圾箱租賃及垃圾清理	900.00
C	Purchase kitchen supplies (paper plates, forks, paper towel, toilet paper & equipment upgrade) 廚房用具(紙杯碟,刀叉垃圾袋,抹手紙,廁紙和餐具更新等)	2000.00
D	Purchase gardening supplies (fertilizer, sand, grass seeds, garbage bags, tools, etc.) 園藝用料(花肥,花泥,草種,環保垃圾袋及工具)	750.00
E	Refreshments for church meetings 聚餐,茶點(迎新會,浸禮茶點,聖誕茶點等)	400.00
F	Fire alarm annual check-up 火警系統檢查/後備更新	1200.00
G	Road salt, snow shovels, tools, etc 溶雪鹽、雪鏟及其他工具	350.00
H	Annual alarm monitor fee 每年警報監控費	250.00
I	Lawn Mowing 剪草公司協助剪草及修邊	500.00
J	Maintenance supplies: light tubes, light bulbs, shelves, paints, pipe and tape, blinds, air-fan. 維修保養用料: 包括光管,燈膽,慳電燈膽,加漆儲物架,柜,安裝照明燈,修補牆壁油漆用品,更換漏水喉及閘掣,安裝窗簾,抽氣扇用料等。	1500.00
K	Handicapped lift license.續傷殘電梯省府牌照費	150.00
L	Miscellaneous 雜項	1000.00
	共預算 Subtotal	<u>21,600.00</u>

The following renovation will be put into 2019 Building Fund Budget

以下裝修工程預算撥入 2019 年建堂預算內:

	項目 Item	預算 Budget
A	Complete vinyl sliding & facial board project 膠外牆及安架	2500.00
B	Library fuse panel upgrade 圖書館電箱更新	500.00
C	Security camera system 保安攝錄機組	800.00
D	Renew Nursery carpet, install new floor for hallway & classroom/office 更新嬰兒房地氈, 課室/辦公室及走廊地氈	8000.00
E	Emergency back-up battery renewal 後備電池更新	600.00
F	Add cabinet 加添新儲物櫃	5,000.00
	共預算 Subtotal	<u>17,400.00</u>

	項目 Item	預算 Budget	
		2018	2019
A	Newcomers lunch and Caring 新人午餐及關顧	200.00	2000.00
B	Communication Cards and Follow Up 新人聯絡和跟進	200.00	200.00
C	King's Table EM Events King's Table 王者的午餐	1200.00	Cancel
D	Discipleship/Workshop Training Materials 門訓/講座,栽培材料	250.00	250.00
E	Urbana Retreat with EM (Dec 2018 St. Louis MS) Subsidies Urbana 大會助	7000.00	Cancel
F	Cross-fellowship bonding activities 誇團契聯合活動	400.00	300.00
G	Bible Journals for EM focus on year theme 英文讀經靈修日記	300.00	Cancel
H	Subsidy for EM training 參加訓練資助	2500.00	2500.00
I	Purchase Sunday School teaching materials / guest speakers 英文主日學教材/外來講員	250.00	2450.00
J	Music Resources 音樂資源	100.00	100.00
K	Song license fees(CCLI for EM songs: \$200, Children's song:\$200) 延續歌曲使用版權 (CCLI: 200 元, 兒童詩歌: 200 元)	400.00	400.00
L	Trek Financial support for Trek Fellowship/ Trek 團財政資助	500.00	500.00
M	Financial support for Ark Fellowship/方舟團財政資助	700.00	500.00
N	Financial support for Laundry Fellowship 洗衣房團財政資助	0.00	0.00
O	Financial support for Hugs Fellowship/ Hugs 團財政資助	0.00	0.00
P	Financial support for "James" Fellowship 雅各團財政資助	1000.00	1000.00
Q	Subsidies for James to do SOAR Vancouver 參加 SOAR 資助	2500.00	Cancel
R	New Ministry Initiatives Fund 新事工基金	400.00	400.00
S	Leaders bonding appreciation 領袖聯繫及致謝	n/a	200.00
T	Miscellaneous Needs 雜項	300.00	300.00
	共預算 Subtotal	<u>18200.00</u>	<u>11,100.00</u>

Notes 備註:

- A. Budget in 2018 only included newcomers lunch. New budget in 2019 also include transit subsidy for refugee family whom we have been supporting since 2018 (but budget from elsewhere), plus other "Caring" support.
2018 年預算只包括午餐,2019 年預算將包括所關顧的難民家庭的交通資助,這些資助在 2018 年時放入其它支出內。
- B. Printing of new design communication cards 印製新設計的新人跟進卡
- C. Organizers of King's Table are going to use the money collected to pay off the expense of making lunches, and then give the difference to the chosen charity group for each event. No need to budget in 2019 accordingly.
王者的午餐將用收取到的餐費來支付餐費成本,餘下的用來奉獻給選定的慈善機構,故 2019 年無需預算

- D. Keeping 2018 budget 保持 2018 年的預算.
- E. Urbana only occurs once every 3 years. There is no other major conference in 2019 to budget for expense.
Urbana 每三年才舉行一次,2019 年亦無其它大型的營會資助需要預算
- F. Budgeting at \$50 per event to subsidize for snack per EM fellowship, a total of \$500 for 5 fellowships doing 2 times of cross-fellowship bonding activities in 2019.
預算英文團契每次活動小食資助為 50 元,預計 5 個團契, 在 2019 年每個團契做 2 次合團活動共 500 元
- G. Bible journals already printed and project completed in 2018. No need to budget in 2019.
讀經靈修日記已在 2018 年已印好,無需在 2019 年再有預算
- H. Keeping 2018 budget 保持 2018 年的預算
- I. \$250 for materials, \$1000 for guest honorarium as we do not have EM pastor to teach Sunday School yet, and \$200 for subsidizing discipleship books (@ \$5.00 each) for April's Sunday School class.
材料預算 250 元,因暫無英文牧者,故邀請講員預算 1000 元,另 200 元資助購 4 月份時的門訓課本(每 5 本元)
- J. Keeping 2018 budget 保持 2018 年預算
- K. Keeping 2018 budget. 保持 2018 年預算
- L. Keeping 2018 budget. 保持 2018 年預算
- M. Financial independence among certain group members had made it possible for them to subsidize/contribute to fellowship activities in 2018. Budget is therefore dropped to \$500 in 2019.
團契中某些成員財政上能夠承擔團契 2018 年的活動,故 2019 年預算降至 500 元
- N. \$200 budget in 2019 to help in subsidizing certain program planning for the fellowship.
2019 年預算為 200 元以幫助團契某些活動的計劃
- O. All working adults in Hugs fellowship. Confirmed no need of budget in 2019.
Hugs 團成員都為成人,無需資助預算
- P. Keeping 2018 budget to mainly support dinners served for each fellowship gathering (@ \$50 for each dinner)
保持 2018 年預算主要用於資助每次團契的晚餐費用(每次 50 元)
- Q. Committee has decided not to participate in SOAR 2019 due to limited resources.
因資源有限,決定不會參加 2019 年 SOAR 活動
- R. Keeping 2018 budget. 保持 2018 年預算
- S. New category created to help support for new EM leaders committee in 2019
設立新的項目主要為幫助成立英文部 2019 年領袖小組
- T. Keeping 2018 budget. 保持 2018 年預算
- Even though EM doesn't have "Department heads" there are communication people identified to be in charge of each area
 - Add to calendar - EM leaders appreciation - Apr 28 & Oct 27
 - Youth pastor - Helena Shum will be announced as the EM youth pastor candidate this Sunday

二零一九年本立比頌恩堂行事曆 Year Calendar for 2019

主題: 以愛相聯, 共建神家
Theme: United in Love, Build God's Family Together

月份 Month		特別聚會/事工 Program Arrangement		備註 Remarks
		中文 CM	英文 EM	
Jan 一月				
	• 26 (日 Sun)	Hearing the Voice of 2 nd Generation		Dr. Enoch Wong
Feb 二月	• 3 (日 Sun)	建堂主日 Church Building Sunday		
	• 10 (日 Sun)	主內三代同堂聚餐 Multi-Generation in Love Lunch Celebration		1:00 p.m
Mar 三月				
	• 10 (日 Sun)	教會清潔日 Church-wide Cleaning Day		
Apr 四月				
	• 14 日(日 Sun)	會友大會 Annual General Meeting		1:00 p.m
	• 19 日 (五 Fri)	門諾弟兄華聯會聯合受苦節崇拜 Joint MBCCA Good Friday Service		7:30 PM
	• 21 日 (日 Sun)	中英聯合復活節暨浸禮崇拜 Joint Easter/Baptismal Sunday Service		10:00 AM
	• 25-28 日 (四-日 Thur-Sun)	大溫培靈會 Vancouver Chinese Revival Meeting		溫哥華聖道堂
	• 28 日(日 Sun)		EM Leader Appreciation Lunch 英文領袖致謝午餐	
May 五月				
	• 5 日 (日 Sun)	父母連繫午餐 Parent Connection Lunch		
	• 26 (日 Sun)	保持聯繫午餐 Stay Connected Lunch		1:00 PM- 2:30PM
Jun 六月	• 2 日 (日 Sun)	主日學老師致謝午餐 Sun. School Teacher Appreciation Lunch		
		差傳月 Mission Month		

	• 15 日 (六 Sat)	聖樂事奉人員致謝退修會 Appreciation Retreat for Music Dept	
Jul 七月		火警演習 Fire Drill	
Aug 八月	• 9-11 日 (五-日 Fri-Sun)	夏令會 Summer Camp @ Summit Pacific college	
	• 19-23 日 (一-五 Mon-Fri)	兒童暑期聖經班 Children VBS	
Sept 九月	• 15 日(日 Sun)	迎親午餐 New Comer Welcome Lunch	
	• 22 日(日 Sun)	保持聯繫午餐 Stay Connected Lunch	1:00 PM-2:30PM
Oct 十月	• 13 日 (日 Sun)	中英聯合感恩節暨浸禮崇拜 Joint Thanksgiving & Baptismal Sunday	10:00 AM
	• 20 日(日 Sun)	執事選舉 Deacon Election	
	• 27 日(日 Sun)	EM Leader Apprciation Lunch 英文領袖致謝午餐	
Nov 十一月	• 16 日 (六 Sat)	執事部長年終檢討會 Deacon/Dept Heads Year-end Evaluation Meeting	9:00 AM- 12:30PM
	• 24 日(日 Sun)	教會致謝日 Church Appreciation Day	
Dec 十二月	• 14 日 (六 Sat)	執事部長計劃會議 Deacon/Dept Heads Planning Meeting	9 AM - 12:30 PM

