

Job Title: Church Ministry Assistant

Location: New Life Christian Alliance Church, Whittier, California

Position Type: Full-Time, Hourly

Language Requirement: Fluent in Mandarin Chinese; Proficient in English

Reports To: Chinese Pastor

About Our Church:

New Life Christian Alliance Church (NLCAC) is a Christ-centered, multi-congregational church affiliated with the Christian and Missionary Alliance (C&MA) denomination. Located in Whittier, California, our Chinese congregation is a vibrant, multi-generational community committed to worship, discipleship, and outreach to the local Chinese-speaking population. We are passionate about sharing the Gospel and making disciples within a culturally relevant context.

Position Overview:

We are seeking a spiritually mature person who will assist the Chinese Pastor in providing spiritual, administrative, and logistical support to the disciple-making ministries of New Life Christian Alliance Church. The candidate should demonstrate strong relational skills, a passion for evangelism and discipleship, and be able to work collaboratively with a team.

Primary Responsibilities:

1. Women's Ministry

- Coordinate the Chinese-language women's ministry and fellowship groups.
- Provide spiritual encouragement and relational support to the Chinese women.
- Assist the pastors and church elders with Chinese-language women's discipleship, visitation, and prayer groups.

2. Children's Ministry

- Assist with overseeing the children's disciple-making process during scheduled bible studies and other church events.

- Serve as a member of the church's Christian Education Committee to coordinate the bi-lingual aspects of the children's Sunday School program.
- Support children's events, activities, and outreach programs.
- Build a safe and enjoyable environment for children.

3. Evangelism and Community Engagement

- Reach out to the local Mandarin-speaking women and children in the community.
- Support local outreach initiatives (New Life Action, Summer Camp, etc.)

Secondary Responsibilities:

Secondary responsibilities are those which the assistant may be asked to perform when the primary responsibilities have been fulfilled and there is excess capacity.

1. Administrative Support

- Maintain and update church-wide prayer needs list.
- Manage communication (phones, emails, etc.).
- Maintain church calendars, schedules, and databases (membership and attendance).
- Track small group attendance and distribute study materials.
- Prepare bulletins, newsletters, and announcements.

2. Ministry and Event Coordination

- Assist in planning and executing church-wide events.

3. Congregational Care

- Build relationships with new believers and their families.
- Assist pastors with hospital/home visits when needed, providing spiritual care, prayer, and support.
- Follow up with first-time visitors and absent members.

Qualifications:

- A clear and growing relationship with Jesus Christ and a calling to ministry

- Fluent in Mandarin Chinese with functional proficiency in English
 - Prior experience and theological training are preferred.
 - Prior ministry experience, especially within a Chinese-speaking church context
 - Agreement with the Christian & Missionary Alliance's Statement of Faith and church vision
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Compensation and Benefits:

- Salary: \$20 / hour with a maximum of 40 hours per week.
 - Health and ministry-related benefits available
 - Paid vacation and professional development opportunities
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Application Process:

To apply, please submit the following to **logoswithnl@gmail.com**:

1. Cover letter describing your testimony, calling, and interest in the role.
 2. Resume detailing your ministry and educational background.
 3. A personal Statement of faith
 4. Two references (one pastoral and one professional or character reference)
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Application Deadline: Open until filled

Start Date: January 1, 2026.

For more information about the Chinese Congregation of New Life Christian Alliance Church, please visit: **<https://ch.nlcac.org>**