

New Life Christian Alliance Church

Ministry Assistant

Job Description

Title Ministry Assistant		Reports to: Associate Pastor for Chinese Ministry and Church Board
Department Chinese Ministries	Contact Pastor Andrew Chen New Life Christian Alliance Church 11000 S. First Ave. Whittier, CA 90603	
Part-time Position		Starting Date Early 2026
Our Vision: To bring the whole Gospel to the whole world as we make disciples who make disciples.		

I CHURCH VISION AND POSITION SUMMARY

The desire of New Life Christian Alliance Church is to build a strong foundation to carry on a vibrant and thriving legacy of faith in Jesus Christ from one generation to the next (Psalm 145:4). We are a multi-cultural, multi-ethnic and multi-lingual church community with two Sunday services. The church operates under a complementarian and elder-led form of church governance. It is committed to an expository preaching style with the study of God's word as the focus of its sermons and separate bible study sessions. And committed to the overall mission of the Christian and Missionary Alliance to fulfill the great commission by supporting efforts to bring the gospel to all peoples both at home and abroad.

The primary role of this position is to serve as an assistant to the Chinese Ministry Pastor to provide administrative and ministry support.

This position is a part-time, non-exempt position with an hourly rate ranging between \$18-\$19.50 per hour, to be determined at the time an offer is extended. The maximum number of working hours anticipated is 38 hours per week.

II PRINCIPAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Community Engagement & New Immigrant Ministry

- Care for and build relationships with new immigrant families
- Conduct regular visitation to Mandarin-speaking immigrant families, providing spiritual care, prayer, and practical support.
- Help organize cultural transition workshops, family gatherings, or language support if applicable

2. Outreach & Evangelism

- Assist in planning and participating in community outreach (New Life Action) activities
- Help connect with seekers and newcomers, especially in the Chinese-speaking community
- Support follow-up work and integration of new members, follow the leadership of Chinese pastors, develop and expand the ministry; organize and train group leaders, multiply blessing groups (catechumens) and joy groups (new Christians).

3. Children's Ministry

- Assist in Chinese-language children's Sunday School.
- Support children's events, activities, and special programs
- Connect with parents and volunteers to build a nurturing faith environment for children

4. Women's Ministry

- Support and coordinate the Chinese women's ministry and fellowship (e.g., planning, logistics, teaching).
- Provide spiritual encouragement and relational support to women in the Chinese congregation.
- Assist with women-focused discipleship and prayer groups .

5. General Ministry Assistance

- Participate in staff meetings and assist in planning church events
- Support the Chinese Pastor in pastoral care, visitation, and ministry follow-up
- Provide administrative and organizational support for Chinese pastor as needed

III EXPECTATIONS AND REQUIREMENTS

- A growing personal relationship with Jesus Christ
- A heart for serving children, women, families, and the broader Chinese-speaking community
- Familiar with discipleship structure; capable of organizing, training, and mobilizing coworkers and participants.
- Fluent in Mandarin Chinese; Advanced English proficiency preferred
- Able to maintain ministry effectiveness under pressure and in multitasking settings.
- Good communication and relational skills
- Reliable, organized, and team-oriented

IV. APPLICATION PROCESS

To apply, email logoswithnl@gmail.com and Nlcacsearchcommittee@gmail.com:

1. Brief personal testimony and your heart for ministry
2. Resume
3. Two references (pastoral and character)