



**Job Title:** Director of Women's and Caring Ministries (Cantonese)  
**Job Type:** Full-Time (Exempt)  
**Employer:** Boston Chinese Evangelical Church (Non-denominational)  
**Location:** Boston, Massachusetts

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### **Church Description:**

Founded in 1961, Boston Chinese Evangelical Church (BCEC) is located in Boston Chinatown, with an additional campus at Newton, Massachusetts. Based upon pre-pandemic information, our typical Sunday attendance is over 1,400 people in our 6 worship services at two campuses. Each campus comprises three different congregations (Cantonese, English, Mandarin). There are about 400 people in the Chinatown Cantonese congregation and about 140 people in the Newton Cantonese congregation. The Women's Ministry serves over 100 women through two different fellowships. The Caring Ministry supports many through regular one-on-one and group visitations.

**The Pastoral Staff:** We have a multi-staff pastoral team led by a Senior Pastor.

### **The Position:**

The Director of Women's and Caring Ministries provides oversight, teaching, training and pastoral care for various women and senior groups primarily in the Chinatown Cantonese congregation. Because of the nature of Cantonese-speaking ministries, we are seeking someone who has intimate understanding and experience serving in Cantonese culture. The ideal candidate must be a strong leader who can effectively guide the women's ministry and caring teams and has a passion to engage and empower congregation members in these two ministries.

### **General Duties and Responsibilities:**

Women's Ministry: (45% time)

- 1) Lead and support various Women's Ministry teams by facilitating meetings, providing direction, discipleship, and leadership training
- 2) Facilitate the expansion of Women's Ministry to reach and disciple women of all life stages at Chinatown who may not have a strong connection with the current Women's Ministry groups, and potentially in Newton as needed
- 3) Minister to women in fellowship setting through teaching, small groups, outreach, and pastoral care
- 4) Engage and equip women to participate in Women's Ministry and other coordinated church ministries

Caring Ministry: (45% time)

- 1) Establish a Cantonese visitation ministry team to coordinate caring for congregation members who are hospitalized, homebound, or living in nursing homes
- 2) Lead and develop the visitation ministry team with strategies to recruit and equip new leaders with appropriate training
- 3) Provide counseling through one-on-one or nursing home visitation
- 4) Lead and coordinate various Caring Ministry teams, such as the cancer support group, prayer network, prayer district

Pastoral Care and Staff Involvement: (10% time)

- 1) Attend weekly staff meetings
- 2) Support other Chinese pastoral staff to coordinate church events and ministries
- 3) Assist Sunday worship, funerals, memorial services as requested

**Qualifications:**

- 1) A seasoned Christian leader with a minimum two years of proven experience leading women's and caring ministries, preferably in a Chinese heritage church context.
- 2) Strong interpersonal skills to effectively minister to congregation members, especially women and seniors.
- 3) Solid communication skills: Must be fluent in Cantonese, and conversational in both English and Mandarin.
- 4) Graduate degree from seminary, or equivalent training and/or proven experience.
- 5) Solid team player who can work collaboratively.
- 6) Agrees to become a member of BCEC.

**Job Type:** Full-time Exempt

**To Apply:** Please send a cover letter and résumé by email to:

Personnel Deacon  
Boston Chinese Evangelical Church  
Email address: bod.personnel@bcec.net

**References:** Please include the names and contacts of two references with your application. Upon review of your resume, we will request a submission of two letters of reference.

**For Further Information:** Visit our website at [www.bcec.net/jobs](http://www.bcec.net/jobs)