



ORGANIZATIONS: New City Fellowship East Lake & East Lake Expression Engine

POSITION: NCEL Director of Worship & ELEE Church Liaison

REPORTS TO: Pastor Danny Mitchell & ELEE Director of Operations

UPDATED: **March 1st 2024**

The Director of Worship at New City East Lake (NCEL) is responsible for leading the congregation into Christ-centered and God-honoring worship on a weekly basis. Using the vision of NCEL as a guide, they will encourage the congregation to worship as a cross-cultural community, paying special attention to music selection, liturgy, and volunteer engagement and selection. (www.newcityeastlake.com)

The Church Liaison at East Lake Expression Engine (ELEE) is responsible for leading worship for the students, volunteers, and staff. This includes leading a student worship team and working with those students in deepening their skills with their instrument. In addition, the Church Liaison will work to establish new and maintain existing church partnerships. (<https://www.eastlakeexpressionengine.com/>)

This is a full-time position with health and vision insurance. Approximately 20 hours designated to each organization. Three weeks paid time off until two years of employment is completed at which time one additional week of paid time off is given.

Because of the combined responsibilities of this position, it is important for this person to be able to set appropriate work boundaries and to establish a weekly "sabbath" for rest and renewal. During the interview process weekly days off will be determined.

NCEL Job Duties

- *Administration* - The Director of Worship will oversee and coordinate all necessary aspects of Sunday morning worship, including selecting the volunteers (worship leader, vocalists, instrumentalists, and audio/visual), preparing for and running rehearsals, and in coordination with the Sound Technician creating the weekly slideshow for song lyrics.
 - The Director of Worship is responsible for overseeing and maintaining all church instruments and sound equipment; they have supervisory responsibility for the part time Sound Technician and sound booth volunteers.
 - The Director of Worship is responsible for the upkeep and updating of our music library.
- *Spiritual Leadership* - The Director of Worship is responsible for engaging the congregation in Biblical truth, using opportunities through music to stir the heart of the believer and draw the unbeliever towards Jesus Christ. They will develop the worship service with the co-pastors working specifically to vary the liturgy, instrumentation, and diversity of musical participants, and paying attention to the church calendar as a discipleship tool. The Director of Worship will seek to express the cross-cultural mission of the church in music

selection and worship volunteers, paying special attention to Latino Heritage Month (September), and Black History Month (February).

- *Volunteer Management* - the Director of Worship is also responsible for maintaining and caring for an active list of volunteer participants in the music program by:
 - Pursuing and developing musicians, specifically vocalists and instrumentalists, paying particular attention to the ethnic diversity and age range of musicians. Encouraging those involved in worship and music ministries in their spiritual and musical development.
 - Creating opportunities for new musicians to engage in the worship ministry of the church, either through choir performances, special arrangements, or other avenues.
 - Developing training opportunities for worship leaders, musicians, **and multi-media volunteers.**

ELEE Job Duties:

Leading and Teaching at Expression Engine - the Church Liaison is responsible for leading worship with the students, staff and volunteers on days when the program is in session. This responsibility requires planning the worship repertoire to reinforce each year's theme and leading a worship team made up of students and staff. In addition, the Church Liaison will conduct rehearsals for a high school worship team. Additional responsibilities include teaching the ELEE staff new worship music, helping teach students on their chosen instruments and backing up the Choir Director as needed.

Church Partnerships: the Church Liaison will work to establish new and maintain existing church partnerships by working with the Music Director to facilitate relationships with area churches, facilitating introductions between the Executive Director and churches, and pursuing opportunities for collaboration with musicians from partner churches.

Job Requirements: Because of the unique nature of this hybrid position qualified candidates should possess the following skills: (1) the ability to manage time well (2) the ability to work in a cross-cultural environment (3) the ability to multitask and (4) a flexible attitude.

East Lake Expression Engine is both a separate 501c3 non-profit ministry and a partner ministry of NCEL. As a member of both staffs the person in this position will help keep each organization apprised of schedules and ministry needs of the other ministry.

- The NCEL Director of Worship & ELEE Church Liaison must be a professing follower of Christ who knows what it means to be renewed in God's grace, and who demonstrates godliness in personal relationships in their family, the church and the community.
- They must work with the staff to promote the interests of Jesus Christ and reconciliation in our church.
- The NCEL Director of Worship & ELEE Church Liaison must be an experienced musician and humble teacher, ready to engage and lead musicians of multiple generations in practice and preparation for Sunday morning worship at NCEL and daily worship when the program is in session at ELEE .
- Experience with cross-cultural community and church engagement preferred. The ability to speak Spanish or willingness to learn is helpful.

- Willingness to take time to understand and promote the mission and vision of both organizations.

Interested candidates should send their resumes to Nathan Carillo at office@newcityeastlake.com.