

## **Statement of Work for Position Description: Protestant Music Director/Musician**

**1.0. Description of Service:** The purpose of this document is to outline the requirements of the Holloman Air Force Base Chapel Protestant Music Director.

**2.0. DoD Qualifying Security Clearance:** All individuals actively fulfilling requirements under the Holloman AFB Chapel Religious Services contract must submit to an Installation Background Check. In accordance with Department of Defense Instruction (DoDI 1402.5, *Background Checks on Individuals in DoD Child Care Services Program*, Para 1.e.5.) individuals will need to complete and submit National Agency Check and Inquires Forms (DD2793, *Volunteer Agreement for Appropriated Fund Actives and Nonappropriated Fund Instrumentalities*, DD2981, *Basic Criminal History and Statement of Admission (Department of Defense Child and Youth (C&Y) Programs)*, and DD3058, *Department of Defense Consent to Conduct Installation Records Check(IRC)*)

**3.0. Required Experience, Expectations and Education:** Individual will be responsible for the playing of musical instruments and the directing individuals in the playing of musical instruments and the singing of songs/hymns during a religious service and meet the following experience or education:

- 3.1 Must have Bachelor's Degree and/or five years' experience in church music ministry or related academic credentials. Applicants will perform an audition satisfactory to the service's assigned Chaplain(s).
- 3.2. Be able to read sheet music applicable to the instrument they are playing.
- 3.3. References validating favorable past performance.
- 3.4. Must be able to speak fluent English.
- 3.5. Must be able function in an interfaith pluralistic environment.

**4.0 General Responsibilities:** The general responsibilities for the playing of musical instruments and the directing of individuals in the playing of musical instruments and the singing of songs/hymns during a religious services include:

- 4.1. Must provide chapel staff with 30 days advance notice of activities for publication and community awareness.
- 4.2. Ensure the Facility Request Form is filled out at no later than five (5) duty days in advance for all programs and activities.
- 4.3. Request in writing all necessary chapel and equipment support needed at least 14 days prior to event to the Non Commissioned Officer In Charge (NCOIC) of Chapel Operations or appointee in his/her absence.

- 4.4. Accountable for security and cleanliness of all facilities utilized in conjunction with their programs.
- 4.5. Responsible for ensuring the equipment used is properly maintained and returned to appropriate storage areas.
- 4.6. Have knowledge and ensures compliance to all Air Force Instructions (52 series) and 49th Wing Chapel Operating Instructions.
- 4.7. Responsible for maintaining good care and custody of chapel property by conforming to written policies and verbal direction by military authorities.
- 4.8. Any facility, equipment, or supply needs will be submitted in written form using established chapel procedures/forms and avenues of communication and coordination.
- 4.9. Arrive as scheduled to the worship service in order to meet with the chaplain in charge of the service to review the order of worship, direct the choir during warm-up, and ensure any other musical needs are met, including a sound check of microphones.
- 4.10. Government-owned organ, piano, guitar, keyboard, and sound equipment are available; however this equipment will not be moved without the permission of the Wing Chaplain and/or NCOIC. Any additional instrument(s) not provided by the government will not be the responsibility of the chapel and must be provided by the individual performing the service.
- 4.11. Direct music rehearsals. Rehearsals will be at least one (1) hour in duration but no more than three (3) hours. A minimum of one (1) rehearsal per week is required.
- 4.12. Prepare music, choir, or praise team for special seasonal presentations, such as Christmas and Easter programs or services outside normal Sunday Service.
- 4.13. Will utilize – Christian Church License, Inc. (CCLI) membership.
- 4.14. Recruit choir members and promote participation to support/join the choir.
- 4.15. Arrive on time per the service chaplain's direction in order to set up and take down all equipment utilized for the service. Arrive at a time directed by the faith group chaplain each Sunday to meet with the presiding chaplain, warm-up praise team, and ensure music readiness and microphone checks.
- 4.16. When called upon, play piano for memorial service of fallen Department of Defense (DoD) Contractor, civilian, active duty or retired as service member determined by the Wing Chaplain or designee.
- 4.17. Ensure all music equipment is stowed and accounted for after use. Music Director may not remove instruments from building without consent from the

service pastor, highest ranking chaplain, or Superintendent/NCOIC Religious Affairs.

**5.0 Specific Responsibilities:**

- 5.1. Lead and accompany praise team worship ministries and activities.
- 5.2. Prepare weekly PowerPoint slides by the Thursday preceding the Sunday service and in accordance with CCLI licensing and laws.
- 5.3. Estimated hours for Protestant Musician is 10 hours per week. Monday – Friday five (5) hours of preparation time, Thursday-Friday three, (3) hours of rehearsal time, Sunday (2) two hours of service.

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