

## **Performance Work Statement (PWS)**

### **Catholic Musician**

#### **Patrick Space Force Base (PSFB) Chapel**

**July 24, 2023**

#### **GENERAL PERFORMANCE REQUIREMENTS**

**Purpose:** The purpose of this Performance Work Statement (PWS) is to obtain a Catholic Musician for the Space Launch Delta 45 Chaplain Corps (SLD 45/HC) at PSFB, FL.

**Organizational Location:** The work to be performed under this contract will be performed at the Seaside Chapel, located at 357 Titan Road, Patrick SFB, FL 32925, and South Patrick Chapel (SPC), located at 84 Harrier Avenue, Satellite Beach, FL 32937 or at other approved locations where a chapel-sponsored religious education program is occurring. If services must be provided virtually due to Public Health guidance, the contractor will coordinate with the Catholic Priest to establish a suitable place of performance.

**Work hours:** This position will be paid by the unit. One unit equals one month of rehearsals, performances and special events. The length of the rehearsals shall be a minimum of one (1) hour, not to exceed three (3) hours. Any time spent immediately prior to the worship service or event is considered part of the worship service, and not a separate rehearsal. This contract is for an estimated 12 units (months) per year. The Catholic Priest or his designee will approve the music selection.

**Scope of Work:** This is a non-personal service contract to support the music component of the Catholic community's worship. The Catholic music program will encompass the needs of the respective congregations and choirs of the Seaside Chapel on Patrick SFB and the South Patrick Chapel in the South Patrick housing area as identified by the Catholic priest. The PWS addresses a series of qualifications, responsibilities, and actions necessary to provide Musician support for the SLD 45 Catholic Chapel Community.

#### **Qualifications:**

1. Possess a Bachelor's degree in music, music education, or equivalent experience (approx. 4 years).
2. Have at least 1 year experience in accompanying choirs that perform a wide range of Catholic liturgical music.
3. Have at least 2 years' experience with a church and/or chapel program accompanying congregational singing of hymns and Catholic liturgical services.
4. Possess ability to rehearse music parts and harmonies and be able to coordinate with Music Director, guitars, drums, violins and other instruments with vocals in a way that meets professional music standards.
5. Possess ability to play chords, melodies, and tempo of music as written on a piano/keyboard and the ability to sight-read and transpose music. Primary musical instrument must be a piano/keyboard. An organ or other musical instruments is desired.
6. Possess a capability to maintain a harmonious working relationship with chapel staff, choir members, cantor, and other accompanists in all working situations.
7. Have understanding of and compliance with all liturgical documents and guidelines pertaining

to the music ministry of the Catholic Church.

8. Resume must reflect at least two references with knowledge of previous work as a Catholic Musician. Include: References name, address, phone number and/or email address.
9. Must be able to receive clearance from a background investigation IAW public Law 101- 647, Section 231 (Crime Control Act of 1990 and DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Service Position*). An adverse finding from this investigation may result in a termination of services.

#### RESPONSIBILITIES:

1. Assist the Music Director in drawing a written plan of music for the Liturgical Year, including Holy Days and special celebrations to be coordinated with the Catholic Priest. This may be done in installments but will be submitted no less than four weeks in advance of the first day of the season or period in question. The Musician will select music for preludes, interludes and postludes.
2. Provide PowerPoint presentations for songs to be displayed via a projector, when required. Ensure that audio equipment is set-up and working with sound system tested (volume) and instruments tuned at least 30 minutes prior to start of liturgy.
3. Attend all Catholic Advisory Council and Liturgy meetings for informational and planning purposes.
4. Maintain an archive of liturgical music. Make recommendations to the Catholic priest for new music purchases. Be sure to review the archive prior to requesting the purchase of new music. Any recommendations must include estimated costs and number of copies. Final purchase decision will be made by Catholic priest.
5. Recruit additional musicians as required.
6. Coordinate all necessary facility requests for the use of chapel or other facilities to the chapel staff. Most submissions are on an annual basis.
7. Ensure choir areas are left clean and orderly after use. Restore area to original configuration including wrapping all cords and returning all microphones, music stands, and cords to proper storage areas after every choir rehearsal or worship service.
8. Monitor the condition of the piano, organ, electronic keyboard, guitars, and drums and advise the chapel staff of any problems and/or broken equipment.
9. Ensure zero tolerance for any violation of copyright laws and guidelines. Any abuse of this will be considered breach of contract and cause for termination.
10. Open, secure and lock chapel facilities and sanctuaries whenever used for weekend services, meetings, activities, rehearsals, or ceremonies and turn off all lights. Read and sign facility usage, security, and key/code control forms (available via chapel staff).
11. Maintain a dress code and professional appearance and attitude suitable to the chapel environment and worship services.
12. Receive training in chapel sound systems and perform microphone test prior to all services.
13. Personally perform the services described above or coordinate performance by a substitute of equal or higher proficiency who has been approved in advance by the Catholic Priest. Submit the names and

qualifications of proposed subcontractors to the Catholic Priest for approval at least 14 days prior to the proposed absence. Subcontractors must meet the requirements for the position as outlined in the PWS. Contractor is responsible for payment of substitute.

**PERIOD OF PERFORMANCE:** The period of performance shall be for one (1) Base Year of 12 months and four (4) 12-month option years with a 6-month option to extend. The period of performance reads as follows:

Base Year: 1 Oct 23 – 30 Sep 24  
 Option Year I: 1 Oct 24 – 30 Sep 25  
 Option Year II: 1 Oct 25 – 30 Sep 26  
 Option Year III: 1 Oct 26 – 30 Sep 27  
 Option Year IV: 1 Oct 27 – 30 Sep 28

**PERIOD OF PERFORMANCE:** The period of performance shall be for one (1) Base Year of 12 months and four (4) 12-month option years. The period of performance reads as follows:

Base Year: 1 Oct 23 – 30 Sep 24  
 Option Year I: 1 Oct 24 – 30 Sep 25  
 Option Year II: 1 Oct 25 – 30 Sep 26  
 Option Year III: 1 Oct 26 – 30 Sep 27  
 Option Year IV: 1 Oct 27 – 30 Sep 28

**WORKLOAD SUMMARY:**

TABLE 1, MUSICIAN FOR CATHOLIC SERVICES

Item	Task	Annual Quantity	Full Description
1.	Catholic Mass	104 per year	Plan, direct, and provide musical accompaniment for the Catholic music programs for the following: a. South Patrick Chapel (84 Harrier Ave, Satellite Beach, FL) i. Sunday at 1030 ii. Sunday at 1700
2.	Rehearsals: Choir	52 per year	Provide accompaniment for one weekly choir rehearsal. Rehearsal times and days will be coordinated with Catholic priest.
3.	Rehearsals: Cantor	24 per year	Rehearse twice monthly with Cantor to practice congregational music and Responsorial Psalm.
4.	Rehearsals: Youth	12 per year	Rehearse monthly with youth ensembles and instrumentalists involved in the monthly youth-sponsored Mass.
5.	Special Services: Musical Accompaniments	24 per year	Provide musical accompaniments (to include preparation and/or rehearsal of a choir, if required) for chapel special services to include, but not limited to, funeral or memorial services (Active Duty) and seasonal special worship services including First Reconciliation, Confirmation, Thanksgiving, Easter and Christmas, and yearly Catholic Mission, at the request of the Catholic priest.
6.	Written Plan of Music	1 per quarter	Musician shall select music for preludes, interludes and postludes in coordination with Music Director and Catholic Priest to coincide with Liturgical calendar.

