

Statement of Work for Position Description: Catholic 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 Catholic Music Director/Musician

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.

3.0. Required Experience, Expectations and Education: Individual will be responsible 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 service and meet the following experience or education:

- 3.1. Lead worship through directing the Catholic music program.
- 3.2. 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).
- 3.3. Be able to read sheet music applicable to the instrument they are playing.
- 3.4. References validating favorable past performance.
- 3.5. Must be able to speak fluent English.
- 3.6. Must be able to 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 least five 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 needed will be submitted in written form using established chapel procedures/forms and avenues of communication and coordination. (Funds required or AF IMT 1297)
- 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. Government-owned 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 but may be provided by the individual performing the service.
- 4.11. Direct music rehearsals-- Rehearsal will be at least 1 hour in duration but no more than 3 hours.
- 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.
- 4.16. When called upon, play piano for memorial service of fallen DoD contractor, civilian, active duty or retired as service member determined by the Wing Chaplain

5.0 Specific Responsibilities

- 5.1. Participate in the Catholic Worship Service and Parish Advisory Council.
- 5.2. Lead all worship songs and hymns for congregational singing.
- 5.3. Direct the choir during the worship service.
- 5.4. Coordinate with Catholic Chaplain for special or seasonal music selections.

5.5. Play instrumentals and the Mass parts as needed during the liturgy.

5.6. Estimated hours for Catholic Musician is 10 hours per week for each service. Monday – Friday (5 hours of preparation time for each service), Thursday-Friday (3 hours of rehearsal time for each service), Sunday (2 hours of performance for each service).