

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.

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 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 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 hour in duration but no more than three hours. A minimum of one 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 DoD Contractor, civilian, active duty or retired as service member determined by the Wing Chaplain or designee.

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 (5 hours of preparation time), Thursday-Friday (3 hours of rehearsal time), Sunday (2 hours of service).