Catholic Religious Education Coordinator

Statement of Work

Goodfellow AFB, TX

1. Contract Position: Catholic Religious Education (RE) Coordinator

2. Scope of Responsibilities: Under the guidance of the Catholic Chaplain, the Contractor will provide a comprehensive Catholic RE program that is consistent with the Second Vatican Council and subsequent statements of the American Conference of Catholic Bishops.

3. Qualification of the Catholic Religious Education Coordinator: The Catholic RE Coordinator shall –

3.1. Demonstrate a familiarity with and a commitment to support the Catholic Faith and practice as articulated by the documents of the Second Vatican Council and the subsequent statements of the American Conference of Catholic Bishops.

3.2. Be an active and practicing Roman Catholic in good standing with the Church.

3.3. Be committed to the Catholic faith and teachings and possess an exemplary moral character by regularly attending Sunday Masses at Goodfellow AFB Chapel.

3.4. Must have a minimum of six (6) months experience working in a Roman Catholic parish office environment with involvement in or leadership of a Catholic Religious Education program or must have a minimum of fifteen (15) college credit hours in religious sciences/theology from a Roman Catholic institution or possesses a bachelor's degree in Catholic theology or related religious sciences, or equivalent.

3.5. Must be a Certified Catechist by the Archdiocese of the Military Services (AMS).

3.6. Must complete the Child and Youth Protection Training of the AMS within the first month under the contract.

3.7. Possess basic word-processing skills.

3.8. Function as a team member in a pluralistic environment working with chaplains, staff, Contractors, and volunteers.

3.9. Present a neat appearance and exhibit modesty and professionalism both in dress and manners appropriate for office and/or worship environment.

3.10. Provide Letters of Recommendation from **two (2)** Roman Catholic pastors or priests testifying to the candidate's performance and moral character, which are required prior to beginning performance of services under this contract.

4. General Responsibilities: The Contractor must –

4.1. Develop and manage the Catholic RE calendar and databases.

4.2. Publicize all Catholic RE events and activities.

4.3. Each Sunday, the RE Coordinator must be present for four (4) hours (10:30 a.m.- 2:30 p.m.) at the Goodfellow AFB RE building (Bldg. 136) or the Taylor Chapel (Bldg. 164).

4.4. The RE Coordinator is to work four (4) hours total for the remainder of the work week (Monday to Friday).

4.5. Typical work hours can be adjusted with approval by the Chaplain to best fit the needs of the Chapel

5. Specific Responsibilities: The Contractor shall –
5.1. Coordinate with the Catholic Chaplain to develop and implement RE programs, goals, policies and procedures for all Goodfellow Catholic Community programs for children and adults. These programs include:

5.1.1 Catechist training
5.1.2. Sacramental program (First Reconciliation, First Communion, and Confirmation)
5.1.3. Oversee OCIA program
5.1.4. Parent and teacher training
5.1.5. Seasonal programs (Christmas Pageant, Stations of the Cross).

5.2 Develop the annual RE Calendar of events and CTOF budget to be presented for Chaplain approval at the July Pastoral Council meeting.

5.3. Perform administrative tasks necessary to begin program in September (reserve facilities, recruit catechists, publicize, etc.)

5.4. Provide one (1) minimum Catechist training session prior to the beginning of the school year; and at least one (1) Catechist training session per quarter during the school year. These trainings must be coordinated with the Catholic Chaplain.

5.5. Initiates RE facilities and CTOF requests in accordance with local policy. Submit all facility funds and material requests to the Catholic Chaplain for coordination and processing.

5.6. Attend monthly meetings with the Catholic Chaplain, Catholic Advisory Council (CAC) President, Catholic Parish Coordinator and Chapel Staff as directed by the Catholic Chaplain during allotted times in this Statement of Work (SOW).

5.7. Attend the CAC meetings (as a nonvoting member).

5.8. Be familiar with appropriate RE Coordinator resources such as books, references materials, resource videos, magazines, and crafts.

5.9. Inventory, stocks, and maintains all RE Coordinator materials.

5.10. Order curriculum and supplies for succeeding quarters.

5.11. Update RE Coordinator continuity file and regularly evaluate program effectiveness.
5.12. Track monthly attendance using spreadsheets.
5.13. Provide monthly and quarterly metrics to the Catholic Chaplain and Catholic Parish Coordinator.

5.14. Plan and coordinate volunteer dedication and recognition programs.

5.15. Obtain consent information necessary to conduct background investigations for all volunteers who have direct contact with children under the age of eighteen (18) years.

5.16. Ensure all RE programs and activities are properly monitored.

5.17. Monitor all programs and be able to address any behavioral problems professionally. Disciplinary actions must be documented, and the Catholic Chaplain updated during and after each incident.

5.18. Coordinate all support requirements with the Contracting Officer or Contracting Officer Representative (COR).

6. Criminal History Background Checks:

6.l. The Contractor will apply for a background check to be provided to the Non-Commissioned Officer In-Charge (NCOIC) for Religious Affairs according to Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs. The government will perform all required background checks. Contractors who have previously been awarded a background check must provide proof of the check or obtain a new one.

6.2. The Contractor may be permitted to work before the completion of the background checks, provided he/she is within sight of an individual who has successfully completed a background check.

6.3. Authorized recipients of background check results are the NCOIC for Religious Affairs and the Wing Chaplain.

6.4. The Contractor has a right to obtain the background check report from the NCOIC for Religious Affairs and challenge the accuracy of the report with the reporting agency.

7. Security Requirements:

7.1. Coordinate access to Goodfellow AFB through 17 TRW/HC annually. The Contractor shall obtain vehicle passes for each vehicle used on Goodfellow AFB during the period of performance. The necessary application for vehicle passes and base access letters will be coordinated between the Contractor and the COR.

7.2 Comply with all regulations, customs, and courtesies on the installation.

7.3. Be responsible for safeguarding Government property associated with the required work. At the close of each work period, facilities, equipment, and materials shall be secured and cleaned according to the facility Operating Instructions (OI). This includes locking extremal doors when leaving the facility, locking internal doors as necessary to protect Government property, and limiting access to phones.

7.4. Ensure that all keys, if any issued to the Catholic RE Coordinator by the Government are not vulnerable to usage by unauthorized persons. No keys/codes issued to the RE Coordinator by the Government shall be duplicated or otherwise compromised.

7.5. The Contractor will comply with all Air Force computer and information security requirements.

7.5.1. OPSEC Requirements. The contractor is required to protect controlled unclassified

information and/or indicators that may reveal classified information, sensitive or critical information or information that can be collected in aggregate to identify vulnerabilities. Specifically, the contractor is prohibited from disclosing, without express permission from the United States Air Force, any structured process that identifies critical information, analyzes friendly actions, integrates threat analysis and risk assessments that helps personnel apply protective measures to mitigate unacceptable risk. The basis for the OPSEC program is DAFI 10-701.

8. Government Furnished Property:

8.l. The Government will provide office space, and all equipment, facilities and supplies needed to fulfill this statement of work and to conduct administrative work.

8.2. The Government shall not be held responsible for damage to the contractor's supplies, materials, equipment, or personal belongings brought into the building or onto the grounds due to fire, theft, accident, mishap, or disaster.

8.3 The RE Coordinator may use Chapel owned or managed audio/visual and other equipment located in the chapel. No equipment may be removed from the Chapel without written authorization from the Wing Chaplain or his/her designated representative. The RE Coordinator will exercise the proper care over chapel equipment and ensure that there are procedures in effect to protect and safeguard such equipment and ensure that it is kept in serviceable condition.

9. Contractor Furnished Property: The RE Coordinator shall provide his/her own transportation.

10. Safety: The Contractor shall be aware of local safety requirements and ensure that all reasonable efforts are made to protect all persons and Government property from harm and damage.

11. Restrictions: Government property made available under this contract is only for use in the performance of services described in this contract.

12. Substitution.

12.1. The Catholic RE Coordinator shall personally perform the services or, when unavailable, will cause them to be performed by a substitute of equal or higher proficiency, who must be approved by the Catholic Chaplain. Except in emergency situations, the Catholic Chaplain should be notified at least fourteen (14) days before such a substitution is required. The Catholic Chaplain, or his alternate, reserves the right to refuse the services of such a substitute if he/she is determined to be unqualified.

13. Period of Performance: the period of service is one base year and four option years.

13.1. Each Sunday, the RE Coordinator must be present for four (4) hours (10:30 a.m.- 2:30 p.m.) at the Goodfellow AFB RE building (Bldg. 136) or the Taylor Chapel (Bldg. 164).

13.2. The RE Coordinator is to work four (4) hours total for the remainder of the work week

(Monday to Friday).

13.3. The Contractor shall ensure that total hours of work does not exceed the total hours described in paragraphs 13.1 and 13.2. Typical work hours can be adjusted with approval by the Chaplain to best fit the needs of the Chapel.

14. Competency-based assessment.

14.1. Before a contract worker is placed, the Catholic Chaplain and/or a member of the GAFB Chapel Staff will conduct an assessment to ensure they meet the requirements of the contract. The worker must bring a resume of their job experience and qualifications to this assessment.

14.2. Previous experience in a Catholic RE military chapel setting is preferred/not required.