PERFORMANCE WORK STATEMENT (PWS)
NONPERSONAL SERVICE CONTRACT
WHITEMAN AFB, MO
Protestant Religious Education Coordinator (PREC)
09 June 2026

1. CONTRACTOR POSITION TITLE: Protestant Religious Education Coordinator

2. Scope of Responsibilities:

2.1 Plan, coordinate, and support the Protestant Religious Education program. This will encompass, but is not limited to: Children, youth, and adult Religious Education. Planning and executing Protestant and Ecumenical events in coordination with the Catholic Religious Education Coordinator. Creating a budget, and the execution of that budget with input from the Senior Protestant Chaplain. The Protestant Religious Education Coordinator is responsible for a minimum of 32 hours per week.

3. EDUCATION AND EXPERIENCE QUALIFICATIONS:

3.1 Applicant will possess at least two years' experience as a religious education coordinator.

3.2 Minimum two years' experience in a religious education position that included, planning, organizing, and directing religious education programs for children (i.e. Sunday school, AWANA, Vacation Bible School, etc.), youth, and adults (i.e. Sunday school, small groups, etc.).

3.3 Applicant must provide resume verifying applicant meets qualifications.

3.4 Provide two positive letters of reference from two individuals who have supervised the applicant working in the field of religious education. References must verify applicant meets qualifications.

3.5 Applicant must interview for this position. The Wing Chaplain or designated chaplain is the final authority on who will be hired for this position. Alternates must also be approved by the Wing Chaplain or designated chaplain.

3.6 Sensitivity to a wide variety of faith expressions within the Military Community (capable of working in a pluralistic environment). Must be able to demonstrate. Dignity and respect are paramount.

3.7 Knowledge and training in Protestant religious education materials.

3.8 Ability to learn Air Force and local operating instructions on chapel programs and budgeting appropriated and non-appropriated funds or demonstrate/possess the ability to learn them quickly.

3.9 Applicant must be proficient in the use of Microsoft Office applications, to include Excel, Word, Publisher, PowerPoint, and Outlook.

3.10 Desire and ability to work with diverse groups of people, sometimes in a high stress environment.

4. GENERAL RESPONSIBILITIES: Protestant Religious Education Coordinator shall:

4.1 Execute all assigned duties and responsibilities under the leadership of the Senior Protestant Chaplain.

4.2 Adhere to, and comply with all federal, state, and local laws/regulations as well as any applicable Air Force Instructions and Chapel Operating Instructions.

4.3 Possess and demonstrate the ability to work cooperatively with chapel staff, volunteer and members of other faith groups for ecumenical activities.

4.4 Undergo successful background checks as directed by DoDI 1402.5 *Criminal History Background Checks on Individuals in Child Care Services.*

4.5 Under the leadership of the Senior Protestant Chaplain, establish a regular schedule of work.

4.6 For Official Use Only (FOUO). The contractor shall comply with DoD 5400.7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material. FOUO or FOIA material discovered by the contractor shall not be retained and will be surrendered immediately to an appropriate Government authority.

4.7 Reporting Requirements. The contractor shall immediately report to an appropriate government authority any information or circumstances of which they are aware that may pose a threat to the security of Department of Defense personnel, contractor personnel, resources, and classified for unclassified defense information.

4.8 Key Control. The contractor shall establish and implement methods to ensure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report any occurrences of lost keys to Quality Assurance Personnel.

4.9 Physical Security. The contractor will be responsible for safeguarding all government property and controlled forms provided for use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

5. SPECIFIC RESPONSIBILITIES: Protestant Religious Education Coordinator shall:

5.1 Administration:

5.1.1 Develop plan for most effective religious education (RE) programs and create an RE calendar by 31 January of each year for the following Fiscal Year.

5.1.2 Meet regularly with Senior Protestant Chaplain and RE ministry leaders to ascertain needs and provide accountability for all programs.

5.1.3 Attend all Chapel Team meetings (as needed) and report on the status and needs of the Protestant RE Program.

5.2 Curriculum & Supplies:

5.2.1 Program Curricula:

5.2.1.1 Research, propose, and compile requested curricula for all RE programs to the Senior Protestant Chaplain for approval by 30 April of each year for the following Fiscal Year (FY).

5.2.1.2 Order all approved curricula by 31 July of each year for the following FY.

5.2.2 Enrichment materials:

5.2.2.1 Research and propose enrichment materials for distribution for the Protestant Community to Senior Protestant Chaplain for approval by 30 April of each year for the following FY.

5.2.2.2 Order, procure and store all approved enrichment materials by 31 July of each year for the following FY.

5.2.3 Right Now Media (and other electronic or web-based media):

5.2.3.1 Research and propose media to the Senior Protestant Chaplain for approval by 30 April of each year for the following FY.

5.2.3.2 Make approved media accessible (unblock on web-based program) by 31 July of each year for the following FY (and as needed).

5.2.4 Supplemental materials:

5.2.4.1 Research and propose all supplemental materials (crafts, food, etc.) needed for all RE programs, especially childrens and youth programs, to the Senior Protestant Chaplain for approval by 30 April of each year for the following FY (or as needed).

5.2.4.2 Order, procure and store all approved supplemental materials by 31 July of each year for the following FT (or as needed).

5.2.5 Records:

5.2.5.1 Maintain a current inventory of all RE materials that indicates Wing Chaplain (or designated representative) approval for all curriculum materials as required for Air Force inspection programs.

5.3 Volunteer Leadership & Support:

5.3.1 Recruiting:

5.3.1.1 Seek volunteers for leadership and support for all RE programs through all effective means (personal invitation, public announcement, electronic communication, etc.)

5.3.2 Scheduling:

5.3.2.1 Ensure all needed positions are filled with volunteers, scheduled at least one month in advance.

5.3.3 Training:

5.3.3.1 Create training materials for all RE volunteers, specific to their area of service, and submit to the Senior Protestant Chaplain for approval and edit. Include training on sexual abuse prevention (can be supported by Family Advocacy or other AF organization).

5.3.3.2 Schedule two annual training sessions for all volunteers and ensure all have completed the training (scheduling extra sessions if needed).

5.3.3.3 Ensure all volunteers working with children under the age of 18 are fingerprinted and have an approved Installation Records check (Coordinated with the Religious Affairs Airman over the IRC program).

5.3.4 Recognition:

5.3.4.1 In cooperation with the Senior Protestant Chaplain and Parish Coordinator (if there is one) plan and execute and end-of-ear appreciation and celebration event for the Protestant Community, or provide data for an ecumenical event.

5.4 Publicity:

5.4.1 Design publications for a wide variety of venues (electronic, paper, etc.) and obtains approval of the Senior Protestant Chaplain and Wing Chaplain, ensures all

Protestant RE programs are publicized both within the Chapel community and in the Whiteman AFB community as appropriate.

5.5 Financial Management:

5.5.1 Budgeting :

5.5.1.1 In cooperation with the Senior Protestant Chaplain and the volunteer ministry leaders, create a budget for all RE programs for submission to the Wing Chaplain by 30 April of each year and complete all required program justification paperwork.

5.5.2 Expenditures:

5.5.2.1 Creates all required funds requests, places all orders, and ensures acquisition of all Protestant RE materials.

5.5.2.2 In cooperation with the Chapel Tithes and Offerings Fund (CTOF) and appropriated funds managers track expenditures monthly to ensure spending is within budget.

5.5.2.3 Ensures all money collected for a program is properly handled and accounted for in accordance with Air Force Instructions and CTOF Operating Instructions.

5.6 Audio Visual Equipment:

5.6.1.1 Ensures all RE programs have all AV equipment needed for each program. Any deficiencies are reported to the Senior Protestant Chaplain to begin the process of acquisition or maintenance of equipment.

5.7 Program Oversight:

5.7.1 On-sight management: Maintains “floating presence” at all RE programs to ensure volunteers are in place and prepared for the programs. Also ensures and last-minute needs are met.

5.7.2 Air Force Chaplain Corps Activity Reporting System (AFCCARS): Provides attendance numbers for ALL protestant RE programs for the appropriate Chaplain’s AFCCARS file.

5.8 Facility Management (can be shared with volunteers):

5.8.1 Complete a chapel facility request to schedule each RE activity to be held in chapel facilities in accordance with the Facilities Operating Instruction.

5.8.2 Ensures facilities are clean, setup and unlocked in preparation for all RE programs.

5.8.3 Ensures facilities are clean, reset and locked following all RE programs.

5.8.4 Ensures facility maintenance requirements are reported to the Religious Affairs Airman in charge of facility management.

5.9 Children's Religious Education (6 months-5th grade):

5.9.1 In cooperation with the Senior Protestant Chaplain and volunteer ministry leaders, ensure the following ministries are planned, funded and manned.

5.9.1.1 Sunday Morning Children's Church

5.9.1.1.1 Age appropriate class breakdowns.

5.9.1.1.2 2 or more trained & IRC approved volunteers in each class.

5.9.1.1.3 Curriculum and supplemental materials for each class.

5.9.1.1.4 Runs during desired Sunday Protestant service(s).

5.9.1.2 Mid-week Children's Ministry (as needed)

5.9.1.2.1 Age appropriate class breakdowns

5.9.1.2.2 2 or more trained & IRC approved volunteers in each class.

5.9.1.2.3 Curriculum and supplemental materials for each class.

5.9.1.3 Vacation Bible School (Ecumenical)

5.9.1.3.1 In coordination with the Senior Protestant Chaplain and Catholic Children's Faith Coordinator, develop a plan for VBS program by 31 February of each year.

5.9.1.3.2 Coordinate with Catholic Children's Faith Coordinator to recruit and train volunteers for both Protestant and Catholic communities.

5.10 Youth Religious Education (6th-12th grade):

5.10.1 In cooperation with Club Beyond leader (if applicable), volunteer ministry leaders and approval of Senior Protestant Chaplain, ensure the following ministries are panned, funded, and manned.

5.10.1.1 Mid-week Life Youth Ministry:

5.10.1.1.1 Runs during each Midweek Religious Education Night.

5.10.1.1.2 2 or more trained & IRC approved volunteers in each class.

5.10.1.1.3 Two Classes: 6^{th}-8^{th} and 9^{th}-12^{th}.

5.10.1.1.4 Age appropriate curriculum and activities.

5.10.1.2 Special Youth Events, in coordination with the Senior Protestant Chaplain.

5.11 Adult Religious Education (18 years & up):

5.11.1 In cooperation with the Senior Protestant Chaplain, Volunteer ministry leaders, ensure the following ministries are planned, funded, and manned.

5.11.1.1 Midweek Adult Ministry (Life Groups)

5.11.1.1.1 Two Trained Leaders per group

5.11.1.1.2 Curriculum focused on Biblical topics or Book of Scripture.

5.11.1.1.3 Designed to build interdependent Christian Community.

5.11.1.2 Protestant Community Annual Retreat (if funding is available)

5.11.1.2.1 One retreat for the entire Protestant Community.

5.11.1.2.2 Keynote speaker and breakout sessions that connect with all ages and stages of life.

5.11.1.2.3 Activities for all ages and stages of life.

5.11.1.3 Protestant Men of the Chapel (PMOC)

5.11.1.3.1 Two Trained leaders per FY

5.11.1.3.2 Facilitate religious education plans & budgeting

5.11.1.3.3 Acquire required religious education materials and supplies

5.11.1.3.4 Provide ongoing support for the ministry

5.11.1.4 Men's/Women's Bible Study

5.11.1.4.1 Two trained leaders per FY

5.11.1.4.2 Facilitate religious education plans & budgeting

5.11.1.4.3 Acquire required religious education materials and supplies

5.11.1.4.4 Provide ongoing support for the ministry

6. HOURS/UNITS OF WORK:

6.1 At least one hundred twenty-eight (128) hours per month (1 unit = 1 hour) are required to fulfill this contract of which a minimum of eighty (80) hours of services will be performed at Chapel, during the hours of 0730-1630. Up to forty-eight (48) hours may be spent on evenings/weekends or in training, coordinating with local area religious education coordinators, and research of significant developments in religious education program curriculum.

Annual Total **1,536 (Units)**

7. REPLACEMENTS:

7.1 Contractor is responsible for continuous contract performance through contract period. Replacements may not be long-term (defined as more than 2 weeks), or on a consistently recurring basis (i.e. every other week, 3 Sundays of each month, etc.), but only for required short-term absences of a personal nature (i.e. sickness, vacation, family emergency, etc.). Subcontractor candidates must meet the qualifications listed above and be deemed an agreeable substitute by the chaplain in charge of the service and/or the Deputy Wing Chaplain.

7.2 The government reserves the right to refuse any candidate if he or she does not meet all required qualifications.

7.3 Replacements shall be submitted and approved at least two weeks in advance of planned absences.

8. THE WING CHAPLAIN WILL:

8.1 Review the contract annually to consider 1 yr. option periods.

8.2 Ensures the rate of payment for the services is described in the PWS in 12 monthly installments.

9. EQUIPMENT AND SUPPLIES:

9.1 All equipment needed to fulfill this statement of work will be provided by the Whiteman AFB Chaplain Corps. A computer, computer program, work area, any additional office equipment, standard office supplies (pens, paper, paperclips, staples, etc.), and internal funds request and processing forms will be provided by the Whiteman AFB Chapel.

Training/workshops may be funded with CTOF if the Catholic Chaplain deems that it will directly improve performance as Catholic Youth Ministry Coordinator. The contractor coordinates all support requirements with the Superintendent or a designated representative.

10. QUALITY ASSURANCE:

10.1 The Superintendent or designee, will monitor and inspect the contractor's contract compliance. The contractor will be notified in writing of any and all noncompliance, and will be given an opportunity to correct, if possible, nonconforming work. The contractor will be given an opportunity to respond in writing to any notice of noncompliance.