PERFORMANCE WORK STATEMENT (PWS)
NONPERSONAL SERVICE CONTRACT
WHITEMAN AFB, MO – Revised 10 AUGUST 2026
Catholic Music Director and Accompanist

1. **CONTRACTOR POSITION TITLE:** Catholic Music Director and Accompanist

2. **Scope of Responsibilities:**

2.1 The Music Director and Accompanist shall lead music according to traditions of Catholic worship. This may include selecting worship songs for congregational singing, offertories, catholic style religious music and special selections. The Music Director shall perform at music team's rehearsals as directed by the schedule of services. Support service member's rights for religious expression and freedom as provided by the First Amendment to the U.S. Constitution by providing opportunities for service members to freely practice their religion.

3. **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

3.1 The applicant shall provide a resume. A short 1–3-minute video of their vocal performance/capabilities.

3.2 The applicant's resume shall include two (2) work related references from individuals who have supervised applicant working in the field of music ministry. The references provided will be contacted to confirm experience/qualifications for technical acceptability. The resume shall clearly demonstrate the proposed Music Director meets the following qualifications.

3.3 The applicant shall demonstrate a basic knowledge of the Christian Faith (Catholic) and be familiar with the musical traditions/customs of the Catholic community.

3.4 . The applicant shall have training and experience in worship planning and have musical instrument abilities. He or she shall have the ability to direct, produce, and arrange as needed.

3.5 The applicant shall be able to read sheet music, play the keyboard and/or guitar with tempo, rhythm, and registration to a large congregation.

3.6 The applicant will be proficient in: Quality vocal performance, able to learn new music via sheet music (preferred) or cords (acceptable), able to sight-read & perform vocal sheet music, able to play a minimum of one musical instrument, recruit talented volunteer musicians and vocalists of all ages, build cohesive music teams/choirs, effectively leading congregational worship (determined by video or in person).

3.7 The applicant shall be able to lead a music team to perform a wide variety of Catholic worship music. Shall have Technical Proficiency in: familiarity with operating sound systems required for worship team instrumentalists and vocalists (to include music

teams/choirs); familiarity with operating worship music projection systems to include computers, projectors, CCLI web- based music programs; and display software, provided by the chapel.)

3.8 Vocal Proficiency Requirement: The applicant must demonstrate vocal proficiency equivalent to a performance rating of "Good" or higher based on the following criteria assessed during the video submission and/or live audition:

Pitch Accuracy (0–10 points): Ability to stay in tune across various song dynamics.

Tone Quality (0–10 points): Clarity, richness, and consistency of voice.

Articulation & Diction (0–5 points): Words are clearly understood while singing.

Expression & Stage Presence (0–5 points): Emotionally engaging and confident leadership style.

Minimum Required Score: 24 out of 30 points.

Applicants who do not meet this threshold will be deemed technically unacceptable.

3.9 Instrumental Proficiency (Preferred, Not Required): Applicants who demonstrate the ability to competently play an accompanying instrument (piano or guitar) may receive up to 5 bonus points during evaluation.

Scoring Criteria (applied only if the applicant plays an instrument):

Chord Accuracy & Transitions (0–2 points): Smooth and accurate movement between chords.

Tempo & Rhythm Control (0–2 points): Consistent timing and ability to follow or lead tempo.

Integration with Vocal Performance (0–1 point): Instrument enhances and supports singing effectively.

Instrumental skill is not mandatory, and applicants who sing with backing tracks will still be considered for full scoring under vocal performance.

4. GENERAL RESPONSIBILITIES: Catholic Music Director and Accompanist shall:

4.1 Execute all assigned duties and responsibilities under the leadership of the Catholic 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 Catholic 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: The Catholic Music Director and Accompanist shall:

5.1 Be responsible for leading and providing Music at the Catholic Service.

5.2 Work in conjunction with the Catholic Chaplain or designee to coordinate and plan for all Catholic Worship Services, to include Sunday morning Mass and special events as directed by the Catholic Chaplain or designee.

5.3 Directs worship with guidance from the Catholic Chaplain or designee.

5.4 Work with the Catholic Chaplain or designee on a weekly basis to pick out songs that are fitting and appropriate for Catholic Service, and in accordance with the Catholic Chaplain's vision.

5.5 Will be responsible for conducting rehearsals (at least) once a week but cannot be on the same day as worship service.

5.6 Have all songs selected and distributed to the Worship Team no later than 24 hours prior to rehearsal so that sufficient time is given to prepare and rehearse the music individually.

5.7 Assist in set up and tear down of musical equipment for each worship service as required.

5.8 Arrive NLT 10 minutes prior to any rehearsal, and NLT 30 minutes to any service or special event. The Contractor shall maintain a written log of work performed under this contract.

6. HOURS/UNITS OF WORK:

6.1 The Contractor will be paid per unit (which can be up to two hours) according to the Non-Personal Service Agreement. A unit is defined as one worship service, rehearsal, or meeting up to 133 units per year.

Annual Total **133 (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 shall meet the qualifications listed above and be deemed an agreeable substitute by the Catholic 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. If applicable 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 Music Director and Accompanist. 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.