PERFORMANCE WORK STATEMENT (PWS)
Catholic Religious Education Coordinator
Columbus Air Force Base (CAFB)
28 September 2026

1. Contract Position Title. Catholic Religious Education (RE) Coordinator (Non-Personal Service).

2. Scope of Responsibilities. Provides leadership and administrative support for Catholic RE programs, RE events, and RE resource management for the Columbus AFB Chapel. The Catholic RE Coordinator works closely with the Catholic Chaplain or Auxiliary Priest to ensure budgets, program schedules, publicity, and other program requirements are developed and implemented.

2.1. Duration of this contract is 28 September 2026 – 27 September 2027 (with three option year)

3. Education and Experience Requirements. The Catholic RE Coordinator must:

3.1. Must be active in and have an in-depth knowledge of the Catholic Faith and a commitment to the Catholic Faith.

3.1.1. Must provide a resume (limited to 5 pages) with two (2) references, not more than two years old, validating education and experience requirements listed herein to include sacramental preparation (including First Communion, Reconciliation, and Confirmation programs), children's liturgies, and Rite of Christian Initiation of Adults (RCIA). Additionally, must have 1 years' experience coordinating and conducting Catholic RE events and other seasonal Catholic religious programs (e.g. Christmas and Easter lessons/classes).

3.1.2. Must complete the Catechist Certification Program required by the Archdiocese of Military Services within 6 months after being awarded the contract.

3.2. Demonstrate a basic understanding of the spiritual growth process of individuals and groups in the Catholic Faith. Contractor must be able to clearly express basic Catholic doctrine and liturgical law.

3.3. Demonstrate basic skill in money management related to the Catholic RE programs to include: creation and management of a budget, resourcing RE programs/classes, and managing special collections (e.g. contributions collected during RE events/classes for humanitarian relief, missions, ministry projects, etc.).

3.4. The Contractor shall complete and submit personnel background check application within twenty (20) working days after award date to the Chaplain Corps background check program manager for processing. It is mandatory that all contractors working with children under the age of eighteen (18) have a background investigation. The contract must be able to receive clearance from a background investigation IAW public Law 101-647, Section 231 (Crime Control Act of 1990 and DODI 1402.5, *Criminal History Background Checks on Individuals in Child Care*

Service Position). An adverse finding from this investigation may result in a termination of services.

3.5. Contractor agrees to work in a pluralistic environment where they may come in contact with members from various faith groups and/or viewpoints. Contractor will be professional and not denigrate individuals with a different religious perspective or viewpoint.

4. Duties and Responsibilities. The Catholic RE Coordinator shall:

4.1. **Contractor agrees to work Twenty (20) hours over the course of a month will constitute one (1) unit.** Contractor will submit a monthly payment request for one (1) unit to the Contracting Officer Representative (COR) after completing the monthly requirements. This is an average of 5 hours per week with a maximum of 20 hours per week during peak weeks as seen below:

4.1.1. Peak weeks are Vacation Bible School, Christmas, Easter, Thanksgiving and special Parish events. A maximum of two additional peak weeks may occur during the contract period. Contractor must work on-site for a minimum of three (3) hours each Sunday, and for a minimum of one (1) hour at the weekly staff meeting. The remaining hour may be worked remotely.

4.1.2. All office hours, to include remote work, must be provided to the Wing Chaplain and posted in a visible manner in the Contractor's workspace.

4.2.3 .Attendance at Mass, while welcome, will not count toward the Contractor's working hours. When working remotely, Contractor will limit communications to standard business hours.

4.2. Provide a comprehensive Catholic RE program and Sacramental Preparation Programs that includes sacramental preparation (i.e. First Communion, Reconciliation, and Confirmation programs), children's liturgies, Rite of Christian Initiation of Adults (RCIA), and other RE requirements of the Catholic Faith.

4.3. In coordination with the Catholic Priest or Auxiliary Priest, develop an annual Catholic RE curriculum and schedule no later than 30 days after beginning this contract; and, if options to extend are exercised, no later than the first Sunday of August each year. The curriculum will meet guidelines established by the Archdiocese of Military Services, USA.

4.4. In coordination with the Catholic Priest or Auxiliary Priest, determine the annual needs for Catholic RE literature, resources, and supplies. Ensure equipment and supply needs are requested in accordance with local policy and procedures for events and programs.

4.5. In coordination with the Catholic Priest or Auxiliary Priest, develop and submit an annual budget proposal to the Wing Chaplain for the Catholic RE program.

4.6. Co-lead annual Vacation Bible School (VBS) with the Protestant RE Coordinator. Specific VBS responsibilities will include planning, recruiting teachers and volunteers, advertising the event, registering students, and overseeing the program.

4.7. Develop and coordinate publicity of Catholic RE programs via social media.

4.8. Ensure facility requests for all Catholic RE programs occurring in Chaplain Corps facilities are filled out correctly, submitted to the Columbus AFB Chapel staff in a timely manner, and properly coordinated.

4.9. Ensure that all funds requests for Catholic RE programs are completed correctly, submitted in a timely manner, and properly coordinated.

4.10. Monitor the handling of all funds received in Catholic RE programs to ensure compliance with applicable directives and operating instructions.

4.11. Recruit, interview, select, and train prospective teachers, teacher aides, substitutes and other workers necessary to run the Catholic RE program.

4.12. The Catholic RE Coordinator will ensure that all individuals working with children under 18 years of age have submitted and been cleared by the standard background investigations for work with children below 18 years of age, as directed by DODI 1402.5 *Criminal History Background Checks on Individuals in Child Care Services* and HCOI 52-107, *Background Checks*.

4.13. Ensure the facility (to include all classrooms) is set-up before the start of Catholic RE programs and events. Ensure that shared spaces are returned to neutral status after use.

4.14. Monitor classrooms during RE programs to ensure policies/procedures are being followed.

4.15. Create and manage card files on students, parents and teachers attending Catholic RE programs. Card file data will include emergency contact information.

4.16. Supervise the registration of Catholic RE students, teachers and new families.

4.17. Maintain a Catholic RE volunteer list. The list will include the names and contact information of all Catholic RE volunteers. Contractor will also digitally track volunteer hours.

4.18. Ensure that all Catholic RE volunteers are aware of local safety requirements and procedures.

4.19. Collect and distribute weekly statistical reports (e.g. attendance of programs) for Catholic RE classes and events.

4.20. Develop and manage a continuity file for the Catholic RE program.

4.21. Attend all meetings pertaining to the RE program to include:

4.21.1. Catholic Parish Advisory Council meetings (Monthly)

4.21.2. Columbus AFB Chapel weekly staff meetings at least twice per month.

4.21.3. Meet with the Catholic Priest (as required) for coordination of the Catholic RE program.

4.22. Sub-Contracting:

4.22.1. As needed, the Catholic RE Coordinator shall provide a list of substitute contract personnel. Names of substitutes and credentials shall be provided at least 30 calendar days prior to the sub-contractor fulfilling the contract. Subcontractors shall meet or exceed the experience requirements listed in this SOW as well as comply with all required regulations. Substitutes will be approved by the Contracting Officer in coordination with the Wing Chaplain or designee.

4.22.2. The Contracting Officer and Wing Chaplain shall be notified at least 14 days before any leave of absence that would prevent the contractor from performing the service.

4.22.3. The Contracting Officer and Wing Chaplain reserve the right to refuse the services of such a substitute if he/she is deemed unqualified.

4.23. Security. The contractor is accountable for security and cleanliness of all facilities utilized in conjunction with their programs.

4.23.1. Contractor will be familiar with and comply with all security procedures to include ensuring the Columbus AFB Chapel facilities are properly secured, doors and windows locked, and lights turned off.

4.23.2. Contractor shall be responsible for keys provided. It is unlawful for Contractor to duplicate the keys.

4.23.3. Any duplicated, lost or misplaced keys upon discovery of the occurrence shall be reported to the facility manager.

4.23.4. All keys will be returned on revocation of this contract.

4.24. The contractor shall maintain healthy interpersonal relationships with chapel staff, fellow contractors, and parishioners.

4.25. The contractor shall maintain professional standards of conduct and decorum, to include dress, appearance, grooming, and use of appropriate and professional language. Attire and grooming will be neat, clean, and proper for worship and all ministry functions.

4.26. The Contractor is being hired as an “independent non-personal service contractor” and is accountable to pay any Social Security taxes, federal or local income taxes, and state

unemployment insurance premiums for themselves, as well as any individual employed or subcontracted by them to provide services under this contract.

7. Exercise of Option. The Fund may extend this contract for an additional 12 months for up to four option years by issuing written notice to the Contractor within 30 days of contract expiration. The written notice does not commit the Fund to an extension. If the Fund exercises the option, the extended contract is considered to include this option provision and at the applicable prices set forth in the bid schedule. The Wing Chaplain can exercise an option only after determining funds are available and the requirement covered by the option fulfills an existing chapel programmed.