

PERFORMANCE WORK STATEMENT (PWS)

- 1. Title.** Catholic Parish Youth Coordinator
- 2. Scope of Responsibilities.** Provide primary leadership for the design, coordination and implementation of parish ministry to its youth. This contract includes attendance at Sunday Mass, weekly youth studies and monthly youth events and activities.

2.1. Period of Performance:

- Base Period: 1 Sep 2019 – 31 Aug 2020
- Option Year 1: 1 Sep 2020 – 31 Aug 2021
- Option Year 2: 1 Sep 2021 – 31 Aug 2022
- Option Year 3: 1 Sep 2022 – 31 Aug 2023
- Option Year 4: 1 Sep 2023 – 31 Aug 2024

3. Education, Experience, and Requirements:

- 3.1.** Must be at least 18 years of age;
- 3.2.** Must hold a high school diploma or GED; an Associate of Arts degree in education is preferred but not required.
- 3.3.** Must be a practicing Catholic in full communion with the Church and follow AMS RE guidance.
- 3.4.** Must have a working knowledge of the requirements of the Catholic Religion and be familiar with appropriate RE resources and events for youth.
- 3.5.** Must be able to resolve interpersonal conflicts and promote constructive working relations with all chapel parishioners and Chaplain Corps team members.
- 3.6.** Must be able to communicate clearly both orally and in writing.
- 3.7.** Must furnish a resume as part of quote showing experience and qualifications as associated with this PWS, and provide at least three references (Pastoral, Professional, and Personal).
- 3.8.** If awarded the contract, the contractor must submit an application for a background check to the chaplain staff according to Department of Defense Instruction (DoDI 1401.02.5), *Criminal History Background Checks*, and Chaplain Corps policies and procedures IAW AFI 52-101.
- 3.9.** Must be able to maintain a neat, clean, and well-groomed professional appearance and conduct him or herself in a professional manner.

- 3.10. Must accomplish the terms of this contract in compliance with the mission requirements and standards set forth and defined by the Department of the Air Force and the Air Force Chaplain Corps. Activities and behavior to the contrary are viewed as grounds for contract termination.
- 3.11. Must work within boundaries and expectations of the Chaplain Corps outlined in MOUs with Lay Organizations.
- 3.12. Should have a minimum of 2 years' experience with coordinating volunteers and leading Catholic Youth Groups
- 3.13. Should possess a character that is positive, self-directed, solution focused and team oriented.

4. General Responsibilities. The Catholic Youth Coordinator will

- 4.1. Under the coordination and approval of the chaplain in charge of the Catholic service, be the primary leader for all youth programs and events.
- 4.2. Be present for all youth activities and programs documented in the Annual Ministry Plan.
- 4.3. Directly communicate with the chaplain in charge of Catholic programs, who will approve the contractors schedule in accordance with the duties and responsibilities detailed in this PWS. Contractor also must coordinate their schedule with any contract priests and other Catholic Contractors.
- 4.4. Constructively and professionally coordinate with all Chaplain Corps staff, contractors and parish attendees.
- 4.5. Adhere to DoD, Air Force, and Chaplain Corps guidance and local operating instructions.
- 4.6. Receive annual privileged communication training and maintain signed training on Chaplain Corps shared drive.

5. Specific Responsibilities. The Catholic Youth Coordinator will:

- 5.1. Plan, develop and implement a schedule of social opportunities for the youth (6-12 grades) of the parish to form community identity and establish peer relationships within the parish community.
- 5.2. Plan, develop and implement a schedule of service activities for the youth (6-12 grades) of the parish in order to develop their sense of responsibility to and awareness of the needs of the parish community and the Diocesan church community and the larger social community.

- 5.3. Keep youth and parents informed of AMS programs, social, service and retreat opportunities through distribution of a calendar of scheduled activities.
- 5.4. Obtain, when necessary, parental support and consent for activities, in particular those involving travel outside the parish boundaries.
- 5.5. Recruit adult youth leaders to maintain adequate supervision and provide for safety at all times.
- 5.6. Assist the Priest(s) and RE Coordinator in planning, developing and implementing catechetical programs for parish youth.
- 5.7. Where appropriate, refer youth and parents to suitable updated reading and resource materials for youth spiritual and catechetical information and enrichment.
- 5.8. Maintain current catechist and youth ministry Diocesan certification and attend formation programs.
- 5.9. Maintain current records on all youth participating in programs and all adult leaders.
- 5.10. Determine youth ministry budget working with Parish Coordinator and CTOF Account Manager.
- 5.11. Organize and supervise suitable fundraising activities in consultation with RE Coordinator.
- 5.12. Provide RE Coordinator with timely program activity reports and evaluations.
- 5.13. Plan, organize, implement, and participate in retreats, enrichment events and youth gathering in the local community and diocese.

6. Working Hours, Location, Extended Period of Absence and Subcontracting:

- 6.1. Contractor must schedule and execute a minimum 2 youth activities/events each month.
- 6.2. The contractor will perform the tasks of the contract primarily at the Foothills Chapel, Valley Chapel, or as otherwise directed.
- 6.3. The contractor is required to give the lead Catholic chaplain and assigned contract officer a two-week notice of any extended period of absence. Extended period of absence is defined as an absence of five or more calendar days.
- 6.4. The Contractor will provide a substitute (subcontractor) when not personally performing the contracted service.
- 6.5. The Contractor must provide a suitable substitute of equal or greater capability than contractor and meet all the qualifications set forth in this PWS.

- 6.6.** Payment of the substitute is the responsibility of the prime contractor. Documentation of payment and agreement with subcontractor will be accomplished by the contractor and saved on the Chaplain Corps shared drive.
- 7. Taxes.** The Contractor is responsible for accounting for and paying of any Social Security Taxes, Federal Income Taxes, State Income Taxes, and State Unemployment Insurance premiums.
- 8. Contractor's Performance.** 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. If noncompliance will not or cannot be corrected contract is subject to termination.
- 9. Furnished Equipment and Supplies.** All equipment needed to fulfill this statement of work will be provided by the Beale AFB Chaplain Corps. A computer, computer program, work area, any additional office equipment, standard office supplies (pens, paper, paper clips, staples, etc.), and internal funds request and processing forms will be provided by the Beale AFB Chaplain Corps personnel. The contractor coordinates all support requirements with the Contract Officer or a designated representative.
- 10. Background Check and Security Clearance.** The contractor shall undergo successful Criminal Background History Check (CHBC) as directed by DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Services* and AFI 52-101.
- 11. Conference and Training Fees.** Chaplain Corps directed conferences or training, to include travel expenses, may be funded contingent upon availability of funds and approval by the Wing Chaplain. If not approved, contractor will not be required to attend.
- 12. Facilities and Safety:** The contractor is accountable for security, safety, and cleanliness of all facilities utilized in conjunction with their programs. Contractor shall be familiar with and implement fire and safety practices in accordance with Air Force Instruction 91-202, The US Air Force Mishap Prevention Program, to prevent accidents and preserve the life and health of him/her and any personnel affected by the performance of this contract.
- 12.1.** Contractor shall exercise due diligence to ensure safety of all volunteers.
- 12.2.** The contractor shall ensure that all facilities used are properly secured, doors and windows locked and lights turned off upon departure.
- 12.3.** Contractor shall be responsible for keys provided. Keys shall not be duplicated. Contractor shall repost a lost or misplaced key upon discovery of the occurrence.
- 12.4.** All keys shall be returned on revocation of this contract.