

CATHOLIC YOUTH MINISTRY COORDINATOR STATEMENT OF WORK (SOW)

1. Contract Position Title. Catholic Youth Ministry Coordinator.

2. Scope of Responsibilities. Serves as resource person, advisor and coordinator of youth ministry for the Nellis Air Force Base Catholic Community. The coordinator consults and coordinates with the Catholic chaplain, who in turn monitors the contractor's work.

3. Education and Experience Requirement. The Catholic Youth Ministry Coordinator must:

3.1. Show a creative vision for short- and long-term growth and development of the Catholic Youth Ministry Coordinator program.

3.2. Demonstrate enthusiasm for youth ministry.

3.3. Have recent experience as a youth ministry coordinator or Religious Education teacher. Strong preference shall be given to experience in military service chapel religious education coordination or youth ministry.

3.4. Participate in a qualifying interview and be able to clearly express the details of basic Roman Catholic doctrine.

3.5. Furnish a resume including academic and work related references.

4. General Responsibilities. The Catholic Youth Ministry Coordinator will:

4.1. Coordinate a program of youth ministry in accordance with the guidelines set forth by the Military Archdiocese and the National Conference of Catholic Bishops.

4.2. Organize meetings; recruit volunteers, substitutes, and other necessary staff; trains volunteers and substitutes; and provide workshops as required.

4.3. Provide orientation for new volunteer staff members in facilities, funding, youth ministry policies, and available resources.

4.4. Organize at least two volunteer training events each year, one in the fall and one in the spring.

4.5. Plan events and consider ways to honor and recognize the volunteer staff during the year.

4.6. Coordinate annual Youth Ministry Retreats and workshops, home or away, when such programs are deemed necessary or desirable by the Catholic Chaplain (Ex: World Youth Day, Steubenville Conferences).

4.7. Comply with all Federal, State, and Local Laws and requirements and Air Force Instructions that apply to this position.

4.8. If awarded the contract, the contractor must submit an application for a background check to the Catholic chaplain according to Department of Defense Instruction (DoDI 1402.5), *Criminal History Background Checks*.

4.9. Ensure all volunteers working with youth below 18 years of age receive a background check as described in DoDI 1402.5. and have completed the training, "Protecting God's Children."

5. Specific Responsibilities. The Catholic Youth Ministry Coordinator will:

5.1. In consultation with the Catholic chaplain, develop and submit an annual calendar of events, CTOF and appropriated fund budgets, and an annual curriculum order to the Wing Chaplain as determined by local instructions.

5.2. Coordinate all Catholic Youth Ministry Coordinator support requirements with the Catholic chaplain.

5.3. Arrive at least one-half hour prior to the beginning of each meeting.

5.4. Keep a record of enrollment and attendance.

5.5. Maintain a current roster of the volunteer Catholic Youth Ministry Coordinator staff.

5.6. Submit fund request as required for support of the Catholic Youth Ministry Coordinator program to the Catholic chaplain.

5.7. Project the required amount of Catholic Youth Ministry Coordinator curriculum material and submit an annual order to the Catholic chaplain.

5.9. Submit monthly attendance reports to the Catholic chaplain on the last Monday of each month.

5.10. Hold quarterly planning meetings with the Catholic Youth Ministry Coordinator peer and volunteer staff.

5.11. Attend monthly pastoral council meetings as a voting member.

5.12. Participate in at least one continuing education or professional development event each year, when CTOF or appropriated funds are available (Ex: LA Congress).

5.13. Maintain stock of expendable supplies and procure supplies as needed for the Catholic Youth Ministry Coordinator program.

5.14. Maintain the Catholic Youth Ministry Coordinator materials in a clean, orderly, and safe manner.

5.15. Submit Catholic Youth Ministry Coordinator reproduction needs (publicity, bulletins, and newsletters) by suspense dates.

5.16. Open and secure the chapel building and other facilities used for Catholic Youth Ministry Coordinator activities as necessary when Chaplain Assistant is not on duty.

5.17. Create and maintain a Cyber Ministry to best connect with youth through Facebook, website and app.

5.18. Coordinate outreach opportunities so that our teens may experience the importance of caring for the poor and most abandoned.

5.19. Ensuring Catholic Youth Ministry Coordinator volunteers are aware of local safety requirements and procedures.

5.20. The contractor will personally perform the services described above or coordinate performance by a substitute of equal or higher proficiency who has been approved in advance by the Catholic chaplain when absent. Submit the names and qualifications of proposed subcontractors to the Catholic chaplain for approval at least 14 days prior to the proposed absence. Subcontractors must meet the requirements for the position as outlined in this Statement of Work (SOW). Contractor is responsible for payment of substitute.

6. The Wing Chaplain.

6.1. Reviews the contract annually to consider exercise of option.

6.2. Provides CTOF for at least one training event that relates specifically to youth ministry, when funding is available and cannot be provided by appropriated funds.

6.3. Ensures that the unit rate of payment for the services described in this SOW is in 12 monthly installments.

6.4. Provides office space with desk, chair, computer, printer, filing cabinets, bookcases, phone, expendable office supplies and other items deemed necessary to perform services described in this SOW.

7. The Contract Officer. The Contract Officer will monitor and inspect the contractor's performance. The contractor will be notified in writing of all noncompliance work, and given an opportunity to correct nonconforming work. The contractor will be given an opportunity to respond in writing to any notice of noncompliance.

8. Exercise of Option. The Fund may extend this contract for an additional 12 months by issuing

written notice to the contractor within 30 days of contract expiration. The preliminary 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 base legal office must review option exercises prior to award.

9. Contract Termination. This Contract may be terminated by the Contractor or Fund upon 30 calendar days' notice in writing or either party at any time for default of the other party in any of the conditions or provisions herein contained. Any notice required to be given by either party under any provisions of this Contract is sufficient for all purposes when sent in writing by the United States Postal Service registered mail, postage thereon prepaid, addressed to the other party at the place of business designated herein.

10. Dispute Clause. Any grievance by the Contractor should be resolved at the lowest level. The chain of command is as follows: Contract Officer, Deputy Wing Chaplain then the Wing Chaplain. If this does not resolve the conflict, the contractor will follow guidance in Paragraph 2, General Provisions Memorandum.

11.0. Safety

11.1. In performing work under this contract on a Government installation, the contractor shall:

11.1.1. Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

11.1.2. Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

11.1.3. The contracting officer may, by written order, direct Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

11.1.4. Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.