

PERFORMANCE WORK STATEMENT
**DIRECTOR OF MUSIC, ORGANIST, AND PIANIST: ROMAN
CATHOLIC LITURGICAL PROGRAM**

1. **BACKGROUND:** Requirement for Music Director, Organist, and Pianist in support of the Washington Navy Yard (WNY) for the Roman Catholic liturgical program Washington Navy Yard under the direction of the Roman Catholic Chaplain/Priest in charge of Roman Catholic programs, and the Naval Support Activity (NSA) Chaplain/Senior Installation Chaplain.

2. **SCOPE OF WORK:** The WNY Catholic Music Director/ Musician, under the supervision of the Contract Monitor (CM) will provide piano/organ accompaniment for the Roman Catholic liturgical program WNY under the direction of the Roman Catholic Chaplain/Priest in charge of Roman Catholic programs, and the NSA Chaplain/ Senior Installation Chaplain. The Candidate shall provide personnel, labor, materials, supervision, transportation, and any other necessary items to perform non-personal services as the Director of Music, Organist, and Pianist, for the Roman Catholic liturgical program WNY under the direction of the Roman Catholic Chaplain/Priest in charge of Roman Catholic programs, and the NSA Chaplain/ Senior Installation Chaplain. The Candidate shall, under the direction of the Chaplain/Priest in charge of Roman Catholic programs, and the NSA Chaplain/ Senior Installation Chaplain, coordinate all music requirements for special services, such as funerals or holidays, as needed and requested by the senior chaplain. All contractor personnel performing on this requirement shall be fully trained and competent, and have the appropriate background checks as required by the laws governing the facility. All other locations shall be approved by the senior chaplain. The individual should be present at least 20 minutes prior to services, performances, or rehearsals, and remain at least 10 minutes following.

3. **TASK:**
 - 3.1 The Candidate shall have sufficient understanding of the music required for Roman Catholic worship.
 - 3.2 The Candidate shall be able to musically express the mood and style of a variety of music either vocally or by means of other musical instruments
 - 3.3 The Candidate shall have effective interpersonal skills to recruit, rehearse, and tutor volunteers, both children and adults, to mold them into an effective choir.
 - 3.4 Using his/her interpersonal skills, the Candidate shall be able to collaborate in a pluralistic chapel environment, sharing a chapel with multiple diverse faith group users, and should be able to collaborate with the Roman Catholic Chaplain/Priest, his staff and his designates.
 - 3.5 The Candidate shall select, schedule and plan appropriate music for liturgies, and will function as, or provide for, a Cantor for the Catholic liturgy. A written program listing music will be given to the Roman Catholic Chaplain/Priest or his designate before each liturgy.
 - 3.6 The Candidate shall create a repertoire of congregational and choir music, traditional, classical and contemporary including the use of additional volunteer or contracted instrumentalist when appropriate and available.

- 3.7 The Candidate shall coordinate and conduct weekly musicians' rehearsals in preparatory rehearsal; and coordinate weekly choir rehearsal and performances of special music as required by the Catholic Chaplain/Priest.
 - 3.8 The Candidate shall compile the "units" for all rehearsals and services. Government funding will be submitted for the year to the Roman Catholic Chaplain/Priest in a timely manner in anticipation of the fiscal year.
 - 3.9 The Candidate shall create a budget for liturgical music in collaboration with and subject to the approval of the Roman Catholic Chaplain/Priest or his designate. This includes a familiarization with the purchasing practices and procedures of the chapel. Also included are the organization, security and management of a music library/filing/catalogue system and full compliance with copyright laws.
 - 3.10 The Candidate shall abide by all applicable Government, Navy, and Chapel Instructions, including but not limited to the use of equipment and securing of the facility.
 - 3.11 The Candidate shall provide piano accompaniment at Sunday Mass.
 - 3.12 The Candidate shall provide musical direction and/or piano accompaniment for special services as required (holy days, funerals, etc.).
 - 3.13 Provide appropriate music for weddings, memorial services and funeral masses, when available, in cooperation with the family and the performing chaplain upon the family and/or performing chaplain's request. Government will not pay for play at funeral masses/services, memorials services or weddings; however the contract organist may be hired by individuals who would like organ music played during these services. Amazing Grace must be contacted first about playing the Organ for all of these services held at the WNY Chapel.
 - 3.14 The Candidate shall attend the necessary planning and coordination meetings as determined by the Roman Catholic Chaplain/Priest or his designate to include parish council meetings. In addition, collaboration is expected with other Catholic program leaders for special parish/liturgy events and sacramental celebrations.
 - 3.15 Candidate may sub-contract any of the responsibilities listed above with the coordination of the Catholic Chaplain/Priest or designate. Any sub-contractors must meet or exceed the same qualifications as the Candidate.
 - 3.16 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.
 - 3.17 During FPCON Delta and other base closures the contracted organist/pianist will not be allowed access to the Navy Yard or its facilities. The NDW/NSAW Chaplains' Offices or Amazing Grace will notify The Candidate in such of an event.
4. **TIME/LOCATION FREQUENCY OF SERVICES.**
- 4.1 A "unit" is the basis for compensation. Compensation will be paid based on the following "units," after the "unit" is performed/provided. Any additional service or rehearsal "units" must be pre-approved by Catholic Chaplain/Priest or designate. Special occasions include Thanksgiving, Christmas, Easter, Holy Days, Memorial Services, and possibilities of a small number of others with advance coordination,

such as the National Prayer Breakfast, etc. Special rehearsals are expected for Christmas and Easter.

4.2 Total units considered on this Contract are as follows- units of service:

- 4.2.1 Sunday worship services (52)
- 4.2.2 Musicians Rehearsals (52)
- 4.2.3 Any additional service “units.” (2)
- 4.2.4 Musicians Rehearsals (2)

5. Organist /Pianist Qualification.

5.1 Organist must be certified by the American Guild of Organist

5.2 The Candidate shall have a minimum of two years’ experience working in the capacity of a pianist/organist.

5.3 The Candidate shall have sufficient formal training in piano/organist.

5.4 The Candidate shall have at least two years’ of experience.

5.5 The Candidate shall have good resource management, budget, organization, and administration skills.