PERFORMANCE-BASED WORK STATEMENT
FOR CATHOLIC COORDINATOR OF RELIGIOUS EDUCATION
AT GEILENKIRCHEN NATO AB, GERMANY

GEILENKIRCHEN NATO AIR BASE, GERMANY

PERFORMANCE-BASED WORK STATEMENT (PWS)

FOR CATHOLIC RELIGIOUS EDUCATION COORDINATOR

GEILENKIRCHEN AB

1. DESCRIPTION OF SERVICES

1.1. Scope of Work:

1.1.1. The Catholic religious education (RE) coordinator ("the Contractor") directly supports the Catholic Chaplain/Priest by providing appropriate coordination and support for the Catholic Community and must provide directed religious education opportunities for people attending the Geilenkirchen NATO AB Chapel. The areas of responsibility are:

1.1.1.1. Coordinating all Catholic religious education programs and events, including but not limited to, Rite of Christian Initiation Adult (RCIA) Religious Education, Vacation Bible School, Advent/Christmas Program, Sacramental preparation, Retreats, Conferences, Marriage Seminars, and the recruiting, training, and nurturing of volunteer Christian Educators.

1.1.1.2. Publicizing activities to internal and external audiences.

1.1.1.3. Reserving rooms, coordinating special events and resourcing materials for all Catholic RE programs.

1.1.1.4. Selecting, updating, and maintaining data related to areas of responsibility. The purpose and goal of all related activities is to facilitate Christian growth in the Catholic Community.

1.1.1.5. Providing, coordinating religious education and sacramental preparation for children and adults living remotely, using services like Zoom or Teams, coordinating religious curriculum delivery to remote locations in the Tri-border community, and synchronizing their sacramental rites with the Catholic chaplain.

1.2. Qualification and Experience Requirement:

1.2.1. Be an active, practicing, and confirmed Roman Catholic in good standing with the Church, and provide a reference letter from the former pastor. Must be committed to the Catholic faith and teaching and cannot have a history of domestic violence, assault, or crimes against children.

1.2.2. Oversee a comprehensive Catholic religious education and formation program for the local installation and associated community.

1.2.3. Have a bachelor's degree or a minimum of one year experience as a Religious Education Coordinator/Director in Catholic Chapels or Churches with a program consisting of preschool children through adults.

1.2.4. Must be fluent in oral and written English, possess sufficient administrative skills necessary to produce bulletins and flyers, create and modify RE program/ministry documents, update and manage calendars, correspond via email and/or social media, and must have experience using Microsoft Word, Outlook, Excel, and Publisher.

1.2.5. Be experienced in the creation and distribution of publicity to include: advertising in newspapers, writing worship service bulletin announcements, and utilizing other advertising resources (to include multiple forms of social media). Must communicate (in writing and orally) in fluent English with chapel staff, volunteers, parishioners, and customers.

1.2.6. Collaborate with chaplains, staff, community members, and parishioners in an ecumenical/interfaith setting.

1.2.7. Be a certificated Archdiocese for Military Services Catechist or obtain certification within (6) months of contract award.

1.2.8. Have at least one (1) year remaining on station to be considered for this position and must provide official orders or other documentation to verify this requirement.

1.2.9. Must provide own transportation.

1.3. Location:

1.3.1. Primary facilities to be used by the contractor to carry out his/her duties include, but are not limited to, spaces in Building 3 and Building 4 on Geilenkirchen NATO Air Base. (Note: other DoD/NATO facilities may be used with proper coordination and reservation with the respective offices and facility managers.)

1.4. Workmanship:

1.4.1. All work shall be accomplished within the guidelines of the Archdiocese for the Military Services, Catholic Religious Education Chaplain, Department of the Air Force Instructions, and the Installation Chaplain's Policy Statements.

1.4.2. Read, be familiar with, and comply with Air Force Policy Directive 52-1, all AFI 52 Series Air Force Instructions and local Operating Instructions (OI) instituted by the 470th Air Base Squadron, Chaplain Corps (470 ABS/HC).

1.5. Duties and Responsibilities. The RE coordinator must:

1.5.1. Coordinate with the Catholic Chaplain to implement programs, goals, policies, and procedures for all RE Coordinator programs including those for children and adults.

1.5.1.1. These programs include: Catechist training, Sacramental program (First Reconciliation, First Communion, and Confirmation), RCIA, parent and teacher training, tele-education, and seasonal programs (Christmas Pageant, Stations of the Cross, etc.).

1.5.1.2. In consultation with the Catholic Chaplain, Contract Officer, or designated representative, develop and submit an annual calendar of events, Chapel Tithes and Offering Fund (CTOF) budget, appropriated fund budget, and annual religious education curriculum. This information is submitted in accordance with local Chaplain Corps operation procedures.

1.5.1.3. Attend the Catholic Pastoral Advisory Council (CPAC) and all leadership planning meetings to support future coordination and support the RE ministry. CPAC meetings are held monthly with coordination from the CPAC president. Additionally, attend chapel staff meetings and meet with the Catholic Chaplain for coordination of the Catholic Religious Education program.

1.5.2. Perform administrative tasks, such as preparing publicity material, ordering curriculum and supplies for succeeding quarters, updating RE Coordinator continuity file, evaluating program effectiveness, and developing a budget for RE events.

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

1.5.2.2. Prepare a weekly report on RE events and activities and keep a record of enrollment and monthly attendance of all Catholic RE events and programs to provide metrics for Chapel staff.

1.5.2.3. Develop and coordinate publicity of Catholic Religious Education Parish programs to include advertising in the base newspaper, worship service bulletins, marquees, etc.

1.5.3. Submit all facility, funds, and material requests to the Catholic Community Coordinator for coordination and processing. Administrative and program supplies will be available to the RE Coordinator as stated in the annual Catholic Parish Budget. The RE Coordinator must follow Chaplain Fund procedures for the receipt and disbursement of funds.

1.5.3.1. Prepare and submit CTOF Fund Requests for all RE program purchases.

1.5.3.2. Obtain information necessary to conduct background investigations of all volunteers who have direct contact with children under the age of 18 years.

1.5.3.3. Inventory, stock, and maintain all RE materials.

1.5.4. Co-lead annual Vacation Bible School (VBS) with the Protestant RE Coordinator.

1.5.4.1. Specific VBS responsibilities will include planning, recruiting teachers and volunteers, advertising the event, registering students, and overseeing the program.

1.5.5. Maintain office hours at the Geilenkirchen (GK) NATO Chapel (Bldg. 3) during regular duty hours as approved by the Contracting Officer or designated representative to include a minimum of one day Monday to Friday and two hours on each RE Sunday.

1.5.5.1. Work from home to provide tele-education and sacramental preparation to remotely located families is authorized for at most 4 hours per week. If more teleworking hours are needed, it must be approved by the Catholic chaplain or Contracting Officer Representative. The Contractor must maintain a requirement of a minimum of 80 hours of performance per month.

1.5.5.2. In special circumstances (such as conducting a retreat, meeting communities, shopping, etc.), the contractor may perform duties outside of the GK NATO Chapel buildings.

2. GENERAL INFORMATION

2.1. Contractor Responsibility:

2.1.1. The Contractor is solely responsible for all tax liabilities. No provisions are implied or provided in this contract for any benefits such as medical care, retirement, or worker's compensation. This is a Non-Personal Services Contract.

2.1.2. Coordinate with the Catholic Chaplain or Contracting Officer Representative to establish and maintain a work schedule totaling a minimum of eighty (80) hours per month. The contractor shall be present for chapel staff meetings, Catholic community related meetings as required, and for a minimum of two (2) hours of Religious Education (RE) Sundays during scheduled services or activities to coordinate with chapel staff and lay leadership.

2.1.2.1. The remaining hours required to meet the monthly minimum shall be fulfilled through scheduled office hours conducted during normal duty hours of the chapel: Monday-Thursday 0800-1600 hours and Friday 0800-1400 hours. These duty hours are subject to change upon the guidance of the Installation Chaplain. Hours performed by the contractor may be adjusted as necessary to support chapel programs, religious education activities, or special events. Any adjustments must be coordinated in advance with the Catholic Chaplain or Contracting Officer Representative.

2.1.3. Submit a time log sheet each month to the Catholic Chaplain to keep accountability of performed duties. To establish that the workday and time is being accomplished and timeliness of arrival is in accordance; the contractor may be required to sign in/out (to be accomplished electronically, in a paper logbook, etc.) as deemed necessary by the Installation Chaplain, Catholic Chaplain, or NCOIC.

2.1.4. The contractor is responsible for security and cleanliness of all facilities utilized in conjunction with their programs, which may apply during, before, or after normal duty hours.

2.1.5. The contractor is also responsible for opening and securing the chapel building and other facilities used for Catholic RE programs and events.

2.2. The contractor must provide all information necessary for a background investigation to include an Installation Records Check (AF Form 2583), proof of a completed Child Care National Agency Check and Inquiries (CNACI)/Tier 1. In addition, this includes the following: Personal/Security Questionnaire, National Security Agency Check Questionnaire, Background Check Permission Slip (Name, SSN, Signature) and fingerprinting. As applicable, the employing agency must request foreign government checks of individuals serving on DoD installations overseas. Installation chapel programs must obtain a host national agency security check. Such checks must be comparable to those required by DoD and Air Force instructions. DODI 1402.5. In accordance with AFI 52-101, para 6.5., and DODI 1402.5, a Criminal History Background Check must be accomplished for all individuals working with children. A foreign government background check may also be required. Consent to the background check is mandatory in order to work in this position. Failure to consent to the background check will be grounds for immediate cancellation of the contract at no further cost to the Government. In the event that a criminal history is found, the contract will be terminated at no further cost to the Government.

2.3. <u>Subcontracting:</u>

2.3.1. The contractor shall provide a qualified subcontractor in the event the contractor cannot meet any obligation of this contract. A “qualified substitute” is defined as an individual who meets the qualifications outlined in paragraph 1.1.2. of this PWS. This substitute must meet the same qualifications as the contractor and be approved by the Senior Installation Chaplain or their designated representative in advance. The substitute must not be another current chapel contractor unless approved in writing by the Contracting Officer or Senior Installation Chaplain for rare or extenuating circumstances. If substitute is another current chapel contractor, contractor and substitute must work closely with Senior Installation Chaplain or their designated representative to develop a schedule that will fulfill both Statements of Work; any requirements such as hours or events must be met independently of any other existing chapel contract position. The Contractor is responsible for payment of substitute.

2.3.2. The subcontractor shall present a neat, well-groomed appearance appropriate for chapel worship services during all times while he/she is performing services under this

contract.

2.3.3. The subcontractor shall furnish his/her own transportation to and from Geilenkirchen NATO Air Base.

2.3.4. The Government will not be liable for loss, damage, theft, or maintenance of personal equipment.

2.3.5. The contractor shall not remove government-owned equipment from chapel facilities without prior approval of the Facility Manager. The contractor is accountable for security and cleanliness of all facilities utilized in conjunction with their programs, including their personal office space. All keys and ID cards/passes will be returned on revocation or conclusion of this contract.

2.4. Administration:

2.4.1 The contractor shall document work performed, whether written or electronic, and must present it to the Installation Chaplain or designee upon request. The contractor must present an invoice to receive payment for services rendered. All monthly invoices are processed through Wide Area Workflow (WAWF) for payment of service rendered.

2.4.2 Personal Property: The contractor shall ensure that personal property is clearly marked and identified to preclude misidentification as Government property.

3. GOVERNMENT-FURNISHED PROPERTY AND UTILITIES

3.3. Equipment:

3.3.1. The Government shall furnish all materials to the contractor at the performance location and to be used only at said location for official business. This includes but is not limited to a computer with all AF approved software. Government-owned furnishings, computer systems, audiovisual aids, and administrative supplies are available in the chapel facilities. For those items not provided by the chapel, the contactor may obtain items if he/she desires. The contractor coordinates all support requirements with the Senior Installation Chaplain or their designated representative. Government-owned equipment/supplies will not be removed from the Chapel facilities without the permission of the Installation Chaplain or his/her designee.

3.3.2 Liability: The contractor shall be liable for loss, damage, or theft of Government property due to the contractor's misconduct, carelessness and/or negligence. Negligence will be determined by appropriate Report of Survey findings.

4. PERIOD OF PERFORMANCE

4.3. The Period of Performance (POP) for the base contract with four option years with dates of the POP will be:

1 September 2026 – 30 August 2027

1 September 2027 – 30 August 2028

1 September 2028 – 30 August 2029

1 September 2029 – 30 August 2030

1 September 2030 – 30 August 2031

5. SERVICES SUMMARY

5.1 The Services Summary (SS) is a listing of critical performance objectives (services required) with associated performance thresholds (specific standards) that will be periodically verified by government personnel. Each performance threshold represents the minimum acceptable level of contractor performance for its corresponding performance objective. The performance objectives and thresholds represent only the critical components of this contract and do not excuse the contractor from performance of other responsibilities identified in this PWS.

Performance Objective	PWS Para.	Performance Threshold	Method of Surveillance	Remedy
SS – 1: Religious Education Program Coordination	1.1 / 1.5	Contractor plans, coordinates, and executes all Catholic religious education programs (RCIA, sacraments, VBS, seasonal programs) in accordance with the PWS and Catholic chaplain guidance 95% of the time.	Periodic Observation; Chaplain/COR Feedback	Increased surveillance, or other remedies IAW contract terms.
SS – 2 : Administrative Management & Reporting	1.5.2 / 2.1	Contractor submits required reports, calendars, attendance, records, and documentation accurately and on time 95% of the time.	Documentation Review; COR Verification	Correction of deficiencies and/or increased surveillance.
SS – 3 : Communication & Publicity	1.1.1.2 / 1.5.2.3	Contractor ensures religious education programs and events are properly publicized and communicated through bulletins, social media, and other means 95% of the time.	Review of publications; Chaplain Feedback	Correction of deficiencies and/or increased surveillance.
SS – 4 : Volunteer Coordination & Training	1.1.1.1 / 1.5.1	Contractor recruits, trains, and supports volunteers to effectively execute religious education programs with no disruption to services 90% of the time.	Observation; Roster Review; Schedule Review	Increased surveillance and/or corrective action
SS – 5 : Facility, Resource, and Event Coordination	1.1.1.3 / 1.5.3	Contractor ensures all facilities, supplies, and materials are properly coordinated and available for religious education programs 95% of the time.	Periodic Observation and Facility Request Review	Correction of deficiencies and/or increased surveillance.

SS – 6 : Compliance with Policies and Guidance	1.4 / 2.2	Contractor complies with all AFIs, chapel policies, and Archdiocese guidance 100% of the time.	COR Monitoring; Inspection; Documentation Review	Immediate corrective action and/or contract remedies
SS-7: Work Schedule, Hours, and Meeting Attendance	1.5.5 / 2.1.2	Contractor meets minimum 80 hours per month, attends required meetings, and maintains office hours 95% of the time.	Time Log Review; Sign-in/Out Verification	Correction of deficiencies and/or increased surveillance.
SS-8: Community Support	1.1.1 / 1.5	Contractor provides professional, timely, and effective support to the Catholic community, maintaining positive feedback 90% of the time.	Community and/or Catholic chaplain feedback	Verbal/Written notice and/or increased surveillance