HIRING

CATHOLIC MUSICIAN/CHOIR DIRECTOR

NAVAL STATION NEWPORT
RHODE ISLAND

1099 CONTRACT | 1 WEEKLY SERVICE | NEWPORT, RI

Send your resume to info@sawyerglobal.com
SCOPE OF WORK

1. The RC Musician shall perform up to 72 units per year for the chapel. A unit is defined as one event, such as worship and rehearsal prior to worship service. A unit is typically one and half hours in length to cover worship service and rehearsal one half hour prior to Sunday worship service.

2. The RC Musician shall provide for one (1) Roman Catholic Sunday Mass per week for a total of 52 masses per year. Catholic Mass shall start at 1:00 PM and estimated to last about one hour. Schedule is subject to change; two weeks’ notice of any change will be provided to the RC Musician. The RC Musician shall arrive for all services no later than 30 minutes prior to the start of the service.

3. The RC Musician shall provide (1) Monthly Worship Team / Choir practice in preparation for the weekly Catholic Mass or as needed for special services not to exceed 14 units per year. The RC Musician shall be available within forty-eight (48) hours’ notice (either verbal or written), to provide Musician / Praise Team Leader services as necessary to the Roman Catholic program.

4. The RC Musician shall provide for special services including, but not limited to: All Saints Day, Immaculate Conception, Christmas Eve, Christmas Eve Midnight Mass, Solemnity of Mary, Assumption, Ascension Thursday, Ash Wednesday, etc. – not to exceed 6 units per year.

RESPONSIBILITIES:

1. The RC Musician shall schedule, lead, and rehearse all volunteer musicians, including choir, instrumental ensembles, vocalists and instrumental soloists.

2. The RC Musician shall recommend relevant musical selections based on the Revised Common Lectionary to the Officiating Chaplain; lead congregation in appropriate worship music.

3. The RC Musician shall consult weekly with the officiating Chaplain prior to planning and providing music for service. The final determination of musical selections shall be made by the Officiating Chaplain.
4. The RC Musician shall be responsible in distributing music to appropriate participants and shall organize and maintain all Roman Catholic music peripherals at the chapel. Copyright laws / rules must be observed.

5. The RC Musician shall arrive for service no later than 30 minutes prior to the start time of 1:00 PM.

6. The RC Musician shall possess the ability to develop rapport, and promote team building within the Liturgical volunteer choir.

7. The RC Musician shall be available within forty-eight (48) hours’ notice (either written or verbal), to provide services as necessary to the Liturgical program.

8. The RC Musician shall notify the Command Chaplain by telephone and e-mail of unavailability nlt 3 hours ahead of scheduled performance of services due to illness, inclement weather, and/or emergencies.

9. The RC Musician shall provide a pre-approved substitute when unable to perform services required as listed herein at no additional cost to the government. Command Chaplain must be notified of planned substitutions two weeks in advance of arranged absences (i.e. holidays and vacations).

10. The RC Musician shall provide a list of possible substitutes (complete with resumes) in advance of requirements for pre-approval and processing of base access.

11. The RC Musician shall submit all requests for supplies and music to the Command Chaplain as necessary. The RC Musician shall not obligate the Chapel for any purchases whatsoever; no reimbursement shall be made. All music, supplies, and literature shall be provided by the Chaplain office and will remain the property of the government.

12. The RC Musician is responsible for transportation to, from and in-and-around the Place of Performance established under this contract.

SCHEDULE

Mass starts at 1:00 PM on Sundays at the Chapel of Hope
QUALIFICATIONS

1. The RC Musician shall have the requisite skills and experience consistent with Roman Catholic Musician / Choir Director whose background and experiences are acceptable to chapel requirements.

2. The RC Musician must have an Associate’s degree in Music or a related field and two years specialized experience in (or a combination of) planning, directing, teaching, leading, and supporting a religious musical program in a church environment, this degree must be from an accredited college or university.

3. In lieu of an Associate’s degree, the Roman Catholic Musician / Choir Director must have three years (consecutive or cumulative) of demonstrated specialized experience in the field of religious music programs management, directorship and implementation.

4. Specialized Experience. Roman Catholic Musician / Choir Director (Definition). Specialized Experience is defined as demonstrated background which includes three years (consecutive or cumulative) of either supervisory or independent religious musical programs experience in planning, directing, teaching, leading and congregation of over 100 members, and a minimum of two years’ work experience in a music-related field which demonstrates knowledge or relevant musical preparations and performances for an audience with characteristics and applicable quality requirements to the same.

5. The RC Musician must have a clear understanding of Navy organization and the pluralistic ministry requirements that affect the use of chapel facilities and staff.

6. At least 2 (two) years of experience with liturgical (Catholic) ministries and maintaining the requisite skills in a variety of sacred musical genres appropriate for Roman Catholic worship.

7. The RC Musician must possess instrumental (keyboard) and vocal music skills in both direction and performance that are comparable to a similar position in secondary education settings. These skills must include the ability to recommend relevant musical selections to the Officiating Chaplain; lead the congregation in singing.

LOCATION

· Chapel of Hope (Building 1172) 1172 Vaughn Street Naval Station Newport Newport, RI 02841