

STATEMENT OF WORK
(CIVILIAN RELIGIOUS MINISTRY PROFESSIONAL)
(ROMAN CATHOLIC PRIEST)

1. Background: Pastoral services by an ordained priest are essential to worship and sacramental observance with the Roman Catholic Congregation located at Naval Support Activity South Potomac (NSASP) Chapel, Dahlgren, VA. A contracted Roman Catholic Priest shall provide services in the absence of a military priest or augment such services as directed by the assigned military priest.

2. Objectives and Tasks:

a. Provide or augment services as a Roman Catholic Priest at the Chapel, NSASP, to include but not limited to:

(1) As sole provider of Catholic services for the Roman Catholic Congregation, the contractor will conduct 3 weekly Masses, additional special services as needed and any other ministry support for each of the 52 weeks of the contract year.

(2) If the contractor is unable to conduct a required service, it will be their responsibility to secure a priest with proper faculties to conduct the service in their absence and insure the substitute priest is properly compensated.

(3) Celebrate Mass and hear confessions as assigned. Minimum assignment currently is for 52 weeks per year to include Friday noon; Saturday evening; Sunday morning (each day to be accounted for and invoiced separately).

(4) Celebrate Mass on Holy Days of Obligation, providing a Vigil Mass and 1200 Holy Day Mass for each, or a 1200 Holy Day Mass and evening Holy Day Mass based on availability of Priest.

(5) Celebrate Holy Week Triduum, including an evening penance service, which provides the availability of hearing confession.

(6) Provide guidance and support as required for the Catholic Religious Education Program, and sacramental preparation and instruction.

(5) Provide guidance, training/oversight as required and commissioning of individuals in various ministries.

- (6) Available for weddings, baptisms, funerals, and memorial services.
- (7) Available to provide counseling as needed.
- (8) Available to attend monthly Parish Advisory Council meetings.
- (9) Available to participate in other activities of the community.
- (10) Meet regularly with Command Chaplain as needed.

b. During Force Protection Condition (FPCON) Delta and other base closures, the religious ministry professional will not be allowed access to NSASP, Dahlgren, and will be notified by the Chaplain's office/EOC.

3. Invoice Schedule

- (1) Celebrate Mass and hear confessions, Friday (per day) \$70
- (2) Celebrate Mass and hear Confessions, Saturday and Sunday (per day) \$150
- (3) Celebrate Mass on Holy Days of Obligation, providing a Vigil Mass and 1200 Holy Day Mass for each, or a 1200 Holy Day Mass and evening Holy Day Mass (per each service) \$70
- (4) Celebrate Holy Week Triduum, including an evening penance service, which provides the availability of hearing confession (per each service) \$70
- (5) Provide Guidance and Services \$50
- (6) Provide services at the Dahlgren Chapel to include weddings, baptisms, funerals, and memorial services (per each service) \$50

4. The Contractor shall be responsible for submitting a monthly invoice in arrears for services completed electronically through Wide Area Workflow (WAWF) in accordance with the Invoice Schedule. A member of the Command Chaplains Office must validate and sign the invoice before submission.

5. The Contractor shall be a Catholic Priest with faculties acceptable to the Archdiocese for the Military Services, USA.