

**Guidelines and Procedures for Hiring Non-Seventh-day Adventist  
Locally Funded Employees  
in the  
Chesapeake Conference of Seventh-day Adventists**

**Purpose**

The purpose of this document is to inform and advise Chesapeake Conference entities and institutions regarding procedures and practices for hiring non-Seventh-day Adventists. This document should not be construed to mean that the Chesapeake Conference *encourages* its entities and institutions to hire non-Seventh-day Adventist Adventists. The Chesapeake Conference strongly encourages all its entities to fund employment positions for Seventh-day Adventists, however, should it become necessary to hire a non-Seventh-day Adventist the guidelines contained herein are to be followed.

The information contained in this document should not be regarded as policy (except where official policy is noted) but as a guide to individuals, committees, or boards that are charged with the duty and responsibility of recruiting and recommending for hire, locally funded employees. Any official statement or policy that relates to the issues addressed in this document, and established by a church administrative or governing body that duly retains the authority to establish policy for the Seventh-day Adventist Church (i.e., the NAD), supersedes and nullifies what is contained herein.

This document does not pertain to the contracting of independent tradesmen, artisans, vendors, etc., who perform services for Chesapeake Conference entities or institutions.

**Equal Opportunity Employer**

The Chesapeake Conference of Seventh-day Adventists is a religiously qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is the policy of the Conference to recruit and promote for job classifications on various factors including qualification, competence, attitude and spiritual commitment. The Conference does not discriminate against qualified applicants on account of race, color, sex, age, national origin, or mental or physical handicap/disability, or ancestry. The Conference reasonably accommodates the known disabilities/handicaps of qualified applicants, unless to do so would be an unreasonable hardship.

The North American Division of Seventh-day Adventists allows for the hiring of non-Seventh-day Adventist employees. However, it is not appropriate for non-Adventists to work in many employment positions within our institutions and entities. For example, non-Adventists should not occupy ministry positions, teaching positions, managerial or administrative positions, or any other job that requires an intimate knowledge of, and commitment to, Seventh-day Adventist beliefs and practices.

Adventist day care (ECEC) facilities are not to be administered or managed by non-Seventh-day Adventist employees. Preschool, daycare centers, “should be established to serve families of young children with a program of ECEC infused with Seventh-day Adventist beliefs and values. Centers shall operate in harmony with denominational policies and governmental regulations.” (*NAD Policy FED 25 10*) All early childhood education employees (daycare workers) are required to complete 90 hours of specialized training and education, as mandated by code (ECEC), in order to work in any of our daycare facilities, whether or not they are Seventh-day Adventists.

When in doubt about a non-Adventist candidate’s suitability for employment in a Chesapeake Conference institution, seek the counsel of Conference administration *before* recommending the candidate for hire.

### **Procedure for Hiring Non-SDA Employees**

In the event that a Chesapeake Conference entity or institution is unable to procure and recommend for hire a member of the Seventh-day Adventist Church to perform a job or task, after due diligence, the local entity may seek and recommend for hire a qualified, non-Seventh-day Adventist candidate within the following parameters:

- Utilize all the usual *Adventist* means of posting job availability *before* seeking non-Adventist applicants. Post notices in church/school bulletins, newsletters, and on bulletin boards, etc.
- If no qualified Seventh-day Adventist is available for hire, seek the best-qualified non-Adventist candidate. Carefully screen and interview the candidate, keeping in mind the specific circumstances of the position you are seeking to fill. Make sure that the candidate’s qualifications are a suitable match for the position in accordance with the guidelines stated in this document.
- Educate the non-Adventist candidate regarding Adventist lifestyle and behavior standards. Dress and demeanor standards in the workplace may be imposed as a term of employment. Be sure this matter is specifically addressed in the interview process. Make it clear to the prospective employee that the failure of an employee to comply with Seventh-day Adventist standards in the workplace may be grounds for the termination of employment. However, before such an action is taken, except for circumstances that require *immediate* termination, it is strongly urged that Conference Administration is consulted.
- All locally funded employees are required to submit all necessary employment documents to the Conference Human Resources Department. Completed

documents must be signed by the prospective employee and submitted to, and approved by, HR *before* employment begins.

- A prospective non-Adventist employee is subject to a criminal background check and/or *Shield the Vulnerable* training and screening requirements just like any other Chesapeake Conference employee. (For more information about Conference mandated child protection policies and procedures, contact the Chesapeake Conference Human Resources Department *before* recommending a candidate for hire.)

### **Sabbath Keeping Principles**

*It is imperative that non-Seventh-day Adventist employees are informed about Sabbath keeping principles practiced by the institution.*

Every non-Adventist, at the time of employment at an institution, should be made aware of Seventh-day Adventist principles, especially institutional policies regarding the observance of the Sabbath. Though non-Adventists may not believe as we do, they should know from the very beginning how they are expected to fit into the institutional program to help it reach its objectives.

Equally important is to foster an attitude for continuing Christian witnessing by Adventist employees. The only contact that many non-Adventist workers ever may have with Seventh-day Adventists may be in the institution employing them. Every relationship should be friendly, kind, and expressive of the love that exemplified the life and work of the Master. Unselfish regard for our fellowman, eagerness to serve, and unstinted loyalty to God and the Church may well prove to be a savor of life unto life. The keeping of the Sabbath is a privilege and an honor as well as a duty. It should never become burdensome or obnoxious to those who keep it or to those in our employ.