Chesapeake Conference of Seventh-day Adventist
Bible Worker Job Description

Job Overview
To give Bible studies to people in the community and assist church members to do the same. The Bible Worker needs to be a member in good standing of the Seventh-day Adventist church.

Responsibilities
The Bible Worker's responsibilities include, but are not limited to:

- Possessing a good understanding of the Bible and Seventh-day Adventist theology and being able to convincingly teach it to non-members.
- Showing an uncompromised commitment to the Seventh-day Adventist Church, its teachings, and values.
- Conducting 30 or more in-home Bible studies a week in the district with church members assisting. (Part-time Bible workers will average one in-home study per hour of work.)
- Helping Bible study interests make decisions for Christ and church membership and prepare them for baptism.
- Motivate, mobilize, train, and assist church members to follow-up interest lists and give Bible studies. This will include taking church members on your Bible studies and accompanying them on their studies while they are training.
- Help churches develop a computerized database of interests from multiple sources including inactive and former members, media, church visitors, church community events, mailing of Bible study interest cards, door-to-door work, and other sources.
- Work with the pastor and church leadership so that there are planned reaping events and other appropriate church events to which the Bible study interests are invited.
- Report to the pastor of the church on a weekly basis to receive instructions for the coming week. The pastor will serve as the Bible worker's direct supervisor
- Work with public evangelistic meetings by inviting your Bible study interests to the meetings, attending the meetings, and working with following up interests generated by the meetings.
- Keep an organized database of Bible students and their current lessons.
- Take surveys in the community when needed to get additional Bible studies for the Bible worker or for members.
- Work closely with the church pastor and church coordinator of outreach to promote the church's evangelistic objectives and to develop a church culture that is friendly to non-members attending church.
- Present regular reports of your work to the pastor, church board, and conference.
- Foster a culture of evangelism in the church.
- Other assigned duties by the conference ministries development director.
- Attend the church on Sabbath to develop relationships with members, to train and engage them in Bible studies, to turn church visitors into Bible studies, and to welcome your interests to church.

Education/Skills

- A working knowledge of the Bible and fundamental teachings of the Seventh-day Adventist Church.
- Completion of college training in Religion/Theology or evangelism training school.
- Faithful, self-motivated, and proactive work style.
- Good organization, presentation, and time management skills
- Good social skills and ability to relate to and befriend people.
- Excellent team member and teachable.
- Ability to get around independently.
- Former experience as a Bible Worker or Literature Evangelist is a plus.

Employment Understandings

- Bible workers may be hired either by the conference or a local church.
- Bible workers are hired on a contract that has a renewal period not longer than twelve months.
- Contracts are typically reviewed and renegotiated in December for the following year.
- The employer may terminate a contract with two weeks' notice for any reason.
- Contracts may be renewed based on performance of the job responsibilities that results in people making decisions for Christ and joining the church. Contracts may not be renewed due to budgetary reasons, the conference or church no longer needing a Bible worker's services, or lack of sufficient baptism results.

INSTRUCTIONS ON REQUESTING A BIBLE WORKER

1. If your church wants to hire a Bible worker, you should make an evangelism subsidy request to the Evangelism/Church Growth Department. Usually evangelism subsidy requests are submitted in November for the following year. You may want to have a discussion with your church board first so you know how much funding the church will be able to provide. The church must at least match what the conference subsidy is. For example, if you request a $5000 subsidy for a Bible worker, the church must commit at least $5000 also. Most of the time, the church will have to commit more than 50% of the cost. When you make a request for an evangelism subsidy for a new Bible worker, please include the resume of the prospective worker if you already know who it is going to be.

2. The Evangelism/Church Growth Department will then take the subsidy request and resume to Administration for consideration. If the request is approved, the Evangelism Director will send the pastor a contract stating the amount of the conference subsidy.

3. The pastor will then need to contact Human Resources for assistance in filling out the items concerning hourly/monthly wage and number of hours per week. Human Resources can tell you how many hours per week the combined conference subsidy and local church portion will get you, as well as help set the wage amount. For example, if the conference is providing a subsidy of $5000 and the local church is providing $10,000, Human Resources will tell you how much $15,000 will get you as far as number of hours per week. Anything over 18 hours/week begins benefit eligibility and this will affect the cost of a Bible

worker. This is why it is important to talk with Human Resources once you know the combined amount of the conference subsidy and the estimated local church portion.

4. **The Bible worker will then need to complete all the necessary employment paperwork with the church in coordination with Human Resources before a Bible Worker can be approved by the conference HR Committee to be hired and begin working. No work can begin until you hear back from HR with an approval of hire.** All Bible workers are considered conference employees and are added to payroll. If the monthly wage is under the Department of Labor overtime exemption amount, the Bible worker must be paid hourly and report all hours worked to Treasury. Treasury will pay the Bible worker according to the conference payroll cycle (semi-monthly for hourly, monthly for salaried) and then bill the local church for their portion of the cost. Bible workers cannot volunteer any of the time they work according to the responsibilities in the job description. Human Resources must be notified right away if employment ends.

5. The Bible worker and local church pastor should communicate on a regular basis about the activities of the Bible worker. A strong, supportive relationship is essential. The Bible worker should stick to the job description noted in the contract. Bible workers are not to be used as associate pastors.

6. All Bible worker contracts end on December 31 and must be renewed each year.

This agreement is between _____, who will perform the aforementioned duties, and Chesapeake Conference of Seventh-day Adventists (the employer), funded by _____, for the period starting _____ and concluding December 31, 20____ according to the aforementioned employment understandings at _____ per hour/month (circle one) based on _____ hours per week. The conference subsidy is _____ and the estimated local church amount is _____ for an estimated total of _____ annually.

_____ _____
Bible Worker's Signature Date

_____ _____ _____
Sponsoring Church Pastor's Signature (Supervisor) Title Date

_____ _____
Conference Evangelism Director's Signature Date

_____ _____
Conference Officer's Signature Date