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.
• 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 or concluded at the end of their period.
- 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.

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 __________________________ according to the aforementioned employment understandings at ________________ per hour/month (circle one) based on ____________ hours per week.

_______________________________________________________ ____________________
Bible Worker’s Signature       Date

_______________________________________________________ ____________________
Sponsoring Church Representative’s Signature    Title    Date

_______________________________________________________ ____________________
Conference Evangelism Director’s Signature       Date

_______________________________________________________ ____________________
Conference Officer’s Signature       Date