

**Pennsylvania Conference of Seventh-day Adventist**  
**Job Description & Expectations of a Part-Time Salaried Bible Instructor**

The expectation is that the Bible Instructor have a healthy, daily devotional life of prayer and Bible study. This is not time for Bible study preparation but for feeding their soul through the Word. See: Psalm 5:3; 119:11; 2 Timothy 3:15-17

1. Live a consistent Christian Adventist lifestyle. (spiritually, physically and mentally). 1 Thess. 5:23
2. **Your main responsibility is to generate and give personal Bible studies.** The Bible Instructor is to give Bible studies on a regular, weekly basis with the **goal of reaching at least 20 Bible studies per week.** Your workweek will consist of 28 hours. See: Matthew 10:7; 28: 19; Mark 5:19-20
3. Utilize all methods of finding Bible study interests which may include but is not limited to the following:
  - a. Conduct door-to-door surveys; follow up on Bible Study Enrollment Cards; church member leads
  - b. Contact and invite missing members and non-Adventist spouses to study the bible
  - c. Work with children and youth in the church who have not made decisions for Christ nor have been baptized
  - d. Each Sabbath connect with guests and follow-up with them; Interests from evangelistic meetings
  - e. Follow up on interest names from media ministries such as: *Amazing Facts, It Is Written, V.O.P*
4. **Lead contacts made into a personal relationship with Jesus by giving them Christ and gospel centered studies.**
5. Ask for a decision at the end of each Bible study. See: Joshua 24:15; Isaiah 1:18-19; Deuteronomy 30:19-20
6. The aim of the Bible Instructor is to take a church member with them to **every Bible study**, with the objective:
  - a. To teach and train them in giving Bible studies and in soul winning. See: Eccl 4:9-10; Mark 11:1-3; Acts 15:22
  - b. To have a partner who is trained to fill in if you cannot be present at the study and who will eventually lead out in the Bible Study. See: Luke 24:13-15
  - c. To teach members how to establish friendships with the Bible study students.
  - d. For safety reasons – physical, mental and spiritual. Follow proper gender propriety. See: 1 Samuel 14:6-15
7. The Bible Instructor is to attend their assigned district churches weekly, except when on special assignment or to attend **mandatory bi-monthly Regional Bible Instructors' meetings** for follow-up and training with Lillian Torres.
8. Keep a detailed Bible study interests spreadsheet report. **Your Bible study report is to be submitted to your district Pastor and Lillian Torres (via email) by the 16<sup>th</sup> day of each month.** (Bible study interest spreadsheet will be provided.)
9. It is a Pennsylvania Conference requirement that all emails received be responded to within 48 hours.
10. Update church members frequently from the pulpit on Sabbath regarding your work and in other settings asked by your local Pastor. Post a calendar of your work schedule on church bulletin board. See: Mark 6:30; 16:10,13; Acts 15:4
11. Total Member Involvement: Seek to involve church members (children, youth and adults) in your various soul-winning ministries — giving Bible studies, door-to-doors surveying, visitations, literature distribution, etc.
12. Provide a cycle of training and mentorship for interested church members in how to - witness to their family and friends, how to give them Bible studies, lead a person to Christ, gain decisions, and nurture new believers, etc.
13. Utilize health and literature outreach methods in your ministry. Participate in various community outreach projects conducted by the church in order to develop potential Bible study contacts. Bible Instructor is to assist but not to be part of the planning team of any outreach projects or hold a leadership position.
14. **Meet with your district Pastor once a week** for prayer, sharing updates, and planning. Acts 20:28
15. Attend monthly Board meeting and give board members a Bible study report which reviews your Bible study contacts, topics you have studied with them that month, prayer requests, your evaluation of interest, immediate future goals for each contact and encourage them to assist you in conducting Bible studies. Leave immediately afterward reporting.
16. Work closely with the Pastor and the Evangelist during evangelistic meetings.
17. Don't try to do the Pastor's or ministry leaders' job. You are to decline invitations to preach, lead out in Sabbath School classes or prayer meetings; your main responsibility is giving Bible studies and training members to do the same.
18. Take your personal day off each week. Submit in advance your request to utilize your two weeks vacation time.
19. Familiarize yourself with our doctrinal beliefs and cultivate the virtue of reading, particularly of those materials that pertain to your position as a Bible Instructor. See: 2 Timothy 2:15; 1 Thessalonians 2:4; 1 Timothy 4:12-16
20. Commit to praying for all Bible Study students, interest contacts & church district daily!

---

I declare by my signature below that I have read and understand the expectations associated with my employment as a part-time Bible Instructor for the Pennsylvania Conference. This position is a one-year assignment with no promise or obligation of a full-time or permanent position. By the grace of God I accept and will follow the above job description outlined. Also, I understand that upon my employment, there will be a three-month probationary period with periodic reviews.

Name of Bible Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Conference Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_