



# Pennsylvania Conference of Seventh-day Adventist Church

## Bible Instructor Position 2020 Employee Salary & Benefits Information

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Contract Duration: One-Year Bible Instructor Position - February 2020 to February 2021

- Starting and ending date may be adjusted as applicable to the specific district placement.

Location: Pennsylvania Conference

- Single or Multiple Church District

Employee Status: Part-Time Salaried Employee

Salary: \$1,972.00 Gross Monthly

- Federal, state, and local taxes will be appropriately deducted.

Work Hours: 28 Hours per Week

- Bible Instructor will track the number of hours worked each day on a Monthly Time Log to be signed by the District Pastor and then submitted by the Pastor to the Treasury Department by the 16<sup>th</sup> of every month.

Benefit Coverage: 2 Weeks Paid Vacation

- Eligible to participate in the Conference Retirement Plan by making your own contribution (includes up to 3% matching contributions by employer)
- Worker's Compensation

Benefits Not Included:

- Part-time employees are not eligible for holiday pay
- Part-time employees are not eligible for Health Insurance (when hired the individual is responsible for going to the Health Market on-line and secure health insurance for themselves.)
- Part-time employees are not eligible for mileage reimbursements for daily commute. (Mileage for any required special meetings outside the district will be covered upon approval.)

Note: The local church will assist the Bible Instructor in securing housing in the district area but will not be responsible for any of the living costs associated with the housing.