

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

The expectation is that the Bible Instructor daily aims to maintain 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 (Psalm 5:3; 119:11; 2 Timothy 3:15-17). Also, to live a consistent Christian Adventist lifestyle - spiritually, physically and mentally. (1 Thess. 5:23)

Soul-Winning Duties:

1. **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 15 to 20 home Bible studies per week.** Your workweek will consist of 28 hours. (Matthew 10:7; 28: 19; Mark 5:19-20)
2. Utilize all methods of finding Bible study interests which may include but is not limited to the following:
 - a. Conduct door-to-door community surveys.
 - b. Follow up on Bible Study Enrollment Cards; Bible study leads and church member leads.
 - c. Contact and invite missing members and non-Adventist spouses to study the bible.
 - d. Work with children and youth in the church that have not made decisions for Christ nor have been baptized.
 - e. Each Sabbath connect with guests and follow-up with them.
 - f. Follow up with interests from evangelistic meetings and other outreach programs.
 - g. Follow up on interest names from media ministries such as: *Amazing Facts, It Is Written, V.O.P*
3. **Lead contacts made into a personal relationship with Jesus Christ by giving them Christ-centered and gospel-centered Bible studies.** (Gospel Workers, page 315.2)
4. Ask for a decision at the end of each Bible study. (Joshua 24:15; Isaiah 1:18-19; Deuteronomy 30:19-20)
5. 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 church member in giving Bible studies and sharing their faith. (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. (Luke 24:13-15)
 - c. To teach members how to establish friendships and apply Christ's Method with the Bible study students.
 - d. For safety reasons – physical, mental and spiritual. (Note: Follow proper gender propriety. See: 1 Samuel 14:6-15)
6. 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. (2 Timothy 2:15; 1 Thessalonians 2:4; 1 Timothy 4:12-16)
7. Commit to praying for all Bible Study students, interest contacts & church district daily!

Training & Mentoring Duties:

8. Update church members from the pulpit each Sabbath regarding your work and in other settings asked by your local Pastor. Post a calendar of your work schedule on church bulletin board. (Mark 6:30; 16:10,13; Acts 15:4) Block of time with title is enough, for example: 1:00 pm – 4:00 pm home Bible studies.
9. Total Member Involvement: Seek to involve church members (children, youth and adults) in your various soul-winning initiatives — giving Bible studies, door-to-doors surveying, visitations, literature distribution, etc.
10. 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.
11. Utilize health and literature outreach methods in your ministry. Participate in various community outreach projects conducted by the church with the aim of developing 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.

Administrative Duties:

12. Keep daily hourly log and submit Monthly Time Log (provided) to Pastor **before the 16th of each month for approval**. Pastor is to forward the approved Monthly Time Log to Conference by end of office hour of 6:00 pm no later than the 16th of each month. It is the responsibility of the Bible Instructor to make sure the Pastor has forward their Monthly Time Log to Treasury on time and cc: Lillian Torres.
13. 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 16th day of each month.** (Bible study interest spreadsheet will be provided.)
14. **Meet with your district Pastor once a week** for prayer, sharing updates, and planning. (Acts 20:28)
15. 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.
16. It is a Pennsylvania Conference policy requirement that all emails received be responded to within 48 hours.
17. Attend monthly local church Board meetings and give board members a copy of their Bible study report. 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 Board members to assist you in conducting Bible studies. Leave immediately afterward your reporting is complete.
18. Work closely with the Pastor and the Evangelist during series preparations and evangelistic meetings.
19. 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 (except for Guest/New Members' class) or prayer meetings; your main responsibility is giving Bible studies and training members to do the same.
20. Take your personal day off each week. Submit in advance your request to utilize your two weeks vacation time.

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: _____