



Arkansas-Louisiana Conference  
Temporary Bible Worker Job Description  
(updated 02/05/2024)

### **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 15 or more in-home Bible studies a week in the district with church members assisting.
- 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 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.
- 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 evangelism director or church pastor.
- 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.
- Will not do the functions of a pastor or preach every Sabbath.

## 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

All Bible Workers are to be hired on a contract basis by the Arkansas-Louisiana Conference. If hired in connection to an evangelistic meeting, the conference will be responsible to pay 70% of the salary, and the church 30%. The church will be invoiced their portion by the treasury department.

- During the contract period, the Bible Worker will be allowed to work full time, however the contract period will not exceed 6 months, no more than 36 hours a week. During the 6 months, he/she will work 3 months, then will take a two-week break, followed by 3 months of work, for a total of 6 months. The Bible Worker will not be eligible for any benefits, such as healthcare, retirement, sick time, vacation, etc.
- The employer may terminate the contract at any time and for any reason.
- If a church desires to hire a Bible worker on full time / permanent basis the church will be responsible to pay salary, healthcare, and retirement benefits.
- Once the Bible Worker concludes his/her contract, he/she will turn over any unfinished Bible studies or interests to the pastor. The pastor will be responsible to make sure the studies get done, by doing the studies himself or delegating the responsibility to church member(s). This commitment must be kept by the church.
- Bible Worker will fill out and turn in a Work Log to the conference treasury department at:  
[payroll@arklac.org](mailto:payroll@arklac.org)

## INSTRUCTIONS For REQUESTING A BIBLE WORKER

1. If your church wants to hire a Bibleworker, you should make a request to the Evangelism Department. You should have a discussion with your church board first so you know how much funding the church will be able to provide. If you wish to know what the church's portion will be, please contact the conference treasurer. Church board minutes must be provided to conference.
2. The Bible worker will then need to complete all the necessary employment paperwork through the human resources department of the conference before the Bible Worker can 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. Treasury will pay the Bible worker according to the conference payroll cycle (semi-monthly). The church will be billed their portion of the cost. Human Resources must be notified right away if employment ends.

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 Worker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Representative's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Conference Evangelism Coordinator Signature

\_\_\_\_\_  
Date