Northern California Conference

**Job Description**

**DATE:** April 19, 2018

**LOCATION:**

**STATUS:** Part-time/Temporary

**REPORTS TO:** Local Pastor

**Title:** Bible Worker

**Wage/Salary:** $

**ERI Category:**

**Job Code:** D **Step:**

**Summary:** The Bible Worker will be an assistant to the Pastor with a special focus on disciple making and evangelism.

**Essential Duties & Responsibilities:**

The Bible Worker will work *in conjunction with the Pastor, Evangelist, or Ministries Leader* to:

1. Give systematic Bible lessons to individuals that have indicated a desire for Bible Studies
2. Assist in gathering and following up with individuals who have responded to sermonic appeals
3. Assist in every type of evangelism initiative where assigned
4. Conduct personal Bible studies and help to establish and organize Home Bible study groups
5. Assist in adequately preparing persons for baptism
6. Implement any other evangelistic strategies or programs adopted by the church
7. Coordinate and follow up on names from the various evangelistic centers (i.e. Signs, Video, Discover, community surveys, etc.)
8. Be able to teach a class of basic SDA beliefs to seekers and new members

**Outcomes:**

While the work of ministry is often difficult to quantify it is important to identify measurable indicators of performance. This is not only gives the Bible Worker a sense of achievement and progress but affirms the value of time spent in preparation as well as their faithfulness in less fruitful seasons. Key Performance indicators include:

1. The number of new contacts made or established from referral
2. The number of contacts transitioned to personal or group Bible Studies
3. The time spent in door to door work and the number of homes canvassed
4. The number of baptisms as a result of the Bible Worker’s efforts
5. The number of home fellowships or small groups established in members’ homes
6. The number of contacts invited to and number actually attending church related events

**Accountability:**

1. The Bible worker is to work closely with the Pastor and be directly answerable to him or her. The Bible Worker will meet weekly with the Pastor to discuss the progress of their work and the implementation of the church’s outreach strategies. This will enable the Pastor to support, encourage, and advise the Bible worker. A weekly statistical and mileage report will be submitted to the Pastor. This may include the number of visits conducted, the number of Bible studies conducted, time spent in preparation, total hours worked, etc.
2. They will meet with the Pastor and/or Personal Ministries Leader regularly and participate in meetings of the Personal Ministries Team. They should also be mutually accountable to the Personal Ministries leader for plans and the follow up of contacts.
3. The Bible Worker should attend and submit a report to each Business Meeting.
4. The Bible Worker may be relieved of their responsibilities mid-term by a duly called Business Meeting, by mutual agreement, or by tender of resignation. Where the person is under an employment arrangement, this recommendation will be acted upon by the Conference. Cause for this action on the part of the Church and/or Conference may include: insubordination, moral failure, consistent failure to perform, consistent failure to heed advice, theological divisiveness, promoting unorthodox doctrine, or the inability to work with other leaders.

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

**Education and/or Experience**

A Bachelor of Arts or Bachelor of Science degree and two years experience are desired. (Another equivalent combination of education and experience may be substituted.)

**Language Skills**

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquires or complaints.

**Mathematical Skills**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

**Computer Skills**

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

**Reasoning Ability**

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

**Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

**Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.