



BIBLE WORKER PROGRAM

Ministerial Department

PROGRAM OBJECTIVE

To assist local churches in their desire to win souls for the kingdom of God through active and intentional Bible studies, by providing financial assistance for hiring between 5 and 8 temporary part-time Bible Workers per year at 18 hours/week. Temporary hires include three-month, six-month, or twelve-month hires. This program will be made available subject to funding and will be supervised by the Evangelism Coordinator of the Conference

MONTHLY SUBSIDY

Local churches who submit the required application, meet all the requirements, and are approved, will receive \$1,200 monthly to assist with the Bible Worker hire (\$1,000 towards salary and \$200 mileage assistance).

CONFERENCE/EVANGELISM RESPONSIBILITIES

- Create temporary part-time Bible Worker job description
- Manage pool of potential part-time Bible Workers
- Interview and reference all Bible workers before hiring
- Review and recommend all Bible Worker applications to ADCOM for approval
- Provide all official communication between the local church and potential Bible Worker during the hiring process
- Assist local church with all Bible Worker payroll services for the length of the hire

LOCAL CHURCH PARTICIPATION

The local church who desires to hire a temporary part-time Bible Worker will be responsible for the following:

- Contribute \$500 monthly towards the Bible Worker salary
- If necessary, provide temporary housing for the Bible Worker
- Supervise work of Bible Worker through local church pastor or head elder

RESPONSIBILITIES OF BIBLE WORKER

- Fulfill all agreed upon responsibilities with the local church as per job description
- Maintain a weekly timecard. This timesheet to be submitted to supervisor for approval on a weekly basis
- Attend all conference required meetings for Bible Workers

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



BIBLE WORKER PROGRAM APPLICATION

Ministerial Department

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FUNDING:

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BIBLE WORKER JOB DESCRIPTION

Please read the attached Bible Worker Job Description.

I have read the Bible Worker Job Description.

HIRING CHURCH INFORMATION *(The local church will be responsible for contributing \$500 monthly towards the Bible Worker salary, providing temporary housing for the Bible Worker if necessary, and supervising the work of the Bible Worker through the local church pastor or head elder.)*

Church Name:

Church Pastor:

FILL OUT THIS SECTION IF LOCAL CHURCH IS RECOMMENDING THE BIBLE WORKER

BIBLE WORKER INFORMATION *(include resume)*

Name: Phone:

Reference 1: Phone:

Reference 2: Phone:

LENGTH OF HIRE *(Temporary hires include three-month, six-month, or twelve-month hires.)*

3 Months

6 months

12 months

Pastor's Signature: _____

Date:

Arizona Conference Corporation of Seventh-day Adventists
Bible Worker Program Job Description
Ministerial Department

Name: _____ **Wage range:** \$1,700/month

Category: _____ **Supervisor:** _____

Status: _____ **Supervisor's title:** _____

Benefits: _____

Signature: _____

Job Overview

Perform diverse duties as assigned by supervising pastor. Assists in designated ministry details using initiative and sound judgment. Communicates with pastor on specific area of responsibility. Requires knowledge of church policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervising pastor. Work is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Responsibilities

1. Preparation for Meetings
 - Train church members to give Bible Studies
 - Teach church members how to recognize where God is working and how to engage those who are receptive
 - Lead out in building trust relationships with people
 - Lead out in teaching and modeling active listening and mingling skills
 - Form relationships with church members, interact with them and share stories of people's lives being changed
 - Give Bible Studies with members
 - Model leadership and discipleship for our members
2. During Meetings
 - Assist as instructed by supervisor with meetings responsibilities
 - Coordinate transportation for visitors
 - Visit Bible interests
 - Coordinate any Bible studies with church members
 - Engage in any personal Bible studies
3. After the Meetings
 - Coordinate visitation of all Bible interests with church members
 - Visit Bible interests

- Continue to follow up with any personal Bible studies
- Assist with any baptismal preparations

Qualifications

- Own a car and keep the vehicle registered and insured
- Recognize that this “job” is a calling, it is imperative that the Bible Worker remains flexible and allows the Holy Spirit to create and re-create this job description

Working Conditions

Work is generally performed in the community, creating interests for church meetings or evangelistic meetings. Bible Worker will be subjected to the elements of nature on occasion while driving between appointments or events.