**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Bible Worker**

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| **Name:** |  |
| **Department/Church:** |  |
| **Category:** | Exempt |
| **Status:** |  |
| **Signature:** |  |

**Position Overview**:

The Bible Worker is a non-ministerial position, assigned to a specific location such as a church or district to assist with all outreach and evangelistic efforts. This individual is also responsible to perform other duties as assigned by supervising pastor. Also 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, as well as good technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal and organizational skills.

**Authority and Accountability:**

Authority is 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. In addition, Bible Worker must:

* Meet weekly with supervising Pastor
* Attend all required Conference Bible Worker meetings
* Reports to Conference Ministerial Director on a quarterly basis

**Essential Job Duties**

The Bible Worker’s responsibilities shall include, but are not limited to the following**:**

1. **Community**
   * Mingle with members of the community, sympathizing with them and ministering to their needs
   * Identify needs and potential events for the community
   * Build relationships with people in the community
   * Identify the best environment for the sharing of the gospel whether in a public venue or at a home
   * Share the Gospel as opportunity permits
   * Give as many Bible studies as possible
   * Lead out in taking surveys of community
2. **Local Church**

* Attend and worship at assigned Seventh-day Adventist church
* 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 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
* Invite church members to a Bible study
* Model leadership and discipleship to church members
* Lead Outreach Leadership Team
* Discover ways to cultivate interests with the laity of the local church
* Share regular updates with local church

1. **Evangelism**

* Assist church pastor in coordinating all evangelistic series
* Coordinate prayer team
* Lead and coordinate visitation team for all interests
* Coordinate all decisions for baptism
* Assist church pastor with baptismal program
* Develop prayer initiative
* Hold evangelistic series
* Lead a team of lay led Bible Workers from the local church to follow up and follow through on all interests

1. **Personal Life**
   * Maintain a daily personal devotional life
   * Take time off on a weekly basis for family and personal needs

**Skills/Qualifications:**

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively
* Some academic education in the area of Bible work or pastoral ministry
* 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.

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