

# BIBLE INSTRUCTOR

## Application/Information/Policy

This form is to be completed by each Bible Instructor Applicant and submitted to the Kentucky-Tennessee Conference Ministerial Director.

(Revised & Approved by ADCOM 09/15/2014)

### I. APPLICANT INFORMATION

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

### General Information

Are you a member of the Seventh-day Adventist Church?  Yes  No

How long have you been a Seventh-day Adventist? \_\_\_\_\_ Date baptized \_\_\_\_\_

Where is your present church membership? \_\_\_\_\_

Do you have an automobile? \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_

Name of insurance carrier and policy # \_\_\_\_\_

### Experience and Education

High School or Academy \_\_\_\_\_

College Graduate/Tech School \_\_\_\_\_ Degree earned \_\_\_\_\_

Other Training \_\_\_\_\_ Degree earned \_\_\_\_\_

What languages do you speak fluently? \_\_\_\_\_

Have you ever been convicted of a felony (federal, local, or military)?  Yes  No

If yes, please explain (conviction will not necessarily disqualify applicant)

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Have you ever been charged or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse?  Yes  No

If yes, please explain below and give the name and address of a reference/professional who managed the case.

Date \_\_\_\_\_ Place \_\_\_\_\_

Type of Conduct \_\_\_\_\_

Reference/Professional name & phone # \_\_\_\_\_

Reference/Professional address \_\_\_\_\_

Have you ever been discharged or asked to resign?  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you previously worked for the denomination?

Yes  No Organization \_\_\_\_\_ Dates of employment \_\_\_\_\_

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### **Record of Profession or Occupation**

May we contact your present employer?  Yes  No

(List most recent employment first)

From date/To date \_\_\_\_\_

Name of Employer \_\_\_\_\_

Email Address and Phone # \_\_\_\_\_

Position held and name of supervisor \_\_\_\_\_

Earnings \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From date/To date \_\_\_\_\_

Name of Employer \_\_\_\_\_

Email Address and Phone # \_\_\_\_\_

Position held and name of supervisor \_\_\_\_\_

Earnings \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## References

(Do not refer to relatives or mere acquaintances. Give names of people who know you well, either personally or in your business. Please include the name and address of your current pastor.)

1. Name \_\_\_\_\_

Occupation \_\_\_\_\_

Email Address and Phone # \_\_\_\_\_

2. Name \_\_\_\_\_

Occupation \_\_\_\_\_

Email Address and Phone # \_\_\_\_\_

In the space below, briefly describe why you desire to minister as a Bible Instructor and why you think you would make a successful Bible Instructor.

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Signed \_\_\_\_\_ (Signature of Applicant)

## II. CHURCH INFORMATION

Sponsoring Church \_\_\_\_\_

Pastor \_\_\_\_\_

Proposed Hire Date \_\_\_\_\_

Employment Status

\_\_\_\_\_ Part Time

\_\_\_\_\_ Less than 19 hours per week

\_\_\_\_\_ 19-29 hours per week

\_\_\_\_\_ 30-37 hours per week

\_\_\_\_\_ Full Time – 38 hours or more per week

Hourly Pay Rate \_\_\_\_\_

The *Bible Instructor Policy* (page 5) is to be reviewed and agreed to by the Bible Instructor applicant, the church pastor, and the church board.

A copy of the church board minutes with voted actions including the following is to be submitted with the Bible Instructor application:

1. To hire Bible Instructor applicant in compliance with the *Bible Instructor Policy*
2. Employee status
3. Hours of work per week
4. Hourly pay rate

Any changes to #2, #3 or #4 above must be approved by church board action, including resultant changes in church financial responsibilities as outlined in the *Bible Instructor Policy*, and a copy of the board action will be provided to the conference Treasury Department, Ministerial Department, and Secretariat.

**I understand and will comply with the *Bible Instructor Policy* and confirm the above stated employment status, weekly hours of employment, and hourly pay rate.**

\_\_\_\_\_  
Bible Instructor Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

## BIBLE INSTRUCTOR POLICY

Revised - 09/15/2014

The Bible Instructor's time should be spent finding interests, giving Bible studies, and in leading out or assisting in community outreach programs.

1. A minimum of 75% of said Bible Instructor's time is to be spent finding interests and giving Bible studies. Up to 25% of the time may be used in community outreach programs designed primarily for reaching non-SDAs with the gospel. Any assignments for the church beyond this, such as secretarial work, general errands, et cetera, are not part of this job description and will not be subsidized by the Conference.
2. The Bible Instructor will be required to submit a report quarterly to both the local church pastor and the Ministerial Director of the Conference. This report must be presented each quarter to the employing Church Board by the pastor. It is also recommended that the pastor and Bible Instructor meet together on a weekly basis for support, planning, and accountability.
3. The Conference may provide training events from time to time that the Bible Instructor will be expected to attend at Conference expense.
4. In order for a Bible Instructor to be hired, the Conference must agree in advance on the individual by name.
5. All Bible Instructors will be required to fill out forms required by the Government and the Conference before being employed and/or beginning work as a Kentucky-Tennessee Conference Bible Instructor.
6. Bible Instructors must complete "Shield the Vulnerable" and pass a background check before being employed.
7. The local church must, at the time of requesting the employment of a Bible Instructor, indicate the intended employment status, number of hours per week the employee is to work, and the hourly rate of pay. (See # 10 below). Part time Bible Instructors should be hired to work 25 hours per week. The local church will be responsible for the additional costs for those who work 30 hours or more per week as stated in # 9 below. Full time employment status is 38 hours or more per week.
8. Bible Instructors who work 19 hours or more per week are eligible to participate in the Conference Retirement Plan. The local church will be responsible to pay on a matching basis up to 3% of remuneration if the Bible Instructor contributes up to 3% of their remuneration to the SDA retirement plan.
9. 9. Benefits: Bible Instructors who work 30 hour or more per week will be eligible for Conference Health Care benefits. Those who work 38 hours or more per week will be eligible for all full time Conference Employee benefits. These full time employee benefits include life insurance, disability insurance, and other full time benefits. All costs of these additional benefits for those who work 30 hours or more per week add significantly to the cost of employment and will be the responsibility of the local church.
10. Wage and Hour law classifies Bible Instructors as non-exempt employees which means they must be paid as hourly workers. The hourly rate must at least equal the Federal minimum rate of \$7.25 per hour.
11. All Bible Instructors will be at will employees of the Conference and will be required to submit a report to the local church Treasurer for each pay period. They will be paid on the Conference bi-weekly payroll. Churches will provide the funding to pay Bible Instructors, understanding that the Conference may subsidize up to \$140.00 per bi-weekly pay period as stated in # 12 below.
12. The subsidy the Conference provides from Evangelism Funds, if available, is 33 1/3 % of the hourly wages the church decides to pay the Bible Instructor—up to a maximum of \$140.00 per bi-weekly pay period. (Example: If a Bible Instructor is paid \$9.00 an hour the Conference subsidy, if available, will be \$3.00 an hour.)
13. If asked, the Conference Treasury Department can help you determine the cost of employing a Bible Instructor.
14. The local pastor is to notify the Ministerial Department immediately when the employee ceases his/her Bible Instructor ministry through/for the local church. Ministerial Department will notify Secretariat and Treasury.
15. Any exceptions to the above policy must be approved by the Conference Administrative Committee (ADCOM).