

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 11/12/2020)

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 auto insurance carrier and policy # _____

Are you a United States citizen or have Department of Homeland Security Employment Eligibility Verification? Yes No

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)

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 _____

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

In addition to the name of your current pastor, provide the name of a person who knows you well, either personally or professionally, other than a relative.

1. Current Pastor _____

Address _____

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.

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

Email completed form to hr@kytn.net

BIBLE INSTRUCTOR POLICY

Revised - 11/12/2020

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 Pastor and Bible Instructor shall meet together at the end of each two week pay period for support, planning, and accountability. The Bible Instructor will be required to submit a written report quarterly to both the local church Pastor and the Ministerial Director of the Conference. This report must be presented each quarter to the local Church Board by the Pastor.
3. The Conference may provide training events from time to time that the Bible Instructor will be expected to attend at Conference expense.
4. A Bible Instructor applicant must be a United States citizen, or provide Department of Homeland Security Employment Eligibility Verification, and have Conference Administrative Committee (ADCOM) approval for employment.
5. All Bible Instructors will be required to fill out forms required by the Government and the Conference H/R Department before being employed and/or beginning work as a Kentucky-Tennessee Conference Bible Instructor.
6. Bible Instructors must complete "Sterling Volunteers" 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. 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 report via H/R Bamboo hours worked which must be approved by the Pastor and reported 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.) If asked, the Conference Treasury Department can help you determine the cost of employing a Bible Instructor
13. 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, H/R, and Treasury.

Any exceptions to the above policy must be approved by the Conference Administrative Committee (ADCOM).