

BIBLE INSTRUCTOR POLICY

Revised - 10/27/2015

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 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 employing 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. 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 signed by the Pastor 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).