

# POSITION DESCRIPTION

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**Position:** Harvest Victoria (HV) Bible Worker  
**Employer:** Seventh-day Adventist Church (Victorian Conference) Limited  
**Reporting to:** HV Regional Director (or Local Pastor at Director's discretion)

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The focus of the Seventh-day Adventist Church is the spreading of the Gospel of Jesus Christ, the spiritual nurture of its constituents and the professional management of the church, its organisation and facilities.

**Our Vision** is a thriving disciple making movement across Victoria.

**Our Mission** is to make disciples for Jesus Christ of all peoples, communicating the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12.

## Position Summary

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HV Bible Worker's role is to engage in the evangelistic outreach within their appointed area. He/she is to follow up Bible Study Interests/Contacts and be actively involved in events/program to seek new contacts.

The HV Bible Worker employed role is not to be used for other local church work

## Duties and Responsibilities

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The role of the HV Bible Worker is to:

1. Actively seek new contacts interested in Bible studies.
2. Prepare and conduct Bible studies using designated Bible lessons.
3. Encourage lay members to accompany them on Bible studies.
4. Follow up key Bible study interests in the lead up to Revelation Today evangelistic meetings in May 2019.
5. Invite the Bible study interest to the HV meetings and remain in contacts with them during the meetings.
6. Follow up contacts after the meetings.
7. Collaborate with local pastors in preparing contacts for baptism.
8. Engage the help of local church members to ensure a network of friendships are established for contacts to feel genuinely welcomed, loved and nurtured.
9. Attend training including "Joining Christ in the Harvest (v2)" in January 2019.



10. Maintain contact records, including keeping contact details updated on designated databases (including but not limited to AdHub) and/or with the Interest Coordinator, as directed.
11. Attend meetings as required, including meetings with the Supervisor and other HV staff.

Activities that are specifically **excluded** from the paid role but expected from the Harvest Victoria Bible Worker on the basis that they are performed by active church members, and thus, as an active member of a church the Bible Worker would be doing these anyway are:

1. Personal devotions.
2. Attendance at Sabbath School and church worship.

## Eligibility Requirements

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### Mandatory Requirements

1. A commitment to the teachings, beliefs and values of the Seventh-day Adventist Church.
2. Have the legal right to work in Australia, and provide proof of this as requested.
3. Obtain and maintain a current 'Employee' Victorian Working With Children Check linked to the Victorian Conference. It is the responsibility of the incumbent to ensure this does not lapse nor is revoked while holding this position.
4. Provide a current national police record with no relevant reportable outcomes to the Employer as and when requested.
5. Possess and exhibit a high level of English verbal and written communication skills.
6. Computer literacy including the ability to transfer this skill to the designated computer programs used by the role.

### Preferred Requirements

1. A valid driver's licence.
2. Training in "Joining Christ in the Harvest", Arise", Pastoral Worker training, or equivalent.

### Behavioural Competencies

The Bible Worker is expected to demonstrate the following competencies. Refer to the Competency Framework factsheets for fuller descriptions of each competency:

#### Core

1. **Working with People (2.1)** – Shows respect for the views and contributions of other team members; consults with others and shares information and expertise with them.



2. **Adhering to Principles and Values (2.2)** – Believes in the principles of the Seventh-day Adventist Church; upholds the organisation’s values.
3. **Planning and Organising (6.1)** – Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances.

Specific to position

1. **Relating and Networking (3.1)** – Establishes good relationships with individuals and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
2. **Presenting and Communicating Information (3.3)** - Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly.

## Confirmation

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I, the undersigned, have read and understood the requirements of this Harvest Victoria Bible Worker Position Description.

I accept the position in accordance with the details as outlined.

**Signed by Appointed Person**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**Signed on Behalf of Employer**

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

