

ROCKY MOUNTAIN CONFERENCE

ADVENTURER/PATHFINDER CONSTITUTION AND BYLAWS

Revised September 2023

ARTICLE I: ORGANIZATION OF THE ROCKY MOUNTAIN CONFERENCE ADVENTURER/PATHFINDER LEADERSHIP STRUCTURE

Section A: Organizational Structure

The Constitution and By Laws are prepared to provide an understanding of the Adventurer and Pathfinder leadership structure of the Rocky Mountain Conference (RMC) of the Seventh-day Adventist (SDA) Church. It also outlines all RMC Adventurer and Pathfinder policies.

1. It is designed to provide information concerning leadership selection, qualifications, and duties as follows:
 - a. RMC Club Ministries Director – Article III
 - b. Adventurer/Pathfinder Council – Article IV
 - c. Adventurer/Pathfinder Sub-Council – Article V
 - d. Executive Coordinator(s) – Article VI
 - e. Adventurer Coordinator(s) – Article VII
 - f. Pathfinder Coordinator(s) – Article VIII
 - g. Master Guide Coordinator(s) – Article IX
 - h. Teen Coordinator(s) – Article X
 - i. TLT Coordinator(s) – Article XI
 - j. Training Coordinator(s) – Article XII
 - k. Area Coordinators – Article XIII
 - * *Note: Adventurer/Pathfinder Club Directors – See the Adventurer or Pathfinder Staff Manual for a description of duties.*
2. Processes
 - a. Nomination and Voting Process – Article XIV
 - b. Removal Process – Article XV
 - c. Replacement Process – Article XVI
 - d. Amendment Process – Article XVII
3. Appointed Positions – Appendix I
 - a. Pathfinder Bible Experience (PBE) Master – Article I
 - b. Conference Drill Master – Article II
 - c. Outdoorsman Master – Article III
 - d. Pinewood Derby Master – Article IV
 - e. Audio/Video Master – Article V
 - f. Praise Team Master – Article VI

39 **ARTICLE II: STATEMENT OF PURPOSE OF ADVENTURER/PATHFINDER MINISTRY:**

40 **Section A: Purpose**

- 41 1. The purpose of the Adventurer Ministry is to provide fun and creative ways for children to
42 develop a Christ-like character, experience the joy and satisfaction of doing things well, express
43 their love for Jesus in a natural way, learn good sportsmanship and strengthen their ability to get
44 along with others, discover their God-given abilities and to know how to use them to benefit self
45 and others, and to improve their understanding of what makes families strong.
- 46 2. The purpose of the Pathfinder Ministry is to provide a key step in the educational program of the
47 SDA Church by providing the opportunity to take young people out of their usual setting and
48 into outdoor adventure. It is to develop a balanced physical, mental, social, and spiritual life. It
49 is to teach skills that are meaningful and to give opportunities for development, discipline,
50 leadership, and to care for those less fortunate. This ministry offers action, adventure, challenge,
51 and group activities that produce team spirit and loyalty to God and man.
- 52 3. The Master Guide Ministry is a ministry with an emphasis on service and active involvement in
53 Youth and Children's Ministries. It is a leadership role within the Adventurer, Pathfinder,
54 Youth, Young Adult, Camp, Children's, and Sabbath School Ministries. Master Guides should
55 be willing to serve the church in any of these areas of ministry. It is expected that all Master
56 Guides will model a viable lifestyle of the SDA Church and will remain active in these
57 ministries as a leader.

58 **Section B: Authority**

59 The existence of the RMC Adventurer and Pathfinder Ministries is confirmed by approval of the
60 Executive Committee of the Rocky Mountain Conference of Seventh-day Adventists as recorded in
61 the RMC Executive Committee minutes. The RMC Executive Committee has further endorsed a
62 RMC executive team made up of SDA Adventurer and Pathfinder leaders.

63 **ARTICLE III: RMC CLUB MINISTRIES DIRECTOR**

64 **Section A: Section**

65 The RMC Adventurer/Pathfinder Council recommends to the RMC Executive Committee that when
66 filling the position of the RMC Club Ministries Director certain criteria and procedures be
67 considered in that process, i.e., the Conference President will consult the Adventurer/Pathfinder
68 Executive Coordinator(s) and recommend a possible meeting with the candidate(s). The RMC
69 Adventurer/Pathfinder Council would appreciate the opportunity to interview the selected
70 candidates.

71 **Section B: Suggested Qualifications of the RMC Club Ministries Director**

- 72 1. Love for children.
73 2. Club Director for at least three (3) years.
74 3. Be a Master Guide.
75 4. Have Pastoral experience.

76 **Section C: Duties of the RMC Club Ministries Director**

- 77 1. The RMC Club Ministries Director is the Chairman of the annual Leadership Convention
78 business meeting.
- 79 2. The RMC Club Ministries Director is the Chairman of the RMC Adventurer/Pathfinder Council
80 and an Advisor to the Adventurer/Pathfinder Sub-Council. These councils cannot function
81 without the close cooperation of the RMC Club Ministries Director.
- 82 3. The RMC Club Ministries Director possesses the power to refer all decisions passed by the
83 RMC Adventurer/Pathfinder Council and Adventurer/Pathfinder Sub-Council back to those
84 groups for further revision or modification.
- 85 4. The RMC Club Ministries Director is responsible to coordinate reimbursement to RMC
86 Adventurer/Pathfinder Council members for approved expenses of their ministry, as funds are
87 available.
- 88 5. The RMC Club Ministries Director may appoint other temporary positions to the
89 Adventurer/Pathfinder Council. The Council must approve such appointments.
- 90 6. The RMC Club Ministries Director will be accountable for addressing all concerns forwarded
91 from the Council and/or Sub-Council concerning performance of any person assigned to the
92 RMC Adventurer/Pathfinder leadership.
- 93 7. The RMC Club Ministries Director will be accountable to the Council and/or Sub-Council
94 regarding personal performance and conduct. All concerns will be addressed appropriately by
95 the Council and/or Sub-Council. If they are unable to be resolved, then they should be
96 forwarded to the RMC Youth Director, Executive Committee, i.e., the Conference President, for
97 further action.
- 98 8. The RMC Club Ministries Director will compile all evaluations pertaining to the
99 Adventurer/Pathfinder leadership received during the annual Leadership Convention and report
100 the results to the respective person(s) at the Council Weekend.
- 101 9. The RMC Club Ministries Director or other designee is recommended, but not required, to
102 maintain an Administrative Point System for all positions outlined in the RMC
103 Adventurer/Pathfinder Constitution. This point system will be outlined and maintained in a
104 separate document.
- 105 10. The RMC Club Ministries Director shall conduct a yearly review, at a minimum, of all staff
106 including the Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s),
107 Master Guide Coordinator(s), Teen Coordinator(s), Area Coordinator(s), and Council Members.

108 **Section D: Function as an Executor of Plans**

109 The RMC Club Ministries Director is responsible for the execution of decisions agreed upon by the
110 Adventurer/Pathfinder Council and the Adventurer/Pathfinder Sub-Council.

111 **ARTICLE IV: ADVENTURER/PATHFINDER COUNCIL**

112 **Section A: Composition**

- 113 1. Club Ministries Director, Chairperson
- 114 2. Executive Coordinator(s), Vice-Chairperson
- 115 3. Adventurer Coordinator(s)
- 116 4. Pathfinder Coordinators(s)
- 117 5. Master Guide Coordinator(s)
- 118 6. Teen Coordinator(s)

- 119 7. TLT Coordinator(s)
120 8. Training Coordinator(s)
121 9. Area Coordinator(s)
122 10. Two (2) Teen Representatives
123 11. One (1) – four (4) Assistant Teen Representatives at large at the discretion of the Club
124 Ministries Director and Executive Coordinator(s).
125 12. Two (2) Adventurer “At Large” members
126 13. Two (2) Pathfinder “At Large” members
127 14. Any other temporary position appointed by the RMC Club Ministries Director and approved by
128 the Council, i.e., Pathfinder Bible Experience (PBE) Master, Drill Master, etc..., can be invited
129 guests to the Council meeting(s) that pertain to their specific activities.
130 15. At the discretion of the RMC Club Ministries Director, the Youth Director and/or Assistant
131 Youth Director(s) may be invited to participate as nonvoting members.

132 **Section B: Selection**

- 133 1. The RMC Club Ministries Director, Executive Coordinator(s), Adventurer Coordinator(s),
134 Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
135 Coordinator(s), Training Coordinator(s), and Area Coordinator(s) serve by virtue of their
136 positions.
137 2. The Assistant Teen Representatives (one boy and one girl) will be voted on by all RMC
138 Pathfinder Teens/TLTs present at the annual RMC Fall Camporee, as well as the RMC Club
139 Ministries Director, Executive Coordinator(s), Pathfinder Coordinator(s), Teen Coordinator(s),
140 and members of the Teen Committee. On the years of the Union or Division Camporees, the
141 Assistant Teen Representative(s) will be selected during the annual May Pathfinder Fair event
142 prior to the awards ceremony.
143 a. Names must be submitted to the RMC Youth Department no later than 45 days prior to
144 the Camporee or Fair event. Submitted names shall be forwarded on to the
145 Adventurer/Pathfinder Sub-Council for tracking purposes.
146 b. Nominations will be compiled by the RMC Club Ministries Director and sent to the club
147 directors for distribution to the individual club teens to provide opportunity for feedback
148 no later than 30 days prior to the Camporee or Fair event.
149 c. The RMC Club Ministries Director must receive any concerns no later than 15 days
150 prior to the Camporee or Fair event. In the absence of the Club Ministries Director, the
151 Executive Coordinator(s) will compile the nominations.
152 d. The voting process will be followed as outlined in Article XIV: Section C: Voting
153 Requirements.
154 e. The Assistant Teen Representatives’ term will be for a lifetime maximum of one (1)
155 year.
156 f. Teens aspiring to the Assistant Teen Representatives’ term will prepare a 2-4 minute
157 creative video introducing themselves and expressing their desire to be considered for
158 the position. Videos are to be submitted to the RMC Club Ministries Director or
159 Executive Coordinator(s) no later than 45 days prior to the Camporee or Fair event and
160 will be distributed to all RMC pathfinder club directors at least 30 days prior to the
161 Camporee or Fair event.

- 162 g. At times, more than one teen may be well qualified for the position of Assistant Teen
163 Representative but may not have been chosen by their peers during the voting process. In
164 these instances, at the discretion of the Club Ministries Director and Executive
165 Coordinator(s), qualifying teen(s) may be invited to serve in one of the four (4)
166 maximum available assistant teen representative positions. These Teens will be a part of
167 the Adventurer/Pathfinder council and will serve alongside the voted Assistant Teen
168 Representatives assisting the Teen Representatives in their assigned duties.
- 169 I. To qualify, a teen must have gone through the election process of Assistant
170 Teen Representative.
 - 171 II. Assistant teen representatives at large will serve for a lifetime maximum of
172 two (2) years. However, at the end of their first (1st) year, they will need to
173 attempt election to the Teen Representative position. If not elected to that
174 position by their peers, they may choose to continue serving in the
175 Assistant Teen Representative position for the second (2nd) year in one (1)
176 of the four (4) Assistant Teen Representative positions available at the
177 discretion of the Club Ministries Director and Executive Coordinator(s).
- 178
- 179 3. The Teen Representatives (one boy and one girl) will serve on the Adventurer/Pathfinder
180 Council.
- 181 a. Running for the position of the Teen Representatives is required after having served as
182 Assistant Teen Representative the immediate prior year.
 - 183 b. The Teen Representative's term will be for a lifetime maximum of one (1) year.
 - 184 c. In the event that a Teen Representative becomes inactive or must be replaced, i.e., drops
185 out of a Pathfinder Club, the procedure will be followed as outlined in Article XV:
186 Removal Process and/or Article XVI: Replacement Process.
- 187 4. The "At Large" members shall be elected at the annual Leadership Convention.
- 188 5. All "At Large" members shall be elected by 2/3 vote of those members present at the annual
189 Leadership Convention. All Adventurer leadership will vote for the Adventurer "At Large"
190 members as well as the Club Ministries Director, Executive Coordinator(s), Adventurer
191 Coordinator(s), Master Guide Coordinator(s), and Adventurer ACs. All Pathfinder leadership
192 including Teens/TLTs will vote for the Pathfinder "At Large" members as well as the Club
193 Ministries Director, Executive Coordinator(s), Pathfinder Coordinator(s), Master Guide
194 Coordinator(s), and Pathfinder ACs.
- 195 6. All "At Large" members shall be active Club Directors.
- 196 7. All "At Large" members shall serve a term of two (2) years. Each "At Large" member may be
197 reelected for an unlimited number of consecutive terms.

198 **Section C: Purpose**

- 199 1. The purpose of the Adventurer/Pathfinder Council is:
- 200 a. Spiritual nurturing of the Adventurer/Pathfinder Ministries.
 - 201 b. The development of activities that uphold the principles of the Adventurer and
202 Pathfinder Pledge and Law.
- 203 2. The Adventurer/Pathfinder Council is the decision-making body of the Adventurer/Pathfinder
204 Ministries and is accountable to the leadership body at the annual Leadership Convention.
- 205 3. All meetings will be conducted in accordance with Robert's Rules of Order.

206 **Section D: Duties of the Adventurer/Pathfinder Council**

- 207 1. The Adventurer/Pathfinder Council shall meet once per quarter (four times per year) or more
208 often as called to do so by the RMC Executive Coordinator(s). Said meetings shall take place at
209 the RMC office or other acceptable location as designated by the Executive Coordinator(s).
- 210 2. Valid decisions shall only be made at the Council meetings at which a quorum of at least one
211 half (½) of the Council members are present. Decisions shall be made by majority vote of those
212 members present. In the absence of the RMC Club Ministries Director, all decisions will be
213 subject to the RMC Club Ministries Director’s review or referred back to the Council for further
214 review.
- 215 3. All Council members will attend the Council meetings.
- 216 4. Be active in planning and executing Conference and Area Adventurer/Pathfinder events.
- 217 5. Be willing to assist the Adventurer/Pathfinder Ministries as needed.
- 218 6. Abide by the RMC Adventurer/Pathfinder Constitution and By Laws.
- 219 7. Review the planning and research submitted by the Adventurer/Pathfinder Sub-Council.
- 220 8. In the absence of the Chairperson, the Vice-Chairperson is to chair the Adventurer/Pathfinder
221 Council meetings and report to the Chairperson all decisions reached at said meetings.
- 222 9. In an emergency, and in the absence of the Chairperson, the Vice-Chairperson has the
223 responsibility of organizing the Adventurer/Pathfinder Council to ensure the continued
224 operation of the Adventurer/Pathfinder Ministries.
- 225 10. The Adventurer/Pathfinder Council Scribe shall keep accurate minutes of all Council meetings.
226 The Council Scribe shall be a person designated by the Executive Coordinator(s).
- 227 a. Said minutes shall be taken at each Council meeting and later transcribed by the Council
228 Scribe for retention. Said minutes shall be maintained by the Executive Coordinator(s)
229 and/or his/her designee.
- 230 b. A duplicate copy of said minutes shall be forwarded to and maintained at the RMC
231 Youth Department office.
- 232 c. Said minutes shall be forwarded by the Council Scribe, after being proofread, to the
233 Council members as soon as possible and shall be reviewed by the Council members at
234 the next Council meeting.

235 **ARTICLE V: ADVENTURER/PATHFINDER SUB-COUNCIL**

236 **Section A: Composition**

- 237 1. Club Ministries Director, Advisor
- 238 2. Executive Coordinator(s), Chairman
- 239 3. Adventurer Coordinator(s), Vice-Chairman
- 240 4. Pathfinder Coordinator(s), Vice-Chairman
- 241 5. Master Guide Coordinator(s)
- 242 6. Teen Coordinator(s)
- 243 7. TLT Coordinator(s)
- 244 8. Two (2) Pathfinder “At large” members
- 245 9. Two (2) Adventurer “At large” members

- 246 10. Any other temporary position appointed by the RMC Club Ministries Director and approved by
247 the Sub-Council, i.e., Pathfinder Bible Experience (PBE) Master, Drill Master, etc..., can be
248 invited guests to the Sub-Council meeting(s) that pertain to their specific activities.
- 249 11. At the discretion of the RMC Club Ministries Director, the Youth Director and any Assistant
250 Youth Directors may be invited to participate as a nonvoting member.

251 **Section B: Selection**

- 252 1. The RMC Club Ministries Director, Executive Coordinator(s), Pathfinder Coordinator(s),
253 Adventurer Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
254 Coordinator(s) serve by virtue of their positions.
- 255 2. All “At large” members shall be elected at the annual Leadership Convention.
- 256 3. All Adventurer “At large” members shall be elected by 2/3 vote of the Adventurer leadership
257 present at the annual Leadership Convention including the Club Ministries Director, Executive
258 Coordinator(s), Adventurer Coordinator(s), Master Guide Coordinator(s), and all Adventurer
259 ACs.
- 260 4. All Pathfinder “At large” members shall be elected by 2/3 vote of the Pathfinder leadership
261 present at the annual Leadership Convention including the Club Ministries Director, Executive
262 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s),
263 TLT Coordinator(s), Training Coordinator(s), and all Pathfinder ACs.
- 264 5. All “At large” members must be active members of the Adventurer/Pathfinder Council.
- 265 6. All “At large” members shall serve a term of two (2) years. Each “At large” member may be
266 reelected for an unlimited number of consecutive terms.

267 **Section C: Purpose**

- 268 1. The Sub-Council shall exist to aid in the success of the RMC Adventurer and Pathfinder
269 Ministries.
- 270 2. The Sub-Council shall function as the advisory body to facilitate the decision-making process of
271 the Adventurer/Pathfinder Council.
- 272 a. The Sub-Council will make suggestions to and accept decisions from the
273 Adventurer/Pathfinder Council.
- 274 b. The Sub-Council will conduct the day-to-day operations and make decisions to provide
275 continuity within the Adventurer/Pathfinder Ministries.
- 276 c. The Sub-Council will conduct the strategic planning as well as project research. This
277 information will be presented to the Adventurer/Pathfinder Council for review.
- 278 d. The Sub-Council will manage projects approved by the Adventurer/Pathfinder Council.
- 279 3. All meetings will be conducted in accordance with Robert’s Rules of Order.

280 **Section D: Duties of the Adventurer/Pathfinder Sub-Council.**

- 281 1. The Sub-Council shall meet once per calendar month or more often as called to do so by the
282 RMC Executive Coordinator(s). Said meetings shall take place at the RMC office or other
283 acceptable location as designated by the Executive Coordinator(s).
- 284 2. Valid decisions shall be made only at Sub-Council meetings at which a quorum of at least one
285 half (½) of the Sub-Council members are present. Decisions made shall be by a majority vote of
286 those members present and, in the absence of the RMC Club Ministries Director, may also be

- 287 subject to review by the RMC Club Ministries Director or referred back to the Sub-Council for
288 further review or modification.
- 289 3. Sub-Council members may assist and, if necessary, substitute for Area Coordinators in any
290 function/duty of the Area Coordinators as needed.
 - 291 4. Sub-Council members are expected to keep accurate records of travel and
292 Adventurer/Pathfinder contacts. This information should be kept in an appropriate log.
 - 293 5. Sub-Council members shall present the above information to the RMC Club Ministries Director
294 upon request.
 - 295 6. Submit travel reimbursement requests within 30 days of incurred expense.
 - 296 7. The Adventurer/Pathfinder Sub-Council Scribe shall keep accurate minutes of all Sub-Council
297 meetings. The Sub-Council Scribe shall be a person designated by the Executive Coordinator(s).
298 The Scribe may also be the same as the Council Scribe.
 - 299 a. Said minutes shall be taken at each Sub-Council meeting and later transcribed by the
300 Sub-Council Scribe for retention. Said minutes shall be maintained by the Executive
301 Coordinator(s) and/or his/her designee.
 - 302 b. A duplicate copy of said minutes shall be forwarded to and maintained at the RMC
303 Youth Department office.
 - 304 c. Said minutes shall be forwarded by the Sub-Council Scribe to the Sub-Council members
305 as soon as possible and shall be reviewed by the Sub-Council members at the next Sub-
306 Council meeting.

307 **ARTICLE VI: EXECUTIVE COORDINATOR(S)**

308 **Section A: Selection**

- 309 1. The Executive Coordinator(s) shall be elected at the annual Leadership Convention for a term of
310 three (3) years, subject to approval of the RMC Club Ministries Director.
- 311 2. Prior to the annual Leadership Convention, nominated Executive Coordinator(s) are evaluated,
312 and recommendations will be made by the RMC Club Ministries Director. See Article XIV:
313 Section B: Nomination Process.
- 314 3. The Executive Coordinator(s) may be reelected for an unlimited number of consecutive terms.

315 **Section B: Qualifications of the Executive Coordinator(s)**

- 316 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
317 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
- 318 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
319 Elder, or an Adventurer/Pathfinder leader.
- 320 3. Must have been a Director of a club for at least three (3) years.
- 321 4. Must have at least three (3) years experience as an Area Coordinator.
- 322 5. Must have at least three (3) years experience as the Adventurer, Pathfinder, or Master Guide
323 Coordinator.
- 324 6. Must be a Master Guide and have the Pathfinder Instructor Award (PLA) or Adventurer
325 Instructor Growth (AIG) or be working towards completion within one (1) year of the Executive
326 Coordinator(s) appointment.
- 327 7. Demonstrate keen interest and maintain active involvement in the Adventurer or Pathfinder
328 Ministries.

- 329 8. Should possess strong people skills and be a great team player.
330 9. Must submit to a criminal background check as required by the RMC.
331 10. Must be willing to submit to yearly evaluations by the leadership at large at the annual
332 Leadership Convention.
333 11. Must be an active leader in the RMC Adventurer/Pathfinder Ministries for a minimum of the
334 two (2) previous years.
335 12. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
336 Director, subject to approval and 2/3 vote by all members present at the annual Leadership
337 Convention.

338 **Section C: Duties of the Executive Coordinator(s)**

- 339 1. Be available to advise Adventurer, Pathfinder, and Master Guide Coordinators.
340 2. Provide input on any matters pertaining to the RMC Adventurer/Pathfinder/Master Guide
341 Ministries.
342 3. Have a working relationship with the RMC Club Ministries Director and act as support for the
343 RMC Club Ministries Director.
344 4. Report to the RMC Club Ministries Director on all Adventurer/Pathfinder Council and
345 Adventurer/Pathfinder Sub-Council activities.
346 5. Serve as Chairperson of the Adventurer/Pathfinder Sub-Council.
347 6. Serve as Vice-Chairperson for all other Adventurer/Pathfinder activities and committees when
348 the Club Ministries Director is present and as Chairperson if the Club Ministries Director is
349 absent.
350 7. Present the appropriate budget indicating the current financial status at every
351 Adventurer/Pathfinder Council meeting.
352 8. Oversee planning and administration of all Adventurer/Pathfinder Ministries, functions, and
353 training, to include but not limited to:
354 a. Communication – gather articles/information for a newsletter or the webpage as needed.
355 b. Report Forms – create and update AC/Adventurer/Pathfinder/Teen Forms.
356 c. Points – maintain AC points for RMC Club Ministries Director.
357 d. Annual Leadership Convention – plan and schedule weekend.
358 e. Council Weekend – plan and schedule weekend.
359 f. Pathfinder Bible Experience (PBE) – assist with PBE activities as needed.
360 g. Fairs – work with the Pathfinder Coordinator(s) as needed.
361 h. Camporees – work with the Pathfinder Coordinator(s) as needed.
362 i. Adventurer Fun Day – work with the Adventurer Coordinator(s) as needed.
363 j. Teen Summit – work with the Teen Coordinator(s) as needed.
364 k. Teen River Trip – work with a designated leadership team.
365 l. MG Training – work with the Training Coordinator(s) as needed.
366 m. PLA, ALG, PIA, AIG – work with the Training Coordinator(s) as needed.
367 n. Budgets – maintain with the Club Ministries Director.
368 9. Notify clubs of the selected positions that will expire at the annual Leadership Convention. See
369 Article XIV: Section B: Nomination Process.
370 10. Keep accurate records of travel and Adventurer/Pathfinder contacts. This information should be
371 kept in an appropriate log.
372 11. Submit travel reimbursement request within 30 days of the incurred expense.

- 373 12. Compile all evaluations pertaining to the RMC Club Ministries Director received during the
374 annual Leadership Convention. Present the results to the Club Ministries Director prior to the
375 Council Weekend.
- 376 13. Assist the RMC Club Ministries Director in compiling all evaluations pertaining to the
377 Adventurer/Pathfinder Coordinator(s) received during the annual Leadership Convention.
- 378 14. Encourage growth and learning among Adventurer Coordinator(s), Pathfinder Coordinator(s),
379 Master Guide Coordinator(s), Teen Coordinator(s), TLT Coordinator(s), Adventurer and
380 Pathfinder Area Coordinator(s), and Club Directors.
- 381 15. Fulfill all requirements of the suggested Administrative Point System, if utilized and
382 implemented as outlined in Article III: Section C: 9.

383 **ARTICLE VII: ADVENTURER COORDINATOR(S)**

384 **Section A: Selection**

- 385 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
386 the approval of the RMC Club Ministries Director.
- 387 2. Prior to the annual Leadership Convention, nominated Adventurer Coordinator(s) are evaluated
388 and recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
389 Nomination Process.
- 390 3. The Adventurer Coordinator(s) may be reelected for an unlimited number of consecutive terms.

391 **Section B: Qualifications of the Adventurer Coordinator(s).**

- 392 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
393 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
- 394 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
395 Elder, or an Adventurer/Pathfinder leader.
- 396 3. Must have been a Director of a club for at least three (3) years.
- 397 4. Must have at least three (3) years experience as an Adventurer Area Coordinator.
- 398 5. Must have the Adventurer Leadership Growth (ALG) or be working towards completion within
399 one (1) year of Adventurer Coordinator appointment.
- 400 6. Demonstrate a keen interest and maintain active involvement in Adventurer Ministries.
- 401 7. Should possess strong people skills and be a great team player.
- 402 8. Must submit to a criminal background check as required by the RMC.
- 403 9. Must be willing to submit to yearly evaluations by the leadership at large at the annual
404 Leadership Convention.
- 405 10. Must be an active leader in the RMC Adventurer Ministry for a minimum of the two (2)
406 previous years.
- 407 11. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
408 Director, subject to the approval and 2/3 vote by the Adventurer members present at the annual
409 Leadership Convention.

410 **Section C: Duties of the Adventurer Coordinator(s)**

- 411 1. Be available to advise all Adventurer Area Coordinators.
- 412 2. Provide input on matters pertaining to the RMC Adventurer Ministry.

- 413 3. Be the main point-of-contact to the RMC Adventurer Ministry regarding family networking
414 questions and programming.
- 415 4. Have a working relationship with RMC Club Ministries Director, Executive Coordinator(s),
416 Pathfinder Coordinator(s), Master Guide Coordinator(s), and support the RMC Youth Director
417 and Executive Coordinator(s).
- 418 5. Work with the RMC Club Ministries Director, Executive Coordinator(s), and Adventurer
419 Coordinator(s) regarding any other family networking matters throughout the year.
- 420 6. Make progress reports to the executive Coordinator(s) on all Adventurer/Pathfinder Council and
421 Sub-Council activities regarding Adventurer Ministries.
- 422 7. Make progress reports to the executive Coordinator(s) on all Adventurer Coordinator(s)
423 regarding any other family networking programs.
- 424 8. Assist the RMC Club Ministries Director and Executive Coordinator(s) with other activities as
425 needed including but not limited to
- 426 a. Family Networking – plan family networking activities as needed.
- 427 9. Coordinate the conducting of Adventurer Investiture services along with Pathfinder Investiture
428 services where possible.
- 429 10. Ensure growth and learning among Area Coordinators and Club Directors for the total
430 Adventurer Ministry.
- 431 11. Attend Adventurer/Pathfinder Council and Adventurer/Pathfinder Sub-Council meetings.
- 432 12. Assist in planning and administration of Fun Day, training courses, Investitures, and other
433 conference Adventurer functions as needed, to include but not limited to:
- 434 a. Communication – gather and submit articles/information to Executive Coordinator(s) or
435 Webmaster as needed/requested.
- 436 b. Points – maintain Adventurer points for clubs.
- 437 c. Investitures – work with Pathfinder Coordinator(s) to coordinate Investitures together
438 where possible.
- 439 d. Annual Leadership Convention – assist Executive Coordinator(s) in planning as needed.
- 440 e. Council Weekend – assist Executive Coordinator(s) in planning as needed.
- 441 f. Adventurer Fun Day – plan/schedule staying in close contact with Executive
442 Coordinator(s)
- 443 13. Keep accurate records of travel and Adventurer contacts. This information should be kept in an
444 appropriate log.
- 445 14. Send a report of all Adventurer activities and family networking activities to the Executive
446 Coordinator(s) by the 10th of the following month.
- 447 15. Submit travel reimbursement requests within 30 days of the incurred expense.
- 448 16. Serve as the Vice-Chairperson alternate for the Adventurer/Pathfinder Council in the absence of
449 the RMC Club Ministries Director or Executive Coordinator(s).
- 450 17. Serve as the Vice-Chairperson alternate of the Adventurer/Pathfinder Sub-Council.
- 451 18. Assist the RMC Club Ministries Director in compiling all evaluations pertaining to the
452 Adventurer Area Coordinators received during the annual Leadership Convention.
- 453 19. Fulfill all requirements of the suggested Administrative Point System, if utilized and
454 implemented as outlined in Article III: Section C: 9

455 **ARTICLE VIII: PATHFINDER COORDINATOR(S)**

456 **Section A: Selection**

- 457 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
458 the approval of the RMC Club Ministries Director.
- 459 2. Prior to the annual Leadership Convention, nominated Pathfinder Coordinator(s) are evaluated
460 and recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
461 Nomination Process.
- 462 3. The Pathfinder Coordinator(s) may be reelected for an unlimited number of consecutive terms.

463 **Section B: Qualifications of the Pathfinder Coordinator(s)**

- 464 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
465 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
- 466 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
467 Elder, or an Adventurer/Pathfinder leader.
- 468 3. Must have been a Director of a club for at least three (3) years.
- 469 4. Must have at least three (3) years experience as a Pathfinder Area Coordinator.
- 470 5. Must have the Pathfinder Leadership Award (PLA) or be working towards successful
471 completion of continuing education in the AYMT program within one (1) year of the Pathfinder
472 Coordinator appointment.
- 473 6. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.
- 474 7. Should possess strong people skills and be a great team player.
- 475 8. Must be willing to submit to a criminal background check as required by the RMC.
- 476 9. Must be willing to submit to yearly evaluations by the leadership at large at the annual
477 Leadership Convention.
- 478 10. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
479 years.
- 480 11. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
481 Director, subject to approval and 2/3 vote of the Pathfinder members including Teens/TLTs at
482 the annual Leadership Convention.

483 **Section C: Duties of the Pathfinder Coordinator(s)**

- 484 1. Be available to advise all Pathfinder Area Coordinators.
- 485 2. Provide input on matters pertaining to the RMC Pathfinder Ministries.
- 486 3. Have a working relationship with the RMC Club Ministries Director, Executive Coordinator(s),
487 Adventurer Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s) TLT
488 Coordinator(s) and support the RMC Club Ministries Director and Executive Coordinator(s).
- 489 4. Make progress reports to the Executive Coordinator(s) on all Adventurer/Pathfinder Council and
490 Sub-Council activities regarding Pathfinder Ministries.
- 491 5. Coordinate the conducting of Pathfinder Investiture services along with Adventurer services
492 where possible.
- 493 6. Encourage growth and learning among Area Coordinators and Club Directors for the total
494 Pathfinder Ministry.
- 495 7. Attend Adventurer/Pathfinder Council meetings and Adventurer/Pathfinder Sub-Council
496 meetings.
- 497 8. Assist in planning and administration of Fairs, Camporees, training courses, Investitures, and
498 other RMC Pathfinder functions, to include but not limited to:

- a. Communication – gather and submit articles/information to Executive Coordinate(s) or webmaster as needed/requested.
 - b. Points – maintain Pathfinder points for clubs.
 - c. Investitures – work with Adventurer Coordinator(s) to coordinate Investitures together where possible.
 - d. Annual Leadership Convention – assist Executive Coordinator(s) in planning as needed.
 - e. Council Weekend – assist Executive Coordinator(s) in planning as needed.
 - f. Pathfinder Bible Experience (PBE) – assist with PBE activities as needed.
 - g. Fairs – plan/schedule staying in close contact with Executive Coordinator(s)
 - h. Camporees – plan/schedule staying in close contact with Executive Coordinator(s)
9. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an appropriate log.
 10. Send a report of all Pathfinder activities to the Executive Coordinator(s) by the 10th of the following month.
 11. Submit travel reimbursement requests within 30 days of the incurred expense.
 12. Serve as Vice-Chairperson alternate of the Adventurer/Pathfinder Council in the absence of the RMC Club Ministries Director or Executive Coordinator(s).
 13. Serve as the Vice-Chairperson for the Adventurer/Pathfinder Sub-Council.
 14. Assist the RMC Club Ministries Director in compiling all evaluations pertaining to the Pathfinder Area Coordinator(s) received during the annual Leadership Convention.
 15. Fulfill all requirements of the suggested Administrative Point System, if utilized and implemented as outlined in Article III: Section C: 9.

521 **ARTICLE IX: MASTER GUIDE COORDINATOR(S)**

522 **Section A: Selection**

- 523 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
524 approval of the RMC Club Ministries Director.
- 525 2. Prior to the annual Leadership Convention, nominated Master Guide Coordinator(s) are
526 evaluated and recommendations made by the RMC Club Ministries Director. See Article XIV:
527 Section B: Nomination Process.
- 528 3. The Master Guide (MG) Coordinator(s) may be reelected for an unlimited number of
529 consecutive terms.

530 **Section B: Qualifications of the Master Guide Coordinator(s)**

- 531 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
532 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
- 533 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
534 Elder, or an Adventurer/Pathfinder leader.
- 535 3. Must have been a Director of an Adventurer/Pathfinder club for at least three (3) years.
- 536 4. Must be a Master Guide for a minimum of five (5) years.
- 537 12. Must have the PIA or ALG or be working towards successful completion of continuing
538 education in the AYMT program within one (1) year of the Master Guide Coordinator
539 appointment.

- 540 5. Demonstrate a keen interest and maintain active involvement in Adventurer, Pathfinder, Master
541 Guide, and Youth Ministries.
- 542 6. Should possess strong people skills and be a great team player.
- 543 7. Must be willing to submit to a criminal background check as required by the RMC.
- 544 8. Must be willing to submit to yearly evaluations by the leadership at large at the annual
545 Leadership Convention.
- 546 9. Must be an active leader in the RMC Adventurer, Pathfinder, or Master Guide Ministries for a
547 minimum of the two (2) previous years.
- 548 10. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
549 Director, subject to approval and 2/3 vote by those members present at the annual Leadership
550 Convention.

551 **Section C: Duties of the Master Guide Coordinator(s)**

- 552 1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth
553 Ministry Activities.
- 554 2. Have a working relationship with the RMC Club Ministries Director, Executive Coordinator(s),
555 Adventurer Coordinator(s), and Pathfinder Coordinator(s), and support the RMC Club
556 Ministries Director and Executive Coordinator(s).
- 557 3. Be the main point-of-contact to the North American Division (NAD) regarding Master Guide
558 issues.
- 559 4. Report to the Executive Coordinator(s) on all NAD Master Guide communications, including
560 but not limited to data collections, uniform changes, curriculum changes, and other current
561 issues pertaining to Master Guides.
- 562 5. Create and maintain a database of all Master Guides in the RMC, including but not limited to
563 names, contact information, and continuing education for each MG within the MG Ministry.
- 564 6. Coordinate a “work force” to assist with Adventurer, Pathfinder, and Youth Ministry activities,
565 i.e., Adventurer Fun Day, Pathfinder Bible Experience (PBE), Pathfinder Fairs, Pathfinder
566 Camporees, etc...
- 567 7. Assist the RMC Club Ministries Director and Executive Coordinator(s) with other activities as
568 needed, including but not limited to:
- 569 a. Communication – write a MG article and submit to Executive Coordinator(s) or
570 webmaster as needed.
- 571 b. Investitures – assist RMC Club Ministries Director and Executive Coordinator(s) in
572 coordinating Master Guides to attend Investitures as needed.
- 573 c. Annual Leadership Convention – assist Executive Coordinator(s) as needed.
- 574 d. Council Weekend – assist Executive Coordinator(s) as needed.
- 575 e. Pathfinder Bible Experience (PBE) – assist with PBE activities as needed.
- 576 f. Pathfinder Fair – work with the Pathfinder Coordinator(s) as needed.
- 577 g. Pathfinder Camporee – work with the Pathfinder Coordinator(s) as needed.
- 578 h. Adventurer Fun Day – work with the Adventurer Coordinator(s) as needed.
- 579 i. MG Training – work with the Training Coordinator(s) as needed.
- 580 j. Teen activities – assist Teen Coordinator(s) as needed.
- 581 k. TLT activities – assist TLT Coordinator(s) as needed.
- 582 16. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder,
583 Master Guide, and Youth Ministries.

- 584 17. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings.
585 18. Keep accurate records of travel and contacts. This information should be kept in an appropriate
586 log or report form packet.
587 19. Send a report of all Master Guide Coordinator activities to the Executive Coordinator(s) by the
588 10th of each month.
589 20. Submit travel reimbursement request within 30 days of the incurred expense.
590 21. Fulfill all requirements of the suggested Administrative Point System, if utilized and
591 implemented as outlined in Article III: Section C: 9.

592 **ARTICLE X: TEEN COORDINATOR(S)**

593 **Section A: Selection**

- 594 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
595 the approval of the RMC Club Ministries Director.
596 2. Prior to the annual Leadership Convention, nominated Teen Coordinator(s) are evaluated and
597 recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
598 Nomination Process.
599 3. The Teen Coordinator(s) may be reelected for an unlimited number of consecutive terms.

600 **Section B: Qualifications of the Teen Coordinator(s)**

- 601 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
602 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
603 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
604 Elder, or an Adventurer/Pathfinder leader.
605 3. Must have been a Pathfinder Club Director for at least three (3) years.
606 4. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed
607 within one (1) year of the Teen Coordinator(s) appointment.
608 5. Demonstrate a keen interest and maintain active involvement in Pathfinder and Teen
609 Ministries.
610 6. Should possess strong people skills and be a great team player.
611 7. Must be willing to submit to a criminal background check as required by the RMC.
612 8. Must be willing to submit to yearly evaluations by the leadership at large at the annual
613 Leadership Convention.
614 9. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
615 Director, subject to approval and 2/3 vote by the Pathfinder members and Teens present at the
616 annual Leadership Convention.

617 **Section C: Duties of the Teen Coordinator(s)**

- 618 1. Be available to give assistance to the local Pastor and/or club leadership in promoting and
619 supporting local Conference, Union, and General Conference Pathfinder teen policies and
620 programs.
621 2. Contact each club twice per year to become familiar with its Teen program.

- 622 3. Attend Adventurer/Pathfinder Council meetings to assist in the planning of RMC Teen
623 functions as well as the overall Pathfinder Teen program. These meetings will be held at least
624 quarterly or as often as necessary.
- 625 4. Assist the Executive Coordinator(s) at Camporees, training courses, Fairs, and other RMC
626 Pathfinder functions.
- 627 5. Organize and convene a Teen Committee of no more than eight (8) members to help facilitate,
628 implement, and run teen activities as scheduled. The committee shall consist of the Teen
629 Coordinators(s), Teen Representatives, and 4-5 other adult Pathfinder leaders of the Teen
630 Coordinator(s) choosing. These members do not need to be voted at the annual Leadership
631 Convention but shall be approved by the RMC Club Ministries Director and Sub-Council.
- 632 6. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an
633 appropriate log.
- 634 7. Send a report of all their Pathfinder activities to the Executive Coordinator(s) by the 10th of the
635 following month.
- 636 8. Submit travel reimbursement requests within 30 days of incurred expense.
- 637 9. Assist the Pathfinder Coordinator(s) with other activities as requested, to include but not limited
638 to:
- 639 a. Communication – write a Teen Article and submit to Executive Coordinator(s) or
640 webmaster as requested.
 - 641 b. Website – maintain Teen website.
 - 642 c. Points – maintain Teen points.
 - 643 d. Assist local clubs with such activities as Pathfinder Day Programs, Investitures, and
644 Inductions.
 - 645 e. Annual Leadership Convention – assist in planning and teaching classes as needed.
 - 646 f. Council Weekend – assist in planning as needed.
 - 647 g. Contact churches, schools, and Pathfinder clubs to encourage development of new Teen
648 programs. Report results of these contacts to the RMC Executive Coordinator(s).
 - 649 h. Promote and direct area activities such as Teen Summit, Teen River Trip, Teen Survivor,
650 camping trips, athletic events, etc...
 - 651 i. Fairs and Camporees – assist in planning activities as needed
 - 652 j. Pathfinder Bible Experience (PBE) – assist with PBE activities as needed
 - 653 k. Promote participation in community activities, i.e., parades, fairs, area-wide events,
654 mission projects, etc...
- 655 10. Fulfill all requirements of the suggested Administrative Point System, if utilized and
656 implemented as outlined in Article III: Section C: 9.

657 **ARTICLE XI: TLT COORDINATOR(S)**

658 **Section A: Selection**

- 659 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
660 the approval of the RMC Youth Director.
- 661 2. Prior to the annual Leadership Convention, nominated TLT Coordinator(s) are evaluated, and
662 recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
663 Nomination Process.
- 664 3. The TLT Coordinator(s) may be reelected for an unlimited number of consecutive terms.

665 **Section B: Qualifications of the TLT Coordinator(s)**

- 666 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
667 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
668 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
669 Elder, or an Adventurer/Pathfinder leader.
670 3. Must have been a Pathfinder Club Director for at least three (3) years.
671 4. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed
672 within one (1) year of the TLT Coordinator(s) appointment.
673 5. Demonstrate a keen interest and maintain active involvement in Pathfinder and TLT Ministries.
674 6. Should possess strong people skills and be a great team player.
675 7. Must be willing to submit to a criminal background check as required by the RMC.
676 8. Must be willing to submit to yearly evaluations by the leadership at large at the annual
677 Leadership Convention.
678 9. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
679 Director, subject to approval and 2/3 vote by the Pathfinder members and TLTs present at the
680 annual Leadership Convention.

681 **Section C: Duties of the TLT Coordinator(s)**

- 682 1. The TLT Coordinator, with the assistance of a council of four (4) (minimum of two (2) male
683 and two (2) female members) selected by the TLT coordinator, will plan and direct the TLT
684 ministry of the Rocky Mountain Conference.
685 2. The TLT Coordinator will report to the Pathfinder Coordinator(s) and/or the Executive
686 Coordinator(s) and in the absence of such, to the RMC Club Ministries Director.
687 3. The primary focus of the TLT Coordinator and his/her selected council is to serve, support,
688 and encourage all Club/TLT directors in the Rocky Mountain Conference.
689 4. Attend all conference events and assist where needed.
690 5. Promote TLT ministry in Cooperation with Conference Executive Coordinator(s),
691 Pathfinder/Adventurer Coordinators, Area Coordinators, and Club Directors when invited.
692 6. Refer to the TLT Manual located on the North American Division Club Ministries website
693 for guidance: www.tltministry.org

694 **ARTICLE XII: TRAINING COORDINATOR(S)**

695 **Section A: Selection**

- 696 1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to
697 approval of the RMC Club Ministries Director.
698 2. Prior to the annual Leadership Convention, nominated Training Coordinator(s) are evaluated
699 and recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
700 Nomination Process.
701 3. The Training Coordinator(s) may be reelected for an unlimited number of consecutive terms.

702 **Section B: Qualifications of the Training Coordinator(s)**

- 703 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
704 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
705 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
706 Elder, or an Adventurer/Pathfinder leader.
707 3. Must have been a Director of an Adventurer/Pathfinder club for at least three (3) years.
708 4. Must be a Master Guide for a minimum of five (5) years.
709 5. Must have the PIA or ALG (AIG when it is available) or be working towards completion within
710 one (1) year of Training Coordinator appointment.
711 6. Demonstrate a keen interest and maintain active involvement in Adventurer, Pathfinder, Master
712 Guide, and Youth Ministries.
713 7. Should possess strong people skills and be a great team player.
714 8. Must be willing to submit to a criminal background check as required by the RMC.
715 9. Must be willing to submit to yearly evaluations by the leadership at large at the annual
716 Leadership Convention.
717 10. Must be an active leader in the RMC Adventurer, Pathfinder, Master Guide Ministries for a
718 minimum of the two (2) previous years.
719 11. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
720 Director, subject to approval and 2/3 vote by those members present at the annual Leadership
721 Convention.

722 **Section C: Duties of the Training Coordinator(s)**

- 723 1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth
724 Ministry Activities.
725 2. Have a working relationship with the RMC Club Ministries Director, Executive Coordinator(s),
726 Adventurer Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s) and
727 support the RMC Club Ministries Director and Executive Coordinator(s).
728 3. Schedule and plan Training weekends, i.e., Adventurer and Pathfinder Basic Staff Training,
729 Master Guide classes, ALG, AIG, PLA, and PIA, to include:
730 a. Find and coordinate instructors for courses outlined above.
731 b. Coordinate locations and dates for training events.
732 c. Coordinate budget items for training weekends with RMC Club Ministries Director.
733 d. Create information flyers, newsletter articles, and mailings pertaining to training events.
734 4. Coordinate schedules and training dates with the Adventurer/Pathfinder Council.
735 5. Work with the RMC Club Ministries Director and Executive Coordinator(s) regarding training
736 classes at the annual Leadership Convention, as set by the training schedule, as needed.
737 6. Work with the RMC Club Ministries Director, Executive Coordinator(s), Adventurer
738 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s),
739 and TLT Coordinator(s) regarding any other training matters throughout the year.
740 7. Assist the RMC Club Ministries Director and Executive Coordinator(s) with other conference
741 activities as needed.
742 8. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder,
743 Master Guide, and Youth Ministries.
744 9. Attend the Adventurer/Pathfinder Council meetings.
745 10. Keep accurate records of travel and contacts. This information should be kept in an appropriate
746 log or report form packet.

- 747 11. Send a report of all Training Coordinator activities to the Executive Coordinator(s) by the 10th
748 of each month.
- 749 12. Submit travel reimbursement requests within 30 days of the incurred expense.
- 750 13. Fulfill all requirements of the suggested Administrative Point System, if utilized and
751 implemented as outlined in Article III: Section C: 9.

752 **ARTICLE XIII: AREA COORDINATORS**

753 **Section A: Selection**

- 754 1. Shall be selected at the annual Leadership Convention and will include absentee voting prior to
755 the annual Leadership Convention for those individuals in the ACs “area leadership” who are
756 unable to attend. “Area leadership” will be defined as the clubs assigned to the Area
757 Coordinator. See Article XIV: Section C: Voting Requirements.
- 758 2. No more than one-fourth (¼) of the ACs shall be voted or appointed in one year, i.e., if there are
759 eight (8) ACs, this would mean that no more than two (2) are appointed each year to serve a (4)
760 four-year term. ACs may be reelected for an unlimited number of consecutive terms.
- 761 3. Prior to the annual Leadership Convention, nominated Area Coordinators are evaluated and
762 recommendations made by the RMC Club Ministries Director. See Article XIV: Section B:
763 Nomination Process.
- 764 4. The Area Coordinators may be reelected for an unlimited number of consecutive terms.

765 **Section B: Qualifications for Area Coordinators**

- 766 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
767 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
- 768 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
769 Elder, or an Adventurer/Pathfinder leader.
- 770 3. Must have been a Club Director for at least three (3) years or be currently active in a
771 Pathfinder/Adventurer Ministry for at least five (5) years)
- 772 4. Must be a Master Guide or actively pursuing the Master Guide curriculum to be completed
773 within one (1) year of the Area Coordinator’s appointment.
- 774 5. Demonstrate a keen interest and maintain active involvement in Adventurer or Pathfinder
775 Ministries.
- 776 6. Should possess strong people skills and be a great team player.
- 777 7. Must submit to a criminal background check as required by the RMC.
- 778 8. Must be willing to submit to yearly evaluations by the leadership at large at the annual
779 Leadership Convention.
- 780 9. Must be an active leader within the RMC Adventurer or Pathfinder Ministries for a minimum of
781 two (2) years.
- 782 10. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
783 Director, subject to approval and 2/3 vote of their respective “area leadership” at the annual
784 Leadership Convention along with absentee voting from their respective “area leadership.”

785 **Section C: Duties of the Area Coordinators**

- 786 1. Be available to give assistance to the local Pastor and/or club leadership in promoting and
787 supporting local Conference adventurer/Pathfinder policies and programs.
788 2. Contact each club in his/her area once per calendar month to become familiar with its program.
789 3. Complete all required evaluations for assigned clubs.
790 4. Attend Adventurer/Pathfinder Council meetings to assist in the planning of RMC functions as
791 well as the overall Adventurer/Pathfinder program. These meetings will be held at least
792 quarterly or as often as necessary.
793 5. Assist the RMC Club Ministries Director at RMC Adventurer/Pathfinder functions.
794 6. Assist the Adventurer or Pathfinder Coordinator(s) in other activities as requested to include but
795 not limited to:
- 796 a. Communication – gather and submit articles/information to Executive Coordinate(s) or
797 webmaster as needed/requested.
 - 798 b. Investitures – assist in attending Investitures as requested by the Club Ministries
799 Director and Executive Coordinator(s).
 - 800 c. Annual Leadership Convention – assist with check in, teaching classes, or any other area
801 as needed/requested by the Executive Coordinator(s)
 - 802 d. Fairs and Camporees – assist in planning and conducting as needed.
 - 803 e. Pathfinder Bible Bowl– assist with Bible Bowl activities as needed.
 - 804 f. Assist local clubs with such activities as Adventurer/Pathfinder Day Programs,
805 Inductions, and other activities as requested.
 - 806 g. Promote and direct area activities such as field trips, athletic events, leader training
807 courses, and leader meetings.
 - 808 h. Promote participation in community activities, i.e., parades, fairs, and area-wide events,
809 mission projects, etc.
 - 810 i. Fun Days – assist in planning and conducting as needed.
- 811 7. Keep accurate records of travel and Adventurer/Pathfinder contacts. This information should be
812 kept in an appropriate log.
813 8. Send a report of all the Adventurer/Pathfinder activities and contact to the RMC Club Ministries
814 Director by the 10th of the following month.
815 9. Submit travel reimbursement requests within 30 days of the incurred expense.
816 10. Act as a liaison between the RMC and the Adventurer/Pathfinder clubs.
817 11. Fulfill all requirements of the suggested Administrative Point System, if utilized and
818 implemented as outlined in Article III: Section C: 9.

819 **Section D: Area Coordinator in Training (ACIT)**

- 820 1. Shall be nominated and approved by the RMC Adventurer/Pathfinder Council.
821 2. Shall be assigned to an Area Coordinator for mentoring until:
822 a. They are deemed ready by the Adventurer/Pathfinder Council.
823 b. A position becomes available.
824 3. Shall be subject to the duties and accountabilities as outlined in Article XIII: Section C.
825 4. ACITs are not members of the Adventurer/Pathfinder Council. However, they may be invited
826 guests or attend in the absence of their assigned AC.

827 **SECTION XIV: NOMINATION AND VOTING PROCESS**

828 **Section A: Positions**

829 This process applies to the following positions: Executive Coordinator(s), Adventurer
830 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
831 Coordinator(s), Training Coordinator(s), Teen Representatives, Assistant Teen Representatives,
832 Adventurer/Pathfinder “At Large” Council Members, Adventurer/Pathfinder Sub-Council “At
833 Large” Members, and Adventurer/Pathfinder Area Coordinators.

834 **Section B: Nomination Process**

- 835 1. Clubs will be notified, by the Executive Coordinator(s), of the elected positions that will expire
836 at the upcoming annual Leadership Convention. Notification shall occur no later than 60 days
837 prior to the convention. All letters will be sent out to the club directors and then should be
838 forwarded by them to their staff members. All RMC Adventurer and Pathfinder leaders, staff,
839 and Teens/TLTs have a voice in the nomination process.
- 840 2. Upon notification, clubs may either recommend reappointment or submit names for
841 replacement. Names must be submitted to the RMC Youth Department in writing no later than
842 45 days prior to the convention. Submitted names shall be forwarded to the
843 Adventurer/Pathfinder Sub-Council for tracking purposes.
- 844 3. Nominations will be reviewed and compiled by the Club Ministries Director for verification and
845 accuracy. Any discrepancies and/or concerns will be addressed by the Club Ministries Director
846 and Adventurer/Pathfinder Executive Committee for resolution, utilizing the Matthew 18
847 Principle. The compiled list will be sent to the club directors no later than 30 days prior to the
848 convention to provide opportunity for feedback. Absentee ballots for Area Coordinators only
849 will be sent at this time.
- 850 4. The RMC Club Ministries Director must receive any concerns or feedback no later than 15 days
851 prior the convention. In the absence of the RMC Club Ministries Director, the nominations will
852 be compiled by the Executive Coordinator(s).
- 853 5. Absentee votes must be submitted in writing to the RMC Club Ministries Director no later than
854 one (1) week prior to the annual Leadership Convention.
- 855 6. Nominations approved by the RMC Club Ministries Director will be presented for a vote at the
856 business meeting during the annual Leadership Convention.
- 857 7. All elected positions may be reelected for an unlimited number of terms.

858 **Section C: Voting Requirements**

- 859 1. All voting will be performed by secret ballot.
- 860 2. The Executive Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder leadership
861 and Teens/TLTs present at the annual Leadership Convention as well as the Club Ministries
862 Director, Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s),
863 Teen Coordinator(s), TLT Coordinator(s), Training Coordinator(s), and all Adventurer and
864 Pathfinder Area Coordinators.
- 865 3. The Adventurer Coordinator(s) will require a 2/3 vote of all Adventurer leadership present at the
866 annual Leadership Convention including the Club Ministries Director, Executive
867 Coordinator(s), Master Guide Coordinator(s), and all Adventurer Area Coordinators.
- 868 4. The Pathfinder Coordinator(s) will require a 2/3 vote of all Pathfinder leadership and
869 Teens/TLTs present at annual Leadership Convention as well as the Club Ministries Director,

- 870 Executive Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
871 Coordinator(s), and Pathfinder Area Coordinators.
- 872 5. The Master Guide Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder
873 leadership as well as the Club Ministries Director, Executive Coordinator(s), Adventurer
874 Coordinator(s), Pathfinder Coordinator(s), Teen Coordinator(s), TLT Coordinator(s), Training
875 Coordinator(s), and all Adventurer and Pathfinder Area Coordinators.
- 876 6. The Teen Coordinator(s) will require a 2/3 vote of all Pathfinder leadership and Teens present at
877 the annual Leadership Convention as well as the Club Ministries Director, Executive
878 Coordinator(s), Pathfinder Coordinator(s), and Pathfinder Area Coordinators.
- 879 7. The TLT Coordinator(s) will require a 2/3 vote of all Pathfinder leadership and TLTs present at
880 the annual Leadership Convention as well as the Club Ministries Director, Executive
881 Coordinator(s), Pathfinder Coordinator(s), and Pathfinder Area Coordinators.
- 882 8. The Training Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder leadership
883 and Teens/TLTs present at the annual Leadership Convention as well as the Club Ministries
884 Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s),
885 Master Guide Coordinator(s), Teen Coordinator(s), TLT Coordinator(s), and all Adventurer and
886 Pathfinder Area Coordinators.
- 887 9. The Area Coordinators will require a 2/3 vote of each Area Coordinator's "area leadership."
888 "Area leadership" will be defined as the clubs assigned to the Area Coordinator. This includes
889 all Directors, Staff, and teens/TLTs in that Area Coordinators territory. The Club Ministries
890 Director, Executive Coordinator(s), and Master Guide Coordinator(s) will vote on all ACs. The
891 Adventurer Coordinator(s) and will vote on Adventurer ACs, and the Pathfinder Coordinator(s),
892 Teen Coordinator(s), TLT Coordinator(s) will vote on the Pathfinder ACs.
- 893 10. The vote for the Adventurer/Pathfinder Council "At Large" member positions will be conducted
894 as outlined in Article IV: Adventurer/Pathfinder Council, Section B: Selection.
- 895 11. The vote for the Adventurer/Pathfinder Sub-Council "At Large" member positions will be
896 conducted as outlined in Article XIV: Adventurer/Pathfinder Sub-Council, Section B: Selection.
- 897 12. The Pathfinder Assistant Teen Representatives to the Council will require a majority vote by all
898 Teens present at the annual RMC Fall Camporee (or annual Fair on Union and Division
899 Camporee years) as well as the Club Ministries Director, Executive Coordinator(s), Pathfinder
900 Coordinator(s), Teen Coordinator(s), TLT Coordinator(s), and Teen Committee. If there is not a
901 winner by majority vote, then the top two with the highest number of votes will advance to a
902 second round of voting, as outlined previously. The individual with the highest number of votes
903 will become the Assistant Teen Rep.
- 904 13. Absentee voting will be allowed for Area Coordinator positions up to one (1) week prior to the
905 annual Leadership Convention for those individuals who are unable to attend the annual
906 Leadership Convention. Absentee ballots will only be sent to the Area Coordinators "area
907 leadership."
- 908 14. In the absence of the Club Ministries Director, all absentee votes must be submitted in writing to
909 the Executive Coordinator(s) no later than one (1) week prior to the annual Leadership
910 Convention.
- 911 15. If any position fails to pass a vote and becomes vacant, the RMC Club Ministries Director will
912 appoint a person(s) to fill the vacant position according to the process outlined in Article XVI:
913 Replacement Process. For example: An Area Coordinator serving in a position may become
914 "appointed" to the position of the only reason a 2/3 vote could not be obtained was due to the

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lack of attendance by the ACs “area leadership” and not enough absentee votes were submitted prior to the annual Leadership Convention to account for 2/3 of the respective leadership.

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LEADERSHIP VOTING TABLE

		PEOPLE VOTING																
		Club Ministries Director	Executive Coordinator(s)	Adventurer Coordinator(s)	Pathfinder Coordinator(s)	Master Guide Coordinator(s)	TLT Coordinator(s)	Teen Coordinator(s)	Training Coordinator(s)	Adventurer Area Coordinator(s)	Pathfinder Area Coordinator(s)	Area Leadership	Adventurer Leadership present	Pathfinder Leadership present	TLTs present	Teens present	Teen Committee	Notes Required to pass
POSITION BEING VOTED	Executive Coordinator(s)	x		x	x	x	x	x	x	x	x		x	x	x			2/3
	Adventurer Coordinator(s)	x	x			x		x	x	x		x						2/3
	Pathfinder Coordinator(s)	x	x			x	x	x		x			x	x	x			2/3
	Master Guide Coordinator(s)	x	x	x	x			x	x	x		x	x	x	x			2/3
	TLT Coordinator(s)	x	x		x			x			x			x	x	x	x	2/3
	Teen Coordinator(s)	x	x		x		x				x			x	x	x	x	2/3
	Training Coordinator(s)	x	x	x	x	x							x	x				2/3
	Adventurer Area Coordinators	x	x	x		x						x						2/3
	Pathfinder Area Coordinators	x	x		x	x	x	x				x						2/3
	Adventurer “At Large”	x	x	x						x			x					2/3
	Pathfinder “At Large”	x	x		x		x	x			x			x	x	x		2/3
	Teen Reps	x	x		x		x	x							x	x	x	2/3
	Assistant Teen Reps	x	x		x		x	x							x	x	x	2/3

918 **ARTICLE XV: REMOVAL PROCESS**

919 **Section A: Positions**

920 This process applies to the following positions: Executive Coordinator(s), Adventurer
921 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
922 Coordinator(s), Training Coordinator(s), Teen Representatives, Assistant Teen Representatives,
923 Adventurer/Pathfinder Council “At Large” members, Adventurer/Pathfinder Sub-Council “At
924 Large” members, and Adventurer/Pathfinder Area Coordinators.

925 **Section B: Removal**

- 926 1. Any person in an elected position, who cannot continue to serve appropriately and effectively,
927 must resign from their office by contacting the RMC Club Ministries Director via a letter of
928 resignation.
- 929 2. Any person in an elected position who becomes inactive in his/her duties in that position, i.e.,
930 has missed two (2) or more council or sub-council meetings or other conference sponsored
931 events, without prior arrangements, may be removed by a majority vote of the
932 Adventurer/Pathfinder Council at the next scheduled meeting.
- 933 3. If the RMC Club Ministries Director discerns that an officer must be removed for any reason,
934 the biblical process defined in the SDA Church Manual and The Matthew 18 Principle will be
935 followed.

936 **ARTICLE XVI: REPLACEMENT PROCESS**

937 **Section A: Positions**

938 This process applies to the following positions: Executive Coordinator(s), Adventurer
939 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), TLT
940 Coordinator(s), Training Coordinator(s), Adventurer/Pathfinder Council “At Large” members,
941 Adventurer/Pathfinder Sub-Council “At Large” members, and Adventurer/Pathfinder Area
942 Coordinators.

943 **Section B: Replacement**

- 944 1. If a replacement is needed during the year, the RMC Club Ministries Director will appoint an
945 interim person to fill that position. In the absence of the RMC Club Ministries Director,
946 appointments will be made by the Executive Coordinator(s).
- 947 2. All such appointments must be approved by a 2/3 vote of the Adventurer/Pathfinder Council
948 total membership.
- 949 3. Any new appointee will serve out the remainder of the term of the position replaced.

950 **ARTICLE XVII: AMENDMENT PROCESS** (see Appendix V)

- 951 1. This document may only be amended at the annual Leadership Convention by a 2/3 vote of the
952 Adventurer/Pathfinder leadership present at the convention including the Executive
953 Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide
954 Coordinator(s), Teen Coordinator(s), TLT Coordinator(s), Training Coordinator(s), and all Area
955 Coordinators.
- 956 2. A Constitution Committee will review the Adventurer/Pathfinder Constitution every five (5)
957 years beginning in 2003.
- 958 3. This committee will include the RMC Club Ministries Director and six (6) members, three (3)
959 will be Adventurer representatives and three (3) will be Pathfinder representatives, to be voted
960 on at the annual Leadership Convention, as well as one (1) person appointed by the RMC Club
961 Ministries Director with previous active experience working on the RMC Constitution
962 Committee. The Executive Coordinator(s) are excluded from this committee.
- 963 4. The committee will be convened at the four-year mark so that they will have one (1) year to
964 work on the constitution before the five-year mark, i.e., if the constitution is to be reviewed and
965 voted in 2023, then the committee will be voted in 2022.

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APENDIX I

Appointed Positions

968 **Section A: Background**

969 As stated in Article III: RMC Club Ministries Director may appoint other temporary positions to the
970 Adventurer/Pathfinder Conference Staff. The Adventurer/Pathfinder Council must approve such
971 appointments.

972 **Section B: Action**

- 973 1. An individual, or couple, may be appointed to fill specific needs as deemed necessary by the
974 RMC Club Ministries Director to allow for major issues or functions to be addressed.
- 975 2. These positions may include, but not limited to: Pathfinder Bible Experience (PBE) Master,
976 Conference Drill Master, etc...
- 977 3. Any position added shall not change the overall reporting structure of the Youth Department.
978 However, they will report directly to the Adventurer, Pathfinder, or Master Guide
979 Coordinator(s) depending on which ministry their position is designated to serve with.
- 980 4. The appointed positions will not serve as full-time members of the Adventurer/Pathfinder
981 Council but will occasionally be invited to attend either the Sub-council and/or Council
982 meetings to give an update on upcoming events.
- 983 5. The appointed positions will only have voting privileges at those meetings to which they are
984 invited.
- 985 6. Any position added will require a 2/3 vote by those members present at the first
986 Adventurer/Pathfinder Council meeting following the appointment.
- 987 7. Job descriptions/positions added will be kept attached as Appendix: I.

988 **ARTICLE I: PATHFINDER BIBLE EXPERIENCE (PBE) MASTER**

989 **Section A: Selection**

- 990 1. As outlined in Appendix III: Section B, the Pathfinder Bible Experience (PBE) Master will be
991 appointed as deemed necessary by the RMC Club Ministries Director.

992 2. The Pathfinder Bible Experience (PBE) Master may be appointed for an unlimited number of
993 consecutive years.

994 **Section B: Qualifications of the Pathfinder Bible Experience (PBE) Master**

- 995 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
996 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
997 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
998 Elder, or an Adventurer/Pathfinder leader.
999 3. Must have been a Pathfinder Club Director for at least three (3) years.
1000 4. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed
1001 within one (1) year of the Pathfinder Bible Experience (PBE) Master's appointment.
1002 5. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.
1003 6. Should possess strong people skills and be a great team player.
1004 7. Must be willing to submit to criminal background checks as required by the RMC.
1005 8. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
1006 years.
1007 9. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
1008 Director, subject to approval and 2/3 vote by those members present at the
1009 Adventurer/Pathfinder Council meeting following appointment.

1010 **Section C: Duties of the Pathfinder Bible Experience (PBE) Master**

- 1011 1. Be available to give assistance to the local Pastor and/or club leadership in promoting and
1012 supporting local conference, union, and General Conference Pathfinder Bible Experience (PBE)
1013 programming.
1014 2. Organize and plan the RMC Pathfinder Bible Experience (PBE) program. Planning shall include
1015 but not necessarily limited to the guidelines and information contained in the Pathfinder Bible
1016 Experience (PBE) manual. This will also include:
1017 a. Assign a lead Area Coordinator for each Area PBE.
1018 b. Assign a Quiz Master for each Area PBE.
1019 c. Secure a location for each Area PBE.
1020 d. Assist each lead Area Coordinator in coordinating programming if necessary.
1021 e. Ensure each lead Area Coordinator has the required equipment to run the Area PBE.
1022 Equipment will be stored at and distributed through the Youth Department.
1023 3. Organize and convene a PBE Committee of no more than five (5) members to help facilitate,
1024 implement, and run PBE activities as scheduled. The committee shall consist of the Club
1025 Ministries Director or his/her appointee, Executive Coordinator(s), PBE Master, and two (2)
1026 active Pathfinder Council members of the PBE Master's choosing. These members do not need
1027 to be voted at the annual Leadership Convention but shall be approved by the RMC Club
1028 Ministries Director and Adventurer/Pathfinder Sub-Council.
1029 4. Assist the Executive Coordinator(s) with other activities as requested.
1030 5. In coordination with the Club Ministries Director or his/her appointee, attend Union and
1031 Divisional Pathfinder Bible Experience (PBE) meetings, in and out of the conference, when
1032 requested. If unable to attend, forward all applicable information to the Club Ministries Director
1033 or his/her appointee to be presented at said meetings.

- 1034 6. Attend the Adventurer/Pathfinder Sub-council and/or Council meetings when invited.
1035 7. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an
1036 appropriate log.
1037 8. Submit approved travel reimbursement request within 30 days of the incurred expense.

1038 **ARTICLE II: CONFERENCE DRILL MASTER**

1039 **Section A: Selection**

- 1040 1. As outlined in Appendix III: Section B, the Conference Drill Master will be appointed as
1041 deemed necessary by the RMC Club Ministries Director
1042 2. The Conference Drill Master may be appointed for an unlimited number of consecutive years.

1043 **Section B: Qualifications of the Conference Drill Master**

- 1044 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
1045 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
1046 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
1047 Elder, or an Adventurer/Pathfinder leader.
1048 3. Must have at least three years of experience as a Pathfinder club Drill Instructor.
1049 4. Must be a Master Guide or working towards completion within one (1) year of the Conference
1050 Drill Master's appointment.
1051 5. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.
1052 6. Should possess strong people skills and be a great team player.
1053 7. Must be willing to submit to background checks as required by the RMC.
1054 8. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
1055 years.
1056 9. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
1057 Director, subject to approval and 2/3 vote by the members present at the first
1058 Adventurer/Pathfinder Council meeting following appointment.

1059 **Section C: Duties of the Conference Drill Master**

- 1060 1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry
1061 activities.
1062 2. Have a working relationship with and support the RMC Club Ministries Director, Executive
1063 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), and Training
1064 Coordinator(s).
1065 3. Be the main point-of-contact for Pathfinder clubs regarding Drill and March issues and Flag
1066 etiquette.
1067 4. Be available to provide training to Pathfinder club Drill Instructors.
1068 5. Organize and facilitate the parades during Pathfinder Fair and Adventurer Fun Day.
1069 6. Organize and facilitate Drill and March competitions at Pathfinder Fair.
1070 7. Organize and facilitate flag raising and lowering ceremonies during Pathfinder events.
1071 8. Create and/or maintain Drill and March score sheets, requirements, and educational materials.
1072 9. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder,
1073 Master Guide, and Youth Ministries.

- 1074 10. Attend the Adventurer/Pathfinder Sub-Council and/or Council meetings when invited.
1075 11. Submit approved travel reimbursement request within 30 days of the incurred expenses.
1076 12. Have knowledge of and utilize the NAD Pathfinder Club Drill Manual.

1077 **ARTICLE III: OUTDOORSMAN MASTER**

1078 **Section A: Selection**

- 1079 1. As outlined in Appendix III: Section B, the Outdoorsman Master will be appointed as deemed
1080 necessary by the RMC Club Ministries Director.
1081 2. The Outdoorsman Master may be appointed for an unlimited number of consecutive years.

1082 **Section B: Qualifications of the Outdoorsman Master**

- 1083 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
1084 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
1085 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
1086 Elder, or a Pathfinder leader.
1087 3. Must demonstrate keen interest and strong skills in outdoor education.
1088 4. Must be a Master Guide or be working towards completion within one (1) year of the
1089 Outdoorsman Master appointment.
1090 5. Should possess strong people skills and be a great team player.
1091 6. Must be willing to submit to a criminal background check as required by the RMC.
1092 7. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
1093 years.
1094 8. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
1095 Director, subject to approval and 2/3 vote by the members present at the first
1096 Adventurer/Pathfinder Council meeting following appointment.

1097 **Section C: Duties of the Outdoorsman Master**

- 1098 1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry
1099 Outdoor Activities.
1100 2. Have a working relationship with and support the RMC Club Ministries Director, Executive
1101 Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s).
1102 3. Be the main point-of-contact for Pathfinder clubs regarding resources for outdoor activities and
1103 locations.
1104 4. Be able to give assistance to Local club leadership or RMC leadership on site selection for
1105 outdoor events.
1106 5. Be available to provide training to local club leadership or RMC leadership on Outdoor
1107 Education including, but not limited to: Backpacking, Campcraft, Camping Skills, Hiking,
1108 Outdoor Leadership, Wilderness Living, and Winter Camping.
1109 6. Encourage growth and learning throughout all levels of the RMC Pathfinder, Master Guide, and
1110 Youth Ministries.
1111 7. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.
1112 8. Submit travel reimbursement requests within 30 days of the incurred expense.

1113 **ARTICLE IV: PINEWOOD DERBY MASTER**

1114 **Section A: Selection**

- 1115 1. As outlined in Appendix III: Section B, the Pinewood Derby Master will be appointed as
1116 deemed necessary by the RMC Club Ministries Director.
1117 2. The Pinewood Derby Master may be appointed for an unlimited number of consecutive years.

1118 **Section B: Qualifications of the Pinewood DerbyMaster**

- 1119 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
1120 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
1121 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
1122 Elder, or a Pathfinder leader.
1123 3. Must be a Master Guide or be working towards completion within one (1) year of the Pinewood
1124 Master appointment.
1125 4. Should possess strong people skills and be a great team player.
1126 5. Must be willing to submit to a criminal background check as required by the RMC.
1127 6. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
1128 years.
1129 7. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
1130 Director, subject to approval and 2/3 vote by the members present at the first
1131 Adventurer/Pathfinder Council meeting following appointment.

1132 **Section C: Duties of the Pinewood Derby Master**

- 1133 1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry
1134 Outdoor Activities.
1135 2. Have a working relationship with and support the RMC Club Ministries Director, Executive
1136 Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s).
1137 3. Be the main point-of-contact for Pathfinder clubs regarding resources for Pinewood Derby
1138 Events.
1139 4. Be available to RMC Pathfinder clubs to provide training on Pinewood Derby cars.
1140 5. Have a working knowledge of all matters pertaining to Pinewood Derby, such as construction,
1141 weigh in, tracks, running the Derby, etc.
1142 6. Maintain the Pinewood Derby tracks.
1143 7. Assist the RMC Pathfinder Leadership on facilitating a date and location for the race.
1144 8. Facilitate the Racing events including weigh in, setup, and tear down.
1145 9. Assist in finding volunteers to fill various positions, as needed, to help with Pinewood Derby
1146 events. These positions may include but are not limited to: Assistant Pinewood Derby Master,
1147 Track Officer, Head Judge, Assistant Judge, Official Scorekeeper, and Publicity Officer.
1148 10. Work with the Sub-council and Council to facilitate ordering appropriate awards and/or
1149 trophies.
1150 11. Encourage growth and learning throughout all levels of the RMC Pathfinder, Master Guide, and
1151 Youth Ministries.
1152 12. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.
1153 13. Submit travel reimbursement requests within 30 days of the incurred expense.

1154 **ARTICLE V: AUDIO/VIDEO (A/V) MASTER**

1155 **Section A: Selection**

- 1156 1. As outlined in Appendix III: Section B, the A/V Master will be appointed as deemed necessary
1157 by the RMC Club Ministries Director.
1158 2. The A/V Master may be appointed for an unlimited number of consecutive years.

1159 **Section B: Qualifications of the Audio/Video (A/V) Master**

- 1160 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
1161 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
1162 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
1163 Elder, or a Pathfinder leader.
1164 3. Must be a Master Guide or be working towards completion within one (1) year of the A/V
1165 Master appointment.
1166 4. Should possess strong people skills and be a great team player.
1167 5. Must be willing to submit to a criminal background check as required by the RMC.
1168 6. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous
1169 years.
1170 7. Any exceptions to the above qualifications can only be made by the RMC Club Ministries
1171 Director, subject to approval and 2/3 vote by the members present at the first
1172 Adventurer/Pathfinder Council meeting following appointment.

1173 **Section C: Duties of the Audio/Video (A/V) Master**

- 1174 1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth
1175 Ministry activities.
1176 2. Have a working relationship with and support the RMC Club Ministries Director, Executive
1177 Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), and Master Guide
1178 Coordinator(s).
1179 3. Be the main point-of-contact for RMC Adventurers and Pathfinders regarding audio/video
1180 needs.
1181 4. Be available to RMC Club Ministries Director, Executive Coordinator(s), Adventurer
1182 Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Training
1183 Coordinator(s), Pathfinder Bible Experience (PBE) Master, etc, to provide A/V assistance as
1184 needed.
1185 5. Have a working knowledge of all matters pertaining to Audio/Video equipment.
1186 6. Assist the RMC Adventurer/Pathfinder Leadership with audio/video equipment for training
1187 events or other needs as approved by the RMC Adventurer/Pathfinder Council.
1188 7. Distribute, setup, and tear down all audio/video equipment in the individual classrooms during
1189 the annual Leadership Convention and other events as needed.
1190 8. Work with the Sub-council and Council to facilitate ordering appropriate audio/video
1191 equipment.
1192 9. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder,
1193 Master Guide, and Youth Ministries.
1194 10. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.
1195 11. Submit travel reimbursement requests within 30 days of the incurred expense.

1196 **ARTICLE VI: Praise Team MASTER**

1197 **Section A: Selection**

- 1198 1. As outlined in Appendix III: Section B, the Praise Team Master will be appointed as deemed
1199 necessary by the RMC Club Ministries Director or Executive Coordinator as necessary.
1200 2. The Praise Team Master may be appointed for an unlimited number of consecutive years.

1201 **Section B: Qualifications of the Praise Team Master**

- 1202 1. Must be a baptized member of the SDA Church in good and regular standing, believe and
1203 support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
1204 2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
1205 Elder, or a Pathfinder leader.
1206 3. Should possess strong people skills and be a great team player.
1207 4. Must be willing to submit to a criminal background check as required by the RMC.

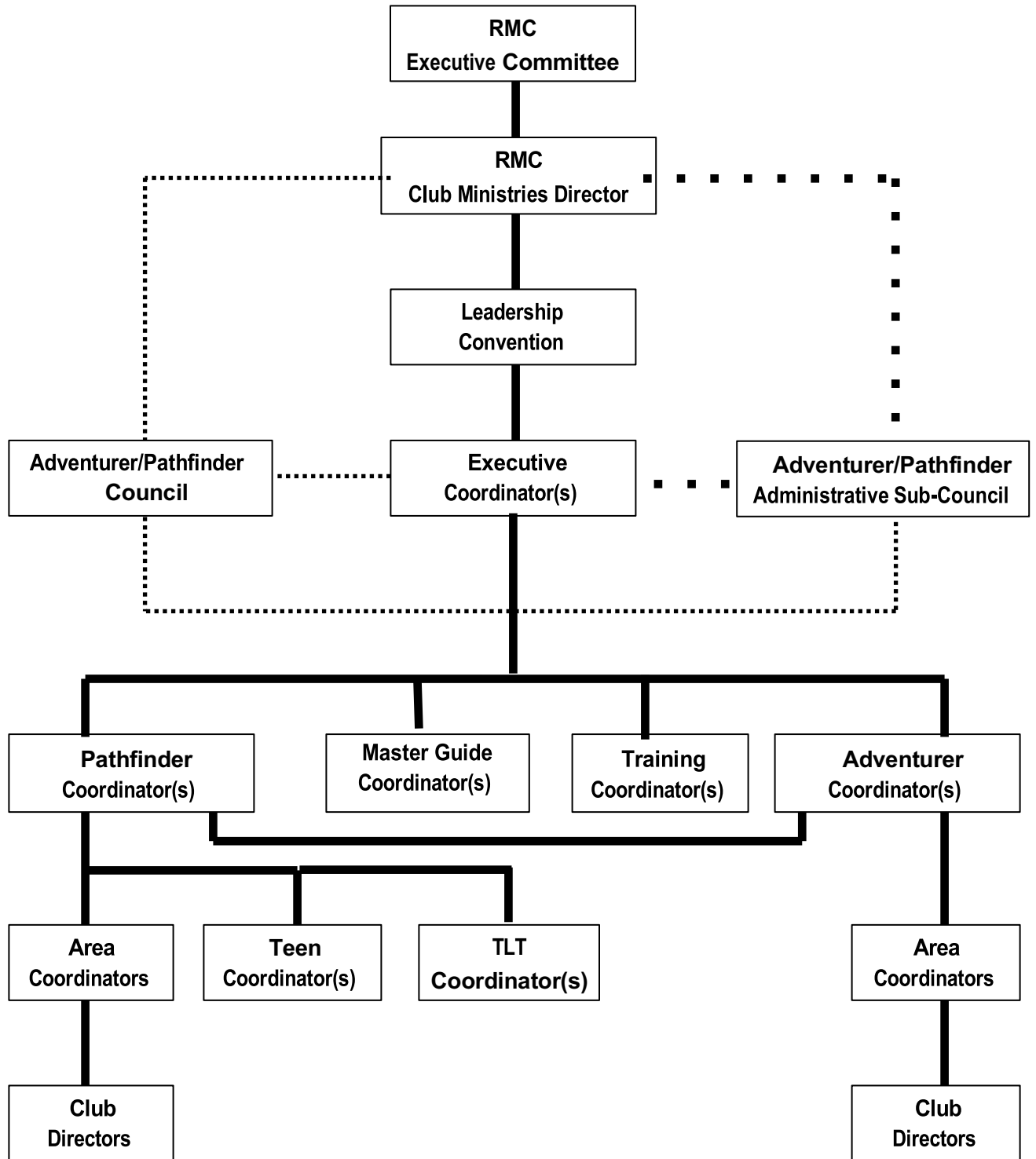
1208 **Section C: Duties of the Praise Team Master**

- 1209 1. Plan, attend, and prepare for all RMC events requiring music such as Pathfinder Bible
1210 Experience, Pathfinder Camporee, Pathfinder/Adventurer Leadership, Pathfinder/Adventurer
1211 Council Weekend, ect.
1212 2. Choose Appropriate team members to participate in the praise team at RMC events requiring
1213 music – vocals as well as instrumentals.
1214 3. Be available to RMC Club Ministries Director, Executive Coordinator(s), Adventurer
1215 Coordinator(s), and Pathfinder Coordinator(s), to provide assistance as needed.

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APPENDIX II

Flow Chart for The RMC Adventurer/Pathfinder Organizations



———— - Direct Communication Flow

••••• - Alternate Administrative Communication Flow

..... - Administrative Communication Flow

APPENDIX III
Sample of the Suggested Administrative Point system

Executive Coordinator(s)

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Executive Coordinator's Name: _____

October 1 - September 30 Year _____

<u>Accountability Items</u>	<u>Notes</u>	<u>Points Possible</u>	<u>Points Earned</u>
Pathfinder/Adventurer Council Meetings		800*	
Pathfinder Sub-Council Meetings		1200*	
Attend Pathfinder Fair		200	
Attend Adventurer Fun Day		200	
RMC Leadership Convention		300	
Teaching at a Conference Sponsored Event		100-500*	
Visit 1 church without a Pathfinder club		100	
Visit 1 church without an Adventurer club		100	
Monthly Reports - fill out & turn in to RMC		1200*	
Attend 2 Inductions (1 Adv. & 1 Path)		200**	
Attend 1 Pathfinder Sabbath		200	
Attend 1 Adventurer Sabbath		200	
Attend Pathfinder Camporee		200	
Attend 4 Investitures (2 Adv. & 2 Path)		400**	
Year-End-Review with Youth Director		400-600	
TOTAL		6200-6800	
Start up a new club (BONUS)		500	
Total with bonus		6700-7300	

1225 * Based on 100 pts per council meeting, report form, or class taught
 1226 ** Based on percentage visited or attended

1227 6500+ points = \$100 Gift Certificate
 1228 6200-6499 pts = \$50 Gift Certificate
 1229 5900-6199 pts = \$25 Gift Certificate
 1230 5600-5899 pts = Hearty Thanks
 1231 Less than 5600 = Mid-year review required

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APPENDIX V

Article of Amendments

September 2004
Revised August 2008

STATEMENT OF PURPOSE

Section A: Background

1. As stated in **Article XVII: Amendment Process** of the Adventurer/Pathfinder Constitution, the constitution may only be amended at the annual Leadership Convention by a 2/3 vote of the members present at the annual Leadership Convention. The Adventurer/Pathfinder Constitution will be reviewed every five (5) years beginning in 2003 by a Constitution Committee.
2. Upon review of the Adventurer/Pathfinder Constitution for the upcoming elections that will take place in September 2004 at the annual Leadership Convention, it was noted that the number of votes required to pass a nominated leadership position had been left out. See Article XIV: Nomination and Voting Process.

Section B: Action

1. An Article of Amendments shall be added to the Rocky Mountain Conference Adventurer/Pathfinder Constitution to allow for major issues to be addressed and corrected as needed.
2. Any Amendments added shall not change the context or meaning of the constitution. They will be added to either strengthen or clarify the current document.
3. Any Amendment added will require a 2/3 vote by all members present at the annual Leadership Convention.
4. Any Amendment added will be kept in a separate document and will be attached as Appendix VI.
5. Any Amendment added will be reviewed and either added as a permanent change to the constitution or deleted during the normal review cycle as outlined in Article XVII: Amendment Process.

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APPENDIX VI
Amended and Approved Documents

Revised September 2019

ARTICLE I: TEEN REPRESENTATIVE(S)

Section A: Selection

1. Shall be selected at the annual RMC Fall Camporee (or annual Fair on Union and Division camporee years) for a lifetime maximum term of one (1) year, subject to the approval of the RMC Club Ministries Director.
2. Prior to the annual RMC Fall Camporee (or annual Fair on Union and Division camporee years), nominated Teen Representative(s) are evaluated and recommendations made by the RMC Club Ministries Director. See Article XIV: Section B: Nomination Process.
3. The Teen Representative(s) may be elected for a lifetime maximum of one (1), year as Assistant Teen Representative and one (1) year as a Teen Representative until they graduate the 12th grade of High School.

Section B: Qualifications of the Teen Representatives(s)

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.
3. Must have been involved in Pathfinder Club for at least three (3) years.
4. Should actively pursuing the required class curriculum appropriate to grade level with the intent of working towards and/or completion of the Master Guide curriculum.
5. Demonstrate a keen interest and maintain active involvement in Pathfinder and Teen Ministries.
6. Should possess strong people skills and be a great team player.
7. Any exceptions to the above qualifications can only be made by the RMC Club Ministries Director, subject to approval and 2/3 vote by the Pathfinder members and Teens present at the annual Leadership Convention.

Section C: Duties of the Teen Representative(s)

1. Be available to give assistance to the Conference Teen Coordinator(s) and/or club leadership in promoting and supporting local Conference, Union, and General Conference Pathfinder teen policies and programs.
2. Attend Adventurer/Pathfinder Council meetings to assist in the planning of RMC Teen/TLT functions as well as the overall Pathfinder Teen/TLT program. These meetings will be held at least quarterly or as often as necessary.
3. Work in conjunction with the Teen Committee to help facilitate, implement, and run Teen/TLT activities as scheduled.
4. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an appropriate log.

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5. Assist the Teen Coordinator(s) with other activities as requested, to include but not limited to:
 - a. Communication – write a Teen Article and submit to Executive Coordinator(s) or webmaster as requested.
 - b. Website – maintain Teen website.
 - c. Points – maintain Teen points.
 - d. Assist local clubs with such activities as Pathfinder Day Programs, Investitures, and Inductions.
 - e. Annual Leadership Convention – assist in planning and teaching classes as needed.
 - f. Council Weekend – assist in planning as needed.
 - g. Promote activities such as Teen Summit, Teen Survivor, camping trips, athletic events, etc.
 - h. Fairs and Camporees – assist in planning activities as needed.
 - i. Pathfinder Bible Experience (PBE) – assist with PBE activities as needed and or required.