



New Directors' Training

Part 1



Steve & Carol Gillham
September 13, 2014

Organizing a New Club

Present your plan
to the Church Board

Use RMC executive staff for guidance

- charter application (A, p.23 / P, p.24)
- yearly application (A, p. 24 / P, p.25)

get your
“certificate of operation”



Certificate of Operation

This acknowledges that the

Pathfinder Club

has been officially recognized as a Pathfinder Club for the current Pathfinder year.

commencing _____ and concluding _____

and is recognized as such by the

Conference of Seventh-day Adventists

and is entitled to all rights and privileges thereof.



Conference President

Conference Pathfinder Director

Organizing a New Club

Inform congregation
(during a worship service)

invite

RMC Executive Coordinator or
Area Coordinator to speak

Call a special Organizational
meeting



Organizing a New Club

Call the RMC Youth Department

Give them your name, address,
phone no. & e-mail address

see monthly report form packet

or report online at
<http://rmcyouth.org>

http://rmcyouth.org/reports/path_monthly.html



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Organizing a New Club

Call the RMC Youth Department

Learn the name & phone #
of your AC

~ Your life-line and friend

Questions? Call your AC
- use them!



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Organizing a New Club

Elect officers

Organize the Club
Exec. Committee

Build the program



Organizing a New Club

Guest Night / Open House
Enrollment Night
Home Visitation
Induction

Appeal to church & community
Repeat above each year

First Club meeting



General Job Description for All Staff

- ❖ Baptized member of SDA Church
- ❖ Good example to Pathfinders in conduct and Christian commitment
- ❖ Willing to commit the time required to prepare and attend meetings & activities



Job Description of Club Director

- ❖ Be (or become) a Master Guide
- ❖ Supervise all club activities
 - call, organize, arrange club meetings
 - an example of spirituality, neatness, promptness, self-control
- ❖ Plan total program for the year
- ❖ Keep in touch with the conference and send (or delegate) reports monthly
- ❖ Train future replacement



Co-Directors

- ❖ Equals--both are club directors
- ❖ Share responsibility & authority
- ❖ Make decisions together

If a club has a director, their assistants are not co-directors, they are deputy directors or assistant directors

Only directors or co-directors may wear director cords on their uniforms



Job Description of Deputy Director

- Assist Director in their duties
- -- shares leadership responsibilities
- Takes charge of club meetings in director's absence
- Camping activities officer/
equipment inspector
- Nature project officer
- Field trip administrator
- Craft/Skill coordinator
- Discipline & Security officer



Job Description of Secretary/Treasurer

Responsible for record keeping
including:

- **Conference Reporting & Forms**
- **Attendance**
- **Registration**
- **Supply ordering**



Job Description of Secretary/Treasurer

**Responsible for Club Finances
including:**

- **Income from dues, fundraising, outings, donations, uniforms**
- **Payment & recording of expenditures**
- **Coordinate with Church Treasurer**



Job Description of Counselor

- Leads unit of 4-8 boys or girls
--Guides activities and attitudes
- Closest contact with kids and parents
- Guides young minds to an understanding of right and wrong



Job Description of Counselor

- Set good example by wearing neat, complete uniform
- Learn to march & drill with the unit
- Always defend standards & principles of the club



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Job Description of Instructor

- ❖ Teaches specific skills or subjects such as Bible, personal growth, outdoor skills, honors, or crafts
- ❖ May come from church or community to assist temporarily with club
- ❖ Is well acquainted with subject matter and matches it with club curriculum



Adventurer Family Network Coordinator



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- ❖ Could also be Associate Director
- ❖ Organizes Family Network learning experiences
- ❖ Meets with parents to set direction of club

Job Description of a TLT (Teen Leader in Training)

- High school student who commits to learning more about leadership in the Pathfinder organization
- Assists staff members in all club functions



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Job Description of a TLT (Teen Leader in Training)

During 4-year program, TLT is trained in club administration, counseling, classwork/honors, finances, outreach, camping, & security



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Adventurer Club Emblem

Busy Bee
(1st grade)

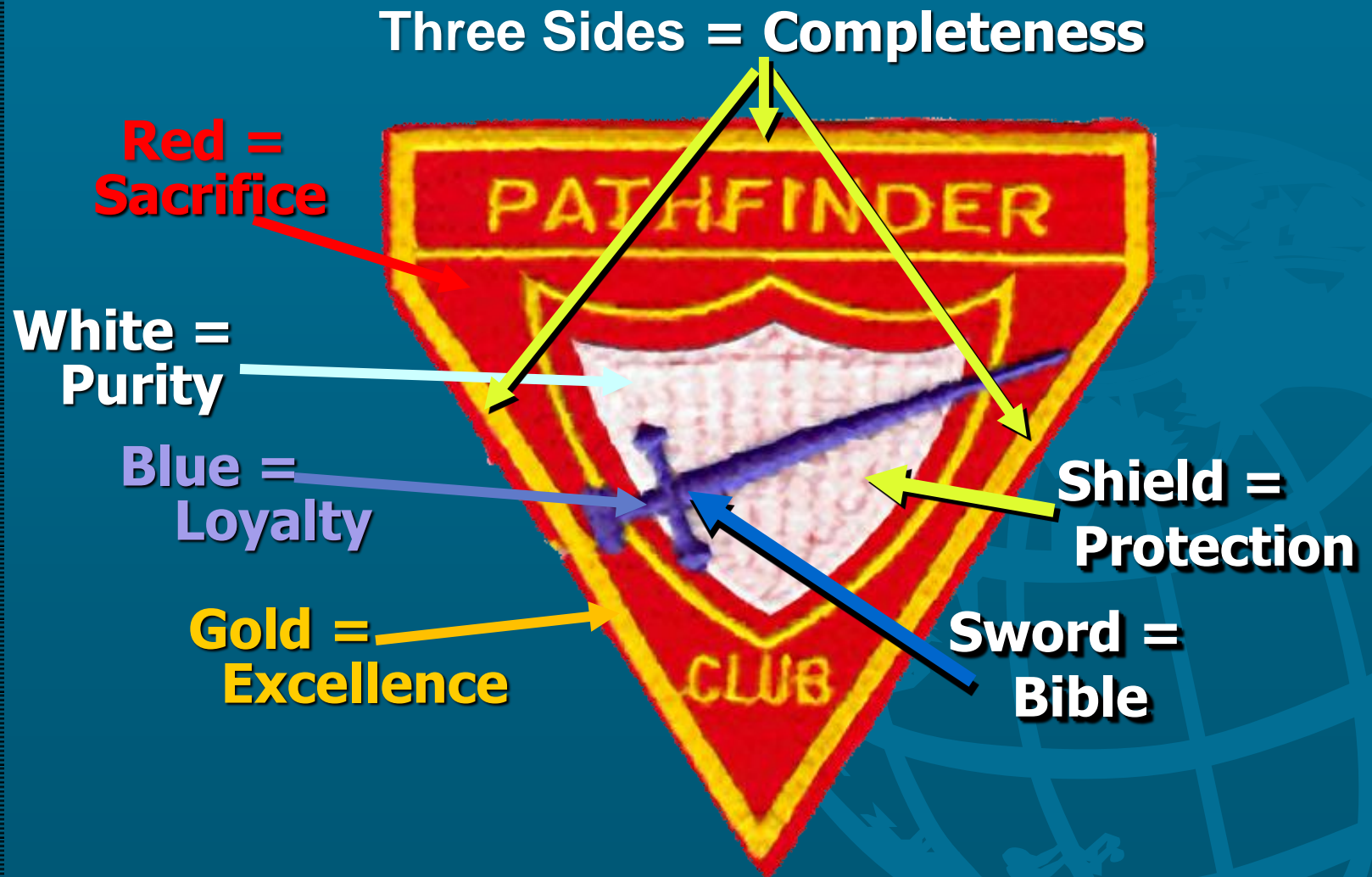
Sunbeam
(2nd grade)

Builder
(3rd grade)

**Helping
Hand**
(4th grade)



Pathfinder Club Emblem



RMC Shield for Master Guides

Pathfinders

Adventurers



Christ Centered
though the power
of the Holy Spirit

Youth



Keeping Children Safe

In your book you will find
Information on the following topics



~ Child Abuse (A/p.14, P/p.15)

~ Sexual Abuse (A/p. 15, P/p. 16)

~ Screening (A/p.25-28, P/p.26-28)

<http://www.shieldthevulnerable.com>



Keeping Children Safe

Background Check Information
<http://www.shieldthevulnerable.com>



(Did you go to the class today?)

Each staff member or adult
volunteer must go to the website
and fill it out every three years



Adventurer Uniforms

Ladies/ Girls

Shirts: Ladies--White / Girls – light blue

Skirts/Slacks: Girls--Navy blue jumpers / Ladies—navy

Shoes/Socks: Low heeled black dress, navy socks

Sash: Navy

Men/Boys

Shirt: Men--White / Boys--light blue

Slacks: Navy blue dress slacks (no jeans or cords)

Shoes/Socks: Black dress, navy blue socks

MASTER GUIDE (RMC)

Shirt: Khaki (tan)

Slacks/Skirts: Forest Green

Shoes/Socks: Black dress

Sash: Forest Green



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Order from
Advent Source

Pathfinder Uniforms

Ladies/ Girls

Tan shirts (Advent Source)

Black Skirts, black dress slacks with pleated front
or black skorts/Bermuda shorts

Low heeled black dress shoes, black socks, black hosiery

Men/Boys

Tan shirts (Advent Source)

Black dress slacks with pleated front or Black Bermuda
shorts with pleats

Low heeled black dress shoes, black socks

MASTER GUIDE

Tan shirt/blouse

Forest Green slacks/skirts

Black shoes

Forest Green sash



Adventurer Club Membership

- Grades 1 – 4 (ages 6 – 9)
 - ~Also younger classes such as
Little Birds (age 2)
Little Lambs (age 3-4)
Eager Beavers (kindergarten)



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Pathfinder Club Membership

- Grades 5-10 (ages 10-15)
- When do young people join your club?
 - Once per year
 - Once per semester
 - NOTE: Having open registration ALL the time makes it difficult for counselors & instructors to prepare quality programming.



Club Membership

- Do you have an attendance policy?
- How do you motivate the young people to attend regularly and on time?
 - Point system (P. 6, 20)
 - Outing privileges
 - NOTE: Allowing them to just come whenever they feel like it lowers the quality of the program you can offer.



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Honors earned this year: _____

Pathfinder Bucks: _____

Club Formal Inspection/Evaluation

- ❖ Arranged mutually between the Club Director and the Area Coordinator.
- ❖ Held on the usual meeting night by the Area Coordinator.
- ❖ An aid to the Pathfinder or Adventurer Director in helping to bring the club up to the highest standard possible.



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Club Formal Inspection/Evaluation



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Call Area Coordinator to Schedule
December – March



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EACH COORDINATOR DOES IT
DIFFERENTLY
(Ask your AC what their
expectations are)

Club Formal Inspection/Evaluation

- Entire Club Dresses in Class “A” Uniform
- Written Meeting Schedule Followed
 - Includes AY Classwork & Honors
- Drill & Marching Demonstration
(standing movements & basic marching)



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CLUB EVALUATION



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1. OPERATION

2. ADMINISTRATION

3. CLUB EVENTS

4. CLUB EQUIPMENT



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Conference Operating Policies

- Insurance
 - Pathfinder and Adventurer activities must be on the church calendar and voted by the board BEFORE they happen in order to be insured by Risk Management (Conference Insurer)
 - Filing claims (A, pp. 32-33 / P, pp. 35-36)





New Directors' Training

Part 2



Steve & Carol Gillham
October 19, 2013

Yearly Program

- Mission and goals
 - Remind each other why you're doing Pathfinders or Adventurers
 - Ask: "What are our goals for the year?"
- Based on 10 or 12-month calendar
 - Usually matches school year



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Yearly Program Activities

- Adventist Youth classes
 - Organize and plan HOW to complete
 - Plan unit & group activities to make them fun
- Parent Ministry
 - Sponsor parenting classes for club & community



Yearly Program Activities

Calendar

- Regular Meetings (at least 2/month)
- Outreach activities (at least 1/month)
- Campouts
- Conference activities
 - Camporee
 - Leadership weekend
 - Bible Bowl
 - Investiture
 - Fair
 - Fun Day



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Club Meetings

Program Components



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Opening Exercises

- Pledge of Allegiance,
- Pledge & Law,
- Pathfinder/Adventurer Song
- Prayer & Devotional
- Unit inspection / dues



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Club Meetings

Program Components

Unit Time

- AY Classwork
- Honors / Activities
- Drill & Marching



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Club Meetings

Program Components

Closing Exercises

- Fall in by units
- Announcements
- Benediction & dismissal



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Club Meetings

- Active learning works better
- Short attention spans = change activities often ~ 20 - 40 minute components
 - Shorter for younger children
- Involve Adventurers/Pathfinders in as many aspects of programming as possible
- Give TLTs opportunities to learn to lead
- Stick with time schedule



Club Meetings

DISCIPLINE

- Good discipline provides environment for
- ~~Cheerful attitudes
- ~~Cooperative behavior
- Emphasizes guidance rather than restraint
- Enabling – not crippling
- Encourages self-control
- Teaches children to do
the right thing at the right time
in the right way



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Club Meetings

DISCIPLINE

- seek to use positive techniques
- insist on compliance
- you must be believable
- make promises, don't make threats
- be proactive, not reactive
- reward behavior you want to have
 - don't reward poor behavior



AY Honors / Adventurer Awards

Introduce kids to a variety of interests

- Arts & Crafts, Household Arts, Nature, Outdoor Industries, Outreach Ministries, Recreational, Vocational
- Provide opportunities to discover new hobbies or even find careers



AY Honors

- ❖ Make the AY Classwork worthwhile & fun
- ❖ Provide tangible rewards for learning
 - honor patches
- ❖ Should be done with integrity
- ❖ Should be done actively, not as bookwork



Club Morale

- ❖ Encourage & support positive staff morale -- through communication and mutual support
- ❖ Provide clearly stated rules and procedures that are administered equitably
- ❖ Make club meetings active, organized, and fun

**Help Pathfinders and Adventurers
feel welcome**



Club Morale



- Involve Pathfinders and Adventurers in activities with their friends
- Provide opportunities for meaningful feedback (and follow through)
 - Make sure each child has at least one significant adult they can relate to on personal & spiritual issues



Special Programs

➤ Annual Advertising

- Letters to last year's members
- Announcements at church and/or school

➤ Enrollment Program

(parents must attend with their prospective Pathfinder)

- Registration & Medical Forms
- Orientation (attendance & behavior policies)
- 10-12 Month Calendar
- Uniform Fitting or Ordering



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Special Programs

Pathfinder/Adventurer Sabbath

- Pathfinder or Adventurer Club leads out in church service taking charge of ALL aspects (Adv. Family Blessing Service)
 - Flag Processional & Pledges
 - Special Music
 - Calling for & Picking up the Offering
 - Leading in Congregational Prayer
 - Asking a Speaker in or someone in the club to present the Sermon
 - NOTE: The order varies by church



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Special Programs

Induction Ceremony

- Happens at the Beginning of the Year
- It is a ceremony to formally welcome new Pathfinders or Adventurers to the organization
- Typically happens as a vespers or evening service with Pathfinders or Adventurers, staff, & parents in attendance
- The service typically includes a candle ceremony which helps to explain the symbols and meaning of Pathfinding



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Special Programs

❖ Parent Education

-- Intended to help the parents understand their children better and be the best parents possible for their child



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❖ The Club might sponsor a parenting seminar or class

❖ Adventurer Family Blessing Service

Special Programs

Investiture (Award Ceremony)

Send your form to the conference early, with 1st & 2nd choices of dates

- Concludes the Pathfinder/Adventurer Year
- Is usually held in the church or meeting place
- Is a showcase opportunity for Pathfinders or Adventurers to demonstrate their accomplishments
- Contains a song service & worship thought



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Special Programs

Investiture (Award Ceremony)

- Master Guides present Progressive Class Rank pins & insignia
- Honors earned during the year are presented or read off if distributed earlier
- Supplies are ordered from AdventSource
 - **BE SURE TO ORDER 4-6 weeks BEFORE your Investiture Date**



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Formal Inspection/Evaluation

Call Area Coordinator to Schedule
December – March

EACH COORDINATOR DOES IT
DIFFERENTLY
(Ask your AC what their
expectations are)



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Qualities of a Children & Youth Ministries Leaders

- ❖ Lives a Christ-centered life
- ❖ Loves young people
- ❖ Has a mission (knows what needs doing)
- ❖ Has a vision (pictures the future)
- ❖ Has integrity (keeps commitments)
- ❖ Understands the developmental characteristics of pre-adolescents and adolescents



Qualities of a Children & Youth Ministries Leaders

- ❖ Enjoys learning new skills
- ❖ Develops the ability to organize
- ❖ Maintains good working relationships with fellow staff
- ❖ Radiates a dignity of presence that assures order
 - ❖ Possesses emotional stability
 - ❖ Enjoys being outdoors



Qualities of a Children & Youth Ministries Leaders

- ❖ Maintains good relations with parents
- ❖ Delegates responsibility and authority
- ❖ Has a sense of humor
- ❖ Is resourceful and creative
 - ❖ Enlists a spirit of cooperation
 - ❖ Is optimistic and enthusiastic
 - ❖ Chooses capable helpers & staff



Qualities of Successful Team Players (all staff)



- ❖ Likeable
- ❖ Generous with praise
- ❖ Ask advice
- ❖ Make people feel important
- ❖ Never embarrass anyone
- ❖ Lead instead of drive
- ❖ Remember names



Qualities of Successful Team Players (all staff)



- ❖ Happy and optimistic
- ❖ Keep promises and commitments
- ❖ Not braggers
- ❖ Don't make decisions when emotionally upset
- ❖ Heal hurts quickly



Qualities of Successful Team Players (all staff)

- ❖ People of action
- ❖ Cooperative
- ❖ Early
- ❖ Prepared
 - Spend an hour in planning for each 30 minutes of meeting time





"Higher than the highest human thought can reach is God's ideal for His children. Godliness--godlikeness--is the goal to be reached. Before the student there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. "

{Education, p. 18}



”He who co-operates with the divine purpose in imparting to the youth a knowledge of God, and molding the character into harmony with His, does a high and noble work. **As he awakens a desire to reach God's ideal, he presents an education that is as high as heaven and as broad as the universe;** an education that cannot be completed in this life, but that will be continued in the life to come; an education that secures to the successful student his passport from the preparatory school of earth to the higher grade, the school above.” {Ed. P.19}





New Directors' Meeting



Questions
???

Resources:

<http://rmcyouth.org>

<http://pathfindersonline.org>

<http://www.adventurer-club.org>

<http://www.kfw-adventurers.org>

<http://www.adventsource.org>

Pathfinder Staff Manual

Adventurer Staff Manual

sdgillham@hotmail.com

**Thank you for your
attention**

Steve & Carol Gillham

September 13, 2014