



# **Adventurer Club Basic Staff**

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**WORKSHOP RESOURCES  
FOR PRESENTERS**

**Adventurer Club Basic Staff Workshop Resources for Presenters**

v2.0

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# Adventurer Club Basic Staff CERTIFICATION

## Prerequisites

1. Commit to the Youth/Children's Ministry Volunteer Code of Conduct (p. 13).
2. Be currently approved by your conference's child protection screening verification.

## Overview of Workshops

### **Adventurer Club Ministry: Its Purpose, History and Relationship to the Church—ADV 001**

This seminar presents an introduction to club ministry from the Adventurer Club perspective. It compares and contrasts the program and purpose of the Adventurer Club and its role in faith development. This ministry involves the family ministry, children's ministry, and Pathfinder Club ministry.

### **Introduction to Adventurer Club Organization—ADV 002**

This seminar highlights the Adventurer Club program. It outlines job descriptions and expectations for each club leader and reviews the qualities of a Christian leader and club structure. It also covers club regulations on membership, attendance, forms, etc., and conference policies including reporting, finances, uniforms, and insurance.

### **Introduction to Programming and Planning—ADV 003**

The seminar outlines the planning process. It reviews the elements of the typical Adventurer year including regular meetings, stars, chips and awards, curriculum, Induction, Adventurer Sabbath, campouts, Investiture, and conference events.

### **Special Programs—ADV 004**

This seminar presents the general outline of the Adventurer Club's special programs: such as, Open House, Induction, Investiture, Family Blessing, Adventurer Sabbath, and Family Network.

### **Adventurer Club Curriculum—ADV 005**

This seminar presents the general outline and structure of the Adventurer Curriculum. It outlines the four components of the curriculum: Basic, My God, My Self, My Family, My World. It shows how each level builds on the next and how each have the same basic components, so they work together. It outlines minimum requirements for a child to qualify for Investiture.

### **Adventurer Stars, Chips and Awards—ADV 006**

This seminar gives participants an introduction to the Adventurer stars, chips, and awards and suggests how to get the children excited to learn more about them. It gives special emphasis on creating experiential learning activities that help the kids spiritually, mentally, socially, and physically to complete the stars, chips, and awards.

### **Developmental Growth and Introduction to Effective Teaching Methods for Pre-K through 4<sup>th</sup> Grade—PYSO 103**

This seminar describes the mental, spiritual, physical, and social growth and needs of the typical adventurer. It includes practical pointers on leading, nurturing, and disciplining them. It also introduces learning styles, teaching concepts, and teachable moments.

## Introduction to Medical and Safety Guidelines—MEDI 100

This seminar covers introductory information on conference's child protection screening verification requirements, NAD camping guidelines, medical history forms, release forms, abuse prevention, staffing levels, transportation guidelines, emergency plans, and supervision. It also covers medical conditions of children as presented by ARM (Adventist Risk Management).

## No Required Fieldwork

Create a portfolio that contains the handouts and your personal notes from the workshops you have attended.

## Recognition of Completion

Everyone likes to have their efforts recognized. Upon completion of the Basic Staff Certification, the participant is eligible to receive an enameled pin and certificate of completion.





# Adventurer Club Ministry: Its Purpose, History and Relationship to the Church—ADV 001

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## Description

This seminar presents an introduction to club ministry from the Adventurer Club perspective. It compares and contrasts the program and purpose of the Adventurer Club and its role in faith development. This ministry involves the family ministry, children's ministry, and Pathfinder Club ministry.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- Timeline for Adventurer Club History

## What Your Participants Will Learn

To recognize the philosophy, purpose, and uniqueness of the Adventurer ministry and to gain an overview of its history.

## Content

- Adventurer Club mission statement
- Adventurer philosophy
- History of Adventurers
- Adventurer Club ministry
- Adventurer logo
- Adventurer Club Director's Guide

## Suggested Activities

- Timeline matching game (list major events on flashcards and have participants place on timeline)
- Pledge/law charades
- List ideas that would collaborate with other ministries in the church
- Take home activity: Create relationships with church members -- pair an adventurer with a church member. Invite adventurer to tell church member what they did that week or what adventurer activities they are looking forward to.



# Introduction to Adventurer Club Organization—ADV 002

## Description

This seminar highlights the Adventurer Club program. It outlines job descriptions and expectations for each club leader, and reviews the qualities of a Christian leader and good club structure. It also covers club regulations on membership, attendance, forms, etc., and conference policies on topics including reporting, finances, uniforms, and insurance.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- *Little Lamb Leader's Guide*
- *Eager Beaver Leader's Guide*
- *Busy Bee Leader's Guide*
- *Sunbeam Leader's Guide*
- *Builder Leader's Guide*
- *Helping Hand Leader's Guide*

## What Your Participants Will Learn

To explain basic procedures and policies relevant to the establishment and maintenance of the Adventurer Club.

## Content

1. Club organization
  - a. Church commitment
  - b. Staff training
  - c. Flow chart
    - i. Denominational flow chart
    - ii. Club organizational flow chart
2. Operating policies
  - a. Church board membership
  - b. Parental involvement
  - c. Club membership
  - d. Uniforms
  - e. Calendar and time options
  - f. Registration forms
  - g. Insurance, safety, child abuse, and discipline
  - h. Medical and liability release forms
3. Start-up and structuring

## Suggested Activities

- Make a wall chart that includes each part of club organization
- Divide class into groups to create a sample budget (template handout, index cards, or sticky notes on wall)
- List expenses for local, area, and conference activities (total for the year)
- Determine club's expense per child
- Show website of where to find necessary forms
- Demonstrate how to access background screening process (participants can follow along on their phone)



# Introduction to Programming and Planning—ADV 003

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## Description

This seminar outlines the planning process. It reviews the elements of the typical Adventurer year including regular meetings, stars, chips and awards, curriculum, Induction, Adventurer Sabbath, campouts, Investiture, and conference events.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- *Little Lamb Leader's Guide*
- *Eager Beaver Leader's Guide*
- *Busy Bee Leader's Guide*
- *Sunbeam Leader's Guide*
- *Builder Leader's Guide*
- *Helping Hand Leader's Guide*

## What Your Participants Will Learn

To understand and know how to implement the Adventurer program and its features.

## Content

1. Yearly program
  - a. Club goals
  - b. Parental involvement in teaching the classes
2. Programming guidelines
3. Club meeting
  - a. Club membership
  - b. Non-club membership
4. Child-parent activities
5. Programming
  - a. Registration
  - b. Public relations
  - c. Field trips
  - d. Conference events
  - e. Family camps

## Suggested Activities

- Show how to alternate class levels. Coordinate to combine for small clubs
- Break out into class-level groups and brainstorm activities, awards, or field trips for each requirement in that level. Share with large groups
- Have participants make samples of year calendar, to spread out how all class requirements could be divided between number of meeting their club has
- In small groups brainstorm which class requirements could be combined into a single activity
- Ideas in small groups about which awards could be used to teach each class requirement
- Emphasize grade level connection to each class level



# Special Programs—ADV 004

## Description

This seminar presents the general outline of the Adventurer Club's special programs, such as Open House, Induction, Investiture, Family Blessing, Adventurer Sabbath, and Family Network.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*

## What Your Participants Will Learn

To emphasize the importance of the special programs and their impact in the lives of Adventurer parents and their children.

## Content

- Open House
- Induction
- Investiture
- Family Blessing
- Adventurer Sabbath
- Family Network (pages)

## Suggested Activities

- Show sample announcement/schedule for open house
- Demonstrate each special service for the Adventurer Club ministry
- Display model of club altar
- Handout sample programs (found in director's guide) for each special service
- Display sample letter for family blessing service or have participants create a sample letter
- Show video clips or pictures of special ceremonies
- Have participants make an outline for a sample parent network meeting
- Display sample program for Adventurer Sabbath (provide sample topic and have participants brainstorm hands-on ideas to use)



# Adventurer Club Curriculum —ADV 005

## Description

This seminar presents the general outline and structure of the Adventurer curriculum. It outlines the four components of the curriculum: Basic, My God, My Self, My Family, My World. It shows how each level builds on the next and how each has the same basic components so they work together. It outlines the minimum requirements a child must fulfill to qualify for Investiture.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- *Little Lamb Leader's Guide*
- *Eager Beaver Leader's Guide*
- *Busy Bee Leader's Guide*
- *Sunbeam Leader's Guide*
- *Builder Leader's Guide*
- *Helping Hand Leader's Guide*

## What Your Participants Will Learn

To suggest methods of teaching the Adventurer curriculum in a creative and meaningful manner.

## Content

1. Adventurer Club goals
2. Overview
3. How to use the curriculum materials
4. Planning for success
  - a. Understanding creativity

- b. Studying the class curriculum
  - c. Working out your teaching plan
  - d. Dealing with special challenges
  - e. Planning the curriculum
5. Planning your calendar and working your plan
    - a. Identify special needs and interests
    - b. Choose a track requirement to work
    - c. Who will teach the requirement?
    - d. When will the requirement be taught?
    - e. What information do they need to know?
    - f. How will you teach it?

## Suggested Activities

- Display curriculum books
- Provide list of requirements for each class level. Break class into groups and ask them to brainstorm how to connect Jesus to each class requirement within a class level.
- Demonstrate active hands-on learning.
- Display samples of learning games. Demonstrate several games, asking class members participate.
- Provide list of resources or websites for learning games and hands-on activities.
- Brainstorm ideas for tracking curriculum requirement and awards completed by each club member.
- Display sample of JUST-IN-CASE folders that provide everything a substitute instructor would need to cover a class.
- In small groups, brainstorm ideas of people who could be invited to share information at club meeting to lighten the teaching load and enhance curriculum (other church members, firefighters, pet store, etc.)
- Utilize parents as resources, especially for children with special needs.



# Adventurer Stars, Chips and Awards—ADV 006

## Description

This seminar gives participants a taste of the Adventurer stars, chips, and awards and how to get the children excited to learn more about them. It gives special emphasis on creating experiential learning activities that help the kids spiritually, mentally, socially, and physically to complete the stars, chips, and awards.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- Adventurer Club website ([Adventurer-Club.org](http://Adventurer-Club.org))
- *Little Lamb Leader's Guide*
- *Eager Beaver Leader's Guide*
- *Busy Bee Award Requirements & Activities*
- *Sunbeam Award Requirements & Activities*
- *Builder Award Requirements & Activities*
- *Helping Hand Award Requirements & Activities*
- Adventurer Resource USB Flash Drive
- *Adventist Adventurer Awards* on Wikibooks ([wikibooks.org/wiki/Adventist\\_Adventurer\\_Awards](http://wikibooks.org/wiki/Adventist_Adventurer_Awards))

## What Your Participants Will Learn

To teach Adventurers that learning is fun, to include Jesus in every activity, and to encourage them to grow mentally, physically, socially, and spiritually.

## Content

1. Setting goals
  - a. Teaching Adventurers new concepts and activities in fun and creative ways and include Jesus in every activity
  - a. Challenging a more adventurous child without discouraging a lesser achiever
  - b. Helping each Adventurer achieve a balanced life
  - c. Encouraging each child to do his or her best
2. Being creative
  - a. Enjoying learning on the chosen subject
  - b. Presenting ideas in a fun way
  - c. Collecting ideas and materials
  - d. Having hands-on experience
3. Selecting and teaching a new star, chip, or award
  - a. Demonstrating and encouraging participation

## Suggested Activities

- Demonstrate how to teach an award
- In small groups, brainstorm ideas of how that same award could be adapted for different learning styles, different levels, or special needs
- Show an object and challenge participants to brainstorm how to use this item in a non-traditional way
- Take a nature walk. Find items & share with the group how item could be used for a craft/activity and how it could relate to God
- Share resource examples. Give participants a few minutes to find their own resources for a specific award or requirement. Share findings.
- Brainstorm a list of other people who could help teach part of an award requirement.



# Developmental Growth and Introduction to Effective Teaching Methods for Pre-K through 4<sup>th</sup> Grade—PYSO 103

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## Description

This seminar describes the mental, spiritual, physical, and social growth and needs of the typical Adventurer. It includes practical pointers on leading, nurturing, and disciplining them. It also provides an introduction of learning styles, teaching techniques, and teachable moments.

## Audience/Participants

New directors, staff, and parents

## Resource Material

- *Adventurer Club Director's Guide*
- *Little Lamb Leader's Guide*
- *Eager Beaver Leader's Guide*
- *Busy Bee Leader's Guide*
- *Sunbeam Leader's Guide*
- *Builder Leader's Guide*
- *Helping Hand Leader's Guide*
- *Children Ministries* by Noelene Johnson

## What Your Participants Will Learn

To understand the developmental growth of children in Adventurers, to instruct and inform the students in creative and effective ways of teaching, and to help each Adventurer be successful at his/her developmental level.

## Content

- Overview of child development from Pre-K through 4th grade
  - Spiritual
  - Mental
  - Physical
  - Emotional
- Overview of the four core concepts of teaching
  - Knowledge
  - Communication skills
  - Interest
  - Respect for students
- Overview of different teaching methods
  - Hands-on activities
  - Learning games
  - Crafts
  - Visual aids
  - Interactive stories
  - Skits/puppets
  - Songs/memorization
  - Redirecting negative behavior
  - Have fun teaching!

## Suggested Activities

- Play sound clips of children at different Adventurer ages and let participants try to identify what age group it is
- Use a K-W-L (ask each participant to identify what they Know about this topic, what they want to know, and at the end of the seminar identify what they Learned)
- Give an overview of knowledge, communication, interest, and respect
- Brainstorm for ideas about how to prepare staff (create interest, staff meetings, schedule preparation days, hand out calendars, share lesson plans)
- Role play ways to create a positive environment
- Create/share take-home kits for how to teach a class that includes play list of songs, activities ideas, templates)
- Distribute lists from the class leader's guides about the characteristics of Adventurer children in each grade level.



# Introduction to Medical and Safety Guidelines—MEDI 100

## Description

This seminar covers introductory information on conference's child protection screening verification requirements, NAD camping guidelines, medical history forms, release forms, abuse prevention, staffing levels, transportation guidelines, emergency plans, and supervision. It also covers medical conditions of children as presented by ARM (Adventist Risk Management).

## Audience/Participants

New directors, Adventurer staff, and parents.

## Resource Material

- *Adventurer Club Director's Guide*
- Adventist Risk Management website ([AdventistRisk.org](http://AdventistRisk.org))
- Adventurer Resource USB Flash Drive
- Additional resources and forms from your local conference

## What Your Participants Will Learn

To understand the safety regulations of the Adventurer program and to recognize the signs of potential child abuse and various medical conditions.

## Content

- Confidentiality
- Accountability (check-in/check-out system)
- Information about background screening.
- Safety guidelines – camping regulations, field trips, regular club meetings
- Familiarize yourself with medical conditions
- Temporary custody does NOT give permission to treat
- Forms – check with your local conference for required forms and where to submit each form.
- Guidelines for guest speakers.
- Safety suggestions for children and adults
  1. Not sharing sleeping areas with non-family members
  2. Appropriate touch
  3. Open classrooms
  4. Never putting yourself in a one-on-one situation

## Suggested Activities

- Show the website your conference uses for background screening (encourage participants to pull it up on their phone and follow along)
- Role play how to handle emergency situations using the following specific scenarios (and have a discussion about prevention) for each one:
  1. child has allergy reaction
  2. club member has asthma flare
  3. participant is injured during club activity and breaks a bone
  4. child gets a bloody nose during a game at club meeting



## CHILD PROTECTION PLAN RESOURCES

### Seventh-day Adventist Church in North America



## NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

### Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

### My Commitment to Volunteer Ministry As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

\* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

**Thank You for your service as a Youth/Children's Ministry Volunteer  
Please retain a copy of this document and keep it for reference.**



# Resources for Your Club

## Adventurer Club Starter Kit

The Adventurer Club provides a complete age-appropriate curriculum for families with kids in pre-k through fourth grade. At each level kids learn more about the Bible, health, nature, how to get along with others, and more. The Adventurer Club also gives parents an opportunity to model Christian values while enjoying special activities with their children. Through the Adventurer Club, the church can support parents as they work to develop happy, healthy, mature kids.

Included in the Starter Kit:

- Director's Guide with complete instructions on programming, curriculum, uniforms, and more
- Leader's Guides for Little Lamb, Eager Beaver, Busy Bee, Sunbeam, Builder, and Helping Hand levels
- Awards Poster with titles listed in English, Spanish, and French
- Music CD including the theme song for the Adventurer Club in English and Spanish
- Resource USB Flash Drive featuring award requirements, printable forms and certificates, and much more

NAD Adventurer Club Ministries (AdventSource)

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#009541 \$149.95



## Director's Guide

#001049 \$14.95

## Resource USB Drive

#009542 \$9.95

## Leader's Guides

#001600	Little Lamb	\$29.95
#001380	Eager Beaver	\$29.95
#009543	Busy Bee	\$24.95
#009544	Sunbeam	\$24.95
#009545	Builder	\$24.95
#009546	Helping Hand	\$24.95

## Adventurer Award Helps

#009766	Busy Bee	\$19.95
#009765	Sunbeam	\$19.95
#009764	Builder	\$19.95
#009763	Helping Hand	\$19.95
#009768	Multilevel	\$14.95

## Adventurer Poster

#001505	Folded	\$1.95
#001506	Rolled	\$4.95*
#001507	Laminated	\$9.95*

\*Plus an additional \$5.00 shipping fee

## Record Charts

#001233 Set of Six \$4.95

## Activity Books

#001606	Little Lamb	\$2.95
#001390	Eager Beaver	\$2.95
#001212	Busy Bee	\$2.95
#001213	Sunbeam	\$2.95
#001215	Builder	\$2.95
#001214	Helping Hand	\$2.95

## Record Cards

#009537	Little Lamb	\$0.50
#009539	Eager Beaver	\$0.50
#001124	Busy Bee	\$0.50
#001126	Sunbeam	\$0.50
#001125	Builder	\$0.50
#001127	Helping Hand	\$0.50

The Adventurer Club Basic Staff Workshop Resources for Presenters includes helps for each of the eight workshops required for Certification. These workshops include:

- Adventurer Club Ministry: Its Purpose, History and Relationship to the Church—ADV 001
- Introduction to Adventurer Club Organization—ADV 002
- Introduction to Programming and Planning—ADV 003
- Special Programs—ADV 004
- Adventurer Club Curriculum—ADV 005
- Adventurer Stars, Chips and Awards—ADV 006
- Developmental Growth and Introduction to Effective Teaching Methods for Pre-K through 4th Grade—PYSO 103
- Introduction to Medical and Safety—MEDI 100

Each of the workshops includes a description of the content, the audience or participants that you can anticipate will attend, resource material, what your participants will learn, basic content for the workshop and suggested activities.

The Adventurer Club Basic Staff Certification is part of the Adventist Youth Ministries Training (AYMT) which includes certifications for Adventurer Club Ministries, Pathfinder Club Ministries, Master Guides and Youth Ministries.



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