



Adventurer Club Director

**WORKSHOP RESOURCES
FOR PRESENTERS**

Adventurer Club Director Workshop Resources for Presenters

v2.0

Produced by the North American Division Office of Adventurer Club Ministries

Designer: Liv Jacobson
Project manager: Christal Gregerson

Available from:
AdventSource
5120 Prescott Avenue
Lincoln, NE 68506
402.486.8800
AdventSource.org

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Adventurer Club Director CERTIFICATION

Prerequisites

1. Be at least 18 years old.
2. Commit to the Youth/Children's Ministry Volunteer Code of Conduct (p. 11).
3. Be currently approved by your conference's child protection screening verification.
4. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
5. Complete the Adventurer Club Basic Staff Certification.

Overview of Workshops

Learning to Lead—LEAD 001

This workshop encourages participants to examine their goals, motivations, aspirations, and convictions. *Learning to Lead* challenges participants to strive constantly for personal excellence and enhanced relationships, as well as to contrast managers and leaders, identify their preferred leadership style, and then select the appropriate leadership style for leading each of their staff.

Your Local Church Board and the Conference Connection—LEAD 122

This workshop focuses on the club director's responsibilities to both the local church board and the local conference and gives suggestions on resolving conflicts between each level.

Introduction to Recruiting, Screening and Training Volunteers—LEAD 150

This workshop offers suggestions on where and how to look for volunteers with the character and personality needed to support ministry. It also reviews screening

requirements mandated by the local conference and shares suggestions for training curriculum and settings. In addition, the session includes basic information on how to evaluate staff in order to help them improve their ministry and share ways to thank them for their service.

Team Building—LEAD 155

This workshop teaches techniques to build and maintain effective teams. Participants will discover their own leadership style, how to communicate effectively with their teams, and how to inspire and motivate them.

Parent Involvement—ADV 106

This workshop helps participants establish trusting relationships between Adventurer staff and the parents, gives them ideas on how to involve parents in the Adventurer Club, and explains the benefits families receive when parents/caregivers are involved.

Club Finances—FINA 100

This workshop introduces the basic information needed to keep accurate financial records for the ministry.

Conflict Resolution—PYSO 209

In this workshop, you will identify the stages of conflict and learn how to manage difficult encounters with staff, parents, and children with diplomacy, tact, and credibility.

Diversity and Working Together—PYSO 214

This workshop provides guidance and background information to help leaders understand and integrate ministry between and with diverse groups. This includes but may not be limited to, age, ability, gender, socioeconomic status, and cultural or national diversity.

Required Fieldwork

1. Establish a relationship with your Adventurer coordinator.
2. Have and read the Adventurer Club Director's Guide and compile a list of action items for the upcoming Adventurer year.
3. Create a portfolio that contains the handouts and your notes from the workshops you attended, your Adventurer calendar, meeting schedules, and other paperwork for the year.

Portfolios

The Director Certification requires a portfolio documenting the journey, progress, lessons learned, and completion of requirements.

The portfolio should include a completed certification check sheet and evidence confirming requirement completion. This evidence can come in the form of signed class cards or sign in sheets, class handouts and/ or photographs of participants involved in or leading, and proof of applicable research and projects completed as required fieldwork.

The purpose of the portfolio is not only to show completion of all the certification requirements, but it is also to be an authoritative referral source when faced with similar issues in the future.

The physical portfolio can be a three-ring binder or folder in which all materials are kept. Fully digital data collection is also acceptable.

The content is what counts, not the form of that content. It should be well organized and easy to check over. Items should be labeled for easy connection to a specific requirement. The form will vary according to the personality and style of the participant.

Portfolio Review

The purpose of the review is to confirm completion of the requirements. It is not to require conformity to any system requiring specific formats of style of presentation. Portfolios are reviewed to determine if they are complete or incomplete. An incomplete portfolio will be returned to the participant with a written explanation of what needs to be added, corrected or complete. Portfolios, whether complete or incomplete, should be returned to the participant in a timely manner.

Review of completed portfolios will be done by an invested Master Guide appointed by the Conference Youth Director of their designee.

Recognition of Completion

Everyone likes to have their efforts recognized. Adventurer leaders who put in untold hours of prayer, planning, counseling, and training are no exception.

Upon successful review of the portfolio, the participant is eligible to receive an enameled pin and certificate of completion.





Learning to Lead—LEAD 001

Description

This workshop encourages participants to examine their goals, motivations, aspirations, and convictions. *Learning to Lead* challenges participants to strive constantly for personal excellence and enhanced relationships, as well as to contrast managers and leaders, identify their preferred leadership, and then style and select the appropriate leadership style for leading each of their staff.

Audience/Participants

New current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand different leadership styles and how they affect Adventurer Club leadership.

Content

1. Participants will discuss facets of Christian leadership related to the Adventurer Club, including:
 - a. Definition of leadership
 - b. Styles of leadership
 - Autocratic
 - Laissez-faire
 - Democratic
 - Authoritative
2. Attitudes and qualities of Christian leaders
3. Duties of the Adventurer Club staff
4. Goal-setting questions and considerations
 - What do I need to accomplish?
 - How am I going to accomplish it?
 - When am I going to accomplish it?
 - Who is going to accomplish it?
 - Control measures
 - Steps of communication

Suggested Activities

- Make or display cards that encourage or thank parents
- Display examples of existing programs that could be used for parent networking meetings (Help! I'm a Parent, etc.)
- Have participants brainstorm on the purpose/ importance of parent support group/networking meetings
- Share options for reminder apps
- Identify appropriate communication
- Display visuals such as the award poster where parents could sign up for areas they want to help the club with
- Provide sample parent surveys
- Show sample rotation calendar (ask participants to brainstorm for a creative title)
- Provide guidelines for receiving a parent pin, role play activities that would or would not fulfill these requirements
- Display example ideas for a parent directory (recognize parent birthdays as well as the children's)



Your Local Church Board and the Conference Connection—LEAD 122

Description

This workshop focuses on the club director's responsibilities to the local church board and the local conference and gives suggestions on resolving conflicts between each level.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand the responsibility the club director has to the local church and the local conference, and to understand the importance of resolving conflicts between each level.

Content

- Specific expectations, guidelines, and requirements provided by the local conference to local church ministries
- Structure of the Adventurer ministry within the conference and suggestions for how to deal with conflicts that might arise between local directors and coordinators of the conference
- Specific strategies for promoting ministry and building relationships with your church board, including information on dealing with a non-supportive board

Suggested Activities

- Review the organizational structure of Adventurer ministry
- Role play a conversation with the church board (remember that the calendar needs to be approved by the church board to cover liability)
- Play "Whose Role is it?" game (youth director, area coordinator, club director, etc.)
- Find a mentor for each participant
- Show examples of forms and reports and identify when to reach out
- Play "Who Do I Call?" game to help participants with their questions throughout the year
- List reasons for the importance of coming to leadership weekend every year
- Question/answer time for resolving conflicts with leadership
- Hand out a resource contact list for networking



Introduction to Recruiting, Screening and Training Volunteers —LEAD 150

Description

This workshop offers suggestions on where and how to look for volunteers with the character and personality needed to support ministry. It also reviews screening requirements mandated by the local conference and shares suggestions for training curriculum and settings. In addition, the session includes basic information on how to evaluate staff in order to help them improve their ministry and shares ways to thank them for their service.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*
- Risk Management website (AdventistRisk.org)
- Adventist Screening Verification website (nadadventist.org/asv)

What Your Participants Will Learn

To understand the importance of volunteer screening and training, to protect children and staff, and to understand how training and evaluation enhances ministry.

Content

- How to recruit volunteers
- Desirable character and personality traits
- Screening requirements
- Training volunteers
- How to evaluate staff
- Ways to thank volunteers for their service

Suggested Activities

- Have each participant develop a 60 second advertising pitch for the Adventurer Club ministry (to be prepared to share with parents of potential members you may encounter)
- Make a list of character traits to look for in the ideal staff person (for each position)
- Guide each participant to develop a mentoring tree for their club (pairing new staff with a more experienced mentor) and have each participant identify someone who could mentor them (or who they could bounce ideas off of — pastor, another director, etc.)
- Play video/skit of a class meeting. Have participants observe and complete a questionnaire after (consider options for evaluating staff)
- Take a moment to have participants complement each other (practice thanking staff)
- Have participants make a list of things to compliment/thank staff for (remember the little things all throughout the year, not just a “thank-you” at the end of the year)



Team Building—LEAD 155

Description

This workshop teaches techniques to build and maintain effective teams. Participants will discover their own leadership style, how to communicate effectively with their teams, and how to inspire and motivate them.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand how different leadership styles can successfully motivate team members to achieve a common goal.

Content

- Various aspects of team building, including:
 - Building trust and establishing cooperation within a team
 - Creating a can-do, encouraging atmosphere that uplifts all members of the team
 - Establishing clear, confident, and effective team communication skills
 - Establishing a stronger bond between team members
 - Developing a powerful team to achieve common goals.

Suggested Activities

- Participate in a team building activity and follow with a discussion of challenges and solutions (provide links to activity ideas as options)
- Many ideas for activities are listed in the Adventurer Leadership Growth Book
- List website links for other ideas
- Select a game/activity for each purpose:
 - identifying common goals
 - communication
 - building team trust

Parent Involvement—ADV 106



Description

This workshop helps participants establish trusting relationships between Adventurer staff and the parents, gives them ideas on how to involve parents in the Adventurer Club, and explains the benefits families receive when parents/caregivers get involved.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand why parents should be involved in Adventurer Club Ministry and how to increase their participation in the club ministry.

Content

- Benefits of parents' support
- Establishment of regular, frequent, two-direction communication
- Open discussion of parent expectations and parent participation
- Ideas for encouraging parents and thanking them for participating
- How to help the parents and caregivers collaborate to form a network of support

Suggested Activities

- Make or display cards that encourage or thank parents
- Display examples of existing programs that could be used for parent networking meetings (Help! I'm a Parent, Grandparenting: Giving Our Grandchildren a Grand View of God)
- Have participants brainstorm on the purpose/importance of parent support group/networking meetings
- Share options for reminder apps
- Identify appropriate communication
- Display visuals such as the award poster where parents could sign up for areas they want to help the club with
- Provide sample parent surveys
- Show sample rotation calendar (ask participants to brainstorm for a creative title)
- Provide guidelines for receiving a parent pin, and role play activities that would or would not fulfill these requirements
- Display example ideas for a parent directory (recognize parent birthdays as well as the children's)



Club Finances —FINA 100

Description

This workshop introduces the basic information needed to keep accurate financial records for the ministry.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand budgeting, receipting, and tracking the allocation of funds.

Content

- Setting and collecting dues and fees
- Proper receipting
- The importance of reconciling the accounting records between the ministry and the church
- Suggestions for dealing with accounts receivable
- Fundraising
- Budgeting and cost projections
- Transparency with the staff
- Accountability
- Respecting the confidentiality of individuals

Suggested Activities

- Have participants share with class how their club tracks finances
- Identify methods of collecting receipts (paper, digital, software)
- Brainstorm for ideas on establishing a financial relationship with the church (must share budget with church board)
- Identify expenses for a club on a worksheet template,
- Discuss different options for payments or payment schedule
- Show how to set up automated reminders for when to collect money
- Hold a fundraising forum (verse-a-thon / Jump-for-Jesus, local vendors, 503C, etc.)
- Brainstorm for ideas on funding options for starter clubs
- Game: distribute \$1,000 play money to each participant and have each of them determine what priorities the money would go to in their budget (uniform, curriculum, field trips, supplies...)

Conflict Resolution—PYSO 209



Description

In this workshop, you will identify the stages of conflict and learn how to manage difficult encounters with staff, parents, and children with diplomacy, tact, and credibility.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Leadership Growth Curriculum*
- Conflict resolution test
- Matthew 18:15-17, Matthew 5:39, and Luke 6:29-30

What Your Participants Will Learn

To understand the different stages of conflict and how to respond to different situations and to understand the importance of resolving conflict.

Content

- Biblical approach to conflict resolution
- How to distinguish between a disagreement and a conflict
- How to identify the signs and stages of conflict
- How to manage your emotional reaction in different situations
- Discussion of various options for conflict resolution
- Positive ways to respond to situations
- How to protect privacy and confidentiality

Suggested Activities

- Role play a conflict or disagreement between the following and discuss ideas to resolve issues and work together with each:
 - child-child
 - parent-parent
 - staff-parent
 - staff-staff
 - director-staff
 - parents-director
 - director-child
- Define the difference between disagreement and conflict. Present example situations and have participants identify if it is a disagreement or a conflict. Discuss appropriate ways to respond to each situation.
- Discuss concerns regarding privacy and confidentiality.



Diversity and Working Together —PYSO 214

Description

This workshop provides guidance and background information to help leaders understand and integrate ministry between and with diverse groups. This includes, but may not be limited to, age, ability, gender, socioeconomic status, and cultural or national diversity.

Audience/Participants

New and current club directors as well as associate directors

Resource Material

- *Adventurer Club Director's Guide*

What Your Participants Will Learn

To understand and value people's diversity, to promote engagement with others, and to build strong communities.

Content

- How to identify the benefits of diversity
- How to recognize the challenges of diversity
- How to foster and celebrate diversity
- Tips for creating a cohesive environment
- How to find common ground and unity

Suggested Activities

- Play a get-to-know-you game
- Learn about different cultures in your clubs (invite different cultures to share with their local clubs)
- Learn about different family dynamics in other cultures
- Ask families to teach Adventurers about their culture (food, games, etc.)
- Have participants play a cultural game
- Share ideas for incorporating different cultures into club activities (display flag; ask them to pray in native language; learn pledge/law in different language, etc.)
- Identify sources for finding interpreters
- Software such as B-ON-AIR can run multiple translators through a single modem so families can listen to programs on their phone in their own language
- Provide examples of translation programs

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 Director Workshop Resources for Presenters includes helps for each of the eight workshops required for Adventurer Club Introduction Certification. These workshops include:

- Learning to Lead—LEAD 001
- Your Local Church Board and the Conference Connection—LEAD 122
- Introduction to Recruiting, Screening and Training Volunteers—LEAD 150
- Team Building—LEAD 155
- Parent Involvement—ADV 106
- Club Finances—FINA 100
- Conflict Resolution—PYSO 209
- Diversity and Working Together—PYSO 214

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 Introduction 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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AYMT

