



Pathfinder Club Basic Staff

PARTICIPANT GUIDE

NAME _____

CLUB _____

Pathfinder Club Basic Staff Participant Guide

v1.0

Produced by the North American Division Office of Pathfinder Club
Ministries

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Pathfinder Club Basic Staff CERTIFICATION

Introduction and Sign Off Record

The Pathfinder Club Basic Staff Curriculum is designed to develop an awareness in leaders of the fundamentals of the Pathfinder Club and to help the Pathfinder Club staff become familiar with the procedures, policies, and resources necessary to start and maintain an Pathfinder Club Ministry.

It is not intended that participants will learn how to teach Pathfinders, but rather those basic elements of information necessary for any Pathfinder staff member or leader to fulfill his or her duties in the club.

Participants will attend a training seminar conducted by the conference Pathfinder Club Ministry personnel. This will normally be conducted over one weekend by may, at the discretion of conference personnel, be broken up into smaller segments, if necessary, to suit the needs of the conference. This training includes both seminar lectures and discussion.

It is recommended that each participant own an Pathfinder Club Handbook. Additional resources are suggested for each workshop.

Prerequisites

1. Commit to the Youth/Children's Ministry Volunteer Code of Conduct (p 11).
2. Be currently approved by your conference's child protection screening verification.

Workshops

Pathfinder Club Ministry—PFAD 001	Signature _____	Date _____
Introduction to Club Organization—PFAD 002	Signature _____	Date _____
Introduction to Club Programming and Planning —PFAD 003	Signature _____	Date _____
Introduction to Club Outreach —PFAD 004	Signature _____	Date _____
Introduction to Basic Drill —PFAD 005	Signature _____	Date _____
Development Growth—PSYO 104	Signature _____	Date _____
Introduction to Teaching—EDUC 001	Signature _____	Date _____
Introduction to Medical and Safety—MEDI 100	Signature _____	Date _____

Overview of Workshops

Pathfinder Club Ministry—PFAD 001

This workshop presents an introduction to club ministry from the Pathfinder Club perspective. It compares the programs and purposes of club and their role in faith development. It also provides a brief history of the club ministries, insignia, and programs, illustrating God's leading and care.

Introduction to Club Organization—PFAD 002

This workshop presents the structure of a club from unit to executive committee. It outlines job descriptions and expectations for each club leader and reviews the qualities of a Christian servant leader. Club structure from local to General Conference is outlined. It also covers club regulations on membership, attendance, forms, etc. and Conference policies including reporting, finances, uniforms, and insurance.

Introduction to Club Programming and Planning—PFAD 003

This workshop reviews the mission and goals of Pathfinders and introduces the planning process. It then reviews the elements of the typical Pathfinder year and their format and/or sequence. This includes regular meetings, required forms and paperwork, honors, Investiture Achievement, Induction, Pathfinder Sabbath, camp outs, Investiture, service events, and Conference events.

Introduction to Club Outreach—PFAD 004

This workshop focuses on how to minister to Pathfinders and how to enable them to minister to others. The Personal Growth, Spiritual Discover, and Serving Others sections of the Investiture Achievement curricula will be reviewed in order to gain an overall understanding of how the Pathfinder program intentionally incorporates Pathfinder club outreach. Also, some of the AY honors classified as Spiritual Growth, Outreach, and Heritage will be reviewed as well as techniques for integrating outreach opportunities into all Pathfinder activities.

Introduction to Basic Drill—PFAD 005

This workshop introduces staff to the rationale and use of drill in the club. It focuses on teaching them the basic stationary drills used during a regular weekly meeting. It then introduces the basic formation movements of "Forward, March... Halt... Column Left, March... Column Right, March." Proper flag use and simple parade commands will be demonstrated as time allows.

Developmental Growth—PSYO 104

This workshop describes the mental, spiritual, physical, and social growth and needs of the typical Pathfinder and how to relate to them effectively. It includes practical pointers on leading, nurturing, and discipling them. The goal is to enable leaders to help Pathfinders mature in the full stature of Jesus Christ.

Introduction to Teaching—EDUC 001

This seminar introduces teaching concepts and educational objectives. It includes learning styles, multiple intelligences, and teaching styles. It gives a summary of Investiture Achievement objectives and encourages the use of outdoor and experiential learning.

Introduction to Medical & Safety—MEDI 100

This workshop covers introductory information on medical forms, release forms, abuse prevention, conference volunteer screening requirements, staffing levels, transportation guidelines, emergency plans, and supervision issues.

Required Field Work

Create a Portfolio that contains the handouts and your personal notes from the seminars you attend.

Recognition of Completion

Upon completion of the Basic Staff Training the participant is eligible to receive an enameled pin and certificate of completion.





Introduction to Club Outreach —PFAD 004

Description

This workshop focuses on how to minister to Pathfinders and how to enable them to minister to others. The Personal Growth, Spiritual Discover, and Serving Others sections of the Investiture Achievement curricula will be reviewed in order to gain an overall understanding of how the Pathfinder program intentionally incorporates Pathfinder club outreach. Also, some of the AY honors classified as Spiritual Growth, Outreach, and Heritage will be reviewed as well as techniques for integrating outreach opportunities into all Pathfinder activities.

Notes from Seminar

Resource Material

- *Pathfinder Staff Manual*
- *Quick Start Guide: Pathfinder Club Director*
- *Investiture Achievement Director's Guide*
- *Teen Leadership Training Director's Guide*

Ideas for my club



Introduction to Medical and Safety —MEDI 100

Description

This workshop covers introductory information on medical forms, release forms, abuse prevention, conference volunteer screening requirements, staffing levels, transportation guidelines, emergency plans, and supervision issues.

Notes from Seminar

Resource Material

- *Pathfinder Staff Manual, Safety and Liability*
- *Pathfinder Staff Manual, Child Abuse*

Ideas for my club

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

The Pathfinder Club Basic Staff Certification is something that every Pathfinder Club leader and TLT should complete. These eight workshops are basic to leading Pathfinder Club Ministry.



Workshops in the Basic Staff Certification include:

- Pathfinder Club Ministry—PFAD 001
- Introduction to Club Organization—PFAD 002
- Introduction to Club Programming and Planning —PFAD 003
- Introduction to Club Outreach —PFAD 004
- Introduction to Basic Drill —PFAD 005
- Development Growth—PSYO 104
- Introduction to Teaching—EDUC 001
- Introduction to Medical and Safety—MEDI 100

This Pathfinder 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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