



Pathfinder Club Secretary/ Treasurer

PARTICIPANT GUIDE

NAME _____

CLUB _____

Pathfinder Club Secretary/Treasurer Participant Guide

v1.0

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Pathfinder Club Secretary/Treasurer CERTIFICATION

Introduction and Sign-Off Record

The Pathfinder Club Secretary/Treasurer Certification is designed to assist in the development of skills required to be an effective club secretary/treasurer. Participants will learn what is required by the conference and how to keep club and financial records.

Participants will attend training conducted by the conference Pathfinder Club Ministry personnel. This will normally be conducted over one weekend but 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 lectures and discussion. Each participant must own the *Pathfinder Club Handbook*.

Following the completion of the workshops, the participant must complete the required field work and portfolio review before receiving the 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 Pathfinder Club Basic Staff Certification.

Workshops

Reports, Records and Merit Systems—PFAD 140

Signature _____ Date _____

Annual Calendar Development—PFAD 141

Signature _____ Date _____

Forms: Health and Medical, Permissions, Volunteer and Vehicle Driver forms—PFAD 142

Signature _____ Date _____

Club Finances—FINA 100

Signature _____ Date _____

Introduction to Budgeting—FINA 101

Signature _____ Date _____

Introduction to Fundraising—FINA 110

Signature _____ Date _____

Practical Communication—CMME 104

Signature _____ Date _____

Overview of Workshops

Reports, Records and Merit Systems—PFAD 140

One of the primary tasks of the club secretary is to keep all kinds of records and reports. This session will explain what these are, how to keep them, and why they are important. The session will also cover conference required reports and for their use. Tracking options (online versus paper) will be presented.

Annual Calendar Development—PFAD 141

The Pathfinder Club yearly calendar is a challenging task to develop. It takes time and effort to gather all the planning details and people together to make a plan but it must be done if your club is going to succeed. Know that your club's calendar planning is crucial for the success of your club. This workshop will describe the club secretary's role in the Pathfinder calendar.

Forms: Heath and Medical, Permission, Volunteer and Vehicle Driver—PFAD 142

This workshop will describe the forms a club secretary is responsible for and why they are important.

Introduction to Budgeting—FINA 101

This workshop will focus on the steps to follow to prepare a budget. Income sources and expenses to budget will be explored.

Club Finances—FINA 100

This workshop will introduce the basic information needed to keep accurate financial records for your club. This class should be taught in conjunction with FINA 101—Introduction to Budgeting knowing that the material may intermingle.

Introduction to Fundraising—FINA 110

This workshop presents an introduction to fundraising principles and will address issues regarding why to fundraise and whom to reach out to for funding. The session will explore appropriate and successful ideas clubs have used for fundraising activities, guidelines to consider, and safety concerns.

Practical Communication—CMME 104

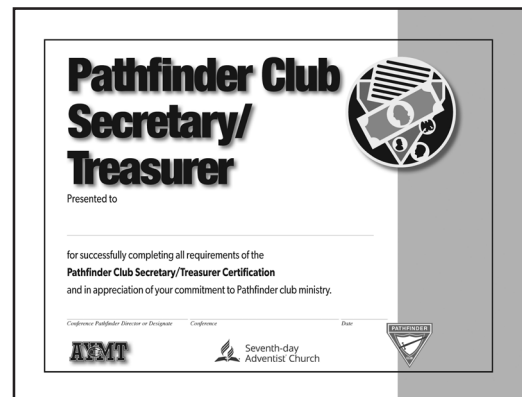
The session will address the advantages and disadvantages of public announcements, flyers, posters, email, social media, phone calls, text messages, and face to face presentations. Attendees will develop a communication action plan for their own club during the session.

Required Field Work

1. Establish a working relationship with your Pathfinder director.
2. Read the *Pathfinder Club Handbook*.
3. Create a portfolio that contains your notes and activities from the workshops and your paperwork for the year.

Recognition of Completion

Upon completion of the Secretary/Treasurer training the participant is eligible to receive an enameled pin and certificate of completion.



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

Pathfinder Club Secretary/Treasurer Certification is something that every staff member responsible for records or money should complete. These seven workshops present the basics for tracking information and funds that your club needs to be successful.



Workshops in the Secretary / Treasurer Certification include:

- Reports, Records and Merit Systems—PFAD 140
- Annual Calendar Development—PFAD 141
- Forms: Health and Medical, Permissions, Volunteer and Vehicle Driver forms—PFAD 142
- Club Finances—FINA 100
- Introduction to Budgeting—FINA 101
- Introduction to Fundraising—FINA 110
- Practical Communication—CMME 104

Pathfinder Club Secretary/Treasurer 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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