



BASIC STAFF TRAINING 2020

CLUB ORGANISATION AND LEADERSHIP

Cassandra Burton

Area 6d Pathfinder Coordinator

What do you see?



What do you visualise for your Pathfinder Club?





- ▶ Clubs don't materialise on their own
- ▶ An effective club requires an element of organisation, management and vision

“It only takes a spark to get a fire going”



STARTING A PATHFINDER CLUB



Things to consider



■ Children (church & Community)



► Adventurers

Little Lambs – reception / Age 4

Eager Beaver – Year 1 / Age 5

Busy Bee - Year 2 / Age 6

Sunbeam - Year 3 / Age 7

Builder - Year 4 / Age 8

Helping Hand - Year 5 / Age 9

► Pathfinders

- Friend - Year 6 / Age 10

- Companion - Year 7 / Age 11

- Explorer - Year 8 / Age 12

- Ranger - Year 9 / Age 13

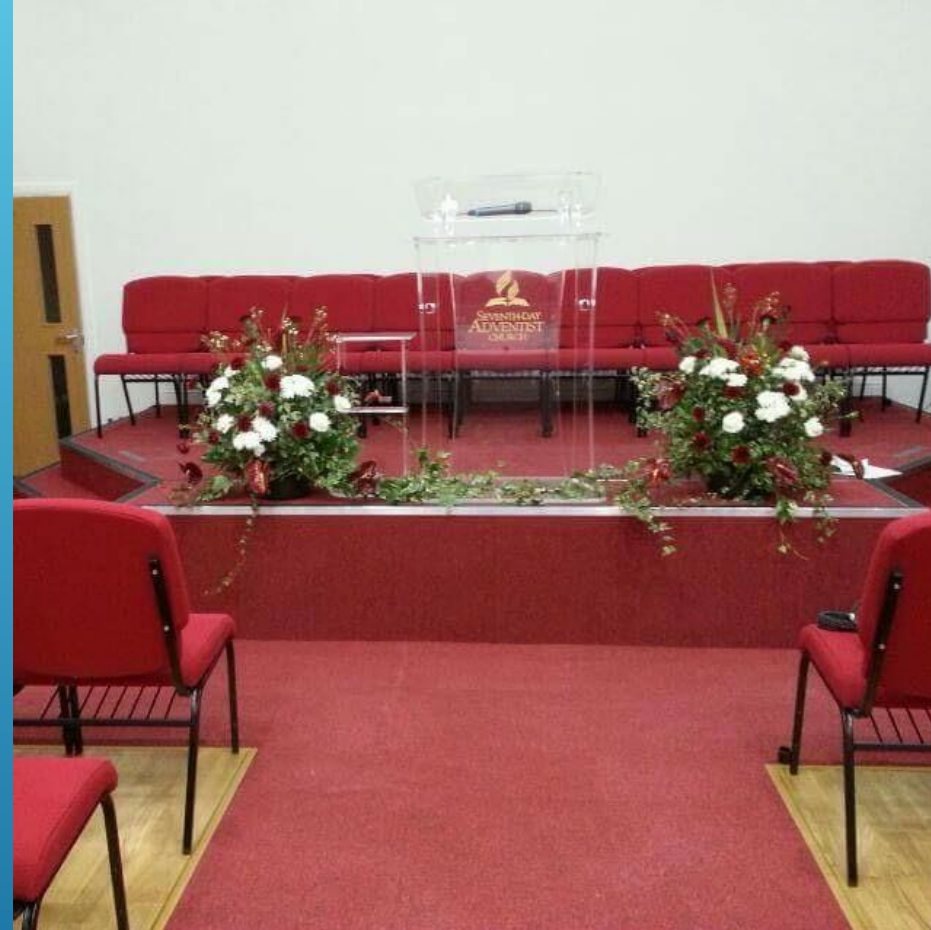
- Voyager - Year 10 / Age 14

- Guide - Year 11 / Age 15

Things to consider



- Children
(church & Community)
- Where?
Building / Facilities /Space



Things to consider

- Children (church & Community)
- Building / Facilities /Space
- Staff
- Funds
- Resources and Equipment
- Etc , Etc, etc



Starting a Pathfinder Club

1. Speak to your
Conference Pathfinder
Director to register your
interest in starting a club

2. Meet with your Area
Coordinator who will
guide, assist and support
you in getting club started

3. Inform your Church
Board who will authorise
organisation of a club and
appoint Director and
Deputy Director

Starting a Pathfinder Club

4. Directors select
remaining executive
officers
(Treasurer, secretary,
chaplain)

5. Executive Committee meet to:
Recruit & Select remaining staff
Put together Club Constitution
Plan yearly Program
Create Budget

6. Inform your Church of
plans
Make contact with
prospective pathfinder
parents
Advertise Program

Starting a Pathfinder Club

7. All staff are;
DBS checked
Attend BST & KCFS training
First Aid
Uniformed

8. Hold a Registration /
Open evening
Get Kids registered

9. Order materials for
Induction Service
Club Sessions

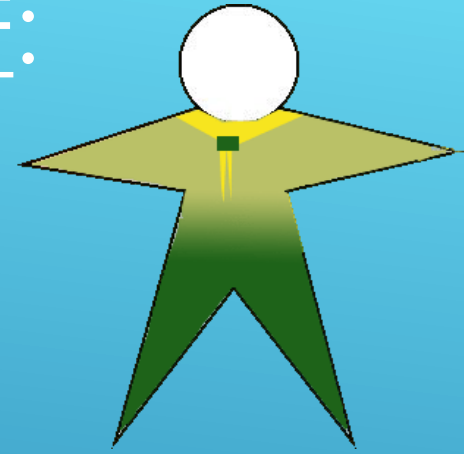
10. Begin Club
through to Investiture
Continually evaluate



ROLES AND COMMITTEES WITHIN A PATHFINDER CLUB



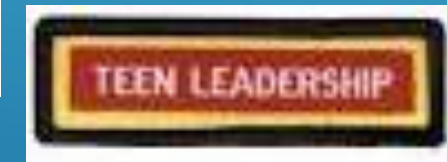
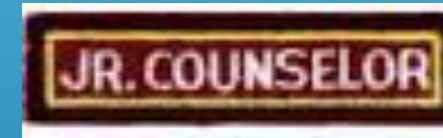
MAIN REQUIREMENT FOR STAFF:



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

List of Staff in a Pathfinder Club

- ▶ DIRECTOR
- ▶ DEPUTY DIRECTOR
- ▶ SECRETARY
- ▶ TREASURER
- ▶ COUNSELLOR
- ▶ INSTRUCTORS
- ▶ TLT



- ▶ Unit Captain
- ▶ Unit Scribes

JOB DESCRIPTION OF A CLUB DIRECTOR



- ▶ Serves on the Church Board as Pathfinder Representative
- ▶ Responsible for the planning of the overall calendar of events for the club
- ▶ Organizes regular club meetings & events
- ▶ Resource person for counselors & instructors who need assistance
- ▶ Responsible for communication with Conference on a regular basis

JOB DESCRIPTION OF A DEPUTY DIRECTOR



- ▶ Assist Director in their duties
- ▶ Responsible to be sure that the AY Classwork is being completed by Units
- ▶ Responsible for communication & coordination with Instructors & Chaplain
- ▶ May also serve as Secretary/Treasurer
- ▶ May have a special area of responsibility related to the overall Pathfinder program

JOB DESCRIPTION OF THE CLUB

Secretary - Responsible for record keeping including:

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



Treasurer - Responsible for club finances including:

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



JOB DESCRIPTION OF A UNIT COUNSELOR

- ▶ Leads unit of 4-8 or more boys / girls
- ▶ Closest contact with kids and parents
- ▶ Works with unit throughout Pathfinder program & events
- ▶ Prepares unit for investiture (Classwork, AY Honors)
- ▶ Develops friendship & understanding with unit members



JOB DESCRIPTION OF AN 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

JOB DESCRIPTION OF A T.L.T. (TEEN LEADER IN TRAINING)



- ▶ High school student who commits to learning more about leadership in the Pathfinder organization
- ▶ Assists staff members in all functions of the club
- ▶ During a 4-year program, the TLT is trained in Club Administration, Counseling, Classwork & Honors, Finances, Outreach, Camping, & Security

Pathfinder Executive Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

Parent at Large

Pastor (Ex-officio)

Departmental Elder (Ex-officio)

Committees

Committees

Pathfinder Staff Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

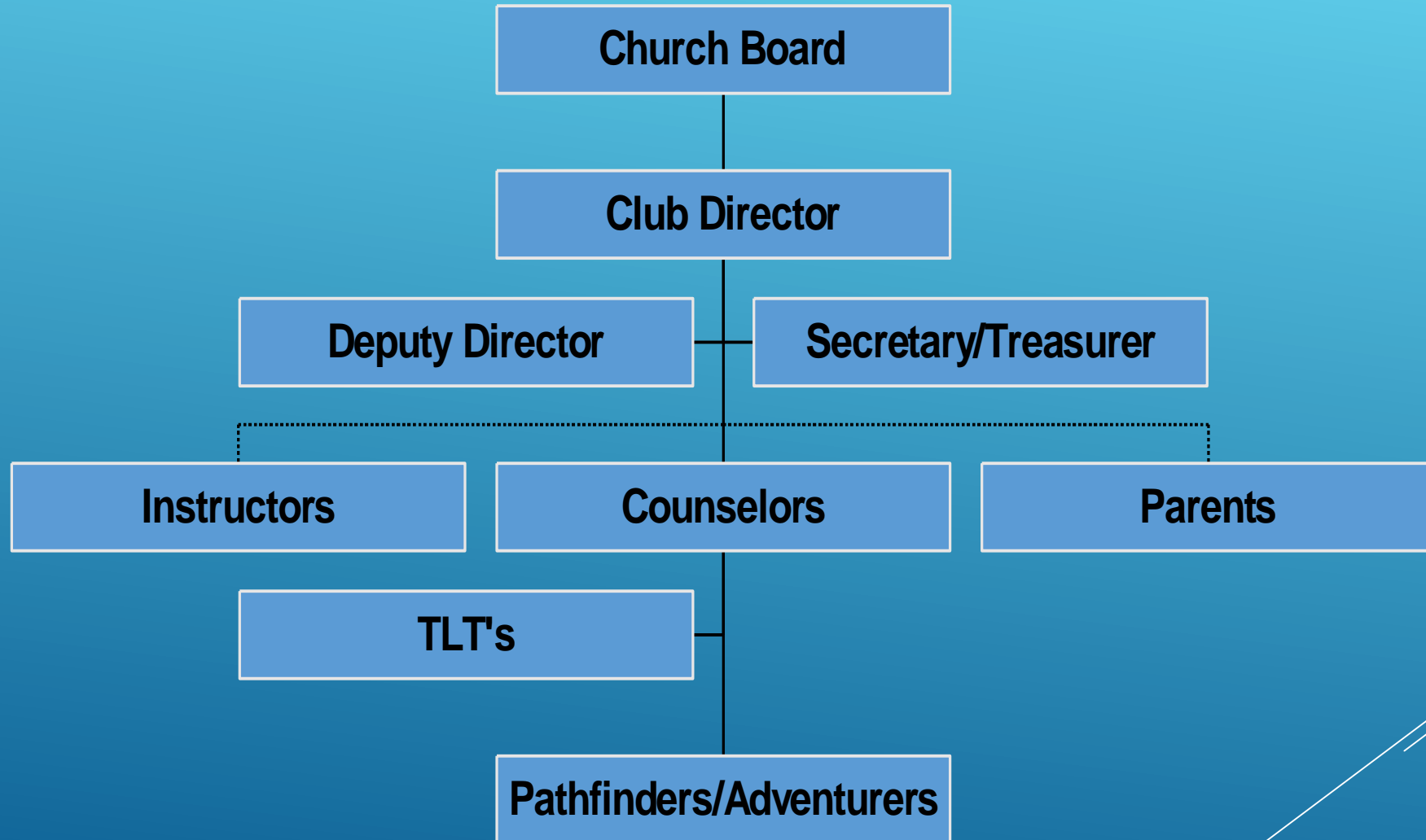
Parent at Large

Unit Counsellors /Junior Counsellors

AY Instructors

Unit Captains and Scribes may be invited to the Staff committee meetings

Local Pathfinder Organisational Chart



GENERAL CONFERENCE



Gary Blanchard
Global Youth Director



Pako Edson Mokgwane
GC Teens Director



Dr. Andrés J. Peralta
GC Pathfinder Director

TRANS-EUROPEAN DIVISION YOUTH DEPARTMENT



Pastor Zlatko Musija
TED Youth and Young Adult Director



Alistair Agbaje
TED Teens Director



(**Was**) Peter-Bo Bohsen
TED Pathfinder Director



DIVISION YOUTH DIRECTORS



BRITISH UNION YOUTH DEPARTMENT



Pastor Dejan Stojkovic

BUC Youth Director

Youth, Teens and Pathfinders

SOUTH ENGLAND CONFERENCE YOUTH DEPARTMENT



Pastor Anthony Fuller
Youth Director



Pastor **Juan Carlos Patrick**
Teens Director



Pastor **Clifford Herman**
Pathfinder Director

SEC AREA COORDINATORS

Area 1 & 2

Pam Catchpole



Area 6a

Carolyn Daniel



Area 6d

Cassandra Burton



Area 3

Sirbrina Ramharack
Kessia Ducasse



Area 6b

Marcia John
Trevor Harewood
Percy Fraser
David Aboagye



Area 7

Vernon Noel
Douglas Davis
Niger Manunure



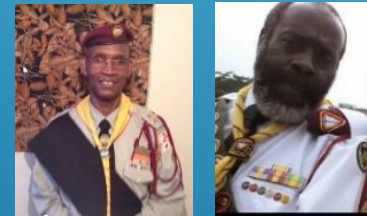
Area 4

Sirbrina Ramharack
Gloria Phillips



Area 6c

Roz Parson
Natalie Bryan



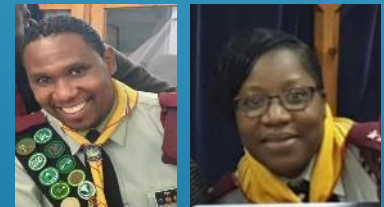
Area 8

Tyronne Waldron
Kim Waldron
Susan Miller-Preston



Area 5

Sophia Nicholls





CONFERENCE OPERATING POLICIES



ADMINISTRATION

► DBS Checks – (All over 16)

All Staff to be DBS checked and a log kept of their Certificate numbers

► Staff training – Record kept of staff training

Mandatory - SEC Basic Staff training and SEC KCFS training

Optional – First Aid training (recommended for all staff – Min 2 must be)

Highly Recommended – MIT Program / PLA etc. (A must for club leaders)

► Staff / Children Details

For all children enrolled/registered and staff you should have a file with their application and health forms, which must be securely locked away.

ADMINISTRATION

► Club Constitution

This document will outline, your club name, objectives/aim, staff, meetings days and times, membership rules, attendance rules, uniform, subs and registration fees, and all rules/policies etc. pertaining to your club

► Club Insurance

Every Club needs to be insured, this is done on an annual basis through the conference. You will need to list all members staff and children.

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Certificate of Registration

Compulsory

- ▶ **All clubs** must register with the SEC, and have a Certificate of Registration. This is done on an annual basis.

Certificate of Registration **COMPULSORY**

CERTIFICATE OF REGISTRATION REQUIREMENTS:

- ▶ CLUB REGISTRATION/AUDIT FORM
- ▶ Copy of Club budget
- ▶ Calendar of Events
- ▶ DBS Numbers of all Staff
- ▶ Copy of Certificate of Insurance
- ▶ Name and contact details of Supporting Elder.

Registration is done online at

<https://secarea8pathfinders-adventistchurch-org-uk.adventist.eu>

Under Admin - SEC Club Registration

Insurance



- ▶ **ALL CLUBS MUST BE INSURED – Contact SEC Pathfinder Department**
- ▶ **Aside from General Club Insurance ALL OUTINGS/TRIPS MUST ALSO BE Insured (Camping trips etc.)**
- ▶ **Pathfinder activities/outings must be on the church calendar and voted by the board (and minuted) BEFORE they happen in order to be insured by Adventist Risk Management (Conference Insurer)**
- ▶ **Always ensure you Get Parental Consent**
- ▶ **Carry out Risk Assessments**
- ▶ **All accidents should be recorded and reported**

Please note that you will need to be registered with / known by the SEC as insurers will refer to them on receipt of your application

Insurance



Please Note: Additional Insurance is required when children who are not a part of club (i.e. not a registered member whose name is stated on Club's insurance) are to attend any outings or camps.

Parades

Requires special insurance – You need to take out Public Liability Insurance.

You will need to seek permission from your local authority for Parades and then inform your local police department

Club Inspections



Once your club is up and running, registered and started the new club year, your Area Coordinator or Conference Pathfinder Director will call announced (and unannounced at times) to inspect your club.

Club Inspections provide a time for the Area Coordinator and the Conference Pathfinder Director to offer specific suggestions tailored to support Club Leaders in running their clubs more effectively.

Investiture Assessments



Submit request for assessment at least 8 weeks before your Investiture

Club leaders must conduct a self-assessment day prior to assessment date

Each Pathfinder/Adventurer must be in possession of his/her Pathfinder/Adventurer Achievement handbook and folder.

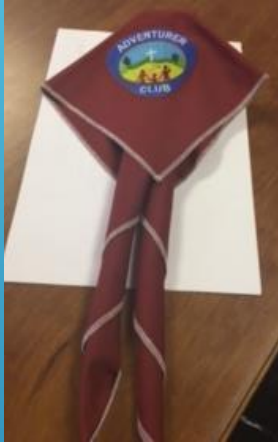
Full dress uniform is worn.

Counsellor for each class must also be present in full dress uniform with their class folder

UNIFORM



Adventurer Uniform



Left Sleeve




Right Sleeve

Pathfinder Uniform




Pathfinder Insignia Left Sleeve


Combination Chevron



Individual Chevrons




Guide




Voyager




Ranger




Explorer



Companion

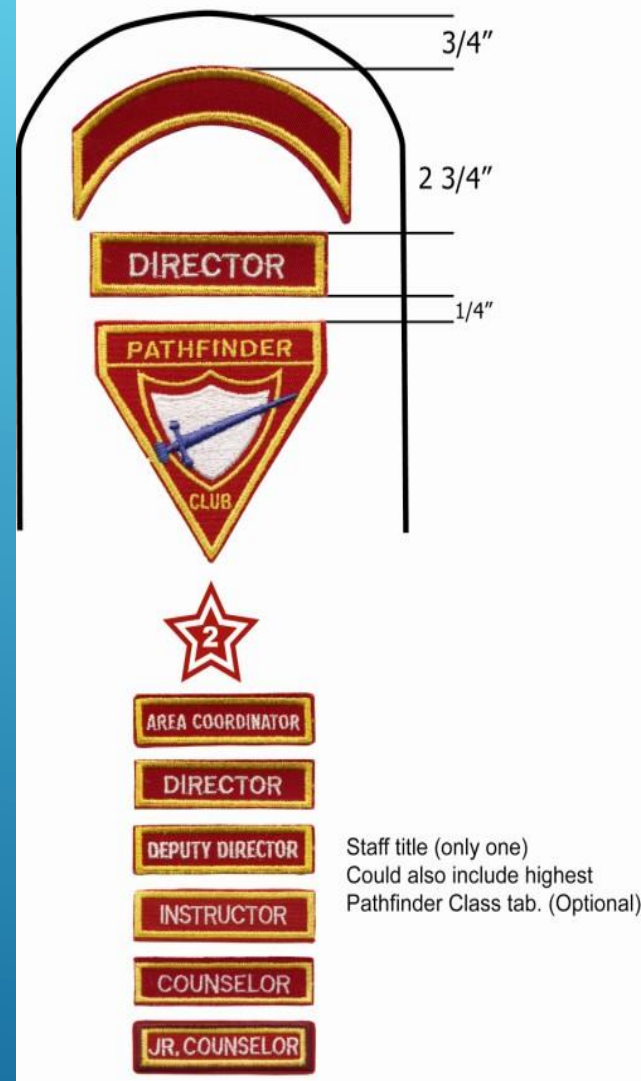


Friend





Pathfinder Insignia Right Sleeve



Staff title (only one)
Could also include highest
Pathfinder Class tab. (Optional)

Field Uniform

Official: Grey top, black bottoms with PF scarf and woggle

2014 SEC introduced an alternative RED pathfinder hoody.

Also accepted

MGITs/MGs– Green Jumper, Green Polo shirt, black bottoms with MG scarf and woggle

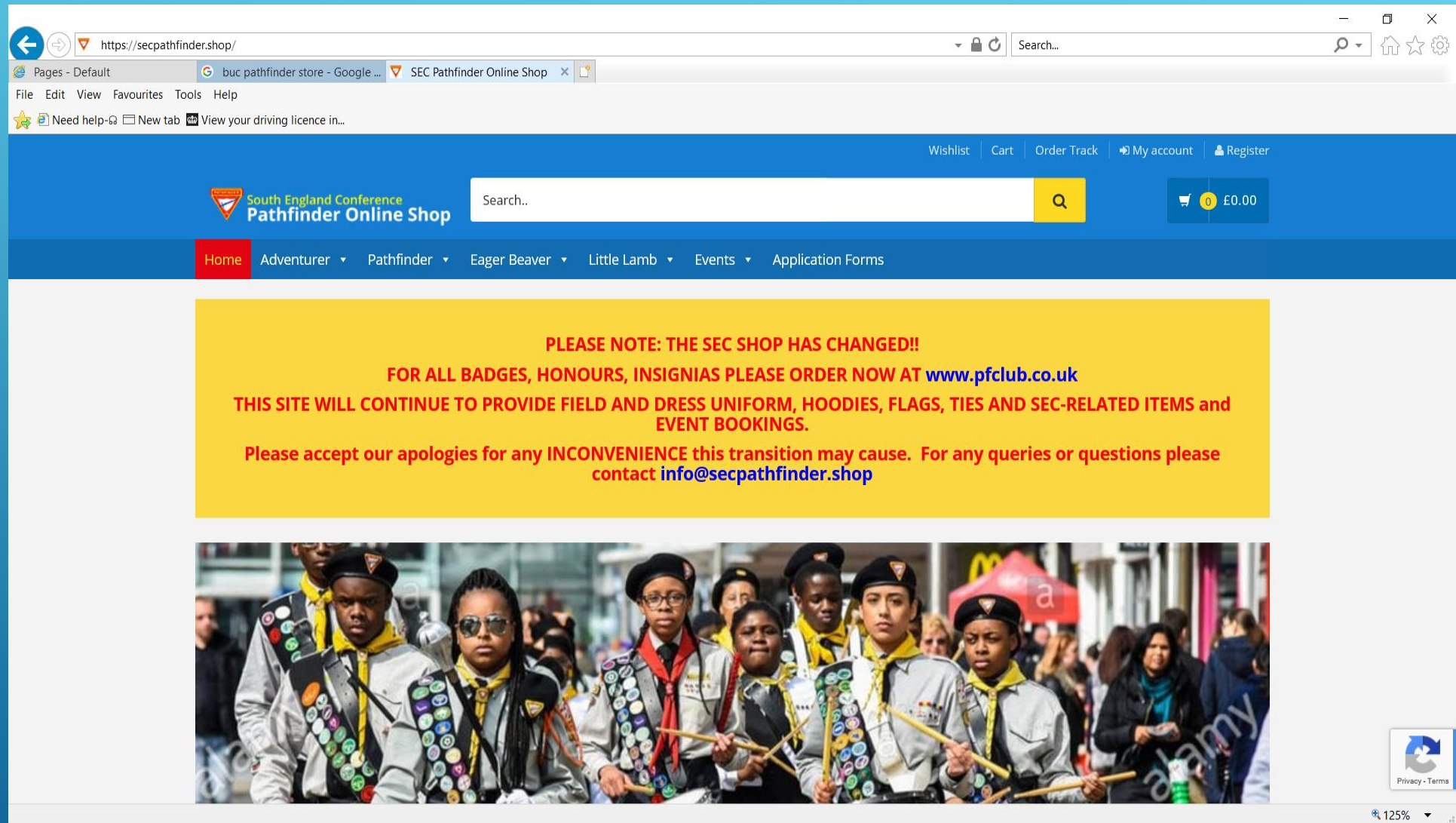
PLAs – Burgundy jumper with black bottoms, MG scarf and woggle

APLAs – Blue jumper with black bottoms, MG scarf and woggle

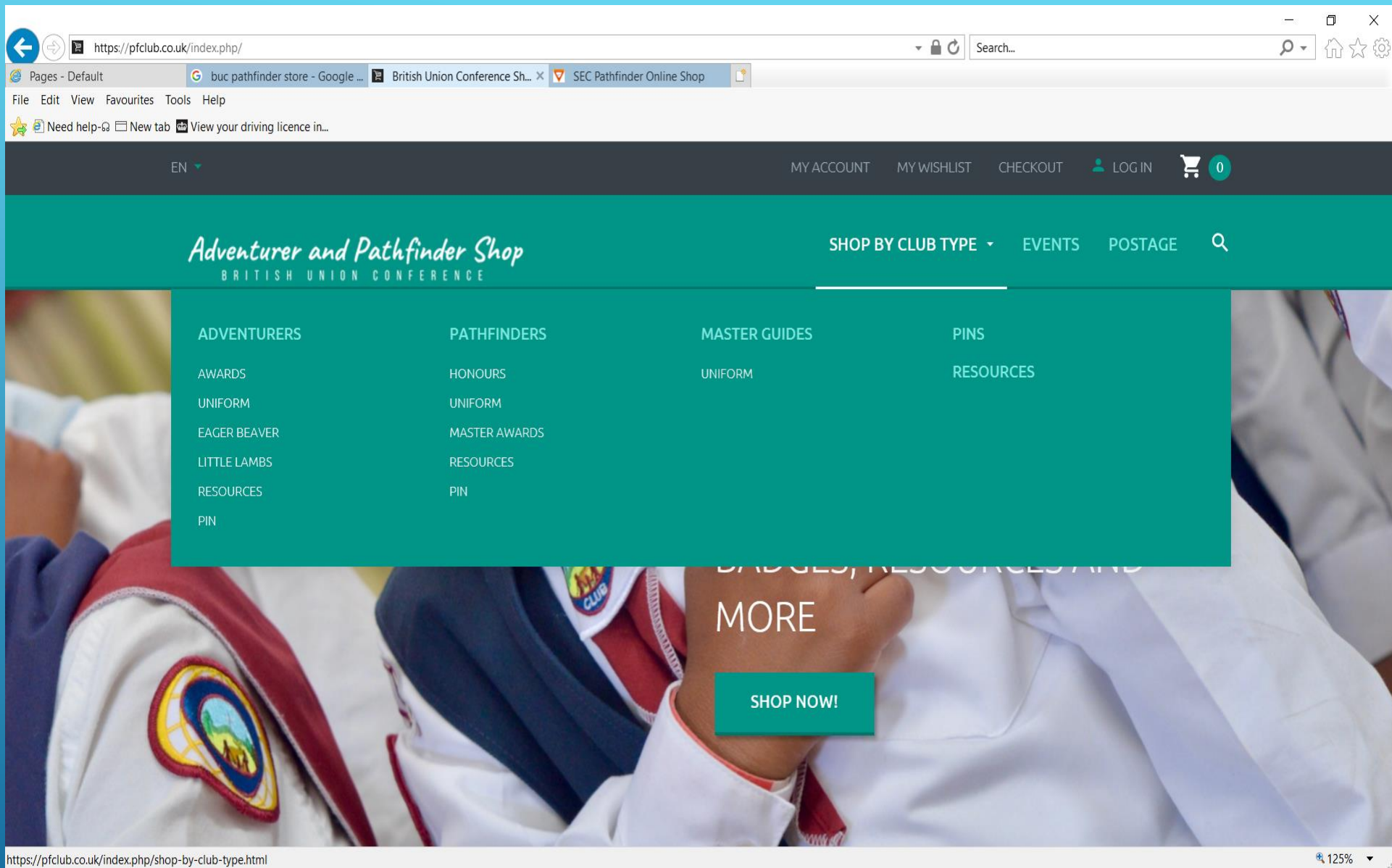
Local Clubs – Local clubs may have their own field uniform, a club T-shirt or hoody with scarf and woggle which they wear for local club events etc.



SEC ONLINE STORE



<https://secpathfinder.shop/>



www.pfclub.co.uk

Finance



► Why do we need finance

If the club is to provide the right kind of training for the youth of the church, it must have the equipment, supplies and club facilities that will make the programme attractive.

The club cannot survive without careful management of funds and adequate planning for the year.

Finance



CLUB SOURCES OF INCOME

Annual Membership fees
Subs/Dues
Church Subsidy / Budget
Special Offerings
Sponsorship by church members
Special Projects
Fund-raising Campaigns

Fund-Raising Ideas

- ▶ Preparing / serving and sale of food at Church socials
- ▶ Making and Selling items (arts and crafts)
- ▶ Auctions
- ▶ Etc. etc. etc



Objectives:

Teach Salvation through Pathfinder activities
Minister to our church and community

Pathfinder Club Budget

SAMPLE

Expected Income for 2015

Description	Amount
Registration Fees	
Dues	
Sponsors	
Club Projects	
Church Subsidy	
Fundraising Projects	
Total	£0.00

Expected Expenses for 2015

Description	
Crafts	
Administration Expenditure	
Public Relations	
Induction Supplies	
Investiture Supplies	
Camping	
Pathfinder Insurance	
Staff Orientation & Training	
Library	
Camping Equipment	
Equipment - Other	
Total	£0.00



CLUB LEADERSHIP



DEFINITION OF LEADERSHIP



A leader is a person who leads others along a way; a guide.

Leadership is defined as the ability to lead and motivate people to achieve a desired goal.

A leader is a person who has a vision, a drive and a commitment to achieve that vision, and the skills to make it happen.

Leadership means you have people who follow you otherwise you're just out taking a walk

► John C. Maxwell

ULTIMATE GOAL OF A PATHFINDER/ADVENTURER LEADER

“He who co-operates with the divine purpose in imparting to the youth a knowledge of God and moulding the character into harmony with His, does a high & noble work. 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”

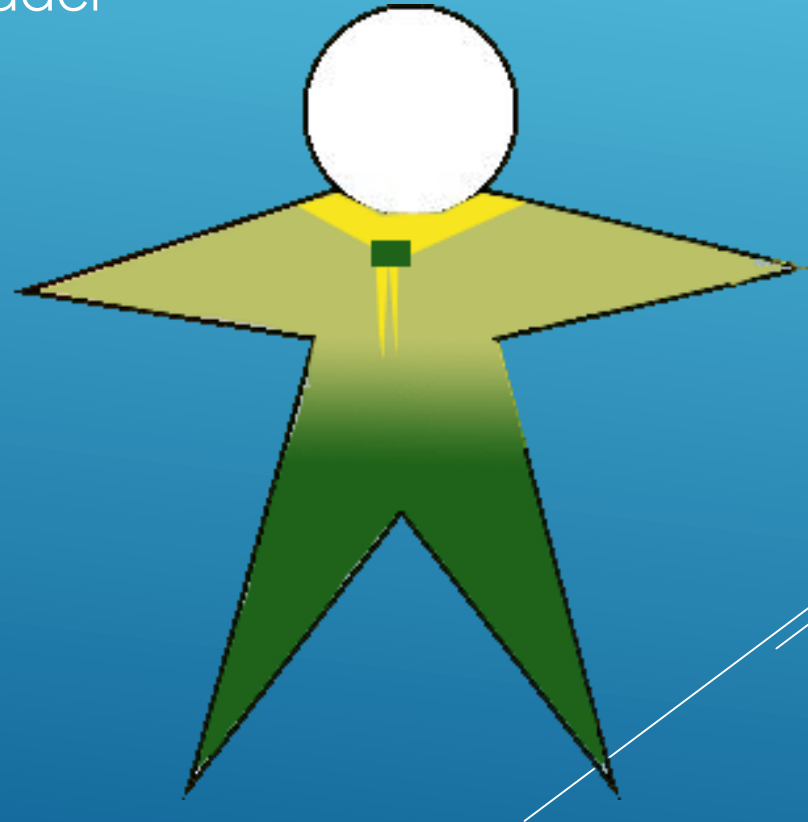
QUALITIES OF A PATHFINDER/ADVENTURER LEADER

In Groups,

- ▶ Draw the perfect Pathfinder leader

Include Written:

- ▶ *Qualities*
- ▶ *Skills*
- ▶ *Attitudes*



QUALITIES OF A LEADER



WHY DO YOU WANT TO BE A Pathfinder/Adventurer LEADER ???

- Have a VISION
(know WHY you are involved)
- Have a MISSION
(Know HOW to do it)



**Leadership is the capacity
to translate vision into reality.**



Love Children



Able to master emotions



Love the outdoors

Have integrity
(**keep commitments**)
~~~  
Have a commanding  
personality



Enlist cooperation



Understand characteristics of  
junior youth



Able to delegate responsibility and authority



Creative & resourceful



Maintain pleasant relationships



Master diversified skills



Optimistic  
And  
Enthusiastic



Have a sense of humour



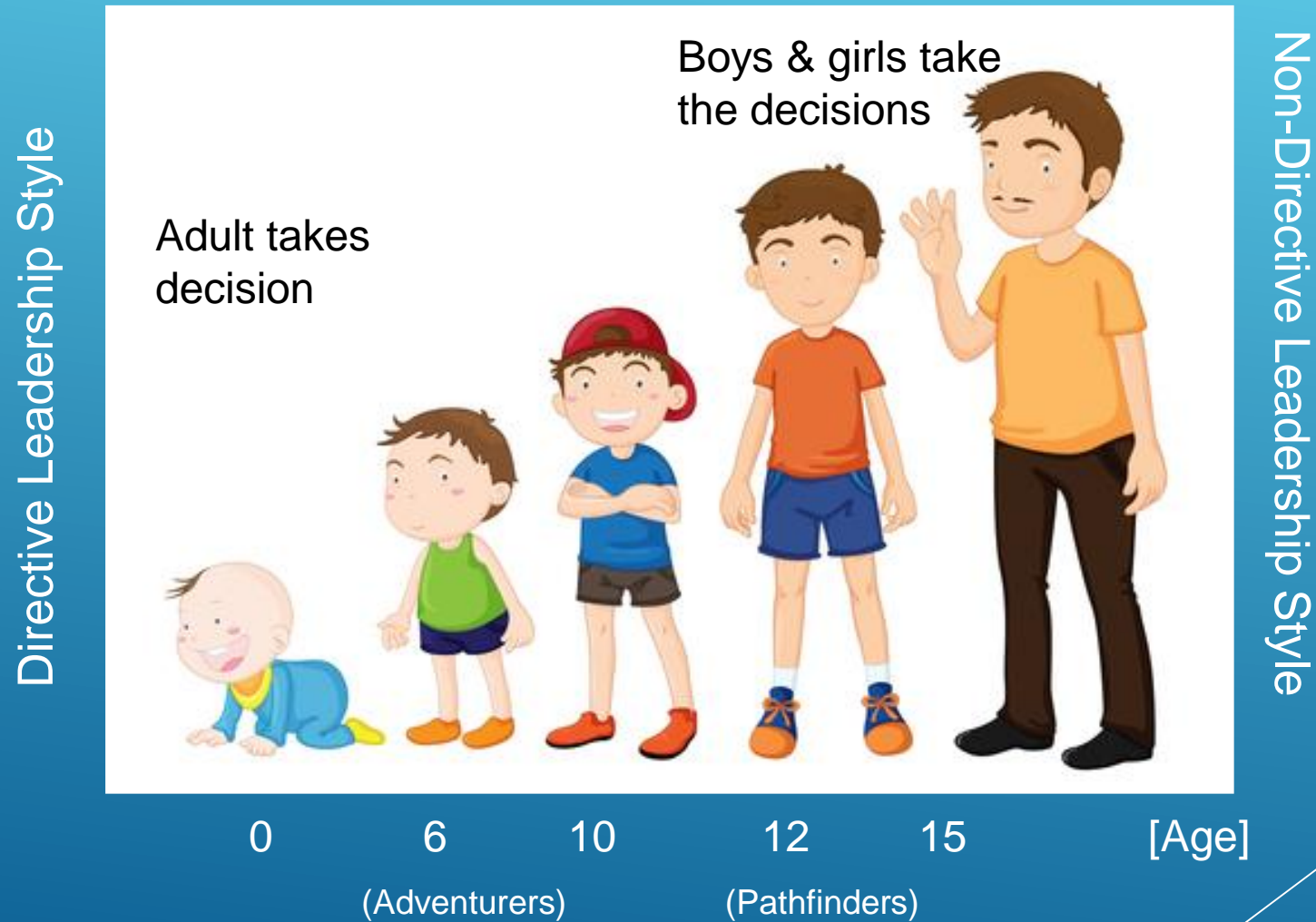
# THE LEADERS ROLE

ENCOURAGER  
HARMONIZER  
COMPROMISER  
GATE KEEPER  
STANDARD-SETTER  
CONSENSUS TESTER  
FOLLOWER  
LISTENER

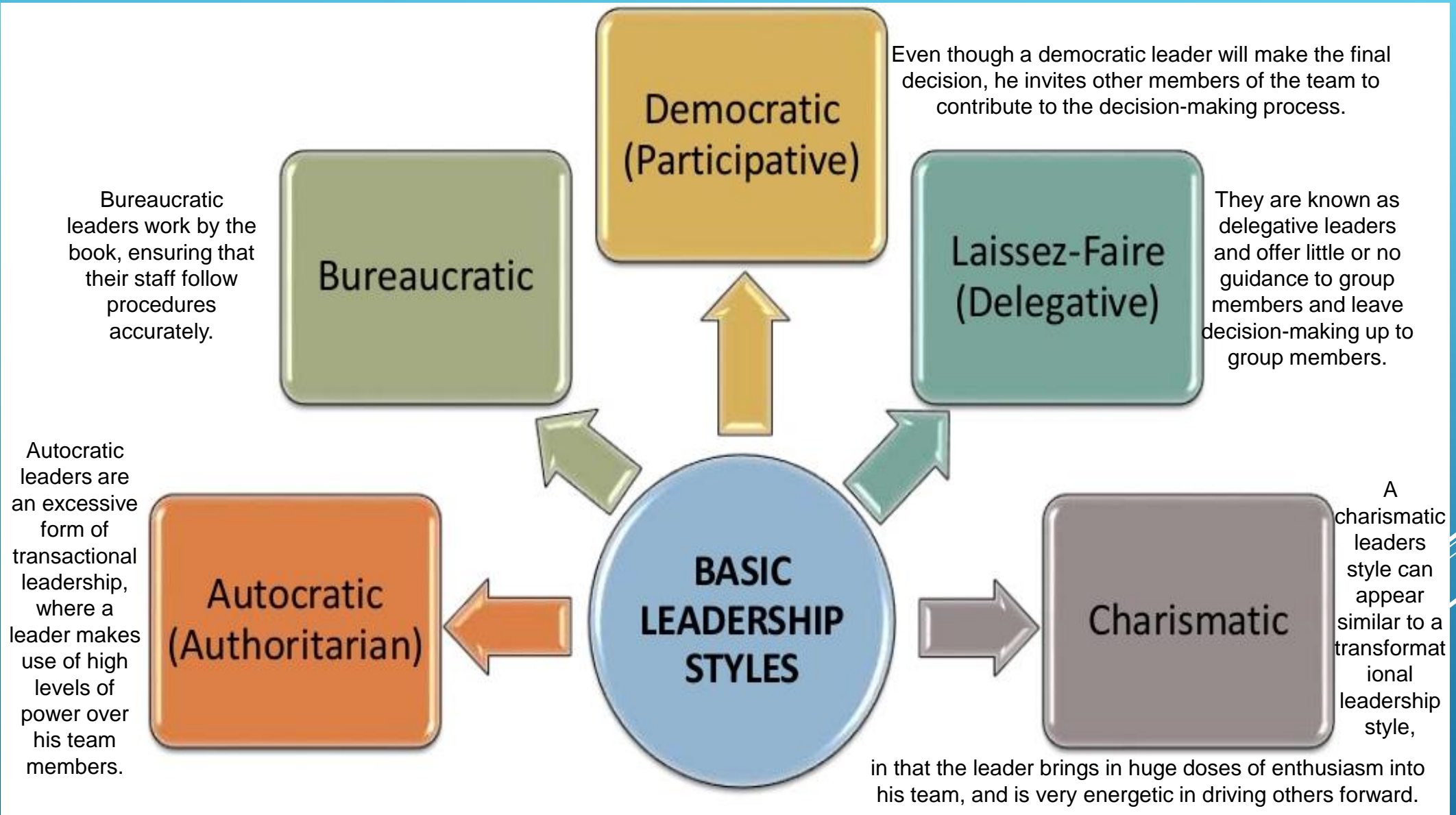


INITIATOR  
INFORMATION SEEKER  
INFORMATION GIVER  
OPINION-GIVER  
CLARIFIER  
ELABORATOR  
SUMMARIZER

An experienced Leader uses many complex and subtle means to exercise influence and stimulate those he or she leads.



# LEADERSHIP STYLES





# 5 RECOMMENDED LEADERSHIP TRAITS

- ▶ Face Challenges
- ▶ Win Trust
- ▶ Be Authentic
- ▶ Earn Respect
- ▶ Stay Curious



# YOUR LEADERSHIP STYLE

- ▶ Complete a questionnaire – Many can be found online
- ▶ Map your strong and weak areas

## Tips

Learn more about your leadership style – learn about and adopt other leadership styles to compliment yours (be adaptable/flexible in your approach depending on situation and who you are dealing with)

Serve as a role model. Be passionate about what you are doing

Listen and Communicate effectively. Have a positive attitude

Encourage people to make contributions. Motivate your team.

Keep trying new things. Encourage creativity

*Men make history and not the other way around.*

*In periods where there is no leadership, society stands still.*

*Progress occurs when courageous, skilful leaders seize the opportunity to change things for the better."*

Harry S. Truman



**You can make that difference  
to your Adventurer / Pathfinder Club**

## VERSES FOR PATHFINDER LEADERS:

“We give no offence in anything, that our ministry may not be blamed. But in all things we commend ourselves as ministers of God: in much patience, in tribulations, in needs, in distress, in stripes, in imprisonment, in tumults, in labour, in sleeplessness, in fasting's; by purity, by knowledge, by long suffering, by kindness, by the Holy Spirit, by sincere love, by the word of God, by the power of God, by the armour of righteousness on the right and on the left, by honour and dishonour, by evil report and good report; as deceivers, and yet true; as unknown and yet well known; as dying and behold we live; as chastened, and yet not killed; as sorrowful, yet always rejoicing; as poor, yet making many rich; as having nothing, and yet possessing all things.”

2 Corinthians 6: 3-10.

# VERSES FOR PATHFINDER LEADERS:

## ► DON'T EVER FORGET

“Do not be deceived, God is not mocked; for whatever a man sows, that he will also reap. For he who sows to his flesh will of the flesh reap corruption, but he who sows to the Spirit will of the Spirit reap everlasting life. And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart.”

Galatians 6: 7-9

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Mirror the best Leader known to man

# Jesus Christ

Go ye Therefore.....

