



BASIC STAFF TRAINING 2024



CLUB ORGANISATION AND LEADERSHIP



Cassandra Burton
SEC Area Coordinator (6D & BST)



What do you see?



What do you visualise for your Pathfinder Club?



Why are you here
today?





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



STARTING A PATHFINDER/ADVENTURER CLUB



Things to consider



■ Children (church & Community)



► Adventurers

Little Lambs – reception / Age 4

Early Birds– 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

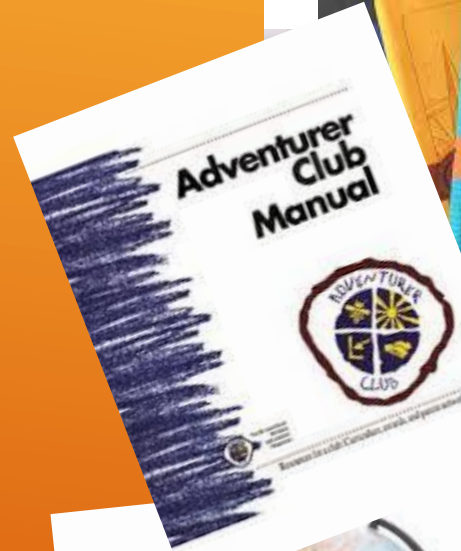
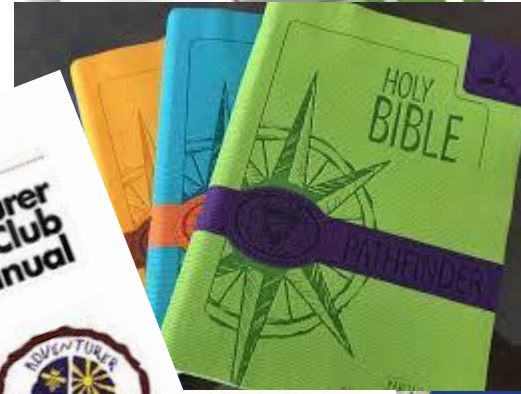
Things to consider



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



Things to consider



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

HOW TO START AN ADVENTURER / PATHFINDER CLUB

Notify

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

Contact

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

Starting an Adventurer / Pathfinder Club

Inform

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

The nominating committee will recommend the Adventurer Club Director /Associate/Deputy Director in future.

Starting an Adventurer / Pathfinder Club

Form

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

Form the Executive Committee

Create

5. Executive Committee meet to:
Set major policies for operation, goals, objectives etc.
(Club Constitution)

Plan

6. Executive Committee to:
Plan yearly Program
Create Budget
Recruit & Select additional staff

Ensure plans are approved by Board

Advertise

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

Starting an Adventurer / Pathfinder Club

Ensure

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

Register

9. Hold a
Registration /
Open evening
Get Kids registered

Register with the
conference
(Done annually)

Prepare

10. Order materials
for:
Induction Service
Club Sessions

Begin

11. Begin Club
sessions through to
Investiture
Continually
evaluate

PRAY

- ▶ Pray for leaders/Counsellors
- ▶ Pray for the families and children
- ▶ Pray that God will send the right people to join your Pathfinder & Adventurer Club and Team

“Pray without ceasing”

1 Thessalonians 5:17



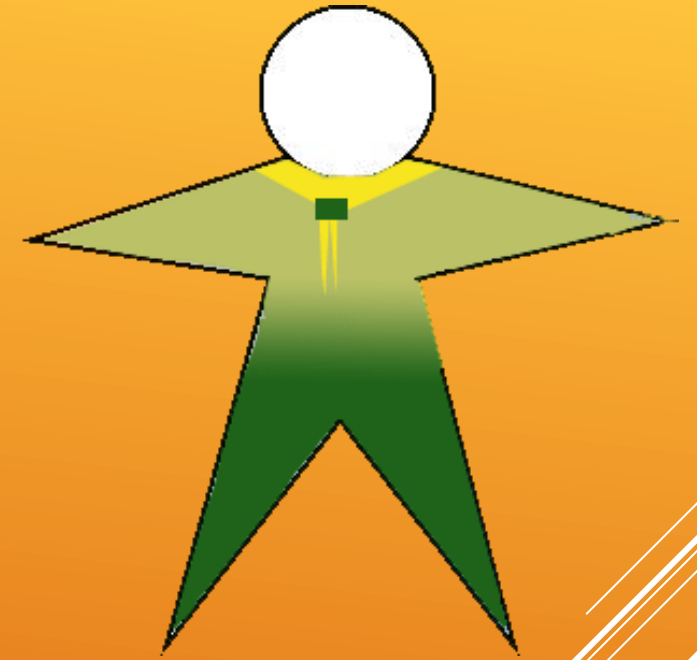


ROLES AND COMMITTEES WITHIN A PATHFINDER CLUB



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

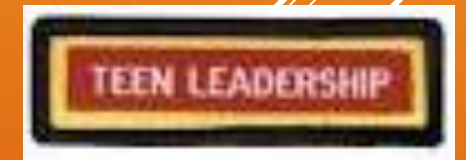


Identify adults who love children and are willing to commit to the club.

Members of the Team need to be excited about kids / young people

List of Staff in a Pathfinder Club

- ▶ DIRECTOR
- ▶ Deputy/Assistant DIRECTOR
- ▶ SECRETARY
- ▶ TREASURER
- ▶ COUNSELLOR / Jnr Counsellor
- ▶ INSTRUCTORS
- ▶ TLTs



Pathfinder Executive Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

Parent at Large

Pastor (Ex-officio)

Departmental Elder (Ex-officio)

Committees

Pathfinder Staff Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

Parent at Large

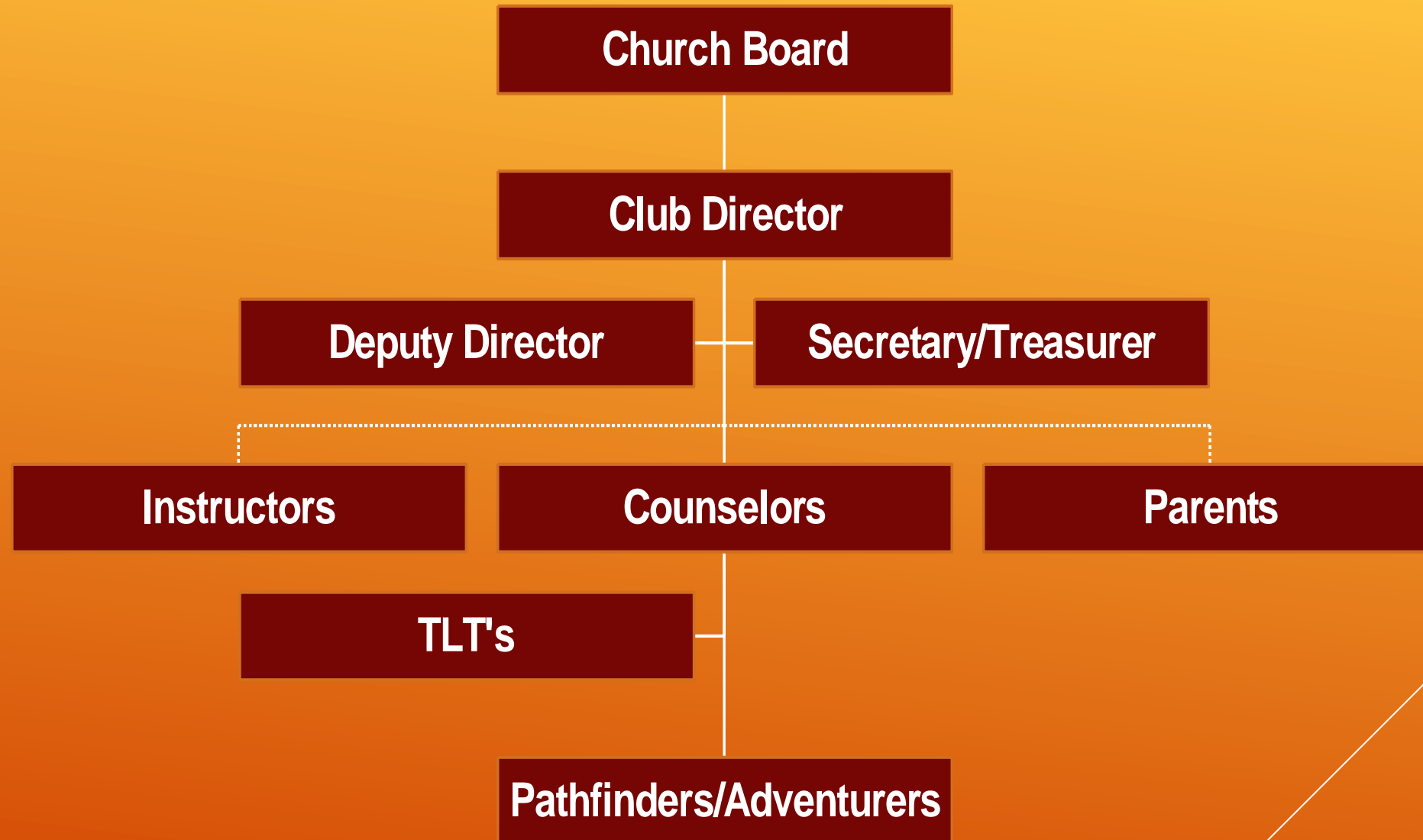
Unit Counsellors /Junior
Counsellors/TLTs

AY Instructors

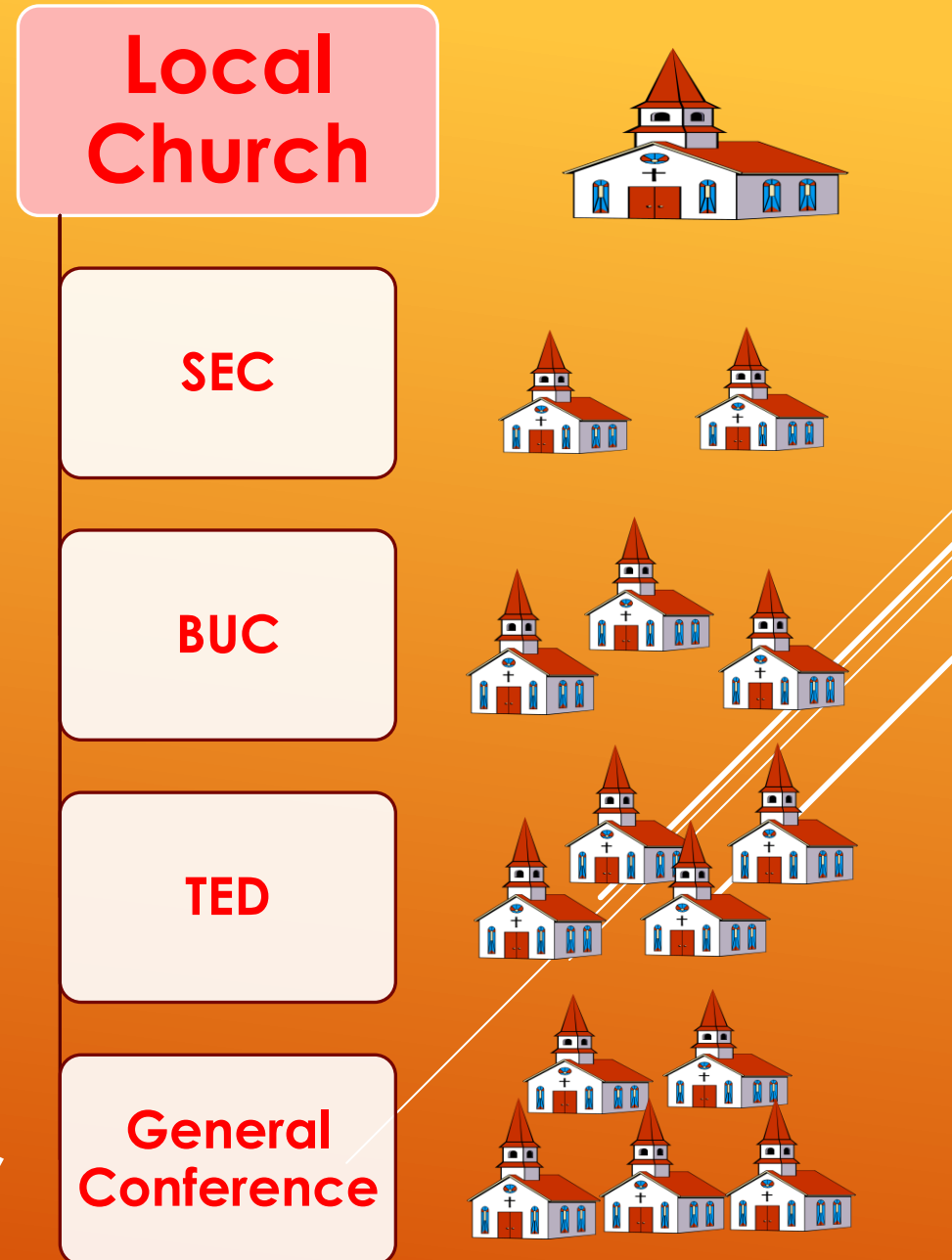
Unit Captains and Scribes may be
invited to the Staff committee
meetings

Committees

LOCAL ORGANISATIONAL CHART



- ▶ **Local Church**: is governed by elected officers and departmental leadership. The Adventurer / Pathfinder Club Director is elected each year or biannually.
- ▶ **Local Conference**: is made up of all the local churches (SEC broken into areas 1 – 9)
- ▶ **Union**: is a combination of several local conferences (SEC, NEC, Welch, Scottish, Irish Missions and Channel Islands)
- ▶ **Division**: is comprised of several Unions, the TED comprises of 22 countries.
- ▶ **General Conference**: is comprised of 13 divisions, coordinating church work worldwide.



GENERAL CONFERENCE



Busi Mbulazi Khumalo
Global Youth Director

Pako Edson Mokgwane
GC Teens Director



Dr. Andrés J. Peralta
GC Pathfinder Director

TRANS-EUROPEAN DIVISION YOUTH DEPARTMENT



TBC

Interim – Vanessa Pizzuto

**TED Youth Ministries and
Pathfinder Director**



BRITISH UNION YOUTH DEPARTMENT



Pastor Kevin Johns

BUC Youth Director

(Youth, Teens, Pathfinders and Chaplaincy)

SOUTH ENGLAND CONFERENCE YOUTH DEPARTMENT

Pastor Warren Gillan
Youth Director



Pastor Joojo Bonnie
Teens Director



Pastor Clifford Herman
Pathfinder Director



SEC AREA COORDINATORS

Area 1 & 2

Pam Catchpole

Jonas Goncalves



Area 3

Claudia Tonetto



Area 4

Gloria Phillips

Nicola Clarke



Area 5

Vimbai Martin

Kofi Adjei



SEC AREA COORDINATORS

Area 6a

Carolyn Daniel



Area 6b

Marcia John

Percy Fraser

David Aboagye

Jimmy Musonda

Joy Smith

Trevor Harewood



Area 6c

Roz Parson

Natalie Bryan

Alberto Francis



Area 6d

Cassandra
Burton



SEC AREA COORDINATORS

Area 7

Vernon Noel

Douglas Davis

Yetunde Bright

Paula Carrillo



Area 8

Thembi Malangu

Susan Miller-Preston

Emmah Sithole

Bruce John



Area 9

Channel Islands

Pst Herman



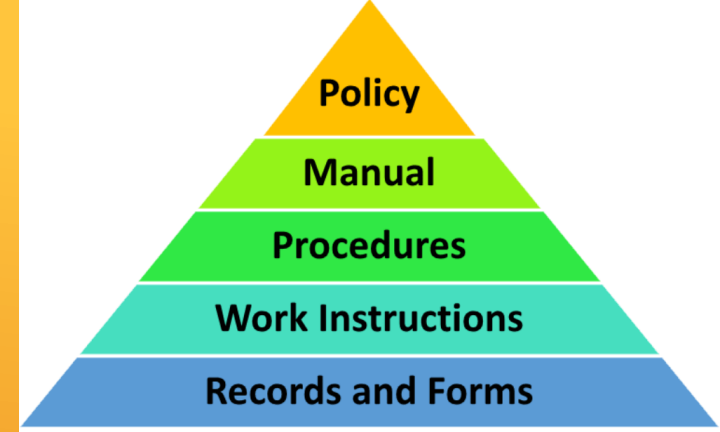


CONFERENCE OPERATING POLICIES



ADMINISTRATION

- ▶ DBS Checks – (All over 16)
- ▶ Staff training (BST/KCFS/ CMT/MGIT/First Aid/Food Hygiene)
- ▶ Staff / Children Details
- ▶ GDPR
- ▶ Club Constitution
- ▶ Club Insurance



Certificate of Registration

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
- ▶ CRB/DBS Number of all Staff
- ▶ (Copy of Certificate of Insurance)
- ▶ Name and contact details of Supporting Elder.



<https://secpathfinders.adventistchurch.org.uk/club-registration>

The link is on the SEC website

(Email reminders will also be sent to club leaders annually)

INSURANCE



EVERY Club **MUST** be insured

Contact SEC Pathfinder Department for Form
Or SEC Treasury Dept (Ann Swaby) – Done
through Adventist Risk Management

Not the same as General Church insurance

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.

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.

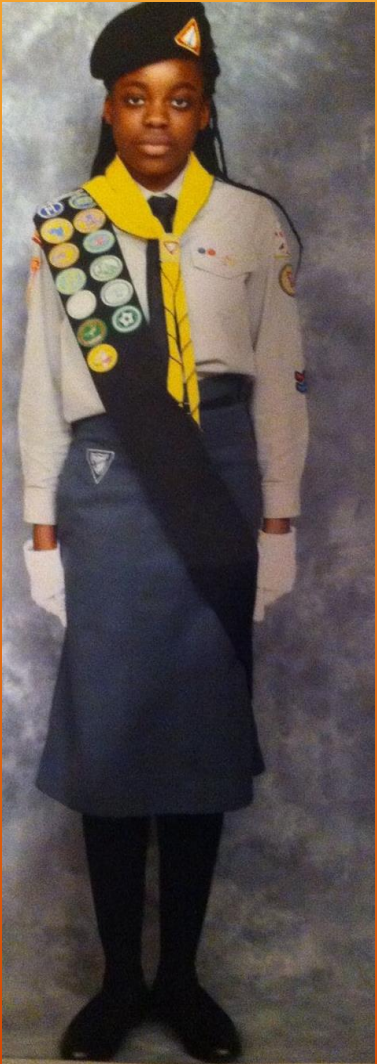
UNIFORM



Adventurer Uniform



SEC Pathfinder Uniform



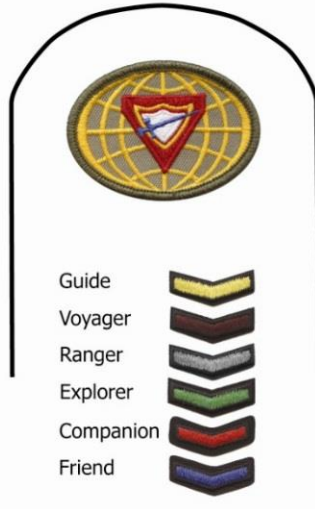


Pathfinder Insignia Left Sleeve

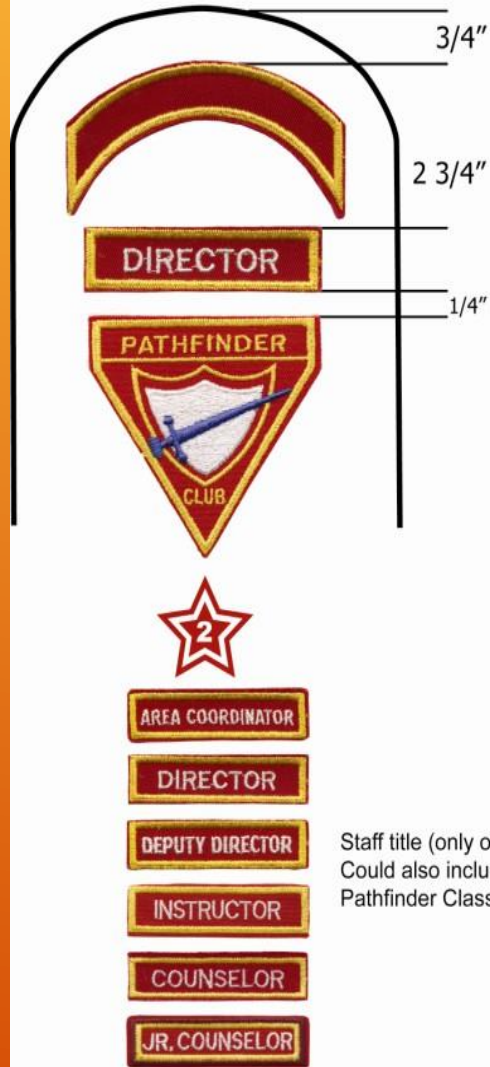
Combination Chevron



Individual Chevrons



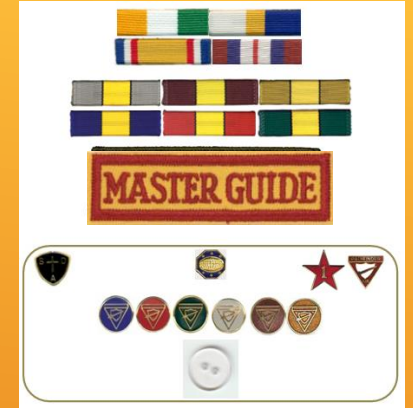
Pathfinder Insignia Right Sleeve



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



Class pins
Left breast pocket





Field Uniform



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

2014 SEC introduced an alternative RED pathfinder hoody.

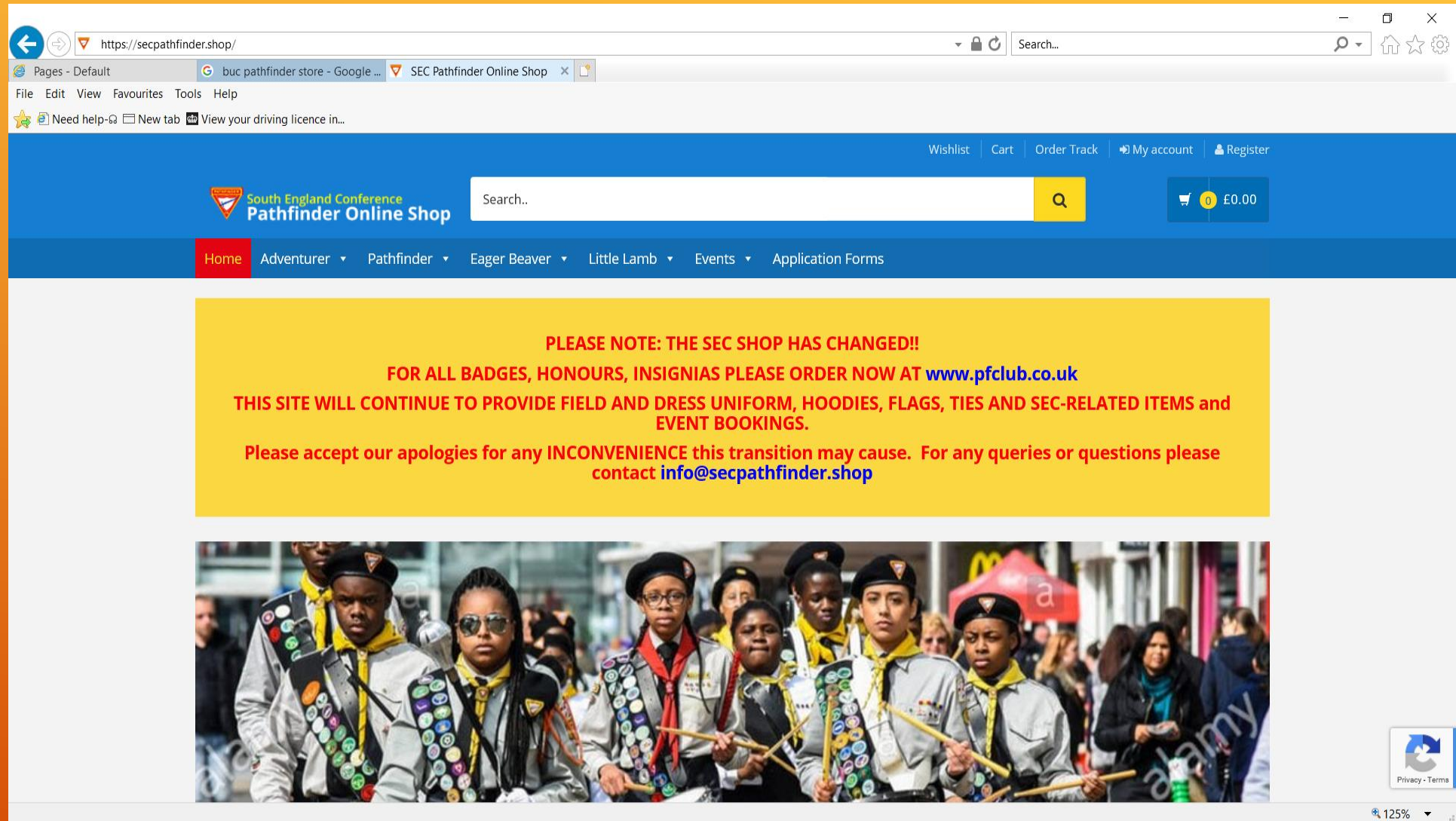
Also accepted

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

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

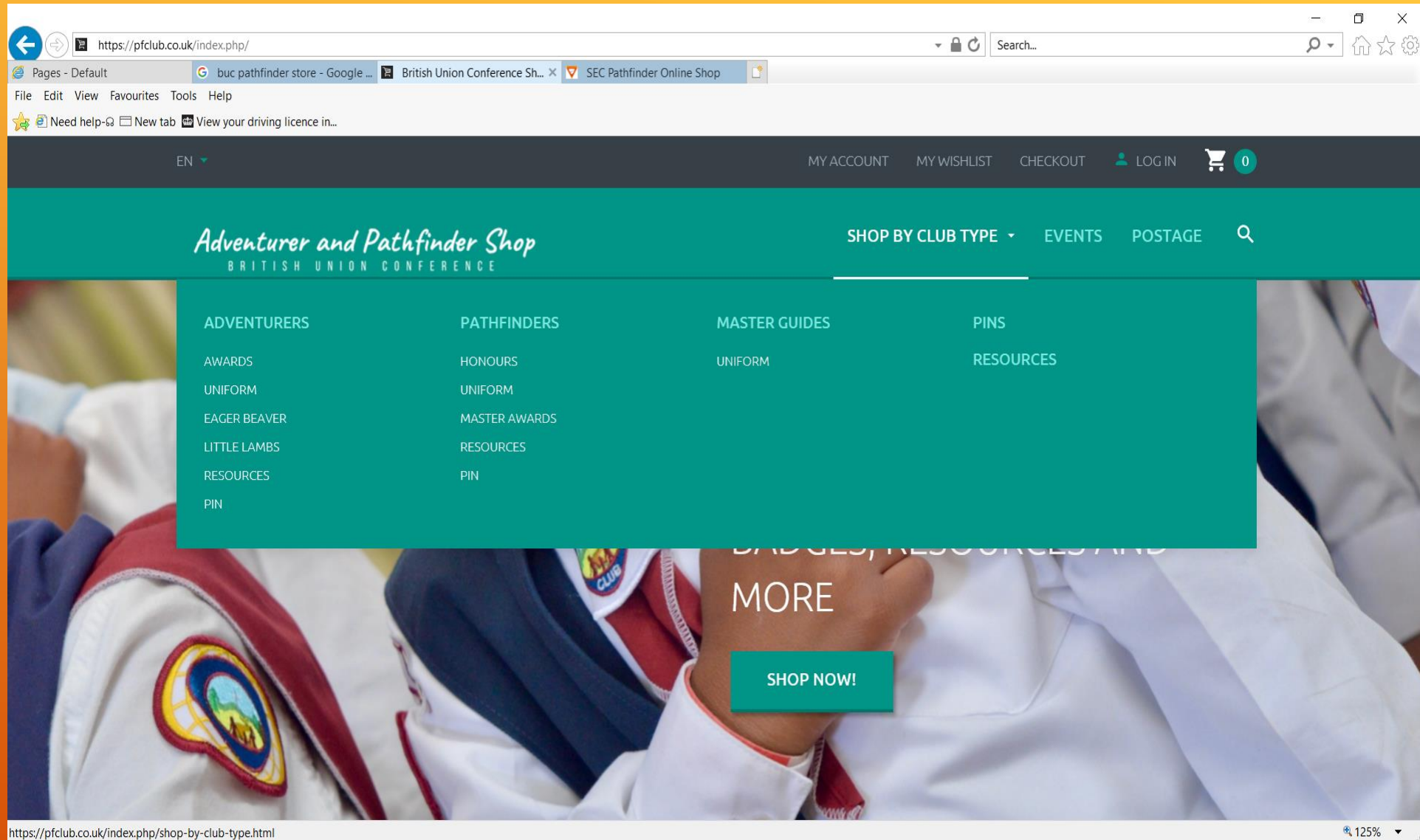
APLAs – Blue jumper with black bottoms, MG scarf and woggle

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



<https://secpathfinder.shop>

BUC ONLINE STORE



www.pfclub.co.uk

Finance

► Why do we need finance





Pathfinder Club Budget

SAMPLE

Objectives:

Teach Salvation through Pathfinder activities
Minister to our church and community

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



- ▶ Leadership is Influence
- ▶ Leadership means you have people who follow you otherwise you're just out taking a walk (John C. Maxwell)

A leader is a person with a magnet in his heart and a compass in his head (Robert Townsend)

ULTIMATE GOAL OF A PATHFINDER 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”

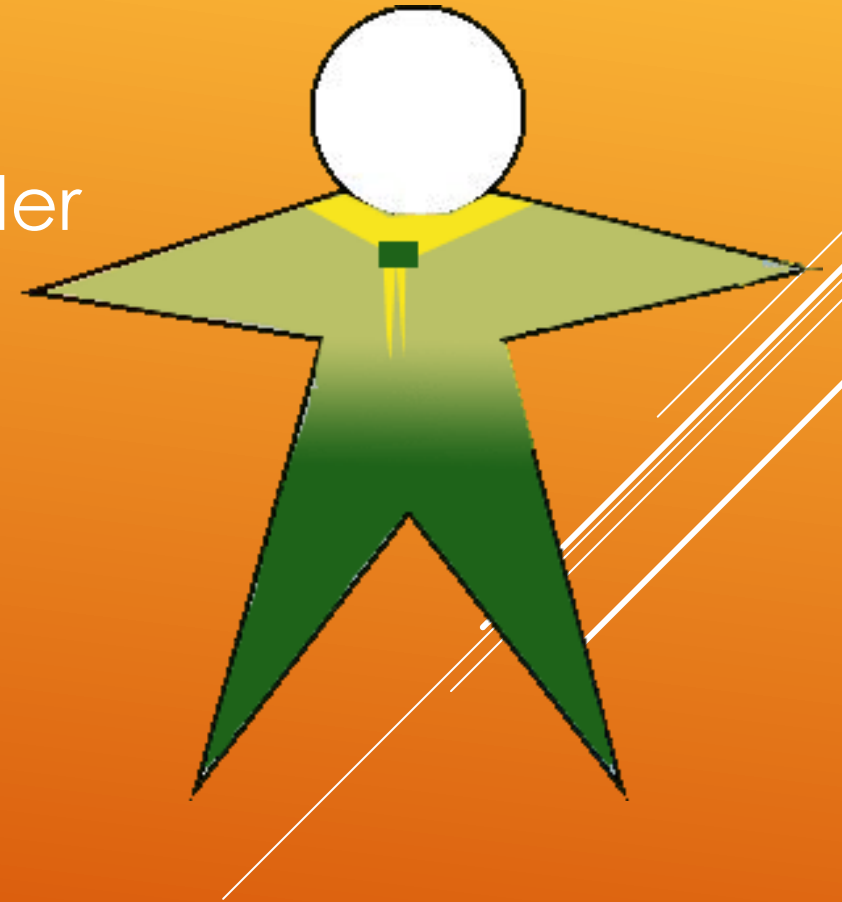


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QUALITIES OF A PATHFINDER LEADER

In Groups,

- ▶ Consider the perfect Pathfinder leader
 - ▶ *Qualities*
 - ▶ *Skills*
 - ▶ *Attitudes*

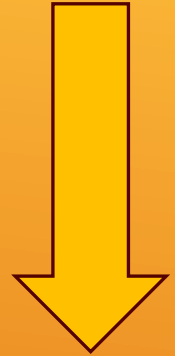


QUALITIES OF A PATHFINDER LEADER



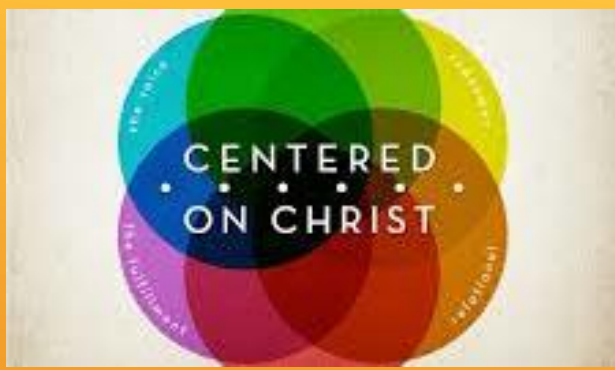
WHY DO YOU WANT TO BE A PATHFINDER/Adventurer LEADER ???

- 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



Organised



Optimistic  
And  
Enthusiastic



Have a sense of humour

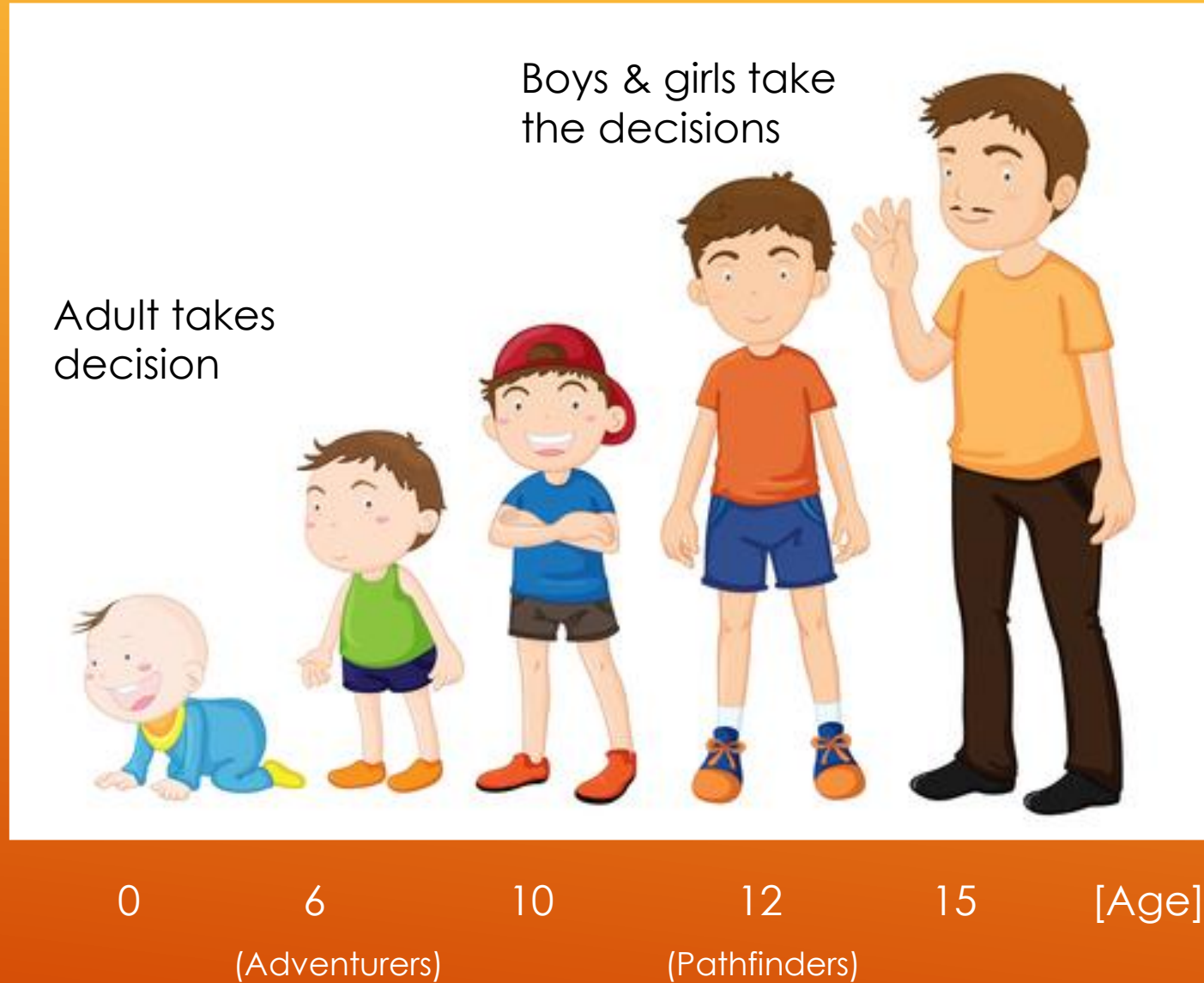
ENCOURAGER  
HARMONIZER  
COMPROMISER  
GATE KEEPER  
STANDARD-SETTER  
CONSENSUS TESTER  
FOLLOWER  
LISTENER



INITIATOR  
INFORMATION SEEKER  
INFORMATION GIVER  
OPINION-GIVER  
CLARIFIER  
ELABORATOR  
SUMMARIZER

# Leadership Styles

Directive Leadership Style



Non-Directive Leadership Style



## LEADERSHIP STYLE



Apprentice

### Directive

Hands-on instructive & supportive leadership for those with little to no experience



Developing

### Delegating

Employing a watchful eye & a helping hand to get the most from a semi-experienced individual



Skilled

### Coaching

Leaders can leave skilled & competent team members to get on with a task, remaining on-hand if needed



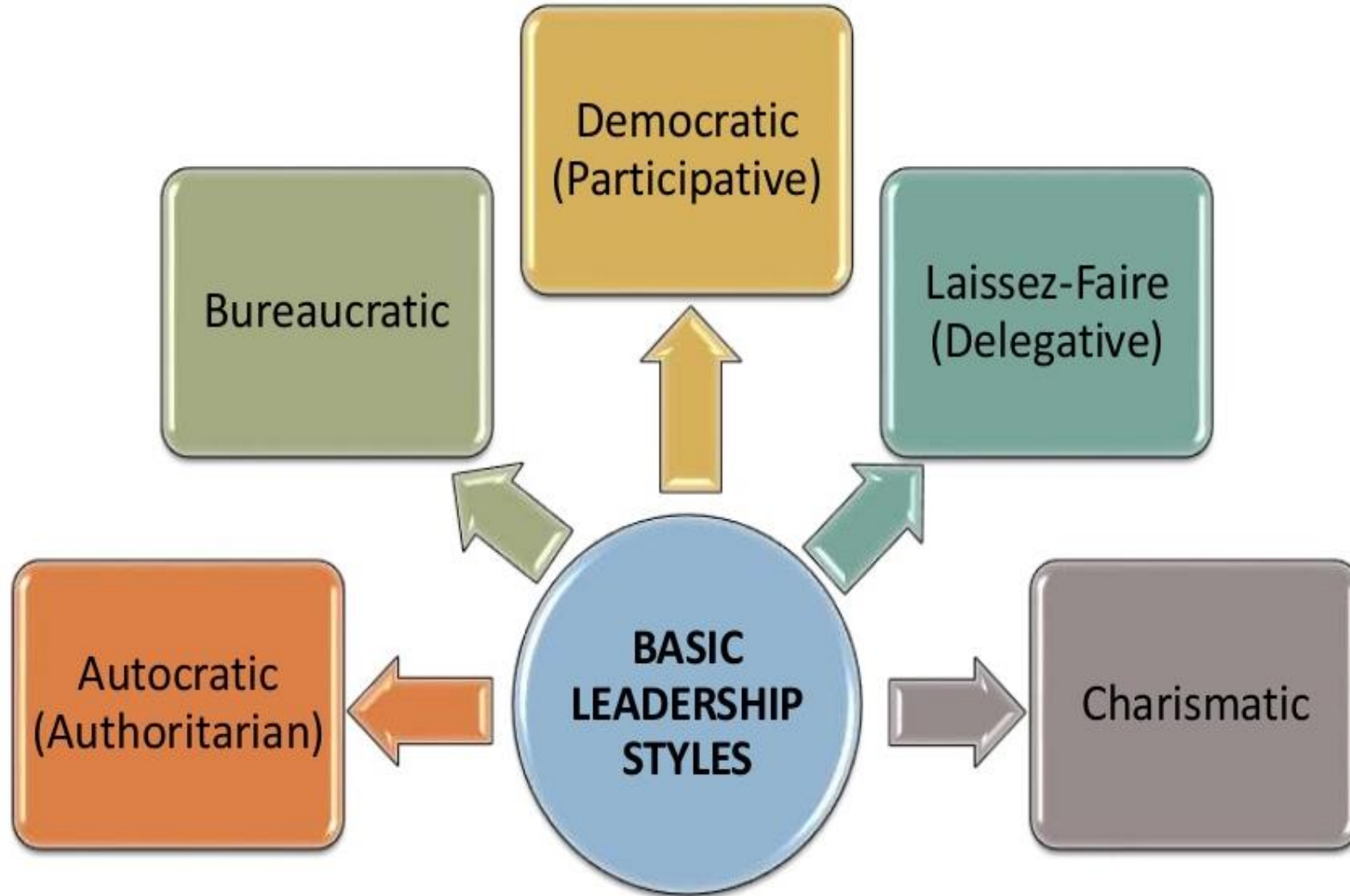
Expert

### Empowering

When a team member is considered an expert, a leader's role is to simply facilitate, empower, and encourage

INCREASED TRUST IN TEAM MEMBER

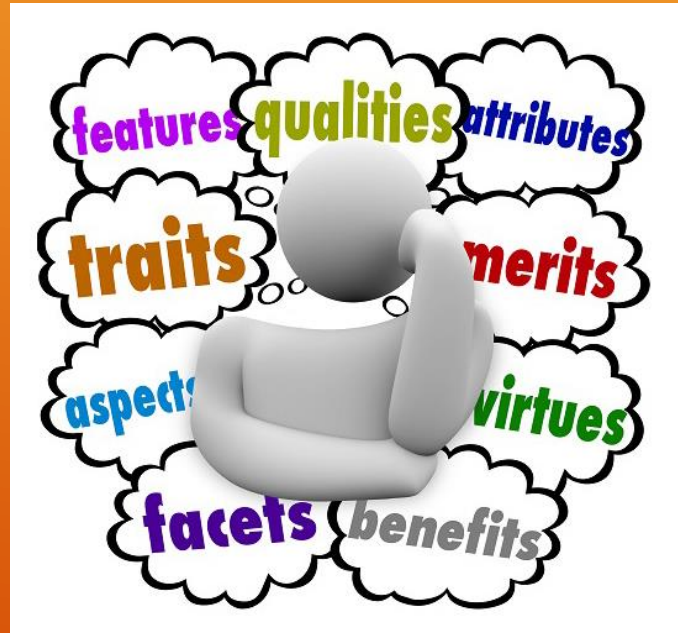
# LEADERSHIP STYLES





# ACTIVITY

- ▶ Statements on Christian leadership traits to be discussed



A true Christian leader is a Spiritual person.

A spiritual leader makes Jesus his.

Only as a leader becomes a spiritual worker  
can his/her leadership deliver the spiritual  
impact so important to success.

▶ A true Christian leader is a humble person.

“The only ‘superior’ among you is the one who serves the others”, Christ one day told the multitude. “For every man who promotes himself will be humbled, and every man who learns to be humble will find promotion.” Matt. 23:11, 12.

A TRUE CHRISTIAN LEADER IS A PERSON OF THE WORD.

WHEN A LEADER IS TOO BUSY TO SPEND TIME WITH  
GOD & HIS WORD EVERY DAY, (S)HE IS BUSIER THAN  
HEAVEN EVER INTENDED HIM/HER TO BE!



▶ A true Christian leader must be a patient person.

“Let every man be quick to listen but slow to use his tongue, and slow to lose his temper”

3 John 9.

▶ A leader must let men fight in their own armour.

“None should consent to be mere machines, run by another man’s mind, the servant of the Lord says. “God has given us ability, to think and to act, and it is by acting with carefulness, looking to Him for wisdom, that you will become capable of bearing burdens.”

*Ministry of Healing*, pp. 498, 499.

- ▶ A leader must be careful about promises.

Making promises (s)he cannot fulfil is a pitfall  
every leader must be careful to guard  
against

- ▶ A leader must not be afraid to admit he/she is sometimes wrong.

“We all make mistakes in all kinds of ways”

James 3:2.

The man who once most wisely said, ‘Be sure you’re right, then go ahead,’ Might well have added this to it: ‘When you know you’re wrong, be sure to quit!’”

--Author Unknown



▶ A leader must give others a 2nd chance.

“Workers may make mistakes,” Ellen G White wrote, “but you should give them a chance to correct their errors, give them an opportunity to learn caution, by leaving the work in their hands” *Testimonies of Ministers*, p. 300.

- ▶ A leader must not ask others to do what he/she is able but unwilling to do him/herself.

A true leader says “Let’s go!”  
never “You go!”.

# 5 RECOMMENDED LEADERSHIP TRAITS

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





“Leadership is about empathy; it is about having the ability to relate and connect with people for the purpose of inspiring and empowering their lives.”

O Winfrey



*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 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

# Mirror the best Leader known to man

# Jesus Christ

Go ye Therefore.....







# THANK YOU



## ANY QUESTIONS?

Cassandra Burton



Confidential C