

Southeastern Conference



Director's Survival Guide

This is a quick reference guide, with excerpts from The Pathfinder Staff Manual, the Florida Staff Handbook and other sources, parts adapted from Oregon Pathfinder Handbook, Rocky Mountain Conference New Director's Packet, Xtreme Youth Resources International and other sources. For complete information on any subject referenced, please consult your Staff Manual, Area Coordinator or the Executive Pathfinder Coordinator.

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HELP! I'm a new Pathfinder Director. What do I do now?

Step I. Call your Southeastern Conference Youth Ministries Department

1. Find out who your Area Coordinator (AC) is. Your AC is your link to knowing what's going on. They are your friend, your life-line. CALL them, USE them, ASK them! Get their name, address, telephone number, e-mail address and KEEP IN TOUCH.
2. Go to secsda.org/Pathfinders and check out the resources and form page. Get the Club Registration Packet and the Monthly Report form. On the resource and form pages you will find forms you will need for the year.

Step II. Organize your club

1. **Present the plan to the Church Board.** Before starting a new Pathfinder club ministry, plans should be submitted to the church board by a local church member for authorization to organize a Pathfinder club ministry. The conference Executive Coordinator and/or the Pathfinder Coordinator could be invited to answer questions and give recommendations. It is important that the parents of Pathfinder-age youth support the plan to organize a Pathfinder club ministry.
2. **Use of Conference Executive Staff.** The conference Executive Coordinator is responsible for guiding all clubs in the conference as well as the conference Youth Director. A church desiring a club should register the Charter Application forms A, B, and C to SEC Youth department. The Youth Department will keep the original application on file and send copy to the Executive Coordinator who will review and communicate with the pastor and church leadership. When authorization is given to operate a Pathfinder club ministry, the conference youth department will send a "Certificate of Operation" to the club director. An application to continue operation should be sent every year thereafter before beginning the next Pathfinder year.
3. **Inform the congregation during the worship service.** It is important that all church members be informed about the Pathfinder club's objectives and its program. Someone qualified by experience to speak in behalf of the Pathfinder club and the needs of youth should present this information to the entire church, preferably during the worship hour on Sabbath. It might be the conference executive Pathfinder coordinator, the local church pastor, a Pathfinder Area Coordinator, or some other qualified person as guest speaker.
4. **Call a special organizational meeting.** A special meeting, preferably on Sabbath afternoon, should be scheduled to bring together those who would be interested in the organization of a Pathfinder club. Invite all Master Guides, all parents of primary or junior age children, all school teachers (either public or church school), all teachers in the primary or junior Sabbath school divisions, all adults who would be interested in teaching hobbies and skills, and others interested in youth. During this meeting explain the details in regard to the Pathfinder organization. A few Pathfinders visiting from some neighboring club might demonstrate some of their accomplishments and display the uniform. An appeal should be made for volunteers to help in the Pathfinder club, and an informational questionnaire should be circulated.

5. **Elect director and deputy directors.** At the close of the training course, the church board should become familiar with those who are best qualified to lead out in the Pathfinder club and recommend to the church a director, deputy directors and staff.

6. **The Pathfinder Club Committee.** The Pathfinder club committee consists of the pastor, AY leader, superintendents or teachers of the upper church school grades, club director and deputy directors. The director is chairman. This group sets major policies for the operation, goals and objectives of the club and selects counselors and instructors.

7. **Build the program.** This may be the most important step in the entire organization. Program building consists of long-range planning. The objectives of the club over a period of months and years should be brought into focus. The club activities should conform to these overall objectives. Each meeting should be planned in detail weeks in advance. Recognition of the characteristics of youth will lead the staff to break the year's program into three or four segments, each with distinct activities and objectives. These segments give flexibility to the year's program, allowing new ideas and features to be introduced from period to period.

8. **Guest night.** Guest night is on a general activity night approximately two or three weeks before enrollment night. Each Pathfinder may invite one of his special community friends to this "guest night" club meeting. The director should become acquainted with each visiting young person. During the conversation, the director should ask, "Would you like to join our Pathfinder club?" If the answer is "Yes," visit the home the very next week and explain the complete program, showing a willingness to work with the family about their Sunday or Sabbath feelings.

9. **Enrollment night.** (*See Sample.*)

- a. Send letter to potential Pathfinder family four weeks before enrollment night.
- b. Advertise Pathfinder program.
- c. Receive Membership Application and Health Record form.

Weeks before enrollment night/Event

- | | |
|---|---|
| 4 | Church Bulletin |
| 3 | Attractive Bulletin Board |
| 2 | Junior & Earliteen Sabbath School Program |
| 2 | Church Missionary Period |
| 2 | Director's Letter to Potential Pathfinder |
| 1 | Pastor's Letter to Parent of Potential Pathfinder |
| 1 | Church Service, Emphasizing Program |
| 0 | Enrollment Night |

- d. Train and uniform staff before enrollment night.

The director, deputy directors, counselors, and instructors form the staff of the club. There should be a number of occasions when the staff comes together for training. Thus each person becomes familiar with his duties and the overall scope of club activity. These staff members should secure uniforms and place insignia properly.

10. **Home visitation program.** Counselors should visit each Pathfinder in his/her unit immediately. It is very important for the Pathfinder counselor to go to the home of each new Pathfinder and introduce himself/herself as (child's name)'s counselor.

- a. If application blank and health record is not completely filled out, do so then.
- b. Remind the family of club time.
- c. Answer all questions concerning uniforms, campouts, club program, etc. Before leaving emphasize the fact that as a counselor, you want to help the parent in any way you can.

11. **Induction program** approximately three weeks after enrollment night. (*See Sample.*)

12. **Community and church interest.** Once a Pathfinder club is established, appeal to church and community interests that have not previously been interested. The director should make friends with every Pathfinder family. Help each non-SDA Pathfinder family become acquainted with the pastor. These families can then be invited to hear what the church has to offer them. The Pathfinder club should be evangelistic.

13. **Repeat steps 8-13** in planning each year's program. Most clubs plan their year around the school year some use a 12 month plan. Either is acceptable.

14. **First Club Meeting.** It is important that this club meeting be one of fun and excitement, with membership involved in the activities.

SOME HELPFUL HINTS On GETTING YOUR PROGRAM ACROSS

1. Always have your local council vote a proposal.
2. Present your calendar budget and yearly activities to the church board.
3. Stay close to your local Pathfinder Council. (Director, deputy director, pastor, area coordinator, teacher or principal.)
4. Present your program as the council's program.
5. Keep your pastor apprised of new plans.
6. Never present a plan to the board that the pastor knows nothing about.
7. Make regular reports to the board and church about the progress and activities of the Pathfinders.
8. Always be in need of something. Have a vision and make it known.
9. Remember that you are the Pathfinder spokesman on the board.
10. Use positive arm twisting to arouse indifferent members to involve themselves for youth.
11. Keep your plans before the Lord and He will open doors.
12. Utilize as many members as possible in your planning.

PROPOSED PATHFINDER BUDGET

Calendar Year	
Club Name	
Based on _____ Pathfinders and _____ Staff	
INCOME	
Church Subsidy	
Registration Fees (\$_____)	
Dues	
Pathfinder Day offering	
Gifts / Donations	
Fund Raisers	
Other (balance in account)	
TOTAL	
EXPENSES	
Class-work	
Clerical (stamps, etc.)	
Honour / Craft Materials	
Uniform (Dress)	
Uniform (Field)	
Equipment & Supplies (tents, stamps, etc)	
Camporee \$11 per person PLUS Lodging: • Timber & Cascade Village: \$60 per night • Hillside Village: \$30 per night • RV Site Rental: \$20 per night • Tent sites: FREE	
Leadership Conference (\$70 per person)	
Teen Retreat (\$70 per person)	
Share Your Faith	
Area Jamboree	
Pathfinder Fair	
High Point Outings	
Camping	
Induction Ceremony	
Investiture Program	
Miscellaneous	
TOTAL	



Club Certification Application—Information & Process

Instructions to complete application:

1. After you organize your club, set a calendar for the year, and prepare a budget for your club, you are ready to complete the **Pathfinder Club Annual Application (A)**. Please complete ALL the information, and have ALL approved with the appropriate signatures.

a. Contact your church pastor (or head elder if no pastor), submit to him/her your plans for the club, and submit your calendar and budget for Church Board approval. **Obtain your pastor's signature** on your **Pathfinder Club Annual Application (A)**, to indicate you have church board approval of your club and its planned activities.

b. Contact your Area Coordinator, discuss and review your calendar and budget, and have him/her review your application documents. Once reviewed, **check the approval box** on your **Pathfinder Club Annual Application (A)** to indicate he/she has reviewed your calendar, budget, and your documents for accuracy and completeness.

c. **Sign your Pathfinder Club Annual Application (A)**. This indicates you have taken responsibility for your club and all activities relating to your club, and for your staff and club members.

2. **Mandatory Background Checks for Staff and Volunteers:** Have all staff (including you) and anyone 18 years or older complete an online "The Verified Volunteer System" Background Check. The link is <http://www.ncsrisk.org/adventist/> on your can find in on our SEC Pathfinder webpage. If your staff does not have computer access, you or the church needs to provide access or utilize local library services.

3. Fill out your **Yearly Staff Registration Form (B)**. Make sure you list ALL staff contact information, cell phone and email especially. If new staff wants to join your club later in the year, they will also need to complete the online background check process and you need to let the Conference know their contact information.

4. Parents will have completed a *Membership Application* (with *Health Record* and *Consent to Treat* forms). Use these forms to compile your **Pathfinder Membership List (C)** form. (**You will keep** the *Membership Applications* and *Consent to Treat* forms with the club; please do not send them to the Conference.)

5. Please **submit** your **Pathfinder Club Annual Application (A)**, **Pathfinder Staff Registration Form (B)**, **Pathfinder Membership List (C)**, and **Calendar** to the Conference at Secpac@secsda.org / with copies to your Area Coordinator by e-mail. Please make sure all are signed documents. (you may scan the documents after signed)

6. Once processed and complete, you will receive a **Certificate of Operation** for your club to display in your church, and your club will have appropriate privileges as you participate in all Conference sponsored activities for Pathfinder Club ministries.

***Clarification for staff working in various ministries – Including our churches, schools, anything conference related even just for providing transportation for youth events:** Complete the "Verified Volunteer System" only once every three years.

Pathfinder Club Annual Application-A



Sponsoring Church _____

Club Name _____ Date: ____/____/____

Elected Club Director _____ Birth Date ____/____/____

Mailing Address _____
Street/Apt # or PO Box City State Zip

Home Phone ____-____-____ Work/Cell Phone ____-____-____

Email (print clearly) _____

We resolve to always plan and operate our club to honor and glorify God, and we realize that the primary purpose of the Pathfinder Club is to lead youth to Jesus and to teach them to love and serve Him. We understand that the club is for the salvation, benefit, and enjoyment of youth. We will follow church policies and cooperate with church leaders. We will work in harmony with our sponsoring church to make the club a soul winning and witnessing program.

We, the undersigned, have read, understand, and are in full agreement with the Philosophy of Pathfinding and agree to support our club through those means with which the Lord has blessed this church, including finances, staff volunteers, securing a place to meet, transportation on outings, and other such needs as may arise in the fulfillment of this ministry, and to assist and support the work of the Pathfinder ministry in this conference and around the world.

Signatures:

X _____

Church Pastor

X _____

Head Elder

X _____

Church Clerk or Treasurer

X _____

Club Director

Pathfinder Area Coordinator Check Box: My Area Coordinator and I have discussed and reviewed my club calendar, budget, and application documents for accuracy and completeness.

Date ____/____/____

Also needed with this completed form is:

1. Completed **Yearly Staff Registration Form (B)**
2. Completed **Pathfinder Membership List (C)**
3. Completed **online *The Verified Volunteer System* background check** for each staff member / participating youth age eighteen and over. Go to: www.ncsrisk.org/adventist/

Southeastern Conference of SDA
Youth Ministries Department
Secpac@secsda.org

Pathfinder Club Annual Application B



Pathfinder Yearly Staff Registration Form

This page must be submitted with complete Annual Application to the Southeastern Conference Youth Ministries Department to receive your certification.

The following individuals are presently working as officers and staff of our club and desire to be registered with the Southeastern Conference for the Pathfinder Year _____.

Club Name: _____

Church: _____ Director's Name: _____

NO.	Name and Email	Complete Address	Title	MG Y/N	Years Served
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

NO.	Name and Email	Complete Address	Title	MG Y/N	Years Served
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Title: Director, Deputy Director, Instructor, Counselor, Secretary, Club Nurse, Transportation, Chaplain, Volunteer, Cook, etc.

MG: Write "Y" if person is a Master Guide and "N" if not.

Srv Yrs: Write number of years serving in Pathfinders.



Pathfinder Club Annual Application C

Pathfinder Membership List

This page must be submitted with complete Annual Application to the Southeastern Conference Youth Ministries Department to receive your certification.

The following individuals are presently enrolled as members of our club and desire to be registered with the Southeastern Conference for the Pathfinder Year of _____.

Club Name: _____

Church: _____ Director's Name: _____

NO.	Pathfinder Name	M/F	Birth Date	Current Class
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

NO.	Pathfinder Name	M/F	Birth Date	Current Class
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

*Print as many pages as you need to list your club members.



Southeastern Conference Youth Ministries
 Powered by the SEC-PAC

(Revised 2017)

PATHFINDER LEADERS' QUALITIES

“He who cooperates with the divine purpose in imparting to the youth a knowledge of God and molding the character into harmony with His, does a high and 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.” Education page 19

- **Love God supremely:** You must model what you expect your Pathfinders to become. Remember our young people follow what is modeled to them.
- **Love children sincerely:** Sincere love will be expressed more in action than by words. The Pathfinder notices when an adult gladly shares time, energy and companionship with them. This love perseveres even when the adolescents are unappreciative.
- **Serve with enthusiasm:** Enthusiasm is contagious. Pathfinders quickly follow an optimistic leader who emphasizes the positive and supports the program with energy. Staff must serve with enthusiasm for Pathfinders to want to get into Pathfinders.
- **Possess emotional stability:** Leaders need to learn self-discipline, temperance, faith, trust in God, and have a sense of responsibility. Outbursts of temper, anger, or depression destroy the image of a competent Christian leader. Everyone is human and sometimes leaders react in anger but we must learn to apologize and ask forgiveness when we fail to exhibit Christian standards.
- **Enjoy being outdoors:** Many Pathfinder activities are done in an outdoor setting. Leaders need to enjoy camping, hiking and learning the skills required so they have something new and fresh to introduce to the club or unit.
- **Know the essential characteristics of adolescents:** Pathfinder age involves both pre and early adolescent children. A leader will need to understand the pressures affecting adolescents and the characteristics common in these age groups.
- **Learn a variety of skills:** A leader who is versatile and diverse always has something new to introduce to the group and should be able to discover the joy of new experiences.
- **Develop the ability to organize:** Leaders need to be organized or if you are lacking in these skills, work with someone who can organize the group.
- **Maintain good relationships with fellow workers:** Problems can cripple a club. As a leader, our job is to encourage and utilize the strengths of our staff.
- **Be resourceful and creative:** The leader needs to be resourceful and have alternate options ready in an emergency. Be creative and determined in accomplishing goals.
- **Radiate a dignity of presence:** A good leader commands respect and does not dominate.
- **Sense of Humor:** A sense of humor is important when dealing with people.

PATHFINDER CLUB STRUCTURE

ORGANIZATION

The Pathfinder Club is a world wide program organized and directed by the Youth Department of the General Conference of the Seventh-day Adventist Church. It offers a wide range of learning experiences for young people 10 to 15 years of age and is operated by the local Seventh-day Adventist church under the direction and control of the local conference youth director.

Each Pathfinder Club is administered by a club director, deputy directors, counselors, instructors, chaplain, secretary, and treasurer. The club is divided into separate units, each unit averaging between six to eight Pathfinders, including a captain and scribe.

Flow Chart



Pathfinder Organization

- Pathfinder Club Members
- Counselors & Instructors
- Deputy Directors & other support staff
- Club Director
- Local Church Board
- Cluster Leaders
- Area Coordinators
- Conference Specialist
- Executive Pathfinder Coordinator
- Local Conference Youth/Pathfinder Director
- Union Pathfinder Director
- Division Pathfinder Director
- General Conference Pathfinder Director

The Pathfinder Club has a flag, bearing the Pathfinder's Club Emblem. The flag is flown at local and conference Pathfinder programs and activities. There is a specially designed full-dress uniform and also a field uniform.



The Pathfinder Club has a Pledge and Law, highlighting the spiritual basis on which the club is built.

The club operates on a 9, 10, 11, or 12 month calendar year, with a weekly or bi-weekly program of at least 1½, 2, or 3 hours' duration. Within this 1½, 2, or 3 hour period the Pathfinders perform drill and marching, crafts and/or hobbies and games, as well as taking part in devotional activities and classwork.

There are six classes, with given names, which begin at 10 years of age and conclude at 15 years. Each class is represented by a chosen color as listed.

Friend	10 years	Blue
Companion	11 years	Red
Explorer	12 years	Green
Ranger	13 years	Silver
Voyager	14 years	Burgundy
Guide	15 years	Gold

At the completion of the classwork requirements, the Pathfinder receives insignia as an award consisting of a pin, Pathfinder Class pocket strip and chevron at a special Investiture service.

LEADERSHIP REQUIREMENTS

Pathfinder leaders are volunteers who receive no pay for their service to the church. In most cases, those who volunteer for the job are highly committed to Christian ideals. This is the way it should be, for the Pathfinder leader often plays a larger part in providing a Christian role model to young people than any other person in the church.

Occasionally, there will be non-Seventh Day Adventist volunteers. The Church may choose to encourage those individuals to participate in the pathfinder club as a means of helping them develop a stronger relationship with Christ. But, because youth get to know a Pathfinder leader so well and they see the Pathfinder leader as an official representative of the Seventh-day Adventist Church, the following conditions for service have been voted by the Conference Committee for Pathfinder Leaders.

- **Membership** - The Pathfinder leader must be a member of the church in which they are serving, must have an unreserved commitment to its objectives and a personal relationship with Christ. The Pathfinder leader may be a member of another local Adventist Church only if that church's pastor or board gives a written or verbal statement, recommending the person for Pathfinder leadership.
- **Personal Conduct** - The Pathfinder leader must carefully adhere to the standards of the Church by exemplifying high standards of conduct.
- **Relationship with others** - A Pathfinder leader must be honest in his dealings with people in the club as well as with others in the church and community. They must adhere to representing the church and holding a sense of high legal moral and ethical codes. Therefore, the leader must not be known to have:
 - Given any false information to anyone
 - Been bearing false witness about anyone (Gossip, slander , etc)
 - Committed any felony (In regards to children)
 - Committed theft of any kind

The above guidelines apply to the director, deputy directors and counselors in a Pathfinder Club. They are not meant to prevent local clubs from using non-Seventh-day Adventists as instructors or in other capacities.

STAFF RESPONSIBILITIES

Summary

- **All Pathfinder Staff** - Must be dedicated Christian people and be willing to learn and grow in their faith. They should set a good example in attitude and behavior.
- **Club Director** - Represents the church in the Pathfinder organization and is a member of the church board. All activities of the club shall be under their supervision. If there is more than one church supporting a club then a Pathfinder club representative will sit on the other church boards as elected by each participating church board.
- **Deputy Director** - Shall assist the Club Director and take charge during Director's absence. May be designated to care for any of the Pathfinder Club duties.
- **Counselor** - Leader of a unit of two to eight boys or girls (Men with boys - Women with girls). Work and stay with unit during all programs, at all times. Encourages the teaching of class work levels and honors for successful Investiture of members. Does Drill and Marching with units and develops understanding and friendships. Encourages members to participate in all activities and outings. Attends staff meetings and notifies Club Director in advance if unable to attend.
- **Secretary** - Shall render monthly reports to the local Conference office. Is responsible for all club correspondence. Takes notes at staff meetings. Is responsible for personal records and for any other records necessary to the smooth running of the club.
- **Treasurer** - Shall be responsible for the expenses paid out, collect and care for all income such as membership fees, money from fund-raising projects, etc. Shall present a financial report upon request of the executive officers or staff and shall transmit the accounts and all distributed funds to his successor. Work in close harmony with the church treasurer, depositing all funds with the church treasurer unless the club has its own checking account. In the latter case, a monthly report shall be prepared and submitted by the Director at the church board meeting.
- **Chaplain** - It is very special when the Chaplain is the church Pastor. Shall assist the Director in maintaining a strong spiritual tone in the club and know each Pathfinder's relationship to the Lord. Shall serve on various committees dealing with the worships in club meetings, campouts, outreach and discipline.
- **Instructor** - Teaches specific skills or subjects such as Bible, personal growth, outdoor skills, and honors. May be a Pathfinder Club Staff or a specialist from the church or community who teaches specific subjects. Works closely with the Club Director to insure that requirements are covered to enable the Pathfinders to be invested.

THE MINISTRY OF THE PATHFINDER DIRECTOR

You may be reading this because you have been asked to serve your local church as a Pathfinder Club director, or perhaps you serve on a church nominating committee and are wondering what a Pathfinder Club director is expected to do. In either case, if you understand the church as the body of Christ and understand the call to ministry as experienced by each member, this will help you to see the role the Pathfinder Club director fills within a local church.

THE ROLE OF THE PATHFINDER CLUB DIRECTOR

As director of a Pathfinder Club, you are asked to lead a program for a very energetic group of 10 through 18 year-olds. In many ways, this is a miniature church because the Pathfinder Club is called on to nurture boys and girls and involve them in outreach. This is the age at which 70% of all Adventist boys and girls in North America make their decision to become Seventh-day Adventists.

Particularly in larger clubs, you should have one or more deputy directors who will assist you. All clubs have counselors who are the “front line” staff and serve as “big brothers” and “big sisters” to the youth in your program. In addition, counselors will be responsible for teaching honor classes. Your club may also have specialized staff, such as cooks, secretaries, a camping coordinator, equipment manager, and drillmaster. As Pathfinder director, you will also be a member of the church board and responsible to that organization.

TIME COMMITMENT

Most responsibilities in the local church require a one-year term. You will find among Pathfinder directors that many have served 25 to 30 years. Pathfinder leaders see many rewards in the growth of their charges. These rewards encourage Pathfinder staff to remain in their position longer than many church positions and this is necessary to build a strong club.

Each week the Pathfinder director will spend approximately three to four hours in club activities. However, there are occasions each year when more time will be required, such as campouts, Pathfinder Fairs, and Camporees.

It is essential to recruit an adequate number of staff and learn to delegate so that time demands are not overwhelming. The Pathfinder director will put in as much time as any other major office in the church and may find it better not to be asked to fill other church responsibilities while Pathfinder director.

APPROPRIATE SPIRITUAL GIFTS

Because the Pathfinder Club is in many ways a little church, many of the qualities that an elder needs are also important to the Pathfinder director. The Pathfinder leader needs the gift of a pastor/shepherd, which is the ability to carry a personal responsibility for the spiritual welfare of the children. Some may think that the professional pastor is the only member of the church who has this gift, but that is not true.

Administration is a spiritual gift referred to in I Corinthians’s 12:28. As Pathfinder director, you will need the ability to steer and direct the Pathfinder Club.

Another spiritual gift mentioned in Acts 16:40 is the gift of exhortation or encouragement. As Pathfinder

director, you will encounter adult staff and young people who are going through lonely and discouraging times. Problems at home and school often trouble children and youth of this age. By understanding the changes that are happening in their lives during this time of physical and mental transition, the youth will better adjust to adult life. The Pathfinder director may be called upon or may have someone available to call upon to encourage and counsel the Pathfinders within their group.

ACTIVITIES AND EVENTS

In order for your Pathfinder Club to be interesting and exciting, it must have a varied program. As Pathfinder director, you will be involved in a number of activities including: outreach, community service projects, field trips, camping, Induction, Camporee, Pathfinder Sabbath, Investiture and Fair.

Outdoor Education: Pathfinders have many opportunities to spend time with God in nature. During campouts, nature walks, and study of nature honors, the Pathfinder learns firsthand about the creative power of God. The study of nature develops a fellowship with God who made it all possible. The Pathfinder Staff act as role models to help the Pathfinder reverently worship the God who created the heavens and the earth.

Manual Skills: Through honors and camping activities the Pathfinder will learn specific skills and interests that will make their life more meaningful. Pathfinders delight using their hands to fashion useful articles of wood, plastic, steel, clay, felt, yarn, etc. It brings them great satisfaction to put together an engine that runs or a radio that works. It is in this kind of activity, that the value of the honors in the AY classwork curriculum becomes apparent.

Outreach: Pathfinder community service activities teach youth that sharing their faith with others is not a project to be engaged in once a week but a daily way of life.

Nurture: All aspects of the Pathfinder program are intended to nurture the child into a growing relationship with Christ. Every activity and program is to be **Christ-centered**.

Physical Fitness: An understanding of preventive health concepts is a safeguard against many evils. Pathfinder Clubs teach the importance of caring for the body.

HOW TO PLAN

The Pathfinder director and staff must develop yearly, quarterly, and monthly calendars of activities. The yearly planning is done in consultation with the Pathfinder Executive Committee, which consists of the Pathfinder staff, the church school faculty, and the pastor and elders. It is important that they plan together to insure a coordinated calendar of events. Planning for the yearly calendar includes special programming for the holidays, conference Pathfinder events and themes that might be emphasized by the local club during the year.

Pathfinder programs are intended to nurture the child into a growing relationship with Christ. No matter what the program is - indoors or outdoors it should be Christ centered.

Quarterly planning is based on the yearly calendar and plans programs more specifically. For example, honors that are to be taught during the quarter must be given careful attention in order that proper instructors and equipment are available.

Monthly planning is done to insure that the details of each program are specifically prepared. In the

Pathfinder Staff Manual, there are sample programs for the year, quarter, and club meetings. These will be helpful particularly for new Pathfinder staff.

TRAINING

The Conference has a Pathfinder Leadership Convention each year. At this retreat, training will be available in the basic leadership skills. You will also have a chance to interact with experienced Pathfinder leaders who “know the ropes.”

The Pathfinder Club program is very structured; because of this organization, clubs from church to church appear to be very similar. This is an important strength of the Pathfinder organization.

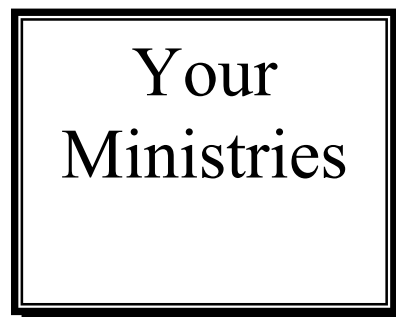
RESOURCE MATERIALS

There are many materials available for Pathfinder leaders. The following books and magazines are available from the conference, *AdventSource*, ABC, or in many cases they are already a part of the Pathfinder library.

- **Pathfinder Staff Manual:** This manual includes all details of the Pathfinder organization including sections on Pathfinder philosophy, organizational procedures, and programming aids.
- **Seven Steps for Successful Pathfinder Leadership:** There is a very specific training program available for training Pathfinder leaders. The basic training manual covers subjects such as the privilege of leadership, steps to organizing a club, psychology of Pathfinders, and other pertinent information.
- **Pathfinder Field Guide:** The Field Guide is an important manual which describes a variety of outdoor activities including hiking, orienteering, and camping.
- **AY Classes Instructor’s Manual:** This youth resource book deals specifically with the AY classwork curriculum explaining all of the requirements for each class year.
- **Pathfinder Drill Manual:** Drilling and Marching techniques are verbally or graphically described.
- **AY Honors:** This manual contains the requirements for more than 250 honors in the eight categories of: Arts & Crafts; Health and Science; Household Arts; Nature; Outdoor Industries; Outreach Ministries; Recreation; Vocation.
- **Videos:** The Seventh-day Adventist Church has produced videos, for Pathfinder Clubs, which are available at the Conference Office or *AdventSource*.

- **Pathfinder’s Strong** - Pathfinder’s World Wide
- **Pathfinder Club Drill** - The Basics
- **Journey of Discovery** - Honors
- **Just Knots** - Basic Knot Tying

• **Other Resource Materials:** Libraries, bookstores and the Internet contain a variety of resources that deal with Pathfinders.
www.adventistyouthministries.org



CLUB DIRECTOR

Ministry Description

- **Club Director's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Is responsible for organizing, arranging, and having supervision for all club activities.
- Must be an example of spirituality, neatness, promptness, good sportsmanship, and self-control.
- Should be chairperson of club staff meetings unless a Deputy Director is appointed to take charge. If their church has set up a Pathfinder executive council they would be the chairperson of that committee. An executive council is advisable if you are operating a district club. The Pathfinder representatives would also sit on this committee. This insures that each church is represented.
- Must be a member of the church board
- Must plan the yearly program with the help of his/her Staff.
- Should set an example by wearing a neat and complete uniform.

Duties

- **Programming** - A large share of the Director's time is involved in organizing programs. These include a wide variety of activities such as regular club meetings, Pathfinder Sabbath, social events, campouts, and outreach projects. The programming is designed to involve Pathfinders with varied and interesting learning activities. The goal is to make church involvement so attractive and fulfilling for young people that they will not slip out "the back door."
- **Planning** - The Director and Staff develop a yearly calendar of activities and a budget. All plans must be approved by the church board and must coordinate with the conference program.
- **Recruiting and Supervising** - The Director is very much involved in recruiting individuals to help with the various activities and meetings. The Staff is made up of adult volunteers. All individuals are under the direction of the Pathfinder Director.
- **Teaching** - The Pathfinder Director assists the young people in learning outdoor skills; developing spiritual values, and creating service opportunities which may be beneficial in saving lives in the communities. Crafts are always an enjoyable part of the meetings and the Pathfinder Director and Staff should be there to answer any questions pertaining to completing various projects assigned.
- **Listening to parents and children** - The Pathfinder Director is an individual who enjoys young people and can relate to them in ways that make them feel comfortable and safe. Parents should know by his/her actions and words that he/she is their friend and is there to listen to them when any problem arises.
- **Communication** - The Pathfinder Director should make sure the children, parents, and the entire church are made aware that Pathfinders is a viable ministry. The programs should be promoted in all church departments since there are opportunities for ministry to all ages.
- **Staff Meetings** – The Pathfinder Director should use this time to finalize any plans or events for the next month and to take care of any problems that might have arisen the last month. This is a good time to draw Staff together so all can work more effectively as a team.

O apvj n' rrcppkpi 'ku'f qpg'iq'kpum g'vj cv'vj g'f gwku'qhl'gcej 'rtqi tco 'ctg'wrgelkccm' 'rtgrctgf'OK'vj g'"
Pathfinder Staff Manual, there are sample programs for the year, quarter, and club meetings. These will be helpful particularly for new Pathfinder staff.

TRAINING

The Conference has a Pathfinder Leadership Convention each year. At this retreat, training will be available in the basic leadership skills. You will also have a chance to interact with experienced Pathfinder leaders who “know the ropes.”

The Pathfinder Club program is very structured; because of this organization, clubs from church to church appear to be very similar. This is an important strength of the Pathfinder organization.

RESOURCE MATERIALS

There are many materials available for Pathfinder leaders. The following books and magazines are available from the conference, AdventSource, ABC, or in many cases they are already a part of the Pathfinder library.

- **Pathfinder Staff Manual:** This manual includes all details of the Pathfinder organization including sections on Pathfinder philosophy, organizational procedures, and programming aids.
- **Seven Steps for Successful Pathfinder Leadership:** There is a very specific training program available for training Pathfinder leaders. The basic training manual covers subjects such as the privilege of leadership, steps to organizing a club, psychology of Pathfinders, and other pertinent information.
- **Pathfinder Field Guide:** The Field Guide is an important manual which describes a variety of outdoor activities including hiking, orienteering, and camping.
- **AY Classes Instructor’s Manual:** This youth resource book deals specifically with the AY classwork curriculum explaining all of the requirements for each class year.
- **Pathfinder Drill Manual:** Drilling and Marching techniques are verbally or graphically described.
- **AY Honors:** This manual contains the requirements for more than 250 honors in the eight categories of: Arts & Crafts; Health and Science; Household Arts; Nature; Outdoor Industries; Outreach Ministries; Recreation; Vocation.
- **Videos:** The Seventh-day Adventist Church has produced videos, for Pathfinder Clubs, which are available at the Conference Office or AdventSource.

- **Pathfinder’s Strong** - Pathfinder’s World Wide
- **Pathfinder Club Drill** - The Basics
- **Journey of Discovery** - Honors
- **Just Knots** - Basic Knot Tying

• **Other Resource Materials:** Libraries, bookstores and the Internet contain a variety of resources that deal with Pathfinders.
www.adventistyouthministries.org



DEPUTY DIRECTOR

Ministry Description

- **Deputy Director's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Should possess the same high qualities of leadership as outlined for the Club Director.
- Must work closely and respectfully with the Club Director.
- Shall accept the assignments of the Club Director and share in the leadership responsibilities of the Pathfinder Club.

Duties

- Take charge of club meetings in the absence of the Club Director
- Preside at staff meetings when asked by the Club Director.

Optional Deputy Director Positions:

- **Assistant Pathfinder Club Director:** Called Deputy Director
- **Boys Deputy Director:** All male Counselors would be under this Deputy Director and he would cover if a Counselor were unable to make it to a club meeting or activity.
- **Girls Deputy Director:** All female Counselors would be under this Deputy Director and she would cover if a Counselor were unable to make it to a club meeting or activity.
- **Camping Deputy Director:** Would make a list of necessary supplies and equipment and keep them in good repair as well as help with making the plans for club meetings.

A Pathfinder Club may have as many Deputy Directors as the club membership needs. This group of Deputy Directors would work very closely with the Club Director. Together they can make the club a well working "machine."

COUNSELOR

Ministry Description

- **Counselor's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

- Must be at least sixteen years of age, a member in good and regular standing of the Seventh-day Adventist Church
- Must be interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Must be appointed by the Club Director and Staff for a one-year term.
- Help Pathfinders get to know God, learn about nature, and understand the principles of the Pledge and Law.

Duties:

- In charge of managing and caring for a unit consisting of 2-8 Pathfinders.
- Know where your kids are at all times. (During a pathfinder meeting and during campouts.)
- Have worship with your Pathfinders.
- Play with your Pathfinders at appropriate times.
- If a problem should arise the Counselor should work with Pathfinders to correct it.
- The first step of discipline is to set your ground rules. (Ground Rules mean what kind of behavior you expect the pathfinders to exhibit in a given situation.)
- Help and advise Pathfinders in their class work levels.
- Learn drill and march with your unit wherever possible.
- Participate in club inspections.
- Be present at all staff meetings.
- Set up at Pathfinder Camporees, Outings, Fairs, etc.
- Be willing to participate in all club activities.
- Keep the unit up to date on all Pathfinder activities.
- Let the Director know as soon as possible when needing to be absent from a meeting or activity.
- Pass all extracurricular plans by the Club Director (preferably in staff meeting) before activity. Do not take unit away from general area without permission from the director.

SECRETARY - TREASURER

Ministry Description

- **Secretary - Treasurer's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

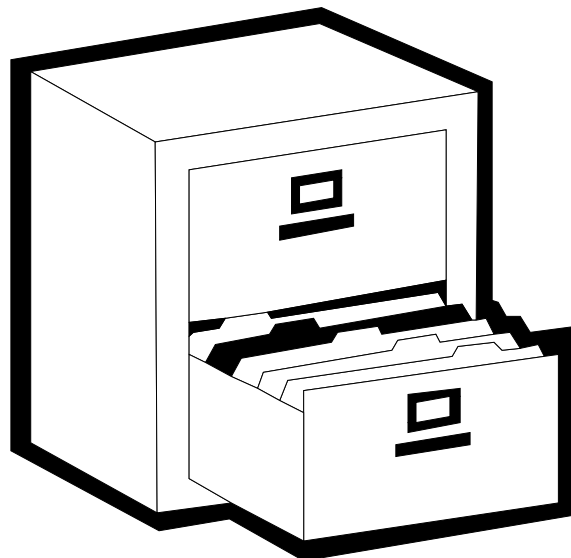
- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Elected by the Pathfinder staff for a one-year term and may serve for many terms.

Secretary Duties

- Keep individual Pathfinder records and club files accurate and up to date.
- Take notes at staff meetings and retain as permanent records. Distribute copies as necessary.
- Prepare and submit a monthly report to the Conference.
- Create and distribute correspondence to parents and church members.
- Maintain a current club calendar of events.
- Order Pathfinder supplies and resources and keep records of purchases on file for at least two years.
- Manage and care for Pathfinder teaching resources.
- Have a pleasant and positive attitude with Staff, Parents and Pathfinders.

Treasurer Duties

- Prepare financial reports to keep the Director informed of all club expenses and funds on hand.
- Maintain financial statements and keep accurate record of monies given to the church treasurer.
- Keep accurate account of all club monies.
 - Dues
 - Offerings and donations
 - Fund Raisers
 - Outings, etc.
- Keep financial ledger current
- Keep all receipts and bills organized in a file



CHAPLAIN

Ministry Description

- **Chaplain's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Must be an example of spirituality, neatness, promptness, good sportsmanship, and self-control.
- Should set an example by wearing a neat and complete uniform.
- May be a Pastor, Elder, or a member of the church that is willing to take the time and effort to get to know the Pathfinders and their spiritual needs.

Duties

- Leads out effectively in spiritual activities of the club
- Is responsible for organizing, arranging, and creating opportunities for spiritual development.
- Arrange for devotional periods, speakers, and periodic prayer groups.
- Works with the Director in setting up the Induction Ceremony, Pathfinder Sabbath, and Investiture service.
- Works with Bible Achievement either as the team leader or the coach
- Participates in Club's secular activities modeling a balanced Christian lifestyle.

INSTRUCTOR

Ministry Description

- **Instructor's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in the club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in the club.

Qualifications and Responsibilities

- Must be teens or adults who can teach specific skills or subjects such as Bible, personal growth, outdoor skills, honors or class levels.
- Must be interested in young people and understand the life-issues they face.
- Must be approved by the Club Director and Staff.
- Should be a specialist in the areas of subjects to be taught.
- Must teach the class in a way that reveals a character in harmony with Christian ideals.

Duties

- Carefully study the class to be taught, assembling or designing items to share before introducing them to the Pathfinders.
- Plan the method of instruction, keeping in mind that the class must flow smoothly and change periodically to fit the restlessness of youth.
- Get direction from the Club Director for the purchase of teaching resources and supplies.
- Save and return any receipts to the Treasurer for reimbursement of expenses as agreed upon.
- Teach the Pathfinders to conserve materials, use time wisely, and clean up after each class.
- Enable Pathfinders to neatly complete each project.

DISTRICT COORDINATOR

Qualifications & Election Process

- **Qualifications for a District Coordinator**

- Be a member in good standing with the beliefs of the Seventh-day Adventist Church.
- Have at least 5 years of Pathfinder experience (includes 3 years of administrative responsibilities.)
- Be a Master Guide
- Live in the Pathfinder district they are serving.
- Candidate and spouse are not to hold office in local Pathfinder Club.
- The Oregon Conference director and coordinators must approve any exceptions.

- **Nomination of the District Coordinator**

- The term of office shall be two years. Coordinator may be reelected.
- Nominations shall be made 30 days prior to election
- The local nominating committee is the club staff, representatives and director, acting as chairman. Nominations must submitted to the Youth Director.
- Executive Pathfidner Coordinator and Conference Pathfinder Director may submit names also.
- Before elections, the Conference will screen each willing nominee for approval before presenting names for election. (Response from local church boards and pastors encouraged.)

- **Election of the District Coordinator**

- The Yoth Director shall hold the election and bring a name to the District for consideration
- The District will consider the name and vote to affirm or reject the name.
(Director please remember to listen to your staff as well, do not dictate.)
- Only one vote per club will be permitted.
- If the name is not accepted, the Youth Director shall present another name from the list of approved names until one is accepted.
- The new coordinator will assume responsibilities immediately

- **Appointment of the Pathfinder Assistant Coordinator**

- Qualifications are the same as for Club Directors
- Local District Coordinator along with the Conference Director appoint the Assistant Coordinator
- Announcement to the district at the same time as the Coordinator
- Term of office is the same as the District Coordinator

- **Duties of the Assistant Coordinator**

- Attendance at District Coordinators meetings. Voting by Assistant Coordinator is allowed when the District Coordinator is absent.
- Assist District Coordinator in promoting District, Conference, Union, Division, and General Conference Pathfinder policies and programs.
- Assist District Coordinator with club visitations – always coordinate with the District Coordinator before visiting.

DISTRICT COORDINATOR

Ministry Description

- **District Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Cluster leaders and Club Directors in his/her district.
 - Secondary Focus – serve, support, and encourage all Club Staff in his/her district.
 - **Provide support and resources to District Club Directors and Churches**
 - Visit each district club annually providing club inspections & evaluations
 - Promote Pathfinder ministry in churches where there is none
 - Assist new club Directors and Staff at their organizational meetings as requested
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
 - **Facilitate District Events with Club Directors and Staff**
 - District Campouts
 - District Ralleys
 - District Fun Day
 - **Attendance at Conference Events to support District Club Directors and Staff**
 - Pathfinder Camporee
 - HOT Leadership Training every two years
 - Pathfinder Action Committee Retreat
 - Pathfinder Fair
 - **Annual Financial Requirements**
 - Annual expense report of District funds must be submitted to the Youth Director in October
 - **Responsible to Conference Pathfinder Director**
 - Prepare & distribute District Events Calendar including club visitation dates by January 1
 - **Member of the Pathfinder Action Committee**
 - Participate in montly Conference call
 - Attend all Face - to Face Conference meetings
 - And other duties as assigned
 - **Elected term of Service – Two (2) years**
-
-

HISPANIC LIAISON

Ministry Description

- **Hispanic Liaison's Ministry Focus**
 - Primary Focus – serve, support, and encourage all hispanic Directors in the conference.
 - Secondary Focus – serve, support, and encourage all hispanic Staff in the conference.
- **Provide support and resources to Hispanic Club Directors and Churches**
 - Visit each hispanic club along with the District Coordinator annually providing club inspections & evaluations
 - Promote Pathfinder ministry in hispanic churches where there is none by making visits
 - Assist new hispanic club Directors and Staff at their organizational meetings
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with District Coordinators where Hispanic Clubs attend**
 - District Campouts
 - District Ralleys
 - District Fun Day
- **Attendance at Conference Events to support Hispanic Club Directors and Staff**
 - Pathfinder Camporee
 - HOT Leadership Training every two years
 - TLT Retreat
 - Pathfinder Action Committee Retreat
 - Pathfinder Fair
- **Responsible to the Executive Pathfinder Coordinator**
 - Prepare & distribute hispanic liaison Calendar including club visitation dates – due January 1
- **Member of the Pathfinder Action Committee**
 - Participate in all monthly Conference calls
 - Attend all Face - to Face Conference meetings
 - And other duties as assigned
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

HAITIAN LIAISON

Ministry Description

- **Haitian Nkluqpp Ministry Focus**
 - Primary Focus – serve, support, and encourage all Haitian Directors in the conference.
 - Secondary Focus – serve, support, and encourage all Haitian Staff in the conference.
- **Provide support and resources to Haitian Club Directors and Churches**
 - Visit each Haitian club along with the District Coordinator annually providing club inspections & evaluations
 - Promote Pathfinder ministry in Haitian churches where there is none by making visits
 - Assist new Haitian club Directors and Staff at their organizational meetings
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with District Coordinators where Haitian Clubs attend**
 - District Campouts
 - District Ralleys
 - District Fun Day
- **Attendance at Conference Events to support Haitian Club Directors and Staff**
 - Pathfinder Camporee
 - HOT Leadership Training every two years
 - TLT Retreat
 - Pathfinder Action Committee Retreat
 - Pathfinder Fair
- **Responsible to the Executive Pathfinder Coordinator**
 - Prepare & distribute Haitian liaison's Calendar including club visitation dates – due January 1
- **Member of the Pathfinder Action Committee**
 - Participate in all monthly Conference calls
 - Attend all Face - to Face Conference meetings
 - And other duties as assigned
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

TLT COORDINATOR

Ministry Description

- **TLT Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Club Directors in the conference.
 - Secondary Focus – serve, support, and encourage all TLT mentors in the conference.
- **Provide support and resources to District Coordinators and Club Directors**
 - Visit Pathfinder clubs to promote TLT ministry when invited
 - Develop and facilitate participation of TLT mentors & TLTs at all levels of leadership
- **Promotion of TLT Ministry**
 - Promote TLT ministry in cooperation with the Conference Director and Club Directors
 - Work with TLT Assistants to plan and provide TLT events
 - Develop and facilitate strategic plans for more mentor and teen involvement in ministry
- **Facilitation and promotion of Conference TLT Events**
 - Leader's Convention – Plan and coordinate TLT track classes
 - TLT Convention – Plan and coordinate with Conference Director
 - TLT Campout – Plan and coordinate with Conference Director
- **Attendance at Conference Events**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - TLT Convention
 - Conference Bible Achievement
 - Pathfinder Fair
- **Annual budget provided from the Conference Pathfinder Budget when funds are available**
 - Annual expense report of conference-provided funds – due January 1 for the previous year
- **Responsible to the Conference Pathfinder Director**
 - Prepare & distribute TLT Events Calendar including club visitation dates – due June 1
 - TLT Registrations – due November 30
 - TLT Induction & Investiture – at TLT Convention
- **Member of the Conference Coordinator Committee by appointment**
 - Attend Coordinators Retreat annual board meeting
 - Attend the Fair Weekend annual board meeting
 - Participate with 2 Conference phone meetings annually
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

EVENT COORDINATOR

Ministry Description

- **Event Coordinator's Ministry Focus**
 - Primary Focus – serve, enable, and equip Conference events planning and carrying out.
 - Secondary Focus – serve, enable, and equip District events planning and carrying out.
- **Provide support and resources to District Coordinators and Club Directors**
 - Visit District events providing assistance as requested by Coordinators
 - Promote Pathfinder ministry in churches where there is none
 - Assist Club Directors and Staff at their event planning meetings when invited
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with District Coordinators by invitation when requested**
 - District Jamboree
 - District Ralleys
- **Attendance at Conference Events by invitation when needed**
 - Pathfinder Camporee
 - HOT Leadership Training
 - TLT Retreat
 - Coordinators Retreat
 - Pathfinder Fair
- **Responsible to Conference Executive Pathifnder Coordinator for specific assignments at Events**
 - Plan for and fulfill specific assignments as requested by the Executive Pathfinder Coordinator.
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

**STARTING
A
PATHFINDER
CLUB**

Pathfinder Commitment

Being a Pathfinder is a different way to learn new things, have fun and discover Jesus' love for all of us. Your parents and the staff have made great commitments to provide this program for you. To participate as a Pathfinder you must also make a commitment in the following ways:

1. Your desire to be in Pathfinders should be genuine. Honest effort must be put into your class work and other Pathfinder activities. If true commitment is not evident in your class work and other activities you may be asked to drop your membership.
2. Attendance and participation is required for all club activities. If your attendance record falls below 85% you will not be eligible for class advancement, field and camping trips. Attendance is required the meeting prior to a camping trip to be eligible to go. If you cannot attend, a written excuse is required and contact with Director by the parents is necessary. You will be responsible for making up any work missed during your absence.
3. The Pathfinder Uniform signifies who you are and what we stand for, the correct uniform for the right event is essential for all club activities. It is your responsibility to know what to wear for all activities and make sure your uniform is ready to wear, neat, clean, pressed, with all necessary patches, and in good condition. It would be a shame to send you home because you are in the wrong uniform. Uniforms are listed on the calendar for each event.
4. Pathfinders must balance time very carefully. With school work, extra-curricular activities and Pathfinder Class work, it is your responsibility to juggle all these successfully. Your counselor can help you if you ask. Sometimes school assignments can be used for Pathfinder class work and vice versa. Your counselor might also be able to help you with a time schedule that if used will help you complete all your required work.
5. Being a Pathfinder is for you. Pathfinder's is about your growth with Jesus Christ and his love for each one of us. Pathfinder's is about having fun. So... it is your responsibility to always have fun and if you are not, the staff would like to know how to make things more interesting and fun for you. Please tell us. If possible, we will make changes to increase your satisfaction with our club.

Above all live by the Pathfinder Pledge, Law, and uphold all club rules. By following these standards your reward will be great, not only on earth, but in heaven.

Date

Pathfinder Signature

Pathfinder Club Membership Application

I would like to join the _____ Pathfinder Club. I will attend club meetings, hikes, camping and field trips, missionary adventures and other club activities. I agree to be guided by the rules of the club and the Pathfinder Pledge and Law.

Pathfinder Signature _____

Pathfinder Pledge

By the grace of God,
I will be pure, kind and true
I will keep the Pathfinder Law
I will be a servant of God
And a friend to man

Pathfinder Law

1. Keep the Morning Watch
2. Do my honest part
3. Care for my body
4. Keep a level eye
5. Be courteous and obedient
6. Walk softly in the sanctuary
7. Keep a song in my heart
8. Go on God's errands.



Annual Registration fee _____

Club Dues _____ per Month

Copy of Insurance Card must accompany this Application.

Name: _____ Phone: _____ AY Class: _____

Address: _____ City: _____ State: _____ Zip _____

E-mail Address _____ Date of Birth _____

Phone Number _____ (home) _____ (Cell) _____

School: _____ Grade: _____ Church: _____

I have been a Pathfinder Yes No Where? _____

My dad is a Master Guide Yes No My dad has been a Pathfinder: Yes No

My mom is a Master Guide Yes No My mom has been a Pathfinder: Yes No

I wish to join the following **Special Club Program**: Drum Corps Color Guards

Approval by Parents or Guardians

The applicant is at least 10 years of age or in 5th grade as a Junior Pathfinder, or in grade 7 as a Teen Pathfinder.

We have read the Pathfinder Pledge and Law and are willing and desirous that the applicant become a Pathfinder. We will assist the applicant in observing the rules of the Pathfinder organization. In consideration of the benefits derived from membership, we hereby voluntarily waive any claims against the club or the Southeastern Conference of Seventh-day Adventists for any accidents, which may arise in connection with the activities of the Pathfinder club.

As parents we understand that the Pathfinder club program is an active one for the applicant. It includes many opportunities for service, adventure, and fun. We will cooperate:

1. by learning how we can assist the applicant and his/her leaders.
2. by encouraging the applicant to take an active part in all activities.
3. by attending events to which parents are invited.
4. by assisting club leaders and by serving as leaders if called upon.
5. by purchasing Pathfinder insurance through the club treasurer.
6. by supplying needed information on the Membership Application and Health Record.

We hereby certify that _____ was born on _____
Applicant name *month/day/year*

Father's Name (Please Print)

Father's occupation

Father's Signature

Mother's Name (Please Print)

Mother's occupation

Mother's Signature

Guardian's Name

Guardian's occupation

Guardian's Signature

Date of application: _____

Subscribed and sworn before me this _____

day of _____, _____ a Notary

Public in and for _____ County,

State of _____.

(Signature)

NOTARY PUBLIC

My Commission expires _____, _____

Parental / Guardian Commitment

The Pathfinder experience involves a large commitment on the part of all those involved. The pathfinder staff has dedicated numerous hours to ensure an effective and productive Pathfinder program. It is our belief that being a Pathfinder is an integral part of the Christian experience of your child. To facilitate the staff effectively reaching that goal, we ask your cooperation in the following areas as part of our Club:

1. Pathfinder Meetings begin promptly at _____ am/pm on the _____ and _____ Saturday/Sundays. Please make necessary arrangements to have your child at the Church. [Our concept is **Early is On Time and On Time is Late**] Learning this practice will be a benefit to your child throughout his or her lifetime. Pathfinder meetings end at promptly at _____. Please make necessary arrangements to pick up your child. Only authorized adults noted on the application form may pick up your pathfinder.
2. Being involved with a Pathfinder club is a team effort and the parents are one of the most important members of the team. On a regular basis, check the progress your child is making on his/her class work, or even better, become part of that learning process by working closely with their counselor.
3. All parents are encouraged this year to commit to at least 3 hours of participation per month. There are many areas where help is needed. They include Fund-raising, Camporee Preparation, Field Trip Chaperone, Honor Instruction and Transportation.
4. Your pathfinder should participate in all planned activities. Many of these events are directly related to the completion of their class work and are required for Investiture and Class Advancement. Your child is required to attend 85% of the Meetings to be considered for Investiture and Camporee attendance. Your pathfinder must be in good standing to be eligible to participate in camping trips. If your pathfinder cannot attend an activity a written excuse and contact with the Director by the parents is required. The absence may be excused but it is the parent and pathfinder's responsibility to make up any work missed and could result in not being Invested.
5. Parents are encouraged to attend all Pathfinder activities and are expected at the following events, Pathfinder Induction, Sabbath, and Investiture.
6. Check all camping gear and assist in packing proper items for camping trips. Our staff will be glad to help you determine what is essential for a specific trip. For a general guide our Camping Gear Checklist is included in this package. Feel free to call counselor for specifics. Gear Call is required for all pathfinders. The pathfinder's gear (cloths, uniform, and sleeping gear) must be brought to the pathfinder meeting immediately prior to the event for checking by staff. **NO GEAR! - NO GO! - NO EXCEPTIONS!!**

7. The correct Uniform is required at all Pathfinder Activities. The uniform signifies who we are, what we stand for, and is a great witness. Please observe the schedule and ensure your Pathfinder is in the correct uniform for the event. We would hate to send someone home for being out of uniform. (We will if we have to.)
8. Communication is the key to a successful Pathfinder program. Please feel free to call any one of the staff members you feel necessary to obtain an answer to your questions starting with your Pathfinder's counselor, or feel to call one of the Directors.

I have read and understand the Pathfinder Club Membership Application and have signed that application on behalf of the minor named on the application. I understand that while participating or attending Pathfinder functions that my child is subject to the rules, guidelines, policies, instructions, directions, and orders of the Pathfinder club and its staff. I agree that I will not interfere with the Pathfinder staff in the conduct of its duties while participating in or attending such events with my child; I agree to this because I understand that to do so will undermine the purpose of the Pathfinder organization.

I agree to assist the club according to those items delineated in the Pathfinder Club Membership Application. That my signature on the application is my contract to pay fees associated with the Pathfinder club and those fees must be paid as agreed unless waived by the director or club council as a result of my specific request for financial waiver or assistance to the director.

It is my right and duty to inform the senior staff or Director of the Pathfinder club immediately should I observe action taken by any Pathfinder or staff member that I believe to be inherently dangerous or potentially harmful or inappropriate.

I understand that the medical information provided to the club during this process will remain confidential. The information will be carried on and to all outings and campouts and will be made available to any Pathfinder or conference medical officer or any medical or emergency professional in the case of an accident or emergency. The information will be shared with doctors and medical facilities as required for the treatment of injury or illness.

Parents/Guardian Signature

Date

Code of Conduct

1. Have Respect for God
 2. Respect the dignity of themselves and others.
 3. Refrain from offensive language.
 4. Demonstrate a high degree of individual responsibility, recognizing that at all times their words and actions are an example to other members and the community.
 5. Respect everyone's right to personal privacy at all times. They should take special care with sleeping, changing of clothes, bathing and ablutions that are associated with any Pathfinder activity.
 6. Realize that bullying, physical and verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member. (punishment is issued via-push-ups, sit-ups, duck walks, etc.
 7. Use of tobacco, alcohol and illegal drugs are not allowed.
 8. Pathfinders will be on time at all club meeting and events.
 9. Complete Uniforms are required at all meetings.
 10. Pathfinders will participate in every activity and will maintain good conduct at all times.
 11. Talking back to the director, deputy directors, counselors, instructors or any adult at any time will not be tolerated. Profanity will not be tolerated at any time.
 12. There is to be no chewing gum during meetings, outings or any pathfinder gathering.
 13. Pathfinders whose conduct presents a continual or special problem will be subject to suspension upon recommendation of the staff.
 14. No Pathfinder will be dropped for not paying dues, but may not attend field trips, campouts or other special events.
 15. During club meetings or events, unit members should stay together and with a counselor or instructor at all times. NO one is to be off by him or herself. The buddy system is ALWAYS in effect.
 16. When a command is given to fall in – and the count is started, procedures are to be followed as quickly as possible, get into formation, dress and cover.
 17. Hygiene is very important – Pathfinders must bathe before going to sleep in a tent with others. Your face must be washed, and teeth brushed before attending flag raising or eating breakfast.
 18. Each unit will have KP (Kitchen Patrol) under the supervision of the chef and their counselor.
 19. Girls and boys must not enter tents of the opposite gender
 20. All Pathfinders and staff are expected to attend worship periods unless engaged in official Camporee duties.
 21. When I have a concern or complaint, discuss it with my counselor instead of complaining to other Pathfinders; if not resolved, take it to the Directors.
 22. Corporal punishment will be administered if a Pathfinder poses a threat to him or herself or to another person.
-

By signing my name, I commit to the above Pathfinder requirements.

By my parent/parents signing their name, they commit to assisting me in meeting these requirements.

Parent Signature

Pathfinder Signature

Date

Date

CODE OF CONDUCT FOR LEADERS

DO:

- Treat everyone with respect.
- Provide an example you wish others to follow.
- Plan activities so that they involve more than one person being present or at least in sight and sound of others.
- Respect a young person's rights to personal privacy.
- Provide access for young people and adults to feel comfortable enough to point out attitudes or behavior they do not like and provide a caring atmosphere.
- Maintain a healthy adult lifestyle – including proper rest.
- Remember someone else might misinterpret your actions no matter how well intended.
- Have separate sleeping accommodation for trainers and children.

DO NOT:

- Permit abusive peer activities (bullying, ridicule).
- Play physical games with young people.
- Have inappropriate physical or verbal contacts with others.
- Jump to conclusions without checking facts.
- Allow yourself to be drawn into inappropriate attention-seeking behavior such as tantrums or crushes, but deal with them firmly and fairly at all times.
- Exaggerate or trivialize child abuse issues.
- Show favoritism to an individual.
- Make suggestive remarks, gestures or tell jokes or stories of a smutty nature.
- Rely on your 'good name' to protect you.
- Believe 'it can never happen to me'.
- Get close or have physical contact with a young person without clearly explaining what you are doing.

Further to this, I would like to indicate that each one of you would be expected to subscribe to the Adventist lifestyle by not using tobacco or alcohol during the retreat, as well as maintaining an appropriate behavior in our relationships with one another e.g. appropriate sexual conduct.

CODE OF CONDUCT FOR YOUNG PEOPLE

DO:

- Show respect for others by behaving positively towards them.
- Care for the buildings and natural environment.
- Ensure that you respond responsibly to matters that may affect the health, safety and security of the group as well as your own.
- Show respect for the volunteers and organizers providing the various programs and activities for the Retreat.
- Follow the directions of the staff.
- Participate in the activities you attend, be punctual and do not disturb the meetings you attend.
- Go to bed at the agreed time.
- Remember your personal hygiene and maintain it regularly.
- Respect the privacy of the other participants.
- Keep the sleeping areas tidy.
- Spend time with your friends in the social areas indicated by the staff.
- Wear clothes at all times that are appropriate and fitting for young people within a Christian environment, such as the Retreat.

DO NOT:

- Forget your medication, as indicated on your medical form.
- Steal or damage other people's property.
- Engage in physical assault or abusive language towards one another.
- Wear clothes that will cause yourself or others around you to be embarrassed or uncomfortable.
- Use electronic devices when asked not to by your leaders.
- Use and/or possess alcohol, marijuana and tobacco or other non-prescribed drugs on site.

CAMPOUTS

DUTIES OF COUNSELOR ON CAMPOUTS

1. When your unit has details please stay with them to make sure it is done properly.
2. No Pathfinder leaves the camp area unless the counselor or another adult goes with him.
3. Counselor and unit will set and strike their tents where instructed.
4. Encourage the units to eat together and check eating utensils after each washing.
5. Each counselor is responsible for her unit during quiet hours.

PATHFINDER CLUB RULES AND REGULATIONS

1. No one is to leave the church area or campsite without permission from his counselor, and each Pathfinder must report back to his counselor upon return. No Pathfinder is to leave his tent at night without permission from the counselor. Persons disregarding this rule are subject to dismissal from the club. No one is to go anywhere away from the group at night without permission of the counselor. If permission is granted, an adult must accompany the Pathfinder.
2. No un-chaperoned girl-boy companionship is permitted on Pathfinder meeting nights, campouts, or other activities.
3. When whistle blows, Pathfinders line up immediately and come to attention with their units.
4. Whistle will blow fifteen minutes before meals to give each unit time to wash their hands. If they do not wash before entering line they will not be served.
5. Each unit will take turns doing KP as scheduled.
6. Each Pathfinder will wear the designated uniform, as ordered by the director.
7. All Pathfinders will participate in every activity.
8. Talking back to the counselors, director, deputy director, or other adults will not be tolerated.
9. Bedtime is no later than 11 o'clock on Friday night.
10. There is to be no gum or candy during meetings.
11. Electronic devices are only allowed if Staff gives permission.

Agreed to by: _____

(Pathfinder Signature)

Agreed to by: _____

(Parent Signature)

This form has to be signed by both parents and Pathfinder. This form must be given to the director before the Pathfinder may take part in any Pathfinder function.

OTC Medication Authorization

I, the parent/legal guardian of _____, give the
Full Name of Youth
_____ staff permission to give the following
Name of Organization

non-prescription, over-the-counter medication to my son/daughter in the event that he/she displays the following symptoms without indication of a major underlying illness.

**** Our medical staff will keep a supply of the most commonly administered OTC medications. Parents or guardians are welcome to provide a supply of their preferred medications to the medical staff.**

Please circle the medication(s) that we are authorized to give your child.

1. Headache of short duration and moderate severity:
a. Tylenol b. Motrin c. None
2. Nausea, vomiting, diarrhea, gas pains:
a. Emetrol b. Antacid c. Kaopectate d. Imodium A-d e. None
3. Cold, flu-like symptoms, including fever of short duration, sore throat, stuffy nose, cough, sinus congestion:
a. Tylenol b. Throat Lozenges c. Sudafed d. Robitussin DM e. None
4. Menstrual cramps of moderate severity:
a. Tylenol b. Motrin c. None
5. Mild environmental allergic reactions
a. Benadryl b. 0.5 Hydrocortisone Cream c. Caladryl Lotion e. None
6. Stinging, burning, itching eyes caused by allergies or swimming:
a. Visine b. None
7. Minor cuts and abrasions:
a. Triple Antibiotic Ointment b. Hydrogen Peroxide c. None
8. Other: _____

Subscribed and sworn before me this _____
day of _____, _____ a Notary
Public in and for _____ County,
State of _____.

(Signature)

NOTARY PUBLIC

My Commission expires _____, _____

Prescription Medication Authorization

I, the parent/legal guardian of _____, give the
Full Name of Youth

_____ staff permission to give the following
Name of Organization

prescription medication to my son/daughter according to the instructions I have provided in accordance with my minor's physician.

Please list the medication(s) that we are authorized to give your child. Please include dosage, intervals, and other pertinent information regarding the administering of the medications.

*****All prescription medications must be supplied by parents or guardians in amounts that will last at least the duration of the event the minor is attending.***

1. _____
2. _____
3. _____
4. _____
5. _____

Subscribed and sworn before me this _____
day of _____, _____ a Notary
Public in and for _____ County,
State of _____.

(Signature)

NOTARY PUBLIC

My Commission expires _____, _____

Pathfinder Pick-Up Authorization

Pathfinder Name: _____

Parent/Guardian Name: _____

The following individuals are authorized to pick up my child from Pathfinder meetings and other Pathfinder functions.

Name: _____

Relation to Pathfinder: _____

Name: _____

Relation to Pathfinder: _____

Name: _____

Relation to Pathfinder: _____

Name: _____

Relation to Pathfinder: _____

All individuals must be at least 18 years of age, and be prepared to show a picture I.D. if he/she is not recognized by a staff member.

Any changes in this list must be made in advance, as your Pathfinder will not be released to anyone without prior written authorization.

This is for the safety of your Pathfinder, and your cooperation is appreciated.

**All changes must be presented to the director
by the parent/guardian in person.**

Parent Signature

Date Signed

Administrative Signature

Date Signed

Pathfinder Club Photo/Video Waiver

I, _____ grant permission to _____
Pathfinder Club to take photos and videos of my child, _____
during any and all Pathfinder functions. I understand and agree that these photos and videos
may be used in any manner that the Pathfinder staff deems appropriate. I further understand
that any such use of the above mentioned materials would be done in a responsible and
Christian manner and with the best interest of my child always in mind.

I also agree to relieve the _____ the church, and its staff of any
legal responsibility for any issues arising from the use of my child's photos and videos.

Pathfinder Name

Parent/Guardian Name (Print)

Witness Signature

Parent/Guardian Signature

Date

Date

Pathfinder Club Website Waiver

I, _____ agree to allow the _____ to use photos and other general, non-invasive information (i.e. name, age, grade) pertaining to my child on the _____ Pathfinder Club Website.

I understand that any such use of the above-mentioned information and photos will be done in a responsible and Christian manner and with the best interest of my child always in mind. I also agree to relieve the _____, the church, and its staff of any legal responsibility for any issues arising from the use of my child's information on the Pathfinder Club Website.

Name of Pathfinder

Name of Parent/Guardian (Print)

Witness Signature

Parent/Guardian Signature

Date

Date



HEALTH AND MEDICAL RECORDS

Name _____ Age _____ Birth Date _____

Address _____ Home Phone _____

City _____ State _____ Zip _____ Male ___ Female ___

Pathfinder Club Name _____

Health History

Have you had or currently have:

- | | | | | | | | |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Past | Now | Past | Now | Past | Now | Past | Now |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Asthma | Earache/Ear Trouble | Glasses | Fever | Bed wetting | Ear Tubes | Hay Fever | Severe Stomachaches |
| Constipation | Epilepsy | Heart Trouble | Sinus Trouble | Contact Lenses | Fainting Spells | Kidney Disease | Sleep Walking |
| Diabetes | Frequent Diarrhea | Menstrual Problems (For Women Only) | Tuberculosis | | | | |

Allergies or Allergic Reactions

(Check if yes and tell what happened)

- Medications _____
- Bee Sting _____
- Food _____
- Poison Oak/Ivy _____
- Other Allergies (list) _____

Please List All Serious Illnesses or Operations in the Past Five Years

Operation or illness	Date	Hospitalized (yes or no)
_____	_____	_____
_____	_____	_____

Please List All Medications Currently Being Taken

Medication	Date	Reason for Taking
_____	_____	_____
_____	_____	_____

Physical Activity

Any restriction of activity for medical reasons? Explain _____

Any other types of health concerns, which might be pertinent? _____

Any unusual behaviors (nightmares, sleep talking) _____

Immunization History

Required immunizations must be determined locally. This is a record of basic immunizations and most recent Boosters.

Check	Date	Check	Date
<input type="checkbox"/> Measles Vaccine (live)	_____	<input type="checkbox"/> Tetanus Booster	_____
<input type="checkbox"/> German Measles (Rubella)	_____	<input type="checkbox"/> Tuberculin Test	_____
<input type="checkbox"/> DPT Series	_____ Booster _____	<input type="checkbox"/> Chicken Pox	_____
<input type="checkbox"/> Polio OPV (Sabin)	_____ Booster _____	<input type="checkbox"/> Mumps Vaccine (live)	_____

Oregon Residents: Does your child meet current Oregon State law for school attendance? Medical Exemption Religious Exemption

Diet Regular Diabetic Low Salt Low Fat/Cholesterol Vegan Other _____

Inform in Case of Accident or Illness

Parent/Guardian/Spouse _____

Home Address _____ Home Phone _____

Work Address _____ Work Phone _____

If contact listed above is not available, in emergency notify:

Name _____	Name _____
Address _____	Address _____
_____	_____
Phone: Home _____ Work _____	Phone: Home _____ Work _____

Doctor to Consult in Case of Emergency

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Do You Have

Medical Insurance? _____ if yes, please provide Insurance Number _____
(Yes or No)

Insurance Name _____

PARENT'S AUTHORIZATION-required for those under 18 years of age or under 21 if still living at home.

This health history is correct so far as I know, and the child named above has permission to engage in all activities, except as noted herein by me. Exceptions (if any) _____. In the event I cannot be reached in an emergency, I hereby give permission to the medical provider selected by the adult leader in charge to hospitalize, secure proper anesthesia, or to order injections or surgery for my child. A photo copy of this shall be as valid as the original.

Signature _____
Parent or Guardian

Date _____

PERMISSION TO PARTICIPATE & MEDICAL CONSENT

Provisions MUST be made for club staff to bring these forms to all offsite activities.

- Parental permission and medical consent forms are mandatory including children of staff and volunteers for all off-site activities.
- Permission & Medical Consent Forms will be used as part of the offsite registration process at conference events.

SEC's MEDICAL CAMPING PROTOCOL

Aim

- To provide quality, efficiency, and safety in medical treatment.
- To continue working on improvement strategies to providing safe camping environments.
- To treat each individual with dignity and respect at all times.

Objective

- Outdoor camping is a learning and fun experience for everyone.
- It is important that the well-being and safety of everyone is held in highest priority.
- Therefore, completion of medical forms is the first step in ensuring that everyone has a great experience.
- Completion of medical form promotes awareness of medical history and critical information that is needed in the event of an illness or injury.

First Aid Supplies

- All first aid boxes should be inspected by a medical team on a quarterly basis.
- First aid supplies should be replenished after each camping event.
- Before each camping event the first aid supplies box should be inspected by the nursing staff to ensure that adequate supplies are available to facilitate camping injuries.

Medications

- Good planning and preparedness is important in the monitoring and administration of medication to ensure safety and wellness for each individual.
- When medical treatment involves administering of treatment and medication (e.g. Tylenol) knowledge of the provider's credential should be known and documented.
- All medications (prescribe or OTC) should be clearly stated on medical form.
- Medications should be first review with parent or guardian before any prescription medication is administered.
- A description of how medication brought to camp should be packaged and under what circumstances a medication may be refused (e.g. inappropriate packaging, wrong name on prescription label, and wrong dose on label).

Camping policy

- All medications accompanying the individual to the camping facility should be mentioned on the medical form.
- A description of how medication brought to camp should be packaged and under what circumstances a medication may be refused (e.g. inappropriate packaging, wrong name on prescription label, and wrong dose on label).
- Medications should be first review with parent or guardian before any prescription medication is administered.
- Discussion of the location and security of medications, including refrigerated meds should be outline on medical forms.
- A description of how daily, routine medications are given to individuals and recorded.
- Administration of medication is not the responsibility of the leader.
- Administration of medication is the sole responsibility of the individual taking the medication.
- Documentation of medication errors should be clear and detailed. Medication errors should be reported immediately to the individual leader and parent or guardian.
- All documentation of medication error incident should be done within 12 hours of recorded incident.

Process of Treatment

- On any camping event there must be an organized process as to how treatment is delivered.
- The key to properly responding to any emergency situation is to remain calm.
- Although each situation is different the leader of the club must be flexible in their response.
- The medical team should assess things carefully before acting to determine the nature of the emergency and what type of response is required (e.g first aid, critical treatment).
- Depending on the type of camping event a clear response plan should be develop before camp commences.
- A medical staff should be with individuals at all times from initiation of response for help.

Health & Safety

- The triage center should be clearly identified and all staff, volunteers, and campers should know its location.
- The triage center space should be appropriate for treatment with considerations that adhere to treatment principles (asepsis, blood & body fluid precaution, proper 'sharps' disposal ...) .
- As well it should provide a place for private/confidential treatment, isolation, and educational space.
- The triage center should have lockable storage area for medication.
- The triage center must have the ability to adequately store medication that require refrigeration.
- The facilities of the triage should have available clean drinking water and accessible toilet.
- There should be 1 overnight bed per every 30 persons at camp.
- In case of emergencies the triage center should have the ability to access outside phone lines.
- The triage center should have transportation in close proximity to the triage center at all times.
- The appropriate number of medical staff per camping capacity.
- For every 30 campers no less than 4 bodies.
- A total of 2 medical staff should be available in triage center 24/7, with 2 medical staff on camping site 24/7.
- Leaders should have a list of all medical staff members with their appropriate certifications.
- Leaders should be made aware of any changes made in medical staff schedule.
- Clear and direct chain of command should be included in camping rules for reporting structure.
- All campers should be instructed on how to seek medical attention or medical treatment.
- Campers should not go alone to the triage center.
- All visits to the triage center should be accompanied by a leader or counselor.
- No camper or non-medical staff should ever be left unattended in the triage center.

First Aid supplies

- Band aids
- Sterile gauze pads / rolls
- adhesive tape
- adhesive bandages different sizes
- elastic bandages / ace
- antibacterial ointment (Neosporin, bactroban)
- cotton tips swab
- latex gloves
- cold pack
- tweezers
- hydrogen peroxide
- thermometer
- scissors
- saline solution
- calamine lotion
- hydrocortisone cream
- Benadryl cream/tabs/liq
- aspirin
- pain relievers (Ibuprofen! motrin)
- anti-nausea medicine
- anti-diarrhea medicine
- antacid medicine

MEDICAL CAMPING PROTOCOL INFORMATION

Special thanks to Nurse Beverly Bodley for compiling our Medical Camping Protocol guidelines to help keep our youth safe.



PERMISSION & MEDICAL CONSENT FORM

Southeastern Conference Pathfinders

Name _____ Age _____ Birth Date _____ M F
Address _____ Phone _____
City _____ State _____ Zip Code _____
Club _____ Grade in school _____
Parent / Legal Guardian(s) Name (Father) _____ (Mother) _____

Event Participation

I understand that I am required to give my consent before my child can participate in this event. By signing this form, I hereby represent that I am the custodial parent or legal guardian of the child listed below and that I consent to my child's participation in this event, including transportation to and from the event (if applicable).

Event: _____ Event Date: _____
Event Location: _____

Medical Permission

I give permission for adult leaders/volunteers to administer emergency treatment, contact emergency personnel, and act in my stead in approving necessary medical care until I can reasonably be contacted. I understand that should any medical bills be incurred, our family's insurance(s) may be used and the Southeastern Conference general liability insurance (Risk Management) is limited in amount up to a maximum of \$5,000 for one year from the injury.

Family Insurance Company: _____

Family Insurance Policy Number: _____

Allergies: Please list all allergies your child has: _____

Medications: Please list all medications your child takes: _____

Physical Conditions: Please list any conditions that limit your child's participation in this event: _____

Please list any **dietary requirements and/or allergies** that must be observed: _____

I, on behalf of myself, my spouse, next of kin, executors, heirs, assigns, or anyone else who might claim or sue on my or my child's behalf, fully release and agree not to sue the Southeastern Conference of Seventh-day Adventists and any of its agents, employees, and/or volunteers from any and all liability, including but not limited to any claims, losses, or liabilities due to death, personal injury, disability, property damage, medical expenses, and/or theft, that may arise from or relate to my child's participation in the event, including transportation to and from the event and any provision of medical care.

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Name – please print)

(Cell or Daytime Phone)

(Nighttime Phone)

Special thanks to Nurse Beverly Bodley for compiling our Medical Camping Protocol guidelines to help keep our youth safe.

MEDICAL CAMPING PROTOCOL REFERENCES

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Supervision

Adequacy of supervision is the factor upon which the majority of actions for negligence will be determined. It must be:

- Adequate** Younger age groups will call for closer supervision.
- Continuing** Activity groups must be kept together and under constant supervision.
- Skilled** Water skiing supervisors should be skilled and experienced water skiers.

Swimming supervisors should be strong swimmers skilled in lifesaving techniques.

Horse riding should be supervised by persons skilled in the handling of horses.

Gymnastics should be undertaken only under supervision of skilled gymnasts.

Caving led by experienced cavers familiar with the caves being explored.

If you do not have adequate skilled supervision **cancel** the activity!

Who Can be Sued?

Some, or all, of the following may be personally joined in a legal action claiming damages for injury resulting from negligence:

The person directly responsible for the injury.

- Youth leaders at all levels
- Pathfinder directors
- Pathfinder counselors
- Camp directors
- Conference youth directors
- The church
- Owners of faulty equipment or premises

In short, anyone who may have contributed in some way to the incident involving injury, whether by direct act or by the omission of some act or control that should have been exercised.

Failure to fulfill the "Duty' of Care" will be classified as negligence and can result in legal action for damages, should resulting injury be attributed to such failure.

Negligence

To determine whether negligence exists there are three questions that are usually asked:

1. Was there a duty or obligation owed to the injured person?
2. If a duty existed, was there a breach of that duty? To determine whether there was a breach, it is usual to ask:
 - a. Was due care exercised?
 - b. Was the injury foreseeable?
3. Was the action or omission of the person accused of negligence the proximate cause of the injury?
Or
Would the injury have occurred regardless of the actions of the accused?

What Constitutes Negligence?

Of many attempts to define negligence, probably the most widely accepted is that of Alderson B, in *Blyth v Birmingham Waterworks Co.* (1836).

"Negligence is the omission to do something which a reasonable man, guided upon those considerations which ordinarily regulate the conduct of human affairs, would do, or doing something which a prudent and reasonable man would not do."

Negligence can take many forms, some of the most common being:

- * Faulty or dangerous premises or equipment.
- * Allowing activities that are inherently dangerous.
- * Failure to supply adequate safety equipment or to ensure that when such equipment is supplied it is always used.
- * Inadequate supervision.
- * Injury occurring when the cause should have been foreseeable.

Premises (or locations)

Examples of negligence may include:

- Slippery, polished floors

- Worn carpets or mats
- Broken edges of paths or steps
- Inadequate lighting
- Dangerous beaches, etcetera

Dangerous Activities

Some activities, because of their nature, have a greater potential for injury than others, and consequently the "Duty of Care" becomes more significant.

- Fire
- Water skiing
- Horse riding
- Gymnastics
- High Adventure

Safety Equipment

Allowing participation in any activity that is obviously dangerous without providing suitable safety equipment and ensuring that it is always used, is definitely inviting a charge of negligence should injury result. To detail safety standards for all youth activities would take considerable time and space. All that can be done here is to refer to some basic equipment that should be mandatory.

Fire	Tested fire extinguishers readily available. Follow legal fire safety standards at all times.
Water Skiing	Life jackets to be worn at all times. Buoys to indicate skiing areas closed to swimmers. Drivers - should be experienced and licensed by the appropriate authority. Observer- should be of the required age and ability. Boat - should have current registration and carry comprehensive insurance.
Horse Riding	Docile horses. Hard caps.
Gymnastics	Well maintained equipment. Adequate floor mats. Suitable footwear.
Caving	Helmets with fixed lights Additional sources of light Proper clothing Proper vertical equipment

WATER SPORTS & HIGH RISK ACTIVITIES

Required by Adventist Risk Management

Water sports and other high-risk activities require greater levels of experience on the part of leaders, increased levels of monitoring and protection, and additional control measures on the part of leaders and Pathfinders alike. To reduce the potential for accidents, it is crucial that:

- All participants have achieved any mandatory prerequisites before they are allowed to participate in water sports or high-risk activities sponsored by the Pathfinder club;
- A safety orientation is provided to all participants before the activity is undertaken and verification is made that all Pathfinders have the appropriate signed parent/guardian permission form on file before they are allowed to participate in said activity;
- All participants (including volunteers) in water-related sports (except swimming) are required to wear personal floatation gear at all times, without exception;
- Water-safety personnel and lifeguards with current lifesaving/CPR certifications are present;
- All appropriate safety gear required of specific high-risk activities will be mandatory at all times, without exception; and
- Participants who refuse to follow established safety rules and practices are removed from the activity.

(Taken from *Pathfinder Safety – A Duty to Protect*, Adventist Risk Management, Color Press, 2009)

CERTIFICATE OF QUALIFICATION TO TRANSPORT MINORS BY PRIVATE VEHICLE

(This form, along with the vehicle insurance photocopy, is to be kept on file with the local club.)

1. The undersigned is volunteering to drive a motor vehicle for the purpose of transporting pupils on a church and/or school - authorized activity, and hereby certifies that the following information is true and correct.
 - I have completed and returned an Southeastern Conference Volunteer Information Form
 - I have a current standard or higher driver's license.
 - I have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle.
 - I am at least 21 years old.
 - I have provided a photocopy of my current vehicle insurance card.
 - The automobile I will be driving is insured in compliance with local state laws.
2. The number of riders shall not exceed the seating capacity with safety restraints.
3. Open trucks or open pickups shall not be used to transport people.
4. The use of trailers and moving vans are prohibited for use in transporting people. When using campers, verbal communication must be available at all times between driver and all passengers.
5. When motor homes are used to transport people, seating capacity shall be adhered to strictly.
6. Each vehicle shall have adult supervision (at least 21 years of age)
7. Be sure to take extra cash in case of a breakdown. Travel in a group as much as possible.
8. Each vehicle must carry the event Permission and Medical Consent forms for each of the passengers in the vehicle.

Driver's Signature _____ Date _____

Name of Insurance _____ Policy Number _____

(Retain completed form with club records for one year.)

DRIVER & SEATBELT REQUIREMENTS

NAD Working Policy P 50 26 -- Vehicle Insurance

(4) Driver Record/Qualifications:

All drivers shall be properly licensed and comply with all Federal, state and/or provincial laws for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. The driving record (Motor Vehicle Record) of each driver shall be obtained from state/provincial records when their volunteer information form is submitted and should be reviewed every three years. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

(5) Load capacity:

Vehicles should not be operated carrying more than the official rated load capacity. All vehicle occupants are required to wear seat belts and/or shoulder belts as required by law and OSHA (Occupational Safety and Health Act of 1970) standards/or the appropriate government agency.

STAFF AND DRIVERS' NOTEBOOKS

Be sure all Staff and Drivers have completed an Southeastern Conference Volunteer Staff Information form and been approved by the Conference Office and that the Driver's Certificate of Qualification has been signed by each driver.

Required:

1. Make one notebook for each staff who transports Pathfinders in their vehicle.
2. Include a copy of each Pathfinder's Permission & Medical Consent Form in the notebook

Recommended:

1. Itinerary of trip
2. Copy of maps
3. Copy of knots and ropes for tying knots and other activities the Pathfinders may play and practice while riding
4. First Aid Kit
5. Roadside Emergency Kit

Scheduled Travel Limits:

1. It is recommended that a person drive no more than eight (8) hours per day and absolutely no more than ten (10) hours per day.
2. Vehicles should be used in travel no more than fourteen (14) hours per day.
3. Long distance travel time should also include consideration of periodic rest stops, weather, road conditions, traffic and the time of day or night.

Insurance Protection
Pay what your division insurance policy covers.

IN CASE OF INJURY **DO**

1. Render first aid as may be necessary, but limit first-aid activities to the essentials.
2. Obtain skilled professional care as quickly as possible.
3. If the injured party must be transported call for ambulance assistance where such is available.
4. Inform parents or guardians as soon as possible.
5. Complete an incident report covering each and every injury and obtain true witness statements.
6. Send incident reports and eyewitness statements to Risk Management Service through your conference Secretary/Treasurer. Failure to notify the insurers can result in a later claim being refused.
7. In the event of serious injury or death, notify the Risk Management Service immediately by telephone, fax or email.
8. If any claims are made report such claims immediately, and if they are in writing, keep a copy and forward the originals to the Risk Management Service.
9. Cooperate fully with the Risk Management Service and any loss investigator appointed by the insurers.
10. Immediately forward the originals of the correspondence you receive in connection with a claim.
11. Always provide the utmost sympathy and support for the person injured and his/her relatives, but please take careful notice of the “DON’T” list below:

IN CASE OF INJURY DON'T

1. DO NOT ADMIT LIABILITY FOR THE INJURY:

This is of the utmost importance. If you admit liability the insurers may consider that a breach of the policy conditions and refuse to be involved. If this happens each of the individuals named in the claim will be personally liable for any damages that are awarded.

2. DO NOT EXPRESS OPINIONS IN THE INCIDENT REPORT:

Deal with the facts only and encourage eye witnesses to do the same in their statements.

3. MAKE NO OFFERS OR PROMISES TO THE INJURED PARTY-

To do so could cancel the insurer's responsibility.

Continuing Consent to Treatment and Health Insurance Information

We, the undersigned parent(s) or guardian(s) of _____
(name of minor)

do hereby consent to X-ray examination, anesthetic, medical, or surgical diagnosis or treatment and hospital service that may be rendered to said minor under the general or special instruction of _____ M.D.,
(name of physician)

or any physician the club may call, whether such diagnosis or treatment is rendered at the office of said physician or at a licensed hospital. It is understood that reasonable effort will be made to contact the undersigned parent(s) or guardian(s) before such diagnosis or treatment is rendered. It is further understood that reasonable effort will be made to contact the doctor listed above before any other physician is called.

It is further understood that this consent is given in advance of any specific diagnosis or treatment that might be required and is given to authorize _____

(Name of club into whose custody minor is entrusted.)

to exercise their best judgment as to the requirements of such diagnosis or treatment.

This consent shall remain in continuous effect for one year unless earlier revoked in writing and delivered to the physician named or to the club entrusted with the custody of said minor.

Dated. _____

Father _____

Mother _____

Guardian _____

Witness _____

CHILD ABUSE

Child abuse has become a major problem in the United States today. There are over 1,500,000 cases of child abuse reported annually and five thousand children die each year in America as a result of abuse by their parents. With such high statistics it is important that the Pathfinder staff be aware of what constitutes child abuse and what needs to be done if child abuse is suspected.

Definition

Researchers have designated eight types of neglect and abuse. They are: physical neglect, moral neglect, medical neglect, educational neglect, physical abuse, sexual abuse, community neglect, and emotional neglect. The most serious, the easiest to prove, and the most dealt with are physical and sexual abuse.

Physical abuse involves physical injury to the child in some manner that was not accidental. This includes multiple fractures in the long bones, fractures of the skull, soft tissue injuries and bruises, and subdural hematoma.

Physical neglect, which is much harder to prove, includes inadequate nutrition, unsuitable clothing for the weather, substandard housing, and unhealthful living conditions.

The definition of sexual abuse includes everything from indecent exposure to full intercourse and rape. Statistics show that 1 out of every 4 girls (some statistics say 1 out of 3) are abused sexually before they reach 18 years of age and 1 out of every 8 boys are abused sexually before 18. Some estimate that this number is low because sexual abuse is often not reported. Eighty percent of all abuse is instigated by a relative. In 90 percent of the cases the offender is a male and the victim is a female.

What to Look For

The Pathfinder comes into contact with children for extended and intimate periods of time such as campouts. The staff should know what signs to be aware of that indicate the possibility of abuse, either physical or sexual. Remember, there can be other circumstances that can cause any of these symptoms. However, when several symptoms are present there is a possibility of sexual abuse and you have a responsibility to investigate.

Physical abuse

Physical signs:

- Cuts, welts, or swelling
- Burns; cigarette burns or “doughnut-shaped” burns from immersion in scalding liquids
- Burns with a pattern such as from an iron
- Fractures
- Scars with a peculiar pattern; looped or rounded
- Bruises
- Bite marks

Physically abused children will often have successive injuries. One will not have healed before they have another one.

Behavioral characteristics:

- Sleep difficulties
- Thumb sucking and nail biting
- Fearfulness

- Listlessness and apathy
- Aggression and violence or withdrawal

SEXUAL ABUSE

Physical Indicators:

- Torn or stained underclothing
- Difficulty with bowel or bladder control
- Soreness, bleeding, or discharges from a non-menstruating girl.
- Trauma to breasts, buttocks, lower abdomen, thighs, genitals, or rectal area.
- Evidences of self-mutilation (cuts, sores, cigarette burns)

Behavioral characteristics:

- Regressive behavior such as thumb sucking or bed wetting.
- Refusal to undress under normal circumstances (getting ready for bed)
- Avoiding physical contact
- Poor personal hygiene
- Obsessively good behavior
- Frequent unprovoked anger, such as mutilation of toys
- Panicking or flinching when being touched, like when being tucked in at bedtime.
- Continually falling asleep during the day.
- Seductive behavior.
- Fire setting.
- Cruelty to smaller children and animals.
- Obsession with punctuality.
- Frequent sore throats, difficulty swallowing or choking.
- Sudden weight gain or extreme weight loss.

When there is abuse within a family there is usually more than one child involved. If a child comes to you with a story of abuse, remember that in only 1 in 1,000 instances is a self-reported abuse false, and that falsifying an abuse is virtually non-existent in preadolescents.

A victim of abuse will tell, on average, nine people about the abuse before the victim is believed. It is because of this disbelief that abusers get away with the abuse they inflict. If you do not investigate a potential abuse, consider the fact that an abuser will abuse an average of 70 different individuals over his lifetime. If he can be stopped and helped before he gets to the other 69 you will have spared many people a lot of pain.

Being Prepared

As a Pathfinder staff you need to be prepared to deal with this problem. There is a list of resources and help hotlines for abuse listed at the end of the chapter in the Pathfinder Manual. The important thing to remember is: Most state laws require abuse to be reported to the police. If you suspect abuse, and especially if a child has told you they are being abused, you must report it to the police and to a local social agency in your town. Do not go to the potential abuser for confirmation. They will almost always deny it and that will place the child in a dangerous situation. Report the abuse to an agency that is equipped to deal with the situation.

You might also want to inform the pastor of your church so he can be aware of the situation, since the abuser will, most likely, be a member of your church. The pastor can provide counsel or recommend a qualified Christian counselor for the family. Even if you feel repulsion at the events that have happened, remember that the whole family is suffering and is in need of Christian love and support during this time.

As a Pathfinder director, you need to be aware of potential hazards in dealing with children. When choosing your staff, be especially careful to check out staff that will be working closely with Pathfinders. Child abusers are difficult to spot. They are often considered “upstanding” people within the community, are members of a church, and often find work in situations that bring them access to children; such as Pathfinders. Child abusers were often abused as children. If you are aware that someone has suffered abuse as a child, be hesitant to put them in position where they will have direct access to children. In the majority abuse situations the child knows and trusts the adult, which makes it much more difficult for the child to be believed. The abuser will often threaten the child not to tell.

If a Pathfinder comes to you, as the director, with a story of abuse from a staff member, do not tell the Pathfinder he/she is lying and ignore the problem, no matter how reputable the staff member may be. Children rarely make up stories of abuse. **You must, (in some instances you may even be legally liable) report the incident to the proper authorities.**

Training the Staff

With the heightened awareness of child abuse in this country today, many parents will be on the lookout for potential abuse in their children. As a Pathfinder director you can help to protect you, your staff, your church, the Pathfinder name, and your children by providing staff training. Teach your staff what to look for in potential child abuse and tell them to come directly to you if they suspect anything. They should not hesitate to tell you if they feel another staff is exhibiting improper behavior with the Pathfinders.

Not only should you and your staff be aware of signs of abuse the staff needs to be trained how and when to touch a child. A casual touch can easily be misinterpreted by a child or a parent. Do not touch a child anywhere near their private parts. Do not fondle them or hug them excessively, ask them to sit on your lap, or instigate any other sexually suggestive acts. Even done in innocence, a certain touch or act can easily be misinterpreted.

Nor should the staff ever physically punish a child. Corporal punishment, except by a parent or guardian, is against the law. Even if a child “deserves” punishment, they should not be physically punished by anyone in the Pathfinder staff. The staff should never hit or push a child, for any reason, or physically endanger them in any way.

By being aware of their behavior toward the Pathfinder members the staff can do a lot to protect themselves from potential misunderstandings or even lawsuits. If a situation develops where a staff has physically harmed a child, the director should immediately report it to the parent and not try to “cover it up.” There can be potentially serious consequences from physical action towards a child.

Preventative Training for Children and Parents

The Pathfinder club may consider holding child abuse awareness classes. These classes can be held for the children themselves to teach them that their bodies are sacred and should not be touched in certain ways and certain places and that they have the right to say “no” to an adult who approaches them in an improper way. There are many excellent resources available for this kind of class. Keep in mind that research does not show a significant effect in preventative training for children under 6.

SCHOOL POLICY FOR PATHFINDER ACTIVITIES

O Conference Pathfinders

Under no circumstances do Pathfinder activities automatically excuse students from school. Teachers naturally become upset when a student arrives Friday morning and happens to mention that he is leaving at 10 am without prior arrangement weeks in advance by the Pathfinder club staff. The following procedures help build good relations between your club and your school.

Staff Planning Responsibilities

- Consult with the school at least two weeks prior to the planned activity.
- Obtain the school's approval for any prearranged absence of students before the activity is to be announced to the Pathfinders.
- In consultation with the school, prepare and provide the Pathfinders' parents a Parental Authorization Form to be signed by the parent to give the Pathfinder staff permission to take the student from school.
- Give the school a final list of all students participating two days before departure. Include the following:
 - Names of the Pathfinders to be dismissed
 - Parental Authorization Form to take student from school
 - Time the students are to be picked up
- The appropriate prearranged absence and parent permission forms need to be on file for each student participating.
- If you have Pathfinders in public or other schools you need to make arrangements there as well

Pathfinders' Planning Responsibilities

Help students understand their part in working together with their teachers.

- Expect that students will be required to make up any missed schoolwork as a result of the activity; therefore, encourage them to be prompt in completing assignments.
- Remind students that the teacher is in charge of the school and that they must make proper arrangements to leave early, even for a conference-sponsored event. They should check ahead to see what schoolwork they would be required to make up.

NOTE: Clubs should ask for dismissal of Pathfinders for weekend activities only. One-day activities should be conducted on Sunday or other non-school days.



YOUTH SUPERVISION (SEC- Pathfinders)



The following are samples of youth supervision recommendations based on guidelines established by a number of organizations, as well as injury claims files. Seldom are two activities *exactly* alike, so different standards may need to be established each time. The key is to *review* each activity, outing, or field trip and *provide* the best qualified personnel possible, in ample numbers, to maintain the security of youth and to keep youth safe.

- If any one aspect of child supervision needs to be emphasized most, it is to “never let children out of one’s sight.” Claims files are filled with tragic injuries that occurred during that brief moment when young children were left alone to their own resources.
- **Establish rules and parameters and stick with them.**
- Give supervision *100%*. Periods of supervisory responsibility are not a time for reviewing paperwork, making personal phone calls, conversing with associates, participating in the activity or performing other activities that may distract from the actual task of supervision.
- Provide a minimum of two *qualified* counselors as supervisors (those with specific knowledge of the particular activity, including training, certification, degrees, etc.). Depending on the activity (camping trip, museum visit, swimming, hiking, etc.) qualifications and numbers will vary. If a group is going to be broken up and separated, each group should have two supervisors. In the event of an emergency, someone may need to go for help while the other counselor/supervisor remains behind to watch the children in their care. In addition, supervision in numbers helps to prevent child abuse *or* accusations of child abuse. Where pro-grams include youth that are physically or mentally challenged, additional supervision will also generally be required.
- Some guidelines recommend that *high-risk activities* (i.e. mountain climbing) provide one adult for each 4 pathfinders. A *mild-risk activity* (field trip, etc.) would include one adult for each 12 pathfinders, while a *low-risk activity* would require one adult for each 25 pathfinders.

The American Camping Association in early issues of their manual recommended 1 lifeguard per 25 participants and 1 lookout to each 10 participants for aquatics activities. In newer editions they have expanded on those numbers to include variables that would increase the need for more supervision. They include:

1. *Environmental Hazards* (pool vs. open water, tides, currents, weather conditions, water traffic, turbidity of water, etc.);
2. *Experience and Qualifications of Guards* (maturity and judgment, experience and knowledge, location of guards, etc.);
3. *Skill Level of Swimmers* (age, number of persons per square foot of water, physical condition, dis-abilities, etc.); and
4. *Degree of Risk of Activity* (other activities nearby, distance from guards to campers, degree of control, depth of water, rescue equipment available, etc.). The American National Standards Institute (ANSI) and the American Red Cross, among others also provide supervisory recommendations.

Some children are more difficult to supervise than others and require staff or volunteers to have more skill in child supervision. As such, difficult children may require more attention, which takes time away from other children. More supervision may also be needed in these instances.



Minors Supervision - RATIO Guidelines for Church Activities

Please NOTE:

- *These guidelines are to be followed with minors, ages 10 – 17 years old.*
- *Children 9 and under should have parental supervision at all times.*
- *All activities must be approved by the church board and recorded in the board-minutes.*
- *The two-adult rule must always be followed for every activity.*

“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-adult rule”). This protects the child as well as protecting the adult from possible allegations.”

On site location – 1 adult to 10 minors ratio

- Our site locations (i.e. our church, school, Hawthorne Campground)
- Phone available
- Restrooms are available
- Medical facilities are close by and accessible
 - First Aid Kit

Off site location– 1 adult to 6 minors ratio

- Any or all facilities that are not operated by the Southeastern Conference
- Phone available
- Restrooms are available
- Unaware of nearest medical facilities locations
 - Provide one adult with current First Aid/CPR certification
 - First Aid Kit

Remote location– 1 adult to 4 minors ratio

- Restrooms are not available
- Within 5 hours of Medical Response Team
 - Provide one adult with current First Aid/CPR certification
 - Wilderness First Aid Kit (*Has more emergency supplies and equipment*)

Extreme location– 1 adult to 4 minors ratio

- Outside of 5 hours of Medical Response Team
- Provide one medical professional with current certification (Doctor, Nurse, EMT, or adult with current Wilderness First Aid certification)
 - Wilderness First Aid Kit

Success on a Pathfinder Club Campout

1. Clue your newer Pathfinders in on the camp schedule, camp duties, general behavior, what to wear, etc.
2. Plan to work with your Pathfinders on your unit's specific responsibilities for the campout.
3. Ride with your unit in bus or cars. In the bus the Pathfinders are not usually seated by units, but sit among them anyway. Adults should disperse themselves among the Pathfinders, especially at the back of the bus, not grouped together with other adults.
4. Eat with your unit and help them keep your eating area clean.
5. Participate with your unit in camp duties.
6. See that your unit captain has a copy of the campout schedule and has the unit to each activity on time and ready to go.
7. See that your unit members learn how the meal duty roster works and be on time for duties. This is valuable training for later campouts in which each unit will be responsible for its own food.
8. Keep in mind that all camping (including all failures and all successes) is training for future camping. Help them think through the reasons why some things work well and some don't.
9. Keep your unit together on all outdoor activities.
10. Help your unit to realize that occasionally a counselor can't attend. When that happens, your Pathfinders may need to make room and welcome in some members from that unit. Or maybe you will be the counselor left at home in bed with the flu! There may be a substitute counselor or maybe your unit will be scattered among other units. They will of course want only happy reports to take home to the lonesome counselor.
11. Have your unit sit together during the campout Sabbath School and Church.
12. Be supportive of all other staff.
13. Know the club safety rules and train your Pathfinders in them.



Pathfinder Campsite Inspection Form

(100 Points Possible)



Club Name: _____ Inspector: _____

	YES	NO	Points Possible
<u>TENTS</u>			
Alignment (neat, not scattered) ropes & tie-downs installed properly.	<input type="checkbox"/>	<input type="checkbox"/>	5
Uniformity of doors and windows (doors must be open & screen closed).	<input type="checkbox"/>	<input type="checkbox"/>	5
Interior neat, items uniform within each tent, area swept. (NOTE: The only items that are to be seen in each individual tent are the Bible, flashlight, duffle bag/backpack/ sleeping bag/bedroll, & pillow).	<input type="checkbox"/>	<input type="checkbox"/>	5
Bible at head of bed with flashlight pointing towards it.	<input type="checkbox"/>	<input type="checkbox"/>	5
<u>UNIFORMS</u>			
Insignias sewn on neatly and in proper position.	<input type="checkbox"/>	<input type="checkbox"/>	5
100 % of Club in official Pathfinder dress uniform.	<input type="checkbox"/>		15
80 % of Club in official Pathfinder dress uniform.		<input type="checkbox"/>	10
50 % of Club in official Pathfinder dress uniform. (NOTE: New clubs in existence less than six months will be awarded 10 points if not in the official Pathfinder dress uniform but dressed similarly)		<input type="checkbox"/>	5
<u>CAMPSITE</u>			
Flags and guidons correctly posted, neat and clean.	<input type="checkbox"/>	<input type="checkbox"/>	10
Cleanliness, paper and trash policed. (10 yd radius)	<input type="checkbox"/>	<input type="checkbox"/>	5
Shovel and Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	5
<u>HEALTH FACILITIES</u>			
First-aid Kit available, well equipped, marked, and in plain sight.	<input type="checkbox"/>	<input type="checkbox"/>	10
Copy of medical consent forms for all Pathfinders & staff.	<input type="checkbox"/>	<input type="checkbox"/>	10

COOKING AREA

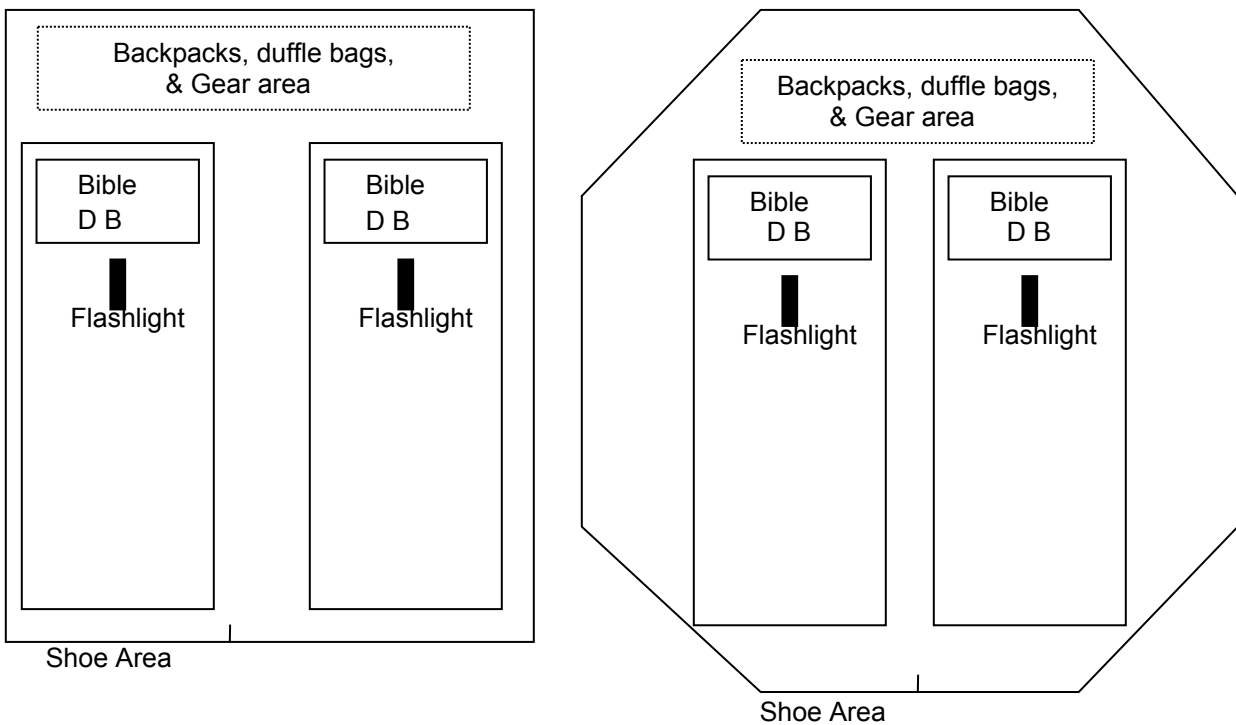
- Stoves clean, fires in safe condition away from tents. □ □ 5
- Food & utensils stored properly, animal & insect free, clean. □ □ 5
- Proper trash & garbage storage area provided. □ □ 5
- Dish washing and clean-up area provided. □ □ 5

(100 Points Possible) **TOTAL POINTS** _____

COMMENTS: _____

The club director is to be presented a copy of this report, and is expected to make the necessary improvements by the next inspection.

Typical Tent Setup



Pathfinder Insignia Meaning



1. Red (Sacrifice)

a. Reminds us of Christ.

“For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.”
John 3:16

b. Present your bodies a living sacrifice, holy, acceptable unto God.”
Romans 12:1

2. Three Sides (Complete Spiritual and physical balance)

a. Completeness of the God-head – Father, Son and Holy Spirit

b. Tripod of Education

Mental – Crafts and honors

Physical – Campouts, Work bees

Spiritual – Missionary, Activities, Witnessing



3. Gold (Excellence)

a. “I counsel thee to buy of me gold tried in the fire, that thou mayest be rich.” **Rev. 3:18**

b. Standard of Measurement. The Pathfinder Club has high standards to help build strong character for the Kingdom of heaven.

4. Shield (Protection)

a. In the Scripture God is often called the shield of His people. “Fear not...I am thy shield.” **Gen. 15:1**

b. “Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked.” **Eph 6:16**

5. White (Purity)

a. “He that overcometh, the same shall be clothed in white raiment.”
Rev. 3:5

b. We desire to have the purity and righteousness of Christ’s life in our lives.

6. Adventist – (Junior Youth)

a. The AJY Pathfinder Club is one of the junior organizations of the World youth organization of the Seventh-day Adventist Church.

7. Blue – (Loyalty)

a. It is the purpose of the Pathfinder club to help teach us to be loyal to: 1. God in heaven 2. Our parents 3. Our church



8. Sword (Bible)

a. The Sword is used in warfare. A battle is always won by offense. We are in a battle against sin and our weapon is the Word of God.

b. The sword of the Spirit is The Word of God. **Eph. 6:17**

THE PATHFINDER LEGION OF HONOR

BIBLE PLEDGE

I pledge allegiance to the Bible and to the Gospel for which it stands. One Savior, risen and coming again with life and liberty to all who believe.

CHRISTIAN FLAG PLEDGE

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One brotherhood uniting all mankind in service and love.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PATHFINDER PLEDGE

By the Grace of God I will be pure, kind and true. I will keep the Pathfinder Law. I will be a servant of God and a friend to man.

PATHFINDER LAW

The Pathfinder Law is for me to;

1. Keep the Morning Watch
2. Do my honest part
3. Care for my body
4. Keep a level eye
5. Be courteous and obedient
6. Walk softly in the sanctuary
7. Keep a song in my heart
8. Go on God's errands.

AIM

"The Advent message to all the world in my generation."

MOTTO

"The love of Christ constraineth me."

"THE PATHFINDER SONG"

Oh, we are the Pathfinders strong,
The servants of God are we.
Faithful as we march along,
In kindness, truth and purity.
A message to tell to the world,
A truth that will set us free.
King Jesus, the Savior is coming back,
For you and me.

Author--Elder
Henry T. Bergh

NATIONAL ANTHEM
(STAR-SPANGLED BANNER)

Oh! say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there
Oh, say does the Star - Spangled Banner yet wave
O'er the land of the free and the home of the brave?

Oh, We Are the Pathfinders Strong

Soy Conquistador Fuerte y Fiel

Nous Sommes les Explorateurs

H. T. B.

Henry T. Bergh

capo on 1st fret G F#m/G G G B7 C E7/B Am

Oh, we are the Path - find - ers strong, The ser - vants of God are we;
 Soy Con - quis - ta - dor fuer - te y fiel, Un sier - vo de Dios yo soy;
 Nous som - mes les Ex - plo - ra - teurs, Les ser - vi - teurs du Sei - gneur;

C A7 D7 G

Faith - ful as we march a - long, In kind - ness, truth and pur - i - ty.
 Fiel - es mar - cha - re - mos ya Por la sen - da del de - ber.
 Bons, loy - aux et purs, mar - chant Fi - dé - les à la vé - ri - té.

G F#m/G G G B7 C

A mes - sage to tell to the world, A truth that will set us free,
 Men - sa - je ten - e - mos que dar, Ver - dad que li - ber - tá - ra,
 Nous vou - lons an - non - cer à tous Un mes - sage li - bé - ra - teur

C/E CmEb G C G/D D7 G

King Je - sus the Sav - iour's com - ing back for you and me.
 Je - sús muy pron - to re - gre - sa - rá por tí, por mí.
 Bien - tôt des cieux re - vient le Sau - veur, Pour moi, pour vous.

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Club Meeting Planning Sheet

Name of Club _____

Date for Meeting _____

Time _____ Event _____

Leader _____

Description of Event _____

Special Notes _____

Trimester Program Planning Sheet

Year _____

Name of Club _____

Trimester Theme _____

Major Project _____

Regular-meeting _____ Leader _____

Special events _____ Leader _____

Month _____

Honors taught
General activity
PF class requirements
*SYF activities
Recreation or games

Month _____

Honors taught
General activity
PF Class requirements
SYF activities
Recreation or games

* SYF = Share Your Faith

CLUB VISIT - INSPECTION FORM

This form is filled out by the District Coordinator

(To be left with the Club Staff for their use)

- **Equipment** (check if present – leave blank if not present)
 - Pathfinder yearly theme displayed.....
 - Pathfinder flag posted correctly
 - Unit guidons posted correctly
 - Pathfinder awards on display from previous years

- **Class-A Dress Uniforms** (check if all Pathfinders & Staff are in uniform)
 - Pants or Skirt - black.....
 - Belt - black belt with Pathfinder buckle
 - Shirt - suntan khaki shirt.....
 - Scarf - yellow Pathfinder scarf or Master Guide scarf
 - Slide - cloth world slide or Master Guide slide
 - Shoes - black dress shoes (not athletic shoes)
 - Socks - black socks or nylons
 - Sash - black sash

- **Curriculum** (check if applicable – leave blank if not)
 - All Pathfinder are currently working on AY Honors.....
 - All Pathfinders are currently working on AY Class Levels

- **Facility Safety** (check if present – leave blank if not present)
 - Activity areas clean and free from debris
 - No tripping hazards such as extension cords, torn carpet, loose flooring.....
 - Fire extinguishers accessible.....
 - Exit lights lit.....
 - Exterior lights working after dark.....

- **Personal Safety** (check if present – leave blank if not present)
 - First Aid kit on hand and well-equipped.....
 - Medical History form for each Pathfinder on hand
 - All Pathfinder Staff have been approved as Volunteers by the Conference.....

Club Name _____ Director _____

Coordinator's Name or person acting for Coordinator _____

PATHFINDER MONTHLY REPORT



REPORTING	
Year	
Month	

To earn maximum points available fill in all areas of report that apply to your club's monthly activities. Be mindful that a **Minimum of 75% of the Club members** must participate to receive Points for "Club Activities."

Monthly reports will not be accepted more than thirty (30) days after the end of the reporting month.

CLUB INFORMATION				CLUB STATS											
				New Club				Returning Club							
Church								Number of Staff (18+)							
Club Name								Teen Leaders (TLT's)							
Director								Pathfinders							
Phone				Meetings				SU	M	T	W	TH	F	SA	
Email				Time											

MONTHLY ITEMS				POSSIBLE POINTS	YOUR POINTS
CLUB MEETINGS (Club meetings are defined as a scheduled meeting minimum of 2 hours or more in duration to complete class requirements and/or Honors.) 5 points per regular meeting (Suggested you have a Minimum of two meetings per month) 2 meetings per month 10 points 3 or more meetings per month 15 points				15	
Meeting date(s):		1.	2.	3.	
ATTENDANCE Average Pathfinder and Staff Attendance at each meeting (Excused absences count as present)		Percentages of Club members present and Uniform Points Scale		10	
UNIFORMS Average Pathfinder and Staff in complete uniform as required. Partial/incorrect uniforms do not count.		91-10010	41-505	10	
		81-909	31-404		
		71-808	21-303		
		61-707	11-202		
		51-606	1-101		
Club Devotion Are you having club devotion at the beginning of each meeting? Are you incorporating spiritual habits into your club devotion?				20	
Club Opening Exercises Are you assembling, posting colors, and reciting the legion of honor at each club meeting?				10	
AY HONORS (Please list the title of the honors that Pathfinders in your club are working on) 5 points each				20	
1.		2.			
Club Drill Practice Are you having regular drill practice with your club? (Sharpening the basics: Attention, Parade Rest, Prayer Attention, Left face, Right face, About face, Present arms, and Order arms etc.)				10	
AY INVESTITURE ACHIEVEMENT List all the AY Classes that are being taught in the club: Classwork: () Friend () Companion () Explorer () Ranger () Voyager () Guide () Master Guide				20	
Club Ministry in Action Has your club assisted in a Ministry Project? (Nursing Home Visit, Food Give-A-Way, Soup Kitchen, Senior Services, Bible Study, Involvement with the church body, Church Activity etc.) Dates: _____; _____; _____ (10 points for each activity – maximum of 3 per month)				30	
STAFF MEETING / PARENT MEETING One or more, not during Pathfinder club meeting, and at least 50% of staff in attendance. 10 points each meeting (Dates _____)				20	
POINTS - 10 points will be given if this report is received by the 5th of the following month. (e-mail reports to: Secpac@secsda.org)				10	
MONTHLY ACTIVITIES TOTAL				175	

ANNUAL CLUB PROGRAMS	Date	POSSIBLE POINTS	YOUR POINTS
Induction Ceremony Number of Pathfinders Inducted: _____ Number of Staff Inducted: _____ (Hosting 100 points / Attending 35 points)		100	
Pathfinder Sabbath with Pathfinder Conference Official, or Coordinator present – (100 points) Name of Pathfinder Conference Representative/Coordinator: _____ (Hosting 100 points / Attending 35 points)		100	
Annual Club Uniform Inspection (by Uniform Specialist or designee)		100	
Investiture Report with Pathfinder Conference Official or Coordinator present – (100 points) Name of Pathfinder Conference Representative: _____		100	
SHARE YOUR FAITH Clubs must participate in three (3) SEC Federation or Conference Outreach Activities between (January and October) 20 points each		60	
ANNUAL CLUB ACTIVITIES TOTAL		460	

DISTRICT – SEC CONFERENCE – UNION – NAD SPONSORED EVENTS <u>Minimum of 75% of the Club/Staff must participate</u>	Date	POSSIBLE POINTS	YOUR POINTS
Club Registered and Dues Paid to Southeastern Conference (By March 31st)		200	
SEC-PAC Hands On Training (HOT) Leadership Weekend 100 points per night		200	
SEC/ NAD / SU - Southern Union / BAYDA Pathfinder Event – CAMPOREE (ie. SEC Camporee, Oshkosh, Southern Union Camporee or BAYDA Camporee, etc.)		400	
Southeastern Conference Master Guide Weekend 100 points per night		100	
Southeastern Conference Administrative Leadership Training		100	
SEC-PAC Conference Pathfinder Fair		100	
Southeastern Conference Youth Convocation / Youth Federation Attendance and Participation		100	
SEC-PAC Drum/Drill/Colors Campout 100 points per night		200	
SEC-PAC Honors Weekend (1st Weekend of September) 100 points per night		300	
Southeastern Conference Campmeeting Attendance and Participation		100	
District Campout (maximum 2 per year) 100 points per night		200	
Monthly District Conference Call Meetings		100	
District Rally / Pathfinder Day (maximum 2 per year) 100 points each		200	
District Pathfinder Fun Day		100	
District Parade Participation (ie. MLK Parade, Veterans Day, Christmas etc.)		200	
District Awards Program		200	
District Book Review and Uniform Inspection		200	
TOTAL POINTS EARNED FOR THE CALENDAR YEAR		3000	

BONUS POINTS	Date	POSSIBLE POINTS	YOUR POINTS
Baptism (At least one active Pathfinder Club Member/Staff – (don't forget to order the baptismal Pins)		200	
One Craft Activity (25 points per quarter) List Activity: _____		100	
Club Camp Out (Yearly) Location & date: _____		150	
Club Camp Site Inspection The Coordinator performs a Camp Site Inspection during your club campout		100	
TLT Ministry (At least one teen Pathfinder enrolled in TLT curriculum/registered with conference)		50	
Attaching Action Photos with this report...		150	
TOTAL BONUS POINTS EARNED		750	

GRAND TOTAL OF POINTS			
Official Use Only:	This Report was received by	Received date:	

INDUCTION CEREMONY

The **Pathfinder Induction Ceremony** is designed to bring in the Pathfinder and introduce them into a place or position. Pathfinders officially become members of the Pathfinder Club locally and worldwide.

The Induction Ceremony is a **Candlelight service** which provides the club the opportunity to explain the purpose of the club's Pledge and Law and to introduce them to the concepts of the Class Levels within the Spirit of Pathfinding. This candlelight ceremony is formal and impressive. Each candle represents a different class level and each part of the Pledge and Law.

Refer to the *Pathfinder Staff Manual* for examples of Induction ceremony procedures and necessary supplies.

INDUCTION - WHAT TO DO LIST

After you have scheduled your Induction service with your church, pastor, and District Coordinator you are ready to prepare the club for Induction.

Important: Explain the Pledge and Law to the candidates to be sure they understand the promise they will be making ahead of time. Candidates will be given an Induction Certificate, Pathfinder pin, Pathfinder Card, and their scarf and slide at this ceremony.

- Table(s) long enough to hold all your candles - table clothes or sheets to cover table(s)
- Candleholders - you may choose to use individual holders.
- Protect the table from any wax, which might drip by purchasing drip-less candles.
- One 15" or large round **white or gold** candle - represents the Spirit of Pathfinding
- One 10" **blue** candle - represents the **Friend** level
- One 10" **red** candle - represents the **Companion** level
- One 10" **green** candle - represents the **Explorer** level
- One 10" **silver** candle - represents the **Ranger** level
- One 10" **burgundy** candle - represents the **Voyager** level
- One 10" **yellow** candle - represents the **Guide** level
- One 10" **gold** candle - represents the **Master Guide** level
- Fifteen 8" **white** candles - represent the Pathfinder Pledge and Law
- One - 4" **white** candle lit from the Spirit of Pathfinding candle and used to light the other candles (All candles will be lit from this candle - if it goes out relight from the Spirit of Pathfinding Candle)
- One - 4" **white** candle for each candidate - (Candidates' candles are placed along the front of the table to represent the new lights.)
- Clear glass cylinders or similar device to place over the candles to protect the flames (as specified in the *Candles in Churches* document above)
- Have a small flashlight, matches or lighter on hand for and during the ceremony
- Have Induction Certificates filled out with pins, scarves and slides for candidates
- Involve your pastor(s) and Coordinator
- Practice coming in and going out with Pathfinders

Candles in Churches

Open flame devices in churches and other large assemblies, like camp meetings, can result in serious injuries and property damage. The number of occupants and the panic that might ensue in an actual fire requiring evacuation can subsequently increase the number of injuries. It should also be noted that if the use of those open-flame devices was not “approved” by the local authority having jurisdiction, which is generally the fire marshal, fines may also be levied. In cases of fires where codes were violated and loss of life resulted, criminal charges could be filed.

The Life Safety Code

The National Fire Protection Association’s Life Safety Code 101 (2006 Edition), under Existing Assembly Occupancies, Section 13.7.2 “Open Flame Devices and Pyrotechnics,” states “no open flame devices or pyrotechnic device shall be used in any assembly occupancy.” There is an exception, but with restrictions, as *Exception No. 3* goes on to say: “Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the *authority having jurisdiction* are taken to prevent ignition of any combustible material or injury to occupants:

- (a) For ceremonial or religious purposes (ARM note: wedding candles on an alter would be an example.)
- (b) On stages and platforms where part of a performance
- (c) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected”

The Appendix to this in A.13.7.3 (3) (a) states “securely supported alter candles in churches that are well separated from any combustible

material, are permitted. On the other hand, lighted candles carried by children wearing cotton robes present a hazard too great to be permitted. There are many other situations of intermediate hazard where the authority having jurisdiction will have to exercise judgment.”

A Cleaner, Safer Alternative

Where it is desired to have attendees hold candles for an event or ceremony, or to have candles on the ends of pews, use only battery-operated candles. Battery-operated candles not only reduce the risk of injury, but they also prevent damage to clothing, carpeting or furnishings from the open flame or melting wax.

Candle-Free Throughout

Prohibit the use of candles or any other open flame devices, and ensure that the prohibition applies to church offices and classrooms and other church areas. Too much is at stake to do otherwise.

Candles in Churches 7/10

Pathfinder Day

Purpose

Each year the General Conference designates a Sabbath as Pathfinder Day, to be observed in all Seventh-day Adventist churches with the following objectives:

1. Give official recognition and encouragement to the Pathfinder Club in the local church.
2. Acquaint the congregation with the scope of possibilities offered by the Pathfinder Club in the development of our junior youth.
3. Encourage greater cooperation and support of the local Pathfinder Club by the congregation.
4. Recruit additional Pathfinder staff members.
5. Give the Pathfinder Club members a greater sense of belonging to the church by their active participation in the worship hour.
6. Give an opportunity for the church to provide more financial assistance for the club by giving a special Pathfinder Club offering during the worship hour. By vote of the local church board, the church offering on this day may be appropriated to the local Pathfinder Club.

Planning the Program

For Pathfinder Day to meet the above objectives, planning the program in every detail is a must. Here are some hints and ideas to better the program.

1. Most pastors are long-range planners. Arrange with the pastor for a Pathfinder Day months in advance.
2. Discuss Pathfinder Day with the club staff and decide on the best program. Work as a team.
3. Present the program to the pastor with a complete outline. Ask for his suggestions and cooperation.
4. Apply to the church board to have the Pathfinders receive the offering and do the ushering.
5. Notify parents, church members, and the church press secretary.

6. Begin training participants, color guard and speakers. Remember, the Pathfinder Club is on parade.
7. Most church members do not know the Pathfinder Song, Pledge, or Law. So, insert a printed copy of these into your church bulletin.
8. Indicate in the bulletin when the congregation is to stand. Also announce during the personal ministries period any changes that have been made in the order of service.
9. Program should be snappy--no lagging. While the next part of the program is being announced, have the participants on the way.
10. Practice at least one dry run of marching in, taking places, reciting pledges, posting colors, and marching out.
11. Places where groups or individual participants stand should be marked with masking tape or chalk.
12. The "needs of our club" section must have specifics. Tell the congregation exactly what the club needs by way of funds. A dollar per person will allow the club to do such and such. A campaign may be launched for a room, headquarters for the club, tents for camping, and so forth.
13. Leaders should have confidence in the presentation of the program. Apologies reveal lack of preparation.
14. Invite a good speaker to present the message. The local conference youth director will be thrilled to be invited. He probably schedules speaking appointments months ahead, so invite him six months or a year ahead of time. It may be necessary to hold Pathfinder Day on another Sabbath. Work closely with your pastor on this part of the program. Better yet if your club has a child preacher, use him/her; if not, invite one from a neighboring club.

On the following pages are several detailed program outlines, one of which should fit your church. Success is guaranteed if instructions are followed faithfully.

INVESTITURE SERVICE

The Pathfinder Investiture Service is an annual award ceremony where Friend through Master Guide pins are presented. Awards are handed out, such as Good Conduct Ribbons, Pathfinder of the Year Awards and honor patches are presented.

- **A celebration of accomplishment**
 - Rewards
 - Displays
 - Culmination of Pathfinder year
 - Gives a goal - deadline – finish
 - Time to involve church, family and friends
 - Time for your Conference to participate
- **Special Time to thank your staff**
 - Gift certificates
 - Flowers

How to be Successful

- **Organize**
 - Order honors, pins, chevrons, etc. well in advance of your program
 - Store these items safely - a tackle box works great
 - Encourage Pathfinders to want to earn extra honors
 - Encourage staff and Pathfinders to finish AY Class Levels
- **Involve each Pathfinder in the Program**
 - Organize and practice
 - Select Color Guard and practice
- **Keep Good Records**
 - Honors earned
 - AY Classes completed
- **Share Honor Knowledge**
 - Have Pathfinders tell what they appreciated most about a certain honor
 - Display projects made during honor classes
- **Special Awards**
 - AY Class pins and Advanced AY Class Bars
 - Good Conduct Awards
 - Pathfinder of the Year Awards
 - Staff Appreciation
 - Announce the Special 90% Outing of the Year

- **Be Prepared - set up early**
 - Hang Pledge and Law
 - Place stands for American, State, Christian and Pathfinder Flags
 - Post Unit Guidons
 - Arrange a table with tablecloth, large Bible and flowers
 - Place honors and emblems on ribbon (staple). Ribbon color corresponds with AY Classes or place in envelopes or Ziploc bags.
 - Compile a master list to read from - make a duplicate
 - Enlist Master Guides, staff, coordinators, and Conference Director to present rewards
- **Display Photos and Show Video of Year in Review**
 - Set up a neat, colorful, bulletin board
- **Serve Refreshments**
 - Light refreshments - drinks (red is not recommended - it stains carpets)
 - Ask staff members to bake cookies to share

Follow all 10 “P’s” of Good Programs

1. Pray
2. Plan with a purpose
3. Prepare
4. Pathfinders, Pastor, Pianist, Staff, Conference and District Representatives - Involve
5. Preserve Continuity
6. Promote Variety
7. Please the Congregation
8. Practice, Practice, Practice
9. Pray
10. Praise the Lord, Praise Pathfinders, Praise your staff



Southeastern Conference Uniform Inspection Sheet



Name _____ [] Male [] Female

Church _____

Pathfinder Class 'A' Uniform	Yes	No	Comments
Beret w/Small Triangle Patch			
Khaki Pathfinder Shirt/Blouse			
Pants/Skirt			
Neckerchief w/Slide			
Tuxedo Tie (Female) / Black Tie (Male Staff & Teens)			
Club Crescent (Right Sleeve)			
Triangle (Right Sleeve)			
Conference Patch (Left Sleeve)			
Union Patch (attached to Conference Patch, Left Sleeve)			
World (Left Sleeve)			
Class Insignia (Left Sleeve)			
Name Tag (Black & White w/Pathfinder Logo)			
AY Classes, Invested (on Sash or Right Pocket Area) Start w/Friend class items above name tag moving up.			
Honors, Earned (on Sash Below Name Tag)			
Belt w/ Buckle			
White Gloves			
Black Socks / Off Black Hosiery			
Additional Accessories for TLT Uniform	Yes	No	Comments
TLT Sleeve Strip			
Cord, Red & Black			
TLT Pin			
Pips			
TLT Patch on Sash Bottom Center			
Additional Accessories for Staff Uniform	Yes	No	Comments
Staff-Office Sleeve Strip			
Leadership Cord			
Director's Star			
Master Guide Uniform	Yes	No	Comments
Master Guide Suit (Green)			
Scarf w/Slide			
Chevron (Combination or Star)			
Master Guide Pin			
Master Guide Hectagon Patch on Sash Bottom Center			
Pocket Name Strip			
Baptismal Pin			
Basic Pathfinder Insignia (Club Crescent, Triangle, Conference and Union Patch, World, Name Tag, Tuxedo Tie/Black Tie)			

Pathfinder Camporee

The Pathfinder Camporee is an occasion when clubs from an entire conference or a given district come together for a period of two or more days, for fellowship, inspiration, and for the exchange of ideas and experiences in camping skills and other activities of junior youth ministry. Each club should have complete equipment to take care of themselves over the designated period--tent, sleeping gear, cooking utensils, food and other equipment that they need. This is the culmination of training that progresses to the point where a club becomes able to take care of itself independently.

The area for a camporee should be clear ground with access to water and at least the possibility of sanitary facilities and garbage disposal that can be set up quickly by the campers. The clubs should bring everything they will need and be assigned a space of ground upon which to place their camp equipment. Demonstrations of fire building, cooking, signaling, first aid, knot tying, marching and drill may be enjoyed. Good campfire fellowship will be a highlight, and religious services will bind the group together in a spiritual mold. This is probably the high point of the Pathfinder activities. It should be the objective of every club to be prepared to participate in a Pathfinder Camporee.

The youth director of the conference is responsible for organizing a camporee and determining the events, place, and activities. Instructions will come from his office as to the location, events, and what the clubs can expect to do in order to participate in the program.

Every camporee should have a theme, and all activities should be built around this theme so that each Pathfinder will remember the spiritual lessons from the Bible, from nature and history of the church.

A Pathfinder Club ought to build its program keeping in mind the events and skills needed to participate in a Pathfinder Camporee.

Among the highlights of the camporee are the events. Each Pathfinder wants to do his best for the club. Competition should be against a personal standard and not between clubs. To instill a sense of participation where each one will strive toward a standard instead of against a fellow Pathfinder or another club, the setting up of such personal standards will avoid situations where only one club can take first place. This allows the possibility of several persons or clubs achieving whatever award is given by the conference. Events should not require pre-empting class and Honor work in the clubs weekly program.

In most cases the camporee is conducted over a weekend. Where possible, clubs should be set up before Sabbath and concluded in time to allow safe return home.

A Pathfinder Camporee provides:

- A time for camping, cooking and sleeping out in the great out-of-doors.
- A time for fun, adventure and exploration.
- A time for hikes and nature walks into the realms of God's natural world.
- A time to learn skills and thrills of working, playing, and fellowshiping together.
- A time to draw near to God, the Great Creator of all that surrounds us.

Camporee Requirements

Sending out camporee attendance requirements well in advance by a special Pathfinder Camporee bulletin eliminates organizational problems. The following is a typical set of detailed instructions and requirements. They may be adapted to fit each camporee environment.

Sabbath keeping

1. Leaders should know that the young people will look to them and will try to copy every word and action. They should not lead the youth to break the Sabbath by actions, words, or example.
2. Care should be given to the edges of the Sabbath, which are very important to the Lord. Let us guard both as with our lives. Before the sun goes down all tents ought to be set up and everything ready for Sabbath.
3. During the Sabbath hours the youth should be checked as to rock throwing, knife throwing, secular songs, certain improper games, etc. Control of this area is easier if schedule is full of other activity.
4. Activities should be planned to include Friday evening campfire, and innovative Sabbath outdoor programs, Sabbath evening campfire. The program may be varied to expose the young people to nature.
5. The club and units should plan for spare time--Friday and Sabbath sunset worships, Sabbath afternoon club activity like a nature hike, story time, or some other interesting Sabbath activity. A special effort should be made to make the Sabbath the highlight of the camporee, using creative worship ideas.
6. All Pathfinders and staff members should be encouraged to participate in all meetings and activities.
7. Counselors must be with their units during all meetings and activities.

Acknowledgements

Southeastern Conference would like to thank all the Directors for their dedication to our Youth. This Directors Survival Guide serves to provide assistance to being successful in your upcoming years of service. Special thanks to Leanna Clarke, Tyler Claitt, Beverly Bodley, Rosalind Hamilton, Randal Richards, Ridgee Boirond, Leslie Boirond, John Ellington and Ms. Gloria for your continuous dedication and service to the Southeastern Conference Pathfinder Club.