




# BASIC STAFF TRAINING 2016 CLUB ORGANISATION AND LEADERSHIP



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Area 6d Pathfinder Coordinator

## What do you see?



## What do you visualise for your Pathfinder Club?



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

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



# STARTING A PATHFINDER CLUB



## Things to consider



- ▶ **Little Lamb** - Reception / Age 4
- ▶ **Eager Beaver** - Year 1 / Age 5
- ▶ **Adventurers**
  - Busy Bee - Year 2 / Age 6
  - Sunbeam - Year 3 / Age 7
  - Builder - Year 4 / Age 8
  - Helping Hand - Year 5 / Age 9
- ▶ **Pathfinders**
  - Friend - Year 6 / Age 10
  - Companion - Year 7 / Age 11
  - Explorer - Year 8 / Age 12
  - Ranger - Year 9 / Age 13
  - Voyager - Year 10 / Age 14
  - Guide - Year 11 / Age 15

## Things to consider



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

## Things to consider



- Children (church & Community)
- Building / Facilities /Space
- **Staff**
- **Funds**

## Things to consider



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



## Starting a Pathfinder Club

1. Speak to your Conference Pathfinder Director to register your interest in starting a club. *(Let your Pastor know what you are doing)*

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

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

## Starting a Pathfinder Club

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

5. Executive Committee meet to:  
Select staff  
Create Club Constitution  
Plan yearly Program  
Create Budget

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

## Starting a Pathfinder Club

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

8. Hold a Registration / Open evening  
Get Kids registered

9. Order materials for  
Induction Service  
Club Sessions

10. Begin Club through to Investiture  
Continually evaluate



## ROLES AND COMMITTEES WITHIN A PATHFINDER CLUB



## MAIN REQUIREMENT FOR STAFF:



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

## List of Staff in a Pathfinder Club

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



## JOB DESCRIPTION OF A CLUB DIRECTOR



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

## JOB DESCRIPTION OF A DEPUTY DIRECTOR



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

## JOB DESCRIPTION OF THE CLUB

**Secretary** - Responsible for record keeping including:

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



**Treasurer** - Responsible for club finances including:

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



## JOB DESCRIPTION OF A UNIT COUNSELOR



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

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



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



## JOB DESCRIPTION OF AN INSTRUCTOR



- ▶ Teaches specific skills or subjects such as Bible, personal growth, outdoor skills, honors, or crafts
- ▶ May come from church or community to assist temporarily with club
- ▶ Is well acquainted with subject matter and matches it with club curriculum

### Pathfinder Executive Committee:

- Club Director & Deputy Director
- Secretary/Treasurer
- Chaplain
- Parent at Large
- Pastor (Ex-officio)
- Departmental Elder (Ex-officio)

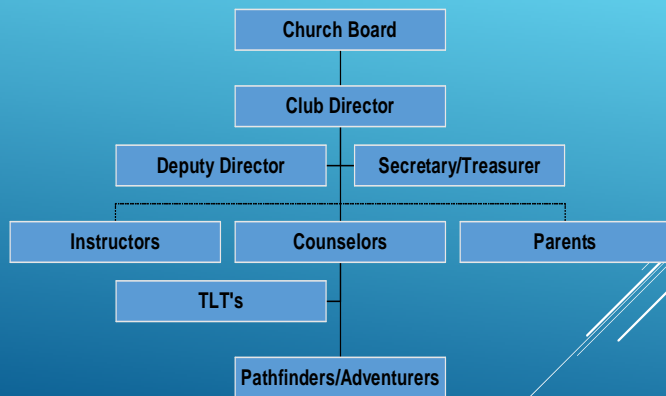
## Committees

### Pathfinder Staff Committee:

- Club Director & Deputy Director
- Secretary/Treasurer
- Chaplain
- Parent at Large
- Unit Counsellors /Junior Counsellors
- AY Instructors
- Unit Captains and Scribes may be invited to the Staff committee meetings

## Committees

Local Pathfinder Organisational Chart



### Leadership - GC to SEC



**Gilbert R. Cangy**  
Global Youth Director



**Jonatan Tejel**  
Global Pathfinder Director



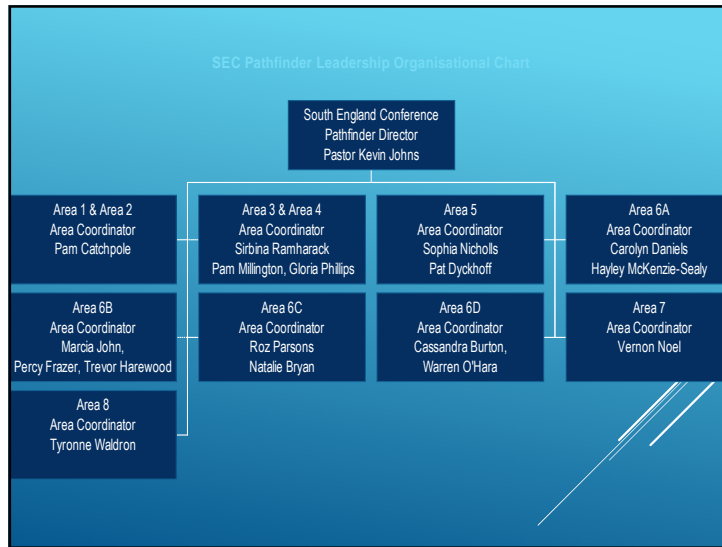
**Pastor Janos Kovacs-Biro**  
TED Youth Director



**Pastor Nathan Stickland**  
BUC Youth Director



**Pastor Kevin Johns**  
SEC Associate Youth Director (Pathfinders)



## CONFERENCE OPERATING POLICIES

## ADMINISTRATION

A record must be kept of the following;

- ▶ DBS Checks – DBS certificate numbers (All over 16)
- ▶ Staff training (BST, KCFS, MIT/PLA, First Aid, Food Hygiene)
- ▶ Staff / Children Details (Application and health forms – previous years must be destroyed)
- ▶ Club Constitution
- ▶ Club Insurance

## ADMINISTRATION

- ▶ **Club Constitution** – This document will outline, your name, objectives/aim, staff, meetings times, membership, attendance, uniform, subs and fees, and all rules/policies pertaining to your club
- ▶ **Club Insurance** - Club must be insured, this is done on an annual basis through the conference. You will need to list all members by name staff and children.

## Certificate of Registration

### Compulsory

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

## Certificate of Registration **COMPULSORY**

### CERTIFICATE OF REGISTRATION REQUIREMENTS:

- ▶ CLUB REGISTRATION/AUDIT FORM
- ▶ Copy of Club budget - approved by Board
- ▶ Calendar of Events – approved by board
- ▶ CRB/DBS Number of all Staff
- ▶ Copy of Certificate of Insurance
- ▶ Name and contact details of Supporting Elder.

## INSURANCE



EVERY Club **MUST** be insured

Clubs which do not have a certificate **will NOT** be recognised by the South England Conference and will not be allowed to attend Conference sponsored events.

The Certificate of Registration is designed to ensure that all Clubs meet minimum requirements to function safely.

## Insurance



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

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



## Insurance



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

### Ensure:

Parental consent forms are completed  
Application and health forms are completed  
Additional names put through Board

## Insurance



### Parades

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

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

Never admit any liability

Do record ALL accidents – Have an accident book

Ensure all accidents are reported, parents are informed

Always ensure that you have a plan in place in case of emergencies



## Club Inspections



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

### Purpose of Club Inspections

- Club Inspections are intended to support Club Leaders by encouraging their Pathfinders to be more responsive to order and detail, and to stretch them to their full potential.
- Club Inspections are never intended to be a surprise to a club.
- Club Inspections provide a time for the Area Coordinator and the Conference Pathfinder Director to offer specific suggestions tailored to support Club Leaders and meet their needs.
- Club Inspections are intended for the sole purpose of serving the Club Leaders.

## Investiture Assessments



At least 8 weeks before your Investiture make a request to SEC for your club to be assessed.

Club leaders must conduct a self-assessment day to determine the level of preparedness of their members. Submit only the names of pathfinders and adventurers who have completed in its entirety their classes' programme of study and honours/awards.

Each Pathfinder/Adventurer must be in possession of his/her Pathfinder Achievement handbook or Adventurer handbook. These must be signed by the counselor/leader on the date each requirement was successfully completed. Each should have their Folder with evidence of work. And the Counselors teaching Folder should also be available.

The leaders, counselors, pathfinders and adventurers must be dressed in full dress uniform.

## UNIFORM



## Uniforms



- ▶ To make Pathfinding Real and visible
- ▶ Provide the consciousness of belonging to a club that rightly represent youth for today.
- ▶ Uniforms should always be clean and neat.
- ▶ To wear it commonly for ordinary play or work loses its dignity
- ▶ The pathfinder club program should be so valuable to each member that the uniform will be acquired and worn with enthusiasm

## Uniforms



It is recommended that uniform be worn on the following occasions:

- ▶ At Pathfinder Meetings
- ▶ At any public gathering when any or all act as:
  - ▶ Messengers
  - ▶ Ushers
  - ▶ Guard of Honour (Weddings or Funeral)
  - ▶ Colour Guards
- ▶ Conference Events – as specified
- ▶ On occasions as specified by the Club Director
- ▶ At special pathfinder services
- ▶ While engaging in witnessing activities or community service such as ingathering, distributing food baskets, flowers, literature etc

# Uniforms

**Uniforms should not be worn:**

- ▶ By non members
- ▶ When engaged in selling or solicitation for personal profit, or for commercial or political purposes
- ▶ At any time or place when it's wearing discounts the organization or casts reflection upon the uniform, lowers its dignity and esteem, and makes it commonplace.



# Adventurer Uniform



Light blue or white shirt  
 Navy Skirt/Pinafore dress / Trousers  
 Black shoes (white knee high sock or white plain tights girls – black socks boys)  
 Navy Sash, Maroon Scarf and Adventurer woggle

Eager Beavers – same with green scarf and woggle  
 Little Lambs – same with light blue scarf and woggle



# Pathfinder Uniform

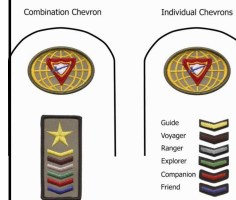


Grey shirt  
 Grey Skirt / Trousers  
 Black sash, Black beret, Pathfinder tie  
 Yellow pathfinder scarf and woggle  
 Black (sensible shoes)  
 Black plain tights – females  
 Black socks – males

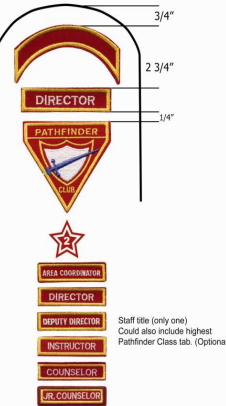
Where a club is new until able to purchase uniform, white shirt, black trousers are acceptable. with sash, scarf and woggle.



## Pathfinder Insignia



## Pathfinder Insignia



# Field Uniform

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

2014 SEC introduced and alternative RED pathfinder hoody.

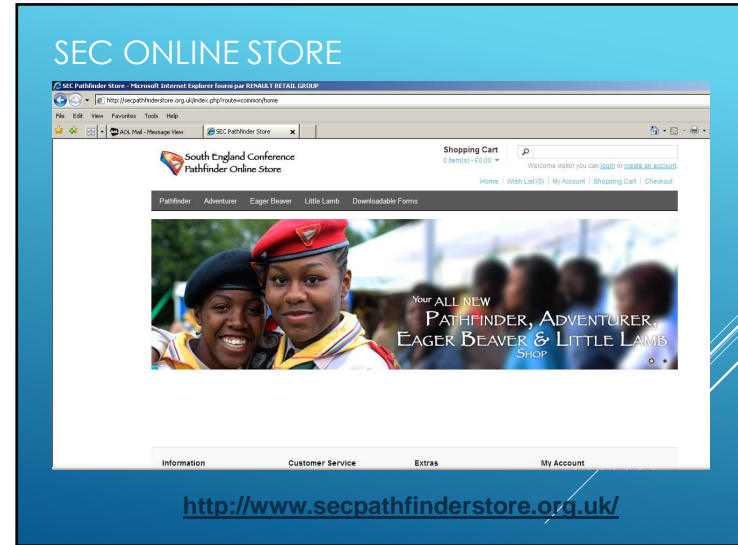
**Also accepted**

Master Guides – Green Jumper, black bottoms with MG scarf and woggle

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

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

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



# Finance



▶ Why do we need finance

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

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

**The budget should be carefully prepared and submitted for the church board for approval.**

[Church Name] Seventh-Day Adventist Church

**Pathfinder Club Budget**

SAMPLE

**Objectives:**  
Teach Salvation through Pathfinder activities  
Minister to our church and community

**Expected Income for 2015**

Description	Amount
Registration Fees	
Dues	
Sponsors	
Club Projects	
Church Subsidy	
Fundraising Projects	
<b>Total</b>	<b>£0.00</b>

**Expected Expenses for 2015**

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

Private Confidential



# Finance



## CLUB SOURCES OF INCOME

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

## Fund-Raising Ideas

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

# Finance



## Fundraising policy

- ▶ Church board approval
- ▶ In harmony with church ordinances
- ▶ Will the product be sold on its own merit without reference to the needs of the pathfinder club. \*
- ▶ Will purchasers get their money's worth
- ▶ Are there other clubs ( including pathfinders) covering the same territory.\*
- ▶ Assured that no one who needs work will lose it because of the programme. \*






# CLUB LEADERSHIP

# DEFINITION OF LEADERSHIP



- ▶ Leadership is Influence
- ▶ A leader is a person who leads others along a way; a guide.
- ▶ Leadership is defined as the ability to lead and motivate people to achieve a desired goal.
- ▶ A leader is a person who has a vision, a drive and a commitment to achieve that vision, and the skills to make it happen.
- ▶ Leadership means you have people who follow you otherwise you're just out taking a walk (John C. Maxwell)

"Part of the leader's role in encouraging the development of the members is dependant on the leader's example.

The leader creates the atmosphere or ethos of the unit or group for which he/she is responsible.

Beyond that, what the leader does determines the effectiveness of his or her leadership"

### THE LEADER'S ROLE

### ULTIMATE GOAL OF A PATHFINDER LEADER

*"He who co-operates with the divine purpose in imparting to the youth a knowledge of God and moulding the character into harmony with His, does a high & noble work. He awakens a desire to reach God's Ideal, He presents an education that is as high as heaven and as broad as the universe"*

Education Page 19

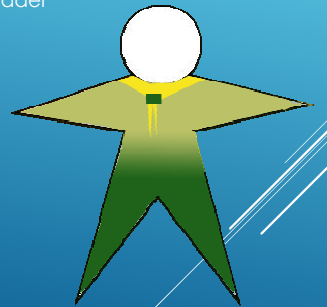
### QUALITIES OF A PATHFINDER LEADER

In Groups,

▶ Draw the perfect Pathfinder leader

Include Written:

- ▶ Qualities
- ▶ Skills
- ▶ Attitudes



### QUALITIES OF A PATHFINDER LEADER

It takes Christian Leaders to produce Christian men and women

- A. Live a Christ-Centred Life
- B. Love boys and girls
- C. Be optimistic and enthusiastic
- D. Has a vision (knows WHY they're involved)
- E. Has a mission (knows HOW they're doing it)
- F. Be a master of his/her own emotions
- G. Enjoys the outdoors



## QUALITIES OF A PATHFINDER LEADER

- i) Maintains pleasant relations with fellow workers
- j) Has a commanding personality
- k) Has a sense of Humour
- l) Is resourceful and creative
- m) Enlists cooperation
- n) Is able to delegate responsibility and authority
- o) Has integrity (keeps commitments)
- p) Understands the Characteristic of Junior Youth
- q) Master Diversified skills
- r) Knows how to organise



There are many Leadership styles and behaviours, each one appropriate depending on certain factors.

No single leadership style or behaviour is applicable to all situations.

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

## LEADERSHIP STYLES

**Laissez-Faire Leaders:**  
They are known as delegative leaders and offer little or no guidance to group members and leave decision-making up to group members.

**Democratic Leaders:**  
Even though a democratic leader will make the final decision, he invites other members of the team to contribute to the decision-making process.

**(Authoritative) Autocratic Leaders:**  
Autocratic leaders are an excessive form of transactional leadership, where a leader makes use of high levels of power over his team members.

**Bureaucratic Leaders:**  
Bureaucratic leaders work by the book, ensuring that their staffs follow procedures accurately.



**Charismatic Leaders:**  
A charismatic leaders style can appear similar to a transformational leadership style, in that the leader brings in huge doses of enthusiasm into his team, and is very energetic in driving others forward.

## 5 RECOMMENDED LEADERSHIP TRAITS



### ► Face Challenges

Great leaders are brave enough to face any challenge

### ► Win Trust

People are more loyal and enthusiastic when they work in an environment run by people they trust

### ► Be Authentic

Be yourself don't try to pretend to be something you are not, don't give opportunity for others to wonder what else about you may be unauthentic.

### ► Earn Respect

Conduct yourself in an ethical way and model the traits you want to see in others

### ► Stay Curious

Good leaders remain intellectually curious and committed to learning, always looking for new ideas

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

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

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

Harry S. Truman

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

### VERSES FOR PATHFINDER LEADERS:

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

2 Corinthians 6: 3-10.

### VERSES FOR PATHFINDER LEADERS:

► DON'T EVER FORGET

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

Galatians 6: 7-9

Mirror the best Leader known to man

## Jesus Christ

Go ye Therefore.....

