



# BASIC STAFF TRAINING 2024



## CLUB ORGANISATION AND LEADERSHIP



Cassandra Burton  
SEC Area Coordinator (6D & BST)



# What do you see?



# What do you visualise for your Pathfinder Club?



Why are you here  
today?





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





# STARTING A PATHFINDER/ADVENTURER CLUB



# Things to consider



## ■ Children (church & Community)



## ► Adventurers

Little Lambs – reception / Age 4

Early Birds – Year 1 / Age 5

Busy Bee - Year 2 / Age 6

Sunbeam - Year 3 / Age 7

Builder - Year 4 / Age 8

Helping Hand - Year 5 / Age 9

## ► Pathfinders

- Friend - Year 6 / Age 10

- Companion - Year 7 / Age 11

- Explorer - Year 8 / Age 12

- Ranger - Year 9 / Age 13

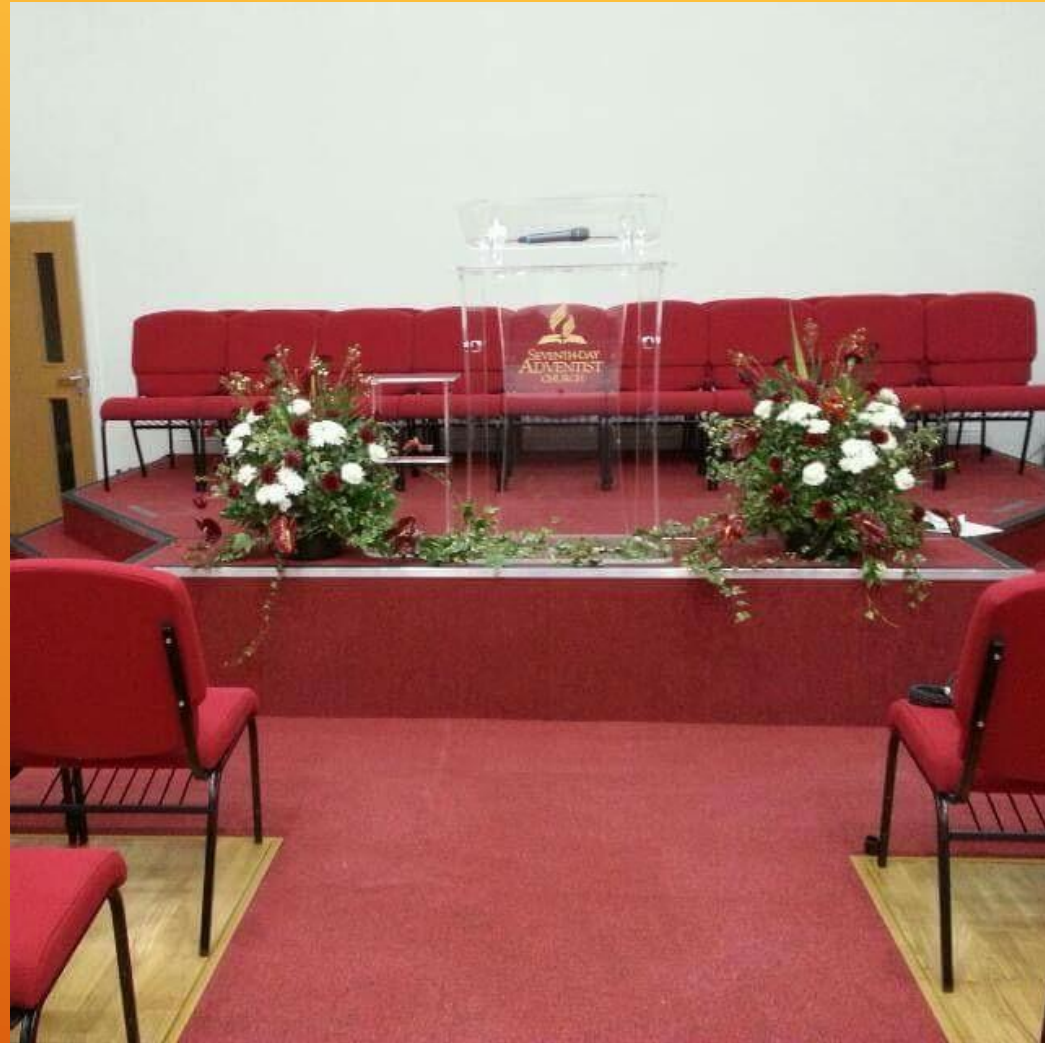
- Voyager - Year 10 / Age 14

- Guide - Year 11 / Age 15

# Things to consider

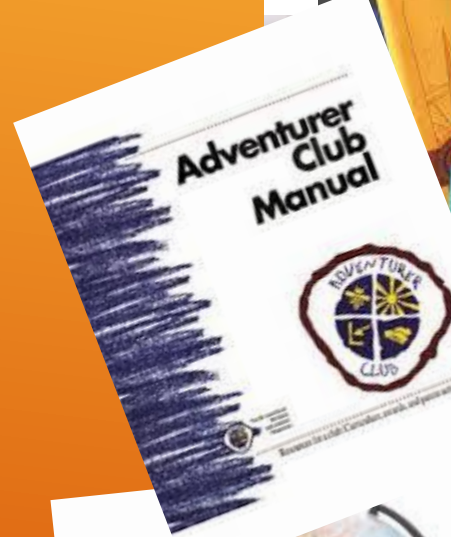
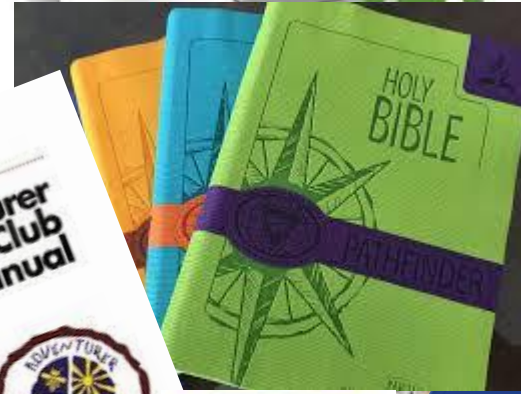


- Children (church & Community)
- Building / Facilities /Space





# Things to consider



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



# HOW TO START AN ADVENTURER / PATHFINDER CLUB

## Notify

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

## Contact

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

# Starting an Adventurer / Pathfinder Club

## Inform

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

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

# Starting an Adventurer / Pathfinder Club

## Form

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

Form the Executive Committee

## Create

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

## Plan

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

Ensure plans are approved by Board

## Advertise

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

# Starting an Adventurer / Pathfinder Club

## Ensure

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

## Register

9. Hold a  
Registration /  
Open evening  
Get Kids registered  
  
Register with the  
conference  
(Done annually)

## Prepare

10. Order materials  
for:  
Induction Service  
Club Sessions

## Begin

11. Begin Club  
sessions through to  
Investiture  
Continually  
evaluate



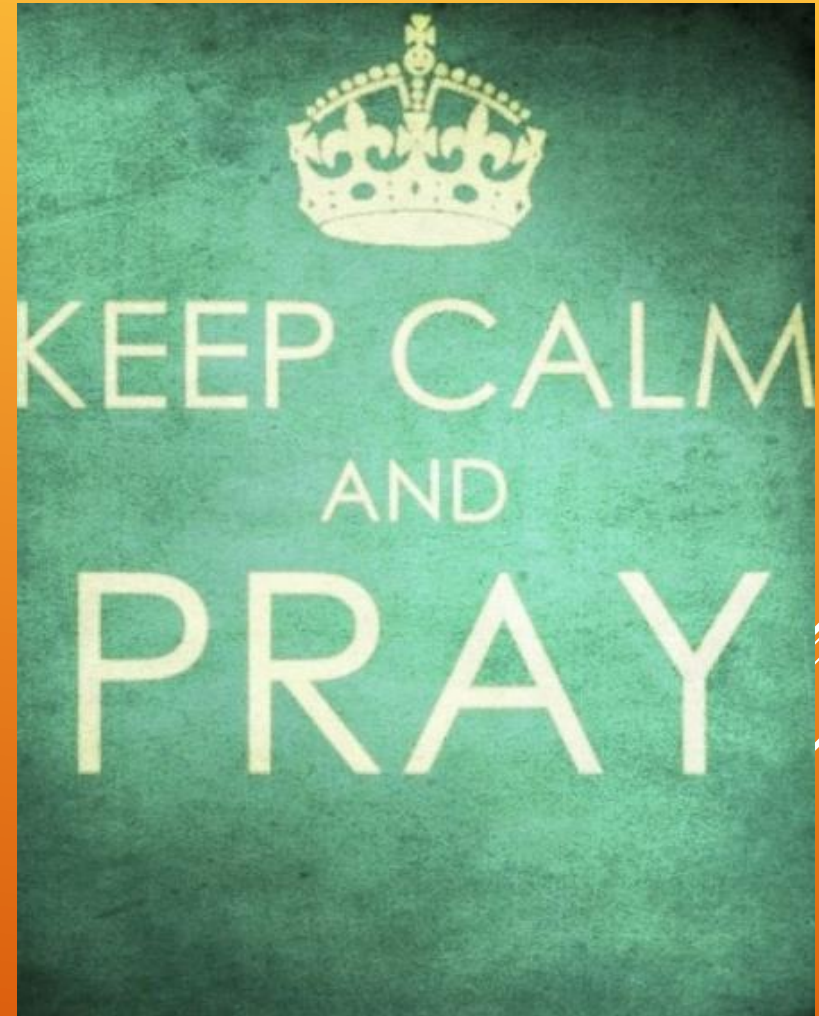


# PRAY

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

“Pray without ceasing”

1 Thessalonians 5:17





# ROLES AND COMMITTEES WITHIN A PATHFINDER CLUB



# MAIN REQUIREMENT FOR STAFF:

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



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

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

# List of Staff in a Pathfinder Club

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





## Pathfinder Executive Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

Parent at Large

Pastor (Ex-officio)

Departmental Elder (Ex-officio)

# Committees

## Pathfinder Staff Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

Parent at Large

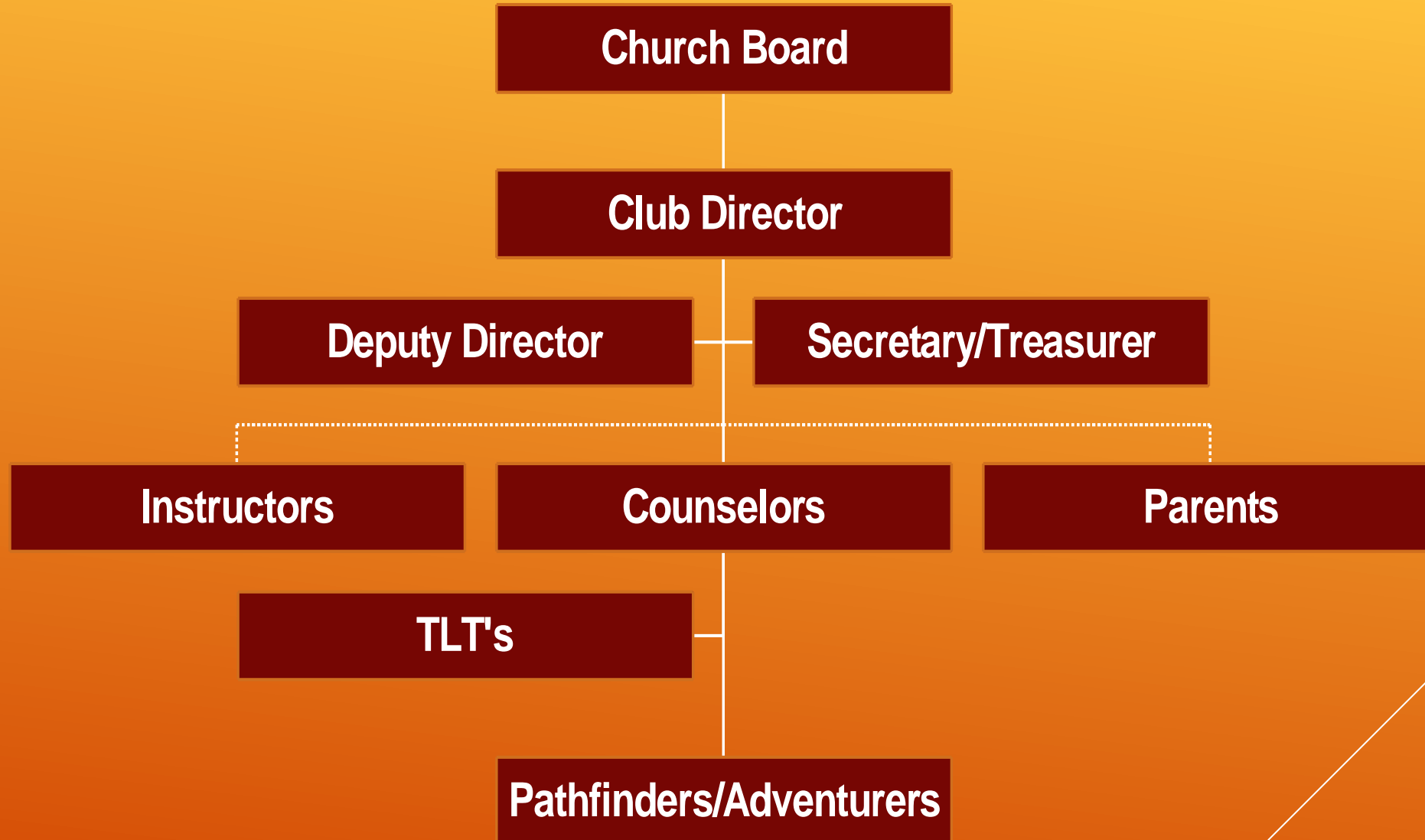
Unit Counsellors /Junior  
Counsellors/TLTs

AY Instructors

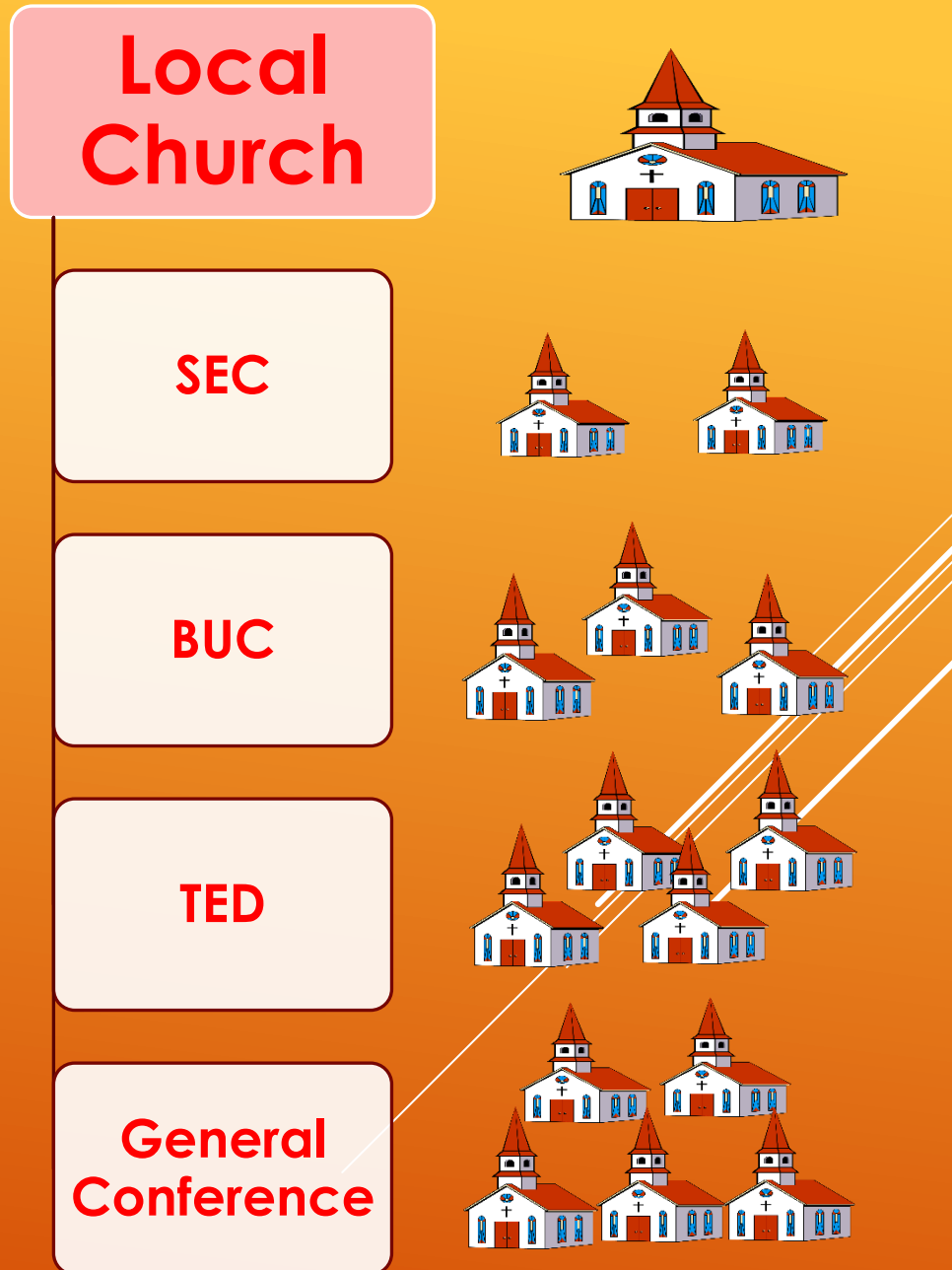
Unit Captains and Scribes may be  
invited to the Staff committee  
meetings

# Committees

# LOCAL ORGANISATIONAL CHART



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



# GENERAL CONFERENCE



**Busi Mbulazi Khumalo**  
Global Youth Director

**Pako Edson Mokgwane**  
GC Teens Director



***(Dr. Andrés J. Peralta)***  
**GC Pathfinder Director - TBC**



# TRANS-EUROPEAN DIVISION YOUTH DEPARTMENT



Youth & Public Campus Ministries Director  
Pastor Marcel Ghioalda



Associate Youth Director  
(Teens, Adventurers, Pathfinders)  
Pastor Kevin Johns



# BRITISH UNION YOUTH DEPARTMENT



BUC Youth Director

(Youth, Teens, Pathfinders and Chaplaincy)

TBC

# SOUTH ENGLAND CONFERENCE YOUTH DEPARTMENT

Pastor Warren Gillan  
Youth Director



Pastor Joojo Bonnie  
Teens Director



Pastor Stanley Teixeira  
Pathfinder Director



# SEC AREA COORDINATORS

## Area 1 & 2

Pam Catchpole

Jonas Goncalves



## Area 3

Claudia Tonetto



## Area 4

Gloria Phillips

Nicola Clarke



## Area 5

Vimbai Martin

Kofi Adjei





# SEC AREA COORDINATORS

## Area 6a

Carolyn Daniel



## Area 6b

Marcia John

Percy Fraser

David Aboagye

Jimmy Musonda

Joy Smith

Trevor Harewood



## Area 6c

Roz Parson

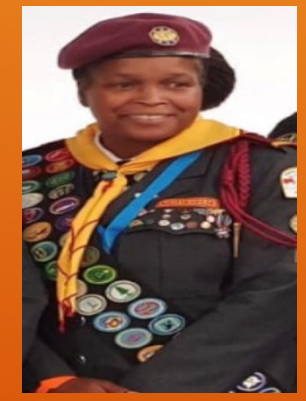
Natalie Bryan

Alberto Francis



## Area 6d

Cassandra  
Burton





# SEC AREA COORDINATORS

## Area 7

Vernon Noel

Douglas Davis

Yetunde Bright

Paula Carrillo



## Area 9

Channel Islands

Pst Stanley

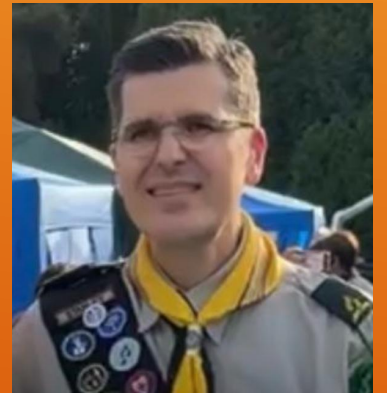
## Area 8

Thembi Malangu

Susan Miller-Preston

Emmah Sithole

Bruce John







# CONFERENCE OPERATING POLICIES



# ADMINISTRATION – DBS CHECKS

**MANDATORY** for **ALL Club Staff** (over 16) including Parents assisting.

(**Mandatory for all serving officers in the church**)

Valid for 2 years (SEC Mandate) - Must be kept up to date

**Need to keep a log of the DBS Certificate Number for each member of staff and date issued.**

(**No charge for Voluntary DBS**) **Update service** – you can put your SEC Volunteers DBS into the update service.

You must however **ensure it is updated annually.**

**SEC will only accept DBS done through them**



# ADMINISTRATION – STAFF TRAINING



## Mandatory

Basic Staff Training (**BST**)

Keeping the Church Family Safe (**KCFS**) – Safeguarding training -  
Must be renewed every 2 years

Club Ministries Training (CMT)

## Optional

First Aid (recommended for all staff – Min of 2 per club)

Food Hygiene (Need by kitchen staff when attending camps etc.)

## Recommended

MGIT Program (A must for Club Leaders)

**Need to keep a log of staff Training and dates done**





# ADMINISTRATION – PERSONAL DETAILS



## Registration/Health Forms

For all enrolled children/staff you need to keep a file with the registration forms and health forms.

Ensure that any data , physical or electronic, is securely held (password protected / locked away)

## GDPR

Securely destroy any previous records – forms from previous years etc. and details of children no longer in the club.



# ADMINISTRATION – CLUB CONSTITUTION



This document sets out all the major policies for operation of your club.

It outlines Club Name, objectives and aims, Club start and end points in the year, meeting days, times and frequency, membership rules, attendance rules, sub and registration fees, uniform, staff, etc. All rules and policies pertaining to your club.

Document Template is available in the Adventurer/Pathfinder Administrative Manual.



# ADMINISTRATION - INSURANCE

## ALL CLUBS MUST BE INSURED

Apply Via the SEC PF Department (will be sent form/link)

(Insured via Adventist Risk Management)

Your General Club Insurance insures you for all your club activities / All Outings / Trips / Camping etc.

(Runs 1/4 to 31/3 - Renewed annually)

## **Church insurance not the same**

- ▶ **All activities/outings must be on the church calendar and voted by the board (minuted) BEFORE they happen** in order to be insured by Adventist Risk Management
- ▶ Always ensure you Get **Parental Consent**
- ▶ Carry out **Risk Assessments**
- ▶ Any accident must be recorded and reported



# ADMINISTRATION - INSURANCE

## Community Events & Parades



Requires special insurance – You need to take out **Public Liability Insurance**. Available through Adventist Risk Management.

Your Club insurance does not cover you for this.

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

Additional Camporees abroad, you need additional insurance

Available through Adventist risk management, along side every individual having travel insurance.



# Certificate of Registration

REGISTRATION



## Compulsory

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



# Certificate of Registration **COMPULSORY**

## CERTIFICATE OF REGISTRATION REQUIREMENTS:

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



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

**The link is on the SEC website**

**(Email reminders will also be sent to club leaders annually by SEC office)**

# Club Inspections



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

# Investiture Assessments



Submit request for assessment at least 8 weeks before your Investiture

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

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

Full dress uniform is worn.

# UNIFORM



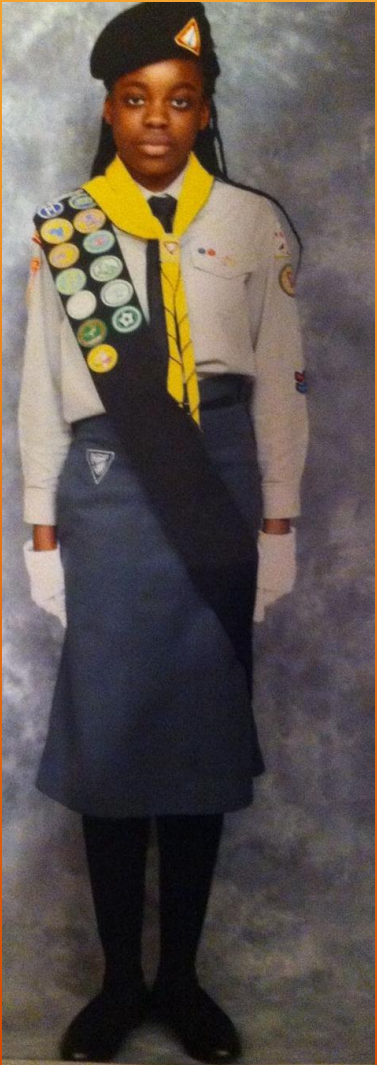


# Adventurer Uniform





# SEC Pathfinder Uniform



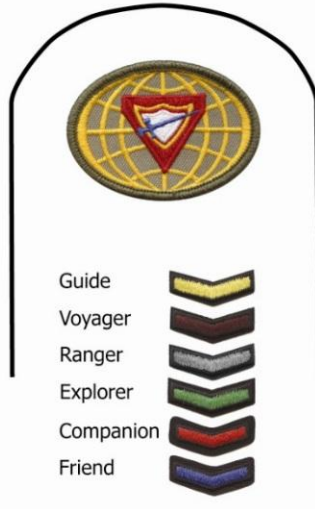


## Pathfinder Insignia Left Sleeve

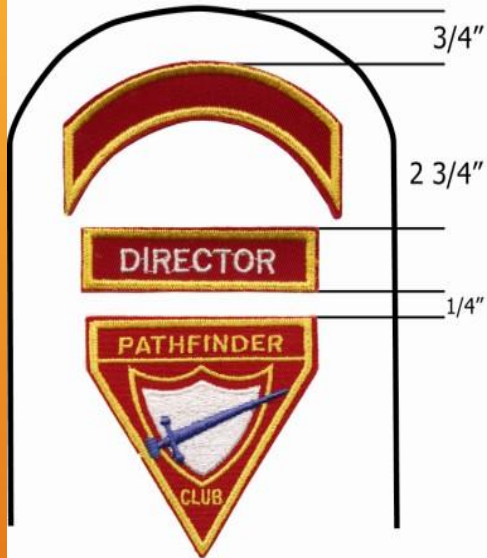
Combination Chevron



Individual Chevrons



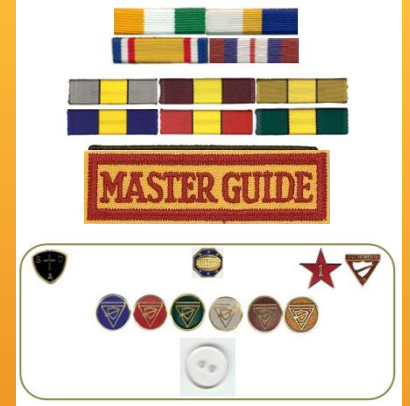
## Pathfinder Insignia Right Sleeve



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



Class pins  
Left breast pocket







# Field Uniform



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

2014 SEC introduced an alternative RED pathfinder hoody.

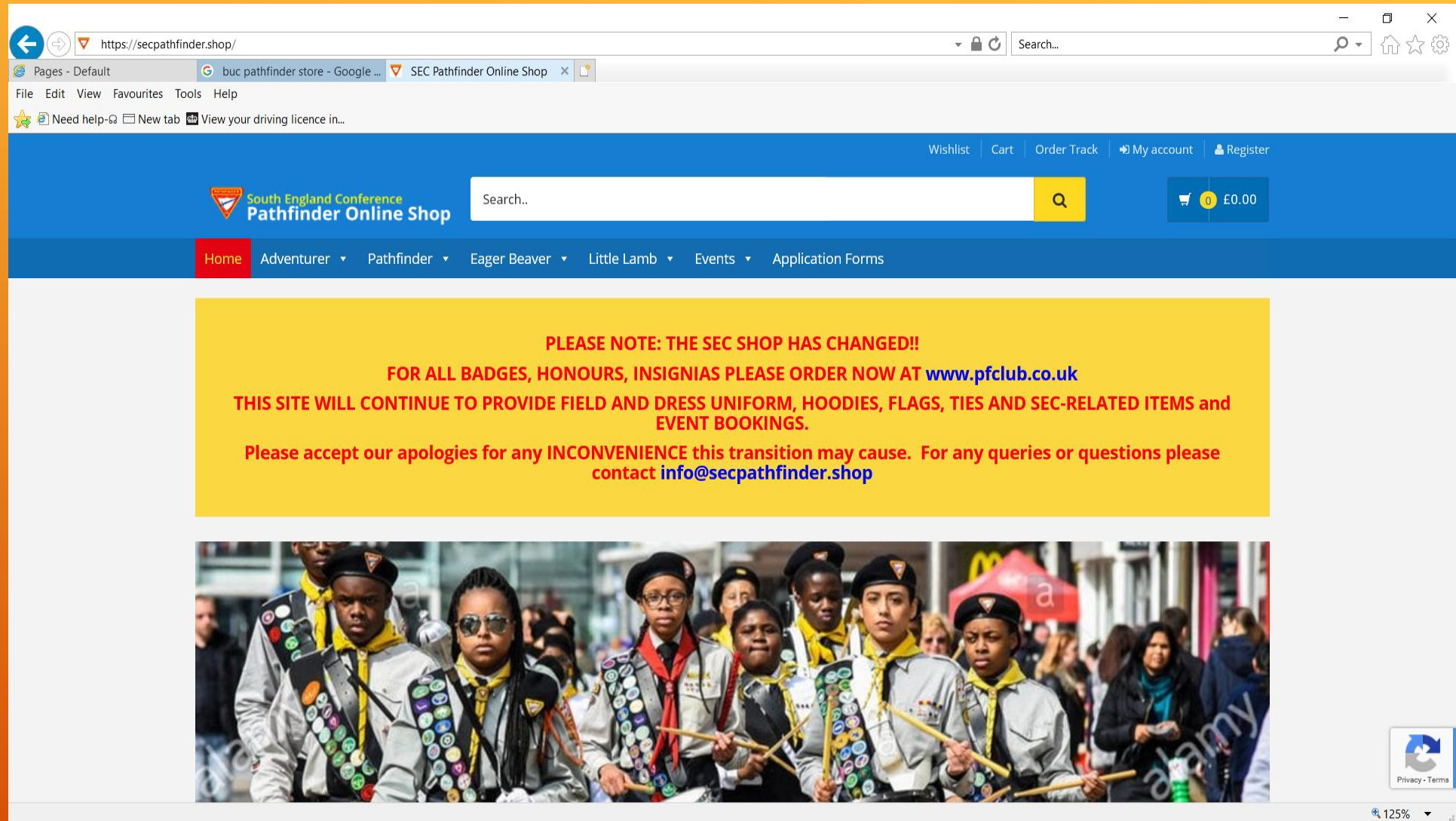
**Also accepted**

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

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

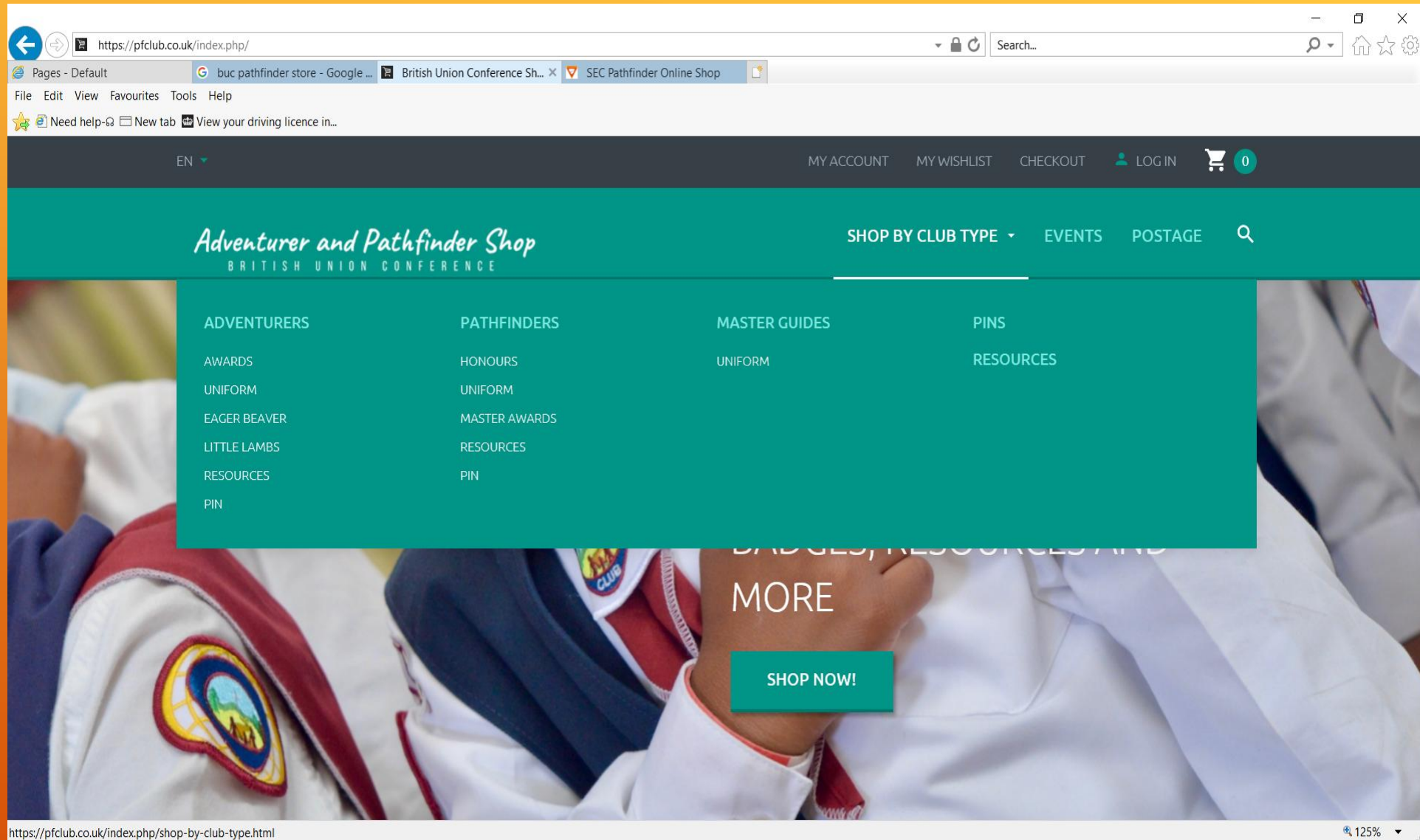
APLAs – Blue jumper with black bottoms, MG scarf and woggle

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



<https://secpathfinder.shop>

# BUC ONLINE STORE



www.pfclub.co.uk



# Finance

► Why do we need finance





## Pathfinder Club Budget

**SAMPLE**

### Objectives:

Teach Salvation through Pathfinder activities  
Minister to our church and community

### Expected Income for 2015

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

### Expected Expenses for 2015

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



# CLUB LEADERSHIP



# DEFINITION OF LEADERSHIP



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

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



# ULTIMATE GOAL OF A PATHFINDER LEADER

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



*Education Page 19*

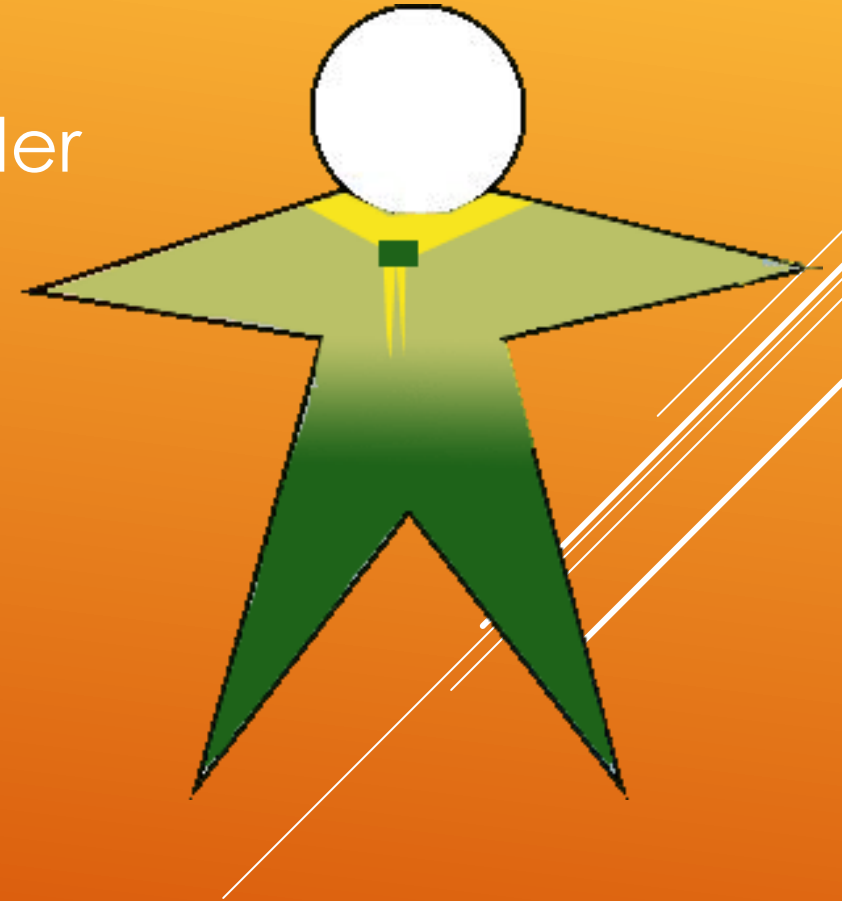
# QUALITIES OF A PATHFINDER LEADER

In Groups,

- ▶ Consider the perfect Pathfinder leader

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

**10 minutes**

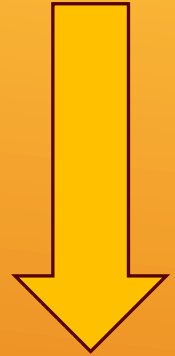


# QUALITIES OF A PATHFINDER LEADER



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

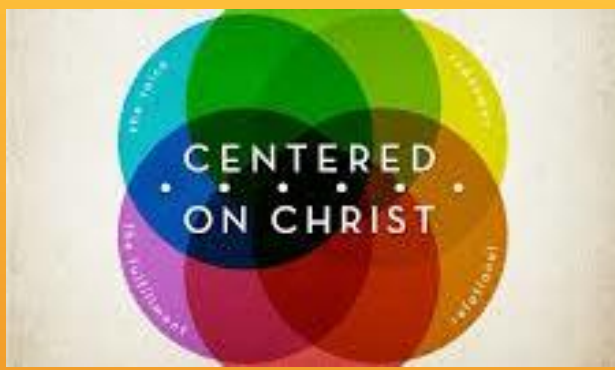
- Have a VISION  
(know WHY you are involved)
- Have a MISSION  
(Know HOW to do it)



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







Love Children



Able to master emotions



Love the outdoors

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



Enlist cooperation



Understand characteristics  
of junior youth



Able to delegate responsibility and authority



Creative & resourceful



Maintain pleasant relationships



Master diversified skills



Organised



Optimistic  
And  
Enthusiastic



Have a sense  
of humour



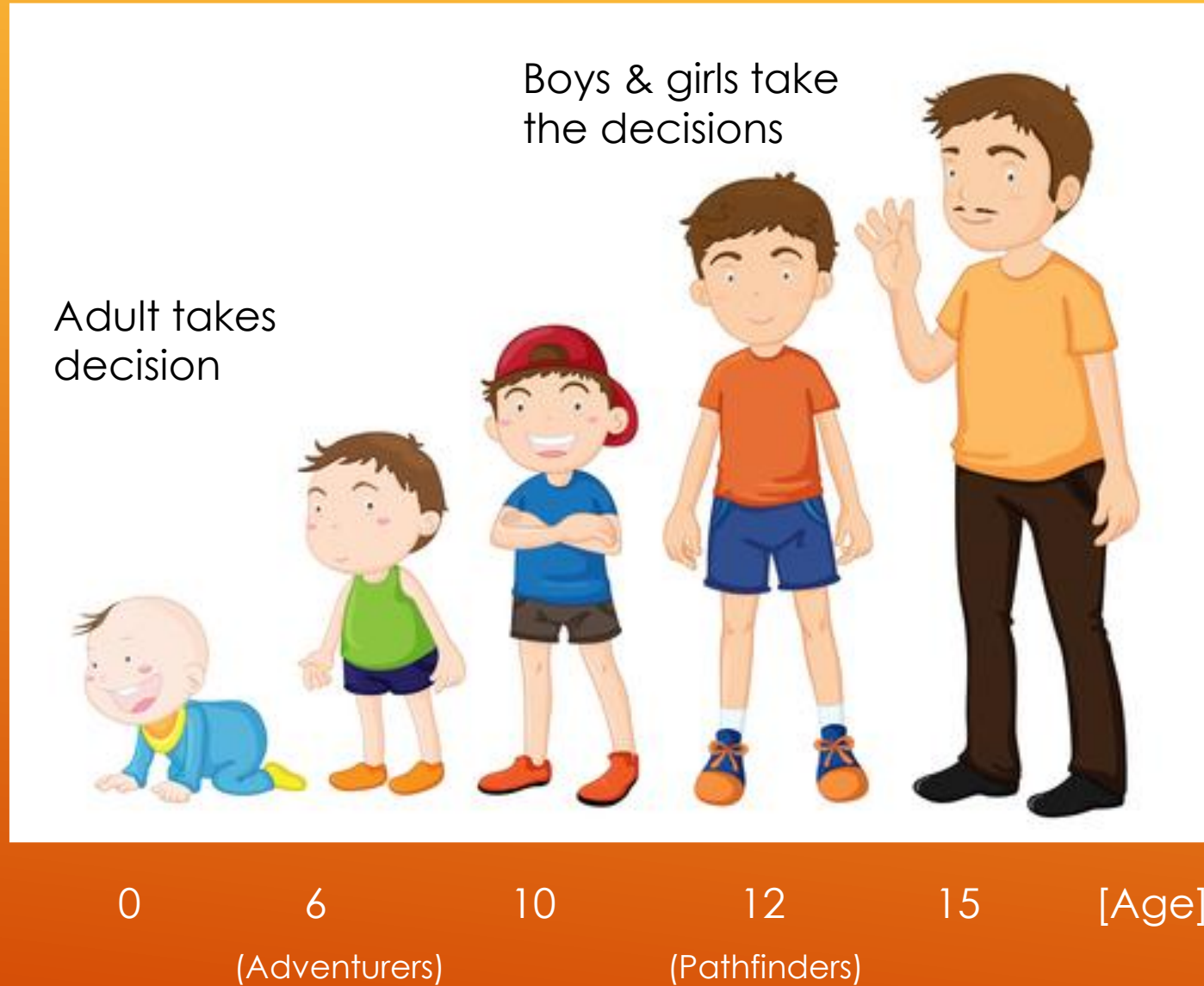
ENCOURAGER  
HARMONIZER  
COMPROMISER  
GATE KEEPER  
STANDARD-SETTER  
CONSENSUS TESTER  
FOLLOWER  
LISTENER



INITIATOR  
INFORMATION SEEKER  
INFORMATION GIVER  
OPINION-GIVER  
CLARIFIER  
ELABORATOR  
SUMMARIZER

# Leadership Styles

Directive Leadership Style



Non-Directive Leadership Style





## LEADERSHIP STYLE



Apprentice

### Directive

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



Developing

### Delegating

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



Skilled

### Coaching

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



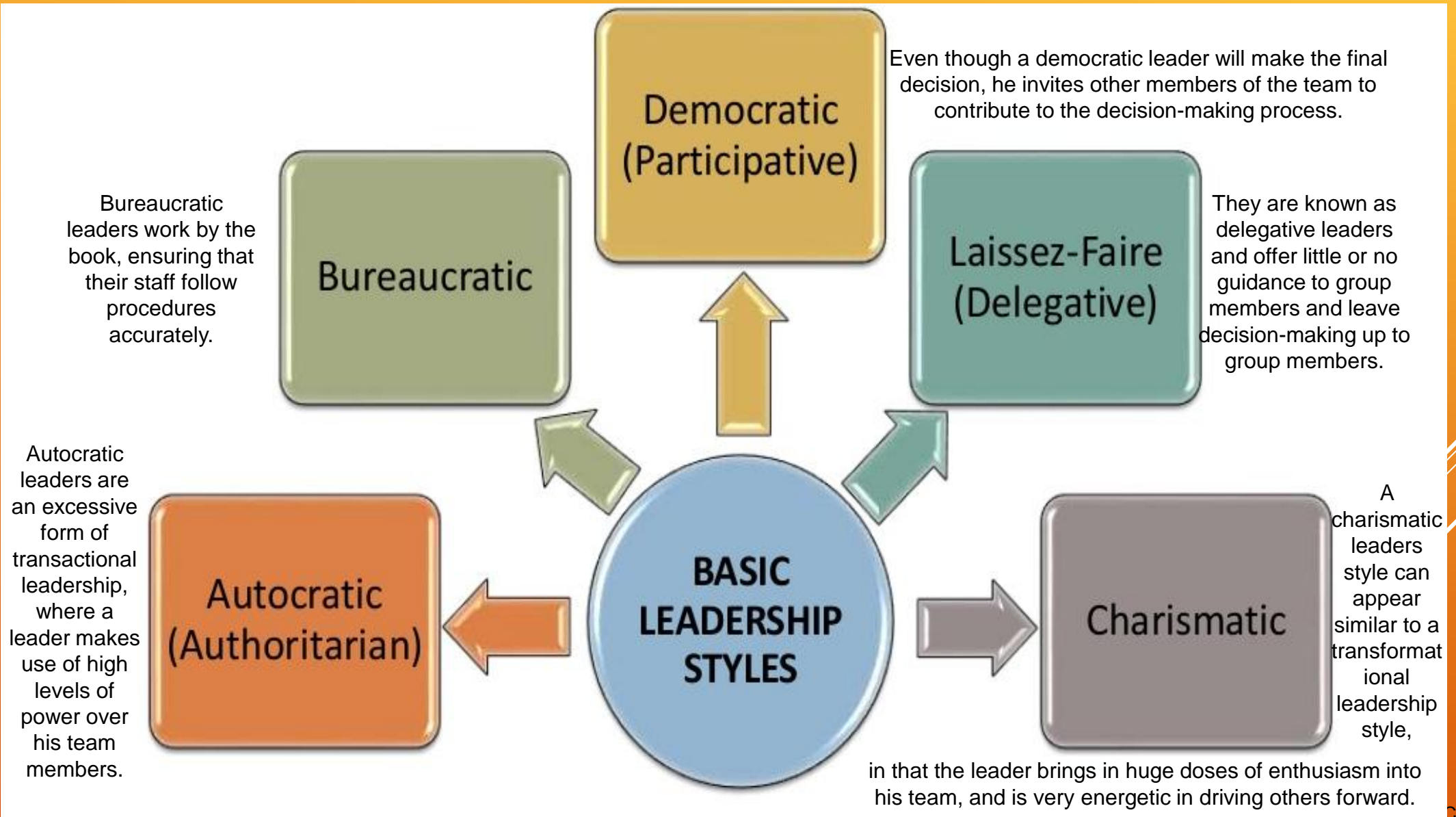
Expert

### Empowering

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

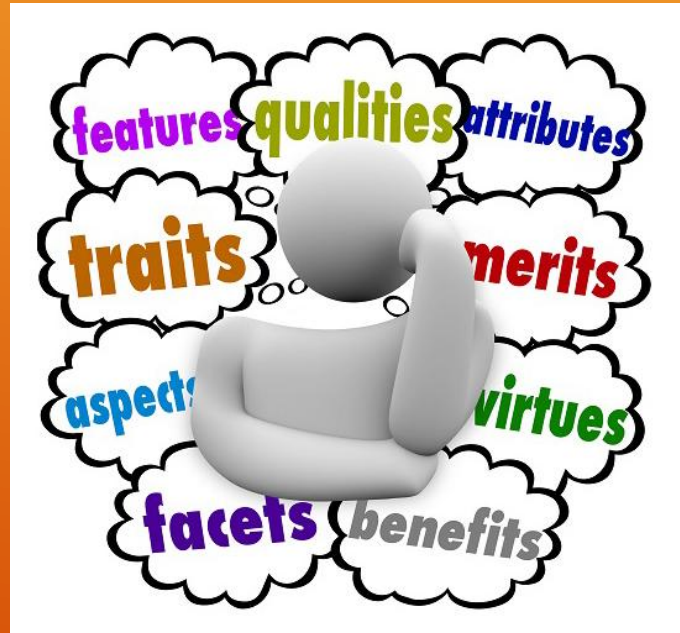
INCREASED TRUST IN TEAM MEMBER

# LEADERSHIP STYLES



# ACTIVITY

- ▶ Statements on Christian leadership traits to be discussed



A true Christian leader is a Spiritual person.

A spiritual leader makes Jesus his.

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





▶ A true Christian leader is a humble person.

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



A TRUE CHRISTIAN LEADER IS A PERSON OF THE WORD.

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



▶ A true Christian leader must be a patient person.

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

3 John 9.



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

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

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





- ▶ A leader must be careful about promises.

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



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

“We all make mistakes in all kinds of ways”

James 3:2.

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

--Author Unknown



▶ A leader must give others a 2nd chance.

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



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

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



# 5 RECOMMENDED LEADERSHIP TRAITS

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





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

O Winfrey

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

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

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

Harry S. Truman



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

# VERSES FOR PATHFINDER LEADERS:

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

**2 Corinthians 6: 3-10.**



# VERSES FOR PATHFINDER LEADERS:

## ► DON'T EVER FORGET

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

Galatians 6: 7-9

# Mirror the best Leader known to man

# Jesus Christ

Go ye Therefore.....





# THANK YOU



## ANY QUESTIONS?

Cassandra Burton



Confidential C