

Opportunities



Teen
Leadership
Training

NEC & SEC
Pathfinder
Department



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Administrative Operations

Club Planning

1. Assist in planning club activities including, but not limited to:
 - a. Regular meetings
 - b. Induction
 - c. Investiture

Folder Evidence:

Show the programme outline

2. Assist (help staff and other TLTs) in planning and coordinating the **yearly** and **single** meeting schedules. This includes times for Class Work, award/honour instruction, special events (A/PBE, rally day, camporee), worships, outings, and camping trips.

Folder Evidence:

Show a:

club year plan (whole year)

meeting schedule (single meetings)

3. Develop the weekly schedule in the Pathfinder meeting place (including weekend schedules on camping trips).

Folder Evidence:

The weekly schedule

A weekend schedule from a camping trip

Worships

1. Assist in developing ideas for worships including **themes**, **topics**, guests and activities.
2. Assist in planning and scheduling worships. Prepare **materials**, **invite speakers**, introduce them, and send **thank you notes**. Be prepared with a backup programme. (in case there is a problem.)

Folder Evidence:

Show an outline programme and backup programme.

Note from staff stating how you helped

Materials in bold above

3. Coordinate with TLTs assigned to teaching and counselling operations to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements.

Folder Evidence: *(if you do not have TLTs on those operations state how opportunities were given)*

Show a worship outline

Drill & Exercises

1. Assist in arranging, scheduling, and facilitating units in conducting opening and closing exercises during meetings and events including the posting of colours
2. Assist in teaching basic marching and drilling techniques.
3. Develop, train, and schedule the exhibition drill team. *(if you have one)*

Folder Evidence:

- Keep images (electronic or printed) to support the three requirements*

On-Site Safety

1. Assist in planning, scheduling and coordinating safety personnel and equipment when necessary.
 - a. Car Park and driveway entrances. *(if you have them)*
 - b. Entrances to the building and the Pathfinder meeting areas.

Folder Evidence:

- Show safety procedure for the church (from your H&S Officer/Lead)*

2. Assist in establishing or continuing contact with local emergency and police agencies.

Folder Evidence:

- List the contact details for: the local police station, fire station, and hospital.*
- Include a copy of your communication with the local police station, fire station, and hospital.*

3. Develop a check out system for safety equipment and assist with its storage, upkeep and repair. This may include club flashlights, traffic cones, reflective vests, fire extinguishers, fire buckets, first aid kits, toolboxes, roadside emergency kits. etc

Folder Evidence:

- Produce the safety checklist. This should include space to record any damages, any repairs etc.*

Participate in a Conference/Union leadership skill development event/programme

Activities Operations

Event Planning

1. Assist in planning at least two off-site events including one of the following, but not limited to:
 - Camping Trips
 - Field Trips
 - Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels)
 - Special events not regularly scheduled by the club (Pathfinder/Adventurer camporee)
 - Other _____

Folder Evidence:

- The Minutes from the planning meeting showing your name as an attendee and specifying your responsibility in the planning.*

2. Coordinate with Administrative and Teaching Operations to ensure events or activities needed have time allocated for Investiture Achievement requirements, and that proper preparations are made. Prepare, mail/email, or post all necessary **promotional materials, a schedule, task assignments, menus, and activities.**

Folder Evidence:

- Put a copy of the documents (**in bold**) in your folder*

3. Assist in planning for photography/videography personnel to provide pictures to be used for reporting the event and for promoting your Pathfinder club ministry.

Folder Evidence:

- Photography/videography consent form and letter to parents*

Logistics

1. Assist in planning campsite layout and facilitate campsite setup.

Folder Evidence:

- A drawn plan of the campsite layout*

2. Assist in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club gear upon return from an event.

Folder Evidence:

- A Copy of the check-out & check-in list you assisted in preparing.*

3. Develop (your own) and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

Folder Evidence:

- Document detailing your plan B*

Food

1. Assist in developing a menu and food supplies list for the event. Assist in the purchase of required food items and supplies.

Folder Evidence:

- Menu and breakdown of the food items required and the costing (be prepared to state your involvement)*

2. Assist in unit assignments in kitchen preparation, food preparation, water detail, and wash station.

Folder Evidence:

- Copy of the Rota (be prepared to state your involvement)*

3. Develop club guidelines for food safety. Learn about the requirement for the Basic Food Hygiene certificate. Get a certificate if allowed.

Folder Evidence:

- Food hygiene certificate*
- Copy of document detailing club guidelines for food safety*

Off-Site Safety

1. Assist in planning, scheduling, and arranging for adequate and proper safety at departure, on-site (including night watch if needed), and at the return point.

Folder Evidence:

- Copy of the document detailing the plans*

2. Coordinate with the TLT attached to Records Operations (if there is no TLT coordinate with a counsellor or director) to collect and record permission slips, fees, or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons.

Folder Evidence:

- Create and show a checklist to record the above.*

3. Assist in planning for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.

Folder Evidence:

- Copies of the relevant documents detailing the arrangements/plans*

Participate in a Conference/Union leadership skill development event/programme

Outreach Operation

Outreach Planning

1. Assist in planning at least two events including one of the following, but not limited to:
 - ADRA
 - Community Service
 - Outreach Dinners
 - Pathfinder Sabbath
 - Vacation Bible School
 - Evangelism
 - Other _____
2. Coordinate with Administrative, and Teaching Operations to have programming for the event.
3. Assist in planning and be ready to carry through alternative plans should the programme have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

Folder evidence:

- Show plans for the event*

Logistics

1. Assist in developing a packing list, preparing and packing all **materials** and necessary **equipment**, and unpacking, accounting for, and repairing all equipment upon return from an event.

Folder evidence:

- Show a packing list (should include items in **bold** above) for the event. (Be prepared to state your involvement) This is not the same as the checklist you created in the event planning section.*

2. Assist with developing a menu and food supplies list for the event as needed. (not the same as for camping)

Folder evidence:

- Show menu and food list*

3. Coordinate with the TLTs assigned to Administrative and Activities Operations to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed. If you do not have TLT in your club liaise with the person responsible for this.

- Be prepared to discuss safety arrangements.*
- Risk assessment for on-site and off-site activities*

Communications

1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials.

Folder evidence:

- Show promotional materials*

2. Assist in preparing, distributing and posting information at the event such as programmes or bulletins, menus, staff assignments, and activities.

Folder evidence; Show copies of at least 2 documents that you helped to distribute

3. Develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, your church, your Area Coordinator, and your Conference leaders.

Folder evidence:

- Copy of the report*

Share Your Faith

1. Develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, the annunciation of words, and clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)
2. Develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction...)
3. Develop your personal testimony into a three-minute short story. Share it with your friends, your family, and your staff.

Folder evidence:

- Produce a sign-off sheet to demonstrate that you have completed these 3 requirements (and have it signed off)*
- Be prepared to discuss how you met these requirements*

Participate in a Conference/Union leadership skill development event/programme

Teaching Operations

Instructional Planning

1. Assist in planning and carrying out Pathfinder class requirement instruction for the year or the assigned period.

Folder evidence:

- Show a teaching plan that covers a minimum of one-quarter

2. Assist in planning and carrying out Honour selection for instruction, including integration of honours required by the class requirement.

Folder evidence:

- Show honour worksheet and teaching plan.*

3. Coordinate with other operations to make sure that Class requirements are cared for in the most appropriate way possible.

- Be prepared to discuss how you met this/these requirements.*

Logistics

1. Assist with acquiring supplies and equipment. Provide substitute or teaching assistance.
2. Assist with set up of, the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instructions.
3. Develop an Honour, piloting the honour, and submitting it for approval to the NEC/SEC Department.

Folder evidence:

- Produce the honour and its category*

Recruitment

1. Assist in the recruitment of Pathfinder class instructors and Honour instructors.
2. Assist in providing teaching requirements and resources to instructors along with information about the setting out for teaching, timeframe of instruction, and how many students to plan for.
3. Develop a follow-up plan with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT assigned to Records Operations to make sure all expenses have been reimbursed to the instructor.

Folder evidence:

- Be prepared to discuss how you met these requirements*
- Show thank you note and follow up plan*

Teaching

1. Assist in teaching a class requirement as specified by the Guide or Master Guide requirements.

Folder evidence:

- Show the class requirement you taught*

2. Assist in teaching an Honour/Award to the relevant class, as specified by the Guide or Master Guide requirements.

- Folder evidence:** *Show award/honour worksheet*

3. Develop lesson plans that are relevant to the learning styles of your Pathfinders. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future

Folder evidence:

- Produce and submit plans and handouts*

Participate in a Conference/Union leadership skill development event/programme

Records Operations

Clerical

1. Assist or lead out in keeping and tracking attendance records for club meetings and events and totalling them for use by the club director for the church board, Area Coordinator and Conference reports.

Folder evidence:

- Copy of a section of the attendance record. (The TLT must explain what they were required to do.)*

2. Assist or lead out in the distribution and collection of permission slips for events.

Folder evidence:

- Copy of the permission slip. (The TLT must explain the process used for distributing and collecting the slips.)*

3. Assist or lead out in the preparation and distribution of application forms, information packs, schedules, medical forms, consent forms and other club correspondence to parents and the church family.

Folder evidence:

- Copies of a selection of the forms mentioned in this requirement (preferably including one that the TLT designed). The TLT must be able to explain their duties and any problems encountered.*

Reports

1. Assist or lead out in a class requirement and Honour reporting. Include a list of those who have completed the requirements and document their receipt of the investiture uniform items and honour patches. Assist in taking, processing and distributing uniform orders.

Folder evidence:

- Copy of your record used to track the completion of the requirements etc.
- The TLT must be prepared to discuss their involvement in collating and distributing uniform items.

2. Assist or lead out in submitting monthly reports of club activities and attendance totals to the church board, area coordinator, and the conference.

Folder evidence:

- A copy of one monthly report that the TLT helped to prepare. TLT must explain the report to the assessor*

3. Assist with preparing and posting documents, photos and reports of events and activities on the church's website* or club's webpage* or on a leaflet.

Folder evidence:

- Either a printed screenshot of the page showing the item(s) the TLT has posted **OR***
- demonstrate on the day using electronic means i.e. mobile, laptop.*

** Where the club does not have a webpage/site show evidence of another way that the TLT has participated in helping the club to inform the church of its activities, e.g. **club newsletter, leaflet, bulletin announcements***

Finances

1. Develop an understanding of how the business practices of budgeting, collecting and accounting enable the Ministry of Pathfinders to operate and thrive. Practice general stewardship principles as they relate to the Pathfinder Pledge & Law.

Folder evidence:

- Be able to explain either verbally or in a written document what budgeting, collecting and accounting are and how they enable Pathfinder clubs to operate & thrive. (Evidence can be; handwritten, typed or by supplying a voice recording)*
2. Assist the club treasurer in collecting money and writing receipts for, registration fees, dues, uniform items, club trips, special events and required supplies.

Folder evidence:

- A Copy of a small section of a financial record.*
3. Assist in planning, collecting and accounting of fund-raising money.

Folder evidence:

- At assessment, the TLT must be able to talk for at least 2 minutes on their role in fulfilling this requirement or provide a voice recording of at least two minutes duration.*

Accounting

1. Develop a basic understanding on a debit/credit accounting system and assist the club treasurer with the financial records. Assist each month in the processes of monitoring the Pathfinder club yearly budget and preparing monthly reports for the club director and church board.
2. Develop or continue a working relationship with the church treasurer. Learn the cash flow and accounting processes of how money flows from the Pathfinder parent, through the club, to the church treasurer, and on, when paying for conference events, uniform items and Pathfinder resources.
3. Assist the club treasurer in accounting reimbursements and accounts payable.

Folder evidence:

- Prepare and complete a sign off sheet, to be evidenced by the Church Treasurer, that the three tasks were carried out under their guidance.*
- Be able to explain accounting reimbursements and accounts payable and the processes used at the local club.*

Participate in a Conference/Union leadership skill development event/programme

Counselling Operations

Unit Planning

1. Assist a counsellor or lead out in planning and carrying out class activities, during the allotted class time at regular club meetings. This could include a selected class honour worksheet, a specific worship plan, preparation for a class event, or other activities as directed by the class counsellor or club Director.

Folder evidence:

- Produce a lesson plan for the honour or activity*
- Or** *a worship outline*
- Or** *evidence of a specific class event or another activity*

2. Assist a counsellor or take the lead in planning and carrying out an off-site class day activity. Coordinate with TLT attached to Activities Operations in the Voyager class to confirm that all their planning, logistics, food, and safety measures have been accounted for concerning the offsite day activity. (If there is no TLT work with whoever is in charge)

Folder evidence:

- Produce a plan for the off-site activity.*
- Show communication between yourself and the TLT/person working on the Activity Operation*
- Provide a risk assessment of the site where the activity will take place*
- Provide a shopping list and menu*
- Show travel itinerary to and from the site*

3. Assist a Counsellor or lead out in planning a class camping trip. Coordinate with the TLT assigned to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

Folder evidence:

- Produce a plan for the camping trip*
- Show your communication between yourself and the TLT working on the Activity Operation or a counsellor if there is not a TLT*
- Provide a risk assessment of the campsite*
- Provide a food shopping list and menu*
- Show travel itinerary to and from the campsite, including mode of transportation*

Club Trip

1. Assist a Counsellor or lead out in planning and carrying out class activities during the allotted time during a club camping trip. This could include, but is not limited to:

Campsite set up, Preparation for inspection, Hikes, Group meetings, Curfew and lights out, Striking of camp etc.

Folder evidence:

- Produce an outline of the camp programme*
- Show inspection list*
- Show route card/hike route*
- Daily programme highlighting curfew times*
- Show plans for setting up*
- Including camp layout and breaking camp*

2. Assist a Counsellor or lead in the proper care and posting of club colours at the campsite.

Folder evidence:

- Provide written instructions for taking care of and posting colours*

3. Coordinate with the TLT assigned to Activities Operations for Off-Site Safety to assist in monitoring all safety issues within the club. Know where the club's first aid kits are stored and be familiar with their contents.

Folder evidence:

- Provide a list of items that should be in a standard First Aid kit and one for a kitchen when camping - according to the size of your club*
- Provide a safety list to be included for off-site activities*

Teamwork

1. Assist class counsellors in helping classes to become closer-knit teams. Plan age-appropriate games and activities that will build cooperation and teamwork within classes and throughout the club. (*Create unit guidons and mascots if this is your club practice.*)

Folder evidence:

- Provide details of one age appropriate game or activity*

2. Assist unit Captains and Scribes to learn their responsibilities and successfully provide leadership to their unit. Help unit members learn democratic processes for making group decisions.

Folder evidence:

- Provide the job description for the captains and the scribes*

3. Assist Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture programme and honour requirements.

Folder evidence:

- Written confirmation from your Mentor*

Personal Safety

Assist a class counsellor in planning, scheduling and coordinating adequate and proper adult supervision ratios for all class activities. Develop a unit-based buddy system for all Pathfinders.

Folder evidence:

- Show the Buddy system*
- List all class activities in a club session and show the adult ratio for each*

2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your Pastor or the church

Folder evidence:

- Provide DBS and KCFS certificates*
- Show written request for volunteer status and approval from your church Pastor*

Safety Officer

3. Assist a class counsellor in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church, conference Pathfinder Department, and conference Communications Department.

Folder evidence:

- Produce images of the social media site.*
- Provide a copy of social media safety guidelines*

Participate in a Conference/Union leadership skill development event/programme

SPECIAL OPERATIONS 1 (Club Focus)

Club Requirements

1. **Select** an area of specialisation in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member. This could be an existing Operation or one that is created. (*An example of an existing operation would be Activity Operations*)

Folder evidence:

Give a written rationale for your selected project

2. Agree on **two** training areas with their tasks that will be completed at the club level. This will involve more responsibilities than were previously experienced when Operational requirements were completed. The training areas may be from one Operation or may be selected from different Operations depending on the area of specialisation.

(*example for Activity Operations: Event Planning, Logistics, Food, Off-Site Safety*)

Folder evidence:

A written rationale for the two training areas you have selected.

3. If 18 years of age, work with the club staff as an **Assistant staff member**.

Folder evidence:

- Demonstrate how you have utilised the skills and knowledge acquired in the two training areas by producing an account of, i.e., the events, activities, and tasks undertaken as an Assistant staff member.
- The portfolio evidence must highlight tasks/activities for each of the two training areas at the club level.
- A signed confirmation letter from your Club Director, Club Counsellor or both. (the signature can be electronic or wet ink) see attached Annexe 2

PROJECT

1. **Select** and **complete** a special project that is beyond the scope of your Pathfinder club. To be approved in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member.

Folder evidence:

Produce a project proposal.

2. Write a report following the project. The body of your report should highlight the leadership skills and knowledge acquired and demonstrated through all the tasks and activities undertaken, including images.

Folder evidence:

Produce an in-depth report on your chosen project.

Make reference to the specialisation lists, to assist you in developing your ideas.

(**see attached annexe 3**) The special project must be beyond the scope of your immediate club (considered - Area, Conference, Union levels, and local club(s)).

3. Obtain & produce certification in an area of expertise that is relevant to leadership and to life skills. (*An example could be First Aid/CPR/AED Certification, food hygiene, Health & Safety.....*)

TRAINING

1. Attend **Basic Staff Training** workshops and fulfil all certification requirements for completion.

Folder evidence:

Provide a copy of the certificate received.

2. The TLT must complete a major taught portion of the Master Guide curriculum at an MIT day.

Folder evidence:

Provide a signed-off sheet from each session and your personal notes.

3. Assist in planning and teaching with **TLT or Pathfinder Instructors** four TLT or Pathfinder workshops focused on the selected area of specialisation as agreed on by the Conference TLT Administrative Team. These workshops may all be from a section within the Teen Leadership programme or Pathfinder programme depending on the area of specialisation.

Provide evidence of the design and delivery of the four workshops carried out. (this should include - images, presentation materials, audience - date and time of delivery, evaluation of effectiveness)

Final Portfolio

Please **see attached annexe 4** – the structure of the portfolio.

Submit all of your evidence in a presentation folder at the final assessment – this Portfolio should cover all three sections as outlined above (Club requirements; Special project; Training)

SPECIAL OPERATIONS 2 (Outreach Focus)

Club Requirements

1. **Select** an area of specialisation in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member. This could be an existing Outreach Operation or one that is created. (*An example of a created operation would be a Health Expo*) see **annexe 1**

Folder evidence:

An essay addressing of a minimum of 500 words (1 side of A4 font size max 12, Arial)
The purpose of community outreach
What makes a successful Outreach Youth Ministry?

2. Agree on **two** training areas linked to your specialist project with their tasks that will be completed at the club level. This will involve more responsibilities than were previously experienced when Operational requirements were completed during your tenure as a level 1 – 3 TLT (*at that time, you were expected to assist, at level 4 you will need to lead on planning, execution and evaluation of the tasks and activities undertaken – To be clear assistance, observation, participation is insufficient*). The training areas will come from the Outreach Operation you have selected above in requirement (1) or any other operation. (*example for Outreach Operations: Outreach Planning, Logistics, Communications, Share Your Faith*) see **annexe 1**

Folder evidence:

A written rationale for the two training areas you have selected.

3. If 18 years of age, work with the club staff as an **Assistant staff member**.

Folder evidence:

Demonstrate how you have utilized the skills and knowledge acquired in the two training areas (outreach focus) by producing an account of, i.e., the events, activities, and tasks undertaken as an Assistant staff member.

A signed confirmation letter from your Club Director, Club Counsellor or both. (the signature can be electronic or wet ink depending on if the lockdown is lifted) see **annexe 2**

PROJECT

1. **Select** and **complete** a special project that is beyond the scope of your Pathfinder club, linking it to **Outreach**. To be approved in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member.

Folder evidence:

Produce a project proposal.

2. Write a report following the project. The body of your report should highlight the leadership skills and knowledge acquired and demonstrated through all the tasks and activities undertaken, including images. (Consider - Area, Conference, Union level, & local club(s))

Folder evidence:

Produce an in-depth report on your chosen project. **Make reference to the specialisation lists, to assist you. (see attached annexe 3)** The special project must be beyond the scope of your immediate club (considered - Area, Conference, Union levels, and local club(s)).

3. Obtain & produce certification in an area of expertise that is relevant to leadership and to life skills. (*Eg. Conference approval to preach or teach at Area churches*)

TRAINING

1. From the **Master Guide Community Development section (IV)**

Have or earn three of the following honours

- a. Cultural Diversity Appreciation
- b. Peacemaker
- c. Social Media
- d. One ADRA honor not previously earned
- e. One Household Arts honor not previously earned

Folder Evidence:

Produce answer worksheets.

2. From the Master Guide Community Development section (IV)

Have or earn the Personal Evangelism honor.

Folder Evidence:

Produce answer worksheets.

3. Assist in planning and teaching with **TLT or Pathfinder Instructors, 2 TLT or Pathfinder workshops** focused in the selected area of specialisation as agreed on by the Conference TLT Administrative Team. These workshops may all be from a section within the Teen Leadership programme or Pathfinder programme, depending on the area of specialisation.

Folder evidence:

Produce an in-depth report on your completed workshops.

Final Portfolio

Please see Annexe 4 – the structure of the portfolio.

Submit all of your evidence in a presentation folder at the final assessment – this Portfolio should cover all three sections as outlined above (Club requirements; Special project; Training)

Annexe 1

Operations and their respective Training areas

Special Operation 1 – Existing Operations for your selection	Training Areas Aligned to Operations
Activity	<ul style="list-style-type: none"> • Event Planning • Logistics • Food • Off-site safety
Administration	<ul style="list-style-type: none"> • Club Planning • Worships • Drill and Exercises • On-site safety
Teaching	<ul style="list-style-type: none"> • Instructional Planning • Logistics • Recruitment • Teaching
Records	<ul style="list-style-type: none"> • Clerical • Reports • Finances • Accounting
Counselling	<ul style="list-style-type: none"> • Unit Planning • Club trips • Teamwork • Personal safety
Special Operation 2 – Existing Operation	Training Areas aligned to Operations
Outreach	<ul style="list-style-type: none"> • Outreach planning • Logistics • Communications • Share your faith

Annexe 2

Statement from Club Director / Counsellor

This portfolio is the work of _____
of the _____ Pathfinder Club

I can confirm that the documents contained within have been earned, created, written, and designed by the TLT. The activities, tasks, and projects outlined in the portfolio are a true reflection of work that has been prepared and delivered independently by the TLT.

Name in Block Capitals: _____

Signature _____

Date _____

Annexe 3

Project Specialisation Ideas list

(this list is not exhaustive it is just to kickstart your ideas)

Specialisation Projects which are addressed properly will enable the TLT to continue in leadership positions wherever they may be, with a spirit that will welcome the continuing challenge of leadership.

Suggestions for Specialist 1 - In Club Projects

- **Administrative** – Be a Teen Observer on a Pathfinder Area Committee
- **Event Planning** – Work with the conference Pathfinder Coordinator
- **Safety** – Church Safety Officer
- **Teaching** – Teach a Sabbath School class for at least 3 months or plan and carry out an Area-level Basic Staff Training seminar.
- **Honours** – Write and pilot a Pathfinder Honour, or plan and carry out an Area-level Honour Day
- **Camping** – Plan and carry out an Area Campout with your Area Coordinator
- **Foods** – Obtain a Level 2 Food Hygiene Certificate, assist on the Pathfinder Cooking Team
- **Counselling** – Tutor children at a vacation Bible school, or plan Area-level activities with Area Coordinator
- **Finance** – Assist the Conference Treasurer at Conference events
- **Clerical** – work with the Conference Secretary at Pathfinder/Conference events
- **Communications** – Assist Pathfinder/Conference Communications personnel at Pathfinder/Conference events
- **First aid** – Assist with Pathfinder events

Suggestions for Specialist 2 - Outreach Projects

- **Spiritual Leadership** – Participate in an outreach event by your Conference or Church
- **Health Expo** – Liaise with your local Health Ministry Department
- **Community Service** – Visitation projects, clean-up projects...
- **Outreach** – Plan and go on a Mission trip with a church or school. Lead out in a community outreach project in your local area.
- **Pathfinder Bible Experience** – Be a Coach and lead a team
- **Adventurer Bible Experience** – Be a Coach and lead a team
- **Drill & Flags** – Remembrance Day service and Parade
- **Drill & Flags** – Marches

Annexe 4

Minimum requirements for structuring your portfolio

Points to consider when creating your portfolios.

- Be sure to illustrate self-reflection and growth in your chosen pieces.
- The content you submit 'proves' your talent, skills, knowledge and spiritual gifts.
- Combines all your experiences into one collection.
- As you compile remain positive 'glass half full' always.
- Demonstrate your learning by combining your workshop/ training, certification with your practical experiences.
- Personalise your presentation.

The TLT will produce 2 (two) portfolios submitted for their final assessment.
(Each portfolio will be sectioned as outlined below)

Special Operation 1 Portfolio outline	Special Operation 2 Portfolio outline
Cover page – your name, club, level, date	Cover page – your name, club, level, date
Title page – example <ul style="list-style-type: none"> • Operation - Administration • Training Areas - Club Planning & Worship 	Title page – example <ul style="list-style-type: none"> • Operation – Outreach • Training areas – Share your faith & Logistics
Section 1 – Club level requirements <ul style="list-style-type: none"> • Written rationale for Operation • Written rationale for selected Training areas 	Section 1 – Club level requirements <ul style="list-style-type: none"> • Written outreach essay • Written rationale for selected Training areas
Section 2: Club focus <ul style="list-style-type: none"> • Statement from club director/counsellor • Evidence for club activities/ tasks undertaken. 	Section 2: Outreach focus <ul style="list-style-type: none"> • Statement from club director/counsellor • Evidence for club requirements
Section 3: Special Project - Club Focus <ul style="list-style-type: none"> • Statement from any specialist person / area leader consulted. • Evidence for area / conference level activities/ tasks undertaken. • Linked certification 	Section 3: Special Project – Outreach Focus <ul style="list-style-type: none"> • Statement from any specialist person / area leader consulted. • Evidence for area/conference level activities/ tasks undertaken. • Linked certification
Section 4: Training <ul style="list-style-type: none"> • BST certificate • Taught portion of Master-guide curriculum - Confirmation of attendance from TLT administration • Personal notes • Evidence of design and delivery of training area 1 workshop • Evidence of design and delivery of training area 2 workshop. 	<ul style="list-style-type: none"> • Section 4: Training • A portion of the Master-Guide curriculum – Produce Evidence of completion (Req.1) • A portion of the Master-Guide curriculum – Produce Evidence of completion (Req.2) • Personal notes • Evidence of design and delivery of training area 1 workshop • Evidence of design and delivery of training area 2 workshop
Section 5: Expectations & Competencies A one-page summary each, that highlights, challenges you may have encountered and skills you utilised to overcome these challenges and how you met each of the following: Expectations <ol style="list-style-type: none"> 1. Meet Deadlines 2. Work together without prodding 3. Communicate effectively 4. Exhibit a Christian spirit Competencies <ol style="list-style-type: none"> 1. Be organised 2. Build relationships 3. Enlarge networks 4. Grow spiritually 	Section 5: Expectations & Competencies A one-page summary each, that highlights, challenges you may have encountered and skills you utilised to overcome these challenges and how you met each of the following: Expectations <ol style="list-style-type: none"> 5. Meet Deadlines 6. Work together without prodding 7. Communicate effectively 8. Exhibit a Christian spirit Competencies <ol style="list-style-type: none"> 5. Be organised 6. Build relationships 7. Enlarge networks Grow spiritually
Additional Information - Any other additional material, appendices, references, bibliography, course outlines for certifications undertaken	Additional Information - Any other additional material, appendices, references, bibliography, course outlines for certifications undertaken.

Annexe 5

Uniform Information



There are four designated locations for other pins on the pocket flap. Two on the left side of the button and two on the right side of the button. They are identified as locations A, B, C, & D. Only one pin should be worn in each position at a given time. Normally the “highest” level pin (typically the most recently earned) is worn.

Position **A**: **Baptismal Pin**

Position **B**: **Pathfinder Bible Experience Pin** or PLA/CMT Pin

Position **C**: **TLT Pin, Master TLT Pin** or PIA/CMT Pin.

Position **D**: **TLT Level Pin** or the Staff Service Star.



TLT 3in Patch is to be worn on the sash. The 2-inch patch is to be worn on the beret.

The **TLT Shoulder Cord** is worn to indicate current participation in the TLT programme.



TLT Pin - a small, enamelled pin showing the TLT logo. It is worn in position **C** on the left pocket flap. This pin is worn by all current TLTs.



TLT Level Star

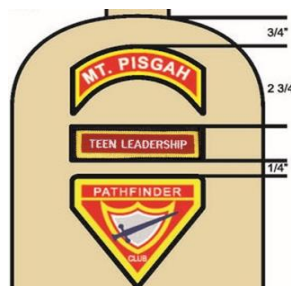
TLT Level Star shows how many of the four levels of the TLT curriculum have been completed. Only the highest level star earned is worn. It is worn in position **D** on the left pocket flap



TLT Name Strip

Worn on the right sleeve – as shown below

Scarf an
Woggle



Right Sleeve



Left Sleeve