



BASIC STAFF TRAINING 2023



CLUB ORGANISATION AND LEADERSHIP



Cassandra Burton
SEC Area Coordinator (6D & BST)



Club Organisation & Leadership

Purpose

- ▶ To introduce you to the standards and requirements of the Pathfinder Club

Objectives

- ▶ To introduce basic procedures and policies relevant to the establishment and maintenance of the Pathfinder & Adventurer club and to help improve the effectiveness of your club (Looking at Administration, Club Registration, Insurance, Assessments, Inspections, Uniforms, Finance)
- ▶ To give a brief insight into Leadership and the qualities required to be a Pathfinder/Adventurer leader

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

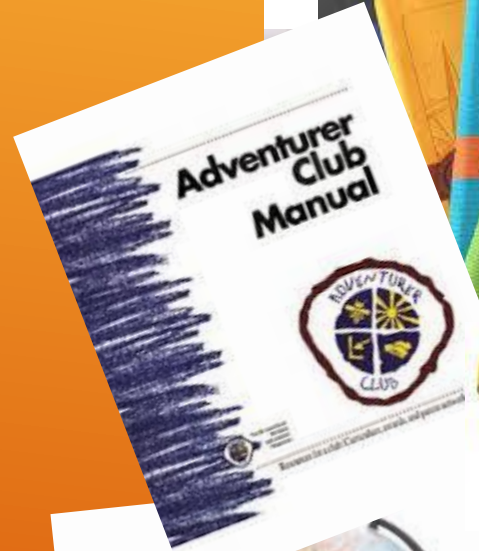
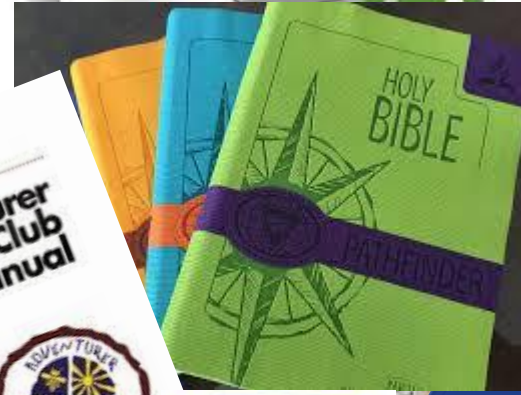
Things to consider



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



Things to consider



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

Starting a Pathfinder Club

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

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)

Names should be brought to board for approval. Lack of staff may mean that the director or assistant takes on several roles.

Starting a Pathfinder Club

5. Executive Committee meet to:
Recruitment & Selectment staff
Create Club Constitution
Plan yearly Program
Create Budget

Club Constitution – document which outlines club name, objectives/aim, club meetings frequency and times, membership rules, attendance rules, disciplinary policy, uniform, subs and fees, all rules/policies pertaining to your club. Template can be found in the administrative manual.

Starting a Pathfinder Club

6. Inform your Church of plans

Make contact with prospective pathfinder parents

Advertise Program

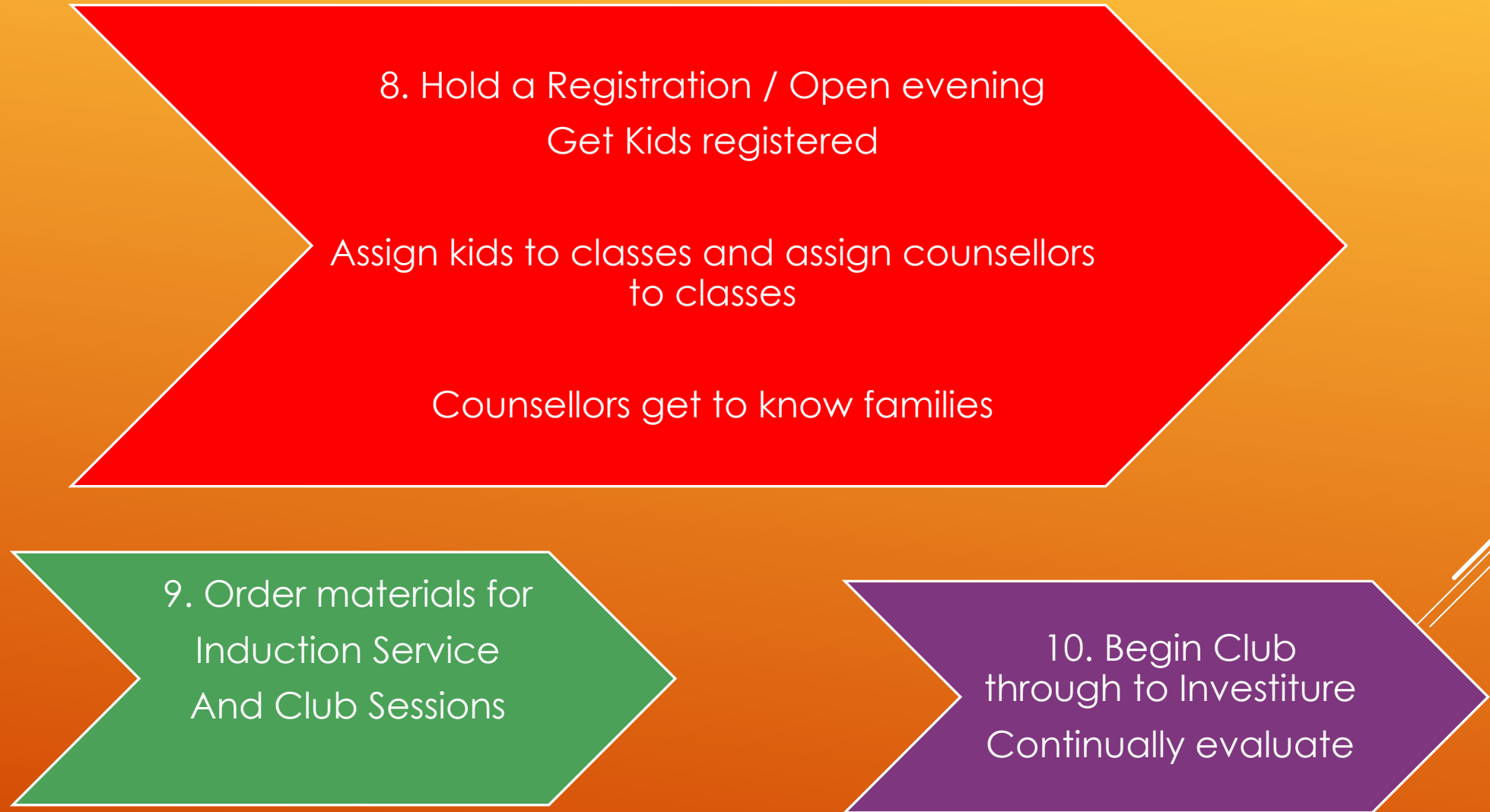
7. All staff are;
DBS checked

Attend BST & KCFS training

First Aid

Uniformed

Starting a Pathfinder Club





ROLES AND COMMITTEES WITHIN A PATHFINDER CLUB



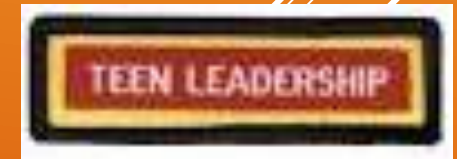
MAIN REQUIREMENT FOR STAFF:

- ▶ **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/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

Committees

Pathfinder Staff Committee:

Club Director & Deputy Director

Secretary/Treasurer

Chaplain

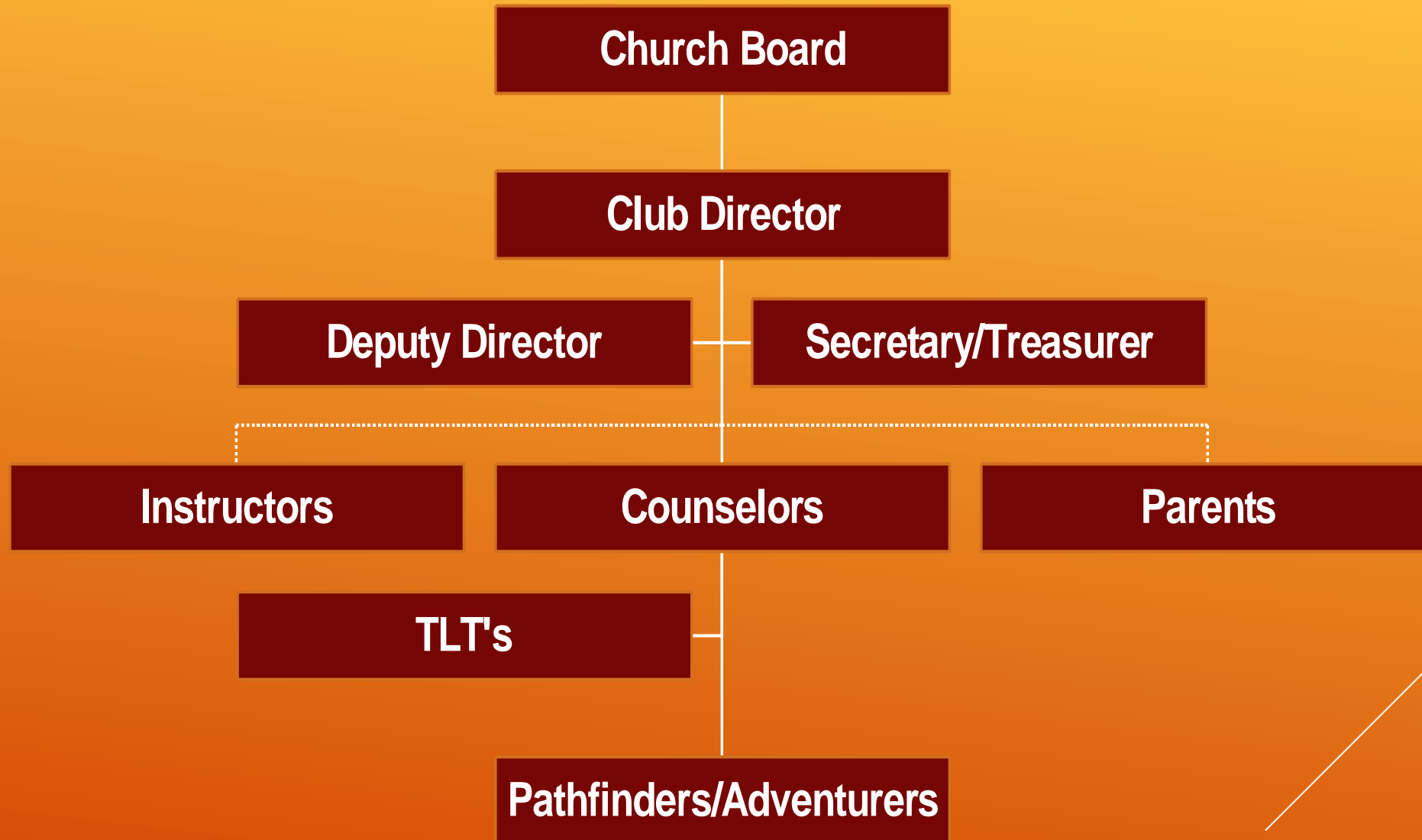
Parent at Large

Unit Counsellors /Junior
Counsellors/TLTs

AY Instructors

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

Local Pathfinder Organisational Chart



GENERAL CONFERENCE



Busi Mbulazi Khumalo
Global Youth Director

Pako Edson Mokgwane
GC Teens Director



Dr. Andrés J. Peralta
GC Pathfinder Director

TRANS-EUROPEAN DIVISION YOUTH DEPARTMENT



Pastor Dejan Stojkovic

**TED Youth Ministries and
Pathfinder Director**



BRITISH UNION YOUTH DEPARTMENT



Pastor Kevin Johns

BUC Youth Director

(Youth, Teens, Pathfinders and Chaplaincy)

SOUTH ENGLAND CONFERENCE YOUTH DEPARTMENT

Pastor Anthony Fuller
Youth Director



Pastor Juan Carlos Patrick
Teens Director



Pastor Clifford Herman
Pathfinder Director





SEC AREA COORDINATORS

Area 1 & 2

Pam Catchpole

Jonas Goncalves



Area 3

Kessia Ducasse



Area 4

Gloria Phillips

Nicola Clarke



Area 5

Vimbai Martin

Kofi Adjei





SEC AREA COORDINATORS

Area 6a

Carolyn Daniel



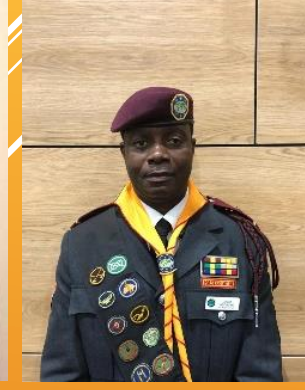
Area 6b

Marcia John

Trevor Harewood

Percy Fraser

David Aboagye



Area 6c

Roz Parson

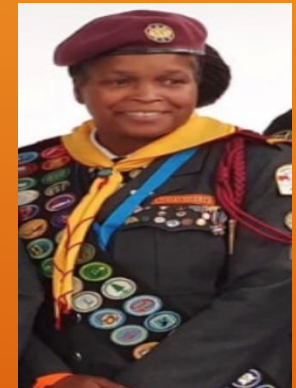
Natalie Bryan

Alberto Francis



Area 6d

Cassandra
Burton





SEC AREA COORDINATORS

Area 7

Vernon Noel

Douglas Davis

Yetunde Bright

Paula Carrillo



Area 8

Tyronne Waldron

Kim Roberts-Waldron

Susan Miller-Preston

Thembi Malangu



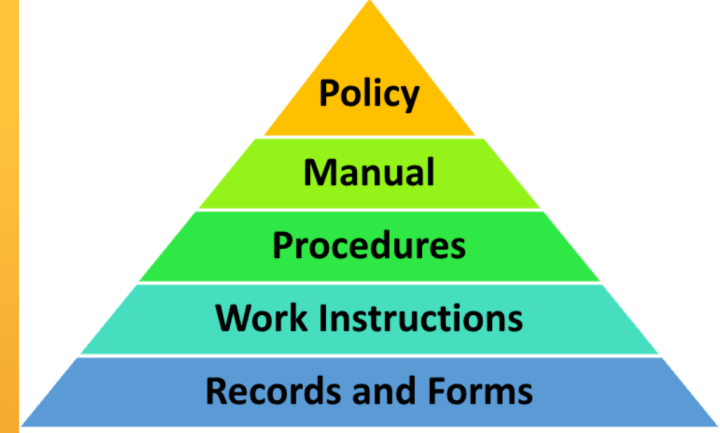


CONFERENCE OPERATING POLICIES



ADMINISTRATION

- ▶ DBS Checks – (All over 16)
- ▶ Staff training
- ▶ Staff / Children Details
- ▶ GDPR
- ▶ Club Constitution
- ▶ Club Insurance



Certificate of Registration

REGISTRATION



Compulsory

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

Certificate of Registration **COMPULSORY**

CERTIFICATE OF REGISTRATION REQUIREMENTS:

- ▶ CLUB REGISTRATION/AUDIT FORM
- ▶ Copy of Club budget
- ▶ Calendar of Events
- ▶ CRB/DBS Number of all Staff
- ▶ (Copy of Certificate of Insurance)
- ▶ Name and contact details of Supporting Elder.

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

The link is on the SEC website

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



INSURANCE

EVERY Club **MUST** be insured

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

Insurance runs from 1st April to 31st March

Not the same as General Church insurance

All members named.

Any outings etc must go through church board and
be minuted. Carry out risk assessments, get consent

Any accidents recorded and reported



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



SEC Uniform Policy

SEC Pathfinder Uniform Regulations Updated
Oct 2020 (secpathfinders.com)

Adventurer Uniform



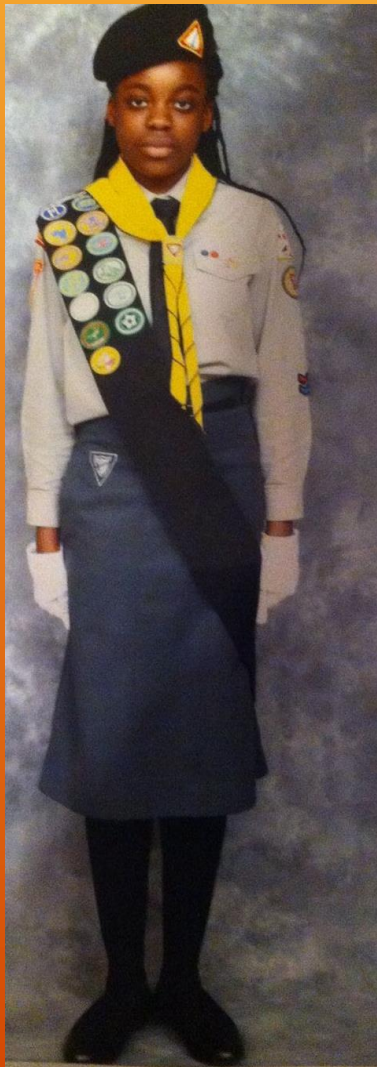
Male Adventurers

Black Shoes (Oxford Uniform Parade Shoes or Similar) - Plain Navy Blue OR Black Socks - Navy Blue Trouser - White shirt (Short or long sleeves with regular (school shirt) collar) - Adventurer Scarf (Official Burgundy Scarf with Adventurer Logo) - Adventurer Woggle (SEC Conference issue official embroidered woggle) - Navy Blue Sash - Full Insignia in General Conference Colours and in appropriate position according to GC Guidelines

Female Adventurers

Black Shoes (Oxford Uniform Parade Shoes or Similar) - Knee Length White Socks OR Plain White Tights - Navy Blue Skirt - White Shirt (Short or long sleeves with regular (school shirt) collar) - Adventurer Scarf (Official Burgundy Scarf with Adventurer Logo) - Adventurer Woggle (SEC Conference issue official embroidered woggle) - Navy Blue Sash - Full Insignia in General Conference Colours and in appropriate position according to GC Guidelines

Pathfinder Uniform



Male Pathfinders

Black Shoes (Oxford Uniform Parade Shoes) - Black Socks - Pathfinder Trousers (Grey Conference issue with Pathfinder logo either on back or front) - Pathfinder Shirt (Grey Conference issue) - Pathfinder Tie (Black Tie with Pathfinder Logo) - Pathfinder Scarf (Yellow Scarf with Pathfinder Logo apart from TLT (who wears Red Scarf) - Pathfinder Woggle (SEC Conference issue Official embroidered woggle apart from TLT who wears TLT woggle) - Black Belt (Black belt with plain or Pathfinder logo) - Black Sash - Black Beret with Pathfinder logo - Full Insignia in General Conference Colours and in appropriate position according to GC Guidelines

Female Pathfinders

Black Shoes (Oxford Uniform Parade Shoes) - Black Tights - Pathfinder Skirt (Grey Conference issue with Pathfinder logo either on back or front) - Pathfinder Shirt (Grey Conference issue) - Pathfinder Ladies Cross Tie (Black Cross Tie with Pathfinder Logo) - Pathfinder Scarf (Yellow Scarf with Pathfinder Logo apart from TLT (who wears Red Scarf) - Pathfinder Woggle (SEC Conference issue Official embroidered woggle apart from TLT who wears TLT woggle) - Black Sash - Black Beret with Pathfinder logo - Full Insignia in General Conference Colours and in appropriate position according to GC Guidelines



Pathfinder Insignia Left Sleeve

Combination Chevron

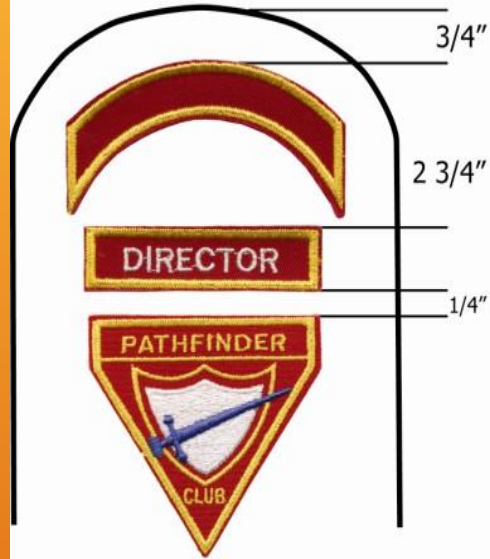


Individual Chevrons



Guide
Voyager
Ranger
Explorer
Companion
Friend

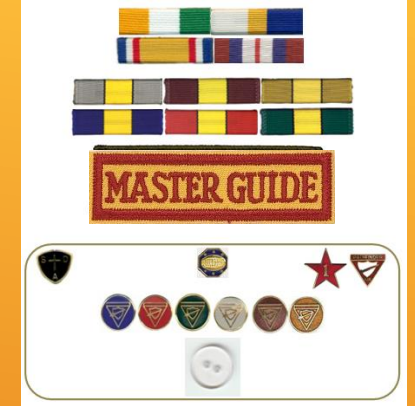
Pathfinder Insignia Right Sleeve



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.

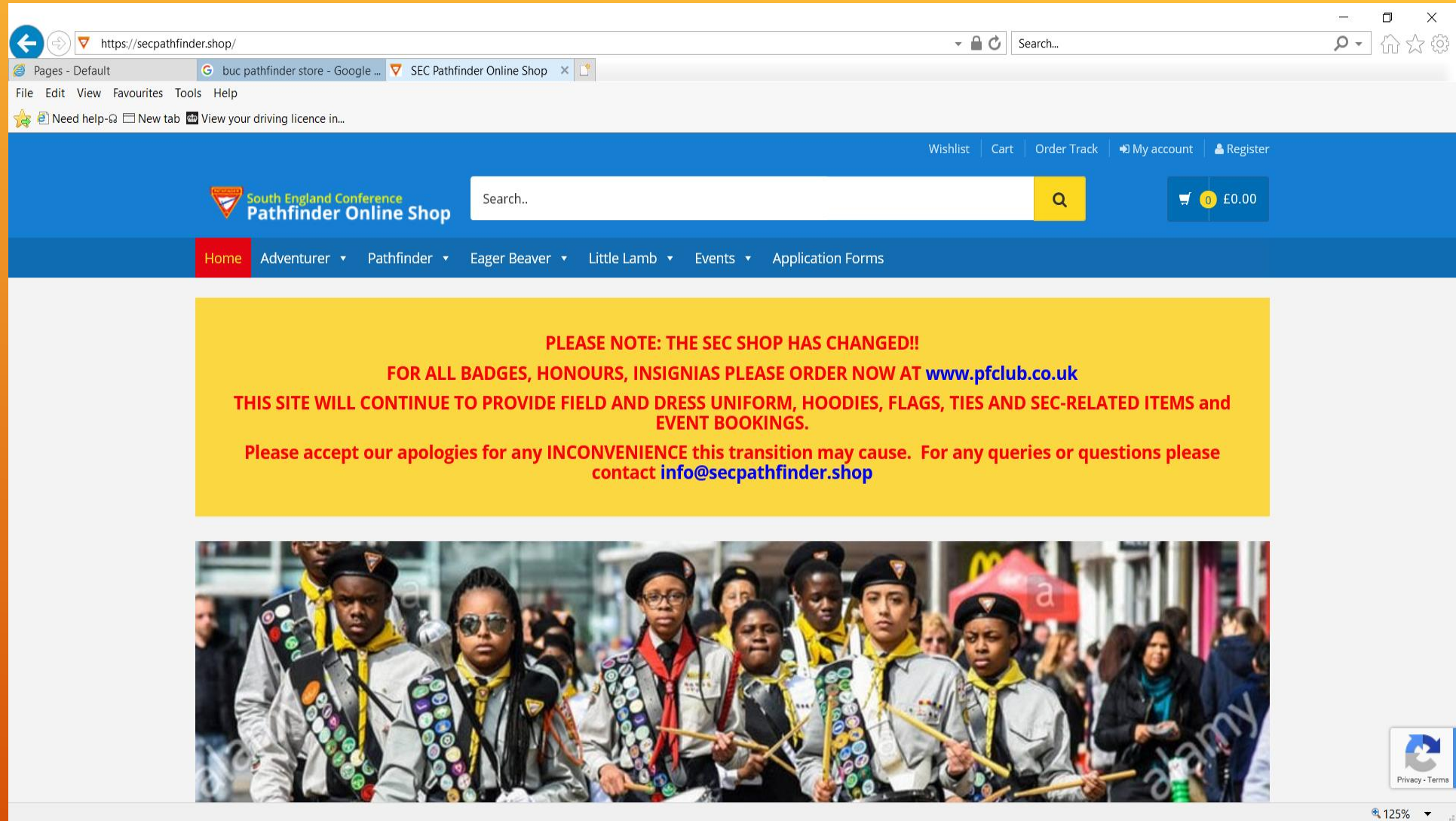
Also accepted

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

The screenshot shows a web browser window displaying the BUC Online Store. The browser's address bar shows the URL <https://pfclub.co.uk/index.php/>. The website's header features the text "Adventurer and Pathfinder Shop" and "BRITISH UNION CONFERENCE". Navigation links include "SHOP BY CLUB TYPE", "EVENTS", and "POSTAGE". A shopping cart icon shows 0 items. The main content area is a teal navigation menu with the following categories:

- ADVENTURERS
 - AWARDS
 - UNIFORM
 - EAGER BEAVER
 - LITTLE LAMBS
 - RESOURCES
 - PIN
- PATHFINDERS
 - HONOURS
 - UNIFORM
 - MASTER AWARDS
 - RESOURCES
 - PIN
- MASTER GUIDES
 - UNIFORM
- PINS
 - RESOURCES

Below the menu, there is a promotional banner with the text "BADGES, RESOURCES AND MORE" and a prominent teal "SHOP NOW!" button. The background of the banner shows a close-up of a white uniform with a colorful circular badge. The browser's status bar at the bottom shows the URL <https://pfclub.co.uk/index.php/shop-by-club-type.html> and a zoom level of 125%.

www.pfclub.co.uk

Finance



► Why do we need finance



Pathfinder Club Budget

SAMPLE

Objectives:

- Teach Salvation through Pathfinder activities
- Minister to our church and community

Expected Income for 2015

Description	Amount
Registration Fees	
Dues	
Sponsors	
Club Projects	
Church Subsidy	
Fundraising Projects	
Total	£0.00

Expected Expenses for 2015

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



CLUB LEADERSHIP



DEFINITION OF LEADERSHIP



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

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

ULTIMATE GOAL OF A PATHFINDER LEADER

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



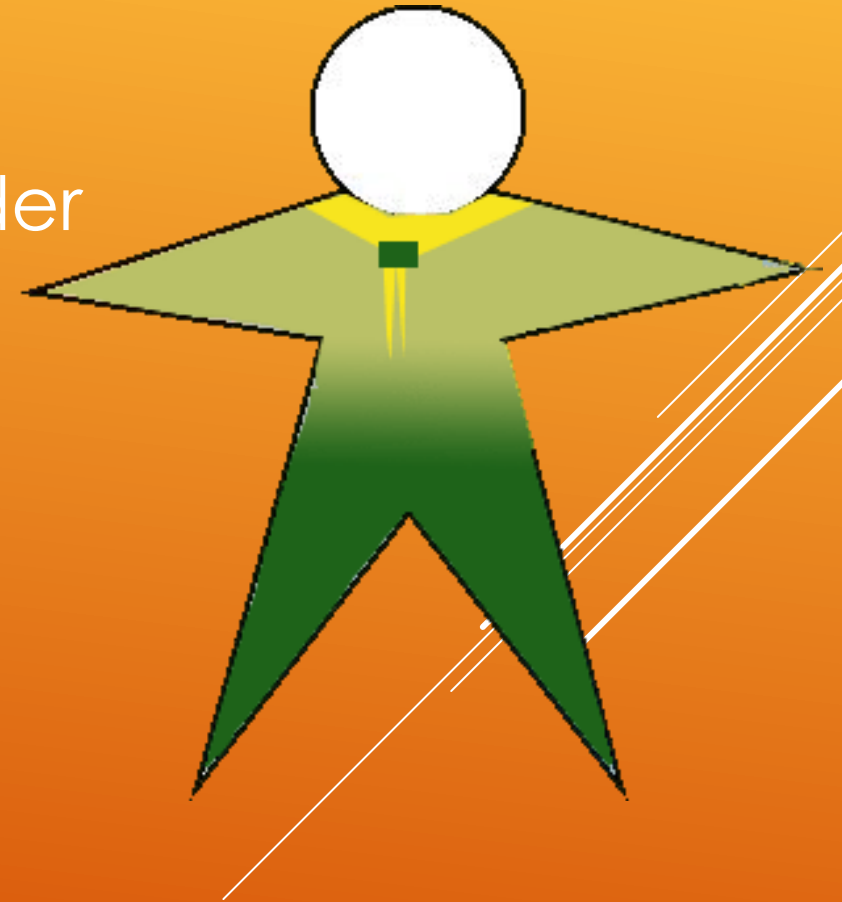
Education Page 19

QUALITIES OF A PATHFINDER LEADER

In Groups,

▶ Consider the perfect Pathfinder leader

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

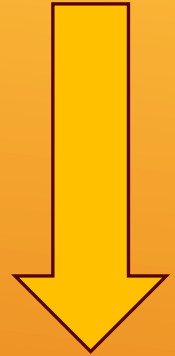


QUALITIES OF A PATHFINDER LEADER



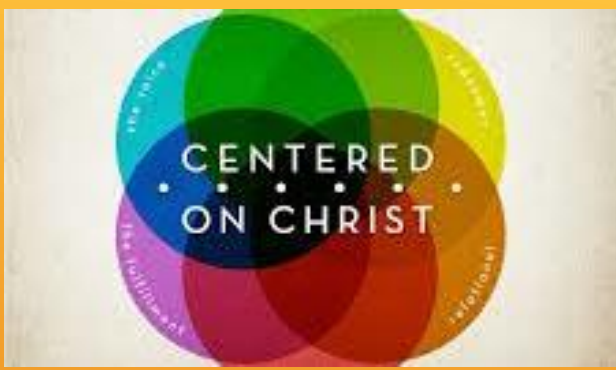
WHY DO YOU WANT TO BE A PATHFINDER/Adventurer LEADER ???

- o Have a VISION
(know WHY you are involved)
- o 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**

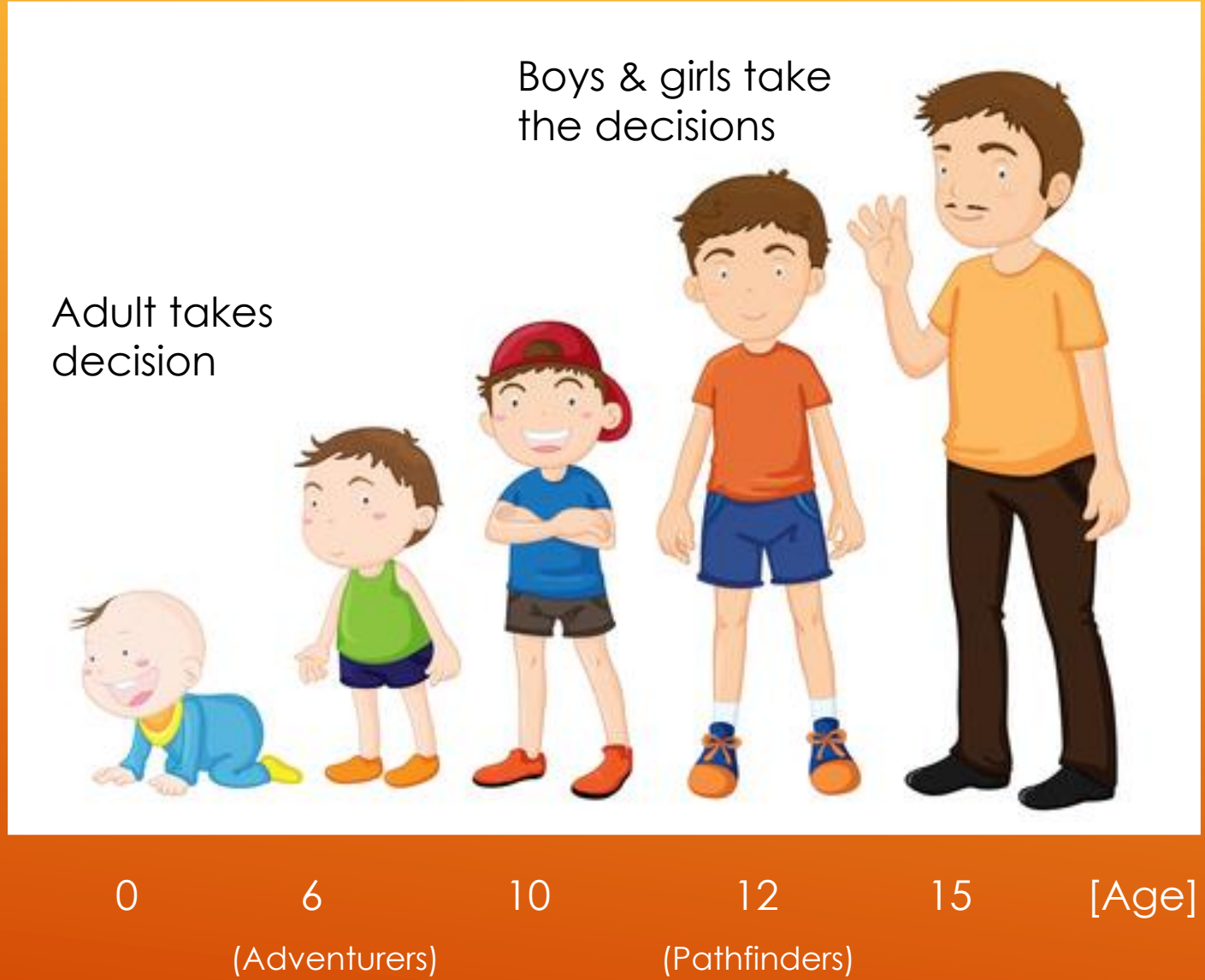
ENCOURAGER  
HARMONIZER  
COMPROMISER  
GATE KEEPER  
STANDARD-SETTER  
CONSENSUS TESTER  
FOLLOWER  
LISTENER



INITIATOR  
INFORMATION SEEKER  
INFORMATION GIVER  
OPINION-GIVER  
CLARIFIER  
ELABORATOR  
SUMMARIZER

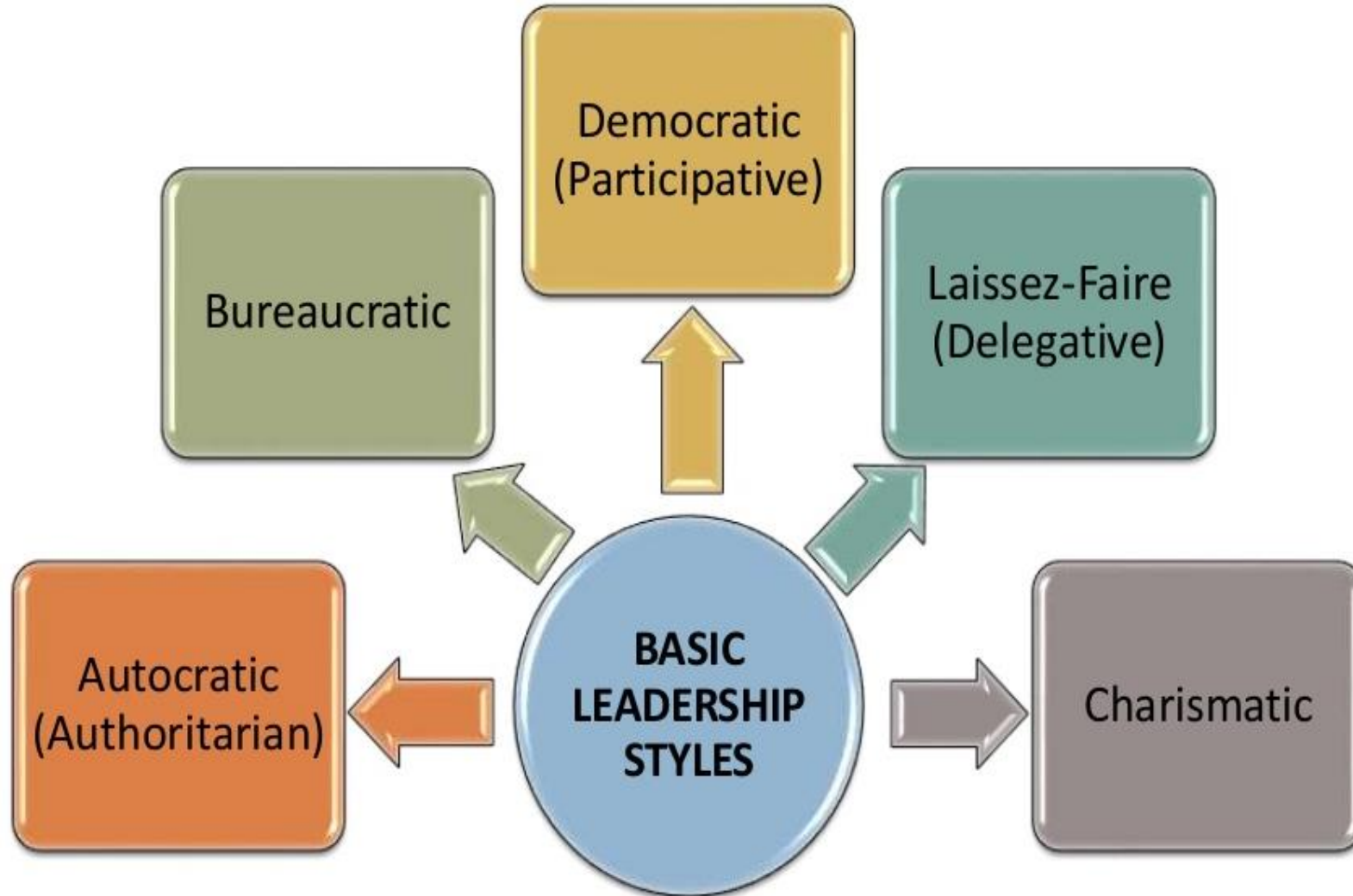
# Leadership Styles

Directive Leadership Style



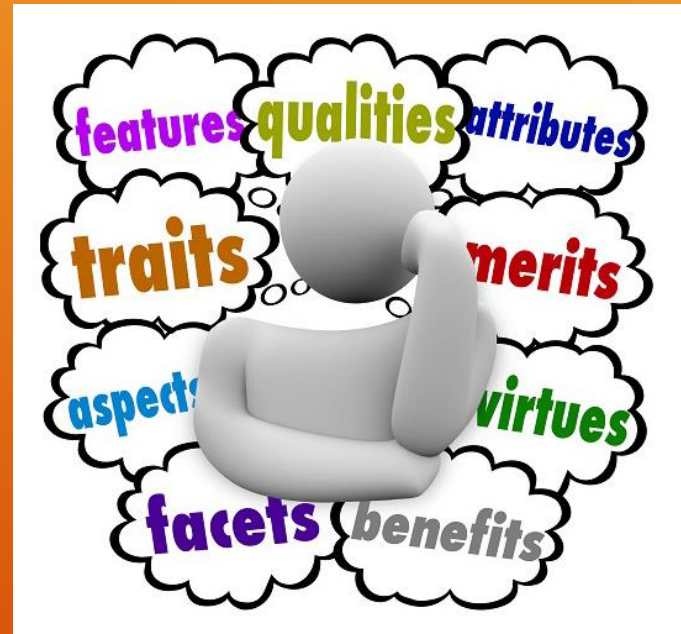
Non-Directive Leadership Style

# LEADERSHIP 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.”

○ 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

 07931 720106



Confidential C

