

South England Conference Adventurer & Pathfinder Ministry



BASIC STAFF TRAINING **Participants Guide**

Name: _____
Club: _____



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Pathfinder and Adventurer Basic Staff Training Certification

INTRODUCTION

The Pathfinder and Adventurer Basic Staff Training Certification (BST) is designed to develop awareness in leaders of the fundamentals of the Pathfinder and Adventurer Ministry and to help club leaders and staff become familiar with the procedures, policies, and resources necessary to commence and maintain a Pathfinder/Adventurer Club.

This course is not intended to teach the basics of what Pathfinders/Adventurers learn, but rather those basic elements of information necessary for any Pathfinder/Adventurer staff member or leader to fulfil his or her duties.

Participants will attend a minimum of 10 hours of seminar training conducted by the South England Conference Pathfinder Ministry personnel. This training shall include seminar lectures, group activities and discussion.

Each participant should have access to a copy of the Pathfinder/Adventurer Staff Manual.

In addition to the seminars each participant is required to attend the SEC "Keeping the Church Family Safe" (KCFS) training.

On completion of the BST seminars and the SEC KCFS training A BST certificate will be issued by the South England Conference to each participant.

This BST curriculum is based on the Adventist Youth Ministries Training for Pathfinder Leaders (2011) with section contents adapted from the 10-Hour Pathfinder Staff Training Course produced by the North American Division Pathfinder Ministry (1993). In addition, a few edits were made to suit the South England Conference context.

This guide will introduce to the SEC BST seminar content.



South England Conference Pathfinder Ministry



Basic Staff Training Certification

Name: _____ **Church:** _____

Email: _____ **Area:** _____

Phone: _____

Prerequisites:

- 1. Be at least 16 years old
 Or be in the Guide Class
- 2. Be a Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed
- 3. Intend to be an active Pathfinder/Adventurer staff member AND/OR participating in the Master Guide training program

Seminars	Completed		
	Date	Instructor	Signature
1. Pathfinder and Adventurer Club Ministry: Its History, Purpose, and Relationship to Church, Master Guides, TLTS and Programs			
2. Introduction to Pathfinder Adventurer Club Organization and Leadership			
3. Introduction to Pathfinder Adventurer Club Programming and Planning			
4. Introduction to Pathfinder Adventurer Club Outreach			
5. Introduction to Basic Drill			
6. Development Growth			
7. Introduction to Teaching Skills			
8. Introduction to Medical, Risk Management, Child Safety Issues and Outdoor Safety			

Required Field Work:

Create a *Portfolio* that contains any hand-outs and your personal notes from the seminars you attended.

Attend 1 day KCFS Training Date: _____ *(not applicable for Guides)*

Seminars

- 1 Pathfinder and Adventurer Club ministry: It's purpose, history, and relationship to church
- 2 Introduction to Pathfinder/Adventurer Club Organization and Leadership
- 3 Introduction to Pathfinder/Adventurer Club Programing and Planning
- 4 Introduction to Pathfinder/Adventurer Club Outreach
- 5 Introduction to Basic Drill
- 6 Developmental growth: Ages 4-9 and 10 - 16
- 7 Introduction to Teaching Skills
- 8 Introduction to medical, risk management, child safety issues, and outdoor safety

Required Field Work

1. Create a Portfolio that contains any hand-outs and your personal notes from the seminars you attend.
2. Attend the S.E.C Keeping the Church Family Safe (KCFS) training - 1 day seminar

All participants should actively participate in the sessions, the group work and discussions.

Participants are also encouraged to do the following, though it is not compulsory, it is highly recommended:

- 1/ Attend SEC Drilling Training Days
- 2/ Complete a certified First Aid Training Course
- 3/ Complete Basic Food Hygiene Training

BST – Seminar 2

Introduction to Pathfinder Club Organization and Leadership

Purpose

To introduce the standards and requirements of the Pathfinder /Adventurer Club and introduce effective leadership traits.

Objective

To introduce basic procedures and policies relevant to the establishment and maintenance of the Pathfinder Club and give an introduction to leadership.

Seminar Content

1.1. Start-up and Structuring

- a. How to organize a Pathfinder / Adventurer Club
- b. Pathfinder staff and their roles
- c. Structure from General Conference to Local Club

1.2. Conference Operating Policies and Club Administration

- a. Club Constitution
- b. Staff Training and DBS checks
- c. Calendar of Events
- d. Club Insurance
- e. Finance and budgeting
- f. Application Forms, Medical Info and Consent Forms
- g. Registration Fees, dues
- h. Yearly Certificate of Registration
- i. Uniform
- j. Club Inspections & Investiture Assessments

2. Club Leadership

- a. Introduction to Leadership, a Leaders role and goal and leadership styles
- b. Qualities of a Christian Servant-Leader

Additional Resource

Pathfinder / Adventurer Staff Manual

Participant Notes

BST – Seminar 3

Introduction to Club Programming and Planning

Purpose

To learn how to plan strategically in conjunction with the mission and goals of Pathfinder ministry.

Objective

To develop familiarity with the activities and features that form the Pathfinder program, and to provide for leaders a background which enables them to plan and coordinate a successful ministry within the local Pathfinder club.

Seminar Content

1. Strategic Planning
 - a. Mission and Goals of the Pathfinder Adventurer Ministry
 - b. Specific Objectives and Strategies

2. Yearly Programs
 - a. Based on a ten-month calendar
 - b. Regular meetings, area events, rallies, campouts, conference events
 - c. Ceremonies: Induction, Investiture, and Pathfinder Sabbath
 - d. Investiture Achievement classes
 - e. Pathfinder Parents' Association

3. Club Meetings
 - a. Program models
 - b. Sample meeting timetable
 - c. Steps in planning a club meeting

4. AY Honours /Adventurer Awards

5. Club Morale

Additional Resource

Pathfinder / Adventurer Staff Manual

Participant Notes

BST – Seminar 8

Introduction to Medical, Risk Management, Child Safety Issues, and Outdoor Safety

Purpose

To ensure that Pathfinder leaders make the safety of children/youth under their care their top priority.

Objective

To provide introductory information on medical history and liability release forms, child abuse prevention, staffing levels and supervision, and outdoor safety.

Seminar Content

1. Introduction to Risk Management
 - a. Definition of Risk Management
 - b. Trip planning
 - c. Conference/Church Board Authorization
 - d. Accident Insurance/Reporting
 - e. Medical Info and Consent forms
 - f. Videography/Photography Consent forms
 - g. GDPR – What it means for our Clubs
 - h. Fast treatment of common life-threatening medical conditions*

***In addition strongly recommend Basic First Aid Training**

2. Introduction to Child Protection *

- a. Vulnerable Sector Screening
- b. Protecting Children and the Church
- c. Child Abuse Prevention
- c. Sexual Harassment/Misconduct
- d. Duty to Report
- e. Accountability

***Attendees are required to attend the 1 day SEC “Keeping the Church Family Safe” (KCFS) Seminar in order to complete this section**

3. Introduction to Camping and the Outdoors and Outdoor Safety
 - a. Choosing a campsite
 - b. Camp Safety
 - c. Equipment
 - d. Kitchen/ Mess Tent / Food safety
 - e. Tent Allocation (safeguarding)
 - f. Inspections

This booklet has been produced by South England Conference Pathfinder Department as an aid to the Basic Staff training for the Pathfinder and Adventurer Ministry.



Working with our **Pathfinders Today** to Produce **Leaders 4 Tomorrow**