



MASTER GUIDE

CLUB MANUAL

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INTRODUCTION

The Master Guide Club is a Seventh-day Adventist Church-sponsored ministry open to baptized members ages 16 or older.

It is intended to train them to serve and be effective leaders in the Adventurer Club, Pathfinder, Youth Ministries, and church ministries programs of the church. This manual serves as a guide to assist churches and Conferences in how to organize their own Master Guide Clubs.

Since the Master Guide Club is a program developed by the Youth and Young Adult Ministry department of the Seventh-day Adventist Church, this manual implicitly emphasizes the inclusion and support of senior youth and young adults in church leadership.

This manual is not exhaustive in content; however, it provides the basic structure and procedures whereby a Master Guide Club can operate effectively to nurture its members.

PHILOSOPHY

The Seventh-day Adventist Church is committed to training youth and young adults for leadership and service to God and humanity.

Just as God has used young people to pioneer the Adventist Church, He continually uses youth and young adults in this present generation to fulfill the mission of the Church. One of the most effective ways to cultivate their leadership potential is through the Master Guide Club ministry.

The Master Guide Club provides a balanced approach to the development of the spiritual, mental, physical, and social aspects of life. Its philosophy is based on the premise that young people, with the right training, will contribute to the finishing of God's work. When young people are given the opportunity to take leadership roles, to be actively involved in discipling those in Adventurer Club, Pathfinder Club,

Youth Ministries, and church ministries, and to take part in community service endeavors, they will be able to take ownership of the mission of the Church and gain life-changing experiences that will inspire their leadership and ministry.

In addition, the Master Guide Club exists to disciple children, youth, and young adults in conjunction with the Great Commission (Matt. 28:19–20). With love as the distinguishing mark of a true disciple of Christ (John 13:35), the Master Guide Club will offer a friendly environment where everyone is loved, trusted, and supported, and meaningful relationships



MISSION

To empower leaders through effective training and equipping and deploying them for service.



VISION

To see all young people saved.



PURPOSE

Develop Christ-like leaders to disciple children and youth.

are forged. It is also a place where candidates will grow together spiritually and learn to work together using their God-given talents and spiritual gifts.

The Master Guide Club exists primarily for Adventurer Club, Pathfinder Club, Youth Ministries, and church ministries.

OBJECTIVES

The objectives of a Master Guide Club focus on leadership development, discipleship, outreach, and evangelism.

The following objectives are expected to be achieved by a Master Guide Club:

1. Emphasize spiritual and personal growth for a more intimate relationship with Christ.
2. Provide Master Guide Leadership Training based on the North American Division's Master Guide Curriculum.
3. Assist the Adventure Club, Pathfinder Club, Youth Ministries, and church ministries in their leadership, discipleship, and outreach endeavors.
4. Involve Master Guide Club members in the church community through social activities that foster Christian friendship and mutual support.
5. Teach and promote an integral healthy lifestyle.
6. Participate in local Conference, Union or North American Division-sponsored events.

LEADERSHIP

Christian leadership in the Bible is directly related to salvation through discipleship.

The prophet Samuel created the School of the Prophets, gathering young people from Israel, training them in a small community of faith, trust, and fellowship, then sending them to accomplish their mission (1 Samuel 19:20; *Education* by Ellen G. White, pp. 45-51).

Later Jesus repeated this strategy by gathering the twelve young apostles, training them in a small group of faith, trust, and fellowship, and sending them to accomplish their mission (Matthew 4:18–22; Mark 1:16–34; Luke 5:1–11).

Today this strategy can be seen in Grow Groups, where an experienced leader gathers a small group of future leaders, trains them in an environment of faith, trust, and fellowship, and sends them to accomplish their mission.

Leadership in the Master Guide Club is related to recognizing the importance of Senior Youth and Young Adults in the body of the Church. As the apostle Paul said through a powerful message to a young Philip: "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. Till I come, give attention to reading, to exhortation, to doctrine. Do not neglect the gift that is in you, which was given to you by prophecy with the laying on of the hands of the eldership. Meditate on these things; give yourself entirely to them, that your progress may be evident to all. Take heed to yourself and

to the doctrine. Continue in them, for in doing this you will save both yourself and those who hear you.” (1 Timothy 4:12–16)

To face such a challenge, we need to earnestly consider some basic leadership qualities. A leader for a Master Guide Club needs:

1. **To live a Christ-centered life.** It takes Christian leaders to produce Christian leaders. More than that, Master Guide Club leaders should be men and women whose lives are marked by Christ-centered living. They must demonstrate what they expect others to become.
2. **To really love youth.** The only satisfactory motive for serving in the Master Guide Club is love in Christ for senior youth and young adults. This love should not be expressed so much in word as in deed: love through respect, counseling with purpose, true friendship, Christian community support (especially in their spiritual and social lives), love through trust, and space to grow in responsibilities toward the Church and towards their neighbors.
3. **To understand the characteristics of senior youth and young adults.** Characteristics in youth generations change quickly. It is necessary that a successful leader understand the factors and interests affecting senior youth and young adults. They need to remember that the most meaningful qualities of leadership for millennials are community, authenticity and spirituality. Master Guide Club members are not children and they should not be treated as children. The Master Guide Club is a leader’s program; therefore, they should be treated as leaders.
4. **To enjoy outdoor activities.** Most of the activities of the Master Guide Club can be completed outdoors. A Master Guide Club leader has to be able to organize the club program in order to take every opportunity of experiencing exciting activities in the mountains or the rainforest, the river or the snow, or any geographical attractions within reach. Planned nature discovery, camping, and hiking expeditions will develop strong bonds within the group as they are in contact with creation and the Creator.
5. **To be optimistic and enthusiastic.** A happy and pleasant personality is a great asset to the Master Guide Club leader. Enthusiasm is contagious, and it is easier to follow optimistic leadership. The successful leader emphasizes the positive and supports the program with energy, always being part of the solution and never part of the problem. Discipleship does not take place by following orders, but by imitating models of life.
6. **To master the art of planning and organization.** Planning and organization are fundamental concepts of leadership and should be an essential characteristic of the Master Guide Club leader to ensure these traits are replicated in the members of the Club. Their skills should include setting up clear goals; planning ahead; executing; developing the capacity of delegating responsibilities gradually to every member, including staff members of the Master Guide Club; involving as many persons as possible; and mentoring, coaching, and encouraging step by step until the objectives are reached and evaluated.
7. **To develop diversified skills.** Every skill mastered by a leader is an additional key that may be used to unlock some closed heart. It is extremely valuable to be versatile

and diversified in experience so that one may always have something new to introduce to their group. It is desirable that the leader go far beyond the activities in which he or she leads his or her trainees. A leader keeps ahead in his or her development of skills. In each Master Guide Staff Training seminar, a leader should be able to discover the joy of new experiences.

8. **To be resourceful and creative.** It is essential for a leader to be capable of reaching objectives despite obstacles and difficulties that lie in the way. Resourcefulness will enable him or her to have alternate plans when the more desirable way is blocked. He/she will be quick to observe and logical in thinking. A leader is a man or woman who finds a way or makes one and is willing to let God develop His plan through them.
9. **To master his or her emotions.** A good leader is a master of his or her emotions. His or her personality and moods show a balance. This is a consequence of having a relationship with God. Since leaders and members share the same age range, this characteristic becomes especially important in order to maintain a friendly environment.

In summary, a leader of the Master Guide Club has to be an invested Master Guide, but must also have love for young people, be committed to Christ and the Master Guide Club, and uphold high Christian standards that will be reflected in the members of the Master Guide Club.

MEANING OF THE MASTER GUIDE EMBLEM

1. Blue (Loyalty)
 - a. It is the purpose of the Master Guide Club to teach us to be loyal to:
 - Our God in heaven.
 - Our family
 - Our church
 - b. Loyalty is defined as a reflection of the character of our true Master Guide.
2. Gold (Excellence)
 - a. “I counsel you to buy from me gold refined in the fire, that you may be rich” (Rev. 3:18).
 - b. Standards of measurement. The Master Guide Club has high standards to help build effective Christian leaders, dependent on God, in order to complete the mission and return to our heavenly home.
3. Six Stars (AY Classes)
 - a. Representing the six AY levels: Friend, Companion, Explorer, Ranger, Voyager, and Guide. This is the original primary goal for the Master Guide ministry. However, without abandoning this objective, the Master Guide ministry is also intended to



serve other classes (like Adventurer Club levels) and all ministries in the Seventh-day Adventist Church as needed.

- b. About the stars symbol. Ellen White mentioned, “There will be no one saved in heaven with a starless crown. If you enter, there will be some soul in the courts of glory that has found an entrance there through your instrumentality.” (*Last Day Events*, p. 282)
4. World (Missionary Field)
 - a. The Master Guide program originated in the Missionary Volunteer Society. The emblem of a hemisphere of the world with the letters M.V. overlaid on it is a symbol of the purpose and goals of the Missionary Volunteer Society, which was to spread the Advent message throughout the entire world.
 5. Octagon (Multi-faceted)
 - a. It is possible that the use of an octagon on the Master Guide emblem resides in its multi-faceted areas of the Curriculum. The Master Guide program involves knowledge in many areas, in order to resolve multiple challenges and problems for help saving and serving others.

MASTER GUIDE PLEDGE

The Master Guide Club has a Pledge that highlights the spiritual basis on which the club is built.

Loving the Lord Jesus, I promise to take an active part in Adventurers, Pathfinders and Youth Ministries doing what I can to finish the work of the gospel in all the world.

MASTER GUIDE LAW

The Master Guide Law calls me to be an example in Word, Conduct, Love, Spirit, Faith, and Purity.

MASTER GUIDE HYMN

ENGLISH LYRICS (SHEET MUSIC IN THE APPENDIX)

*Press on forward Master Guides with holy boldness; we're invested with great strength.
To help all the youth who choose to be with Jesus, and they long to follow him.*

To the lost souls we are giving the great message that constrains within our hearts.

There's a crown awaiting each of us in heaven, with bright stars, which Jesus has for us.

Press on forward Master Guides with holy boldness; we're invested with great strength.

With a glorious torch that's lifted up towards heaven, will bring light into this world.

Though we're threatened by a world that's filled with darkness, we'll go forward without fear.

In the light that keeps on shining from our Savior, to help guide us as we walk the AY path.

SPANISH LYRICS (SHEET MUSIC IN THE APPENDIX)

*Avancemos sin temor Guías Mayores, investidos con valor;
ayudando a los jóvenes que quieren de Jesús en pos seguir;
anunciando el mensaje a los perdidos, constreñido el corazón
que en el cielo nos espera una corona, con estrellas que Dios nos dará.*

*Avancemos sin temor Guías Mayores, investidos con valor,
levantando en alto la gloriosa antorcha; que a este mundo iluminó,
aunque densa oscuridad nos amenace, caminemos sin temor,
en la luz que el Salvador dejó brillando, para guiarnos por la senda J. A.*

FLAG

The Master Guide Club has a flag bearing the Master Guide emblem. The flag is flown at all Master Guide programs and activities.



UNIFORM

There is a specially designed full-dress uniform and a field uniform. The Master Guide scarf is the most distinctive part of the uniform and must only be used by a Master Guide Club member after being invested as a Master Guide.

More information about the uniform can be found online at www.clubministries.org/masterguides

UNIFORM AND MILITARISM¹

The use of a uniform in the Master Guide Club provides many positive results.

Wearing uniforms meets certain psychological needs of the Adventurer and Pathfinder age bracket; it encourages what could be called upgraded behavior, and it provides a sense of cohesiveness. It could be an inspirational item.

As Master Guide Club members, the uniform creates a sense of identity and reward for the effort made in training. Also, every honor on the sash helps candidates remember the experience gained and thus the responsibility of serving according to that experience.

In most regions the official uniform adopted in many ways resembles local military uniforms, as local laws will or will not allow. While this is acceptable to a degree, those who have decision-making authority must be careful not to create nor allow militarism to creep into the Master Guide Club ministry. Militarism is defined as the use of military discipline and the wholesale adoption of military-style uniforms that would create confusion in the minds of those who do not know what the Master Guide Club represents.

¹ General Conference Pathfinder Administrative Manual (2004 Revision), "Militarism", page 55, 56.

Around the world there are governments that are sensitive to the existence of paramilitary organizations.

- Camouflage, combat boots, “blousing” of pant legs, and other similar military practices in uniforms should not be used at all.
- No military insignia is allowed.
- The Master Guide scarf should always be worn as part of the dress (Class A) uniform to distance it from the traditional military uniform.
- Attaching weapons to dress uniforms such as swords, bayonets, machetes, or guns, even if they are fake ones, should not be allowed even in drill ceremonies.

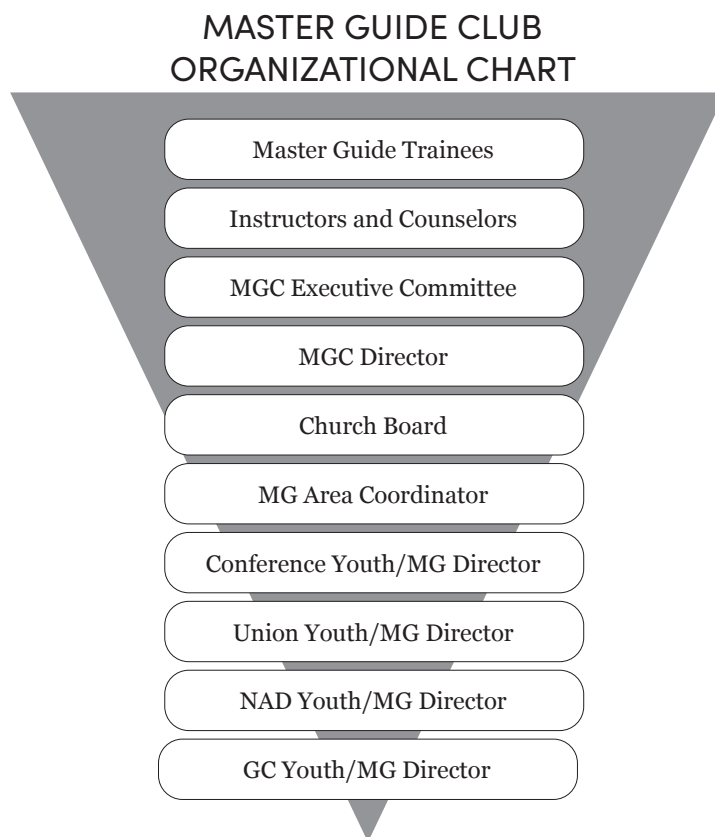
MASTER GUIDE CLUB ORGANIZATION

The Master Guide Club is a program organized and directed by the Youth Department of the North American Division for its territory. It offers a wide range of learning experiences for those aged 16 and older and is operated by the Seventh-day Adventist Church under the direction of the local Conference Youth Director/Master Guide director.

Each Master Guide Club is administered by a club director, deputy directors, instructors, a chaplain, a secretary, and a treasurer. If necessary, the club is divided into separate units, each unit averaging between six to twelve members.

As basic principles of North American Division Master Guide Clubs are:

1. All clubs must be authorized and registered with the Conference and comply with insurance requirements.
2. All members must be in service to Adventurer Clubs and/or Pathfinder Clubs, or any approved Adventist Youth Ministry.
3. Master Guide Clubs should be divided into areas, districts, federations, etc.
4. Master Guide Clubs must provide assistance to the Adventurer Club, Pathfinder Club, or Youth Ministries of the local church and/or Conference in Leadership Training, discipleship, and community service endeavors.



5. Once a Master Guide becomes invested, his/her role changes from being a trainee to becoming a trainer. The Master Guide can still be a part of a church Master Guide Club, but must remain an active staff member of an Adventurer Club, Pathfinder Club or Adventist Youth group, serving youth as well as serving as a mentor to a Master Guide candidate within their club.

As with any other ministry, the Master Guide Club is an optional program of the Seventh-day Adventist Church. Because the Master Guide Club has an overlapping age range with other ministries, there is an opportunity for mutual support, networking, and growth.

This is similar to what occurs, for example, when churches decide to adopt the TLT program that overlaps with the Pathfinder Club program; these programs have proved that they can work together in harmony. The Master Guide Club can and has to support the TLT program members that are working on their Master Guide investiture without interfering with the TLT program activities.

STEPS IN ORGANIZING A MASTER GUIDE CLUB

COUNSEL WITH THE LOCAL CONFERENCE YOUTH DIRECTOR

The Conference Youth Director/Master Guide director is responsible for all Master Guide Clubs in the Conference. Any person in a local church who sees the need for a Master Guide Club has to consult with their Conference Youth Director/Master Guide director before making further plans.

MEET WITH THE PASTOR AND CONFERENCE YOUTH DIRECTOR

The request has to come from the church to the Conference Youth Director/Master Guide director, who should then spend time with the church pastor explaining the ministry of the Master Guide Club and its operation, detailing what assistance the Conference is able to give to his or her church. Should the Conference Youth Director be unable to arrange such a meeting, then he or she may delegate the responsibility to the Master Guide Area Coordinator.

PRESENT THE PLAN TO THE CHURCH BOARD

The Conference Youth Director/Master Guide director should request to meet with the church board. It is necessary that the church board authorize the organization of the Master Guide Club program. The board must be fully familiar with all the club's aims, the financial budget necessary, the objectives and concepts of the Master Guide Club organization, and the role it can play in evangelism within the church.

At this time the church board should be given questionnaires and information sheets with relevant details to be filled in and submitted to the Conference Youth Director/Master Guide director, who will assist in the detailed planning and organization of the club. Such information will include names and addresses of all senior youth and young adults within the church, both active and inactive; names of Sabbath School members; names of qualified persons and Master Guides; names of persons able to assist as instructors; and a list of

recreational venues within the area. Following this meeting, the intention to form a Master Guide Club must be announced to the church.

INFORM THE CONGREGATION DURING THE WORSHIP SERVICE

It is important that all church members be informed about the Master Guide Club, its objectives, and its program. Someone who is experienced and qualified to speak on behalf of the Master Guide Club, with an invitation for senior youth and young adults, should bring this information to the entire church, preferably during the worship hour on Sabbath. It might be the Union Youth Director, the local Conference Youth Director/ Master Guide Director, the Master Guide Area Coordinator, the local church pastor, or some other qualified Conference worker who is invited by the pastor as a guest speaker. At this time he or she should call for interested people to assist and support the Master Guide Club.

CALL A SPECIAL MEETING ON SABBATH AFTERNOON

This special meeting should bring together those who will be involved in the organization of a Master Guide Club. Invite all Master Guides, all teachers in the Youth Sabbath School class, all adults who have hobbies and skills that would be of interest to Master Guide Club members, and others interested in collaboration. During this special meeting more details regarding the Master Guide Club organization could be explained. A video with experiences from other Master Guide Clubs could be shared. An appeal should be made for volunteers to prepare for their leadership in the Master Guide Club, and a schedule for training meetings should be circulated.

TEACH THE NECESSARY BASIC TRACK

Both leaders and members of the Master Guide Club must be trained through the

ELECTION OF CLUB LEADERS AND EXECUTIVE COMMITTEE

ADMINISTRATIVE DIRECTOR, DIRECTOR AND DEPUTY DIRECTORS

The nominating committee of the local church elects the director of the Master Guide Club according to the club director profile described in the Master Guide Club leaders' job description section. It is suggested that the new club director then be invited to sit with the nominating committee for the selection of the deputy directors. The number of deputy directors chosen will depend on the number of Master Guide Club members.

SECRETARY AND TREASURER

The director and deputy directors then choose the secretary and the treasurer. One person may hold both these positions if appropriate. Deputy directors may hold these positions, or other staff members may be asked to hold these positions.

CHAPLAIN

Each club will need to choose a chaplain, a person who will take responsibility for leading out in worship and special services, and who will take a personal interest in every Master Guide Club member and staff member. The chaplain may be one of the deputy directors, the church pastor, the assistant pastor, the youth pastor, the church elder, etc.

Adventist Youth Ministry Training (AYMT) certification system, according to the Master Guide Curriculum requirements. This helps in developing new skills.

One of the conditions for the successful operation of the Master Guide Club is having an adequate number of trained leaders available to train new leaders.

The Conference Youth Director/Master Guide director should conduct these seminars and bring in as many instructors as possible.

ELECT DIRECTOR AND DEPUTY DIRECTORS

At the close of the training course, the church board/nominating committee has to be familiar with those who are best qualified to lead out in the Master Guide Club and recommend to the church those they feel are qualified to be the director and deputy directors. After the church has duly elected these persons, a Master Guide Club executive committee can be held.

CHOOSE A CHAPLAIN, TREASURER, INSTRUCTORS, AND COUNSELORS AS NEEDED (EXECUTIVE COMMITTEE)

The Master Guide Club executive committee consists of the pastor, senior AY leader, club director and deputy directors. The club director is chairman. This group sets major policies for the operation of the club and selects the club staff, instructors, and counselors as needed.

CALL A MEETING OF THE MASTER GUIDE CLUB EXECUTIVE COMMITTEE TO PLAN A YEARLY PROGRAM

Now that the officers and staff have been trained, are familiar with procedures, and have decided which model they will follow, the Master Guide Club staff committee has to begin to plan its yearly program. A timetable of events, classwork, meeting times, special days, Conference events, monthly programs, and camporees should all be included.

BUILD THE PROGRAM SIX WEEKS BEFORE ENROLLMENT NIGHT

This may be the most important step in the entire organization. Program building consists of long-range planning. This means the objectives of the club should be brought into focus over a period of months and years. The club activities must conform to those overall objectives. Each meeting should be planned in detail weeks in advance.

ADVERTISE THE MASTER GUIDE CLUB PROGRAM

- 4 weeks before enrollment night — church bulletin
- 3 weeks before enrollment night — attractive bulletin board
- 2 weeks before enrollment night — Youth Sabbath school class program
- 2 weeks before enrollment night — church lay activities period
- 2 weeks before enrollment night — director's letter to potential members
- 1 week before enrollment night — pastor's letter to potential members
- 1 week before enrollment night — church service that emphasizes the program and possibly invites a neighboring club to participate

PREPARE AND HAVE STAFF PURCHASE UNIFORMS BEFORE ENROLLMENT NIGHT

The director, deputy directors, instructors, and counselors form the staff of the club. There should be several occasions when the newly formed staff comes together for training. Thus, each person becomes familiar with his or her duties and the overall scope of club activity. These staff members must purchase uniforms and place insignia properly.

ENROLLMENT NIGHT

The enrollment night program should be the first Master Guide Club meeting of the year. It should introduce all members to the year's program planned for the club—its goals and objectives, its activities, and meetings, both secular and religious. (See the Program section for a complete program.)

INDUCTION PROGRAM (APPROXIMATELY 1-2 MONTHS AFTER ENROLLMENT NIGHT)

As soon as the new members are in uniform and the club membership cards or passports have been received from the Conference office, an induction ceremony should be organized with all families and church members in attendance. This is a special ceremony, and the Master Guide Club members should understand its significance. (See the Program section for a complete program.)

EVALUATION

Once the club has been in operation 10 or 12 weeks, the Conference Youth Director/Master Guide director or in his/her absence the Area Coordinator should be called in to meet with the Master Guide Club executive committee to evaluate the club to ensure smooth operation and a balance of activities and programs.

MASTER GUIDE CLUB PRACTICES

The Master Guide Club is an independent club under the Youth Ministries of a Local Conference and local church structure. It has the same independence the Adventurer Club and Pathfinder Club have from each other.

The different clubs may have a separate time for meetings and if necessary, a different location. However, it can reinforce the sense of identity and collaboration if they share a name. For example:

- Tyrifjord Adventurer Club
- Tyrifjord Pathfinder Club
- Tyrifjord Master Guide Club

The specific details of participation of the Master Guide Club members in the Pathfinder Club, Adventurer Club, and Youth Ministries are mentioned in the Master Guide Curriculum.

The Master Guide Club advocates training youth leaders and providing them with a place to use what they learn. These practices are matched with the necessities of the Pathfinder Club, Adventurer Club, or Youth Ministries in the local church, based on the Master Guide Club executive committee consulting with the local board and the Conference Youth Department.

STAFF COMMITTEE

The Master Guide Club executive committee elects the Master Guide Club staff committee members as follows:

INSTRUCTORS

These are the people who lead out in teaching the Master Guide Curriculum. Instructors may also be unit counselors or specialists who teach Honors, crafts, and other selected areas of study.

COUNSELORS (IF NECESSARY)

These are the Master Guide Club staff members who care for a unit of six to twelve Master Guide Club members each.

JOB DESCRIPTIONS

CLUB DIRECTOR

The Master Guide Club director must be a mature person and a baptized member in good standing of the Seventh-day Adventist Church.

The director must be a Master Guide and has to have completed at least three AYMT certificates. If the candidate is not a Master Guide or hasn't completed the three AYMT certificates, but their interests and abilities qualify them for this ministry (according to the criteria of the nominating committee of the local church), they can occupy this position while completing these requirements (Master Guide and AYMT) as soon as possible.

The success and morale of any club will depend largely upon the leadership of the club director, and he or she should be an example of authenticity in his or her relationship with God, fellowship, healthy lifestyle, honesty, and self-control.

The club director must be vitally interested in senior youth and young adults people and sympathetically understand their problems. Their life should demonstrate what God can do in the lives of youth. He or she should be resourceful and enthusiastic, be able to handle responsibility, and possess an eagerness to recognize new ideas and show initiative in their implementation. The club director must be able to work well with club staff and assist with any problems that may arise.

Although the Adventurer Club and Pathfinder Club leaders are also called directors, the Master Guide Club director has a distinct responsibility not only for peers within the Master Guide Club, but also for providing vital support and mentorship for both the Adventurer Club and Pathfinder Clubs.

The director's duties are as follows:

-
1. Act as a liaison with the church pastor, youth pastor, sponsor elder, Pathfinder Club director, and Adventurer Club director and invite them to participate in programs and events.
 2. Keep in touch with the Youth Director at the Conference office and render reports as required.
 3. Be chairman of the Master Guide Club executive committee.
 4. Preside at the club staff meeting unless he/she has appointed a deputy director to take charge.
 5. Supervise the activities of the club; he/she must call, organize, and arrange for each club meeting.
 6. Lead out in planning the total program for the year and produce a calendar of events to be issued to all staff and Master Guide Club members.
 7. Be responsible to the executive committee for providing an overall program for the club through planning the following:
 - a. Meeting times and places
 - b. Campouts/expeditions
 - c. Field trips and outreach projects
 - d. Investiture
 - e. Finance/budget/membership fees or dues
 - f. Discipline
 - g. News sheets and bulletin
 8. Be responsible for the planning of regular club meetings and staff meetings and ensure that various committees and members follow through with their commitments. These activities include:
 - a. Worships
 - b. Recreation
 - c. Classwork/Honors/creative skills
 - d. Arrangement for instructors and their duties

DEPUTY DIRECTORS (AS NEEDED)

Deputy directors shall accept the assignments of the director and share in the leadership responsibilities of the club. There should be two or more deputy directors based on the needs of the local club.

A deputy director designated by the director takes charge of club meetings in the absence of the director. They may also be asked by the director to preside over staff meetings. The deputy directors should possess the same high qualities of leadership as outlined for the director. The highest respect and regard should be shown to the director, and all should work in close harmony with one another.

The deputies should manage the following areas:

1. **Leadership Training:** Plans and coordinates the Master Guide Leadership Course
2. **Discipleship:** Assists the local Adventurer Club, Pathfinder Club, Youth Ministries, and church ministries in mentoring staff, teens, and children for vibrant Christian life and service
3. **Outreach:** Plans, coordinates, and supports outreach efforts, evangelism programs, and mission-service projects
4. **Social:** Plans and promotes general activities to strengthen group relationships

CLUB SECRETARY

The Master Guide Club secretary is generally a deputy director but may also be selected from among the staff members. The secretary will be responsible for keeping all club records other than those kept by the treasurer. In small clubs one individual may oversee the work of the secretary and treasurer. A well-organized and efficient secretary can be invaluable to a Master Guide Club program.

The duties of the secretary are to:

1. Check the member records and transfer them to the Master Guide individual record sheet.
2. Fill out the Conference report and mail it to the office by the tenth of each month.
3. Keep the director informed of the achievement of the club in the Conference scoring plan.
4. Notify the director if a Master Guide Club member is habitually absent (especially without excuse), or experiences difficulties in completing the Master Guide Curriculum requirements.
5. Be responsible for maintaining an attractive bulletin board display, which should be updated often.
6. Order supplies and all club record forms from the Conference office as needed.
7. Oversee all correspondence and to type letters for the director as necessary.

CLUB TREASURER

The Master Guide Club treasurer is generally a deputy director; however, one may be chosen from the club staff members. It is important that the treasurer work closely with the club director and the church treasurer, keeping them both well informed as to the club expenses and funds on hand. In smaller clubs, the duties of the treasurer and secretary may be combined under the same individual, although a more efficient program can be carried out if they are separate.

The treasurer needs to be an individual who will handle the club funds with accuracy and great care. Selecting someone who has had some experience in accounting is ideal. A conscientious and dependable treasurer can help the Master Guide Club use its funds wisely.

The treasurer can keep the church board officers well informed regarding income, expenses, and the needs of the Master Guide Club. This, in turn, will guarantee a more favorable response on the part of the church in a time of need.

The duties of the treasurer are to:

1. Collect, count, and record all funds such as membership fees, dues, offerings, camp fees, craft charges, donations, fundraising, etc.
2. Transfer funds to the church treasurer to be kept in reserve.
3. Keep an accurate account of all income and expense transactions, providing a brief description for each entry, including the date when the transactions were made.
4. Keep all receipts, bills, and invoices associated with expenses, carefully filed by months, and kept in envelopes or folders.
5. Have the record books and all receipts, bills, and invoices ready for inspection and presentation to the director, church treasurer, Master Guide Club executive committee, and church board upon request.
6. Disburse funds as directed by the executive committee.
7. Withdraw funds for petty cash from the Master Guide Club reserve fund kept by the church treasurer.
8. Collect funds for uniforms and equipment.

CLUB CHAPLAIN

The chaplain plays an important role within the club, leading out and providing opportunities for the spiritual development, cooperation, and care among Master Guide Club members and staff. The chaplain must be a baptized member of the Seventh-day Adventist Church, be in good and regular standing with the church where the club is organized, and have the ability to organize as well as lead out effectively in the spiritual activities of the club. A chaplain may also fulfill the role of deputy director, staff member, church pastor, youth pastor, or elder.

The following are the special duties of the chaplain:

1. Counsel and work closely with the club director in preparation for spiritual activities.
2. Arrange for devotional periods, speakers, and periodic prayer bands.
3. Organize and lead out in missionary outreach in cooperation with the director.
4. Select individuals to offer prayer at meetings and club activities.
5. Arrange for devotions, Sabbath School activities, Sabbath worship service, and afternoon programs for campouts and other outings.
6. Work closely with the director and pastor in planning the Master Guide Club Investiture service.
7. Act as a special spiritual counselor and work closely with staff members.
8. Know each Master Guide Club member and staff member personally and encourage them in their relationship with the Lord.

9. Show a balanced Christian experience by participating in the club's secular activities.
10. Promote the creation of Grow Groups between Master Guide Club members.
11. Be aware of the needs in the ministries in the local church and work with the club director and pastor to encourage the Master Guide Club members to meet those needs.

INSTRUCTOR

Instructors are persons who teach specific skills or subjects such as Bible, personal growth, outdoor skills, Honors, or crafts. Instructors may be drawn from the regular Master Guide Club staff.

Specialists may also be selected from the church or community to teach specific subjects. These instructors may or may not be members of the church. They should be considered as temporary staff. They have to carefully study the Master Guide Curriculum and requirements of the subject, Honor, or craft to be taught before introducing it to the Master Guide Club members. An instructor must work in close cooperation with the club director during the yearly planning time.

UNIT COUNSELOR (AS NEEDED)

The counselor is the leader of a unit of six to twelve Master Guide Club members. In large Master Guide Clubs, counselors hold a key position, for they have the closest contact with the Master Guide Club members. Counselors are selected from baptized members of the Seventh-day Adventist Church where the club is organized. They must be converted and dedicated Christians. They must be willing to learn and should broaden their knowledge of arts, crafts, and nature so they can help expand the knowledge of their unit members. They must set a good example in spirit and behavior.

The counselors are to become well acquainted with their unit members. They must participate in all the various activities with them and thus win their confidence. They should become acquainted with the families and home conditions of their unit members. It is good for counselors to plan an occasional activity outside of the club period with their units, but only as the director of the club authorizes it. Such activity could be a Grow Group, a Sabbath School class, a missionary activity, or any other outreach activity or Christian social activity.

Counselors have to defend the standards and principles of the club at all times. They should also work in complete harmony with other officers of the club and be willing to serve whenever called upon to perform duties.

The duties of a counselor are to:

1. Encourage and lead a unit as a facilitator in order to complete the Master Guide Curriculum requirements.
2. Set a good example in attendance, punctuality, uniform, etc.

-
3. Develop happy and healthy friendships within the unit.
 4. Help members with any problems that may arise and keep leaders informed while respecting confidentiality.
 5. Encourage all members to participate in all activities.
 6. Participate in campouts and arrange all details with the deputy director and members.
 7. Attend staff committee meetings.

MASTER GUIDE AREA COORDINATOR JOB DESCRIPTION

Master Guides in the North American Division are trained to serve the entire church. The focus of their work is centered on the different ministries within the Adventist Youth Ministries Department (Adventurer Clubs, Pathfinder Clubs, Ambassadors, Adventist Youth Society, Public Campus Ministries, NSO, Youth & Young Adults Ministry).

1. In this context and subject to modifications from the local Conference, a Master Guide Area Coordinator must:
2. Be appointed by the Adventist Youth Ministries Director for a period of four years.
3. Be an active Master Guide within their territory with at least five years of experience, including two years as a club director and three serving as an Area Coordinator.
4. Serve as a member of your Conference Adventurer Club, Pathfinder Club, and/or Youth Council.
5. Serve at the will of the Adventist Youth Ministries Director.
6. Vigorously promote Master Guide Ministries within the Conference, Federation, Area, or Region and encourage every Master Guide to be active in the program.
7. Support and promote the Adventurer Club/Pathfinder Club/youth program of the Conference Youth Ministries Department.
8. Assist the Conference Adventist Youth Ministries Director at Conference-wide functions, such as Camporees, fairs, conventions, rallies, etc., and conduct Adventurer Club/Pathfinder Club/Master Guide/Youth Training classes.
9. Perform other duties as assigned by the Conference Adventist Youth Ministries Director and/or Executive Council.
10. Assist the Area Coordinators in carrying out their duties.
11. Be well versed in current policies and/or changes for Adventurer Club, Pathfinder Club, Master Guides, and Youth & Young Adult Ministries from the North American Division.

CLUB PROGRAMMING

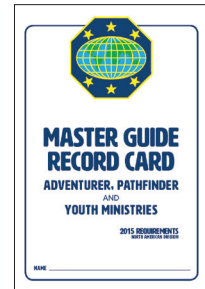
In considering the Master Guide Club program, there are many possible strategies for the development of a Master Guide leader through the Master Guide Curriculum.

Even if the main goal for a Master Guide Club is to complete the Master Guide Curriculum, the modus operandi may vary depending on characteristics of the local culture, the geography, the climate, the economy, gender and age predominant in the group, etc.

As a principle of work, in order to train leaders, we must treat them as leaders.

MASTER GUIDE CURRICULUM

“The world needs today what it needed nineteen hundred years ago: a revelation of Christ. A great work of reform is demanded, and it is only through the grace of Christ that the work of restoration, physical, mental, and spiritual, can be accomplished. Christ’s method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, “Follow Me.” There is need of coming close to the people by personal effort. If less time were given to sermonizing, and more time were spent in personal ministry, greater results would be seen” (Ellen White, *The Ministry of Healing*, p. 143).



It was from the study of this and other similar messages that the Master Guide Curriculum is balanced, covering the different areas of the human being, according to first, their needs as Christians, and second, their characteristics as millennials.

The Master Guide Curriculum may be subject to change by the North American Division, so it is not the intention of this manual to present the contents of the Curriculum.

HONORS

Each Honor is designed to be a course of study that introduces a subject. This subject has to have practical value and has to enhance the lifestyle of the person pursuing the Honor. Honor study should assist the person in his/her development as a well-rounded Christian by directly affecting the social, emotional, physical, and spiritual aspects of life. The study of an Honor should direct the person to a deeper love of the Creator and should increase one’s interest in committing their life in service to God and to the community. (See the Appendix for Tips on Maintaining Enthusiasm For Honors)



YEARLY PROGRAM

The Master Guide Club director and his or her staff need to have a clear understanding of the objectives to be reached during the year. The general aim is to help meet the training needs of the members. Leading the Master Guide Club members through a course of study toward final recognition in an Investiture service is the means to reach the objectives of the Master

Guide ministry. It is in a well-planned yearly program in which all facets are included that the objectives may be reached.

A club may use a 10-month calendar, and this must be adapted to the availability of members that attend. Attendance during vacations and long weekends should be agreed upon with the Master Guide Club members.

Using a planning chart such as the one shown on the next page, the Master Guide Club staff may chart out their year's activities. Each staff member should be given a chart to use while filling them in together. The months may start with whichever month the club intends to begin their year and end with whichever month the club intends to end their year.

Each month should number the weeks that have a Master Guide Club activity taking place and any important holidays or other big events which will need to be considered. Also, record the dates for Conference-wide events and the date the club has chosen as their Investiture target date.

The staff should then fill in the various class requirements, Honor requirements, field trips, unit events, etc. Once the year has been laid out on the chart, then month-by-month, meeting-by-meeting detailed planning can take place at the end of each month or quarter, making whatever necessary adjustments might be required. Planning becomes much easier and individual responsibilities much clearer when this method is utilized.

Items can include weekly meeting times, staff meetings, and which uniform to use and when; all information is readily visible to everyone. A clean, condensed form of this chart may also be provided to the Master Guide Club members on enrollment night—it shows that a club knows where it is going and makes a very good impression that first night. Of course, the good impression lasts only as long as the club can remain fairly close to the path outlined!

YEARLY CHART		
JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

CLUB MEETINGS

The club operates on a 9, 10, 11, or 12-month calendar year, with a weekly or bi-weekly program of 1½, 2, or 3 hour's duration. During the program Master Guide Club members work on the multiple requirements of the Master Guide Curriculum.

The goal of the club is to assist all its members in completing the Master Guide curriculum in order to be invested as Master Guides, and then keep on learning by taking Adventist Youth Ministries Training Certification as ongoing education in effective Youth Ministry.

CLUB MEETING MODELS

The Master Guide Club can achieve the aim of the program only if regular meetings are conducted. These meetings can be conducted according to the needs of the local club.

There are three models suggested for these meetings from which the local church can choose. It is possible for a church to swap from model to model each year, and during the year. This provides variety and may more fully meet specific programmatic needs.

MODEL A

This is conducted with a weekly three-hour session that works on the Master Guide Curriculum requirements. There is a chaplaincy/outreach section (**spiritual area**), a Christian fellowship section (**social/physical area**), and an instruction section (**mental area**).

Here is a sample showing the basic structure. You may vary this without limit to suit your situation and add variety to your program.

Minutes Activity

15	Opening ceremony - flags, prayer
15	Devotional
35	Master Guide Curriculum (indoor or outdoor activity)
30	Games or social activity
35	Master Guide Curriculum (indoor or outdoor activity)
45	Honors/hobbies/crafts
5	Announcements and benediction
180	

MODEL B

This is a three-hour weekly program, but it is conducted in two separate segments.

Following is a sample program showing the basic structure. You may vary this without limit to suit your situation and add variety to your program.

Segment 1: Two hours of activities on Sabbath, featuring fellowship, outreach, and curriculum.

Minutes Activity

15	Devotional
50	Master Guide Curriculum (biblical requirements)
50	Biblical classes, outreach, or Growth Group
5	Announcements and benediction
120	

Segment 2: One hour of activities during the week, including marching, games, and curriculum.

Minutes Activity

10	Opening ceremony – flags
10	Devotional
35	Master Guide Curriculum (indoor or outdoor activity)
5	Announcements and benediction
60	

MODEL C

This is a weekly one and a half-hour program, which can be modified from one to two hours' duration. If used, it is best to meet at least three weeks per month.

Minutes Activity

10	Opening ceremony - flags, prayer
10	Devotional
50	Master Guide Curriculum (indoor or outdoor activity)
15	Games or social activity
5	Announcements and benediction
90	

SPECIAL MEETINGS AND SERVICES

ENROLLMENT NIGHT

The enrollment night program should be the first Master Guide Club meeting of the year. It should introduce all members to the year's program planned for the club—its goals and objectives, its activities, and meetings, both secular and religious. Careful planning of this enrollment night program is necessary because “millennials are not critical; they just walk

away”¹³. If the first impression is not meaningful, they may decide not to come back. This doesn’t mean that it has to be a “show,” but a well-planned activity.

SUGGESTED PROGRAM

Welcome and Introduction to Master Guide Club

1. **Chaplaincy:** Invite God to the Master Guide Club activities.
2. Explain uniform needs and requirements.
3. Share program highlights.
4. Explain dues, e.g., what they are used for.
5. Explain staff organization and introduce staff members.
6. **Social:** Introduce all Master Guide Club members.
7. Have all Master Guide Club membership applications and consent to Treatment filled out, signed, and handed in.

Master Guide Club Organization

1. Introduce the Master Guide Curriculum.
2. Present the personal material or equipment necessary for activities during the year.
3. If there is a large group, divide the members in units and assign counselors.

Closing

1. Share a video of exciting Master Guide Club activities from previous years.
2. Challenge (encourage them to participate) and have benediction.

INVESTITURE SERVICE

PREPARATION

Usually the Master Guide Club leader will notify the Conference/mission Youth Director that the candidates are ready for Investiture, and a date is set for the meeting. The Conference/mission Youth Director or a designated and qualified person will conduct the Investiture service. That person must be a Master Guide.

Before the Investiture service, all the requirements must have been completed and the permanent signed-off Master Guide Curriculum record card, where applicable, should be presented to the investing official when requested. Spot testing of candidates is useful in maintaining a high standard of achievement, especially in the case of Master Guides.

Special decorations related to the activity can be applied to the church with church board approval.

PERSONNEL WHO MAY BE INVOLVED IN THE INVESTITURE AND THEIR RESPONSIBILITIES

INVESTITURE SPONSOR

This is a person designated by the Conference Youth Department, usually the area coordinator, who represents the local Conference. Where there is no coordinator, the

Conference Youth Department appoints another responsible person such as a Master Guide, a pastor, or a teacher. This sponsor is expected to:

1. Support the church or the university in leading the students into an inspiring program of Master Guide Club activity that includes completing the Master Guide Curriculum.
2. Follow the progress of those doing the Master Guide Curriculum in the designated church or institution until complete.
3. Promote the Investiture program among the community of the youth involved and the total local church membership.
4. Coordinate with the church pastor or principal for a place, date, and time for the Investiture program.

MASTER GUIDE CLUB DIRECTOR

1. Promotes and facilitates the Master Guide Curriculum.
2. Involves the Master Guide Club staff and membership in the Investiture program.
3. Promotes the Investiture program among the church community and the sponsoring church members.
4. Obtains the cooperation of university professors in the completion of some specific Master Guide Curriculum requirements, keeping a record on the Master Guide Curriculum record card.
5. Organizes the Investiture program and schedules a date.
6. Orders and receives all necessary Investiture materials needed for the Master Guides. Uses the Investiture requisition order blank.

LOCAL CONFERENCE PERSONNEL

The Conference Youth Director invites personnel such as the education department superintendent, pastor, school principal, or a minister in the local Conference to be present at the Investiture program to:

1. Represent the local Conference/mission.
2. Promote youth evangelism and the Conference/mission youth program, e.g., youth camps, camporees, rally days, evangelism.

PROGRAM

Perhaps nothing in connection with the Master Guide Club affords a greater opportunity to demonstrate to the members of the church what is being done than the Investiture service. It is important, therefore, that the program be conducted in the most dignified manner and in a way that will stir in every heart a desire to do more for the encouragement and salvation of our youth. The purpose of the Investiture program is to provide an opportunity to:

The Master Guide Club is not a secret society. While the idea of secrecy, secret ceremonies, signs, or amulets carried by members might be appealing, it is not biblical and opens an opportunity for criticism and removal of the support of church leadership and families. All that is done in the Master Guide Club ministry should be open, focused on our mission as an international organization, and of such character as to be enjoyed by all who visit and witness it.

-
- Recognize those who have completed their Master Guide Curriculum.
 - Inspire those not involved in the work to get involved.
 - Inform the church and community what the Master Guide Club is all about.
 - Communicate plans for future events to the youth.

Beyond the actual insignia presentation, program content is left largely to the creativity of those responsible. Action-oriented, inspirational content works best. For instance, include a video showing community service and witnessing done during the year.

Standard program features should be: satisfactory evidence of understanding and completed work by the candidates; a challenge to maintain loyalty to God, the church, and the club (to the local and to the worldwide Master Guide ministry); and the handclasp of welcome by Master Guides who may be present. Be original, spiritual, and impressive.

- A Master Guide Club Investiture service can be performed indoors or outdoors, in a local church or at a Conference event.
- A Master Guide Club Investiture could be performed at the end of a Pathfinder Club Investiture or on a different date if the group is too large.
- A Master Guide Club Investiture could be performed at any AY ministries event.
- A Master Guide Club Investiture may include:
 - Song service
 - Welcome
 - Master Guide Hymn
 - Prayer
 - A short biblical reflection
 - Honor Guard
 - Master Guide Pledge given by all candidates
 - Explanation of the meaning of a Master Guide Investiture
 - Investiture
 - Prayer of Dedication
 - Video with highlights of the year
 - Challenge/invitation for the next year
 - Benediction

This is but one of many ways an Investiture service can be organized. Imagination, order, and common sense are welcome and can add dignity and specialness to the program.

Although Adventurer Clubs, Pathfinder Clubs, and Master Guides use many military forms and methods, they do not belong to the military, and the principles leading every decision should be rooted in the Bible. This is especially important for Master Guides as leaders.

Master Guide Investiture is not above the church organization or the pastor's authority. It is an opportunity to serve and grants the enormous privilege of a vote of trust from the Seventh-

day Adventist Church. This confidence should be renewed every day. The final goal of a Master Guide is to be an instrument of salvation and service.

FINANCES

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

Naturally, there are expenses involved in operating a successful Master Guide Club. A club cannot survive without careful management of funds and adequate planning for the year. A budget must be carefully prepared, with staff assistance, and submitted to the Master Guide Club executive committee and church board for approval. Competent fundraising and consistent church promotion are essential to maintain financial support and enthusiasm. Particular care has to be given to the distribution and handling of funds.

Clubs must elect a treasurer, usually a deputy director. The treasurer must turn any money the club receives over to the church treasurer. The club will receive a receipt and the church books will be audited, which will provide a protection to the officers of the club. The club treasurer should ask the church treasurer for an amount of spending money in the form of petty cash. This money must be accounted for with supporting receipts.

In areas where two or more churches form a single Master Guide Club, they elect a treasurer to serve the large club. This elected treasurer holds all club funds. The treasurers of the contributing churches forward all Master Guide Club funds to the club treasurer. The club books are then audited once a year, and thus protection is offered to the club officers.

CLUB SOURCES OF INCOME

1. **Annual Membership Fees:** Every member should be expected to pay a moderate amount per year as part of his/her membership obligation. This fee should not be burdensome. It should not cause any prospective member to forgo the privilege of membership, but each member must realize that everything worthwhile costs something.
2. **Church Subsidy — Stewardship:** Churches must include the Master Guide Club in the church budget. Churches that realize the operation of a good club is of great importance to the total church program will be willing to contribute a regular amount toward the club's expenses. All club leaders should urge the church board to consider this matter.
3. **Offerings:** Subject to church board decision, the local church should grant a special offering for the Master Guide Club program once a year. This offering is usually earmarked for a special Master Guide Club project as outlined in the budget.
4. **Sponsorship by Church Members:** Here is a valid way to finance special projects and to raise money. Church members can be persuaded to sponsor a club or some of

the activities and needs of the club. Members that value the importance of youth may help the cause of a Master Guide Club.

5. **Special Projects:** While it is not the duty of the Master Guide Club to spend too much time on fundraising projects, some time can be spent each year on special projects like raising money for new equipment, a new clubhouse, etc. This can capture the enthusiasm and imagination of every club member. The new clubhouse or the new equipment will then mean much more to the Master Guide Club members.
6. **Fundraising Campaigns:** As one plans these fundraising endeavors, it is well to remember that all fundraising must include some guidelines and the following instructions should be kept in mind:
 - a. All fundraising projects must have the approval of both the Master Guide Club executive committee and the church board, as well as the city council when necessary.
 - b. Clubs should be encouraged to sell products that are in accordance with the principles of health of the Seventh-day Adventist Church.
 - c. When engaged in a public campaign in the community, opportunities arise for the Master Guide Club members to witness. Literature left with each contact leaves a lasting influence.
 - d. It is good to provide some incentive for the Master Guide Club members in the form of a special meal, awards, etc.
 - e. Set up goals and work toward them. It is better to set attainable goals so that the club members will have the satisfaction of reaching or going beyond their goal, rather than being disappointed.
 - f. Organize the club with attention to salesmanship. Distribute some type of commodity. New ideas must be introduced to keep the club members interested. Stop before the interest begins to wane. Do not wear out any one plan. Club members should not be overburdened with campaigns.
7. **Fundraising Ideas**
 - a. *Preparation and Serving of Food.* Spaghetti or pizza dinners, homemade ice-cream suppers, pie suppers, etc. are just a few ideas for this gourmet activity.
 - b. Sales at Church Socials. The club members can provide refreshments, sandwiches, etc. at church socials. Better yet, you can ask the members to donate different types of refreshments for the Master Guide Club to sell at the social or any other special program.
 - c. Sales from Door to Door. Christmas cards, name labels and name tabs, pens with the club name on them, calendars, lawn markers and mailbox markers, fruitcakes, magazines, soaps, peanuts, and a host of other items can be sold from door to door by the club.
 - d. "Make and Sell" Items. This is a good program because it involves the club member in a club activity and gives him or her the opportunity to sell the very item that was made as a fundraiser. Things like potholders, silk flowers, leaf arrangements, dried arrangements, whole wheat bread, plaster-of-Paris plaques, arts and crafts,

Christmas arrangements, etc. are just a few of the many things that can be made to sell.

- e. Auctions. Hold a white elephant sale, hobby show, pet show, or an auction with a good auctioneer. A reasonable admission fee could be charged.
- f. Work Projects.
 - Working in small groups and raking leaves
 - Babysitting
 - Car wash
 - Garage sale with donations

FUNDRAISING POLICY

Here are some general guidelines to aid in determining whether the proposed project meets the standards as outlined for fundraising programs:

1. Has the fundraising program been approved by the local church board and the Conference Youth Ministries Department?
2. Is the plan in harmony with any ordinances the local community may have in effect?
3. Have you made sure it doesn't have any resemblance to gambling?
4. Will the product be sold? And if this is the case, will it be sold on its own merit, without reference to the needs of the Master Guide Club members or the club?
5. Will those purchasing get their money's worth?
6. Are any other clubs covering the same territory during the same time as your fundraising program?
7. Are you reasonably assured that no one who needs work will lose it because of the fundraising program?
8. Will the fundraising program protect the character of MASTER GUIDE ministry and the Seventh-day Adventist Church and leave the Conference free from any agreement or financial responsibility?
9. Is the community invited to participate? Don't keep fundraising open to the church membership only.

MASTER GUIDE CLUB INCOME AND EXPENSE JOURNAL

Date	Cash Received	Description	Cash Disbursed	Balance
12/07/2012	\$100.00	MGC Day offering		\$100.00
12/14/2012		Emblem	\$5.00	\$95.00
01/05/2013		Craft expense	\$5.00	
01/08/2013	\$15.00	Donation		
01/26/2013		Workbench	\$20.00	\$85.00
02/09/2013	\$21.00	Club dues		\$106.00
02/16/2013		First aid kit	\$8.00	\$98.00
02/26/2013	\$200.00	Church subsidy (convention)		
03/12/2013		MG Convention	\$200.00	\$98.00
03/16/2013	\$12.00	Club dues		\$110.00
03/20/2013		Craft expense	\$10.00	\$100.00
03/24/2013		4 pup tents	\$59.00	\$41.00
03/31/2013		Uniforms	\$31.00	\$10.00
04/06/2013	\$18.00	Club dues		\$28.00
04/10/2013		Supplies from Conference	\$22.00	\$6.00
04/13/2013	\$25.00	Campout fees		\$31.00
04/17/2013		Campout expenses	\$25.00	\$6.00
04/27/2013		MG fair expenses	\$6.00	\$0.00

Note: Gave Spring Report to Church Board and Business Meeting

SAMPLE OF MASTER GUIDE CLUB BUDGET*

OBJECTIVES

1. Teach salvation through Master Guide Club activities
2. Minister to our church and community

Club Income

Dues	\$ 600.00	(\$10.00 per member per year)
Sponsors	\$ 500.00	
MGC Offerings	\$ 685.00	
Club Projects	\$ 1,000.00	
Church Subsidy	\$ 1,000.00	(Based on \$1.45 per month per club member)
Total	\$3,785.00	

Club Expenses

Crafts	\$ 600.00	
Public Relations	\$ 250.00	Camera, Bulletin Board
Induction	\$ 50.00	Candles, Refreshments
Campouts	\$ 150.00	
Travel	\$ 700.00	Field Trips, Expenses to & from Campouts etc.
Auto Maintenance	\$ 1,000.00	Chuck wagon & Bus Repair
Pathfinder Insurance	\$ 60.00	(\$1.00 per person per year RMS)
Administration Exp.	\$ 250.00	Outside-Merit Program
Staff Orientation	\$ 200.00	Training
Library	\$ 250.00	
Camping Equipment	\$ 200.00	Tents, Stoves, Ice Chest
Awards	\$ 75.00	Investiture Pins, Badges, etc.
	\$3,785.00	Year Total

VALUES AND INTERESTS (MASTER GUIDE CLUB MINISTRY)

Church Subsidy	35 % of club income
Church Members	1400 = \$1.25 per member per year (2½ ¢ per week)
Church Families	600 = \$1.67 per family per year (3.2¢ per week)

**Based on a generic MGC. Budget should be set according to the monetary values of each country.*

INSURANCE²

While the spiritual welfare of our members is the prime motivation of all who engage in youth leadership, the physical welfare of our members is also very important. Each leader or counselor at whatever level of organization must accept the moral obligation to protect from physical injury those who are under his/her care. This moral duty of care is reinforced by a legal liability and, while a moral obligation may be shrugged off, leaders cannot escape legal liability for injuries resulting from their actions or omissions.

What standard of care is required of leaders and counselors? There is no easy answer, for the duty of care to a junior will vary in degree from that which is due to a youth of more mature years. The aim must always be to operate an injury-free program and consideration needs to be given to the following:

1. Premises

Are the premises, camping places, halls, etc. free of hazards? If not, existing hazards must be immediately taken care of.

2. Equipment

Is all equipment in good repair? Is it safe? Is safety equipment suited to the activity always provided?

3. Supervision

The required degree of supervision will vary according to the ages of those being supervised. Naturally, a minor will require closer supervision than a young adult who must accept a greater degree of responsibility for his or her own actions, but supervision must always be provided.

4. Types of Activity

High risk activities or activities that involve a risk to the physical or psychological safety of those who practice them should be avoided. Consideration should be given to the following:

- a. Suitability of the activity to the age group involved.

- b. The personal ability and experience of supervisors, e.g., a gymnastic program should be operated only if there is a skilled, qualified gymnast available to supervise.

- c. The provision of appropriate safety equipment, e.g., life jackets for boating, helmets for horseback riding, etc.

Adventist Risk Management can arrange full legal liability insurance that is extended to cover leaders and counselors, whether they are paid employees or volunteers—but this provision of insurance must never result in the relaxation of the duty of care owed to our children and youth. No level of insurance can satisfactorily compensate for death or injury.

² General Conference Pathfinder Administrative Manual (2004 Revision), “Insurance”, page 92–99.

“The rule that you are to love your neighbor becomes a law, you must not injure your neighbor, and the lawyer’s question, who is my neighbor? receives a restricted reply. You must take reasonable care to avoid acts or omissions, which you can reasonably foresee that would be likely to injure your neighbor. Who then in law is my neighbor? The answer seems to be--persons who are so closely and directly affected by my act that I ought reasonably to have them in contemplation as being so affected when I am directing my mind to the acts or omissions which are called in question.”

Failure to fulfill the duty of care will be classified as negligence and can result in legal action for damages, should a resulting injury be attributed to such failure.

NEGLIGENCE

To determine whether negligence exists, there are three questions that are usually asked:

1. Was there a duty or obligation owed to the injured person?
2. If a duty existed, was there a breach of that duty? To determine whether there was a breach, it is usual to ask:
 - a. Was due care exercised?
 - b. Was the injury foreseeable?
3. Was the action or omission of the person accused of negligence the proximate cause of the injury?

Or

Would the injury have occurred regardless of the actions of the accused?

WHAT CONSTITUTES NEGLIGENCE?

Of many attempts to define negligence, probably the most widely accepted is that of Alderson B, in *Blyth v Birmingham Waterworks Co.* (1836).

“Negligence is the omission to do something which a reasonable man, guided upon those considerations which ordinarily regulate the conduct of human affairs, would do, or doing something which a prudent and reasonable man would not do.”

Negligence can take many forms, some of the most common being:

- Allowing use of faulty or dangerous premises or equipment.
- Allowing activities that are inherently dangerous.
- Failure to supply adequate safety equipment or to ensure that when such equipment is supplied, it is always used.
- Inadequate supervision.
- Injury occurring when the cause should have been foreseeable.

PREMISES (OR LOCATIONS)

Examples of negligence may include:

- Slippery, polished floors
- Worn carpets or mats
- Broken edges of paths or steps
- Inadequate lighting
- Dangerous beaches, etc.

DANGEROUS ACTIVITIES

Some activities, because of their nature, have a greater potential for injury than others, and consequently the duty of care becomes more significant. These include:

- Anything to do with fire
- Water skiing
- Horseback riding
- Gymnastics
- High adventure

SAFETY EQUIPMENT

Allowing participation in any activity that is obviously dangerous without providing suitable safety equipment and ensuring that it is always used is definitely inviting a charge of negligence should injury result. To detail safety standards for all youth activities would take considerable time and space. All that can be done here is to refer to some basic equipment that should be mandatory.

Fire Activities Tested fire extinguishers should be readily available.
Legal fire safety standards should always be followed.

Water Skiing/
Wake Boarding Life jackets should be worn at all times.
Buoys should be used to indicate skiing areas closed to swimmers.
Drivers should be experienced and licensed by the appropriate authority.
Observers should be of the required age and ability.
Boats should have current registration and carry comprehensive insurance.

Horseback Riding Docile horses
Hard caps
Gymnastics
Well-maintained equipment
Adequate floor mats Suitable footwear

Caving Helmets with fixed lights
Additional sources of light
Proper clothing
Proper vertical equipment

SUPERVISION

Adequacy of supervision is the factor upon which many actions for negligence will be determined. It must be:

- Adequate** Younger age groups will call for closer supervision.
Continuing Activity groups must be kept together and under constant supervision.
Skilled Water-skiing supervisors should be skilled and experienced water skiers.

- Swimming supervisors should be strong swimmers skilled in lifesaving techniques.
- Persons skilled in the handling of horses should supervise horseback riding.
- Gymnastics should be undertaken only under supervision of skilled gymnasts.
- Caving should be led by experienced cavers familiar with the caves being explored.

If you do not have adequate skilled supervision, cancel the activity!

WHO CAN BE SUED?

Some, or all, of the following may be personally joined in a legal action claiming damages for injury resulting from negligence beyond the person directly responsible for the injury:

- Youth leaders at all levels
- Master Guide Club directors
- Master Guide Club counselors
- Camp directors
- Conference Youth Directors
- The church
- Owners of faulty equipment or premises

In short, this includes anyone who may have contributed in some way to the incident involving injury, whether by direct act or by the omission of some act or control that should have been exercised.

INSURANCE PROTECTION

Pay attention to what your insurance policy covers.

IN CASE OF INJURY

DO

1. Render first aid as may be necessary, but limit first aid activities to the essentials.
2. Obtain skilled, professional care as quickly as possible.
3. If the injured party must be transported, call for ambulance assistance where such is available.
4. Inform parents or guardians as soon as possible.

5. Complete an incident report covering each and every injury and obtain true witness statements.
6. Send incident reports and eyewitness statements to Adventist Risk Management through your Conference secretary/treasurer. Failure to notify the insurers can result in a later claim being refused.
7. In the event of serious injury or death, notify Adventist Risk Management immediately by telephone, fax, or email.
8. If any claims are made, report such claims immediately, and if they are in writing, keep a copy and forward the originals to Adventist Risk Management.
9. Cooperate fully with Adventist Risk Management and any loss investigator appointed by the insurers.
10. Immediately forward the originals of the correspondence you receive in connection with a claim.
11. Always provide the utmost sympathy and support for the person injured and his/her relatives, but please take careful notice of the “DON’T” list below:

DON’T

1. Admit liability for the injury

This is of the utmost importance. If you admit liability the insurers may consider that a breach of the policy conditions and refuse to be involved. If this happens, each of the individuals named in the claim will be personally liable for any damages that are awarded.

2. Express opinions in the incident report Deal with the facts only and encourage eyewitnesses to do the same in their statements.
3. Make any offers or promises to the injured party To do so could cancel the insurer’s responsibility.

MASTER GUIDE CLUB CONSTITUTION

ARTICLE I—DEFINITIONS

As used in the constitution and Administrative Manual of the Master Guide Club, the words in this Article shall have the following meanings:

- **AYMT:** Adventist Youth Ministries Training
- **Master Guide (MG):** Master Guide is a title of recognition for a lay leader who completed the training process described in the Master Guide Curriculum. This recognition is given by the Seventh-day Adventist Church, and implies a vote of trust.
- **MGC:** Master Guide Club
- **Master Guide Curriculum:** These are the requirements necessary in order to become a Master Guide.
- **Master Guide Investiture:** A ceremony in which a Master Guide Club member that has fulfilled all the Master Guide Curriculum requirements receives the official recognition from the Seventh-day Adventist Church as a Master Guide.

-
- **Master Guide level:** It is understandable that the level of complexity in teaching Pathfinders (10-15 years of age) is different than the level for Master Guides (16 years and over). The Master Guide Club members can be university students or professionals.
 - **Missionary Volunteer Society:** The first missionary society for youth in the Seventh-day Adventist Church. It is the predecessor of the Adventist Junior Youth Society and the Pathfinder Club.
 - **NAD:** North American Division of the Seventh-day Adventist Church
 - **SDA:** Seventh-day Adventist Church
 - **Senior Youth and young adult:** When this term is mentioned in this Manual, it refers to “Senior Youth” as young people ages 16-18 and “Young Adults” as young people ages 18-35+. These terms are not related to a civil, work, or academic status. These terms in this order are not related to the name of any Seventh-day Adventist Church ministry.

ARTICLE II—NAME

The program for the holistic ministry for people ages 16 and older within the Seventh-day Adventist Church, and sponsored by the Youth Ministries Department is called the Master Guide Club.

ARTICLE III—PURPOSE

The objectives of a Master Guide Club have its emphasis on leadership development, discipleship, outreach, and evangelism.

These objectives are the primary goals of the Master Guide Club and the Master Guide Curriculum is the roadmap to achieve these goals.

The following objectives are expected to be achieved by a Master Guide Club:

1. Emphasize spiritual and personal growth for a more intimate relationship with Christ.
2. Provide Master Guide training based on the Master Guide Curriculum from the North American Division.
3. Assist youth and church ministries in their leadership, discipleship and outreach endeavors.
4. Provide Master Guides with leadership training for effective Christian service in church and youth ministries.
5. Involve Master Guide Club members in the Church community through social activities that foster Christian friendship and mutual support.
6. Teach and promote an integrated healthy lifestyle.
7. Participate in conference-sponsored events.

ARTICLE IV—ORGANIZATION

The Master Guide Club is a program organized and directed by the Youth Department of the North American Division for its territory. It offers a wide range of learning experiences for senior youth and young adults, ages 16 and older, and is operated by the local Seventh-day Adventist Church under the direction and control of the local Conference Youth Director.

Each Master Guide Club is administered by a club director, deputy directors, instructors, a chaplain, a secretary, and a treasurer. If necessary, the club is divided into separate units, each unit averaging between six to twelve members.

The following basic principles of organization will be used by North American Division Master Guide Clubs:

- All clubs must be authorized and registered with the conference and comply with insurance requirements.
- All members must be in service to Adventurer Clubs and/or Pathfinder Clubs, or any approved
- Adventist Youth Ministry.
- Master Guide Clubs should be divided into areas, districts, federations, etc.
- All Master Guide Club members should provide assistance to the Adventurer Club, Pathfinder Club or Youth Ministries of the local church and/or conference in Leadership Training, discipleship and outreach endeavors.

ARTICLE V—ELECTION OF OFFICERS AND OTHER STAFF MEMBERS

MASTER GUIDE EXECUTIVE COMMITTEE

Section 1 **Administrative Director, Director and Deputy Directors:** The nominating committee of the local church elects the director of the Master Guide Club. They are to be baptized members in good and regular standing, preferably Master Guides, whose interest and ability qualify them for this ministry. It is then suggested that they or he/she be invited to sit with the nominating committee for the selection of the deputy directors. The number of deputy directors chosen will depend on the number of Master Guide Club members.

Section 2 **Secretary and Treasurer:** The director and deputy directors then choose the secretary and the treasurer. One person may cover both these positions if appropriate. These positions may be held by deputy directors, or other staff members may be asked to hold these positions.

Section 3 **Chaplain:** Each club will need to choose a chaplain, a person who will take responsibility for leading out in worships and special services, and who will take a personal interest in every Master Guide Club member and staff member within the club. He/she may be one of the deputy directors, or the church pastor, assistant pastor, youth pastor, a church elder, etc.

ARTICLE VI—DUTIES OF OFFICERS AND STAFF

Section 1 **Director:** All activities of the Master Guide Club shall be under his or her supervision. The director shall appoint the chairman of all committees after consultation with the deputy directors or executive committee.

Section 2 **Deputy directors:** Deputy directors shall accept the assignments of the director and share in the leadership responsibilities of the club. There should be two or more deputy directors according to the local club needs. A deputy director

designated by the director takes charge of club meetings in the absence of the director. They may also be asked by the director to preside at staff meetings.

Deputy directors should work on:

- **Leadership Training:** Planning and coordinating the Master Guide Leadership Course
- **Discipleship:** Assisting the local church ministries in mentoring staff, teens, and children for vibrant Christian life and service
- **Outreach:** Planning, coordinating and supporting outreach efforts, evangelism programs, and mission-service projects
- **Social:** Planning and promoting general activities to strengthen group relationships

Section 3 **Secretary:** The Master Guide Club secretary is generally a deputy director but may also be selected from the staff members. The secretary will be responsible for keeping all club records other than those kept by the treasurer, as well as emailing club information to members. In small clubs one individual may care for the work of the secretary and treasurer.

Section 4 **Treasurer:** The Master Guide Club treasurer is generally a deputy director; however, he may be chosen from the staff members. It is important that the treasurer works closely with the club director and the church treasurer, keeping both well informed as to the club expenses and funds on hand. In smaller clubs, the same individual may cover the duties of the treasurer and secretary, although a more efficient program can be carried on if they are separate. The treasurer needs to be an individual who will handle the club funds with accuracy and great care.

Section 5 **Chaplain:** The chaplain plays a very important role within the club, by leading out in and providing opportunities for the spiritual development, cooperation and caring among Master Guide Club members and staff. He/she has to have the ability to organize as well as lead out effectively in the spiritual activities of the club.

ARTICLE VII—MEETINGS

Section 1 Regular Master Guide Club meetings shall be held at least twice a month. The location, time and duration of these meetings shall be decided by the executive committee and shall be based on one of the following models:

Model A This is conducted in one three-hour session working on the Master Guide Curriculum requirements, with a chaplaincy/outreach section, a Christian fellowship section, and an instruction section.

Model B This is a three-hour program, but it is conducted in two separate segments:

Segment 1 Two hours of activities on Sabbath, featuring fellowship, outreach, and curriculum.

Segment 2 One hour of activities during the week, including marching, games, and curriculum.

Model C This is a weekly program lasting from 1–2 hours.

Section 2 Staff meetings are to be held once each month as announced.

Section 3 Executive committee meetings are to be held at least quarterly.

Section 4 The yearly Master Guide Club program must include the requirements as set down by the local conference youth department's club grading system.

ARTICLE VIII—MEMBERSHIP AND EXTENSION OF MASTER GUIDE CLUB PROGRAM

Section 1 Requirements to become a member of the Master Guide Club are the same as in the Master Guide Curriculum.

- Be a baptized member of the Seventh-day Adventist Church.
- Have a written recommendation from your local church board, stating that the candidate is in regular standing.
- Be at least 16 years of age to start the Master Guide curriculum and at least 18 years of age at completion.

Section 2 Membership will be granted when the following specifications are met:

- Acceptance of application.
- Payment of membership fee.
- Complete uniform purchased.
- Willingness to conform to the principles of the Master Guide Club Pledge and Seventh-day Adventist principles.
- Willingness to participate in all Master Guide Club activities.

Section 3 Youth who conform to the above requirements and are in the process of completing a series of Bible studies in preparation for baptism may be admitted to membership.

Section 4 The admittance of new members into the Master Guide Club will be at the beginning of each Master Guide Club program quarter and/or three or four pre-determined dates throughout the year.

Section 5 Any Master Guide Club member who openly refuses to conform to the above requirements should have an interview with the staff they are closest to in order to open a dialogue about the issue. If the situation doesn't change, this staff member and the Master Guide Club director should talk with him/her. If his/her attitude doesn't change, the Master Guide Club executive committee may ask him/her to abandon the program temporarily.

Section 6 The cycle of the Master Guide Club program may vary according to the Master Guide curriculum from a minimum of one year to a maximum of three years.

-
- During this cycle, the Master Guide Club should achieve most of the requirements of the Master Guide curriculum that can be learned within a group.
 - After completing this cycle, the Master Guide candidate has to be ready for investiture and to serve as needed in the Adventurer Club, Pathfinder Club and Youth Ministries outside of the Master Guide Club.
 - The newly invested Master Guide can remain in the Master Guide Club as staff member if required.
 - The newly invested Master Guide can participate in Master Guide Club events if approved by the Master Guide Club executive committee.

ARTICLE IX—UNIFORM

Section 1 Dress Uniform: The official Master Guide dress uniform is determined by the Division and is the recommended uniform for each club member and officer. It shall be worn only at club meetings and other occasions as indicated by the club director.

Section 2 Field Uniform: The official conference-recommended field uniform for each club member shall be worn at all Master Guide Club activities as indicated by the club director.

ARTICLE X—CLUB FINANCE

Section 1 The annual, weekly, monthly, or quarterly membership fee established by the executive committee is payable when the application is filed with the secretary. This fee shall be returned if the application is not accepted.

Section 2 An annual personal insurance fee should be included in the annual fee where applicable.

Section 3 A financial report will be given at the meeting of the club executive committee.

Section 4 No Master Guide candidate should leave the Club because of personal financial problems. The Master Guide Club should have a fund for these cases.

ARTICLE XI—POLICY

The club shall be governed by the policies as laid down by the Youth Department of the local Conference of Seventh-day Adventists Church.

ARTICLE XII—AMENDMENTS

This constitution may be amended by a two-thirds vote of the Master Guide Club staff committee but becomes effective only after approval by the local church board.



APPENDIX

Master Guide Hymn

Music by: Ever Garcia Leiva

Original arrangement by MG Council 2003

arr. by Meagan P. Galgao

mf

1. Press on for - ward mas - ter-guides with ho - ly
 2. Press on for - ward mas - ter-guides with ho - ly

bold - ness; we're in ves - ted with great strength. To help
 bold - ness; we're in ves - ted with great strength. With a

all the youth who choose to be with Je - sus, and they
 glo - rious torch that's lif - ted up t'wards hea - ven, will bring

long to fol - low Him. To the
 light in - to this world. Though we're

10

lost souls we are gi - ving the great mes - sage, that con -
 threa - tened by a world that's filled with dark - ness, we'll go

12

strains with - in our hearts. There's a
 for - ward with - out fear. In the

14

crown a - wai - ting each of us in hea - ven, with bright
 light that keeps on shi - ning from our Sa - vior, to help

16

stars which Je - sus has for us.
 guide us as we walk the A - Y path.



(This is a template form, please consult with your conference leadership to see what specific requirements there may be in your state/province.)

MASTER GUIDE CLUB APPLICATION

I wish to (check one that applies):

Apply for membership Renew my membership

Transfer my membership from _____

PERSONAL INFORMATION

Name _____ Age _____ Birthdate _____

Address _____

City _____ State/Prov _____ Zip/PC _____

Phone # (_____) _____

Name of church you attend _____ Baptized? Yes/No

Check all level(s) you have completed:

Little Lamb Eager Beaver Busy Bee Sunbeam Builder Helping Hand

Friend Companion Explorer Ranger Voyager Guide

APPLICANT'S COMMITMENT: I agree to be guided by the rules of the Club and the Master Guide Pledge and Law, I will attend Club meetings, campouts, and other Club outings and activities. I agree to be guided by the rules of the club and the principles of the Seventh-day Adventist Church.

Candidate Signature _____ Date _____

FAMILY HISTORY

Parent/Guardian Name: _____

Email: _____ Phone # (_____) _____

Seventh-day Adventist member? Yes /No If yes, what church: _____

Have they worked with Pathfinder Club Ministries before? Yes/No Master Guide? Yes/No

Parent/Guardian Name: _____

Email: _____ Phone # (_____) _____

Seventh-day Adventist member? Yes /No If yes, what church: _____

Have they worked with Pathfinder Club Ministries before? Yes/No Master Guide? Yes/No

PARENT OR GUARDIAN APPROVAL: I hereby verify the applicant is in at least 16 years old. I have read the Master Guide Pledge and Law and am willing and desirous that the applicant becomes a Master Guide. I will assist the applicant in observing the rules and guidelines of the Master Guide Club. As parent/guardian, I understand that the Master Guide Club program is an active one for the applicant. It includes many opportunities for service, adventure, discipleship training, and fun. We will cooperate:

1. By learning how we can assist the applicant and his/her leaders.
2. By encouraging the applicant to take an active part in all club activities.
3. By attending event to which parents/guardians are invited.
4. By assisting club leaders and by serving as leaders if called upon.
5. By purchasing required uniforms.
6. By paying club dues, fees for activities and purchasing insurance as required by the club.

Parent/Guardian Signature _____ Date _____

CLUB USE ONLY

Membership Application completed ___ Uniform Arrangements Made ___

Health & Medical Records ___ Dues Paid ___

Inducted into Full Membership on: _____

Signature of Club Director _____ Date _____

INFORMATION ABOUT THE MEDICAL CONSENT FORM

In these days of lawsuits, medical consent forms are a necessity for every outing. This form gives parental authorization for a doctor to treat a minor. It also provides information on where the parents and family doctor can be located. The consent form provides protection for the doctor, the minor, and the Club director.

1. The Doctor—a doctor who would give medical assistance to a minor without the parents' knowledge, would take a tremendous risk. If the results are serious or even fatal, the parents may sue. A signed consent form may be enough to persuade a doctor that the parents are unlikely to sue. (Many young people have been given medical aid at a remote hospital or office after the leader produced a consent form. Other times the form has not helped at all).
2. The Minor—leaders who take a child on an outing have an obligation to provide the best medical care. Not having a form could severely reduce that chance.
3. The Club Director—if a minor is injured and unable to get proper medical care because the director did not bother to require medical consent forms, that director could certainly be a target for a liability suit.

A NOTE ABOUT DATING OF MEDICAL CONSENT FORMS

Medical consent forms may be dated in such a way that they are suitable for the whole year. This has the obvious advantage of saving a lot of work in collecting new forms for each outing. There are two disadvantages to year-long consent forms. First, a form signed several months ago will not be as impressive to a doctor as one signed yesterday. Secondly, the form will not have current information on the location of the parents. They may be out of town the weekend of the outing on which their child is injured. Use your judgment.

Please check with your conference Youth Director and Risk Management Department to see what is required in your conference.

(This is a template form, please consult with your conference leadership to see what specific requirements there may be in your state/province.)

MEDICAL CONSENT FORM

To be read and completed by the parent/guardian and, if required by your state/province, notarized.

Minor's Legal Name _____ Birthdate _____ Circle: Male/Female

Address _____

City _____ State/Prov _____ Zip/PC _____

Cell Phone # (_____) _____

Family Physician's Name _____ Phone (_____) _____

Medical Insurance Provider _____ Medical Insurance Policy # _____

Parent/Guardian Name _____

Address _____

City _____ State/Prov _____ Zip/PC _____

Cell Phone # (_____) _____ Home Phone # (_____) _____

Medical Insurance Provider _____

Medical Insurance Policy # _____

Parent/Guardian Name _____

Address _____

City _____ State/Prov _____ Zip/PC _____

Cell Phone # (_____) _____ Home Phone # (_____) _____

Medical Insurance Provider (if different) _____

Medical Insurance Policy # _____



MEDICAL HISTORY

Weight _____ Height _____ Last Tetanus shot _____

Food allergies _____

Medication allergies _____

Medications receiving now _____

Medical History (i.e., recent surgery, diabetic, chronic illness) _____

Person to notify in case of accident or illness if parents/guardians are not available

Name _____ Phone # (____) _____

Relationship to Minor _____

I _____ (parent/guardian) give the following emergency medical treatment consent for the above-named minor. Effective from _____ to _____ .

Emergency Surgery First Aid (check each that apply)

NOTARIZED SIGNATURE (if required by your state/province law)

Signature of Parent/Guardian _____

Subscribed and acknowledged before me this day of _____ ,
by _____ , who is personally known to
me or who has produced _____ as identification.

(Notarial Seal) Notary _____ Public signature

TIPS ON MAINTAINING ENTHUSIASM FOR HONORS

1. *Having Definite Dates for Completion:* When the Honor is started, plan to finish the work as soon as possible. This helps the student know that the class is moving along and going someplace.
2. *Making the Activity Worthwhile:* If interest is to be kept at a high level, the Honor must not only be fun but also informative and helpful. If requirements are glossed over lightly, the student gets the idea that the Honor does not mean much. Before receiving the Honor patch, a test should be given to ensure the person knows the subject of the Honor. All requirements for an Honor must be completed. Since these are but a “window” into a new subject, the requirements are considered the minimum standard to achieve. AY Honors earned during a Pathfinders experience are still valid; however, some of them could be taught again on a Master Guide level.
3. *AY Honor Files:* For a Master Guide it is extremely useful to keep all the information and notes necessary to teach an earned Honor in the future.
4. *Waiving Requirements:* Sometimes a requirement cannot be completed due to the particular environment people are in. No club may decide that a certain requirement cannot be met in their area and therefore unilaterally waive the requirement. The Conference/mission Youth Director must be notified and approve any change in the published requirements. When this approval has been given, the club is then free to change the requirement as instructed. When this happens, an equivalent requirement covering the spirit of the original requirement should be included.
5. *Meeting AY Honor Requirements:* The following guidelines will serve in checking AY Honor requirements.
 - a. The work must actually be performed. Each question and requirement must be met.
 - b. All Honors must be signed by the instructor, Conference Youth Director, Master Guide director, or Pathfinder Club director on the special form provided by the Conference.
 - c. In order to avoid doubts about the validity of an earned Honor, requirements should not be examined nor signed by a person who is a direct relative of the Master Guide Club member seeking that Honor.

“THE PROPHET SAMUEL CREATED THE SCHOOL OF THE PROPHETS, GATHERING YOUNG PEOPLE FROM ISRAEL, TRAINING THEM IN A SMALL COMMUNITY OF FAITH, TRUST, AND FELLOWSHIP, THEN SENDING THEM TO ACCOMPLISH THEIR MISSION.”

(1 SAMUEL 19:20; *EDUCATION* BY ELLEN G. WHITE, PP. 45-51)

The Master Guide Club focuses on leadership development, discipleship, outreach, and evangelism. Members of the club will:

- Emphasize spiritual and personal growth for a more intimate relationship with Christ.
- Provide Master Guide Leadership Training based on the North American Division’s Master Guide Curriculum.
- Assist with Adventure and Pathfinder Club Ministries, Youth Ministries, and church ministries in their leadership, discipleship, and outreach endeavors.
- Involve Master Guide Club members in the church community through social activities that foster Christian friendship and mutual support.
- Teach and promote an integral healthy lifestyle.
- Participate in local Conference, Union, and North American Division-sponsored events.

This manual outlines the philosophy, structure, and steps in organizing a Master Guide Club. Included are sample programs, budget details, job descriptions, and much more.

For more information visit ClubMinistries.org/MasterGuides

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Club Ministries

North American Division of Seventh-day Adventists