



## **PATHFINDER LEADERSHIP AWARD**



**PTHADM002**

# **Pathfinder Administration**

**Resource Material**

**January 2009**



Resource Material for the Pathfinder Leadership Award.

The Resource Material, Review Booklet and Assessment tools were produced by the Seventh-day Adventist Church Youth Ministries of the South Pacific Division (SPD). We pay tribute to Pastor John Wells, the main contributor in the reshaping, rewriting and adapting of this material. He was assisted by a number of other experienced leaders and an editorial team brought the task to completion. We wish to express our deepest thanks to them all.

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The Unit Outline is unchangeable. However, Conferences/Missions in the SPD are encouraged to be creative in the delivery of the training to suit their local needs. Photocopying of this material is permitted in the context of leadership training. It is not to be used for commercial purposes.

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# Orientation

Welcome to the resource material for PTHADM002 Pathfinder Administration.

## Purpose

This unit covers the Administrative knowledge and skills needed for operating a local Pathfinder club.

## The Resource Material

This Resource Material contains the essential information required to meet the competencies outlined for this unit. It should help you to:

- Gain a comprehensive understanding of the Pathfinder Administration.
- Understand the importance of Pathfinder Administration for a Pathfinder Club.
- Prepare for the PLA training/review/assessment program.
- Acquire knowledge that will help with your Pathfinder Ministry.

A basic Review Booklet has been developed for this unit. It contains a small number of worksheets that, once completed, provide evidence that you understand the material. The Review Booklet needs to be completed before the assessment and forms part of the requirements to gain competence in this unit.

Note: If you have any questions, please consult your District Director or your local Conference/Mission Youth Department.

## What Additional Resources Do I Need?

- Bible.

## What Do I Need to Bring for the Training/Review/Assessment Program?

- Resource material (if received beforehand).
- Review Booklet (completed, if required).
- Pencil/pen.
- Any other resources or equipment as specified by your Assessor.

## How Will I Be Assessed?

At the Conference/Mission training/review/assessment program your competency will be assessed by one or more of the following methods:

- Written/oral questioning.
- Completed Review Booklet.
- Simulation activities.
- Project/assignment.

## Reassessment Process

- You will be given the opportunity for reassessment if you are not found competent.
- There will be no limit to the number of opportunities for re-assessment.

## Appeal Process

If you are not satisfied with your assessment you can:

- Discuss the issue with your Assessor.
- Discuss the issue with your District Director.
- Request the mediation of another Assessor.
- Report your concern to the Conference/Mission Youth Director.

## Unit Outline

The Unit Outline summarises the requirements (Elements) of this unit. Each Element requires completion of various tasks (Performance Criteria).

PTHADM002	Pathfinder Administration
PLA	Pathfinder Leadership Award

**DESCRIPTION:** This unit has been developed by the Adventist Youth Ministries of the South Pacific Division (SPD). It covers the Administrative knowledge and skills needed for operating a local Pathfinder club.

The Competency Based Training (CBT) method has been adopted for the delivery of this unit.

Element	Performance Criteria
1. Summarise the Pathfinder Constitution.	1.1. Determine the purpose of the Pathfinder Constitution. 1.2. Discuss the content of the Constitution.
2. Outline the procedure for organising a new club.	2.1. Describe the process of gaining support for a new club. 2.2. Explain the process of organising a new club. 2.3. Discuss methods of promoting the new club to the church and the community.
3. Explain the Pathfinder traditions.	3.1. Outline the purpose and meaning of the Pathfinder flag. 3.2. Explain the purpose and meaning of the Pathfinder song. 3.3. Summarise the purpose and meaning of the Pathfinder Pledge and Law. 3.4. Explain the purpose of the Pathfinder Dress and Field Uniforms.
4. Identify Pathfinder administration procedures.	4.1. Identify the reasons for reporting. 4.2. Explain the 200 Club Award. 4.3. Accurately complete club documents. 4.4. Identify the purpose and scope of Honour and Master Awards. 4.5. Outline the procedure to earn Honour tokens.
5. Identify the function of Pathfinder Documentation.	5.1. Explain the purpose of Pathfinder Documentation within the organization. 5.2. List the forms relevant to the club registration process. 5.3. List the forms relevant to camping. 5.4. List the forms relevant to uniform. 5.5. List the forms relevant to the Investiture.
6. Identify Pathfinder financial methods.	6.1. Outline methods of keeping financial records in a club. 6.2. Outline the club budget items for a year. 6.3. Outline the main sources of income to meet the clubs financial needs. 6.4. Outline the guidelines for club fundraising. 6.5. List fundraising methods that you have been involved in.

## **CHAPTER 1: Introduction**

The Pathfinder club is a part of a world wide organization directed by the Youth Department of the General Conference. It offers a wide range of learning experiences for young people from the ages of ten to fifteen. It is operated by the local Seventh-day Adventist Church under the direction of the local Conference/Mission Youth Director.

# CHAPTER 2: The Pathfinder Constitution

## Why Do We Have a Constitution?

- It defines what Pathfinding is all about.
- It protects the ethos of Pathfinding.
- It is the foundation for organizing Pathfinder clubs.
- It is based on the General Conference Pathfinder Constitution and reflects the unique needs and circumstances of the South Pacific Division.

## The Constitution

### CONSTITUTION

#### ARTICLE I

##### NAME

The Pathfinder program, sponsored by the Youth Department, is the holistic ministry for the ten-to-fifteen-year-olds (Years 5-10 or equivalent) within the Seventh-day Adventist Church.

#### ARTICLE II

##### PURPOSE

1. The objectives of the Pathfinder club are to:
2. Help the Pathfinders to understand that God loves them, cares for them and appreciates them.
3. Encourage Pathfinders to discover their own God-given potential.
4. Inspire Pathfinders to give personal expression of their love for God.
5. Make the number-one priority of the club program the personal salvation of every Pathfinder.
6. Build into a Pathfinder's life a healthy appreciation and love for God's creation
7. Teach Pathfinder specific skills and hobbies that will make their lives more meaningful and will occupy their time with profitable accomplishments.
8. Encourage the Pathfinder to keep physically fit.
9. Give opportunity to develop and enlist leadership.
10. Seek to foster the harmonious development of the physical, social, intellectual and spiritual life of the Pathfinder.

#### ARTICLE III

##### ORGANISATION

The youth director of the local Conference/Mission is the director of all Pathfinder activity conducted within the Conference/Mission territory. The youth director's counsel may be solicited in regard to any club activity. When planning major programs, the youth director should be advised and may be invited to participate. In regional areas, a district director may be appointed by the Conference/Mission to act on behalf of the Conference/Mission youth director, and is therefore directly responsible to the youth director.

In the local church, a Pathfinder administrative director is appointed co-coordinator of the junior and teen clubs if the club is large enough to have separate junior and teen club and between churches if a club is made up of Pathfinders from more than one church. They represent the club on the respective local church boards. The director of the club should be a baptized member of the Seventh-day Adventist Church who is in good and regular standing. They need to be vitally interested in young people, sympathetic to their developmental needs and must understand the issues they are facing. Wherever possible, the director should hold the Pathfinder Leadership Award or should in training for that purpose. They must be resourceful and enthusiastic. All activities of the club will be under each club director's supervision and it is the director's responsibility to call and organise all club meetings.

## ARTICLE IV

### ELECTION OF OFFICERS AND OTHER STAFF MEMBERS

#### Section 1.

The officers of the club will be an administrative director (where there is a junior and a teen club), a club director, two or more deputy directors, club secretary, treasurer, and a chaplain (these may be deputy directors). The staff will include counselors, junior counsellors and instructors as needed.

#### Section 2.

The administrative director and club directors are appointed by the nominating committee of the sponsoring church or churches.

#### Section 3.

The deputy directors are appointed by the directors, and approved by the church boards.

#### Section 4.

The secretary, treasurer and chaplain are appointed at the discretion of the directors (may be deputy directors).

#### Section 5.

The counsellors, junior counsellors and instructors are to be appointed or replaced by the Pathfinder Executive Committee.

#### Section 6.

The Pathfinder staff consists of those mentioned in sections 1 to 5 of this article.

## ARTICLE V

### DUTIES OF OFFICERS AND STAFF

**Section 1.** Administrative Director: The coordinator of the teen and junior club directorship, representing the church in the Pathfinder organisation as a member of the church board. The main responsibility is to coordinate all activities in the Pathfinder organisation.

**Section 2.** Director: All activities of the club are under the supervision of the director. The chairperson of all committees will be appointed by the director after consultation with the deputy directors or executive committee.

**Section 3.** Deputy Directors: Assist the director and take charge whenever the director is absent. My be designated to care for the following duties: achievement classes, secretary and/or treasurer, games, camping activities, Honours and creative skills, music, equipment nature, chaplain, transportation, special events, etc.

**Section 4.** Secretary: Renders monthly reports to the local conference office. Is responsible for all club correspondence. Takes meeting notes. Is responsible for personnel records and for any other records necessary to the smooth running of the club.

**Section 5.** Treasurer: Takes charge of the expenses paid out and collects and cares for all income, such as membership fees, fund-raising projects etc. and is to present a financial report upon the request of the executive officers or staff, and will transmit the accounts and all undistributed funds to any successor. The club treasurer needs to work in close harmony with the church treasurer.

**Section 6.** Chaplain: This may be a deputy director. Assist the director in maintaining a strong spiritual tone in the club; knows each Pathfinder's relationship to the Lord; and serves on committees dealing with the worships in club meetings and camps, outreach and discipline.

**Section 7.** Counsellors/Junior Counsellors: The counsellor is the leader of a unit of six to eight Pathfinders, who takes charge and leads or teaches the unit or class through the requirements necessary for a successful Investiture of the members. The junior counsellor assists the counsellor as instructed.

**Section 8.** Instructors: Instructors may be drawn from the staff, and may be unit counsellors, or specialists selected from the church or community to teach specific subjects.

## ARTICLE VI

### COMMITTEES

**Section 1.** The standing committees of a club are:

- a. Coordinating Committee (for churches with junior and teen clubs).
- b. Executive Committee.
- c. Staff Committee.
- d. Discipline Committee.
- e. Unit Captain's Council.

**Section 2.** The coordinating committee consists of the administrative director, club directors, deputy directors, pastor, secretary, treasurer and chaplain. This committee, chaired by the administrative director, is responsible for all joint Pathfinder activities.

**Section 3.** The executive committee consists of the club director, deputy directors, pastor, secretary, treasurer and chaplain. This committee, chaired by the club director, is responsible for all Pathfinder activities.

**Section 4.** The staff committee consists of the executive committee plus counsellors, junior counsellors and instructors. Unit captains may be invited to meet with this committee.

**Section 5.** The discipline committee consists of the director, deputy directors, the counsellor of the Pathfinder(s) involved, and a Pathfinder boy and girl chosen from the club.

**Section 6.** The unit captains' council consists of the director and the unit captains.

## ARTICLE VII

### QUORUM

For the transaction of business by any of the committees, a majority of the committee membership must be in attendance.

## ARTICLE VIII

### MEETINGS

**Section 1.** Pathfinder meetings will be held generally twice monthly, for at least ten months of the year. The time and duration of these meetings will be decided by the executive committee and may be based on one of the following models:

#### Model A:

This is conducted in one three-hour session with opening and closing ceremonies, marching, games, curriculum and craft, all integrated into one program.

#### Model B:

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

#### Segment 1:

One hour of Pathfinding, which may be on Sabbath, featuring fellowship and curriculum.

#### Segment 2:

Two hours of Pathfinding, including marching, games, curriculum, craft, and opening and closing ceremonies.

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

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

**Section 4.** The yearly Pathfinder club program should include the requirements of the reporting system as set down by the local Conference/Mission youth ministries office.

## ARTICLE IX

### MEMBERSHIP AND ATTENDANCE

**Section 1.** Ten to fifteen years is the official age for Pathfinder membership. The first class, which is Friend, is designed for the average ten-year-old and is structured in reference to their physical and intellectual abilities. Commencing this class before the appropriate age of ten years may cause undue problems and will, most likely, detract the interest of the young person in future courses during the important teen years. Juniors who are still nine years of age may commence Pathfinding (the Friend class):

- a. When they are in Year 5 or its equivalent, or
- b. When the 10<sup>th</sup> birthday falls within the first quarter of the Pathfinder year.

**Section 2.** Where a church conducts a junior and teen club, Pathfinders between the ages of ten and twelve (or Years 5-7 or equivalent) will join the junior club, and those between thirteen and fifteen (or Years 8-10 or equivalent) will join the teen club.

**Section 3.** Membership will be granted when the following specifications are met:

- a. Acceptance of application.
- b. Payment of membership fee.
- c. Completion of Pathfinder Passport Application Form.
- d. Complete uniform.
- e. Willingness to conform to the principles of the Pledge and Law.
- f. Willingness to participate in all Pathfinder activities.

**Section 4.** Non-Adventists who conform to the above requirements may be admitted to membership.

**Section 5.** The admittance of new members into the Pathfinder club will be at the beginning of each Pathfinder year.

**Section 6.** An attendance roll is to be marked at all Pathfinder programs.

**Section 7.** The Pathfinder is to have an average attendance of at least 75% at all Pathfinder activities.

**Section 8.** All excused absences must be presented in writing from the parent or guardian and submitted to the club director.

**Section 9.** Any member having two unexcused absences in any three-month period, will be placed on probation.

**Section 10.** Any probationary member may be reinstated by payment of a membership reinstatement fee, and attendance at two successive regular meetings, if approved by the executive committee.

**Section 11.** Attendance of probationary members at special events is not permitted.

**Section 12.** A period of three months is allowed for provisional membership to obtain uniform, and make a definite commitment to full membership.

## ARTICLE X

### CLUB UNITS

**Section 1.** Pathfinders are organised into units of six to eight Pathfinders, with a counsellor as the leader. This division into smaller units permits better order and discipline, and more individual attention can be given to each member.

**Section 2.** Unit Officers:

- a. **Unit Captain:** Each unit within the club, with its counsellor, selects one of its members as its captain. The captain is responsible for the unit and should lead it in promptness and cooperation in all club activities and sets an example of good conduct at all times. It is suggested that unit captains be selected every four to six months to give more members in the club opportunities for developing leadership.
- b. **Unit Scribe:** Each unit within the club, with its counsellor, selects one of its members as a scribe. The scribe is responsible for reporting the attendance of the unit's members to the club secretary. It is suggested that unit scribes be selected every four to six months to give more members in the club opportunities for developing leadership.

**Section 3.** Uniform:

- a. **Dress Uniform:** The official Pathfinder uniform is the Conference/Mission recommended uniform for each club member and officer, and is to be worn only at club meetings and other occasions as directed by the club director.
- b. **Field Uniform:** The official Conference/Mission-recommended field uniform for each club member is to be worn at all Pathfinder activities as directed by the club director.

## ARTICLE XI

### CLUB FINANCE

**Section 1.** The membership fee established by the executive committee is payable annually, half yearly, quarterly or at each meeting.

**Section 2.** Reinstatement to membership for unexcused absences after a probationary period, calls for a payment of a reinstatement fee that is determined by the executive committee.

**Section 3.** An annual personal insurance fee and club equipment insurance should be included in the annual budget.

**Section 4.** Financial reports will be rendered to the executive committee.

## ARTICLE XII

### POLICY

The club will be governed by policies as laid down by the youth director of the local Conference/Mission of Seventh-day Adventists.

## ARTICLE XIII

### AMENDMENTS

**Section 1.** Changes to this constitution may be recommended to the South Pacific Division by a two-third vote of a Pathfinder staff committee, after counsel with the local Conference/Mission youth director.

**Section 2.** Changes to this constitution may be made by a two-thirds vote of the South Pacific Division Youth Ministries Planning Committee.

## CHAPTER 3: Procedure for Organising a New Club

Establishing or re-establishing a local Pathfinder Club is a special event.

The steps in organizing a new Club (or re-organizing one) are adapted from the South Pacific Pathfinder Staff Manual (1993) p 89 – 92.

1. **Counsel with the Conference/Mission Youth Director.** The Youth Director is responsible for all Pathfinder clubs in the Conference/Mission. Any person in a local church who sees the need for a Pathfinder club should counsel with the Youth Director or District Director before making further plans.
2. **Meet with the Pastor and the Youth Director.** The request should come from the church to the Conference/Mission Youth Director who will then get the District Director for the development of new clubs to spend time with the church pastor explaining the ministry of the Pathfinder Club and its operation. They will detail what assistance the Conference/Mission is able to give to the local church.
3. **Present the Plan to the Church Board.** The Conference/Mission Youth Director or District Director should request to meet with the church board. It is necessary that the church board authorise the organisation of the Pathfinder program. The board should be fully familiar with all the aims, the financial budget necessary, the objectives and concepts of the Pathfinder organisation, and the role it can play in youth evangelism within the church. At this time the church board members are given questionnaires and information sheets with relevant details to be filled in and submitted to the Conference/Mission Youth Director who will assist in the detailed planning and organisation of the club. Such information will include names and addresses of all Juniors and Teens within the church, both active and inactive; names of Sabbath school members: names of qualified persons and those with a current Pathfinder Leadership Award or past experience, names of persons able to assist as Instructors; as well as a list of recreational venues within the area. Following this meeting, the intention to form a Pathfinder club should be announced to the church.
4. **Hold second meeting with the Church Board.** At the second meeting with the church board the Conference/Mission Youth Director or District Director attends in the capacity of adviser. The church board (or the nominating committee) now elects the Pathfinder Club Director. Once the Club Director has been elected, it is desirable that they be invited to join the nominating committee for the selection of the Deputy Directors. The Conference/Mission Youth Director or District Director at this time is able to advise the church board on the qualifications expected for officers of the club and the responsibilities that their work entails.
5. **Inform the congregation during the worship service.** It is important that all church members be informed about the Pathfinder Club, its objectives and its program. Someone qualified to speak on behalf of the Pathfinder Club and the needs of Junior and Teen youth should bring this information to the entire church, preferably during the worship hour on Sabbath. This could be the Union Youth Director, the local Conference/Mission Youth Director, District Director, the local church pastor or some other qualified person who is invited by the pastor as guest speaker. At this time a call should be made for interested people to assist and support the Pathfinder Club.
6. **Elect Committee Members.** The elected Pathfinder officers now meet and select the remaining members of the Executive Committee and delegate the responsibilities of Deputy Directors.

7. **Hold first meeting of Staff or Pathfinder Executive Committee.** The Pathfinder Staff meet and select the remaining staff required for the Pathfinder Club, the Counsellors and Instructors. At this time the Pathfinder Executive should decide which curriculum their club will follow. They will also decide on the most suitable time to hold club meetings. The local Conference/Mission Office will be officially notified of the establishment of the new club. An application for a new Club can be found in the appendix.
8. **Organise for Pathfinder Staff training.** The director makes application to the Conference/Mission to ensure that all staff attends a Pathfinder staff leadership course. Both qualified and unqualified staff should attend and become familiar with all basic procedures that are necessary to be followed in the smooth running of a Pathfinder club and the Conference/Mission procedure for training Pathfinder Staff. There should be a number of occasions when new staff come together for training so that each person is familiar with the duties and activities of the club. Staff members should secure uniforms and set the example by wearing the appropriate uniform.
9. **Call Pathfinder Staff or Executive Committee to plan a yearly program.** The Pathfinder Executive Committee begin to plan the yearly program with a timetable of events, class work, meeting times, special days, Conference/Mission events, special events, Pathfinder Fairs and Camporees all included.
10. **Call a full Staff meeting.** Once the yearly program has been planned a full staff meeting is called and chaired by the Director. The yearly program is presented and discussed by the Staff and further plans laid as necessary.
11. **Build the program six weeks before enrolment night.** This may be the most important step in the entire organisation. Program building consists of long-range planning. This means that the objectives of the club over a period of months and years are brought into focus. The club activities conform to these overall objectives. Each meeting is planned in detail weeks in advance including the class work. Send letters to potential Pathfinder families four weeks before enrolment night.
12. **Advertise Pathfinder Program.** 4 weeks before enrolment night Church bulletin (electronic format where applicable)
 

4	"	"	Churches web site
3	"	"	Attractive bulletin board
2	"	"	Junior and Earliteen S.S. program
2	"	"	10 minute Personal Ministries period
2	"	"	Director's letter to potential Pathfinders
2	"	"	Pastor's letter to parents of potential Pathfinders
1	"	"	Church service, emphasising program
0	"	"	Enrolment night
13. **Conduct enrolment night.** All Pathfinders are provided with a Passport application form. This is to be filled out at this time. The club now is in operation. Invite the Conference/Mission Youth Director or District Director to present a Pathfinder flag.
14. **Begin home visitation program.** It is very important for the Pathfinder Counsellor to visit in the home of each new Pathfinder. It is an opportunity for them to:

- Introduce themselves as the Counsellor for their Pathfinder.
  - Finalise the club membership application is not completely filled out. .
  - Remind the family of club meeting times, activities and achievement classes.
  - Answer all questions concerning uniforms, campouts etc.
  - Emphasise the fact that as a Counsellor, they offer to help the parents in any way they can.
15. **Hold first regular Club meeting.** Arrange Pathfinders into units with counsellors. Have an election of Captains and Scribes. Hold a ceremony to present badges to captains and scribes. Hand out the club program.
  16. **Conduct an Induction Ceremony approximately two weeks after enrolment night.** An Induction Ceremony should be organised for all parents and church members to attend. This is a very special ceremony and the Pathfinders should understand its significance. This ceremony may be held within three months of enrolment, when all members have obtained their uniform and made a commitment to membership. (Details of the Induction ceremony are found in The Red Pathfinder Staff Manual page 112 – 115)
  17. **Arrange for Pathfinder Passports.** As soon as the Pathfinders are in uniform, Passport photographs are taken and forwarded to the Conference/Mission with the Passport application form and fee.
  18. **Seek community and Church interest.** Once a Pathfinder Club is established, an appeal can be made to church and community members who have not previously been interested in supporting the Pathfinder Club. The Director befriends every Pathfinder family and helps each non-Adventist Pathfinder family to become acquainted with the pastor and the church.
  19. **Hold a guest night.** Guest night is on a regular club meeting night. Each Pathfinder may invite friends for this "guest night" club meeting. The Director becomes acquainted with each visiting young person and may invite them to join the Pathfinder club.
  20. **Evaluate.** After the club has been in operation ten to twelve weeks, the Conference Youth Director, or in his absence the District Director, is called in to meet with the Pathfinder Executive Committee to evaluate the club and ensure the smooth operation of a balance of activities and programs.

## Checklist For a New Club

- a. Training for staff
  - ◆ Pathfinder Resource Weekend (where applicable)
  - ◆ Pathfinder Leadership Award (PLA)
  - ◆ Pathfinder Specialist Award (PSA)
- b. Resources
  - ◆ Current Pathfinder Manuals (staff and classes)
  - ◆ Application Forms
  - ◆ Class Cards/workbooks/diaries (depends on curriculum)
  - ◆ Report Forms
  - ◆ Book Club
  - ◆ Flag(s) and Guidon(s)
  - ◆ Current Conference/Mission Pathfinder Year Pack (where applicable)
  - ◆ Info pack from local club (where applicable)

c. Tasks

- ◆ Select the staff.
- ◆ Have the District Director or Conference/Mission Youth Director come and explain how to conduct a Pathfinder club.
- ◆ Prepare a tentative outline of the yearly program.
- ◆ Choose the Pathfinder curriculum.
- ◆ Draw up a budget with a submission for special church funding.
- ◆ In order to establish a club, additional expense may be necessary to purchase some basic equipment.
- ◆ Compile a list of potential members.
- ◆ Distribute questionnaires and information about the club.
- ◆ Advertise the Enrolment Night.
- ◆ Have counsellor visit the homes of potential Pathfinders.
- ◆ Be fully uniformed.
- ◆ Arrange insurance for premises and equipment with Church Treasurer.
- ◆ Send completed passport applications to the Conference/Mission.
- ◆ Arrange personal insurance for Pathfinders and staff through Church treasurer and Conference/Mission.
- ◆ Organise for a Pathfinder Flag (from the Conference/Mission).
- ◆ Organise for a National flag (from local Federal member).
- ◆ Organise for a State flag (from local State member).

## CHAPTER 4: Pathfinder Traditions

### Pathfinder Flag

The Pathfinder flag is the official flag to be displayed by each Pathfinder Club (Figure 3.1). The flag is made from one of several materials (cotton bunting, rayon, or nylon), and is divided through the centre both vertically and horizontally making four equal parts. The background colours are royal blue and white alternately sewn together with the upper left hand corner being royal blue. The Pathfinder emblem is centred in the heart of the background. The colours are descriptive of the purposes and ideals of Pathfinding. The flag measures approximately 1 metre by 1.5 metres in size, and the staff 2 metres long and 38cm in diameter. It is proper to display the Pathfinder flag at such occasions as Pathfinder Fairs and Camporees, Pathfinder Day in the church, civic parades, etc. Pathfinder flags may be ordered from the Adventist Book Centre.<sup>1</sup>

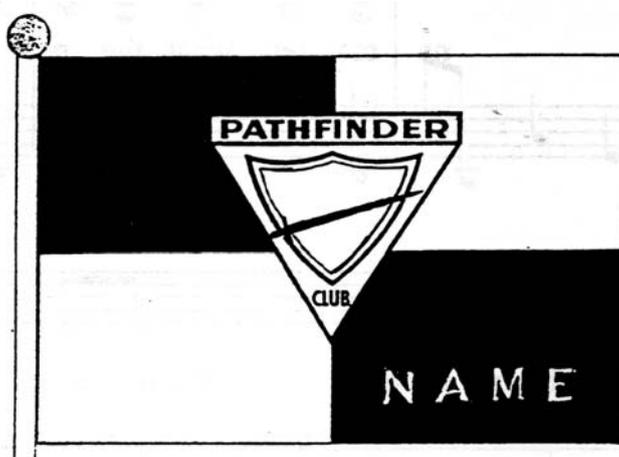


Figure 3.1<sup>2</sup>: Pathfinder Flag.

### Meaning of the Pathfinder Flag

#### Blue

The blue is in the 1<sup>st</sup> and 4<sup>th</sup> quarter of the flag. Blue is recognised as a colour that represents loyalty. The blue in the flag reminds us that one of the purposes of the Pathfinder Club is to teach us to be loyal to our God, our country, our parents, our Church and our Club.<sup>3</sup>

Pathfinders are about evangelism of our young people, their friends and the community that the club operates in.

#### White

White is found in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of the Pathfinder flag. White is a symbol of purity. It translates the desire to have the righteousness of Christ's life reflected in our lives. As John says "*all who are victorious will be clothed in white*". Rev 3:5.

<sup>1</sup> South Pacific Pathfinder Staff Manual. Signs Publishing Co. Warburton. 1993. p24

<sup>2</sup> South Pacific Pathfinder Staff Manual. Signs Publishing Co. Warburton. 1993. p24

<sup>3</sup> South Pacific Pathfinder Staff Manual. Signs Publishing Co. Warburton. 1993. p22.

## Pathfinder Name

The letters are in white and displayed on the bottom edge of the royal blue 4<sup>th</sup> quarter. The name of the club or organisation identifies this flag as part of the family of flags representing the World Pathfinder Organisation.

## The Pathfinder Emblem

The emblem is located at the heart of the background.

## Shape

The three sided triangle represents the completeness of the Godhead – Father, Son and Holy Ghost.

## Shield

The Shield is the symbol of protection. In the Scriptures, God is often referred to as the shield of His people. *"..He (God) is my shield, the strength of my salvation..."* 2 Sam 22:3.

We are called to develop faith as a shield against the enemy. "In every battle you will need faith as your shield to stop the fiery arrows aimed at you by Satan" Eph 6:16

## Sword

The sword is a symbol of weapons used in warfare. We are in battle against sin and our weapon is the word of God – the Bible. Paul says *"...take the sword of the Spirit, which is the word of God"*. Eph 6:17

## The Colours

Red is the symbol of sacrifice. It reminds us of Christ and His Sacrifice for us. "For God so loved the world that He gave His only Son, so that everyone who believes in Him will not perish but have eternal life". John 3:16. It is our response, by God's grace, to offer our lives to Him as an offering as we pledge to live for Him. "I plead with you to give your bodies to God. Let them be a living and holy sacrifice – the kind He will accept". Rom. 12:1.

Gold is the symbol of excellence. God wants us to choose the best. *"I advise you to buy gold from me – gold that has been purified by fire"*. Rev 3:18. Gold is also the standard of measurement. The Pathfinder club has high standards that help build strong characters for the kingdom of God<sup>4</sup>.

## The SPD Pathfinder Song

While there is a world wide standard Pathfinder song, the youth ministry leaders in the SPD felt the need to create a different Pathfinder song that would better reflect the realities and aspirations of our part of the world. The new SPD Pathfinder song, composed by Stanley Schirmer, was launched at the Treasure Bend Camporee held in 1990 at Bairnsdale, Victoria. The song highlights that every Pathfinder is generation shaper as they follow the Son and make a stand in this world of problem and to build a better future.

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<sup>4</sup> Adapted from South Pacific Staff Manual. Signs Publishing Co. Warburton. 1993. p22.

## **PATHFINDER SONG**

### *VERSE 1*

*Running up the highway, following the Son*

*We are the future, a promise just begun*

*We're the next generation, tomorrow is in our hands*

*In a world of problems, we're going to make a stand*

### *CHORUS*

*We're the Pathfinders, tomorrow is in our hands*

*In a world of problems, we're going to make a stand*

*We're the Pathfinders, believe us when we say*

*We're headed in the right direction, cause Jesus leads the way*

### *VERSE 2*

*Jesus is my Friend, He's a true Companion*

*We are God's Explorers, Rangers for the Lord*

*Voyagers together, working side by side*

*No matter what the problem, God's going to be my Guide*

## **The Pathfinder Pledge and Law**

The original Pathfinder Pledge and Law was developed from an outline written by Arthur W. Spalding and reflected the language of that particular time. As expressions become obsolete and the meaning of words change throughout time, meanings and images change, the message of the original Pledge and Law have become less accessible to contemporary Pathfinders.

The introduction of the new Pathfinder Song was accompanied by a new SPD version of the Pledge and Law. Its language is simpler and clearer.

## **PLEDGE**

*Loving the Lord my God I will*

*Daily seek His presence*

*Show friendship to others*

*Keep the Pathfinder Law*

*And honour my country.*

## **LAW**

*The Pathfinder Law is for me to*

*Look for good in others*

*Aim to do my best*

*Love and respect my family*

*Be thankful for what I have*

*Preserve God's creation*

*Take care of my health*

*Be involved in my church*

*And go where He sends*

The explanations for this Pledge and Law are:

### **Pledge**

"Loving the Lord my God I will" - I recognise that Jesus Christ is my personal saviour and I want to respond by loving Him.

"Daily seek His presence" - I will set aside some private time every day to read my Bible and talk to God.

"Show friendship to others" - I will always be kind and thoughtful to others in my family, school, church and community. I will try to include the lonely and left out people in my friendship.

"Keep the Pathfinder Law" - I accept the Pathfinder Law as being an important part of the Pathfinder Club, and choose by God's grace to live by it.

"Honour my country" - I will endeavour to be a good citizen at home, school and in my community, by obeying the laws of the land and respecting those in authority.

## Law

The Pathfinder Law is for me to:

"Look for good in others" - I will not listen to rumours about people but will instead always try to speak a good word about everyone I know.

"Aim to do my best" - because my life and abilities are gifts from God I will put one hundred percent effort into my work, play and relationships.

"Love and respect my family" - God has placed me in a family. I will speak courteously, and be obedient, thoughtful and unselfish in the way I act at home.

"Be thankful for what I have" - I will learn to be cheerful and grateful for the many wonderful things that I have. I will not complain when things do not go my way or I cannot have what others have.

"Preserve God's creation" - because I recognise that God is the creator and owner of this world, I will not be careless when I am out in nature, but will do all I can to protect the environment in which I live.

"Take care of my health" - I will exercise regularly, eat a well-balanced and healthy diet, and say 'no' to any substances that will be harmful to my body.

"Be involved in my church" - When I am asked to participate in programs at my church I will willingly do so. I will attend as regularly as I can.

"Go where He sends" - I will be ready to share my faith and follow God's leading in my life.<sup>5</sup>

## Pathfinder Uniform

The Pathfinder Club is recognised as a uniformed organisation. It has a distinctive uniform that can be recognised throughout the world even though there are national variations. The core elements are emblems, scarf and sash. It is symbolic of the ideals of Pathfinding. Each time it is worn, it represents the organisation, the Church and God. Each uniformed person becomes an important representative of the ideals that the uniform represents.

The uniform should be neat and clean. It should be worn with dignity. The uniform should be worn on the following occasions.

- Regular Pathfinder meetings
- Camporee parades
- Public and national celebrations etc
- Any public gathering where Pathfinders act as ushers, guard of honour or colour guard
- When specified by the Pathfinder Director
- Special Pathfinder services such as Inductions, Pathfinder Day, or Investiture Day
- Conference/Mission events such as Fair Day Parade, and Pathfinder Rally
- When engaged in service to the community such as ADRA appeal, special visit to a hospital or old peoples home, letter boxing etc

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<sup>5</sup> South Pacific Pathfinder Staff Manual. Signs Publishing Co. Warburton. 1993. p21.

## Pathfinder Field Uniforms

The local club develops its own unique field T-shirt that reflects their club and often the area that they come from. These are used when the Pathfinder is involved in an activity that does not warrant the full uniform.

## Right Side- Boys

### Hat

Several designs are acceptable (some use the Akubra).

### Scarf

Pathfinders – Yellow, Staff – Red.

### Woggle

### Epaulettes

See page 28.

### Honour Sash

Green – place for Honour tokens, Master Awards, Expeditions, Camporees.

### Shirt

Sun tanned.

### Tie (optional)

Black.

### Belt

Black with Pathfinder buckle.

### Pathfinder Trousers

Green

### Socks

Black

### Shoe

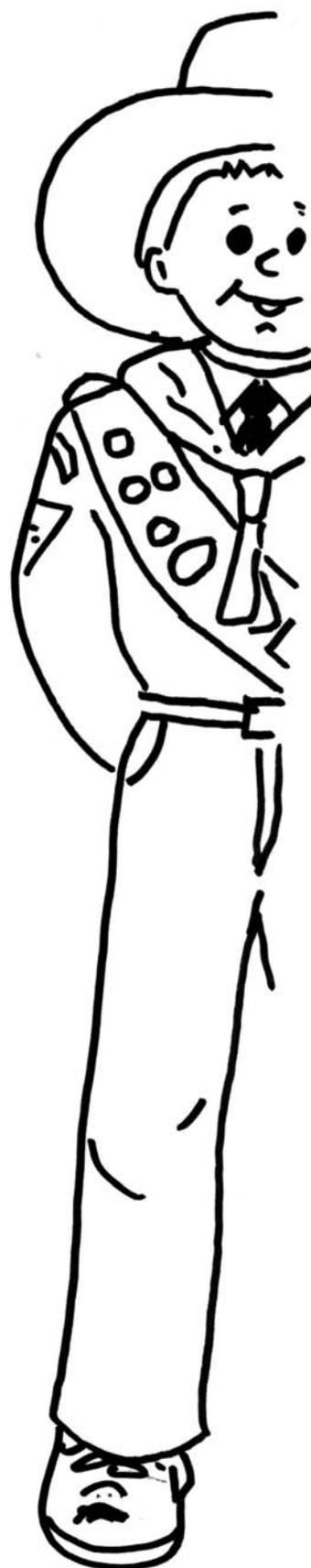
Black

### Club Options

Green shorts with sun tanned socks, khaki short sleeve shirt, green jumper, green bush jacket for staff

### Conference/Mission Options

Conference/Mission Patch, Hat, tie



## Left Side – Ladies

### Hat

Several designs are acceptable (some use the Akubra).

### Scarf

Pathfinders – Yellow, Staff – Red

### Woggle

### Epaulettes

See page 28.

### Shirt/Blouse

White

### Belt

Pathfinder Buckle

### Skirt

Pathfinder Green

### Socks

White

### Shoes

Black

### Club Options

Tailored trousers (green), long sleeve blouse, sheer stockings, length of socks, green bush jacket for staff.

### Conference/Mission Options

Conference/Mission Patch, Hat, Black tuxedo tie



### **Sleeve (From the top down)**

Conference/Mission Patch (Optional)  
Pathfinder World Emblem  
Pathfinder Chevrons  
Junior Counsellor – Master Guide & Chevrons  
Staff  
Pathfinder Basic Award & Chevrons  
PLA (old) & APLA strips  
PLA (new)

### **Lanyard**

Deputy, Director, District Director, Conference/Mission Director.

### **Pocket (From the top down)**

Award of Excellence  
Advance Class Bars  
Class Pocket Strip  
Class Badges  
Leadership Badges (MG, PLA, PSA)  
Conference/Mission Patch (optional)

### **Epaulettes and Stripes**

Plain green epaulettes	Teens
One thin yellow stripe	Junior Counsellors, Counsellors, Instructors
Two thin yellow stripes	Deputy Director
One wide gold stripe	Director
Two wide gold stripes	Conference/Mission Youth Director, District Director
Three wide gold stripes	Union Youth Director
Four wide gold stripes	Division Youth Director
Five wide gold stripes	General Conference Youth Director

### **Purchase of Pathfinder Uniforms**

The local ABC is the place where purchases can be made. The Club Secretary has order forms that the local Conference/Mission ABC will be happy to supply. The hat is ordered through the Youth Secretary. If Pathfinders want to make their own skirts, pants and sashes, the ABC is also able to supply the Pathfinder green material.

## CHAPTER 5: Pathfinder Administrative Procedures

Pathfinders are like any international organisation in that there are certain things that are reflected by the organisation wherever you go. This chapter looks at two of these.

Reporting is part of the organisation. Local reports provide the local Conference/Mission with information about the development of Pathfinding at their in their level of the organisation. These reports are then passed on up the structure of the organisation as finally a worldwide picture is obtained. We are part of a family of two million Pathfinders from around the world.

### Why Should a Local Club Report?

- Monthly reports provide the Conference/Mission Youth leaders with a record of what the local Club is doing and how they are progressing. The information is also shared with the local District Director who will be able to respond to any perceived need.
- The monthly report also serves as a club evaluation of how they are meeting the club criteria outlined in the Conference/Mission Club reporting system (eg. "200 Club"). The club is able to respond to the trends that are evident in the reports.
- The club receives the '200 Club' plaque at the Pathfinder Fair or on another such occasion when they score above 200 points for a given year.

### Pathfinder 200 Club Monthly Reports

This reporting system is based upon a local club completing the basic requirements that are considered essential. These are:

- Pathfinder curriculum being followed
- Ratio of staff to Pathfinders
- Spread of Pathfinders in classes
- Insurance matters
- Qualifications and on going training of staff
- Time that the club meets
- Attendance
- Staff meetings
- Chaplain's segment
- Special social events
- Special outreach/community activities
- Campouts
- Pathfinder Day presentation to the local church
- Attendance at Camporee or Fair
- Involvement in Conference/Mission Expedition

A copy of the Club 200 requirements is available from the local Youth department secretary. Filling out the 200 Club award may seem complicated at times however a careful reading of the instructions will help leaders understand the process. Any questions should be directed to the local District Director.

## Recording and Diaries

It is important to record completed Pathfinder work as promptly as possible for the following reasons:

1. Important information can be forgotten.
2. It shows that leaders care for the kids in keeping their records up to date.
3. It assists leaders when the District Director conducts a club inspection in preparation for investiture.
4. Diaries record Club events and provide crucial evidence if there is a query or question. They record the nature and details of meetings and activities.
5. It is a good habit. Leaders in all areas need to keep accurate records of activities conducted.

## Class Documents

- Class Cards – need a date when completed and a signature from the teacher.
- Pathfinder Record Book (for specialties) – also needs the date and the signature of the teacher or Instructor.
- Class Work Book – A separate display book that has been developed by the Pathfinder as a record of their class or specialty work. It includes work sheets that Pathfinders filled in and other records, photos, drawings that they completed. It becomes an excellent resource should they become involved in Pathfinding as leaders in the future.
- Pathfinder Journal (Way To Go) – the Pursuit records need to be filled in by the Pathfinder after the activity and debriefing. This also needs to be signed by the teacher or director.

## Club Program Documents

The Club Secretary keeps the following records for the appropriate Pathfinder Curriculum:

- Class cards
  - ◆ None.
- Specialties (AUC & NZPUC)
  - ◆ Directors Diary - records specialties and Club features that have been completed over a six year cycle.
- Way To Go (AUC & NZPUC)
  - ◆ Pursuit Year Planner - Refer to the 'Way To Go' resource CD. The Planner been designed to help leaders formulate a Pursuit timetable which meets the requirements of each level of the club.
  - ◆ Attendance Record for Pursuits - This document records the Pursuits each Pathfinder has completed. It is important for investiture and is checked by the District Director.
  - ◆ Pursuit Evaluation Checklist - This form is designed to help leaders evaluate each pursuit completed.
  - ◆ Many other checklists, forms, records etc which can be utilised by the Club can be found on the 'Way To Go' CD by checking on the CD in the Management folder.
- Outdoor Activities Record (AUC & NZPUC)
  - ◆ Adventist Outdoors (formally NAOATAC) Logbooks – should be filled in by every Adventist Outdoors member (all staff and some of the Teen Pathfinders) after they

have completed an outdoor activity. Activities such as bushwalks, campouts, and overnight campouts are recorded and signed by another Adventist Outdoors member. This becomes important evidence showing that they are currently involved in outdoor activities. This is very important when claiming RCC (Recognition of Current Competencies) for specific outdoor units.

## Pathfinder Honours

Pathfinders are about learning a wide variety of skills and activities. Honours have been designed to meet that need. There is a wide choice of Honours available. They come in seven different categories:

- Arts and crafts
- Household arts
- Nature
- Outreach
- Primary industry
- Recreational skills
- Technics

When the Honour is completed the Pathfinder receives a cloth patch. This has the appropriate symbol of the subject that was studied embroidered on it. These are sewn onto the Pathfinder's sash.

## Features about the Honours

- There is a wide selection to choose from.
- The honour teacher should be someone who has a special interest in the subject, or at least has completed the Honour. In special cases they have to be qualified instructors as indicated at the beginning of the Honour outline.
- Honour requirements are the components that must be completed. Honour requirements can ONLY BE WAVERED if approved by the Conference/Mission Youth Department.
- Recognition for work done at school or elsewhere is permissible. The teacher concerned must sign the requirements as having been completed.
- Keep standards high. Treat the Honours as valued achievements by meeting the requirements and encouraging the Pathfinders to go beyond the minimum requirements. Pathfinders should be honoured to receive an Honour because it has taken effort on their behalf.
- Resources include Honour notes that the local Conference/Mission will have available for most honours. Use reference books from a library, book shops, internet sites or experienced people to complement already available information.
- Pre-requisites. Some Honours require these for safety reasons. Advanced Honours can only be given after the Pathfinder has completed the introductory Honour.

Pathfinders enjoy completing Honours. They become tokens of special memories that they can refer to on their sash. As Pathfinder leaders, keep a high standard and encourage the Pathfinders to achieve them. If there are Pathfinders with a disability, adapt the Honour while maintaining the principles of the Honour.

## Master Awards

These awards are presented when a Pathfinder completes a specific grouping of Honours in a given category. Master Awards are worn on the sash above the Honours making up the specialist area. The categories are:

- Aquatic Master – Water sport specific Honours
- Artisan Master – 7 Honours in Arts and Crafts
- Conservation Master – Environmental specific Honours
- Farming Master – Outdoor Industry Honours
- Home Making Master – Honours that have to do with the home
- Naturalist/Botany Master – Nature Honours
- Sportsman Master – Sport and recreation Honours
- Technician Master – Technical Honours
- Wilderness Master – Bushwalking related Honours
- Witnessing Master – Outreach specific Honours
- Zoology Master – Nature/Animal Honours

Note: Full details of honours are on pages 161-164 in the Pathfinder Staff Manual.

## Procedure for Obtaining the Honour Tokens

The honour requirements are the basic outline of the topic for Pathfinders to explore. They represent the essential knowledge or skill needed to complete the requirements. Leaders need to remember that they are working with Pathfinders and should avoid overloading honours at the risk of losing their interest.

Wherever possible, encourage the completion of workbooks. The District Director will inspect these workbooks when they visit the Club. The honour teacher sets the exam based on what they have taught. The theory exam requires a pass mark of 75%.

The procedure for acquiring honours depends on the Conference/Mission Youth Department. A typical process would follow these steps.

1. Teacher sets exam; marks it and makes a list of Pathfinders having achieving 75% or above.
2. Teacher gives the names to the secretary of the club or the person responsible for honours.
3. That person fills out the Honour Request Form.
4. The Honour Request Form is sent to the Conference/Mission Youth Secretary with enough funds to cover the cost of honours.
5. The Youth Secretary passes the form to the ABC with the funds. They compile the honour tokens as requested. If the tokens are not in stock, they are ordered from the AUC Resource Centre. When ordering honours, allow time for this possible delay.
6. The ABC issues a receipt to the Club.
7. The ABC gives the honours to the Youth Secretary who sends the Honours to the Club.
8. The Club presents it to the successful Pathfinders at a Club Parade, before the Church or during the investiture ceremony.

## Honour Website

Please refer to the SPD Honour Website for honours that have already been uploaded: [www.honours.adventistconnect.org](http://www.honours.adventistconnect.org). Other honours will progressively be placed on the site.

## CHAPTER 6: Pathfinder Documentation

Pathfinder documentation is designed to enhance the smooth running of the Pathfinder Club and the Conference/Mission Office. They cover all of the major situations that a club has to process.

- Insurance coverage = Registration forms
  - ◆ Camping
- Honours
- Uniforms
- Investiture

These forms are a vehicle to transfer information within the local Club, and also to the Conference/Mission Youth Department. The forms are provided to each club at the end of each year in hard form and on a CD in some conferences. The forms are often on your local conference/Mission website under Pathfinders. The forms deal with specific Pathfinder situations that can be grouped as follows

### Registration Forms

There are five (5) forms that deal with the Pathfinder and staff membership process of the club. They include the forms that the Club Secretary sends to the Conference/Mission Office in regards to individuals who have joined the club for the year. These forms can be sourced from the local Conference/Mission Youth Department.

Registration Forms		
Form	Detail	Sent to Youth Department
Pathfinder Application Form	Must be filled in by all Pathfinders and signed by their parent/guardian.	N
Pathfinder Staff Application Form	Must be filled out by all staff and signed by parent/guardian if under 18.	N
Attachment 4. Prohibited Employment Declaration	This is mandatory for all staff who are 18 and over. The form is kept by the club.	N
Club Statistical Report	Summarizes statistics for all aspects of the club operation, including membership, curriculum, classes, staff training, insurance, status of the club and the year calendar of the club.	Y By March 1 each year
Passport Application	Filled out by the new Pathfinders. Must be accompanied by the fee and 2 passport size photos.	Y

## Club Camping Forms (AUC & NZPUC)

There are seven (7) club camping forms. Five (5) need to be completed as part of the planning process for a camp out. Two (2) apply to any accident or near miss that may happen on the campout. These documentations are essential to meet the needs of Parents and the Church organizational Duty of Care Policy. Most of the forms are internal and need to be kept by the Club. The Conference/Mission requires the submission of the Notification Form before clubs commence the activity. The Incident and Near Miss forms are sent to the Conference/Mission only if there is any to report. Copies of these forms can be obtained from the Youth department.

Camping Forms		
Form	Detail	Sent to Youth Department
Adventist Outdoors Notification Form	Must be sent before the event to receive approval from the Conference Youth Department	Y
Campout/Activity Application Form#	Signed by the Pathfinder and parent/guardian confirming participation	N Kept at local club
Participants Health Record#	Signed by staff, Pathfinder and parent/guardian.	N Kept at local club
Camping/Activity Personal Equipment List#	Details what the participants need to bring	N Sent to the participant
Safety Management Plan	Risk management document completed by staff regarding the campsite/activity	N Kept at local Club
Incident Form*	Filled out if there is an accident on the activity	Y Sent on to RMS* Copy to AO
Near Miss Form*	Filled out if there has been a near miss and on one has been badly hurt	Y Sent on to AO

# These three forms could be combined into one application Form.

\* Risk Management Services – South Pacific Division.

Note: Requirements may vary depending on national or state requirements.

## Uniform Forms

This form has to do with the prices and the process of ordering uniform. These forms will be available from the local Conference/Mission Youth department.

Uniform Forms		
Form	Detail	Sent to Youth Department
Pathfinder Uniform order Form	Form used to order anything to do with the uniform	N Sent to ABC

## Investiture Forms

These two (2) forms relate to the supplies needed for the investiture day. It may include the Honour Request Form. Copies of these forms are available from the local Conference/Mission Youth Department.

Investiture Forms		
Form	Detail	Sent to Youth Department
Certificates and Supply Order Form	Order Form for Book Club, Certificates and Memory Gem Certificates	Y
Investiture Supply Request Form	Details the Pathfinders and staff to be invested and the pins needed for investiture. Sent to Conference/Mission 2 WEEKS BEFORE INVESTITURE	Y

## Other Forms

These two (2) forms are documentations mentioned earlier in different sections.

Other Forms		
Form	Detail	Sent to Youth Department
200 Club Report	Monthly Pathfinder Club Report of events.	Y
Honour Request Form	Lists Honours that have been completed and tokens requested	Y

# CHAPTER 7: Pathfinder Finances

## Need of Finances

If Pathfinding is to provide the right kind of training for Juniors and Teens of the church, it must have equipment, supplies and club facilities that will make the program attractive.

Naturally there is a great deal of expense involved in operating a successful Pathfinder club. A club cannot survive without careful management of funds and adequate planning for the year. A budget should be carefully prepared, with staff assistance, and submitted to the Pathfinder Executive Committee and church board for approval. Competent fund raising and regular church promotion are essential to maintain financial support and enthusiasm. Particular care should be given to the distribution and handling of funds.

Clubs should elect a Treasurer; usually a Deputy Director is appointed. The Treasurer should remit any fund the club receives over to the Church Treasurer. The money will be receipted and an entry made in the church books. The treasury books are audited and provide 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 several churches form a single Pathfinder Club, they elect a Treasurer to serve the large club. This elected Treasurer holds all club funds. The Treasurer of the contributing churches forward all Pathfinder funds to the club Treasurer. The club books are then audited once a year and thus protection is offered to the club officers.

There are many methods of accounting available including different computer programs. Whichever method is followed the Club Treasurer needs to;

- Be consistent.
- Be honest.
- Keep up to date journals or records.
- Keep all of the receipts to verify amounts spent.
- Prepare current financial reports for each Pathfinder staff meeting.
- Give money's received to the Church Treasurer.

A Sample Pathfinder Income and Expense Journals can be found in the Appendix.

## Pathfinder Fundraising

As long as there are Pathfinder clubs in operation they will be need for funding. Money is needed to acquire basic equipment such as ropes, camping, cooking gear, general equipment as well as the general running of regular activities and events. Clubs need funds for the big events such as Conference/Mission, Union and Division Camporees.

### Club Sources of Income

1. **Annual Membership Fees.** Every member should be expected to pay a moderate amount per Pathfinder year as part of the membership obligation. This fee should not be excessive. It should not cause any prospective member to forgo the privilege of membership, but each member must realise that everything worthwhile costs something. This fee can be paid annually, half yearly, quarterly, or at each meeting and should cover potential costs.
2. **Church Subsidy - Stewardship.** Churches should grant the Pathfinder Club an allocation of the local church stewardship budget. Churches that recognise the value of Pathfinder ministry will be willing to contribute a regular amount toward the club's expenses. Club leaders should establish that this financial allocation be part of the annual Church Budget. If the Club is shared between more than one Church, then the Club financial requirements need to be shared between churches.
3. **Sponsorship by Church Members.** This is a valid way to finance special projects and to raise general funds. Church members can be encouraged to sponsor the Club or some of the activities and needs of the Club. Many members have helped the cause of Pathfinders, especially if they have children in the Club.
4. **Special Projects.** Some time can be spent each year on special fund- raising projects such as purchasing new equipment, a new meeting place or for outreach, such as Asian Aid etc. This may capture the enthusiasm and imagination of every church member.
5. **Fund-Raising Campaigns.** As club leaders plan these fund-raising adventures, remembering that all fund-raising must abide by guidelines; the following instructions may be helpful:
  - a. All fund-raising projects must have the approval of the Church Board.
  - b. It is beneficial to conduct fund raising initiatives that brings Pathfinders in contact with non-Adventist. This gives an opportunity for the wider community to appreciate the values, discipline and fun that Pathfinders experience as they witness for Christ in their own unique way.
  - c. It is good to provide some incentive for the Pathfinders in the form of small prizes, awards etc.
  - d. Set up goals and work toward them. Set attainable goals so that the Pathfinders will have the satisfaction of reaching or going beyond their goal.
  - e. New ideas need to be introduced to keep the Pathfinders interested. Stop before the interest begins to wear off. Do not wear out any one plan. Pathfinders should not be overburdened with fund raising for their club.

### Steps in Fundraising

1. Decide on the project.
2. Decide on a set the target amount to be raised.
3. Form a Fund Raising Committee or organise a staff sub committee to:
  - Decide the best methods.
  - Choose the dates.

- Develop publicity.
  - Make sure that the activity is legal.
  - Remember Duty of Care.
  - Complete a Safety Management Plan for the activity.
4. During the activity
- Make sure there is one person in charge.
  - Remember the Occupational Health and Safety issues.
  - Encourage your Staff to be genuine and pleasant with customers.
  - Make it a fun activity.
5. After the activity
- Organise a team to clean up (don't leave it to a few faithful workers).
  - Write personal 'thank you' notes.
  - Hold a debrief meeting, to assess the effectiveness of the event.
6. Four essential points to be considered with any fund raising project are:
- Enthusiasm and tenacity of purpose.
  - Good advanced planning.
  - A worthwhile, specific and firm objective.
  - The willing co-operation of all concerned.

## Fundraising Ideas

1. **Preparation and Serving of Food** - Spaghetti or rice dinners, home made ice-cream, pie supper etc. are just a few ideas for this gourmet activity.
2. **Sale at Church Socials** - The Pathfinders can provide refreshments, sandwiches etc. at church socials. Better yet, ask the members to bring different types of refreshments that they will donate to the Pathfinders for sale at the social or any other special program.
3. **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, fruit cakes, magazines, soaps, peanuts, and a host of other items that can be sold from door to door for the Club.
4. **"Make and Sell" Items** - This is a good program because it involves the Pathfinders in the Club activities, and gives the opportunity to sell the items made, for fund-raising. Things like pot holders, and leaf arrangements, dried arrangements, wholemeal bread, arts and crafts, Christmas arrangements etc. are just a sample of what that can be sold.
5. **Auctions** - Hold a white-elephant sale, hobby show, pet show, or an auction with a good auctioneer. A reasonable admission fee could be charged.
  - a. Wash cars.
  - b. Baby-sitting.
6. **Planting - Crop** and selling it.
7. **Deliver Phone Books** - This has become an excellent way of fundraising. Contact the phone company and put a bid in for an area. Only requires One week of delivery and works really well. Involve all of the families
8. **Selling goods** - Sunday morning Flea Markets.

9. **Operating a catering service** - For weddings and other special functions involving Pathfinders in planning and hosting the event.
10. **Ransom/Auction the Leaders** - Discover how much they are worth.
11. **Pathfinders or Pathfinder Units are auctioned off** - For doing jobs (eg mowing lawn, cleaning etc).
12. **Running an 'A-Thon'** - Eg. Walk-a-thon, Bike-a-thon, Sleep-a-thon, Spell-a-thon, Tie-a-knot-a-thon.
13. **Auctions** - Dinner auction, Dutch auction, Cake auction, White Elephant auction.
14. **Body Measurements** - 50c cents a cm.
- 15.
16. **Sell** - Chook, horse, cow manure.
17. **Recycle** - Collect bottles, cans etc.
18. **Tender for jobs** - Like pulling down a fence, cleaning up a ground after a sports event, washing local government cars etc.
19. Have a Fancy Dress Night.
20. Sell chopped firewood - During winter.
21. Car Wash -
22. Screen Print T-Shirts - To sell.
23. **Sell Lamingtons** - (many Clubs have succeeded thanks to the mighty Lamington.)
24. **Sell Chocolate** – Don't over do it.
25. **Nuts** - Buy bulk and then sell them in smaller lots.
26. **Host a special theme night** - (International, Colour Red etc). Have special food, atmosphere and special features.
27. **Have a return to Pathfinder night/day** - Have the Pathfinders make bridges, go karts, cooking competitions etc so that people pay to take part in the events. Could be a lot of fun.
28. **Garage Sale** - Collect anything church members are prepared to donate and advertise it for sale.
29. **Set up a Street Stall** - Cakes, jams and pickles. Get permission and have it in the right place.
30. **Formal Breakfast** - Everyone pays for the privilege.
31. Shop window washing.
32. **Sponsorship** - Specific equipment from business in the community.
33. **Donations** – From interested parties.
34. **Coin Line** - At shopping centres.
35. **Hay Collecting** – Farm work and carting.
36. Music Concert.
37. **Video Night** – All night showing and charge them for each video that they watch. Show the dearest ones first. Sell popcorn, drinks, ice cream just like at the movies.
38. **Sell Christmas Trees.**

39. **Challenge Valley** – Get your staff to construct a small challenge valley. Advertise to the parents and churches and charge an entry fee.
40. **Wooden Toys** - Make and sell them.
41. **Puzzles** - Make and sell them.
42. **Sell Honey**.
43. **Christmas Cakes or Hot Cross Buns** - Sell them.
44. **Water Slide** - Make one out of black plastic, detergent and water. Charge people to have fun. Make sure you have dealt with the risk involved.
45. **Pine Cones** - Collect and sell bags of them as firewood.
46. What ever your creative team can dream up - Have fun.
47. **Deliver Junk mail** - Organise a junk mail run and have it looked after by some of the Pathfinders.

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## Appendix

### Sample Pathfinder Income and Expense Journal

Date	Description	Cash Received	Cash Disbursed	Balance
27/7	Pathfinder Day offering	90.00		100.00
1/8	John Day – Emblems		5.00	95.00
6/8	Mary Jones – Craft expense		15.00	80.00
7/8	Donation by Mrs Crane	25.00		105.00
7/8	Bob Adams – Work bench		20.00	85.00
9/9	John Day – First Aid Kit		16.00	69.00

### Sample Pathfinder Club Budget

\_\_\_\_\_ (Year)

#### Club Membership

Staff Personnel	10
Teen Pathfinders	15
Junior Pathfinders	<u>15</u>
	40

INCOME BUDGET, \_\_\_\_\_ (Year)

Membership Fees (30 Pathfinders)	900.00 (\$30 per year)
Church Subsidy*	1000.00
Sponsors	200.00
Club Projects	<u>700.00</u>

\$2800.00 TOTAL INCOME

EXPENSE BUDGET, \_\_ (Year)

Crafts and Honour Equipment	700.00
Office Supplies	100.00
Camporee Costs	500.00
Public Relations	200.00
Outing and Camping Equipment	800.00
Manuals, Honour Awards & Badges	200.00
Special Equipment & Insurance	200.00
Special Events	<u>100.00</u>
	\$2800.00 TOTAL EXPENSE

Church Subsidy: \$1000.00 = \$2.60 per member (church of 365 members – five cents per member per week)