

# **MASTER GUIDE CLUB ADMINISTRATIVE MANUAL**



**North American Division  
Youth Ministries Department  
2018  
(First Edition)**

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## **INTRODUCTION**

The Master Guide Club (MGC) is a Seventh-day Adventist Church-sponsored ministry open for “senior youth and young adults” (SYYA), ages 16 to 35+ who accept and practice the principles of the Seventh-day Adventist Church.

The reason for the MGC creation is to train its members for service and as effective leaders in the Adventurer, Pathfinder, Youth Ministries, and church ministries.

The MGC is a program developed by the Youth Ministry department of the Seventh-day Adventist Church, and due to this relationship, the MGC manual presents an emphasis on the inclusion and support of senior youth and young adults to the leadership of the church. The Master Guide Club and curriculum are open to every member of the SDA church ages 16 and older (16-35+).

To guide churches on how to organize their own Master Guide Clubs, this administrative manual was produced by the Youth Ministries of the North American Division (NAD) with the invaluable contribution of the following committee members: Jasmine Hoyt (chairperson), Nestor Osman (editor), Lily Hernandez, Rachel Scribner, Edwin Martin, and Armando Miranda, Jr. (Adviser).

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 and equip MGC members to become Master Guides based on the NAD’s MG curriculum.

## **MISSION<sup>1</sup>**

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

## **VISION<sup>2</sup>**

To see all young people saved.

## **PHILOSOPHY**

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

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 effective ways to cultivate their leadership potential is through the MGC ministry.

The MGC 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, if “rightly trained,” will contribute to the finishing of God’s work. When young people are given the opportunity to take leadership roles, be actively involved in discipling Adventurers and/or Pathfinders, serve in Youth Ministries, and take part in community outreach endeavors, they’ll

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<sup>1</sup> Minutes 3.12.13 - NAD Master Guide Committee.

<sup>2</sup> Ibid.

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 MGC exists to disciple children, youth and young adults in conjunction with the Gospel Commission (Matt. 28:19-20). With love as the distinguishing mark of a true disciple of Christ (John 13:35), the MGC will offer a friendly environment where everyone is loved, trusted and supported, and meaningful relationships 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 MGC exists primarily for Adventurers, Pathfinders and Youth Ministries, however, its goal is to support the Church's mission and be directly involved with all Church activities as needed.

## **OBJECTIVES<sup>3</sup>**

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 MGC:

1. To emphasize spiritual and personal growth for a more intimate relationship with Christ.
2. To provide Master Guide leadership training based on the NAD's Master Guide Curriculum.
3. To be at the service of the Adventurer Ministry, the Pathfinder Ministry, Youth Ministries and Church ministries in their leadership, discipleship and outreach endeavors.
4. To involve Master Guide Club members in the Church community through social activities that foster Christian friendship and mutual support.
5. To teach and promote an integral healthy lifestyle.
6. To participate in conference<sup>4</sup>-sponsored events.

## **LEADERSHIP**

Christian leadership in the Bible is directly related with 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 White, Chapter 6)

Later Jesus will repeat this strategy by gathering twelve apostles, SYYA, 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 - the future leaders, trains them in an environment of faith, trust and fellowship and sends them to accomplish their mission.

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<sup>3</sup> Based on Minutes 1.8.17 - NAD Master Guide Committee.

<sup>4</sup> Unless stated otherwise, each time the word "Conference" is used it refers to the Local Conference where the MGC is located.

Leadership in the MGC is related to recognizing the importance of SYYA 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 MGC needs:

1. **To live a Christ-centered life.** It takes Christian leaders to produce Christian leaders. More than that, MGC 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 MGC is love in Christ for SYYA. This love should not be so much expressed in word as in deed: love through respect, counseling with purpose, true friendship, and Christian community support, especially in their spiritual and social life. Love through trust and space to grow in responsibilities toward the Church and towards their neighbors.
3. **To understand the characteristics of SYYA from this generation.** Characteristics in youth generations change quickly. It is necessary that a successful leader understand the factors and interests affecting SYYA. They need to remember the most meaningful qualities of leadership for Millennials are: Community, Authenticity and Spirituality. MGC members are not children and they should not be treated as children. MGC is a leader’s program; therefore, they should be treated as leaders.
4. **To enjoy outdoors activities.** Most of the activities of the MGC can be completed outdoors. A MGC leader has to be able to organize the club program in order to take every opportunity of experiencing exciting activities in the mountain or the rain forest, 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 the creation and the Creator.
5. **To be optimistic and enthusiastic.** A happy and pleasant personality is a great asset to the MGC 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 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 a fundamental concept of leadership and should be a fundamental characteristic of the MGC leader in order that these traits can be replicated in the members of the Club. Skills include: setting up clear goals, planning ahead, executing; developing the capacity of delegating responsibilities gradually to every member including staff members of the MGC, involving as many persons as possible; 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 shall go far beyond the activities in which he leads his trainees. A leader keeps ahead in development of skills. In each MG 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 to have alternate plans when the more desirable way is blocked. He/she will be quick to observe and logical in his 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 emotions.** A good leader is a master of his emotions. His personality 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 synthesis, a leader of the MGC has to be an invested Master Guide, but must also have love for the young people, commitment and uphold high Christian standards that will be reflected in the members of the MGC.

## How to understand Millennials<sup>5</sup>

Millennials (also known as Generation Y) are defined as the youth and young adults born after 1980. Millennial characteristics vary by region, depending on social and economic conditions. However, the generation is generally marked by an increased use of and familiarity with communications, media, and digital technologies.

Some of the general characteristics of Christian Millennials are:

### Christian Community

- Millennials shifted from individualism to community culture. They prefer to connect with others on a personal level, to be part of a group or team that involves them in social and outreach activities.
- Their trust on hierarchical structures has decreased with a resultant positive resistance to “the establishment’s” ways of doing and seeing things.
- As a consequence, Millennials don't follow a leader for its position, title or investiture, but for the impact in their lives on a personal level. This means that the church has to select a MGC director able to connect with club members in a personal, friendly and Christian manner.
- In search for the truth:
  - Millennials have a strong resistance to propositional statements dropped from above that have to be accepted without examination or questions.
  - Because of their lack of trust, they believe in idealism, in a perfect ideal world that doesn't exist, and when they face the real world they experience frustration.
  - The Millennials have been overindulged and overprotected: They win trophies just for participating. Their parents were not around due to their work loads, and they

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<sup>5</sup> Based on the class Ministry to Youth and Young Adults by Professor Allan Walshe, DMin. Spring 2017.

- “compensated” their children with gifts and prizes. Millennials may get in trouble with teachers because of lack of time with their parents.
- Millennials have no problem with teamwork or organizational structures, but they will react against imposed statements that are presented without an explanation. (this second part of sentence already stated in first bullet)
- Christian leaders will not have problems with them if they are included in the conversation.
- Experiential communication took the place of traditional conceptual communication. Thus, for Millennials, an idea or lesson is better assimilated through personal experience or a testimony, in a community environment. They are looking for a relational Church/Club. They don’t want a class of Christianity; they want to relate to a real Christian community that practices what they preach. It is more about mentorship and discipleship than merely transmitting information.

### **Authenticity**

- For Millennials, authenticity is the keystone of building community. They seek real people who are trustworthy and authentic, people that recognize their problems and seek real solutions. A Christian leader is expected to: be dependent on God, honest with problems, and teach from both theory and experience. A Christian leader is not expected to be perfect.
- A search for identity and purpose took the place of the traditional goals of wealth and power. This is a very positive characteristic that empowers outreach activities and community service. They are in a transition stage, seeking identity, a vocation, forming a worldview, and creating relationships.
- Multiculturalism is a reality, not a future goal, for Millennials. They grew up in a multicultural society, which makes it normal for them to be in a transcultural community.

### **Spirituality**

- Millennials are probably the most spiritual generation from all times, but this is not necessarily a Biblical spirituality.
- Social pressure is especially strong on Millennials. They seek to be loved and accepted not only among their family and friends but also among a thousand contacts through social networks. That’s why a real community where they can be accepted and loved is so important for them. This is where the SDA church has to become a church of refuge for them; a Christian community that welcomes and embraces them, without condemning them for being culturally different, but guides them in the biblical truths of practical Christianity.

In summary, Millennials want a real Christian community that welcomes them and doesn't tell them how to be Christians but shows them how it is in real time. A community that grants them a space to grow in trust and spirituality. A Christian community with authentic and honest members that recognize their mistakes and need of a Savior. And offers not *merely* a Biblical class, but a Biblical experience.



# **MASTER GUIDE CLUB STRUCTURE**

## **ORGANIZATION**

The Master Guide Club is a program organized and directed by the Youth Department of the NAD for its territory. It offers a wide range of learning experiences for SYYA, ages 16 to 35+, and is operated by the Seventh-day Adventist church under the direction of the local Conference Youth/Master Guide Director.

Each MGC 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 organization, the NAD Master Guide Committee guidelines<sup>6</sup> 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 Adventurers and/or Pathfinders, or any approved Adventist Youth Ministry;
3. Master Guide clubs should be divided into areas, districts, federations, etc.;
4. And have to provide assistance to the Adventurer, Pathfinders or Youth Ministries of the local church and/or conference in Leadership Training, discipleship and outreach endeavors.

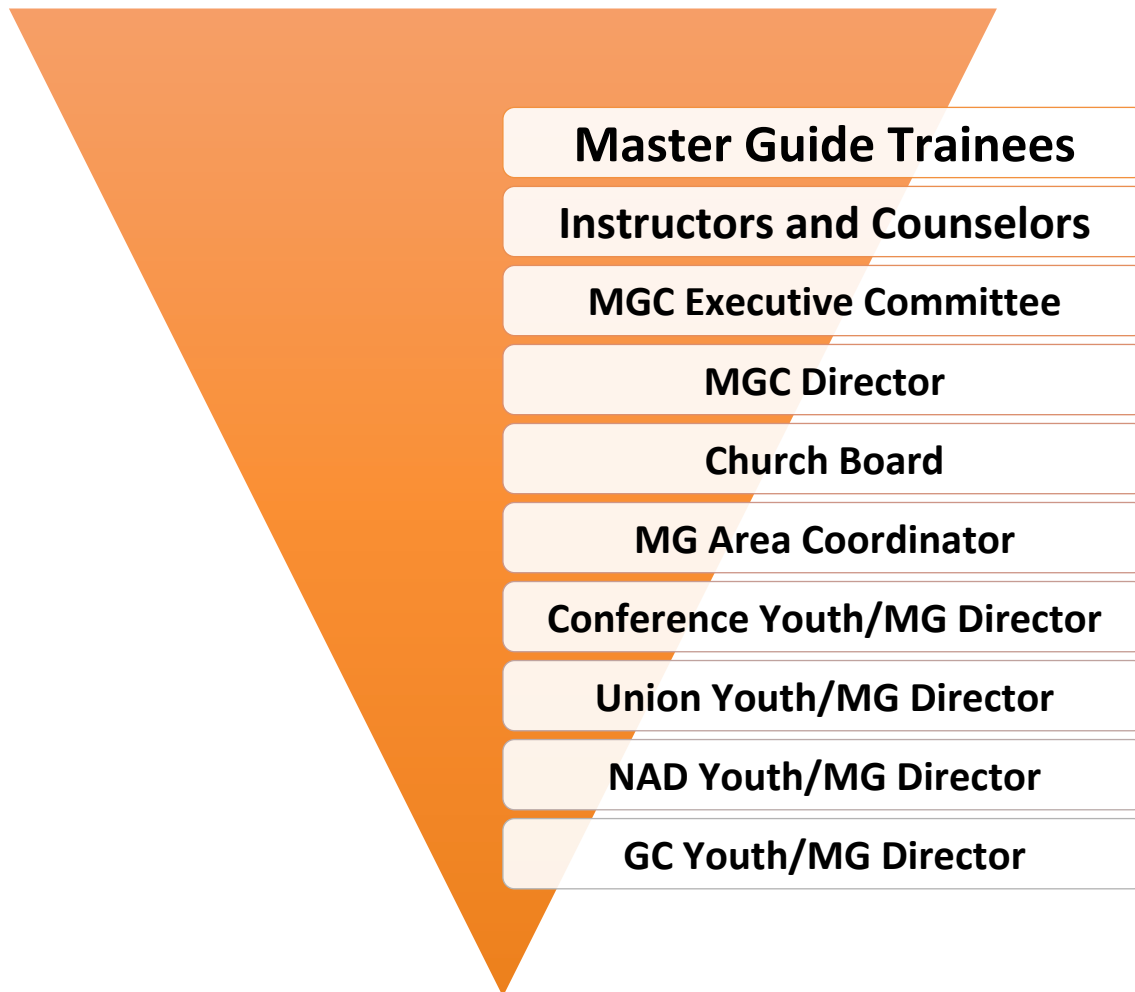
As any other ministry, the MGC is an optional program of the Seventh-day Adventist Church. Because the MGC club has an overlapping age range with other ministries, there is an opportunity for mutual support, networking and growth.

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 MGC can and has to support the TLT program members that are working in their Master Guide investiture without interfering with the TLT program activities.

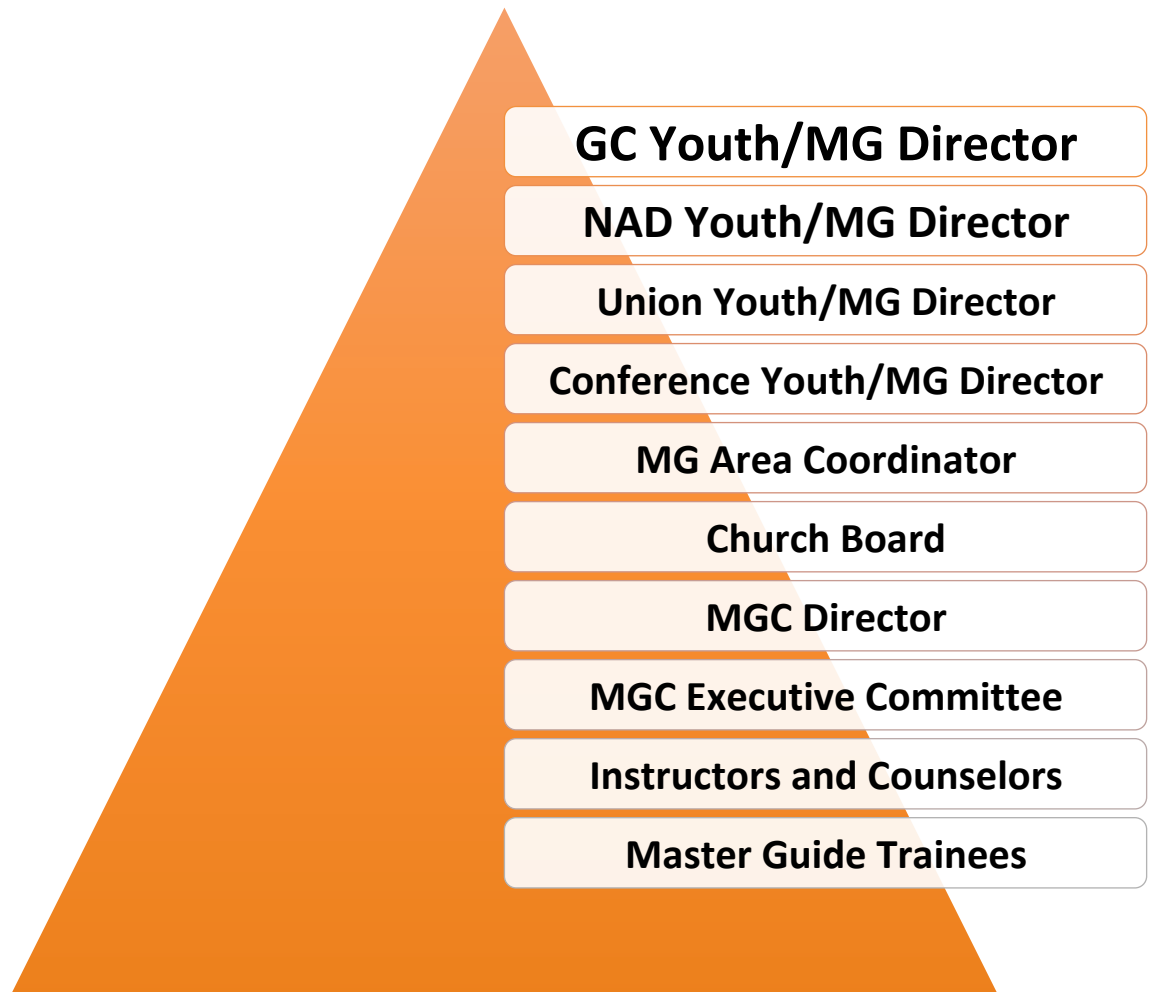
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<sup>6</sup> Minutes 3.12.13 - NAD Master Guide Committee.

## MASTER GUIDE CLUB ORGANIZATIONAL CHART (Option #1)



## MASTER GUIDE CLUB ORGANIZATIONAL CHART (Option #2)



### REGULAR MEETINGS

The club operates on a 9, 10, 11, or 12-month calendar year, with a weekly or bi-weekly program of at least 1½, 2, or 3 hours duration. Within this 1½, 2, or 3-hour period the MGC members work on the multiple requirements of the Master Guide Curriculum.

The goal is to complete the Curriculum in order to be invested as Master Guides, and then keep on learning by taking AYMT seminars.

### FLAG

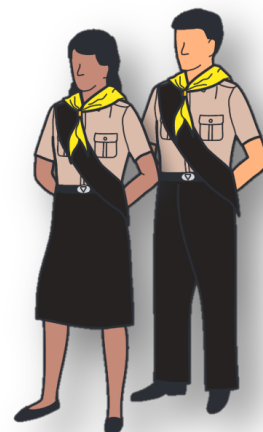
The MGC has a flag bearing the Master Guide emblem. The flag is flown at local and conference Master Guide programs and activities.



## UNIFORM

There is a specially designed full-dress uniform and also a field uniform. The Master Guide scarf is the most distinctive part of the uniform and must only be used by a MGC member after being received at the Master Guide investiture.

More information about it can be found in the NAD Pathfinder Staff Manual - Uniform Addendum.



### Uniform and militarism<sup>7</sup>

The use of a uniform in the MGC provides many positive results.

As club leaders, it 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 MGC members, the uniform creates a sense of identity and reward for the effort made in training. Also, every honor in 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 very careful not to create nor allow militarism to creep into the MGC 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 MGC represents. Around the world there are governments that are very 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 are 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.

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<sup>7</sup> Based on the GC Pathfinder Administrative Manual (2004 Revision), “Militarism”, page 55, 56.

## MEANING OF THE MASTER GUIDE CLUB EMBLEM

1. **Blue** (Loyalty)
  - a. It is the purpose of the MGC to teaching 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 MGC 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. Represent the six AY classes: 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 intended to serve also to other classes (like Adventurers classes) and all ministries in the SDA as needed.
  - b. About the stars symbol, Ellen White mentioned that: "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 Days Events, 282)
4. **World** (Missionary field)
  - a. Master Guide program origins are 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 or sides. The Master Guide program involves knowledge in many areas, in order to resolve multiple challenges and problems for help saving and serving others.



## PLEDGE<sup>8</sup>

The MGC has a Pledge, highlighting 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.***

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<sup>8</sup> Minutes 3.10.15 - NAD Master Guide Committee.

## PURPOSE<sup>9</sup>

Develop Christ-like leaders to disciple children and youth.

## MASTER GUIDE HYMN

### English Lyrics

*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 led 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

*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.*

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<sup>9</sup> Minutes 3.12.13 - NAD Master Guide Committee.

# 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.



## **STEPS IN ORGANIZING A MASTER GUIDE CLUB**

### **Counsel with the Conference Youth Director<sup>10</sup>**

The Conference Youth/MG Director is responsible for all Master Guide Clubs in the Conference. Any person in a local church who sees the need for a MGC has to consult with their Conference Youth/MG 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/MG Director and he should then spend time with the church pastor explaining the ministry of the MGC and its operation, detailing what assistance the Conference is able to give to his church. Should the Conference Youth Director be unable, through circumstances, to arrange such a meeting, then he may delegate the responsibility to the Master Guide Area Coordinator.

### **Present the Plan to the Church Board**

The Conference Youth/MG Director should request to meet with the church board. It is necessary that the church board authorize the organization of the MGC program. The board has to be fully familiar with all the aims, the financial budget necessary, the objectives and concepts of the MGC 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/MG Director, who will assist in the detailed planning and organization of the club. Such information will include names and addresses of all SYYA 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; as well as a list of recreational venues within the area. Following this meeting the intention to form a MGC has to be announced to the church.

### **Inform the congregation during the worship service**

It is important that all church members be informed about the MGC, its objectives and its program. Someone qualified by experience to speak on behalf of the MGC, with an invitation for SYYA, 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/MG 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 a call should be made for interested people to assist and support the MGC.

### **Call a special meeting on Sabbath afternoon**

This special meeting should bring together those who will be involved in the organization of a MGC. 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 MGC members, and others interested in collaboration. During this special meeting more details in regard to the MGC organization could be explained. A video with experiences from other MGCs could be shared. An appeal should be made for volunteers to prepare for their leadership in the MGC, and a schedule for training meetings should be circulated.

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<sup>10</sup> Unless stated otherwise, each time the words “Youth Director” in a Conference/Union context are used it refers to the person responsible for Club Ministries at the Conference/Union level.

**Teach the necessary Basic Track**

Through the AYMT seminars system, both leaders and members of the MGC must be trained, according to the Master Guide Curriculum requirements and for developing new skills.

One of the conditions for the successful operation of the MGC is an adequate number of trained leaders, in order to train new leaders.

The Conference Youth/MG 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 MGC and recommend to the church the director and deputy directors. After the church has duly elected these persons a MGC executive committee can be held.

**Choose a chaplain, treasurer, instructors, and counselors as needed (executive committee)**

The MGC 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 MGC executive committee to plan a Yearly Program**

Now that the officers and staff have been trained and are familiar with procedures and have decided which model they will follow, the MGC 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 that the objectives of the club should be brought into focus over a period of months and years. The club activities have to conform to those overall objectives. Each meeting has to be planned in detail weeks in advance.

**Advertise the MGC 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, emphasizing program, possibly inviting a neighboring club to participate

**Prepare and uniform staff before enrollment night**

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

**Enrollment Night (See Special program section)**

**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 very special ceremony, and the MGC members have to understand its significance.

**Evaluation**

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

**MGC LEADERS ELECTION****MASTER GUIDE CLUB EXECUTIVE COMMITTEE****Administrative Director, Director and Deputy Directors**

The nominating committee of the local church elects the director of the MGC according to the Club Director profile described in the MGC Leaders' Job Description section. It is then suggested that the new Club Director 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 MGC members.

**Secretary and Treasurer**

The director and deputy directors then choose the secretary and the treasurer. One person may care for 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 worships and special services, and who will take a personal interest in every MGC member and staff member within the club. The chaplain may be one of the deputy directors, or the church pastor, assistant pastor, youth pastor, church elder, etc.

**MASTER GUIDE STAFF COMMITTEE**

The MGC executive committee elects the MGC staff committee members as follows:

**Instructors**

Those who lead out in teaching the Master Guide Curriculum. An instructor may also be a unit counselor. Specialists who teach honors, crafts, and other selected areas of study.

**Counselors (if necessary)**

The MGC staff members who care for a unit of six to twelve MGC members each.

## **MGC LEADERS' JOB DESCRIPTION**

### **CLUB DIRECTOR**

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

The director has to be a Master Guide and 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 (MG 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 should be an example of authenticity in his relationship with God, fellowship, healthy lifestyle, honesty, and self-control.

The club director must be vitally interested in SYYA people and sympathetically understand their problems. His life should demonstrate what God can do in the lives of youth.

He should be resourceful and enthusiastic, carry responsibility, possess an eagerness to recognize new ideas, and show initiative in their implementation. He must be able to work well with his staff and assist with any problems that may arise.

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

The director's duties are as follows:

1. Has to maintain liaison with the church pastor, youth pastor, sponsor elder, Pathfinder Club director, and Adventurers 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 MGC executive committee.
4. Preside at the club staff meeting unless he/she has appointed a deputy director to take charge.
5. Supervize 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 MGC members.
7. Be responsible for the executive committee for providing an overall program for the club through the following activities:
  - a. Meeting times and places
  - b. Campouts/expeditions
  - c. Field trips and outreach projects
  - d. Investiture
  - e. Finance/budget/membership fees/dues
  - f. Discipline
  - g. News sheets and bulletins

8. Be responsible for the planning of regular club meetings and staff meetings, and ensure that various committees and people are responsible for caring for their implementation. These activities include:
  - a. Worships
  - b. Recreation
  - c. Classwork/Honors/creative skills
  - d. Arrangement of 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 according to the needs of the local club.

A deputy director designated by the director takes charge of club meetings in the absence of the director. He may also be asked by the director to preside at 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 care for 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 MGC 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. In small clubs one individual may care for the work of the secretary and treasurer. A well-organized and efficient secretary can be invaluable to a MGC program.

The duties of the secretary are:

1. Check the member records and transfer them to the MG 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 MGC member is habitually absent (especially without excuse), or experiences difficulties in completing the MG Curriculum requirements.
5. Be responsible for maintaining an attractive bulletin board display, which should be often updated.
6. Order supplies and all club record forms from the conference office as needed.
7. Be responsible for caring for all correspondence and type letters for the director as necessary.

## **CLUB TREASURER**

The MGC treasurer is generally a deputy director, however, one may be chosen from the staff members. It is important that the treasurer works 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 cared for by the same individual, 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. The ideal is to select as treasurer someone who has had some experience in accounting.

A conscientious and dependable treasurer can help the MGC use its funds wisely. The treasurer can keep the church board officers well informed regarding income and expenses, and also the needs of the MGC. 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:

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 and carefully file them by months filed 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, MGC executive committee, and church board upon request.
6. Disburse funds as directed by the executive committee.
7. Withdraw funds for petty cash from the MGC reserve fund kept by the church treasurer.
8. Collect funds for uniforms and equipment.

## **CLUB CHAPLAIN**

The chaplain plays a very important role within the club, by leading out and providing opportunities for the spiritual development, cooperation and caring among MGC members and staff. The chaplain must be a baptized member of the SDA Church and 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 spiritual activities of the club. A chaplain may also fulfill the role of deputy director, staff member, church pastor, youth pastor or elder.

Following are the special duties of the chaplain:

1. Counsel and work closely with club director in preparation of spiritual activities.
2. Arrange for devotional periods and speakers, and periodic prayer bands.
3. Organize and lead out in missionary outreach in cooperation with 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 director and pastor in the planning of the MGC Investiture service.
7. Act as a special spiritual counselor working closely with staff members.

8. Know each MGC 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 Growth Groups between MGC members.
11. Be aware of the needs in the ministries in the local Church, and work with the club director and pastor to connect the MGC members and encourage them 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 MGC 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 MGC members. An instructor must work in close cooperation with club director during the yearly planning.

## **UNIT COUNSELOR (as needed)**

The counselor is the leader of a unit of six to twelve MGC members. In large MGCs, counselors hold a key position in the MGC, for they have the closest contact with the MGC 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 that they may help to expand the knowledge of their unit members. They have to set a good example in spirit and behavior.

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

1. Encourage and lead a unit as a facilitator in order to complete the MG Curriculum requirements.
2. Set a good example in attendance, punctuality, uniform, etc.
3. Develop happy and healthy friendship within the unit.
4. Help members with any problems that may arise and keep leaders informed (respect confidentiality).

5. Encourage all members to participate in all activities.
6. Participate in campouts, arranging all details with deputy director and members.
7. Attend staff committee meetings.

## **MASTER GUIDE AREA COORDINATOR JOB DESCRIPTION:<sup>11</sup>**

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, Pathfinders, Ambassadors, Adventist Youth Society, Public Campus Ministries, NSO, Youth & Young Adults ministry).

In this context and subject to modifications from the local Conference, a Master Guide Area Coordinator has to:

1. Be appointed by the Adventist Youth Ministries Director for a period of four (4) years.
2. Be an active Master Guide within your territory with at least five (5) years of experience including two (2) years as a club director and three (3) serving as an Area Coordinator.
3. Serve as a member of your conference Adventurer, Pathfinder and/or Youth Council.
4. Serve at the will of the Adventist Youth Ministries Director.
5. Vigorously promote Master Guide Ministries [MGC] within the Conference, Federation, Area, or Region and encourage every Master Guide to be active in the program.
6. Support and promote the Adventurer/Pathfinder/ Youth program of the Conference Youth Ministries Department.
7. Assist the Conference Adventist Youth Ministries Director at Conference-wide functions, such as Camporees, fairs, conventions, rallies, etc., and conducting Adventurer/Pathfinder/Master Guide/ Youth Training Courses.
8. Perform other duties as assigned by the Conference Adventist Youth Ministries Director and/or Executive Council.
9. Assist the Area Coordinators in carrying out their duties.
10. Be well versed in current policies and/or changes for Adventurers, Pathfinders, Master Guides, Youth/ Young Adult Ministries from the NAD.

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<sup>11</sup> Minutes 3.10.15 - NAD Master Guide Committee.



**Master Guide Club Application**  
(To be filled out by applicant)

Full name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Age \_\_\_\_\_

Church membership \_\_\_\_\_

Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

I would like to join the \_\_\_\_\_ Master Guide Club.

I will attend meetings, hikes, camping and field trips, outreach activities, and other activities as required. I agree to be guided by the rules of the club and the Seventh-day Adventist Church principles.

In consideration of the benefits derived from membership, I hereby voluntarily waive any claim against the club or the \_\_\_\_\_ Conference of Seventh-day Adventists Church for any accidents that may arise in connection with the activities of the Master Guide Club.

Candidate signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

***Personal experience***

I have previous experience in Club ministries: Yes No

If yes, please describe the classes achieved, where, and the year:

Class finished	✓	Where	Year
The Little Lamb			
The Eager Beaver			
The Busy Bee			
The Sunbeam			
The Builder			
The Helping Hand			
Friend			
Companion			
Explorer			
Ranger			
Voyager			
Guide			
Master Guide			

I have a full dress uniform: Yes No // I have a full field uniform: Yes No

**Approval by Parents/Guardians**  
(for age under 18 only)

We have read the requirements for membership in the Master Guide Club and hereby clarify that \_\_\_\_\_ (candidate name) has reached the age of 16 years or over. We are willing and desirous that he/she becomes a Master Guide.

In consideration of the benefits derived from membership, we hereby voluntarily waive any claim against the club or the \_\_\_\_\_ Conference of the Seventh-day Adventists-Association for any accidents that may arise in connection with the activities of the Master Guide Club.

As parents/guardians, we understand that the Master Guide Club program is an active one for the applicant. It includes many opportunities for service, adventure, and fun.

We will cooperate by:

- Learning how we can assist the applicant and his leaders.
- Encouraging the applicant to take an active part in all activities.
- Attending events to which parents are invited.
- Assisting club leaders and by serving as leaders if called upon.
- By purchasing Pathfinder uniforms and insurance through the club treasurer.

I am a Master Guide: Father    Yes    No // Mother    Yes    No

I have worked with Pathfinders in the following activities: \_\_\_\_\_

\_\_\_\_\_

I am willing to assist Pathfinder Club by teaching or helping in the following ways: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Signature of father/mother/guardian)

(Date)

(Occupation)

## FINANCES

### NEED OF FINANCES

If the MGC 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 more attractive.

Naturally, there are expenses involved in operating a successful MGC. A club cannot survive without careful management of funds and adequate planning for the year. A budget has to be carefully prepared, with staff assistance, and submitted to the MGC executive committee and church board for approval. Competent fund raising 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 have to 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 has to be accounted for with supporting receipts.

In areas where two or more churches form a single MGC, they elect a treasurer to serve the large club. This elected treasurer holds all club funds.

The treasurers of the contributing churches forward all MGC 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 heavy. 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 MGC in the church budget. Churches that realize that 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 that this matter be considered on the church board.
3. **Offerings:** Subject to church board decision, local church should grant a special offering for the MGC program once a year. This offering is usually earmarked for a special MGC project as outlined in the budget.
4. **Sponsored 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 MGC.
5. **Special Projects:** While it is not the duty of MGC to spend too much time in fund raising projects, some time can be spent each year for special projects like new equipment, new clubhouse, etc. This can capture the enthusiasm and imagination of every member. The new clubhouse or the new equipment will then mean much more to the MGC members.

6. **Fund-raising Campaigns:** As one plans these fund-raising adventures, it is well to remember that all fund raising has to have some guidelines and the following instructions should be kept in mind:
- a. All fund-raising projects have to have the approval both of the MGC executive committee and the church board, and the city council when necessary.
  - b. Clubs have to 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 MGC members to witness. Literature left with each contact leaves a lasting influence.
  - d. It is good to provide some incentive for the MGC 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. A word about salesmanship: Organize the club in the program of salesmanship. Distribute some type of commodity. New ideas must be introduced to keep the club members interested. Stop before the interest begins to wear off. Do not wear out any one plan. Club members should not be overburdened with campaigns.
7. **Fund-raising Ideas**
- a. *Preparation and Serving of Food.* Spaghetti or pizza dinners, homemade ice-cream supper, pie supper, 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, and better yet, ask the members to bring different types of refreshments that they will donate for the MGC 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, fruit cakes, magazines, soaps, peanuts, and a host of other items can be sold from door to door for the club.
  - d. *"Make and Sell" Items.* This is a good program because it involves the club member in the club activities, and gives him the opportunity to sell the very item he has made, for fund raising. Things like potholders, silk flowers, and 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 done.
  - e. *Auctions.* Hold white elephant sale, hobby show, pet show, or an auction with a good auctioneer. A reasonable admission fee could be charged.
  - f. *Work Projects.*
    - Work in small groups and rake leaves
    - Babysitting
    - Car wash
    - Garage sale with donations

## **FUND-RAISING POLICY**

Here are some general guidelines to aid in determining whether or not the proposed project meets the standards as outlined for fund-raising programs:

1. Has the fund-raising 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. Does it refrain from having to appear to have any resemblance to gambling?
4. Will the product to be sold, if this is the case, be sold on its own merit and without reference to the needs of the MGC 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 of the fact that no one who needs work will lose it because of the fund-raising program?
8. Will the fund-raising program protect the character of MG 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 closed to the church membership only.

## MGC 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

Gave Spring Report to Church Board and Business Meeting

## SAMPLE OF MGC BUDGET\*

### Objectives

1. Teach salvation through MGC 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)
<b>Total</b>	<b>\$3,785.00</b>	

### 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.
	<b>\$3,785.00</b>	<b>Year Total</b>

### Values and Interests (MGC 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.

## INSURANCE<sup>12</sup>

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 of protecting 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, etcetera free of hazards? If not, existing hazards have to 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 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 and consideration should be given to:

- a. Suitability of the activity to the age group involved.
- b. The personal ability and experience of supervisors, e.g., the 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, hard caps for horse riding, etcetera.

The Division 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 relaxation of the duty of care owed to our children and youth. No level of insurance can satisfactorily compensate for death or injury.

All leaders must educate themselves to observe and recognize potential hazards. If you are a leader or counselor you are in a position of trust to the children/youth under your care and you cannot delegate your legal or your moral duty of care, you must become proficient yourself in the skills required by the adventures your club promotes.

Accidents will happen; injuries will be sustained, but don't let them happen through your

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<sup>12</sup> Based on the GC Pathfinder Administrative Manual (2004 Revision), "Insurance", page 92-99.



negligence in allowing the use of dangerous premises or faulty equipment, or lack of skilled and adequate supervision. You have accepted the role of leader or counselor because you are interested in the spiritual welfare of the members of our church. Their physical well-being is of equal importance.

## QUESTIONS TO CONSIDER RELATIVE TO ACTIVITIES

You cannot sidestep your personal responsibility for the safety of members involved in your activities. It is therefore recommended that the following questions be considered before introducing any activity into your program:

Is the proposed activity	essential? desirable? of no practical benefit?
If essential or desirable, is it:	of low risk? of reasonable risk? of high risk?
Is the risk factor:	acceptable? unacceptable?
Is the supervision available:	adequate in number? sufficiently skilled?
Is the necessary equipment:	in good order? unsafe in any way?
Is adequate safety equipment:	available? unavailable?

## THE DUTY OF CARE

All are subject to "A Duty of Care," but none more so than those who are engaged, in leadership. This duty has two aspects for those who work with minors: Moral and Legal. The moral duty is paramount and should be the basic motivating force in youth programs. Unfortunately, there have been occasions when leaders have not appreciated the moral duty they have to care for the physical well-being of minors under their control. Consideration therefore needs to be given to the legal "Duty of care."

Lord Atkin, in delivering judgment in the case of *Grant v Australian Mills* (1936), stated the principle this way:

"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, 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 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:

- 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, etcetera

## 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.

- Fire
- Water skiing
- Horse 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	Tested fire extinguishers readily available. Follow legal fire safety standards at all times.
Water Skiing	Life jackets to be worn at all times. Buoys to indicate skiing areas closed to swimmers. Drivers - should be experienced and licensed by the appropriate authority. Observer- should be of the required age and ability. Boat - should have current registration and carry comprehensive insurance.
Horse 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 the majority of actions for negligence will be determined. It must be:

- |                   |  |
|-------------------|--|
| <b>Adequate</b>   | Younger age groups will call for closer supervision.                     |
| <b>Continuing</b> | Activity groups must be kept together and under constant supervision.    |
| <b>Skilled</b>    | 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 horse riding.
  - Gymnastics should be undertaken only under supervision of skilled gymnasts.
  - Caving 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:

The person directly responsible for the injury.

- Youth leaders at all levels
- MGC directors
- MGC counselors
- Camp directors
- Conference youth directors
- The church
- Owners of faulty equipment or premises

In short, 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 what your division 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 Risk Management Service 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 the Risk Management Service 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 the Risk Management Service.
9. Cooperate fully with the Risk Management Service 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:

## IN CASE OF INJURY

### DON'T

1. **DO NOT 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. **DO NOT EXPRESS OPINIONS IN THE INCIDENT REPORT:**  
Deal with the facts only and encourage eyewitnesses to do the same in their statements.
3. **MAKE NO OFFERS OR PROMISES TO THE INJURED PARTY:**  
To do so could cancel the insurer's responsibility.

**CONTINUING CONSENT TO TREATMENT  
AND HEALTH INSURANCE INFORMATION**

We, the undersigned parent(s) or guardian(s) of \_\_\_\_\_ (name of minor) do hereby consent to X-ray examination, anesthetic, medical, or surgical diagnosis or treatment and hospital service that may be rendered to said minor under the general or special instruction of \_\_\_\_\_ M.D., (name of physician) or any physician the club may call, whether such diagnosis or treatment is rendered at the office of said physician or at a licensed hospital. It is understood that reasonable effort will be made to contact the undersigned parent(s) or guardian(s) before such diagnosis or treatment is rendered. It is further understood that reasonable effort will be made to contact the doctor listed above before any other physician is called.

It is further understood that this consent is given in advance of any specific diagnosis or treatment that might be required and is given to authorize \_\_\_\_\_ (Name of club into whose custody minor is entrusted) to exercise their best judgment as to the requirements of such diagnosis or treatment.

This consent shall remain in continuous effect for one year unless earlier revoked in writing and delivered to the physician named or to the club entrusted with the custody of said minor.

Dated: \_\_\_\_\_

Father \_\_\_\_\_

Mother \_\_\_\_\_

Guardian \_\_\_\_\_

Witness \_\_\_\_\_

## PROGRAMMING

### Strategy and principles

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

Even if the main goal for a MGC is to complete the MG 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.

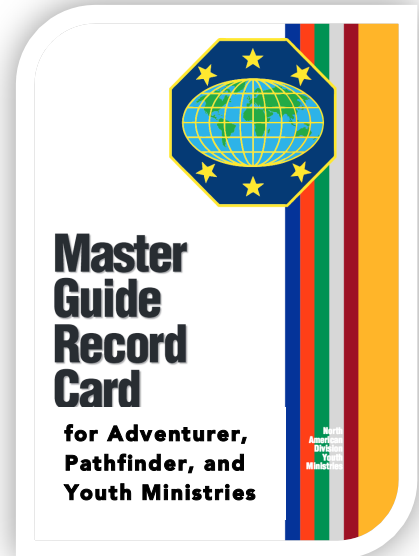
As a principle of work, in order to train leaders, we must treat them as leaders.

### 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 Saviour 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 should be balanced on 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 NAD, so it is not the intention of this manual to present the contents of the curriculum.



### AY 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.<sup>13</sup>

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<sup>13</sup> GC Youth Ministries Department. Pathfinder Honor Book (2014 revision), 6.

## Tips for maintaining enthusiasm for AY Honors

1. *Have definite dates for completion:* When the Honor is started, plan to finish the work as soon as possible. This gives the student that enthusiasm needed to know that the class is moving along and going some place.
2. *Make 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 doesn't mean much. Before receiving the Honor, a test should be given so that it can be seen that 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 and standard to achieve. AY Honors earned during Pathfinders experience are still valid, however, some of them could be taught again on a MG level.
3. *AY Honor files:* For a Master Guide it is very useful to keep all the information and notes necessities to teach an earned Honor in the future.
4. *Waiving Requirements:* Sometimes a requirement cannot be completed due to the particular environment we 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 instated.
5. *Meeting AY Honor Requirements:* The following guidelines will serve in checking AY Honor requirements.
  - a. The work must be actually performed. Each question and requirement must be met.
  - b. All Honors must be signed by the instructor, conference youth director, Master Guide, 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, these should not be examined nor signed by a person that is a direct relative of the MGC member that seeks that honor.

## ENROLLMENT NIGHT

The enrollment night program should be the first MGC 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"<sup>14</sup>. If the first impression is not meaningful, they may decide not to comeback. This doesn't mean that it has to be a "show", but a well-planned activity.

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<sup>14</sup>Dr. Allan Walshe, Director of MA Youth and Young Adult Ministry Program – Andrews University.



### **Suggested program:**

#### Welcome and Introduction to MGC

1. **Chaplaincy:** Inviting God to the MGC activities.
2. Uniform needs and requirements explained.
3. Program highlights shared.
4. Dues explained—what they are used for.
5. Staff organization explained and staff members introduced.
6. **Social:** Introduction of all MGC members.
7. MGC membership applications filled out, signed and handed in.

#### MGC Organization

1. **Instruction:** Introduce the MG 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 with exciting activities of MGC from previous years.
2. Challenge (encourage them to participate) and Benediction.

## **INVESTITURE SERVICE**

### **A. Preparation**

Usually the MGC 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 has to be a Master Guide.

Before the investiture 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. To maintain a high standard of achievement, spot testing of candidates is useful, especially in the case of Master Guides.

A special decoration, related to the activity, can be applied to the church with the church board approval.

### **B. 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 MGC activity that includes completing the MG Curriculum.
2. Follow the progress of those doing MG 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 of the Investiture program.

#### **MGC Director**

1. Promote and facilitate the MG Curriculum.
2. Involve the MGC staff and membership in the Investiture program.
3. Promote the Investiture program among the church community, and the sponsoring church members.
4. Obtain the cooperation of the university professors in the completion of some specific MG Curriculum requirements; keeping a record on the MG Curriculum record card.
5. Organize the Investiture program and schedule a date.
6. Order and receive all necessary Investiture materials needed for the Master Guides. Use the Investiture requisition order blank.

#### **Local Conference Personnel**

The conference youth leader invites personnel such as the educational department superintendent, pastor, school principal, or a minister in the local conference to be present at the Investiture program.

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

#### **C. Program**

Perhaps nothing in connection with the MGC 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:

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

Beyond the actual insignia presentation, program content is left largely to the creativity of those responsible. An 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 loyalty to God, the church, and club (to the local and to the worldwide Master Guide ministry), a charge for responsibility to be loyal and a word and the handclasp of welcome by Master Guides who may be present. Be original, romantic, spiritual, and impressive.

- A MGC investiture can be performed indoor or outdoor, in a local church or in a conference event.
- A MGC investiture could be performed at the end of a Pathfinder Club investiture or in a different date if the group is too large.

- A MGC investiture could be performed in any AY ministries event.
- A MGC 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. Imagination, order and common sense are welcome to dignify the program.

#### **NOTE OF CAUTION:**

The MGC is not a secret society. While secrecy and secret ceremonies and signs or amulets carried by members might be appealing, it is not Biblical and opens an opportunity for criticism and removal of support from church leadership and families. All that is done in MGC 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.

Although Adventurers, Pathfinders, and Master Guides use many military forms and methods, they don't belong to the army, and the principles leading every decision have to 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 trust vote 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 for salvation and service.

## YEARLY PROGRAM

The MGC director and his 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 MGC 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 has to be adapted to the availability of members to attend. Attendance during vacations and long weekends should be agreed with the MGC members.

Using a planning chart such as shown on the next page, the MGC 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 year will be considered over.

Each month should have numbered the weeks which will have a MGC activity take place and any important holidays or other big events which will need to be considered. Also record the dates for the 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 a 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, which uniform to use and when are readily visible to all. A clean condensed form of this chart may also be provided to the MGC members on enrollment night—it shows a club that 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

## MEETINGS

The MGC 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 from which the local church can choose. It is possible for a church to swap from model to model each year, and also during the year. This provides variety and may more fully meet specific programmatic needs.

### Model A

This is conducted in one three-hour weekly session working on the Master Guide Curriculum requirements. With 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	MG Curriculum (indoor or outdoor activity)
30	Games or social activity
35	MG Curriculum (indoor or outdoor activity)
45	Honors/hobbies/crafts
5	Announcements and benediction
<b>180</b>	

### 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	MG Curriculum (Biblical requirements)
50	Biblical classes, outreach or Growth Group
5	Announcements and benediction
<b>120</b>	

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

Minutes	Activity
10	Opening ceremony – flags.
10	Devotional
35	MG Curriculum (indoor or outdoor activity)
<u>5</u>	Announcements and benediction
<b>60</b>	

### **Model C**

This is a weekly 1 1/2 hour program, which can be modified from 1-2 hours duration. If used, it is best to meet at least 3 weeks per month.

Minutes	Activity
10	Opening ceremony - flags, prayer
10	Devotional
50	MG Curriculum (indoor or outdoor activity)
15	Games or social activity
<u>5</u>	Announcements and benediction
<b>90</b>	

## **MASTER GUIDE CLUB PRACTICES**

The MGC is an independent club under the AY Ministries of a conference and local church structure. It has the same independence that the Adventurer Club and Pathfinder Club have from each other.

They may have a different time for meetings, and/or 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 MGC members in the Pathfinder Club, Adventurer Club, and Youth Ministries are mentioned in the Master Guide Curriculum.

The MGC is advocated to train youth leaders and provide them with a place to perform practices. These practices are matched with the necessities of the Pathfinder Club, Adventurer Club or Youth Ministries in the local church, using the criteria of the MGC executive committee in consulting with the local board and the conference youth department.

# 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 trust vote.
- **MGC:** Master Guide Club
- **Master Guide Curriculum:** These are the requirements necessary in order to become a Master Guide.
- **MG Investiture:** It is a ceremony in which a MGC member, that fulfilled all the MG Curriculum requirements, receives the official recognition from the SDA as 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 MGC members can be university students, or professionals.
- **Millennials:** Is the demographic cohort following Generation X. There are no precise dates for when this cohort starts or ends; demographers and researchers typically use the early 1980s as starting birth years and the mid-1990s to early 2000s as ending birth years.
- **Missionary Volunteer Society:** it was the first missionary society for youth in SDA. It is the predecessor of the Adventist Junior 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 (SYYA):** 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 neither to the name of any SDA Church ministry.

## Article II - NAME

The program for the holistic ministry for 16 to 35+ year old young people 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 MGC, and the Master Guide Curriculum is the roadmap to achieve these goals.

The following objectives are expected be achieved by a MGC:

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 NAD.
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 integral 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 NAD for its territory. It offers a wide range of learning experiences for SYYA, 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 MGC 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 organization, the NAD Master Guide Committee guidelines<sup>15</sup> are:

- All clubs must be authorized and registered with the conference and comply with insurance requirements.
- All members must be in service to Adventurers and/or Pathfinders, or any approved Adventist Youth Ministry.
- MGCs should be divided into areas, districts, federations, etc.
- Provide assistance to the Adventurer, Pathfinders 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 MGC. These 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 MGC members.

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

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<sup>15</sup> Minutes 3.12.13 - NAD Master Guide Committee.

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 MGC member and staff member within the club. He/she may be one of the deputy directors, or the church pastor, assistant pastor, youth pastor, church elder, etc.

## **Article VI - DUTIES OF OFFICERS AND STAFF**

Section 1 **Director:** All activities of the MGC shall be under his 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. He may also be asked by the director to preside at staff meetings.

Deputy directors should work on:

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

Section 3 **Secretary:** The MGC 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 MGC 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 care for 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 and providing opportunities for the spiritual development, cooperation and caring among MGC members and staff. He/she has to have the ability to organize as well as lead out effectively in spiritual activities of the club.

## **Article VII - MEETINGS**

Section 1 Regular MGC 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 each.

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 MGC program has to include the requirements as set down by the local conference youth department's club grading system.

## **Article VIII – MEMBERSHIP AND EXTENSION OF MGC PROGRAM**

Section 1 Requirements to become member of the MGC are the same as in the Master Guide Curriculum<sup>16</sup>.

- 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.
- Willingness to conform to the principles of the MGC Pledge and SDA principles.
- Willingness to participate in all MGC activities.

Section 3 Non-Adventist youth who conform to the above requirements and are in the process of baptism may be admitted to membership.

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

Section 5 Any MGC 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 MGC director should talk with him/her. If his/her attitude doesn't change, the MGC executive committee may ask him/her to abandon the program temporarily.

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

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<sup>16</sup> Minutes 3.12.13 - NAD Master Guide Committee.

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

## **Article IX – UNIFORM**

Section 1 **Dress Uniform:** The official dress Master Guide uniform is determined by the corresponding division of the world field and is the recommended uniform for each club member and officer, and shall be worn only at club meetings and other occasions as indicated by club director.

Section 2 **Field Uniform:** The official conference-recommended field uniform for each club member shall be worn at all MGC 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 rendered at the meeting of the club executive committee.

Section 4 No MG candidate should leave the Club for financial insolvency. The MGC should have a fund for these cases.

## **Article XI – POLICY**

The club shall be governed by 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 MGC staff committee, but becomes effective only after approval by Union conference committee.