

# MASTER GUIDE

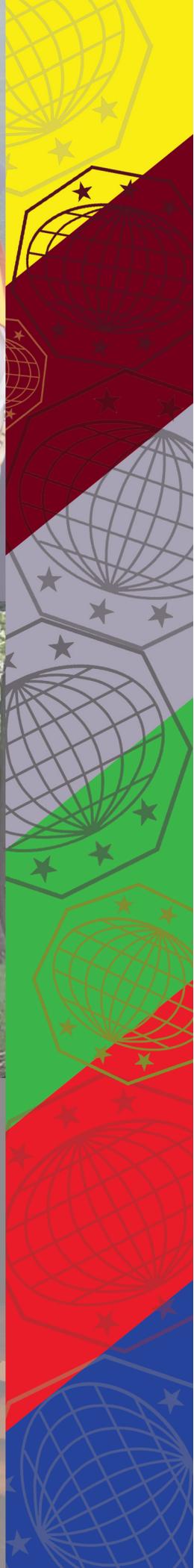


# DIRECTOR'S MANUAL 2020



YOUTH MINISTRIES

Seventh-day Adventist Church  
NEW JERSEY CONFERENCE



# TABLE OF CONTENTS

Greetings	3
Important Webpages & Year Theme	4
NJC Youth Staff and Coordinators 2020	5
NJC Youth Zone Divisions	6
NJC Youth Calendar	7
Key Dates	8
What's New in 2020	9
The Master Guide Club Director	10
<b>GUIDELINES</b>	
Club Point System	13
Quarterly Report Guidelines	16
Club Formal Inspection	19
Master Guide of the Year Guidelines	21
Master Guide Candidate of the Year Guidelines	22
Uniforms	23
Personal Vehicle Usage Recommendations	28
<b>FORMS TO BE SENT TO THE CONFERENCE (Beginning of the Year)</b>	
Club Yearly Application	31
Certificate of Membership Form 2020	32
Yearly Planning Form	33
<b>FORMS TO BE SENT TO THE CONFERENCE (During the Year)</b>	
Quarterly Report	35
Master Guide Sabbath Form	36
Club Inspection Form	37
Club Inspection Form: Drilling & Marching (must be done on same day as Club Inspection)	38
Club Induction Form	39
Club Awards Ceremony Form	40
Master Guide of the Year Nomination Form	41
Master Guide Candidate of the Year Nomination Form	42
<b>FORMS TO BE KEPT IN THE CLUB FILES</b>	
Member Paperwork Checklist	45
Master Guide Club Member Application	47
Master Guide Club Member Medical Information	48
Approval by Parents/Guardians (under 18)	49
Guidelines for Volunteers and Caregivers	50
Staff/Volunteer Application Form (copy from associated ministry)	51

All forms that are sent to the conference count towards points. Please refer to the point chart to maximize your point awards. Copies of the forms included within this packet (including the forms to be kept in the club) should be kept in a binder readily available for inspection at any given time and must also be present at all activities sponsored by the Conference.

Dear Master Guide Leader,

Welcome to a year of opportunities to work for the greatest Master Guide. You have been chosen by God to do a great and special work for Him, you might feel inadequate or not knowledgeable enough to carry such a big responsibility to lead. If you are feeling this way, you are perfectly qualified to be used by God. Remember that "He said to me, 'My grace is sufficient for you, for my power is made perfect in weakness.' Therefore, I will boast all the more gladly about my weaknesses, so that Christ's power may rest on me." (2 Corinthians 12:9). God is going to be with you.

Master Guide clubs are committed to "connect youth with Jesus" and to disciple them, we do it by modeling them with a biblical discipleship cycle found in Mark 8; CONNECT, GROW, SERVE and SHARE. This year's theme is "GROW". I pray that you grow in Christ to impact many people by developing them to be a light in their communities.

I am certain that after giving your talents to God, your life won't be the same; you will grow into this wonderful servanthood called leadership. Involve others to help you in this beautiful journey that transforms hearts and enjoy the ride.

Blessings!



Pr. Eli  
Youth Director  
NEW JERSEY CONFERENCE OF SDAs



NEW JERSEY CONFERENCE OF SDAs  
**IMPORTANT WEBPAGES**

**NJCYOUTH MINISTRIES:**

[www.njcyouth.com](http://www.njcyouth.com)

**NEW JERSEY CONFERENCE:**

[www.njcsda.org](http://www.njcsda.org)

**NJCYOUTH FACEBOOK:**

[www.facebook.com/pages/NJCYouth](https://www.facebook.com/pages/NJCYouth)

**NAD CLUB MINISTRIES:**

[www.clubministries.org/masterguide](http://www.clubministries.org/masterguide)

**GC CLUB MINISTRIES:**

<https://youth.adventist.org/Resources/Leadership-Training/Master-Guide>

**THEME OF THE YEAR**

**GROW**

N J C Y O U T H



NEW JERSEY CONFERENCE OF SDAs

## STAFF AND STATE COORDINATOR



### YOUTH DIRECTOR

Eliasib Fajardo  
Efajardo@njcsda.org  
(202) 652-6279



### ASSISTANT YOUTH DIRECTOR

Anthony Baffi  
abaffi@njcsda.org  
(787) 464-8753



### YOUTH ADMIN. ASSIST.

Estefany Flores  
youth@njcsda.org  
(609) 802 0873



### STATE COORDINATOR

Reina Zapata-Mendez  
Reina1203@hotmail.com  
(201) 780-2421

## ZONE COORDINATORS

### ZONE 1 & 2

Luis Corcino  
conquidom@gmail.com  
(347) 488-3220

### ZONE 3W

Carmen Castro  
maricarmen.cc16@gmail.com  
(201) 956-7009

### ZONE 3E

Claudia Garcia Del Puerto  
claudiapgdp@hotmail.com  
(201) 220-0451

### ZONE 4

Adeymi Romero  
bethoven809@gmail.com  
(786) 226-7345

### ZONE 5&6

André Taylor  
aettaylor2@gmail.com  
(609) 433-2605

### ZONE 7

Jeovanny Perla  
Jeovannyperla7@gmail.com  
(609) 377-2778



# NJCYOUTH MINISTRIES

Zones Division



## ZONE 1

Dover Sp  
Hackettstown Eng  
Hackettstown Sp  
Lafayette Eng  
Morristown Eng  
Morristown Sp  
Parsippany Sp  
Philipsburg Eng  
Rockaway Eng  
Tranquility Eng

## ZONE 2

Clifton Sp.  
Garfield Sp.  
Hackensack Eng  
Nuevo Amanecer Sp.  
Paterson Eastside Sp  
Paterson South Sp  
Paterson Temple Sp  
Passaic I Sp  
Passaic II Sp  
Waldwick Eng  
Wayne Eng

## ZONE 3E

Bayonne Sp  
El Faro Sp  
Filipino Eng  
Filipino International  
Guttenberg Sp  
Jersey City Sp  
Jersey City Heights Sp  
Jersey City Heights Eng  
La Esperanza  
Maranatha Sp  
Nuevo Amanecer Sp.\*  
Ridgefield Park  
Union City Sp  
West New York Sp

## ZONE 3W

All Nations French  
Belleville Sp  
Bethel French  
Bethesda French  
Bloomfield Sp  
Elizabeth Sp  
Elizabeth Eng  
Harrison Sp  
Irvington Sp

Luzo Brazilian  
Maranatha French  
Newark Sp  
Newark Eng  
Nueva Vida Sp  
Philadelphie French  
Port Elizabeth Sp  
Sion Sp

## ZONE 4

Bound Brook  
Carteret Sp  
Dunellen Sp  
Edison Sp  
First Bilingual  
First Filipino  
Flemington Sp  
Freehold Sp  
Indian Eng  
Indonesian Pioneer  
Lake Nelson Eng

La Victoria  
New Brunswick Eng  
New Brunswick Morija  
New Brunswick Sp  
Perth Amboy Eng  
Perth Amboy Sp  
Pioneer Community  
Eng Plainfield Sp  
Rahway Sp  
Somerville Sp

## ZONE 5

Burlington Eng  
Central NJ Korean  
Collingwood Park Eng  
Crosspoint  
Hightstown Eng  
Hightstown Sp  
Lakewood Sp  
Long Branch Brazilian

Princeton Eng  
Robbinsville Eng  
The Grace Place  
Trenton Eng  
Trenton Sp  
Trenton Korean  
West Long Branch Sp  
Willingboro

## ZONE 6

Cherry Hill Eng  
Browns Mills Eng  
Laurelwood Eng Mt  
Holly Eng  
Mt Holly Sp  
Toms River Eng  
Williamstown Eng  
Woodbury Eng

## ZONE 7

Atlantic City Sp  
Atlantic County Eng  
Bridgeton Eng  
Bridgeton Sp  
Bridgeton Sp II  
Camden Sp  
Cape May Court  
House Eng  
Swedesboro Sp

Gibbsboro Sp  
Hammonton Sp  
Panamericana Sp  
Parkway South Eng  
Pine Hill Sp  
Redemption Chapel  
Salem Eng  
Vineland Eng  
Vineland Sp



YOUTH@NJCSDA.ORG  
NJCYOUTH.ORG  
@NJCYOUTH

\* ONLY PATHFINDERS





# NJCYOUTH MINISTRIES

## 2020 Calendar



Month	Dates	Activities	Locations
JAN	24-26	● NJC Youth Convention / Basic Staff Training	TC
	25	● Coordinator's Meeting (7 pm)	TC
FEB	1	● Pathfinder Bible Experience NJ Conf. - Area Level	Areas Churches
	21-23*	● Coordinators Retreat (Sunday Skiing)	Poconos
	29	● Pathfinder Bible Experience NJ Conf. - State Level	Lake Nelson
MAR	8	● NJ Youth Ski Trip	Jack Frost – Big Boulder
	21	● Pathfinder Bible Experience - Union Level	TC
	21	● Global Youth Day	By Zones
	21-28	● Adventist Youth Week of Prayer	Local Churches (Districts)
	28*	● Adventist Youth Rally	TC
	29	● Tranquility Camp Work Bee	TC
APR	17-18	● Pathfinder Bible Experience - NAD Level	Oregon State Fair, Salem, OR
	24-26	● Children's Ministry Convention	TC
	26	● Coordinator's Meeting (1 pm)	TC
MAY	2	● One Day Classoree	By Zones
	29-31	● PF + AD Directors Meeting	NJ Conference
	29-31	● Adventuree Camp	TC
JUN	7	● Tranquility Camp Work Bee	TC
	11 - 13	● Camp Meeting (Eng. & Hait.)	TC
	14	● NJC Youth Olympics	TC
	18-20	● Spanish Camp Meeting	TC
	20	● Coordinator's Meeting (8 pm)	TC
	25-4	● GC Session	Indianapolis, IN
JUL	8-19	● International Mission Trip	
	25	● Children's Sabbath Worldwide	Local Churches
	26 - 1	● Summer Boot Camp Ages 9-16	TC
AUG	1*	● Coordinator's Meeting (3 pm)	TC
	13-16	● Pathfinder Camporee	TC
	29	● Coordinator's Meeting & Outing (9 am)	TC
	30	● Tranquility Camp Work Bee	TC
SEP	4-6	● Master Guide Camporee	TC
	12-19	● Youth/Clubs Evangelism	Local Churches
	19	● World Pathfinder Sabbath (70th Anniversary)	Local Churches
	20	● Tranquility Camp Work Bee	TC
	25-27	● Young Adults Retreat (with GNYC)	TC
OCT	3	● Children's Sabbath	Local Churches
	4	● Children's Festival	TC
	10*	● Coordinators Meeting (9 am)	NJ Conference
	30-1	● Teens Retreat "radio-active"	TC
DEC	5	● Children's Ministry Sabbath School Teacher training	NJ Conference
	13	● Youth Ministries Dir. & Coord. Appreciation Banquet	NJ Conference

COLOR CODES

- PATHFINDERS
- CHILDREN'S MIN.
- NEW JERSEY CONFERENCE
- MASTER GUIDES
- COORDINATORS
- \* SABBATH ACTIVITY
- ADVENTURERS
- YOUTH
- TC = TRANQUILITY CAMP

YOUTH@NJCSA.ORG

NJCYOUTH.ORG

NJCYOUTH



© 2019 NJCYOUTH



NEW JERSEY CONFERENCE OF SDA's

## MASTER GUIDE CLUB KEY DATES

January 31 – February 29	Club Yearly Application must be submitted within these dates
February 1	PBE by Zone MG's must attend to assist
February 29 – March 31	Yearly Plan & Club Calendar Due
February 29	PBE State Level MG's must attend to assist
March 1	<b>MG 2021 Investiture application due (form will be online)</b>
March 21	PBE Union Level MG's must attend to assist
March 21	Global Youth Day - Be the sermon
April 10	Q1 report due
May 2	Classoree MG's must attend to assist in teaching classes, please coordinate with the PF coordinators.
June 6	Staff Training (BST and other AYMT Class)/ <b>Binder Review 1*</b>
July 10	Q2 Report Due
August 8	Staff Training (BST and other AYMT class)/ <b>Binder Review 2*</b>
August 12	MG Camporee Registration closes
September 4-6	MG Camporee
October 10	Q3 Report Due
November 14	<b>Final binder review and testing North Jersey*</b>
November 21	<b>Final binder review and testing South Jersey*</b>
January 10, 2021	Q4 Report Due
January 10, 2021	Master Guide of the Year Nomination form must be submitted
January 10, 2021	Master Guide Candidate of the Year Nomination form must be submitted

\*This applies to candidates as well as MG's that are completing a curriculum to be invested in such as an AYMT certification class.



## NEW JERSEY CONFERENCE OF SDAs

# WHAT IS NEW IN 2020

Every adult helping with minors in any capacity of church ministry and adults/staff/volunteers/parents attending conference-sponsored events such as Camporee, Adventuree, Campmeeting, Sabbath school ministries, Children's Ministry Festival, Pathfinder Fair, etc. must complete a background check.  
<http://www.ncsrisk.org/adventist/>

### Registration/Reports

- All MGC members must register with NJC to be considered active.
- **MG Clubs and its members** must be registered with the Conference in order to be able to participate in any of the NJC Youth-sponsored activities being offered in 2020.
- No need for notarized medical forms
- New and improved forms/online forms found at NJCYouth.com under Master Guides tab.
- Club point system 2020 (Bronze, Silver and Gold will apply to Club of the Year Only.)
- Quarterly reports must be submitted to the Zone Coordinator with a copy to the Youth Ministries Office (youth@njcsda.org).

### Supportive Services – 360-degree leadership support (MGC to support all ministries of the church)

- Sabbath School: MG Club members (to include already invested MG's) will be required to work as Sabbath School Teachers for ages 0-earliteen [MG Club Members are able to rotate if club members exceed the number of SS classes being taught]
- AY: MG Club members to provide support to AY Ministries (Youth Rallies, Zone Worship, Youth Evangelism, etc)
- Club Ministries: Pathfinder, Adventurer, Discovery Club, etc. MG Club members will be actively involved in one of the Clubs mentioned here.
- Evangelism: MG Clubs will provide the support and resources to the church in such events.
- Provide at least one safety instruction seminar (fire safety, Active Shooter, Risk management) and drill (fire drill, active shooter) in your church (invite local city/town safety officials to assist with drill)
- Work Bee's at Tranquility Camp a requirement for MGC

### Training:

- CPR & First Aid Certification will be offered at Conference level but can also be done in the local clubs. Members will be required to notify Conference of recertification dates to ensure data is current.
- Training seminars to be offered and coordinated by Zone Coordinators
- Pathfinder Leadership Certification (PLC formerly known as PLA) to be completed by Master Guides who have not yet received Certification.
- Pathfinder Instructor Certification (PIC formerly known as PIA) to be completed by Master Guide who have already completed PLC.

### Camping:

- Must attend and assist with either the Adventurer or Pathfinder Camporee
- Must help organize and attend a local Pathfinder or Adventurer Club camping.
- Organize and hold a Master Guide Outdoors (MGO) event by completing the MGO Backpacking Honor. [https://www.clubministries.org/wp-content/uploads/MGO\\_BasicSteps-OrganizeMGOExpedition.pdf](https://www.clubministries.org/wp-content/uploads/MGO_BasicSteps-OrganizeMGOExpedition.pdf)  
[https://clubministries.org/wp-content/uploads/MGO\\_BackpackingHonor.pdf](https://clubministries.org/wp-content/uploads/MGO_BackpackingHonor.pdf)
- Attend MG Camporee (No refunds for Camporee).



NEW JERSEY CONFERENCE OF SDAs

## **MASTER GUIDE CLUB DIRECTOR\***

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

The director must 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 Senior Youth & Young Adults (SYYA) people and sympathetically understand their problems. His life should demonstrate what God can do in the lives of youth.

He/she 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. Must 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. Supervise the activities of the club; he/she must call, organize, and arrange for each club meeting.

6. Lead out in planning the total program for the year and produce a calendar of events, to be issued to all staff, and 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

\*This description comes from the Master Guide Club Administrative Manual published by the North American Division Youth Ministries Department 2018 (First Edition). Please refer to it for the other MGC staff job descriptions.

### **Master Guide Training Program (NAD description) \*\***

The Master Guide (MG) Ministry is one of the leadership programs that the General Conference Youth Ministries Department uses to train people for youth leadership. The Master Guide aid the Adventurer, Pathfinders or Youth Ministries of the local church and/or conference in leadership training, discipleship and outreach endeavors. The Master Guide Ministry is NOT an extension of the Pathfinder program, it is a Youth Ministry Leadership Program in the Seventh-day Adventist Church. It prepares the participant for leadership roles with the Adventurer, Pathfinder, and Youth Ministries. The emphasis is on in-service training and active involvement in learning new skills and developing methods for successful leadership. The purpose of the Master Guide curriculum is to develop youth leadership in the Seventh-day Adventist Church.

\*\*This description comes from the Master Guide Club Administrative Manual published by the North American Division Youth Ministries Department 2018 (First Edition).

# GUIDELINES



# MASTER GUIDE CLUB POINT SYSTEM

	BRONZE	SILVER	GOLD
<b>PLANNING</b>			
<b>YEARLY PLANNING</b>	Complete yearly planning form. <b>25 PTS</b>	In addition, Staff <b>meet bi-annually</b> to plan and review programming. <b>50 PTS</b>	In addition, Staff <b>meet quarterly</b> for program planning. <b>75 PTS</b>
<b>CALENDAR</b>	Submit to NJ Conference by March 31 <sup>st</sup> , 2020 <b>25 PTS</b>	Submit to NJ Conference by March 15 <sup>th</sup> , 2020 <b>50 PTS</b>	Submit to NJ Conference by February 29 <sup>th</sup> , 2020 <b>75 PTS</b>
<b>REGISTRATION</b>			
<b>CLUB REGISTRATION</b>	All registration paperwork, payment and verified volunteers must be completed by Feb. 29 <sup>th</sup> , 2020. <b>No points will be given after this date.</b> <b>25 PTS</b>	All registration paperwork, payment and verified volunteers must be completed by Feb. 15 <sup>th</sup> , 2020. <b>75 PTS</b>	All registration paperwork, payment and verified volunteers must be completed by Jan. 31 <sup>st</sup> , 2020. <b>150 PTS</b>
<b>ACTIVITIES</b>			
<b>ADV EVENTS</b>	Participate in the <b>Children's Festival</b> <b>50 PTS</b>	Participate in the <b>Adventuree</b> <b>100 PTS</b>	Participate in the <b>Children's Festival</b> and the <b>Adventuree</b> <b>200 PTS</b>
<b>PF EVENTS</b>	Participate in the <b>Pathfinder Bible Experience</b> <b>50 PTS</b>	Participate in the <b>Pathfinder Camporee</b> <b>100 PTS</b>	Participate in the <b>Pathfinder Bible Experience</b> and the <b>Pathfinder Camporee</b> <b>200 PTS</b>
<b>MG EVENTS</b>	Participate in the <b>Youth Leadership Convention</b> <b>100 PTS</b>	Participate in the <b>MG Camporee</b> <b>200 PTS</b>	Participate in the <b>Youth Leadership Convention</b> and the <b>MG Camporee</b> <b>400 PTS</b>
<b>ADV AWARDS</b>	<b>8</b> different awards are taught during the year. <b>80 PTS</b>	<b>10</b> different awards are taught during the year. <b>100 PTS</b>	<b>12</b> different awards are Taught during the year. <b>120 PTS</b>
<b>PF HONORS</b>	<b>8</b> different honors are taught during the year. <b>80 PTS</b>	<b>10</b> different honors are taught during the year. <b>100 PTS</b>	<b>12</b> different honors are taught during the year. <b>120 PTS</b>
<b>OUTDOOR ACTIVITIES {MGO}</b>	Outdoor activity is scheduled <b>YEARLY</b> . <b>50 PTS</b>	Outdoor activity is scheduled <b>BI-ANNUALLY</b> . <b>100 PTS</b>	Outdoor activity is scheduled <b>QUARTERLY</b> . <b>200 PTS</b>
<b>SERVICE PROJECTS</b> <small>should benefit both the local church and the community.</small>	Participate in <b>1 service project</b> during the year. <b>100 PTS</b>	Participate in <b>2 service projects</b> during the year. <b>200 PTS</b>	Participate in <b>3 service projects</b> during the year. <b>300 PTS</b>
<b>LOCAL CHURCH INVOLVEMENT</b>	Participate <b>ANNUALLY</b> in local church service. <b>100 PTS</b>	Participate <b>BI-ANNUALLY</b> in local church service. <b>200 PTS</b>	Participate <b>QUARTERLY</b> in local church service. <b>300 PTS</b>
<b>SUPPORT OF OTHER CLUBS</b>	Be involved with another MG club <b>YEARLY</b> . <b>50 PTS</b>	Be involved with another MG club <b>BI-ANNUALLY</b> . <b>100 PTS</b>	Be involved with another MG club <b>3 TIMES DURING THE YEAR</b> . <b>150 PTS</b>
<b>TC WORK BEES</b>	Participate in the Work Bee <b>YEARLY</b> . Must send at least <b>3 people</b> . <b>150 PTS</b>	Participate in the Work Bee <b>BI-ANNUALLY</b> . Must send at least <b>3 people</b> . <b>300 PTS</b>	Participate in the Work Bee <b>QUARTERLY</b> . Must send at least <b>3 people</b> . <b>600 PTS</b>

MEETINGS & AYMT TRAINING			
MEETINGS	Attend 1 ZONE MEETING 100 PTS	Attend 1 CONFERENCE MEETING 150 PTS	Attend 1 ZONE MEETINGS AND 1 CONFERENCE MEETING 200 PTS
AYMT BASIC STAFF TRAINING	25% of new club members & TLT's attend & complete 50 PTS	50% of new club members & TLT's attend & complete 75 PTS	75% of new club members & TLT's attend & complete 100 PTS
AYMT INSTRUCTOR CERTIFICATION	25% of all club members attend and complete 50 PTS	50% of all club members attend and complete 75 PTS	75% of all club members attend and complete 100 PTS
AYMT LEADERSHIP CERTIFICATION	25% MG complete certification requirements 50 PTS	50% MG complete certification requirements 75 PTS	75% MG complete certification requirements 100 PTS
ACCOUNTABILITY			
CLUB INSPECTION	Must wear <b>Class A uniform</b> , you must have your Zone Coordinator present or a Master Guide appointed by the Zone Coordinator. <b>MAX PTS 300</b>		
DRILLING & MARCHING	Must execute <b>-Basic Drilling and Marching</b> commands listed on inspection sheet. <b>MAX PTS 100</b>		
MASTER GUIDE SABBATH/ UNIFORM INSPECTION	You must have your Zone Coordinator present or a Master Guide appointed by the Zone Coordinator. A Master Guide or Master Guide Candidate must preach. Uniform must be complete according to New Jersey Conference requirements. Must submit completed Sabbath Report to the NJ Conference. <b>MAX PTS 280</b>		
INDUCTION/INVESTITURE CEREMONIES	Uniform must be complete according to New Jersey Conference requirements and the induction/investiture ceremonies must be graded by your Zone Coordinator or a Master Guide appointed by the Zone Coordinator. Must submit completed induction/investiture reports to the NJ Conference. <b>MAX PTS 300 + 300</b>		

**BRONZE**

**Level Club:** 1135 – 2315 points

**SILVER**

**Level Club:** 2316 – 3230 points

**GOLD**

**Level Club:** 3231+ points

<b>LEVEL AWARDED TO THE CLUB</b>	
----------------------------------	--

Zone Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



NEW JERSEY CONFERENCE OF SDA's  
**SERVICE PROJECTS**

Choose one of the four categories (Environment, Humanitarian, Kindness, Community) and pick the project(s) within that category you are going to be working on throughout the year. *(If you have a different idea for one of the projects and would like to submit a new one for review, feel free to do so by sending it to the state coordinator).*

<b>Environment</b>	<p><b>Adopt-a-Park</b>            Clean up a park(s).            Collecting trash,            refreshing an old bench            with paint job, new            wood, etc.</p>	<p><b>Tree Planting</b>            Planting a tree(s) at            different parks &amp; maintain            its care, etc.</p>	<p><b>Garden</b>            Planting a garden(s) a            specific park or several            parks, make bird houses,            etc.</p>
<b>Humanitarian</b>	<p><b>Collect supplies for            Women/Kids shelters</b>            Collect toiletries,            clothing, toys and make            cards</p>	<p><b>Chemo Care Kit</b>            Write a card/letter, buy            activity books, travel sized            items in a nice paper gift            bag, etc.</p>	<p><b>Adopt-a-Soldier</b>            Go to a            navy/army/veteran            center, get soldiers            names, packages and            send them letters/cards            create care</p>
<b>Kindness</b>	<p><b>Adopt a Dog Shelter</b>            Collect toys for dogs,            bathing supplies, make            flyers to help dogs get            adopted, volunteer to            clean out cages, make            dog treats</p>	<p><b>Random Kindness</b>            Hand out water bottles,            dollar umbrellas on rainy            days, lollipops, flowers, etc.            with verses or invitation to            Pathfinder club/church            programs</p>	<p><b>Blessing Bag</b>            Collect self-hygiene            supplies, socks &amp;            undergarments and put            them in Ziploc bags for            homeless shelters or            distributed to those in            need</p>
<b>Community</b>	<p><b>Adopt a Library or            Childcare Center</b>            Collect books, cleaning            supplies, toys, volunteer            to read a story to the            children, (story time)</p>	<p><b>Adopt-a-Teacher(s)</b>            Find a local school            teacher(s) or Adventist            school. Buy school supplies            for them or classroom            supplies, write them notes            or cards thanking them for            their service</p>	<p><b>Adopt a community            worker</b>            Adopt a Fire Station,            EMT, Police Station, Mail            Man, Garbage Men            Make cards, take treats,            visit them, invite them to            activities</p>



NEW JERSEY CONFERENCE OF SDA's

## **NJC MASTER GUIDE CLUB QUARTERLY REPORT GUIDELINES 2020**

These guidelines were created to clarify to Directors what is expected of them in each point of the Quarterly Report. It will also help the Conference Office when the year is coming to a closing and the clubs' level are awarded. Quarterly Reports have due dates that **MUST** be respected. If you send your Quarterly Reports one or two days after the due dates they won't be accepted and added to our chart. Quarterly Reports are an easy way to evaluate your work with the club. Don't get overwhelmed by the points but plan and decide what you will do with your club throughout the year. You don't have to do every single detail of the report only for the points, if you do, soon you and your club will be overwhelmed. The goal is to plan in a way that your club will function as a leadership program while supporting the youth ministries with a special focus on Clubs. After all, our main goal is to bring more youth closer to Jesus.

**NO PROOF OR PICTURES ARE NEEDED WITH REPORTS; HOWEVER, THE PASTOR'S OR ELDER'S SIGNATURE AND COMPLETE HONESTY ARE REQUIRED. CLUBS THAT ARE FOUND DISHONEST ON THEIR REPORTS WILL BE PENALIZED AND REPORTS WON'T BE ACCEPTED.**

**(Please note: Master Guide Club Members are required to keep track of activities completed/service as well as reaction papers for all training sessions/seminars attended. Workshop notes—where applicable—are required as well. Pictures are a required form of documentation in these binders.)**

### **Due Dates:**

Quarterly Reports and respective forms **MUST** be received in the Youth Ministries Office no later than: April 10 (First Quarter), July 10 (Second Quarter), October 9 (Third Quarter), and January 10, 2020 (Fourth Quarter). **Quarterly Reports and forms received after those dates won't be accepted. NO EXCEPTIONS.**

- 1. Youth Leadership Convention Staff Attendance:** Club will receive points according to the percentage of staff that attended the Youth Leadership Convention in January.
- 2. Calendar:** A club calendar must be submitted to the NJ Conference office. Please include regular meeting dates and times, planned activities and events, staff meetings, induction/investiture dates, Pathfinder Sabbath, etc.
- 3. Club Registration:** In order for the club to be considered fully registered the NJ Conference office must receive the Certificate of Membership Form and Master Guide Club Yearly Application. Please see the dates to ensure points.
- 4. Induction:** Points will be granted to the clubs that send the Induction Form signed by a Coordinator or designated Master Guide along with the Quarterly Report. ***If form is not attached with the Quarterly Report, points won't be granted.***
- 5. Investiture:** Points will be granted to the clubs that send the Investiture Form signed by a Coordinator or designated Master Guide who was present at the ceremony along

with the Quarterly Report. *If form is not attached with the Quarterly Report, points won't be granted.*

6. **Zone Training:** Points will be granted to clubs that participate in the trainings promoted by the Zones. Place and date must be stated.
7. **Conference Training:** Points will be granted to clubs that participate in the trainings promoted by the Conference at the Conference Auditorium or TVRC. **Please, check regularly on the NJC Youth Website as dates and locations will be added as training becomes available.** Place and date must be stated.
8. **Master Guide Sabbath:** Points will be granted to the clubs that have a Master Guide Sabbath in their church. Master Guide Sabbath Form must be signed by a Coordinator or designated Master Guide who was present at the service and must be submitted to the NJ conference along with the Quarterly Report. *If form is not attached with the Quarterly Report, points won't be granted.*
9. **Formal Inspection:** Points will be granted to the clubs that send the Master Guide Club Inspection Form signed by a Coordinator or designated Master Guide who was present at the ceremony along with the Quarterly Report. *If form is not attached with the Quarterly Report points won't be granted.*
10. **Local Church Involvement:** Clubs will receive points for involving their clubs in the local church. The Master Guide Club Members can be Sabbath School Teachers, organize & participate in witnessing church projects, Organize and teach Vacation Bible School, evangelistic series support, etc.
11. **Service Project:** The service projects can benefit both the local church and the community. Pick a project that will be easy and fun for the Pathfinders & Adventurers to get involved with. Let them choose a project, it can be anything, be creative.
12. **Outdoor Activities:** There are countless activities that can be done with the club members. We want to motivate Master Guides and friends to enjoy God's creation, by training them how to participate and lead successful outdoor expeditions in unique locations. Please refer to the Master Guide Outdoor program for the guidelines.
13. **Adventurer & Pathfinder Ministry Support:** Points will be granted to the clubs that participate in supporting the Pathfinder Bible Experience, Pathfinder Camporee, Adventuree, Children's Festival and Master Guide Camporee.
14. **Honors/Awards:** Points will be given to the clubs that have taught Pathfinder and Adventurer Awards. List of honors & awards must be sent.
15. **Monthly Challenge:** This year, challenges will be revealed each month beginning in February. Each challenge must be completed in its reveal month. 500 points will be given for each. These points will be accrued separate from Yearly Club of the Year and camporee points.
16. **Staff Meeting/Yearly Planning:** Points will be granted depending on how many staff meetings were held during the year.
17. **Support of Other Clubs:** We encourage clubs to have activities, awards and/or events

with other Master Guide Clubs. Invite each other to your inductions, investitures, Master Guide Sabbath, etc.

**18. TVRC Work Bees:** Points will be granted to clubs who participate in the work bees. Clubs must send at least three adult club members and participants must stay the full workday to receive points. Work bee dates will be provided in the Events Tab of the NJCYouth.org website.

**19. Emergency Response Plan:** Points will be given at Formal Club Inspection for having an Emergency Response Plan in your local church, club, and activities. Having such a plan in place will minimize impact in the event an emergency arises. Master Guides should take point on developing such a plan to keep its church members safe. They should also ensure that the meeting place be a safe environment for our children and youth. When doing a drill, please make sure you are informing local authorities of such a drill and include them. Please note and inform the conference of the date emergency drill took place through the Quarterly report by attaching proof of such a drill. Master Guides must always maintain their CPR & First Aid Certifications current and up to date.



NEW JERSEY CONFERENCE OF SDAs

## MASTER GUIDE CLUB FORMAL INSPECTION

A formal inspection must be announced to the club several weeks in advance. It will usually be held when there is an inspection visitor from the local conference youth ministries (Zone Coordinator) and may include someone from the community. A Master Guide Club director, however, may conduct a formal inspection at any time desired, but not for points, unless authorized by the conference Master Guide State Coordinator.

The purpose of the inspection is not a proficiency inspection of the leader; nevertheless, it will reflect the director's leadership. This should be an aid to a Master Guide Club director in helping to bring the club up to high rating.

Inspection Item on the Inspection Sheet Include

1. **Formation.** For a formal inspection, the members and its staff will form in ranks. Instruction of this may be found in the Pathfinder Club Drill Manual. To prepare the club for inspection so that the inspecting party can pass between the ranks, the club drill leader will be giving the command Open Ranks. (See Drill Manual)

The inspecting visitor may hold the club at attention throughout the inspection or direct the leader to give at ease to units or ranks as they wait to be inspected. These units or ranks, however, will be called back to attention by the club director when the inspecting visitor begins inspecting them.

2. **Uniforms.** Since the Master Guides and Master Guide Candidates will be notified of a formal inspection in advance, it will be expected that their uniforms will be cleaned, ironed, or neatly pressed and that the uniform will be the complete official Master Guide uniform including the scarf and sash.

Every club member will have the required insignia sewed on correctly. If MGC members have earned other insignias such as pins and pocket strips, they should be worn in the correctly designated positions. (See Uniform Sheet)

3. **Personal Appearance.** This area of the inspection will include the neatness and personal appearance of each MGC member. Face, hands, and fingernails will be clean. Hair will be neatly cut or shaped. Posture will be correct when standing at the position of attention.
4. **Courtesy.** When the inspection is being made, ask some of the MGC members questions to see how they answer. All questions answered by the MGC member should be followed by "Sir" or Ma'am." There will be absolutely no talking during any formation while the MGC members are at the position of Attention or At ease. Throughout the entire inspection of the club, not just during the formation, watch for the courtesy of MGC members to their leaders and to one another. Are thy polite and considerate of one another?

5. **Drill.** Right after the inspection in ranks before they are dismissed, the MGC will be given a few of the simple drill movements. In many clubs the drill area may be limited. However, the following movements would be done correctly and precisely: (consult Pathfinder Club Drill Manual):

- |                      |                    |                        |
|----------------------|--------------------|------------------------|
| a. Attention         | h. Hand Salute     | o. To the Rear March   |
| b. Dress Right Dress | i. Left Face       | p. Right flank March   |
| c. Parade Rest       | j. Right Face      | q. Left Flank March    |
| d. Prayer Attention  | k. About Face      | r. Column left, March  |
| e. At Ease           | l. Cover (column)  | s. Column right, March |
| f. Present Arms      | m. Forward March   | t. Fall Out            |
| g. Order Arms        | n. Mark Time March |                        |

6. **Respect.** Watch to see if the MGC members obey orders promptly and cheerfully. Visit their classes and see if they are attentive and whether they listen to instructions and other information that is given. During any devotional part of the program, MGC member should be attentive.

7. **Seminars & Workshops.** Visit the classes and watch for order, do the MGC members take notes or actively contribute to the session at hand? Do they help with setting up or putting away chairs/tables after session is over? Do the MGC members adapt themselves to the class subject or is it above them? Are they interested in the class/seminar/workshop, or have they lost interest in it? Is their proficiency in the class up to the standard it should be?

8. **Club Meeting Program.** The club program should be well planned and balanced and should go off as scheduled. The meeting should open and close on time, and all other segments should begin and stop at the appointed period. The following should be included in every club meeting:

- |                  |                      |                   |
|------------------|----------------------|-------------------|
| a. Devotional    | c. Director's Minute | e. MGC Law        |
| b. Flag Ceremony | d. MGC Pledge        | f. Closing Prayer |

9. **National Flag.** Each club should have the national flag and will receive credit for it at the inspection.

10. **Club Flag.** Each club should have a Master Guide flag and will receive credit for having it at the inspection.

11. **Master Guide Member Forms.** The director must have available on site the membership application, health form, and emergency contact information for each MGC member.

12. **Club Evaluation.** Provide to the conference leadership (Zone Coordinator) a completed copy of the Master Guide Club Formal Inspection sheet as outlined in this packet.

13. **Review Merit Award System.** The Merit Award System includes the Conference Master Guide Club point system, Master Guide of the Year Award program, Master Guide Candidate of the Year Award program and any other motivational program supervised by the conference or club.



NEW JERSEY CONFERENCE OF SDAs

## **NJC MASTER GUIDE OF THE YEAR GUIDELINES**

The NJC Master Guide of the Year program should be the central focus on the planning for the entire Master Guide year activities. On registration night, it should be explained to Master Guides.

The NJC Master Guide of the Year award is given to the person who, on his or her initiative without prodding, desires to receive the award. The requirements are not intended to be easy and are designed to present a challenge to the Master Guide who is exceptional in all aspects of life and desires in every way to be an “outstanding” individual.

All Master Guides should be encouraged to complete these requirements. They are all within reach. This award should be highly coveted and those receiving it must be deserving of it. It is the intent of this program to encourage excellence among our Master Guides.

In reviewing the requirements for the NJC Master Guide of the Year, you will note that a minimum of 8 Pathfinder honors and 8 Adventurer awards must be taught by all **Master Guide Clubs** during the year. The Master Guide being nominated must have taught at least 2 or more of these. Also, note that an AYMT Certification must be earned or taught. Also, community service activities and church evangelism activities must be served.

The Master Guide director must realize that this is an award for an exceptional Master Guide. The program must be explained, and each Master Guide encouraged to participate. However, this is not an award for the person who must be constantly reminded and prodded to meet the requirements.

If a Master Guide has met all the requirements of this award but does not have a positive attitude toward being Master Guide, he/she should not be considered for this award. Throughout the entire Master Guide year, the director and staff should be looking closely at all Master Guides to determine what kind of attitude the Master Guide under consideration might have.

The Master Guide being nominated to receive this award must be approved by a majority vote of the local Master Guide club staff based on personal observation and the Master Guide’s evaluation sheets. This puts the decision on the total staff so that no one person must bear the responsibility.

**The Master Guide of the Year Form needs to be mailed to the NJ Conference Youth Ministries Office and received by January 10, 2021.**



NEW JERSEY CONFERENCE OF SDAs

# NJC MASTER GUIDE CANDIDATE OF THE YEAR GUIDELINES

The NJC Master Guide Candidate of the Year program should be the central focus on the planning for the entire Master Guide year activities. On registration night, it should be explained to Master Guide Candidates.

The NJC Master Guide Candidate of the Year award is given to the person who, on his or her initiative without prodding, desires to receive the award. The requirements are not intended to be easy and are designed to present a challenge to the Master Guide Candidate who is exceptional in all aspects of life and desires in every way to be an “outstanding” individual.

All Master Guides Candidate should be encouraged to complete these requirements. They are all within reach. This award should be highly coveted and those receiving it must be deserving of it. It is the intent of this program to encourage excellence among our Master Guide Candidates.

In reviewing the requirements for the NJC Master Guide Candidate of the Year, you will note that a minimum of 8 Pathfinder honors and 8 Adventurer awards must be taught by all **Master Guide Clubs** during the year. Candidate must have taught at least 2 or more of these. In addition, note that an AYMT Certification must be earned. Also, community service activities and church evangelism activities must be served.

The Master Guide Club director must realize that this is an award for an exceptional Master Guide Candidate. The program must be explained, and each Master Guide Candidate encouraged to participate. However, this is not an award for the person who must be constantly reminded and prodded to meet the requirements.

If a Master Guide Candidate has met all the requirements of this award but does not have a positive attitude toward Master Guide Achievement, he/she should not be considered for this award. Throughout the entire Master Guide Candidate year, the director and staff should be looking closely at all Master Guide Candidates to determine what kind of attitude the Master Guide Candidate under consideration might have.

The Master Guide Candidate being nominated to receive this award must be approved by a majority vote of the local Master Guide club staff based on personal observation and the Master Guide Candidate's evaluation sheets. This puts the decision on the total staff so that no one person must bear the responsibility.

**The Master Guide Candidate of the Year Form needs to be mailed to the NJ Conference Youth Ministries Office and received by January 10, 2021.**



## NEW JERSEY CONFERENCE OF SDAs

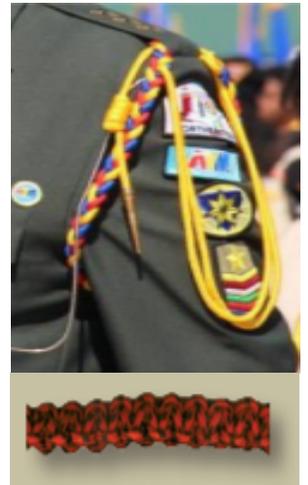
# UNIFORMS

New Jersey Conference expects that adult staff and/or Pathfinders will not wear or use any Master Guide specific uniform components, insignias, and or badging unless they **have earned their Master Guide**. The candidate members will only be considered qualified for investiture once the requirements of the Master Guide curriculum have been completed and reviewed by NJC Master Guide program leadership. Such candidates will wear the Pathfinder uniform and its components until after the Master Guide investiture service where they will receive the Master Guide insignia related items to place on their Master Guide uniforms and wear thereafter.

Note: Insignia Placement Diagrams are located at the end of this manual

### CITATION CORDS (REVISED TO FOLLOW NAD)

TLT *	Red and black specks
Club Director	Gold (non-metallic)
Assistant & Associate Coordinators	Gold & Kelly Green*
Zone Coordinators	Gold and Scarlet*
Conference State Coord. Conf. Directors	Gold, Scarlet & Royal Blue*
NJC Master Guides	Royal Blue
Drill & Drum team members & leaders	White



Staff Position Shoulder Cords (Citation Cords) Shoulder cords are an optional insignia except for TLT's. If you wear cords: You may only wear one and it is worn on the left shoulder.

It should consist of:

- a braided main cord
- two outside shoulder loops without ornamentation
- one gold tip drop (pencil device)
- Standard TLT cords do not have outside loops or a tip drop. Master TLT cords add the loops and tip drop.

\* Outside loops and tip drop are of single strand gold cord.

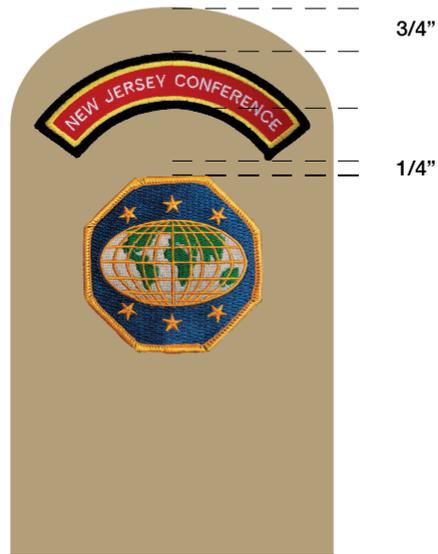
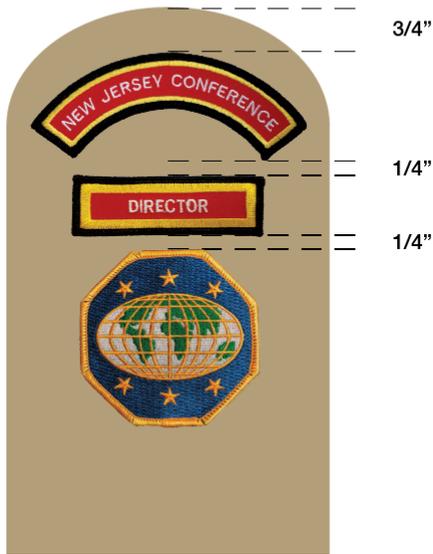
<http://Adventsource.org>

<http://pathfindershirts.com>

# RIGHT SLEEVE

STAFF

MASTER GUIDE

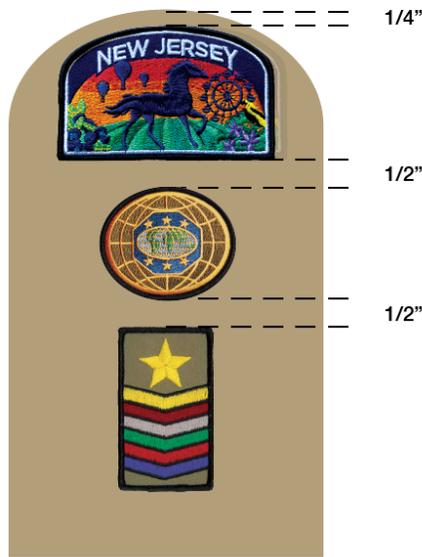
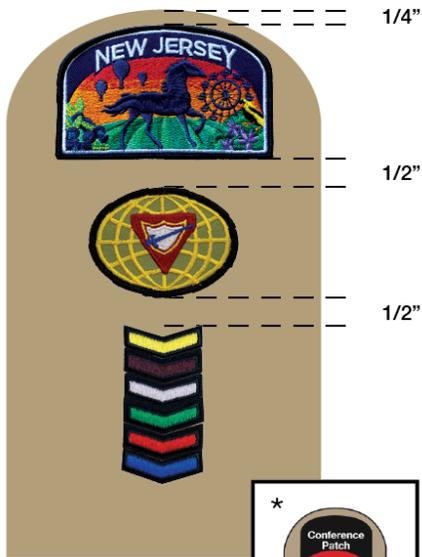


# LEFT SLEEVE

MASTER GUIDE  
CANDIDATE

MASTER GUIDE  
COMBINE CHEVRON

MASTER GUIDE  
WITHOUT CHEVRONS\*\*



\*\*for MG that have never had the opportunity to be Pathfinder.



# Insignia Placement Diagrams



**Example 1**

## Left sleeve

The **Conference Patch** is optional and is of standard size (4" wide, 2 1/2" high) worn on left sleeve, 1/4" below shoulder seam and above the Pathfinder world. [See Example 1]

The **Pathfinder World Patch** is worn 1/2" below conference patch. [See Example 1] If no **Conference Patch** is used, then the **Pathfinder World Patch** is worn 2" below the shoulder seam and centered on the sleeve. [See Example 2]

The **IA Level Chevrons** are worn starting 1/2" below the Pathfinder world. As levels are earned, prior levels are moved down, so the highest level is on top. No space should be left between chevrons. [See Example 1] Even if a level is skipped, no space should be left between chevrons. [See Example 3]

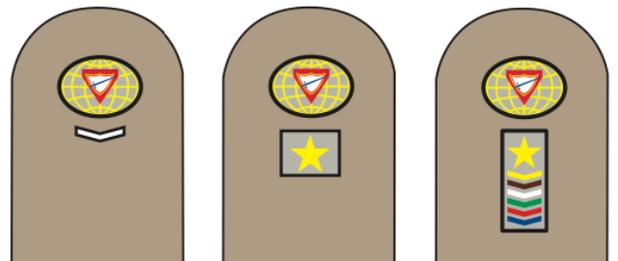
If used, the **Union Patch** is worn directly below the Conference Patch with minimal space between them. [See Example 4]

The **Master Guide Star Patch** is for the Master Guide having earned only the Master Guide without completing all of the Pathfinder class levels. It is worn on the left sleeve 1/2" below the Pathfinder world. [See Example 2, 4, 5]

The **Master Guide Combination Patch** is only for the Master Guides who have also completed all of the IA levels (Friend, Companion, Explorer, Ranger, Voyager, Guide). It is worn on the left sleeve 1/2" below the Pathfinder world. [See Example 2, 4, 5]

The **Pathfinder Leadership Award Patch** is for Pathfinder leaders who have completed the Pathfinder Leadership Award. The patch is worn in place of the **Pathfinder World Patch**. [See Example 5]

The **Pathfinder Instructors Award Patch** is for Pathfinder leaders who have completed the Pathfinder Instructors Award. The patch is worn in place of the Pathfinder World Patch. [See Example 5]



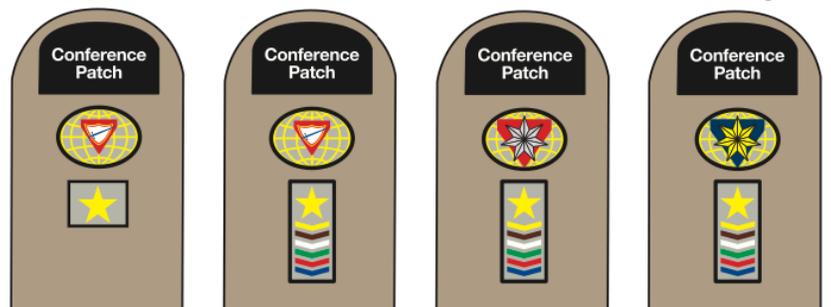
**Example 2**



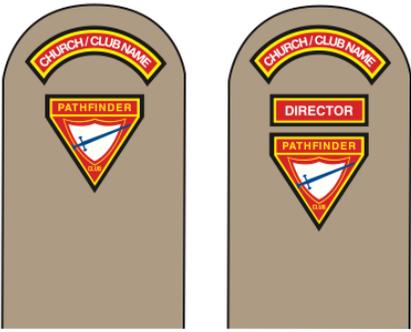
**Example 3**



**Example 4**



**Example 5**



### Right sleeve

The **Club Name Crest** is to be centered 3/4" below the shoulder seam. The crest size is to be 4" wide from point to point.

The **Staff Sleeve Strip** is to be centered under the name crest and worn on the right sleeve 1/4 inch below lowest point on the **Club Name Crest**.

The **Pathfinder Triangle** is to be centered under the name crest. Worn by Pathfinders 1/4" below the lowest points on the **Club Name Crest** and by Pathfinder staff, 1/4" below the sleeve strip.

### Neckerchief & Master Guide Neckerchief

AYMT Certification Pins are placed along edges of the neckerchief starting at the point.



### Right chest pocket

The optional **Pathfinder Name Plate** is centered just above the right pocket or in the same position on the sash since the sash covers its location on the shirt.

## Left chest pocket

*Descriptions are from the wearers viewpoint. Illustrations are from the inspectors viewpoint.*

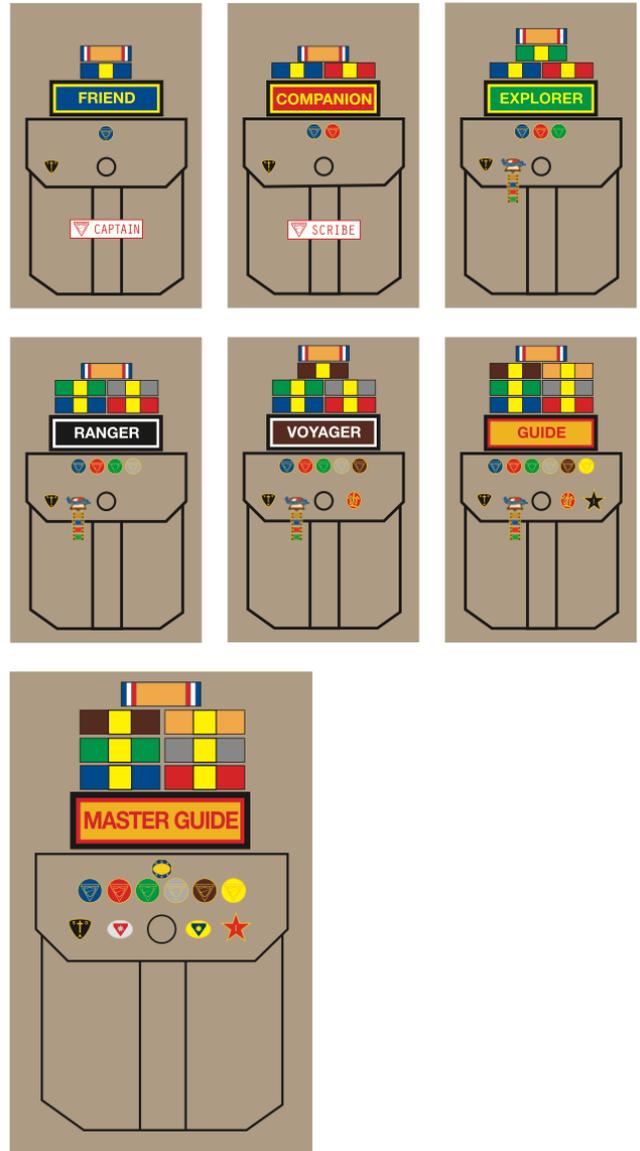
The highest earned **IA Level** or **Master Guide Name Strip** is centered above the pocket.

All earned **IA Level Pins** are worn centered across the top of the pocket flap. The highest class pin is to the wearer's left. If a level is skipped, fill in the space with the next higher pin. Do not leave gaps for unearned levels.

If earned, the **Master Guide Pin** is worn above the Investiture Achievement Level Pins, and in the center of the pocket flap.

The **IA Advanced Level Ribbon Bars** are worn above the class level name strip and center over the button. Bars are arranged as shown. Even if a level is skipped, no space should be left for unearned bars. Historically, ribbon holders were available to hold ribbons three wide rather than the current two wide. Continued use of those holders are permitted.

**Unit Leadership Plates** denoting the captain or scribe are placed on the center of the pocket.



## Pocket flap locations

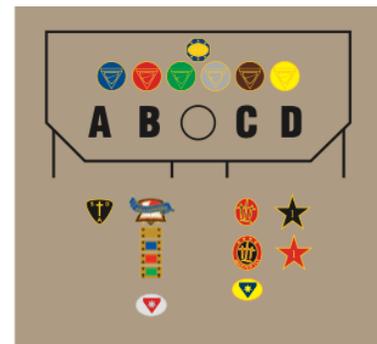
There are four designated locations for other pins on the pocket flap. Two on the left side of the button and two on the right side of the button. They are identified as locations A, B, C, & D. Only one pin should be worn in each position at a given time. Normally the "highest" level pin (typically the most recently earned) is worn.

Position A: **Baptismal Pin**

Position B: **Pathfinder Bible Experience Pin** or **PLA Pin**

Position C: **TLT Pin**, **Master TLT Pin** or **PIA Pin**.

Position D: **TLT Level Pin** or the **Staff Service Star**.





NEW JERSEY CONFERENCE OF SDA's

## PERSONAL VEHICLE USAGE RECOMMENDATIONS

Please provide a copy of this document to every potential driver. Drivers must:

- Be at least 21 years of age
- Have a valid driver's license and current vehicle insurance.
- Verify that the vehicle is in good working order (tires, wiper blades, all lights, etc.).
- Require occupants to wear seatbelts.
- Not engage in "distracted driving" (no cell phone, texting, eating, drinking, reading, navigation system adjustments, or boisterous children disciplined while the vehicle is in motion).
- No overloaded vehicles.



For long trips, ensure that there are enough drivers so that no one is required to drive more than 11 hours at a stretch.

If someone other than the owner will be driving the vehicle, obtain information on the owner's insurance (company name, policy number, and policy term) and give this information to the person who will be driving the vehicle. The driver will need this information if an accident occurs. Adventist Risk Management does not recommend the use of non-owned autos on approved events. If non-owned vehicles are used, however, adhere to the following guidelines: Adventist Risk Management's auto insurance policy provides coverage for non-owned vehicles on an excess basis. It is designed to protect the organization, not the vehicle owner. In the event of an accident, the vehicle owner must go to his/her insurance company first.

Make sure drivers understand that their personal auto insurance is "primary", and that his/her insurance is responsible for any damage done by the vehicle or to the vehicle. Agree with the owner or driver on who will be responsible for any comprehensive or collision deductibles that might apply to damage done to the borrowed vehicle.

Every insurance policy contains limits, conditions, and exclusions. Read the policy carefully, because it may not respond to all claims for damage.

# FORMS TO BE SENT TO NEW JERSEY CONFERENCE



**Page left intentionally blank**



# MASTER GUIDE CLUB YEARLY APPLICATION

Sponsoring Church: \_\_\_\_\_ Club Name: \_\_\_\_\_ Year: \_\_\_\_\_  
 Church Address: \_\_\_\_\_  
 Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Elected Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Director's Mailing Address: \_\_\_\_\_  
 Director's Email: \_\_\_\_\_

**Complete & Mail this Form & the Certificate of Membership Form by February 29, 2020:**

**Mail to:** New Jersey Conference of SDAs Attn.: Youth Department  
 2303 Brunswick Ave., Lawrenceville, NJ 08648  
**eMail to:** youth@njcsda.org

Or fill it completely online at <https://www.njcyouth.com/clubregistration> (NEW)

- Certificate of Membership Form (Specifying the ministry the members are working in)
- Master Guide Club Yearly Application
- Members must pay \$10 yearly registration fee\* for each person **through the Pathfinder or Adventurer Club.**

**Note:** Extra insurance can be purchased from Adventist Risk Management for short term travel and recreational sports. Visit <https://adventistrisk.org/en-US/Insurance> for more information.

**Note:** Volunteer staff cannot begin work until their background and driving record checks have cleared. Contact your local pastor or call the Conference Adventist Risk Management representative for confirmation.

## The Purpose and Objectives of the Master Guide Club

The Master Guide curriculum is designed for youth and adults meeting the course requirements and involved in youth ministry. The emphasis is on in-service training and active involvement in learning new skills and developing methods for successful leadership in youth ministry. Participants are required to complete this course within 2-3 years of commencement date. This curriculum prepares the participant for leadership roles with the Adventurer, Pathfinder, youth/young adult and Youth Emergency Service Ministries. The objectives are to provide opportunities for participants to develop an awareness of the role of children/youth leadership and become better prepared to accept this role by receiving training in: Personal and Spiritual Growth; Skills Development; Leadership Development; and Fitness Lifestyle Development.

## The Church's Commitment to the Master Guide Club

We, the undersigned, have read, understand, and are in full agreement with the above purpose and objectives of the Master Guide program and we agree to support our club with the means which the Lord has given this church. This includes finances, staff volunteers, a meeting place, transportation for outings, and any other needs as may arise in the fulfillment of this ministry. We plan to assist and support the work of the youth ministry in this conference and around the world.

### Signatures

Church Pastor _____	Date _____
Head Elder _____	Date _____
Church Clerk _____	Date _____
Club Director _____	Date _____



# MASTER GUIDE CLUB YEARLY PLANNING FORM



<b>Club:</b>		<b>Year:</b>				
<b>Mission, Vision, Goals, and Theme</b>						
	<b>Meeting Dates</b>	<b>Seminars to Teach</b>	<b>Activities/Nature</b>	<b>Outreach</b>	<b>Other</b>	<b>Budget</b>
<b>January</b>						
<b>February</b>						
<b>March</b>						
<b>April</b>						
<b>May</b>						

**Master Guide Club Yearly Planning Form**

Club Name: \_\_\_\_\_ Year: \_\_\_\_\_

<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					
<b>November</b>					
<b>December</b>					

# MASTER GUIDE CLUB QUARTERLY REPORT



Q1 Jan – Mar (due Apr 10)     Q2 Apr– Jun (due Jul 10)     Q3 Jul – Sep (due Oct 9)     Q4 Oct – Dec (due Jan 10, 2020)

Church Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Report Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:** The quarterly report must be received in the Youth Ministries Office no later than the dates specified each quarter. It can be e-mailed or mailed.

## FORM CHECKLIST

Form	Date	Form	Date
<input type="checkbox"/> Club Registration Form	____/____/____	<input type="checkbox"/> Yearly Planning Form	____/____/____
<input type="checkbox"/> Certificate of Membership Form	____/____/____	<input type="checkbox"/> Club Calendar	____/____/____

## MASTER GUIDE CLUB ACTIVITIES THIS QUARTER (Please mark all activities accomplished with date(s) within quarter)

Activity	Location	Date	Coordinator
<input type="checkbox"/> AWAKEN - Youth Leadership Convention	TC	January 24-26, 2020	N/A
<input type="checkbox"/> Induction	_____	____/____/____	_____
<input type="checkbox"/> Master Guide Sabbath	_____	____/____/____	_____
<input type="checkbox"/> Formal Club Inspection	_____	____/____/____	_____
<input type="checkbox"/> Zone Meeting	_____	____/____/____	_____
<input type="checkbox"/> Conference Meeting	_____	____/____/____	_____
<input type="checkbox"/> Club Staff Meeting or <input type="checkbox"/> Yearly Planning Meeting	_____	____/____/____	_____
<input type="checkbox"/> Basic Staff Training	_____	____/____/____	_____
<input type="checkbox"/> Children's Festival <input type="checkbox"/> Adventuree <input type="checkbox"/> Both	TC	____/____/____	_____
<input type="checkbox"/> PBE <input type="checkbox"/> Pathfinder Camporee <input type="checkbox"/> Both	_____	____/____/____	_____
<input type="checkbox"/> Master Guide Camporee	_____	____/____/____	_____

## OUTREACH ACTIVITIES THIS QUARTER

Activity	What	Location	Date
<input type="checkbox"/> Service Project	_____	_____	____/____/____
<input type="checkbox"/> Local Church Involvement	_____	_____	____/____/____
<input type="checkbox"/> Outdoor Activity	_____	_____	____/____/____

## MINISTRY SERVICES

Service	Activity	Club Name	Date
<input type="checkbox"/> Adv Awards taught	_____	_____	____/____/____
<input type="checkbox"/> PF Honors taught	_____	_____	____/____/____
<input type="checkbox"/> Other MG Club Involvement	_____	_____	____/____/____
<input type="checkbox"/> TVRC Work Bee	_____	_____	____/____/____

## MONTHLY SERVICE PROJECT

<input type="checkbox"/> Quarter 1	<input type="checkbox"/> Quarter 2	<input type="checkbox"/> Quarter 3	<input type="checkbox"/> Quarter 4	Date Completed
Jan	April	Jul	Oct	____/____/____
Feb	May	Aug	Nov	____/____/____
Mar	Jun	Sep	Dec	____/____/____

Mail, email to:  
 NJ Conference of SDA Attn: Youth Department  
 2303 Brunswick Avenue  
 Lawrenceville, NJ 08648  
 e-mail to: youth@njcsda.org

Pastor's or 1<sup>st</sup> Elder's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR OFFICE USE ONLY:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_  
 Date Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_



# MASTER GUIDE CLUB INSPECTION

Church Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total # of members: \_\_\_\_\_

Total # members present: \_\_\_\_\_

Note: This inspection MUST be done by a Zone Coordinator or a Master Guide appointed by Zone or State Coordinator

Uniform Inspection 5 pts each/75	Good	Improve	N/A
Khaki uniform shirt			
Black Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black sash			
Patches properly placed and sewn			
Name Tag			
Club Scarf and Slide (level appropriate)			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well kept			
Good posture while being inspected			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Risk Management 5 pts each /20	Good	Improve	N/A
Fire Extinguisher			
Fire Evacuation Plan (location appropriate)			
Up-to-date First Aid Kit (Club Size appropriate)			
Emergency Response Plans (showing last drill was practiced within the last 3 months)			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Club Equipment 5 pts each /25	Good	Improve	N/A
Master Guide Club Banner			
American Flag			
Master Guide Club Flag			
Christian Flag			
Pledge & Law banners			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Club Administration 10 pts each/120	Good	Improve	N/A
All paperwork in binder (organized in following order)			
Copy of MGC Certification from conference (operating certificate)			
Certificate of Membership (conference-stamped)			
Member Paperwork checklist			
MGC Member Application			
Signed Guidelines for Volunteers			
Health/Medical Forms			
Volunteer Staff Applications (copies from PF/Adv clubs)			
Minor Approval by Parents/Guardians			
Verified Volunteers Complete			
MGC yearly Planning Form			
MGC Quarterly Reports (must be current)			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Club Program 5 pts each /30	Good	Improve	N/A
Formation at beginning of program			
Opening Ceremony (American Flag Pledge, MG Pledge, Law & Song)			
Director's Minute			
Devotional			
Classes			
Closing Prayer			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Christian Dignity & Respect 5 pts each	Good	Improve	N/A
Manners & Conduct are courteous			
MGC members are treated equally/respectfully			
Program began & ended on time			
Orderliness during club time			
MGC Staff are respectful of each other			
Formation for formal club inspection			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Total Points: \_\_\_\_\_/300 <sub>36</sub>

NEW JERSEY CONFERENCE OF SDAs  
**MASTER GUIDE CLUB INSPECTION**  
**DRILLING & MARCHING PORTION\***



Church Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Inspection Date: \_\_\_/\_\_\_/\_\_\_

Number of total members: \_\_\_\_\_ Total members present: \_\_\_\_\_

*Note: This inspection MUST be done by a Zone Coordinator or a Master Guide appointed by Zone or State Coordinator.  
 \*Drilling & Marching is part of the Master Guide Club Inspection and both must be done on the same day*

Commands Executed	Correctly Executed		
Attention	1	3	5
Dress Right Dress	1	3	5
Parade Rest	1	3	5
Prayer Attention	1	3	5
At Ease	1	3	5
Present Arms	1	3	5
Order Arms	1	3	5
Hand Salute	1	3	5
Left Face	1	3	5
Right Face	1	3	5
About Face	1	3	5
Cover (column)	1	3	5
Forward March	1	3	5
Mark Time March	1	3	5
To the Rear March	1	3	5
Right flank March	1	3	5
Left Flank March	1	3	5
Column left, March	1	3	5
Column right, March	1	3	5
Fall Out	1	3	5

Notes:

---



---



---

Inspector Signature: \_\_\_\_\_

Total Points: \_\_\_\_\_/100

# NEW JERSEY CONFERENCE OF SDAS MASTER GUIDE CLUB INDUCTION



Church Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Directors Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Number of total members: \_\_\_\_\_ Total members present: \_\_\_\_\_

Note: This inspection **MUST** be done by a Zone Coordinator or a Master Guide appointed by Zone or State Coordinator.

Uniform Inspection 5 pts each	Good	Improve	N/A
Khaki uniform shirt			
Black Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black sash			
Patches properly placed and sewn			
Name Tag			
Club Scarf and Slide (level appropriate)			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well kept			
Good posture while being inspected			
<b>ENTIRE CLUB MUST HAVE COMPLETE UNIFORM.</b> Any new members should be well presented & have proper pants/skirts, blouses, socks & shoes, everything else is excusable.			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Induction 10 pts each	Good	Improve	N/A
Explanation of MG Pledge, Law, Aim & Motto* <b>(+20 points for creativity)</b>			
Pledge new inductees and blessing prayer			
Church Pastor and/or 2+ church elders present			
Another MG Club(s) Present			
Local City Official (Mayor or representative) present			
Church & Community Involvement Commitment			
<b>*NOTE: Creativity is key. Find a way to explain the purpose of the MG club without falling into the pattern of doing the same old thing. Remember what the Bible says in Psalm 96:1 "Sing to the LORD a new song; sing to the LORD, all the earth. This applies to everything we do in worship, not just singing. Otherwise it becomes a ritual.</b>			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Entrance 5 pts each	Good	Improve	N/A
Started ON TIME			
Color guards			
Commands are being called out properly by a Drill Master			
<b>Club should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted.</b>			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ceremony 5 pts each	Good	Improve	N/A
Pledge of Allegiance			
Christian Flag Pledge			
Bible Pledge			
Master Guide Pledge			
Master Guide Law			
Master Guide Aim			
Master Guide Motto			
Master Guide Song			
Devotional/Sermonette MG oriented			
<b>TIP: Do a practice run of your program at least once before the actual ceremony. Reach out to a coordinator if you need assistance.</b>			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Presentation 10 pts each	Good	Improve	N/A
Director & club are prepared			
Invitation was sent out to coordinator and confirmed 30 days in advance			
Club & Flag Banners present			
Director is organized			
Club is in COMPLETE UNIFORM			
Induction ceremony was original / creative			
Club was orderly and knowledgeable of their presentation			
Opening/closing prayer			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Total Points: \_\_\_\_\_/300  
 38

# NEW JERSEY CONFERENCE OF SDAs

## MASTER GUIDE SABBATH



Church Name: \_\_\_\_\_  
 Director's Name: \_\_\_\_\_  
 Total # of members: \_\_\_\_\_

Club Name: \_\_\_\_\_  
 Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Total # members present: \_\_\_\_\_

*Note: This inspection MUST be done by a Zone Coordinator or a Master Guide appointed by Zone or State Coordinator*

Uniform Inspection 5 pts each	Good	Improve	N/A
Khaki uniform shirt			
Black Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black sash			
Patches properly placed and sewn			
Name Tag			
Club Scarf and Slide (level appropriate)			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well kept			
Good posture while being inspected			
ENTIRE CLUB MUST HAVE COMPLETE UNIFORM. Any new members should be well presented & have proper pants/skirts, blouses, socks & shoes, everything else is excusable.			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pre-worship & opening 5 pts each	Good	Improve	N/A
Worship song service			
Quick overview of MG club involvement in community & church			
Pledge of Allegiance			
Christian Flag Pledge			
Bible Pledge			
Master Guide Pledge			
Master Guide Law			
Master Guide Aim & Motto			
Master Guide Song			
Club should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted.			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Church Service 10 pts each	Good	Improve	N/A
Theme is present (Chosen to Shine)			
MGC members are participating throughout the program			
MG or MG Candidate preaches or present sermon in drama			
*NOTE: Creativity is key. Find a way to present sermon in a way that will engage the whole congregation from children to the oldest present. Remember what the Bible says in Psalm 96:1 "Sing to the LORD a new song; sing to the LORD, all the earth. This applies to everything we do in worship, not just singing. <b>Otherwise it becomes a ritual.</b>			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Community Service 10 pts each	Good	Improve	N/A
Organize and serve in a community service project for this day			
Included Pathfinders (non-MGC members) & Adventurers in this community service project			
Church Elder participation			
Local City Official (Mayor, Police Chief, Councilman or their representatives) present			
Local Media present			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Presentation 10 pts each	Good	Improve	N/A
Director & club are prepared			
Invitation to coordinator was sent out and confirmed 30 days in advance			
Club & Flag Banners present			
Director is organized			
Club is in COMPLETE UNIFORM			
Service was original / creative			
Club was orderly and knowledgeable of their presentation			
Opening/closing Prayer			

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Total Points: \_\_\_\_\_/280  
 39

# NEW JERSEY CONFERENCE OF SDAS MASTER GUIDE CLUB AWARDS CEREMONY



Church Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total # of members: \_\_\_\_\_

Total # members present: \_\_\_\_\_

Note: This inspection **MUST** be done by a Zone Coordinator or a Master Guide appointed by Zone or State Coordinator

Uniform Inspection 5 pts each	Good	Improve	N/A
Khaki uniform shirt			
Black Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black sash			
Patches properly placed and sewn			
Name Tag			
Club Scarf and Slide (level appropriate)			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well kept			
Good posture while being inspected			
<b>ENTIRE CLUB MUST HAVE COMPLETE UNIFORM.</b> Any new members should be well presented & have proper pants/skirts, blouses, socks & shoes, everything else is excusable.			

Notes: \_\_\_\_\_

Investiture 10 pts each	Good	Improve	N/A
Candidate presentation of classwork <b>(+20 points for creativity)</b>			
Pledge newly invested MG's blessing prayer			
Church Pastor and/or 2+ church elders present			
Pin & scarf placement			
Awards & recognition			
Another MG Club(s) Present			
Local City Official (Mayor or representative) present			
Church & Community Involvement Commitment			
<b>*NOTE: Creativity is key. Find a way to explain the purpose of the MG club without falling into the pattern of doing the same old thing. Remember what the Bible says in Psalm 96:1 "Sing to the LORD a new song; sing to the LORD, all the earth. This applies to everything we do in worship, not just singing. Otherwise it becomes a ritual.</b>			

Notes: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Entrance 5 pts each	Good	Improve	N/A
Started ON TIME			
Color guards			
Commands are being called out properly by a Drill Master			
<b>Club should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted.</b>			

Notes: \_\_\_\_\_

Ceremony 5 pts each	Good	Improve	N/A
Pledge of Allegiance			
Christian Flag Pledge			
Bible Pledge			
Master Guide Pledge			
Master Guide Law			
Master Guide Aim			
Master Guide Motto			
Master Guide Song			
Devotional/Sermonette MG oriented			
Call to potential new members			
<b>TIP: Do a practice run of your program at least once before the actual ceremony. Reach out to a coordinator if you need assistance.</b>			

Notes: \_\_\_\_\_

Presentation 10 pts each	Good	Improve	N/A
Director & club are prepared			
Invitation was sent out to coordinator and confirmed 30 days in advance			
Club & Flag Banners present			
Director is organized			
Club is in COMPLETE UNIFORM			
Induction ceremony was original / creative			
Club was orderly and knowledgeable of their presentation			
Opening/closing prayer			

Notes: \_\_\_\_\_

Total Points: \_\_\_\_\_/300

NEW JERSEY CONFERENCE OF SDAs  
**MASTER GUIDE OF THE YEAR**



I certify that Master Guide \_\_\_\_\_ has completed the following requirements for *Master Guide of the Year* Award.

Master Guide must have acquired 90% of the total points for the club. This should include.

- Attendance
- Dues
- Uniform neat, clean, and well-groomed
- Working with a youth ministry teaching, mentoring, AY classwork and honors, and/or Adventurer classwork & honors.
- Attendance of local club functions
- Attendance at Youth Convention, Adventuree and One Day Camporee.
- Assist Zone Coordinator in other church PF/ADV club inspections, PF/Adv investitures, PF/Adv induction services
- Taught a youth Sabbath School class at least one whole quarter during current year.
- Earned or taught at least two AYMT Certification classes within current Master Guide year.
- Be a club member for one full year.
- Lead out, assist and serve local church needs (i.e. evangelism, bible studies, Sabbath School, AY, small groups)
- Volunteer in at least two work bees at TVRC
- Organized and served in a community service activity within the current Master Guide year.
- Be an outstanding example regarding courtesy, kindness, obedience and an example to others at home, work, school, church and Master Guide meetings.

Write a short essay as to why you feel that this Master Guide should be selected as conference Master Guide of the Year. Give specific examples:

---

---

---

---

---

Church: \_\_\_\_\_ Club Name: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applications must be received by **January 10, 2021** to be considered for the NJC Master Guide of the Year Award.

Please mail to:  
**NJ Conference of Seventh Day Adventist**  
**Attn.: Youth Ministies Department**  
2303 Brunswick Ave.  
Lawrenceville, NJ 08648  
or email to: youth@njcsda.org

NEW JERSEY CONFERENCE OF SDAS  
**MASTER GUIDE CANDIDATE OF THE YEAR**



I certify that Master Guide \_\_\_\_\_ has completed the following requirements for *Master Guide Candidate of the Year Award*.

Master Guide must have acquired 90% of the total points for the club. This should include.

- Attendance
- Dues
- Uniform neat, clean, and well-groomed
- Working with a youth ministry teaching, mentoring, AY classwork and honors, and/or Adventurer classwork & honors.
- Attendance of local club functions
- Attendance at Youth Convention, Adventuree and One Day Camporee.
- Taught a youth Sabbath School class at least one whole quarter during current year.
- Earned at least two AYMT Certification classes within current Master Guide Candidate year.
- Be a club member for one full year.
- Organized and served in a community service activity within the current Master Guide year.
- Be an outstanding example regarding courtesy, kindness, obedience and an example to others at home, work, school, church and Master Guide meetings.

Write a short essay as to why you feel that this Master Guide should be selected as conference Master Guide of the Year. Give specific examples.

---

---

---

---

---

Church: \_\_\_\_\_ Club Name: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applications must be received by **January 10, 2021** to be considered for the NJC Master Guide of the Year Award.

Please mail to:  
**NJ Conference of Seventh Day Adventist**  
**Attn.: Youth Ministies Department**  
2303 Brunswick Ave.  
Lawrenceville, NJ 08648  
or email to: youth@njcsda.org

# FORMS TO BE KEPT IN THE CLUB FILES



**Page left intentionally blank**







# MASTER GUIDE CLUB MEMBER APPLICATION (TO BE FILLED OUT BY APPLICANT)

This confidential information will be kept for club use only.

Directors: Please keep this application for your records when going camping or on fieldtrips.

Personal Information		Application Date: _____	
Last Name		First Name	
Birthdate		Phone	
Address			
Email			
Marital Status		Name of Spouse	
Religious Affiliation		Home Church	
Do you now have, or have you had any injury/sickness that might limit your involvement in Children's/Youth Ministries activities? <input type="checkbox"/> YES or <input type="checkbox"/> NO If YES, Describe:			
Have you ever been accused, charged, or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse? <input type="checkbox"/> YES or <input type="checkbox"/> NO If YES, Describe:			

**Membership Requirements:**

- 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

I have the following **full** uniform(s):

Class A                       Class B                       Class C                       None

**Personal experience**

I have previous experience in Club ministries:  Yes or  No  
If yes, what classes have you completed?

Class(es) finished			
Adventurers		Pathfinders	
<input type="checkbox"/> Little Lamb	<input type="checkbox"/> Sunbeam	<input type="checkbox"/> Friend	<input type="checkbox"/> Ranger
<input type="checkbox"/> Eager Beaver	<input type="checkbox"/> Builder	<input type="checkbox"/> Companion	<input type="checkbox"/> Voyager
<input type="checkbox"/> Busy Bee	<input type="checkbox"/> Helping Hand	<input type="checkbox"/> Explorer	<input type="checkbox"/> Guide
<input type="checkbox"/> Master Guide			

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

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. I will also be an active participant by providing assistance to the Adventurer, Pathfinder or Youth Ministries of my local church and/or Conference in Leadership Training, discipleship and outreach endeavors.

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

Applicant signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



NEW JERSEY CONFERENCE OF SDAs

# MASTER GUIDE MEDICAL INFORMATION

Each staff member should complete the following form.

This confidential information is for club use only and will not be provided to the conference office.

Name:											
<b>Health Information</b>											
Food Allergies		Medication Allergies									
Physical Restrictions		Medical Conditions									
Preferred Local Hospital		Physician (Name & Phone)									
Insurance Company		Insurance Policy Number									
Diet Restrictions											
Current Medications	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Medication Name</th> <th style="width: 20%;">Dose Administered</th> <th style="width: 30%;">Time/Frequency Administered</th> <th style="width: 20%;">Reason for Administering</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 40px;"></td> </tr> </tbody> </table>			Medication Name	Dose Administered	Time/Frequency Administered	Reason for Administering				
Medication Name	Dose Administered	Time/Frequency Administered	Reason for Administering								
Health History	<input type="checkbox"/> Asthma <input type="checkbox"/> Hay Fever <input type="checkbox"/> Sinus Trouble <input type="checkbox"/> Earache <input type="checkbox"/> Ear Tubes <input type="checkbox"/> Fainting <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Diarrhea <input type="checkbox"/> Bedwetting <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Constipation <input type="checkbox"/> Stomach Ache <input type="checkbox"/> Diabetes <input type="checkbox"/> Sleepwalking <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Heart Trouble <input type="checkbox"/> Glasses/Contacts <input type="checkbox"/> Menstrual Problems <input type="checkbox"/> Bee Sting Allergy <input type="checkbox"/> Poison Oak/Ivy Allergy <input type="checkbox"/> Other: _____										
Past Illness/Surgery Hospitalization/											
Immunizations	<input type="checkbox"/> DTP Series <input type="checkbox"/> Polio/OOPV <input type="checkbox"/> Measles <input type="checkbox"/> German Measles/Rubella <input type="checkbox"/> Tetanus <input type="checkbox"/> Tuberculin Test <input type="checkbox"/> Mumps <input type="checkbox"/> Chicken Pox <input type="checkbox"/> Other: _____										
Other Health Information?											

<b>Emergency Contact 1</b>			
Name		Phone 2	
Phone		Relationship	

<b>Emergency Contact 2</b>			
Name		Phone 2	
Phone		Relationship	



NEW JERSEY CONFERENCE OF SDAs

# APPROVAL BY PARENT/GUARDIAN

(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 New Jersey Conference of Seventh-day Adventists 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 Master Guide uniforms and insurance through the club treasurer of ministry they are involved in.

I(we) am(are) a Master Guide: **Father**  Yes  No    **Mother**  Yes  No

I(we) have worked with Youth Club Ministries (Adventurers/Pathfinders/AY) in the following activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I(we) am(are) willing to assist the \_\_\_\_\_ Master Guide Club by teaching or helping in the following ways:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of father/mother/guardian)



NEW JERSEY CONFERENCE OF SDA's

## GUIDELINES FOR VOLUNTEERS & CAREGIVERS

Directors: Please keep this form for your records

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct – to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. ***Never leave alone a child – or group of children – for whom you are responsible.*** Provide adequate supervision at all times, no matter what.
2. ***NEVER be the only adult*** serving as a caregiver – ALWAYS have at least one other person 18 or older with you.
3. ***Always ask a person's permission before touching*** him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. ***Physical and verbal attack are inappropriate*** and should not ever be used as discipline. "Time out" or "sit-in-that-chair" may be helpful methods with children.
5. ***Kids need to be touched appropriately.*** However, keep hugs brief and "shoulder-to-shoulder" or side-to-side." Always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only – not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
6. ***When taking small children to the bathroom*** – take another adult along or leave the door open.

**Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse.** In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.

Adventist Risk Management and the North American Division Secretariat mandate the following rules for leaders. These serve as a protection to you and your ministry against charges of abuse:

- ***The volunteer screening rule.*** All volunteers must complete the screening process described on the Volunteer Ministry Information Form. (<https://adventistyouthministries.org/files/safety-guidelines/NAD-Guidelines-and-Procedures-For-Well-Trained-Staff.pdf>)
- ***The six-month rule.*** Do not recruit a volunteer who has been a church member for less than six months.
- ***The two-person rule.*** Have at least two adults present always.
- ***The glass window rule.*** If the door to a classroom does not have glass in or around it, the door should be left open, so that the teacher is in full view.

**I, the undersigned caregiver, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

# VOLUNTEER STAFF APPLICATION FORM

<b>Personal Information</b>		<b>Application Date:</b> _____	
<b>Last Name</b>		<b>First Name</b>	
<b>Birthdate</b>		<b>Phone</b>	
<b>Address</b>			
<b>Email</b>			
<b>Marital Status</b>		<b>Name of Spouse</b>	
<b>Name/Age of Children</b>			
<b>Religious Affiliation</b>		<b>Home Church</b>	
Do you now have, or have you had any injury/sickness that might limit your involvement in Children's/Youth Ministries activities? YES or NO If YES, Describe:			
Have you ever been accused, charged, or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse? YES or NO If YES, Describe:			

<b>Work Experience That Would Qualify You to Work with Children / Youth:</b>			
<b>Job Title</b>	<b>Description of Duties</b>	<b>Date</b>	<b>Location</b>
<b>References who can verify you are suitable for work with Children / Youth:</b>			
<b>Pastor:</b>	<b>City:</b>	<b>State:</b>	<b>Phone:</b>
<b>Name:</b>	<b>City:</b>	<b>State:</b>	<b>Phone:</b>
<b>Name:</b>	<b>City:</b>	<b>State:</b>	<b>Phone:</b>

<b>Verified Volunteers</b>	
Every adult age 18+ should complete the Verified Volunteers training & background check at <a href="http://www.ncsnk.org/adventist/">http://www.ncsnk.org/adventist/</a> and provide proof of completion.	<b>Date Completed</b>

<b>I have read and understand the Personal Vehicle Usage Recommendations (Please initial to the right)</b>	
Note: Volunteer staff cannot begin work until their background and driving record checks have cleared. The above information is accurate to the best of my knowledge. I understand the information will be kept confidential in my club files.	
Signature: _____	Date: _____

MUST PROVIDE COPY FROM ADVENTURER OR PATHFINDER CLUB SUBMISSION



And the King will say,  
"I tell you the truth, when you did it to one  
of the least of these my brothers and sisters,  
you were doing it to me!"

MATTHEW 25:40