



# Pathfinder Basic Staff Training Certification

*Participant's Name* \_\_\_\_\_



Ontario  
Conference  
Pathfinder  
Ministry



## Pathfinder Basic Staff Training Certification

### INTRODUCTION

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

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

Participants will attend a minimum of 10 hours of seminar training conducted by the Ontario Conference Pathfinder Ministry personnel. This training shall include both seminar lecture and discussion. Each participant is required to have a portfolio or a 3-hole ring binder and a copy of the Pathfinder Staff Manual.

This Basic Staff Training (BST) Certification is a prerequisite to the Master Guide Leadership Course. A BST certificate issued by the Ontario Conference will be presented to each participant upon completion of requirements. Send a copy of the completed and signed Pathfinder BST Certification Checklist to the Ontario Conference Pathfinder Ministry via mail, e-mail or fax:

***Mail:***

Pathfinder Ministry  
Ontario Conference of the Seventh-day Adventist Church  
1110 King St. East, Oshawa, ON L1H 1H8

***E-mail:***

[pathfinders@adventistontario.org](mailto:pathfinders@adventistontario.org)  
Fax:  
905-571-5995

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

[www.ontariopathfinders.ca](http://www.ontariopathfinders.ca)



# ONTARIO CONFERENCE PATHFINDER MINISTRY

## Pathfinder Basic Staff Training Certification



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

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Training Initiation Date \_\_\_\_\_ District \_\_\_\_\_

**Prerequisites:**

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

Seminars	Completed		
	<i>Date</i>	<i>Instructor</i>	<i>Signature</i>
1. Pathfinder Club Ministry: Its History, Purpose, and Relationship to Church, Adventurers and Master Guides	_____	_____	_____
2. Introduction to Pathfinder Club Organization	_____	_____	_____
3. Introduction to Pathfinder Club Programming and Planning	_____	_____	_____
4. Introduction to Pathfinder Club Outreach	_____	_____	_____
5. Introduction to Basic Drill	_____	_____	_____
6. Adolescent Development	_____	_____	_____
7. Introduction to Teaching Skills	_____	_____	_____
8. Introduction to Medical, Risk Management, and Child Safety Issues	_____	_____	_____

**Required Field Work:**

Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attended

*Continued on back.*

Submit a one-page, single spaced, typewritten reflection paper based on what you have learned from the Basic Staff Training and its implication to your commitment to and involvement in Pathfinder Ministry.

### **Reviewing Pathfinder Officer Use Only**

I have completed a review of the participant's *Portfolio* and *Basic Staff Training Check List* and have found them to have fulfilled the requirements for this training course.

Training Completion Date \_\_\_\_\_ Signature \_\_\_\_\_

Name of Reviewing Pathfinder Officer \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### ***Failed Review Instructions***

In the event of a failed review, the reviewing Pathfinder Officer should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

### ***Reviewing Pathfinder Officer's Disclaimer***

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.



Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 1

### Pathfinder Club Ministry: Its History, Purpose, and Relationship to Church, Adventurers and Master Guides (1.15 hour)

#### NOTES

#### Purpose

To provide an introduction to club ministry with emphasis on the role Pathfinding plays in young people’s faith development.

#### Objective

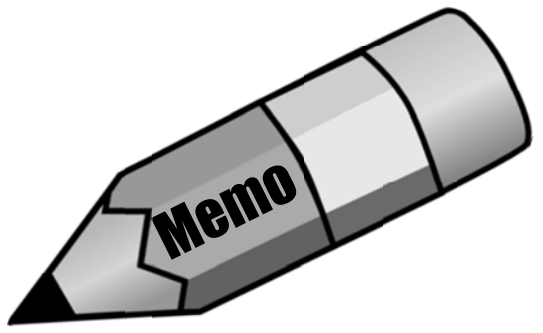
To develop an awareness of the purpose and uniqueness of Pathfinder ministry and to give an overview of the history of Pathfinding.

#### Explanation

1. History of Pathfinding showing God’s leading and care ..... (15 min)  
(Read the book The Pathfinder Story by John Hancock)
2. Pathfinder Club Emblem ..... ( 5 min)
3. Pathfinding as a Discipleship Ministry ..... (20 min)
4. Pathfinder Mission, Philosophy, and Objectives ..... (15 min)
5. Relationship to Church (Sabbath School and School), Adventurer and Master Guide Ministries..... (20 min)
  - a. Compare and contrast programs and purposes of the Adventurer, Pathfinder, & Master Guide ministries

Instructor’s Signature \_\_\_\_\_

Date Completed \_\_\_\_\_





Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 2

### Introduction to Pathfinder Club Organization (1.15 hour)

### NOTES

#### Purpose

To introduce the standards and requirements of the Pathfinder Club.

#### Objective

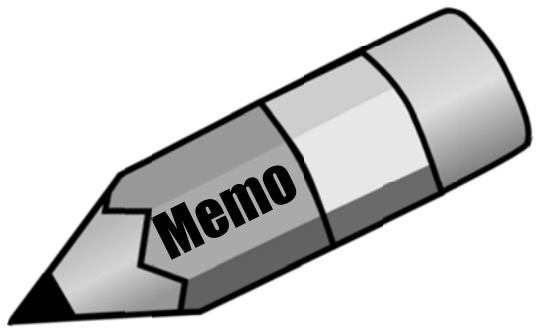
To introduce basic procedures and policies relevant to the establishment and maintenance of the Pathfinder Club.

#### Explanation

1. Start-up and Structuring..... (25 min)
  - a. How to organize a Pathfinder Club
  - b. Club Structure from Local Club to General Conference
  - c. Local club relationship to Pathfinder Council and Ontario Conference Pathfinder Department
2. Club Membership ..... (10 min)
  - a. Membership requirement
  - b. Medical Info and Liability Release Form
3. Conference Operating Policies ..... (20 min)
  - a. Yearly club registration
  - b. Certificate of Operation
  - a. Vulnerable Sector Screening for Leaders
  - b. Uniform
  - c. Finance
  - d. Monthly Reporting
  - e. Accident Insurance
  - f. Membership regulations
4. Club Leadership ..... (20 min)
  - a. Qualities of a Christian Servant-Leader
  - b. Job Description for each Club Leader

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_







Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 3

### Introduction to Pathfinder Club Programming and Planning (1.15 hour)

#### Purpose

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

#### Objective

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

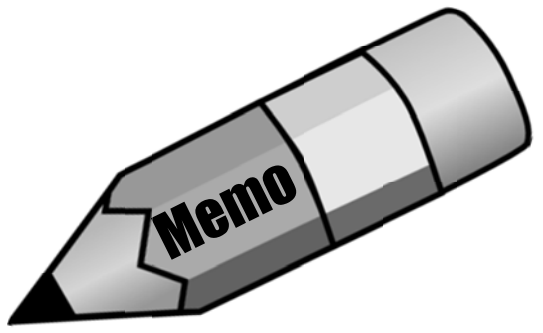
#### Explanation

1. Strategic Planning..... (15 min)
  - a. Mission and Goals of Pathfinder Ministry
  - b. Specific Objectives and Strategies
2. Yearly Program ..... (20 min)
  - a. Based on a ten-month calendar
  - b. Regular meetings, district events, rallies, campouts, conference events
  - c. Ceremonies: Induction, Investiture, and Pathfinder Sabbath
  - d. Investiture Achievement classes
  - e. Pathfinder Parents' Association
3. Club Meetings ..... (20 min)
  - a. Program models
  - b. Sample meeting timetable
  - c. Steps in planning a club meeting
4. AY Honours ..... (10 min)
5. Club Morale ..... (10 min)

### NOTES

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_





Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 4

### Introduction to Pathfinder Club Outreach (1.15 hour)

### NOTES

#### Purpose

To learn how to minister to Pathfinders effectively and to equip them to minister to others as well.

#### Objective

To understand the true potential of what an army such as this rightly trained could accomplish.

1. The urgency of completing the gospel commission; not about changing our youth's privilege of participation.
2. Open the window of adventure by showing examples of the wide range of options and potentials for creativity in outreach.

#### Explanation

##### 1. Outreach in its Historical Setting ..... (20 min)

- a. Biblical requirement
- b. Christ's Method (Ministry of Healing, p. 143)
- c. Youth through History (Source: The Great Controversy)
- d. Adventist Church Pioneers and examples from around the world

Questions: Where are today's 12 and 17 year olds? Why?  
When and where will a change occur?

##### 2. Outreach Connections ..... (15 min)

- a. Staff to staff
- b. Staff to Pathfinder
- c. Pathfinder to Pathfinder
- d. Club to church family
- e. Club to community
- f. Pathfinder to community

##### 3. Current Examples of Creative Outreach ..... (10 min)

- a. NAD Pathfinder involvement examples
- b. Local club involvement examples

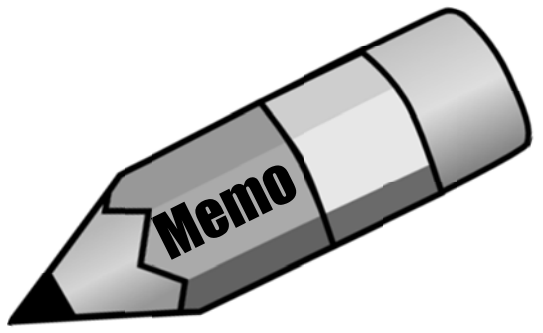
##### 3. Small Group Work ..... (20 min)

(Divide into small groups for brainstorming and planning)

##### 4. Have groups present results of discussion ..... (10 min)

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_





Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 5

### Introduction to Basic Drill and Ceremonies (1.15 hour)

### NOTES

#### Purpose

To learn orderliness by standing tall and straight, simple drill and marching as a group with discipline and order.

#### Objectives

To develop a theoretical and practical understanding of the benefits that a Pathfinder and Pathfinder Club can obtain through drills and ceremonies.

To become confident in the ceremonial procedures connected with the Pathfinder Club.

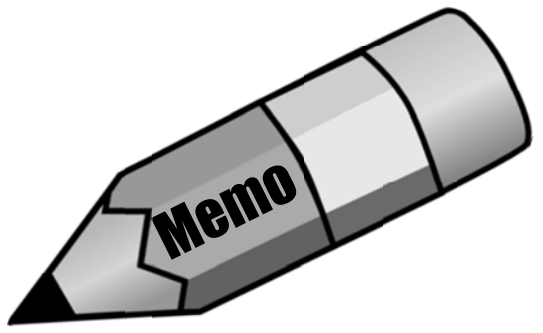
#### Explanation

In this section, participants will:

1. Discuss the philosophy for drill and ceremonies within Pathfinding ..... (20 min)
2. Become familiar with the club ceremonies..... (15 min)
3. Proper Use of Flags and Guidons ..... (15 min)
4. Become familiar with basic drill commands..... (25 min)  
(Read the *Canadian Pathfinder Drill Manual*)

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_





Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 6

### Adolescent Development (1.15 hour)

### NOTES

#### Purpose

To enable leadership to help Pathfinders mature in the full stature of Jesus Christ.

#### Objective

To develop an understanding of the developmental needs of Pathfinder young people and learn how to relate to them effectively.

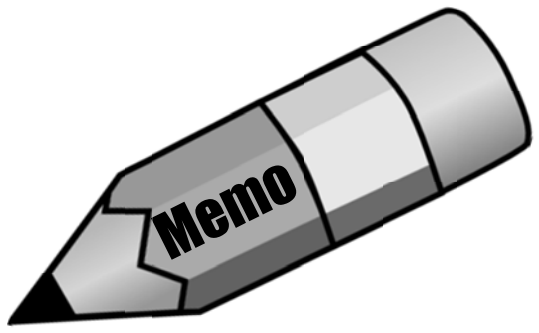
#### Explanation

Participants are required to understand and discuss the following:

1. Developmental Characteristics of the Pathfinder ..... (25 min)
  - a. Particular attention should be given to the different needs that emerge in the following periods of the individual growth:
    - i. Pre-adolescence (10-12 years)
    - ii. Early Adolescence (13-15 years)
    - iii. Mid-adolescence (16-18 years)
  - b. Developmental Needs..... (20 min)
  - c. Principles of Effective Club Discipline..... (30 min)
    - i. Discipline vs. Punishment
    - ii. Discipline vs. Procedures
    - iii. Child Abuse/Sexual Abuse
    - iv. Motivating Pathfinders

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_







Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 7

### Introduction to Teaching Skills (1.15 hour)

#### Purpose

To explore the different learning and teaching styles and teachable moments conducive for Pathfinders' physical, mental, social, and spiritual development.

#### Objective

To discover the importance and value of creative approaches to teaching and to learn ways of developing one's own creative style of teaching.

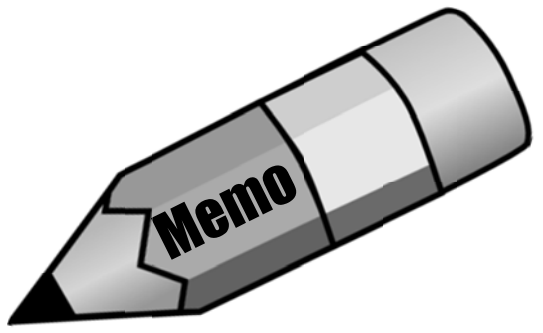
#### Explanation

1. Investiture Achievement Levels ..... (20 min)
  - a. Friend
  - b. Companion
  - c. Explorer
  - d. Ranger
  - e. Voyager
  - f. Guide
2. Understanding Creativity ..... (10 min)
  - a. Purposes and values in use of creative activities
  - b. Steps in the creative process
  - c. Some creative "tools"
3. Teaching the Pathfinder Curriculum Creatively..... (25 min)
  - a. Need to study the class curriculum
  - b. Assess the number and needs of your class
  - c. Work out your teaching plan
  - d. Available resources
  - e. Plan your work and work your plan
4. Teaching A.Y. Honours ..... (20 min)

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_

### NOTES





Name \_\_\_\_\_

## PATHFINDER BASIC STAFF TRAINING – Section 8

### Introduction to Medical, Risk Management, and Child Safety Issues (1.15 hour)

#### Purpose

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

#### Objective

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

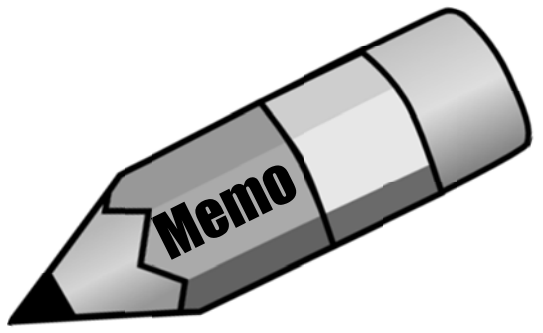
#### Explanation

1. Introduction to Risk Management ..... (25 min)
  - a. Definition of Risk Management
  - b. Trip planning
  - c. Conference/Church Board Authorization
  - d. Accident Insurance/Reporting
  
2. Medical and Liability Release..... (20 min)
  - a. Medical Info and Liability Release form
  - b. Videography/Photography Release forms
  - c. Fast treatment of three common life-threatening medical conditions (i.e., asthma, allergies, & diabetes)
  
3. Introduction to Child Protection..... (30 min)
  - a. Vulnerable Sector Screening
  - b. Protecting Children and the Church
  - c. Child Abuse Prevention
  - c. Sexual Harassment/Misconduct
  - d. Duty to Report
  - e. Accountability

### NOTES

Instructor's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_





# GUIDELINES IN WRITING A REFLECTION PAPER

To complete your BST requirements, you are asked to submit a reflection paper. It should be typewritten, single-spaced, and one-page only. It is not a news article where you describe what transpired at the BST program or a mere summary of each seminar or an evaluation of the workshops or the presenter(s). As announced at the BST event, you may write your reflection paper with the following questions in mind: *What?*, *So What?* and *Now What?*

1. Summarize the seminars (*What?*) in two to three straight-to-the-point sentences. This is to demonstrate your understanding of the BST content.
2. Reflect on the significance of the BST content (*So What?*). What difference does knowing the principles and theories of club ministry make in your life as a leader?
3. Discuss the application of the BST content into your ministry as a leader (*Now What?*). This is the core of the reflection paper, which describes what you intend to do to put what you learned into practice.

Send your reflection paper as an email attachment to your Pathfinder District Coordinator (DC) [see list below]. Also, have your DC review your BST requirements (including the reflection paper). When everything is completed, the BST checklist will be signed by the DC, a scanned copy of which will be sent to the Conference office, including a soft copy of your reflection paper. Upon receiving all the said documents, the Conference will issue a BST certificate and award a BST pin to the participant in recognition for successful completion of the BST course.

## List of Pathfinder District Coordinators:

- Metro East– Lydia Francis – [lydia.francis@rogers.com](mailto:lydia.francis@rogers.com)
- Metro Central – Lynette Wilson – [lynette.n.wilson@hotmail.com](mailto:lynette.n.wilson@hotmail.com)
- Metro West – Kester Griffiths – [sir\\_kes@hotmail.com](mailto:sir_kes@hotmail.com)
- Peel – Pamela Boreland – [heavenboundpb@outlook.com](mailto:heavenboundpb@outlook.com)
- Durham – Herma Graham – [herma.graham@sw.ca](mailto:herma.graham@sw.ca)
- Southwest – Sonia Nembhard – [thelastdon@rogers.com](mailto:thelastdon@rogers.com)
- Northern – Dorothy Chamberlain – [dorothy@ontera.net](mailto:dorothy@ontera.net)
- Eastern Ontario – Cindy Hardy – [cdhardy@xplornet.com](mailto:cdhardy@xplornet.com)