



## Master Guide Trainee's Involvement in Club Ministry CHECKLIST

Name \_\_\_\_\_ Church \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
 Training Initiation Date \_\_\_\_\_ District \_\_\_\_\_  
 Ministry: [ ] Pathfinder [ ] Adventurer Club \_\_\_\_\_

### Administrative Operations (2 months)

Date Completed	Initial
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#### Planning

1. Assist in planning events including, but not limited to:
  - a. Regular meetings
  - b. Induction
  - c. Investiture

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#### Worship

1. Develop ideas for worships, including themes, topics, guests and activities.
2. Plan and schedule worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.
3. Work with units, Adventurer/Pathfinder classes, or class instructors to make sure that opportunity is given for them to do worships necessary for completion of requirements.
4. Conduct three creative worships for Adventurers/Pathfinders (MG Requirement V.2.a)

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#### Activities

1. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for Adventurer/Pathfinder Classwork, award/honor instruction, special events, worships, outings/field trips, and camping trips.
2. Arrange, schedule and supervise units in conducting opening and closing exercises during meetings and events.

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	<i>Date Completed</i>	<i>Initial</i>
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|--|-------|-------|
| 3. Teach basic marching and drilling techniques (for PFs only).  | _____ | _____ |
| 4. Be responsible for posting the weekly schedule in the Adventurer/Pathfinder meeting place (including weekend schedules on camping trips). | _____ | _____ |
| 5. Assist in organizing, training, and scheduling of the exhibition drill team (for PFs only).   | _____ | _____ |

**Security**

- |   |       |       |
|---|-------|-------|
| 1. Plan, schedule and supervise security personnel if necessary.                          | _____ | _____ |
| a. Lot or drive entrance  |       |       |
| b. Entrance to the building   |       |       |
| c. Entrance to the Adventurer/Pathfinder meeting room                                     |       |       |
| d. Parking lot  |       |       |
| 2. Assist in establishing or continuing contact with local emergency and police agencies. | _____ | _____ |
| 3. Check out and in security equipment and supervise its storage, upkeep and repair.      | _____ | _____ |

**General**

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|--|-------|-------|
| 1. Meet deadlines.                       | _____ | _____ |
| 2. Work cheerfully and without prodding. | _____ | _____ |
| 3. Communicate effectively.              | _____ | _____ |
| 4. Exhibit Christian spirit.             | _____ | _____ |

**Adventurer/Pathfinder Classwork and Award/Honor Operations (2 months)**

**Adventurer/Pathfinder Classwork**

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|---|-------|-------|
| 1. Assist in planning and carrying out Adventurer/Pathfinder Classwork instruction for the year or assigned time period.  | _____ | _____ |
| 2. Assist in coordination with other operations, in making sure that Adventurer/Pathfinder Classwork requirements are cared for in the most appropriate fashion possible. | _____ | _____ |
| 3. Assist in recruitment of Adventurer/Pathfinder Classwork instructors.  | _____ | _____ |
| 4. Assist in support of Adventurer/Pathfinder Classwork instructors.  | _____ | _____ |

**Adventurer Awards / Pathfinder Honors**

1. Assist in planning and carrying out award/honor selection for instruction, including integration of honors required by Adventurer/Pathfinder Classwork.
2. Provide support for award/honor instructors by helping with procurement of supplies, distribution of supplies and equipment, set up of teaching area, and provide substitute or teaching assistance.
3. Assist in recruitment of Award/Honor instructors.
3. Teach three Awards or two Pathfinder Honors (MG Requirement V.2.c)

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**General**

1. Meet deadlines.
2. Work cheerfully and without prodding.
3. Communicate effectively.
4. Exhibit Christian spirit.

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**Outreach Operations (2 months)****Planning**

1. Assist in planning events including but not limited to:
  - a. Can Collecting/Food Drive
  - b. Community Service
  - c. Day Camps
  - d. Evangelism
  - e. Adventurer/Pathfinder Sabbath
  - f. Vacation Bible School
  - g. Visitation

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**Logistics**

1. Collect and record permission slips, fees or other required paperwork.
2. Track and tally the group total for clerical and security reasons.
3. Assist in promoting the event and preparing all necessary materials.
4. Assist in unpacking, accounting for, and repairing materials upon return from an event.
5. Assist in making arrangements for adequate transportation, including vehicle preparation and

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*Date Completed*

*Initial*

reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.

6. Assist in acquisition of adequate staff coverage for the event.

**Activities**

1. Work with Administrative, and Classwork/Award/Honors to have programming for the event.
2. Plan and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation etc.)

**Food**

1. Develop a menu and food supplies list for the event as needed.
2. Assist in the purchase of required foodstuffs and supplies.
3. Assist in food preparation, water detail, and wash station.

**Security**

1. Coordinate with the person in-charge of Administrative Operations to confirm adequate and proper security is arranged for at departure, on site, and at the return point.

**General**

1. Meet deadlines.
2. Work cheerfully and without prodding.
3. Communicate effectively.
4. Exhibit Christian spirit.

**Camping/Activity Operations (2 months)**

**Planning**

1. Assist in planning events including, but not limited to:
- a. Camping Trips
  - b. Field Trips (MG Requirement V.2.d)
  - c. Parties
2. Assist in creating, planning, and developing special events not regularly scheduled by the club.

**Food**

- 1. Develop a menu and food supplies list for the event.
- 2. Assist in the purchase of required foodstuffs and supplies.
- 3. Assist in food preparation, water detail, and wash station.

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**Logistics**

- 1. Collect and record permission slips, fees or other required paperwork in preparation for departure. Coordinate with the person-in-charge of Finance/ Clerical Operations on record keeping.
- 2. Track and tally the group total for clerical and security reasons.
- 3. Assist in preparing and packing all general club gear.
- 4. Assist in unpacking, accounting for, and repairing general club gear upon return from an event.
- 5. Assist in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.
- 6. Assist in acquisition of adequate staff coverage for the event.

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**Activities**

- 1. Work with Administrative, and Special Operations to have programming for the trip.
- 2. Work with Classwork/Award Honors, to insure events or activities needed have time allocated, and that proper preparations are made.
- 3. Post a schedule listing all assignments, menus, and activities.
- 4. Assist in finding instructors or guests for events.
- 5. Plan and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e., rain, snow, cancellation, etc.)

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**Security**

- 1. Coordinate with the person-in-charge of Administrative Operations to confirm adequate and proper security is arranged for at departure, on site (including night watch), and at the return point.

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**General**

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**Counseling Operations (2 months)**

**Unit Activities**

- 1. Assist in, or lead in planning and carrying out a unit day event.
- 2. Assist in, or lead in planning and carrying out unit activities during allotted unit time during regular club meetings. This could include unit AY Honor instruction, worship planning, preparation for a unit activity or other activities as directed by the unit counselor or club director.
- 3. Assist in, or lead in planning a unit camping trip.

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**Club Camping Trips**

- 1. Assist in, or lead in planning and carrying out unit activities during allotted time on club camping trips.
- 2. Assist in, or lead in providing supervision to unit members. Areas in need of special attention include, but are not limited to: site selection and set up, preparation for inspection, unit time, hikes, group meetings, curfew and lights out, and the striking of camp.

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**Adventurer/Pathfinder Classwork/Award/Honors**

- 1. Assist Adventurer/Pathfinder Classwork instructors by motivating and encouraging unit members to keep up with their Adventurer/Pathfinder Classwork requirements.
- 2. Assist Pathfinder Honor/Adventurer Award instructors by motivating and encouraging unit members to pay attention and complete instructions and projects.

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**General**

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## **Financial/Clerical Operations (2 months)**

### **Finance**

1. Assist in collection and accounting of registration/dues/uniform monies.
2. Assist in collection and accounting of camping trip and event monies.
3. Initiate or continue a working relationship with the local church treasurer.
4. Gain a basic understanding of a debit/credit accounting system.
5. Assist in collection and accounting of fund-raising monies.
6. Assist in collection and accounting of Adventurer/Pathfinder program and award/honor monies.
7. Assist in accounting reimbursements and accounts payable.

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### **Clerical**

1. Assist in taking, processing, and distributing uniform orders.
2. Assist or lead out in keeping and tracking attendance records for club events and tallying them for use by the club directors and conference reports.
3. Assist or lead out in collection of permission slips for events.
4. Assist or lead out in Adventurer Award or Pathfinder Honor paperwork. Include a list of those who have completed the requirements and document their receipt of the Award/Honor token.
5. Assist or lead out in submitting monthly reports of club activities and attendance totals to the conference and area coordinator.
6. Be able to answer parental and Adventurer/Pathfinder Questions concerning general policies and guidelines of the club.
7. Assist or lead out in the registration process including tracking, filing, and distribution of applications, info packets, schedules, health forms, and consent forms.
8. Assist or lead out in taking minutes of Staff Meeting.

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*Date Completed*

*Initial*

**General**

1. Meet deadlines.
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**Reviewing Adventurer/Pathfinder Club Director use only**

I have completed a review of the participant's *checklist* and have found all requirements fulfilled for the MG Trainee's *Involvement in Club Ministry*.

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

Name of Reviewing Club Director \_\_\_\_\_

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

**Note:**

The checklist above is adapted from the Teen Leadership Training (TLT) manual produced by the North American Division.