



**Ontario Conference  
Master Guide Ministry**

**TERMS OF REFERENCE**

**Ontario Conference Master Guide Council (OCMGC)**

**Purpose:** An organization of Master Guide clubs registered with the Ontario Conference that exists to equip and empower Master Guides (MGs) and Master Guide Trainees (MGTs) in discipling children and youth effectively.

**Frequency of Meeting:** Annually (General meeting held at the Master Guide Convention)

**OCMGC Executive Committee**

**Purpose:** An executive body in-charge of the oversight of the Master Guide Ministry in the Ontario Conference with emphases on leadership development, discipleship, and evangelism.

**Membership:**

- ◆ *Elected Executive Officers* (i.e., Executive Coordinator, Secretary and Assistant Secretary, Treasurer, Chaplain and Assistant Chaplain, District and Area Coordinators)
- ◆ One (1) MG club director representative with one year term
- ◆ One (1) MGT Youth representative with one year term
- ◆ *Ex Officio Member:* Conference Master Guide Director

**Frequency of Meeting:** Quarterly

**Term of Office:** Three years

**Elected by the OCMGC at the Triennial General Meeting**

**Accountable to the Master Guide Ministry of the Ontario Conference.**

**Responsibilities:**

1. To provide leadership training that includes *Master Guide Leadership Course and Recertification Program* in partnership with the Adventurer and Pathfinder Councils.
2. To assist the Adventurer and Pathfinder Ministries in their discipleship programs.

3. To deploy Master Guides for Disaster Response, community outreach endeavors in collaboration with the Ontario Conference Adventist Community Services and ADRA Canada.
4. To plan and organize annual events that promote the cultivation of the physical, mental, social, and spiritual aspects of life.

(i.e., MG Bible Experience, heritage tours, excursions, mission trips, backpacking, survival campouts, OMG Extreme Challenge, fun runs, etc.)

## **MINISTRY DESCRIPTIONS**

### **I. EXECUTIVE COORDINATOR**

The Executive Coordinator is elected by the OCMGC for a term of three years.

#### **A. Qualifications**

The Executive Coordinator must:

1. Be a Seventh-day Adventist church member in regular standing.
2. Uphold the teachings and moral standards of the church in words and deeds.
3. Have the Vulnerable Sector Screening completed every three years.
4. Abide with the provisions of the OCMGC Terms of Reference and Uniform Policy of the North American Division (NAD) as adapted by Ontario Conference Master Guide Ministry
5. Be an invested Master Guide who has completed the MG Recertification program or the Adventist Youth Ministries Training (AYMT) for Master Guide leaders.
7. Have at least five years of leadership experience in Adventurer, Masterguide, & Pathfinder (AMP) club ministries.
8. Be willing to work in collaboration with the Master Guide Ministry of the Ontario Conference.
9. Be familiar with the effective use of technology for club ministries.

#### **B. Duties**

The Executive Coordinator:

1. Shall call and chair all OCMGC and Executive Committee meetings.
2. Shall provide input on any matters pertaining to Master Guide Ministry and have a healthy working relationship with the Conference Master Guide Director.
3. Shall present progress reports to the OCMGC, Executive Committee, and the Conference Master Guide Director.
4. May assist with Investiture Services, particularly in welcoming newly invested Master Guides.

5. Is responsible, in collaboration with the Conference Master Guide Director and the Executive Committee, for implementing plans for youth leadership training, evangelism and discipleship.

## II. DISTRICT COORDINATOR

The District Coordinator is elected by the OCMGC for a term of three years.

### A. *Qualifications*

The District Coordinator must:

1. Be a Seventh-day Adventist church member in regular standing.
2. Uphold the teachings and moral standards of the church in words and deeds.
3. Have the Vulnerable Sector Screening completed every three years.
4. Abide with the provisions of the OCMGC Terms of Reference and Uniform Policy of the North American Division (NAD) as adapted by Ontario Conference Master Guide Ministry
3. Be an invested Master Guide who has completed the MG Recertification program or the Adventist Youth Ministries Training (AYMT) for Master Guide leaders.
4. Have at least three years of leadership experience in Adventurer, Masterguide, & Pathfinder (AMP) club ministries.
5. Be willing to work in collaboration with the Master Guide Ministry of the Ontario Conference
6. Be a good communicator and a team player who can easily work with local church/club and conference leadership.

### B. Duties

The District Coordinator shall:

1. Visit each MG club in his/her district at least once per quarter and perform quarterly evaluations.
2. Promote and help in organising MG clubs in churches within his/her territory.
3. Provide input on any matters pertaining to Master Guide Ministry and have a healthy working relationship with the OCMGC Executive Coordinator and Conference Master Guide Director.
4. Present progress reports to the OCMGC Executive Committee and the Conference Master Guide Director.
5. Assist local MG clubs in their MG day programs, consecration, and investiture services, and shall act as the Council/Conference's representative as needed.
6. Ensure MG club directors under his/her care comply with yearly club registration and insurance requirements, which includes Vulnerable Sector Screening of staff members, as determined by the Ontario Conference.
7. Attend all OCMGC annual sessions and duly called OCMGC Executive Committee meetings.
8. Attend and support all conference-sponsored MG initiatives and assist at camporees, campouts, training courses, other MG functions.

9. Ensure Master Guide Trainees (MGTs), who are recommended by the MG club director, have completed satisfactorily their requirements for investiture.

### III. SECRETARY

The Secretary is elected by the OCMGC for a term of three years.

#### A. *Qualifications*

The Secretary must:

1. Be a Seventh-day Adventist Church member in regular standing.
2. Uphold the teachings and moral standards of the church in words and deeds.
3. Have the Vulnerable Sector Screening completed every three years.
4. Abide with the provisions of the OCMGC Terms of Reference and Uniform Policy of the North American Division (NAD) as adapted by Ontario Conference Master Guide Ministry
5. Be an invested Master Guide.
6. Have at least three years of leadership experience in Adventurer, Masterguide, & Pathfinder (AMP) club ministries.
7. Be able to accurately record minutes, have word processing, internet, and communication skills as related to duties listed below.
8. Be willing to work in collaboration with the OCMGC Executive Coordinator and Conference Master Guide Director.

#### B. *Duties*

The Secretary:

1. Shall take and keep minutes of all meetings of the OCMGC and the Executive Committee.
2. Is responsible for sending communications to OCMGC and Executive Committee members regarding all meetings in accordance with the OCMGC Terms of Reference, including other meetings called for by the Executive Coordinator.
3. Shall preserve, resources and pertinent documents belonging to the OCMGC.
4. Shall serve as historian for the OCMGC.
8. Shall maintain a list of Master Guides in Ontario that includes their basic contact information.

### IV. SOCIAL MEDIA SECRETARY

The Social Media Secretary is elected by the OCMGC for a term of three years.

#### A. *Qualifications*

Qualifications are the same as that of the Secretary's. In addition, the Social Media secretary must be knowledgeable in the effective use of relevant social media platforms for information dissemination and promotion of Master Guide events and initiatives.

## B. Duties

The Social Media Secretary shall:

1. Be responsible for the publication of OCMGC's monthly electronic Master Guide newsletter.
2. Produce news releases or articles for submission to the Communications Director and Master Guide Director of the Conference.
3. Be responsible in promoting Master Guide events and initiatives on Social Media creatively.
4. Fulfill the duties of the Secretary in his or her absence of the Secretary or as assigned.

## V. TREASURER

The Treasurer is elected by the OCMGC for a term of three years.

### A. *Qualifications*

The Treasurer must:

1. Be a Seventh-day Adventist Church member in regular standing.
2. Uphold the teachings and moral standards of the church in words and deeds.
3. Have the Vulnerable Sector Screening completed every three years.
4. Abide with the provisions of the OCMGC Terms of Reference and Uniform Policy of the North American Division (NAD) as adapted by Ontario Conference Master Guide Ministry
5. Be an invested Master Guide.
6. Have at least three years of leadership experience in Adventurer, Masterguide, & Pathfinder (AMP) club ministries.
7. Have basic accounting skills.
8. Be willing to work in collaboration with the OCMGC Executive Coordinator and Conference Master Guide Director.

## B. Duties

The Treasurer shall:

1. Help prepare an annual budget in collaboration with the Executive Coordinator and Conference Master Guide Director.
2. Coordinate and maintain the Executive Committee expenses for a timely submission to the Ontario Conference Master Guide Department
3. Provide financial statements to the Executive Committee at the quarterly meetings.
4. Suggest and initiate fundraising plans to support Master Guide projects.

## VI. CHAPLAIN

The Chaplain is elected by the OCMGC for a term of three years.

*A. Qualifications*

The Chaplain must:

1. Be a Seventh-day Adventist Pastor, upholding the principles and values of the Seventh-day Adventist Church.
2. Have the Vulnerable Sector Screening completed every three years.
3. Abide with the provisions of the OCMGC Terms of Reference and Uniform Policy of the Ontario Conference in harmony with the North American Division (NAD).
4. Be an invested Master Guide.
5. Be an active supporter of a local Adventurer, Pathfinder or Master Guide club.
6. Demonstrate keen interest in training others for effective youth leadership.

*B. Duties*

The Chaplain:

1. Is responsible to provide devotionals for the Executive Committee during its regular meetings.
2. Shall provide spiritual guidance to the Executive Committee on issues relevant to his/her field of expertise.
3. Shall encourage executive officers to fulfill the purpose for which the OCMGC has been organized.

**VII. ASSISTANT CHAPLAIN**

The Assistant Chaplain is elected by the OCMGC for a term of three years. Qualifications are the same as that of the Chaplain's. In the absence of the Chaplain or as assigned, the Assistant will fulfill the duties of the Chaplain.

**VII. CLUB DIRECTOR REPRESENTATIVE**

The Club Director Representative is appointed by the OCMGC Executive Committee for a term of one year. He/She is expected to attend all duly called meetings and shall advise the Executive Committee of relevant issues pertaining to Master Guide ministry in the local church level.

**COMMITTEES**

**A. EXECUTIVE COMMITTEE**

1. The Executive Committee shall be comprised of the following OCMGC officers:
  - a. Executive Coordinator (Chairperson)
  - b. District Coordinators
  - c. Area Coordinators

- d. Secretary
- e. Social Media Secretary
- f. Treasurer
- g. Chaplain
- h. Asst. Chaplain
- i. MG Club Director Representative
- j. Conference Master Guide Director (Ex-Officio Member)

**2. The Executive Committee shall:**

- a. Exercise general administration over all matters pertaining to the Council.
- b. Set the time and place of all meetings.
- c. Appoint person(s) to fill any vacancies, which may occur among the officers and/or standing committees during the term.
- d. Appoint chairpersons and members for each standing committee.
- e. Receive reports and plans from all standing and ad-hoc committees.
- f. Propose budget for Conference approval.
- g. Promote the organization of more Master Guide clubs in churches within the Conference territory.

**3. The Executive Committee shall meet quarterly.**

**B. EVENT PLANNING COMMITTEE**

- 1.** The Event Planning Committee shall consist of three (3) persons appointed by the Executive Committee.
- 2.** The chairperson of the Event Planning Committee shall be appointed by the Executive Committee.
- 3.** One member of this committee shall be appointed to serve as secretary to the committee.
- 4.** The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
- 5.** The responsibilities of the Event Planning Committee are to:
  - a. Submit plans and suggestions for Conference-sponsored programs such as:
    - i. OMG Extreme Challenge
    - ii. Spiritual Retreat
    - iii. Campouts/Camporees
    - iv. Backpacking Trips
    - v. Special Events
  - b. Suggest new plans and programs for future consideration.
  - c. Assist in implementing the overall Master Guide program of the Conference.

### **C. LEADERSHIP TRAINING COMMITTEE**

1. The Leadership Training Committee shall consist of three (3) persons appointed by the Executive Committee.
2. The Chairperson of the Leadership Training Committee shall be appointed by the Executive Committee.
3. One member of this committee shall be appointed to serve as secretary to the Committee.
4. The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
5. The responsibilities of the Leadership Training Committee are to:
  - a. Plan and promote the MG Basic Orientation/Training program for Master Guide Club Staff members
  - b. Plan for Adventist Youth Ministries Training (AYMT) programs for MG Coordinators, club directors, and those in the Master Guide program
  - c. Suggest leadership resources to be available on the MG website.
  - d. Assist in implementing the overall Master Guide program of the Conference.

### **D. COMMUNICATIONS COMMITTEE**

1. The Communications Committee shall consist of three (3) persons appointed by the Executive Committee.
2. The Chairperson of the Communications Committee shall be appointed by the Executive Committee.
3. One member of this committee shall be appointed to serve as secretary to the Committee.
4. The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
5. The responsibilities of the Communications Committee are to:
  - a. Develop methods of promoting Master Guide Ministry in the Ontario Conference.
  - b. Produce a quarterly newsletter for news updates and program promotions.
  - c. Help maintain the Master Guide website hosted by the Conference.
  - d. Utilize social media platforms for witnessing and information dissemination.
  - e. Provide oversight of the regular Online Master Guide program



#### **E. TERMS OF REFERENCE COMMITTEE**

1. The Terms of Reference Committee shall consist of three (3) persons appointed by the Executive Committee.
2. The Chairperson of the Terms of Reference Committee shall be appointed by the Executive Committee.
3. One member of this committee shall be appointed to serve as secretary to the Committee.
4. The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
5. The responsibilities of the Terms of Reference Committee are to:
  - a. Ensure that the OCMGC is being conducted in accordance to the provisions of the Terms of Reference.
  - b. Study proposed amendments to the Terms of Reference, and report its recommendation to the Executive Committee, and subsequently to the Council at the Triennial General Meeting.

#### **F. MISSION PROJECTS/ EVANGELISM COMMITTEE**

1. The Mission Projects/ Evangelism Committee shall consist of three (3) persons appointed by the Executive Committee.
2. The Chairperson of the Mission Projects/ Evangelism Committee shall be appointed by the Executive Committee.
3. One member of this committee shall be appointed to serve as secretary to the Committee.
4. The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
5. The responsibilities of the Mission Projects/ Evangelism Committee are to:
  - a. Coordinate plans for mission projects/trips with both Sending and Host churches
  - b. Liaise with the Conference's Adventist Community Services and Compassion Department or ADRA Canada for compassion and mission opportunities that Master Guides and Master Guide Trainees can participate in.
  - c. Organize plans for regular Master Guide evangelism using available resources and technology.
  - d. Collaborate with the Conference's Church Growth and Evangelism Department in deploying Master Guides and Trainees for mission-driven initiatives.

#### **G. DISASTER RESPONSE COMMITTEE**

1. The Disaster Response Committee shall consist of three (3) persons appointed by the Executive Committee.
2. The Chairperson of the Disaster Response Committee shall be appointed by the Executive Committee.

3. One member of this committee shall be appointed to serve as secretary to the Committee.
4. The committee may secure additional persons to conduct its business with the approval of the Executive Coordinator.
5. The responsibilities of the Disaster Response Committee are to:
  - a. Collaborate with the Conference's Adventist Disaster Response/ Community Services Department for continuing certification and training programs on Disaster Response and Preparedness.
  - b. Organize plans to deploy MG/MGT responders in the event of an emergency.

## **Master Guide Club**

**Purpose:** To provide Master Guide training for baptized members (age 16 and older) to equip them for effective Christian service.

### ***Responsibilities:***

1. Emphasize spiritual and personal growth for a more intimate relationship with Christ.
2. Participate in conference-sponsored Master Guide events.
3. Provide assistance to the Adventurer, Pathfinder, and Youth Ministries of the local church in leadership, discipleship, and outreach endeavors.
4. Conduct the Master Guide Leadership Course in harmony with the North American Division's MG curriculum and in collaboration with the OCMGC Executive Committee.\*
5. Organize plans for AY Honor classes.
6. Foster camaraderie among club members through recreational and relationship-building activities.

### ***Offices/Positions:***

- a. **Club Director** – Serves as over-all coordinator for the local Master Guide Club
- b. **Deputy Directors (4)**
  - **For Leadership Training** – Responsible for planning and coordinating the Master Guide Leadership Course (i.e., MGT program for both the Adventurer and Pathfinder tracks) and AY Honour classes.
  - **For Discipleship** – Liaises with the local Adventurer and Pathfinder clubs in mentoring children and teens for vibrant Christian life and service.
  - **For Outreach** – Tasked to plan and coordinate outreach/evangelism programs, mission-service projects, and disaster ministry.
  - **For Recreation** – Responsible in providing health-promoting and relationship-building activities.
- c. **Secretary** – Takes minutes of all staff meetings and sends notices to members.
- d. **Treasurer** – Responsible for making an annual budget, collection of dues, and monthly financial reports.

e. **Chaplain** – Provides spiritual programming for the nurture of members to Christian maturity.

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\* - *The MG club will be in-charge of the MGT program. However, the 10-hour BST will still be handled by either the Adventurer or Pathfinder Councils.*

NOTE: The primary members of the MG club are the MGTs. Not all invested Master Guides are obliged to be members of the MG club except for those who comprise the staff. However, Master Guides serving in either Adventurer or Pathfinder ministries can be invited as presenters for specific seminars or as mentors to MGTs as they fulfill their “Club Involvement” requirements within 12 months.

## **Steps in Organizing a Master Guide Club**

### **1. Counsel with the Conference Master Guide Director.**

The Conference Master Guide Director is responsible for all Master Guide (MG) clubs in the conference. Any invested MG in a local church who sees the need for a MG club should counsel with him before making further plans.

### **2. Meet with the Pastor and Conference Master Guide Director.**

The request should come from the church to the Conference MG Director and he should then spend time with the church pastor explaining the ministry of the Master Guide Club and its operation, detailing what assistance the conference is able to give to his church. Should the conference MG director be unable, through circumstances, to arrange such a meeting, then he may delegate the responsibility to the Master Guide Council Executive Coordinator.

### **3. Present the plan to the Church Board.**

The Conference MG Director should request the church pastor(s) to present the plan to the church board. It is necessary that the church board authorizes the organization of the Master Guide program. The board should be fully familiar with all the aims, the financial budget necessary, the objectives and concepts of the MG organization, and the role it can play in youth leadership and evangelism within the church. Following this meeting, the intention to form a Master Guide Club should be announced to the church.

### **4. Send Charter Application to the Ontario Conference.**

Upon the approval of the organization of a MG Club by the local church board, a completed MG charter application form should be sent to the Conference.

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

It is important that all church members be informed about the Master Guide Club, its objectives and its program. Someone qualified by experience to speak on behalf of the MG Club should bring this information to the entire church, preferably during the worship hour

on Sabbath. It might be the local conference Master Guide Director, Executive Coordinator, the local church pastor, or some other qualified conference worker who is invited by the pastor as a guest speaker. At this time a call should be made for those invested Master Guides in the congregation to assist and support the Master Guide Club; this is also the time to advertise the MG enrollment and organizational meeting to be convened by the MG District Coordinator.

**6. Call a special enrollment and organizational meeting.**

This special meeting should bring together those who will be involved in the organization of a Master Guide Club. During this special meeting more details in regard to the MG organization could be explained. In addition, membership application, medical info and liability release forms should be distributed to and filled out by potential members.

**7. Elect MG Club Executive Officers.**

The local church is to elect, through a nominating committee or its board, the following officers for the MG Club:

- a. Club Director
- b. Deputy Directors (4)
  - i. For Leadership Training
  - ii. For Discipleship
  - iii. For Outreach
  - iv. For Recreation
- c. Secretary
- d. Treasurer
- e. Chaplain

**8. Send Yearly MG Club Registration Form to the Conference.**

Upon completion of the enrolment of members and election of officers, the newly elected club director should submit a completed MG club registration form to the Ontario Conference with the required annual registration and insurance fees. In acknowledgment of the club registration, a certificate of operation will be sent by the conference together with a copy of the insurance policy.

**9. MG Staff to attend MG Basic Staff Training and Master Guide Recertification Course.**

Club officers are required to attend a Master Guide Basic Staff Training before operating a Master Guide Club. Also, they are to undergo a Master Guide Recertification Course to be led by the MG District Coordinator. This is to keep everybody abreast of the new trends in youth ministry and to sharpen each one's skills for effective Master Guide Ministry in the local church.

**10. Call MG Club Staff to plan a Yearly Program.**

Now that the MG Club officers have been trained and are familiar with the objectives of the Master Guide Club, they should begin to plan for the yearly program. A timetable of events, honor classwork, meeting times, special days, conference events, monthly programs, camping or hiking trips, and camporees should all be included.

**11. Plan for a Consecration Service.**

As soon as the new members are in uniform and the *Certificate of Operation* has been received from the conference office, a consecration service should be organized with family and church members in attendance. All new Master Guide Trainees (MGTs) will be inducted at this service.

**12. Evaluation**

Once the club has been in operation 10 or 12 weeks, the Conference MG Director and/or MG Executive Coordinator, together with the district coordinator, should be called in to meet with the MG Club Staff to evaluate the club to ensure smooth operation and balanced programming.

**Training Programs**

**In-charge**

- |   |                  |
|---|------------------|
| 1. Adventurer Basic Staff Training (ADV BST)  | - OCAC           |
| 2. Pathfinder Basic Staff Training (PF BST)   | - OCPC           |
| 3. Master Guide Basic Staff Orientation   | - OCMGC          |
| 4. Master Guide Leadership Course   | - OCMGC          |
| 5. AYMT for Adventurer Leaders  | - OCAC           |
| 6. AYMT for Pathfinder Leaders  | - OCPC           |
| <i>(i.e., Pathfinder Instructor Certification, Pathfinder Counselor Jumpstart Certification, Pathfinder Director Certification, Pathfinder Staff Leadership Certification, Pathfinder Leadership Certification)</i> |                  |
| 7. Master Guide Recertification   | - OCMGC          |
| 8. AMP Summit (every 3 years)   | - All Ministries |

**Training Programs**

**Authorized Signatory/Reviewing Officer**

- |  |   |
|--|---|
| 1. Adventurer BST* -                       | - Seminar Presenter/OCAC Exec. Coordinator    |
| 2. Pathfinder BST*                         | - Seminar Presenter/OCPC District Coordinator |
| 3. Master Guide Basic Staff Orientation* - | - Seminar Presenter/OCMGC Dist. Coordinator   |
|  | *with required one-page reflection)           |
| 4. Master Guide Leadership Course          |   |
| a. Prerequisites                           | - MG Club Director                            |
| b. Spiritual Development                   | - MG Club Director/Topic Presenter            |
| c. Skills Development                      | - Seminar Presenter                           |

- d. Child Development - Seminar Presenter/MG Club Director
- e. Leadership Development - Seminar Presenter/MG Club Director
- f. Club Involvement (i.e., Teach Award/  
Honor, staff member for at least one  
year, etc) - Adventurer or Pathfinder Club Director
- g. Participation in leadership role in a  
conference-sponsored event  
(i.e., camporees, fairs, fun days,  
mission trips/projects, etc) - Conference Event Organizer/OCAC, OCPC, OCMGC
- h. Fitness Lifestyle Development - Seminar Presenter/MG Club Director
- i. Final review and recommendation  
for investiture - OCMGC District Coordinator

**Note:** *No individual shall be invested as a Master Guide without the approval of the Conference through the issuance of a Master Guide certificate. No MG certificate will be issued without the completed and signed MG requirement checklist, copy of which should be sent to the Conference prior to the scheduled investiture service.*

- 5. AYMT for Adventurer Leaders - Seminar Presenter/OCAC Executive  
(For invested Adventurer MGs) Coordinator (for final review)
- 6. AYMT for Pathfinder Leaders - Seminar Presenter/OCPC District Coordinators  
(for final review)
- 7. Master Guide Recertification - Seminar Presenters/OCMGC District Coordinators  
(For final review)

