



2024

MASTER GUIDE MANUAL

Table of Contents

| | |
|---|----|
| Greetings | 4 |
| The Master Guide Club Director | 5 |
| NJ Conference Calendar | 7 |
| What's New in 2024 | 8 |
| NJ Conference Staff and Coordinators 2024 | 9 |
| NJ Conference Zone Divisions | 11 |
| FORMS TO BE KEPT IN THE CLUB FILES | |
| Master Guide Club Membership Application | 14 |
| Master Guide Club Member Medical Information | 15 |
| Staff/Volunteer Application Form (copy from associated ministry) | 16 |
| Approval by Parents/Guardians (under 18) | 17 |
| Personal Vehicle Usage Recommendations | 18 |
| Guidelines for Volunteers and Caregivers | 19 |
| Member Paperwork Checklist | 20 |
| FORMS TO BE SENT TO THE CONFERENCE (Beginning of the Year) | |
| Yearly Club Application | 23 |
| Certificate of Membership Form 2024 | 24 |
| Yearly Planning Form | 25 |
| FORMS TO BE SENT TO THE CONFERENCE (During the Year) | |
| Club Point System | 27 |
| Club Inspection Form | 31 |
| Club Inspection Form: Drilling & Marching (must be done on same day as Club Inspection) | 32 |
| Club Induction Form | 33 |
| Master Guide Sabbath Form | 34 |
| Club Investiture Form | 35 |
| Master Guide of the Year Nomination Form | 36 |
| Master Guide of the Year Guidelines | 37 |
| Master Guide Candidate of the Year Nomination Form | 38 |
| Master Guide Candidate of the Year Guidelines | 39 |
| Quarterly Report | 40 |
| Quarterly Report Guidelines | 41 |

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.

Welcome to our exciting Master Guide Ministries.
We have many wonderful plans for 2024. This year's theme is:

Believe the Promise

To get you up to speed, we have three major changes for this coming year in the club ministries.

- 1- The Master Guide Training is now on Year 1 & Year 2 Rotations.
- 2- Our TLT training has been modified to a weekend basic level.
- 3- We will be offering Master Guide Advance classes, please see below:



What have we added in 2024?

- 1- **AWAKEN+ (April 13):** This will help our Master Guides and TLTs complete their requirements at a faster pace.
- 2- **Pathfinder Classorees**
 - North Area - March 10
 - South Area - March 17
- 3- **Many new area/zone coordinators** to serve you and your club.
- 4- **Plan to be at the NAD MG Camporee July 30-August 3, 2025!**
- 5- **New Club Point System**

We look forward to meeting you and your team.

Blessings,

Carl Rodriguez
Youth & Young Adults Director
Summer Camps Director
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410-241-4919

Cinthia Portanova
Administrative Assistant
Children's Ministries Director
cportanova@njcsda.org
318-716-2435

MASTER GUIDE DIRECTOR



The director must be a Master Guide (MG) and a baptized member in good standing of the Seventh-Day Adventist Church. *If the director is not a Master Guide 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 their MG requirements.*

The success and morale of any club will depend largely upon the leadership of the club director, and he/she should be an example of authenticity in his/her relationship with God, fellowship, healthy lifestyle, honesty, and self-control.

The club director must be vitally interested in young people and sympathetically understand their problems. His/her 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 his/her implementation. He/she must be able to work well with his/her 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 Master Guide Club (MGC), but also for providing vital support and mentorship for both the Adventurer, Pathfinder, and TLT clubs.

The director's duties are as follows:

1. Must maintain liaison with the church pastor, youth pastor, elder, Pathfinder Club director, and Adventurers Club director and invite them to participate in programs and events.
2. Keep in touch with the conference youth director and render reports as required.
3. Preside at the club staff meeting unless he/she has appointed a deputy director to take charge.
4. Supervise the activities of the club; he/she must call, organize, and arrange for each club meeting.
5. 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.
6. 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. Worship
 - b. Recreation
 - c. Classwork/honors/creative skills
 - d. Arrangement of instructors and their duties



ADDITIONAL RESPONSIBILITIES

- Every person working within any club must be background checked. Please see the following link: <https://www.nadadventist.org/asv>
- Master Guides are encouraged to assist as Sabbath School Teachers for children and youth
- Work Bees are a requirement for MGCs
- Master Guides wanting to advance must attend the AWAKEN and AWAKEN+ trainings



STAFF AND STATE COORDINATORS



YOUTH DIRECTOR

Carl Rodriguez
crodriguez@njcsda.org
Cell. (410) 241-4919
Office (609) 802 0879



YOUTH ADMINISTRATIVE ASSISTANT

Cinthia Portanova
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Office (609) 802 0873



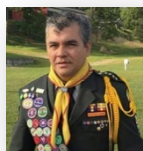
YOUTH ASSISTANT

Stenly Gonie
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(732) 882-9213



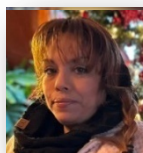
GENERAL COORDINATOR

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



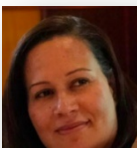
MG STATE COORDINATOR

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Jeovannyperla7@gmail.com
(609) 377-2778



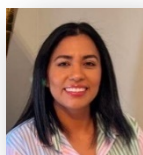
PF STATE COORDINATOR

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Aby_18smile@yahoo.com
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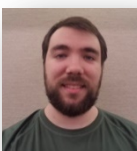
PF STATE ASSOCIATE COORDINATOR

Sara Mejia
Saramejia221@gmail.com
(973) 568-3444



STATE TLT COORDINATOR

Rocio Argueta
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STATE ASSOCIATE TLT COORDINATOR

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Pabdel12345@gmail.com
(201) 982-1294



PBE COORDINATOR



PBE ASSOCIATE COORDINATOR

Betty Jean Cox
Bettyjcox1@gmail.com
(973) 713-2019

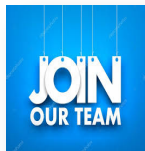


HONOR COORDINATOR

Elvia Valerio
elviavaleriov@gmail.com
(347) 499-2557



MASTER GUIDE AREA COORDINATORS



NORTHWEST COORDINATOR

Open Position
For more info
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NORTHEAST COORDINATOR

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gprado1420@gmail.com
(856) 366-6058



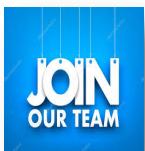
JERSEY CITY COORDINATOR

Efrain Amaya
Efrain174748@hotmail.com
(201) 293-1903



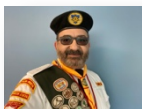
NEWARK COORDINATOR

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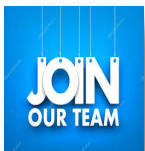
PERTH AMBOY COORDINATOR

Open Position
For more info
(609) 802-0879 or (609) 802 0873



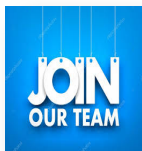
PISCATAWAY COORDINATOR

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(732) 487-1157



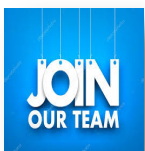
CENTRAL EAST COORDINATOR

Open Position
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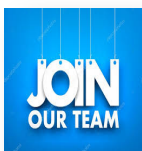
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CAMDEN COORDINATOR

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SOUTHEAST COORDINATOR

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SOUTHERN COORDINATOR

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AREA PATHFINDER COORDINATORS



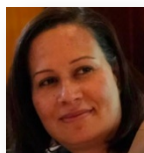
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NORTHEAST COORDINATOR

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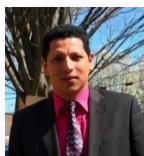
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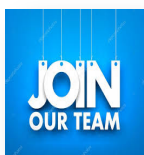
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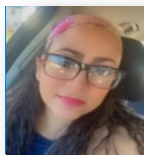
PERTH AMBOY COORDINATOR

Open Position
For more info
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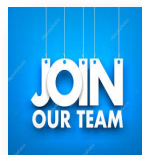
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CENTRAL WEST COORDINATOR

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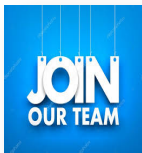
CENTRAL EAST COORDINATOR

OPEN POSITION
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CAMDEN COORDINATOR

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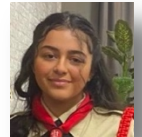
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SOUTHERN ASSOCIATE COORDINATOR

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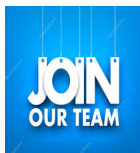


AREA TLT COORDINATORS



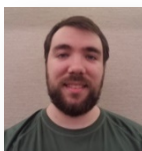
NORTHEAST COORDINATOR

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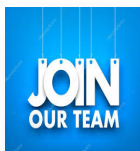
NORTHWEST COORDINATOR

Open Position
For more info
(609) 802-0879 or (609) 802 0873



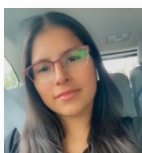
JERSEY CITY COORDINATOR

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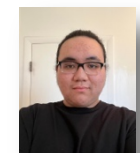
NEWARK COORDINATOR

Open Position
For more info
(609) 802-0879 or (609) 802 0873



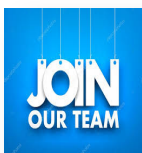
PERTH AMBOY COORDINATOR

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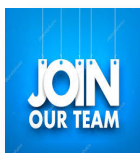
PISCATAWAY COORDINATOR

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(609) 802-0879 or (609) 802 0873



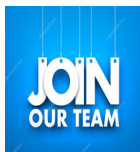
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ZONE/AREA DISTRIBUTIONS

Northeast

Clifton Sp Co
Filipino International
Garfield Sp
Hackensack Eng
Nuevo Amanecer
Passaic Sp I
Passaic Sp II
Paterson Eastside Sp
Paterson South Sp
Paterson Temple Sp
Ridgefield Park Sp Co
Waldwick Eng
Wayne Eng

Northwest

Dover Sp
Hackettstown Eng
Hackettstown Sp Co
Lafayette Eng
Newton Sp Co
Phillipsburg Eng
Rockaway Eng
Tranquility Eng
Morristown Eng
Morristown Sp

Jersey City

Bayonne Sp Co
El Faro Sp
Filipino Eng
Guttenberg Sp
Jersey City Heights Eng
Jersey City Heights Sp
Jersey City Sp
La Esperanza Sp
Maranatha Sp
Philadelphie Fr
Union City Sp
West New York Sp

Newark

All Nations Eng
Belleville Sp
Bethel Fr
Bethesda Fr
Bloomfield Sp CP
Elizabeth Eng
Elizabeth Sp
Harrison Sp
Irvington Sp
Luso-Brazilian
Maranatha Haitian
Newark Eng
Newark Sp
Nueva Vida Sp
Port Elizabeth Sp
Sion Sp

Perth Amboy

Carteret Sp
Casa de Restauracion Sp
Central New Jersey Korean
Edison Sp
Hungarian International
Indian Eng Co
La Victoria Sp
New Brunswick Eng
New Brunswick Fr Co
New Brunswick Sp
Perth Amboy Sp
Pioneer Community Eng Co
Rahway Sp

Piscataway

Flemington Sp
Bound Brook Sp Co
Dunellen Sp Co
First Bilingual
Lake Nelson Academy CP Eng
Lake Nelson Eng
Somerville Sp
First Filipino
Indonesian Pioneer
Plainfield Sp

Central West

Crosspoint Mission
Caleb Eng
Highstown Eng
Highstown Sp
Princeton Eng
Robbinsville Eng
Trenton CP Eng
Trenton Sp

Central East

Brown Mills Eng
Collingwood Park Eng
Freehold Sp Co
Lakewood Sp
Long Branch Brazilian
New Birth CP Eng
The Grace Place Eng
Toms River Eng
West Long Branch Sp
Asbury Park CP Eng

Camden

Burlington Eng
Camden Sp
Cherry Hill Eng
Gibbsboro Sp
Jerusalem Eng
Laurelwood Eng
Mt. Holly Eng
Mt. Holly Sp
Pine Hill Sp
Willingboro Eng
Woodbury Eng

Southern

Bridgeton First Eng
Bridgeton Sp
Bridgeton II Sp
Hammonton Sp
Panamericana Sp
Redemption Chapel
Sp Mission Caleb
Salem Eng
Sinai Sp CP
Swedesboro Sp CP
Vineland Eng
Vineland Sp
Williamstown Eng

Southeast

Atlantic City Sp
Atlantic County Eng
Cape May Court House Eng
Parkway South Eng
Wildwood Sp



JANUARY

- 6- S.H.A.P.E. Training (NJC office)
- 13- Sabbath School Training (youth and children-NJC office)
- 26-28 AWAKEN (Tranquility Camp)
- 28- Winter Games (Tranquility Camp)



FEBRUARY

- 4- Ski Trip (Montage Resort, Scranton, PA)
- 10- Zone PBE
- 17- Single's Retreat (NJC office)
- 24- Conference PBE (TBD)



MARCH

- 2- Children's Ministries Convention (NJC office)
- 9- Union PBE (Tranquility Camp)
- 10- PF Classoree (north)
- 16- Global Youth Day
- 16-23- Youth and Young Adult Week of Prayer
- 17- PF Classoree (south)
- 24- Tranquility Workbee



APRIL

- 13- AWAKEN+ and TLT-iTell (NJC office)
- 19-20- Division PBE (Colorado)



MAY

- 18- Adventurer World Day
- 31- Adventuree (May 31-June 2-Tranquility Camp)



JUNE

- 20-22- English campmeeting
- 23-28- F.L.A.G. Camp staff training
- 27-29- Spanish campmeeting
- 30- Dorney Park



JULY

- 1-5- L.E.G.I.T. Camp (Piscataway Zone)
- 1-26- F.L.A.G. Camp
- 21- Sports Sunday (Tranquility)



AUGUST

- 5-11- International Camporee (Gilette, WY) (after 12 PM on August 5th)



SEPTEMBER

- 6-8- Master Guide Camporee (Tranquility Camp)
- 15- Tranquility Workbee
- 21- World Pathfinder Day



OCTOBER

- 5- Children's Sabbath
- 6- Children's Festival (TBD)
- 26- Teen Rally (Newark)



NOVEMBER



DECEMBER

- 6-8- Coordinator's Retreat (Tranquility Camp)



2024 NJC Youth & Children's Ministries Calendar

FORMS TO BE KEPT IN THE CLUB FILES



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MG 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 or earlier if a TLT, and at least 18 years of age at completion.

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

☐ Class A ☐ Class B ☐ Class C ☐ None

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 aiding the Adventurer, Pathfinder or Youth Ministries of my local church and/or Conference in Leadership Training, discipleship, and outreach endeavors.

I give permission to be photographed and for my picture to be posted on club and New Jersey Conference of SDA social media and web sites. I agree to pay the fee required for Master Guide membership with the conference. Permission for photocopying this information and health record is granted for use by the Master Club only.

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 ____/____/____



MEMBER MEDICAL INFORMATION

Each member should complete the following form.

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

| | |
|--------------|--|
| Name: | |
|--------------|--|

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

| Emergency Contact 1 | | | |
|---------------------|--|--------------|--|
| Name | | Phone 2 | |
| Phone | | Relationship | |

| Emergency Contact 2 | | | |
|---------------------|--|--------------|--|
| Name | | Phone 2 | |
| Phone | | Relationship | |



VOLUNTEER STAFF APPLICATION FORM

| Personal Information | | Application Date: _____ | |
|---|--|-------------------------|--|
| Last Name | | First Name | |
| Birthdate | | Phone | |
| Address | | | |
| Email | | | |
| Marital Status | | Name of Spouse | |
| Name/Age of Children | | | |
| 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? 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: | | | |

| Work Experience That Would Qualify You to Work with Children / Youth: | | | |
|---|-----------------------|------|----------|
| Job Title | Description of Duties | Date | Location |
| | | | |
| | | | |
| | | | |

| References who can verify you are suitable for work with Children / Youth: | | | |
|--|-------|--------|--------|
| Pastor: | City: | State: | Phone: |
| Name: | City: | State: | Phone: |
| Name: | City: | State: | Phone: |

| Verified Volunteers | |
|---|----------------|
| Every adult age 18+ should complete the Verified Volunteers training & background check at http://www.ncsrisk.org/adventist/ and provide proof of completion. | Date Completed |

| | |
|--|--|
| I have read and understand the Personal Vehicle Usage Recommendations (Please initial to the right) | |
| 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: _____ | |



APPROVAL BY PARENTS/GUARDIANS

(for age under 18 only)

We have read the requirements for membership in the Master Guide Club and hereby clarify that

(candidate name)

has reached the age of 16 years or over. We are willing and desirous that he/she become 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:

____/____/____
Date

(Signature of father/mother/guardian)

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

- 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



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 sufficient 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





GUIDELINES FOR VOLUNTEERS AND 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 a child or group of children alone for whom you are responsible.*** Always provide adequate supervision, 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 PAPERWORK CHECKLIST

This checklist is designed to help club directors ensure that all volunteer staff paperwork has been collected from everyone.

| Name | Volunteer Staff Application | Volunteer Staff Medical Information | Background Check | Car Insurance | Driver's License | Signed Guidelines for Volunteers | Other: |
|------|-----------------------------|-------------------------------------|------------------|---------------|------------------|----------------------------------|--------|
| | | | | | | | |
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CLUB REGISTRATION INFORMATION



CLUB REGISTRATION IS ONLY AVAILABLE ONLINE



CONNECT TO
WWW.NJCYOUTH.COM/MASTER-GUIDES
INCLUDED IN THE \$10 REGISTRATION

**DIRECTOR, INSTRUCTOR
PARENT & VOLUNTEER**

- 1. *Yearly Club Membership***
- 2. [12 Months Insurance](#)**
- 3. [Instructor's Guide \(Optional\)](#)**
- 4. *A Pathfinder Club Sticker***
- 5. *No need to pay registration if
registered with an Adventurer or
Pathfinder Club, but still need to
register as MG member.***



MASTER GUIDE YEARLY PLANNING FORM

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

Master Guide Club Yearly Planning Form

Club Name: _____ Year: _____

| | | | | | |
|-----------|--|--|--|--|--|
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |



MASTER GUIDE CLUB POINT SYSTEM

| | BRONZE | SILVER | GOLD |
|----------------------------------|---|---|--|
| PLANNING | | | |
| YEARLY PLANNING | Complete yearly planning form. 25 PTS | In addition, the staff meet bi-annually to plan and review programming. 50 PTS | In addition, staff meet quarterly for program planning. 75 PTS |
| CALENDAR | Submit to NJ Conference by Feb. 28, 2024 25 PTS | Submit to NJ Conference by Feb. 15, 2024 50 PTS | Submit to NJ Conference by Jan. 31, 2024 75 PTS |
| REGISTRATION | | | |
| CLUB REGISTRATION | Registration must be completed by Feb. 28, 2014. * No points will be given after this date. 25 PTS | Registration must be completed by Feb. 15, 2024. 75 PTS | Registration must be completed by Jan. 31, 2024. 150 PTS |
| ACTIVITIES | | | |
| EVENTS | Participate in teaching Classoree honors and help in PF PBEs 100 PTS | Participate in the MG Camporee 200 PTS | Participate in the MG Camporee , teach Classoree honors, and help in PF PBEs 400 PTS |
| PBE | Participate in the MG PBE (less than 50% MG) 100 PTS | Participate in the MG PBE (51-75% of MG) 500 PTS | Participate in the MG PBE (76-100% of MG) 1000 PTS |
| HONORS | 2 different honors are taught during the year. 80 PTS | 4 different honors are taught during the year. 100 PTS | 6 different honors are taught during the year. 120 PTS |
| OUTDOOR FAMILY ACTIVITIES | Help with ADV, PF or TLT outdoor family activity YEARLY. 50 PTS | Help with ADV, PF or TLT outdoor family activity BI-ANNUALLY. 100 PTS | Help with ADV, PF or TLT outdoor family activity QUATERLY. 200 PTS |

| | | | |
|--|---|--|--|
| SERVICE Projects should benefit both the local church and the community. | Participate in selected service project twice during the year. 150 PTS | Participate in selected service projects 4 times during the year. 300 PTS | Participate in selected service projects more than 4 times. 600 PTS |
| LOCAL CHURCH INVOLVEMENT | Participate ANNUALLY in local church service. 25 PTS | Participate BI-ANNUALLY in local church service. 50 PTS | Participate QUATERLY in local church service. 100 PTS |
| SUPPORT OF OTHER CLUBS | Be involved with another club YEARLY. 50 PTS | Be involved with another club. BI-ANNUALLY. 100 PTS | Be involved with another club 3 TIMES DURING THE YEAR. 150 PTS |
| WORK BEES | Participate in the Work Bee YEARLY. Must send at least 2 people. 150 PTS | Participate in the Work Bee BI-ANNUALLY. Must send at least 2 people. 300 PTS | Participate in the Work Bee QUARTERLY. Must send at least 2 people. 600 PTS |

| MEETINGS & TRAINING | | | |
|---|--|--|--|
| MEETINGS | Attend 1 ZONE MEETING 100 PTS | Attend 1 CONFERENCE MEETING 150 PTS | Attend 1 ZONE MEETINGS AND 1 CONFERENCE MEETING 200 PTS |
| TRAINING | 25% of staff attends AWAKEN 50 PTS | 50% of staff attends AWAKEN 75 PTS | 75% of staff attends the AWAKEN 100 PTS |
| ACCOUNTABILITY | | | |
| CLUB INSPECTION 370 pts | Must wear Class C uniform, you must have your Zone Coordinator present, or a person appointed by the Zone Coordinator. | | |
| PATHFINDER SABBATH/UNIFORM INSPECTION 255 PTS | You must have your Zone Coordinator present, or a person appointed by the Zone Coordinator. A Master Guide must preach. Uniform must be complete according to New Jersey Conference requirements. Must submit completed Sabbath Report to the NJ Conference. | | |
| INDUCTION 250 pts/INVESTITURE CEREMONIES 280 pts | Uniform must be complete according to New Jersey Conference requirements and the induction/investiture ceremonies must be graded by your Zone Coordinator or a person appointed by the Zone Coordinator. Must submit completed induction/investiture reports to the NJ Conference. | | |

Gold Level Club: 3206-4925 pts
Silver Level Club: 2086-3205 pts
Bronze Level Club: 930-2085 pts
No Level Club: less than 600 pts

| Level Awarded to the Club | |
|------------------------------|--|
|------------------------------|--|

The Youth Department acknowledges that the Master Guide Director is a very dedicated person, whose passion, faith, and example are key in inspiring children and supporting parents. Therefore, we have created the following point system to serve as guidelines to encourage and help you achieve growth in your ministry.

Reports are due on **July 1st** and **November 30th**. You will be able to find the online report forms for you and for the pastor on www.njcyouth/reports as the date approaches.



MG 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 (Area 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 a higher standard.

Inspection Item on the Inspection Sheet Include

1. **Formation.** For a formal inspection, the Master Guides will form in ranks by the club. 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 will be given the command Open Ranks.

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 they polite and considerate of one another?

5. **Drill.** Right after the inspection in ranks (open ranks march) before they are dismissed (close ranks march), 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/Recover | s. Column right, March |
| f. Present Arms | m. Forward | t. Fall Out |
| g. Order Arms | March/Halt | u. Dismiss |
| | 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 (Area 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.



MASTER GUIDE CLUB INSPECTION

Church Name: _____
 Director's Name: _____
 Director's Email: _____
 Total # of members: _____

Club Name: _____
 Inspection Date: ____/____/____
 Total # members present: _____

Note: This inspection MUST be done by an Area Coordinator, or a Master Guide or Pastor

| Uniform Inspection 5 pts each/75 | 5 | 0 | 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: _____

| Club Administration 10 pts each/100 | 5 | 0 | N/A |
|---|---|---|-----|
| All paperwork in binder (organized in following order) | | | |
| Member 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 Reports <i>(must be current)</i> | | | |

Notes: _____

| Risk Management 5 pts each /20 | 5 | 0 | N/A |
|--|---|---|-----|
| Fire Extinguisher | | | |
| Fire Evacuation Plan (location appropriate) | | | |
| Up to date First Aid Kit (Club Size appropriate) | | | |
| Emergency Response Plan if applicable | | | |

Notes: _____

| Club Equipment 5 pts each /20 | 5 | 0 | N/A |
|--------------------------------------|---|---|-----|
| Master Guide Club Banner | | | |
| American Flag | | | |
| Master Guide Club Flag | | | |
| Christian Flag | | | |
| Pledge & Law banners (if applicable) | | | |

Notes: _____

| Club Program 5 pts each /30 | 5 | 0 | 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 | 5 | 0 | 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 ____ /270



MG CLUB INSPECTION DRILLING & MARCHING

Church Name: _____ Club Name: _____

Director's Name: _____ Inspection Date: ____/____/____

Number of total members: _____ Total members present: _____

Note: This inspection MUST be done by an Area Coordinator, or a Master Guide or Pastor

**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)/Recover | 1 | 3 | 5 |
| Forward March/Halt | 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/Dismiss | 1 | 3 | 5 |

Notes:

Inspector Signature: _____

Total Points ____/100



MG CLUB INDUCTION FORM

Church Name: _____

Director's Name: _____

Director's Email: _____

Total # of members: _____

Note: This inspection **MUST** be done by an Area Coordinator, or a Master Guide or Pastor

Club Name: _____

Inspection Date: ____/____/____

Total # members present: _____

| Uniform Inspection 5 pts each/75 | 5 | 0 | N/A |
|--|---|---|-----|
| Khaki uniform shirt | | | |
| Black/Green Skirt (ladies)/Pants (men) | | | |
| Plain black dress shoes | | | |
| Black Socks(men)/Skin Tone Stockings (ladies) | | | |
| Black tie | | | |
| Black MG/PF Belt | | | |
| Black/green 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: _____

| Induction 10 pts each/50 | 10 | 0 | N/A |
|--|----|---|-----|
| Explanation of MG Pledge, Law* (+20 points for creativity) | | | |
| Pledge new inductees and blessing prayer | | | |
| Church Pastor and/or 2+ church elders present | | | |
| Another MG Club(s) Present | | | |
| Church & Community Involvement Commitment | | | |
| *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. | | | |

Notes: _____

| Entrance 5 pts each/15 | 5 | 0 | N/A |
|---|---|---|-----|
| Started ON TIME | | | |
| Color guards | | | |
| Commands are being called out properly by a Drill Master | | | |
| Club should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted. | | | |

Notes: _____

| Ceremony 5 pts each/35 | 5 | 0 | N/A |
|--|---|---|-----|
| Pledge of Allegiance | | | |
| Christian Flag Pledge | | | |
| Bible Pledge | | | |
| Master Guide Pledge | | | |
| Master Guide Law | | | |
| Master Guide Song | | | |
| Devotional/Sermonette MG oriented | | | |
| TIP: Do a practice run of your program at least once before the actual ceremony. Reach out to a coordinator if you need assistance. | | | |

Notes: _____

| Presentation 10 pts each/80 | 10 | 0 | N/A |
|---|----|---|-----|
| Director & club are prepared | | | |
| Invitation was sent out to coordinator and confirmed 15 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 ____/255



MG CLUB SABBATH FORM

Church Name: _____
 Director's Name: _____
 Director's Email: _____
 Total # of members: _____

Club Name: _____
 Inspection Date: ____/____/____
 Total # members present: _____

Note: This inspection MUST be done by an Area Coordinator, or a Master Guide or Pastor

| Uniform Inspection 5 pts each | 5 | 0 | N/A |
|--|---|---|-----|
| Khaki uniform shirt | | | |
| Black Skirt/Green (ladies)/Pants (men) | | | |
| Plain black dress shoes | | | |
| Black Socks(men)/Skin Tone Stockings (ladies) | | | |
| Black tie | | | |
| Black MG/PF Belt | | | |
| Black/Green 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 | 5 | 0 | 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 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 | 10 | 0 | N/A |
|--|----|---|-----|
| Theme is present (Believe the Promise) | | | |
| 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 the 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. Otherwise, it becomes a ritual. | | | |

Notes: _____

| Community Service 10 pts each | 10 | 0 | N/A |
|--|----|---|-----|
| Organized and have served in a community project. | | | |
| Included Pathfinders (non-MGC members) & Adventurers in this community service project | | | |
| Church Elder participation | | | |

Notes: _____

| Presentation 10 pts each | 10 | 0 | N/A |
|---|----|---|-----|
| Director & club are prepared | | | |
| Invitation to coordinator was sent out and confirmed 15 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 ____/255



MG CLUB INVESTITURE FORM

Church Name: _____

Director's Name: _____

Director's Email: _____

Total # of members: _____

Club Name: _____

Inspection Date: ____/____/____

Total # members present: _____

Note: This inspection MUST be done by an Area Coordinator, or a Master Guide or Pastor

| Uniform Inspection 5 pts each | 5 | 0 | N/A |
|--|---|---|-----|
| Khaki uniform shirt | | | |
| Black Skirt/Green (ladies)/Pants (men) | | | |
| Plain black dress shoes | | | |
| Black Socks(men)/Skin Tone Stockings (ladies) | | | |
| Black tie | | | |
| Black MG/PF Belt | | | |
| Black /Green 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: _____

| Investiture 10 pts each | 10 | 0 | N/A |
|--|----|---|-----|
| Candidate presentation of classwork (+20 points for creativity) | | | |
| 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 | | | |
| Church & Community Involvement Commitment | | | |
| *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. | | | |

Notes: _____

| Entrance 5 pts each | 5 | 0 | N/A |
|---|---|---|-----|
| Started ON TIME | | | |
| Color guards | | | |
| Commands are being called out properly by a Drill Master | | | |
| Club should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted. | | | |

Notes: _____

| Ceremony 5 pts each | 5 | 0 | N/A |
|--|---|---|-----|
| Pledge of Allegiance | | | |
| Christian Flag Pledge | | | |
| Bible Pledge | | | |
| Master Guide Pledge | | | |
| Master Guide Law | | | |
| Master Guide Song | | | |
| Devotional/Sermonette MG oriented | | | |
| Call to potential new members | | | |
| TIP: Do a practice run of your program at least once before the actual ceremony. Reach out to a coordinator if you need assistance. | | | |

Notes: _____

| Presentation 10 pts each | 10 | 0 | 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 ____/280



MASTER OF THE YEAR AWARD-2024

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, PF classwork and honors, and/or Adventurer classwork & honors.
- Attendance of local club functions
- Attendance at AWAKEN, AWAKEN+, Adventuree, Pathfinder Camporee and Pathfinder Classoree.
- Assist Area 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.
- 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.
- 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 November 15, 2024, to be considered
for the NJC Master Guide of the Year Award.

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



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 day, 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 Award, you will note that a minimum of 2 Pathfinder honors and/or 2 Adventurer awards must be taught by all Master Guide Club members during the year. Community service activities and church involvement 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 November 15, 2024.



MG CANDIDATE OF THE YEAR 2024

I certify that Master Guide Candidate _____ 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, PF classwork and honors, and/or Adventurer classwork & honors.
- Attendance of local club functions
- Attendance at AWAKEN, AWAKEN+, Adventuree, Pathfinder Camporee and Pathfinder Classoree.
- Assist Area 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.
- 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 Tranquility Camp.
- 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 November 15, 2024, to be considered
for the NJC Master Guide of the Year Award.

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



MG 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 2 Pathfinder honors and/or 2 Adventurer awards must be taught by all Master Guide Club members during the year. Community service activities and church involvement 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 November 15, 2024.



Master Guide Program Requirements **CURRICULUM**

Check List & Participant Documentation

Participant Name: _____

Master Guide

Program Requirements

CURRICULUM



Participant information

Name _____

E-mail _____ Contact phone _____

Training initiation date _____ Home Club _____

I. Prerequisites

1. Be an active participant within the Seventh-day Adventist Church ☐
2. Be at least 16 years of age to start the Master Guide Curriculum ☐
3. Complete a Basic Staff Training Course in one of the following: ☐
 - a. Children's Ministry
 - b. Adventurer Ministry
 - c. Pathfinder Ministry
 - d. TLT Ministry
 - e. Young Adult Ministry

II. Required Reading

Spiritual, Child Development & Leadership*

1. Read or listen to *Steps to Christ* or Read or listen to *Desire of Ages* ☐
2. Read or listen to a book on our church heritage pioneers..... ☐
3. Read or listen to the book Education ☐
4. Read or listen to either Child Guidance or Messages to Young People ☐
5. Read or listen to a book on leadership ☐

*Submit a one-page summary on key parts of the reading.

III. Honor Enrichment

1. Camping Skills I-IV..... ☐
2. Knots..... ☐
3. First Aid..... ☐
4. CPR..... ☐
5. Basic Drilling and Marching..... ☐
6. Christian Story Telling..... ☐
7. Adventist Pioneer Heritage ☐

IV. Attend the Following Seminars

*Submit a one-page reflection for each class or make a reflection video for each class and post it on social media, provide the links.

Scheduled Seminars

1. How to be a Christian Leader..... ☐
2. How to Lead a Child to Christ..... ☐
3. Mission & Motivation ☐
4. Communication Theory, Listening Skills, and Practical Communication ☐
5. Risk Management - Medical, Safety, and Volunteer Verification..... ☐
6. Creative Resource Development ☐
7. Planning & Leading Effective & Creative Worship Services..... ☐
8. Understanding Your Spiritual Gifts ☐
9. Principles of Children & Young Discipleship ☐
10. Teaching & Learning Styles ☐
11. The Art of Story Telling ☐
12. The Teachings of Jesus..... ☐
13. Adventist Pioneer Heritage ☐

V. Fitness Lifestyle Development

1. Choose a personal physical fitness program based on a fitness book of your choice ☐

VI. Practicum

1. Lead out in a Children's story or message for young people..... ☐
2. Lead out in one of the following: ☐
 - a. Teach an award or honor
 - b. Present one of the seminars at AWAKEN
 - c. Present or lead a Sabbath School Class

VII. Documentation

- Be able to verify all the requirements for the Master Guide..... ☐



NEW JERSEY CONFERENCE

MASTER GUIDE ADVANCE

LEADERSHIP

CURRICULUM



MASTER GUIDE
— A D V A N C E —

Check List & Participant Documentation

Participant Name: _____

Master Guide Advanced for Leaders CHECK LIST



Participant information

Name _____

E-mail _____ Contact phone _____

Training initiation date _____ Home Club _____

Requirements

Prerequisites

1. Completed the Master Guide Ministry Program ☐

Required Reading

1. Read or listen to two books on any of the following topics and submit a one-page summary on key parts of the reading ☐
- a. Conflict Resolution – example – *People Skills: How to assert yourself, listen to others, and resolve conflicts* by Robert Bolton
 - b. Leadership - example - *The Top 10 Mistakes Leaders Make* by Hans Finzel
 - c. Becoming a Change Agent - example – *Who Moved My Cheese* by Spencer Johnson
 - d. Working with Diversity – example - *How to Win People and Influence Friends* by Dale Carnegie

Attend the following seminars at Awaken:

| | |
|----------|---|
| LEAD 001 | Introduction to Leadership Skills |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| PYSO 209 | Resolving Interpersonal Conflicts |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| LEAD 099 | Becoming a Change Agent & Visioning |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| LEAD 150 | How to make an excellent Team - Recruiting, Selection, Evaluation, Encouragement, Retention, & Appreciation |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| LEAD 099 | Developing your Time Management Skills |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| LEAD 099 | Planning & Organizational Management |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |
| PYSO 214 | Working with Diversity and Cultural Norms |
| | Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____ |

Continued on back.

Attend the following Worship messages at Awaken: (please write the title of the messages and keep your notes)

Message #1

Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____

Message #2

Date ____ / ____ / ____ Event/Loc. _____ Instructor sig. _____

Practicum

1. Lead out in one of the following as a director, associate, support staff,
or conference coordinator for one-year in one of the following ministries:..... ☐
 - a. Discovery
 - b. Adventurers
 - c. Pathfinders
 - d. TLT's
 - e. Master Guide
 - f. Youth Ministry
 - g. Young Adults Ministry

Field Work Requirements

1. Be able to verify all the requirements for the Master Guide Advance for Leaders ☐

