

2025



*New Jersey Conference*

**MASTER GUIDE MANUAL**

**'FAITH ON FIRE'**

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All forms 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 those to be kept in the club) should be kept in a binder readily available for inspection at any time. They must also be present at all activities sponsored by the Conference.

Welcome to our exciting Master Guide Ministries. We have many excellent plans for 2025.  
This year's theme is:

## Faith on Fire

To get you up to speed, here are the Master Guide updates.

- 1- The Master Guide Training continues on a Year 1 & Year 2 rotation.
- 2- Our emphasis will be on improving outdoor skills and community involvement.
- 3- In 2024, the focus for Advanced MGs was on Leadership. In 2025, it will be on Finance.



### 2025 Highlights

- 1- **AWAKEN+** (April 12): This will help our Master Guides.
- 2- **MG Directors and Coordinators Skills Training** (March 2)
- 3- **Conference Pathfinder Classorees-** (Zone classorees are also encouraged)
  - North Area – March 9
  - South Area - March 16
- 4- **Additional area/zone coordinators** to serve you and your club.
- 5- **Plan to be at the 1<sup>st</sup> NAD MG Camporee August 6-August 9, 2025!**
- 6- **Adjusted MG Club Point system**
- 7- **MG Cultural Sports Day-** September 14<sup>th</sup>, 2025

We look forward to meeting you and your team.

Blessings,

Carl Rodriguez  
Youth & Young Adults Director  
Summer Camps Director  
[crodriguez@njcsda.org](mailto:crodriguez@njcsda.org)  
410-241-4919

Cinthia Portanova  
Administrative Assistant  
Children's Ministries Director  
[cportanova@njcsda.org](mailto:cportanova@njcsda.org)  
318-716-2435



## MASTER GUIDE CLUB DIRECTOR

The director has to 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 whose interests and abilities qualify them for this ministry (according to the criteria of the local church's nominating committee), they can occupy this position while completing their MG requirements.*

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

The club director must be interested in young people and sympathetically understand their problems. Their life should demonstrate what God can do in the lives of youth.

They should be resourceful, enthusiastic, responsible, eager to recognize new ideas, and able to show initiative in implementing them. They must also work well with their staff and assist with any problems.

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. Maintain liaisons with the church pastor, youth pastor, sponsor elders, 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 they have appointed a deputy director to take charge.
4. Supervise the club's activities; they must call, organize, and arrange each meeting.
5. Lead the planning of the total program for the year and produce a calendar of events for distribution to all staff and MGC members.
6. Be responsible for planning regular club meetings and staff meetings and ensure that various committees and people are responsible for caring for their implementation. These activities include:
  - a. Worships
  - b. Recreation
  - c. Classwork/Honors/creative skills
  - d. Arrangement of instructors and their duties.

# 2025

# New Jersey Conference Youth & Children's Ministries Calendar

## JANUARY

24-26- AWAKEN (Tranquility Camp)  
26- Winter Games (Tranquility Camp)



## FEBRUARY

2- Ski Trip (Montage Resort, Scranton, PA)  
8- Zone PBE  
22- Conference PBE  
28-Mar 2- MG Winter Camp (Tranquility Camp)



## MARCH

1- Children's Ministries Convention (NJC office)  
2- MG Directors & MG Coordinator's Skills Day  
8- Union PBE @ TBD  
9- PF North Classoree (Tranquility Camp)  
15- Global Youth Day @ local churches  
15-22- Youth and Young Adult Week of Prayer  
16- PF South Classoree @ TBA



## APRIL

12- AWAKEN+ and TLT-iTell (NJC office)  
25-26- Division PBE (Battle Creek, MI)  
27-Workbee (Tranquility Camp)



## MAY

4- Adventurer Bible Game (local churches)  
17- Adventurer World Day @ local churches  
May 30- Jun 1- Adventuree (Tranquility Camp)



## JUNE

12-14- Spanish campmeeting  
19-21- English/French campmeeting  
16-20- L.E.G.I.T. Camp staff training



## JULY

Jun 23-Jul 18- L.E.G.I.T. Camps  
20- Extravaganza  
24-27- NJC PF Camporee (Tranquility Camp)



## AUGUST

6-10- NAD Master Guide Camporee (Summit Bechtel Reserve)



## SEPTEMBER

7- Workbee (Tranquility Camp)  
14- MG Cultural Sports Day  
20- World Pathfinder Day



## OCTOBER

1-4- Children's Mini Week of Prayer @ local churches  
4- Children's Day @ local churches  
5- Children's Festival  
17-19- Youth and TLT Retreat (Tranquility Camp)



## NOVEMBER

Date TBA- Young Adult Mission Trip



## DECEMBER





## MASTER GUIDE RESOURCES

NJCYOUTH MINISTRIES:

<https://www.njcyouth.com/master-guides>

NEW JERSEY CONFERENCE:

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

NJCYOUTH FACEBOOK:

<https://www.facebook.com/njcyouthofficial>

BACKGROUND CHECKS:

<https://ncsrisk.org/adventist/>

Adventist Risk Management (General Links):

<https://www.njcyouth.com/adventist-risk-management>

Insurance Coverage:

<https://adventistrisk.org/en-us/insurance/nad/group-coverages>

NAD CLUB MINISTRIES:

<https://www.clubministries.org/masterguides/>

NAD MASTER GUIDE CAMPOREE 2025:

<https://register.adventsourceevents.org/1stNADMasterGuideCamporee/home>

GC CLUB MINISTRIES:

[www.gcyouthministries.org/ministries/pathfinders](http://www.gcyouthministries.org/ministries/pathfinders)

ADVENTSOURCE

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

PATHFINDERSHIRTS

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

PATHFINDER BIBLE EXPERIENCE

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

PATHFINDER GAMES AND EVENTS BOOK

<https://www.adventsource.org/store/pathfinder-club/new-leaders/pathfinder-games-and-events-36544>



## WHAT'S NEW IN 2025

- Master Guides wanting to advance must attend the AWAKEN and AWAKEN+ trainings
- Community Involvement is encouraged with local police, fire, EMS service
- MGs are encouraged to collaborate with church members to help teach life skills & honors, e.g., Mechanics, Baking, Plumbing, Knitting
- Honor Updates as follows. Choose six (6):

MASTER GUIDE HONOR ENRICHMENT					
<input checked="" type="checkbox"/>	Camping Skills I-IV	   		Crisis Intervention	
	Knots			Peacemaker	
	First Aid			Christian Art of Preaching	
	CPR			Flags	
	Basic Drilling and Marching			Orienteering	
	Nutrition			Camp Safety	
	Physical Fitness			Adventist Pioneer	
	Backpacking			Basic Water Safety	
	Fire Building and Camp Cookery			Social Media	
	Sanctuary			Cultural Diversity Appreciation	



Advent Source

### Optional Resources



Amazon: <https://a.co/d/3f7IRSz>



## STAFF AND STATE COORDINATORS



### YOUTH DIRECTOR

Carl Rodriguez  
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Cell. (410) 241-4919  
Office (609) 802 0879



### YOUTH ADMINISTRATIVE ASSISTANT

Cinthia Portanova  
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Office (609) 802 0873



### GENERAL COORDINATOR

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### STATE COORDINATOR

Grace Patterson  
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### ASSISTANT STATE COORDINATOR

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### ASSISTANT STATE COORDINATOR

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## AREA MASTER GUIDE COORDINATORS

### **NORTHWEST COORDINATOR**

Open Position



### **NORTHEAST COORDINATOR**

Felix Rodriguez  
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### **JERSEY CITY COORDINATOR**

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### **JERSEY CITY ASSOCIATE COORDINATOR**

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### **NEWARK COORDINATOR**

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### **NEWARK ASSOCIATE COORDINATOR**

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### **PERTH AMBOY COORDINATOR**

Florence Odhiambo  
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### **PISCATAWAY COORDINATOR**

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### **CENTRAL WEST COORDINATOR**

Open Position



### **CAMDEN COORDINATOR**

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### **CENTRAL EAST COORDINATOR**

Open Position



### **SOUTHERN COORDINATOR**

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## AREA PATHFINDER COORDINATORS



### **NORTHWEST COORDINATOR**

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### **JERSEY CITY COORDINATOR**

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### **PERTH AMBOY COORDINATOR**

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### **NEWARK ASSOCIATE COORDINATOR**

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### **CENTRAL WEST COORDINATOR**

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### **PISCATAWAY COORDINATOR**

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### **CENTRAL EAST COORDINATOR**

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### **SOUTHERN COORDINATOR**

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### **CAMDEN ASSOCIATE COORDINATOR**

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### **SOUTHEAST COORDINATOR**

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Juniorsaravia@gmail.com  
(732) 266-2323

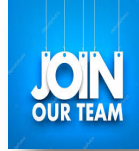


## AREA TLT COORDINATORS



### **NORTHEAST COORDINATOR**

**Aaron Aragon**  
aaragon6@gmail.com  
(862) 247-6549



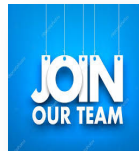
### **NORTHWEST COORDINATOR**

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



### **JERSEY CITY COORDINATOR**

**Pablo del Puerto**  
Pabdel12345@gmail.com  
(201) 982-1294



### **NEWARK COORDINATOR**

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



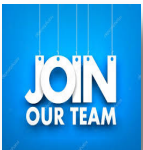
### **PERTH AMBOY COORDINATOR**

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(862) 206-0514



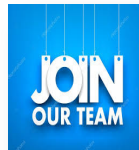
### **PISCATAWAY COORDINATOR**

**Timothy Sumilat**  
timsumilat@gmail.com  
(732) 810-5697



### **CENTRAL WEST COORDINATOR**

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



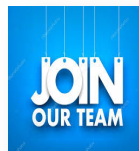
### **CENTRAL EAST COORDINATOR**

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



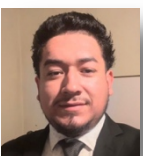
### **CAMDEN COORDINATOR**

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### **SOUTHEAST COORDINATOR**

Open Position  
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### **SOUTHERN COORDINATOR**

**Leonel Briones**  
Leonelbriones898@gmail.com  
(856) 641-5009

# 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





# **FORMS TO BE KEPT IN CLUB FILES**



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# MG CLUB MEMBERSHIP APPLICATION

This confidential information will be kept for club use only and will be filled out by the applicant.

Directors: Please keep this application for your records when camping or on field trips.

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, 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.

You must be at least 16 years old to start the Master Guide curriculum or earlier if you are a TLT and at least 18 years old 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):

<input type="checkbox"/> Class A	<input type="checkbox"/> Class B	<input type="checkbox"/> Class C	<input type="checkbox"/> None
----------------------------------	----------------------------------	----------------------------------	-------------------------------

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

I will attend meetings, hikes, camping and field trips, outreach activities, and other required activities. I agree to be guided by the club's rules and Seventh-day Adventist Church principles. I will also actively participate by aiding my local church's Adventurer, Pathfinder, or Youth Ministries or Conference in Leadership Training, discipleship, and outreach endeavors.

I permit myself to be photographed, and my picture will be posted on the clubs and the New Jersey Conference of SDA's social media and websites. I agree to pay the fee required for Master Guide membership with the conference. Permission to photocopy this information and health record is granted for use by the Master Club only.

Considering the benefits derived from membership, I 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.

<b>Name:</b>	
--------------	--

Health Information			
<b>Food Allergies</b>			<b>Medication Allergies</b>
<b>Physical Restrictions</b>			<b>Medical Conditions</b>
<b>Diet Restrictions</b>			<b>Physician (Name &amp; Phone)</b>
<b>Insurance Company</b>			<b>Insurance Policy Number</b>
<b>Preferred Local Hospital</b>			
<b>Current Medications</b>	Medication Name	Dose Administered	Time/Frequency Administered Reason for Administration
<b>Health History</b>	Asthma ___ Hay Fever ___ Sinus Trouble ___ Earache ___ Ear Tubes ___ Fainting ___ Tuberculosis Diarrhea ___ Bedwetting ___ Kidney Disease ___ Constipation ___ Stomach Ache ___ Diabetes ___ Sleepwalking ___ Epilepsy ___ Rheumatic Fever ___ Heart Trouble ___ Glasses/Contacts ___ Menstrual Problems ___ Bee Sting Allergy ___ Poison Oak/Ivy Allergy ___ Other: _____		
<b>Past Illness / Hospitalization / Surgeries</b>			
<b>Immunizations</b>	___ German Measles/Rubella ___ Tetanus. ___ DTP Series ___ Chicken Pox. ___ Mumps ___ Tuberculin Test ___ Measles. ___ Polio/OOPV. ___ Other: _____		
<b>Other Health Information?</b>			

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

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



# 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, 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 <a href="http://www.ncsrisk.org/adventist/">http://www.ncsrisk.org/adventist/</a> 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 can begin work once their background and driving record checks have cleared. The above information is accurate to the best of my knowledge. I understand that the information in my club files will be kept confidential.	
Signature: _____	Date: _____





## APPROVAL BY PARENTS/GUARDIAN

(for ages under 18 only)

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

\_\_\_\_\_  
(candidate name)

has reached the age of 16 years or over. We are willing and desirous that they become a Master Guide. Considering the benefits derived from membership, we 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 serving as leaders if called upon.
- By purchasing Master Guide uniforms and insurance through the club treasurer of the 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 driving the vehicle. The driver will need this information if an accident occurs. Adventist Risk Management does not recommend using non-owned autos on approved events. However, if non-owned vehicles are used, 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. The vehicle owner must go to their insurance company in an accident first.

Ensure drivers understand that their personal auto insurance is "primary" and that their 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. Please read the policy carefully because it may not respond to all damage claims.





## 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 alone a child – or group of children – for whom you are responsible.***  
Provide adequate supervision at all times, no matter what.
2. ***NEVER be the only adult*** serving as a caregiver – ALWAYS have at least one other person 18 or older with you.
3. ***Always ask a person's permission before touching*** them anywhere, even when responding to an injury or problem. This is especially true for any area a T-shirt and shorts covers typically. If an injury is in this area, ensure another adult works with you as you provide care.
4. ***Physical and verbal attacks are inappropriate*** and should never be used as discipline.
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. Encourage small children who like to sit on laps to sit next to you.
6. ***take another adult along or leave the door open when taking small children to the bathroom.***

**Be aware of the signs and symptoms of abuse; be mindful 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.

You should be loving, kind, firm, and always professional as a caregiver. Working with children and youth at church is a privilege and a profound 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 states that if the door to a classroom does not have glass in or around it, it 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 \_\_\_\_\_

[illegible]



# **CLUB REGISTRATION INFORMATION**

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# CLUB REGISTRATION IS ONLY AVAILABLE ONLINE



**CONNECT TO**  
**[WWW.NJCYOUTH.COM/MASTER-GUIDES](http://WWW.NJCYOUTH.COM/MASTER-GUIDES)**  
**INCLUDED IN THE \$13 REGISTRATION**

**DIRECTOR, INSTRUCTOR  
PARENT & VOLUNTEER**

- 1. Yearly Club Membership**
- 2. [12 Months Insurance](#)**
- 3. A Pathfinder Club Sticker**
- 4. There is no need to pay  
registration if registered with an  
Adventurer or Pathfinder Club,  
but still need to register as an  
MG member.**



(A \$10.00 fee must have been paid through the ministry involved.)

**Club Members** (check all categories that apply)25



# MASTER GUIDE YEARLY PLANNING FORM

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



Master Guide Club Yearly Planning Form

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

June					
July					
August					
September					
October					
November					
December					



# **MASTER GUIDE CLUB PLANNING AND AWARDS**



# MASTER GUIDE CLUB

## AWARDS 2025 CRITERIA

The Youth Department acknowledges that the MG 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** and are available for you & your Pastor online on [www.njcyouth/reports](http://www.njcyouth/reports) by the due dates listed.

### MASTER GUIDE AWARDS

	BRONZE	SILVER	GOLD
PLANNING			
YEARLY PLANNING CALENDAR	Complete yearly planning form.	In addition, the staff <b>meet bi-annually</b> to plan and review programming.	In addition, staff <b>meet quarterly</b> for program planning.
	25 PTS	50 PTS	75 PTS
	Submit to NJ Conference by Feb. 28, 2025	Submit to NJ Conference by Feb. 15, 2025	Submit to NJ Conference by Jan. 31, 2025
	25 PTS	50 PTS	75 PTS
REGISTRATION			
CLUB REGISTRATION (No points will be given after this date Feb 28)	Registration must be completed by Feb. 28, 2025. *	Registration must be completed by Feb. 15, 2025.	Registration must be completed by Jan. 31, 2025.
	25 PTS	75 PTS	150 PTS
ACTIVITIES			
EVENTS	Participate in teaching <b>Classoree honors and help in ABG/PBEs</b>	Participate in the <b>MG Camporee</b>	Participate in the <b>MG Camporee</b> , teach <b>Classoree honors</b> , and help in <b>ABG/PBEs</b>
	100 PTS	200 PTS	400 PTS
	Participate in the <b>MG Skills Day (Directors)</b>	Participate in the <b>MG Cultural Sports Day (51-75% of MG)</b>	Participate in the <b>MG Skills Day &amp; MG Cultural Sports Day</b>
	100 PTS	500 PTS	1000 PTS
HONORS	2 different honors are taught during the year.	4 different honors are taught during the year.	6 different honors are taught during the year.
	80 PTS	100 PTS	120 PTS
OUTDOOR FAMILY ACTIVITIES	Help with ADV, PF, TLT or Youth outdoor family activity <b>YEARLY</b> .	Help with ADV, PF, TLT or Youth outdoor family activity <b>BI-ANNUALLY</b> .	Help with ADV, PF, TLT or Youth outdoor family activity <b>QUARTERLY</b> .
	50 PTS	100 PTS	200 PTS
SERVICE Projects should benefit both the local church and the community.	Participate in selected <b>service project twice</b> during the year.	Participate in <b>selected service projects 4 times</b> during the year.	Participate in <b>selected service projects more than 4 times</b> .
	150 PTS	300 PTS	600 PTS
LOCAL CHURCH INVOLVEMENT	Participate <b>ANNUALLY</b> in local church service.	Participate <b>BI-ANNUALLY</b> in local church service.	Participate <b>QUARTERLY</b> in local church service.
	25 PTS	50 PTS	100 PTS
SUPPORT OF OTHER CLUBS	Be involved with another club <b>YEARLY</b> .	Be involved with another club <b>BI-ANNUALLY</b>	Be involved with another club <b>3 TIMES DURING THE YEAR</b> .
	50 PTS	100 PTS	150 PTS
WORK BEES	Participate in the Work Bee <b>YEARLY</b> . Must send at least 2 people.	Participate in the Work Bee <b>BI-ANNUALLY</b> . Must send at least 2 people.	Participate in the Work Bee <b>QUARTERLY</b> . Must send at least 2 people
	150 PTS	300 PTS	600 PTS
MEETINGS & TRAINING			
MEETINGS	Attend 1 <b>ZONE MEETING</b>	Attend 1 <b>CONFERENCE MEETING</b>	Attend 1 <b>ZONE MEETING AND 1 CONFERENCE MEETING</b>
	100 PTS	150 PTS	200 PTS
TRAINING	25% of staff attends <b>AWAKEN</b>	50% of staff attends <b>AWAKEN</b>	75% of staff attends the <b>AWAKEN</b>
	50 PTS	75 PTS	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.		
MASTER GUIDE 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 CLUB:			



## MG CLUB FORMAL INSPECTION

A formal inspection must be announced to the club several weeks in advance. It will usually be held when an inspection visitor from the local conference youth ministries (Area Coordinator) is present, and it 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 to assess the leader's proficiency; nevertheless, it will reflect the director's leadership. This should help a Master Guide Club director raise the club to a high rating.

Inspection Items on the Inspection Sheet Include

1. **Formation.** For a formal inspection, the Master Guides will be formed in ranks by the club as a whole. Instructions on 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 giving the command Open Ranks. (See Drill Manual)  
  
The inspecting visitor may hold the club at attention throughout the inspection or direct the leader to give 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, their uniforms will be expected to be cleaned, ironed, or neatly pressed and to be the complete official Master Guide uniform, including the scarf and sash.  
  
Every club member will have the required insignia sewn 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 inspection area 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 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 no talking during any formation while the MGC members are in the position of Attention or At Ease. Watch for the courtesy of MGC members to their leaders and one another throughout the entire club inspection, not just during the formation. Are they polite and considerate of one another?
5. **Drill.** Right after the inspection in ranks, before they are dismissed, the MGC will be given a few 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 listen to instructions and other information. During any devotional part of the program, MGC members should be attentive.
7. Seminars & Workshops. Visit the classes and watch for orders. 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 the 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? 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 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 the membership application, health form, and emergency contact information for each MGC member available on-site.
12. Club Evaluation. As outlined in this packet, please provide the conference leadership (Area Coordinator) with a completed copy of the Master Guide Club Formal Inspection sheet.
13. Review the Merit Award System. The Merit Award System includes the Conference Master Guide Club Star system, the Master Guide of the Year Award program, the Master Guide Candidate of the Year Award program, and any other motivational program supervised by the conference or club.



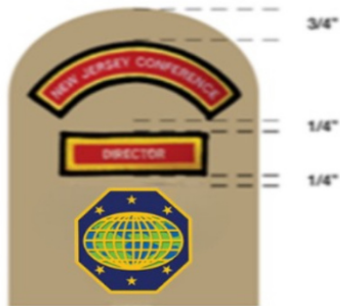


# MASTER GUIDE CLUB INSPECTION

<b>Master Guide Club Name:</b>									
<b>Church Name:</b>									
<b>Director's Name:</b>									
<b>Inspection Date:</b>				<b>Total # of Members:</b>					
<b>Note: This inspection MUST be done by an Area Coordinator or a Master Guide appointed by the Area or State Coordinator or Pastor.</b>									
<b>Uniform Inspection 5 pts each /75</b>				<b>Risk Management 5 pts each /20</b>					
Good	Improve	N/A		Good	Improve	N/A			
Khaki uniform shirt				Fire Extinguisher					
Uniform Skirt (ladies)/Pants (men)				Fire Evacuation Plan (location appropriate)					
Plain black dress shoes				Up-to-date First Aid Kit (Club Size appropriate)					
Black Socks(men)/Black Stockings (ladies)				Emergency Response Plan, if applicable					
Black tie				Notes:					
Black MG/PF Belt									
Black/Blue Sash									
Patches properly placed and sewn									
Club Scarf and Slide									
Cords (level appropriate [Director, MG, TLT, Drill])				<b>Club Equipment 5 pts each /20</b>					
Pins and patches (level appropriate)				Good				Improve	N/A
Uniform is well ironed and presented				Master Guide Club Banner					
Hair/Nails well-kept/No nail polish/No jewelry				American Flag					
Good posture while being inspected				Master Guide Club Flag					
Uniforms should be according to the ministry in which an MG functions.				Christian Flag					
Hosiery: Black for TLT/Pathfinder/MG, Navy Blue or Skin Tone for Adventurers, and Blue/Grey for Youth ministry				Pledge & Law banners (if applicable)					
Notes:				Notes:					
<b>Club Administration 10 pts each /100</b>				<b>Club Program 5 pts each /30</b>					
Good	Improve	N/A		Good	Improve	N/A			
All paperwork in binder (organized in following order)				Formation at the beginning of the program					
Member Checklist				Opening Ceremony (American Flag Pledge, MG Pledge, Law & Song)					
MGC Member Application				Director's Minute					
Signed Guidelines for Volunteers				Devotional					
Health/Medical Forms				Classes					
Volunteer Staff Applications (copies from PF/Adv clubs)				Closing Prayer					
Minor Approval by Parents/Guardians				Notes:					
Verified Volunteers Complete									
MGC yearly Planning Form									
MGC Reports (must be current)									
Notes:									
				<b>Christian Dignity &amp; Respect 5 pts each</b>					
				Good				Improve	N/A
				Manners & Conduct are courteous					
				MGC members are treated equally/respectfully					
				Program began & ended on time					
				Orderliness during club time					
				MGC Staff are respectful of each other					
				Formation for formal club inspection					
				Notes:					

# PATHFINDER MASTER GUIDE UNIFORM

## Right Sleeve



## Left Sleeve



## Left Pocket



## Proper Beret Setting



## Scarf



## Optional Black MG Jacket



## Additional Uniform Tips

### 1 General Uniform

- Black skirt or pants with tan shirt and black uniform jacket (Black jacket, and name tags are optional)
- Black MG tie for men, optional for women
- No nail polish or jewelry
- Hair and nails well kept
- MG star on the left sleeve below the star patch. If you have achieved all six classes then use the MG with the chevrons once you've also earned all six of the Investiture Achievement levels

### 2

### Socks/Hosiery

- Men: Black Socks
- Women: Sheer Black stockings for TLT, Pathfinder and MG

### 3

### Belt and Shoes

- Black shoes (or boots with fully closed toe and heels. Heels of no more than 2 inches. If shoes have laces, the laces should also be black.)
- Black belt with MG buckle

### 4

### Sash, Scarf and Cord

- MG Candidate- Kelly Green cord with Pathfinder, Adventurer. TLT or Youth Ministry scarf.
- Master Guide- Gold cord with MG scarf
- MG Director- Red cord
- Adventurer Director MG- Gold & Burgundy cord
- Pathfinder Director MG- Gold & Royal Blue cord
- Coordinators- Gold & Red cord
- General & State Coordinator- Red, Gold & Royal Blue cord
- Black sash with MG crest patch.

# ADVENTURER MASTER GUIDE UNIFORM

## Right Sleeve



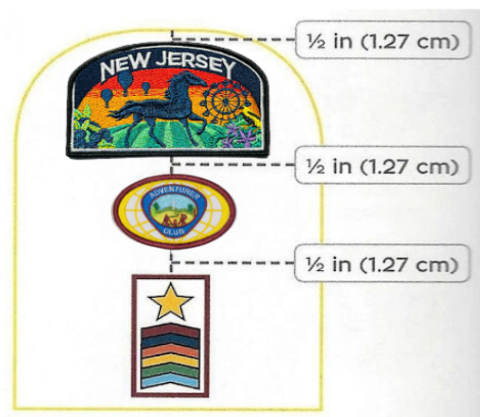
## Left Pocket



## Proper Beret Setting



## Left Sleeve



## Optional Navy Blue MG Jacket



## Additional Uniform Tips

### 1 General Uniform

- Navy Blue skirt or pants with white shirt and blue uniform jacket (Navy Blue jackets and name tags are optional).
- Black MG tie for men, optional for women
- No nail polish or jewelry
- MG star on the left sleeve below the star patch. If you have achieved all six classes then use the Adventurer MG with the chevrons once you've also earned all six of the Investiture Achievement levels

### 2 Socks/Hosiery

- Men: Blue Socks
- Women: Skin tone hosiery. Navy blue or black hosiery are optional with uniformity shown

### 3 Belt and Shoes

- Black shoes (or boots with fully closed toe and heels. Heels of no more than 2 inches. If shoes have laces, the laces should also be black.)
- Black belt with MG buckle

### 4 Sash, Scarf and Cords

- MG Candidate- Kelly Green cord with Adventurer scarf
- Master Guide- Gold cord with MG scarf
- Adventurer Director MG- Gold & Burgundy cord
- Coordinators- Gold & Red cord
- General & State Coordinator- Red, Gold & Royal Blue cord
- Blue sash with MG crest patch. Pathfinder honors, patches and pins should not be displayed on the Adventurer sash



# NJC UNIFORM CORDS

## DIRECTORS

Adventurer Director not MG - Burgundy  
Pathfinder Director not MG- Royal Blue  
Adventurer Director MG- Gold and Burgundy  
Pathfinder Director MG- Gold and Royal blue  
Master Guide Director- Red

## COORDINATORS

Coordinators- Gold and Red  
  
Coordinators not MG - Gold and Red  
[Wear club neckerchief, not MG neckerchief]  
  
General and State Coordinator/Youth Director-  
Red, Gold and Royal Blue

## OTHERS

Master Guides- Gold  
MG Candidates- Kelly Green (single braid) with PF/ADV scarf  
TLT- Red and Speckled Black (single braid)  
TLT Candidates - Red and Speckled Black (no TLT scarf)  
Drill & Drum Corps- White (single braid)

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

The cords should consist of:

- A braided main cord
- Two outside shoulder loops without ornamentation
- One gold tip drop

You can purchase at [www.Pathfindershirts.com](http://www.Pathfindershirts.com)





# MASTER GUIDE

## CLUB DRILLING & MARCHING

Master Guide Club Name:			
Church Name:			
Director's Name:			
Inspection Date:		Total # of Members:	
<p>Note: This inspection <b>MUST</b> be done by an Area Coordinator or a Master Guide appointed by the Area or State Coordinator. *Drilling &amp; Marching is part of the Master Guide Club Inspection, and both must be done on the same day</p>			
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
<p>Notes:</p>			

Inspector Signature:

Total Points: \_\_ \_/100



# MASTER GUIDE

## CLUB INDUCTION

<b>Master Guide Club Name:</b>			
<b>Church Name:</b>			
<b>Director's Name:</b>			
<b>Inspection Date:</b>		<b>Total # of Members:</b>	
<b>Note: This inspection MUST be done by an Area Coordinator or a Master Guide appointed by the Area or State Coordinator or Pastor.</b>			

Uniform Inspection 5 pts each/75	Good	Improve	N/A
Khaki uniform shirt			
Uniform Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Black Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black/Blue Sash			
Patches properly placed and sewn			
Club Scarf and Slide			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well-kept/No nail polish/No jewelry			
Good posture while being inspected			
Uniforms should be according to the ministry in which an MG functions.			
Hosiery: Black for TLT/Pathfinder/MG, Navy Blue or Skin Tone for Adventurers, and Blue/Grey for Youth ministry			
Notes:			

Induction 10 pts each/50	Good	Improve	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			
Notes:			

\*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.

Entrance 5 pts each /15	Good	Improve	N/A
Started ON TIME			
Color guards			
Commands are being called out properly by a Drill Master			
The club should be organized and should start at the time given to Inspector. 1 point per minute tardy will be deducted.			
Notes:			

Ceremony 5 pts each/35	Good	Improve	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	Good	Improve	N/A
The director & club are prepared.			
The invitation was sent out to the coordinator and confirmed 15 days in advance			
Club & Flag Banners present			
Director is organized			
Notes:			

Inspector Signature:

Total Points: \_\_\_/255



# MASTER GUIDE

## CLUB SABBATH

<b>Master Guide Club Name:</b>											
<b>Church Name:</b>											
<b>Director's Name:</b>											
<b>Inspection Date:</b>				<b>Total # of Members:</b>							
<b>Note: This inspection MUST be done by an Area Coordinator or a Master Guide appointed by the Area or State Coordinator or Pastor.</b>											
<b>Uniform Inspection 5 pts each/75</b>		<b>Good</b>	<b>Improve</b>	<b>N/A</b>	<b>Church Service 10 pts each</b>		<b>Good</b>	<b>Improve</b>	<b>N/A</b>		
Khaki uniform shirt					The theme is present						
Uniform Skirt (ladies)/Pants (men)					MGC members are participating throughout the program						
Plain black dress shoes					*NOTE: Creativity is key. Find a way to present a sermon that will engage the 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."						
Black Socks(men)/Black Stockings (ladies)											
Black tie											
Black MG/PF Belt											
Black/Blue Sash											
Patches properly placed and sewn					Notes:						
Club Scarf and Slide											
Cords (level appropriate [Director, MG, TLT, Drill])							<b>Community Service 10 pts each</b>		<b>Good</b>	<b>Improve</b>	<b>N/A</b>
Pins and patches (level appropriate)							Organized and have served in a community project.				
Uniform is well ironed and presented							Included Pathfinders (non-MGC members) & Adventurers in this community service project				
Hair/Nails well-kept/No nail polish/No jewelry					Church Elder participation						
Good posture while being inspected					Notes:						
Uniforms should be according to the ministry in which an MG functions.											
Hosiery: Black for TLT/Pathfinder/MG, Navy Blue or Skin Tone for Adventurers, and Blue/Grey for Youth ministry							<b>Presentation 10 pts each/80</b>		<b>Good</b>	<b>Improve</b>	<b>N/A</b>
Notes:							The director & club are prepared.				
							The invitation was sent out to the coordinator and confirmed 15 days in advance				
<b>Pre-worship &amp; opening 5 pts each</b>		<b>Good</b>	<b>Improve</b>	<b>N/A</b>	Club & Flag Banners present						
Worship song service					Director is organized						
Quick overview of MG club involvement in community & church					The club is in COMPLETE UNIFORM						
Pledge of Allegiance					The induction ceremony was original / creative						
Christian Flag Pledge					The club was orderly and knowledgeable of their presentation						
Bible Pledge					Opening/closing prayer						
Master Guide Pledge					Notes:						
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:											

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

Total Points: \_\_\_\_/255



# MASTER GUIDE

## CLUB INVESTITURE

<b>Master Guide Club Name:</b>			
<b>Church Name:</b>			
<b>Director's Name:</b>			
<b>Inspection Date:</b>		<b>Total # of Members:</b>	
<b>Note: This inspection MUST be done by an Area Coordinator or a Master Guide appointed by the Area or State Coordinator or Pastor.</b>			

Uniform Inspection 5 pts each/75	Good	Improve	N/A
Khaki uniform shirt			
Uniform Skirt (ladies)/Pants (men)			
Plain black dress shoes			
Black Socks(men)/Black Stockings (ladies)			
Black tie			
Black MG/PF Belt			
Black/Blue Sash			
Patches properly placed and sewn			
Club Scarf and Slide			
Cords (level appropriate [Director, MG, TLT, Drill])			
Pins and patches (level appropriate)			
Uniform is well ironed and presented			
Hair/Nails well-kept/No nail polish/No jewelry			
Good posture while being inspected			
Uniforms should be according to the ministry in which an MG functions.			
Hosiery: Black for TLT/Pathfinder/MG, Navy Blue or Skin Tone for Adventurers, and Blue/Grey for Youth ministry			
Notes:			
Entrance 5 pts each /15	Good	Improve	N/A
Started ON TIME			
Color guards			
Commands are being called out properly by a Drill Master			
The club should be organized and should start at the time given to Inspector. 1 point per minute tardy will be deducted.			
Notes:			

Investiture 10 pts each/50	Good	Improve	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			
<p><b>*NOTE: Creativity is key. Find a way to explain the purpose of the MG club without falling into the pattern of doing the same old thing. Remember what the Bible says in Psalm 96:1 "Sing to the LORD a new song; sing to the LORD, all the earth. This applies to everything we do in worship, not just singing. Otherwise it becomes a ritual.</b></p>			
Notes:			
Presentation 10 pts each/80	Good	Improve	N/A
The director & club are prepared.			
The invitation was sent out to the coordinator and confirmed 30 days in advance			
Club & Flag Banners present			
Director is organized			
The club is in COMPLETE UNIFORM			
The induction ceremony was original / creative			
The club was orderly and knowledgeable of their presentation			
Opening/closing prayer			
Notes:			

Inspector Signature:

Total Points: \_\_\_/280





## MASTER OF THE YEAR AWARD-2025

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, honors, 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 for at least one quarter this 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 during the Master Guide year.
- Be an outstanding example regarding courtesy, kindness, obedience, and example to others at home, work, school, church, and Master Guide meetings.

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

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

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

To be considered for the NJC Master Guide of the Year Award,  
applications must be received by November 15, 2025.

Please mail to:  
NJ Conference of Seventh Day Adventist  
Youth Department  
2303 Brunswick Ave.  
Lawrenceville, NJ 08648  
Or email to: [cinthia@njcsda.org](mailto:cinthia@njcsda.org)



## MASTER GUIDE OF THE YEAR GUIDELINES

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

The NJC Master Guide of the Year award is given to those who want to receive it on their initiative without prodding. The requirements are not intended to be easy and are designed to challenge the Master Guide, who is exceptional in all aspects of life and desires to be an "outstanding" individual in every way.

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. The intent of this program is to encourage excellence among our Master Guides.

In reviewing the requirements for the NJC Master Guide of the Year, you will note that all Master Guide Clubs must teach a minimum of 4 Pathfinder honors and 4 Adventurer awards during the year. Master Guide must have taught at least two or more of these. Also, community service activities and church evangelism activities must be served.

The Master Guide director must realize that this is an award for an exceptional Master Guide. The program must be explained, and each Master Guide must be encouraged to participate. However, this is not an award for the person who must constantly be 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 a Master Guide, they should not be considered for this award. Throughout the entire Master Guide year, the director and staff should look closely at all Master Guides to determine what kind of attitude the Master Guide under consideration might have.

The Master Guide being nominated for 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 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, 2025.



## MG CANDIDATE OF THE YEAR 2025

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, honors, 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 for at least one quarter this 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 during the Master Guide year.
- Be an outstanding example regarding courtesy, kindness, obedience, and example to others at home, work, school, church, and Master Guide meetings.

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

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

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

To be considered for the NJC Master Guide of the Year Award,  
applications must be received by November 15, 2025.

Please mail to:  
NJ Conference of Seventh Day Adventist  
Youth Department  
2303 Brunswick Ave.  
Lawrenceville, NJ 08648  
Or email to: [cinthia@njcsda.org](mailto:cinthia@njcsda.org)





## MG CANDIDATE OF THE YEAR GUIDELINES

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

The NJC Master Guide Candidate of the Year award is given to those who want to receive it on their initiative without prodding. The requirements are intended to be challenging. They are designed to present a challenge to the Master Guide Candidate who is exceptional in all aspects of life and desires to be an "outstanding" individual in every way.

All Master Guide candidates 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. The intent of this program is 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 all Master Guide Clubs must teach a minimum of 4 Pathfinder honors and 4 Adventurer awards during the year. Candidate must have taught at least two or more of these. Also, community service activities and church evangelism activities must be served.

The Master Guide Club director must realize that this is an award for an exceptional Master Guide Candidate. The program must be explained, and each Candidate must be encouraged to participate. However, this is not an award for the person who must constantly be 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, they should not be considered for this award. Throughout the entire Master Guide Candidate year, the director and staff should look closely at all Master Guide Candidates to determine what kind of attitude the Master Guide Candidate 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 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, 2025**



# MG BI-ANNUAL REPORT

☐ due Jul 15

☐ due Nov 15

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

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

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

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

Instructions: The bi-annual report must be received in the Youth Ministries Office by the dates specified online on NJCYouth/reports.

## FORM CHECKLIST

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

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

Activity	Location	Date	Coordinator
<input type="checkbox"/> Awaken	TVRC	January 24-26, 2025	N/A
<input type="checkbox"/> Induction	_____	____/____/____	_____
<input type="checkbox"/> Master Guide Sabbath	_____	____/____/____	_____
<input type="checkbox"/> Formal Club Inspection	_____	____/____/____	_____
<input type="checkbox"/> Zone Meeting	_____	____/____/____	_____
<input type="checkbox"/> Awaken+	_____	April 12, 2025	_____
<input type="checkbox"/> Club Staff Meeting or <input type="checkbox"/> Yearly Planning Meeting	_____	____/____/____	_____
<input type="checkbox"/> Basic Staff Training	_____	____/____/____	_____
<input type="checkbox"/> MG Cultural Sports Day	_____	September 14, 2025	_____
<input type="checkbox"/> Pathfinder Bible Experience <input type="checkbox"/> Pathfinder (one day) Camporee <input type="checkbox"/> Both	_____	____/____/____	_____
<input type="checkbox"/> Master Guide Camporee	_____	____/____/____	_____

## OUTREACH ACTIVITIES THIS QUARTER

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

## MINISTRY SERVICES

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

Mail, email, or fax to:  
 NJ Conference of SDA  
 Attn: Youth Department  
 2303 Brunswick Avenue  
 Lawrenceville, NJ 08648  
 Phone: 609-802-0866  
 FAX: 609-802-0894  
 e-mail to: cinthia@njcsda.org

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

### FOR OFFICE USE ONLY:

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



## MG BI-ANNUAL REPORT GUIDELINES

These guidelines were created to clarify Directors' expectations throughout the year. Completing the Bi-Annual Report will help the Conference Office be aware of the MG club's effectiveness while recognizing clubs that have consistently strived to meet the Gold standards Master Guides are held to.

Bi-annual reports have due dates that **MUST** be respected. Any reports sent after the July 15<sup>th</sup> and November 15<sup>th</sup> dates will affect the points awarded to the individual clubs. Don't get overwhelmed by the points; plan ahead and decide what you will do with your club throughout the year. You don't have to do every detail of the report only for the points. If you do, soon you and your club will be overwhelmed. The goal is to plan for your club to function well and provide the best time for your Pathfinders and Adventurer ministries. After all, our primary goal is to bring smiles to their faces and especially bring them closer to Jesus.

**NO PROOF OR PICTURES ARE NEEDED WITH REPORTS; HOWEVER, THE PASTOR'S OR ELDER'S SIGNATURE AND COMPLETE HONESTY ARE REQUIRED. CLUBS FOUND DISHONEST IN THEIR REPORTS WILL BE PENALIZED, AND REPORTS WON'T BE ACCEPTED. (Please note: Master Guide.**

**Club Members must keep track of activities completed/serviced and reaction papers for all training sessions/seminars attended. Workshop notes [where applicable] are required as well. Pictures are a necessary form of documentation in these binders.)**

### Points Criteria

1. Awaken and Awaken+ Attendance: The club will receive points according to the percentage of staff who attend the Youth Leadership Convention in January and April.
2. Calendar: The NJ Conference office must receive a club calendar. Please include regular meeting dates and times, planned activities and events, staff meetings, induction/investiture dates, Pathfinder Sabbath, etc.
3. Club Registration: For the club to be considered fully registered, the NJ Conference office must receive the Certificate of Membership Form and Master Guide Club Yearly Application. Please see the dates to ensure points.
4. Induction: Points will be granted to the clubs that send the Induction Form signed by a Coordinator or designated Master Guide along with the Bi-annual Report. *Points will only be given if the form is attached to the Bi-Annual Report.*
5. Investiture: Points will be granted to the clubs that send the Investiture Form signed by a Coordinator or designated Master Guide who was present at the ceremony along with the Quarterly Report. *Points will only be granted if the form is attached to the Bi-Annual Report.*
6. Zone Training: Points will be granted to clubs that participate in the training promoted by the Zones. The place and date must be stated.
7. Conference Training: Points will be granted to clubs that participate in the training promoted by the Conference at the Conference Auditorium or TVRC. Please check regularly on the NJC Youth Website, **as dates and locations will be added as training becomes available.** Place and date must be stated.

8. Master Guide Sabbath: Points will be granted to clubs with a Master Guide Sabbath in their church. The Master Guide Sabbath Form must be signed by a Coordinator or designated Master Guide at the service and submitted to the NJ conference along with the Bi-Annual Report. Points will only be granted if the form is attached to the Bi-Annual Report.
9. Formal Inspection: Points will be granted to the clubs that send the Master Guide Club Inspection Form signed by a Coordinator or designated Master Guide present at the ceremony along with the Quarterly Report. *If the form is not attached to the Quarterly Report, points won't be granted.*
10. Local Church Involvement: Clubs will receive points for involving their clubs in the local church. The Master Guide Club Members can be Sabbath School Teachers, organize and participate in witnessing church projects, Organize and teach Vacation Bible School, support evangelistic series, etc.
11. Service Project: Service projects can benefit both the local church and the community. Pick a project that will be easy and fun for the Pathfinders and Adventurers to get involved with. Let them choose a project; it can be anything; be creative.
12. Outdoor Family Activities: There are countless activities that can be done with families. We want to promote family time, so be sure to involve all members and ministries of the church: Pathfinders, Adventurers, parents, siblings, and extended family members.
13. Adventurer & Pathfinder Ministry Support: Points will be granted to the clubs supporting the Pathfinder Bible Experience, Pathfinder Camporee, Adventuree, Children's Festival, and Master Guide Camporee.
14. Honors/Awards: Points will be given to the clubs that have taught Pathfinder and Adventurer Awards. A list of honors and awards must be sent.
15. Staff Meeting/Yearly Planning: Points will be granted depending on how many staff meetings were held during the year.
16. Support of Other Clubs: We encourage clubs to have activities, awards, and events with other Master Guide Clubs. Invite each other to your inductions, investitures, Master Guide Sabbath, etc.
17. TVRC Work Bees: Points will be granted to clubs participating in the work bees. Clubs must send at least two adult club members, and participants must stay the entire workday to receive points. Work bee dates will be provided in the Events Tab of the NJC youth.org website.
18. Emergency Response Plan: Points will be given at Formal Club Inspection for having an Emergency Response Plan in your local church, club, and activities. Having such a plan in place will minimize the impact if an emergency arises. Master Guides should take point on developing such a plan to keep its church members safe. They should also ensure the meeting place is secure for our children and youth. When doing a drill, please inform local authorities of such a drill and include them. Please note and inform the conference of the date the emergency drill took place through the Quarterly report by attaching proof of such a drill. Master Guides must maintain their CPR & First Aid Certifications current and up to date at all times.



# MASTER GUIDE EVENTS



# January 24-26, 2025



## YOUTH LEADERSHIP CONVENTION

**PRICE**  
**\$42/PERSON**

	FRIDAY PM 7:30 PM-8:45 PM	SATURDAY AM 8:30 AM-9:45 AM	SATURDAY AM 10:00 AM-11:15 AM	SATURDAY PM 2:15 PM-3:30 PM	SATURDAY PM 3:45 PM- 5:00 PM	SUNDAY AM 8:30 AM-9:45 AM	SUNDAY AM 10:00 AM-11:15AM
<b>ADVENTURERS (Basic)</b>	History, Philosophy & Purpose of Adventuring Understanding the Adventurer	Planning Inductions, Investiture & Sabbath Programs	Discovery Program	Curriculum & Awards	Risk Management, Medical Safety, and Verified Volunteers	Planning Fun Sabbath & Social Activities	Organizing & Programming
<b>PATHFINDERS (Basic)</b>	Purpose & Understanding of Pathfinders and Their Age Development	Organizing & Programming	Creative Outreach Ideas for Pathfinders	Club Finances	Risk Management, Medical Safety, and Verified Volunteers	Developing an Awesome TLT Ministry	Investiture Classwork for Today's Pathfinder
<b>TLT'S/YOUTH (Basic)</b>	Developing Fabulous Youth	L.I.S.T.E.N.	Planning Made Easy	Never a Dull Moment	A Simple Formula for Success	Let's Talk	How to Earn Respect
<b>YOUNG ADULTS (Basic)</b>	Small Group Ministry	Monetary Success	Servant Missions	Ministry for Meta-moderns	Effective Worshipers	Cross-cultural Approaches	Young Adult Evangelism
<b>LEGIT Summer Ministries (Basic)</b>	Where it all Begins!	Why Small Groups?	Community via Small Groups	Planning your Summer Camp	Having an Awesome Summer Camp	Follow up & Decisions for Christ	Wrap Up with Q&A
<b>MEDIA (Basic)</b>	Equipment/Sound Set up	Audio for the Church	Photography 101 Use What You Have	Video Production	Social Media	Church Projection	Live streaming
<b>Worship (Basic)</b>	What is Worship?	Creating Effective Worship	The F.L.O.W. of Worship	Running a Worship Ministry	Worshipping in Harmony	Audio Tech in Worship	Worship Team Development
<b>Leadership Enrichment (Intermediate)</b>	Communication		Children and Youth Discipleship	S.H.A.P.E. (Spiritual Gifts)	Risk Management, Medical Safety, and Verified Volunteers	Creative Resources Development	Vision, Mission and Motivation
<b>Enriquecimiento del Liderazgo (Intermediario)</b>	Desarrollo de Recursos Creativos	Discipulado de Niños y Jovenes	Entendiendo tus Dones Espirituales	Manejo de Riesgos, Seguridad Medica y Verificación de Voluntarios	Desarrollo de Recursos Creativos	Visión, Misión y Motivación	Comunicación
<b>Master Guide Finance &amp; Stewardship (Advance)</b>	The History of Biblical & Church Finance	Monetary Success	Financial Ethics & Accountability	Finance with a Mission	Christian Fund Raising & Charity	Obtaining Financial Freedom	



Visit our website  
[www.NJCYouth.com/events](http://www.NJCYouth.com/events)

**NJC YOUTH**  
DISCIPLING YOUNG PEOPLE FOR CHRIST





MG  
Training

# MASTER GUIDE

DIRECTORS AND COORDINATORS

NJC

## SKILLS DAY

Backpacking •

Orienteering •

Knots •

Fire Building •

Drilling and Marching •

Tent Pitching •

**SUNDAY 2ND MARCH, 2025**

**9AM-3PM**

**REGISTER NOW**

<https://www.njcyouth.com/events>



New Jersey Conference of SDA Headquarters  
2303 Brunswick Ave, Lawrence Township, NJ  
08648

**NJC YOUTH**  
DISCIPLING YOUNG PEOPLE FOR CHRIST





# NJC MASTER GUIDE CULTURAL SPORTS DAY

Gather your family and friends for a Master Guide journey filled with joy, laughter, and endless fun and competition at the NJC Master Guide Cultural Sports Day!



## Event Highlights:

- ✓ Games & Competition
- ✓ Cultural Cook-off
- ✓ Raffles & Prizes
- ✓ Food & Drinks for Sale

**Sunday**  
14 September, 2025



**Time**  
10:00AM - 03:00PM



**BUY TICKET**

 <https://www.njcyouth.com/events> 

**Meadow View Junior Academy**  
241 Bordentown Chesterfield Rd,  
Crosswicks NJ, 08515

**NJC YOUTH**  
DISCIPLING YOUNG PEOPLE FOR CHRIST



## NJC Master Guide Cultural Sports Day

The Cultural Sports Day will be held on Sunday, 14<sup>th</sup> September 2025. This will culminate in outdoor skills learned throughout the year and a starting point for survival skills. Each Zone is encouraged to participate. Zone points will be applied for Decoration. Cook-off and other activities can be done by Club or Zone, depending on the size. Discretion is left up to the Zone coordinators. Notify State or Sports Coordinators by August 30<sup>th</sup>, 2025, if you are participating and the number of participants for each event. Three (3) overall winning clubs will be based on the points awarded.

Activities	# of Participants	Points	Details
Decoration	Club/Zone	50	Each club or zone should set up canopies decorated with flags and crafts made throughout the year. 25 points for participation and 25 points for decoration
Cook-off	Club/Zone	100	Five judges. Each club should present one dish prepared in any format, e.g., baked, fried, or boiled. Twenty-five points for taste, 25 points for presentation, 25 points for description of the dish (Specify ingredients), 25 points for observed teamwork in preparing the dish, and the dish being prepared within the required 2-hour time frame. *Dish must be prepared on-site
Tug of War	Five or more	25	50 feet of rope. At least 1.5 inches in diameter. The flag is tied in the middle. Participation points only per club
Fire bucket relay	Three or more	25	Two 3-gallon buckets. Handoff buckets without spilling. Fullest and fastest wins. Each club will compete against one other club.
Gunny Sack Relay	Two or more	25	Hop relay to the finish line. Participation points only
Pathfinder Call	Three or more	25	Three blindfolds. Secret Name. Blindfolded members must be able to find the members of their teams as fast as possible. First to find their squad <b>wins</b> .
Knots Relay	5	50	5 Knot stations. If knots are correct, team members can move ahead with a flag given by the judge to reach the next station. Knots can include Rescue Knot, Fishing Knot, Survival Knot, Basic Knot, Surgical Knot
Tent Relay	3	50	Materials: A standard two-person tent. The tent should already be rolled in a bag. Each participant has to put up and take down the tent, salute, and tag the next participant. Participation points applied
Mountain Bivouac	2	50	Tests Backpacking skills. Must have a pair of shoes, First Aid kit, 1 Rope, Knife, Compass, sweatshirt, flashlight, Bible, Canteen/Water bottle, Sleeping bag (rolled & needs to be strapped to the backpack), bowl, cup, spoon, soap, toothbrush. Participation points applied
Matchless Fire	3	50	Three matches per club. Need Flint and Steel, Tinder, Stopwatch. Try to make a fire and keep it going for 1 minute. 25 points for participation and 25 points if able to get fire going
Orienteering Compass	4	50	One Compass. 4 coordinates assigned. The first team to find the prize wins. 25 points for participation. 50 points for teams that find the prize within 60 seconds of the top team
Roman Chariot Race	Three or more	50	Six hiking sticks. Six pieces of wood and rope. Create a chariot in the form of a trestle frame. Carry one team member to the finish line without breaking the chariot. Participation points only





# 1ST NAD MASTER GUIDE CAMPOREE



**Who should attend:** North American Division - Master Guides from all ages, Master Guides in training and Master Guide clubs are welcome.

**Location:** Summit Bechtel Reserve 2550 Jack Furst Drive, Glen Jean, WV, USA



## Registration Fees:

**\$240** NAD Early Bird Registration (Ages 16+) Available through March 6, 2025

**\$270** NAD Regular Registration (Ages 16+) Available March 7, 2025 through June 5, 2025

**Includes all event materials, event fee, event t-shirt/pin/patch, activities (swimming, canoeing, axe throwing, archery, mountain biking, fishing, hiking, field games, and Ultimate Master Guide Race).**

**Meals:** Self-provided. Not included in registration

**Transportation:** To be done by club. Carpooling is recommended.

**Registration Link:** <https://register.adventsourceevents.org/1stNADMasterGuideCamporee>

# MG CALENDAR 2025

*(Monthly Touchpoint- Report challenges and wins. Club support needs)*

JANUARY	FEBRUARY	MARCH
<b>9-</b> MG meeting(Awaken planning/MG check-in/Skills Day Planning) <b>24-26</b> Awaken (Tranquility Camp)	02- Conference Ski Trip (Montage Ski Resort) <b>06-</b> MG meeting (MG check-in/Awaken Debriefing) 08- Zone PBE (8 local churches) 22- Conference PBE (Location)	<b>02- MG Directors &amp; Coordinators Skills Training (NJC Headquarters)</b> 08- Union PBE (Tranquility Camp) 09- Pathfinder Classoree (North) 10-14 Youth Week of Prayer 15- Global Youth Day 16- Pathfinder Classoree (South) <b>27-</b> MG meeting (MG check-in/NAD planning)
APRIL	MAY	JUNE
<b>12-</b> Awaken+ (NJC Office) 25-26 Division PBE (Battle Creek, Michigan)	17- Adventurer World Day <b>22-</b> MG meeting (MG Check-in/NAD planning) 30- June 1 Adventuree (Tranquility Camp)	<b>05-</b> MG meeting (NAD planning) 12-14 Spanish Camp Meeting 19-21 English Campmeeting 23-27 F.L.A.G Camp Legit Camp
JULY	AUGUST	SEPTEMBER
June 30- July 4 F.L.A.G/L.E.G.I.T Camp <b>10-</b> MG meeting (MG Check-in/Cultural Sports Day planning) 20- Extravaganza 24-27- NJC Pathfinder Camporee <b>31-</b> MG meeting (NAD planning)	<b>6- 10 NAD Master Guide Camp (West Virginia)</b> <b>21-</b> MG meeting (Debriefing of NAD camp & Recap for Cultural Sports Day)	<b>14- MG Cultural Sports Sunday (Meadow View Junior Academy)</b> 20- World Pathfinder Day
OCTOBER	NOVEMBER	DECEMBER
17-19- Youth & TLT Retreat (Tranquility) <b>23-</b> MG meeting (Awaken planning/MG check-in)	01- Adventurer Bible Experience Mission Trip	<b>05-07 Coordinators Retreat</b>

Highlights:

**Blue-** Represents NJC Master Guide Meetings

**Green-** Represents Master Guide Events for 2025





# 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 \_\_\_\_\_

#### Prerequisites

1. Be a baptized member in regular standing in the Seventh-day Adventist Church.
2. You must be at least 16 years old to start the Master Guide leadership course and at least 18 years old to complete it.
3. Be currently approved by your Conference's child protection screening verification. *If under 18 years of age, you do not have to complete a background check, but you must be supervised by an adult when working with minors.*
4. Attend one of the Basic Staff Trainings: Adventurer, Pathfinder, TLT, Youth, Young Adult Ministry, Media, Worship, Summer Camp.

#### I. LEADERSHIP IDENTITY & GROWTH (WISDOM)

1. Complete the following and submit a one-page reflection for each seminar/book or make a reflection video:
  - a. Leadership S=3E
  - b. Making Sabbath School EPIC
  - c. Vision, Mission, and Motivation
  - d. Communications
  - e. Risk Management, Medical, Safety, & Volunteer Verification
  - f. Creative Resource Development
  - g. Creating Effective Worship
  - h. S.H.A.P.E (Spiritual Gifts)
  - i. Children & Youth Discipleship
  - j. Teaching & Learning Styles
  - k. The Art of Storytelling
  - l. Teachings of Jesus
  - m. Temperaments
2. Read or listen to the following books:
  - a. Education by Ellen White.
  - b. A book about Christian leadership.

3. For one year, be an active mentor in one of the following ministries: Adventurer, Pathfinder, TLT, Youth, Young Adult Ministry, Media, Worship, or Summer Camp.

#### II. LIFESTYLE DEVELOPMENT (STATURE)

1. Have, earn, or teach **four** of the following honors:
  - a. Basic Water Safety
  - b. Camp Safety
  - c. Camping Skills I-IV
  - d. Backpacking
  - e. Basic Rescue
  - f. Drilling & Marching
  - g. Ecology
  - h. Fire Building & Camp Cookery
  - i. Knot Tying
  - j. Nutrition
  - k. Orienteering
  - l. Physical Fitness
  - m. Flags
  - n. Basic Water Safety
2. Hold a current Red Cross First Aid & CPR certificate or its equivalent.

### III. SPIRITUAL GROWTH (FAVOR WITH GOD)

1. Submit a one-page summary after reading or listening to the following:
  - a. *The Four Gospels in the Bible*
  - b. *The Desire of Ages* or *Humble Hero* by Ellen G. White
  - c. *Steps to Christ* by Ellen G. White
2. Keep a one-month devotional journal summarizing what you learned in your devotional time and how it can grow your faith.
3. Write a one-paragraph personal reflection on **each** of the 28 Fundamental Beliefs
4. Watch the following series and write a paragraph on it:
  - a. Tell the World
  - b. Keepers of the Flame
5. Earn one of the following honors or attend a seminar on this topic:
  - a. Adventist Pioneer Heritage honor
  - b. Sanctuary
6. Read a book on church heritage and write a one-page summary.

### IV. COMMUNITY DEVELOPMENT (FAVOR WITH MAN)

1. Have or earn one of the following honors:
  - a. Cultural Diversity Appreciation
  - b. Peacemaker
  - c. Social Media
  - d. Crisis Intervention
2. Write three inspirational cards and give them to a friend who does not attend church.
3. Post three of your favorite quotes (with brief commentary) on social media or a personal blog. Record a video or podcast summarizing three ideas you learned and post it online.

### V. MASTER GUIDE GRADUATION

1. To graduate as a Master Guide, have your Portfolio signed off by either a Pastor, Master Guide Director, State Coordinator, or Conference Youth Leader to verify that everything has been completed.

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Master Guide Candidate

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Designated Leader

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Date



# Master Guide Advance

Finance & Stewardship

# CURRICULUM

Check List & Participant Documentation

Participant Name: \_\_\_\_\_



Seventh-day Adventist Church  
NEW JERSEY CONFERENCE

# Master Guide Advance

Finance & Stewardship  
**CURRICULUM**



## Participant information

Name \_\_\_\_\_  
E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_  
Training initiation date \_\_\_\_\_ Home Club \_\_\_\_\_

## Requirements

### Purpose

1. To provide a Finance & Stewardship curriculum based on biblical principles, current accounting ethics, and stewardship goals for the local church and personal finances.
2. To offer an opportunity to learn, dialog, and exchange ideas of various application methods to church and daily life.
3. To develop skills in budgeting, philanthropy goals, and systematic giving.

### Prerequisites

1. Completed the Master Guide Ministry Investiture Requirements ..... ☐
2. Be at least 16 years of age to start the MGA Finance & Stewardship Curriculum ..... ☐

### Required Reading

1. Read the following two books or an approved alternative and write a 1-page summary..... ☐
  - a. Counsels on Stewardship – by Ellen G. White
  - b. The Richest Man in Babylon – by George S. Clason

**Attend the following seminars at AWAKEN on January 24<sup>th</sup>-January 26<sup>th</sup> or an alternative date taught:**

- |   |                       |
|---|-----------------------|
| 1. The History of Biblical & Church Finance | Instructor sig. _____ |
| 2. Financial Ethics & Accountability        | Instructor sig. _____ |
| 3. Church Finance with a Mission            | Instructor sig. _____ |
| 4. Monetary Success                         | Instructor sig. _____ |
| 5. Christian Fund Raising & Charity         | Instructor sig. _____ |
| 6. Obtaining Financial Freedom              | Instructor sig. _____ |

### Field Work

1. Develop a budget for your local club or church board ..... ☐
2. Develop a budget for your personal finances ..... ☐

### Other Practicum

1. Once a budget has been used for at least a few weeks, explain what adjustments were needed for either the local club, church board, or personal budget to make it more accurate. .... ☐
2. What do you think corrections are needed throughout the year to maintain an accurate budget? ..... ☐