NEW JERSEY CONFERENCE

MASTER GUIDE

CLUB MANUAL

2023

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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.

Seventh-day Adventist Church
NEW JERSEY CONFERENCE

Welcome to our exciting Master Guide Ministries. We have many wonderful plans for 2023. This year's theme is:

Strong and Courageous

To get you up to speed, we have four major changes during this year in Club Ministries.

1- The Adventurer Bible Game was included last year and this year during the Adventuree and the plan is to continue this on the next Adventuree in 2024.
2- The PBE (Pathfinder Bible Experience) and the classwork are now linked. Once your Pathfinders participate in the PBE, their bible class (Friend->Guide) requirements will be fulfilled. Next year, with the new book(s) to study, they will then fulfill that year's Bible requirements.
3- Our TLT Basic is now certification based.
4- The TLTs, when they complete their TLT basic will now be able to wear a red scarf.

What have we added in 2023?

1- **AWAKEN+ (March 4):** This will help our Master Guides and TLTs complete their requirements at a faster pace.
2- **Many new area/zone coordinators** to serve you and your club.
3- **AWAKEN will now take place December 1-3, 2023 instead of January 2024**

We look forward to meeting you and your team.

Blessings,

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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 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 is his 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 their implementation. He/she must be able to work well with his 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 and Pathfinder clubs.

The director's duties are as follows:

1. Must maintain liaison with the church pastor, youth pastor, sponsor elder, Pathfinder Club director, and Adventurers Club director and invite them to participate in programs and events.
2. Keep in touch with the youth director at the conference office and render reports as required.
3. Be chairman of the MGC executive committee (of their own club).
4. Preside at the club staff meeting unless he/she has appointed a deputy director to take charge.
5. Supervise the activities of the club; he/she must call, organize, and arrange for each club meeting.
6. 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.
7. Be responsible for the executive committee who will provide an overall program for the club through the following activities:
   a. Meeting times and places
   b. Campouts/expeditions
   c. Field trips and outreach projects
   d. Investiture/inducton/ceremonies
   e. Finance / budget / membership fees / dues
   f. Discipline
   g. News sheets and bulletins
8. 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. Worships
   b. Recreation
   c. Classwork/Honors/creative skills
   d. Arrangement of instructors, and their duties

2023 Calendar

	8	Basketball and Volleyball Fun Day at Tranquility
Jan	20-22	AWAKEN/ Director's Meeting/Coordinator 's Meeting
	28	Children's Ministries-Sabbath School Training
	4	Zone PBE
Feb	12	Ski Trip
	17-19	Single Young Adult Retreat
	25	Conference PBE
	4	AWAKEN+
	11	Union PBE (BLUE MOUNTAIN ACADEMY, PA)
Mar	18	Global Youth Day
	18-25	Youth and Young Adult Week of Prayer
	24-26	Children's Ministries Convention
	16	Director's Meeting/Coordinator's Meeting
Apr	21-23	TLT Retreat
	21-22	Division PBE (TAMPA, FL)
	14-18	Adventurer Scarf Week
May	19-21	Adventuree
	20	World Adventure Day
	28	Children's Ministries-Mother and Daughter Tea Party
	16-17	English Camp Meeting
Jun	18	Soccer Tournament at Tranquility Camp
	23-24	Spanish Camp Meeting
	25	Soccer Tournament at Tranquility Camp
Jul	2-29	F.L.A.G. Camps
	22	Youth Sabbath School Training
	30	Dorney Park Extravaganza
Aug	3-6	Pathfinder Camporee
	18-20	Master Guide Camporee
	27	Father and Son Field Trip
Sept	10-16	Pathfinder Scarf Week
	16	World Pathfinder Day
	7	Children's Sabbath
Oct	8	Children's Festival
	14	Director's Meeting/Coordinator's Meeting (via Zoom)
	28	Teen Rally
	1-3	Awaken
Dec	10	Winter Games (basketball and volleyball) by Zones
	17	Winter Games (basketball and volleyball) by Zones

NJC YOUTH
DISCIPLING YOUNG PEOPLE FOR CHRIST

CHILDREN'S MINISTRIES

WHAT IS NEW IN 2023

Every adult helping with minors in any capacity of church ministry and adults/staff/volunteers/parents attending conference-sponsored events such as Camporee, Adventuree, Camp Meeting, Sabbath School Ministries, Children's Ministry Festival, Pathfinder Fair, etc. must complete Verified Volunteers.
http://www.ncsrisk.org/adventist/

- New Club Point System
- No Refunds for MG Camporee
- MG's Required to work as Sabbath School Teachers for ages 0-earliteen.
- Work Bee's at Tranquility Camp a requirement for MGC
- Conference-Level training attendance at AWAKEN and AWAKEN+

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NJCYOUTH
DISCIPLING YOUNG PEOPLE FOR CHRIST

NEW JERSEY CONFERENCE OF SDA

CONFERENCE STAFF AND COORDINATORS

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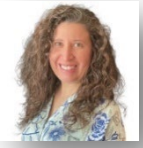

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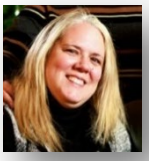

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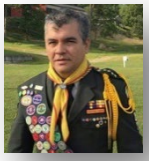

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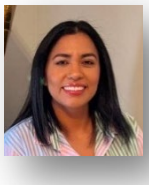

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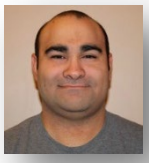

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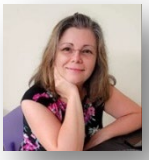

MGBE, ABG & PBE COORDINATOR
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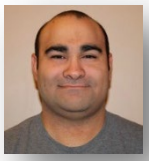

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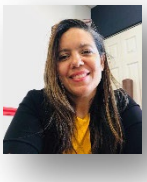

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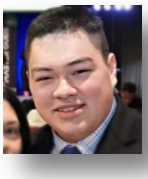
AREA COORDINATORS



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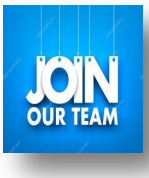

NORTHWEST COORDINATOR
Open Position
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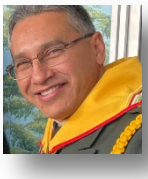

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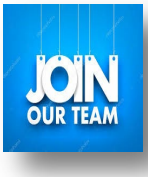

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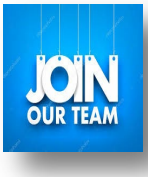

CENTRAL EAST COORDINATOR
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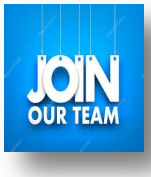

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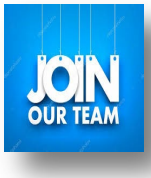

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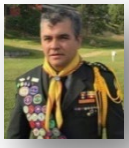

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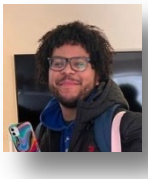
TLT AREA COORDINATORS



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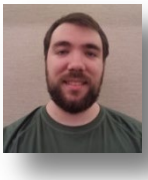

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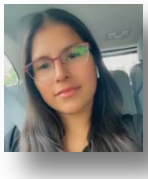

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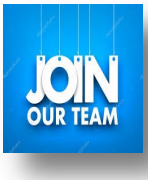

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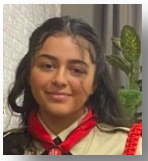

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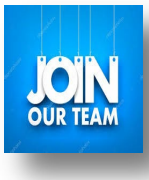

NORTHWEST COORDINATOR
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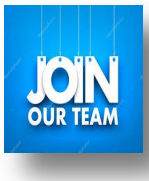

NEWARK COORDINATOR
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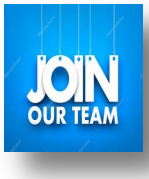

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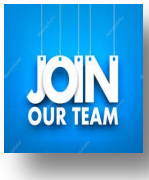

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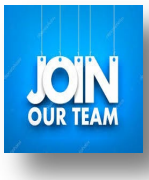

SOUTHEAST COORDINATOR
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Zone/Area Distributions

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

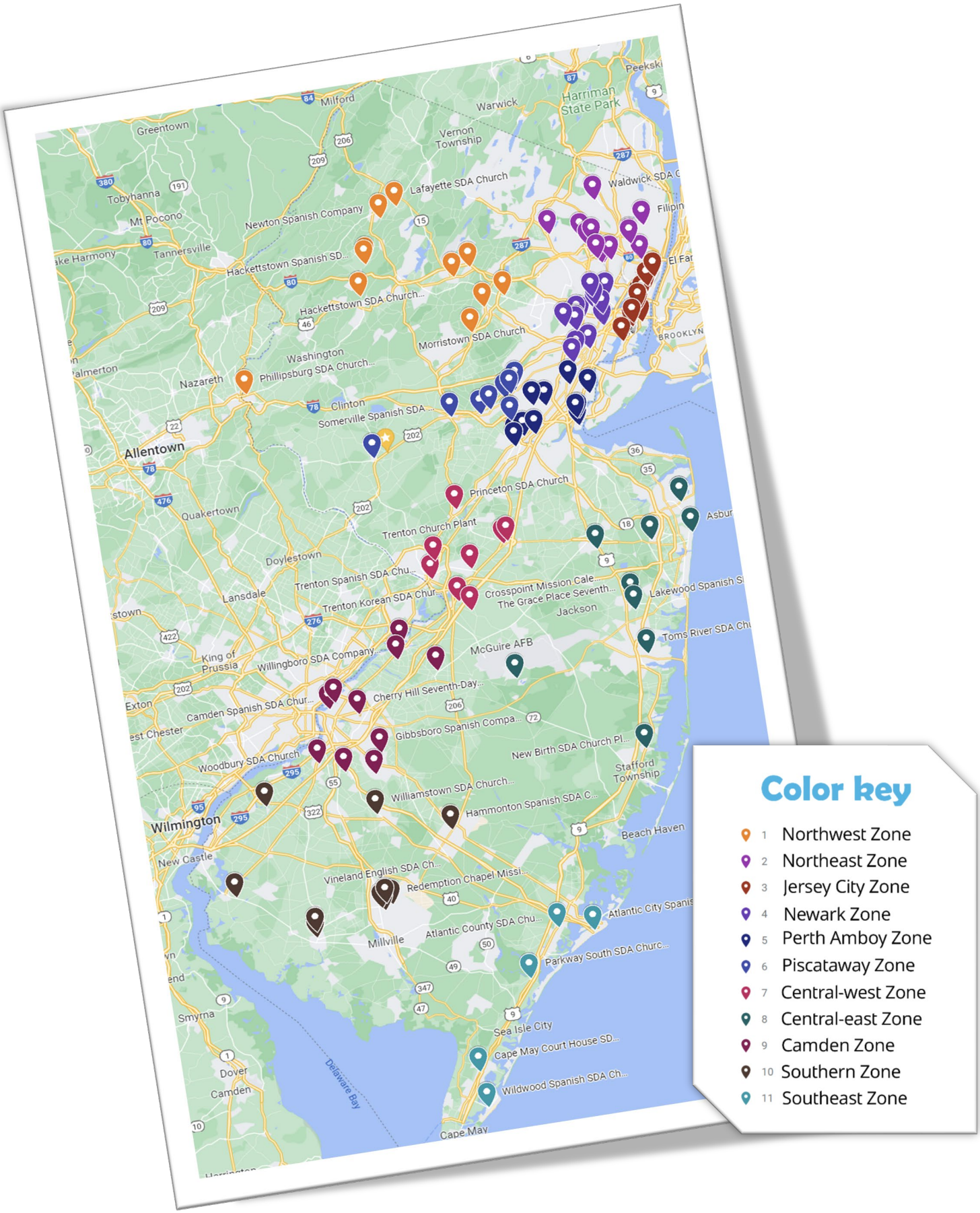
Southern
Bridgeton First Eng
Bridgeton Sp
Bridgeton II Sp
Hammonton Sp
Panamericana Sp
Redemption Chapel
Sp Mission Caleb
Salem Eng
Sinai Sp CP
Swedesboro Sp CP
Vineland Eng
Vineland Sp
Williamstown Eng

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

NJCYOUTH
DISCIPLING YOUNG PEOPLE FOR CHRIST

NEW JERSEY CONFERENCE OF SDA

CHURCHES ZONE MAP



FORMS TO BE KEPT

IN THE CLUB FILES

Master Guide 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? ☐ 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:			

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 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**	
☐ Little Lamb	☐ Sunbeam	☐ Friend	☐ Ranger
☐ Eager Beaver	☐ Builder	☐ Companion	☐ Voyager
☐ Busy Bee	☐ Helping Hand	☐ Explorer	☐ Guide
☐ 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, Children's ministries, Youth Sabbath School 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	Medication Name / Dose Administered / Time/Frequency Administered / Reason for Administration		
Health History	☐ Asthma ☐ Hay Fever ☐ Sinus Trouble ☐ Back Problems ☐ Fainting ☐ Tuberculosis ☐ Stroke ☐ Kidney disease ☐ High blood pressure ☐ Diabetes ☐ Sleepwalking ☐ Epilepsy ☐ Rhematoid ☐ Heart Trouble ☐ Glasses/Contacts ☐ Menstrual Problems ☐ Bee Sting Allergy ☐ Poison Oak/Ivy Allergy ☐ Other:		
Mental Health	☐ Anxiety ☐ Panic Attacks ☐ Depression ☐ other		
Past Illness / Hospitalization/ Surgeries			
Immunizations	☐Tetanus within the last 10 years? ☐ DTP Series ☐ Polio/OOPV ☐ MMR ☐ Hepatitis B ☐ Flu ☐ Covid ☐ 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:

- 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

I(we) have worked with Youth Club Ministries (Adventurers/Pathfinders/AY) in the following activities:

_____

_____

_____

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

_____

_____

_____

_____/_____/_____ _____

Date (Signature of father/mother/guardian)

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).
- Do not overload vehicles.

For long trips, ensure that there are sufficient drivers so that no one is required to drive more than 9 hours or 500 miles 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.

NEW JERSEY CONFERENCE OF SDA

GUIDELINES FOR VOLUNTEERS & 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*** 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 attacks are inappropriate*** and should not ever 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. 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.

Volunteer/Caregiver name Printed:_____

Signed_____ Date_____

Member Checklist

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

Name	Volunteer Staff Application (copy)	Member Medical Information	Verified Volunteers	Car Insurance	Driver's License	Signed Guidelines for Volunteers	Other:

FORMS TO BE SENT TO NEW JERSEY CONFERENCE

Master Guide Club Yearly Application

Sponsoring Church: _____
Pastor: _____
Elected Club Director: _____
Mailing Address: _____
Street City State Zip
Phone: _____ email: _____

The Purpose and Objectives of the Master Guide Club

The Master Guide curriculum is designed for youth and adults meeting the course requirements and involved in youth ministry. The emphasis is on in-service training and active involvement in learning new skills and developing methods for successful leadership in youth ministry. Participants are required to complete this course within 2-3 years of commencement date. This curriculum prepares the participant for leadership roles with the Adventurer, Pathfinder, youth/young adult and Children's Ministries. The objective is to provide opportunities for participants to develop an awareness of the role of children/youth leadership and become better prepared to accept this role by receiving training in: Personal and Spiritual Growth; Skills Development; Leadership Development; and Fitness Lifestyle Development.

The Church's Commitment to the Master Guide Club

We, the undersigned, have read, understand, and are in full agreement with the above purpose and objectives of the Master Guide program and we agree to support our club with the means which the Lord has given this church. This includes finances, staff volunteers, a meeting place, transportation for outings, and any other needs as may arise in the fulfillment of ministry. We pray to assist and support the work of the youth ministry in this conference and around the world.

Signatures

Church Pastor _____ Date _____
Head Elder _____ Date _____
Church Clerk _____ Date _____
Club Director _____ Date _____
Other Church Board Members:
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

This Master Guide Club Application is sent upon request to any church in the New Jersey Conference. The purpose is to allow the church leadership to purposefully request to the conference that they are interested in sponsoring a Master Guide Club.

ONLINE APPLICATION

This application form is to be sent to:
New Jersey Conference Master Guide Department
2303 Brunswick Ave
Lawrenceville NJ 08648
Fax: 609-802-0894

Membership Form 2023

($10.00 fee must have been paid through ministry involved in.)

Club Members (check all categories that apply)

Club Member's Name	Level	Staff in?	Fee paid to? (check one)	Verified Volunteer Date	CPR Expiration Date	First Aid Expiration Date
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			
	☐ MG ☐ TLT ☐ Candidate	☐ ADV ☐ AY ☐ PF ☐ SS	☐ ADV ☐ PF ☐ MG			

Master Guide Club 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

	1 Star	2 Stars	3 Stars
	☆	☆ ☆	☆ ☆ ☆
	If you have less than 5 **"3-stars"** and/or if you have less than 5 "2-stars", then you are a 1-star Club.	If you get between 5-7 **"3-stars" and/or at last 5 "2-star", then you are a 2-Star Club.**	If you get at least 8 of the 3-Stars you are a "3-Stars" Club.
PLANNING			
YEARLY PLANNING	Complete yearly planning form.	In addition, Staff **meet bi-annually** to plan and review programming.	In addition, Staff **meet quarterly** for program planning.
CALENDAR	Submit to NJ Conference by June 30, 2023.	Submit to NJ Conference by June 15, 2023.	Submit to NJ Conference by May 31, 2023.
REGISTRATION			
CLUB REGISTRATION	All registration paperwork, payment and verified volunteers must be completed by June 30, 2023.	All registration paperwork, payment and verified volunteers must be completed by June 15, 2023.	All registration paperwork, payment and verified volunteers must be completed by May 31, 2023
ACTIVITIES			
ADV EVENTS	Participate in 1 of the **conference events.** Adventuree/Children's ministry Convention/Children Festival	Serve in 2 of the conference events. Adventuree/Children's ministry Convention/Children Festival	Serve in 3 of the conference events. Adventuree/Children's ministry Convention/Children Festival
PF EVENTS	Participate in the **Pathfinder Bible Experience**	Participate in the **Pathfinder Camporee**	Participate in the **Pathfinder Bible Experience** and the **Pathfinder Camporee**
MG EVENTS	25% club attendance at AWAKEN or AWAKEN+ and MG Camporee	50% club attendance at AWAKEN or AWAKEN+ and MG Camporee	75% club attendance at AWAKEN or AWAKEN+ and the MG Camporee
ADV AWARDS	Participate in teaching 4 different awards the year.	Participate in teaching 5 different awards the year.	Participate in teaching 6 different awards the year.
PF HONORS	Participate in teaching 4 different honors the year.	Participate in teaching 5 different honors the year.	Participate in teaching 6 different honors the year.
SERVICE PROJECTS should benefit both the local church and the community.	Participate in **1 service project** during the year.	Participate in **2 service projects** during the year.	Participate in **3 service projects** during the year.
LOCAL CHURCH INVOLVEMENT	Participate **ANNUALLY** in local church service.	Participate **BI-ANNUALLY** in local church service.	Participate **QUARTERLY** in local church service.

TRANQUILITY CAMP WORK BEES	Participate in the Work Bee **YEARLY. Must send at least 2 people.**	Participate in the Work Bee **BI-ANNUALLY. Must send at least 2 people.**	Participate in the Work Bee **QUARTERLY. Must send at least 2 people.**

MEETINGS & TRAININGS			
MEETINGS	**Attend 1 ZONE MEETING**	**Attend 1 CONFERENCE MEETING**	**Attend 1 ZONE MEETINGS AND 1 CONFERENCE MEETING**
ACCOUNTABILITY			
CLUB INSPECTION DRILLING & MARCHING	Must wear Class A uniform, you must have your Area Coordinator present or a Master Guide appointed by the Zone Coordinator. Must execute -Basic Drilling and Marching commands listed on inspection sheet.		
MASTER GUIDE SABBATH/ UNIFORM INSPECTION	You must have your Area Coordinator present or a Master Guide appointed by the Zone Coordinator. Uniform must be complete according to New Jersey Conference requirements. Must submit completed Sabbath Report to the NJ Conference.		
INDUCTION/ INVESTITURE CEREMONIES	Uniform must be complete according to New Jersey Conference requirements and the induction/investiture ceremonies must be graded by your Area Coordinator or a Master Guide appointed by the Area Coordinator. Must submit completed induction/investiture reports to the NJ Conference.		

Level awarded to the Club	

Zone Coordinator's Signature: _____Date: _____

Club Director's Signature: _____Date: _____

Master Guide 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 be a reflection of the director's leadership. This, in itself, should be an aid to a Master Guide Club director in helping to bring the club up to high rating.

Inspection Item on the Inspection Sheet Include

1. Formation. For a formal inspection, the Master Guides will form in ranks by the club as a whole. 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 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 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 for MG's and complete official uniform for the corresponding ministries candidates are working in 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 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 thy 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 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
   b. Dress Right Dress
   c. Parade Rest
   d. Prayer Attention
   e. At Ease
   f. Present Arms
   g. Order Arms
   h. Hand Salute
   i. Left Face
   j. Right Face
   k. About Face
   l. Cover/Recover
   m. Forward March/Halt
   n. Mark Time March
   o. To the Rear March
   p. Right flank March
   q. Left Flank March
   r. Column left, March
   s. Column right, March
   t. Fall Out
   u. Dismiss

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
b. Flag Ceremony
c. Director's Minute
d. MGC Pledge
e. MGC Law
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 Star 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.

New Jersey Conference: Master Guide Club Inspection

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

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

Note: This inspection MUST be done by an Area Coordinator or a Master Guide appointed by Area or State Coordinator

Uniform Inspection 5 pts each/75	Good	Improve	N/A
Khaki uniform (or as applicable)			
Skirt (ladies)/Pants (men) (as applicable)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Tie			
Black MG/PF/Adv Belt			
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	Good	Improve	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 (Leaders from PF/Adv clubs)			
Minor Approval by Parents/Guardians			
Verified Volunteers Completed			
MGC yearly Planning Form			
MGC Reports *(must be current)*			

Notes:

Risk Management 5 pts each /20	Good	Improve	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	Good	Improve	N/A
Master Guide Club Banner			
American Flag			
Master Guide Club Flag			
Christian Flag			
Pledge & Law banners (if applicable)			

Notes:

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	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:

Inspector Signature: _____

Total Points_____ /270

ONLINE FORM

New Jersey Conference: Master Guide Club Inspection
Drilling & Marching Portion*

Church Name: _____ **Club Name:**_____

Director's Name: _____ **Inspection Date:** ___/_____/_____

Number of total members: _____ **Total members present:**_____

Note: This inspection MUST be done by a Area Coordinator or a Master Guide appointed by Area or State Coordinator.
**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

New Jersey Conference: Master Guide Club Induction Form

Church Name:_____ Club Name:_____

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

Total # of members:_____ Total # members present:_____

Note: This inspection MUST be done by a Area Coordinator or a Master Guide appointed by Area or State Coordinator

Uniform Inspection 5 pts each/75	Good	Improve	N/A
Khaki uniform (or as applicable)			
Skirt (ladies)/Pants (men) (as applicable)			
Plain black dress shoes			
Black Socks(men)/Skin Tone Stockings (ladies)			
Tie			
Black MG/PF/Adv Belt			
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 excused.			

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 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	Good	Improve	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	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
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

ONLINE FORM

New Jersey Conference: Master Guide Sabbath Form

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

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

Note: This inspection MUST be done by a Area Coordinator or a Master Guide appointed by Area or State Coordinator

Uniform Inspection 5 pts each	Good	Improve	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	Good	Improve	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	Good	Improve	N/A
Theme is present (Chosen to Shine)			
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 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 10 pts each	Good	Improve	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	Good	Improve	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

ONLINE FORM

New Jersey Conference: Master Guide Club Investiture Form

Church Name:_____ Club Name:_____

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

Total # of members:_____ Total # members present:_____

Note: This inspection MUST be done by a Area Coordinator or a Master Guide appointed by Area or State Coordinator

Uniform Inspection 5 pts each	Good	Improve	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	Good	Improve	N/A
Candidate presentation of classwork *(+20 points for creativity)*			
Pledge newly invested'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	Good	Improve	N/A
Started on time			
Color guards			
Commands being called out properly by a Drill Master			

Color should be organized and should start at time given to Inspector. 1 point per minute tardy will be deducted.

Notes:

Ceremony 5 pts each	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			
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	Good	Improve	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

ONLINE FORM

Master Guide of the Year 2023

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 (ie 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, 2023 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

NJC 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 night, 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, you will note that a minimum of 4 Pathfinder honors and 4 Adventurer awards must be taught by all Master Guide Clubs during the year. Master Guide must have taught at least 2 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 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, 2023.

Master Guide Candidate of the Year 2023

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 (ie 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, 2023 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

NJC Master Guide 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 4 Pathfinder honors and 4 Adventurer awards must be taught by all Master Guide Clubs during the year. Candidate must have taught at least 2 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 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, 2023.

Half-Year Report 2023

☐ due Jul 31 ☐ due Nov 15

Church Name:_____ Club Name:_____

Director's Name: _____ Report Date: _____/_____/_____

Instructions: The quarterly report must be received in the Youth Ministries Office no later than the dates specified. It needs to be entered online on NJCYouth/reports.

FORM CHECKLIST

Form	Date	Form	Date
☐ Online Club Registration	___/___/___	☐ Yearly Planning Form	___/___/___
☐ Membership Checklist	___/___/___	☐ Club Calendar	___/___/___

MASTER GUIDE CLUB ACTIVITIES

Activity	Location	Date	Coordinator
☐ AWAKEN	Tranquiltiy Camp	January 20-22, 2023	N/A
☐ Induction	_____	___/___/___	_____
☐ Master Guide Sabbath	_____	___/___/___	_____
☐ Formal Club Inspection	_____	___/___/	_____
☐ Area Meeting	_____	___/___/___	_____
☐ Conference Meeting	_____	___/___/___	_____
☐ Club Staff Meeting or ☐ Yearly Planning Meeting	_____	___/___/___	_____
☐ Children's Ministry Convention	_____	March 24-26, 2023	_____
☐ AWAKEN+	_____	March 4, 2023	_____
☐ Children's Festival ☐ Adventuree ☐ Both	Tranquility Camp	___/___/___	_____
☐ Pathfinder Bible Experience ☐ PF Camporee ☐ Both	_____	___/___/___	_____
☐ Master Guide Camporee	_____	___/___/___	_____

OUTREACH ACTIVITIES

Activity	What	Location	Date
☐ Service Project	_____	_____	___/___/___
☐ Local Church Involvement	_____	_____	___/___/___
☐ Emergency Response Plan	_____	_____	___/___/___

MINISTRY SERVICES

Service	Activity	Club Name	Date
☐ Adv Awards taught	_____	_____	___/___/___
☐ PF Honors taught	_____	_____	___/___/___
☐ Other MG Club Involvement	_____	_____	___/___/___
☐ Tranquility Work Bee	_____	_____	___/___/___

Pastor's or 1st Elder's Signature:_____ Date: _____/_____/_____

FOR OFFICE USE ONLY:

Date Received: _____/_____/_____ By: _____

Date Reviewed: _____/_____/_____ By: _____

NJC Master Guide Club Half-Year Report Guidelines 2023

These guidelines were created to clarify to Directors what is expected of them in each point of the Half-year Report. It will also help the Conference Office when the year is coming to a closing and the clubs' level is awarded. Reports have due dates that MUST be respected. If you send your reports one or two days after the due dates, points will be deducted. Half-year reports are an easy way to evaluate your work with the club. Don't get overwhelmed by the points, but plan ahead and decide what you will do with your club throughout the year. You don't have to do every single detail of the report only for the points, if you do, soon you and your club will be overwhelmed. The goal is to plan in a way that your club will function well and will provide the best time for your Master Guide ministries, after all, our main 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 THAT ARE FOUND DISHONEST ON THEIR REPORTS WILL BE PENALIZED AND REPORTS WON'T BE ACCEPTED. (Please note: Master Guide Club Members are required to keep track of activities completed/service for all training sessions/seminars attended.

Due Dates:
Quarterly Reports and respective forms MUST be received online NJCYouth.com/reports no later than: July 31, 2023 and November 15, 2023.

1. AWAKEN/AWAKEN+: Club will receive points according to the percentage of staff that attended the AWAKEN/AWAKEN+.
2. Calendar: A club calendar must be submitted. Please include regular meeting dates and times, planned activities and events, staff meetings, induction/investiture dates, Pathfinder Sabbath, etc.
3. Club Registration: In order for the club to be considered fully registered the NJ Conference office must receive your full club registration online.
4. Induction: The area coordinator or the MG must submit the induction form online.
5. Investiture: The area coordinator of the MG must submit the investiture form online.
6. Area Training: Points will be granted to clubs that participate in the trainings promoted by the area. Place and date must be stated.
7. Conference Training: Points will be granted to clubs that participate in the trainings promoted by the Conference. Place and date must be stated, even Zoom meetings.

8. Master Guide Sabbath: Points will be granted to the clubs that have a Master Guide Sabbath in their church. Master Guide Sabbath Form must be signed by a Coordinator or designated Master Guide who was present at the service and must be submitted to the NJ conference along with the Half-year 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 who was present at the ceremony along with the Half-year report.
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 & participate in witnessing church projects, Organize and teach Vacation Bible School, evangelistic series support, etc.
11. Service Project: The service projects can benefit both the local church and the community. Pick a project that will be easy and fun for the Pathfinders & Adventurers to get involved with. Let them choose a project, it can be anything, be creative.
12. Adventurer & Pathfinder Ministry Support: Points will be granted to the clubs that participate in supporting the Pathfinder Bible Experience, Pathfinder Camporee, Adventuree, Children's Festival and Master Guide Camporee.
13. Honors/Awards: Points will be given to the clubs that have taught Pathfinder and Adventurer Awards. List of honors & awards must be sent.
14. Staff Meeting/Yearly Planning: Points will be granted depending on how many staff meetings were held during the year.
15. Support of Other Clubs: We encourage clubs to have activities, awards and/or events with other Master Guide Clubs. Invite each other to your inductions, investitures, Master Guide Sabbath, etc.
16. Tranquility Camp Work Bees: Points will be granted to clubs who participate in the work bees. Clubs must send at least two adult club members and participants must stay the full work day to receive points. Work bee dates will be provided in the Events Tab of the NJCyouth.org website.
17. 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 impact in the event an emergency arises. Master Guides should take point on developing such a plan to keep its church members safe. They should also ensure that the meeting place be a safe environment for our children and youth.
18. Master Guides must maintain their CPR & First Aid Certifications current and up to date at <u>all times</u>.