



Adventurer Club Director

PARTICIPANT GUIDE

NAME _____

CLUB _____

Adventurer Club Director Participant Guide

v2.0

Produced by the North American Division Office of Adventurer Club Ministries

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Adventurer Club Director CERTIFICATION

Introduction

The Adventurer Club Director Certification is designed to develop the skills required to be an effective club director of an Adventurer Club. Participants will learn leadership skills, the process of building a team and much more.

It is not intended that this course should teach the basics of what Adventurers learn, but rather those basic elements on how to lead a club.

Participants will attend training conducted by the conference Adventurer Club Ministry personnel. This will normally be conducted over one weekend but may, at the discretion of conference personnel, be broken up into smaller segments, if necessary, to suit the needs of the conference. This training includes both lectures and discussion. Each participant must own an Adventurer Club Director’s Guide.

Following the completion of the workshops, the participant must complete the required field work and portfolio review before receiving the certification.

Prerequisites

1. Be at least 18 years old.
2. Commit to the Youth/Children’s Ministry Volunteer Code of Conduct (p. 11).
3. Be currently approved by your conference’s child protection screening verification.
4. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
5. Complete the Adventurer Basic Staff Certification.

Workshops

Learning to Lead—LEAD 001	Signature _____	Date _____
Your Local Church Board and the Conference Connection—LEAD 122	Signature _____	Date _____
Introduction to Recruiting, Screening and Training Volunteers—LEAD 150	Signature _____	Date _____
Team Building—LEAD 155	Signature _____	Date _____
Parent Involvement—ADV 106	Signature _____	Date _____
Club Finances—FINA 100	Signature _____	Date _____
Conflict Resolution—PYSO 209	Signature _____	Date _____
Diversity and Working Together—PYSO 214	Signature _____	Date _____

Overview of Workshops

Learning to Lead—LEAD 001

This workshop encourages participants to examine their goals, motivations, aspirations, and convictions. *Learning to Lead* challenges participants to strive constantly for personal excellence and enhanced relationships, as well as to contrast managers and leaders, identify their preferred leadership style, and then select the appropriate leadership style for leading each of their staff.

Your Local Church Board and the Conference Connection—LEAD 122

This workshop focuses on the club director's responsibilities to both the local church board and the local conference and gives suggestions on resolving conflicts between each level.

Introduction to Recruiting, Screening and Training Volunteers—LEAD 150

This workshop offers suggestions on where and how to look for volunteers with the character and personality needed to support ministry. It also reviews screening requirements mandated by the local conference and shares suggestions for training curriculum and settings. In addition, the session includes basic information on how to evaluate staff in order to help them improve their ministry and share ways to thank them for their service.

Team Building—LEAD 155

This workshop teaches techniques to build and maintain effective teams. Participants will discover their own leadership style, how to communicate effectively with their teams, and how to inspire and motivate them.

Parent Involvement—ADV 106

This workshop helps participants establish trusting relationships between Adventurer staff and the parents, gives them ideas on how to involve parents in the Adventurer Club, and explains the benefits families receive when parents/caregivers are involved.

Club Finances—FINA 100

This workshop introduces the basic information needed to keep accurate financial records for the ministry.

Conflict Resolution—PYSO 209

In this workshop, you will identify the stages of conflicts and learn how to manage difficult encounters with staff, parents, and children with diplomacy, tact, and credibility.

Diversity and Working Together—PYSO 214

This workshop provides guidance and background information to help leaders understand and integrate ministry between and with diverse groups. This includes but may not be limited to, age, ability, gender, socioeconomic status, and cultural or national diversity.

Required Fieldwork

1. Establish a relationship with your Adventurer coordinator.
2. Have and read the Adventurer Club Director's Guide and compile a list of action items for the upcoming Adventurer year.
3. Create a portfolio that contains the handouts and your notes from the workshops you attended, your Adventurer calendar, meeting schedules, and other paperwork for the year.

Recognition of Completion

Upon completion of fieldwork and successful review of the portfolio, the participant is eligible to receive an enameled pin and certificate of completion.



CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

Thank You for your service as a Youth/Children's Ministry Volunteer



Resources for Your Club

Adventurer Club Starter Kit

The Adventurer Club provides a complete age-appropriate curriculum for families with kids in pre-k through fourth grade. At each level kids learn more about the Bible, health, nature, how to get along with others, and more. The Adventurer Club also gives parents an opportunity to model Christian values while enjoying special activities with their children. Through the Adventurer Club, the church can support parents as they work to develop happy, healthy, mature kids.

Included in the Starter Kit:

- Director's Guide with complete instructions on programming, curriculum, uniforms, and more
- Leader's Guides for Little Lamb, Eager Beaver, Busy Bee, Sunbeam, Builder, and Helping Hand levels
- Awards Poster with titles listed in English, Spanish, and French
- Music CD including the theme song for the Adventurer Club in English and Spanish
- Resource USB Flash Drive featuring award requirements, printable forms and certificates, and much more

NAD Adventurer Club Ministries (AdventSource)

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#009541 \$149.95



Director's Guide

#001049 \$14.95

Resource USB Drive

#009542 \$9.95

Leader's Guides

#001600	Little Lamb	\$29.95
#001380	Eager Beaver	\$29.95
#009543	Busy Bee	\$24.95
#009544	Sunbeam	\$24.95
#009545	Builder	\$24.95
#009546	Helping Hand	\$24.95

Adventurer Award Helps

#009766	Busy Bee	\$19.95
#009765	Sunbeam	\$19.95
#009764	Builder	\$19.95
#009763	Helping Hand	\$19.95
#009768	Multilevel	\$14.95

Adventurer Poster

#001505	Folded	\$1.95
#001506	Rolled	\$4.95*
#001507	Laminated	\$9.95*

*Plus an additional \$5.00 shipping fee

Record Charts

#001233 Set of Six \$4.95

Activity Books

#001606	Little Lamb	\$2.95
#001390	Eager Beaver	\$2.95
#001212	Busy Bee	\$2.95
#001213	Sunbeam	\$2.95
#001215	Builder	\$2.95
#001214	Helping Hand	\$2.95

Record Cards

#009537	Little Lamb	\$0.50
#009539	Eager Beaver	\$0.50
#001124	Busy Bee	\$0.50
#001126	Sunbeam	\$0.50
#001125	Builder	\$0.50
#001127	Helping Hand	\$0.50

The Adventurer Club Director Certification includes eight workshops. These workshops include:

- Learning to Lead—LEAD 001
- Your Local Church Board and the Conference Connection—LEAD 122
- Introduction to Recruiting, Screening and Training Volunteers—LEAD 150
- Team Building—LEAD 155
- Parent Involvement—ADV 106
- Club Finances—FINA 100
- Conflict Resolution—PYSO 209
- Diversity and Working Together—PYSO 214

The Adventurer Club Introduction Certification is part of the Adventist Youth Ministries Training (AYMT) which includes certifications for Adventurer Club Ministries, Pathfinder Club Ministries, Master Guides and Youth Ministries.



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AYMT

