



# AYMT

Pathfinder  
Staff Training

# Program Description

Program Introduction and Certification Check Lists



North  
American  
Division  
Pathfinder  
Ministries



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## Production notes

*Adventist Youth Ministries Training:  
Pathfinder Staff Training Program Description*

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# Contents

How to use this <i>Program Description</i> .....	3
Introduction .....	5
What are we seeking in staff training .....	5
Foundational assumptions .....	5
The problems with the PLA .....	6
What about the PIA? .....	6
Change over Q & A .....	6
The AYMТ answer: Certifications .....	7
Granting of certifications .....	7
Certification tracking .....	8
The mentor .....	8
Time frame policies .....	8
Portfolios .....	8
Portfolio review .....	9
Recognition of completion .....	9
Guidelines for developing new certifications .....	9
Seminar presenter qualifications .....	10
Seminar organization .....	10
AYMТ departments and seminar ID prefix .....	11
Seminar ID numbers .....	12
Course syllabi and resources .....	13
Practical issues at training events .....	13
Current Certifications .....	15
Pathfinder Basic Staff Training Certification .....	15
Pathfinder Instructor Certificate .....	16
Pathfinder Counselor JumpStart Certification .....	17
Pathfinder Director Certification .....	18
Pathfinder Leadership Certification .....	19
Pathfinder Staff Leadership Certification .....	20
Future Certifications .....	21
<b>Certification Check Lists</b>	
Pathfinder Basic Staff Training Certification Check List .....	25
Pathfinder Instructor Certification Check List .....	27
Pathfinder Counselor JumpStart Certification Check List .....	29
Pathfinder Director Certification Check List .....	31
Pathfinder Leadership Certification Check List .....	33
Pathfinder Staff Leadership Certification Check List .....	35



## How to use this *Program Description*

The *AYMТ: Pathfinder Staff Training Program Description* is designed to provide Pathfinder Staff the basic information they need to participate in the AYMТ continuing education curriculum for Pathfinder staff.

It includes a full introduction and description of the program and the Certification Checklists for current NAD approved certifications.

## The *Bulletin*: A special resource for those who plan the training

The *AYMТ: Pathfinder Staff Training Bulletin* is being completed and is designed to provide the Conference, Union and Division Pathfinder leadership the information they need to administer and organize AYMТ continuing education for Pathfinder staff.

Individuals who are earning certifications do NOT need to have a copy of the *Bulletin*. All they need is a personal copy of this *Program Description* and its included check lists, or simply a copy of the check list for certification they are working towards.



# Pathfinder Staff Training Program Description

## Introduction

**T**he *Adventist Youth Ministries Training (AYMT) For Pathfinders* is a curriculum of learning designed to provide role specific training for adult Pathfinder club staff members. While it's primary targets are those who have been invested as Master Guides, it also provides structured training for staff who have not yet earned their Master Guide class, as well as some direct connection to the Master Guide Curriculum.

It is important for all church workers, both professional and volunteer, to continue to learn, to be familiar with current trends and to make training part of their life style. The purpose of AYMT is to provide the framework for that life long training.

The AYMT framework provides for standardized departments, seminar nomenclature and descriptions. These seminars and related fieldwork are then organized into certification programs as approved by the appropriate North American Division Youth Ministry (NAD) committee with General Conference participation. The system is designed to allow flexibility in many areas, and provides opportunities for unions and conferences to develop additional certifications and seminars that meet their specific needs.

### What are we seeking in staff training

- It should focus on both ministry and skill development.
- A level of completion should be obtainable in a reasonable period of time.
- It should promote continuous, long term training.
- It should allow for future expansion.
- It should include active learning activities.
- It should target specific leadership roles as well as general leadership.
- It should allow general classes to be used in curriculums in different ministries, enabling cross training, and more efficient training events.
- It should also be flexible enough for staff training in other youth ministries and to allow content change, updating and creation without requiring restructuring.

### Foundational assumptions

AYMT is based on certain assumptions about leadership development and training within Adventist Youth Ministry:

- The Master Guide Class is the expert, the advisor, the promoter for Adventurers and Pathfinders.



CROSS TRAINING  
FOR ADULT LEADERSHIP  
IN CLUB MINISTRY

*Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning. The fear of the LORD is the beginning of wisdom, and knowledge of the Holy One is understanding.*

—PROVERBS 9: 9, 10 NIV

*The AYMT system is intended to provide structure, but a flexible structure. We want it open enough to support training for innovative ministry to youth around the world.*

— GLEN MILAM

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## Change over Q & A

**Q:** *Are current PLA and PIA recipients required to remove their insignia?*

**A:** No. They have earned those insignia and should continue to wear them as described in those program descriptions. (PA 2012.10)

**Q:** *I am still working on my PLA (or PIA). Must I stop and switch to the new curriculum?*

**A:** No. You may continue to completion, but you should not delay as some of the specific courses may become difficult to find.

**Q:** *Does a conference or union have to switch from the PLA and PIA to this new program.*

**A:** No. The advantages of the new program are self evident, but we encourage them to help current participants complete their studies. However, after August 2014, the NAD will no longer be updating those programs or guaranteeing support materials will be available. (PA 2012.08)

**Q:** *If someone has earned their PLA and/or PIA, are they automatically receive any certification?*

**A:** No. All certifications require new work. (PA 2012.09)

**Q:** *Do I have to start all over again?*

**A:** Yes and No. Certifications have field requirements that must be completed anew. However, seminars with exact matching course titles may be applied so long as they were taken within three years of earning the certification. Documentation/proof must be provided in the portfolio. (PA 2012.11)

- The Master Guide Class is the top level of class achievement, of investiture. It is the “Ph.D.” of club ministry.
- The Basic Staff Training Course (BST) is primarily intended to introduce new staff to its related club ministry.
- Adventurer Leadership Growth (ALG) is intended as continuing education for Master Guides in Adventurer ministry.
- The Pathfinder Leadership Award (PLA) and the Pathfinder Instructors Award (PIA) are intended as continuing education for Master Guides in Pathfinder ministry.

## The problems with the PLA

Almost two decades of experience with the PLA indicate that a better system could be developed. The seminar content had a few holes, but in general the content is broad, deep and strong. However, the framework, the structure, has proved to be problematic:

- There is much confusion on how long it should take to complete this award. Part of this is due to listed minimums being set woefully low. The original intent was for this award to take from five to eight years to earn, but in many places individuals and conferences are trying to complete it in as little as a year.

An example of impossible short minimum time can be found in *PLA, Section II - New Skills Development, Part B. Camp Planning and Programming*. It says to take a minimum of two hours to cover the following topics: Purpose & objectives of camping, kinds of camping, camp out planning, site selections and setup, safety, first aid, first aid kits, search and rescue techniques, cooking, wild edible plants, wilderness survival, orienteering, Sabbath programming, cold weather camping.

It does say a minimum of two hours, but most people treat that as the standard, and two hours is barely enough time to introduce these topics, much less cover them to any reasonable extent.

- While the manual states that those who complete the requirements should receive a certificate of recognition, this award is being taught as if it were a higher “degree” than the Master Guide, rather than continuing education for Master Guides. From early on, we started “Investing” people with the PLA when that was not accurate.
- The desire to quickly “earn a patch” precludes the use of experiential learning since it takes much more time, thought and effort.

## What about the PIA?

The PIA has its own unique problems:

- Because you are required to earn the PLA before you can earn the PIA, the PIA carries an image of being an “Advanced PLA,” when its curriculum has no innate need of being post-PLA. Once again we wrongly “Invest” PIA’s.
- In content, some of the PIA classes suffer from a high degree of redundancy as currently written.
- Nothing in the content of the PIA is Pathfinder specific.



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## The AYMT answer: Certifications

Faced with the desire to provide a more efficient training curriculum, a need to fix the problems of the PLA and PIA, and include good content, AYMT Certifications were created. The basis of the certifications are:

- Role specific learning
- One year time frames (See *Time frame polices* on the following page.)
- Required field work
- 5-8 seminars per certification
- Portfolio completion as a form of evaluation and integrity review
- Mentoring
- Conference level creation options

The format will be very familiar to anyone who has taken college classes, whether they completed a degree or not. The analogy fails on one major point; In this case you have earned the top degree before taking “classes.” That is, you have been invested as a Master Guide.\*

Now you:

- Choose a certification (speciality)
- Attend seminars (classes)
- Do field work (homework)
- And submit a portfolio (have it graded - pass/fail)

\* *Because of the flexibility of the framework, we can also provide certain pre-MG certifications as well.*

The arrangement of seminar groups will also be recognizable to those who have some college experience. There are departments of study that relate to common areas of ministry such as Leadership, Finance, Religion and Psychology. And there are ministry specific departments of study such as Adventures, Pathfinders and Master Guides.

Certifications draw from multiple departments to offer unique combinations related to an individuals role in ministry.

### Granting of certifications

AYMT does not claim to be an institution of higher learning, but rather a structure for continuing adult learning by volunteers. As such, we do not require registration\*\* of the participant/leader at any level nor are records maintained for them.

It is the sole responsibility of the volunteer to maintain their partially completed records. Local conferences, unions, or divisions cannot finance or provide staffing to keep records for the vast numbers of those who choose to volunteer. Since we are dealing with adult leaders, it is not unreasonable to assume that they can keep their documents in order.

The conference youth director, conference lay director, or a person they designate will provide final authorization for the issuing of certifications after they have reviewed the completed documentation portfolio provided to them by the volunteer. (See *Portfolio* on page A-11 for details.) No additional testing or examinations are expected or required.

Certifications can be issued at the end of a training event, at an investiture, or at any other event deemed appropriate by the granting body. This would

*Order is the sanity of the mind, the health of the body, the peace of the city, the security of the state. Like beams in a house or bones to a body, so is order to all things.*

— ROBERT SOUTHEY

*A system doesn't necessarily mean rigid structure, but it means setting up organization that works for you.*

— SUE SHIPMAN

*To those upon whom God has bestowed many talents, I am instructed to say: Help the inexperienced; discourage them not. Take them into your confidence; give them fatherly counsel, teaching them as you would teach students in a school. Watch not for their mistakes, but recognize their undeveloped talents, and train them to make a right use of these powers. Instruct them with all patience, encouraging them to go forward and to do an important work. Instead of keeping them engaged in doing things of minor importance, give them an opportunity to obtain an experience by which they may develop into trustworthy workers. Much will thus be gained to the cause of God.*

— E. G. WHITE

CHRISTIAN LEADERS, P. 55



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## Certification tracking

In the future, a division wide, even world wide database of individuals completed certifications could be of great value to church leadership in their efforts to train leaders and to help provide such leaders to local churches and conferences.

normally be the youth department of the local conference, but might be by the union or division if they are providing the instruction and portfolio review. Some situations may call for the awarding of the Certification via mail, or some other non-event methodology.

Please remember these certifications are not classes of investiture, nor are they higher levels than Master Guide. They are continuing education.

*\*\*There are a few unique certifications, that by their nature, require participants to have prior approval of their conference youth director or their designee in order to start the certification. At this time, these are Adult Trainer Certification and the Coordinator Certifications.*

## The mentor

Most people learn best through hands on learning experiences. Classroom training is essential to the initial introduction of a certification but the supervised field experience is where certifications become real.

It is recommended that the participant recruit a single experienced, knowledgeable Pathfinder leader to act as a mentor. This mentor will guide and oversee the completion of the out of class certification requirements. The mentor is not there to complete the requirements for the participant but to gently look over their shoulder and give constructive instruction on practical application of the certification principles. Many of the fieldwork requirements include observation of an experienced leader. Asking that individual to be your “official” mentor adds another aspect to the relationship.

It is hoped that participant will continue their relationship with their mentor beyond the completion of the requirements so that when life situations present themselves, the mentor will be a positive resource for resolution and counsel.

The local conference could compile a list of eligible, willing Pathfinder leaders, and make this list available to participants. Mentors should be invested Master Guides, but do not have to have completed all levels of Investiture Achievement.

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## Time frame policies

- A.** Certifications are designed to take from eight months to one year to complete.
- B.** Completion of a certification must be finished in a maximum of three years.
- C.** Since the primary purpose of certifications is to provide continuing education, only one certification can be earned per year.

There are currently two exceptions to this policy:

- 1.** The *Pathfinder Basic Staff Training Certification* can be earned in the same year as any other Pathfinder Certification.

- 2.** The *Pathfinder Counselor JumpStart Certification* can be earned in the same year as a more advanced Pathfinder Counselor Certification.

## Portfolios

Each certification requires the participant to compile a portfolio documenting the journey, progress, lessons learned and completion of requirements.

The portfolio should include the completed formal certification check sheet and evidence confirming requirement completion. This evidence can come in the form of signed class cards or sign in sheets, class handouts and/or photographs of participants involved in, or leading applicable activities. The evidence will also include proof of applicable research and projects completed as required fieldwork.

The purpose of the portfolio is not only to show completion of all the certification requirements but also to be an authoritative referral source when faced with similar issues in the future.

The physical portfolio is typically a three ring binder in which all materials are kept. However fully digital data collection is also possible, and may become the norm as technology progresses. The content is what counts, not the form of that content. It should be well organized and easy to check over. Items should be labeled for easy connection to a specific requirement. The form will vary according to the personality and style of the participant.



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## Portfolio review

The purpose of the review is to confirm completion of the requirements. It is not to require conformity to any bureaucratic system requiring specific formats of style or presentation.

Portfolios are reviewed with a simple Pass/Fail. A failed portfolio should be returned to the participant with a written explanation of what needs to be added, corrected or completed to prove completion of the certification requirements.

Portfolios that pass should also be returned to the participant in a timely manner.

Review of completed portfolios is best handled by an invested Master Guide appointed by the Conference youth director or their designee. Multiple reviewers may be appointed if the volume of portfolios is high.

It is expected that the Conference will glean amazing resources through this process. Permission to share insights should be considered automatic, so long as due credit is given to the author/creator.

## Recognition of completion

Everyone likes to have their efforts recognized. Youth leaders who put in untold hours of prayer, planning, counseling, and training are no exception.

Since AYMT provides training for many branches of youth ministry, the “token” of recognition, an enameled pin, is one that can be placed in a variety of places. (See figure 1.)

- Master Guides: along the edge at the point of the Master Guide scarf.
- Non-Master Guide, Pathfinder and Adventurer staff: on their sash.
- Youth leaders: on their jacket lapel, or on a blouse.
- AY leaders: on the chest pocket of their dress blazer

Division approved certification recognition pins are round. Conference or Union certification recognition pins are diamond shape. (See figure 2.) The diamond would also be used for special event certifications offered by the Division. This follows the pattern of design set for Pathfinder Honors where Division honors are oval and local or union honors are diamond shape.

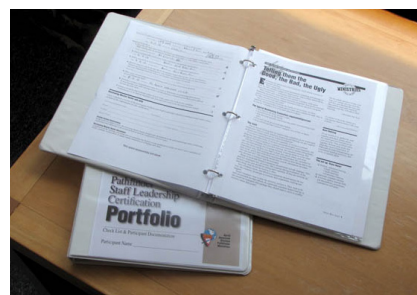
Pins should be language independent. They should not include any writing that would require translation.

## Guidelines for developing new certifications

The NAD has established a number of certifications that are published in this document. Additional certifications may be added in the future. Many of these will be based on recommendations from local conferences and unions.

Conferences and unions can develop certifications to answer specific needs within their programs. Those certifications may be submitted to the appropriate division committee for division wide approval. The NAD AYMT Curriculum Coordinator will confirm seminar numbers and titles and arrange for inclusion in later documents. NAD can recommend certifications to the General Conference Youth Dept. for world wide approval.

Certifications contain five to ten seminars, with eight being the preferred number, as this fits nicely into most weekend training event formats. In addition to seminar attendance, reasonable field activity and independent study should be required.



Here is a sample *Portfolio*. The cover insert can be downloaded from the NAD Pathfinder web site. The checklist should be the first page in the binder, followed by supporting materials including, but not limited to, handouts, notes and plans.

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**Figure 1.**

Actual size certification pin for a division approved Pathfinder Basic Staff Training Certification.



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**Figure 2.**

Actual size certification pin for conference or union approved certification. This one is for a theoretical Discipleship Certification earned during a special event.



*As our Example we have One who is all and in all, the chiefest among ten thousand, One whose excellency is beyond comparison. He graciously adapted His life for universal imitation. United in Christ were wealth and poverty; majesty and abasement; unlimited power, and meekness and lowliness which in every soul who receives Him will be reflected. In Him, through the qualities and powers of the human mind, the wisdom of the greatest Teacher the world has ever known was revealed.*

— E.G. WHITE

SIGNS OF THE TIMES, 9/3/1902

## Seminar presenter qualifications

Conference, Union, and Division training coordinators should always strive to find the best seminar presenters they can. Those who earned the PIA prior to 2014, and those who have earned the Adult Trainer Certification have been specifically trained to present seminars. In addition, they are most likely to be active members of Pathfinder ministry and as such have a great understanding of the details, challenges and culture of Pathfinder Ministry. However, holding either of these training designations does not guarantee that they are great presenters. And it certainly does not authorize them to demand that an organization select them to present a seminar.

These trained Pathfinder staff are not the only qualified presenters to be found. Many pastors, educators, and other professionals would make top notch presenters, as do brick layers, house wives and farmers.

So what are you looking for in a presenter?

First, they need to know their subject. That means they might be a professional in the field about which they will be presenting, but remember the old adage that a “passionate amateur almost always beats a bored professional.” Don’t overlook someone just because they don’t have a string of letters following their name.

Second, they need to be able to give a presentation. Unfortunately some who have completed the training, as noted above, are still so timid, unorganized, dry, rigid, or out of date that their effectiveness is limited. The best methods of finding a great presenter are by personal observation or by second hand reference. Remember, it is far more effective for a great presenter to learn a new subject and give an hour seminar about it, than for an expert to give a sleep provoking presentation.

Thirdly, they need to have a clear understanding of the purpose and ministry of Pathfinders and be able to refine their presentation to the needs of their audience. At a minimum they need to have a clear understanding of Christian faith, and it is certainly helpful if they understand the unique culture and theology of Adventism.

And finally, it is very helpful if they are personable, humorous and humble. For many, a seminar may be the first introduction a participant is given to a subject and their desire to learn more and dig deeper will be in direct proportion to the effectiveness of the presenter.

A common problem with many presenters is that their geographical experience is limited. They have spent all their lives in one conference and tend to believe that everyone in the world functions and thinks the same way. The truth is that there is amazing variety in Pathfinder ministry programs, procedures, policies and philosophies.

## Seminar organization

Like certifications, seminars are organized in a similar fashion to college/university departments and courses. Each ministry is assigned a departmental name and code as are cross ministry subjects. Awards and Honors sections are further broken down into topical categories.

Within a given department, each approved seminar has a:

- Seminar ID, including it’s departmental code. Ex: **LEAD 001**.
- An official title. Ex: **Introduction to leadership styles and challenges**

- A recommended contact time, listed in hours and minutes. Ex: **(1:15)**.
- A course description. Ex: This seminar provides an introduction to the various forms of leadership, the challenges leaders face, and the qualities that make a good Christian leader.
- In addition, attempts are made to give credit to original authors and to document the original date of acceptance. Ex: *Syllabus author: John Doe • Date: 2011.*

A NAD Division Youth Ministries appointee, the NAD AYMT Curriculum Coordinator, will provide each seminar or class with an official seminar course number and description. (See figure 3.)

Conferences and unions can submit seminar titles, descriptions, and syllabi for new seminars for approval by the NAD, in the same way they submit certification programs. See *Course syllabi* later in this section for more information.

### AYMT departments and seminar ID prefix

Adventurer Club Administration and Programming*	ADAD
Ambassador Club Administration and Programming*	AMAD
Awards: Arts & Crafts*	AWAC
Awards: Household Arts*	AWHA
Awards: Nature*	AWNA
Awards: Recreation*	AWRE
Awards: Spiritual*	AWSP
Chips (Eager Beaver Awards)*	CHIP
Communications	CMME
Education and Teaching Skills	EDUC
Finance	FINA
Honors: Arts and Crafts	HOAC
Honors: ACS	HOAD
Honors: Household Arts	HOHA
Honors: Heritage	HOHE
Honors: Health and Science	HOHS
Honors: Nature	HONA
Honors: Outdoor Industries	HOOI
Honors: Outreach Ministries	HOOM
Honors: Recreation	HORC
Honors: Vocational	HOVO
Leadership	LEAD
Master Guide Administration and Programming*	MGAD
Medical and Health	MEDI
Nature and Outdoor Studies	NAOS
Outreach and Evangelism	OUTR
Pathfinder Club Administration and Programming	PFAD
Psychology and Sociology	PYSO
Religion	RELI
Risk Control and Safety	RCSF
Spiritual Growth	SPRT
Stars (Little Lamb Awards)*	STAR
Summer Camp Administration and Programming*	SCAD
Wilderness Skills and Camping	WILD
Youth Ministry Administration and Programming*	YMAD

\* See the *In our thinking...* sidebar

### Figure 3.

This is a sample complete seminar ID and bulletin entry.

#### **ADAD 001 Adventurer Club Ministry: It's purpose, history, and relationship to Church, Pathfinders and Ambassadors (1:15)**

This seminar presents an introduction to club ministry from the Adventurer Club perspective. It compares and contrasts the programs and purposes of the three AY club types. It also reviews other contact formats that the church uses to minister to youth, and provides a brief history of the AY club ministries and their various insignia etc.

*Syllabus author: Glen Milam • Date: 2009*

### In our thinking...

future expansion of the AYMT framework could well include Adventurer and Master Guide seminars and certifications. And yet further in the future, perhaps Senior Youth, Ambassador and Camp seminars and certifications. However, at this time, no action or approval has been taken by their respective NAD committees concerning this structure.

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## From where did the seminars originate?

In addition to new development, an assortment of established, but non-standardized curriculum were integrated into the AYMT structure including, but not limited to:

- Adventurer Basic Staff Training
- Adventurer Leadership
- Adventurer Leadership Growth
- Pathfinder Basic Staff Training
- Pathfinder Leadership Award
- Pathfinder Instructors Award
- Master Guide Curriculum

## Seminar ID numbers

Each seminar is assigned a three digit number. AYMT uses three different variations of the system to fit the established dynamics of different ministries.

The first digit indicates the skill level as outlined below. The second and third digits simply indicate the course number. A systematic logic is used in assigning the numbers, but users do not need to be concerned with the details of that process.

Seminars that end in 99 are called “Topics.” These spots are for new seminars that are being tried for the first time, or for something that is a one time event. Ex: **PFAD 199 Oshkosh Camporee updates and news.**

### General seminars

- 000 – Introduction
- 100 – Beginners or Adv. age
- 200 – Intermediate or PF. age
- 300 – Advanced
- 400 – Professional
- -99 – Topics

### Adventurer Award and Award teaching seminars

- 100 – Age 6 (Grade 1 in NAD)
- 200 – Age 7 (Grade 2 in NAD)
- 300 – Age 8 (Grade 3 in NAD)
- 400 – Age 9 (Grade 4 in NAD)
- 500 – First grade instructor
- 600 – Second grade instructor
- 700 – Third grade instructor
- 800 – Fourth grade instructor
- -99 – Topics: New Awards or instruction of new Awards

### Pathfinder Honor and Honor teaching seminars

- 100 – Level 1: Age 10 & 11 (Grade 5 & 6 in NAD)
- 200 – Level 2: Age 12 to 15 (Grade 7, 8, 9 & 10 in NAD)
- 300 – Level 3: Age 16 and up (Grade 11 and up in NAD)
- 400 – *unused at this time*
- 500 – Level 1 instructor
- 600 – Level 2 instructor
- 700 – Level 3 instructor
- 800 – *unused at this time*
- -99 – Topics: New Honors or instruction of new Awards

Since introductory Honors, and their teaching seminar, can start at any of the three levels, and since their advanced counterpart can be either one or two levels higher, there is no standardized way to assign their course numbers without interfering with other parameters. Therefore, honors/ seminars which have advanced levels will list the advanced honor/seminar ID in the course description, since seminar numbers will not correlate.

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## Course syllabi and resources

A syllabus is an outline of a seminar that includes its title and description, as well as an outline of the topics to be covered and an estimated time breakdown for the session. The average syllabus should be about a page long.

Each syllabus should also include recommendations for additional reading, related web site addresses, names and contact info for related organizations, additional resources and possible practical exercises.

It is assumed that presenters have enough experience and research abilities to develop their own seminar presentations based on just the course description. However NAD will provide a syllabus for many of the intro level seminars. It will take the combined efforts of many people to provide syllabi for all the listed seminars.

Appropriate resources from the old PLA and PIA manuals will be noted in the course descriptions. Additional resources may become available over time.

## Practical issues at training events

### Training events

As most leadership events use a track format, with multiple tracks offered at one time, the certification curriculum fits well. Each certification would be the basis for a track. Some tracks will apply specifically to certain ministries, such as *Pathfinder Basic Staff Training Certification* or *Certified Adventurer Instructor*. Other tracks are intended to work as cross training. *Leadership Certification*, *Certified Volunteer Management* or *Risk Management and Safety Certification* would be useful in almost any youth ministry.

While completing the seminar portion of a certification during a one day event might be difficult, it would be quite easy during a two day, three day or weekend event. North American Division Youth Ministry training events regularly run four days, so the system allows ample time for general sessions as well. The South American Division often runs week long training events during the summer. They can offer multiple certifications one after the other!

It is possible that some certifications will require attendance at multiple events. Event planners need to keep in mind that they must provide that opportunity within a reasonable time frame. Curriculum planners need to stick as close as possible to course combinations that total 8, 16 or 24 sessions.

### Seminar title use

The AYMT titles are not intended to be creative or exciting. They are intended to accurately indicate the topic matter of the seminar. Instructors are welcome to use whatever title they wish, so long as they reference the seminar ID and the official title. (See the two examples in figure 4.)

### Recommend time frame

Each seminar has listed with it, a recommended time frame. Most are based on a 1 hour, 15 minute (75 minute) class. It is understood that some training events may only provide 60 minute sessions, while others offer 90 minute sessions. The General Conference recommends 90 minute minimums. It would be better to plan longer sessions or multipart sessions

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### Figure 4 - Sample titles

Below are two examples of creative seminar titles, and ways to connect them to the official seminar ID and title.

**LEAD 001 • Introduction to leadership styles and challenges**

So they condemned you to leadership?

**HAIL THE LEADER**

**Introduction to leadership styles and challenges. Fullfills the seminar LEAD 001**

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that provide adequate time for instruction, learning activities and question and answer time. If the event planner short changes the time, they are doing a great disservice to their attendees.

Some seminars may require a double session. If so, a standard break should be allowed in the middle of the double session.

Most seminars that present how to teach an Honor or an Award should be given at a double session. One session would barely give you time to review the requirements and give requirement answers. The instructor will need far more time to have the participants actually DO some of the requirements. This is the preferred method of instruction.

These courses include any 500 level or higher seminar with an ID prefix of HOAC, HOAD, HOHA, HOHE, HOHS, HONA, HOOI, HOOM, HORC & HOVO.

### **Field activity**

Most certifications include learning activities that require time outside of “class.” Participants need to remember that the best learning takes place while doing, and sometimes “doing” cannot be done in a meeting room.

Curriculum designers should keep in mind the real world time limitations of volunteer staff, and the tracking limitations of many conference youth departments due to overworked or understaffed offices.

The key in designing field activities is to aim for reasonable requirements that can be complete in a year. (Two at the most.) Remember, we are training primarily volunteers and most of these certifications are not designed to fulfill any legal requirement.



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## Current Certifications

### Pathfinder Basic Staff Training Certification

This certification is intended to provide basic information about the purpose, structure and ministry of Pathfinders to individuals who are just starting out in Pathfinder ministry and have little or no prior experience with the program. It is highly recommended that this certification is earned before they begin their participation in Pathfinder ministry.

The PBST is also an option for club ministry training of a Master Guide, and as such, participants may have a background in Pathfinders, but it is likely to be entirely as a participating member, not as a leader.

#### Prerequisites

1. Be at least 16 years old
  2. Be a Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
  3. Intend to be an active Pathfinder staff member
- OR
- Be participating in Master Guide training.

#### Seminars

PFAD 001	Pathfinder Club ministry: It's purpose, history, and relationship to church and Adventurers
PFAD 002	Introduction to Pathfinder Club organization
PFAD 003	Introduction to Pathfinder Club programing and planning
PFAD 004	Introduction to Pathfinder Club outreach
PFAD 005	Introduction to basic drill
PYSO 104	Developmental growth: Ages 10-14
EDUC 001	Introduction to teaching skills
MEDI 100	Introduction to medical, risk management and child safety issues

#### Required Field Work

1. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend.

*Curriculum author: Unknown • Date: Unknown*



This certification is authorized for use by those who have not yet become invested Master Guides.

It is intended to provide a basic understanding of Pathfinder Ministry and its component parts. Ideally it should be earned before a new staff member actually takes up duties with a club. While there is some value in repeating these seminars every five years or so, especially if taught by a different instructor, it should not be used as repeat yearly training. This is true for any training curriculum.

This revised BST Curriculum was approved by the NAD Pathfinder Committee in 2005 with action PA 2005-06.





This certification is authorized for use by those who have not yet become invested Master Guides.

It is intended to provide a strong foundation for someone who will be serving a local Pathfinder club as an honor or *Investiture Achievement* instructor. (This is NOT anything like the old PIA which was focused on training adults to train other adults.) Ideally the seminars should be taken before the staff member actually takes up their duties. The field work would be done during their first year as an instructor.

This certification was approved by the NAD Pathfinder Committee in 2011 for piloting with action PA 2011.03 and in 2013 for adoption with action PA 2013.08.

## Pathfinder Instructor Certification

### *Prerequisites*

1. Be at least 16 years old.
2. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
3. Hold a Pathfinder Basic Staff Training Certification

### *Seminars*

EDUC 002	Understanding teaching styles
EDUC 003	Understanding learning styles
EDUC 004	Understanding multiple intelligences
EDUC 200	Teaching <i>Investiture Achievement</i> : Intent and organization
EDUC 230	Teaching AY Honors, general introduction

Take one (1) seminar of your choosing from the following list:

EDUC 210	Practical applications for teaching <i>Investiture Achievement</i> in a small club (under 12)
EDUC 211	Practical applications for teaching <i>Investiture Achievement</i> in a medium size club (12-30)
EDUC 212	Practical applications for teaching <i>Investiture Achievement</i> in a large club (over 30)
EDUC 213	Practical applications for teaching <i>Investiture Achievement</i> as part of a school curriculum
EDUC 214	Practical applications for teaching <i>Investiture Achievement</i> as part of a home school curriculum

Take two (2) seminars on teaching specific honors. You may choose from any 500, 600, or 700 level seminar in: HOAC, HOAD, HOHA, HOHE, HOHS, HONA, HOOL, HOOM, HORC, HOVO.

### *Required Field Work*

1. Establish a mentoring relationship with an experienced instructor, or even better with a professional teacher. Document the conversations and advice that they share with you over the course of a Pathfinder year.
2. Be an active *Investiture Achievement (IA)* instructor, leading a group of young people to investiture in at least one level of the *IA* program.
3. Lead a group of young people to successful completion of an AY Honor.
4. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend and the mentoring you received. In your portfolio, place copies of your teaching plans and records as you complete requirements 2 and 3.

*Curriculum author: NAD Pathfinder Leadership Task Force • Date: 2010*

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## Pathfinder Counselor JumpStart Certification

### Prerequisites

1. Be at least 18 years old.
2. Be at least 8 years older than your unit members.
3. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
4. Hold a Pathfinder Basic Staff Training Certification.

### Seminars

PYSO 121	Discipling & Discipline: An act of discipling
PFAD 100	The Pathfinder Chain of Command: The counselor's support team
PFAD 101	The Counselor's responsibilities
RCSF 120	Safety and the Counselor
PYSO 124	The Counselor's relationship with the Pathfinder

### Required Field Work

1. Take part in a commissioning ceremony after seminar training and before active service begins.
2. Be an active Pathfinder staff member for a year.
3. Establish a mentoring relationship with an experienced counselor. Document the conversations, advice and evaluations of your service that they share with you over the course of a Pathfinder year.
4. Participate in a daily Bible reading or devotional plan for at least six months. Use of an audio or video Bible is acceptable.
5. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend. Include copies of your notes and documentation that shows completion of field work requirements.

### Recommended Field Work

1. Hold a current CPR certification from a nationally recognized organization.
2. Hold a current First Aid certification from a nationally recognized organization.

*Curriculum author: Upper Columbia Conf. (Frosty and June Cross, Darrell Janke, Carolyn Bullock, Virginia Bobbitt, Anita Lebold, C. R. Cloud) • Date: 2008*  
*UCC has developed extensive requirements for their UCC Counselor Certification program.*  
*This NAD Certification represents only a modification of the first phase of their curriculum.*  
*Additional phases may be adopted by NAD at a later date.*



This certification is authorized for use by those who have not yet become invested Master Guides.

It is intended to provide a foundation for staff members who will hold the most important role in Pathfinder Ministry, that of counselor. **The seminars should be taken before a staff member actually takes up duties as a counselor, hence its JumpStart name.** It is designed to be taught in a 6 hour intensive session. Much of the field work will be done during the year of service.

This certification was approved by the NAD Pathfinder Committee in 2011 for piloting with action PA 2011.03 and in 2013 for adoption with action PA 2013.08.



This certification is authorized for use by those who have not yet become invested Master Guides.

It is intended to provide a strong foundation for someone who has little if any prior experience with Pathfinders, but has been asked to serve as club director by their local church. Ideally the seminars should be taken before the new director actually takes up their duties. The field work would be done during their first year as a director, associate director or deputy director.

This certification was approved by the NAD Pathfinder Committee in 2011 for piloting with action PA 2011.03 and in 2013 for adoption with action PA 2013.08.

## Pathfinder Director Certification

### *Prerequisites*

1. Be at least 18 years old.
2. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
3. Hold a Pathfinder Basic Staff Training Certification

### *Seminars*

LEAD 001	Introduction to leadership skills
LEAD 150	Introduction to volunteer/staff management
LEAD 122	Dealing with the conference and your local church board
PYSO 120	Survey of disciplinary theory and technique
WILD 001	Survey of camping and camp out planning
EDUC 200	Teaching <i>Investiture Achievement</i> : Intent and organization
FINA 100	Handling finances
PYSO 207	Dealing with parents

### *Required Field Work*

1. Establish a mentoring relationship with an experienced director. Document the conversations and advice that they share with you over the course of a Pathfinder year.
2. Read the *Pathfinder Staff Manual* and compile a list of action items for the upcoming Pathfinder year.
3. Create a *Portfolio* that contains copies of your Pathfinder Calendar, meeting schedules, permission slips and other paperwork that shows your leadership of a club during the year. Include handouts and your personal notes from the seminars you attend and copies of your mentoring notes and action plans as you complete requirements 1 and 2.

*Curriculum author: NAD Pathfinder Leadership Task Force • Date: 2010*

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## Pathfinder Leadership Certification

### *Prerequisites*

1. Be a Master Guide.
2. Hold a Pathfinder Basic Staff Training Certification or have completed an earlier Pathfinder BST program\*
3. Be an active Pathfinder staff member

### *Seminars*

PFAD 110	Pathfindering as a ministry
PFAD 113	<i>Investiture Achievement</i> as ministry
PFAD 112	Counseling as a ministry
PYSO 204	Dealing with attitudes
OUTR 117	Evangelism by and with the Pathfinder Club
OUTR 111	Creative witnessing
SPRT 204	Mentoring staff in personal and spiritual growth
SPRT 105	Leading young people to Christ

### *Required Field Work*

1. Read the AY Encounter Series II, *Christ the Church*, or participate in another daily Bible reading plan for at least six months. Use of an audio or video Bible is acceptable.
2. Hold a current CPR certification from a nationally recognized organization.
3. Hold a current First Aid certification from a nationally recognized organization.
4. Read or listen to a book on leadership, preferably one on ministry leadership. Prepare an action plan indicating how you intend to implement the things you have learned into your Pathfinder ministry. Carry out that plan and evaluate the results.
5. Develop a written, comprehensive plan for a year of Pathfinder programming. Beyond activities, it should include specific goals and action steps for spiritual and outreach ministry.
6. Create a *Portfolio* that contains copies of your Pathfinder Calendar, meeting schedules, permission slips and other paperwork that shows your leadership of a club during the year. Include handouts and your personal notes from the seminars you attend and copies of your notes and work as you complete requirements 1 to 5.

\* The intent of this requirement is to make sure the Master Guide has Pathfinder training, since some Master Guides have taken Basic Staff Training in Adventurers or some another branch of youth ministry.

*Curriculum author: NAD Pathfinder Leadership Task Force • Date: 2010*



This certification is authorized for use by those who are invested Master Guides as continuing education. It is intended to provide a deeper understanding of the ministry of Pathfinders.

This certification was approved by the NAD Pathfinder Committee in 2011 for piloting with action PA 2011.03 and in 2013 for adoption with action PA 2013.08.



This certification is authorized for use by those who are invested Master Guides as continuing education. It is intended to provide a deeper understanding of staff support and leadership.

This certification was approved by the NAD Pathfinder Committee in 2011 for piloting with action PA 2011.03 and in 2013 for adoption with action PA 2013.08.

## Pathfinder Staff Leadership Certification

### *Prerequisites*

1. Be a Master Guide.
2. Hold a Pathfinder Basic Staff Training Certification or have completed an earlier Pathfinder BST program\*
3. Be an active Pathfinder staff member

### *Seminars*

- LEAD 105 Seven principles of youth leadership  
LEAD 151 Staff recruiting and selection  
LEAD 152 Staff training  
LEAD 153 Staff evaluation and correction  
LEAD 154 Staff retention and appreciation  
PYSO 214 Dealing with diversity  
PYSO 209 Dealing with interpersonal conflict  
Take one (1) additional seminar of your choosing with a LEAD or PYSO prefix.

### *Required Field Work*

1. Read the AY Encounter Series III, *Christ our Redemption*, or participate in another daily Bible reading plan for at least six months. Use of an audio or video Bible is acceptable.
2. Hold a current CPR certification from a nationally recognized organization.
3. Hold a current First Aid certification from a nationally recognized organization.
4. Read or listen to a book on any one of the seminar topics that are part of this certification. Prepare an action plan indicating how you intend to implement the things you have learned into your Pathfinder ministry. Carry out that plan and evaluate the results.
5. Plan, carry out and evaluate a team building event of at least three hours duration for your Pathfinder Staff.
6. Develop a written, comprehensive plan for a year of Pathfinder programming and ministry. It must include your staff training events, job descriptions, evaluation procedures and a debrief on how the year went.
7. Create a *Portfolio* that contains copies of your notes, plans and work as you complete requirements 1 to 6. Include handouts and your personal notes from the seminars you attend.

\* The intent of this requirement is to make sure the Master Guide has Pathfinder training, since some Master Guides have taken Basic Staff Training in Adventurers or some another branch of youth ministry.

*Curriculum author: NAD Pathfinder Leadership Task Force • Date: 2010*

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## Future Certifications

A number of additional certifications are under development at this time. This list is included just to give you an idea of what is coming. Exact titles may vary from what is listed here.

- Counselor (Part 1) Certification
- Counselor (Part 2) Certification
- Social Issues Certification
- Human Relations Certification
- Camping Leader Certification
- Wilderness Leader Certification
- Outreach Leader Certification
- Spiritual Leader Certification
- Area Coordinator Certification
- Event Coordinator Certification
- Conf. Lay Director Certification
- Adult Leader Trainer Certification (Similar to the old PIA)

Others that have been suggested but not yet initiated include:

- Investiture Achievement Specialist Certification
- Honor Specialist Certification
- Human Relations Certification
- Food Service Certification
- Drill Instructor Certification
- Club Planter Certification
- Medical Specialist Certification
- Pathfinder Bible Experience Leader Certification
- TLT Specialist Certification
- Security and Safety Specialist Certification







# Certification **Check Lists**





# Pathfinder Basic Staff Training Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be at least 16 years old .....
2. Be a Seventh-day Adventist Christian who loves Jesus and is willing to share this love  
in both word and deed. ....
3. Intend to be an active Pathfinder staff member  
OR  
Be participating in Master Guide training. ....

### Seminars

- PFAD 001 Pathfinder Club ministry: It's purpose, history, and relationship to Church and Adventurers  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- PFAD 002 Introduction to Pathfinder Club organization  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- PFAD 003 Introduction to Pathfinder Club programing and planning  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- PFAD 004 Introduction to Pathfinder Club outreach  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- PFAD 005 Introduction to basic drill  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- PYSO 104 Adolescent development  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- EDUC 001 Introduction to teaching skills  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_
- MEDI 100 Introduction to medical, risk management and child safety issues  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Continued on back.

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*Required Field Work*

1. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend. . . .

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**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Basic Staff Training Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.

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# Pathfinder Instructor Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be at least 16 years old. . . . .
2. Hold a Pathfinder Basic Staff Training Certification. . . . .

Date \_\_\_/\_\_\_/\_\_\_ Reviewing MG \_\_\_\_\_

### Seminars

EDUC 002 Understanding teaching styles  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC 003 Understanding learning styles  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC 004 Understanding multiple intelligences  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC 200 Teaching *Investiture Achievement*: Intent and organizations  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC 230 Teaching AY Honors, general introduction  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC --- Teaching the Pathfinder AY/ Curriculum  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Take one (1) seminar of your choosing from the following list:

EDUC 210 Practical applications for teaching *Investiture Achievement* in a small club (under 12) . . . . .

EDUC 211 Practical applications for teaching *Investiture Achievement* in a medium size club (12-30) . . . . .

EDUC 212 Practical applications for teaching *Investiture Achievement* in a large club (over 30) . . . . .

EDUC 213 Practical applications for teaching *Investiture Achievement* as part of a school curriculum. . . . .

EDUC 214 Practical applications for teaching *Investiture Achievement* as part of a home school curriculum. . .

Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Continued on back.

Take one (2) seminar on teaching a specific honor. You may choose from any 500, 600, or 700 level seminar in: HOAC, HOAD, HOHA, HOHE, HOHS, HONA, HOOI, HOOM, HORC, HOVO.

Seminar ID \_\_\_\_\_ Seminar title \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Seminar ID \_\_\_\_\_ Seminar title \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

*Required Field Work*

- 1. Establish a mentoring relationship with an experienced instructor, or even better with a professional teacher. Document the conversations and advice that they share with you over the course of a Pathfinder year. . . . .

Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_

- 2. Be an active *Investiture Achievement (IA)* instructor, leading a group of young people to investiture in at least one level of the *IA* program. . . . .
- 3. Lead a group of young people to successful completion of an AY Honor. . . . .
- 4. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend and the mentoring you received. In your portfolio, place copies of your teaching plans and records as you complete requirements 2 and 3. . . . .

**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Instructor Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.

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# Pathfinder Counselor JumpStart Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be at least 18 years old. . . . .
2. Be at least 8 years older than your unit members. . . . .
3. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed. . . . .
4. Hold a Pathfinder Basic Staff Training Certification. . . . .

Date \_\_\_/\_\_\_/\_\_\_ Reviewing MG \_\_\_\_\_

### Seminars

PYSO 121    Discipling and Discipline: An act of discipling  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PFAD 100    The Pathfinder Club Chain of Command: The counselor's support team  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PFAD 101    The Counselor's responsibilities  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

RCSF 120    Safety and the Counselor  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 124    The Counselor's relationship with the Pathfinder  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

### Required Field Work

1. Take part in a commissioning ceremony after seminar training and before active service begins. . . . .

Date \_\_\_/\_\_\_/\_\_\_ Event Loc. \_\_\_\_\_

2. Be an active Pathfinder staff member for a year.
3. Establish a mentoring relationship with an experienced counselor. Document the conversations, advice and evaluations of your service that they share with you over the course of a Pathfinder year. . . .

Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_

**Continued on back.**



- 
4. Participate in a daily Bible reading or devotional plan for at least six months. Use of an audio or video Bible is acceptable. ....

Name of Bible Reading Plan \_\_\_\_\_

5. Create a *Portfolio* that contains the handouts and your personal notes from the seminars you attend. Include copies of your notes and documentation that shows completion of field work requirements. ....

*Recommended Field Work*

1. Hold a current CPR certification from a nationally recognized organization. ....

Date \_\_\_/\_\_\_/\_\_\_ Issuing agency \_\_\_\_\_

2. Hold a current First Aid certification from a nationally recognized organization. ....

Date \_\_\_/\_\_\_/\_\_\_ Issuing agency \_\_\_\_\_

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**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Counselor JumpStart Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.

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# Pathfinder Director Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be at least 18 years old. . . . .
2. Be a Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed. . . . .
2. Hold a Pathfinder Basic Staff Training Certification. . . . .

Date \_\_\_/\_\_\_/\_\_\_ Reviewing MG \_\_\_\_\_

### Seminars

LEAD 001 Introduction to leadership skills  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 150 Introduction to recruiting, screening and training staff  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 122 Dealing with the conference and your local church board  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 120 Introduction to discipline  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

WILD 001 Survey of camping and camp out planning  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

EDUC 200 Teaching *Investiture Achievement*: Intent and organization  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

FINA 100 Handling finances  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 207 Dealing with parents  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Continued on back.

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*Required Field Work*

1. Establish a mentoring relationship with an experienced director. Document the conversations and advice that they share with you over the course of a Pathfinder year. . . . .   
Mentor Name \_\_\_\_\_ Phone \_\_\_\_\_
2. Read the *Pathfinder Staff Manual* and compile a list of action items for the upcoming Pathfinder year. . .
3. Create a *Portfolio* that contains copies of your Pathfinder Calendar, meeting schedules, permission slips and other paperwork that shows your leadership of a club during the year. Include handouts and your personal notes from the seminars you attend and copies of your mentoring notes and action plans as you complete requirements 1 and 2. . . . .

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**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Director Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.

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# Pathfinder Leadership Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be a Master Guide. ....

Date \_\_\_/\_\_\_/\_\_\_ Investing Conf. \_\_\_\_\_

2. Hold a Pathfinder Basic Staff Training Certification or have completed an earlier Pathfinder BST program .....

Date \_\_\_/\_\_\_/\_\_\_ Reviewing MG \_\_\_\_\_

3. Be an active Pathfinder staff member .....

Church \_\_\_\_\_ Phone \_\_\_\_\_

### Seminars

PFAD 110 Pathfinderism as a ministry  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PFAD 113 *Investiture Achievement* as ministry  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PFAD 112 Counseling as a ministry  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 204 Dealing with attitudes  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

OUTR 117 Evangelism by and with the Pathfinder Club  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

OUTR 111 Creative witnessing  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

SPRT 204 Mentoring staff in personal and spiritual growth  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

Continued on back.

*Required Field Work*

1. Read the AY Encounter Series II, *Christ the Church*, or participate in another daily Bible reading plan for at least six months. Use of an audio or video Bible is acceptable...   
Name of Bible Reading Plan \_\_\_\_\_
2. Hold a current CPR certification from a nationally recognized organization. ....   
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_
3. Hold a current First Aid certification from a nationally recognized organization. ....   
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_
4. Read or listen to a book on leadership, preferably one on ministry leadership. Prepare an action plan indicating how you intend to implement the things you have learned into your Pathfinder ministry. Carry out that plan and evaluate the results. ....   
Book title \_\_\_\_\_ Author \_\_\_\_\_
5. Develop a written, comprehensive plan for a year of Pathfinder programming. Beyond activities, it should include specific goals and action steps for spiritual and outreach ministry. ...
6. Create a *Portfolio* that contains copies of your Pathfinder Calendar, meeting schedules, permission slips and other paperwork that shows your leadership of a club during the year. Include handouts and your personal notes from the seminars you attend and copies of your notes and work as you complete requirements 1 to 5...

**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Leadership Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

Completion of this training curriculum does not guarantee the bearers overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks completion of a training curriculum.

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# Pathfinder Staff Leadership Certification Check List



## Participant information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Training initiation date \_\_\_\_\_ Home Conf. \_\_\_\_\_

## Certification requirements

### Prerequisites

1. Be a Master Guide. ....

Date \_\_\_/\_\_\_/\_\_\_ Investing Conf. \_\_\_\_\_

2. Hold a Pathfinder Basic Staff Training Certification or have completed an earlier Pathfinder BST program .....

Date \_\_\_/\_\_\_/\_\_\_ Reviewing MG \_\_\_\_\_

3. Be an active Pathfinder staff member .....

Church \_\_\_\_\_ Phone \_\_\_\_\_

### Seminars

LEAD 105 Seven principles of youth leadership  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 151 Staff recruiting and selection  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 152 Staff training  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 153 Staff evaluation and correction  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

LEAD 154 Staff retention and appreciation  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 214 Dealing with diversity  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

PYSO 209 Dealing with interpersonal conflict  
Date \_\_\_/\_\_\_/\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

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Take one (1) additional seminar of your choosing with a LEAD or PYSO prefix.

Seminar ID \_\_\_\_\_ Seminar title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_ Instructor sig. \_\_\_\_\_

*Required Field Work*

1. Read the AY Encounter Series III, *Christ our Redemption*, or participate in another daily Bible reading plan for at least six months. Use of an audio or video Bible is acceptable. . . . .   
Name of Bible Reading Plan \_\_\_\_\_
2. Hold a current CPR certification from a nationally recognized organization. . . . .   
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_
3. Hold a current First Aid certification from a nationally recognized organization. . . . .   
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_
4. Read or listen to a book on any one of the seminar topics that are part of this certification. Prepare an action plan indicating how you intend to implement the things you have learned into your Pathfinder ministry. Carry out that plan and evaluate the results. . . . .   
Book title \_\_\_\_\_ Author \_\_\_\_\_
5. Plan, carry out and evaluate a team building event of at least three hours duration for your Pathfinder Staff. . . . .   
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_
6. Develop a written, comprehensive plan for a year of Pathfinder programming and ministry. It must include your staff training events, job descriptions, evaluation procedures and a debrief on how the year went. . . . .
7. Create a *Portfolio* that contains copies of your notes, plans and work as you complete requirements 1 to 6. Include handouts and your personal notes from the seminars you attend. . . . .

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**Reviewing Master Guide use only**

I have completed a review of the participants *Portfolio* and *Staff Leadership Check List* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone \_\_\_\_\_

Home Conf. \_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

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