

ADVENTURER

Director's Manual



Produced by:

General Conference Youth Ministries Department
12501 Old Columbia Pike
Silver Spring, MD 20904

Departmental Director: Gary Blanchard

Associate Youth Director: Pako Mokgwane

Associate Youth Director: Andrés J. Peralta

Editor-in-Chief: Andrés J. Peralta

Departmental Advisor: Abner De Los Santos

Senior Editorial Assistant: Kenia Reyes-de León

Project Manager: Mark O'Fill

Content Contributors: Mark O'Fill

Ted & Betsy Burgdorff

Copy Editor: Mark O'Fill

Cover & Interior Designer: Jonatan Tejel

Adrian Gutierrez Perez

Wilbert Hilario (ClicArt)

Had Graphic Inc. / hadgraphic@gmail.com

Photos by: © Shutterstock

Division Correspondents:

Al Powell (IAD)

Alastair Agbaje (TED)

Armando Miranda (NAD)

Benoy Tirkey (SUD)

Busi Khumalo (SID)

Carlos Campitelli (SAD)

Gennady Kasap (ESD)

Ron Genebago (SSD)

Jonatan Tejel (EUD)

Magulilo Mwakalonge (ECD)

Nak Hyung Kim (NSD)

Nick Kross (SPD)

Peter Bo Bohsen (TED)

Tihomir Lazic (TED)

Tracy Wood (NAD)

Udolcy Zukowski (SAD)

Ugochukwu Elems (WAD)

Vandeon Griffin (NAD)

Zlatko Musija (TED)

For information

Email: youth@gc.adventist.org

Website: youth.adventist.org

Mailing Address:

Adventist Youth Ministries
General Conference of Seventh-day Adventist
12501 Old Columbia Pike,
Silver Spring, MD 20904-6600, USA



Table of Contents

Overview

Section 1: The Basics, 7

- Club Ministries Overview
- Philosophy & Objectives
- Learning & Spiritual Growth
- Adventurer Program
- Leadership Styles
- Spiritual Growth Development
- The Philosophy of Learning
- Learning Process
- Role of Families
- Non-Discrimination Policy

Section 2: Standards, 17

- Pledge and Law
- Song (with Sheet Music)
- Uniform
- Class "A"
- Uniform for Adventurer Staff
- Field Uniform (Class "B")
- Awards

Section 3: Planning the Year, 25

- Starting an Adventurer Club
- Running an Existing Adventurer Staff
- Staff Meetings
- Other staff meetings
- Club Registration Form

Section 4: Beginning the Year, 31

- Grouping Children

Section 5: Staffing the Club, 33

- Staff Positions
- Background Checks

- Returning Staff / Veteran staff
- New staff
- Staff Job Descriptions
- Club Director (formerly Director)
- Leadership qualities include
- Deputy directors
- Counselor
- Instructor
- Club Secretary
- Club Treasurer
- Other Support Staff
- Staff Improvement
- Safety Standards
- Preventing Child Abuse
- Monitor behavior
- Mandatory Reporting
- Staff Training
- Online Staff Training resources

Section 6: Registration & Membership, 47

- Overview
- Club Membership
- Forms

Section 7: Getting to Know Your Adventurers and Their Families, 49

Section 8: The Meetings, 51

- Program components
- Closing Exercises
- Class Levels overview
- Attendance / Records

Section 9: The Public Events, 55

- Induction / Family Blessing
- Adventurer Sabbath
- Adventurer Review
- Investiture

Section 10: Service Events, 59

- At the Church
- In the Community

Section 11: Campouts, 61

- Safety Statement
- Principles of involvement

Section 12: Ending the Year, 63

Section 13: Church's Role in the Club, 65

- The Role of Other Church Entities
- Electing Leadership
- Reporting
- Financing
- Human Resources

Section 14: Conference's Role in the Club, 67

- Support
- Activities
- Resourcing
- All awards with Teachers Guides
- Ordering Investiture Supplies

Credits, 68



Overview

The greatest resource our churches and communities have is our children!

Welcome to the exciting world of Adventurer Club leadership! Every year volunteers like you help thousands of 4 year-old to 9 year-old children experience Jesus' love while exploring their world through fun, age-appropriate activities.

The Adventurer Club isn't just for kids! The Adventurer Club is designed to include parents and guardians in all aspects of the program, and you'll find the more involved parents and guardians are, the more successful your club will be.

Whether you're a veteran director or just starting out as an Adventurer Club director, this guide will help you organize and manage your Adventurer Club. Throughout this book, you'll find information about Adventurer-age children, organizing your year, safety tips, and much more.

Adventurer meetings should be fun and kid-centered. Remember that children look to adults to set the pace of the meetings and model how they should act. Maybe you've been encouraged or inspired by the words of Proverbs 22:6 -- "Bring up a child in the way he should go, and when he is old he will not turn from it" (Prov. 22:6, NIV). Regardless with how you feel at the moment, we invite you aboard as you learn and grow. Welcome!



Most clubs are formed by a few caring individuals to assist a few children and their families draw closer to Jesus Christ.

Most Essential Reality

You have been asked to lead an Adventurer club. You may have significant support from your church and community. You may have several families interested in joining. You may have a lot of people volunteering to be your staff. But probably



not. Most clubs are formed by a few caring individuals to assist a few children and their families draw closer to Jesus Christ.

That simply means, the most essential reality is — you have been invited by Jesus Christ to be a mentor, leader, and influencer. You have been invited to be the person God needs to make a difference for your children. You will grow a lot, learn a lot, and through it all likely weather some storms of discouragement, shortages of money or resources, and distractions to keep you from bringing your best offering to the children.

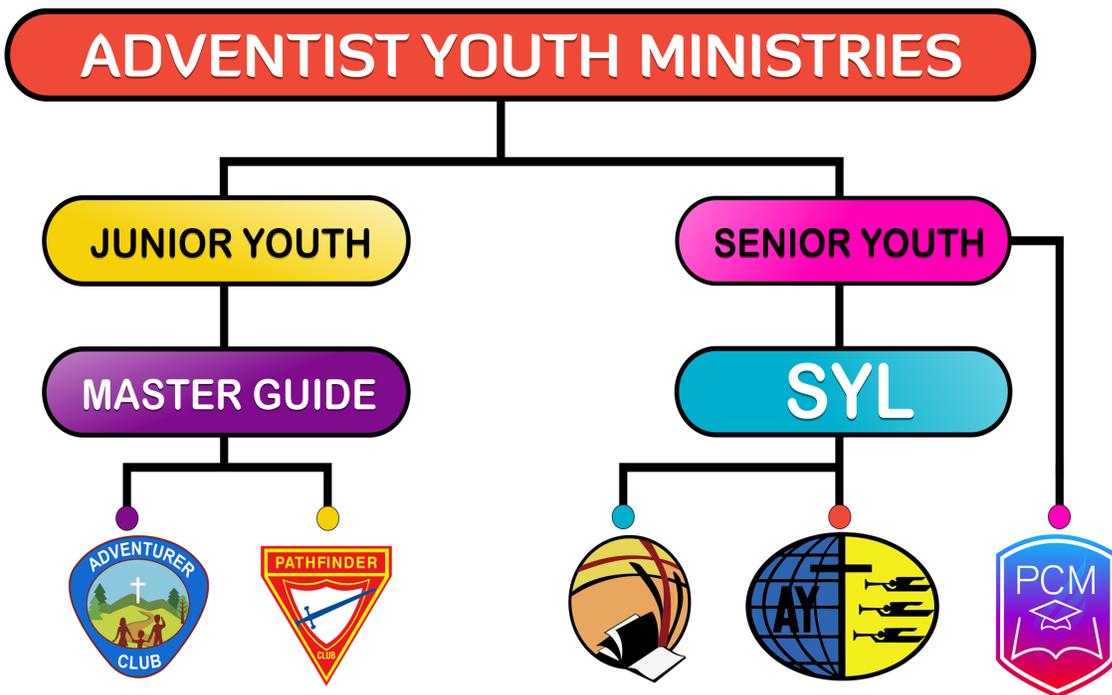
Don't forget who invited you — Jesus Christ. You are the gloves on the hands of a Touching Christ, One who will be with you always, yes, with YOU, always!

Section 1: The Basics

Club Ministries Overview

The Adventurer Club ministry is one of four ministries offered by the Seventh-day Adventist church for young people. Each meets the specific developmental and spiritual needs of a specific age group. Each offers opportunities for learning, growth, community building and service. The Adventurer club ministers to the youngest group, those ages 4-9.

Note: The Pathfinder club is a club for ages 10-16. It is the oldest of the Adventist Youth Ministries programs. Thus, sometimes people think that Adventurers is just another Pathfinder-like club for younger people. It is not. As you read this guide, you will see that Adventurers is a full-fledged, mature, vibrant ministry that has a unique audience & purpose. Adventurers should never be confused with, or managed like a Pathfinder club!



Adventurers is not a kindergarten ministry but a family building relations ministry.

Adventurer Ministries Philosophy & Objectives

Philosophy: The Adventurer program has been created to assist parents in their important responsibilities as a child's primary teachers and evangelizers. The program aims to strengthen the parent/child relationship and to further the child's development in spiritual, physical, mental, and social areas. Through the Adventurer

Program, the church, home, and school can work together with the parent to develop a mature, happy child.

Adventurer Ministry is a Family Ministry. One of the most important elements in the Adventurer philosophy is that Adventurers is not a kindergarten ministry but a family-building relationships ministry, it is a parental involvement and support ministry!

So why have an Adventurer club? The Adventurer program is designed by the church to support parents in assisting children with the challenging task of developing fully as followers of Christ in today's world.

Objectives:

The Adventurer Club provides fun and creative ways for children...

1. to develop a Christ-like character;
2. to experience the joy and satisfaction of doing things well;
3. to express their love for Jesus in a natural way;
4. to learn good sportsmanship and strengthen their ability to get along with others;
5. to discover their God-given abilities and to learn how to use them to benefit self and serve others;
6. to discover God's world;
7. to improve their understanding of what makes families strong;
8. to develop parental support for their upbringing.

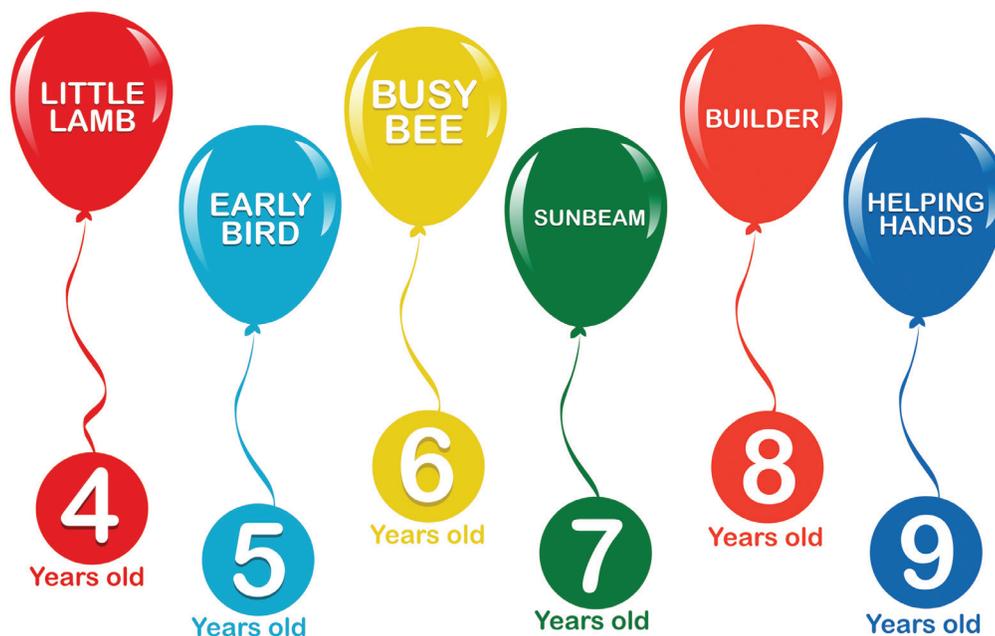
Have you noticed how many of these objectives are ACTIVE goals? Adventurer children should not see Adventurers as another version of school, but rather as an interactive, hands-on way to meet Jesus and learn about their world!

The Adventurer Club strives to also foster an environment where

1. Children will, at their own level, commit their hearts and lives to Jesus Christ.
2. Children will be able to gain a positive attitude toward the benefits, joys, and responsibilities of living a Christian life.
3. Adventurer families can acquire the habits, skills and knowledge needed to live for Jesus today.
4. Parents and other primary caregivers will become more confident and effective in their role as co laborers with Christ for their children.
5. The church leadership will accept its responsibility in assisting to care for its youngest members.

Adventurer Program - 6 Year Curriculum

God is a God of order and balance. Just as the universe has many diverse yet well organized and interlocking pieces that function best together, so the Adventurer curricula functions not only as part of the larger GC global youth ministry but also as distinctive parts within the Adventurer club. Just as Little Lamb would be ineffective to teach 9 year olds, the Builder curriculum would not meet the developmental levels of the Early Birds. Each piece is distinctive, and must work together for the whole club to function adequately.



Each level, Little Lamb through Helping Hands, has four major categories. These categories emphasize the four aspects of developmental growth. They are labeled “My God, My Self, My Family, and My World. Every single requirement was evaluated -- would it fit logically and holistically under one of these categories? Even more, would the requirements -- in their entirety -- assist the Adventurer child (and their family) in growing in a Christ-like way? Would each child learn more about God, themselves as His special people, of the value of their family, and of the world and community God has called them to serve?



Leadership Styles

While in the business world, there are at least four styles of leadership addressed, in Adventurer ministry there are two common styles - Organization-focused and Family-focused.

Organization-focused Style of leadership finds systems and procedures to be very important. Organization is very important. Communications with parents are very clear

and the information given is very complete. This type of leader is very aware of what is going on and manages all aspects of the Adventurer club with full awareness of details. Public displays are always sharp and precise. Children and parents always know where to be, when to be there, and how to behave in each situation. Precise schedules, exact behavior expectations, and a formal experience are expected. Fully scheduled programs, group-leader expectations, and evaluations of whether expectations have been met are all normal parts of this leadership style. Classwork level activities, awards, and other activities will all be charted, scheduled, and fully developed. However, unless this type of leader is artistic or naturally creative, this type of leader will need help creating interactive and fun activities that aren't simply pencil-to-paper. They will also need help creating meaningful relationships with parents and the Adventurer children. They might also need help realizing that positive feelings and accomplishments are often more important than having a final project look precisely correct.

Family-focused Leadership Style programs are more organic. The leader will often check with parents and kids as to what needs they feel need to be met. Schedules can change, sometimes quickly if the leader feels it will benefit the families. This leader will tend to ask others to assist them in different aspects of leadership, and trust those people to do their job well. Parents and children will always be the focus, but where to be and what is expected may sometimes be a question that is figured out at the moment rather than ahead of time. Programs will tend to be interactive and less bookish. Creativity will likely be more of a priority for this type of leader, especially if the children have enjoyed previous creative programs or activities. Awards will be important since they offer so many different experiences. Classwork may feel overly organized, and may only happen regularly if this leader has assistants with more dominant organizational skills. This type of leader will need help with scheduling the year's calendar, getting the program bulletins organized, keeping track of funds and fundraising, and communicating expectations with parents.

Most leaders are not entirely one type or the other, but rather are somewhere on a line between the two, offering more of the strengths of one type, but also excelling at a few leadership strengths inherent to the other. All of us, as leaders, are uniquely fashioned.

In either style, a leader is going to create calendars and programs. The leader will call meetings, and organize fundraisers. The leader will need volunteers. The leader loves children. The leader desires to make a lasting impact on kids' lives. However, the leadership

styles will look different and may provide opportunities for assistants who have different leadership strengths to assist the leader so that what (s)he isn't good at, they can provide for the club.

Are there also leaders who tend to "wing it" and take each leadership task "as it comes"? Yes there are, but those leaders often burn out quickly or their clubs don't function successfully for very long, so we are not going to focus on that leadership style.

Spiritual Growth Development

James Fowler has identified seven stages in the development of faith; three of which are closely associated with and parallel cognitive and psychological development in childhood (two in Adventurers, one in Junior Pathfinders).

Primal Faith (0-2)

1. Intuitive-Protective Faith (3-5)
2. Mythic-Literal Faith (6-11)
3. Synthetic-Conventional Faith (11-Adolescence)
4. *Individuative-Reflective Faith
5. *Conjunctive Faith
6. *Universalizing Faith

For Adventurers, we are most interested in the stages that affect ministry to our ages 4-9 groups.

Intuitive-Protective Faith (Little Lambs and Eager Beavers)

(Ages 3-5)

SUMMARY:

- Shared
- Parental
- Love & Security
- Concrete Meaning

- Experienced Traditions
- They experience faith through the experiences of their parents
- Security and love from parents is translated to God's love and care
- Imagination and storyline!
- Unable to think abstractly and are generally unable to see the world from anyone else's perspective.
- Faith is not a thought-out set of ideas, but instead a set of experienced impressions WITH parents and influencers
- HABITS and TRADITIONS (like Sabbath school and Adventurers) are Stage one relevant experiences!
- Experienced WITH Parents

Mythical-Literal Faith (Busy Bees-Helping Hands)

(Ages 6-10)

SUMMARY:

- Compared
- Trust Circle
- Duty
- Concrete Meaning
- Experienced Traditions = Symbol's Meaning
- Children at this age are able to start to work out the difference between verified facts and things that might be more fantasy or speculation.
- Source of religious authority starts to expand past parents and trusted adults to others in their community like teachers and friends.
- Later in this stage children begin to have the capacity to understand that others might have different beliefs than them.
- Strong interest in religion
- Duty to God is accepted

- Prayer to God is important and expected
- Good behavior is rewarded, and bad behavior is punished. If I am good to God, God will be good to me.
- Symbols of scripture are literal without added meaning
- Bible stories are powerful and real motivators

The Philosophy of Learning: Bloom's Revised Taxonomy

Educators and Ministry leaders have been analyzing how children learn for many years. One of the most popular ways to define how children (and adults) learn is with Bloom's Taxonomy, used for many years, and revised for today's modern learners.

Bloom's Taxonomy is incorporated in many of the activity books and award activities. Take time to help your kids Remember, Understand, Apply, Analyse, Evaluate, and Create while they are earning their pins and awards! Even though the youngest learners will spend most of their time learning in the lower levels of Bloom's taxonomy, it is important for all of our Adventurers to experience multiple levels of learning growth throughout their Adventurer experience. The goal is not to achieve all levels all the time, but instead to be aware of how your Adventurers can explore and grow in their learning!

Learning Process in 6 Steps

Remembering

Retrieve, recall, or recognize relevant knowledge from longer-term memory.

Actions to achieve - Choose, Define, Memorize, Select, List, Name, Label, Identify, Locate, Recite, State, Recognize, Recall, Match, Identify, Show, Tell, or Report

Understanding

Demonstrate comprehension through one or more forms of explanation

Actions to achieve - Restate, Discuss, rewrite, Give Examples, Express, Diagram, Rephrase, Illustrate, Explain Defend, Distinguish, Summarize, Interrelate, Interpret, or Diagram

Applying

Use information or a skill in a new situation

Actions to achieve - Organize, Generalize, Dramatize, Prepare, Produce, Choose, Sketch, Apply, Solve, Draw, show, Paint, Predict, Infer, Modify, or Rearrange.

Analyzing

Break material into its separate parts and determine how the parts relate to one another and/or to an overall structure or purpose.

Actions to achieve - Compare, Analyze, Classify, Point Out, Distinguish, Categorize, Differentiate, Subdivide, Infer, Survey, Select, or Prioritize.

Evaluating

Make judgments based on criteria and standards

Actions to achieve - Judge, Relate, Criticize, Support, Evaluate, Consider, Critique, Recommend, Test, Conclude, Convince, Appraise, or Compare.

Creating

Put elements together to form a new coherent or functional whole; reorganize elements into a new pattern or structure

Actions to achieve - Compose, Originate, Hypothesize, Develop, Integrate, Design, Combine, Construct, Produce, Plan, Create, Invent, or Organize.

Not all activities use all six levels of learning. However, if we can continue to encourage our Adventurers, even the youngest ones to reach the upper three levels of learning as often as possible, their experience in Adventurers will be deep, rich, and memorable.

Family Networking Opportunities:

Work together as family-caregiver teams to teach awards or requirements for a class of Adventurers.

Meet with other caregivers at a preset location or via video conferencing to pray and study the Bible. You have a lot in common!

Trade names and promise to pray for each other's children.

Share babysitting responsibilities or care for each others' children when needed.

Arrange or participate in playdates, Sabbath afternoon picnics, and other intergenerational fellowship activities.

Role of Families & Caregivers

Families and/or involved caregivers are essential to the success of the Adventurer Club program. In fact, Adventurers encourages parents & guardians to volunteer to serve as club director, unit counselors, instructors, or in other support roles. Regardless of the volunteering level of Adventurer's caregivers, all are part of the Family Network. The Family Network is an intentional way for the Adventurer Club and the church family to provide support and training on parenting topics to Adventurer caregivers. In the 21st century, caregivers may be a father and mother, a solo parent, a grandparent or set of grandparents, adoptive parents, foster parents, two-father, or two-mother caregivers. Regardless of what age or gender the caregivers are, each of them values their young person enough to trust the Adventurer ministry to provide spiritual training and family support. An important part of the Family Networking ministry is getting to know each individual involved in our Adventurer community!

An important part of the Adventurer Club ministry is providing Adventurer caregivers in your church, as well as your community, with a support network. The Family Network is an intentional way for the Adventurer Club and the church family to provide support and training on family growth topics.

Non-Discrimination Policy

It is the policy of the Seventh-day Adventist Church to admit children to all the rights, privileges, programs and activities made available by the church, regardless of race, gender, handicap, or religion.

Section 2: Standards

Pledge and Law

PLEDGE

Because Jesus loves me, I will always do my best.

LAW

- Be obedient
- Be pure
- Be true
- Be kind
- Be respectful
- Be attentive
- Be helpful
- Be cheerful
- Be thoughtful
- Be reverent

Song (with Sheet Music)

The Adventurer Song was first adopted in 2006, but has now been translated into hundreds of languages. The General Conference Youth Ministries website has a variety of formats available

<https://youth.adventist.org/Ministries/Adventurers/Adventurer-Song>



We are Adventurers!

Copyright 2006 - Jomah Music and Publications

Music and Words by Joann M. Herrington

Chords: F, Bb, F, C7

Voice: We are Ad-ven-tur-ers; at home, at school, at play; We are Ad-ven-tur-

Piano

Chords: F, F7, Bb, C7, F, A7

Voice: ers, We're learn-ing ev'ry day to be hon-est, kind, and true, to be like Je-sus through and

Pno.

Chords: Dmin, Gmin, F, C7, F

Voice: through - - - We are Ad-ven-tur-ers!

Pno.

Copyright 2006 - Jomah Music and Publishing

Adventurer's Song

Arrangement: Samuel Krähembühl

Wanderson Paiva

♩=104

1 F7 B \flat B \flat \circ B \flat Fm7 B \flat 7

2 E \flat E \flat C/E E \circ B \flat /F Gm7 Cm7 F7 F sus B \flat D \flat \circ

3 Cm7 F7 B \flat B \flat \circ B \flat F7/C

4 We are joy-ful and faith-ful AD-VENTURERS Al-ways

5 B \flat /D D \flat \circ Cm7 G/B Cm7 Cm7/B \flat

6 trus-ting our friend Jesus Christ And we know that our lives are a

7 F sus F Cm7 F sus F \flat /E \flat Dm7 Gm7 Cm7 F7

8 ble-ssing When we shine like a bea-con of light. We can

9 B \flat B \flat \circ B \flat Fm7 B \flat 7 E \flat

10 see all the beauty a-round us From the hand of a great living God If we

11 E \flat C/E E \circ B \flat /F Gm7 Cm7 F7 F sus B \flat B \flat /D

12 live to proclaim His crea-tion We will see all the wonders of love.

Adventurer's Song

E^{\flat} $\frac{C}{E}$ E° $\frac{B^{\flat}}{F}$ $\overset{13}{G7}$ $G7$ $\overset{9}{C7}$ $C7$ F_{sus} $F7$ B^{\flat} F_{sus} $F7$

We are

B^{\flat} $B^{\flat\circ}$ B^{\flat} $\frac{F7}{C}$ $\frac{B^{\flat}}{D}$ $D^{\flat\circ}$

joy - ful and faith - ful AD - VEN - TURERS Al - ways trus - ting our friend Jesus

$Cm7$ $\frac{G}{B}$ $Cm7$ $\frac{Cm7}{B^{\flat}}$ F_{sus} F

Christ And we know that our lives are a ble - ssing When we

$Cm7$ F_{sus} $\frac{F}{E^{\flat}}$ $Dm7$ $Gm7$ $Cm7$ $F7$ B^{\flat} $B^{\flat\circ}$

shine like a bea - con of light. We can see all the beauty a -

B^{\flat} $Fm7$ $B^{\flat}7$ E^{\flat} E^{\flat} $\frac{C}{E}$ E°

round us From the hand of a great living God If we live to proclaim His cre

$\frac{B^{\flat}}{F}$ $Gm7$ $Cm7$ $F7$ F_{sus} B^{\flat} $E^{\flat}m$ $E^{\flat}m6$ B^{\flat}

a - tion We will see all the won - ders of love.

48

Uniform

The uniform provides an easy way for people in our church and community to immediately identify children as Adventurers. The uniform makes Adventurers seem real to kids and their adults. It also helps promote unity and identity. It helps the Adventurers see that they are part of a global community.

In many settings, there are two uniforms, "Class 'A'" and "Class 'B'".

Full Dress Uniform (Class 'A')

The Class 'A' Uniform is formal "church-like" attire.

This uniform should be worn at:

1. Special Adventurer services such as:
 - a. Induction
 - b. Family Blessing
 - c. Adventurer Sabbath
 - d. Investiture
2. Public gatherings when acting as:
 - a. Ushers
 - b. Messengers
 - c. Guards of Honor
 - d. Color Guards
3. Community Service events
4. Other events as decided by Adventurer staff



Class “A” uniform for the Adventurer boy and girl

GIRLS

- Navy blue pinafore or skirt
- white blouse (collared shirt type blouse with short sleeves)

BOYS

- Navy blue pants
- white collared shirt with short sleeves and regular collar.

BOYS/GIRLS

- Shoes: uniform within club;
- Navy blue or white socks: uniform within club
- Scarf: the maroon colored Adventurer scarf is part of the uniform worn with an Adventurer slide
- Award Sash: The sash is navy blue and part of uniform Class “A”
- Emblems: the uniform shirt has several patches on the shoulders Conference and world patches on one shoulder, Adventurer logo patch on the other. Please consult your Division or Conference for additional or substituted emblems.
- Pins: The Class Level pin is pinned on the pocket over the left side of the chest. The pin is usually received during investiture at the end of the Adventurer year.

Uniform for Adventurer Staff

PLEASE FIGURE OUT a graphic for sleeve placement for adults. Since it is different potentially than the sleeves for the children.

LADIES

- Navy blue skirt
- White collared blouse (shirt type blouse with short sleeves)

MEN

- Navy blue pants
- white shirt (with short sleeves and regular collar)

MEN/LADIES

- Shoes: uniform within club
- Belt: Adventurer belt (usually black), uniform within club
- Tie: Navy blue tie (optional for men)
- Scarf: The Adventurer maroon scarf is part of the uniform and worn with an Adventurer slide. Staff members who are Master Guides may wear their Master Guide scarves
- Sash: Sash is navy blue and worn at appropriate times.
- A Y honors (Pathfinder honors) are NOT to be worn on the Adventurer sash; only Adventurer awards are to be worn on sash.
- Emblems: Adventurer Patch, place on right sleeve Adventurer World, place on left sleeve Club Crescent, place on right sleeve above Adventurer patch Adventurer Awards, worn on the sash Class Pins, worn on shirt or blouse pocket

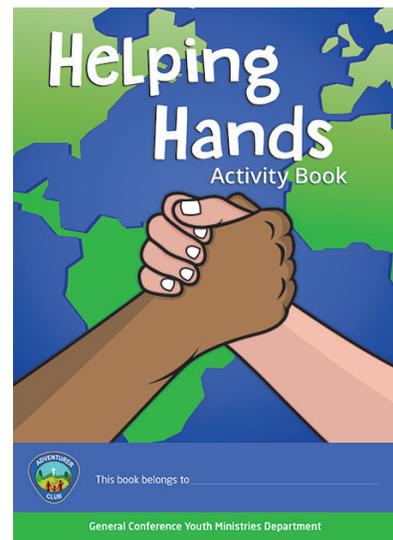
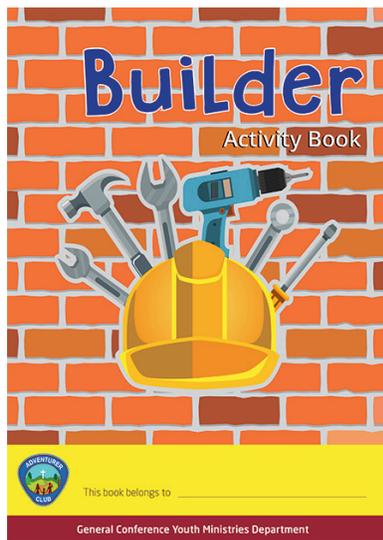
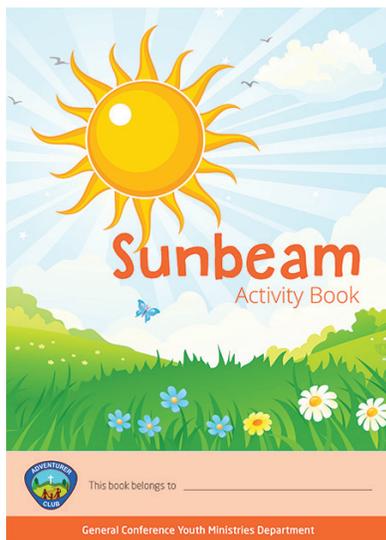
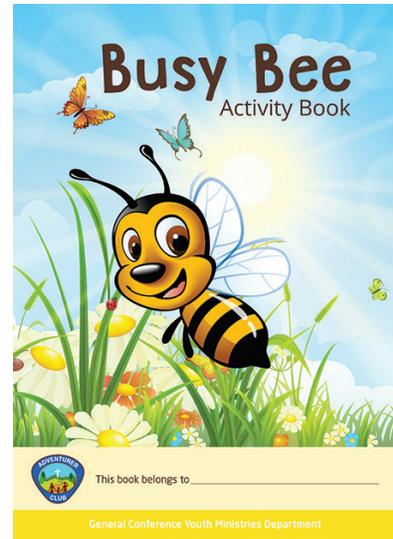
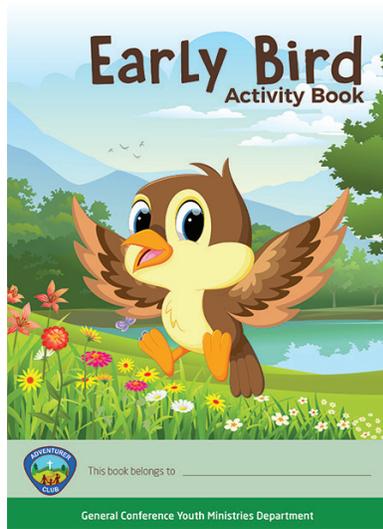
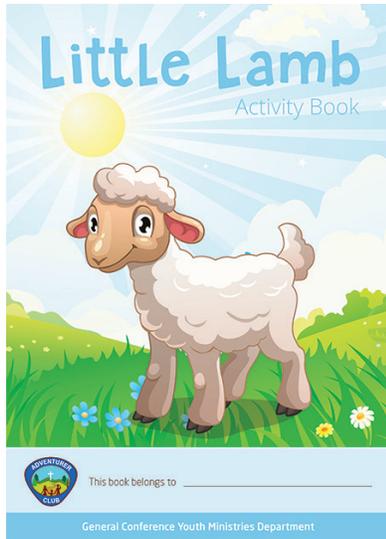
Field Uniform (Class "B")

Class 'B' Uniform is often a simplified uniform that is better suited for play and active learning. It may be composed of a t-shirt with the Adventurer logo or other identifying club markings. Many clubs ask their Adventurers to wear this t-shirt with a pair of shorts or jeans to club meetings and other active events.

Class Levels: Overview of this Booklet and its Relationship to the Other Booklets

This book is one of seven booklets available for Adventurer Ministry. The other six booklets are each for a specific age group. This manual is specifically intended for the club director to read and use as they lead the club. The other books are for each Adventurer, class leader, or instructing parent to use. If you are downloading books, you should download this

book as well as the related Little Lamb, Early Bird, Busy Bee, Sunbeam, Builder, and Helping Hands booklets. These booklets are available online at the GC Adventurer Ministries website in English. Other languages are available from Division Youth Ministry offices.



Awards

Awards are triangular patches that are earned in addition to the pins awarded for completing class levels. Awards are fun ways for Adventurers to explore their world, learn skills, and be creative. When the requirements are completed, the Adventurer receives a patch that is proudly worn on his or her sash. Each class level requires the child to earn 9-12 awards. There are additional award options available. Each award is developmentally

appropriate for children in that specific age group. Adventurer award requirements are printed in the class level guides. New awards are being created, and will be available on the GC Adventurer website youth.adventist.org

Section 3: Planning the Year

Starting an Adventurer Club



PLEDGE

Where do you begin?

1. Pray. Pray that God will lead your church and its leaders to find value in having an Adventurer club.
2. Talk to your pastor and church board. You may wish to bring along interested caregivers who have kids in the Adventurer age group for support and to show your pastor and board that Adventurers is desired by your community! Each club needs to be sponsored by a local church! Usually, starting a club starts with a simple vote by the church board.
3. Formally elect Adventurer leadership. The board will usually elect a club director, and also usually an associate / deputy director. In unusual cases, the church board or a nominating committee will create an entire staff.
4. Let your local Conference know about the new club and new leadership, so that your local club can be notified of resources, supports, and activities provided by conference level leadership. Often they will ask for your contact information and also alert you of calendar events coming up for your young people. They may also have an area coordinator or other leader who can mentor you in your new role.
5. Form an Adventurer Executive Committee. If you are in a large church, an Adventurer Club executive committee may be helpful. Included in this group might be the Adventurer Club leadership, a pastor, kindergarten and primary Sabbath school leaders, and church school teacher(s) of Adventurer-age children, and Adventurer parent(s). The Adventurer Team Leader is chairperson. This group sets major policies for the Club Director, goals, and objectives, and coordinates the club calendar with



the church calendar. This committee may also give direction on the selection of additional staff. In other churches, a children's ministries committee may function for this role.

6. Get the support of caregivers. Every club needs children. Every child has caregivers. If you can get them excited about the club, and ask them to be meaningfully involved, you not only have volunteer club staff, but also children for the Adventurer club! Since Adventurers is a family-based ministry, involving caregivers with their children isn't a suggestion, it is a requirement!
7. Call an organizational meeting. Invite anyone interested in learning more about Adventurers to join you for an informational meeting. Directly invite leaders who are especially influential, since they will likely bring others and also cheer on your efforts. Personally invite caregivers. Don't limit yourself to those caregivers whose children who attend Sabbath school and church. Also invite area kids and their caregivers to join you during this meeting. Many of our strongest clubs are formed with many children who live near the church but who were not part of the church fellowship when they joined the club! During the informational meeting, explain the goals of Adventurer meetings. Ask for volunteers to help. If possible, find times and dates that the majority of interested people could attend!
8. Inform the Congregation. Make sure your home congregation knows of their new Adventurer ministry. Don't forget to continue to let them know of events and successes of the Adventurers in the coming month!
9. Recruit Staff. First, ask several of the caregivers of the children whom you anticipate attending the club to help you lead the club. Most staff in Adventurer ministry are caregivers. Second, ask your group of friends to assist you in your ministry. Ministry is more fun with friends. Chances are you will be spending extra time together -- so new friendships are very possible! Many will be leading in club ministry for the first time, and will leave when their child graduates to Pathfinders. This means your staff turn-over each year might feel high, but you are encouraging and training leaders both for your club ministry AND Pathfinders!
10. Participate in Adventurer staff ministry training. Many conferences offer annual staff training. Other Adventurer ministries will travel to your church and help your local staff group get trained. Call, email, or text your local conference youth director or children's ministries director to see what training options are available to you!
11. Keep praying!

Running an Existing Adventurer Club

Stepping into the leadership role of an existing club has its advantages:

1. Uniforms and other supplies are likely already purchased
2. Children and their families already are committed and expect certain things from the Adventurer program.
3. The church board / leadership has already shown support (maybe even financial support) for Adventurer club ministry.

However, it also has its potential challenges.

1. Former leadership styles or bad habits may cause stress for a new club director and her/his new team
2. Expectations from the community may be unwritten and thus not easy for the new leader to figure out nor implement.
3. There may be dysfunctional elements in staff, children, or other relationships that are hard to manage. Regardless, God will give you the strength to figure it out and succeed if you continually ask for His guidance. He has called you to this specific work for "such a time as this."

Here are some suggestions for transitioning an existing club:

1. Pray
2. Interview current staff and Adventurer family units. Ask them what they have enjoyed most, found most challenging, and the role they have played in the club.
3. Don't make promises until you have the big picture and have developed a big-idea plan
4. Make changes only as quickly as the team is willing to follow. Change is hard on many types of people.
5. Ask for mentoring as a leader. Many veteran leaders can give you counsel on how to lead this existing structure most effectively based on principles they have learned and their knowledge of the people you both work with!
6. Pray some more!

Staff

Staff are essential to the success of a club. We have devoted section 5 to staffing information. Remember that unlike Pathfinders, staff and caregivers are often synonyms or nearly synonyms.

Staff Meetings

Regular staff meetings are essential to success. New clubs or clubs with new club directors require much more frequent levels of staff interaction. Long-standing staff with stable leaders and minimal transitioning often need fewer staff meetings because everyone is acquainted with the procedures, challenges, family groups, schedules, and other features of the club. The club directors leads the staff meetings unless this task is assigned to an assistant.

Things to address at the beginning of the year staff meeting:

1. Calendar, programs, field trips
2. Curricular expectations (are lesson plans required? When and to whom are lesson plans turned in? How do we make sure each child can successfully complete their class level by the end of the adventurer year?)
3. Job descriptions (included in this section)
4. Time involvement and attendance expectations (when should staff arrive before a meeting? When are staff able to leave? What preparation or cleaning of the facility is required of the staff? Who supervises children who arrive early or stay late? If a staff member is unable to lead or attend a meeting, what is the procedure to get a replacement or have the curriculum covered? What safety guidelines or certifications are necessary for each club leader?)
5. Program flow (see suggestions in this book)
6. Safety procedures and guidelines (details in this book)

Other staff meetings

1. Reminders of upcoming field trips, whole club, or special events coming up soon

2. Evaluate previous events, meetings, and situations
3. Evaluate / update procedures and other management tools
4. Assign tasks as needed for future meetings and events
5. Make any calendar changes necessary (often calendar changes or location changes require formal church board approval)
6. Other discussion or directive events as necessary

Planning to Succeed

If you fail to plan you plan to fail. Instead, work to succeed. Well thought through, well communicated plans that have follow-through will benefit the Adventurer families in a way that no other ministry can!

Club Registration Form

Please refer to your local conference and/or union for the appropriate forms for your area.

Section 4: Beginning the Year

Grouping Children

Within each club boys and girls are organized into groups with a group unit counselor as their leader. All Adventurers activity revolves around the group (unit). The Adventurer group has frequent fellowship periods that are planned by and for the Adventurer age-based group guided by the club director and often includes other members of the Adventurer's family. Each group is composed of children in the same age group who are working together to accomplish the requirements and activities in their designated Activity Book. The age of the child at the beginning of the Adventurer year should determine which activity book they experience. They should not be moved to a new Activity book or group if their birthday happens in the middle of the Adventurer year.

In ideal settings, caregivers attend and support their child during each meeting. However, in many cases one caregiver is responsible for two or more Adventurers. In these cases, the caregiver should be most involved with the youngest child. If possible, other caregivers should attend in order to build community and create bonds of relationship with their Adventurer! Grandparents, godparents, and other mentor-adults may find it a blessing to learn about and experience Adventurers with their young person!



Section 5: Staffing the Club

Staff Positions

To staff an Adventurer Club, it is necessary to have a director, one or more Deputy Directors, unit counselors, treasurer, secretary, group supporters, and other parent volunteers. Sometimes the club directors or deputy directors are also unit counselors, especially in smaller clubs. Many staff are involved parents. Other positions may include snack coordinator, events coordinator, service coordinator, and resources coordinator. Each staff position has a detailed explanation in this section that outlines typical responsibilities of that role.

Background Checks

In many countries, background checks are required for anyone working with children under age 18. This program has been instituted to protect our children and provide a buffer zone between molesters and pedophiles and our valued children. Please contact your conference office for more details. Funding sources for completing these tests vary widely by conference, union, and division.

Returning Staff / Veteran staff

Many clubs have the caregiver-staff involved for the same years that their child(ren) are involved in the club. Returning staff bring talents and gifts and the added benefits of knowing the practices and traditions of the local club. Stable clubs will have a good number of qualified and involved return staff.

New staff

New staff are a refreshing part of each new Adventurer year. In most cases, new staff are the caregivers of new Adventurers, and wish to be involved in the



spiritual, social, physical, and moral development of their children in the club. Be sure to welcome each one. Make sure each finds a meaningful role where their talents and gifts can best be used for God glory and where they can be involved in some ways with the growth of their children. Many years, 20-50% of your staff will be new, since many parents “travel” on to other club ministries when their children graduate from the Adventurer program. Staff must support the mission and purpose of the Adventist church -- this may give the club a chance to share their faith to caregivers that love the club and are starting to fall in love with Jesus!

Staff Job Descriptions

The following job descriptions include all of the responsible outcomes necessary for a club to run smoothly. Because Seventh-day Adventists believe in the spiritual giftedness of all its members, we believe that all of the functions needed to run a successful club can exist in an Adventure staff but may not be in exactly the same people as outlined below. For example, a club treasurer may also be great at calendars and scheduling, while an assistant club director may be much more outgoing and caring to groups of children, while the deputy director may work in a more detailed yet behind-the-scenes manner. If the team is created in a way that all the necessary functions of Adventurers are being led and managed by a responsible staff meeting, we are meeting our biblical standards!

The job descriptions outlined may feel overwhelming or unrealistic to new or small clubs. These job descriptions were written for medium or larger clubs, and will need to be modified for small clubs. Smaller clubs have a much less complicated format, and the club director and unit counselors fulfill most or all of the other job descriptions simultaneously. Know that even if your club only has a few Adventurers, God will provide the adult leaders to fulfill the needed roles for Adventurer leadership. Many clubs have 2-4 staff, merging class level groups and even offering alternating class level completion. Take this guide, read and understand it thoroughly, ask for mentorship, then guide the group God has gifted you with!

Club Director (formerly Director):

In small clubs, the Adventurer club Director is responsible for providing a program for the club that reaches the objectives successfully. The club director leads out at staff/council meetings, and plays a large role in the management and function of each club meeting as well. He or she keeps in touch with the conference Adventurer director and sends in reports

as required. The club director should be a person who understands young children, works well with a staff, carries responsibility, possesses an eagerness to recognize new ideas, and shows initiative in implementing those ideas. In larger clubs, an administrative team that includes assistant directors may share these responsibilities.

The club director is an involved and supportive Seventh-day Adventist Christian whose life demonstrates Christ-like character. The Adventurer club director is a mature person who is a member in good and regular standing of the Seventh-day Adventist Church. She/he is encouraged to be a Master Guide or begin working on the Master Guide leadership training, as provided by their conference or union conference. Even if the Master Guide training is not available, the club director should lead by example by discovering learning opportunities for self and other staff.

Some ask, “what makes a great club director?” While there is no single list of qualifiers, a leader with many of the following characteristics (or one who can create a group of people who in combination exhibit these characteristics), will fit well in this ministry role.

Leadership qualities include:

1. A personal spiritual commitment to God and His church.
2. Organization and neatness
3. High levels of communication
4. Being dependable and adaptable
5. Being self-controlled and patient
6. Demonstrating that they are a friendly, caring, and a good listener
7. Timely
8. Willing to carry responsibility
9. Working with a variety of caregiver-staff teammates
10. Demonstrating enthusiasm
11. Envisioning and producing the “big picture” of the Adventurer club program

The Club Director's duties are as follows:

1. Church Board - Be a member of the church board.
2. Pastor - Maintain liaison with the church pastor, youth pastor, and sponsor elder and invite them to participate in programs and events. Any of them may be willing to tell a story for club worship or participate occasionally as a guest speaker in group (unit) activities.
3. Conference Office - Stay in touch with the Adventurer leader at the conference office and render reports as required.
4. Staff Meetings - Lead out at the club staff meeting, unless an assistant has been assigned to take charge.
5. Calendar - Collaboratively lead out in planning the total program for the year and in producing a calendar (see details in section 3) including conference events and special events (public programs).
6. Big Picture Planning - Individually or with a leadership team provide an overall program for the club through the following activities:
 - a. Meeting times and places
 - b. Extra outings, Field trips and outreach projects
 - c. Special events such as Induction, Family Blessing, Adventurer Sabbath, and Investiture
 - d. Finance/budget/membership fees
 - e. Discipline expectations
 - f. Announcements and other formal and informal print and digital communications
7. Meetings - Be responsible through the staff meetings for the planning of regular club meetings, including the following activities, and ensure that various committees and people are responsible for implementation:
 - a. Opening and closing ceremonies
 - b. Worships
 - c. Games
 - d. Class level skills or award activities
 - e. Arrangements of units/counselors and teachers, and their duties

8. Structural Responsibility (Staffing) - all staff report directly to the club director unless assigned to report to the deputy director (administration) - all transportation, event planning, classwork check-offs, supply ordering, financial responsibility, field trips, service/outreach event planning and implementation, and communications fall upon the shoulders of the club director unless (s)he has found someone to fulfill that role.

Deputy directors

Deputy Directors accept assignments from the Club Director and share in the leadership responsibilities of the club. In most cases, the deputy director does whatever roles the club director is unable or unwilling to do. Thus, the deputy director should have a diverse gift mix from his/her club director so that together they can fulfill all the duties needed within the administrative role.

Deputy directors accept assignments from the club director and share in the leadership responsibilities of the club. There can be two or more deputy directors depending on the local club needs. In some clubs, deputy directors may also serve as unit counselors, support staff, or in other staff roles. In other clubs they will fulfill the role of treasurer, secretary, or even unit counselor or support. In larger clubs the deputy director may be an event coordinator -- planning camping activities and field trips or other special events.

Most often, the deputy director takes charge of the club meetings in the absence of the club director. He or she may also sometimes be asked by the team leader to lead out at staff meetings.

Remember, the deputy director should possess leadership skills that coalesce well with those skills found in the club director. Together, God has gifted this group to fill all the leadership "up front" roles to keep the club moving in a meaningful, motive centered direction.

If the following aren't reporting to the club director, they would report to the deputy director:

- Unit Counselors
- Instructors staff
- Treasurer

- Secretary
- Support staff

Counselor

The unit counselor is the leader of a group of Adventurers who began the year at the same age (in the same class level). They remain the unit counselor for an entire class level (usually one school year or one calendar year). Unit Counselors hold a key position in the Adventurer Club, for they have the closest contact with the Adventurers and their families and homes.

The Adventurers' Unit Counselors is a key member of the staff. (S)he provides lesson planning, activity preparation, and the big plan to complete all class level requirements during the Adventurer year (in coordination with administration) and also provides the voice and lead personality in any group activity times (formerly unit meetings). Groups are designated by age (or school class level), but the size of the group may vary greatly. Some groups are as small as one child (or even two class levels are combined to make a group of 3-4). Other groups are 20 or more children, and thus have a lot of group support volunteers to create meaningful experiences for smaller groups within the large group.

The unit counselors is in charge of planning and managing the group activity time. At the beginning of the year, the unit counselor creates a spreadsheet or written plan for how (S)he will accomplish all class level requirements and required awards, along with field trips needed to fulfill class level requirements. Then the unit counselor creates lesson plans (plans for how each requirement will be done actively and creatively). In some clubs, this level of planning is done by the deputy director, and the unit counselor is only responsible for creating lesson plans. The General conference has provided booklets for each class level with extensive Teacher Helps in the back of each guide in order to make this planning easier for unit counselors.

The unit counselor usually has the opportunity to become acquainted with each member of the group, along with their caregivers. The unit counselor knows the parents and home conditions of each group member and talks to them about social, emotional, and spiritual problems. The unit counselor's friendship can mean a lot to Adventurers during this time in their lives. The unit counselor works to include as many caregivers as possible in the

activities of the group — inviting them to be group support volunteers for each meeting. Since Adventurers is a family-centered ministry, the more activities can be done inclusively with the family units, the better!

The group guide is present at each club meeting and activity and plans any group events that the staff authorizes. The lead unit counselor is responsible for planning unit group activities, sourcing supplies for each unit activity, and planning which adults will lead out or assist in each activity.

Unit Counselors should be baptized members of the Seventh-day Adventist Church where the club is organized. They must be willing to learn and grow, and should broaden their knowledge of arts, crafts, and nature so they may help to expand the knowledge of their group members. They should set a good example in attitude and behavior. Unit counselors must always be with their Adventurers when they are functioning as an Adventurer group.

Unit counselors defend the standards and principles of the club at all times. They work together with administrators/directors of the club and are willing to help when asked.

The duties of a unit counselor often include:

1. Taking charge and leading/teaching their group, working and staying with the Adventurers during all programs.
2. Encouraging, teaching and if necessary testing necessary class levels for successful investiture of members. The Unit counselor realizes that Adventurers is a hands-on experiential learning program and never believe paper-to-pen testing is the ideal way to “grade” Adventurers.
3. Setting a good example in neatness, attendance, punctuality, and uniform. Being a role model in Christian behavior.
4. Communicating lesson plan materials and completion requirements to caregivers (via email or equivalent) if an Adventurer misses class level instruction time.
5. Developing understanding and friendship within the unit.
6. Helping members with any problems and keeping leaders informed (respect confidentiality).
7. Encouraging members to participate in all activities.

8. Attending staff meetings.
9. Notifying the club director in advance if (s)he is unable to attend a meeting.

Instructor

Group Instructors volunteers offer support to individual groups or to the administration to fulfill specific tasks. So instructors staff work with the same group all year (often along with their children) and support the unit counselor with crafts, activity setup or cleanup, supply sourcing or preparation, or teaching specific skills as outlined by the unit counselor. Other instructors staff only fulfill roles for a specific meeting or event. Others began as instructors as they work to find more responsible and involved roles in which to minister. Many unit counselors ask the parents of kids in their group to become the group instructors volunteers, since that supports Family Networking goals and also provides community connections with peers. Loyalty to a unit counselor who consistently involves and values group support lead teams of group instructors volunteers to coalesce and support the unit counselor annually. Wise unit counselors build rapport with their Adventurer's caregivers (group instructors volunteers)!

Note for Club Directors — The following roles likely do not exist in most clubs, so the responsibilities may be delegated to a unit counselor or to the club directors or deputy director. Good leaders will make sure all responsibilities are fulfilled by someone, since regardless of the club's size, all responsibilities are likely necessary for a successful club..

Club Secretary

The club secretary keeps a permanent record of all club events, membership, class work completed, and other vital information.

The secretary is usually responsible for keeping all club records other than those kept by the treasurer.

In small clubs the work of the secretary and treasurer may be cared for by one individual or by the club directors or deputy director.

The duties of the secretary usually include:

1. Check the unit's records and transfer them to the Adventurers' individual record sheets OR maintain the centralized spreadsheet / shared worksheet that lists all individual Adventurer achievement records (awards, class-level requirements, etc.) and any points earned if a point system is used in your club (not advised since Adventurers is a family-centered rather than performance driven activity)
2. Maintain any written or digital forms filled out by the parents for each registered Adventurer
3. Alert unit counselors and other relevant caregivers of any allergies listed on the medical forms
4. Fill out the conference report and mail it to the office by its due date(s).
5. Keep the club director informed of the achievement of the club in the conference scoring plan (if applicable).
6. Notify the club director if an Adventurer is habitually absent (especially without excuse), or is negligent in wearing their assigned uniform (if applicable). The goal is to have Adventurers and their caregivers present and happily involved. Absence should be noticed so as to address whatever issues are present.
7. Be responsible for maintaining an attractive bulletin board display, which should be changed often (if applicable).
8. Order supplies and all club record forms from the conference as needed.
9. Care for all correspondence and send letters/emails/notices for the club director as necessary.
10. Be responsible for the club library and keep track of all books or magazines borrowed by staff members and Adventurers.
11. Be responsible for organizing any storage spaces and their contents since the supplies of an Adventurer club usually are directly related to class levels curricula.

It is essential that the club secretary find out from the conference leadership or area coordinator what records are required and what local club points, reporting, and uniforms are required in order to maintain membership in the conference program. Some conferences/

missions have extensive and detailed requirements, while others have general principles while leaving the local club to arrange details to best meet the needs of their community.

Club Treasurer

The club treasurer accurately collects and dispurses the fund related to the Adventurer club. The club treasurer communicates frequently with the club director and makes sure that unit counselors are aware of money available for them to spend on class level supplies. The club treasure calculates significant whole-club costs such as investiture items, uniforms, and club-conference events, making sure that donations and fees are sufficient to balance the budget. Ideally, the club treasurer has some experience in accounting.

A conscientious and dependable treasurer can help the Adventurer Club use its funds wisely. (S)he can keep the church board and club leadership well informed about the income and expenses and also the needs of the Adventurer Club. This in turn will guarantee a more favorable response on the part of the church in time of need.

The duties of the treasurer often include:

1. Collect and record all income, such as membership fees, budgeted funds, donations, offerings, fund-raising income, campout fees, field trip fees, etc. Issue receipts per conference/mission policy.
2. Transfer cash to the church treasurer to be kept in reserve.
3. Keep an accurate income-expense journal sheet (either digitally or physically), listing all income and expense funds, describing each briefly and recording the dates.
4. Keep all receipts, bills, and invoices associated with expenses and file them by months in envelopes or folders.
5. Have the record books (print or digital) and all receipts, bills, and invoices ready for inspection and presentation to the club director, church treasurer, Adventurer executive committee, and church board upon request.
6. Communicate clearly with the club director about the process for collecting fees and receipting individuals if (s)he is absent from a financially relevant event.
7. Disburse funds as directed through the team leader or whoever may be assigned to give authorization and be sure that all accounts are promptly cared for.

8. Withdraw funds for petty cash from the Adventurer reserve fund kept by the church treasurer.
9. Be on hand to collect funds at fund-raising projects and keep an accurate record of funds received.
10. Keep a record of fund-raising items given to Adventurers and keep track of items and/or funds returned.
11. Collect funds for uniforms and equipment and pay invoices, or request the church treasurer to pay them.
12. Be sure that all who ask for funds have an invoice or paid receipt that can be filed and kept on record.

Other Support Staff

Depending on the size of the club, other roles may need filled including chaplain/worship coordinator, event coordinator, service/outreach coordinator, support staff coordinator, snack coordinator, and more. If your club has those needs, be sure the volunteers who are responsible for those roles clearly know what their responsibilities are and whom they are responsible to.

Staff Improvement

The members of the Adventurer staff should plan to improve themselves with continued study to better their understanding of the Adventurer age child and Adventurer programming methods. Learning is fun!

Examples: Reading books on children and programming; attending Adventurer staff counseling courses and retreats; attending conventions sponsored by the local/union conference; and by attending meetings conducted by the conference Adventurer director.

Staff Accountability

All staff are ultimately accountable to Jesus Christ. Therefore, staff should always act in ways that reflect the character of Christ. The club director is accountable to the church board, whereas the other staff are directly responsible to the club director.

Safety Standards

Overview:

It is your essential responsibility to keep your group of Adventurers safe. Safety includes three areas:

- Safe Facilities - The place where you meet for Adventurer club meetings should be safe for little children. Make sure that things that could harm the children are out of reach or kept away from young hands.
- Safe People - Adults who work with children should be safe people. In many countries, there are methods to check criminal history on all potential and current staff members. We do not want our children to be abused when they are under our care. Check with your conference or union for any staff screening protocols or methods available to your club.
- Safe Activities:- Adventures should have fun outdoors. They should serve their community. However, some activities in these places are safe for older children but not for younger children. Plan carefully so that your Adventurers can have fun and be safe when they are involved in these activities.

Preventing Child Abuse

Do Background Checks

Even before the year begins, we help our children to have a safe and successful childhood by following our conference/mission mandates for background checks. See Section 5.

Set guidelines for interactions between individuals

- Limit one-on-one interactions between adults and children by having at least two adults present at all times.
- Designate who is responsible to Adventurers before and after club meetings.
- Never leave children unattended without adult supervision

Monitor behavior

- Give each adult volunteer a job description that clearly tells each one who is responsible for monitoring the Adventurers.

- Guidelines should be in place on methods of reporting if any interactions raise questions or concerns.

Ensuring a safe environment

- Meet in an open space visible to multiple people.
- Have windows in all doors or multiple windows into classroom areas where Adventurer activities are taking place.
- Lock areas of the building not in use to prevent Adventurers from being isolated.
- Have a no tolerance policy against bully behavior.

Responding to inappropriate behavior, breaches in policy and allegations of child abuse and neglect

- Check with your conference leadership to find out about the specifics of the abuse reporting policy for your club, church, and conference
- Establish clear guidelines about what to report, when to report, and who should receive the report.

Mandatory Reporting

It is essential that the church leadership do everything possible to protect the children under their care. In many countries, staff are considered “mandatory reporters” which means that if they suspect child abuse or neglect they must report it to authorities. In many countries, failure to report suspected abuse can result in fines, jail time, or liability for damages caused to the child. Please check with your local conference and city authorities to see what rules govern your children’s ministry leaders.

***THE TWO ADULT RULE
requires two adults in
supervision roles at all times.
Staff should always avoid
situations where they are alone
with a child. This minimizes
the potential for allegations
of inappropriate conduct.
This rule is a safeguard
for everyone involved --
Adventurer, parents, staff!***

Staff Training

Staff can improve their skills in many ways.

- Many Conferences and Union conferences offer regional or conference wide Adventurer training opportunities, retreats, and certifications. Please contact your conference Adventurer Director or Coordinator for information about upcoming training events.
- Staff should work to become Master Guides, specializing in Adventurer-level leadership applications of Master Guide training modules whenever possible.
- Adventurer Coordinators may offer training opportunities
- Staff may also receive training through reading and audio or video courses.

Online Staff Training resources

Beginning in 2021, the General Conference will be providing online video resources for club directors and club staff. While many aspects of leadership are the same regardless of the generation, there are also many techniques and tools that have changed dramatically. Children learn differently, Adults are involved differently. Technology has affected interactions and thought patterns. Thus, the General Conference wishes to offer resources that meet the modern generation of Adventurers and their leaders. Never forget that some types of training can't be trained from the General Conference. The Adventurer Club works differently in your conference/mission than it does in other parts of the world. Thus, specific training and resourcing can only be received from your local conference/mission/region leaders. Let them know you wish to be trained! They will help you make sure that your club leadership is the best it can be.

Stay updated with our web page: <https://youth.adventist.org>

Section 6: Registration & Membership

Overview

Registration is usually an annual event, though many clubs invite children who move to the area to join after they arrive. Registration always includes a registration form with necessary biographical information. Registration is the Adventurer's "sign up" for club activities.

Club Membership

1. Children age 4 - 9 are eligible for Adventurer membership. Children do not have to be Seventh-day Adventist in order to be Adventurers. Adventurers is open to all children of this age group, regardless of their religious upbringing.
2. Club activities include Adventurer awards, field trips, and regular club meetings. Before joining the club, the Adventurer must agree to participate and cooperate in these activities.
3. Members must be faithful in attendance. Many clubs establish limits on absences and tardies, and Adventurers who cannot attend regularly are asked to withdraw from the club.
4. The caregivers of the Adventurers must be willing to agree to and cooperate with the regulations and activities of the club, as agreed on the Adventurer Application forms.
5. Caregivers are encouraged to become involved as support volunteers in one of the many roles available.
6. Adventurer Club does cost money. There are usually fees associated with membership, but some scholarships may be available.
7. Adventurers should attend club meetings wearing the uniform (Class 'A' or Class 'B') as communicated by club leadership.



8. Adventurers are expected to obey all regulations and instructions of the Adventurer staff.
9. Service projects and field trips are added opportunities that club members should plan to attend.
10. Adventurers plan to learn and live by the principles of the Adventurer Pledge and Law.

Forms

Each conference has their own specialized set of required forms for each Adventurer family to complete for each registered Adventurer.

Form often include:

1. Registration form (personal information such as address, birthdate, full name, parents' info, contact information, and the like)
2. Medical Form (including allergies, vaccinations, health insurance information, special needs or adaptations, and a right to treat waiver)
3. Media Clearance form that allows photographs taken during club activities to be used in church media outlets (such as slideshows).

Section 7: Getting to Know Your Adventurers and Their Families



The club director and the unit counselors should all plan to get to know all the family units under their zone of influence. That may mean personal visits before or after a meeting, a home visit at the beginning of the year, or a quick visit at their workplace — the goal of all methods is to get to know the Adventurer children and their families on a first name, “we know each other” sort of basis. Part of getting to know them is your mature ability to “be known.” Sharing who we are and what our gifts and challenges are, can bring us together in a refreshing and deep way. Community building is essential to the success of Adventurer ministries in your church!

In many clubs, the club director will be able to communicate directly and often face-to-face with each family in the club throughout the year. However, there will be times when newsletters, announcements, and formal bulletins (either digitally or in print) will be necessary to communicate fully. Be sure to use the best methods for the families you are doing ministry with and for. In some areas, Reminder apps on devices allow the club director to post announcements for all to receive and respond to. In other areas, printouts, bulletin announcements, or other printed material works best. In most situations, a variety of simultaneous digital and print resources is the best way to meet the needs of all families.

Section 8: The Meetings

Program components

Most club meetings have the following components:

Opening Exercises (Club director or deputy director and Adventurers)

Prayers

Songs

Adventurer Song

Pledge & Law

Worship thought (led by a pastor or by a class level group)

Announcements

Whenever we can involve young people in assisting, the opening exercises are more interesting, and more ministry-based!

Unit programming (unit counselors and instructors)

Each age group separates to a different space to accomplish Investiture class level activities or earning awards. Class level lesson plans are arranged in 15 sessions, with additional sessions available for earning extra awards. There are separate activity books for each age level. The unit counselor has planned these activities and will be asking group supporting volunteers (caregivers) to assist.

Closing Exercises (club director or deputy director and Adventurers)

- Calendar reminders
- Parent interactions
- Prayer



Other options include:

- Parent prayer or Bible study meetings arranged at a time convenient to parents of Adventurers. Because many of the parents are involved as club directors, unit counselors, group guides, or instructors, the time chosen is often on a different day, but at a time with arranged child care
- Parent networking / training opportunities (in coordination with Family Ministries at your church)
- One meeting each month with merged award earning opportunities (make sure they are developmentally appropriate for each level being taught)
- Staff meetings before or after a meeting.

Class Levels overview

There are six class levels. Each level is for a specific age group. Each booklet (available online) has three parts: 1. Instructions to help parent-teachers understand the age group they are working with 2. Illustrated student guide 3. Parent-teacher Helps for every activity in the book. Fifteen meetings are completely planned, with extra awards also available to be earned for each age level!

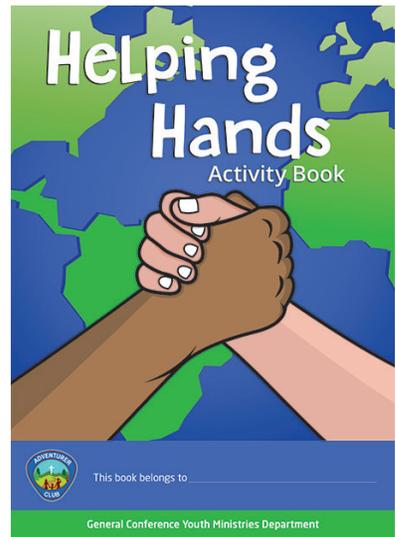
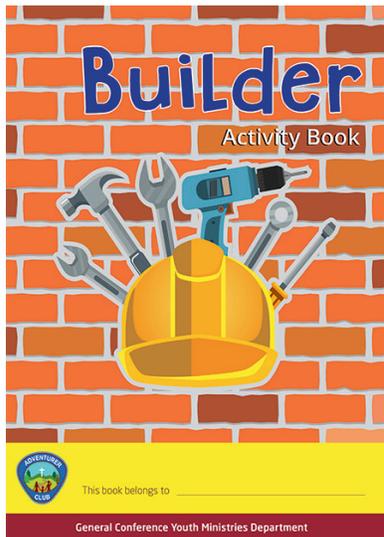
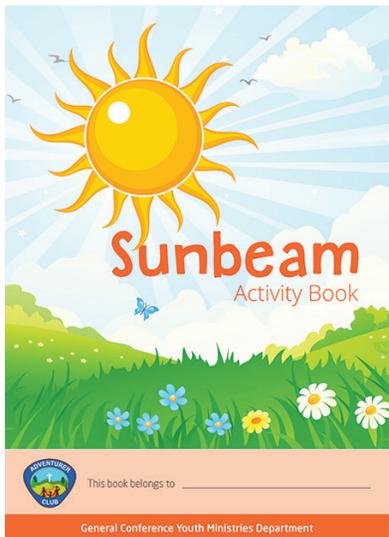
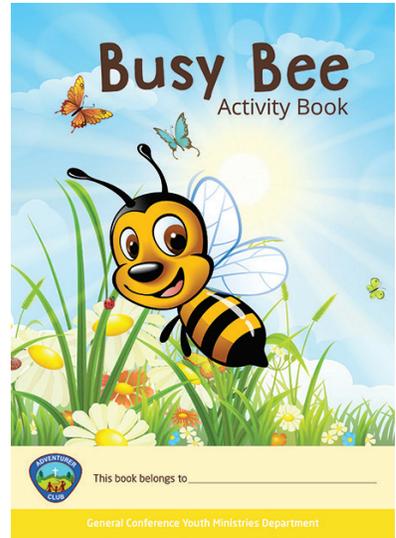
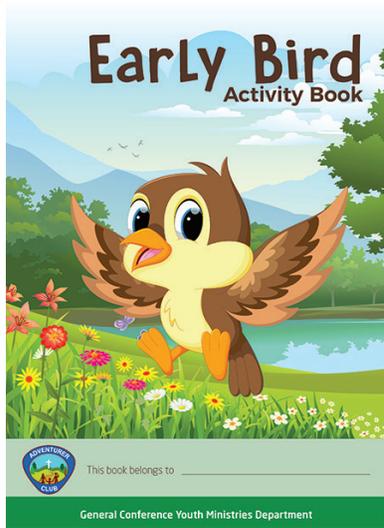
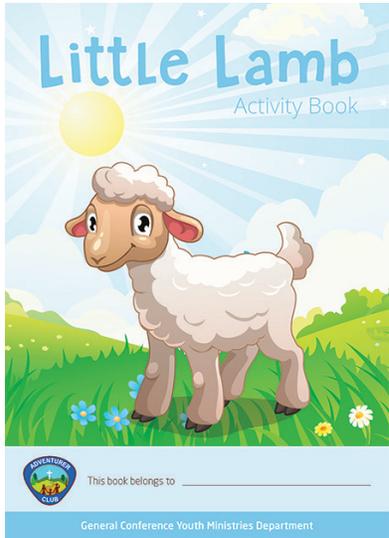
The class levels are assigned to the Adventurers based on their age at the beginning of the Adventurer calendar season. The children don't switch to a new level just because they have a birthday! The Adventurer should stay in the same level with his/her class teammates until the Adventurer season is done. The Adventurer season is usually 9-12 months long. Sometimes the Adventurer season is the same as a school year, and at other times the same as a 12-month calendar year.

Attendance / Records

It is important for the unit counselor, club secretary, or club director to keep a permanent record of which awards and class level requirements have been earned by each club member.

While paper records are great during a club meeting, unit counselors and club directors often find it more cohesive and logical to have online recording taking place. Collaboration

and dual-record keeping help keep things from being lost. Online “shared” spreadsheets allow both club and unit counselors to be abreast of how each child is progressing and allows the leadership to quickly connect with parents/guardians if a child is missing required work or if troubling behavioral or slack attendance tendencies become apparent from the records kept. See job descriptions and talk with your fellow staff about who is responsible for this in your club.



Section 9: The Special (Public) Events

Induction / Family Blessing

The Induction Service and Family Blessing is a stand-alone service that can be done in the evening for vespers or incorporated in an abbreviated format as part of the Sabbath church service.

The program is intended to:

- Explain what Adventurers is about
- Explain the roles of each of the class levels
- Explain the Adventurer Pledge & Law
- Affirm the role of the child within their family
- Pray for each child in the Adventurer club
- Challenge Adventurers and their families to be “living sacrifices” for Jesus Christ.

Sample Induction/Family Blessing Services are included at the end of this manual or on the Adventurer website.

Some clubs do these as two separate events. That is fine! Those that do them separately often use the Family Blessing as an introduction event with Registration available after the service.

Adventurer Sabbath

Adventure Sabbath is often held shortly after the Christmas or year-end holidays once school has resumed. It is best if it happens mid-way through the Adventurer club year. It is a great way to remind the church of the club’s vibrant existence. Some clubs have even done Adventurer Sabbath in a modified format in late summer as a way to recruit new staff and Adventurers into the club!



The Adventurer Sabbath is usually a Sabbath morning service completely done by Adventurers, their families, and the Adventurer staff. Often, Adventurers will march in with their groups or family team units, with their Adventurer, country, and Christian flags to a rousing hymn or song. Once in place inside the church, one group (unit) of Adventurers will have opening prayer, another group will lead in song service/praise time, others will pray, act as offering deacons, and serve in other ways that are usually performed by adult leaders. In most cases, having a parent and child work together to perform the tasks works well and communicates a message of family-centered ministry. Usually, an older Adventurer or Adventurers preach the sermon (or preach shorter sermonettes) on a central Adventurer theme, such as "Because Jesus loves me...", a portion of the Adventurer law, or one of the themes in the Adventurer song. The pastor(s) or the parent will assist the Adventurer in preparing her/his notes and sermon thoughts.

Adventurer Sabbath involves as many Adventurer kids as possible, so arranging time to practice, and writing scripts for all the different parts is essential. Often, an entire staff meeting is spent making sure that everyone is best prepared to assist the Adventurers in their group with their specific parts of the service. It is important that the Adventurers practice any spoken parts prior to the church service so that they can offer their best to God!

Sample Adventurer Sabbath services are included at the end of this manual or on the Adventurer website.

Adventurer Review

Some clubs and conferences have considered, or even practiced year-end testing or examination for all Adventurers. The stakes are usually high -- the Adventurers don't receive their awards and pins unless they satisfy the inquiries of the examiners.

These intensive and unChristian stress-causing reviews have never been sanctioned by the General Conference Youth Ministries department, and in fact, work against all the ideals of experiential learning that we support. The activity books, crafts, games, nature events, and other family-based experiences that happen throughout the year should be the only examination. Adventurer club has never been school and thus has never needed a final exam.

The Adventurer club has never been school and thus has never needed a final exam.

Investiture

Investiture is the time of year when Adventurers receive their class-level pin, and awards. This event sometimes takes place during a church service, sometimes as part of an afternoon youth program, or as an evening vespers program. Most programs open with prayer as well as the Adventurer pledge & law, and Adventurer song. A pastor or other church leader often gives a relevant children-friendly worship thought, then the club director, deputy directors, unit counselors, and other staff award the pins and awards to the Adventurers. Often, the Club director will invite Master Guides who are present in the audience to assist in the award giving portion of the ceremony. Women should invest (pin) girls, and men should invest (pin) boys whenever possible. In many cultures, adult leaders touching the shirt of someone of the opposite gender is considered inappropriate.

For more information on how to order awards and Class Level Pins, see section 14.

The awarding of earned pins and awards to the Adventurers is called investing, hence the service's title "Investiture" or "the ceremony for awarding the pins and award patches to the Adventurers."

Section 10: Service Events

Service events for Adventurers are family events. They must be safe enough for children and use the developmental skills that children ages 4-9 can offer.



At the Church

There are many ways that Adventurers can do service for their local church. Planting flowers, acting as greeters, helping parents with church tasks, and leading in worship are all ways Adventurers do acts of service.

In the Community

Community service events make a difference for those outside the church fellowship. Sometimes that involves visiting elderly people, singing in neighborhoods at Christmas; sharing toys with those who don't have any; collecting shoes, toiletries, non-perishable foods, or coats for charities; writing notes, emails, texts, or cards to those unable to attend public events, sharing Jesus books with neighbors, or raising money for missions far away. As a leader, you must keep in mind the developmental needs and financial capabilities of your group. Choose a tangible project that kids can touch and feel. Spend time regularly talking about and preparing for the event. The Adventurer club does service projects once or more a year, but each time it is to give Adventurers and their families the joy of giving!

Section 11: Campouts

Campouts are a great way for your Adventurers to experience God's second book, nature. However, unlike in Pathfinder Clubs, Adventurer clubs camp by families rather than units. This allows whole families to participate in shared experiences and learn outdoor skills. Planning for a campout can be a year long quest!

Safety Statement

Adventurer-aged children are at the age when camping with parents is the best option and the one recommended by the General Conference. Many of the daily personal care activities that children need adult assistance to accomplish, should not be trusted to a non-related staff member or other non-family member. Please plan ahead so that families or guardians can be available for this special outdoors weekend.

Please check with your local conference/mission, union, or division to see if Adventurer campouts are permitted within your region.

Principles of involvement

Camping for Adventurers is more basic than with Pathfinders. Many clubs only camp for a single night, and sometimes even set up tents in a neighbor's field or church yard, so that restrooms and parking lots are nearby! Others venture to city or state parks where group campsites offer rustic camping options and open areas for larger group activities. Be sensitive to the needs and experience levels of families and plan accordingly.



Section 12: Ending the Year

Investiture is the ceremony that usually ends the Adventurer season's calendar. See Section 9 for more information. Inviting Adventurers and their families to become involved in other church ministries during the summer may create mission bridging opportunities for your church.



Section 13: Church's Role in the Club

The Role of Other Church Entities

Electing Leadership

The church board or Nominating Committee elects the Club Director and Deputy Director. In some cases they also elect the staff, though they often leave these decisions to the Club Director and their team.

Reporting

The Adventurer Club Director is often part of the church board. The Club Director should have a short but meaningful report about what is happening in Adventurer Meeting available in print each month. Upcoming calendar event dates should also be reported and approved by the church board.

Financing

The church may provide funding for the Adventurer club. If they do, it will likely be similar to the funding provided for children's Sabbath school classes. Donations can always be made to the club through the tithe envelope under Local Church with the line written in "Adventurers." A church offering can also be designated to benefit the club. (also see "Finances" in Section 8)

Human Resources & Background Checks

Once you have chosen your staff, you should bring a list of the staff and volunteers to the Nominating Committee/Church board or equivalent Human Resources branch of your church. In many cases a formal safety screening process to verify the safety of your volunteers is conducted. Please contact your conference



office to see what the volunteer verifying process steps are in your region. (Also see Staffing information in section 8)

Section 14: Conference's Role in the Club



Support

The conference Youth Department or Club Ministries Department is there to assist the local Adventurer club. Please make sure they know your club exists so that they can not only supply you with the most up to date information about conference supports available to you, but also let you know what forms, staffing practices, conference events, and expectations the conference has for you and your club. Most importantly you will be added to any mailing/emailing lists and be connected with support persons willing to help assist you in succeeding and flourishing in your new role.

In many conferences/missions, and divisions, insurance liability is only available if the club is registered with their local conference/mission.

Activities

Many conferences offer region wide investiture, fun day, or campout / retreat events for their Adventurer club families and members. Because Adventurers is NOT simply a younger version of Pathfinders, these activities are centered around family-inclusive activities. Families are invited to participate, learn, and grow with their Adventurers.

Resourcing

Induction / Family Blessing

Adventurer Sabbath

Investiture

Class levels & awards Spreadsheet

- Attendance Chart
- Financial Charting
- Member Contact list spreadsheet / management software

Other Resources Available:

Individual Class Level Activity Books w/ Parent-Teacher Guides

All Parent-Teachers’ Guides for the six class levels are available on the General Conference Adventurer website. InDesign files are available, for modification into local languages and contexts, to Division and Union Directors only. These Club Directors can contact the GC Adventurer Department for more information.

All awards with Teachers Guides

All award requirements and teaching ideas are available on the General Conference Adventurer website. Wiki media resources are also available in some Divisions to supply expanded teacher’s resources for these awards.

Ordering Investiture Supplies

All Investiture supplies are available from the General Conference Youth ministries office. Because of shipping costs and time involved in international shipping, Union and Division youth directors often order supplies for their entire region. Your Division Youth Director travels to the General Conference offices and can bring back supplies for your union, conferences, and clubs. Please check first with your conference youth director for the proper ordering procedure in your conference.

Credits:

“Adventurer Administrative Manual.” Youth.adventist.org, General Conference Youth Ministries, 2004, youth.adventist.org/Ministries/Adventurers/Download-Resource-Manuals.

Anderson, Lorin W., and David R. Krathwohl, eds. 2001. *A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom’s Taxonomy of Educational Objectives*. New York: Addison Wesley Longman, Inc. quoted on coloradocollege.edu.

Gooch, Kimberly A. *Adventurer Club Director’s Guide*. North American Division Corporation of Seventh-day Adventists. 4th edition, 2015.

O’Fill, Mark. Adventurer club Director for many years in multiple conferences in North America, along with his network of Adventurer leaders who provided specific counsel, templates, examples, and advice on information he included in this manual.

Tejel, Jonatan. *Junior Youth Initiatives Advisory. Presentation*. 2016.

