

# CLUB MEETING

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# THE FIRST MEETING

**Congratulations!** Your local church board has selected a Pathfinder Club Director and is giving you an opportunity to do Pathfinder ministry in the name of your church. They have agreed to support the club through prayers and financial support. You have applied to the Oregon Conference to start a Pathfinder Club. You have advertised and encouraged Pathfinder age youth to join the Pathfinder Club. You have had your first staff meeting and staff members have filled out their appropriate Volunteer and Drivers Questionnaire forms. The staff has decided which honor classes will be offered as well as class instructors. The Class Levels are set up and are ready for teaching, and the instructors are in place as well as counselors for the number of units you anticipate you will need. Now what do you do?

**Get ready** for your first meeting registration by preparing each station of registration and be certain you have copies of all necessary materials. You will need one parent/sponsor packet for each Pathfinder you anticipate for enrollment night.

**Parent packet** includes the following papers:

- Club membership requirements
- Club membership application
- Club point system
- Conference point system
- Drawing of proper placement of emblems and insignia
- Emergency information form
- Health and medical forms
- Pathfinder commitment and pledge
- Pathfinder calendar - club, district and conference dates
- Pathfinder of the Year and Good Conduct information
- Uniform requirements for dress and field uniforms

**Plan stations** or areas in your room with table and chairs for each area where Pathfinders and parents can sit down and complete the activity necessary for each station.

**Registration** - have prayer with your staff and pastor at least ten minutes before time to begin registration. Be certain you have extra forms, pens, and other materials necessary to help the registration procedure go smoothly. Remember to smile and speak with each person.

**Station 1** Table and chairs to sit in while filling out the first four forms

**Station 2** Explanation of AY Class Levels and sign up for offered AY Class Level.

**Station 3** Sign up papers for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice for honor classes  
(Your club may be offering only one or two choices of honors)  
Display a description of honor classes to be taught - show Pathfinders and parents what they can look forward to and what will be taught.

**Station 4** Uniform order forms and measurements for uniforms - staff member manning station four will need to understand sizes and how to measure for club T-shirt, district T-shirt, and dress uniform.

**Station 5** Secretary and treasurer meet with each parent/guardian. It is important they know the Pathfinder members and make arrangements for fees to be paid.

**Station 6** Welcome and opening exercises should be kept short (10-15 minutes). Include Pledge and Law, Pathfinder Song and short worship.

Explain the weekly schedule and the importance of being on time for meetings and to promptly pick up their Pathfinder after each meeting.

Talk about the upcoming Camporee and give out an information letter and a list of what to bring to the Camporee. Make certain the Permission and Medical Consent form and fees have been signed and returned to the club secretary/treasurer.

Show Pathfinder Video (Pathfinders Strong) while the parent completes paperwork. Some may need to go back and finish up their registration if they have not finished.

Allow about five minutes for questions and answers. Keep this time positive.

Explain where and when parents are to drop off and pick up their Pathfinders.

Closing Prayer may be offered by the Club Pastor.

Staff will need to be available following the meeting to answer questions and finish up any registrations.

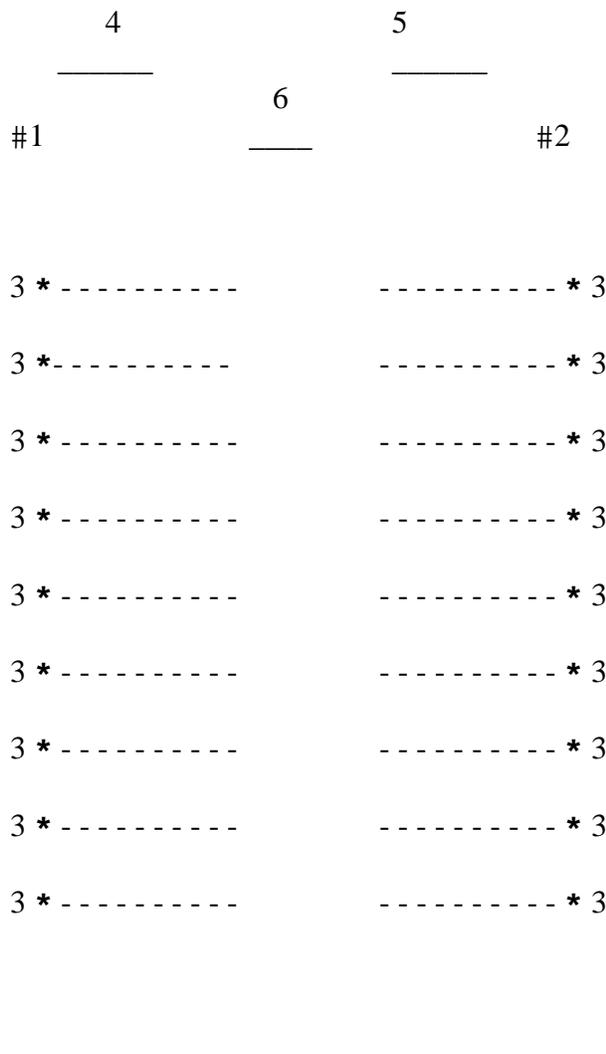
# PATHFINDER MEETING ROOM

The formal opening ceremony is an important part of the Pathfinder program. It teaches order, respect, listening and gives the Pathfinder an opportunity to have a part in the program.

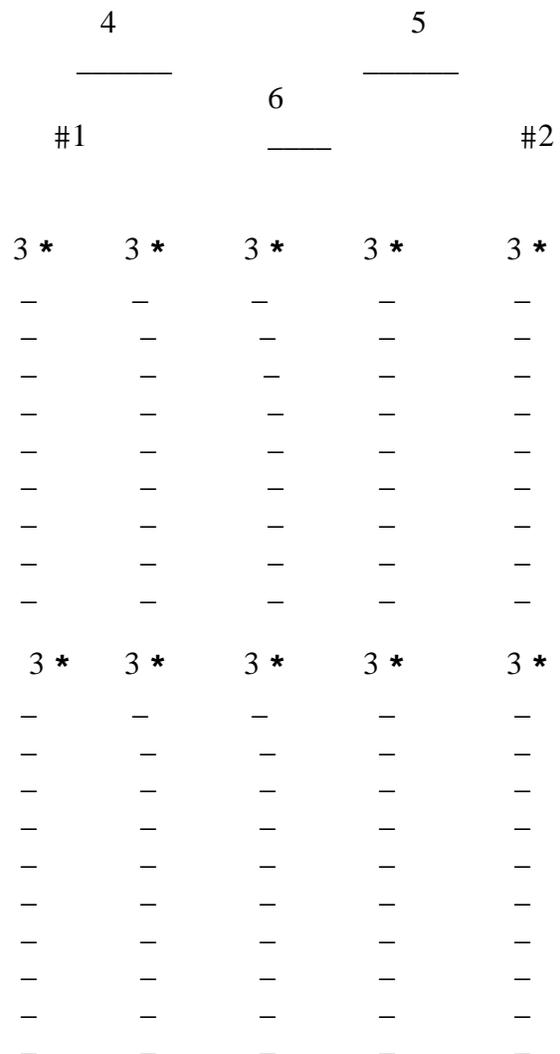
The meeting room is to be as bright and cheerful as possible. Remove as much clutter as you can and set the room up in one of the two designs below. Important items that are included in the set-up of the room for opening ceremonies would be:

- |                   |                              |
|-------------------|------------------------------|
| 1. US Flag        | 2. Pathfinder Flag           |
| 3. Unit guidons   | 4. Pathfinder Pledge         |
| 5. Pathfinder Law | 6. Small stand to hold notes |

Room set-up A



Room set-up B



# CLUB MEETING SCHEDULE

## (Sample)

Your schedule may vary depending on your needs and how you do things.

Thirty minutes before the Opening Ceremonies – **pray** for your Pathfinder Club

Fifteen minutes before Opening Ceremonies – exercises **set-up**

- Chairs
- flag stands and flags
- guidons
- honor tables
- table for taking an attendance record and dues

Ten minutes before Opening Ceremonies – unlock doors

- Begin taking **record and dues** as Pathfinders arrive

**Opening Ceremonies** (15 minutes)

- Color Guard
- Pledge of Allegiance
- Pathfinder Pledge and Law
- Pathfinder Song
- Worship
- Prayer

**Drilling and Marching** (20 minutes)

**AY Class Levels** (20 minutes)

**Honor Classes** (60 minutes)

**Closing Ceremonies** (5 minutes)

- Announcements
- Prayer
- Hand out materials to be taken home at the door on their way out

If your club decides to meet for just 1 ½ hours, you will have to cut back on the time given for several of the activities. Drill and Marching (15 minutes), Class Levels (15 minutes), and Honor class (40 minutes).

Start on time and end on time. Staff and Pathfinders are to help put supplies away and clean up the area in which they were working.

# CLUB MEETING PROGRAM

## (Sample)

### Opening Ceremonies

The opening ceremonies of the Pathfinder Club meeting should be sharp, well organized and executed in a timely manner. When the director blows the whistle or calls “fall in” the Pathfinders must immediately and quietly move to their units and stand at attention. Do not keep Pathfinders at attention for long periods of time. This only teaches them to not be at attention and look sharp when they should. Commands may be given by the Director, a Staff Member, or a Pathfinder.

**Use these instructions if you do not raise the colors:** (Flags are already on a pole see below)

1. Call the club to attention (flags enter room).
2. Just before the colors are posted, the director calls **present arms**
3. The club is led in the Pledge of Allegiance by either the director or other member.
4. When finished, the director calls **order arms**.
5. The director calls **post** and the flags are placed in the flag stands
6. The club is then led in the Pathfinder Pledge and Law (can be led either by director or other Pathfinder.)
7. Sing the Pathfinder Song (Found in Philosophy Section of the *Oregon Pathfinder Handbook*)
8. Put the Pathfinders **at ease - (seats)** Pathfinders at this point may sit for worship
9. Introduce the speaker who then gives a short, interesting, spiritual talk at this time. (Use your club pastor or club chaplain at this time if possible).
10. Call the Pathfinders to **attention - prayer attention**, (prayer is given at this time) call the club back to **attention**
11. Roll call **captains, front and center** (captains take two steps to the side if using plan A or take 2 steps forward if using plan B).
12. Director then says **unit** (use numbers or names) **report**
13. The captain of that unit salutes and says (all present sir/ma'am or one absent sir/ma'am)
14. Director **salutes** and moves to the next unit.
15. When the last unit has reported, director calls **captains post** (captains then step back into position.) If there is an announcement about a schedule change, it can be made at this time.
16. Director then calls **Pathfinders dismissed**. Pathfinder does an about face and takes two steps forward (unless using chairs) and then proceeds to the next activity as quickly and quietly as possible.

**Use these instructions if you are using a flag pole to raise your colors**

Flag raising is usually a three (3) person Color Guard (CG) for raising the American Flag. The Drill Master or a member of the Color Guard calls the movements. They march from the back of the area to a position around the flagpole and halt. CG #2 does an “about face” and marches to the director and does a hand salute to the director. The director returns the hand salute, then takes the flag from under his left arm and gives the flag to the GC #2. The GC #2 then salutes the director and the director returns the salute. (Note: a “hand salute” is up and down while a “salute” is held until the other person returns the salute). The GC #2 then does an “about face” and marches to position at the flagpole.

1. CG opens the flag
2. CG #2 keeps the flag from touching the ground
3. CG #1 fastens the halyard to both grommets on the flag
4. CG #3 starts to hoist the flag briskly to the peak
5. CG #1 takes the opposite halyard and keeps it taut so the flag is secured from bellying out very far from the flagpole.
6. Drill master or CG calls **present arms** (all Pathfinders then do a present arms)
7. As soon as the flag flies free, CG #2 takes one step back and salutes the flag

**If you have a bugler, go to # 8. If not, skip and go to #9.** They could play the *National Anthem* or *To the Colors*. The flag will reach the peak of the flagpole before the music ends.

8. CG #1 and CG #3 hold the halyard with their left hand and salute with their right until the music is over, then precede
  9. CG #3 takes the halyard, securing it to the cleat.
  10. When fastened, both CG #1 and CG #3 take one step back and present arms.
  11. Director or designated leader leads the group in the Pledge of Allegiance (Remember to face the flag)
  12. Drill master or CG calls **order arms**
- Continue with #6 in the previous section above.

## **Second part of the Program**

After the opening ceremonies, the rest of the program needs to be planned in detail so that it follows without interruption. It is more difficult to get the youth back into the mode once you have lost them due to being disorganized or unprepared.

### **Drill and Marching**

Drill and marching time (20 min) can be used for instruction, watching parts of the Basic Drill video, marching or having a drill down. However, you spend the time it needs to be a learning experience and fun at the same time.

You may want to see if your drill team is available to come early and drill for 30 minutes before the Pathfinder meeting or on another evening. After a few weeks of practice have this group do a demonstration during the drill time. When the club members see how well they are doing and the new things they are learning, they may want to improve their own skills.

### **AY Class Levels**

Next will be the AY Class Levels. Divide Pathfinders into groups according to grade and have them work on that level. Any Pathfinder who is missing levels below where they are currently working is encouraged to catch up by doing more than one card in a year. They may take it home and work on it or do it as a Friday evening or Sabbath afternoon activity.

When AY Classes are dismissed, Pathfinders will move from this area to the honor they are currently working on. They should be taught to do so quickly so they do not lose valuable time.

## Honors

It is important to choose your instructors carefully. They will need to be able to make the class interesting and exciting for the Pathfinders. This is not always an easy task to accomplish. Be sure to leave enough time at the end of each class to have the Pathfinders help put things away and clean up the area.

If the class is finished earlier than the allotted time, have another activity ready for them to do. You may want to have them work on knots, they may work on the memorization of the class levels, or a staff member could take them to another area where they would not disrupt others and work on drill and marching. This is also handy when some Pathfinders have finished the project and others are still working on finishing. We all work at different speeds. The object now is to keep them busy.

## Closing Ceremonies

When the Pathfinder has been dismissed from the honor class, they are to go back to the general meeting area and fall into units. The Pathfinder falls in at **attention**, which means there will be no talking.

The director will command the club to be **at ease**, and then the director will give them any reminders they might need to know about the next week or two, such as what uniform to wear or any forms that need to be signed and returned. If Pathfinders have questions, they need to ask them at this time.

The command is then given for **attention, prayer attention**. After closing prayer is offered the command is then made **attention, dismissed**. Pathfinders then do an about face and take two steps forward before breaking ranks.

If a unit has been disruptive, you may want to hold that unit over after the meeting. Speak kindly to them about how their disruptiveness affects others around them. Remind them of the pledge and law and that we need to remember others in our actions.

## Start and End on time

You may want to have a teen or other staff member at the door to pass out the take home information, permission slips, monthly newsletter, etc. If you have members that are absent, be sure the secretary mails this information to them.

Remember that if your Pathfinders are outside playing, you will need an adult there to supervise. You may prefer to have Pathfinders wait inside until their ride arrives. From time to time you may need to remind parents that they need to pick up their Pathfinder on time or make arrangements with the staff before leaving their child.

# UNIT METHOD

Arrange your young people into units of boys and units of girls. Do not mix genders in the same unit. Units are best kept to about six per unit. This makes it easier for the counselor to care for the needs of the unit and provide adequate supervision. When a unit gets too large it is easy to overlook members of the group, and some who need individual attention may be left out.

Each boys unit must have at least one male staff and each girls unit must have at least one female staff. Teen Pathfinders must have an adult staff to supervise them and guide them in the skills they need to develop.

The counselor sets the tone for their unit. They can bring spiritual leadership to the unit as well as fun times while they complete projects.

Pathfinders are always supervised with an adult and work as a unit. The unit moves as a team going everywhere and doing everything together.

## **Unit Method Exceptions**

Counselors do not need to be with their unit when they have released their unit to another adult for honor or AY Class Levels. The unit is still under the supervision of another adult. If the counselor does not have responsibilities elsewhere, they stay with the unit and help the instructor.

## **Why the Unit Method?**

- Pathfinders need supervision for safety and guidance
- Creates camaraderie
- Helps each Pathfinder feel part of the club
- Unit members know where to go and what is expected of them
- Gives the unit strength to help each Pathfinder grow physically, mentally and spiritually

## **Unit Captain & Duties**

The counselor chooses the unit captain. The captain is to encourage the unit toward achievement and success and should be an example by using their influence to inspire each member of the unit to do their best. Term of service varies from three months to a year. Duties include:

- Assist the counselor and take charge of the unit in their absence
- Drill their unit as assigned by the counselor
- Report unit attendance at roll call

## **Unit Scribe & Duties**

The unit scribe is the *record keeper* of the unit. The scribe is chosen by their unit to serve a term of three months to a year. They should reveal a good Christian spirit toward the rest of the unit. Duties include:

- Record attendance, check uniforms, collect club dues
- Record points awarded the unit or individuals in the unit as directed by the counselor
- Fill in for the captain when they are absent
- Give absence excuse form to members of the unit who have been absent
- Collect the excuse form at the next meeting and be sure the records are corrected
- Excuses need to be marked by the staff - excused or unexcused

# UNIT GUIDONS

Each unit has its own guidon. The guidon is 14 inches wide and 22 inches long and is attached to a 66-inch (5 ½ foot) pole. Each unit has a stand for the guidon so it may be at rest where your unit normally falls in. The flag will also be placed outside the unit's tent when they go camping. This flag identifies what unit occupies that space.

## **Guidon Flags**

The Guidon is the unit identification flag. It is carried at ceremonies and other times when prescribed by the director. The flag is also, as stated above, used for the weekly meeting and at campouts, such as Camporee.

You may have each unit design their own guidons or your club may already have guidons that have been printed professionally. Even if you have them already printed, you may want to allow units to pick from the different choices you already have on hand.

You may design your guidons with animals, birds, insects, mountains, rivers, etc. Guidons can either be drawn, painted, machine embroidered, hand stitched, silk screened, etc. The ideas are almost endless.

The unit counselor chooses who the guidon bearer will be. This Pathfinder will be responsible for the guidon during parades, at campouts, at club meetings and any other time the guidons are used.

Guidon rules for carrying and executing commands are listed in the Pathfinder Drill Manual available from Advent Source.

# DRILL AND MARCHING

Pathfinders are **not** to be militaristic with shouting, threats and punishment. Drill teaches youth to listen and move quickly to the commands given.

Be sure your club has the newest edition of the Pathfinder Club Drill Manual. It is a must! Your drillmaster/s should acquaint themselves with the manual so that they know for certain they are teaching correctly the Pathfinder Drill and Marching techniques. **Pathfinder Club Drill: The Basics** is a video or DVD, which came out in 2003, and is a wonderful asset for any club. There are varying ways of doing drill and the video makes it simple where all can learn.

Encourage your Pathfinder staff to learn with the Pathfinders by being a part of the weekly drill sessions. The knowledge they learn will help them feel less stress during club inspections, marching in local parades and at the Pathfinder Fair.

Make it fun! Have a drill down which encourages listening. Let your overactive Pathfinders try making the calls. They will soon learn that it is not as easy as it looks or you may discover a great drillmaster. The calls need to be made at the correct time and on the correct foot so the movement can be properly executed. This gives the Pathfinders a better sense of how difficult it may be and will encourage them to do their best for the club during drill and marching.

## DRILL TEAM SIGN UP

All Pathfinders do drill and marching. Besides this club activity, we are planning on having a club drill team. Membership in this group is not mandatory, like club drill and marching, but we encourage you to become a part of this exciting Pathfinder event.

This team may meet before or after club meetings or on a different day. They may also have extra practices before special events to help the team become sharper and to move as a unit.

If you are interested becoming a part of this Drill team, please sign your name below.

**Pathfinder Name**

**Pathfinder Name**

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# AY CLASS LEVEL SIGN-UP

Please sign your name on the classwork level just higher than what you completed last year. If you are a new Pathfinder, please sign up for the classwork for your current grade level.

## Friend (5<sup>th</sup>)

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## Companion (6<sup>th</sup>)

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## Explorer (7<sup>th</sup>)

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## Ranger (8<sup>th</sup>)

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## Voyager (9<sup>th</sup>)

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## Guide (10<sup>th</sup>)

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## Master Guide (11<sup>th</sup> to adult)

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