

LEADERSHIP

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LEADERSHIP REQUIREMENTS

Pathfinder leaders are volunteers who receive no pay for their service to the church. In most cases, those who volunteer for the job are highly committed to Christian ideals. This is the way it should be, for the Pathfinder leader often plays a larger part in providing a Christian role model to young people than any other person in the church.

Occasionally, there are some volunteers whose life does not model consistent Christian living. The church may choose not to disfellowship that person and may even welcome them to participate in some church activities. But, because youth get to know a Pathfinder leader so well and they see the Pathfinder leader as an official representative of the Seventh-day Adventist Church, the following conditions for service have been voted by the Conference Committee for Pathfinder Leaders.

- **Membership** - The Pathfinder leader must be a member of the church in which they are serving, must have an unreserved commitment to its objectives and a personal relationship with Christ. The Pathfinder leader may be a member of another local Adventist Church only if that church's pastor or board gives a written or verbal statement, recommending the person for Pathfinder leadership.
- **Personal Conduct** - The Pathfinder leader must carefully adhere to the standards of the Church by exemplifying high standards of conduct, which would preclude:
 - Use of alcoholic beverages and tobacco
 - Illegal possession and/or misuse of drugs
 - Use of profane language or materials
 - Immoral conduct, including, but not limited to adultery, fornication, homosexuality
- **Relationship with others** - A Pathfinder leader must be honest in his dealings with people in the club as well as with others in the church and community. Therefore, no one may serve as Pathfinder Leader who is known to:
 - Give any false information to anyone
 - Evades the payment or performance of legal, moral or ethical obligations or debts
 - Commits any felony
 - Commits theft of any kind

The above guidelines apply to the director, deputy directors and counselors in a Pathfinder Club. They are not meant to prevent local clubs from using non-Seventh-day Adventists as instructors or in other capacities.

PATHFINDER LEADERS' QUALITIES

“He who cooperates with the divine purpose in imparting to the youth a knowledge of God and molding the character into harmony with His, does a high and noble work. He awakens a desire to reach God’s ideal, he presents an education that is as high as heaven and as broad as the universe.” Education page 19

- **Love God supremely:** You must model what you expect your Pathfinders to become. Remember our young people follow what is modeled to them.
- **Love children sincerely:** Sincere love will be expressed more in action than by words. The Pathfinder notices when an adult gladly shares time, energy and companionship with them. This love perseveres even when the adolescents are unappreciative.
- **Serve with enthusiasm:** Enthusiasm is contagious. Pathfinders quickly follow an optimistic leader who emphasizes the positive and supports the program with energy. Staff must serve with enthusiasm for Pathfinders to want to get into Pathfinders.
- **Possess emotional stability:** Leaders need to learn self-discipline, temperance, faith, trust in God, and have a sense of responsibility. Outbursts of temper, anger, or depression destroy the image of a competent Christian leader. Everyone is human and sometimes leaders react in anger but we must learn to apologize and ask forgiveness when we fail to exhibit Christian standards.
- **Enjoy being outdoors:** Many Pathfinder activities are done in an outdoor setting. Leaders need to enjoy camping, hiking and learning the skills required so they have something new and fresh to introduce to the club or unit.
- **Know the essential characteristics of adolescents:** Pathfinder age involves both pre and early adolescent children. A leader will need to understand the pressures affecting adolescents and the characteristics common in these age groups.
- **Learn a variety of skills:** A leader who is versatile and diverse always has something new to introduce to the group and should be able to discover the joy of new experiences.
- **Develop the ability to organize:** Leaders need to be organized or if you are lacking in these skills, work with someone who can organize the group.
- **Maintain good relationships with fellow workers:** Problems can cripple a club. As a leader, our job is to encourage and utilize the strengths of our staff.
- **Be resourceful and creative:** The leader needs to be resourceful and have alternate options ready in an emergency. Be creative and determined in accomplishing goals.
- **Radiate a dignity of presence:** A good leader commands respect and does not dominate.
- **Sense of Humor:** A sense of humor is important when dealing with people.

STAFF RESPONSIBILITIES

Summary

- **All Pathfinder Staff** - Must be dedicated Christian people and be willing to learn and grow in their faith. They should set a good example in attitude and behavior.
- **Club Director** - Represents the church in the Pathfinder organization and is a member of the church board. All activities of the club shall be under their supervision. If there is more than one church supporting a club then a Pathfinder club representative will sit on the other church boards as elected by each participating church board.
- **Deputy Director** - Shall assist the Club Director and take charge during Director's absence. May be designated to care for any of the Pathfinder Club duties.
- **Counselor** - Leader of a unit of two to eight boys or girls (Men with boys - Women with girls). Work and stay with unit during all programs, at all times. Encourages the teaching of class work levels and honors for successful Investiture of members. Does Drill and Marching with units and develops understanding and friendships. Encourages members to participate in all activities and outings. Attends staff meetings and notifies Club Director in advance if unable to attend.
- **Secretary** - Shall render monthly reports to the local Conference office. Is responsible for all club correspondence. Takes notes at staff meetings. Is responsible for personal records and for any other records necessary to the smooth running of the club.
- **Treasurer** - Shall be responsible for the expenses paid out, collect and care for all income such as membership fees, money from fund-raising projects, etc. Shall present a financial report upon request of the executive officers or staff and shall transmit the accounts and all distributed funds to his successor. Work in close harmony with the church treasurer, depositing all funds with the church treasurer unless the club has its own checking account. In the latter case, a monthly report shall be prepared and submitted by the Director at the church board meeting.
- **Chaplain** - It is very special when the Chaplain is the church Pastor. Shall assist the Director in maintaining a strong spiritual tone in the club and know each Pathfinder's relationship to the Lord. Shall serve on various committees dealing with the worships in club meetings, campouts, outreach and discipline.
- **Instructor** - Teaches specific skills or subjects such as Bible, personal growth, outdoor skills, and honors. May be a Pathfinder Club Staff or a specialist from the church or community who teaches specific subjects. Works closely with the Club Director to insure that requirements are covered to enable the Pathfinders to be invested.

THE MINISTRY OF THE PATHFINDER DIRECTOR

You may be reading this because you have been asked to serve your local church as a Pathfinder Club director, or perhaps you serve on a church nominating committee and are wondering what a Pathfinder Club director is expected to do. In either case, if you understand the church as the body of Christ and understand the call to ministry as experienced by each member, this will help you to see the role the Pathfinder Club director fills within a local church.

THE ROLE OF THE PATHFINDER CLUB DIRECTOR

As director of a Pathfinder Club, you are asked to lead a program for a very energetic group of 10 through 18 year-olds. In many ways, this is a miniature church because the Pathfinder Club is called on to nurture boys and girls and involve them in outreach. This is the age at which 70% of all Adventist boys and girls in North America make their decision to become Seventh-day Adventists.

Particularly in larger clubs, you should have one or more deputy directors who will assist you. All clubs have counselors who are the “front line” staff and serve as “big brothers” and “big sisters” to the youth in your program. In addition, counselors will be responsible for teaching honor classes. Your club may also have specialized staff, such as cooks, secretaries, a camping coordinator, equipment manager, and drillmaster. As Pathfinder director, you will also be a member of the church board and responsible to that organization.

TIME COMMITMENT

Most responsibilities in the local church require a one-year term. You will find among Pathfinder directors that many have served 25 to 30 years. Pathfinder leaders see many rewards in the growth of their charges. These rewards encourage Pathfinder staff to remain in their position longer than many church positions and this is necessary to build a strong club.

Each week the Pathfinder director will spend approximately three to four hours in club activities. However, there are occasions each year when more time will be required, such as campouts, Pathfinder Fairs, and Camporees.

It is essential to recruit an adequate number of staff and learn to delegate so that time demands are not overwhelming. The Pathfinder director will put in as much time as any other major office in the church and may find it better not to be asked to fill other church responsibilities while Pathfinder director.

APPROPRIATE SPIRITUAL GIFTS

Because the Pathfinder Club is in many ways a little church, many of the qualities that an elder needs are also important to the Pathfinder director. The Pathfinder leader needs the gift of a pastor/shepherd, which is the ability to carry a personal responsibility for the spiritual welfare of the children. Some may think that the professional pastor is the only member of the church who has this gift, but that is not true.

Administration is a spiritual gift referred to in I Corinthians’s 12:28. As Pathfinder director, you will need the ability to steer and direct the Pathfinder Club.

Another spiritual gift mentioned in Acts 16:40 is the gift of exhortation or encouragement. As Pathfinder

director, you will encounter adult staff and young people who are going through lonely and discouraging times. Problems at home and school often trouble children and youth of this age. By understanding the changes that are happening in their lives during this time of physical and mental transition, the youth will better adjust to adult life. The Pathfinder director may be called upon or may have someone available to call upon to encourage and counsel the Pathfinders within their group.

ACTIVITIES AND EVENTS

In order for your Pathfinder Club to be interesting and exciting, it must have a varied program. As Pathfinder director, you will be involved in a number of activities including: outreach, community service projects, field trips, camping, Induction, Camporee, Pathfinder Sabbath, Investiture and Fair.

Outdoor Education: Pathfinders have many opportunities to spend time with God in nature. During campouts, nature walks, and study of nature honors, the Pathfinder learns firsthand about the creative power of God. The study of nature develops a fellowship with God who made it all possible. The Pathfinder Staff act as role models to help the Pathfinder reverently worship the God who created the heavens and the earth.

Manual Skills: Through honors and camping activities the Pathfinder will learn specific skills and interests that will make their life more meaningful. Pathfinders delight using their hands to fashion useful articles of wood, plastic, steel, clay, felt, yarn, etc. It brings them great satisfaction to put together an engine that runs or a radio that works. It is in this kind of activity, that the value of the honors in the AY classwork curriculum becomes apparent.

Outreach: Pathfinder community service activities teach youth that sharing their faith with others is not a project to be engaged in once a week but a daily way of life.

Nurture: All aspects of the Pathfinder program are intended to nurture the child into a growing relationship with Christ. Every activity and program is to be **Christ-centered**.

Physical Fitness: An understanding of preventive health concepts is a safeguard against many evils. Pathfinder Clubs teach the importance of caring for the body.

HOW TO PLAN

The Pathfinder director and staff must develop yearly, quarterly, and monthly calendars of activities. The yearly planning is done in consultation with the Pathfinder Executive Committee, which consists of the Pathfinder staff, the church school faculty, and the pastor and elders. It is important that they plan together to insure a coordinated calendar of events. Planning for the yearly calendar includes special programming for the holidays, conference Pathfinder events and themes that might be emphasized by the local club during the year.

Pathfinder programs are intended to nurture the child into a growing relationship with Christ. No matter what the program is - indoors or outdoors it should be Christ centered.

Quarterly planning is based on the yearly calendar and plans programs more specifically. For example, honors that are to be taught during the quarter must be given careful attention in order that proper instructors and equipment are available.

Monthly planning is done to insure that the details of each program are specifically prepared. In the

Pathfinder Staff Manual, there are sample programs for the year, quarter, and club meetings. These will be helpful particularly for new Pathfinder staff.

TRAINING

The Conference has a Pathfinder Leadership Convention each year. At this retreat, training will be available in the basic leadership skills. You will also have a chance to interact with experienced Pathfinder leaders who “know the ropes.”

The Pathfinder Club program is very structured; because of this organization, clubs from church to church appear to be very similar. This is an important strength of the Pathfinder organization.

RESOURCE MATERIALS

There are many materials available for Pathfinder leaders. The following books and magazines are available from the conference, *AdventSource*, ABC, or in many cases they are already a part of the Pathfinder library.

- **Pathfinder Staff Manual:** This manual includes all details of the Pathfinder organization including sections on Pathfinder philosophy, organizational procedures, and programming aids.
- **Seven Steps for Successful Pathfinder Leadership:** There is a very specific training program available for training Pathfinder leaders. The basic training manual covers subjects such as the privilege of leadership, steps to organizing a club, psychology of Pathfinders, and other pertinent information.
- **Pathfinder Field Guide:** The Field Guide is an important manual which describes a variety of outdoor activities including hiking, orienteering, and camping.
- **AY Classes Instructor’s Manual:** This youth resource book deals specifically with the AY classwork curriculum explaining all of the requirements for each class year.
- **Pathfinder Drill Manual:** Drilling and Marching techniques are verbally or graphically described.
- **AY Honors:** This manual contains the requirements for more than 250 honors in the eight categories of: Arts & Crafts; Health and Science; Household Arts; Nature; Outdoor Industries; Outreach Ministries; Recreation; Vocation.
- **Videos:** The Seventh-day Adventist Church has produced videos, for Pathfinder Clubs, which are available at the Conference Office or *AdventSource*.

- **Pathfinder’s Strong** - Pathfinder’s World Wide
- **Pathfinder Club Drill** - The Basics
- **Journey of Discovery** - Honors
- **Just Knots** - Basic Knot Tying

• **Other Resource Materials:** Libraries, bookstores and the Internet contain a variety of resources that deal with Pathfinders.
www.adventistyouthministries.org



CLUB DIRECTOR

Ministry Description

- **Club Director's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Is responsible for organizing, arranging, and having supervision for all club activities.
- Must be an example of spirituality, neatness, promptness, good sportsmanship, and self-control.
- Should be chairperson of club staff meetings unless a Deputy Director is appointed to take charge. If their church has set up a Pathfinder executive council they would be the chairperson of that committee. An executive council is advisable if you are operating a district club. The Pathfinder representatives would also sit on this committee. This insures that each church is represented.
- Must be a member of the church board
- Must plan the yearly program with the help of his/her Staff.
- Should set an example by wearing a neat and complete uniform.

Duties

- **Programming** - A large share of the Director's time is involved in organizing programs. These include a wide variety of activities such as regular club meetings, Pathfinder Sabbath, social events, campouts, and outreach projects. The programming is designed to involve Pathfinders with varied and interesting learning activities. The goal is to make church involvement so attractive and fulfilling for young people that they will not slip out "the back door."
- **Planning** - The Director and Staff develop a yearly calendar of activities and a budget. All plans must be approved by the church board and must coordinate with the conference program.
- **Recruiting and Supervising** - The Director is very much involved in recruiting individuals to help with the various activities and meetings. The Staff is made up of adult volunteers. All individuals are under the direction of the Pathfinder Director.
- **Teaching** - The Pathfinder Director assists the young people in learning outdoor skills; developing spiritual values, and creating service opportunities which may be beneficial in saving lives in the communities. Crafts are always an enjoyable part of the meetings and the Pathfinder Director and Staff should be there to answer any questions pertaining to completing various projects assigned.
- **Listening to parents and children** - The Pathfinder Director is an individual who enjoys young people and can relate to them in ways that make them feel comfortable and safe. Parents should know by his/her actions and words that he/she is their friend and is there to listen to them when any problem arises.
- **Communication** - The Pathfinder Director should make sure the children, parents, and the entire church are made aware that Pathfinders is a viable ministry. The programs should be promoted in all church departments since there are opportunities for ministry to all ages.
- **Staff Meetings** – The Pathfinder Director should use this time to finalize any plans or events for the next month and to take care of any problems that might have arisen the last month. This is a good time to draw Staff together so all can work more effectively as a team.

DEPUTY DIRECTOR

Ministry Description

- **Deputy Director's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Should possess the same high qualities of leadership as outlined for the Club Director.
- Must work closely and respectfully with the Club Director.
- Shall accept the assignments of the Club Director and share in the leadership responsibilities of the Pathfinder Club.

Duties

- Take charge of club meetings in the absence of the Club Director
- Preside at staff meetings when asked by the Club Director.

Optional Deputy Director Positions:

- **Assistant Pathfinder Club Director:** Called Deputy Director
- **Boys Deputy Director:** All male Counselors would be under this Deputy Director and he would cover if a Counselor were unable to make it to a club meeting or activity.
- **Girls Deputy Director:** All female Counselors would be under this Deputy Director and she would cover if a Counselor were unable to make it to a club meeting or activity.
- **Camping Deputy Director:** Would make a list of necessary supplies and equipment and keep them in good repair as well as help with making the plans for club meetings.

A Pathfinder Club may have as many Deputy Directors as the club membership needs. This group of Deputy Directors would work very closely with the Club Director. Together they can make the club a well working "machine."

COUNSELOR

Ministry Description

- **Counselor's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

- Must be at least sixteen years of age, a member in good and regular standing of the Seventh-day Adventist Church
- Must be interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Must be appointed by the Club Director and Staff for a one-year term.
- Help Pathfinders get to know God, learn about nature, and understand the principles of the Pledge and Law.

Duties:

- In charge of managing and caring for a unit consisting of 2-8 Pathfinders.
- Know where your kids are at all times. (During a pathfinder meeting and during campouts.)
- Have worship with your Pathfinders.
- Play with your Pathfinders at appropriate times.
- If a problem should arise the Counselor should work with Pathfinders to correct it.
- The first step of discipline is to set your ground rules. (Ground Rules mean what kind of behavior you expect the pathfinders to exhibit in a given situation.)
- Help and advise Pathfinders in their class work levels.
- Learn drill and march with your unit wherever possible.
- Participate in club inspections.
- Be present at all staff meetings.
- Set up at Pathfinder Camporees, Outings, Fairs, etc.
- Be willing to participate in all club activities.
- Keep the unit up to date on all Pathfinder activities.
- Let the Director know as soon as possible when needing to be absent from a meeting or activity.
- Pass all extracurricular plans by the Club Director (preferably in staff meeting) before activity. Do not take unit away from general area without permission from the director.

SECRETARY - TREASURER

Ministry Description

- **Secretary - Treasurer's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Pathfinders in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders' parents in his/her club.

Qualifications and Responsibilities

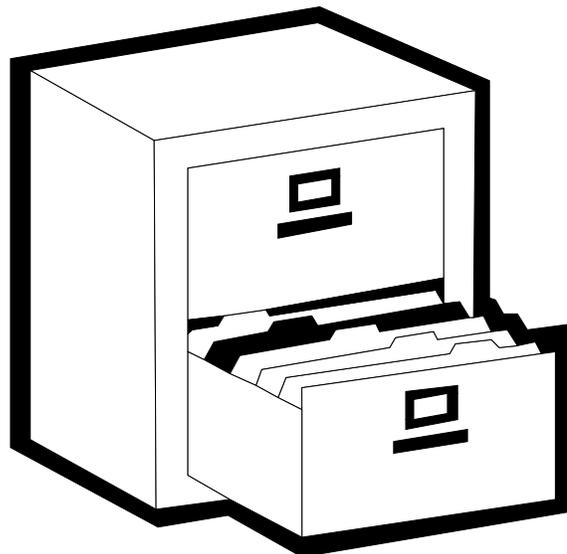
- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Elected by the Pathfinder staff for a one-year term and may serve for many terms.

Secretary Duties

- Keep individual Pathfinder records and club files accurate and up to date.
- Take notes at staff meetings and retain as permanent records. Distribute copies as necessary.
- Prepare and submit a monthly report to the Conference.
- Create and distribute correspondence to parents and church members.
- Maintain a current club calendar of events.
- Order Pathfinder supplies and resources and keep records of purchases on file for at least two years.
- Manage and care for Pathfinder teaching resources.
- Have a pleasant and positive attitude with Staff, Parents and Pathfinders.

Treasurer Duties

- Prepare financial reports to keep the Director informed of all club expenses and funds on hand.
- Maintain financial statements and keep accurate record of monies given to the church treasurer.
- Keep accurate account of all club monies.
 - Dues
 - Offerings and donations
 - Fund Raisers
 - Outings, etc.
- Keep financial ledger current
- Keep all receipts and bills organized in a file



CHAPLAIN

Ministry Description

- **Chaplain's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in his/her club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in his/her club.

Qualifications and Responsibilities

- Must be a baptized member in good and regular standing of the Seventh-day Adventist Church.
- Must be an adult interested in young people and understand the life-issues they face.
- Should have taken the Basic Staff Training Course and working to become a Master Guide.
- Must be an example of spirituality, neatness, promptness, good sportsmanship, and self-control.
- Should set an example by wearing a neat and complete uniform.
- May be a Pastor, Elder, or a member of the church that is willing to take the time and effort to get to know the Pathfinders and their spiritual needs.

Duties

- Leads out effectively in spiritual activities of the club
- Is responsible for organizing, arranging, and creating opportunities for spiritual development.
- Arrange for devotional periods, speakers, and periodic prayer groups.
- Works with the Director in setting up the Induction Ceremony, Pathfinder Sabbath, and Investiture service.
- Works with Bible Achievement either as the team leader or the coach
- Participates in Club's secular activities modeling a balanced Christian lifestyle.

INSTRUCTOR

Ministry Description

- **Instructor's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Staff in the club.
 - Secondary Focus – serve, support, and encourage all Pathfinders in the club.

Qualifications and Responsibilities

- Must be teens or adults who can teach specific skills or subjects such as Bible, personal growth, outdoor skills, honors or class levels.
- Must be interested in young people and understand the life-issues they face.
- Must be approved by the Club Director and Staff.
- Should be a specialist in the areas of subjects to be taught.
- Must teach the class in a way that reveals a character in harmony with Christian ideals.

Duties

- Carefully study the class to be taught, assembling or designing items to share before introducing them to the Pathfinders.
- Plan the method of instruction, keeping in mind that the class must flow smoothly and change periodically to fit the restlessness of youth.
- Get direction from the Club Director for the purchase of teaching resources and supplies.
- Save and return any receipts to the Treasurer for reimbursement of expenses as agreed upon.
- Teach the Pathfinders to conserve materials, use time wisely, and clean up after each class.
- Enable Pathfinders to neatly complete each project.

DISTRICT COORDINATOR

Qualifications & Election Process

- **Qualifications for a Pathfinder Coordinator**

- Be a member in good standing with the beliefs of the Seventh-day Adventist Church.
- Have at least 5 years of Pathfinder experience (includes 3 years of administrative responsibilities.)
- Be a Master Guide
- Live in the Pathfinder district they are serving.
- Candidate and spouse are not to hold office in local Pathfinder Club.
- The Oregon Conference director and coordinators must approve any exceptions.

- **Nomination of the Pathfinder District Coordinator**

- The term of office shall be two years. Coordinator may be reelected.
- Nomination forms sent out February 1st of election yr (Incumbent will automatically be nominated.)
- The local nominating committee is the club staff, representatives and director, acting as chairman. Nominations must be into the Conference Pathfinder Department by March 1st.
- Coordinators and Conference Pathfinder director may submit nominations by March 1st.
- Before elections, the Conference will screen each willing nominee for approval before presenting names for election. (Response from local church boards and pastors encouraged.)

- **Election of the Pathfinder District Coordinator**

- Fact sheets on nominees will be sent to directors of active clubs for review.
- Voting will be by mail. After conferring with their staff the director marks and signs ballot. Must be post marked by April 1st. (Director please remember to listen to your staff as well, do not dictate.)
- Only one vote per club will be permitted.
- After Conference Committee approval, results will be announced to clubs no later than June 1st
- The new coordinator will assume responsibilities June 1st

- **Appointment of the Pathfinder Assistant Coordinator**

- Qualifications are the same as for Club Directors
- Local District Coordinator along with the Conference Director appoint the Assistant Coordinator
- Announcement to the district at the same time as the Coordinator
- Term of office is the same as the District Coordinator

- **Duties of the Assistant Coordinator**

- Attendance at District Coordinators meetings is by invitation only. Voting by Assistant Coordinator is allowed when the District Coordinator is absent.
- Assist District Coordinator in promoting District, Conference, Union, Division, and General Conference Pathfinder policies and programs.
- Assist District Coordinator with club visitations – always coordinate with the District Coordinator before visiting.

DISTRICT COORDINATOR

Ministry Description

- **District Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Club Directors in his/her district.
 - Secondary Focus – serve, support, and encourage all Club Staff in his/her district.
- **Provide support and resources to District Club Directors and Churches**
 - Visit each district club at least 2 times per year providing club inspections & evaluations
 - Promote Pathfinder ministry in churches where there is none by making 1 visit per month
 - Assist new club Directors and Staff at their organizational meetings
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with Club Directors and Staff**
 - District Bible Achievement
 - District Jamboree
 - District Honors Day
- **Attendance at Conference Events to support District Club Directors and Staff**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - Conference Bible Achievement
 - Pathfinder Fair
- **Annual budget provided from the Conference Pathfinder Budget when funds are available**
 - Annual expense report of conference-provided funds – due January 1 for the previous year
- **Responsible to Conference Pathfinder Director**
 - Prepare & distribute District Events Calendar including club visitation dates – due June 1
- **Member of the Conference Coordinator Committee by election**
 - Attend Coordinators Retreat annual board meeting
 - Attend the Fair Weekend annual board meeting
 - Participate with 2 Conference phone meetings annually
- **Elected term of Service – Two (2) years**

<u>Election for Odd years</u>	<u>Election for Even years</u>
<ul style="list-style-type: none">• Alki-Columbia District• Cascade View District• Mount Hood District• Willamette District	<ul style="list-style-type: none">• McKenzie River District• Mount Mazama District• Neahkahnie Mountain District

SPANISH COORDINATOR

Ministry Description

- **Spanish Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Spanish Directors in the conference.
 - Secondary Focus – serve, support, and encourage all Spanish Staff in the conference.
- **Provide support and resources to Spanish Club Directors and Churches**
 - Visit each Spanish club along with the District Coordinator at least 2 times per year providing club inspections & evaluations
 - Promote Pathfinder ministry in Spanish churches where there is none by making visits
 - Assist new Spanish club Directors and Staff at their organizational meetings
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with District Coordinators where Spanish Clubs attend**
 - District Bible Achievement
 - District Jamboree
 - District Honors Day
- **Attendance at Conference Events to support Spanish Club Directors and Staff**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - Conference Bible Achievement
 - Pathfinder Fair
- **Responsible to the Conference Pathfinder Director**
 - Prepare & distribute Spanish Coordinator's Calendar including club visitation dates – due June 1
- **Member of the Conference Coordinator Committee by appointment**
 - Attend Coordinators Retreat annual board meeting
 - Attend the Fair Weekend annual board meeting
 - Participate with 2 Conference phone meetings annually
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

TEEN COORDINATOR

Ministry Description

- **Teen Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Club Directors in the conference.
 - Secondary Focus – serve, support, and encourage all Club Staff in the conference.
- **Provide support and resources to District Coordinators and Club Directors**
 - Visit Pathfinder clubs to promote Teen ministry when invited
 - Develop and facilitate strategic plans for teen involvement in clubs
 - Encourage Club Directors to participate in Teen events to keep their Teens involved
- **Facilitation and promotion of Conference Teen Events**
 - Plan quarterly Teen Events in cooperation with Conference Director
 - Teen Retreat – Plan and coordinate with Conference Director
 - Pathfinder Challenge – Coordinate with Conference Director
 - Mission Trip – Plan and coordinate with Conference Director every 2 years
 - Present Teen event plans at Coordinator Board meetings for approval
- **Attendance at Conference Events**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - TLT Convention
 - Conference Bible Achievement
 - Pathfinder Fair
- **Annual budget provided from the Conference Pathfinder Budget when funds are available**
 - Annual expense report of conference-provided funds – due January 1 for the previous year
- **Responsible to the Conference Pathfinder Director**
 - Prepare & distribute Teen Events Calendar including club visitation dates – due June 1
 - Teen Event Plans and Reports – due before and after each event is complete
- **Member of the Conference Coordinator Committee by appointment**
 - Attend Coordinators Retreat annual board meeting
 - Attend the Fair Weekend annual board meeting
 - Participate with 2 Conference phone meetings annually
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

TLT COORDINATOR

Ministry Description

- **TLT Coordinator's Ministry Focus**
 - Primary Focus – serve, support, and encourage all Club Directors in the conference.
 - Secondary Focus – serve, support, and encourage all TLT mentors in the conference.
- **Provide support and resources to District Coordinators and Club Directors**
 - Visit Pathfinder clubs to promote TLT ministry when invited
 - Develop and facilitate participation of TLT mentors & TLTs at all levels of leadership
- **Promotion of TLT Ministry**
 - Promote TLT ministry in cooperation with the Conference Director and Club Directors
 - Work with TLT Assistants to plan and provide TLT events
 - Develop and facilitate strategic plans for more mentor and teen involvement in ministry
- **Facilitation and promotion of Conference TLT Events**
 - Leader's Convention – Plan and coordinate TLT track classes
 - TLT Convention – Plan and coordinate with Conference Director
 - TLT Campout – Plan and coordinate with Conference Director
- **Attendance at Conference Events**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - TLT Convention
 - Conference Bible Achievement
 - Pathfinder Fair
- **Annual budget provided from the Conference Pathfinder Budget when funds are available**
 - Annual expense report of conference-provided funds – due January 1 for the previous year
- **Responsible to the Conference Pathfinder Director**
 - Prepare & distribute TLT Events Calendar including club visitation dates – due June 1
 - TLT Registrations – due November 30
 - TLT Induction & Investiture – at TLT Convention
- **Member of the Conference Coordinator Committee by appointment**
 - Attend Coordinators Retreat annual board meeting
 - Attend the Fair Weekend annual board meeting
 - Participate with 2 Conference phone meetings annually
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director

EVENT COORDINATOR

Ministry Description

- **Event Coordinator's Ministry Focus**
 - Primary Focus – serve, enable, and equip Conference events planning and carrying out.
 - Secondary Focus – serve, enable, and equip District events planning and carrying out.
- **Provide support and resources to District Coordinators and Club Directors**
 - Visit District events providing assistance as requested by Coordinators
 - Promote Pathfinder ministry in churches where there is none
 - Assist Club Directors and Staff at their event planning meetings when invited
 - Attend club Inductions, Investitures, and Pathfinder Sabbaths and participate when invited
- **Facilitate District Events with District Coordinators by invitation when requested**
 - District Bible Achievement
 - District Jamboree
 - District Honors Day
- **Attendance at Conference Events by invitation when needed**
 - Pathfinder Camporee
 - Leadership Convention
 - Teen Retreat
 - Coordinators Retreat
 - Conference Bible Achievement
 - Pathfinder Fair
- **Responsible to Conference Pathfinder Director for specific assignments at Events**
 - Plan for and fulfill specific assignments as requested by the Conference Pathfinder Director
- **Attend the Conference Coordinator Committee by invitation**
 - Coordinators Retreat annual board meeting
 - Fair Weekend annual board meeting
 - 2 Conference phone meetings annually
- **Appointed term of Service – Two (2) years**
 - Appointed by Conference Pathfinder Director