



MASTER GUIDE PORTFOLIO

2015 REQUIREMENTS

NAME _____

Master Guide Portfolio

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TABLE OF CONTENTS

SECTION I: PREREQUISITES	6
SECTION II: SPIRITUAL DEVELOPMENT	12
SECTION III: SKILLS DEVELOPMENT	46
SECTION IV: CHILD DEVELOPMENT	52
SECTION V: LEADERSHIP DEVELOPMENT	57
SECTION VI: FITNESS LIFESTYLE DEVELOPMENT	66
SECTION VII: DOCUMENTATION	81

INTRODUCTION

Welcome to the North American Division of Seventh-day Adventist Master Guide Program. The Master Guide Ministry is a development and mentoring program for youth leadership within the Seventh-day Adventist Church, that servers the entire community.

As you embark yourself in this journey it is expected that you document your progress, and maintain records as you complete each section. This portfolio, has been developed in an effort to set and maintain a standard of excellence. It is expected that each Master Guide candidate works along their designated mentor. The mentor and/or the designated conference representative will work along with you in order to ensure completion of requirements.

In preparation for Investiture the candidate will submit their portfolio to their local Conference Master Guide Committee for review, and will follow established guidelines. We pray that this journey will uplift you spiritually, will enhance your skills and help you develop new ones and most importantly that you become a Christ-like leader to disciple children, youth and young adults.

Youth & Young Adult Ministries
North American Division



MASTER GUIDE MINISTRY

DEFINITION

The Master Guide Ministry is a development and mentoring program for youth leadership within the Seventh-day Adventist Church, serving the entire community.

PURPOSE

Develop Christ-like leaders to disciple children, youth and young adults.



MISSION

To empower leaders through effective training and equipping and deploying them for service.



VISION

To see all young people saved.

PLEDGE

(Salute for the Pledge by placing the palm of your right hand over your heart)

"Loving the Lord Jesus, I promise to take an active part in Adventurers, Pathfinders and Youth Ministries, doing what I can to finish the work of the gospel in all the world".

LAW

(Sworn in as you repeat the Law)

"The Master Guide Law calls me to: be an example in Word, Conduct, Love, Spirit, Faith, and Purity." (Based on 1 Timothy 4:12)

ADVENTIST YOUTH AIM

(Do not salute for the Aim)

"The Advent Message to all the World in My Generation."

ADVENTIST YOUTH MOTTO

(Do not salute for the Motto)

"The Love of Christ Compels Me".

Master Guide Hymn

Music by: Ever Garcia Leiva

Original arrangement by MG Council 2003
arr. by Meagan P. Galgao

mf

1. Press on for - ward mas - ter - guides with ho - ly
2. Press on for - ward mas - ter - guides with ho - ly

bold - ness; we're in - ves - ted with great strength. To help
bold - ness; we're in - ves - ted with great strength. With a

all the youth who choose to be with Je - sus, and they
glo - rious torch that's lif - ted up t'wards hea - ven, will bring

long to fol - low Him. To the
light in - to this world. Though we're

10

lost souls we are gi - ving the great mes - sage, that con -
 threa - tened by a world that's filled with dark - ness, we'll go

12

strains with - in our hearts. There's a
 for - ward with - out fear. In the

14

crown a - wai - ting each of us in hea - ven, with bright
 light that keeps on shi - ning from our Sa - vior, to help

16

stars which Je - sus has for us.
 guide us as we walk the A - Y path.

MASTER GUIDE CANDIDATE INFORMATION

Name: _____

Address: _____

Email: _____

Telephone: _____

Church Name: _____

Club Name: _____

Club Position: _____

Mentor: _____

Mentor Email: _____

Mentor Phone Number: _____



MASTER GUIDE REQUIREMENTS

SECTION I — PREREQUISITES

1. Be a baptized member of the Seventh-day Adventist Church.

Evidence: Provide a copy of the baptismal certificate or complete the church statement below.

Dear _____ Leaders, this letter is written to certify that
(Name of Conference)

_____ is a member of the
(Name of Master Guide Candidate)

_____ attends our church and joined
(Name of Local Church)

our congregation by means of _____.
(baptism / profession of faith / transfer)

Signed: _____ Date: _____
(Church Clerk/Membership Clerk)

2. Have a written recommendation from your local church board stating that the candidate is a member in regular standing.

Evidence: Provide a church statement signed by the pastor, head elder or designated conference representative. (Sample below)

Dear _____ Leaders, this letter is written to attest to the
(Name of Conference)

character of _____ whom I have known for over _____
(Name of Master Guide Candidate) # of years

years. _____ has been an active member of our church
(Name of Candidate)

participating in youth ministries, club ministries, leadership activities and attends services

with frequency. _____ is a role model for those seeking a
(Name of Master Guide Candidate)

more active and rewarding relationship with God. We are happy to recommend him/her for

consideration as a Master Guide candidate, and pleased that they are interested in learning

more about God, the Seventh-day Adventist church's history, and our SDA doctrines. We

support them taking this step in developing their leadership potential.

Signed: _____ Date: _____
(Pastor or Head Elder)

3. Be at least 16 to start the Master Guide leadership course and at least 18 years of age at completion.

Evidence: Provide a copy of your ID or Birth Certificate

I provided documented proof of age by presenting my _____
(birth certificate / driver's license / passport)

and this was confirmed by my mentor, _____
(Printed name of Mentor/Instructor)

Signed: _____ Date: _____
(Master Guide Mentor/Instructor)

4. Have completed Basic Staff Certification for Adventurer or Pathfinder Club or Introduction to Youth Ministry Certification and been involved for a minimum of one year in one of the following.

a. Adventurer Club Ministry

b. Pathfinder Club Ministry

c. Youth Ministries

*It will be helpful for a Master Guide in training to have exposure to all ministries.

Evidence: Provide a written statement signed by your club director or Youth Ministry Director stating your volunteer status

Dear _____ Leaders, this letter is to confirm that
(Name of Conference)

_____ has been an active leader at the
(Name of Master Guide Candidate)

Adventurer/Pathfinder/Youth Ministries of _____
(Name of Local Church and Club)

from _____ to _____. He/She has completed the Basic Staff Training Certification

before starting their leaderships role at the club. Please feel free to contact me with any questions and/or concerns.

Signed: _____ Date: _____
(Adventurer/Pathfinder/Youth Director)

ADVENTURER CLUB BASIC STAFF CERTIFICATION

REQUIREMENTS

1. Adventurer Club Ministry: Its Purpose, History & Relationship to the Church—ADV 001
2. Introduction to Adventurer Club Organization—ADV 002
3. Introduction to Programming & Planning— ADV 003
4. Special Programs—ADV 004
5. Adventurer Club Curriculum—ADV 005
6. Adventurer Stars, Chips & Awards—ADV 006
7. Developmental Growth and Introduction to Effective Teaching Methods for PreK through 4th grade —PYSO 103
8. Introduction to Medical and Safety Guidelines—MEDI 100

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Adventurer Club Basic Staff Certification on _____.
Date of Completion

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

PATHFINDER CLUB BASIC STAFF CERTIFICATION

REQUIREMENTS

1. Pathfinder Club Ministry—PFAD 001
2. Introduction to Club Organization—PFAD 002
3. Introduction to Club Programming and Planning—PFAD 003
4. Introduction to Club Outreach—PFAD 004
5. Introduction to Basic Drill—PFAD 005
6. Developmental Growth—PYSO 104
7. Introduction to Teaching—EDUC 001
8. Introduction to Medical and Safety—MEDI 100

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Pathfinder Club Basic Staff Certification on _____.
Date of Completion

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

INTRODUCTION TO YOUTH MINISTRY CERTIFICATION

REQUIREMENTS

1. Introduction to Youth Ministry—YMAD 001
2. Stages of Youth Development—PYSO 115
3. Principles of Specialized Youth Ministry—YMAD 005
4. Leadership: Youth Leader as Spiritual Leader, Mentor, and Friend—LEAD 186
5. Mentoring: Owning and Empowering in Youth Ministry—LEAD 140
6. Developing a Purpose Driven Model for Youth Ministry in your Local Church—LEAD 186
7. Spiritual Gifts, Service, Evangelism and More—LEAD 140
8. Digital Ministry Maximizing Opportunities Offered by Social Media While Circumventing It's Hazards—YMAD 002

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Introduction to Youth Ministry Certification on _____.
Date of Completion

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section I of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Training Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section 1 the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Date: _____

MASTER GUIDE REQUIREMENTS

SECTION II — SPIRITUAL DEVELOPMENT

1. Read or listen to the book *Steps to Christ* or *Steps to Christ Youth Edition*, and submit a one-page response focusing on the benefits of your reading.

This book was read/listened from _____ until _____.
Date Started Date Ended

Signature: _____ Date: _____
Master Guide Candidate

Signature: _____ Date: _____
Master Guide Instructor/Mentor

STEPS TO CHRIST RESPONSE PAGE

2. Complete the devotional guide *Encounter Series I: Christ the Way*, OR complete another year long Bible reading plan that covers the four Gospels and read the *Desire of Ages* or *Humble Hero*.

I read/listened to the book _____
Title (Option Selected)

This book was read/listened from _____ until _____.
Date Started Date Ended

Signature: _____ Date: _____
Master Guide Candidate

Signature: _____ Date: _____
Master Guide Instructor/Mentor

3. Do ONE of the following:
a) Keep a devotional journal for at least four weeks (28 days), summarizing what you learned in your devotional time outlining how it helped your faith to grow.

Day 1 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 2 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 3 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 4 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 5 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 6 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 7 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 8 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 9 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 10 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 11 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 12 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 13 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 14 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 15 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 16 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 17 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 18 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 19 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 20 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 21 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 22 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 23 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 24 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 25 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 26 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 27 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

Day 28 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

b) Complete the *Steps to Discipleship*, a seven-week personal spiritual development curriculum. Please include the 240-page booklet you completed as part of this curriculum in your Master Guide Binder.

I completed the *Steps to Discipleship* on _____.

Date Completed

Signed: _____ Date: _____

Master Guide Candidate

Signed: _____ Date: _____

Master Guide Instructor/Mentor

4. Earn one of the following:

a. ***Adventurer Evangelism Award***

1. Be an Adventurer or Adventurer Staff Member.
2. Attend at least ten (10) evangelistic meetings, Daniel or Revelation seminars, etc.). If less than ten are conducted attend at least two-thirds of them.
3. Participate at each of the meetings attended.
4. Wear your Adventurer uniform (including scarf and sash) while participating.
5. Participate in at least four of the following.
 - a. Be an usher.
 - b. Pick up the offering.
 - c. Have a Scripture Reading or Prayer.
 - d. Assist in the set-up/take-down of the meeting hall.
 - e. Hand out the evening programs, brochures, etc.
 - f. Give a testimony of what Jesus has done for you recently.
 - g. Be a greeter.
 - h. Help operate an Adventurer booth showing what the church has for its young people.
 - i. Invite a non-SDA guest to attend the meetings and host them throughout the evenings.
 - j. Contact at least ten individuals by phone or in person inviting them to attend the meetings.
 - k. Assist the children's meeting if available.



b. ***Pathfinder Evangelism Award***

1. Be a Pathfinder or Staff Member.
2. Attend at least ten meetings. (Evangelistic meetings, Daniel or Revelation Seminars. If less than ten are conducted, attend at least two-thirds of them.)
3. Participate at each of the meetings attended.
4. Wear your Pathfinder full-dress uniform (including scarf and sash) while participating.
5. Participate in at least four of the following:
 - a. Be an usher.



- b. Pick up the offering.
 - c. Assist in the children's meetings.
 - d. Have scripture or prayer.
 - e. Assist in the set-up/take-down of the meetings.
 - f. Hand out the evening programs, brochures, etc.
 - g. Give a testimony of what Jesus has done recently for you.
 - h. Be a greeter.
 - i. Help operate a Pathfinder booth showing what the church has for its young people.
 - j. Invite a guest (non-SDA) to attend the meetings and host him throughout the evenings.
 - k. Prepare a baked goods table (breads, etc.) to share as gifts or samples for the attendees.
 - l. Contact at least ten (10) individuals by phone or in person inviting them to attend the meetings.
 - m. Participate in at least two Bible Studies with at least one "interest".
5. Prepare a two-paragraph personal reflection on each of the 28 Fundamental Beliefs of Seventh-day Adventists.

The goal of this exercise is to help each candidate have a better understanding of what we believe and as a result be able to share their faith with others in their ministry. In order to assist candidates in obtaining a more than just personal growth while working on this requirement, candidates need to capture each belief.

These beliefs, as set forth here, constitute the church's understanding and expression of the teaching of Scripture.

Note: The Fundamentals Beliefs of the Seventh-day Adventists can be read below; however, you can also read the book *Seventh-day Adventist Believe by the General Conference*, or *What We Believe for Teens* by Seth Pierce. Books can be purchased from the Adventist Book Center or AdventSource.

FUNDAMENTAL BELIEF #1:

Holy Scriptures: The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration. The inspired authors spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to humanity the knowledge necessary for salvation. The Holy Scriptures are the supreme, authoritative, and the infallible revelation of His will. They are the standard of character, the test of experience, the definitive revealer of doctrines, and the trustworthy record of God's acts in history. (Ps. 119:105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; 2 Tim. 3:16, 17; Heb. 4:12; 2 Peter 1:20, 21.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #2:

Trinity: There is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. God, who is love, is forever worthy of worship, adoration, and service by the whole creation. (Gen. 1:26; Deut. 6:4; Isa. 6:8; Matt. 28:19; John 3:16 2 Cor. 1:21, 22; 13:14; Eph. 4:4-6; 1 Peter 1:2.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF#3:

Father: God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also those of the Father. (Gen. 1:1; Deut. 4:35; Ps. 110:1, 4; John 3:16; 14:9; 1 Cor. 15:28; 1 Tim. 1:17; 1 John 4:8; Rev. 4:11.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #4:

Son: God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly human, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to heaven to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (Isa. 53:4-6; Dan. 9:25-27; Luke 1:35; John 1:1-3, 14; 5:22; 10:30; 14:1-3, 9, 13; Rom. 6:23; 1 Cor. 15:3, 4; 2 Cor. 3:18; 5:17-19; Phil. 2:5-11; Col. 1:15-19; Heb. 2:9-18; 8:1, 2.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #5

Holy Spirit: God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He is as much a person as are the Father and the Son. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; 2 Sam. 23:2; Ps. 51:11; Isa. 61:1; Luke 1:35; 4:18; John 14:16-18, 26; 15:26; 16:7-13; Acts 1:8; 5:3; 10:38; Rom. 5:5; 1 Cor. 12:7-11; 2 Cor. 3:18; 2 Peter 1:21.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #6:

Creation: God has revealed in Scripture the authentic and historical account of His creative activity. He created the universe, and in a recent six-day creation the Lord made "the heavens and the earth, the sea, and all that is in them" and rested on the seventh day. Thus He established the Sabbath as a perpetual memorial of the work He performed and completed during six literal days that together with the Sabbath constituted the same unit of time that we call a week today. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was "very good," declaring the glory of God. (Gen. 1-2; 5; 11; Exod. 20:8-11; Ps. 19:1-6; 33:6, 9; 104; Isa. 45:12, 18; Acts 17:24; Col. 1:16; Heb. 1:2; 11:3; Rev. 10:6; 14:7.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #7:

Nature of Man: Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26-28; 2:7, 15; 3; Ps. 8:4-8; 51:5, 10; 58:3; Jer. 17:9; Acts 17:24-28; Rom. 5:12-17; 2 Cor. 5:19, 20; Eph. 2:3; 1 Thess. 5:23; 1 John 3:4; 4:7, 8, 11, 20.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #8:

Great Controversy: All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God's adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the global flood, as presented in the historical account of Genesis 1-11. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Gen. 3; 6-8; Job 1:6-12; Isa. 14:12-14; Ezek. 28:12-18; Rom. 1:19-32; 3:4; 5:12-21; 8:19-22; 1 Cor. 4:9; Heb. 1:14; 1 Peter 5:8; 2 Peter 3:6; Rev. 12:4-9.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #9:

Life, Death, and Resurrection of Christ: In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God's law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The bodily resurrection of Christ proclaims God's triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (Gen. 3:15; Ps. 22:1; Isa. 53; John 3:16; 14:30; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Phil. 2:6-11; Col. 2:15; 1 Peter 2:21, 22; 1 John 2:2; 4:10.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #10:

Experience of Salvation: In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Saviour and Lord, Substitute and Example. This saving faith comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (Gen. 3:15; Isa. 45:22; 53; Jer. 31:31-34; Ezek. 33:11; 36:25-27; Hab. 2:4; Mark 9:23, 24; John 3:3-8, 16; 16:8; Rom. 3:21-26; 8:1-4, 14-17; 5:6-10; 10:17; 12:2; 2 Cor. 5:17-21; Gal. 1:4; 3:13, 14, 26; 4:4-7; Eph. 2:4-10; Col. 1:13, 14; Titus 3:3-7; Heb. 8:7-12; 1 Peter 1:23; 2:21, 22; 2 Peter 1:3, 4; Rev. 13:8.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #11

Growing in Christ: By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Saviour and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. We are also called to follow Christ's example by compassionately ministering to the physical, mental, social, emotional, and spiritual needs of humanity. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (1 Chron. 29:11; Ps. 1:1, 2; 23:4; 77:11, 12; Matt. 20:25-28; 25:31-46;

Luke 10:17-20; John 20:21; Rom. 8:38, 39; 2 Cor. 3:17, 18; Gal. 5:22-25; Eph. 5:19, 20; 6:12-18; Phil. 3:7-14; Col. 1:13, 14; 2:6, 14, 15; 1 Thess. 5:16-18, 23; Heb. 10:25; James 1:27; 2 Peter 2:9; 3:18; 1 John 4:4.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #12:

Church: The church is the community of believers who confess Jesus Christ as Lord and Saviour. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to humanity, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word revealed in the Scriptures. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:1-3; Exod. 19:3-7; Matt. 16:13-20; 18:18; 28:19, 20; Acts 2:38-42; 7:38; 1 Cor. 1:2; Eph. 1:22, 23; 2:19-22; 3:8-11; 5:23-27; Col. 1:17, 18; 1 Peter 2:9.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #13:

Remnant and Its Mission: The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Dan. 7:9-14; Isa. 1:9; 11:11; Jer. 23:3; Mic. 2:12; 2 Cor. 5:10; 1 Peter 1:16-19; 4:17; 2 Peter 3:10-14; Jude 3, 14; Rev. 12:17; 14:6-12; 18:1-4.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #14:

Unity in the Body of Christ: The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Ps. 133:1; Matt. 28:19, 20; John 17:20-23; Acts 17:26, 27; Rom. 12:4, 5; 1 Cor. 12:12-14; 2 Cor. 5:16, 17; Gal. 3:27-29; Eph. 2:13-16; 4:3-6, 11-16; Col. 3:10-15.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #15:

Baptism: By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus we acknowledge Christ as Lord and Saviour, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Matt. 28:19, 20; Acts 2:38; 16:30-33; 22:16; Rom. 6:1-6; Gal. 3:27; Col. 2:12, 13.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #16:

Lord's Supper: The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Saviour. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot-washing to signify renewed cleansing, to express a willingness to serve one another in Christlike humility, and to unite our hearts in love. The communion service is open to all believing Christians. (Matt. 26:17-30; John 6:48-63; 13:1-17; 1 Cor. 10:16, 17; 11:23-30; Rev. 3:20.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #17:

Spiritual Gifts and Ministries: God bestows upon all members of His church in every age spiritual gifts that each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Acts 6:1-7; Rom. 12:4-8; 1 Cor. 12:7-11, 27, 28; Eph. 4:8, 11-16; 1 Tim. 3:1-13; 1 Peter 4:10, 11.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #18:

The Gift of Prophecy: The Scriptures testify that one of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and we believe it was manifested in the ministry of Ellen G. White. Her writings speak with prophetic authority and provide comfort, guidance, instruction, and correction to the church. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Num. 12:6; 2 Chron. 20:20; Amos 3:7; Joel 2:28, 29; Acts 2:14-21; 2 Tim. 3:16, 17; Heb. 1:1-3; Rev. 12:17; 19:10; 22:8, 9.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #19:

Law of God: The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Saviour. Salvation is all of grace and not of works, and its fruit is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is evidence of our love for the Lord and our concern for our fellow human beings. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Exod. 20:1-17; Deut. 28:1-14; Ps. 19:7-14; 40:7, 8; Matt. 5:17-20; 22:36-40; John 14:15; 15:7-10; Rom. 8:3, 4; Eph. 2:8-10; Heb. 8:8-10; 1 John 2:3; 5:3; Rev. 12:17; 14:12.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #20:

Sabbath: The gracious Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Exod. 20:8-11; 31:13-17; Lev. 23:32; Deut. 5:12-15; Isa. 56:5, 6; 58:13, 14; Ezek. 20:12, 20; Matt. 12:1-12; Mark 1:32; Luke 4:16; Heb. 4:1-11.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #21:

Stewardship: We are God’s stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God’s ownership by faithful service to Him and our fellow human beings, and by returning tithe and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. Stewards rejoice in the blessings that come to others as a result of their faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; Matt. 23:23; Rom. 15:26, 27; 1 Cor. 9:9-14; 2 Cor. 8:1-15; 9:7.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #22:

Christian Behavior: We are called to be a godly people who think, feel, and act in harmony with biblical principles in all aspects of personal and social life. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things that will produce Christlike purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Gen. 7:2; Exod. 20:15; Lev. 11:1-47; Ps. 106:3; Rom. 12:1, 2; 1 Cor. 6:19, 20; 10:31; 2 Cor. 6:14-7:1; 10:5; Eph. 5:1-21; Phil. 2:4; 4:8; 1 Tim. 2:9, 10; Titus 2:11, 12; 1 Peter 3:1-4; 1 John 2:6; 3 John 2.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #23:

Marriage and the Family: Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian a marriage commitment is to God as well as to the spouse, and should be entered into only between a man and a woman who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, a man and a woman who fully commit themselves to each other in Christ through marriage may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Increasing family closeness is one of the earmarks of the final gospel message. Parents are to bring up their children to love and obey the Lord. By their example and their words they are to teach them that Christ is a loving, tender, and caring guide who wants them to become members of His body, the family of God which embraces both single and married persons. (Gen. 2:18-25; Exod. 20:12; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6; Matt. 5:31, 32; 19:3-9, 12; Mark 10:11, 12; John 2:1-11; 1 Cor. 7:7, 10, 11; 2 Cor. 6:14; Eph. 5:21-33; 6:1-4.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #24:

Christ's Ministry in the Heavenly Sanctuary: There is a sanctuary in heaven, the true tabernacle that the Lord set up and not humans. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. At His ascension, He was inaugurated as our great High Priest and, began His intercessory ministry, which was typified by the work of the high priest in the holy place of the earthly sanctuary. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry, which was typified by the work of the high priest in the most holy place of the earthly sanctuary. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Lev. 16; Num. 14:34; Ezek. 4:6; Dan. 7:9-27; 8:13, 14; 9:24-27; Heb. 1:3; 2:16, 17; 4:14-16; 8:1-5; 9:11-28; 10:19-22; Rev. 8:3-5; 11:19; 14:6, 7; 20:12; 14:12; 22:11, 12.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #25:

Second Coming of Christ: The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Saviour's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is near. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Matt. 24; Mark 13; Luke 21; John

14:1-3; Acts 1:9-11; 1 Cor. 15:51-54; 1 Thess. 4:13-18; 5:1-6; 2 Thess. 1:7-10; 2:8; 2 Tim. 3:1-5; Titus 2:13; Heb. 9:28; Rev. 1:7; 14:14-20; 19:11-21.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #26:

Death and Resurrection: The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Job 19:25-27; Ps. 146:3, 4; Eccl. 9:5, 6, 10; Dan. 12:2, 13; Isa. 25:8; John 5:28, 29; 11:11-14; Rom. 6:23; 6:16; 1 Cor. 15:51-54; Col. 3:4; 1 Thess. 4:13-17; 1 Tim. 6:15; Rev. 20:1-10.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #27:

Millennium and the End of Sin: The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close, Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Rev. 20; 1 Cor. 6:2, 3; Jer. 4:23-26; Rev. 21:1-5; Mal. 4:1; Eze. 28:18, 19.)

Two-paragraph personal reflection

FUNDAMENTAL BELIEF #28:

New Earth: On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (Isa. 35; 65:17-25; Matt. 5:5; 2 Peter 3:13; Rev. 11:15; 21:1-7; 22:1-5.).

Two-paragraph personal reflection

6. Develop and present four of the following beliefs. Use of creative media is encouraged.

Evidence: Include copies of your presentations on your binder.

- a. Creation
- b. The Experience of Salvation
- c. Growing in Christ
- d. The Remnant and Its Mission
- e. Baptism
- f. Spiritual Gifts and Mission
- g. The Sabbath
- h. Christ's Ministry in the Heavenly Sanctuary
- i. The Second Coming of Christ
- j. Death and Resurrection

I completed presentations for the Fundamental Beliefs listed below:

Belief

Signed: _____ Signed: _____ Date: _____
Master Guide Candidate Master Guide Instructor/Mentor

Belief

Signed: _____ Signed: _____ Date: _____
Master Guide Candidate Master Guide Instructor/Mentor

Belief

Signed: _____ Signed: _____ Date: _____
Master Guide Candidate Master Guide Instructor/Mentor

Belief

Signed: _____ Signed: _____ Date: _____
Master Guide Candidate Master Guide Instructor/Mentor

7. Enhance your knowledge of Church Heritage by:
a. *Earning the Adventist Heritage Honor if not previously earned.*



I completed all of the requirements of the Adventist Heritage Honor on _____
Date of Completion

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor or Honor Instructor

b. *Reading a book about Seventh-day Adventist Youth Ministry such as:*

- i. *The Pathfinder Story* by Robert Holbrook.
- ii. Another book that is approved by your conference Youth, Adventurer or Pathfinder Director or their designated Master Guide representative.

I read/listened to the book _____ by _____.
Title Author

This book was read from _____ until _____.
Date Started Date Finished

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

8. Read a book about Adventist Church Heritage such as:

- a. *Anticipating the Advent* by George Knight
- b. *Tell It To the World* by Mervyn Maxwell
- c. *Light Bearers to the Remnant* by Richard W. Schwartz and Floyd Greenleaf
- d. *The Church Heritage Manual* by the General Conference Youth Department.
- e. Another book that is approved by your conference Youth, Adventurer or Pathfinder director or their designated Master Guide representative.

I read/listened to the book _____ by _____.
Title Author

This book was read from _____ until _____.
Date Started Date Finished

and completed option _____ from the Share it Section on _____.
Date of Completion Share It Section

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

9. Attend a workshop or complete a 2-page (minimum) research paper about a standard temperament analysis program and complete the affiliated temperament inventory.
Evidence: Provide proof of workshop attendance, affix a copy of the results of your temperament inventory.

TEMPERAMENT INVENTORY RESEARCH

My personality type is: _____ I will use this information to help me, _____

I completed the Temperament Inventory Research paper on _____
or Date of Completion

I completed the Temperament Inventory workshop on _____
Date of Completion

Signed: _____ Date: _____
Master Guide Candidate

Signed: _____ Date: _____
Master Guide Instructor/Mentor

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section II of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Training Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section II the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Revision Date: _____

MASTER GUIDE REQUIREMENTS

SECTION III – SKILLS DEVELOPMENT

1. Attend and complete a workshop in each of the following subjects. (Each workshop must be 75 minutes long.)

Evidence: Provide proof of workshop attendance and handouts.

a. How to be a Christian Leader and Leadership Skills.

I completed the workshop on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

b. Vision, Mission and Motivation. I completed the workshop on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

c. Communication Theory, Listening Skills. I completed the workshop
on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

d. Practical Communication Practices. I completed the workshop
on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

e. Understanding Teaching and Learning Styles. I completed the workshop
on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

f. Creativity and Resource Development. I completed the workshop
on _____
Date of Completion

Signature: _____ Date: _____ Signature: _____ Date: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

g. **How to Prepare Creative Effective Worship.** I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

h. **Principles of Youth and Children's Evangelism.** I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

i. **How to Lead a Child to Christ.** I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

j. **Understanding Your Spiritual Gifts.** I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

2. Attend a workshop on Risk Management that focuses on Adventurer, Pathfinder and Youth activities.

Evidence: Provide proof of workshop attendance and handouts.

I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

3. Attend a workshop on Child Abuse Prevention.

Evidence: Provide proof of workshop attendance and handouts.

I completed the workshop on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

4. Have or earn the following honors.

Evidence: Provide proof of workshop attendance and handouts.

a. **Christian Storytelling.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

b. **Camping Skills I.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

c. **Camping Skills II.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

d. **Camping Skills III.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

e. **Camping Skills IV.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

f. **Basic Drilling and Marching.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

g. **Knots.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

5. Earn an honor not previously earned: one from the list below and a skill level 2 or 3 from a list provided by your local conference.

- a. Crisis Intervention
- b. Nutrition
- c. Flags

a. **Crisis Intervention.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

b. **Nutrition.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

c. **Flags.** I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

d. **Additional Skill level 2 or 3 honor suggested by the local conference.**
Suggested Honor: Christian Team Building

I completed all of the requirements on _____
Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

6. Hold a Current First Aid & CPR Certificate or its equivalent, offered by an organization approved by your Conference Youth Director, or it's representative. (Instructor Required).
Evidence: Provide copies of the First Aid and CPR Certificate

I completed all of the requirements First Aid and CPR and obtained certification on

Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor or Date
Honor Instructor

7. Supervise participants through either the Adventurer Club Curriculum or Pathfinder Investiture Achievement or teach a Sabbath School class for children ages 6-15 or its equivalent for at least one year. (Candidates under 18 must have a supervising adult) . **Evidence: Provide photos of your involvement with either an Adventurer Club, Pathfinder Club or Youth Sabbath School, along with a signed statement.**

a. **Adventurer Level Adventurer**

Adventurer Curriculum Level taught: _____

Number of Adventurers taught: _____

Start and End Dates of Supervision: From _____ to _____

Mentoring Director/Instructor Signature: _____

Director's Signature: _____

b. **Pathfinder Investiture Achievement**

Investiture Achievement Level taught: _____

Number of Pathfinders taught: _____

Start and End Dates of Supervision: From _____ to _____

Mentoring Counselor's Signature: _____

Director's Signature: _____

c. **Sabbath School Teacher**

Investiture Achievement Level taught: _____

Number of Youth taught: _____

Start and End Dates of Supervision: From _____ to _____

Mentoring Counselor's Signature: _____

Director's Signature: _____

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section III of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section III the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Revision Date: _____

MASTER GUIDE REQUIREMENTS

SECTION IV – CHILD DEVELOPMENT

1. Read or listen to the book *Education* by E. G. White and submit a one-page response focusing on the benefits of your reading.

Read/listened to from _____ until _____
Date Started Date Finished

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

The benefits I gained from reading the book *Child Guidance* are:

2. Read or listen to EITHER Child Guidance or Messages to Young People and submit a one-page response focusing on the benefits of your reading.

I read/listened to Child Guidance Messages to Young People

Read/listened to from _____ until _____
Date Started Date Finished

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

The benefits I gained from this reading are:

3. Attend a workshop dealing with Child Development relating to the age of your primary ministry group.

Evidence: Provide proof of workshop attendance and handouts.

I completed the _____ workshop on _____
Name of workshop Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

4. Observe for a period of two (2) hours a group of Adventurers, Pathfinders or AY or Youth and write a personal reflection on their interactions.

It is strongly recommended that this observation takes place with an Adventurer Club, Pathfinder Club or Sabbath School class that is NOT from your own church. The purpose of the exercise is to give candidates the opportunity to see first-hand and learn new ways to do ministry. Please contact your Area Coordinator or its representative to conduct this visit.

I observed the _____ Date of Observation _____
Name of workshop

Personal Reflection:

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

5. Attend a workshop on Discipline.

Evidence: Provide proof of workshop attendance and handouts.

I completed the _____ workshop on _____
Name of workshop Date of Completion

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section IV of the candidate's Portfolio and have found the he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section IV the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Revision Date: _____

MASTER GUIDE REQUIREMENTS

SECTION V — LEADERSHIP DEVELOPMENT

1. Read or Listen to a current book about Leadership Skills Development such as:
 - a. *A Positive Church in a Negative World* by Jonas Arrias
 - b. *Take the Risk* by Ben Carson
 - c. *Ellen White on Leadership* by Cindy Tutch
 - d. *Help! I am being Followed* by Clinton Valley
 - e. Another book that is approved by your conference Youth, Adventurer or Pathfinder Director, or their designate Master Guide representative.

I read/listened to the book _____ by _____.

Title

Author

This book was read from _____ until _____.

Date Started

Date Finished

The benefits I gained from reading the above mentioned book are:

2. Demonstrate your leadership skills by doing ALL of the following:
- a. **Develop and conduct three creative worship for children and/or teenagers. Evidence: Provide copies of your topic outlines, presentations and any other supporting material.**

Worship 1: Age of the Youth: _____ (Adventurer/Pathfinder Youth)

Date the Worship was given: _____ Topic of the Worship: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

Worship 2: Age of the Youth: _____ (Adventurer/Pathfinder Youth)

Date the Worship was given: _____ Topic of the Worship: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

Worship 3: Age of the Youth: _____ (Adventurer/Pathfinder Youth)

Date the Worship was given: _____ Topic of the Worship: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

- b. **Participate in a leadership role with your local church children's/youth group in a conference sponsored event.**

Name of Event: _____

Date of Event: _____ Location: _____

Leadership Roles and Responsibilities Performed

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

c. Teach Either Two Pathfinder Honors or Three Adventurer Awards.

Honor or Award 1: Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

Honor or Award 2: Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

Honor or Award 3: Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

d. Assist in Planning and Leading a Field Trip for a group of Adventurers, Pathfinders or Sabbath School class.

Field Trip Location: _____

Date of Event: _____ Ages of Youth Led: _____

Leadership Roles and Responsibilities Performed:

Signature: _____ Signature: _____
Master Guide Candidate Date Master Guide Instructor/Mentor Date

e. **Be an active Pathfinder, Adventurer or Sabbath School staff member & attend at least 75% of staff meetings.**

I attest that _____ has been a staff member in regular
Master Guide candidate's name

standing at the _____ Pathfinder/Adventurer Club/Sabbath School.
Church Name

This candidate has attended _____ % of my staff meetings.

Club Director/Sabbath School Leader Printed Name: _____

Signature: _____ Date: _____

3. Write **personal goals** that you would like to accomplish **in your ministry**.
Please make these goals S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-based)

Goal 1: _____

Goal 2: _____

Goal 3: _____

Use the form on the next pages. Please make these goals S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-based)

SMART Worksheet	Questions
Specific	<ul style="list-style-type: none"> • What is the specific goal you are trying to accomplish? • What are the spiritual components of this goal? • Why do you want to accomplish this goal? • Who will you involve or include in this process?
Measurable	<ul style="list-style-type: none"> • How will you measure the progress of your accomplishment? • What are the outcomes you wish to see? • How will you measure the outcomes of your goal?
Attainable	<ul style="list-style-type: none"> • How attainable is this goal? • What specific steps will you take to make this goal a reality? • What skillsets do you need to achieve this goal?
Relevant	<ul style="list-style-type: none"> • How important and meaningful is this goal? • How does this goal align with your role as Youth Ministry personnel/leader? • Who will benefit from this goal?
Time-based	<ul style="list-style-type: none"> • What are the time constraints for this goal? • Is this an urgent or non-urgent goal? • Is this a short term or long term goal?

Goal:	
Rationale for this Goal:	
Action Plan: (Steps/Procedures/Assignments)	Deadlines:
1.	1.
2.	2.
3.	3.
4.	4.
Projected Results (Success Indicators):	
<input type="checkbox"/> Immediate	
<input type="checkbox"/> Long Term	
Obstacles/Constraints:	
Cost (Dollars, Personnel Time):	
Person Responsible:	Completion Date:

Goal:	
Rationale for this Goal:	
Action Plan: (Steps/Procedures/Assignments)	Deadlines:
1.	1.
2.	2.
3.	3.
4.	4.
Projected Results (Success Indicators):	
<input type="checkbox"/> Immediate	
<input type="checkbox"/> Long Term	
Obstacles/Constraints:	
Cost (Dollars, Personnel Time):	
Person Responsible:	Completion Date:

Goal:	
Rationale for this Goal:	
Action Plan: (Steps/Procedures/Assignments	Deadlines:
1.	1.
2.	2.
3.	3.
4.	4.
Projected Results (Success Indicators):	
<input type="checkbox"/> Immediate	
<input type="checkbox"/> Long Term	
Obstacles/Constraints:	
Cost (Dollars, Personnel Time):	
Person Responsible:	Completion Date:

4. Identify three **current goals in your life**, at least one of which should be **spiritually oriented**, and list three goals or objectives for each.

Goal Number 1: Spiritually Oriented: _____

Objective number 1: _____

Objective number 2: _____

Objective number 3: _____

Goal Number 2: _____

Objective number 1: _____

Objective number 2: _____

Objective number 3: _____

Goal Number 3: _____

Objective number 1: _____

Objective number 2: _____

Objective number 3: _____

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section V of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section V the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Revision Date: _____

MASTER GUIDE REQUIREMENTS

SECTION VI — FITNESS LIFESTYLE DEVELOPMENT

1. **Participate in a personal physical fitness plan completing ONE of the following:**

It is strongly recommended that you consult with your doctor before starting a physical fitness program.

- a. A personal physical fitness program of your choice and according to your abilities, for at least three months.
- b. A school physical fitness program.
- c. The physical components of the AY Silver Award. If you already have the AY Silver Award then complete the physical fitness components of the AY Gold Award.

For any of the three choices please keep a journal of your physical activities (journal entries are found on subsequent pages). For any of the three choices please write a one-page essay describing what you learned during your physical fitness activities and the changes you are willing to make in order to “Care for my Body”.

If you complete a school physical fitness program provide a copy of your school transcript or report card indicating that you passed the course with 70% or above. Course must be at least one semester long.

*AY Silver Award and AY Gold Award Physical Requirements are listed on page 81.

Keep a Physical Activity Journal covering at least 3 days a week for 12 weeks

Week 1: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 1: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 1: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 2: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 2: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 2: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 3: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 3: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 3: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 4: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 4: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 4: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 5: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 5: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 5: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 6: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 6: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 6: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 7: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 7: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 7: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 8: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 8: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 8: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 9: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 9: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 9: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 10: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 10: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 10: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 11: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 11: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 11: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 12: Day 1 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 12: Day 2 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Week 12: Day 3 Date: _____ Type of Exercise: _____

Duration of Exercise: _____ Distance or Number of Repetitions: _____

Experiences you wish to journal:

Write a one-page essay describing what you learned during your physical fitness activities and the changes you are willing to make in order to “Care for my Body”

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section VI of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section VI the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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

Comments:

Signature: _____ Revision Date: _____

MASTER GUIDE REQUIREMENTS

SECTION VII – DOCUMENTATION

DOCUMENTATION AND INVESTITURE REQUIREMENTS

- 1. The Master Guide curriculum must be completed on a minimum of one year and a maximum of three years.**

Candidates that require accommodations because they have a documented Individual Educational plan (IEP) or a 504 Plan can have an additional year to complete their requirements but it should not exceed four years.

Master Guide Start Date: _____ Master Guide Completion Date: _____

Master Guide Candidate's Signature: _____

Master Guide Mentor's Signature: _____

If there are reasons why Master Guide requirements completion has taken longer than 3 years, please list them below.

- 2. Candidates must document all work in a portfolio.**

Portfolio Submission Date: _____

Portfolio Review Completion Date: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

3. Curriculum completion is under the supervision of the Conference Youth, Pathfinder or Adventurer Director or their designated Master Guide representative.

I _____ attest that I have reviewed the portfolio of the Master Guide candidate _____, and I find that they have satisfactorily completed the requirements set forth by the North American Division. It is my great privilege to declare them ready for investiture as a Master Guide and to welcome them into club ministry leadership in the _____ Conference.

Conference Director's or Designated Representative Signature: _____

Date of Review: _____

APPENDIX

Adventist Screening Verification

Adventist Screening Verification is a system utilized to ensure that children in the church are safe. All adults 18 years of age or older who serve within our church or organization must complete a child protection course, a criminal background check every three years.

Why a background check?

“Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements” (Church Manual, Edition 18, pp. 168-169).

It is expected that all Master Guide candidates over 18 years of age, complete the Child Protection Course and designated background check as established by their conference. It is also recommended that all minors between the ages of 16-17 complete the child protection course, and eventually the background check prior to investiture.

Visit nadadventist.org/ASV for more information and to complete the screening.

AY SILVER AWARD PHYSICAL REQUIREMENTS

Must pass three (3) out of the five (5) Categories

<i>Men's Requirements</i>		<i>Women's Requirements</i>	
Track: Run 4 of the following 8 Events		Track: Run 2 of the following 8 Events	
50-yard dash	6.8 seconds	50-yard dash	7.5 seconds
100-yard dash	14.2 seconds	100-yard dash	17 seconds
220-yard dash	28 seconds	220-yard dash	36 seconds
440-yard dash	67 seconds	440-yard dash	1 minute 25 seconds
600-yard run-walk	1 minute 37 seconds	600-yard run-walk	2 minutes 23 seconds
1-mile run	6 minutes	1500-meter run-walk	8 minutes 40 seconds
2-mile run	13 minutes	3,000-meter run-walk	19 minutes 55 seconds
3-mile run	23 minutes	5,000-meter run-walk	39 minutes 20 seconds
Field: Complete 3 of the following 5 Events		Field: Complete 2 of the following 4 Events	
Standing broad Jump	7 feet 11 inches	Standing broad Jump	6 feet 2 inches
Running Broad Jump	15 feet	Running Broad Jump	10 feet 9 inches
High Jump	4 feet 6 inches	High Jump	4 feet
Shot put (12 lbs.)	34 feet	Softball throw	104 feet
Softball throw	213 feet		
Endurance: 2 of the following 4 Events		Endurance: 2 of the following 3 Events	
Sit-ups	55 in two minutes	Sit-ups	40 in two minutes
Pull-ups	12	Flexed-arm hang	19 seconds
Push-ups	40	Push-ups, modified	30
Rope Climb	21 feet (hands only)		
Coordination-Agility-Balance: 3 of the 5		Coordination-Agility-Balance: 3 of the 5	
Basketball Free-Throws	9 of 10	Basketball Free-Throws	7 of 10
Shuttle Run (2 x 30 ft.)	10.4 seconds	Shuttle Run (2 x 30 ft.)	10.4 seconds
Squat-Thrusts	20 in 30 seconds	Squat-Thrusts	20 in 30 seconds
Forward Roll, Back Roll, Hand Spring, Frog Stand, or Head Stand	1, 1, 1, hold for 7 seconds, hold for 7 seconds	Forward Roll, Back Roll, Hand Spring, Frog Stand, or Head Stand	1, 1, 1, hold for 7 seconds, hold for 7 seconds
Rope Skipping	300 w/out stop/miss	Rope Skipping	300 w/out stop/miss
Swimming: 1 of the following		Swimming: 1 of the following	
100-meter Freestyle	1:30 min:sec	100-meter Freestyle	1:40 min:sec
100-meter Backstroke	1:45 min:sec	100-meter Backstroke	2:05 min:sec
100-meter Breaststroke	1:50 min:sec	100-meter Breaststroke	2:11 min:sec

AY GOLD AWARD PHYSICAL REQUIREMENTS

Must pass four (4) out of the five (5) categories

<i>Men's Requirements</i>		<i>Women's Requirements</i>	
Track: Run 5 of the following 6 Events		Track: Run 2 of the following 5 Events	
50 yard dash	6.1 seconds	50 yard dash	7.3 seconds
100 yard dash	12 seconds	220 yard dash	33 seconds
220 yard dash	26 seconds	600 yard run-walk	2 minutes 10 seconds
440 yard dash	63 seconds	1 mile run	7 minutes 7 seconds
1 mile run	5 minutes 55 seconds	5,000 meter run-walk	25 minutes 30 seconds
10,000 meter run	44 minutes		
Field: Complete 3 of the following 4 Events		Field: Complete 2 of the following 4 Events	
Standing broad Jump	8 feet	Standing broad Jump	6 feet 6 inches
Running Broad Jump	16 feet	Running Broad Jump	11 feet
High Jump	5 feet	High Jump	4 feet
Shot put (16 lbs.)	34 feet	Softball throw	130 feet
Endurance: 3 of the following 4 Events		Endurance: 2 of the following 3 Events	
Sit-ups	65 in two minutes	Sit-ups	48 in two minutes
Pull-ups	13	Flexed-arm hang	25 seconds
Push-ups	42	Push-ups, modified	20
Rope Climb	21 feet (hands only)		
Coordination-Agility-Balance: 1 from each set		Coordination-Agility-Balance: 1 from each set	
Basketball Free-Throws Or Rope Skipping	9 of 10 300 w/out rest/missing	Basketball Free-Throws Or Rope Skipping	9 of 10 300 w/out rest/missing
Shuttle Run (2 x 30 ft.) Or Squat thrusts	9 seconds 20 within 30 seconds	Shuttle Run (2 x 30 ft.)	10.2 seconds
Handspring(Front/Back) Or Hand-stand	1 of either 10 seconds	Handspring(Front/Back) Or Head Stand, Splits, or back bend	1 of either 30 seconds
Swimming: 1 of the following		Swimming: 1 of the following	
100 meter Freestyle	1:17 min:sec	100 meter Freestyle	1:23 min:sec
100 meter Backstroke	1:23 min:sec	100 meter Backstroke	1:28 min:sec
100 meter Breaststroke	1:28 min:sec	100 meter Breaststroke	1:42 min:sec

CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



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

Acknowledgment

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

My Commitment to Volunteer Ministry

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

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

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

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

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

**Thank You for your service as a Youth/Children's Ministry Volunteer
Please retain a copy of this document and keep it for reference.**

“THE PROPHET SAMUEL CREATED THE SCHOOL OF THE PROPHETS, GATHERING YOUNG PEOPLE FROM ISRAEL, TRAINING THEM IN A SMALL COMMUNITY OF FAITH, TRUST, AND FELLOWSHIP, THEN SENDING THEM TO ACCOMPLISH THEIR MISSION.”

(1 SAMUEL 19:20; *EDUCATION* BY ELLEN G. WHITE, PP. 45-51)

The Master Guide Club focuses on leadership development, discipleship, outreach, and evangelism. Members of the club will:

- Emphasize spiritual and personal growth for a more intimate relationship with Christ.
- Provide Master Guide Leadership Training based on the North American Division’s Master Guide Curriculum.
- Assist with Adventure and Pathfinder Club Ministries, Youth Ministries, and church ministries in their leadership, discipleship, and outreach endeavors.
- Involve Master Guide Club members in the church community through social activities that foster Christian friendship and mutual support.
- Teach and promote an integral healthy lifestyle.
- Participate in local Conference, Union, and North American Division-sponsored events.

This manual outlines the philosophy, structure, and steps in organizing a Master Guide Club. Included are sample programs, budget details, job descriptions, and much more.

For more information visit ClubMinistries.org/MasterGuides



AdventSource



Youth & Young Adult Ministries
North American Division of Seventh-day Adventists