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# Master Guide Club

## JOB DESCRIPTIONS

Information from the [Master Guide Club Manual](#)

### Club Director

The Master Guide Club director must be a mature person and a baptized member in good standing of the Seventh-day Adventist Church.

The director must be a Master Guide and has to have completed at least three AYMT certificates. If the candidate is not a Master Guide or hasn't completed the three AYMT certificates, but their interests and abilities qualify them for this ministry (according to the criteria of the nominating committee of the local church), they can occupy this position while completing these requirements (Master Guide and AYMT) as soon as possible.

The success and morale of any club will depend largely upon the leadership of the club director, and he or she should be an example of authenticity in his or her relationship with God, fellowship, healthy lifestyle, honesty, and self-control.

The club director must be vitally interested in senior youth and young adults people and sympathetically understand their problems. Their life should demonstrate what God can do in the lives of youth. He or she should be resourceful and enthusiastic, be able to handle responsibility, and possess an eagerness to recognize new ideas and show initiative in their implementation. The club director must be able to work well with club staff and assist with any problems that may arise.

Although the Adventurer Club and Pathfinder Club leaders are also called directors, the Master Guide Club director has a distinct responsibility not only for peers within the Master Guide Club, but also for providing vital support and mentorship for both the Adventurer Club and Pathfinder Clubs.

The director's duties are as follows:

1. Act as a liaison with the church pastor, youth pastor, sponsor elder, Pathfinder Club director, and Adventurer Club director and invite them to participate in programs and events.
2. Keep in touch with the Youth Director at the Conference office and render reports as required.
3. Be chairman of the Master Guide Club executive committee.
4. Preside at the club staff meeting unless he/she has appointed a deputy director to take charge.
5. Supervise the activities of the club; he/she must call, organize, and arrange for each club meeting.
6. Lead out in planning the total program for the year and produce a calendar of events to be issued to all staff and Master Guide Club members.
7. Be responsible to the executive committee for providing an overall program for the club through planning the following:
  - a. Meeting times and places
  - b. Campouts/expeditions
  - c. Field trips and outreach projects
  - d. Investiture
  - e. Finance/budget/membership fees or dues
  - f. Discipline
  - g. News sheets and bulletin
8. Be responsible for the planning of regular club meetings and staff meetings and ensure that various committees and members follow through with their commitments. These activities include:
  - a. Worships
  - b. Recreation
  - c. Classwork/Honors/creative skills
  - d. Arrangement for instructors and their duties

## DEPUTY DIRECTORS (AS NEEDED)

Deputy directors shall accept the assignments of the director and share in the leadership responsibilities of the club. There should be two or more deputy directors based on the needs of the local club.

A deputy director designated by the director takes charge of club meetings in the absence of the director. They may also be asked by the director to preside over staff meetings. The deputy directors should possess the same high qualities of leadership as outlined for the director. The highest respect and regard should be shown to the director, and all should work in close harmony with one another.

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The deputies should manage the following areas:

1. **Leadership Training:** Plans and coordinates the Master Guide Leadership Course
2. **Discipleship:** Assists the local Adventurer Club, Pathfinder Club, Youth Ministries, and church ministries in mentoring staff, teens, and children for vibrant Christian life and service
3. **Outreach:** Plans, coordinates, and supports outreach efforts, evangelism programs, and mission-service projects
4. **Social:** Plans and promotes general activities to strengthen group relationships

## CLUB SECRETARY

The Master Guide Club secretary is generally a deputy director but may also be selected from among the staff members. The secretary will be responsible for keeping all club records other than those kept by the treasurer. In small clubs one individual may oversee the work of the secretary and treasurer. A well-organized and efficient secretary can be invaluable to a Master Guide Club program.

The duties of the secretary are to:

1. Check the member records and transfer them to the Master Guide individual record sheet.
2. Fill out the Conference report and mail it to the office by the tenth of each month.
3. Keep the director informed of the achievement of the club in the Conference scoring plan.
4. Notify the director if a Master Guide Club member is habitually absent (especially without excuse), or experiences difficulties in completing the Master Guide Curriculum requirements.
5. Be responsible for maintaining an attractive bulletin board display, which should be updated often.
6. Order supplies and all club record forms from the Conference office as needed.
7. Oversee all correspondence and to type letters for the director as necessary.

## CLUB TREASURER

The Master Guide Club treasurer is generally a deputy director; however, one may be chosen from the club staff members. It is important that the treasurer work closely with the club director and the church treasurer, keeping them both well informed as to the club expenses and funds on hand. In smaller clubs, the duties of the treasurer and secretary may be combined under the same individual, although a more efficient program can be carried out if they are separate.

The treasurer needs to be an individual who will handle the club funds with accuracy and great care. Selecting someone who has had some experience in accounting is ideal. A conscientious and dependable treasurer can help the Master Guide Club use its funds wisely.

The treasurer can keep the church board officers well informed regarding income, expenses, and the needs of the Master Guide Club. This, in turn, will guarantee a more favorable response on the part of the church in a time of need.

The duties of the treasurer are to:

1. Collect, count, and record all funds such as membership fees, dues, offerings, camp fees, craft charges, donations, fundraising, etc.
2. Transfer funds to the church treasurer to be kept in reserve.
3. Keep an accurate account of all income and expense transactions, providing a brief description for each entry, including the date when the transactions were made.
4. Keep all receipts, bills, and invoices associated with expenses, carefully filed by months, and kept in envelopes or folders.
5. Have the record books and all receipts, bills, and invoices ready for inspection and presentation to the director, church treasurer, Master Guide Club executive committee, and church board upon request.
6. Disburse funds as directed by the executive committee.
7. Withdraw funds for petty cash from the Master Guide Club reserve fund kept by the church treasurer.
8. Collect funds for uniforms and equipment.

## CLUB CHAPLAIN

The chaplain plays an important role within the club, leading out and providing opportunities for the spiritual development, cooperation, and care among Master Guide Club members and staff. The chaplain must be a baptized member of the Seventh-day Adventist Church, be in good and regular standing with the church where the club is organized, and have the ability to organize as well as lead out effectively in the spiritual activities of the club. A chaplain may also fulfill the role of deputy director, staff member, church pastor, youth pastor, or elder.

The following are the special duties of the chaplain:

1. Counsel and work closely with the club director in preparation for spiritual activities.
2. Arrange for devotional periods, speakers, and periodic prayer bands.
3. Organize and lead out in missionary outreach in cooperation with the director.
4. Select individuals to offer prayer at meetings and club activities.
5. Arrange for devotions, Sabbath School activities, Sabbath worship service, and afternoon programs for campouts and other outings.
6. Work closely with the director and pastor in planning the Master Guide Club Investiture service.
7. Act as a special spiritual counselor and work closely with staff members.

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8. Know each Master Guide Club member and staff member personally and encourage them in their relationship with the Lord.
  9. Show a balanced Christian experience by participating in the club's secular activities.
  10. Promote the creation of Grow Groups between Master Guide Club members.
  11. Be aware of the needs in the ministries in the local church and work with the club director and pastor to encourage the Master Guide Club members to meet those needs.

## INSTRUCTOR

Instructors are persons who teach specific skills or subjects such as Bible, personal growth, outdoor skills, Honors, or crafts. Instructors may be drawn from the regular Master Guide Club staff.

Specialists may also be selected from the church or community to teach specific subjects. These instructors may or may not be members of the church. They should be considered as temporary staff. They have to carefully study the Master Guide Curriculum and requirements of the subject, Honor, or craft to be taught before introducing it to the Master Guide Club members. An instructor must work in close cooperation with the club director during the yearly planning time.

## UNIT COUNSELOR (AS NEEDED)

The counselor is the leader of a unit of six to twelve Master Guide Club members. In large Master Guide Clubs, counselors hold a key position, for they have the closest contact with the Master Guide Club members. Counselors are selected from baptized members of the Seventh-day Adventist Church where the club is organized. They must be converted and dedicated Christians. They must be willing to learn and should broaden their knowledge of arts, crafts, and nature so they can help expand the knowledge of their unit members. They must set a good example in spirit and behavior.

The counselors are to become well acquainted with their unit members. They must participate in all the various activities with them and thus win their confidence. They should become acquainted with the families and home conditions of their unit members. It is good for counselors to plan an occasional activity outside of the club period with their units, but only as the director of the club authorizes it. Such activity could be a Grow Group, a Sabbath School class, a missionary activity, or any other outreach activity or Christian social activity.

Counselors have to defend the standards and principles of the club at all times. They should also work in complete harmony with other officers of the club and be willing to serve whenever called upon to perform duties.

The duties of a counselor are to:

1. Encourage and lead a unit as a facilitator in order to complete the Master Guide Curriculum requirements.
2. Set a good example in attendance, punctuality, uniform, etc.
3. Develop happy and healthy friendships within the unit.
4. Help members with any problems that may arise and keep leaders informed while respecting confidentiality.
5. Encourage all members to participate in all activities.
6. Participate in campouts and arrange all details with the deputy director and members.
7. Attend staff committee meetings.

## MASTER GUIDE AREA COORDINATOR JOB DESCRIPTION

Master Guides in the North American Division are trained to serve the entire church. The focus of their work is centered on the different ministries within the Adventist Youth Ministries Department (Adventurer Clubs, Pathfinder Clubs, Ambassadors, Adventist Youth Society, Public Campus Ministries, NSO, Youth & Young Adults Ministry).

1. In this context and subject to modifications from the local Conference, a Master Guide Area Coordinator must:
2. Be appointed by the Adventist Youth Ministries Director for a period of four years.
3. Be an active Master Guide within their territory with at least five years of experience, including two years as a club director and three serving as an Area Coordinator.
4. Serve as a member of your Conference Adventurer Club, Pathfinder Club, and/or Youth Council.
5. Serve at the will of the Adventist Youth Ministries Director.
6. Vigorously promote Master Guide Ministries within the Conference, Federation, Area, or Region and encourage every Master Guide to be active in the program.
7. Support and promote the Adventurer Club/Pathfinder Club/youth program of the Conference Youth Ministries Department.
8. Assist the Conference Adventist Youth Ministries Director at Conference-wide functions, such as Camporees, fairs, conventions, rallies, etc., and conduct Adventurer Club/Pathfinder Club/Master Guide/Youth Training classes.
9. Perform other duties as assigned by the Conference Adventist Youth Ministries Director and/or Executive Council.
10. Assist the Area Coordinators in carrying out their duties.
11. Be well versed in current policies and/or changes for Adventurer Club, Pathfinder Club, Master Guides, and Youth & Young Adult Ministries from the North American Division.