
MASTER GUIDE CLUB

STEPS IN ORGANIZING A MASTER GUIDE CLUB

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

Counsel with the Local Conference Youth Director

The Conference Youth Director/Master Guide director is responsible for all Master Guide Clubs in the Conference. Any person in a local church who sees the need for a Master Guide Club must consult with their Conference Youth Director/Master Guide director before making further plans.

Meet with the Pastor and Conference Youth Director

The request must come from the church to the Conference Youth Director/Master Guide director, who should then spend time with the church pastor explaining the ministry of the Master Guide Club and its operation, detailing what assistance the Conference is able to give to his or her church. Should the Conference Youth Director be unable to arrange such a meeting, then he or she may delegate the responsibility to the Master Guide Area Coordinator.

Present the Plan to the Church Board

The Conference Youth Director/Master Guide director should request to meet with the church board. It is necessary that the church board authorize the organization of the Master Guide Club program. The board must be fully familiar with all the club's aims, the financial budget necessary, the objectives and concepts of the Master Guide Club organization, and the role it can play in evangelism within the church.

At this time the church board should be given questionnaires and information sheets with relevant details to be filled in and submitted to the Conference Youth Director/Master Guide director, who will assist in the detailed planning and organization of the club. Such information will include names and addresses of all senior youth and young adults within the church, both active and inactive; names of Sabbath School members; names of qualified persons and Master Guides; names of persons able to assist as instructors; and a list of

recreational venues within the area. Following this meeting, the intention to form a Master Guide Club must be announced to the church.

Inform the Congregation During the Worship Service

It is important that all church members be informed about the Master Guide Club, its objectives, and its program. Someone who is experienced and qualified to speak on behalf of the Master Guide Club, with an invitation for senior youth and young adults, should bring this information to the entire church, preferably during the worship hour on Sabbath. It might be the Union Youth Director, the local Conference Youth Director/ Master Guide Director, the Master Guide Area Coordinator, the local church pastor, or some other qualified Conference worker who is invited by the pastor as a guest speaker. At this time he or she should call for interested people to assist and support the Master Guide Club.

Call a Special Meeting on Sabbath Afternoon

This special meeting should bring together those who will be involved in the organization of a Master Guide Club. Invite all Master Guides, all teachers in the Youth Sabbath School class, all adults who have hobbies and skills that would be of interest to Master Guide Club members, and others interested in collaboration. During this special meeting more details regarding the Master Guide Club organization could be explained. A video with experiences from other Master Guide Clubs could be shared. An appeal should be made for volunteers to prepare for their leadership in the Master Guide Club, and a schedule for training meetings should be circulated.

Teach the Necessary Basic Track

Both leaders and members of the Master Guide Club must be trained through the

ELECTION OF CLUB LEADERS AND EXECUTIVE COMMITTEE

Administrative Director, Director and Deputy Directors

The nominating committee of the local church elects the director of the Master Guide Club according to the club director profile described in the Master Guide Club leaders' job description section. It is suggested that the new club director then be invited to sit with the nominating committee for the selection of the deputy directors. The number of deputy directors chosen will depend on the number of Master Guide Club members.

Secretary and Treasurer

The director and deputy directors then choose the secretary and the treasurer. One person may hold both these positions if appropriate. Deputy directors may hold these positions, or other staff members may be asked to hold these positions.

Chaplain

Each club will need to choose a chaplain, a person who will take responsibility for leading out in worship and special services, and who will take a personal interest in every Master Guide Club member and staff member. The chaplain may be one of the deputy directors, the church pastor, the assistant pastor, the youth pastor, the church elder, etc.

Adventist Youth Ministry Training (AYMT) certification system, according to the Master Guide Curriculum requirements. This helps in developing new skills.

One of the conditions for the successful operation of the Master Guide Club is having an adequate number of trained leaders available to train new leaders.

The Conference Youth Director/Master Guide director should conduct these seminars and bring in as many instructors as possible.

Elect Director and Deputy Directors

At the close of the training course, the church board/nominating committee has to be familiar with those who are best qualified to lead out in the Master Guide Club and recommend to the church those they feel are qualified to be the director and deputy directors. After the church has duly elected these persons, a Master Guide Club executive committee can be held.

Choose a Chaplain, Treasurer, Instructors, and Counselors as Needed (Executive Committee)

The Master Guide Club executive committee consists of the pastor, senior AY leader, club director and deputy directors. The club director is chairman. This group sets major policies for the operation of the club and selects the club staff, instructors, and counselors as needed.

Call a Meeting of the Master Guide Club Executive Committee to Plan a Yearly Program

Now that the officers and staff have been trained, are familiar with procedures, and have decided which model they will follow, the Master Guide Club staff committee has to begin to plan its yearly program. A timetable of events, classwork, meeting times, special days, Conference events, monthly programs, and camporees should all be included.

Build the Program Six Weeks Before Enrollment Night

This may be the most important step in the entire organization. Program building consists of long-range planning. This means the objectives of the club should be brought into focus over a period of months and years. The club activities must conform to those overall objectives. Each meeting should be planned in detail weeks in advance.

Advertise the Master Guide Club Program

- 4 weeks before enrollment night – church bulletin
- 3 weeks before enrollment night – attractive bulletin board
- 2 weeks before enrollment night – Youth Sabbath school class program
- 2 weeks before enrollment night – church lay activities period
- 2 weeks before enrollment night – director’s letter to potential members
- 1 week before enrollment night – pastor’s letter to potential members
- 1 week before enrollment night – church service that emphasizes the program and possibly invites a neighboring club to participate

Prepare and Have Staff Purchase Uniforms Before Enrollment Night

The director, deputy directors, instructors, and counselors form the staff of the club. There should be several occasions when the newly formed staff comes together for training. Thus, each person becomes familiar with his or her duties and the overall scope of club activity. These staff members must purchase uniforms and place insignia properly.

Enrollment Night

The enrollment night program should be the first Master Guide Club meeting of the year. It should introduce all members to the year's program planned for the club—its goals and objectives, its activities, and meetings, both secular and religious. (See the Program section for a complete program.)

Induction Program (Approximately 1–2 Months After Enrollment Night)

As soon as the new members are in uniform and the club membership cards or passports have been received from the Conference office, an induction ceremony should be organized with all families and church members in attendance. This is a special ceremony, and the Master Guide Club members should understand its significance. (See the Program section for a complete program.)

Evaluation

Once the club has been in operation 10 or 12 weeks, the Conference Youth Director/Master Guide director or in his/her absence the Area Coordinator should be called in to meet with the Master Guide Club executive committee to evaluate the club to ensure smooth operation and a balance of activities and programs.