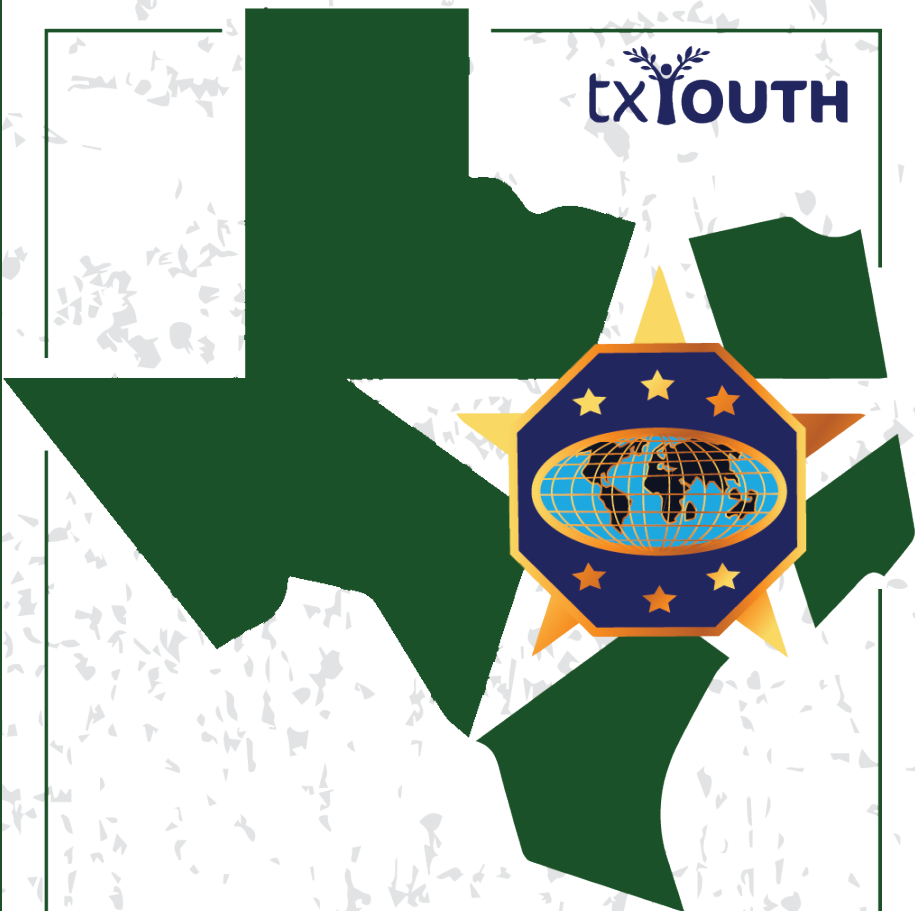


TEXAS CONFERENCE YOUTH MINISTRIES

txYOUTH



MASTER GUIDE CONSTITUTION

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Revised January 2023

I. Statement

Master Guides are a part of, and subject to, the leadership of the Texas Conference of Seventh-day Adventists. The emphasis is on in-service training and active involvement in learning new skills and developing methods for successful leadership.

II. Purpose

Develop youth/young adult leadership and Christ-like leaders to disciple children and youth in the Seventh-day Adventist Church.

III. Goals

- A. Work for the salvation of each Master Guide with emphasis in spiritual and personal growth for a more intimate relationship with Christ.
- B. Train for witnessing and missionary service.
- C. Provide training for Adventurers, Pathfinders, AY and Youth Evangelism Ministries.
- D. Organize a Master Guide club in every church.
- E. Teach Master Guides skills that will make life meaningful and productive.
- F. Assist Master Guides in developing a balanced physical, mental, social and spiritual life.

IV. Roles and Responsibilities

1. Lead Coordinator

- A. The Conference Master Guide Lead Coordinator is selected by and is accountable to the Conference Youth Director.
- B. The Lead Coordinator will serve a three (3) year term of service with a maximum of two (2) consecutive terms, if re-elected.
 - 1. The Youth Director and Area Coordinators will vote for the Lead Coordinator to be re-elected.



- C. The Lead Coordinator qualifications are:
1. Be an invested Master Guide.
 2. Be an active Master Guide with a minimum of three (3) years of leadership experience that should include one (1) year as a ministry club director and two (2) years as a council member.
 3. Have church leadership experience and a member in good standing.
- D. The Lead Coordinator responsibilities are:
1. Develop, prepare, and implement objectives, plans, budgets, and schedules for the ministry.
 2. Oversee and coordinate ministry operations.
 3. Provide necessary information and materials to council members, area coordinators, and appropriate church leaders.
 4. Communicate regularly with council members, peers, and Conference leaders.
 5. Maintains compliance with regulations and internal policies.
 6. Assess and report progress in meeting.
 7. Conduct performance reviews.
 8. Assist the Conference Youth Ministries at conference-wide events, such as camporees, fairs, conventions, rallies, and others.
 9. Teach Adventurers, Pathfinders, Master Guides, and Youth training tracks and courses.
 10. Be well versed in North American Division NAD Youth/ Young Adults and Club Ministries policies.
 11. At all council meetings, serves as chairperson.
 12. Votes only to break a tie.
 13. Can start an executive decision process for any unfinished or urgent business prior to a scheduled program in consultation with the Conference Youth Director and two Area Coordinators provided that reasonable efforts were made to invite other council members.



2. Spiritual Coordinator

- A. The Spiritual Coordinator is selected by the Conference Master Guide Lead Coordinator, in consultation with the Conference Youth Director.
- B. The Spiritual Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director.
- C. The Spiritual Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected.
- D. The Spiritual Coordinator qualifications are:
 - 1. Must be an invested Master Guide.
 - 2. Three (3) years as a Council Member.
 - 3. Have strong knowledge of the bible and Seventh-Day Adventist beliefs.
 - 4. Have church leadership experience and be in good standing with the church.
 - 5. Have organizational skills and experience with Bible Achievement or Pathfinder Bible Experience or Adventurer Bible Game.
- E. The Spiritual Coordinator responsibilities are:
 - 1. At all Master Guide Council Meetings, serve as chairperson in the absence of the Conference Master Guide Lead Coordinator.
 - 2. Oversee organization of all Area and Conference level Bible Achievement.
 - 3. Review the questions and answers for local and Conference level testing in consultation with the Master Guide Lead Coordinator and the Conference Youth Director.
 - 4. Oversee the area and/or club chaplains:
 - I. Counsel and work closely with the area and/or club director in preparation for spiritual activities.
 - II. Arrange for devotional periods, speakers, and periodic prayer bands.
 - III. Organize and lead out in missionary outreach in cooperation with the area coordinators.
 - IV. Select individuals to offer prayer at meetings and activities.
 - V. Act as a special spiritual counselor and work closely with staff members.
 - VI. Organize the Sabbath afternoon spiritual programs for the camporee.
 - VII. Assist the Area Coordinators with their area camp's spiritual activities.



3. Marketing and Media Coordinator

- A. The Marketing and Media Coordinator is selected by the Conference Master Guide Lead Coordinator in consultation with the Conference Youth Director.
- B. The Marketing and Media Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director.
- C. The Marketing and Media Coordinator serves a three (3) year term of service with a maximum of two (2) consecutive terms, if re-elected.
- D. The Marketing and Media Coordinator qualifications are:
 - 1. Must be an invested Master Guide
 - 2. Three (3) years as a Council Member.
 - 3. Must have good organization skills and be able to produce marketing material
 - 4. Must be able to keep records/files of all Conference activities and events
 - 5. Have church leadership experience and be in good standing with the church.
- E. The Marketing and Media Coordinator responsibilities are:
 - 1. Will assist in the planning and implementation of Conference Master Guide Network activities.
 - 2. Serve as a resource person to the Master Guide Lead Coordinator and Area Coordinators.
 - 3. Take Minutes during every Conference Council meeting
 - 4. Maintain scheduling and event calendars for TX Council
 - 5. Offer training and support to Area Secretaries and treasurers
 - 6. Assist the Texas Conference Master Guide Lead Coordinator at Conference-wide functions, such as Camporees, fairs, conventions, rallies, etc., and conducting Adventurer/Pathfinder/Master Guides/Youth Training Courses.

4. Empower Coordinator

- A. The Empower Coordinator is selected by the Conference Master Guide Lead Coordinator, in consultation with the Conference Youth Director.
- B. The Empower Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director.



- C. The Empower Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected.
- D. The Empower Coordinator qualifications are:
 - 1. Be an Invested Master Guide
 - 2. Three (3) years as a Council Member.
 - 3. Have strong Youth training knowledge and be well versed in current AYMT tracks and material.
 - 4. Have church leadership experience and be in good standing with the church.
- E. The Empower Coordinator responsibilities are:
 - 1. Oversee organization of the Area and Conference Empower training.
 - 2. Review the AYMT tracks and material for local and Conference level Empower training in consultation with the Master Guide Lead Coordinator and the Conference Youth Director.
 - 3. Oversee the Area Drillmasters
 - a. Plan for training and marching event for Conference Camporee with collaboration of the Pathfinder Drill and Marching Coordinator.
 - b. Keep the Master Guide Leadership apprised of new marching criteria
 - c. Call or appoint an area drill master to call the commands for formal conference events
 - d. Arrange for drill master training when needed.

5. Medical Coordinator

- A. The Medical Coordinator is selected by the Conference Master Guide Lead Coordinator, in consultation with the Conference Youth Director.
- B. The Medical Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director.
- C. The Medical Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected.



- D. The Medical Coordinator qualifications are:
 - 1. Be an Invested Master Guide
 - 2. Three (3) years as an Area Council Member.
 - 3. Be a BSN/RN or licensed physician with an active license.
 - 4. Be well versed in medical policies & procedures.
 - 5. Have church leadership experience and be in good standing with the church.
- E. The Medical Coordinator responsibilities are:
 - 1. Put together a team of qualified health professionals to man the First Aid Station during Master Guide events.
 - 2. Keep appropriate documentation of all injuries and care rendered. This involves documentation of all over-the-counter medicines, first aid treatment, communication with parents, physicians, or any other off-camp facilities.
 - 3. Establish Medical protocols for camps.
 - 4. Maintain inventory of Medical related supplies.
 - 5. Maintain the Medical manuals and procedures.
 - 6. Conduct training related to risk management and their policies.
 - 7. Communicate with the lead coordinator and council members about any medical concerns.

6. Event Coordinator

- A. The Event Coordinator is selected by the Conference Master Guide Lead Coordinator, in consultation with the Conference Youth Director.
- B. The Event Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director.
- C. The Event Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected.
- D. The Event Coordinator qualifications are:
 - 1. Be an Invested Master Guide.
 - 2. Three (3) years as a Council Member.
 - 3. Have knowledge and be well versed in outdoor activities and youth group events.
 - 4. Have church leadership experience and be in good standing with the church.



- E. The Event Coordinator responsibilities are as follows:
1. Maintain the list of events used during camporees.
 2. Provide and oversee organization of all the events during camporee.
 3. Organize and lead out in event outreach activities in co-operation with the area coordinators.
 4. Select individuals to assist in events and activities.
 5. Act as a special Master Guides outdoor liaison and work closely with council members to promote the outdoor outreach activities.
 6. Maintain inventory of supplies in the Master Guide storage unit in Lake Whitney.

7. Area Coordinator

- A. The Area Coordinator is selected by the Conference Master Guide Lead Coordinator, in consultation with the Conference Youth Director and previous Area Coordinator.
- B. The Area Coordinator is accountable to the Conference Master Guide Lead Coordinator and Conference Youth Director and to their Area Master Guide clubs and churches.
- C. The Area Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected.
- a. Directors will vote for the Area Coordinators to be re-elected.
 - b. Each year cycle is from January 1 to December 31.
- D. The Area Coordinator qualifications are:
1. Must be an Invested Master Guide
 2. Must have at least one (1) years' experience as an Associate Area Coordinator.
 3. Two (2) years as a Council Member or Club Director.
 4. Live in or be a member of a church of the area he or she will be serving.
 5. Have church leadership experience and be in good standing with the church.
- E. Area Coordinator's duties are as follows:
1. Work in nurturing the existing clubs and planting new clubs.
 2. Have quarterly Director's Meetings in the area with additional meetings as necessary.



3. Communicate regularly with all area clubs for the purpose of:
 - a. Organizing, coordinating, and attending area activities.
 - b. Understanding local clubs' needs and challenges.
 - c. Conduct Empower training at least once a year unless training is hosted by the Conference.
4. Report monthly to the Conference Master Guide Lead Coordinator.
5. Support all church activities for Master Guides, including Master Guide Inductions, Investitures, week of prayer and Inspections.
6. Organize Area Coordinator's meetings
7. Attending area and conference wide training events and camporees as requested.
8. Cannot hold office in a local Adventurer, Pathfinder, or Master Guide Club while serving as a council member.

8. Associate Area Coordinators

- A. The Associate Area Coordinator is selected by the Area Coordinator, in consultation with the Conference Master Guide Lead Coordinator and Conference Youth Director.
- B. Additional Associate Area Coordinators can be added as the need arises and in consultation with the Conference Master Guides Director and the Texas Youth Director.
 1. The ratio is one associate area coordinator for every five (5) clubs.
 2. Selection should be spread among area churches (should not be all from the same church)
- C. The Associate Area Coordinator is accountable to the Area Coordinator, the Conference Master Guide Lead Coordinator, Conference Youth Director and to their Area Master Guide clubs and churches.
- D. The Associate Area Coordinator serves a three (3) year term of service with a maximum of two consecutive terms, if re-elected. Each year cycle is from January 1 to December 31.



- E. The Associate Area Coordinator qualifications are:
 - 1. Must be an Invested Master Guide
 - 2. Must have at least one (1) year experience as a club ministry Director or Associate Director.
 - 3. Live in or be a member of a church of the area he or she will be serving.
 - 4. Have church leadership experience and be in good standing with the church.
- F. Associate Area Coordinator's duties are as follows:
 - 1. Serve as Area Coordinator in the absence of the Area Coordinator.
 - 2. Assist the Area Coordinator in all area functions.
 - 3. Attending the area quarterly Director's Meetings.
 - 4. Work closely with the Area coordinator to meet the needs of the local clubs.
- G. Cannot hold office in a local Adventurer, Pathfinder, or Master Guide Club while serving as a council member. Special permission will be needed to be exempt.

V. Master Guide Council

A. Council Purpose

The purpose of the Master Guide Council is to discuss and decide on objectives, plans, budgets, and schedules.

B. Council Members

The Council Meeting shall consist of:
Conference Youth Director
Conference Master Guide Lead Coordinator
Spiritual Coordinator
Marketing and Media Coordinator
Empower Coordinator
Medical Coordinator
Event Coordinator
Area Coordinators
Associate Area Coordinators



C. Council Performance Evaluation

All council members need to have a formal procedure to measure council members' performance on their job responsibilities.

1. The purpose is to evaluate an individual's overall performance, identify their strengths and weaknesses, offer feedback, and help them set goals.
2. Yearly performance evaluation is based on area monthly reports and questionnaires from group members, self-assessment, and area directors.
3. Lead Coordinators should conduct performance reviews every 6 months.

D. Council Attendance

1. All Council members shall be actively involved with Master Guides and should attend all Master Guide Conference events including Empower Leadership Training, Coordinators Training, Master Guide Camporee, Bible Achievement, and the Master Guide Council Meetings.
2. Missing an unreasonable number (20%) of council meetings or events may result in being removed from council membership.

E. Council Meeting and voting privileges

1. Master Guide Council Meetings are a closed forum.
2. The Master Guide Council meets in person at least once a year and in-person or online as necessary.
3. A quorum is the minimum number of voting council members that must be present at any of its meetings to make the proceedings of that meeting valid. When voting, at least six (6) of all voting members in attendance will be needed to meet quorum.
4. The voting privileges are as follows:
 - a. One vote for the Spiritual Coordinator
 - b. One vote for the Marketing and Media Coordinator
 - c. One vote for the Empower Coordinator
 - d. One vote for the Medical Coordinator
 - e. One vote for the Event Coordinator
 - f. One vote for each Area, the Area Coordinator should discuss with their Associates to decide on the matter before voting.



5. The Conference Master Guide Lead Coordinator will vote only to break a tie and has the right to reject (veto) a decision. The reason for the rejection needs to be stated and understood by members, who may challenge with a two-thirds vote. If a rejection is challenged and is unresolved, it will be taken to the Conference Administration for final resolution.

F. Council Members

1. Immediate family members can be council members if they are not in the same area.
2. It is recommended that the area staff and council be selected to represent multiple ethnicities and be bilingual.
3. Council members should take one (1) year rest before they are eligible to be called to serve in club ministries.

VI. Yearly Program

- A. Master Guides follow the school calendar year, and the annual program can start as early as July and end as late as June. Master Guide Clubs can register with the Conference in August for a new cycle.
- B. The Master Club of the year will be announced during the Camporee or Conference event after the annual program.

VII. Language

The English version takes precedence over any translation where contradictions or disagreements exist.

VIII. Area Funds Policy

- A. To properly account for your Area's financial transactions, the Area should not open a bank account; nor should a personal account be utilized for the purpose of depositing collected funds or writing expense checks.
- B. Any funds collected by Area Coordinators are to be deposited with the Area Coordinator's local church after prior approval of the church board, or with the Texas Conference Treasury.
- C. Area Coordinators are required to share all financial



information with their council members.

- D. All financial activity should be reflected as a voted item on the staff meeting minutes.
- E. Yearly meeting minutes should be submitted to the Conference Master Guide Lead Coordinator along with an annual financial report in December for auditing purposes.
- F. The audit result will be provided in January, during the council meeting.
- G. Local areas dues may not exceed \$7 per person, which may be increased only by a formal council meeting vote.
- H. YMMS should be used to collect all funds

IX. Amendments

- A. This Constitution may be amended, revised, and/or repealed at the yearly Master Guide Council Meeting where a quorum (two-thirds) is present.
- B. Any amendments or revisions shall be presented as soon as possible to the Texas Conference Youth Director for approval.
- C. All final revisions need to be voted on by the Conference Executive Committee.



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