

# TABLE OF CONTENTS

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1 A Message from the North American Youth Ministries Department

3 Introduction

## **SECTION I: Master Guides Inactive in Club or Youth Ministries for 5 Years**

7 Refresher

9 Field Work

11 Portfolio

## **SECTION II: Master Guides Who Have Transferred Conferences**

15 Refresher

17 Field Work

19 Portfolio

## **SECTION III: Master Guides Who Have Transferred to the North American Division**

25 Refresher

27 Field Work

29 Portfolio



# A MESSAGE FROM THE NORTH AMERICAN YOUTH MINISTRIES DEPARTMENT

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Master Guides within the North American Division (NAD) are expected to uphold the highest standards of spiritual leadership, service, and commitment to youth ministries. To maintain consistency, effectiveness, and alignment with the mission of the Seventh-day Adventist Church.

In order to maximize the ministry impact that the Master Guides have in your territory we have developed a series of Refreshers that are focused on Master Guides who are transitioning in their ministry focus or territory.

These Master Guide Refreshers are not required by the North American Division. Conferences can use and adapt them however is most helpful in your ministry.

We are praying that the leadership that our Master Guides provide in Youth Ministry will be positively impacted by the completion of these Refreshers.

**Tracy Wood**, Director

**Armando Miranda Jr.**, Associate Director

**Vandeon Griffin**, Associate Director



# INTRODUCTION

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This Master Guide Refresher is designed as a continuing education program for Master Guides actively serving in Adventurer Club, Pathfinder Club, Youth Sabbath School, and other youth-focused ministries within the Seventh-day Adventist Church. Grounded in the Master Guide philosophy, this program emphasizes Christ-centered leadership, service, and mentorship. It equips leaders with essential skills to address the current challenges

The Refresher fosters leadership that is spiritually grounded, socially aware, and practically effective—empowering Master Guides to serve with excellence across diverse ministry contexts. By completing this program, leaders will deepen their capacity to nurture young people in faith, character, and mission, in alignment with the core values and objectives of the Seventh-day Adventist Church.

## PARTICIPANTS

The Master Guide Refresher is a specialized continuing education initiative designed for Master Guides who have been invested for more than five years, or those who have moved to another conference within the North American Division territory or for those that are coming to North America from another Division. Rooted in the Seventh-day Adventist Master Guide Club Ministry philosophy, this program supports the ongoing growth and effectiveness of experienced leaders who are committed to serving children and youth within the church.

This refresher ensures Master Guides remain informed and aligned with current church policies, including updates in risk management, club ministry protocols, cultural competencies, and emerging trends that impact young people today. It also serves as a vital tool for local Conferences, helping them maintain a strong and equipped network of leaders of Adventurer Club, Pathfinder Club, Youth Sabbath School, and related youth ministries.

## TWO MINISTRY OPTIONS

The North American Division recognizes two pathways for Master Guide involvement:

### *CLUB MINISTRY*

- Active service with Adventurer or Pathfinder Clubs
- Leading, instructing, or mentoring club members and staff
- Participation in conference- or union-led events and evaluations

### *NON-CLUB MINISTRY*

- Support of Adventist Youth Ministries (AYM) through Sabbath School, VBS, or community-based youth work

Both paths require ongoing spiritual engagement, leadership presence, and alignment with the North American Division guidelines.



# **SECTION I**

**MASTER GUIDES INACTIVE  
IN CLUB OR YOUTH MINISTRIES  
FOR 5 YEARS**





# REFRESHER

## MASTER GUIDES INACTIVE IN CLUB OR YOUTH MINISTRIES FOR 5 YEARS

This section is for Master Guides who have been actively involved in other church ministries but have not been active in the Adventurer Club, Pathfinder Club, or Youth Ministries in the last five years.

Master Guides should complete the following Refresher requirements.

This section reinforces the importance of Master Guides being not only ministry-ready but also Conference-connected, uniformed with excellence, policy-aware, and spiritually accountable—demonstrating the integrity and professionalism expected in the North American Division.

### UNDERSTAND THE LOCAL CONFERENCE YOUTH MINISTRY STRUCTURE

1. Learn how your Conference organizes its Adventurer Club, Pathfinder Club, Master Guides, and Youth Ministries.
2. Learn the roles and responsibilities of club ministry coordinators, directors, and Sabbath School leaders and other youth ministries.
3. Understand how communication flows between the local club/church and the Conference.

### UNIFORM STANDARDS

1. Be in compliance with the Master Guide Uniform requirements as specified by your Conference.
2. Be aware of any Conference-specific guidelines regarding uniform presentation for formal events, camporees, and public ministry activities.

### CONFERENCE-SPECIFIC POLICIES

1. Understand and follow the policies and procedures that are unique to your Conference, including:
  - a. Volunteer screening and background checks
  - b. Risk management and safety protocols
  - c. Participation requirements for events and training

### WORKING WITH YOUR YOUTH DEPARTMENT

1. Build a strong, collaborative relationship with your Conference Youth Department.
2. Participate in training sessions, town halls, and ministry planning meetings as available.
3. Serve as a bridge between your local church club or youth ministry and Conference leadership.

## **NEXT STEPS**

1. Update your Master Guide Portfolio documenting your ministry activities, continued education, and involvement.
2. Share this portfolio with your local Youth or Club Director, Master Guide Director, Area Coordinator, or other designated Conference leaders as requested, especially during refresher cycles or ministry evaluations.

# FIELD WORK

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## MASTER GUIDES INACTIVE IN CLUB OR YOUTH MINISTRIES FOR 5 YEARS

The field work assigned is to assist inactive Master Guides in identifying areas of re-engagement, reconnecting with their local church and conference, and reaffirming their commitment to youth ministry through structured reflection and action.

### INSTRUCTIONS

Complete the following activities honestly and prayerfully. Submit this form, along with any required confirmations or documentation as part of your portfolio.

#### *PART 1: SELF-ASSESSMENT & REFLECTION*

1. How long have you been inactive from club or youth ministry leadership? \_\_\_\_\_

2. What were the main reasons for your inactivity?

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3. What inspired you to return to active ministry?

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#### *PART 2: RECONNECTION PLAN*

1. List 3 steps you will take to reconnect with Youth and/or Club Ministries in your local church.

a. Step 1: \_\_\_\_\_

b. Step 2: \_\_\_\_\_

c. Step 3: \_\_\_\_\_

2. Name the club or ministry you plan to support (Adventurer Club, Pathfinder Club, Youth Sabbath School, Youth Leader, etc.):

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3. Who have you contacted or plan to contact regarding your return? (e.g., club director, pastor, conference youth director)

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

### **PART 3: LEADERSHIP & SKILL RENEWAL**

1. Indicate any of the following you need to update or complete (check all that apply):

	SIGNATURE	DATE
a. <input type="checkbox"/> Child Protection Training	_____	_____
b. <input type="checkbox"/> Background Check	_____	_____
c. <input type="checkbox"/> Club Leadership Training	_____	_____
d. <input type="checkbox"/> Pathfinder/Adventurer Handbook Review	_____	_____
e. <input type="checkbox"/> Uniform Refit	_____	_____
f. <input type="checkbox"/> First Aid Certification	_____	_____
g. <input type="checkbox"/> CPR Certification	_____	_____

2. What areas of leadership or ministry skills would you like to strengthen or re-learn?

\_\_\_\_\_

\_\_\_\_\_

### **PART 4: SPIRITUAL RECOMMITMENT**

1. Reflect on your calling to serve youth. Why is this ministry important to you personally? (150 words min)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Write a short prayer or commitment statement dedicating your return to service:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Master Guide: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Master Guide)

# PORTFOLIO

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## MASTER GUIDES INACTIVE IN CLUB OR YOUTH MINISTRIES FOR 5 YEARS

The Master Guide Refresher Portfolio is a personal and practical record of your re-engagement journey. It documents your growth, captures your renewed commitment to ministry, and serves as a tool for accountability and reference.

### PORTFOLIO CONTENT REQUIREMENTS

Your portfolio should include the following components:

#### 1. Completed Checklist

- A checklist of all refresher requirements
- Indicate date of completion and signature from a verifying instructor, director, or pastor

#### 2. Personal Reflections & Progress

- A written reflection on your journey back into active ministry
- Lessons learned, personal growth areas, and new insights
- Summary of how you fulfilled each major area of responsibility or training

#### 3. Evidence of Completion

Include clear documentation for each refresher requirement. Examples:

- Signed class cards for workshops or training sessions
- Handouts or worksheets completed during sessions
- Photos of participation in club meetings, events, or service projects
- Certificates (CPR, Child Protection Training, etc.)
- Letters or forms from local club leadership or conference leaders

### PORTFOLIO FORMAT OPTIONS

You may organize your portfolio in one of the following formats:

- Physical Binder or Folder
  - » Use tabs/dividers to group major sections
  - » Use labeled sheet protectors for documents and photos
- Digital Portfolio
  - » Acceptable formats: PDF, Google Drive folder, OneDrive, or portfolio app
  - » Ensure all files are clearly named and logically grouped
  - » Use a table of contents and link sections for easy navigation (for PDFs)

## REVIEWING MASTER GUIDE USE ONLY

I have completed and reviewed the participant work and have found them to have completed the requirements for the refresher.

Refresher Completion Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## REVIEW INSTRUCTIONS

In the event of an incomplete review, the portfolio should be returned to the participant along with a written note explaining what additional work or documentation must be completed.

## REVIEWING MASTER GUIDE DISCLAIMER

Completion of this Refresher does not guarantee the bearer's overall qualification to lead, nor does it give a guarantee of ability, aptitude, or placement. It simply marks the completion of a training curriculum.

## RECOGNITION OF COMPLETION

Everyone likes to have their efforts recognized. Master Guide leaders who put in untold hours of prayer, planning, counseling, instruction, and training are no exception. Upon successful review of the portfolio the participant is awarded a certificate of completion for the Master Guide Refresher.

