

Adventurer Organization



What is an Adventurer

An Adventurer is a child in grades 1-4. Each Adventurer is a unique and special person. Still there are several characteristics which are typical of Adventurer-age children

Characteristics of the Adventurer

Physical Characteristics

- I have boundless energy
- I am developing coordination

Mental Characteristics

- I learn by doing
- I am curious about everything
- I understand what I can see and touch
- I am imaginative
- I memorize easily
- I like variety

Socio-Emotional Characteristics

- I am learning social skills
- I am becoming more independent
- I need success and approval from you
- I am easily overexcited
- I am very social

How to Respond

Please don't ask me to sit still for very long. I want to DO things.

Let me improve coordination through games and creative activities.

Don't just tell me things. Let me try them and get involved with them.

I do want to know about my world. Tell me in an interesting way.

Show me what you want me to know. Don't expect me to understand long explanations.

Show me fun ways to use my good memory for a good purpose.

I like stories and inventing things.

Use many kinds of stories, songs, games, and activities.

Give me lots of chances to relate to others in my peer group.

Let me discover and do things by myself whenever possible.

Help me find things I can do well, and let me know that you approve of me.

I need structure and guidance to control my impulses and activities.

I love to play and talk with my friends.

Spiritual Characteristics

- I am concerned with distinguishing right from wrong
- I am still motivated by self-advantage
- I soak up Biblical knowledge

Help me understand fairness and why rules are important.
Lead me to make decisions based on love and sensitivity to others.
I need a strong foundation of Biblical understanding.
I am ready to accept Jesus Christ as Savior.
I can learn to pray and to make decisions based on the Bible.

Discipline and the Adventurer

Providing discipline for the Adventurer child is a positive contribution to his happiness and well-being. Discipline is not primarily punishment, but a way of helping the child to learn self-control and caring for others as a disciple of Jesus.

Model the Behavior You Want

Any behavior or attitude expected of the children must first be modeled consistently by their leaders. If Adventurers are expected to act in a respectful way, they must be treated with respect. If they are expected to be caring and sensitive toward others, they must feel cared for themselves.

Provide a Peaceful, Organized Room

Adventurers are affected by the things around them. If the environment is simple, neat, and attractive, the children will be able to concentrate and enjoy the program. If it is chaotic and unappealing, they will often be distracted and uninterested.

Be Prepared

Plan interesting materials and activities beforehand so that the children's attention will be drawn to the theme of the lesson rather than distracted to unacceptable behavior. If the leader stops in the middle of a presentation to decide what to do next, the children will find something to do.

Set Specific Expectations

Children may help to set up a few simple guidelines for behavior which will be firmly and consistently enforced. (i.e. You may not

hurt yourself, You may not hurt others, You may not hurt things.) Regularly recognize and affirm children when they follow the guidelines.

Consistently Redirect Misbehavior

Children may misbehave for many reasons, including forgetfulness, excess energy, and defiance. Often misbehavior can be redirected by a gentle touch, a moment of silence, a firm look, or redirection to a more positive activity. If necessary, quietly remind him/her of your expectations or remove him/her from the activity for a short time.

How to Start a Club

1. Counsel with the conference Adventurer Specialist or Children's Ministries Director.

The conference Adventurer specialist is responsible for guiding all clubs in the conference.

2. Present the plan to the pastor, church board, and parents.

Upon the recommendation of the conference Adventurer specialist, make an appointment with the pastor. Explain the Adventurer Club ministry and how you plan to implement it in your church.

Then submit plans to the church board for authorization to organize an Adventurer Club. The conference Adventurer specialist should be invited to attend.

It is important that the parents of Adventurer-age children support the plan to organize an Adventurer Club.

3. Inform the congregation during the worship service.

It is important that all church members be informed about the Adventurer Club's objectives and its program. A conference Adventurer person qualified by experience to speak in behalf of the Adventurer Club and the needs of children should present this information to the entire church, preferably during the worship hour on Sabbath.

4. Call a special organizational meeting.

A special meeting, preferably on Sabbath afternoon, should be scheduled to bring together those who would be interested in organizing an Adventurer Club. Invite all Master Guides, all parents of Adventurer children, all teachers in the appropriate Sabbath School divisions, and others interested in working with children. During this meeting explain the details in regard to the Adventurer organization. A few Adventurers visiting from some neighboring club might demonstrate some of their accomplishments and display the uniform. An appeal should be made for volunteers to help in the Adventurer Club, and an informational questionnaire should be circulated.

5. Teach the basics of Adventuring.

The Adventurer Basic Staff Training course should be taught to the club leadership personnel. Adventurer Club depends on an adequate number of trained staff. The conference Adventurer specialist is responsible to make available this course and necessary resource materials.

6. Elect a director and associate directors.

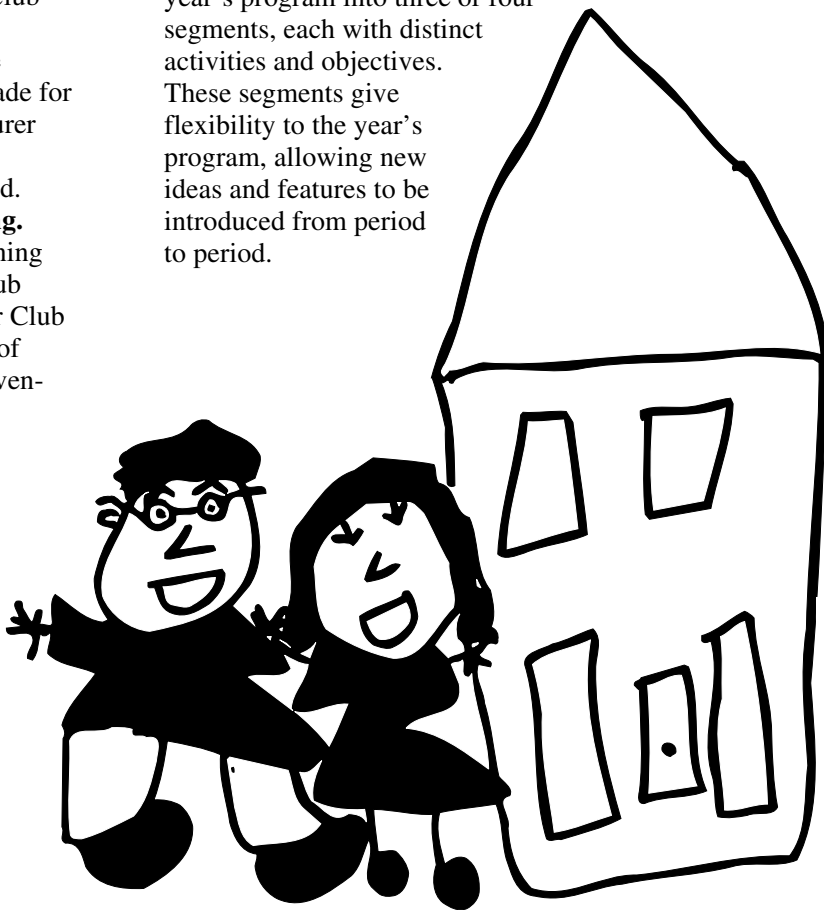
The nominating committee/church board should become familiar with those who are best qualified to lead out in the Adventurer Club and recommend to the church a director and associate directors as needed.

7. The Adventurer Club Executive Committee.

The Adventurer Club Executive Committee consists of the Adventurer Club leadership, pastor, primary Sabbath School leader, teachers of the involved church school grades, and an Adventurer mother and father. The Adventurer director is chairperson. This group sets major policies for the operation, goals, and objectives of the club, and selects counselors and instructors.

8. Build the program.

This may be the most important step in the entire organizational process. Program building consists of long-range planning. The objectives of the club over a period of months and years should be brought into focus. The club activities should conform to these overall objectives. Each meeting should be planned in detail weeks in advance. Recognition of the characteristics of children will lead the staff to break the year's program into three or four segments, each with distinct activities and objectives. These segments give flexibility to the year's program, allowing new ideas and features to be introduced from period to period.



9. Hold a guest program.

A guest program is a general activity approximately two or three weeks before enrollment. Each Adventurer may invite one of his special community friends to this "guest program" club meeting. The director should become acquainted with each visiting child. During the conversation the director should ask, "Would you like to join our Adventurer Club?" If the answer is "Yes", visit the home the very next week and explain the

complete program, showing a willingness to work with the family about their spiritual faith or feelings.

Additional guest programs may be held for the non-registered parent and child to attend and receive incentive to join.

10. Hold a Registration Meeting.

- a. Send letters to potential Adventurer families four weeks before enrollment night.

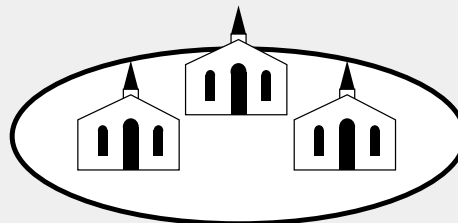
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Denominational Flow Chart

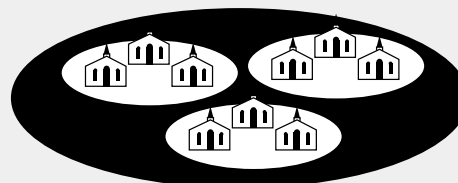
The **Local Church** is governed by elected officers and departmental leadership. The Adventurer Club Director is elected each year.



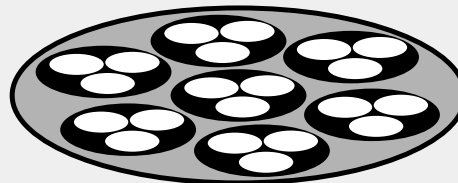
The **Local Conference** is made up of all local churches in a specific area and is responsible for all church and evangelistic work. The conference Adventurer Director is either elected or appointed every three years.



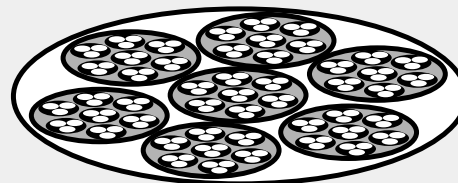
The **Union Conference** is composed of several local conferences in a specific territory.

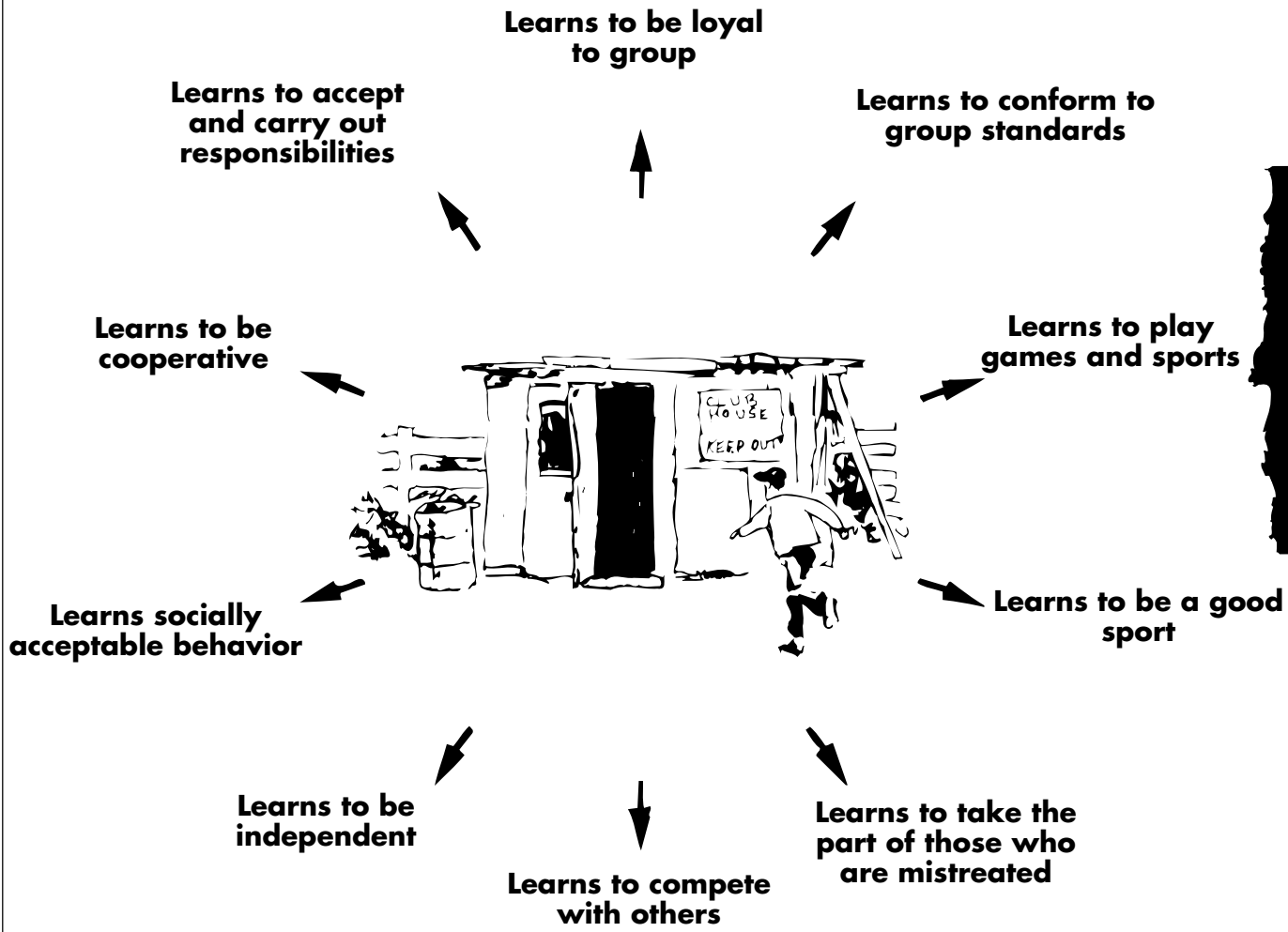


The **North American Division** is comprised of all nine North American Unions, which includes the countries of Bermuda, Canada and the United States. The NAD headquarters is in Silver Spring, Maryland in the General Conference building. The division has departments which are responsible for specific areas of Christian service. The Adventurer Director is appointed every five years.



The **General Conference** is comprised of ten divisions. It coordinates church work worldwide. Headquarters are in Silver Spring, Maryland. The Adventurer Director is appointed every five years.





b. Advertise Adventurer program.

c. Receive membership application and health record forms.

d. Train and uniform staff before enrollment night. The director, associate directors, counselors and instructors form the staff of the club. There should be a number of occasions when the staff comes together for training so that each person becomes familiar with his/her duties and the overall scope of the club activities. These staff members should secure uniforms and place insignia on the uniform properly.

e. Publicity for the weeks before enrollment night.

Four weeks before:

Church bulletin announcements

Three weeks before:

Attractive bulletin boards

Two weeks before:

Children's Sabbath School program

Church missionary period

Director's letter for parents of potential Adventurer

One week before:

Pastor's letter to parents of potential Adventurer

Church service emphasizing program

f. Hold a Registration Meeting. (see the index for a description of the Registration Meeting)

11. Implement a home visitation program.

Counselors should visit the home of each Adventurer in his/her unit immediately after registration, introducing himself/herself as the child's counselor.

a. Finish filling out their application and health record.

- b.** Remind the family of club calendar appointments.
- c.** Answer all questions concerning uniforms, outings, etc. Before leaving emphasize the fact that as a counselor you want to help the parent in any way you can.
- d.** Once the Adventurer program has started, each home represented in club membership is to be contacted by the counselor a minimum of once per quarter.

12. First club meeting

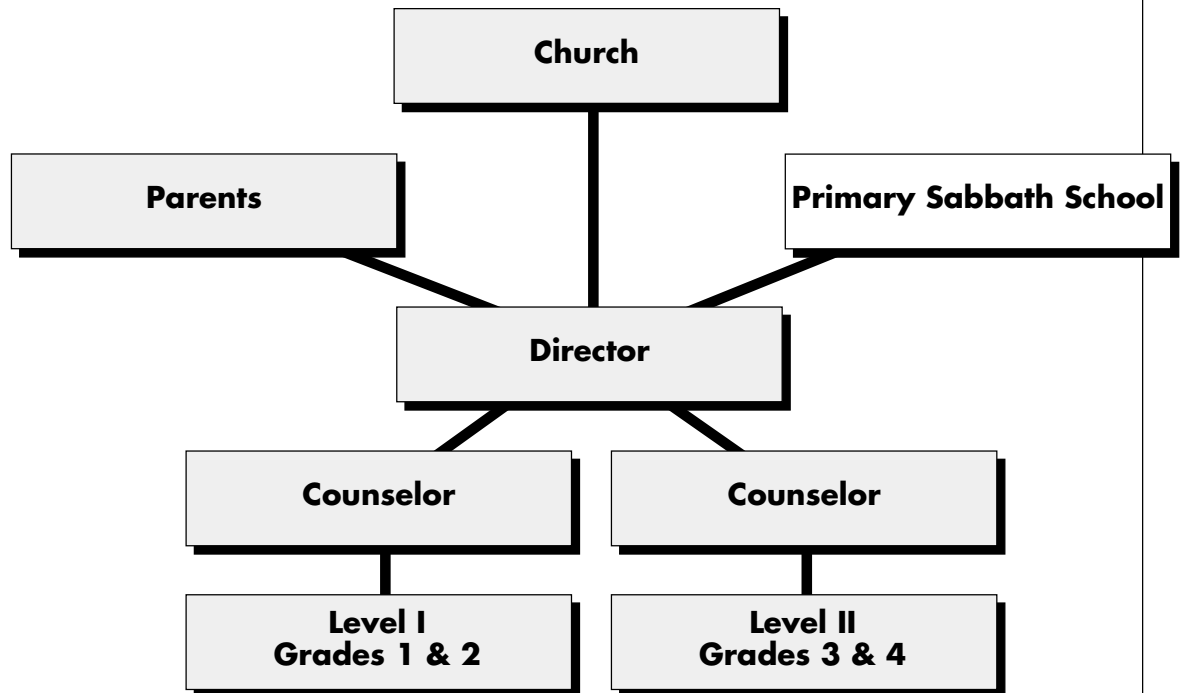
It is important that this club meeting be one of fun and excitement, with members and staff involved in the activities.

13. Hold an induction program approximately three weeks after enrollment night.

14. Community and church interest

Once an Adventurer Club is established, appeal to church members and community friends that have not previously been interested. The director should make friends with every Adventurer family, assisting them in their family goals for their child. Help each non-Seventh-day Adventist Adventurer family to become acquainted with the pastor. These families can then be invited to hear what the church has to offer them. The Adventurer Club should be evangelistic.

Adventurer Club Organizational Flow Chart for a Small Church



Adventurer Staff

Director
Counselors

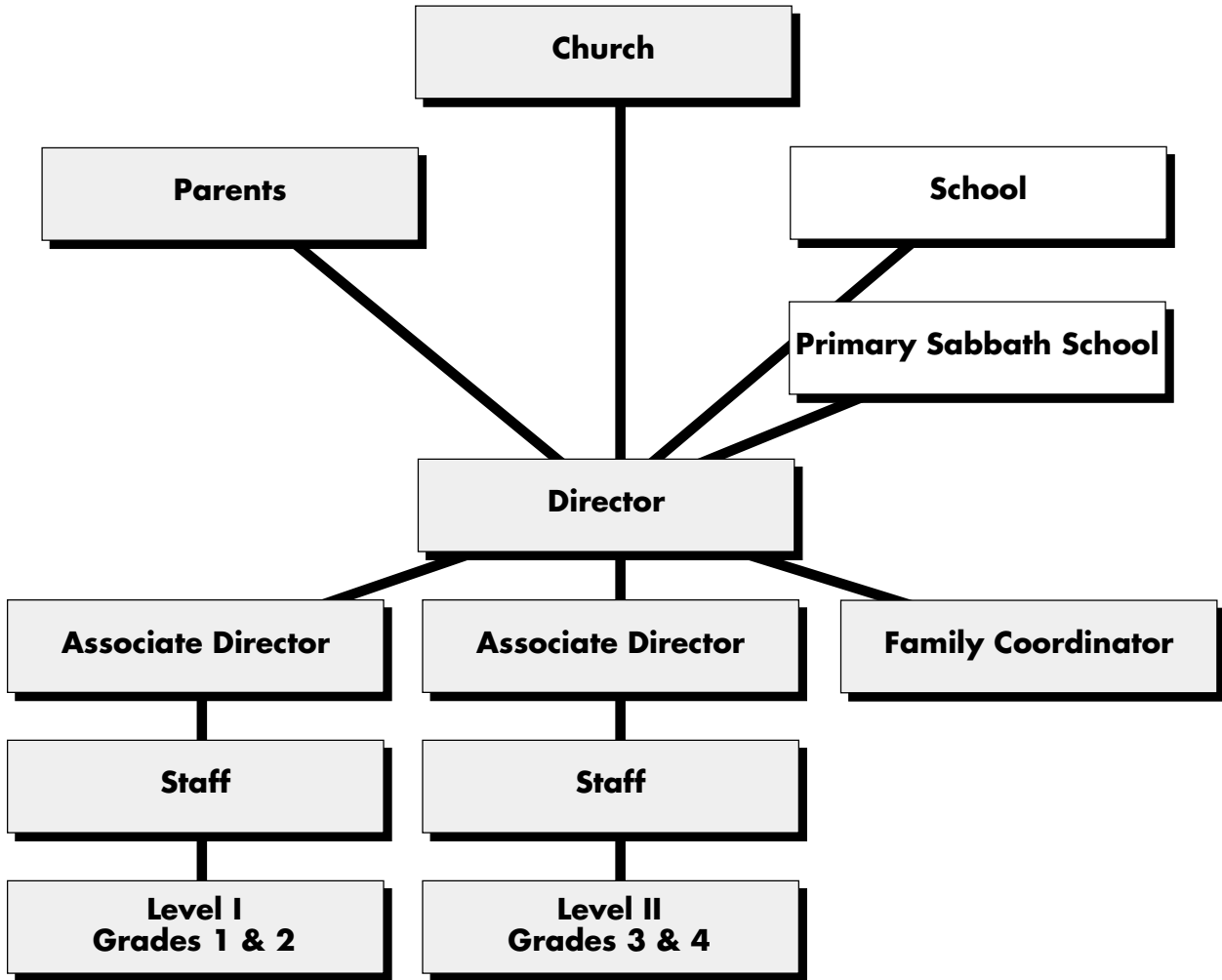
Gray Boxes

Primary attention or most important

White Boxes

Support group

Adventurer Club Organizational Flow Chart for a Large Church



Adventurer Staff

- Counselors
- Family Network Coordinator
- Award Instructors
- Curriculum Instructors
- Secretary
- Treasurer

Gray Boxes

Primary attention or most important

White Boxes

Support groups

Administration



Club Administration

The Adventurer Club gives the adult members of the church an excellent opportunity to work with their children.

Program

The Adventurer Club staff is responsible for planning the program of the club. The director is chairperson. Suggestions are welcomed from all sources. For best results the staff includes the parents of Adventurers in planning the club's program. It is realistic to think of the Adventurer year as paralleling the school year; however, the calendar year January to December may also be used.

Club Staff

Director

The Adventurer Club director is responsible for leading out in providing a program for the club that reaches the objectives successfully. The Adventurer Club director presides at the staff meetings. He/she keeps in touch with the conference Adventurer director and sends in reports as required. He/she should be a person who understands kids, works well with a staff, carries responsibility, possesses an eagerness to recognize new ideas, and shows initiative in implementing those ideas. Above all, the director is a sincere Seventh-day Adventist Christian whose life demonstrates what God can do. The Adventurer Club director is a member of the church board.

The parent is the primary target audience of the Adventurer Club.

Associate Directors

Associate directors accept assignments from the director and share in the leadership responsibilities of the club. The associate directors keep records and compile regular reports for the conference. They can assume the responsibilities of the finance officer, secretary, and chaplain. In larger clubs an associate can be added to plan activities and nature projects, supervise crafts, and plan special events.

Adventurer Counselors

The Adventurer counselor is a key member of the staff. He/she is assigned to a unit of four to eight members, a male counselor for boys, and a female counselor for girls. The counselor becomes acquainted with each member and shares with the unit in the various activities. The counselor knows the parents and home conditions of each unit member and talks to unit members about social, emotional, and spiritual needs. The counselor is present at each club meeting and activity and plans unit events that the staff authorizes. The adult counselor is responsible for the attendance of the unit membership and the Adventurer class curriculum requirements completed by the Adventurer and parental support of the Adventurer member.

Adventurer Family Network Coordinator

The Adventurer Family Network coordinator is a member of the Adventurer administrative staff and serves as the director of the Family Network curriculum. In some clubs, the coordinator may also serve as the Associate Director. The coordinator is responsible for organizing Family Network learning experiences, where parents can:

- Be affirmed that their ministry is of primary importance
- Improve their understanding of what makes families strong
- Find support for the training of their children
- Share the frustrations and triumphs of parenting
- Discover new ideas and skills for making their families even better places to live and grow

Curriculum and Award Instructors

Instructors for Adventurer classes and awards can be drawn from the church, but specialists in certain fields may be selected from the community to conduct courses. The instructor’s responsibility is to teach the class and reflect Seventh-day Adventist ideals.

Staff Preparation

It is the responsibility of each Adventurer staff person to experience the Adventurer Basic Staff Training course as sponsored by your conference.

The subjects are:

- History, Philosophy, & Purpose of the Adventurer Club
- Understanding the Adventurer
- Club Leadership
- Club Organization
- Club Programing
- Adventurer Curriculum
- Adventurer Awards
- Adventurer Family Network
- Resources

Staff Improvement

The members of the Adventurer staff fortify themselves with continued study to better their understanding of the elementary-age child and Adventurer programming methods.


Examples: Reading books on children and programming; attending Adventurer staff counseling courses, staff retreats, conventions sponsored by the local or union conference, and staff meetings with the conference Adventurer director.

Uniforms

The staff wears the official Adventurer staff uniform, as specified by the local conference, complete with all Adventurer Club and staff insignia—director, associate director, counselor, and instructor.

Success on any major scale requires you to accept responsibility... in the final analysis, the same quality that all successful people have...is the ability to take on responsibility.

Administration



Adventurer Club Staff Recruitment

I would be willing to help in the following areas of the Adventurer Club ministries.

- Craft instructor
- Classwork instructor
- Adventurer Awards Instructor
- Nature Instructor
- Driver for field trips
- Play piano
- Song leader
- Help with field trips
- Provide food for special meetings
- Serve as an "adopted" father, mother
- Serve as an "adopted" grandfather, grandmother
- Serve as a "big brother," "big sister"
- Help with games and recreation
- Other _____

Name _____ Phone _____

Signature _____ Date _____

This is a sample of the Staff Recruitment form. A reproducible copy can be found in the "Administration" section of the Appendix.

Adventurer Staff/Volunteer Service Information Form

Processing Guidelines

The NAD Pathfinder and Adventurer Advisory Committees encourage all conferences to process a Pathfinder/Adventurer Staff/Volunteer Service Information Form for all regular Pathfinder/Adventurer staff in their conference.

Purpose

The form will provide the club director with a wealth of information about staff and potential staff, including:

1. Family status
2. Church family
3. Health history as it would affect Pathfinder/Adventurer activities
4. Education, experience, and instructional abilities to assist the club director in planning for Pathfinder/Adventurer classes, honors, and events
5. Unlawful conduct including accusations and charges of any child abuse or child sexual abuse
6. References for people who have known the applicant and can assist in substantiating guilt, innocence, and/or redemption

Without question, it was Item #5 above that prompted the development of the information form. As a nation and as a church, we are facing an epidemic of child abuse, and Pathfinder/Adventurer clubs are not exempt.

Normally, the church is dragged along by the government and forced to comply with

this type of procedure. It is encouraging that in this case, the church (and specifically Pathfinders/Adventurers) is leading the way.

This form will help every club director to have the best qualified personnel available for his/her club.

Conference Preparation

- A. Club staff, especially club directors, should be educated on a yearly basis regarding:
 1. recognizing child abuse
 2. assisting the victim and the victim's family
 3. assisting the perpetrator and the perpetrator's family
 4. state and local laws regarding the reporting of child abuse
 5. how staff can:
 - a. protect themselves from becoming an abuser
 - b. protect themselves from unjust accusations and charges

Where do you find people to train and educate your staff?

Contact the local child protective services and ask for possible lecturers. Contact the local mental health departments. Definitely look for lecturers with a Christian perspective.

- B. Designate someone at the conference to process the applications. This person does not have to be a professional or a trained counselor, but he or she must understand the processes, particularly in the area of confidentiality.
- C. Make the forms available and periodically remind club directors that they must have a form on file for all their regular staff. You might recommend a period of six weeks for the staff person to serve until the form is processed.

Process

- A. Director gives form to staff/potential staff and instructs them to completely fill in the form and mail it to the local

At this point, you might be thinking, “This is a lot of work!” True, there is time involved here. But if you have ever had a child abuse case in your club and seen the devastation for the victim, the perpetrator, their families, the club, the church family, the embarrassment, the expense, the court trial, the legal liability, etc., this will seem like a small investment of your time.


conference Pathfinder/Adventurer Director. Instructions are on the back of the form.

- B.** Staff completes the form. References, signature, and Section VI are mandatory.
- C.** Staff sends form directly to the conference in order that local club staff do not have access to the confidential information on the back of the form.
- D.** Conference Pathfinder/Adventurer Secretary
 - 1.** dates form when received
 - 2.** checks for:
 - a.** signature
 - b.** completion of Section VI
 - c.** references
 - 3.** sends reference forms to three references
 - 4.** files form in confidential location to await references and future processing
 - 5.** tracks reference forms to make sure they are returned in a timely manner. If, after three or four weeks, the references have not been returned, the secretary mails them again.

If the conference Adventurer Director knows the applicant and/or references well, the applicant might be approved without three references. Or the conference Adventurer Director might call for additional references if necessary. If so, the name of the reference, date, time, and response should be noted, attached to the form, and filed.

Are you required by your state or conference to have the Adventurer Staff Volunteer Service Information Form on file? Contact your Conference Adventurer Director.

Office Use Only Date Received _____ Date Approved _____
 Recommended Not Recommended Recommended w/conditions noted
 Conf. Adventurer Director Signature _____



Adventurer Staff/Volunteer Service Information Form

Section I Date of Record

Name _____ Birth date _____
 Address _____
Street City State Zip
 Home Phone _____ Work Phone _____
 Church _____ Adventurer Club _____
 Marital Status: Married Single Divorced Name of Spouse _____
 Children: Name _____ Birth date: Month Day Year
 1. _____
 2. _____
 3. _____

Section II Health History
 Do you now have or have you had any injury/sickness that might limit your involvement in Adventurer Club activities? Yes No If yes, how would it hinder? _____

Section III Educational Record

Highest Degree/diploma held _____ Year degree/diploma received _____
 School granting degree/diploma _____
 College major/minor _____

Section IV Experience
 List all experience (Pathfinders, scouting, Sabbath School, etc.) that might qualify you for Adventurer leadership.

Position/Type of Work	Church/Organization	Date of Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Section V Award Instruction Ability
 Please list the awards/crafts which you are interested in teaching. Circle: T-capable of teaching. A-able to assist. I-interested in teaming to teach.

Honor/Craft	Honor/Craft
_____ T A I	_____ T A I
_____ T A I	_____ T A I
_____ T A I	_____ T A I
_____ T A I	_____ T A I

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This is a sample of the Staff/Volunteer Service Information form. A reproducible copy can be found in the “Administration” section of the Appendix.



E. Conference Pathfinder/Adventurer Director

1. Evaluates form, noting particularly:

- a.** *SDA membership (Section I)*—If not SDA, it should be noted in the box at the top of the form, *Office Use Only*. According to the Pathfinder/Adventurer Staff Manual, some club positions require SDA membership. If necessary, check *Recommended w/ conditions noted* and write a note.
- b.** *Health History*—If there is a health disability, you must judge whether this is cause for *Not recommended* (which would be unusual) or *Recommended w/conditions noted* and then suggest activities or types of activities that the applicant should avoid or be cautious.

It is important that you remember that you are only recommending. The club director will make the assignment. Nonetheless, it does not hurt to be on the cautious side.

- c.** *Unlawful Conduct (Section VI)*—This is obviously the most difficult section to deal with if the form shows some reason for caution. You may find that as many as 1 out of 200 indicate an admission in this section of unlawful conduct. That's not the end of the world.

Keep in mind that this is a ministry of protection and healing and that you are accomplishing at least three different things:

- 1.** *Protecting the child*—The argument that some abusers may slip through the process is legitimate. It is also true that some drunk drivers are not caught. But that does not mean that the highway patrol should give up the pursuit of dangerous drivers. Neither should we give up. Some abusers have been weeded out in the pilot program. Many more will be. Some eliminated themselves because they did not want to admit their history of abuse.
- 2.** *Protecting the church from liability*—This is the least important reason. However, courts do look more favorably on groups who have attempted to educate their staff and eliminate potential abusers.
- 3.** *Redemption for the abuser*—At times you will find an application that indicates a history of abuse. Your goal is to find redemption for this individual. Most likely, if the accusation or charge was accurate, they will not be able to serve the club. But you can offer or recommend professional and/or pastoral counseling.

What should I do if the application shows an abusive history?

- A.** Contact the individual personally. Let them know you are interested in his/her spiritual life and redemption. Ask for any additional history/information regarding the incident that might help you make your decision.
- B.** Ask him/her to provide you with:
 - 1.** dates and places of abuse events
 - 2.** agencies and investigators of the abuse events
 - 3.** names, addresses, and phone numbers of any counselors involved
 - 4.** notarized letters to each of the involved agencies/investigators and counselors giving them permission to share with you:
 - a.** contents of their files
 - b.** the results of their investigations
 - c.** their opinions regarding the abuser's fitness for service in an organization like Pathfinder/Adventurers
- C.** If the accused was charged unjustly, he/she can be recommended for Pathfinder/Adventurer service unless it would cause adverse controversy in the church and the community. If so, the conference Pathfinder/Adventurer director should seek careful counsel, probably with the conference President.
- D.** If there were just charges and/or legal discipline, and if a reputable counselor indicates in writing that there is genuine healing, the applicant might be used in Pathfinding/Adventuring. The conference President's counsel would be important here also. Again, there must be an assessment of whether the recommendation will cause undue controversy within the church and/or community.

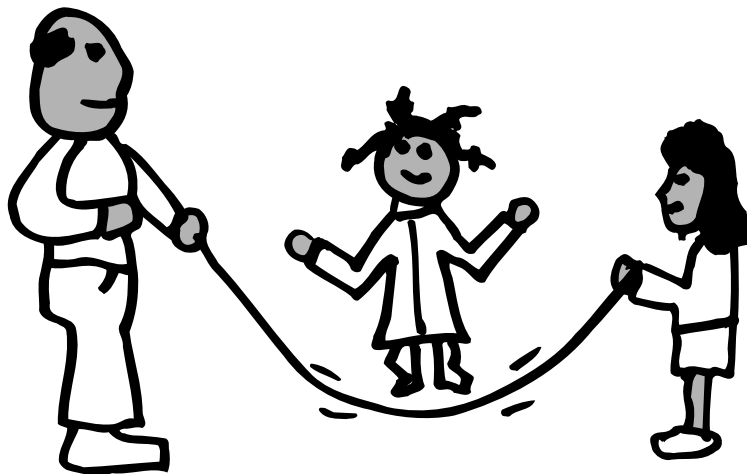
This process is not for staff presently involved in abuse, only for those with a history of abuse. Processing a present abuse case must follow the policy guidelines of the NAD Sexual Harassment and Abuse Guidelines, voted by the NAD Adventurer Committee in January of 1994.

Qualities of a Good Leader

“He who cooperates with the divine purpose in imparting to the youth a knowledge of God, and molding the character in harmony with His, does a high and noble work. He awakens a desire to reach God’s ideal, he presents an education that is as high as heaven and as broad as the universe.”

Education, p. 19

- 1. Love God supremely.** It takes Christian leaders to produce Christian men and women. The Adventurer leader’s life is marked by Christ-centered living. He/she must model what he/she expects his/her Adventurers to become.
- 2. Love children sincerely.** The only satisfactory motive for serving in the Adventurer Club is love for children. This love will be expressed more in action than by words. The Adventurer notices when an adult gladly shares time, energy, and companionship with him/her. This love perseveres, even when the children are unappreciative.
- 3. Serve with enthusiasm.** A vibrant, enthusiastic personality is a great asset to the Adventurer leader. Enthusiasm is contagious. Adventurers quickly follow optimistic leadership. The successful leader emphasizes the positive and supports the program with energy.
- 4. Possess emotional stability.** A leader has to learn to master emotions. A leader needs self-discipline, temperance, faith, and trust in God and a sense of responsibility. Outbursts of ill temper, anger, or depression destroy the image of a competent Christian leader. Everyone is human, though, and sometimes leaders react in anger. A Christian leader will learn to apologize and ask forgiveness when he/she fails to exhibit Christian standards. A leader who can admit he/she is wrong is much more effective than one who pretends everything is perfect.
- 5. Enjoy being outdoors.** Many Adventurer Club activities may be done outdoors. The Adventurer leader should enjoy outdoor activities and learn the skills required.
- 6. Know the essential characteristics of children.** A successful leader understands the characteristics common to Adventurer children. Read current books, make observations, and work in harmony with prevailing trends.
- 7. Learn a variety of skills.** A leader who is versatile and diverse always has something new to introduce to the group. Like any good teacher, the leader should be knowledgeable about and prepared for the activities he/she leads the Adventurers in. The leader should be able to discover the joy of new experiences in the Adventurer Staff Training Course.
- 8. Develop the ability to organize.** Leaders need to be organized. First the





leader sets up goals and evaluates all the factors needed to reach these goals. Next, the leader outlines definite steps to accomplish these goals. Then, the leader delegates responsibility to other individuals. Finally, the leader coordinates these people and encourages and facilitates their progress step by step until the objective has been reached. This is organization.

- 9. Maintain good relations with fellow workers.** As a leader, personal relations are exceedingly important. A leader has the responsibility of seeing that the staff is happy and working effectively. Problems among the staff cripple the entire program. The leader models good people skills, being tactful and diplomatic in handling personal problems. A leader must use the principles of love as the basis for everything done. A leader should never show jealousy or partiality in dealing with the staff or with the Adventurers. A leader's job is to facilitate those who are under his/her supervision so that they will do the best job possible. The leader is responsible for training future leaders of the Adventurer Club.

- 10. Radiate a dignity of presence that assures order.** A leader has a commanding (not domineering) personality. This means that he/she has a dignity that commands respect without resorting to other methods. A leader should also be warm and friendly, someone whom an Adventurer feels comfortable approaching. A leader needs to balance firmness with kindness.

- 11. Sense of humor.** In dealing with kids a sense of humor is important. Using humor to handle irritating or upsetting incidents or teasing from Adventurers will keep things in perspective.


- 12. Be resourceful and creative.** A leader has to be capable of reaching an objective despite various obstacles and difficulties. He/she is resourceful and has alternate options ready in an emergency. The leader is creative and determined in accomplishing goals. He/she also welcomes new ideas.

Goal Setting Questions

1. What is to be accomplished?
2. How is it to be accomplished?
3. When is it to be accomplished?
4. Who will accomplish it?
5. Control measures identified?
6. Steps of communication?

This one step—choosing a goal and sticking to it—changes everything.
—Scott Read

Conference Adventurer Monthly Report



Month _____
 Club name _____
 Director _____
 Director's phone _____

Number of Adventurer children _____ Number of staff _____
 Number of families served _____

Meeting Day _____ Meeting Time _____

Number of meetings this month _____
 Working on classwork this month? Yes No

	Boys	Girls
Busy Bee	_____	_____
Sunbeam	_____	_____
Builder	_____	_____
Helping Hand	_____	_____

Working on Awards Yes No If yes, please list the Awards.

Crafts completed Yes No If yes, please list the crafts.

Field trip _____

Held a child/parent activity this month? Yes No
 Held a Family Network Meeting this month? Yes No If yes, please list the topics:

Mail this report by the 5th of each month.

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This is a sample of the Conference Monthly Report. A reproducible copy can be found in the "Administration" section of the Appendix.

Finances

The Adventurer Club is financed by the local church and club membership fees. All monies collected or spent should be channeled through the church treasurer so there will be an "audit trail". This protects the club leadership.

Planning an Adventurer Budget

- 1. Who plans the budget?**
It is the responsibility of the club director and staff.
- 2. When?**
The budget is planned at the organizational staff meeting.
- 3. What is involved?**
Answer the following questions when planning the budget:
 - a.** What are the programs for the coming year?
 - b.** How much will it cost?
 - c.** The budget expenses should include:
 1. Adventurer awards
 2. Certificates
 3. Craft supplies

4. Outreach projects
5. Conference events
6. Field trips
7. Family Network
8. Insurance (check with your conference Adventurer Director for information)

- d.** The budget income includes:
 1. Application fees
 2. Dues
 3. Subsidy
 4. Fund-raising

Club Dues

Every family pays a moderate amount per Adventurer quarter or year as a part of membership obligations. The dues should not cause any prospective member to forego the privilege of membership, but each member must realize that everything worthwhile costs something.

Contributions

Friends and patrons often contribute toward supplying specific needs in the Adventurer Club program. Booster membership cards should be presented to each contributor.

S T E P B Y S T E P

Sample Adventurer Club Budget

This budget is based on a new club of fifteen members.

Expected Yearly Income:

Application fees	75.00
Dues	315.00
Church subsidy	180.00
Fund-raising projects	240.00
Reserves	100.00
TOTAL	910.00

Expected Yearly Expenses:

Uniform insignia	60.00
Outreach project	30.00
Program material (crafts, etc.)	250.00
Equipment (flags, balls, pledge and law)	210.00
Field trips	60.00
Conference Adventurer Family event	180.00
Miscellaneous secretarial supplies, promotional .	120.00
TOTAL	910.00

This budget is based on a club of seven members.

Expected Yearly Income:

Application fees	35.00
Dues	147.00
Church subsidy	120.00
Fund-raising projects	148.00
TOTAL	450.00

Expected Yearly Expenses:

Uniform insignia	40.00
Outreach projects)	14.00
Program materials (crafts, etc.)	125.00
Equipment (flags, pledge/law, etc.)	125.00
Field trips	71.00
Conference Adventurer Family event	71.00
Miscellaneous	75.00
TOTAL	450.00

Relating to the Parents of Adventurers:

Parents are to be recognized as the key “Relational Ministers,” those who more than anyone else can create the sense of trust, love, and concern that is foundational to the development of “openness” to faith. Parents must be seen as the “primary evangelizers” of their children. No single factor influences the faith development of children more than does the witness and faith life of parents. Those in children’s ministries must help parents to fulfill this vital role by offering programs to the parent in child development.

The Adventurer leader needs to understand the world of the Adventurer parent. He/she must be able to relate effectively to the parent’s thinking, desires, and emotional or psychological stresses in order to work with the parent for the good of the Adventurer. He/she should recognize and understand that there are at least six different types of parents.

1. Strict disciplinarian
2. Overly permissive
3. Believes child is more important than adult
4. Desires strict supervision of all Adventurer functions (nothing left to chance)
5. Academic parents—have studied human development or child psychology, know needs of children and are prepared to evaluate your program
6. Loyal, orthodox parents—“If it is an official program of the church, it is all right, and I want my child in it.”

By understanding the parent, the Adventurer leader can more readily understand the

A “parent” may be defined as the adult caretaker or sponsor of the Adventurer child.

reasons parents put their children in the club.

Some proven methods to assure parents of your interest in their child are:

1. Telephone calls
2. Letter once a month
3. Person-to-person discussions

The personal touch means much to the parent. In addition to the above, leaders (director, deputy director, or counselor) should:

1. Acquaint parents with Adventurer Club’s plans for the month or year.
 - a. Explain the purpose and aims of Adventuring
 - b. Have a program to honor parents monthly, quarterly, or annually.
2. Invite parents to help in specific ways, such as:
 - a. Driving a car on outings
 - b. Using talents or skills in the club
 - c. Offering their home for parties or socials
 - d. Giving money for club expenses
3. Express gratitude and explain how contributions help their children.
4. An essential for strong parental support is the Adventurer Family Network (AFN).

Refer to the Adventurer Family Network section for more information on working with Adventurer parents.

Types of Families

- Non-Christian families
- Christian families
- Multiple-income families
- Disabled (challenged) family members
- Gay couples
- Grandparents as parents
- Divorced or separated parents
- Single-parent father
- Single-parent mother
- Teen parent
- Blended family

(See the “Family Network” section of the Appendix.)



Requirements for Club Membership

1. Families of children in grades 1-4 are eligible for Adventurer membership.
2. Club activities include Adventurer awards, field trips, and regular club and Family Network parent meetings. The Adventurer parent will participate and cooperate in these activities as a member of the Adventurer Club.
3. Members are faithful in attendance at club-sponsored activities. Many clubs establish limits on absences and tardinesses, and Adventurers who do not comply with these regulations are asked to withdraw from the club.
4. The parents of the Adventurers will cooperate with the regulations and activities of the club, as agreed on in the Adventurer application blank. They will be asked to supply money and time to support their child's club involvement. It is also important that

they attend parent meetings sponsored by the Adventurer Club.

5. New members will pay a registration fee (which may include insurance), and pay club dues on a quarterly or yearly basis, as directed by the Adventurer director.
6. Adventurers will own and regularly wear an Adventurer uniform. They come to meetings and club-sponsored events in designated uniform.
7. Adventurers will obey all regulations and instructions of the Adventurer staff.
8. Adventurers and parents will participate in community projects.
9. Adventurers will learn and live by the principles of the Adventurer Pledge and Law.
10. The club membership is presented with the Adventurer I.D. card at the induction program.

Note: The Adventurer membership cards are available from the local conference Adventurer office or *AdventSource*, 5040 Prescott Avenue, Lincoln, NE 68506.



North American Division
of Seventh-day Adventists

Adventurer Membership Card

Child's Name _____
 Class Level _____
 Club Name _____
 Conference _____
 Valid From / / Good Thru / /

The Adventurer Pledge

Because Jesus loves me, I will always do my best.

The Adventurer Law

Be obedient, Be pure, Be true, Be kind, Be respectful, Be attentive,
 Be helpful, Be cheerful, Be thoughtful, Be reverent.

Adventurer Signature _____

The greatest school in the world is the home. The most important teacher is the parent. Therefore, I will cooperate with the Adventurer Club to develop in my child the likeness of our common Father, our Creator, God.

Parent Signature _____

This is a sample of the membership card. Actual cards are available from your conference office.

Safety and Your Club

Each director or counselor, at whatever level of organization, must accept the moral obligation of protecting from physical injury those who are under his/her care. This moral duty of care is reinforced by a legal liability, and while a moral obligation may be shrugged off, leaders cannot escape legal liability for injuries resulting from their actions or omissions.

What standard of care is required of leaders and counselors? There is no easy answer, for the duty of care to an Adventurer will vary in degree from that which is due to an older child. The aim must always be to operate an injury-free program, and consideration needs to be given to the following:

- 1. Premises.** Are the premises free of physical hazards? If not, existing hazards should be immediately removed.
- 2. Equipment.** Is all equipment in good repair? Is it safe? Is safety equipment suited to the activity always provided?
- 3. Supervision.** The required degree of supervision will vary according to the grades of those being supervised. Naturally a 1st grader will require closer supervision than a 4th grader who must accept a greater degree of responsibility for his/her own actions. But supervision must always be provided.
- 4. Types of activity.** High-risk activities should be avoided, and consideration should be given to:
 - a.** Suitability of the activity to the grade group involved.
 - b.** The personal ability and experience of supervisors, e.g., the gymnastic type program should be operated only if there is a skilled, qualified gymnast available to supervise.
 - c.** The provision of appropriate safety equipment.

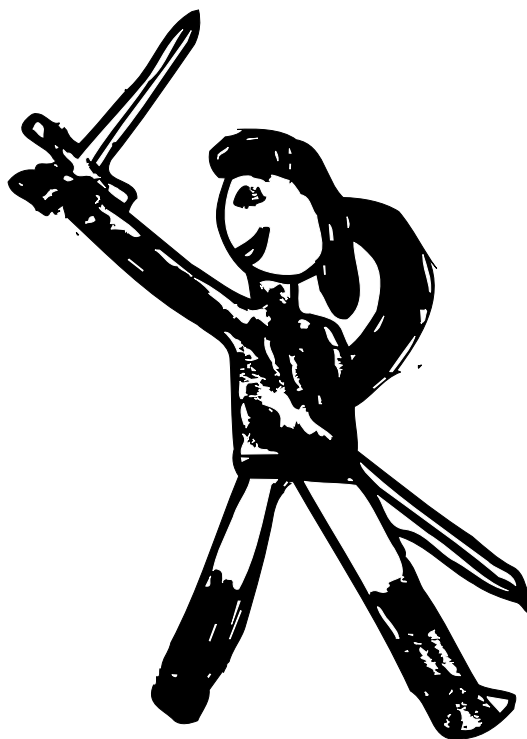
The North American Division can arrange full liability insurance that is

extended to cover leaders and counselors, whether they are paid employees or volunteers, but this provision of insurance must never result in relaxation of the duty of care owed to the Adventurers. No level of insurance can satisfactorily compensate for death or injury.

Adventurer leaders must educate themselves to observe and recognize potential hazards. As an Adventurer leader or counselor you are in a position of trust for those under your care, and you cannot delegate your legal or moral duty of care to anyone else.

Accidents will happen. Injuries will occur. But don't let them happen through your negligence in allowing the use of dangerous premises or faulty equipment or lack of skilled and adequate supervision.

Ask your conference Adventurer Director for training/information on infection control and blood-borne pathogens.



Child Abuse

Child abuse has become a major problem in the United States today. There are over 1,500,000 cases of child abuse reported annually, and 5,000 children die each year in America as a result of abuse by their parents. With such high statistics it is important that the Adventurer staff be aware of what constitutes child abuse and what needs to be done if child abuse is suspected.

Definition

Researchers have designated eight types of neglect and abuse. They are: physical neglect, moral neglect, medical neglect, educational neglect, physical abuse, sexual abuse, community neglect, and emotional neglect. The most serious, the easiest to prove, and the most dealt with are physical and sexual abuse.

Physical abuse involves physical injury to the child in some manner that was not accidental. This includes multiple fractures in the long bones, fractures of the skull, soft tissue injuries and bruises, and subdural hematoma.

Physical neglect, which is much harder to prove, includes inadequate nutrition, unsuitable clothing for the weather, substandard housing, and unhealthful living conditions.

The definition of sexual abuse includes everything from indecent exposure to full intercourse and rape. Statistics show that 1 out of every 4 girls (some statistics say 1 out of 3) are abused sexually before they reach 18 years of age, and 1 out of 8 boys are abused sexually before 18. Some estimate that this number is low because sexual abuse is often not reported. Eighty percent of all abuse is instigated by a relative. In 90 percent of the cases the offender is a male and the victim is a female.

What to Look For

The Adventurer leaders come into contact with children for extended and intimate periods of time, such as on outings. The staff should know what signs to be aware of that indicate the possibility of abuse, either physical or sexual. Remember, there can be other circumstances that can cause any of

these symptoms. However, when several symptoms are present, there is a possibility of sexual abuse, and you have a responsibility to investigate.

Physical Abuse

Physical signs

- ◆ Cuts, welts, or swelling
- ◆ Burns: Cigarette burns or “doughnut-shaped” burns from immersion in scalding liquids
- ◆ Burns with a pattern, such as from an iron
- ◆ Fractures
- ◆ Scars with a peculiar pattern; looped or rounded
- ◆ Bruises
- ◆ Bite marks
- ◆ Physically abused children will often have successive injuries. One will not have healed before they have another one.

Behavioral characteristics:

- ◆ Sleep difficulties
- ◆ Thumb sucking and nail biting
- ◆ Fearfulness
- ◆ Listlessness and apathy
- ◆ Aggression and violence or withdrawal

Sexual Abuse

Physical indicators

- ◆ Torn or stained underclothing
- ◆ Difficulty with bowel or bladder control
- ◆ Soreness, bleeding, or discharges from a non-menstruating girl
- ◆ Trauma to breasts, buttocks, lower abdomen, thighs, genitals, or rectal area
- ◆ Evidences of self-mutilation (cuts, sores, cigarette burns)

Behavioral characteristics:

- ◆ Regressive behavior, such as thumb sucking or bed wetting
- ◆ Refusal to undress under normal circumstances (getting ready for bed)
- ◆ Avoiding physical contact
- ◆ Poor personal hygiene

- ◆ Obsessively good behavior
- ◆ Frequent unprovoked anger, such as mutilation of toys
- ◆ Panicking or flinching when being touched, like when being tucked in at bedtime
- ◆ Continually falling asleep during the day
- ◆ Seductive behavior
- ◆ Fire setting
- ◆ Cruelty to smaller children and animals
- ◆ Obsession with punctuality
- ◆ Frequent sore throats, difficulty swallowing or choking
- ◆ Sudden weight gain or extreme weight loss

When there is abuse within a family, there is usually more than one child involved. If a child comes to you with a story of abuse, remember that in only 1 in 1,000 instances is a self-reported abuse false and falsifying an abuse is virtually nonexistent in preadolescents.

A victim of abuse will tell, on an average, nine people about the abuse before the victim is believed. It is because of this disbelief that abusers get away with the abuse they inflict. If you do not investigate a potential abuse, consider the fact that an abuser will abuse an average of 70 different individuals over his lifetime. If he can be stopped and helped before he gets to the other 69, you will have spared many people a lot of pain.

Being Prepared

As an Adventurer staff you need to be prepared to deal with this problem. There is a list of resources and help hotlines for abuse listed at the end of this chapter. The important thing to remember is: most state laws require abuse to be reported to the police. If you suspect abuse, and especially if a child has told you he/she is being abused, you must report it to the police and to a local social agency in your town. Do not go to the potential abuser for confirmation. They will almost always deny it, and that will place the child in a dangerous situation. Report the abuse to an agency that is equipped to deal with the situation.

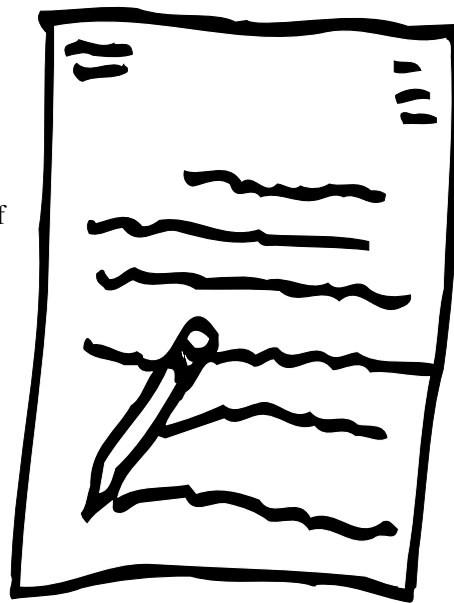
You might also want to inform the pastor of your church so he can be aware of the situation, since the abuser will, most likely,

be a member of your church. The pastor can provide counsel or recommend a qualified Christian counselor for the family. Even if you feel revulsion at the events that have happened, remember that the whole family is suffering and is in need of Christian love and support during this time.

As an Adventurer director you need to be aware of potential hazards in dealing with children. When choosing your staff be especially careful to check out staff that will be working closely with Adventurers. Child abusers are difficult to spot. They are often considered “upstanding” people within the community, are members of a church, and often find work in situations that bring them access to children, such as Adventurers.

Child abusers were often abused as children. If you are aware that someone has suffered abuse as a child, be hesitant to put them in positions where they will have direct access to children. In the majority of abuse situations the child knows and trusts the adult, which makes it much more difficult for the child to be believed. The abuser will often threaten the child not to tell.

If an Adventurer comes to you, as the director, with a story of abuse from a staff member, do not tell the Adventurer he/she is lying and ignore the problem, no matter how reputable the staff member may be. Children rarely make up stories of abuse. You must (in some instances you may even be legally liable) report the incident to the proper authorities.



Are you required by your state or conference to have the Adventurer Staff Volunteer Service Information Form on file? Contact your Conference Adventurer Director.

Training the Staff

With the heightened awareness of child abuse in this country today, many parents will be on the lookout for potential abuse in their children. As an Adventurer director you can help to protect yourself, your staff, your church, the Adventurer name, and your children by providing staff training. Teach your staff what to look for in potential child abuse and tell them to come directly to you if they suspect anything. They should not hesitate to tell you if they feel another staff is exhibiting improper behavior with the Adventurers.

Not only should you and your staff be aware of signs of abuse; the staff needs to be trained how and when to touch a child. A casual touch can easily be misinterpreted by a child or a parent. Do not touch a child anywhere near their private parts. Do not fondle them or hug them excessively, ask them to sit on your lap, or instigate any other sexually suggestive acts. Even done in innocence, a certain touch or act can easily be misinterpreted.

Nor should the staff ever physically punish a child. Corporal punishment, except by a parent or guardian, is against the law. Even if a child "deserves" punishment, they should not be physically punished by anyone in the Adventurer staff. The staff should never hit or push a child for any reason or physically endanger them in any way.

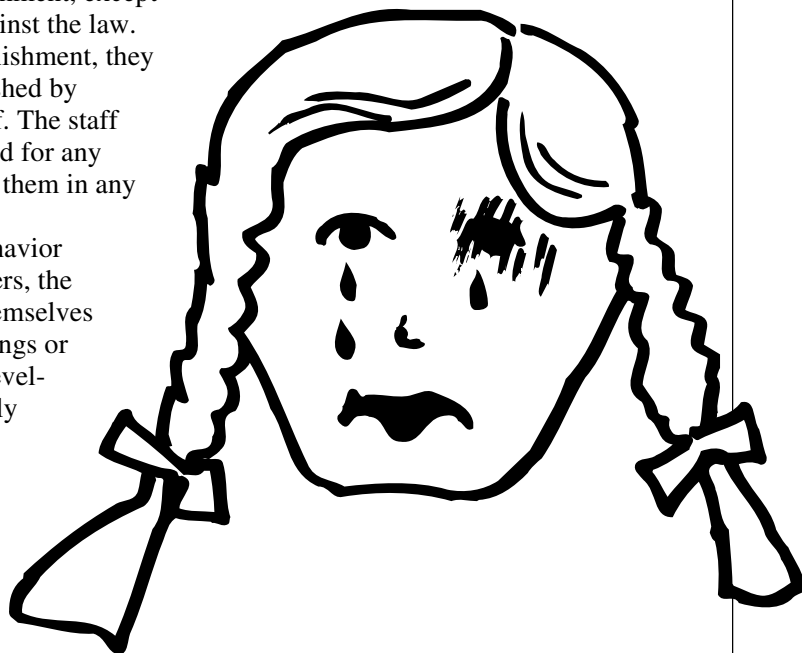
By being aware of their behavior toward the Adventurer members, the staff can do a lot to protect themselves from potential misunderstandings or even lawsuits. If a situation develops where a staff has physically harmed a child, the director should immediately report it to the parent and not try to

"cover it up." There can be potentially serious consequences from physical action toward a child.

Preventive Training for Children and Parents

The Adventurer Club may consider holding child abuse awareness classes. These classes can be held for the children themselves to teach them that their bodies are sacred and should not be touched in certain ways and certain places and that they have the right to say "no" to an adult who approaches them in an improper way. The best resource available for this kind of class is the book: *A Very Touching Book*. Simply read the book to children in small groups. Keep in mind that research does not show a significant effect in preventative training for children under six.

Another beneficial class can be held for parents reading *A Very Touching Book* and giving them information on child abuse provided in the resource list on the next page. (Special note of *Sins of the Father*.)





Resources

Organizations

24-Hour Child Abuse Hotline
1-800-4 A Child

National Clearinghouse on Child
Abuse and Neglect Information
P. O. Box 1182
Washington, D.C. 21103
703-821-2086
202-224-3121

National Center on Child Abuse and
Neglect
202-245-2859

American Association for Protecting
Children
9725 East Hampden Avenue
Denver, CO 80231
1-800-227-5242; in MD 301-695-0811

National Committee for Prevention
of Child Abuse
332 S. Michigan Avenue
Chicago, IL 60604
312-663-3520

Childhelp USA
6463 Independence Avenue
Woodland Hills, CA 91367
1-800-4 A Child

Parents Anonymous
7120 Franklin Avenue
Los Angeles, CA 90046
1-800-421-0353
213-410-9732

Parents Against Molesters
P. O. Box 12951
Norfolk, VA 23502
804-465-1582

Books and Resources

Jan Hindman, *A Very Touching Book*
(McClure Hindman Assoc.)
Available from Alexandria
Association, 911 SW 3rd Street,
Ontario, OR 97914.

Andres D. Lester, *Pastoral Care with
Children in Crisis* (Louisville, KY;
John Knox/Westminster Press),
1985.

Wesley R. Monfalcone, *Coping with
Abuse in the Family* (Louisville,
KY; John Knox/Westminster
Press), 1980.

Marianne Morris, *Sins of the Father*,
Pacific Press.

He Told Me Not to Tell, "Parents'
Guide for Talking to Your Child
About Sexual Assault". Available
from King County Rape Relief, 305
S. 43rd St., Renton, WA 98055.
206-226-7273.

Pat Palmer, *Liking Myself and The
Mouse, the Monster, and Me* (San
Louis Obispo, CA; Impact
Publishers), 1977.

Linda Tschirhart Sanford, *The Silent
Children: A Parent's Guide to the
Prevention of Child Sexual Abuse*
(New York: Doubleday), 1980.

Dealing with Sexual Abuse
Pamphlets: *Help for the person who
has been Sexually Abused; My
Child has been Sexually Abused;
Ministering to the Sexually Abused*,
AdventSource, 5040 Prescott
Avenue, Lincoln, Nebraska 68506