

TLT HANDBOOK



T EEN

L EADERSHIP

T RAINING

Table of Contents

1.0	THE TLT MENTOR	4
2.0	WELCOME TO THE TLT PROGRAM	4
3.0	PURPOSE	5
4.0	GOALS	5
5.0	OBJECTIVES	5
6.0	STRUCTURE OF THE PROGRAMME	5
7.0	CONFERENCE TRAINING	5
8.0	REQUIREMENTS FOR MEMBERSHIP	6
9.0	PROCEDURES	6
9.1	Application	6
9.2	Acceptance	6
9.3	Probation Period	6
9.4	Department Assessment and Promotion	6
9.4	The Mentor	7
10.0	CHARACTERISTICS OF A GOOD MENTOR	7
10.1	Selecting A Mentor	7
11.0	TLT CURRICULUM	7
12.0	TLT PROGRAM OUTLINE	7
13.0	OPERATIONS	8
13.1	Operational Key Words	9
13.2	TLT Competencies	9
13.3	Expectations	9
14.0	ADMINISTRATIVE OPERATIONS	9
14.1	Club Planning	9
14.2	Worships	9
14.3	Drill and Exercises	9
14.4	On-Site Safety	9
15.0	ACTIVITIES OPERATIONS	11
15.1	Event Planning	11
15.2	Logistics	11
15.3	Food	11
15.4	Off Site Safety	12
16.0	OUTREACH OPERATIONS	13
16.1	Outreach Planning	13
16.2	Logistics	13
16.3	Communications	13

16.4	Share Your Faith	14
17.0	TEACHING OPERATIONS.....	15
17.1	Instruction Planning	15
17.2	Logistics	15
17.3	Recruitment.....	15
17.4	Teaching	16
18.0	RECORDS OPERATIONS.....	17
18.1	Clerical.....	17
18.	Reports.....	17
18.3	Finances.....	17
18.4	Accounting.....	18
19.0	COUNSELLING OPERATIONS.....	19
19.1	Unit Planning	19
19.2	Club Trip	19
19.3	Teamwork.....	19
19.4	Personal Safety.....	20
20.0	SPECIAL OPERATIONS 1	21
21.0	SPECIAL OPERATIONS 2	22
	Teen Leadership Club Structure Organisational Flow Chart	23
	Teen Leadership Area Structure Organisational Flow Chart.....	24

1.0 The Teen Leader

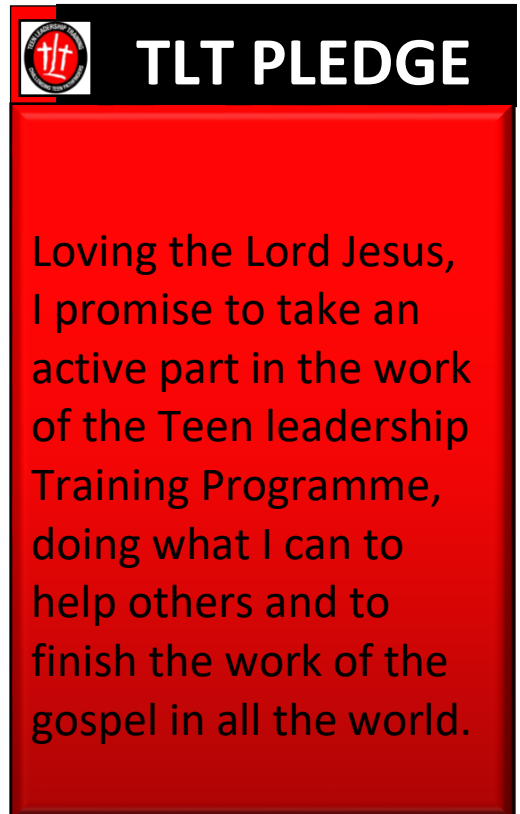
Welcome on board The Teen Leadership Training (TLT) Programme.

This Handbook is intended as a resource to provide guidance and instruction as you work through the programme with the Mentor you have CHOSEN to support you.

Additional advice is also available from the South England Conference Teen Leadership Training Programme Co-ordinator whose contact details can be found on the final page of this manual.

Please note that this is intended as an additional resource adapted for use in the South & North England Conference, it does not replace the original TLT Manual.

May God continue to bless you as you work with His youth.



1.0

2.0 WELCOME TO THE TLT PROGRAM

The TLT program is designed to challenge and empower the teen Pathfinder with new and increased responsibilities while allowing them the security of doing so in a place they know and love. The TLT experience will assist them to form adult-Pathfinder relationships as an expression of their developing identity as teenagers. The TLT Members must learn how to give of themselves and how to receive from others. They must allow themselves to be known while getting to know others.

The TLT members need to believe in themselves. Each teen must have courage, determination, dedication and competitive drive. They must be willing to sacrifice the little things in life to pay the price for the things that matter.

The TLT program demands creativity, teens want to experience achievement and responsibility through a leadership experience with their friends. They want opportunities to stretch their abilities through a 'shared service experience' of Pathfinder Ministry.

Teen Pathfinders want to use their energy and commitment when they find something that involves character building and provides strength to live this life while preparing for the greater life as a son or daughter of God.

3.0 PURPOSE

The Teen Leadership Training (TLT) program is designed to train and Mentor youth in service and leadership skills.

The TLT vision encompasses a core of youth fulfilling meaningful and responsible Pathfinder leadership positions in the Pathfinder Club and Conference/Union Pathfinder ministry, supporting the mission of the Seventh Day Adventist Church as they learn to give of themselves and to receive of others.

TLT youth will experience acceptance, achievement, and responsibility in developing self-efficacy, self-respect, and identity through adult-teen mentoring in a “shared service experience” in developing a redemptive relationship with God.

4.0 GOALS

To help Teens experience their developmental needs by making them feel:

A sense of achievement

A sense of responsibility

A sense of respect for authority

A sense of acceptance in adult leadership circles

A sense of confidence in the development of life skills

5.0 OBJECTIVES

Encourage TLT members to belong to the church and to actively participate in the organised leadership of the Church/Conference Pathfinder Ministry.

Involve TLT members as associates with Pathfinder adult leadership, holding responsible positions in Local and Conference Pathfinder Ministries.

Enable TLT in skill-building opportunities through positive communication and friendship networks created to increase resilience to peer pressure, increase self-efficiency and increase self-confidence.

Challenge TLT members in the mission and ministry of Christ through Pathfinders, making God’s Word meaningful and fruitful in their lives.

6.0 STRUCTURE OF THE PROGRAMME

The TLT program is a four-year course designed to include all aspects of Pathfinder club management and operation. This will encourage teens to explore and develop their talents in leadership, planning and social skills.

The program gives the TLT member permission to experience Pathfinder Leadership, under adult supervision with an assigned Mentor.

The program uses **six** major departments of a club as training sections, these include:

Administrative

Activities

Outreach

Teaching

Records

Counselling

Within each of these Operations are several service areas that must be completed.

7.0 CONFERENCE TRAINING

The TLT and their mentor attend a Conference held residential training workshop then return to their club to fulfil the operational tasks together.

The key to the success of the TLT program is clear and ample communication. There must be effective and frequent

communication between the TLT member and the Pathfinder club leadership. Therefore, it is essential that TLT's attend staff meetings on a regular basis.

8.0 REQUIREMENTS FOR MEMBERSHIP

The Pathfinder should be in Year 9 and have completed at least one level of The Pathfinder Program and had an attendance record of at least 85% during the most recent active year.

1. Submit **three** separate recommendation forms, to be included with the application pack, from a **Pastor or Head Elder, Teacher and Pathfinder Club Director or staff Counsellor**.
2. Submit an application to be approved and signed by the sponsoring Pathfinder Club Director.
3. Register the approved application with the Conference Pathfinder Department.
4. Applications are to be renewed, approved and registered annually.
5. The TLT should actively participate in leadership skill development assignments.
6. Exercise personality traits promoted by Christian ethics, the Pathfinder Pledge and Law and the TLT Pledge must be an integral part of the participant's lifestyle.

9.0 PROCEDURES

9.1 Application

A Pathfinder or Secondary School age youth wishing to join the TLT Program must complete a TLT Application Form and obtain three recommendation forms. (as detailed above)

These forms should be turned in to the Pathfinder Club Director at least two weeks before the beginning of the local Pathfinder year.

9.2 Acceptance

In addition to the application and recommendations, the TLTs commitment to Pathfinders, appropriate maturity level and Christian witness should all be considered.

Each club should work with the Pathfinder to enable them to make the best decision for the selection of a TLT Mentor. Both the Club Director and the selected TLT Mentor will sign the application as a commitment to the TLT and his/her success.

Upon approval onto the TLT program, a copy of the TLTs application will be sent to the Conference Pathfinder Department to be registered with the Conference.

9.3 Probation Period

Each new or transferring TLT must complete a minimum 60-day probationary period. During this period the TLT will perform as a regular part of the TLT Program and the TLT Administration will evaluate the TLTs commitment to the program.

Should the TLT Administration find significant cause, the TLT may be dismissed at the end of the probationary period.

The red TLT scarf which is issued to the applicant at the TLT Induction Service, will no longer be allowed to be worn should they no longer remain on the program after the probationary period

9.4 Department Assessment and Promotion

On completion of the first Operation the Club/TLT Director and the assigned Operational staff member will conduct an assessment of the TLT's work. Assessment sheets will be based on the **folder of evidence** provided in the handbook.

All tasks must be completed by all TLTs. The TLT will proceed to their next of the two Operational assignments for Assessment.

1. A final assessment of each TLT will occur at the completion of the two Operations. The Conference TLT Coordinator along with the TLT Administrative team and TLT Area Coordinators will conduct the assessment at a scheduled appointment.
Upon successful completion of a level, the TLT may receive a black and gold level star pin at the investiture service, that will indicate the level completed.
Being a TLT requires great responsibility. If any conduct is deemed unbecoming, or the TLT has failed to complete his/her assignments, a review of the TLT will occur. If it is deemed necessary by the review, disciplinary action may need to be taken up to and including dismissal from the TLT Program.

9.4 The Mentor

There are **two** classifications of Mentors on the TLT program.

- The **Main Mentor** is an individual who will work with a specific TLT for the **full four** years of their training. Even though staff members change, this is the TLT's primary Mentor. The basic job function of the TLT Mentor, whether the Associate Director for TLT or the TLTs Counsellor is to assist the TLT in their developmental needs as outlined in the goals section above. Mentors must continually challenge, motivate, inspire, and encourage their TLTs, therefore, the success of the TLT's leadership development is directly related to the modelling and support given by their assigned TLT Mentor.
- The second classification is the **Operational Mentor** or **Club Counsellor**. These are the specialists who are responsible for various aspects of club leadership. They work with the TLT for shorter periods of time that relate directly to the Operational tasks they perform.

10.0 CHARACTERISTICS OF A GOOD MENTOR

"A Mentor is a person who guides a less experienced person, by building their trust and modelling good behaviour."

To be a Mentor is a position of Honour, Trust & Responsibility. The Most effective Mentors lead by example and teach with understanding, compassion, dedication and love. The primary goal of the mentor is to help teens experience their developmental needs.

10.1 Selecting A Mentor

A TLT should be given the opportunity to choose who they want as their Mentor.

The Club/TLT Director is to assist a TLT in recruiting their assigned TLT Mentor. The selected Mentor will need to be in the club or become a Pathfinder club staff member within the early months of the program. It is strongly recommended that a Mentor only have a maximum of three TLTs to Mentor.

Additionally, a Mentor must not be a club Director, this is to ensure the TLT has the maximum time available to them to work on the program.

11.0 TLT CURRICULUM

Adapted from Teen Leadership Training Manual 2014 Edition, With special permission from Pastor Tracy Woods NAD Pathfinder Ministries.

Tools for Teen Leaders book 2009, NAD Pathfinder Ministries

12.0 TLT PROGRAM OUTLINE

The South England Conference follows the recommended program outline.

- Level 1 TLTs are to complete the Administrative and Activities Operations over a minimum nine-month period.
- Level 2 TLTs are to complete the Teaching and Outreach Operations over a minimum nine-month period.

- Level 3 TLTs are required to attend the South England Conference 10-hour Pathfinder Basic Staff Training Program. Additionally, to complete the Records and Counselling Operations over a minimum nine-month period.
- Level 4 TLTs take some of the Master Guide taught classes (8 hours) at the Training weekend and specialise in a topic or Operation of their choice.
- ***NB At each Operational level, each TLT is required to work on a Conference or Union Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.***

Leadership Skills Development Program for Conference Events

A. Pathfinder Club Leadership Skills Development – Levels 1-4

1. Attend club staff meetings
 - a. Assist in club planning and programming
 - b. Assist in promoting TLT Program within the club
2. Accept leadership responsibilities
 - a. Assist in teaching Pathfinder curriculum and honours
 - b. Fulfil the TLT program tasks as assigned by club staff

B. Conference Leadership Skills Development – Levels 1-4

1. Attend Area - level staff meetings
 - a. Assist in planning and carrying out Area events such as: Honour Day, Curriculum camp, Pathfinder or Adventurer Bible Experience event
 - b. Assist in promoting TLT Program throughout the Area (*where Possible*)
2. Attend Conference Leadership trainings
 - a. Assist in planning and carrying out Conference events such as: Camporee, Fairs, Pathfinder or Adventurer Bible Experience TLT Event...
 - b. Plan and Participate in a Conference-sponsored TLT events (*where Possible*)

C. Union Leadership Skills Development – Levels 3-4 and beyond

1. Attend Union Leadership training
 - a. Assist in planning and carrying out union events such as: Camporee, Pathfinder or Adventurer Bible Experience
 - b. Assist in developing TLT & Teen Events ministries within Conferences (*where Possible*)

13.0 OPERATIONS

The following pages contain the requirements of each of the six Operations together with specific guidance regarding the evidence that must be produced for the TLT to complete the Operations to enable them to work through the various levels of the program.

Mentors are reminded that their role is to assist the TLT and this should be clear to the assessor at the evaluation through the TLT presenting their own work and being able to provide additional information, where requested by the Assessor.

The three areas below are designed to help with understanding how to address each requirement, to benefit fully from being on the program and to complete the program in the most effective way possible.

13.1 Operational Key Words

Assist – TLTs help by giving assistance to pathfinders, staff and other TLTs.

Coordinate – TLTs work side by side with pathfinders, staff and other TLTs

Develop – TLTs work on their own and lead pathfinders, staff and other TLTs.

13.2 TLT Competencies

Use frequently to monitor the level of interaction among your TLTs throughout the program

Be organised

Build relationships

Enlarge networks

Grow spiritually

13.3 Expectations

Use as a guide to determine how effectively the TLTs are performing

Meet deadlines

Work together without prodding

Communicate effectively

Exhibit a Christian spirit

- Please note, all areas in blue are only relevant during the Covid pandemic.

14.0 ADMINISTRATIVE OPERATIONS

14.1 Club Planning

1. Summarise your involvement in assisting in the planning of at least 3 club activities that could include, but not limited to:
 - a. Regular meetings
 - b. Induction
 - c. Investiture

Folder Evidence:

- Show all documents relating to the planning stages for each programme
 - Show the **draft** program outline for each
2. Summarise your involvement in assisting in planning and coordinating the yearly and single meeting schedules or **virtual club meetings during lockdown**. This includes times for Pathfinder class work, **or in a virtual setting**, honour or / **E-honour** instruction, special events, worships, outings, and camping trips.

Folder Evidence:

- Show all documents relating to your part in assisting the teacher in the planning stages for each programme
 - A club year plan
 - Show plans e.g., mind map for a single meeting schedule with added activities as listed above
 - A worship outline
 - A travel itinerary for camp or any trip (**residential trip or club outing**)
3. Working independently, the TLT to develop the weekly schedule in the Pathfinder meeting place / **virtual meeting place** including weekend schedules on camping trips **to take place after the lockdown is lifted**).

Folder Evidence:

- Produce a club session schedule with allotted time for each section created by the TLT
- Show a schedule for a camping trip created by the TLT

14.2 Worships

1. Summarise your involvement in assisting in developing ideas for worships including themes, topics, guests and activities.

Folder Evidence:

- Produce a creative outline to show your worship ideas as stated above (written or Record)

2. Summarise your involvement in assisting in planning and scheduling worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup programme should there be a problem.
Invite speakers to make virtual presentations via Skype/Zoom, or via Power Point Presentations emailed to club members who are not using Zoom for club meetings. Be prepared with a backup program should there be a problem.

Folder Evidence:

- Show the program or bulletin (**online flyer showing program details**)
- Show the communication between yourself and the speaker (**e-mail**)
- Show thankyou note

- Show the backup programme (Plan B)

3. Working independently, the TLT should coordinate with TLT's, pathfinders, leaders assigned to teaching and counselling operations or with the designated worship leader to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements. ***(Coordinate virtually via any online platform during lockdown.)***

Folder Evidence:

- Show either a **virtual or physical worship** outline created by the TLT
- Share the mode of communication used with the above groups, i.e. (emails,) used by the TLT**

14.3 Drill and Exercises

1. Summarise your involvement in assisting in the arranging, scheduling, and facilitating units in conducting opening and closing exercises during meetings and events including the posting of colours. ***(*System Administrator to automatically complete this requirement for all TLTs as this was covered at the Residential.)***
2. Summarise your involvement in assisting in teaching basic marching and drilling techniques ****complete where possible during lockdown***
3. Working independently, the TLT to develop, train, and schedule the exhibition drill team ****complete where possible during lockdown***

Folder Evidence:

****Include the evidence only if completed***

- Keep images to support the three requirements
- A short report for question 2, to include, event, task, date, venue, attendees, self-evaluation also list techniques used.

14.4 On-Site Safety

1. Summarise your involvement in assisting in the planning, scheduling and coordinating safety personnel and equipment when necessary.
 - a. Car Park, driveway entrances, footpath or forecourt
 - b. Entrances to the building and the Pathfinder meeting areas.

Folder Evidence:

- Show safety procedure for the church, e.g., fire evacuation procedure***
- Show images with exit signs at the entrance, fire extinguishers, first aid equipment in designated areas, ***or describe where each item is located in your club***
- State the recommended number of first aid kits per members of a club.***
- Recommend a list of items which should be in the kit***

2. Summarise your involvement in assisting in establishing or continuing contact with local emergency and police agencies.

Folder Evidence:

- List the actual contact details for the local police station and hospital
- Show a map from the church to all emergency services
- Provide communication for at least one agency

3. Working independently, the TLT should develop a checkout system for safety equipment and assist with its storage, upkeep and repair. This may include club flashlights, traffic cones, reflective vests, fire extinguishers, fire buckets, first aid kits, toolboxes, roadside emergency kits etc.

Folder Evidence:

- Produce the safety checklist, showing equipment and maintenance and repair section

NB At level 1 (Administrative / Activities Operations) work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are

oversubscribed, the TLT may join another ministry to complete this requirement. Omit the Conference Event Requirement

15.0 ACTIVITIES OPERATIONS

15.1 Event Planning

1. Summarise your involvement in assisting in planning at least two different off-site events including one of the following, but not limited to:
 - a. Camping Trips
 - b. Field Trips
 - c. Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels)
 - d. Special events not regularly scheduled by the club (Pathfinder/Adventurer camporee)
 - e. Other _____

**The planning can be carried out in a team meeting, with the Pathfinder Director using your preferred platform. This can be followed up with an email to confirm the discussions.*

Folder Evidence:

- Show the minutes from the *planning meeting* for each event
 - Include email confirmations of Zoom meetings and plans.*
 - Show the final programme outline for each
2. Coordinate with Administrative and Teaching Operations, pathfinders or leaders to ensure events or activities needed have time allocated for Investiture Achievement requirements, and that proper preparations are made. Prepare, mail, and post all necessary promotional materials, a schedule, task assignments, menus, and activities. *Virtual meetings to aid discussion. Provide minutes of the session*

Folder Evidence:

- Show promotional material
- Show menu relevant to the event
- Show the schedules with allotted time on the program for each item
- Show communication between yourself and someone from Administrative and Teaching Operations, pathfinders or leaders.

3. Summarise your involvement in assisting in planning for photography/videography personnel to provide pictures to be used for reporting the event and for promoting your club ministry.

Folder Evidence:

- Show letter to parents requesting consent
- Photography/videography consent form

15.2 Logistics

1. Summarise your involvement in assisting in planning campsite layout and facilitate campsite setup.

Folder Evidence:

- A plan of the campsite layout detailing all facilities on campsite, emergency exit, first aid / sleeping tents etc.
2. Summarise your involvement in assisting in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club equipment upon return from an event.

Folder Evidence:

- A copy of the packing & repair equipment checklist (in table format)
- A schedule of the activities

3. Working independently, the TLT to develop and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e., rain, snow, cancellation, etc.)

Folder Evidence:

- Submit a document detailing your original plan and your plan B

15.3 Food

1. Summarise your involvement in assisting in developing a menu and food supplies list for the event. Assist in the purchase of required food items and supplies. **(Pictures of food supplies you would purchase and evidence the pictures in your folder- source form online supermarket).**

Folder Evidence:

- A **Menu** and **shopping list** showing costings of each item required
- Evidence showing TLT taking part in the buying food items

2. Summarise your involvement in assisting in unit assignment in kitchen preparation, food preparation, water detail, and wash station.

Folder Evidence:

- A copy of the kitchen rota detailing each of the 4 sections as listed

3. Working independently, the TLT needs to develop club guidelines for food safety. Learn the requirement for the Basic Food Hygiene course. Obtain a Food Hygiene Certificate. ***Complete an online Basic Food Hygiene Course (see some links to listed below)***

Folder Evidence:

- A document detailing the club guidelines for food safety
- A copy of your Food Hygiene Certificate

15.4 Off Site Safety

1. Summarise your involvement in assisting in planning, scheduling, and arranging for adequate and proper safety at departure, on site (including night watch if needed) and at the return point.

Folder Evidence:

- Copy of the document detailing the return travel plans
- Show security rota for each night watch (where overnight takes place)

2. Coordinate with the TLT attached to Records Operations, leaders or club secretary to collect and record permission slips, fees or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons.

Folder Evidence:

- A copy of the permission slip
- Create a Record Sheet for collecting fees
- Produce an example of the register of attendees
- Evidence of communication between yourself and the TLT from the Record Operation or club secretary/ leader

3. Summarise your involvement in assisting in planning for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.

Folder Evidence:

- Show a copy of the vehicle reservation documents (if applicable)
- Copies of the relevant documents detailing the travel arrangements/plans
- Travel directions/map
- A copy of the emergency procedure and meeting places
- Show communication to the CHURCH BOARD to log travel, including times, venue, names and numbers of all travelling (if this is not an actual event, provide an example)

Notes:

<https://alison.com/course/diploma-in-food-safety-revised-2017> - free course (requires signup to Alison)

<https://food-safety.org.uk/> - Cost £10 +VAT (£12)

<https://www.cocomo.eu/mycompliance/PowerPointHtml5.aspx?page=a4ea52eb-01fa-43c8-9ef3-0213d5d0b471> – free course - certificate cost £4.50+VAT (£5.40)

<https://www.hsedocs.com/courses/> - £9.99 (£4.99 if ten or more booked)

NB At level 1 (Administrative / Activities Operations) work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.

Omit the Conference Event Requirement

16.0 OUTREACH OPERATIONS

16.1 Outreach Planning

1. Assist in planning **two** or more events, at least one must be from the following:

- ADRA
- Community Service
- Outreach Dinners
- Pathfinder Sabbath
- Vacation Bible School
- Evangelism
- Other _____

NB – PLEASE NOTE

- You must outline the evidence for each event. To be clear, where the folder evidence is outlined you will need to demonstrate the evidence for event 1 and event 2.
- The events must be outreach activities – where you have selected one of the events from the list above you must prove how you have promoted the event with the community / friends and relatives of the pathfinders who are not Adventist. These relate specifically to Pathfinder sabbath, Evangelistic Activities etc – if you select these activities you need to demonstrate what aspect of the programme had a built in Outreach focus , how you promoted the event and confirmation of non-adventist attendees. Remember these events should be OUTREACH focussed and therefore in-reach activities do not count.

Folder evidence:

- Show plans for each of the events
2. Coordinate with Administrative and Teaching Operations, pathfinders or leaders to have programming for the events.

Folder evidence:

- Provide evidence of the communication between the relevant individuals
3. Summarise your involvement in assisting in the planning and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

Folder evidence:

- Show the plan B for both of the events above
- Summary of your involvement in planning the events

16.2 Logistics

1. Assist in developing a packing list, preparing and packing all materials and necessary equipment, and unpacking, accounting for, and repairing all equipment upon return from an event.

Folder Evidence:

- A schedule of the event
- A brief summary of your involvement in packing, preparation, accounting for and repairing equipment etc.
- [An inventory checklist to be used for the event, including sections detailing Equipment going out and returned, Repair equipment/Packing/Unpacking checklist](#)
- [Show permissions slips for all participants](#)
- [List of personnel you worked with and their roles](#)

2. Assist with developing a menu and food supplies list for the event as needed

Folder evidence:

- Show menu
- Show the food supplies list, state where they will be obtained from
- If food is not required, outline the reasons
- A brief summary of your involvement in developing menu and food supplies list.

3. Coordinate with the TLTs assigned to Administrative and Activities Operations, or leaders to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed. **(also applies to remote working)**

Folder Evidence:

- Provide written communication between the relevant individuals / **Leaders**
- Provide the risk assessment document for the event **(face to face or virtual) if virtual please indicate the e-safety guidelines utilised (provided for participants) in addition to the risk assessment document**

16.3 Communications

1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials. **(This is pre-event materials)**

Folder evidence:

- Show promotional materials created and state where you published/ promoted the event.
2. Assist in preparing, distributing and posting information at the event such as programs or bulletins, menus, staff assignments and activities. **(This is distribution at the actual event)**

Folder evidence:

- Show a list of duties assigned to each staff member
 - Provide a Menu for the event **if necessary**
 - Provide the program / bulletin for the event **and state where advertised**
3. Working independently, the TLT needs to develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, church leader or your Area Coordinator.

Folder evidence:

- A copy of the **shared, typewritten** report **including its audience** (this can take the form a newsletter, link to a church website page that has your report, you tube link, Tik Tok etc.)

16.4 Share Your Faith

1. Working independently, the TLT to develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, annunciation of words, clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)

Folder evidence:

- State where you practiced speaking in public and what you did,
- Provide a written reflective summary of the activity, e.g. Story telling *(your summary should include what you did, date, audience, what worked well, areas for improvement and what key skills you plan to take forward for future opportunities)*

2. Working independently, the TLT develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction...)

Folder evidence:

- Provide a brief description of the six different styles of prayer
- Show the program where you practiced any of those styles.
- Provide a written reflective summary of the style practiced *(your summary should include what you did, date, audience, what worked well, areas for improvement and what key learning points / skills you plan to take forward for future opportunities)*

3. Working independently, the TLT to develop your personal testimony into a three-minute short story, a song or a poem. Share it with your friends, your family, or your staff.

Remember you don't need to be baptised, this is about three key things:

(1) How you came to know Christ , be specific (2) Your life after you received Christ - changes (3) The impact of having Christ in your life.

For those of you not baptised you might find it easier to provide a testimony – Share an experience where Christ made a difference to your life or situation.

Folder evidence:

- Share your written testimony, *(please state the date, time, audience and place where you shared the testimony)*

NB At level 2 (Teaching / Outreach Operations) work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.

Omit the Conference Event Requirement

17.0 TEACHING OPERATIONS

17.1 Instruction Planning

1. Summarise your involvement in assisting in planning and carrying out Pathfinder class requirement instruction for the year or assigned time period.

Folder evidence:

- Show your club's year plan
- Provide a sign off sheet to evidence carrying out the requirement (*e-sign off*)

2. Summarise your involvement in assisting in planning and carrying out Honour selection for instruction, including integration of honours required by the class requirement.

Folder evidence:

- Show honour worksheet and answer sheet detailing plans to teach it
- List resources to be used
- Provide pictures of where the honour was carried out (*virtual details*)

3. Coordinate with other Operations or assigned club individuals in making sure that Pathfinder Class requirements are carried out in the most appropriate fashion possible.

Folder evidence

- Provide the written communication between the Operations or the assigned club individuals

17.2 Logistics

1. Summarise your involvement in assisting with acquiring supplies and equipment. Provide substitute or teaching assistance.

Folder evidence:

- State where the supplies will be obtained from and what they are
- State the names of assisted Counsellors
- Prepare a list of resources, equipment, and instructions and procedures that would be required to run a virtual club meeting.*

2. Summarise your involvement in assisting in the set-up of the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instruction.

Folder evidence:

- Provide a SET UP procedure for teaching an activity
- Provide a CLEAN UP and store away procedure following teaching the activity

3. Working independently, the TLT to develop an Honour, piloting the honour, and submitting it for approval to the SEC Pathfinder Department.

Folder evidence:

- Produce the honour and its category
- Provide question and answer sheets
- Show lesson plans for developing the honour
- Pilot the honour within your club
- Provide a short report evaluating your honour session
- Support with images
- Prepare feedback forms for piloting the honour*

17.3 Recruitment

1. Summarise your involvement in assisting in the recruitment of Pathfinder class instructors and honour instructors.

Folder evidence:

Copy of the recruitment process for virtual or physical club meetings.

2. Summarise your involvement in assisting in providing teaching requirements and resources to instructors along with information about the setting out for teaching, time frame of instruction, and how many students to plan for.

Folder evidence:

- A written document explaining how a virtual club meeting was operated via any online platform***
- Submit a resource list appropriate for the activity***

3. Undertake an evaluation with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT, pathfinder, or leader assigned to Records Operations, or the club secretary to make sure all expenses have been reimbursed to the instructor.

Folder evidence:

- Provide the thank you note and follow up plan
- Copy of the recruitment process
- Submit an expenses spreadsheet
- Provide completed feedback/evaluation forms.***

17.4 Teaching

1. Summarise your involvement in teaching a Pathfinder class requirement to Pathfinders as specified by the Guide requirements.

Folder evidence:

- Show class requirement taught
- Show copy of lesson plan which should be different to previous ones used as evidence ***for a physical or virtual club meeting***

2. Summarise your involvement in assisting in teaching an Honour to the relevant Pathfinder class, as specified by the Guide requirements.

Folder evidence:

- Show honour worksheet completed by a pathfinder in your session

3. Identify two learning styles within your pathfinder group and provide a lesson plan for each. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future

Folder evidence:

- Produce and submit plans and handouts
- Lesson plans for the different learning styles.***

NB At level 2 (Teaching / Outreach Operations) work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.

Omit the Conference Event Requirement

18.0 RECORDS OPERATIONS

18.1 Clerical

1. Summarise your involvement in assisting or lead out in keeping and tracking attendance records for club meetings and events and totalling them for use by the club director for church board, Area Coordinator and Conference reports.

Folder evidence:

- Copy of a section of the attendance record/register. (The TLT must explain how they tracked the attendance) or
- This requirement can be completed by using pre-lockdown actual club meeting records and/or using attendance records taken from virtual club meetings. (The TLT must explain how they tracked the attendance)*

2. Summarise your involvement in assisting or lead out in the distribution and collection of permission slips for events.

Folder evidence:

- Copy of the permission slip. (The TLT must explain the process used for distributing and collecting the slips.) or
- Liaise with the counsellors in your club and choose one of the events that a class would need to attend and design a permission slip that could be used. (The TLT must explain the process used for distributing and collecting the slips.)*

3. Summarise your involvement in assisting or lead out in the preparation and distribution of applications forms, information packs, schedules, medical forms, consent forms and other club correspondence to parents and the church family.

Folder evidence:

- Copies of a selection of the forms mentioned in this requirement (preferably including one designed by the TLT).
- TLT must be able to explain their duties and any problems they encountered. or
- Design and submit a minimum of three of the forms mentioned above. Include a detailed written explanation of the process you would use for distribution and collation. Outline any problems that might be encountered.*

18.2 Reports

1. Summarise your involvement in assisting or lead out in a class requirement and honour reporting. Include a list of those who have completed the requirements and document their receipt of the investiture uniform items and honour patches. Assist in taking, processing and distributing uniform orders.

Folder evidence:

- Copy of your record used to track the completion of the requirements etc.
- Photograph showing the TLT either collating or distributing the uniform items
- Show the list of all who completed the requirements
- Show the receipt of the completed for items to be ordered for investiture
- Show a list of all who completed the requirements*
- Show the receipt of the completed order for items, to be ordered for investiture*

2. Summarise your involvement in assisting or lead out in submitting monthly reports of club activities and attendance totals to the church board, Area Coordinator and the Conference.

Folder evidence:

- A copy of one monthly report that the TLT helped to prepare. TLT must explain the report to the Assessor, *in a written submission of no less than 250 words*

3. Summarise your involvement in assisting with preparing and posting documents, photos and reports of events and activities on the church's website* or club's webpage* or on a leaflet.

Folder evidence:

- Either a printed screenshot of the page showing the item(s) the TLT has posted OR
- Demonstrate on the day using electronic means i.e., mobile, laptop.
- Where the club does not have a webpage/site show evidence of another way that the TLT has participated in helping the club to inform the church of its activities, e.g., club newsletter, leaflet, bulletin announcements or
- Create a newsletter or leaflet showing how the club is operating now and showcasing creative activities that are taking place in a variety of classes*

18.3 Finances

1. Working independently, the TLT to develop an understanding of how the business practices of budgeting, collecting and accounting enable the ministry of Pathfinders to operate and **thrive**. **Practice general stewardship principles as they relate to the Pathfinder Pledge & Law.**

Folder evidence:

- Be able to explain verbally or in a written document what budgeting, collecting and accounting are and how they enable Pathfinder clubs to function Evidence can be; clearly handwritten, typed or by supplying a voice recording
2. Summarise your involvement in assisting the club treasurer in collecting money and writing receipts for: registration fees, dues, uniform items, club trips, special events and required supplies.

Folder evidence:

- A Copy of a small section of a financial record.
 - Provide a signed statement from Treasurer confirming your participation
 - or *TLT should arrange an online meeting with the Treasurer who will share a copy of the financial record. Through discussion with the Treasurer the TLT should draw separate flowcharts for at least four of the activities above showing the steps required to complete the process*
3. Summarise your involvement in assisting in planning, collecting and accounting of fund-raising money.

Folder evidence:

- At assessment the TLT must be able to talk for at least 2 minutes on their role in fulfilling this requirement, or provide a voice recording of at least two minutes duration. or
- Plan a fund-raising activity and detail how you would collect and account for the money raised. Consider including a copy of the record that will be used to log the money collected together with a copy of the receipt that will be issued.*

18.4 Accounting

1. Working independently, the TLT to develop a basic understanding on a debit/credit accounting system and assist the club treasurer with the financial records. Assist each month in the processes of monitoring the Pathfinder club yearly budget and preparing monthly reports for the club director and church board.

Folder evidence:

- Show a copy of a debit and credit sheet, showing club cash flow
 - Prepare a copy of a club budget
 - This requirement could be fulfilled via a virtual meeting with the club treasurer*
2. Working independently, the TLT to develop or continue a working relationship with the church treasurer. Learn the cash flow and accounting processes of how money flows from the Pathfinder parent, through the club, to the church treasurer, and on, when paying for conference events,

uniform items and Pathfinder resources.

Folder evidence:

- Show a copy of a debit and credit sheet, showing club cash flow
 - Or Meet with the church treasurer via a virtual meeting and create a flow chart showing the process.***
3. Summarise your involvement in assisting the club treasurer in accounting reimbursements and accounts payable.

Folder evidence:

- Prepare and complete a sign off sheet, to be evidenced by the club or Church Treasurer that the three tasks were carried out under their guidance.

NB At level 3 Records and Counselling Operations work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.

Omit the Conference Event

19.0 COUNSELLING OPERATIONS

19.1 Unit Planning

1. Summarise your involvement in assisting a counsellor or lead out in planning and carrying out class activities, during the allotted class time at regular club meetings. This could include selected class honour worksheet, a specific worship plan, preparation for a class event, or other activities as directed by the class counsellor or club Director. **Can be completed via any online platform.**

Folder evidence:

- Produce a lesson plan for an activity
2. Summarise your involvement in assisting a counsellor or take the lead in planning and carrying out an off-site class day activity. Co-ordinate with TLT attached to Activities Operations in the Voyager or Guide class to confirm that all their planning, logistics, food, and safety measures have been accounted for in relation to the offsite day activity.

Folder evidence:

- Produce the plan for an off-site activity, that has not been planned for previously
- Show communication between yourself and the TLT or individual working on the Activity - **email, message, online platform.**
- Provide a risk assessment of the site where the activity will take place – **use site owner's risk assessment/ if not available, or create your own based on available online details about the site**
- Provide a menu and shopping list
- Show travel itinerary to and from the site
- Show written statement of the intended time away from club base to be logged by the church board

3. Summarise your involvement in assisting a Counsellor or lead out in planning a class camping trip. – **carried out via online platform**

4. Coordinate with the TLT or individual assigned to Activities Operation or main program to confirm that all planning, logistics, food, and safety have been accounted for. **This can be achieved via any online platform, (in your planning, take into account social distancing guidance).**

Folder evidence:

- Produce a plan for the camping trip
- Show your communication between yourself and the TLT/ individual working on the activity within the 'Activity Operation'/ – **using email, messages etc**
- Provide a risk assessment of the camp site – **use site owner's risk assessment**
- Provide a food shopping list and menu
- Show travel itinerary to and from the camp site, include mode of transportation

19.2 Club Trip

1. Summarise your involvement in assisting a Counsellor or lead out in planning and carrying out class activities during allotted time on a club camping trip. This could include: Campsite set up, Preparation for inspection, Hikes, Group meetings, Curfew and lights out, breaking of camp

Folder evidence:

- Show the camp inspection list and campsite layout
- Show route card for the hike – **prepare route card and map showing route**
- Show an outline of the daily program highlighting curfew times
- Show plans for setting up and breaking camp

2. **Either,**

Summarise your involvement in assisting a Counsellor or lead in the proper care and posting of club colours at the campsite.

Or assist a Counsellor, or state how you will lead in the care and posting of the colours at a

campsite.

Folder evidence:

- Provide written instructions for taking care of and posting of colours
- 3. Coordinate with the TLT, Pathfinder or Counsellor assigned to Activities Operations for Off-Site safety to assist in monitoring all safety issues within the club. Know where the club's first aid kits are stored and be familiar with their contents.

Folder evidence:

- Provide a list of items that should be in a standard First Aid kit
- First Aid kit for a kitchen, camping trip according to the size of your club
- Provide a safety list for off-site activities to include, e.g., escorting children, consent forms, risk assessments, counsellor allocations

19.3 Teamwork

1. Summarise your involvement in assisting class counsellors in helping classes to become closer knit teams. Plan age-appropriate games and activities that will build cooperation and teamwork within classes and throughout the club. (Create unit guidon and mascots if this is your club practice.)

Online group activity games can be used

Folder evidence:

- Either** Provide details of one age-appropriate game or activity Show unit guidon (if in club practice)
- Or provide a screen shot of the game, supported by a written explanation**
- 2. Summarise your involvement in assisting in the unit Captains and Scribes to learn their responsibilities and to be successful in providing leadership to their unit. Help unit members learn democratic processes for making group-decisions.

Folder evidence:

- Provide the job description for the captains and the scribes
- 3. Summarise your involvement in assisting the Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture programme and honour requirements. – *during virtual meetings*

Folder evidence:

- Written confirmation from your Mentor/Counsellor of task carried out

19.4 Personal Safety

1. Summarise your involvement in assisting a class counsellor in planning, scheduling and coordinating adequate and proper adult supervision ratios for all class activities. Develop a unit-based buddy system for all Pathfinders.

Folder evidence:

Show the Buddy system
List all class activities in a club session, show the adult ratio for each

2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your local church – *DBS check*

Folder evidence:

- Show written request for volunteer status and approval from your Church Board or Safety Officer
- 3. Summarise your involvement in assisting a class counsellor in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church,

conference Pathfinder Department, and conference Communications Department.

Folder evidence:

- Produce images of the social media site.
- Provide a copy of social media safety guidelines as stipulated by you Club, Church, Conference Pathfinder Department or Children's Ministries Department

NB At level 3 Records and Counselling Operations work on a Conference or Union event as outlined in the Leadership skill development program or event. In situations where the events are oversubscribed, the TLT may join another ministry to complete this requirement.

Omit the Conference Event Requirement

SPECIAL OPERATIONS 1

Focus on CLUB

CLUB REQUIREMENTS

1. **Select** an area of specialisation in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member. This would be an existing Operation. (*The option of using a created operation is available as in accordance with the manual but for SEC 2021 Cohort this option is NOT available*)
(An example of an existing operation would be - Activity Operations.) **see attached annexe 1 for a complete list.**

Evidence Requirements 1:

A written rationale for your selected Operation.

2. Agree on **two training areas** linked to your specialist project with their **tasks that will be completed at the club-level**. This will involve more responsibilities than were previously experienced when Operational requirements were completed during your tenure as a level 1 – 3 TLT (*at that time you were expected to assist, at level 4 you will need to lead on planning, execution and evaluation of the tasks and activities undertaken – To be clear assistance, observation, participation is insufficient*).

The training areas will be derived from the Operation you have selected above in requirement (1). (*example for Activity Operations: Event Planning, Logistics, Food, Off-Site Safety*) **see attached annexe 1 for a complete list.**

Evidence Requirements 2:

A written rationale for the **two** training areas you have selected.

3. Work with the club staff **in a virtual or physical setting** as an **Assistant staff member**.

Evidence requirements 3:

- Demonstrate how you have utilised the skills and knowledge acquired in the **two** training areas by producing an account of i.e., the events, activities, tasks undertaken as an Assistant staff member.
- The portfolio evidence **must** highlight tasks / activities for each of the **two training areas at club level**.
- A signed confirmation letter from your Club Director, Club Counsellor or both. (*the signature can be electronic or wet ink depending on if the lockdown is lifted*) **see attached annexe 2**

PROJECT

1. **Select** and **complete** a special project that is beyond the scope of your Pathfinder club linking it to leadership. This is to be approved in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member.
 - Reference specialization lists to assist you in developing ideas **see attached annexe 3**
 - The **two training** areas linked to your operation must be evidenced in this special project.
 - The special project must be beyond your immediate club (the following levels can be considered - Area, Conference, Union, other club(s) in your Area / District)

Project Evidence: The evidence of the project will be outlined in your level 4 portfolio.

- You must provide a report which will include a project proposal.

- The body of your report will highlight the leadership skills and knowledge acquired demonstrated through all the tasks and activities undertaken, including images.
2. As part of your project the TLT will find and obtain certification in an area of expertise that is relevant to leadership and life skills and where possible should link to the training areas that are being highlighted in the special project.

(An example could be First Aid/CPR/AED Certification, food hygiene, Health and Safety, the list is not exhaustive.....)

Evidence:

- You will be required to provide a copy of the certificate received.

TRAINING

1. Attend **Basic Staff Training** workshops and fulfil all certification requirements for completion.

Evidence

- You will be required to provide a copy of the certificate received.
2. The TLT must complete a **taught portion of the Master Guide curriculum**. Understanding Your Spiritual Gifts / How to prepare creative worship / How to be a Christian Leader.
(Recommended: Master Guide requirements as presented at the Teen Leadership Training Weekend)

Evidence

- Provide a sign off sheet. Confirmation of attendance will come from TLT administration.
 - Your personal notes as well as resource materials will need to be included in portfolio.
3. Assist in planning and teaching with **TLT or Pathfinder Instructors, two TLT or Pathfinder workshops**. Workshops should be designed and executed on the two training areas selected.

*Provide evidence of the design and delivery of the **two** workshops carried out. (this should include - images, presentation materials, audience - date and time of delivery, evaluation of effectiveness)*

Omit the Conference Event

Final Portfolio

- Please **see attached annexe 4** – structure of portfolio.
- Submit all of your evidence in a presentation folder at the final assessment – this Portfolio should cover all three sections as outlined above (Club requirements; Special project; Training)
- **if the lockdown is not lifted, folders are to be emailed as PDF documents ahead of a Zoom Assessment**

SPECIAL OPERATIONS 2

Focus on **OUTREACH**

CLUB REQUIREMENTS

1. **Select** an area of specialisation in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member. This would be the existing Outreach Operation. *(The option of using a created operation is available as in accordance with the manual but for SEC 2021 Cohort this option is NOT available)*
(An example of an existing operation would be – Outreach Operations.) see attached annexe 1

Evidence Requirements 1:

An essay addressing the following (your essay should be a minimum of 500 words (1 side of A4 font size max 12)

- The purpose of community outreach
 - What makes a successful outreach youth ministry?
2. Agree on **two training areas** linked to your specialist project with their **tasks that will be completed at the club-level**. This will involve more responsibilities than were previously experienced when Operational requirements were completed during your tenure as a level 1 – 3 TLT *(at that time you were expected to assist, at level 4 you will need to lead on planning, execution and evaluation of the tasks and activities undertaken – To be clear assistance, observation, participation is insufficient)*.
The training areas will be derived from the Outreach Operation you have selected above in requirement (1). *(example for Outreach Operations: Outreach Planning, Logistics, Communications, Share Your Faith) see attached annexe 1*

Evidence Requirements 2:

A written rationale for the **two** training areas you have selected.

3. Work with the club staff **in a virtual or physical setting** as an **Assistant staff member**.

Evidence requirements 3:

- Demonstrate how you have utilized the skills and knowledge acquired in the **two** training areas (*outreach focus*) by producing an account of i.e., the events, activities, tasks undertaken as an Assistant staff member.
- The portfolio evidence **must** highlight tasks / activities for each of the **two training areas at club level**.
- A signed confirmation letter from your Club Director, Club Counsellor or both. *(the signature can be electronic or wet ink depending on if the lockdown is lifted) see attached annexe 2*

PROJECT

1. **Select** and **complete** a special project that is beyond the scope of your Pathfinder club linking it to leadership. This is to be approved in consultation with your TLT Mentor and Area Coordinator or Conference TLT Administrative staff member.
 - Reference specialization lists to assist you in developing ideas **see attached annexe 3**
 - The **two training** areas linked to your operation must be evidenced in this special project.
 - The special project must be beyond your immediate club (the following levels can be considered - Area, Conference, Union, other club(s) in your Area / District)
 - The project MUST have a community outreach focus.

Project Evidence: The evidence of the project will be outlined in your level 4 portfolio.

- You must provide a report which will include a project proposal.
 - The body of your report will highlight the leadership skills and knowledge acquired demonstrated through all the tasks and activities undertaken, including images.
2. As part of your project the TLT will find and obtain certification in an area of expertise that is relevant to leadership and life skills and where possible should link to the training areas that are being highlighted in the special project.

(An example could be Urban Youth Ministries, Community Services and urban Youth ministries certification, the list is not exhaustive..... you can browse the following website – <https://Adventistlearningcommunity.org> Please feel free to search in other places the link provided offers free courses and at the completion you receive a certificate straight away so is an option to help you to get started.

Evidence:

- You will be required to provide a copy of the certificate received.

TRAINING

1. Attend **Basic Staff Training** workshops and fulfil all certification requirements for completion. (this is already outlined in specialisation 1 and only needs to appear once in your portfolio)

Evidence

- You will be required to provide a copy of the certificate received.

2. The TLT must complete a **taught portion of the Master Guide curriculum**. Principles of Youth and Child Evangelism / How to Lead a Child to Christ
(Recommended: Master Guide requirements as presented at the Teen Leadership Training Weekend)

Evidence

- Provide a sign off sheet. Confirmation of attendance will come from TLT administration.
 - Your personal notes as well as resource materials will need to be included in portfolio.
3. Assist in planning and teaching with **TLT or Pathfinder Instructors, two TLT or Pathfinder workshops**. Workshops should be designed and executed on the two training areas selected.

*Provide evidence of the design and delivery of the **two** workshops carried out. (this should include - images, presentation materials, audience - date and time of delivery, evaluation of effectiveness)*

Omit the Conference Event

Portfolio – Please **see attached annexe 4** – structure of portfolio.

Submit all of your evidence in a presentation folder at the final assessment – this Portfolio should cover all three sections as outlined above (Club requirements; Special project; Training)

if the lockdown is not lifted, folders are to be emailed as PDF documents ahead of a Zoom Assessment

Annexe 1 – Operations and their respective Training areas

Special Operation 1 – Existing Operations for your selection for 2021.	Training Areas aligned to Operations
Activity	<ul style="list-style-type: none"> • Event Planning • Logistics • Food • Off-site safety
Administration	<ul style="list-style-type: none"> • Club Planning • Worships • Drill and Exercises • On-site safety
Teaching	<ul style="list-style-type: none"> • Instructional Planning • Logistics • Recruitment • Teaching
Records	<ul style="list-style-type: none"> • Clerical • Reports • Finances • Accounting
Counselling	<ul style="list-style-type: none"> • Unit Planning • Club trips • Teamwork • Personal safety
Special Operation 2 – Existing Operation for your selection – (for outreach focus there is only one (1) choice for 2021	Training Areas aligned to Operations
Outreach	<ul style="list-style-type: none"> • Outreach planning • Logistics • Communications • Share your faith

Annexe - 2 Sample Statement from Club Director / Counsellor

This portfolio is the work of ----- of the -----Club

I can confirm that the documents contained within have been earned, created, written, and designed by the TLT. The activities, task, projects outlined in the portfolio are a true reflection of work that has been prepared and delivered independently by the TLT.

Affix signature here -----

Name in Block capitals

Date

Annexe 3 - Project specialisation ideas list – (this list is not exhaustive it is just to kickstart your ideas)

Specialization Projects which are addressed properly will enable the TLT to continue in leadership positions wherever they may be, with a spirit that will welcome the continuing challenge of leadership.

- Administrative – Be a Teen-Observer on a Conference Committee
- Event Planning – Work with the conference Camp Meeting Coordinator
- Drill & Flags – Remembrance Day service and Parade
- Safety – Become a certified Security Guard, or Church and School Safety Officer
- Teaching – Become a teaching assistant at a school, or plan and carry out an Area-level Basic Staff training
- Honours – Write and pilot a Pathfinder Honour, or plan and carry out an Area-level Honour Day
- Camping – Plan and carry out an Area Campout with your Area Coordinator
- Foods – Get a state-issued Food Safety Certificate, assist on the conference Cook Team
- Counselling – Tutor children at a school, or plan area-level activities with Area Coordinator
- Finance – Assist the conference Treasurer at conference events • Clerical – work with the conference Secretary at conference events
- Communications – Assist conference Communications personnel at conference events
- First aid – Assist with camp meeting and other Conference events

Suggestions for Specialist 2 Projects

- Spiritual Leadership – Become a certified lay-preacher for your Conference
- Outreach – Plan and go on a mission trip with a church or school Lead out in a community outreach project in your local area
- Pathfinder Bible Experience – Be a Coach and lead a team
- Adventurer Bible Experience – Be a Coach and lead a team

Annexe 4 – Minimum requirements for structuring your portfolio

Points to consider when creating your portfolios.

- Be sure to illustrate self-reflection and growth in your chosen pieces.
- The content you submit ‘proves’ your talent, skills, knowledge and spiritual gifts.
- Combines all your experiences into one collection.
- As you compile remain positive ‘glass half full’ always.
- Demonstrate your learning by combining your workshop/ training, certification with your practical experiences.
- Personalise your presentation.

The TLT will produce 2 (two) portfolios submitted for their final assessment. (Each portfolio will be sectioned as outlined below)

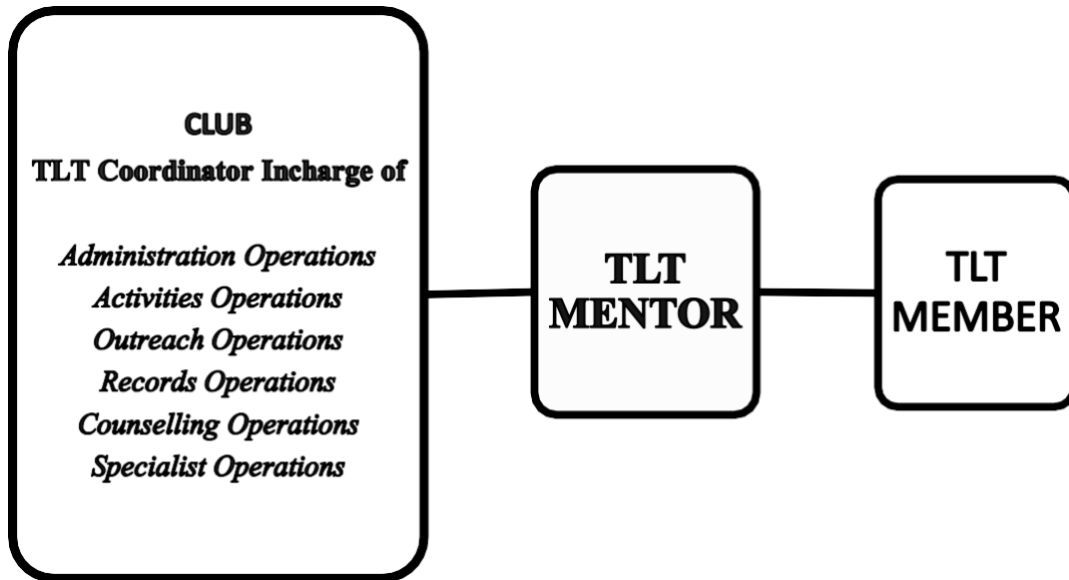
1. Special operation - 1

2. Special operation - 2

Special Operation 1 Portfolio outline	Special Operation 2 Portfolio outline
Cover page – your name, club, level, date	Cover page – your name, club, level, date
Title page – example <ul style="list-style-type: none"> • Operation - Administration • Training Areas - Club Planning & Worship 	Title page – example <ul style="list-style-type: none"> • Operation – Outreach • Training areas – Share your faith & Logistics
Section 1 – Club level requirements <ul style="list-style-type: none"> • Written rationale for selected Operation • Written rationale for selected Training areas 	Section 1 – Club level requirements <ul style="list-style-type: none"> • Written outreach essay • Written rationale for selected Training areas
Section 2: <ul style="list-style-type: none"> • Statement from Club director / counsellor • Evidence for club activities/ tasks undertaken. 	Section 2: Outreach focus <ul style="list-style-type: none"> • Statement from club director / counsellor • Evidence for club requirements
Section 3: Special Project <ul style="list-style-type: none"> • Statement from any specialist person / area leader consulted. • Evidence for area / district / conference level activities/ tasks undertaken. • Linked certification 	Section 3: Special Project – Outreach focus <ul style="list-style-type: none"> • Statement from any specialist person / area leader consulted. • Evidence for area / district / conference level activities/ tasks undertaken. • Linked certification
Section 4: Training <ul style="list-style-type: none"> • BST certificate • Taught portion of Master-guide curriculum - Confirmation of attendance from TLT administration • Personal notes • Evidence of design and delivery of training area 1 workshop 	<ul style="list-style-type: none"> • Section 4: Training • BST certificate • Taught portion of Master-guide curriculum - Confirmation of attendance from TLT administration • Personal notes • Evidence of design and delivery of training area 1 workshop

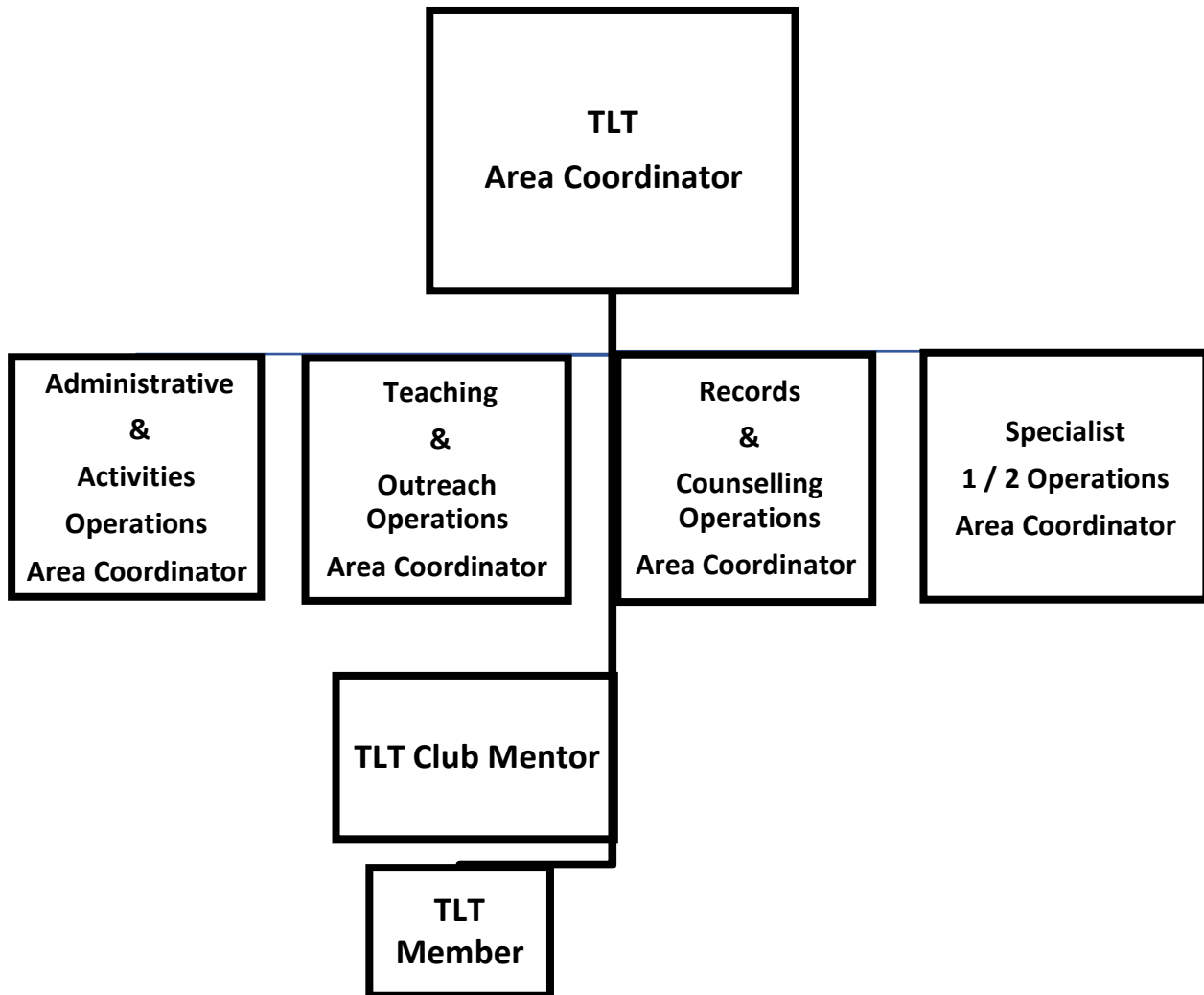
<ul style="list-style-type: none"> Evidence of design and delivery of training area 2 workshop. 	<ul style="list-style-type: none"> Evidence of design and delivery of training area 2 workshop
<p>Section 5: Expectations</p> <p>A one-page summary that highlights how you met the each of the following expectations, challenges you may have encountered and skills you utilized to overcome these challenges.</p> <ol style="list-style-type: none"> 1. Meet Deadlines 2. Work together without prodding 3. Communicate effectively 4. Exhibit a Christian spirit 	<p>Section 5: Expectations</p> <p>A one-page summary that highlights how you met the each of the following expectations, challenges you may have encountered and skills you utilized to overcome these challenges.</p> <ol style="list-style-type: none"> 1.Meet Deadlines 2.Work together without prodding 3. Communicate effectively 4. Exhibit a Christian spirit
<p>Additional Information - Any other additional material, appendices, references, bibliography, course outlines for certifications undertaken</p>	<p>Additional Information - Any other additional material, appendices, references, bibliography, course outlines for certifications undertaken.</p>

Teen Leadership Club Structure Organisational Flow Chart



For the Pathfinder club to most effectively facilitate the Teen Leadership Training program for their TLTs, we recommend that you organise your staff around the TLT Operations with a Coordinator in charge.

TEEN LEADERSHIP AREA STRUCTURE ORGANISATIONAL FLOW CHART



For the clubs within each Area to most effectively facilitate the Teen Leadership Training program for their TLTs, it is recommended that you organise your staff around the TLT Operations.

SEC TLT ADMIN contact details

admin@sec-tlt.com