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### 2018 Calendar

<u>January</u>		<u>July</u>	
12-14	Adventurer Leadership Train-Mt. Aetna	8	PF Directors Meeting-South
20	PBE - Area	14	Youth Rally
26-27	AYM Leadership Conference	15	PF Directors Meeting-North
		22	Youth Fun Day-Kings Dominion
<u>February</u>		<u>August</u>	
2-4	PF Council Retreat- Silver Spring	11-18	AY Week of Evangelism
11	Ski Trip -all ages-	31-Sept.2	Young Adult Retreat-CBR
17	Youth Rally	<u>September</u>	
23-25	PF Teen Winter Camping -CBR	8	PF Council Mtg.
24	PBE - Conference Level	9	PF Leadership Training-Manassas
<u>March</u>		21-22	Public Campus Ministry
4	PF Leadership Train DC	<u>October</u>	
4	Ski Trip - All ages- Timberline	4-7	PF Camporee- CBR
9-11	PF TLT Council Retreat-Pecometh	13	Youth Rally - Lynchburg
17	Global Youth Day	19-21	PF TLT Convention- Pecometh
17	PBE- Union	<u>November</u>	
17-24	Youth Week of Prayer-Local Church	3	PF Admin Team Meeting
24	Homecoming Sabbath-Local Church	4	PF Leadership Training
<u>April</u>		17	Youth Sabbath Exchange-Local
6-8	PF Teen Advanced Backpacking	30	PF PBE Team 2019 Registration
14	PF Council- Vienna	<u>December</u>	
14	Youth Sabbath Exchange-Local church	2	AYM Christmas Gala
15	Adventurer Fun Day - DC	<u>Abbreviations:</u> AY-Adventist Youth- AYM Adventist Youth Ministries PBE - Pathfinder Bible Experience PF- Pathfinders TLT- PF Leader Trn YA- Young Adults ADV - Adventurers	
21	PBE - Division		
20-22	Teen Bible Retreat- CBR		
29	PF Fair- Takoma Academy		
<u>May</u>			
6	TLT Fun Day		
6	Adventurer Fun Day-Richmond		
19	Youth Rally-Richmond		
20	PF Drill & Drum Event		
<u>June</u>			
8-9	Camp Meeting- Valley		
10	AY Olympic Games		
15-16	Hispanic Camp Meeting		

### 2019 Calendar (tentative)

<u>January</u>		<u>July</u>	
11-13	Adventurer Leadership Train-Mt. Aetna	13	Youth Rally
18-20	AYM Leadership Conference	14	PF Directors Meeting-South
26	PBE- Area	21	PF Directors Meeting-North
		28	Youth Fun Day-Kings Dominion
<u>February</u>		<u>August</u>	
3	Ski Trip-all ages	3-10	AY Week of Evangelism
16	Youth Rally	12-17	PF Oshkosh Camporee
23	PBE - Conference Level	25	Adventurer Director Mtg.
		30-Sept.1	Young Adult Retreat-CBR
<u>March</u>		<u>September</u>	
1-3	PF Council Retreat	7	PF Council Mtg.
3	PF Leadership Train -Mt. Aetna	8	PF Leadership Training
9-10	PF TLT Lock-in	20-21	Public Campus Ministry
16	PBE- Union	<u>October</u>	
16	Global Youth Day	11-13	PF Teen Activity -TBD
16-23	Youth Week of Prayer-Local Church	18-20	TLT Training
23	Homecoming Sabbath-Local Church	19	Youth Rally
<u>April</u>		<u>November</u>	
13	PF Council	2	PF Admin Team Meeting
13	Youth Sabbath Exchange-Local	3	PF Leader Training
14	Adventurer Fun Day - DC	16	Youth Sabbath Exchange
19-21	Teen Bible Retreat- CBR	29	PF PBE Team 2020 Registration
26-27	PBE - Division - Wisconsin	<u>December</u>	
<u>May</u>		1	AYM Christmas Gala
5	PF Fair	14	Homecoming Sabbath
5	Adventurer Fun Day-Richmond	Potomac Youth Dept. supports these events in our churches:	
18	Youth Rally		
19	PF Drill & Drum Event	<u>Youth Rallies</u> - 2 or 3 churches plan the event in their area for youth. They have early worship on Sabbath, attend a seminar and then go out to connect with the community.	
<u>June</u>		<u>Youth Sabbath Exchange</u> - two or three churches invite the youth in their church to go to another church in their area to provide the worship service. Pastors work together to to make this a positive experience for their youth.	
2	PF TLT Fun Day	<u>Homecoming Sabbath</u> - church plans a homecoming service and reaches out to youth/young adults who aren't attending church.	
9	AY Olympic Games		
15	Camp Meeting - DC		
22	Camp Mtg - Richmond		
23	Adventurer Council		
28-29	Hispanic Camp mtg.		



## For Your Information

### Monthly Reports:

The monthly report allows the Conference to know what your Pathfinders are doing on a monthly basis. Reports are to reach the Conference office on or before the 10<sup>th</sup> of the next month. For example, after all activities are completed for the month of April, fill out the report for April then mail, fax, e-mail or submit online ([www.pcsda.org/youth/](http://www.pcsda.org/youth/)) so it reaches the conference office by May 10<sup>th</sup>. Reports received by the 10<sup>th</sup> of the month receive two (2) bonus points. It is better to send the report in late than not at all. However, reports received after the end of the following month are not credited. Only the top 8 months will be counted. There are a total of 320 points possible for the monthly reports. (8 top months x 40 points = 320).

### Induction:

The Induction Service gives the Pathfinder Club the opportunity to welcome the new members into the club and to welcome returning members back to the club. The service also serves as a reminder that these Pathfinders are now part of a world-wide ministry to instruct young people in leadership and missionary skills. **The Induction form must reach the conference office by June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

### Pathfinder Fair:

The Pathfinder Fair gives Pathfinders an opportunity to come together and have fun while earning or teaching honors, participating in events, and demonstrating some of the skills they have learned during their Pathfinder years. **The Fair Point form will be turned in by your Coordinator.**

### Pathfinder Sabbath:

The intention of Pathfinder Sabbath is to give official recognition and encouragement to the Pathfinder Club in the local church. As well, it will acquaint the congregation with club members and activities. Pathfinder Sabbath can be held any time during the year. The form must be completed and signed by the director and one of the conference coordinators present. **This form must reach the conference office by June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

### Club Inspection:

The Club Inspection is an opportunity for the coordinators to come and see how the Pathfinder club is doing in terms of class work, honors, and programming. The uniforms will be inspected and the daily program will be observed. The club inspection can be requested anytime during the year and scheduled with your Area Coordinator. The form will be completed by the Coordinator and signed and sent in by the director. **The report must reach the conference office no later than June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

- Camporee:** The Pathfinder Camporee is a 4-day weekend event, and an excellent opportunity for socializing with other clubs and Pathfinders. Pathfinders are challenged spiritually, physically, and mentally, and have the opportunity to learn about God. During the camporee your campsite will be inspected for environment, safety, and organization. **The Camporee Point form will be turned in by your Coordinator.**
- Investiture:** The Investiture Service is a program honoring the Pathfinders studying one or more of the Investiture Achievement Awards and the required work to obtain that award. An Investiture can be held anytime during the year, but most often comes toward the end of the Pathfinder year before June 30th. The form must be signed by the director and one of the conference coordinators present. **The report must reach the conference office no later than June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**  
([http://www.investitureachievement.com/site/1/docs/IA\\_DirectorsGuide\\_web.pdf](http://www.investitureachievement.com/site/1/docs/IA_DirectorsGuide_web.pdf))
- Leadership Training:** Leadership training is for those working with Pathfinders and recommended for all new staff as well as experienced staff working toward Master Guide and other certifications.
- Pathfinder Excellence & Service Award** During the awards ceremony at the Fair or Camporee Pathfinders and TLTs will be honored for outstanding achievements and accomplishments while in the Pathfinder Program. The PESA application and project proposal are due at the Conference office by **October 15** (at the beginning of the Pathfinder year). The Director's Recommendation and the Project Completion Reports are due at the Conference office by **July 15** (at the end of the Pathfinder year).
- Pathfinder Year:** Potomac Conference Pathfinder year **starts July 1<sup>st</sup> and ends June 30<sup>th</sup>**. These dates coincide more closely with the traditional school year. The Awards Ceremony will take place at the Potomac Conference Camporee at Camp Blue Ridge. These dates govern when all reports are due, and determine which clubs will receive yearly award plaques. Monthly reports are to be submitted **monthly**. **All reports must be submitted shortly after the event or points will be forfeited.** Any forms received late or submitted after June 30 may also forfeit those points.
- Pathfinder Application:** The Pathfinder Application & Health Record **must be filled out or reviewed**, signed, and dated **each year** for the applicant to be an officially recognized Potomac Conference Pathfinder. These records are to be kept on file with the club and available for view at all conference functions. Pathfinders are covered by the Potomac's General Liability Insurance through Adventist Risk Management for their activities during approved church board and conference Pathfinder functions. In order to insure coverage for these activities the Pathfinder Application & Health Record must be filled out each year with current date, and signature. Old or outdated Application Forms should be shredded to protect privacy and identity. **All Pathfinder Applications will need a photo attached and all Pathfinders are required to carry a photo ID card with them at all conference events.**

## **Field Trips & Community Service**

Clubs are required to have 4 **Field Trips** (excluding Fair & Camporee) and participate in 4 Community Service Projects (to benefit those **outside** your church) within the Pathfinder year, however, clubs are not required to participate in these activities each month. Field Trips and Community Service projects are worth 10 points each, maximum 40 points total for the pathfinder year. The Pathfinder Staff Manual (available from AdventSource) gives excellent ideas on activities for Field Trips. Conference sponsored events do not count.

## **TLT Applications:**

Those Pathfinders that wish to take part in the Teen Leadership Training Program (TLT) must fill out an application for acceptance to the program and have it considered and signed by the local club TLT coordinator and the club director. The club then forwards the approved Application Form onto the Potomac Conference Youth Department for review. Every TLT needs an application form **each year** for the applicant to be an officially recognized as a Potomac Conference TLT. These records are to be kept on file with the club and available for view at all conference functions. **The Conference expects the TLT Application Forms to be submitted by the clubs to the Youth Department by September 4<sup>th</sup> of each year.**

## **Child Protection Program:**

Persons working with Pathfinders **MUST** register and complete the Child Protection Program. This program includes training and a background check every three years.

## **T-Shirt & Patches:**

The conference only carries items with the Potomac Pathfinder Logo. All other items must be ordered from Advent Source: 1-800-328-0525

## **Address Information:**

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401  
Phone: 540-886-0771 or 1-800-732-1844 Toll Free  
Office: [youth@pcsda.org](mailto:youth@pcsda.org)  
Website: [www.pcsda.org](http://www.pcsda.org)

Sherilyn O'Ffill  
Assoc. Director of Youth Ministries  
Email: [sherilyno@pcsda.org](mailto:sherilyno@pcsda.org)

Nancy Crickenberger  
Youth Ministries Assistant  
Email: [nancyc@pcsda.org](mailto:nancyc@pcsda.org)

**\*\*When contacting the conference office via email, please reference which Pathfinder club you are with and your position, director, deputy director, club secretary, etc.**

# **Point Allocation**

<b>Club Point Standing</b>	<b>Point Requirement: Out of 1000</b>
Sweepstakes	950-1000
Trophy	850-949
Honor	750-849

<b>Allocation Area</b>	<b>Points</b>
Monthly Reports (Top 8 months only)	320
Field Trips	40
Community Services	40
Induction	50
Fair	75
Pathfinder Sabbath	50
Club Inspection	50
Camporee	200
Investiture	175
TOTAL POSSIBLE POINTS	1000

## **Monthly Report Forms:**

Must be mailed and received by the Youth Dept. by the 10<sup>th</sup> of the following month to receive full points. Any reports received late (between the 11<sup>th</sup> and the end of that following month) may receive point reductions. Any forms received after the end of the following month will not be credited.

Only the points from the 8 highest months will be counted.

## **Bonus Points:**

The Area Coordinator Council may assign bonus points for participation in certain events at Camporee.

(2018)

# **FOR YOUR RECORDS**

Monthly	Points	Date Mailed
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
TOTAL POINTS		

Report Form	Points	Date Mailed
Induction		
Pathfinder Fair		
Pathfinder Day		
Club Inspection		
Camporee		
Investiture		
TOTAL POINTS		

Event Request	Date/Time	Confirmed Coordinator Attending
Induction		
Pathfinder Day		
Club Inspection		
Investiture		

## **NOTES**

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# CLUB INSPECTION FORM



ATTENDANCE		Points
Number of Pathfinders in attendance		
Total number of Pathfinders in club		
<b>Pathfinder attendance for clubs with more than 25 members</b> 80% or more Pathfinders present or accounted for – 5 points 70% or more Pathfinders present or accounted for – 4 points 60% or more Pathfinders present or accounted for – 3 points 50% or more Pathfinders present or accounted for – 2 points Less than 50% Pathfinders present or accounted for – 0 points		
<b>Pathfinder Attendance for clubs with up to 25 members</b> 70% or more Pathfinders present or accounted for – 5 points 60% or more Pathfinders present or accounted for – 4 points 50% or more Pathfinders present or accounted for – 3 points 40% or more Pathfinders present or accounted for – 2 points Less than 50% Pathfinders present or accounted for – 0 points		
<b>Staff Attendance</b> Sufficient staff to have a 1/6 Staff to Pathfinder ratio - 5 points Insufficient staff for 1/6 ratio – 0 points		
Total Points (Pathfinder + Staff Attendance)		

FORMATIONS AND CEREMONIES	Y/N
Director calls Pathfinders to fall into formation just once	
Pathfinders fall in at Attention smartly	
Pathfinders recite Pledge of Allegiance, saluting the flag	
Pathfinders recite the Pathfinder Pledge	
Pathfinders recite the Pathfinder Law	
Pathfinders sing the Pathfinder Song	
Pathfinders are led in opening prayer	
Pathfinders are led in an opening worship	
Announcements made at opening or closing ceremonies	
Drill and marching practice takes place	
Closing ceremonies are held and there is a closing prayer	
Total Deductions (1/2 point for each No)	
Total Points (5 minus Total Deductions)	

FLAGS AND MEETING SCHEDULE	Y/N
American flag posted	
Pathfinder flag posted	
All flags posted in proper order of respect	
All flags properly cared for and in good condition	
All flags poles the proper height (American flag highest)	
Program posted or distributed electronically to staff	
Total Deductions (1/2 point for each No)	
Total Points (5 minus Total Deductions)	

COMMENTS/SUGGESTIONS

MOVEMENT, COURTESY AND DISCIPLINE	Y/N
Timely & orderly movement from activity to activity	
Silence during formations	
Proper salutes when required	
Military courtesy when addressed by leaders	
Pathfinders are helpful throughout meeting	
Pathfinders are respectful of leaders and peers	
Pathfinders are well behaved throughout meeting	
Commands do not have to be repeated	
Pathfinders stay on task throughout meeting	
Total Deductions (1/2 point for each No)	
Total Points (5 minus Total Deductions)	

PARTICIPATION	Y/N
Pathfinders participate in opening exercises	
If late, Pathfinders do NOT enter formation until directed	
Pathfinders participate in all activities on the day's schedule	
Pathfinders display a good attitude during meeting	
Pathfinders participate during closing exercises	
Pathfinders help set-up activities when requested	
Pathfinders help clean up after activities	
Pathfinders are attentive during announcements	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

UNIFORM INSPECTION	Deductions
Appropriate shirt or blouse and worn according to policy	
Black pants w/ belt loops (no jeans or spandex)	
Option for Females: *skirts w/ belt loops (club consistent)	
*Skirts no shorter than 1½ in. above knee (no jeans or spandex)	
Appropriate belt and buckle	
Black Shoes (strings also black, heels 2-inches or less, no platforms or stiletto or kitten heels)	
Black socks or female hosiery should be their skin tone	
Scarf and slide (slide right side up)	
No jewelry (including rings, chains, earrings, etc.)	
Total Deductions (No more than 1/2 point per	
Total Points (5 minus Total Deductions)	

FORMS	Y/N
Forms in a single location/organized for quick access	
Standard Health & Medical Consent form for all Pathfinders	
Every Pathfinder has a current Application form	
Every Pathfinder has a current photo ID for off-site events	
Every Pathfinder has an Insurance Card or Waiver on file	
Every TLT has a current Application form	
Total Deductions (1/2 point for each No)	
Total Points (5 minus Total Deductions)	

_____ receives _____ /50 on _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Club Name</span> <span>Sum of 8 Categories</span> <span>Date Inspected</span> </div>	
_____ Director's Signature	_____ Coordinator's Signature
2018	

# Food Booth Reservation Form

E-Mail this Registration Form to the Youth Department:

Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)

Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator



## Pathfinder Club Demographic: (Please Print)

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

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

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Food Item Reservation Request

Main Item: \_\_\_\_\_

Description: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Description: \_\_\_\_\_

Will you use: ☐ Propane ☐ Generator (must bring 100 foot extension cord) ☐ Tarp System Size: \_\_\_\_\_

## Rules Agreement

Clubs are only allowed to sell the main food item indicated above and confirmed by the coordinator to avoid duplication. Clubs selling foods that have not been confirmed will be asked to refrain from selling duplicate items sold by other clubs. Clubs not completing the Fair Registration and Food Booth Reservation Form will not be allowed to sell. Please remember the SDA Vegetarian health principles when selecting **vegetarian** food item to sell. Please coordinate all food item choices through the coordinator, inter club coordination is not permitted. Any questions or concerns please feel free to contact Joel Hutchins: [THSLDU@comcast.net](mailto:THSLDU@comcast.net) or 301-802-4326

## Stipulations:

1. All Clubs may sell common items such as sodas, water, chips, candy bars, cookies and other misc common items to round out purchase packages. Please maintain the same price point for these items through out the entire day to avoid price wars.
2. All Food items sold must be **100% Vegetarian both in preparation and in product.** (i.e. Using any type of meat broth, spice, marinade or product in the preparation to flavor including spices is NOT Allowed)
3. All clubs are asked to use good food service techniques by wearing food service gloves and hair nets as well as practicing good hand washing and sanitation techniques. Water may not be available so clubs are encouraged to bring their own.
4. All Clubs are responsible for providing trash cans, bags, and picking up litter in general as well as around their food booth area and leaving the location around their food booth clean and neat.
5. **No charcoal or pellet** grills. All cutting utensils must be of the standard restaurant kitchen variety. **NO machetes or large hunting or survival knives. Fire Extinguisher** within reach is required for all propane equipment.
6. Clubs must check "In and Out" with the food booth or designated coordinator before setting up or leaving their area.

## Reservation Procedure:

Clubs will need to fill out this form requesting "one main food item" and submit to the conference office by the Event Deadline indicated on the Event Registration form. Please indicate a "2<sup>nd</sup> choice" in case your primary items is already taken. Forms received after the deadline may not be accepted. Please wait to receive reservation confirmation before purchasing any food items. Food items are reserved on a first come first serve basis with the exception of "Standing Reservations." Standing Reservations are when a club has reserved and sold an item for the previous event immediately preceding this one subsequently they will have the priority when reserving their main item in the reservation process. Secondary items cannot be reserved from year to year and are open for other clubs to reserve, however after the event registration deadline is passed and a club wishes to sell a secondary item they may with the confirmation of the food booth coordinator with that understanding that those secondary items cannot be reserved. Clubs with Standing Reservations must still fill out and submit this form to confirm their item every year. If a club has not confirmed their "Standing Reservation" after the event deadline that item may be released to another club.



# INVESTITURE SERVICE FORM



Investiture Service		Points
<b>Holding an Investiture Service</b>		
Club coordinates with church and holds an Investiture Service		10
<b>Pathfinders Participate in the Service Elements</b>		
If Pathfinder(s) say the Pledge & Law and sing the Pathfinder Song – 10 points		
If Pathfinder(s) share their experiences from the year with audience – 20 points		
If 75% or more of Pathfinders are in Class A Uniform – 10 points		
<b>Total Service Points</b>		

Investiture Completion		Points
Number of Pathfinders having completed Investiture Achievement		
Total number of Pathfinders in club		
Investiture Achievement Completion Points If 80% to 100% of Pathfinders are invested – 125 points If 70% to 79% of Pathfinders are invested – 100 points If 60% to 69% of Pathfinders are invested – 75 points If 50% to 59% of Pathfinders are invested - 50 points If 33% to 49% of Pathfinders are invested - 25 points If less than 33% are invested – 0 points		
<b>Investiture Completion Points</b>		

_____	receives _____	/175 on _____
Club Name	Sum of Service & Completion Points	Date of Service
_____	_____	_____
Director's Signature		Coordinator's Signature



# MONTHLY REPORT FORM



Club Information	
Month Covered by this Report (MM/YYYY)	
Church Name	
Club Name	
Director's Name	
Number of Pathfinders Registered in Club	
Number of TLTs Registered with the Conference	
Number of Adult Staff	
Number of Pathfinders Baptized this Month	
Points All or Nothing	Points
Meetings, Attendance and Uniforms	
If club held 2 or more meetings this month – 10 points	
If 80% of the Pathfinders attended at least 2 meetings – 10 points	
If at least 80% of the Pathfinders were in uniform for 2 meetings – 4 points	
If club maintained a ratio of one counselor for every 6 Pathfinders – 4 points	
If report turned in to Conference by the 10 <sup>th</sup> of the following month – 2 points	
Honors and Investiture Achievement Progress	
If the Club worked on Honors this month – 5 points	
Describe the Honors Efforts:	
If the Club worked on Investiture Achievement this month - 5 points	
Describe the Investiture Achievement Efforts (For points, list level and tracks being worked on):	
Total Monthly Points (40 points possible)	

Field Trips and Community Service	Points
Club took a field trip – 10 points for each field trip (max 40 points per year)	
Describe the Field Trip(s):	
Club performed Community Service – 10 points for each Service (max 40 points per year)	
Describe the Community Service(s):	
Total Additional Field Trip and/or Community Service Points	

# Parental Liability Waiver for Children's Activities

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2012/parental-liability-waiver-for-children%E2%80%99s-activities](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2012/parental-liability-waiver-for-children%E2%80%99s-activities)



By **Bob Kyte**, President of Adventist Risk Management®, Inc.

A local Pathfinder Club in Louisiana planned a weekend campout in the mountains. Scheduled activities included rock climbing on the cliffs near the campsite. The Pathfinder director, Jane Smith, recognized the potential risks and searched online for a "Waiver and Indemnification Agreement." Jane had the waivers signed by a parent or legal guardian of each Pathfinder who was going camping.

On Sunday, during the rock climbing activity, Nathan, a 13-year-old, falls and broke his leg. The injury resulted in surgery and several bolts being inserted in the bones in Nathan's leg. While he will be able to walk again, his future in certain sports has been compromised. Nathan's parents filed a lawsuit against the Pathfinders (naming the Conference and Jane Smith as defendants). The Louisiana lawyer hired by Adventist Risk Management to defend the case advised that the waiver would not stand up in court.

By now you are speculating on the reasons why the waiver will not stand up. No doubt some of you are thinking the outcome is just wrong. Isn't this exactly why you have waivers for your youth and children's activities in your churches and schools? Unfortunately, a number of states including Louisiana do not allow the use of waivers.

We commend Jane Smith for thinking of the possible issues that can go wrong and trying to take the steps necessary to protect the church's resources. But, a closer look at some of the legal issues involved here is necessary.

In 46 states, a waiver that is appropriately written and administered and signed by an adult may be effective in providing liability relief to the sponsoring organization for the adult signing the waiver for her own activities. We are not talking about a waiver for pre-injury relief for a child signed by a parent. There are bigger issues for enforcing a waiver when a child is the one doing the activity. There are only about ten states in the U.S. where there is legislation or case law indicating that such enforcement may stand providing the waiver is appropriately written for the circumstances. There are more than a dozen jurisdictions in which it is very unlikely that a court will enforce a waiver when signed pre-injury by a parent. The rest of the jurisdictions do not have sufficient information to make this clear one way or the other.

In the United States each state has the right to set the laws regarding waivers. Similarly, different jurisdictions outside of the U.S. have differing degrees of acceptance for waivers. Oftentimes courts have not enforced parental waivers or indemnification agreements on the basis that they violate public policy. Historically, waivers signed by a parent for a minor, or a minor who signs for herself, were viewed as unenforceable. While this has changed in some jurisdictions for parental waivers (not those signed by the minor), it is not a sure thing in most jurisdictions that courts will recognize and uphold a parental waiver.

So, should we just abandon our efforts to prepare a waiver, especially if it is for a parent to sign for a minor or for the minor to sign himself/herself? No. First, even in jurisdictions that are not “waiver friendly” the laws could change or a court could give a ruling that allows enforceability. Second, even if the waiver itself is not enforceable, if well written, the waiver may be evidence to show that the parent and even the child were made aware of the inherent risks in the activities. Here are some tips for looking at a waiver—even one prepared by your legal counsel:

- Make sure it is written in readable language and not ambiguous.
- Do not use a generic waiver for all types of activities. Clearly identify the types of activities that the minor will be engaged in. Be specific and identify the inherent risks that could be involved in the activity. Even if the waiver is unenforceable this can be used to show the court that the participant was informed of the risks and that she assumed them by joining the activity.
- Clearly identify what you are seeking to waive liability for—in some states you must include specific language such as the “negligence of the Pathfinder Club and its leadership.” For example, in New York you cannot waive negligence if the word “negligence” is not included.
- Have the waiver as a separate document. Do not bury it into other documents where it does not get the appropriate level of attention of the signer. Courts do not like buried waivers.
- An excellent waiver in one jurisdiction may be totally wrong in another. When a conference obtains legal counsel for preparing a waiver, be sure to use the waiver only in the jurisdiction it is intended for. Conferences that cross state lines need to be aware of differing requirements even within their territory.
- Courts will not enforce a waiver, especially a parental waiver for a child, if the provider of the activities is found to be involved in conduct that goes beyond ordinary negligence such as gross negligence, reckless conduct or intentional acts that cause the injury.
- Some jurisdictions that permit parental waivers will only apply the waiver to the signing parent. The non-signing parent in such jurisdictions may still file a lawsuit against the organization.

So, in addition to having a waiver in place even with the knowledge of the issues around its enforceability, what should an activity provider do for protection from liability and from subjecting resources to loss?

**[Tip – Have a well-prepared waiver in place but act as though it does not exist while carrying out the activities.]**

- Take all reasonable steps to provide a safe environment for the activity and take all reasonable steps to conduct the activity safely. Avoid allegations of negligence to the extent possible.
- Consider all circumstances carefully before involving minors in extremely dangerous activities.
- Have an orientation for all leadership and participants in the activity outlining the “dos” and “don’ts” in participating. Enforce the rules—no horseplay.
- Have adequate liability insurance coverage for activities should a mishap occur so that the organization sponsoring the event has resources to cover for injury and loss.

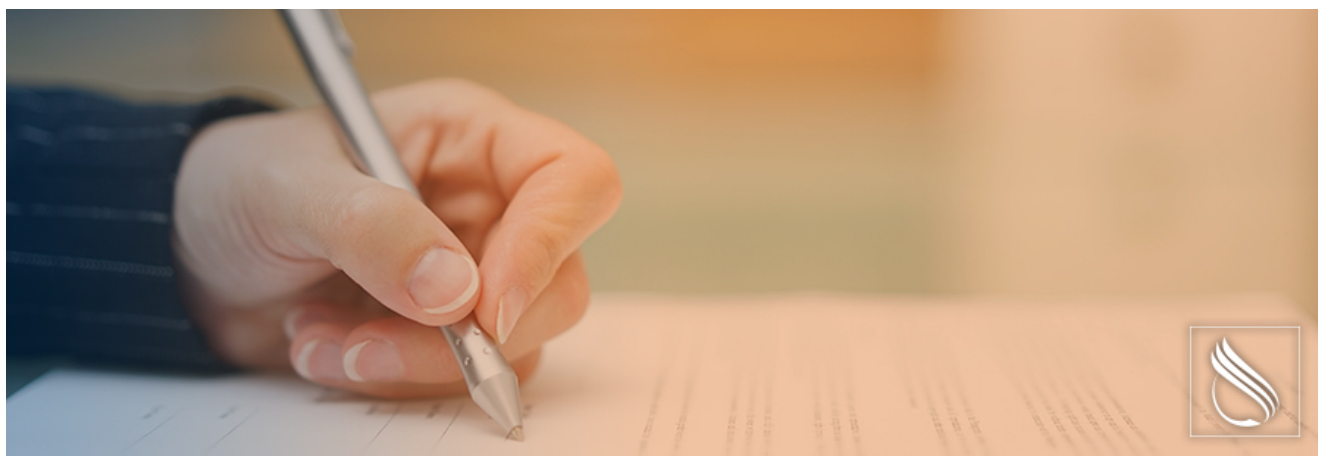
In conclusion, know your jurisdiction’s requirements and be sure your waiver complies with the law. Preparing a waiver is not something you want to save money on by doing self-help legal work. Have your organization’s legal counsel prepare the waiver for you to comply with the laws of your jurisdiction. An attorney can include the required provisions for the jurisdiction and know whether to use additional indemnifications by parents and address other legal issues that may be helpful.



By **Bob Kyte**,  
President of Adventist Risk Management®, Inc



## Adventist Risk Management, Inc.



By: **Joseph Doukmetzian** - Claims Counsel

### Why Are Consent to Treatment Forms Important?

📅 Feb 07, 2018

🔗 [Camp](#), [Church](#), [Pathfinder Safety](#), [School](#), [University](#), [Administrator](#)

As church leaders, educators, and ministers, you may deal with minors on a regular basis, especially in situations where the parent or legal guardian is not accompanying the minor, and they cannot be contacted. Using consent to treatment forms allows you to do your job as a leader to make sure that every child is adequately taken care of in the event of an accident, illness, or injury.

Informed consent, as a legal construct, is a fancy way of saying that you give someone permission to do something. Issues of informed consent typically arise in a health care setting, where medical professionals are required to obtain approval from their patients before providing treatment. However, informed consent is required in many other situations, including church and school outings.

For a person to give valid informed consent, he or she must be provided with enough information to intelligently reason and plan a course of action including:

- A full disclosure of any critical facts,
- Knowledge of the risks and consequences,
- Existence of alternative methods and,
- Any other relevant details.

As informed consent requires this level of reasoning, specific groups of people cannot give valid permission such as persons with severe mental disorders, intoxicated persons, unconscious persons and, most importantly, minors.

## Importance of Consent to Treatment Forms for Ministries

Minors cannot legally provide informed consent for their own medical treatment, leaving the responsibility of consenting on their natural parent(s) or legal guardian(s).

Imagine you are a Pathfinder counselor taking your Pathfinders on a week-long trip to a local, national park for camping and education in nature. During the outing, one of your campers drinks contaminated water and becomes sick. You know that your next steps must be to notify both the Pathfinder director and the child's parents. Despite multiple calls to the child's parents, you are unable to make contact, and the child needs immediate medical care. What are you supposed to do?

The child cannot consent to medical care on their own because they are a minor. Even though you are the Pathfinder counselor, you cannot agree to medical care for the child because you are not their parent or legal guardian. If the child does not receive medical attention soon, their condition will get worse.

What could have been done to prevent this situation?

Instances like these are why consent to treatment forms are essential. As church leaders, educators, and ministers, you may deal with minors on a regular basis, especially in situations where the parent or legal guardian is not accompanying the minor, and they cannot be contacted. Using consent to treatment forms allows you to do your job as a leader to make sure that every child is adequately taken care of in the event of an accident, illness, or injury.

## When is the Form Needed?

The form should be used any time the parents or legal guardians of a minor would be potentially unable to consent to medical treatment. These instances can encompass a variety of events including, but not limited to:

- Church camping trips
- Pathfinder day trips
- Pathfinder camporees

- School field trips
- Church day-camps
- Church-owned summer camps

This list is not exhaustive but helps serve as a guide for your safety planning.

## What Should the Form Include?

The form should include two sections: an authorization and consent section and a health information section.

The health information section should include the minor's full legal name and date of birth, as well as their home address. It should also include pertinent medical information including medications the minor is taking, any allergies to food or medication, the minor's immunization records, and health insurance information. This section could also include the minor's blood type or primary care physician and dentist contact information. The parent or legal guardian should provide this information on the form and return it to the ministry leaders before the trip.

The authorization and consent section should include the names of the parent or legal guardian, the minor, and the church employee designated as the caregiver. A statement authorizing the caregiver to make health care decisions on behalf of the parent for the benefit of the minor should be part of the form. The parent or legal guardian should provide their signature as authorization.

The use of these forms is necessary because it helps you as a leader provide for the safety and health of every child in your care. With the information provided by these forms, the parents and guardians of the children in your care can rest assured knowing that their children will be well taken care of in the case of any incident.

The attorneys of Adventist Risk Management, Inc. (ARM) have created a sample form for your ministry to use as a guideline for your own "Consent to Treatment" forms for your ministry trips and outings. Download the form [here](#) to get started.

ARM strives to provide every ministry with the resources and information needed to minimize risks and create a safe environment for all. For more on keeping youth safe, see [ARM's Pathfinder Safety Resources page](#).

*This material is fact based general information provided by Adventist Risk Management®, Inc. and should not, under any circumstances, be modified or changed without prior permission. It should not be considered specific legal advice regarding a particular matter or subject. Please consult your local attorney or risk manager if you would like to discuss how a local jurisdiction handles specific circumstances you may be facing.*

## PATHFINDER MEETING

Pathfinder Club \_\_\_\_\_

## COORDINATION FORM

Meeting Place: \_\_\_\_\_

Director: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Assoc. Director: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Pastor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### SPECIAL EVENT REQUEST

	Induction	Inspection	PF Sabbath	Investiture
Date & Time Requested				

### Meeting Schedule – Attendance Request

Please indicate dates for Area Coordinator attendance with an \*

	Date & Time Week 1	Date & Time Week 2	Date & Time Week 3	Date & Time Week 4
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

**Please email this form to your Area Coordinator before September 30 to avoid scheduling conflicts.**

# Staff Demographic & Health Record

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Birthday \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_

Club \_\_\_\_\_

## **Medical History and Information**

The following information is critical for your safe care during routine Pathfinder activities. Please make sure to answer every question as to “yes” or “no” and list any information that applies to your care.

**Y N**

- ☐ ☐ Do you have any health history? (Asthma, Ear Aches, Tuberculosis, Epilepsy, etc.)
- ☐ ☐ Do you currently have any physical limitations or other difficulties that may inhibit your abilities during any Pathfinder function? (Dyslexia, Phobias, Arthritis, Diabetes, etc.)
- ☐ ☐ Do you have any serious allergies to medications, foods, or other items? If “yes” please list and indicate type of reaction. (Peanut butter, bee stings, sea food, penicillin, etc.)
- ☐ ☐ Do you have dietary considerations which should be considered when planning a menu?
- ☐ ☐ Do you have any physical restrictions that would affect you during a Pathfinder function?

## **Insurance/Physician/Emergency Contact Information**

Primary Physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Number: \_\_\_\_\_

(Please provide PF Club Director with a copy of insurance card)

In the event that I am unable to grant permission for treatment, permission is given to the physician selected by the Pathfinder leadership to hospitalize, secure proper anesthesia, order injection, surgery, resuscitation, or any care deemed necessary by that leadership or physician to insure safe return to normal quality of life.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



**THIS IS A REQUIRED FORM FOR ALL POTOMAC PATHFINDER CLUBS (this form is required each new Pathfinder year)**

**COMPLETE AND RETURN BY September 3, 2018**

July 31, 2018

Child Protection Program 2018 through Verified Volunteers (VV)

Have you confirmed with your church coordinator for the Verified Volunteer program that your 2018 Pathfinder staff and adults working with Pathfinders are compliant? \_\_\_\_Yes or \_\_\_\_No.

Church\_\_\_\_\_

Pathfinder Club Name\_\_\_\_\_

Director (print name)\_\_\_\_\_

**Pastor** (print and sign name)\_\_\_\_\_

(If your church does not currently have a pastor, please have your head elder sign the form)

I am the Director of the Pathfinder club listed above and I confirm that all current Pathfinder Staff and adult volunteers for Pathfinders have:

- 1) Registered, trained and authorized the background check through the new program, Verified Volunteers (VV), Child Protection Program or
- 2) They completed the program through Shield the Vulnerable within the last 3 years and I have verified with the church coordinator that they are compliant. (If more than three years since completing the Shield the Vulnerable program, they need to re-register with VV. Everyone needs to redo the Child Protection Program including the background check every three years.)

I understand that all adults attending Pathfinder events or who have contact with Pathfinders during this Pathfinder year have completed the Child Protection Program as required by the Potomac Conference Corporation of SDA.

\_\_\_\_\_  
Club Director's signature

\_\_\_\_\_  
Date

**(Please return this form to the Potomac Youth Dept.)**

Potomac Conference Corporation of Seventh-day Adventists  
606 Greenville Avenue, Staunton, VA 24401  
540-886-0771

# CHILD PROTECTION PROGRAM

Potomac Conference Corporation of Seventh-day Adventists



## LOCAL CHURCH IMPLEMENTATION PLAN

**STEP #1** - Utilizing the Child Protection presentation and “Predator at the Door” video, present the Child Protection Program to the Local Church Board for their review and Implementation.

**STEP #2** - Organize and Appoint the Volunteer Service Committee.

**STEP #3** - Review with the Volunteer Service Committee the Model Local Church Child Protection Plan document and modify in accordance with Potomac Conference Corporation guidelines and local needs.

Potomac Conference Corporation minimum requirements are as follow:

- Two-Adult Policy – When possible, two unrelated adults, eighteen (18) years of age or older, should be present in all children’s classrooms or activities.
- Door/Window Rule – All classrooms where children and youth activities are being held, must have an unobstructed clear window. When conducting activities in rooms that do not have a window, leave door open during the activity to allow easy observation by others.
- Six-Month Policy – Require a waiting period of six months for newly baptized or transferring members who have indicated a willingness to work with children.
- Registration/Training of Volunteers with Verified Volunteers – All volunteers working with children and youth will register with Verified Volunteers and receive training through this program.
- <sup>1</sup>State Reporting Requirements – Understand your state’s mandatory reporting requirements.

**STEP #4** - Select the Child Protection Program administrator and complete Child Protection Program administrator’s orientation. Please contact Denise Hevener ( [deniseh@pcsda.org](mailto:deniseh@pcsda.org) ) Potomac Conference Vice President for Administration’s office to schedule orientation.

**STEP #5** - Announce to the Church the adoption of the new Child Protection Program and that your Church will be a Safe Place for Children and Church Leaders will be proactive in preventing Child Abuse.

**STEP #6** - Conduct a Child Protection Program Orientation Session for all Ministry Volunteers at the Church. Explain the new Child Protection Program and outline the Code of Conduct that will be expected of all adults who work with Children and Youth.

**STEP #7** – Explain the Verified Volunteers - On-line Registration process and the Training course and Background screening requirements. **Require** all Church Employees and Volunteers who work with children/youth to participate in the Child Protection Program before taking office. Encourage all Ministry Leaders to set the example by being the first to register and complete the Child Protection program. Request volunteers to retrain and rescreen every three years.

**STEP #8** - Implement the use of the Volunteer Information Form, Personal Reference Checking and Child Protection Program for all new volunteers who have completed the six-month waiting period.

**STEP #9** - Monitor the results of the your Implementation of the Child Protection Program by reviewing Verified Volunteers compliance reports and share the results with your Ministry Leaders, Pastor and the Church Board.

---

<sup>1</sup> Virginia – pastors/church volunteers are strongly encouraged to report, but not mandated.

Maryland – pastors are mandated to report, except when information is provided under pastor/member confidentiality.

District of Columbia – pastors/church volunteers are strongly encouraged to report but not mandated.



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# STARTING YOUR CHILD PROTECTION PLAN

Create a proactive Child Protection Plan to prevent child abuse and to protect children and teenagers from inappropriate conduct by adults or other children. Here are four “P’s” of child abuse prevention your plan should include.

## #1 Premises Review

**Access to premises** – Carefully monitor the arrival and departure of children at your facilities. Keep all ministry activities within a specified area and do not allow children unrestricted access throughout the building or property.

**Interior & exterior lighting** – Ensure your facilities are well lit, both indoors and outdoors, during all children and youth programs to help facilitate appropriate security and supervision.

**Visual panels** – Be sure all areas have either windows or vision panels in doors to allow easy monitoring of the activities taking place in these rooms. Vision panels should be free from paper, curtains, or other materials.

**Restrooms** – Limit the number of children allowed to use restrooms at

the same time. Monitor these areas in order to minimize one-on-one situations, which can lead to foul play, inappropriate behavior or accusations and misunderstandings.

## #2 Personnel Administration

**Staff selection** – Carefully interview and select all adult staff members (employees and volunteers) after a six-month waiting period during which they are known to you or are members of your church. This time period allows you to become acquainted with the individual's talents, personality and temperament. Conduct background screenings in accordance with denominational policies, which include background and reference checks.

**Staff training** – All staff members who work with children and teenagers should be appropriately trained in

child abuse awareness, prevention and the reporting laws of the local jurisdiction. Training should also include the expected code of conduct used in keeping with the Christ-centered mission of the ministry.

**Supervision** – Appropriate adult supervision is required at all times, including the two-adult rule, meaning more than one adult should be present at all times. If this is not possible, an adult should never be alone with one child. All staff should make this a high priority and know what is expected of them as they interact with children and teenagers.

**Dismissal of staff** – Any adult who fails to abide by the outlined code of conduct could be subject to dismissal from further participation in the ministry. This policy is to protect children and teenagers from harm, and protect staff from accusations and misunderstandings.



## #3 Protecting Children

**Discipline and touching** – Carefully monitor staff member interaction with children and teenagers for appropriate behavior in keeping with the ministry's code of conduct.

**Out-of-program contact** – Carefully monitor any staff member who has frequent out-of-program contact with a child or teenager especially on a one-to-one basis or without the knowledge of the child's parent or guardian.

**Sign in / sign out controls** – Maintain a record of all children who are participating in the activity and be sure they are picked up and released only to their parent or other authorized adult as designated in a parental permission slip.

**Reporting incidents** – Be observant of any signs of child abuse or incidents of inappropriate conduct by adults or other children. Promptly report all incidents of suspected child abuse to law enforcement authorities and to the local denominational administration.

**Stranger awareness** – Always be alert and observant of any strangers or unknown individuals who may be watching or lurking around the premises during children and youth ministry activities.

**Bullying awareness** – Be observant for signs of bullying or incidents of inappropriate hazing activity among children or teenagers. Adopt a zero tolerance policy and teach them to respect each other by living the Golden Rule and developing strong Christian friendships.

## #4 Program Review

**Evaluate** – Evaluate your Child Protection Program twice a year. Ask your team:

- What concerns or issues arose and how were they handled?

- Was the way the incidents were handled effective? Are there further steps that need to be taken?
- Are there any concerns or issues that the program does not cover?
- How should the program be modified to address these new concerns?

**Implement** – Modify your program to accommodate the improvements from your program evaluation. Present the changes to the church board at the next board meeting to have the changes approved. Send out a notice to all staff members and parents introducing the changes to your Child Protection Program. Incorporate the changes into your program and continue to affirm and encourage all staff in their mission to keep all children safe.

Find more information on child abuse prevention and developing a Child Protection Program for your ministry at [AdventistRisk.org](http://AdventistRisk.org)



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# CHILD AND YOUTH CHECK-IN/CHECK-OUT POLICY

**Y**ou have probably heard, or, if you are a parent, you probably told your children, “don’t take candy from strangers.” This phrase comes from the sad story of Charley Ross. Four-year-old Charley and his five-year-old brother, Walter, were playing in the front yard in 1874 when a horse-drawn carriage pulled up and two men offered the boys a free ride, candy and fireworks.

 *Strangers are not the ones  most likely to kidnap your children.*

Charley and his brother said yes, and climbed into the strangers’ carriage. Charley’s brother was indeed dropped off at a nearby store and given money to buy fireworks, but the kidnappers drove off with Charley. Although there were ransom notes, searches, missing child posters, vast media coverage and hired detectives, Charley was never seen again, and parents today valiantly teach their children to not accept candy from strangers.

But strangers are not the ones most likely to kidnap your children.

Most abducted children are kidnapped by someone the child knows and in a place familiar to the child. One place where children are vulnerable to be approached and slip away with a familiar friend is when being dropped off or picked up at your church, school, camp, or ministry activity. Any minor is under the supervision of the minor’s parent or guardian until checked into a ministry activity, and, after being checked out of a ministry activity. While at your activity, the minor is under your supervision.



A defined check-in/check-out procedure protects children from disappearing or leaving with the wrong guardian on your watch.

A thorough check-in/check-out process should include:

## 1. Trained Staff

Any child protection measure is irrelevant if you have not properly screened and trained your volunteers and employees. Each employee should complete a background check and child protection training before working with children or youth. Each volunteer should fill out an information form, including references which are checked by you before being approved, and complete a background check and child protection training before working with children or youth.

*Learn more about Child Protection and keeping children and youth safe at [AdventistRisk.org](http://AdventistRisk.org).*

## 2. Drop-off and Pick-up Point(s)

There should be designated drop-off and pick-up point(s) where children and youth enter and exit your ministry or activity. These locations must be staffed with enough members to adequately handle the amount of children and adults. No child or youth is allowed to leave without being checked out by their authorized guardian.

## 3. Permissions, Emergency Contact Information and Authorized Audits

Before checking a child or youth into your ministry or activity, you need:

- A signed release from the guardian giving their child permission to attend.
- A signed medical release form including health and allergy information for the child, and giving you permission to provide emergency medical treatment for the child.
- Primary and secondary emergency contact information for the child.
- Names and contact information of the people authorized to pick up the child. Once checked in, only authorized people should be allowed to check the child or youth out.

## 4. Defined Check-in/Check-out Method

Your method should record the child or youth's name, time of check-in/check-out and name of person who checked them in/out. This method could be as simple as recording information on a piece of paper and giving each child a number or wristband. Only people with the matching wristband or number can check the child out. Some other methods are electronic software, smartphone applications, or pagers that can also alert guardians when their child needs to be picked up. Select the check-in/check-out method that works best for your ministry.

## 5. Emergency Response Plan

Your ministry should have a plan of how to respond, and practice what to do if a child goes missing and if someone tries to take a child by force. You can find emergency planning resources and practice tools at [AdventistRisk.org](http://AdventistRisk.org).



Adventist Risk Management, Inc. cares about keeping children, students and campers in your ministry safe. Find more child and youth resources on our website at [AdventistRisk.org](http://AdventistRisk.org).

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Adventist Risk  
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# GOOD TOUCH AND BAD TOUCH FOR STAFF

Children today are not safe. The sad reality is anyone could be a child predator, teachers, pastors, pathfinder leaders, or other students.

Educating adults and children around you on appropriate methods of physical contact helps protect everyone in your organization from inappropriate behavior.

Use the following guidelines to educate staff members and the information on the back of this sheet to teach children in your organization when a touch is good and when it is not. Instruct your staff on the appropriate way to report a situation if they become aware of inappropriate behavior.

## **Appropriate Touch Guidelines for Staff Members**

- ALWAYS ASK A CHILD FOR PERMISSION TO TOUCH THEM FOR ANY REASON.
- WHEN TOUCHING A CHILD, ONLY TOUCH AT THE SHOULDER LEVEL OR ABOVE, EXCEPT WHEN NECESSARY TO ENSURE THE SAFETY AND WELL BEING OF A CHILD.
- ONLY GIVE CHILDREN SIDE HUGS.
- DO NOT ENGAGE IN INAPPROPRIATE PHYSICAL CONTACT OF ANY KIND - INCLUDING ROUGH PHYSICAL PLAY, PHYSICAL REPRIMAND AND HORSEPLAY.



## Good Touch and Bad Touch for Children

*Note to Parents and Teachers: Use the following image to explain safe touch and inappropriate touch. Use the quiz questions at the end to ensure your child understands what to do in an unsafe situation.*

Everyone has a body, and your body belongs to you. This means no one can touch you unless you say they can. You should always ask for permission before touching someone else. Don't touch them unless they say you can.

### These are your personal zones

There are four body zones where you should not touch anyone and no one should touch you. They are your:



### Do you know the difference between safe touch and unsafe touch?

Safe touch is good for you and makes you feel happy. Unsafe touch makes you feel bad, angry, scared and embarrassed. Someone could touch you in your personal zones, show you photos or videos that make you uncomfortable, make you undress, or touch their personal zones in front of you. These types of touch are not good for you. These are unsafe touch.

**If anyone touches you in a way that makes you feel bad or in one of your four personal zones, run away from that person and tell an adult whom you trust right away.** Tell the adult exactly what happened. Remember, what people do to you is not your fault. You are responsible for what you do to other people.

### Question 1:

What are the four body zones where no one should touch you?

### Question 3:

What should you do if someone touches you in a way that isn't safe?

### Question 2:

What are some touches that make you feel good?

### Question 4:

Who are some people you trust that you would talk to if something made you uncomfortable?

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## Pathfinders Staff Members - Have you Protected Them? (Part 1)

 [www.adventistrisk.org/prevention-resources/solutions-newsletter/may-2014/pathfinders-staff-members-have-you-protected-them](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/may-2014/pathfinders-staff-members-have-you-protected-them)



**No ministry leader wants to have an accusation of abuse occur on their watch.**

This affects the alleged victim, the person who is accused, the staff, and even the entire church. It's imperative to have policies to protect the children. What is often overlooked is how to protect staff from false accusations.

The implementation of a child protection plan requires that staff members are properly screened, background checks completed, and properly trained. Once these are implemented, do not become lax in the enforcement of these policies.

Staff should be trained in procedures and appropriate methods of interaction with children. This should be a regular and required component of all staff who wish to participate in the children and youth ministries of your church.

The child protection plan should be written and copies be distributed to all staff who work with children. It should include guidelines that cover staff screening procedures, activities that are held on the premises, staff interaction with youth, and

travel to and participation in off-site activities.

---

### Staff Screening Procedures

Check with your local conference youth ministries department for ideas on staff screening. Items that should be included in screening are an interview process, background and reference checks, and membership in the local church for a period of at least six months.



### Onsite Activities Guidelines

Most of your activities will take place onsite. The facility where the meetings are held should have:

- Adequate lighting inside and outside the premises.
- Windows in doors of any rooms that are being used for activities. All windows should be uncovered while activities occurring.
- Adults should be assigned to monitor the facilities checking on activities in each location. These safeguards will protect both against abuse and false allegations. Staff Actions and Behavior Staff members should be trained in what is appropriate for interaction with children and teens.
- Suggestive language and teasing should be avoided.
- Never tutor or instruct a Pathfinder privately on an individual basis. Either involve other Pathfinders or have another staff member present.
- Be aware of emotional attachments that can occur. Discourage these. If it becomes a serious matter, the director should reassign the staff member to work with another group.
- Promote Pathfinders to grow emotionally. Don't encourage them to be dependent on any one staff member.

- Avoid any type of touching or play that could be misinterpreted or used as grounds for accusations. This is extremely important in activities such as playing in swimming pools and other contact sports.
- If a Pathfinder needs first aid or medical care, always have at least two adults present when treatment is being performed.
- Always have at least two adults in a vehicle when attending off-site events.
- At off-site events, adults should never be alone with a single child.
- If the club is attending an off-site or overnight activity, the church board should approve these trips in advance. Remember, adults and Pathfinders must never share a tent or a bed. All overnight activities must have the appropriate number of male and female staff members.
- Adult staff should never discuss personal problems or concerns with Pathfinders.
- Staff should be trained in the appropriate manner to comfort and reassure a Pathfinder. There are times when this is both necessary and appropriate. It should be limited to those situations.
- Physical and verbal abuse is never appropriate.
- Don't assume that once Pathfinder staff attend training there is no need to repeat it. There should be ongoing training and development in child protection, health and safety, team building, conflict resolution, and skills in working with Pathfinder ministries.



## Proper Response to Allegations

Although your club may implement all necessary precautions, it is still possible for accusations to be made. If your church does not have a written policy on how it will respond to alleged abuse, now is the time to ask the church board to formulate one. Adventist Risk Management (ARM) can provide guidance on what this policy should contain —see Model Child Protection Policies. It should contain guidance such as Biblical principles and instruction on appropriate reporting actions in accordance with the laws in your jurisdiction.

It is necessary to be sympathetic to the alleged victim, but it is also important to respect the rights of the individual of inappropriate conduct. Church leadership must take all accusations of abuse or misconduct seriously.

Dealing with abuse allegations requires that the church respond in such a manner that it maintains the integrity and dignity of the church and the individuals directly involved. The church must not forget it has a responsibility to continue to minister to the individual and the family. Church discipline may be required as part of that ministry, as well as spiritual rehabilitation.

With proper training, your Pathfinder staff will be empowered to minister to club members with appropriate methods and in a secure environment.

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**Watch this webinar for more information on planning a safe trip to Oshkosh for the Camporee.**

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**To be continued... part 2 What To Do?**

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**By Deena Bartel-Wagner,**  
Editor/Webmaster for Adventist Chaplaincy Ministries  
and the owner of Verbal Oxygen Creative Services

## Pathfinders Staff Members - What Do We Do? (Part 2)

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/june-2014/pathfinders-staff-members-what-do-we-do-\(part-2\)](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/june-2014/pathfinders-staff-members-what-do-we-do-(part-2))

If an accusation of abuse is made concerning a Pathfinder staff member, here is a checklist for responding appropriately.

1. An incident report should be written, providing information of the suspected abuse or misconduct. If a Pathfinder reports abuse to you, don't over-react. Maintain calm and listen carefully.
2. The child may need to be reassured that they did the right thing. Do this without making promises and without making opinion statements about the person.
3. Don't make the child keep repeating the information. You should write down what they say, and then repeat it back to them to ensure that you have understood them correctly. Sign and date the statement.
4. It is not your responsibility to investigate or determine the veracity of the child's report.
5. Make sure the Pathfinder understands what steps will be taken next.
6. If the incident is one that requires reporting, contact the child protection authorities in accordance with the laws of your local jurisdiction.
7. Notify the Conference office immediately of the incident, so they can consult with the conference attorney and report the incident to Their insurance company. This will meet the statutory requirements of your liability policy. It will also avoid negating your legal defense and any insurance coverage due to non-reporting.
8. Remind church leadership that confidentiality is a must. The allegations should not be discussed with general church membership.
9. Avoid any public statements to the congregation, media, or from the pulpit, without legal counsel.



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# SEX OFFENDERS in Church

Several weeks ago, National Public Radio's program *All Things Considered* broadcast a story about a congregation in Southern California struggling with whether to open its arms to a child molester and allow the sex offender to worship among them. The debate that followed exposed the deep divide that all churches struggle with when it comes to this sensitive subject. Churches simultaneously reach out to the perpetrator and to the survivors of abuse. Often they seem like conflicting ministries. Many pastors have sought advice on how to deal with sex offenders who have been released from prison and want to return to church. In this issue of Solutions we, too, will address this issue and offer some legal and practical advice on how to best serve and at the same time, protect.

In the Christian realm of forgiveness and the offer of a sanctuary for all sinners one would think that the welcoming hand of fellowship would be extended to all, but even the most accepting and affirming congregations struggle when a sex offender arrives at the door. We are admonished by Christ to forgive. On numerous occasions He told His disciples that: "if ye forgive men their trespasses, your heavenly Father will also forgive you: But if ye forgive not men their trespasses, neither will your Father forgive your trespasses" (Matthew 6: 14-15). The apostle Paul also counseled us to "be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you" (Ephesians 4:32). How do we reconcile the words of Jesus and Paul with the reality before us as we deal

"...We have been entrusted with an overwhelming responsibility to provide for the safety of our children and young people. We must continue to be vigilant in strengthening existing safeguards and establishing new measures to ensure the safety of God's gift to us."

with these individuals? While all sinners need an opportunity to recover and lead productive lives, a balance must be drawn between recovery and living in the real world. Having safety measures and a policy to deal with sex offenders before the crisis arises is the best way to protect church members and avoid congregational turmoil. The policy should start with a clearly defined set of rules about how sex offenders should conduct themselves in church. These rules should include limited access to church property, staying away

from children, and being accompanied by escorts while on church grounds, and limits on holding church offices.

We have been entrusted with an overwhelming responsibility to provide for the safety of our children and young people. We must continue to be vigilant in strengthening existing safeguards and establishing new measures to ensure the safety of God's gift to us. ■



## Karnik Doukmetzian

*is vice president at Adventist Risk Management, Inc. The Claims and Legal Services, Underwriting, and Risk Placement departments report to him.*

**T**here are sex offenders in your local congregation. Some are known, but some labor with a secret sin and remain unknown. No church is immune. Every congregation must decide whether it will attempt to include known sex offenders or direct them elsewhere. This is not an easy choice to make. There are legitimate reasons for excluding the offender even though, on the surface, it appears to be contrary to Christ's teachings. Not every congregation is equally equipped to manage the issue. If, after prayerful consideration, a church determines that it cannot meet the needs of a sex offender, it should not attempt to do so. If, on the other hand, the congregation determines that it has the resources and will to manage The Struggle, the next question is – how?



The goal of this article is not to supply solutions for specific situations, but rather to provide a framework for thinking about the issue and preparing for this inevitability. It focuses on the known sex offender. The time to consider these issues is now – before a sex offender is identified in the pew. Before that day arrives, you should develop a plan for managing the issue. Such pre-planning will serve you well.

## What We Hope to Achieve

The goal we must reach is inclusion with verifiable limitations. As with most things, ideas conceived in the abstract do not always work in real life. There is no substitute for flexibility and sound judgment. Not all sex offenses are equally risky. An adult man convicted at 19 of sexual contact with his 16-year-old girlfriend presents a far different set of risks than a life-long pedophile with many victims. The former may not be an issue for the church's consideration; the latter is a high risk individual. How we manage these two

extreme situations will showcase how flexible we are and the soundness of our judgment.

With many sex offenders, strict limits are completely appropriate. Limits have little to do with forgiveness, rather, they serve to protect the congregation from the offender's potential sin and shield the offender from his or her weakness.

Sometimes, the idea of forgiveness may be used to justify a lack of vigilance in this area. Such a perversion of forgiveness is neither appropriate

“...We should not judge the behavior of others. The reality is that while we cannot judge the heart of another, we do and must judge behavior.”

nor Biblical. Scripture is filled with examples of flawed, yet godly, people who were forgiven, but suffered the consequences of their respective sin. David and Moses are two clear and familiar examples.

There is also an idea that springs from secular culture into church life, which impacts decisions on how to manage The Struggle. The idea is this: We should not judge the behavior of others. The reality is that while we cannot judge the heart of another, we do and must judge behavior.

# Process Points to Ponder

There are a number of different techniques by which to manage an offender's presence in a congregation. Some suggestions follow. This is not an exhaustive list and there are many variations of each idea. The common thread throughout is that the limits must be consistently enforced as a condition of an offender participating in worship. Deviation or violation by the offender should, in most situations, act to disqualify him or her from further worship.

## 1) CONDITIONAL MEMBERSHIP

We all hold church membership conditionally. At a minimum we must accept the fundamental beliefs of the Seventh-day Adventist faith, and be baptized or enter by profession of faith. Sex offenders who wish to worship in a given congregation will, as a consequence of their wrongdoing, have additional conditions placed upon them. Explaining that conditional membership applies to all may help persuade those who resist limits.

## 2) COVENANT

This is the heart of managing The Struggle. Before allowing offenders to attend services, ask them to commit to a covenant designed to set forth the conditions of membership or participation in services. Such a covenant should clearly state the level of participation the congregation will permit. Typically, it would prohibit contact with children. Prohibition of participation in youth or children's ministries, such as Pathfinders, Adventurers, and Children's Sabbath School, would be appropriate. It may also prohibit the offender from attending functions such as church potlucks and other social events in which children are likely present. This should be reduced to written form, and signed and dated by the offender. Some conferences are using this technique with success.

## 3) ACCOUNTABILITY PARTNER

I call this the guardian angel solution. This person would be responsible for assisting the offender in honoring the promises made in the covenant. You may want to have two or three people involved in this to avoid burnout or lapses in supervision. The accountability partner should stay within sight of the offender at all times. Supervision must be well coordinated to avoid lapses in responsibility ("I thought it was Bob's turn"). You may wish to consider having this person report to the church board or executive committee annually or semi-annually to discuss any problems with the offender or with the process.

## 4) DISCLOSURE TO CHURCH MEMBERS

This is a delicate situation requiring a high degree of skill. Do we disclose that a sex offender is worshipping with us? If so, how and to whom? These are all tough issues to work through.

First, disclosure is appropriate and necessary. It gives congregants fair warning, particularly those with children or other vulnerable family members. Second, a one time disclosure is not effective. In time, membership rolls change and those who need to know may change. Departing pastors should advise incoming pastors of the presence of a sex offender in the congregation. Third, the content of the disclosure should be factual, respectful, and true. Disclosure should avoid opinion, speculation, or pseudo-analysis. Lastly, prior to making such a disclosure, it is important to consult with local legal counsel to obtain guidance on the appropriate legal limits of such a disclosure.

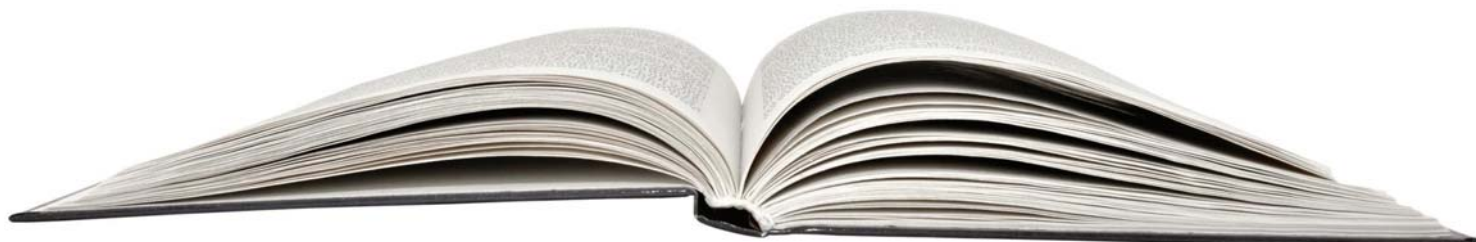
## 5) CONTACT WITH CHILDREN

Many churches have a policy or a practice of conducting criminal background checks on all people working with children. Any policy or practice should clearly state that anyone with a history of sex offense forfeits the privilege of working with young people and children, and as a condition of membership is prohibited from contact with them within or outside of church or its functions.

As with many things, success lies with the people responsible, in this case, for enforcing limits. Those responsible for enforcement, including the offender, must be committed to the idea and the process. It is important to stress that these limits are not punitive. Instead they make it possible for the offender/believer to participate in corporate worship and fellowship.

## 6) FLEXIBILITY

Within your policies, allow some flexibility and discretion. Whatever guidelines or policies you adopt, make sure you have sufficient discretion to address individual situations. Such flexibility will include some assessment of whether or not the offender is truly repentant or merely seeking an opportunity to approach the vulnerable. The truly repentant may be provided with conditional membership which includes appropriate limits and safeguards. Those offenders who seek access to the vulnerable should not be permitted access, under any circumstances, limits, or conditions. How to determine who is and is not truly repentant is a huge challenge, but the attempt must be made. Speaking to probation officers, observation, and other background data gathering may assist you in assessing the offender.





## Impact on the Congregation

My mother once told me to avoid discussing religion and politics. This is because such discussions rarely bring out the best in us. The same can be said for addressing The Struggle. You will find, within most congregations, that any attempt to deal with this problem will polarize the members. Some will line up on the law and order side and others will stand squarely under the umbrella of grace. Few are able to see that both can be achieved. Further, the uncharitable tone of many discussions on this subject conflicts with the scriptural beliefs of some believers. No matter how this issue is managed, it is likely that some will leave and worship elsewhere. That should not deter you from working hard to manage The Struggle. Simply understand that this issue brings out strong opinions and no matter how you manage it, you will have some who strongly disagree with you.

## You are Not Alone

As a local pastor or church leader, it is easy to feel overwhelmed when facing The Struggle. Please know that you are not alone. There are many resources you can call upon, including the staff at Adventist Risk Management. There is no single source of information on this topic. Some places where you can seek help include your local police department, probation officers, mental health care professionals, and social workers. Such professionals can assist you in evaluating your processes and help you assess the risk of a given individual. Beware, however, of the self-proclaimed experts in this field. With the problems of sex abuse within faith communities making national headlines in recent years, many are now profiting in the prevention field. You need to beware of such experts and stick with sources offering sound advice and proven techniques.

## Conclusion

Developing the right processes and getting people in your congregation to commit to unwavering diligence will stretch your leadership ability to its limits.

The Struggle, however, requires your best efforts. The sin of sexual abuse ripples throughout the lives of individuals and creates burdens for our churches and institutions. But this is work that must be done as it enables our objective – spreading the Gospel. If you have ideas on this subject to share, I welcome your input and frank discussion.

Please contact me at:  
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 to share your ideas or comments.

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# RECOGNIZING & DEALING with Sexual Predators

**W**hen church members and their children come to worship or attend other church functions, it should be with the understanding that there is no bubble that encapsulates and protects the participants from all danger. Yes, there is always the possibility of a miraculous deliverance from the evil that may have otherwise befallen someone, but the Lord has given us the ability to think and to plan on ways to protect those who need protection.

Sure, we need to continue to run fingerprint cards and do background checks on adults who minister to the children and youth of our church, but that will only screen out those who have already been caught. There may be individuals in your congregation who have never been caught by the law and have engaged in sexual abuse with children, perhaps even those whom you see from week to week in your church building.

Leaders of our local churches need to equip the adult members by educating them to recognize the symptoms of sexual abuse in the children they minister to. There are several physical symptoms that may indicate sexual abuse

in a child: difficulty walking or sitting; pain/itching in genital area; bruises/bleeding in private areas; STDs; abrupt change in personal care - child fails to bath, comb hair, brush teeth, etc. When these types of symptoms are seen, an adult should feel an obligation to act to protect the child and to clarify what is going on with the child. Local laws may require mandatory reporting of what you see to either the police or some other social services agency. Your church may also develop a protocol of other individuals you should contact with your concerns (pastor or parents/guardians of the child).

Church members also need to be able to recognize inappropriate interaction by other Sabbath School leaders or other adults with children. Some danger signs could include any of the following: adult always alone with the child; adult giving child lingering full frontal hugs instead of side hugs; expensive gift by adults to children who are not the natural objects of their affection by family line; adult always wanting to take the child places; adult and child stop talking when others are near; unusual amount of time spent together or an unusual amount of physical contact between adult and child. Again, if something suspicious is noticed, you may be under an obligation to have the professionals look into the matter for the protection of the child involved.



In a perfect world, there would be no predators in our midst. But Jesus has warned us that the devil will come among us like a roaring lion seeking whom he may devour. Can that illustration be stretched to encompass the thought that it would be very wise to prepare the paid and volunteer staffs in our local churches with the education that will allow them to more effectively recognize predators and perhaps prevent the harming of young worshippers?

From the count of actual claims being brought against churches and schools in the Seventh-day Adventist Church, there are a number of children each year who have encounters with sexual predators. Either the numbers of events occurring per year are increasing, or victims and their families are becoming more inclined to report the encounter to the authorities. There may still be some in the church that resist the thought that in most jurisdictions it is the law that sexual abuse of a minor must be reported to the local government (police or social services). Mandatory reporting by our churches happens most of the time when it should happen.

A good way to approach the mindset that seeks to prevent sexual abuse and protect the children would be by educating three different groups in a nearly simultaneous and overlapping fashion. First the local church leaders would have to be educated. This would target not only the paid leaders, but also the volunteers that deal with church management or with the children's programming. They need to recognize that there is a sexual abuse problem throughout society in general and even specifically within the Seventh-day Adventist community. Education is a resource that can be an effective measure to help the local church better protect the children.

When this administrative group buys in to the concept they can create a consciousness throughout the church that will empower the other two types of educational programs.

The second type of educational materials would be targeted to the parents of the children in the church to share with them ways to better protect their children and to help the children recognize behaviors that they should not allow. The home

should be the primary place for children to learn about the beautiful, God-given gift of sex and how it has been perverted in this sinful world. However, it is possible to provide programmed teaching packets and visual aids for the parents to use with their children in such a way that both the parents and the children learn survival skills in this area of life.

The final educational thrust would be aimed at directly helping the children themselves understand the difference between a good and bad touch. They also need to know what their best options could be when they are faced with a potential sexual abuse situation. This is a fallback way to help the children if their parents are too busy, too unengaged in the usual child rearing responsibilities or are otherwise unable to talk about this topic. Some of the same teaching packets discussed in the previous family education paragraph may be useful here also. The object is to create awareness so that children will not be tricked by a sophisticated predator. There may need to be some parental authorization for this direct training of the children.



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# We Are Accountable

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 [adventistrisk.org/prevention-resources/solutions-newsletter/april-2016/we-are-accountable](http://adventistrisk.org/prevention-resources/solutions-newsletter/april-2016/we-are-accountable)

Priscilla was her name. A beautiful, young girl who everyone thought odd because she would hide under layers and layers of clothing. She wore three pairs of socks, two pairs of jeans, three t-shirts, two jackets, sunglasses, and a baseball cap. She was an outcast. It was like she had something to hide or something to hide from. Even the other kids in school didn't want to be around her.

She never spoke in class and she never sat with anyone at lunch. No one ever saw her parents pick her up. She always walked everywhere. A few times, I tried to inquire about her situation but she never acknowledged my presence. If only I knew how to talk to her, how to help her, even how to protect her.\*

## Children—God's Gift to Us

Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of God belongs to those who are like these children" (Luke 18:15-17 NLT). This Bible text makes it clear that children are seen as gifts from God entrusted to parents, with communal participation in their lives. This community responsibility is not only in educating children, but also in providing a safe place for them to be. Unfortunately, unlocked doors and utopian retreats can furnish churches with the perfect cover for breaching the trust of an innocent child. The Seventh-day Adventist Church and its members must be vigilant in their effort to minimize risk and educate everyone on the signs of abuse.

Child abuse is often a patterned behavior that takes place over a period of time. The longer the abuse is perpetuated, the more severe the injury. Abuse can occur in varying ways, yet each avenue possesses similar warning signs. According to the U.S. Department of Health and Human Services, the four categories of abuse are:

1. Physical
2. Psychological
3. Sexual
4. Neglect

## How To Talk With, Help, and Protect Our Children

1. **Talking with our children:** Create an environment where children will feel comfortable approaching an adult about any kind of abuse. Take time to talk with them about appropriate and inappropriate touch. Help them learn the answers to these questions.
  - Where are your personal zones?
  - What is the difference between safe touch and unsafe touch?
  - What should you do if someone touches you in your personal zones?

These conversations help children understand what is okay. It will also help them feel comfortable approaching a trusted adult when something is wrong. Use [the Appropriate Touch info sheet](#) as a visual guide when talking to children about

safe touch and unsafe touch.

2. **Helping our children:** Even after all our efforts, child abuse may still occur at your local church or school. How can we help our children once the abuse has occurred? Linda Koh, director of the Department of Children's Ministries at the General Conference of Seventh-day Adventists says: "We need to report the incident to the appropriate authorities and agencies. If the abuse involves a church member inform the pastor and, of course, the parents. Many times in church we think 'Oh we shouldn't say anything. Don't report it.' We must report any abuse incident so we can protect the children, whether you are a member or not. If I don't take care of the children who are under the church's care, I am accountable too."
  
3. **Protecting our children:** After talking with children and helping those who have suffered abuse, it's important to also put measures in place in order to prevent abuse from occurring again. The [Seventh-day Adventist Church Manual](#) lists several policies on pages 168 and 169 that provide a measure of safety for children and efficient screening of volunteers. Such policies should include:
  - **Two-Adult Policy** - Having two adults present in children's classrooms or during activities.
  - **Open Door** – Discourage private or one-on-one contact and encourage an open-door policy in all situations. Where an open door is not possible, station a second adult at the door.
  - **Volunteer Screening** - Have all volunteers complete a volunteer information form, check their references, and, if required by law, do a background check.
  - **Six-Month Policy** - Require a waiting period of six months for newly baptized or transferring members who have indicated a willingness to work with children.
  - **Training** - Provide regular training for teachers and volunteers to help them understand and protect children during activities.
  - **Local Legal Requirements** – Local church leaders should consult with the conference to learn conference procedures and requirements, including local legal requirements for individuals working with children.

Using the tips outlined in the steps above we, as church, can talk with, help and protect children like Priscilla and make our church a safer place for children to be. For more information, visit Adventist Risk Management, Inc.'s [Child and Youth Activities page](#).

*\*Editor's Note: The story of Priscilla is an illustration created for the purpose of introducing the topic of abuse.*

by: Hunter Pettis  
**ACCOUNT EXECUTIVE**  
Adventist Risk Management, Inc.

References:



# When A Predator Attacks

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/2015/when-a-predator-attacks-healing-brokenness-within](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/2015/when-a-predator-attacks-healing-brokenness-within)

Posted by **Arthur F. Blinci, ARM eMBA**

Nothing can tear apart a church like an allegation of child sexual abuse by an adult with one of the children in your congregation. The pastor and church leaders are immediately faced with a spiritual crisis. What is the appropriate way to handle those involved? What is the potential fall-out beyond the trauma suffered by the child? While each situation is different, having a plan of action on how your congregation can handle child abuse allegations is a critical first step in the healing process for everyone involved.

It is estimated there are over 39 million adult child abuse survivors in the United States. This number continues to grow with approximately 500,000 children sexually abused each year. Child abuse can happen in your church. No congregation is immune from this tragic evil. The Apostle Peter reminds us to be on guard at all times: “Be shepherds of God’s flock that is under your care... Be self-controlled and alert. Your enemy the devil prowls like a roaring lion looking for someone to devour” (1 Peter 5:2,8). Does your congregation know how to respond after a predator has attacked? Here are five best practices that can help guide your congregation through these types of turbulent situations.

## Finding Healing Following Child Sexual Abuse Incidents

### 1. Acknowledge Child Abuse

Church leaders and members must be willing to acknowledge that it can happen. We live in a sinful world. This is why it is critical for your congregation to have an established written child protection plan in place to protect children from harm. Adults must be educated on how to appropriately interact with children and how to recognize the warning signs of child abuse before an incident occurs. For more information on creating a plan, visit ARM’s [Child Protection Resources](#).

### 2. Report Abuse and Cooperate

It is critical for church leaders to understand the child protection [reporting laws](#) in your jurisdiction. When allegations and incidents of child abuse arise, they must be reported immediately to law enforcement authorities. It is not the congregation’s responsibility to investigate the child’s claim. This will be done by law enforcement and trained professionals. It is appropriate to fully cooperate and not obstruct the investigation. It is also very important that local conference administration is notified immediately of the situation. They must make the appropriate notifications to their insurance company and legal counsel.

### 3. Misdirected Empathy

It is very difficult for church members to accept the possibility that a trusted adult, who they personally know, could ever harm a child. For some, it can be even more inconceivable that the abuse comes from within the congregation. Remember, in many incidents there is truth in these allegations. The accused adult should immediately be relieved of his/her church duties until a full investigation can be completed. Some members may be tempted to take sides or attempt to shield the adult by obscuring the truth in order to protect the person’s or church’s reputation. This can often cause more harm to all parties involved. It is better to take action and find out the truth to protect everyone’s reputation and prevent further incidents. Remember, your first responsibility is to protect the victim from further harm.

### 4. Healing Within

During these challenging times, the pastor must take an active role in being the shepherd of the congregation. Families on both sides have been placed in turmoil and they need pastoral care and spiritual guidance. This is not the time to be

judgmental or to take sides. The congregation will need reassurance that the Lord is still in control and He will provide guidance to lead them through the challenges ahead.

### **5. Never Risk a Second Chance**

“Persons who have violated their sacred trust should not be placed in a position that will give them access again to children,” said the late James Cress, former ministerial director for the General Conference of Seventh-day Adventists. “Some advocate mercy for those who violate children, and of course, forgiveness is available to any sinner. Scripture, however, advocates mercy for their victims and protection for those who would become their victims should they be loosed to prey again upon the innocent.” Our first duty must always be to guard our children from harm.

by: Arthur BLINCI

**Assistant to the President for Strategic Risk Management**

Adventist Risk Management, Inc.

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# Intersections in the Lives of Children

 [www.adventistrisk.org/prevention-resources/solutions-newsletter/april-2014/intersections-in-the-lives-of-children](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/april-2014/intersections-in-the-lives-of-children)

As we travel about our daily duties, we go through intersections. These can range from major freeway interchanges to neighborhood cross streets. Some may have a stop sign. Others have traffic lights to help keep us safe on our journey. These traffic controls are done for a reason. More than 50 percent of all fatal or injury auto crashes occur at intersections.<sup>[i]</sup>

Similarly, intersections occur when adults give of their time and talent in working with children, either as a church employee or a ministry volunteer. The navigation of these intersections of life is critically important. It is vital to ensure that all ministries are safe and no child is harmed by abuse. It is equally important to guard an adult's reputation, which could be harmed through false allegations of misconduct.

In the United States, **April is designated as Child Abuse Prevention month**. The national theme for 2014 is “**Making Meaningful Connections**.”<sup>[ii]</sup> This is a meaningful theme for Seventh-day Adventists in our work with children and youth in ministry. Connections are formed as our life intersects with that of a child. These connections include a relationship of trust between the adult and the child. Trust that is developed between the church/school with parents, as well as your organization's reputation in the community is further connections. How these intersecting relationships are navigated is critical to the success of your ministry's mission. It is a great privilege and opportunity to lead a young person to have a personal connection with Jesus!

## APRIL CHILD ABUSE PREVENTION MONTH

This month Solutions will focus on various ways you can make child protection and abuse awareness a key element of your ministries. The Adventist Church touches the lives of children every day. Early childhood education centers and K-12 schools provide educational instruction. Youth camps, Sabbath School, Adventurer, Pathfinder, and Youth ministries help children understand the importance of their spiritual journey as they make life decisions. These are critical intersections in the life of a child. What is your church or school doing, not only to nurture its children but also to make sure that they are protected in every way possible?

### Understanding the Scope of Child Abuse in Society

Child abuse and neglect affect children of every age, race, and income level. When children are nurtured, they can grow

up to be happy and healthy adults. When they lack an attachment to a caring adult, receive inconsistent nurturing, or experience harsh discipline, the consequences can affect their lifelong health, well-being, and relationship with others.[iii] Recent medical studies have shown how critical it is for abuse victims to receive appropriate care. Without help and healing through qualified professional counseling and medical care, abuse victim can experience diseases as an adult that literally shorten their life span by as much as 20 years, when compared with individuals who are not abused.[iv]

Adults who work with children need to understand that child abuse and neglect can occur in four different forms:

- **NEGLECT** - Failure to provide for a child's basic needs.
- **PHYSICAL ABUSE** - causing physical injury to child.
- **SEXUAL ABUSE** - placing a child in a situation where they are used for sexual gratification of any type: physically, visually, or other forms of exploitation.
- **EMOTIONAL ABUSE** - Any pattern of behavior that impairs a child's emotional development or sense of self-worth.

It is critical for church/school administrators to provide child abuse and intervention training to all employees and volunteers who work with minor age children. They should be instructed in how to identify and recognize the signs that a child may be subjected to abuse or neglect.

Adults are held responsible to report suspected cases of child abuse to child protection or law enforcement authorities in the United States, Bermuda, Canada, and most other countries. It is critical for all denominational employees and adult volunteers to understand the child abuse reporting laws in their jurisdiction. Failure to report suspected cases of abuse not only keeps a child subjected to potential further harm, but it also is against the law and can result in serious liability on the church. For this reason, all suspected cases of child abuse must be taken seriously. Often a child who is trapped in abusive environment will reach out to a trusted adult e.g. their pastor, schoolteacher, Pathfinder leader or other children/youth ministries worker as a cry for help.

### Preparing Your Leaders and Volunteers

Beyond understanding the warning signs of child abuse and reporting laws, all adults need to be trained in the organization's expectations of appropriate interaction with children and youth. It is no longer safe to assume that an adult somehow knows appropriate behaviors, discipline and the steps in wholesome relationship building with children. The North American Division has established an Expected Code of Conduct [v] that will help each church/school develop its orientation programs. Often allegations arise that a denominational employee or volunteer has acted inappropriately with a child. When confronted the individual may say, "I didn't realize such actions were inappropriate." This may be due to their personal up-bringing or cultural background. When all adults receive training before they engage in ministry or supervision of children, the expectations and questions can be clarified so everyone knows what will be acceptable. This builds accountability and enhances trust, which can greatly help to minimize the organization's liability. For more helpful resources on developing your child protection programs visit these helpful websites:

## Have Courage to Take Action

Making the safety of children a priority requires a commitment on the part of denominational leaders to be pro-active in child protection. Often when an allegation of abuse arises, a fear sets in that we must do everything possible to protect the church/school from scandal or harm. Too frequently, the child is victimized a second time by the failure of the church in taking appropriate steps. Sadly, child abuse does occur in Adventist churches and schools.

Church leaders must be willing to be individuals of integrity in reporting such allegations immediately to the authorities. This provides a method for allegations to be properly investigated and for the child to receive the appropriate care to restore him/her to a safe life. The lesson learned from the 2011 child abuse scandal at Penn State University should teach all organizations a key principle. “Protecting the institution should always come second to doing what is right. {Protecting the child} Ultimately, that will be what protects the organization.” [vi] Can the same be said of the Seventh-day Adventist Church? As a leader are you willing to stand for the right like a Daniel? We need to remember this counsel: “Criminal acts against children – especially during church-sponsored activities – can destroy a child’s confidence about the church and usually, about the God of the church. What wrath must justly await those who perpetrate such actions and those who protect the perpetrators? Christ and His message awaken confidence and trust. How dare any human organization compromise that childlike faith through lack of vigilance?” [vii]

## Intersections that lead to Connections

Adults who work with children/youth have the opportunity to create a Christ-centered environment where young people are loved and valued. It is in this setting they can grow and learn to understand the importance of their own self-worth and potential as they develop their characters to be accountable to God and others. Keeping them safe from the harm of child abuse is one of your greatest challenges and responsibilities. We will never be able to rid the world of child predators – but you can make a difference in the life of a child. You can be there for them to provide guidance and direction through their intersections and help them build connections to the love of Jesus.



**By Arthur F. Blinci,**  
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# How to Handle Child-on-Child Abuse Cases the Right Way

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 [adventistrisk.org/prevention-resources/solutions-newsletter/september-2015/how-to-handle-child-on-child-abuse-cases-the-right](http://adventistrisk.org/prevention-resources/solutions-newsletter/september-2015/how-to-handle-child-on-child-abuse-cases-the-right)

*Last week, Solutions featured an article on a growing trend in sexual abuse cases: child-on-child sexual abuse cases. In 2014, over half of the sexual abuse claims reported to Adventist Risk Management were of child-on-child sexual abuse. The issue of church responsibility is raised when parents entrust their children over to the care of the local church or school. In legal terms, the organization acts in loco parentis, which means to act "in the place of a parent." Leaders must carefully contemplate the matter of proper supervision. Based on case histories, it is advised to consider how and where children interact in all of their activities.*

*In this week's article, Solutions discusses the impact such cases have on both the victim and the accused, and what should be done to assist in the healing process.*

## Impact on the Victim

It is hard to think about the impact of any sexual abuse that your child or grandchild would endure whether the abuser was a peer, an older teen, or an adult. When an allegation of abuse arises in a church or school setting, the response must be timely, positive, and confidential to protect the victim and the alleged perpetrator. Like other acts of abuse, the incident should be reported to the police or designated government organizations. Don't dismiss the incident because the alleged perpetrator is another child or minor. The appropriate civil agency must be notified and allowed to investigate the matter with the full cooperation of the church or school.

Since the victim is not of age to give consent to any sexual act, it is essential to promptly notify the child's parents. While giving the child support and comfort, avoid questioning beyond the basic information needed for reporting the allegation to authorities, especially without the parent present. By cooperating with the investigating civil agency, it is best to work with them and not get ahead of their investigation by making statements that reveal identities of the victim or the perpetrator. Share information on a need-to-know basis only. For example, in a school setting, it may be mandatory the victim's and perpetrator's teacher be informed if a child is still attending classes. The teacher can then appropriately relate to the child under these circumstances. However, announcements of names and details at a staff meeting or more public forums may raise other liability issues for the organization and be detrimental to the children involved. Use legal counsel in these sensitive situations.

Be prepared to assist the alleged victim with counseling and contact your insurance company. If your insurer is Adventist Risk Management, contact your claims counsel, who will arrange for counseling and assist with payments. Keep in mind that parents may be reluctant to involve their child in such counseling. It is ultimately their decision, but be open and supportive to the child and the family. Do everything possible to avoid re-victimization through careful, sensitive handling of all communications and respecting the privacy of the child and family.

## Impact on the Perpetrator

The alleged perpetrator may find him or herself (yes they can be of either gender) in a perplexing and frightening situation. While they may or may not realize what they have allegedly done to be wrong, they are suddenly confronted with new circumstances. While the church or school should contact the appropriate authorities, the parents of the minor should also be contacted in coordination with your report to local authorities. Advise the parents of the circumstances. Again, it is best for the church and school to only communicate with minors in the presence of a parent. It is not the role of church or school to be the investigator when potentially criminal conduct is involved. However, based on the obtained information, decisions about suspension pending investigation may be appropriate. Again, legal counsel will be crucial.

Should the church or school become involved in providing counseling for this child? Each situation will vary, and such decisions are, therefore, fact specific. Contact your insurance company. If ARM is your insurer, your ARM Claims Counsel can assist with questions about insurance coverage and propriety of providing counseling for an alleged perpetrator. Remember, while an alleged victim may claim certain activities occurred, do not leap too quickly to discipline the alleged perpetrator until a thorough investigation by the police or another authority has rendered its conclusion.

## Conclusion

To determine appropriate response and discipline with the church or school, consider the specific facts and allegations of wrongdoing in these claims. The best interests of the minor must be considered for both the alleged victim and alleged perpetrator. The long-term outcome is to have all those involved survive this trauma and become well-adjusted young people. Our view must not only be the protection of the child. When an unfortunate circumstance occurs, a fair response to all involved is the most healing. We cannot and should not simply brush such incidents aside as “children will be children.” Instead, we should look for ways to assist in the healing process all parties will need.

by: bob kyte

**PRESIDENT AND CEO**

Adventist Risk Management, Inc.



# PATHFINDER CLUB



## Meaning of the Pathfinder Club Emblem

### Red (Sacrifice)

- Reminds us of Christ. "For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life." (John 3:16)
- "Present your bodies a living sacrifice, holy, acceptable unto God" (Rom. 12: 1).

### Three sides

- Completeness of the Trinity -- Father, Son, Holy Spirit.
- Tripod of education: **Mental**- Crafts and Honors; **Physical**- Campouts, work bee, health focus; **Spiritual**- Outreach and personal spiritual development.

### Gold (Excellence)

- "I counsel thee to buy of me gold tried in the fire, that thou mayest be rich" (Rev. 3:18).
- Standard of measurement. The Pathfinder Club has high standards to help build strong character for the kingdom of heaven.

### Shield (Protection)

- In the Scripture God is often called the shield of His people.(Protection) "Fear not ... I am thy shield" (Gen. 15:1)
- "Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked." (Eph. 6:16)

### White (Purity)

- "He that overcometh, the same shall be clothed in white raiment" (Rev. 3:5).
- We desire to have the purity and righteousness of Christ's life in our lives.

### Blue (Loyalty)

- It is the purpose of the Pathfinder Club to help teach us to be loyal to: Our God in heaven. Our parents. Our church
- Loyalty is defined as a reflection of the character of our True Master Guide.

### Sword (Bible)

- The sword is used in warfare. A battle is always won by offense. We are in a battle against sin, and our weapon is the Word of God.
- The sword of the Spirit is the Word of God. (see Eph. 6:17)

### Inverted Triangle

- The inverted order of importance Jesus taught which is contrary to that taught by the world.
- Sacrificing of one's self by placing the needs of others ahead of our own.

**Pathfinder Club:** The Pathfinder Club is one of the organizations of the world youth ministry of the Seventh-day Adventist Church.



# PLEDGE AND LAW

## Pathfinder Pledge

**By the grace of God,**

Only as we rely on God to help us can we do His will.

**I will be pure.**

I will fill my mind with everything that is right and true and spend my time in activities that will build a strong, clean character.

**I will be kind.**

I will be considerate and kind not only to my fellow men but also to all of God's creation.

**I will be true.**

I will be honest and upright in study, work and play and can always be counted upon to do my very best.

**I will keep the Pathfinder Law.** I will seek to understand the meaning of the Law and will strive to live up to its spirit, realizing that obedience to law is essential in any organization.

**I will be a servant of God.**

I will pledge myself to serve God first, last and best in everything I am called upon to be or do.

**I will be a friend to man.**

I will live to bless others and do unto them as I would have them do unto me.

## Pathfinder Law

**The Law is for me to:**

**Keep the Morning Watch.**

I will have prayer and personal Bible study each day.

**Do my honest part.**

By the power of God I will help others and do my duty and my honest share, wherever I may be.

**Care for my body.**

I will be temperate in all things and strive to reach a high standard of physical fitness.

**Keep a level eye.**

I will not lie, cheat or deceive, and will despise dirty talk or evil thinking.

**Be courteous and obedient.**

I will be kind and thoughtful of others, reflecting the love of Jesus in all my association with others.

**Walk softly in the sanctuary.**

In any devotional exercise I will be quiet, careful and reverent.

**Keep a song in my heart.**

I will be cheerful and happy and let the influence of my life be as sunshine to others.

**Go on God's errands.**

I will always be ready to share my faith and go about doing good as did Jesus.

# MOTIVATING PATHFINDERS – WHAT WE CAN DO.....

## 1. Build Relationships

- a. Provide environment (group or one-on-one)
- b. Be honestly supported or warmly rejected by others as person capable of directing his future behavior.
- c. They must believe that adults are important to them.
- d. Personal encouragement-caring one-on-one relationship.

## 2. Be a Model

- a. Adults as models, whom they like and respect for their behavior and attitudes
- b. Adults, with a development of logical reasoning

## 3. Be Careful of Stereotypes

- a. Assume mature behavior from early physical developers rather than from peers who have yet begun to grow.
- b. Assume that physically attractive adolescents are intelligent and responsible.
- c. Assume that unattractive or overweight are undisciplined, irresponsible or lazy
- d. Adult expectations of them, "We act like we were treated"

## 4. Provide Opportunities for Youth to Take Initiative

- a. Provide activities that teach self-motivation
- b. Let them assume responsibility for shaping their environment
- c. Provide consistent limits for acceptable behavior.
- d. Enough structure so that initiative can most likely be met.
- e. Relinquish the amount of control they can successfully handle and appreciate.

## 5. Involve Youth in Decision Making

- a. Structure ways to give increasing amounts of autonomy
  - In establishing rules,
  - In selecting and planning programs,
  - In negotiating individual and group contracts,
  - In selecting group rewards,
  - In actually conducting activities,
  - In evaluating the program
- b. Balance youth autonomy and adult control as to capabilities of the individuals
- c. Allow as much control as they can manage
- d. Provide controls that are necessary to protect youth from harm due to their own inexperience but adult-imposed controls diminish as young people gain experience and responsibility.

## 6. Make Peer Influence Positive

- a. While peers do have an increasing influence on behavior, most adolescents retain their family values
- b. Can be a motivator
  - Making rules that govern their behavior
  - Plan activities that require collaboration rather than competitive efforts
  - Set group goals & rewards that require cooperation
  - Plan activities whereby the peer group receives
  - Engage groups in role playing and simulation games

- Peer counseling
- Peer tutoring

**7. Top Young Adolescents Desire to Make Commitments**

- a. Short term goal or provide an honorable out
- b. Commitment should be of one's own choosing
- c. "Choice" contributes to sense of personal autonomy
- d. Should be truly meaningful to them or to others

**8. Provide Safe Opportunities for Risk Taking**

- a. Risk taking is a normal part of growing up
- b. Risk can help young adolescents grow, test their physical cognitive, and social skills against reality, feel good about themselves
- c. Risk provides challenge and risk taking provides help in motivating as long as the situation is not too threatening is constructed to promote self-esteem, and protects them from physical or emotional harm.



# HOW TO MOTIVATE PATHFINDERS

- A.** Provide a warm, supportive environment where Pathfinders feel respected and capable.
- B.** Encourage adults to model an internal locus of control by taking the initiative to solve their own problems and by assuming responsibility for their own behavior.
- C.** Guard against basis expectations for individuals or groups on racial, cultural, sexual, or physical stereotypes. They also should create positive self-fulfilling prophecies by believing in young adolescents' ability to become self-motivating and responsible for their actions.
- D.** Teach Pathfinders how to function effectively in planning and implementing program activities, and then provide ample opportunities for them to practice these skills.
- E.** Give Pathfinders as much control over their behavior as they can manage, providing enough structure to protect them from harm and to ensure success in a variety of activities.
- F.** Channel peer pressure into motivation for constructive, desirable activity by planning activities that:
  - Require collaborative rather than competitive effort to accomplish goals;
  - Allow Pathfinders to help someone or make a valuable contribution to their community and then be recognized for doing so;
  - Group Pathfinders with their friends; and
  - Help Pathfinders learn from each other.
- G.** Give Pathfinders opportunities to make commitments to ideas, projects, and people. Let them choose among short-term commitments, or longer commitments with honorable exits at short intervals.
- H.** Offer safe opportunities for Pathfinders that allow them to test their bodies and minds, but which also protect them from their own inexperience and the collective inexperience of the peer group.
- I.** Teach Pathfinders to set realistic personal and group goals slightly beyond their present performance.
- J.** Teach Pathfinders to control their environment in small ways, such as moving to another section of the room when others disturb them.





Adventist Risk  
Management, Inc.

# YOUTH SUPERVISION GUIDELINES

How many staff members you have supervising activities depends both on the level of risk involved with the activity and the needs of the children. Special needs children, high-energy children and younger children require more supervision.

The key is to consider each activity, outing, or field trip and provide the best-qualified personnel possible, in ample numbers, to maintain the security of youth and to keep youth safe. The number one priority in child supervision is to “never let children out of one’s sight.” Claims files are filled with tragic stories of injuries that happened when children were left unsupervised.



**QUALITY IS ESSENTIAL**  
Provide a minimum of two  
qualified supervisors for  
each situation.

**Provide a minimum of two qualified supervisors** (those with specific knowledge of the particular activity, including training, certification, degrees, etc.) Depending on the activity—museum visit, swimming, hiking, etc.—qualifications and numbers will vary.



## Give supervision 100 percent

Periods of supervisory responsibility are not a time for grading papers, making personal phone calls, conversing with associates, participating in the activity or performing other activities that may distract from the actual task of supervision.

The benefit of having two supervisors means an authorized supervisor is always present. In the event of an emergency, someone may need to go for help while the other supervisor remains behind to watch the children in their care. In addition, supervision in numbers helps to prevent child abuse or accusations of child abuse. Where programs include youth that are physically or mentally challenged, additional supervision will be required.

### Variables that increase the need for more supervision are:

- **Environmental Hazards:** geographic features such as bodies of water that children may fall in, strong currents in areas where youth are swimming, wooded areas where children may become lost, etc.
- **Experience and Qualifications of Staff Members:** maturity and judgment, experience and knowledge, training, etc.
- **Skill Level of Children:** age, number of persons, physical condition, disabilities, etc.
- **How Much Risk the Activity Involves:** ARM recommends that hazardous-risk activities, such as mountain climbing, require one adult for each 4 children. A high-risk activity, such as a field trip, requires one adult for each 8 children, while a low-risk activity, such as sitting in class, would require one adult for each 12 children.

### RECOMMENDED STAFF TO CHILD RATIOS

Hazardous Risk Activity 1:4



High Risk Activity 1:8



Low Risk Activity 1:12



How many staff members you have supervising activities depends both on the level of risk involved with the activity and the needs of the children.



Water sports and swimming need additional supervision and safety measures. Make sure a lifeguard is on duty when your pool is open. The American Lifeguard Association (ALA) recommends having a minimum of two lifeguards on duty at all times. If the swimming pool population reaches 50 swimmers, the ALA suggests a lifeguard should be added for every additional 25 persons as a minimum standard, and every lifeguard chair should be occupied whenever the swimming pool is open.

Some children require more supervision than others and require staff or volunteers that have more skill in child supervision. Children who require more attention take time away from other children. More supervision will be needed in these instances.



Adventist Risk Management,<sup>®</sup> Inc. cares about keeping the children, students and campers in your ministry safe. See more child protection resources on our website at [AdventistRisk.org](http://AdventistRisk.org).

REPORT YOUR CLAIM RIGHT AWAY

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## PATHFINDER CAMP SAFETY REQUIREMENTS

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- 1.** Successful completion of Camping Skills I-IV.
- 2.** What is meant by “Pathfinders are a sacred trust” and how does camp safety support that aspect of ministry in the church?
- 3.** Why is it important to find out what the local laws are before starting a camp fire and where would you get that information?
- 4.** Identify 3 reasons why a camp fire should never be left unattended.
- 5.** List 10 rules for fire safety to consider when camping.
- 6.** Identify the temperature the following foods should be kept at and explain why this is important when camping.
  - a.** Hot foods
  - b.** Cold foods
- 7.** List 5 things you can do to prevent animals from coming into your camp site.
- 8.** What safety precautions should you consider when building a latrine?
- 9.** Make a list of items that should be in a “first aid kit”? Inspect your Pathfinder club camping first aid kit and make recommendations of any missing items if applicable.
- 10.** List 5 things to consider when practicing good hygiene at a camp site where there is no running water (i.e. showers, flush toilets, sinks or faucets).
- 11.** Demonstrate 3 ways you can purify water when camping.
- 12.** Identify 2 types of fuel used for camp cooking and explain what precautions should be used when using them.
- 13.** Discuss 5 guidelines for personal safety and self protection when camping.
- 14.** List 5 guidelines for safely handling camping knives, axes and hatchets.
- 15.** Conduct 5 camp site inspections using the Pathfinder Camp Safety Inspection form.

### Skill level III

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## PATHFINDER CAMP SAFETY Requirements

### 1. Successful completion of Camping Skills I-IV.

### 2. What is meant by "Pathfinders are a sacred trust" and how does camp safety support that aspect of ministry in the church?

Parents have entrusted the Pathfinder staff with the care of their children when they go out camping and to other offsite activities. The life and health of these young people can never be replaced. These young people are the future of the church. Pathfinder staff and older Pathfinders must protect the younger Pathfinders from harm and also incorporate fun and spiritual growth into the activities. The leadership should know how to maintain necessary health, safety and sanitary conditions without neglecting opportunities for fun and high adventure. "Safety Through Skill" should be our motto.

Outdoor benefits prove rather ineffectual if the Pathfinder returns home with a cold, earache, bad sunburn, poison ivy, upset stomach, cut foot, or sprained ankle. A camping experience can destroy forever a Pathfinder's interest in the outdoors, the church, or even a relationship with God just as easily and as effectively as it can foster and build them up. Look at an overnight camp not as a test of endurance but as a test of unique living situations in which campers, counselors, and staff can, through skill, knowledge, and teamwork adapt to primitive conditions sanely, safely, healthfully, and in the spirit of fun and adventure.

### 3. Why is it important to find out what the local laws are before starting a camp fire and where would you get that information?

Many camp sites and trails have a ban on campfires during high fire danger seasons or conditions. You can be held responsible for the suppression cost (expenses incurred by fire serves to respond to and extinguish the fire and the cost of replacing damaged property and forestry caused by fire) if your campfire starts a wild fire. Many national parks require permits and have strict regulations regarding where and what types of campfires may be used. You may obtain this information by contacting the local ranger station of the national park or area where you plan to camp.

### 4. Identify 3 reasons why a camp fire should never be left unattended.

1. The campfire can reignite from just the hot embers.
2. The direction and strength of the wind could change suddenly and cause embers to blow into areas where a forest fire could ignite.
3. Children are fascinated and attracted to fire and will most certainly play with the smoldering coals and em-

bers if the fire is left unsupervised.

4. Children have a tendency to throw things into a fire without comprehending the potential danger of their conduct.

### 5. List 10 rules for fire safety to consider when camping.

1. Keep fire site away from over-hanging branches.
2. Use an existing pit if possible and circle it with rocks.
3. Clear a 5 foot area around the pit, removing burnable debris down to the soil.
4. Keep a bucket of water and a shovel nearby.
5. Stack extra wood upwind and away from the fire.
6. After lighting, do not discard the match until it is cold or throw the match into the fire.
7. Never leave a campfire unattended, not even for a minute.
8. Do not use petroleum products for fires. (e.g. gas, kerosene, or oil.) These items can cause injury to both the person lighting the fire as well as to persons and things in the immediate vicinity.
9. When you leave, make sure the fire is completely out. Drown the fire and surrounding area with water. Stir the fire with a shovel or stick and then drown it again. Add water and stir until the area is cold to the touch.
10. Don't bury coals. They can smolder and break out.

### 6. Identify the temperature the following foods should be kept at and explain why this is important when camping.

#### a. Hot foods

Most bacteria do not grow rapidly at temperatures below 40 degrees F or above 140 degrees F. The temperature range in between is known as the "Danger Zone". Bacteria multiply rapidly at temperatures in the Danger Zone and can reach dangerous levels after 2 hours. When cooking over an open flame, the color of the food is not a good indication of how well it is cooked. Always cut food to inspect the center for sufficient cooking. A thermometer can be used to ensure food is heated sufficiently to destroy any bacteria.

#### b. Cold foods

If you are "car camping" or while driving to your site, you don't have as many restrictions. First you will have the luxury of bringing a cooler. What kind of cooler? Foam coolers are light weight, low cost, and have a good "cold retention" power, but they are fragile and will not last through numerous outings. Plastic, fiberglass, or steel coolers are more durable and can take a lot of outdoor wear. They also have excellent "cold retention", but, once filled, larger models may weigh 30 to 40 pounds.



## PATHFINDER CAMP SAFETY Requirements

To keep foods cold, you will need a cold source. A block of ice keeps longer than ice cubes. Before leaving home, freeze clean, milk cartons filled with water to make blocks of ice or use frozen gel packs. Fill the cooler with cold or frozen foods. Pack foods in reverse order. First food packed should be the last food used. Take foods in the smallest quantity needed (e.g. a small jar of mayonnaise). At the campsite insulate the cooler with a blanket, tarp, or poncho. When the camping trip has ended discard all perishable foods if there is no longer ice in the cooler or if the gel pack is no longer frozen.

**7.** List 5 things you can do to prevent animals from coming into your camp site.

1. Do not leave any food out. Put all food in a bag and hang it up in a tree.

2. Do not leave toothpaste or lotion out as the smell will attract animals.
3. Clean up the campsite making sure there is no spilled food or scraps left around for animals to find.
4. Never put any food in your tent.
5. Secure all trash and store in a location not accessible to animals.

**8.** What safety precautions should you consider when building a latrine?

The distance from the camp. Consider privacy, safety, and convenience.

It should be at least 100 feet from any water source

Dig the latrine 10 to 12 inches deep

The latrine should be clearly identified

**9.** Make a list of items that should be in a "first aid kit"? Inspect your Pathfinder club camping first aid kit and make recommendations of any missing items if applicable.

Soft Pack bag	1	Injury	
AMA First Aid Guide	1	Instant cold compress	1
Instruments:		Butterfly wound closures, medium	3
Scissors	1	2"x2" Moleskin squares	4
Tweezers, Metal	1	½"x5Yd. First aid tape roll	2
Medium safety pins	2	6"x3/4" Finger splint	1
Cotton Tipped Applicators	10	Antiseptics	
Exam quality vinyl gloves	2	Antiseptic cleansing wipes (sting free)	12
Bandages:		Topicals	
¾"x3" Adhesive plastic bandages	50	Alcohol cleansing pads	12
¾"x3" Fabric bandages	25	Castile soap towelettes	3
1"x3" Fabric bandages	10	Insect sting relief pads	3
3/8"x1-1/2" Jr. adhesive plastic bandages	10	Antibiotic ointment packs	3
Knuckle fabric bandages	4	Sun block pack	1
Fingertip fabric bandages	4	Lip ointment pack	2
2"x4" Elbow & knee plastic bandages	2	First aid/burn cream packs	3
Dressings		Burn relief gel pack	1
2"x2" Gauze dressing pads	10	Medicine	
3"x3" Gauze dressing pads	4	Aspirin tablets	4
4"x4" Gauze dressing pads	2	Ibuprofen tablets	4
5"x9" Trauma pads	1	Extra-strength non-aspirin tablets	4
2" Conforming gauze roll bandages	1		
Sterile eye pads	1		

**10.** List 5 things to consider when practicing good hygiene at a camp site where there is no running water (i.e. showers, flush toilets, sinks or faucets).

### Plan ahead

Anticipate the amount of water needed based upon location, group size, type of

physical activity, type of food/meals, weather, and other available resources

Bring portable hand sanitizers (e.g. cloth ,liquid)

Consider using disposable utensils

Plan for type of and number of appropriate attire based on activity and type of camping



## PATHFINDER CAMP SAFETY Requirements

### 11. Demonstrate 3 ways you can purify water when camping.

No matter how clear the water looks, it may not be safe to drink. Make sure by purifying it yourself.

One way to purify water is to first strain it through a clean cloth to remove any sedimen, then boil it vigorously for at least one full minute. In high altitudes it is well to boil it more than a minute because water boils at a lower temperature. One of the easiest ways to purify water is to disinfect it with any of several chemicals such as iodine or chlorine tablets; tincture of iodine (3 drops per quart) which you mix well and allow to stand for 30 minutes; laundry chlorine bleach (comes in different strengths – chlorine 1%=10 drops per quart, chlorine 4-6%=2 drops per quart, chlorine 7-10%= one drop per quart) which you mix well and allow to stand for 30 minutes. For muddy or turbid water, double the amount of chemicals. A water filter/purifier which can be purchased at most camping supply stores can be a quick and easy method to purify water.

### 12. Identify 2 types of fuel used for camp cooking and explain what precautions should be used when using them.

Liquid – (commonly called “white gas” or Coleman fuel). Keep tightly sealed when not in use, away from other heat sources, and away from objects that can break the integrity of the container. Connections with grill or burners should be safely secured. All containers should be clearly identified and the fuel should be kept in its original container. Avoid spills on skin and clothing as much as possible. If spillage occurs, quickly clean it up.

Gas – (propane, butane). Transport according to manufacturer’s safety guidelines (propane in an upright position with a solid base). Keep away from heat source when not in use. Valves/connectors to grills or burners should be safely secured before cooking or during storage.

### 13. Discuss 5 guidelines for personal safety and self protection when camping.

1. Never go camping or hiking alone.
2. Always let people know the location of your planned camping trip and stick to the plan.

3. Carry a cell phone for emergency use only.
4. Always research the location where you are planning to camp including anticipated weather conditions.
5. Always bring an adequate First Aid Kit.
6. Bring 2 way radios.
7. Always stay on clearly marked trails

### 14. List 5 guidelines for safely handling camping knives, axes, and hatchets.

1. Knives should be rust free and sharp at all times (When sharpening a knife use a Carborundum sharpening stone and draw the blade over the stone with the edge foremost).
2. When whittling or cutting crude material always cut away from you.
3. Never split a piece of wood with a knife by hammering on the back of the blade (This will ruin the blade and can weaken the hinge on a pocketknife)
4. Always keep the blade away from fire (overheating affects the temper of the steel and it will not be able to hold an edge).
5. When a pocketknife is not in use, be sure it is closed and put away. When a sheath knife is not in use, put it back in the sheath which should be carried on the belt just in back of the hip joint.
6. Clear the ground the length of an ax plus your arm when chopping something.
7. On lookers must stay two ax lengths away.
8. Carry the ax with the blade out.
9. Pass the ax with its harmless end first (handle first, head down) When using an ax:  
Get a firm footing before swinging the ax;  
Spread feet apart and keep them out of the way;  
Rest when tired;  
Never let a small child use a long handle ax (they can learn proper techniques with a hatchet.)

### 15. Conduct 5 camp site inspections using the Pathfinder Camp Safety Inspection form.

See attached form that needs to be completed. A mock campsite can be set up for training purposes with multiple safety issues for the Pathfinders to identify and make recommendations for corrections.

Skill level III

# Drill & Marching “The Basics”

<b>Fall In:</b>	The 1 <sup>st</sup> Pathfinder, “marker,” to Fall In, positions themselves so that the unit, when formed, will be three steps in front of and centered on drill instructor. The marker immediately raises their left arm laterally at shoulder level, fingers extended and joined, palm down, with head and eyes to the front. The 2 <sup>nd</sup> Pathfinder takes his position immediately to the left of the marker and on line, their right shoulder touching the marker’s fingertips; they turn their head and eyes to the right for alignment and raise their left arm laterally. As soon as the proper interval has been obtained, the marker drops his left arm quietly to his side assuming attention. The 2 <sup>nd</sup> Pathfinder turns their head and eyes to the front when they are aligned, dropping their arm as soon as proper interval has been obtained and assumes attention. Other Pathfinders of the detail form in a similar manner. The left flank Pathfinder does not raise their arm. (At Close Interval “Fall In” may also be commanded see Close Interval Dress Right Dress below)
<b>Fall Out:</b>	Pathfinders execute an about face, take one step in the new direction and leave their position in formation but remain in the immediate area.
<b>Dismissed:</b>	To formally dismiss the detail, with the Pathfinders at Attention the command is <b>Dismissed</b> , the Pathfinders execute <b>Present Arms, Orders Arms</b> after the drill instructor returns the salute, then execute an <b>About Face</b> , take one step in the new direction and then leave the area. The above commands may be combined and understood to be executed automatically by the Pathfinders when the command <b>Dismissed</b> is given.
<b>By the Numbers:</b>	After initiating this command all subsequent commands are <b>By the Numbers</b> until the command <b>Without Numbers</b> is given. The first count of the movement is executed on the command of execution. The second count is executed on the command, <b>Two of Ready Two</b> .
<b>As you Were:</b>	The Pathfinder Leader gives <b>As you Were</b> to revoke a preparatory command that has been given. If an improperly given command is not revoked, the Pathfinders execute the movement in the best manner possible. ( <b>For a “drill down” only</b> an improperly given stationary command by the drill instructor, <b>Should Not</b> be executed and the detail should <b>Stand Fast</b> responding with “ <b>As you Were, Sir or Command Sir,</b> ” i.e. if the detail is at <b>Present Arms</b> and the drill instructor commands <b>Ready Front</b> the detail should remain at <b>Present Arms</b> and state “ <b>As you Were, Sir.</b> ” Movement commands should be executed in the best means possible.)
<b>Dress right Dress:</b>	To align the unit at normal interval, the commands are <b>Dress right Dress; Ready Front</b> , each Pathfinder except the right flank Pathfinder turns their head and eyes to the right and aligns himself on the right flank Pathfinder, simultaneously, except the left flank Pathfinder extends their left arm, and each Pathfinder positions themselves by short right or left steps until their right shoulder touches the fingertips of the Pathfinder on their right. On the command <b>Front of Ready Front</b> , the Pathfinders lower their arms smartly & quietly to their side and turns their heads and eyes to the front resuming the position of attention. ( <b>Close interval Dress right Dress</b> may also be given where the Pathfinder on the right places the heel of their left hand on their left hip even with the top of the belt line, finger and thumb joined and extended downward, and their elbow in line with their body and touched by the arm of the Pathfinder on their left)
<b>Cover:</b>	To align the unit in column the command is <b>Cover</b> . On this command, each Pathfinder, except the leading Pathfinder, raises their left arm horizontally to the front, fingers extended and joined, palms down, and obtains an arm’s length plus approximately 6 inches from the finger tips to the back of the Pathfinder to their front. At the same time, each Pathfinder aligns directly behind the Pathfinder to their front. To resume the position of attention, the command <b>Recover</b> is given, On this command each Pathfinder lowers their arm smartly & quietly to their side.
<b>Attention:</b>	Standing, with the right foot in place, bring the left heel smartly to the right heel so that the heels are on the same line with the toes pointing out equally, forming an angle of 45 degrees. Keep legs straight without locking knees. Hold body erect, with hips level, chest lifted and arched, and shoulders square and even. The arms should hang straight, without stiffness, along sides with the back of the hands outward; curl your fingers so that the tips of the thumbs are alongside and touching the first joint of forefingers. Keep thumbs straight and along the seams of trousers or skirt, with all fingertips touching the legs. Keep head erect and hold squarely to the front, with chin drawn in so that the axis of head and neck is vertical. Look straight to the front. Rest the weight of body equally on the heels and balls of feet. Remain silent except when replying to a question or when directed otherwise. (Note when the command <b>Fall In</b> is given each Pathfinder assumes the position of attention, and when at <b>Stand At Ease, At Ease</b> , or <b>Rest</b> , Pathfinders assume <b>Parade Rest</b> when the preparatory command for <b>Attention</b> is given.
<b>Parade Rest:</b>	On the command <b>Rest of Parade Rest</b> , (given at attention only) Pathfinders move their left foot smartly 8 inches to the left of their right foot. They keep their legs straight without locking the knees so that the weight rests equally on the heels and the balls of their feet. Simultaneously, place their hands at the small of the back, centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Hold the head and eyes as at attention. Remain silent and do not move. The commands for <b>Attention, Stand at Ease, At Ease</b> or <b>Rest</b> and the directive for <b>Prayer Attention</b> may be given from this position.
<b>Prayer Attention:</b>	Executed only from <b>Parade Rest</b> , the Pathfinder bows their head for prayer. (Male members remove their cover with their right hand and place it behind their back and otherwise assume the position of <b>Parade Rest</b> , on conclusion of prayer, without command, replace their cover with both hands and otherwise assume the position of <b>Parade Rest</b> , Female members are not required to remove their cover.
<b>Stand at Ease:</b>	On the command <b>Ease of Stand at Ease</b> execute <b>Parade Rest</b> but turn the head and eyes directly toward the commander. The commands for <b>Attention, At Ease</b> or <b>Rest</b> may be given from this position. If given from <b>Parade Rest</b> smartly turn the head and eyes toward the commander. While at <b>Stand at Ease</b> maintain eye contact with the commander until given another command.
<b>At Ease:</b>	On the command <b>At Ease</b> Pathfinders may move, but remain silent and standing keeping the right foot in place keeping detail alignment. The commands <b>Attention or Rest</b> may be given from this position.
<b>Rest:</b>	On the command <b>Rest</b> , Pathfinders may talk and move, but remain standing keeping the right foot in place keeping detail alignment. The commands <b>Attention</b> and <b>At Ease</b> may be given from this position.
<b>Present Arms:</b>	<b>Present Arms</b> is a one-count movement given only at the position of attention. On the command of execution, <b>Arms</b> , raise the right hand until the tip of the forefinger touches the forehead just above the right corner of the right eye. (When wearing head dress having a brim, bill, or visor, touch protruding edge of headress above right eye.) The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

<b>Order Arms:</b>	<b>Order Arms</b> from <b>Present Arms</b> is a one-count movement. On the command of execution, <b>Arms</b> , return hand smartly & quietly to side, resuming the position of attention.
<b>Hand Salute:</b>	The hand salute is executed like <b>Present Arms</b> and <b>Order Arms</b> as a two count movement. This movement is used when reporting or when rendering courtesy, turn the head and eyes toward the person addressed when saluting and <b>Present Arms</b> , upon acknowledgment by a salute by commander, terminate the salute with <b>Order Arms</b> without command.
<b>Right -Left Face:</b>	To face to the flank the command is <b>Right or Left Face</b> . This is a two count movement. On the command <b>Face</b> , slightly raise left heel and right toe for <b>Right Face</b> or right heel and left toe for <b>Left Face</b> , and turn 90 degrees to the direction commanded assisted by a slight pressure on the ball of the trailing foot. Keep legs straight without stiffness. On the second count, place trailing foot smartly beside your leading foot, resuming the position of attention. Hold arms at attention when executing this movement.
<b>About Face:</b>	To face to the rear the command is <b>About Face</b> . This is a two count movement. On the command <b>Face</b> , move the toe of right foot to a position touching the ground approximately one-half the length of foot to the rear and slightly to the left of left heel. Rest most of weight on the heel of the left foot and allow right knee to bend naturally. On the second count, turn to the right 180 degrees on left heel and then ball of right foot, bringing feet back to the position of attention. Hold arms at attention when executing this movement.
<b>Open Ranks March:</b>	When in line at any of the prescribed intervals the club opens ranks for personal inspection or other purposes on the command <b>Open Ranks March</b> . On the command <b>March</b> , the front rank takes two steps forward, the second rank takes one step, and the third rank stands fast. If there are more than three ranks, the fourth rank takes two steps backward, the fifth rank takes four steps backward, the sixth rank takes six steps backward, continue similarly for additional ranks.
<b>Close Ranks March:</b>	To close ranks march (only after the detail has opened ranks) the command is <b>Close Ranks March</b> . On the command <b>March</b> , the front rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward, the fifth rank takes two steps forward, and the sixth rank takes three steps forward, continue similarly for additional ranks.
<b># Step to the ( ) March:</b>	For short distances only the commander may designate the number of steps (forward, backward, or sideward by giving the appropriate commands, i.e. <b>1,2,3, etc steps to the (right, left, forward, backward) March</b> . On the command of execution, <b>March</b> , step off with the left foot except for right step march, and execute <b>halt</b> automatically after completing the number of steps designated.
<b>Right - Left Step March:</b>	To march with a 12-inch step to the left or right, the command is <b>Right or Left Step March</b> . The command is given only at the halt. On the preparatory command <b>Right Step</b> shift the weight of the body without noticeable movement onto the Left foot. On the command of execution <b>March</b> , bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 12 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the position of attention (use opposite feet for <b>Left Step March</b> .) Continue this movement, keeping the arms at the sides as in the position of attention. To halt, the command is <b>Ready Halt</b> . This movement is executed in two counts. The preparatory command <b>Ready</b> is given when the heels are together; the command of execution <b>Halt</b> is given the next time the heels are together. On the command of execution <b>Halt</b> , take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the position of attention.
<b>Forward March:</b>	Being at the halt and <b>Attention</b> , to march forward with a 24-inch step in the cadence of quick time, the command is <b>Forward March</b> . On the preparatory command <b>Forward</b> , shift the weight of body to right leg without noticeable movement. On the command <b>March</b> , step off smartly with left foot and march straight forward with 24-inch steps, keeping head and eyes fixed to the front. Swing arms easily in their natural arcs with the right arm 9 inches straight to the front and left 6 inches to the rear of the seams of trousers or skirt. Do not allow arms to bend at the elbow; keep fingers curled as in the position of attention, and just clearing trousers or skirt when swinging.
<b>Backward March:</b>	Being at the halt and <b>Attention</b> , to march backward with a 12-inch step in the cadence of quick time only, the command is <b>Backward March</b> for short distances only. On the preparatory command <b>Backward</b> shift the weight of the body to the right leg without noticeable movement. On the command <b>March</b> , with the left foot take 12-inch steps backward allowing the arms to swing easily in their natural arcs with the right arm 6 inches straight to the rear of the seams of the trousers or skirt and the left 9 inches to the front. Do not allow arms to bend at the elbow; keep fingers curled as in the position of attention, and just clearing trousers or skirt when swinging.
<b>Halt:</b>	To halt from forward march, the command is <b>Pathfinders Halt</b> , <b>Pathfinders</b> being the preparatory command. Please note there may be several suitable preparatory commands i.e. Ready, Unit, Detail, Color Guard, etc. The command is given as either foot strikes the ground. This movement is executed in two counts. On the command of execution, <b>Halt</b> , take one more step and then bring trailing foot alongside leading foot, resuming the position of attention.
<b>Half step March:</b>	To march forward with a 12-inch step from the halt, the command is <b>Half step March</b> . On the preparatory command <b>Half step</b> shift weight to the right leg without noticeable movement. On the command of execution, <b>March</b> , step forward 12 inches with left foot and continue marching with 12-inch steps. Allow arms to swing as with a 24-inch step. To alter the march to a 12-inch step while marching with a 24-inch step in quick time, the command is <b>Half step March</b> . This command may be given as either foot strikes the ground. On the command of execution <b>March</b> , take one more 24-inch step and then begin marching with a 12-inch step. Allow arms to swing as with a 24-inch step. To resume marching with a 24-inch step, the command is <b>Forward March</b> , given as either foot strikes the ground. On the command of execution <b>March</b> , take one more 12-inch step and then begin marching with 24-inch step. The halt is the same as with quick time. The unit may be marched for short distances from a close interval line formation while marching at half step, <b>Mark Time March</b> , <b>Forward March</b> , <b>Extend March</b> , and <b>Halt</b> are the only commands that may be given.
<b>Extend March:</b>	To obtain correct distance while marching with less than correct distance, the command is <b>Extend March</b> . The leading Pathfinder takes one more 12-inch step then 24-inch steps. Others begin 24-inch steps when at the correct distance.
<b>Mark time March:</b>	To march in place at quick time, the command <b>Mark time March</b> is given as either foot strikes the ground while marching at quick time or at half step. ( <b>Not given when at halt nor at double time</b> ) When marching at quick time or half step and the command <b>Mark time March</b> is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow arms to swing naturally. Adjust alinement while marching. The command <b>Forward March</b> is given to resume marching with the 24-inch step. Take one more step in place and then step off with a full step. The command is given as either foot strikes the ground. The halt is the same as with quick time.

<b>Close Interval March:</b>	When in a column at normal interval, at a halt or while marching at quick time, to obtain close interval between files the command is <b>Close Interval March</b> . At the halt, on the command <b>March</b> , the right flank unit stands fast. The other units obtain close interval by taking 1,2,3, etc right steps respectively, and <b>Cover</b> with their unit captains. To change interval in column when marching, the preparatory command, <b>Close Interval</b> , is given as the right foot strikes the ground and the command of execution, <b>March</b> , is given the next time the right foot strikes the ground. On the command of execution, the base unit (right file) takes one more 24-inch step, then assumes the half step. All other units take one more step, simultaneously, execute a column half right, and march until close interval is obtained. Then execute a column half left and assume the half step when abreast of the corresponding unit's base unit. On the command <b>Forward March</b> all pathfinders resume marching with a 24-inch step. To resume normal interval while marching the command is <b>Normal Interval March</b> given on the left foot, executed like close interval, but in the opposite direction.
<b>Change step March:</b>	The command <b>Change step March</b> is given as the right foot strikes the ground while marching at quick time. At the command of execution take one more step with left foot, then in one count place right toe near the heel of left foot and step off again with left foot. This movement is executed automatically when a Pathfinder finds themselves out of step with other members of the formation or "Marker Position"
<b>At ease March:</b>	The command <b>At ease March</b> is given as either foot strikes the ground. On the command of execution, <b>March</b> the Pathfinders are no longer required to maintain cadence; however, silence and the approximate interval and distance are retained. <b>Quick time March/ Forward March, or Route step March</b> are the only commands that can be given while marching <b>at ease</b> .
<b>Route step March:</b>	<b>Route Step March</b> is executed exactly the same as <b>At Ease March</b> except that Pathfinders may talk. Note: to change the direction of march while marching at <b>Route Step</b> or <b>At ease March</b> , the commander informally directs the lead element to turn in the desired direction. Before precision movements may be executed, the Pathfinders must resume marching in cadence. The Pathfinders automatically resume marching at attention on the command <b>Quick time March/Forward March</b> , as the commander reestablishes the cadence by counting off for eight steps.
<b>Double time March:</b>	The command <b>Double time March</b> is given from a halt, or as either foot strikes the ground while marching at <b>Quick Time</b> . When the preparatory command for <b>Double time</b> is given from a halt, shift the weight of the body to the right leg without noticeable movement. On the command <b>March</b> raise forearms to a horizontal position, with fingers and thumbs closed, knuckles out and simultaneously step off with left foot. Continue to march with 24-inch steps at the cadence of double time. Let arms swing naturally, straight to the front and rear, but keep forearms horizontal. When marching at quick time, and the command <b>Double time March</b> is given take one more quick time step and step off with y trailing foot in double time as above. To resume <b>Quick time</b> from double time, the command is <b>Quick time March</b> given as either foot strikes the ground. On the command of execution take two more double time steps, then resume quick time, lowering arms to sides. To halt from marching at <b>Double time</b> , at the command of execution, <b>Halt</b> take two more double time steps, (lower hands to the side) and one 24-inch step at quick time, bring trailing foot alongside leading foot, resuming the position of attention. Note: <b>Halt, quick time, column half right (left) and column right (left)</b> are the only movements which can be executed while double timing.
<b>Rear March:</b>	To march in the opposite direction, the command is <b>Rear March</b> (not given from the halt, and it is frequently smoother to use the preparatory command " <b>To the Rear</b> ") The preparatory command <b>Rear</b> is given as the right foot strikes the ground. On the command of execution <b>March</b> given when the right foot strikes the ground next, all Pathfinders take one more step with the left foot, pivot on the balls of both feet, turning 180 degrees to the right, and steps off in the new direction. Do not allow the arms to swing outward while turning.
<b>Incline R - L:</b>	To avoid an obstacle in the path of march the commander commands <b>Incline "Around" or "to the Left or Right."</b> The lead Pathfinders incline around the obstacle and reestablishes the original direction. All other Pathfinders follow the lead Pathfinders in formation.
<b>R - L Flank March:</b>	When it is desired to move to the flank for a short distance when marching at <b>Quick time</b> , the command is <b>Right or Left flank March</b> . The preparatory command and the command of execution end when the foot in the indicated direction of march strikes the ground. The interval between the preparatory command and the command of execution is one step. On the command <b>March</b> , each Pathfinder takes one more step, turns in the indicated direction of march on the ball of their leading foot, and steps off in the new direction with that foot creating a "sharp" turn. When marching in the new direction, the Pathfinders glance out the corner of their eyes and dress to the right.. Command is not given from a halt.
<b>Column R-L March:</b>	See pages 19, 25 through 27 of the Pathfinder Drill Manual or pages 5-7, 6-9,7-10 of the 1986 FM 22-5
<b>Count Off</b>	Counting off is executed from right to left in line or rank and from front to rear in file or column. The command is <b>Count Off</b> , when in line at the command of execution, all Pathfinders except the one on the right flank turn their heads and eyes to the right, and the right flank Pathfinder counts off <b>One</b> . After the Pathfinder on the right counts off his number, the Pathfinder to his left counts off the next highest number, at the same time turning his head and eyes to the front. The numbers are counted in the cadence of quick time from Pathfinder to Pathfinder. All movements are made in a precise manner. When in column, at the command of execution, each Pathfinder in succession (starting with the leading Pathfinder) turns his head to the right and counts off his number sharply over his right shoulder. They then turn their head back to the front. The last Pathfinder in column keeps his head and eyes to the front.
<b>Eyes Right:</b>	At the halt, all Pathfinders, on the command <b>Eyes Right</b> , turn head and eyes to the right 45 degrees. Their head and eyes follow the reviewing official until they are looking directly to the front. Only the club director renders the hand salute. When marching, the club commander, without turning their body, commands <b>Eyes Right; Ready Front</b> . They give the command <b>Right</b> when they are six steps from the reviewing official or reviewing stand, and <b>Front</b> when the last rank of the club has cleared the reviewing official or reviewing stand by six steps. When the command <b>Right</b> is given, each Pathfinder except the right file, turns head and eyes to the right at an angle of 45 degrees while marching until the command <b>Front</b> is given. On the command <b>Front</b> , heads and eyes again face front. The commands " <b>Eyes</b> " and " <b>Right</b> " are given on the right foot. " <b>Ready</b> " and " <b>Front</b> " are given on the left foot. On the command <b>Eyes Right</b> the club commander turns their head and eyes right and renders <b>Present Arms</b> . The club commander ends the salute on the command <b>Front</b> .
<b>Drill Down Notes:</b>	For a " <b>Drill Down</b> " only an improperly given stationary command by the drill instructor, <b>Should Not</b> be executed and the detail should <b>Stand Fast</b> responding with, " <b>As you Were, Sir,</b> " or " <b>Command Sir,</b> " i.e. if the detail is at <b>Present Arms</b> and the drill instructor commands <b>Ready Front</b> the detail should remain at <b>Present Arms</b> and state <b>As you Were, Sir</b> . Movement commands should be executed in the best means possible
<b>Please Note:</b>	This command reference is excerpted from the Pathfinder Drill Manual and the FM 22-5 United States Army drill manual (from which the Pathfinder drill manual was based) with wording modifications permitting ease of use, understanding and organization. These informational sheets should be used only as a quick reference and only base all technical questions related to drilling etiquette strictly on the Pathfinder drill manual or the FM 22-5, further visual reference is available via video from Advent Source, "Pathfinder Club Drill: The Basics" If there are any further questions or if errors are found please contact <b>Joel Hutchins at <a href="mailto:THSLDU@comcast.net">THSLDU@comcast.net</a></b> or through the Potomac Conference, Columbia Union, NAD.

**Oblique:** The oblique command is a 45 degree flanking movement and its primary purpose is to change the line of march for a short distance but not the direction. The command is given **Right/Left Oblique, MARCH** where **Right** or **Left** is the preparatory command and **MARCH** is the command of execution. The command is given while marching at attention in **Any Formation; Close or Normal Interval**; only in the **Cadence of Quick Time**.

**Right Oblique:** The command **Right Oblique, MARCH** is given while marching at quick time. The preparatory command and command of execution will be given as the right foot strikes the ground, as this involves a movement to the right. On the command of execution take an additional step with the left foot and then face 45 degrees to the right by pivoting on the ball of the left foot and taking a normal step with the right foot in the direction of the oblique in a similar fashion as a flanking movement.

**Left Oblique:** This movement is executed in the same manner to the left by switching the foot assignments above.

**Variation:** Drill Teams may choose to execute the oblique movement and forward march (see below) in a sharper manner by pivoting on the balls of both feet and stepping off in the oblique with the leading foot instead of the trailing foot. Uniformity between flanking movements and the oblique should be maintained, i.e. if a drill team steps off with the leading foot for a flanking movement to maintain sharpness they must also do the same with the oblique movement.

**Alignment:** To maintain alignment while in the Oblique, the base is the extreme right or left file designated by the command. Members of the formation will keep their shoulders parallel to the base and regulate their steps so that the ranks remain parallel to the original front.

**Other Commands:** Five movements may be executed while in the Oblique and are as follows:

**Half Step:** The purpose of this command is to slow the forward movement but not the cadence. The command is given **Half Step, MARCH** as either foot strikes the ground. Execute the command as if you were marching forward at attention. The only command that may be given while in **Half Step March**, is **Resume, MARCH**. This command may be given as either foot strikes the ground. On the command of execution, **MARCH**, take one additional half step then continue in the oblique direction with a full step.

**Mark Time:** The purpose of this command is to stop the forward movement but not the cadence. The command is given **Mark Time, MARCH** as either foot strikes the ground. On the command of execution, **MARCH**, take one more step in the direction of the oblique and then bring the trailing foot along side the leading foot marching in place in the direction of the oblique. The only command that may be given while in **Mark Time**, is **Resume, MARCH**. Execute the command as if you were resuming **Forward March**, from **Mark Time**.

**In Place Halt:** The purpose of this command is to halt in the direction of the oblique and is given **In Place, HALT**, where “**In Place**” is the preparatory command and “**HALT**” is the command of execution. This command may be given as either foot strikes the ground. Execute this command as you would if marching forward except continue facing in the direction of the oblique. The only command that may be given from **In Place HALT** is **Resume MARCH**. On the command **MARCH**, step off with your left foot in the direction of the oblique.

**Halt:** The purpose of this command is to halt the unit facing forward. The command is given **HALT** as either the left foot or right foot strikes the ground depending on the direction of the oblique and is preceded by a preparatory command fitting the group that is being commanded such as “**Drill Team**,” or “**Pathfinders**.” If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. When the command of execution is given take one additional step and pivot on the ball of the leading foot turning in the original forward direction and bring the trailing foot along side smartly assuming the position of attention.

**Forward March:** The purpose of this command given while in the oblique is to return the units direction of march to the original front. The command is given **Forward MARCH**, as either the left foot or the right foot strikes the ground depending on the direction of the oblique. If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. On the command of execution take one additional step in the oblique and then pivot on the ball of the leading foot turning 45 degrees toward the original forward direction allowing arms to swing naturally close to the body.

**Command Voice:** Drill commands are best given when the person has an excellent command voice. A command voice is characterized by DLIPS: **D**istinctness, **L**oudness, **I**nflection, **P**rojection, and **S**nap.

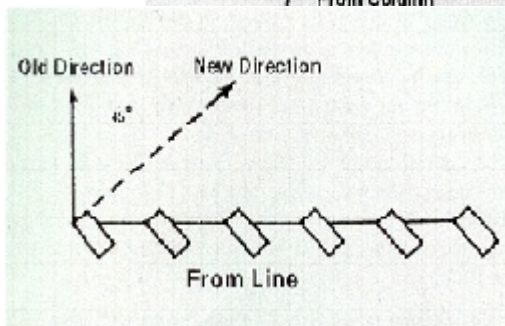
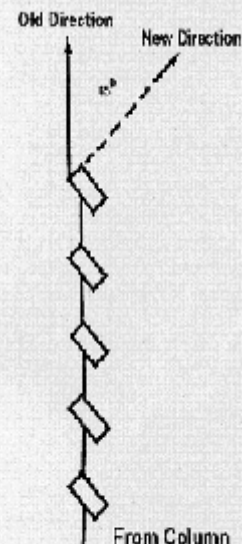
**Distinctness** - This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.

**Loudness** - This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.

**Inflection** - This is the change in pitch of the voice. Pronounce the preparatory command with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.

**Projection** - This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.

**Snap** - This is the conciseness of the command.



# Drill Team Information Packet



# SECTION 1: TEAMS

**Drill Teams:** Drill Teams must consist of at least 4 members, this can include the Drill Instructor if necessary. A Drill Team is defined as a group of Pathfinders/TLT's aged 10 through 18 or MG Candidates up to 18. All team members must be registered members of the Pathfinder club they represent and must be in the 5<sup>th</sup> through 12<sup>th</sup> grades.

**Drill Instructors:** Drill Instructors can be any Pathfinder, TLT, or Staff Member. (Teams with Drill Instructors 18 or Under will receive a 5 point bonus) Drill Instructor's 19 and older cannot be part of the Drill Team formation they must call commands as the march along side the team.

**Team Categories:** (Each team may only enter ONE of the following categories)

Basic  
Advanced  
Fancy - Freestyle

**Additional Teams:** Pathfinder clubs having enough Pathfinders to form more than one Drill Team can only enter a team in a category once i.e. a club cannot have two Basic Teams, etc. Each team must consist of completely different members with exception to the Drill Team Leader, i.e. a Pathfinder in the Basic Team cannot be in the Advanced or Freestyle Team. A Drill Leader, however, can command drill for all teams or they could actually be the Drill Leader for one team and a team member of another team, i.e. The Drill Leader for the Advanced team could be a member of the Freestyle team which has a different Drill Leader. Drill Leaders from a more advanced team cannot be a member of a less advanced team. i.e. a Drill Leader for the Advanced Team cannot be a member of the Basic Team or a Drill Leader for the Fancy Team cannot be a member of the Advanced or Basic Team.

Clubs with more than one Team may only participate in each category once, i.e. a club could not enter two Basic Teams or two Advanced Teams or two Freestyle Teams but could enter a Basic and Advanced or Freestyle team with totally different Pathfinders in each with exception to the Drill Leader.

Teams must be from a club that is recognized by the conference they represent as an "official" Pathfinder club in that conference, however teams do not have to audition, be ranked, or seek permission by that conference to register as long as they are "officially recognized" in that conference as an official Pathfinder Club.

## SECTION 2: UNIFORM

Drill Team members including the Drill Leader should ALL wear the NAD (North American Division) Class "A" Uniform consisting of the following:

Khaki Pathfinder Shirt, including Union (if required), Conference, and Club patches along with Class Insignia  
Black Pants or Skirt with belt loops for black Pathfinder belt (No Spandex, Cargo Pants, or Military style BDU's,)  
Black Pathfinder belt and Pathfinder Buckle  
Black Dress Shoes or Boots  
Yellow Neckerchief with Slide or Ascot (not both)  
**No Sash**

### North American Division (NAD) Class "A" Uniform Detail

As defined by the Uniform Addendum available at [pathfindersonline.org](http://pathfindersonline.org) and the Potomac Conference Addendum to the NAD Uniform Addendum and as follows:

Pins, chevrons, Union (if required), Conference, Club identification and other Pathfinder patches are required to be in it's designated place and in good order according to the afore mentioned Addendums. Black Pathfinder belt, and polishable dress shoes or boots are to be worn. (No sandals, tennis shoes, Velcro shoes, platform shoes or shoes/boots with heels in excess of **1 inch** will be allowed). **Accessories such as gloves, gauntlets, berets, ascots, spats, sunglasses, and cords may be added to the Class "A" uniform.** Pant legs **should not** be tucked or bloused inside the boots but left to hang naturally. The Pathfinder scarf **is not worn** when the ascot is used. **No additional uniform items such as capes or similar accessories will be allowed for the presentation.** Honor sashes are not to be worn. Uniform items that your team wears that are not listed above may not be recognized and points may be deducted unless a special exception is granted by the Event Coordinator. Exceptions may be granted if the item in question is presented to the Event Coordinator before the Registration Deadline.

### North American Division (NAD) Uniform Addendum

The NAD Uniform addendum to the Staff manual currently available online at "[www.pathfindersonline.org](http://www.pathfindersonline.org)" has been adopted by Potomac conference with additional items specified by the Potomac Conference Uniform Addendum. We recognize that some clubs will take some time to adopt all of the current specifications and until that time we will continue to judge the Uniform using the Class "A" uniform Detail in the same fashion as past competitions with an emphasis on uniformity, consistency and sharpness.

## SECTION 3: UNIFORM INSPECTION PROCEDURE

The NAD Class "A" Pathfinder Uniform as specified in the uniform section is required. The Team Demonstrating must report to the staging area at least 15 minutes before their scheduled competition time. The Team Leader, when instructed, will command their team to **"Fall In"** and then to **"Open Ranks"**, enabling the judge to effectively view the team's uniforms. **Teams must successfully demonstrate All Drill Commands asked to be demonstrated by the Judge!** If teams are unable to perform any commands given points may be deducted. Once the inspection is complete, the team leader calls their team to "Close Ranks" to prepare for the demonstration. The uniform inspection is not part of the timed event.

## SECTION 4: AREA

The planned area for the demonstration is on a hard surface and will have a rough dimension of 100 by 100 feet. However, teams should plan their routine in a smaller area in case space is not available as planned. There will be a space outside of this area for teams to line up for the uniform and equipment inspection. Please be aware that there may not be any covered areas for the teams to seek shelter during any inclement weather, bringing appropriate rain gear for the teams and any equipment is extremely important. Teams are responsible for their own equipment, please do not leave equipment unattended.

## SECTION 5: MANUAL

The 1989 NAD edition of the Pathfinder Drill Manual is the official drill manual for this event with exception to the Oblique Movements detailed in this information packet.

## SECTION 6: DEMONSTRATION PROCEDURE

After the Uniform Inspection, the Drill Team will approach the entrance line to the demonstration area.

The **First Whistle** will blow to signal the Drill Team leader to enter the demonstration area smartly and with the most direct route possible approach the Head Judge and assume the position of attention approximately two steps in front of the judge. The Drill Team leader will then perform the following:

Render a Hand Salute and state:

In a loud and clear voice!

"Sir/Ma'am, the [Drill Team Name], from [Church Name] in the [Conference], from the [Union], requests permission to take the floor, Sir/Ma'am."

Render a Hand Salute and then execute an About FACE and prepare to command the team for the demonstration.

The Time will start when "Fall IN" is given by the Drill Leader.

A **Second Whistle/Warning** will sound indicating teams have 1 minute left before they exceed the allotted time and incur an overtime penalty.

The Time will stop when "Dismissed" is given by the Drill Leader and the team is **Completely** off the demonstration area.

Teams do not need to request permission to leave the drill floor after before "Dismissed" is given, leave promptly after dismissing the team to avoid an overtime penalty.

No other whistles will sound, it is the responsibility of the team leader to be aware of their time and insure they are off the demonstration area to avoid an overtime penalty. Teams need to leave the demonstration area quickly and smartly in an orderly fashion. Any lingering or delay could still cause an overtime penalty.

**Note: The Drill Team may perform various movements. However, no sensual movements, sensual gyrations, or Greek stepping will be tolerated. Any team that exhibits any movements that would not Glorify HIS Name will be asked to leave the drill area immediately and will be disqualified! Feet must remain grounded, No Acrobatics!**

## SECTION 7: TIME

Basic Teams:	3 minutes to perform
Advanced Teams:	4 minutes to perform
Freestyle Teams:	8 minutes to perform

**Time starts** when the command "Fall In" is given.

**Time stops** when the command "Dismissed" is given.

After "Dismissed" is given, leave the drill floor immediately or an overtime penalty may still be assessed.

## SECTION 8: FLAGS, GUIDONS, & MUSIC

**Basic, Advanced & Freestyle Teams:** No Flags, Banners, or Music may be used.

**Freestyle Teams:** Hand held sticks with ribbons or material are allowed. However, NOTHING should be used or carried that symbolizes a weapon. If there are any other special circumstances that are not covered here that might warrant an exception please make the Event Coordinator aware before the registration deadline for a possible exception.

## SECTION 9: POINTS & SCORING

Uniform	Uniformity & Compliance with NAD Class A Uniform & Potomac Conference Addendum
Knowledge	There will be a knowledge component for team members. (see section 11)
Drill Captain	Command Voice & Ability to Command Team effectively
Creativity	Team's performance of commands in a smooth-flowing rhythmic manner
Precision	Team's ability to perform commands uniformly with precision & sharpness
Routine	Team's performance of commands, use of space, and timing of movements

Bonus Points 5 Points awarded to Drill Teams with a leader 18 & under

**Fancy Teams Only** 2 Points awarded to Drill Teams that maintain their angle of march after the column half left i.e. they do not command column half right before the other commands in the list.  
1 point for teams successfully demonstrating a fancy salute with at least 4 movement counts  
1 point for successfully demonstrating multi-component movements (at least 4 combination basic commands) when given as a single unique verbal command not in the Drill Manual.

Point Deductions 10 Points deducted if Basic or Advanced teams demonstrate Freestyle movements  
5 Points deducted for every 1-30 seconds over the time limit  
2 Points deducted each time any member of the team leaves the defined demonstration area  
1 Point deducted for teams not following standard Pathfinder Drill manual basic command rules  
1 Point deducted for Drill Leaders that do not follow the required demonstration procedure  
1 Point deducted for each piece of equipment or uniform item that falls or drops  
1 Point deduction for any team member that breaks formation (goes the wrong direction)

Disqualification will occur if inappropriate movements are performed or inappropriate behavior is displayed by the **team, their club members, or family present !!**

All scoring and decisions by the floor judges are final and are not to be argued or debated with them. Inappropriate or unchristian like behavior directed toward the judges or staff will result in disqualification.

Awards will be given to all teams that meet the following standard scoring brackets:

1 <sup>st</sup> Place	90-100	Points	90%	Receiving at least 90% of the total points available
2 <sup>nd</sup> Place	80-89	Points	80%	Receiving at least 80% of the total points available
3 <sup>rd</sup> Place	70-79	Points	70%	Receiving at least 70% of the total points available

## SECTION 10: REQUIRED COMMANDS

The Basic & Advanced commands must follow the rules set forth by the 1989 NAD Pathfinder Club Drill Manual. The "Obliques" and related commands should follow the supporting documentation in this information packet.

**Basic:** Basic Teams demonstrate the Basic commands listed below in any effective order.

Fall In	Close Ranks March
Dress Right Dress/Ready Front	Count Off
Cover/Recover	Hand Salute
Open Ranks March	Forward March
Present Arms/Order Arms	Half Step March
By the Numbers	Column Half Left March
Left Face	Column Left March
Right Face	Column Right March
Without Numbers	Right Flank March
Parade Rest	Left Flank March
Stand At Ease	Rear March
At Ease	Mark Time March
Rest	Halt
Attention	Dismissed
About Face	

**Advanced:** Advanced Teams demonstrate the Basic and Advanced commands listed below in any effective order.

Fall In	Resume March
Close Interval Dress Rt Dress/Ready Front	Forward March
Dress Right Dress/Ready Front	Left Oblique March
Cover/Recover	Forward March
Open Ranks March	Close Interval/Normal Interval March (while moving fwd)
Present Arms/Order Arms	Eyes Right/Ready Front
By the Numbers	Count Cadence Count
Left Face	Half Step March
Right Face	Column Half Left March
Without Numbers	Column Left March
Parade Rest	Column Right March
Stand At Ease	Right Flank March
At Ease	Left Flank March
Rest	Rear March
Attention	Incline Around Left/Right or "Incline to the L/R" March
About Face	Mark Time March
Close Ranks March	Backward March (Must be given from the Halt)
Count Off	Halt
Hand Salute	Left Step March
Forward March	Right Step March
Right Oblique	Dismissed
In Place Halt	

**Freestyle:** Freestyle Teams demonstrate all of the Basic commands **In the Order Listed** before the Freestyle routine. Attempting to demonstrate missed commands will incur an out of order penalty.

Fall In	Forward March
Dress Right Dress/Ready Front	Right Oblique
Cover/Recover	In Place Halt
Open Ranks March	Resume March
Present Arms/Order Arms	Forward March
By the Numbers	Left Oblique March
Left Face	Forward March
Right Face	Half Step March
Without Numbers	Column Half Left March
Parade Rest	Column Left March
Stand At Ease	Column Right March
At Ease	Right Flank March
Rest	Left Flank March
Attention	Rear March
About Face	Mark Time March
Close Ranks March	Halt
Count Off	+++ Freestyle Routine Starts Here +++
Hand Salute	Dismissed

# SECTION 11: REQUIRED KNOWLEDGE

During the Uniform inspection each Pathfinder "might" be asked a random question from the list below. If they are unable to answer the first question asked they may be asked a second question. It is our desire that every Drill Team member know this information from memory.

**Each Pathfinder is responsible for being able to answer any of the questions:**

**1. What is your favorite Bible verse (Please have them recite the verse?)**

**2. What are the 6 Class Levels (8 if that applies to your club)?**

Answer: Friend, Companion, Explorer, Ranger, Voyager, (Pioneer, Navigator,) Guide

**3. Be able recite the pledge:**

Answer: By the grace of God, I will pure, kind, and true. I will keep the Pathfinder Law. I will be a servant of God and a friend to man.

**4. Be able to state any of the Pathfinder Laws ("what is the 5th Law?") by number or recite the Pathfinder Law as a whole:**

Answer: The Pathfinder Law is for me to:

- 1) Keep the morning watch
- 2) Do my honest part
- 3) Care for my body
- 4) Keep a level eye
- 5) Be courteous and obedient
- 6) Walk softly in the sanctuary
- 7) Keep a song in my heart
- 8) Go on God's errands.

**5. Be able to recite the pledge of allegiance (rendering proper salute):**

Answer: I pledge allegiance to the Flag of the United States of America,  
and to the Republic for which it stands, one Nation under God,  
indivisible, with liberty and justice for all.

**6. Be able to recite the words to the Pathfinder Song?**

Answer: Oh we are the Pathfinder strong The servants of God are we.  
Faithful as we march along, In kindness\* truth and purity.  
A message to tell to the world, A truth that will set us free,  
King Jesus the Saviour's coming back for you and me.

\* Allow both versions

**7. Be able to explain aspects of the Pathfinder Emblem such as Colors and Symbols.**

Answer: **Red:** Sacrifice that reminds us of Christ  
**White:** Purity and righteousness of Christ's life in our lives  
**Blue:** Loyalty to our God in heaven, Parents, and our Church  
**Gold:** Excellence which the Pathfinder Club has a high standard of to help build strong character

**3 Sides:** Completeness of the Godhead (Father, Son, Holy Spirit)  
Tripod of Education Mental, Physical, Spiritual

**Shield:** Protection "Fear not I am the shield"

**Sword:** Bible "The sword of the Spirit is the Word of God"

## SECTION 12: COMMAND DETAIL & CLARIFICATION

**Forward March vs Half Step March:** Recognizing that Pathfinders are not adults and their step length can be shorter either naturally or by design as the “style of march” of a particular drill team, teams must successfully demonstrate the difference between these two commands. If the step length in “Forward March” at quick time is so short that a differentiation between it and “Half Step March” cannot be determined teams will not receive credit for either command.

**Mark Time March:** Mark Time March is “not given when at halt nor at double time”

**Hand Salute:** “The hand salute is executed like Present ARMS and Order ARMS turning head and eyes toward the person addressed as you salute, and normally terminated upon acknowledgment without command” on a 2 count cadence. This command is normally executed automatically to render respect to a higher ranking officer. The “Hand Salute” is not normally commanded, however to have the Drill Team demonstrate its ability to execute this movement in unison with precision and sharpness, the command “hand Salute” is required for this competition.

**Guidons:** If Guidons are used by the Drill Team, all of the commands performed by the Guidon bearer should be performed automatically. For example: If “Present ARMS” is given, the correct movement for the Guidon should be executed. **If the Guidon Bearer does not execute the appropriate command and movement, points will not be awarded for that command as if the entire team did not execute the command.**

**Oblique:** The oblique command is a 45 degree flanking movement and its primary purpose is to change the line of march for a short distance but not the direction. The command is given **Right/Left Oblique, MARCH** where **Right** or **Left** is the preparatory command and **MARCH** is the command of execution. The command is given while marching at attention in **Any Formation; Close or Normal Interval;** in the **Cadence of Quick Time.**

**Right Oblique:** The command **Right Oblique, MARCH** is given while marching at quick time. The preparatory command and command of execution will be given as the right foot strikes the ground, as this involves a movement to the right. On the command of execution take an additional step with the left foot and then face 45 degrees to the right by pivoting on the ball of the left foot and taking a normal step with the right foot in the direction of the oblique in a similar fashion as a flanking movement.

**Left Oblique:** This movement is executed in the same manner to the left by switching the required foot assignments.

**Variation:** Drill Teams may choose to execute the oblique movement and forward march (see below) in a sharper manner by pivoting on the balls of both feet and stepping off in the oblique with the leading foot instead of the trailing foot. Uniformity between flanking movements and the oblique should be maintained, i.e. if a drill team steps off with the leading foot for a flanking movement to maintain sharpness they must also do the same with the oblique movement.

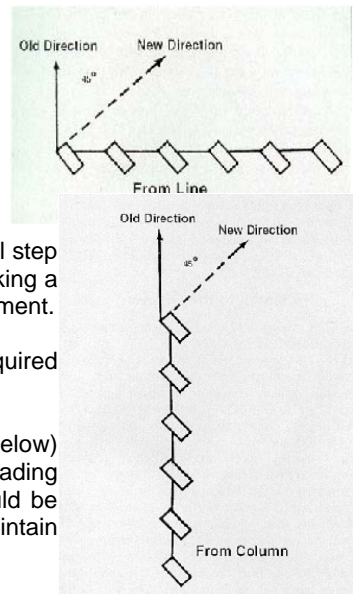
**Alignment:** To maintain alignment while in the Oblique, the base is the extreme right or left file designated by the command. Members of the formation will keep their shoulders parallel to the base and regulate their steps so that the ranks remain parallel to the original front.

**Other Commands:** These movements may be executed while in the Oblique as follows:

**In Place Halt:** The purpose of this command is to halt in the direction of the oblique and is given **In Place, HALT**, where “**In Place**” is the preparatory command and “**HALT**” is the command of execution. This command may be given as either foot strikes the ground. Execute this command as you would if marching forward except continue facing in the direction of the oblique. The only command that may be given from **In Place HALT** is **Resume MARCH**. On the command **MARCH**, step off with your left foot in the direction of the oblique.

**Halt:** The purpose of this command is to halt the unit facing forward. The command is given **HALT** as either the left foot or right foot strikes the ground depending on the direction of the oblique and is preceded by a preparatory command fitting the group that is being commanded such as “**Drill Team,**” or “**Pathfinders.**” If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. When the command of execution is given take one additional step and pivot on the ball of the leading foot turning in the original forward direction and bring the trailing foot along side smartly assuming attention.

**Forward March:** The purpose of this command given while in the oblique is to return the units direction of march to the original front. The command is given **Forward MARCH**, as either the left foot or the right foot strikes the ground depending on the direction of the oblique. If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. On the command of execution take one additional step in the oblique and then pivot on the ball of the leading foot turning 45 degrees toward the original forward direction allowing arms to swing naturally close to the body.



## SECTION 13: SCHEDULE

All teams will need to arrive by 8:00 AM for opening exercises. The schedule will be determined after the registration deadline. All Basic and Advanced teams may be required to attend a drill clinic prior to their performance in order to receive their trophy.

## SECTION 14: CONTACT INFORMATION

Contact the Event Coordinator for General, Registration or Scheduling questions as well for any questions related to the Drill Team rules or information packet.

**Joel Hutchins** Event Coordinator

THSLDU@comcast.net E-Mail  
301-802-4326 Cell Phone

Contact Nancy Crickenberger in the Youth Department at the Potomac Conference Office for any questions related to registration fees or billing.

**Nancy Crickenberger** Youth Department Office Assistant

NANCYC@pcsda.org E-Mail  
703-886-0771 Ext 232 Phone  
703-886-5734 Ext 232 Phone

## SECTION 16: REGISTRATION INFORMATION & DEADLINE

**Deadline: March 31<sup>st</sup>**

Registration forms **Must Be Received** by the deadline

Please **E-mail** the registration from to:

Nancy Crickenberger NANCYC@pcsda.org - Youth Department  
And CC: THSLDU@comcast.net - Joel Hutchins Event Coordinator

**Note:** Please fill out Registration forms by hand and scan to PDF or use the fillable form provided and send via E-mail. Unfortunately **Signatures of the Director and Drill Team Leaders are once again required !!** due to the fact that we found last year many Drill Team leaders who clearly did not read or understand the rules.

Electronic signatures will be accepted but they must be true "Electronic" signatures not just the names typed into the fillable form.

Adobe PDF "Reader" is free and available on the internet. If you are having difficulty opening the file, be sure you have the latest version of Adobe Reader.

Drill Teams must be from clubs who have achieved "official status" by the conference office which means the club must have confirmation of a signed charter and church board minutes acknowledging the formation of the club.

Drill Team Registration will be confirmed only after confirmation of payment.

All Registration forms must be e-mailed to Nancy Crickenberger NANCYC@pcsda.org  
And Joel Hutchins - THSLDU@comcast.net

We apologize but there will not be an option to Mail or Fax registration forms, however if this presents a significant issue please contact the Event Coordinator.

If your club is unable to "Bill the Church" after e-mailing the form please include a copy of the form in the Envelope with the check or money order payable to the Potomac Conference and address it to:

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401 - 4804

## Registration – Deadline March 31

E-Mail this Registration Form to the Youth Department:

Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)

Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator



### Pathfinder Club Demographic: (Please Print)

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

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

### Club Staff Contact Info: (Please Print)

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Drill Team Leader Signature & Contact Info: (If Leader is a minor use the Director's phone number and E-Mail)

Basic: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advanced: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Freestyle: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Conference Staff Contact Info: (Please Print)

Area Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rules and Regulation Agreement

By completing and signing the registration form the Director indicates the team Leaders have read, understand, and accept the rules and regulations in the information packet and will abide by them when presenting the team(s). Registration forms must be signed by the Director before it will be accepted. Only forms completed and received by the deadline will be accepted. Confirmation receipt of the registration form will be sent to the Director's E-mail. If E-mail confirmation is not received within 2 weeks please contact the Event Coordinator.

### Signatures:

Club Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment & Team Registration Information: (Please Indicate Team Type by check mark and size)

☐ Basic Team Registration Fee **\$30** Team Size: \_\_\_\_\_

☐ Advanced Team Registration Fee **\$30** Team Size: \_\_\_\_\_

☐ Fancy Team Registration Fee **\$30** Team Size: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

#### Fee Summary

1 Team = \$30

2 Teams = \$60

3 Teams = \$90

☐ Bill Church by deadline

☐ Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**

## Registration – Deadline March 30

E-Mail this Registration Form to the Youth Department:  
Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)  
Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator



### Pathfinder Club Demographic: (Please Print)

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

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

### Club Staff Contact Info: (Please Print)

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Drill Team Leader Signature & Contact Info: (If Leader is a minor use the Director's phone number and E-Mail)

Basic: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advanced: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Freestyle: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Conference Staff Contact Info: (Please Print)

Area Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rules and Regulation Agreement

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Club Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment & Team Registration Information: (Please Indicate Team Type by check mark and size)

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☐ Advanced Team Registration Fee **\$30** Team Size: \_\_\_\_\_

☐ Fancy Team Registration Fee **\$30** Team Size: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

#### Fee Summary

1 Team = \$30

2 Teams = \$60

3 Teams = \$90

☐ Bill Church by deadline

☐ Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**

# Drum Corps Information Packet



## SECTION 1: TEAM

The minimum number of members per Drum Corps is 8, consisting of the following instruments.

- 3 Snare Drums
- 2 Pair of Cymbals
- 2 Bass
- 1 Multi-tom (Septs, Quints, Quads, or Trios)

A Drum Corps is defined as a group of Pathfinders/TLT's aged 10 through 18. All Drum Corps members must be registered members of the Pathfinder Club that they represent and must be in the 5<sup>th</sup> through 12<sup>th</sup> grades.

Drum Corps must be from clubs that are recognized by the conference they represent as an "official" Pathfinder club in that conference, however teams do not have to audition, be ranked, or seek permission by that conference to register as long as they are an "official club" in that conference.

## SECTION 2: UNIFORM

Drum Corps members including the Drum Leader should ALL wear the NAD (North American Division) Class "A" Uniform consisting of the following:

- Khaki Pathfinder Shirt, including Union (if required), Conference, and Club patches along with Class Insignia
- Black Pants or Skirt with belt loops for black Pathfinder belt (No Spandex, Cargo Pants, or Military style BDU's,)
- Black Pathfinder belt and Pathfinder Buckle
- Black Dress Shoes or Boots
- Yellow Neckerchief with Slide or Ascot (not both)
- No Sash**

### North American Division (NAD) Class "A" Uniform Detail

As defined by the Uniform Addendum available at [pathfindersonline.org](http://pathfindersonline.org) and the Potomac Conference Addendum to the NAD Uniform Addendum and as follows:

Pins, chevrons, Union (if required), Conference, Club identification and other Pathfinder patches are required to be in it's designated place and in good order according to the afore mentioned Addendums. Black Pathfinder belt, and polishable dress shoes or boots are to be worn. (No sandals, tennis shoes, Velcro shoes, platform shoes or shoes/boots with heels in excess of **1 inch** will be allowed). **Accessories such as gloves, gauntlets, berets, ascots, spats, sunglasses, and cords may be added to the Class "A" uniform.** Pant legs **should not** be tucked or bloused inside the boots but left to hang naturally. The Pathfinder scarf **is not worn** when the ascot is used. **No additional uniform items such as capes or similar accessories will be allowed for the presentation.** Honor sashes are not to be worn. Uniform items that your team wears that are not listed above may not be recognized and points may be deducted unless a special exception is granted by the Event Coordinator. Exceptions may be granted if the item in question is presented to the Event Coordinator before the Registration Deadline.

### North American Division (NAD) Uniform Addendum

The NAD Uniform addendum to the Staff manual currently available online at "[www.pathfindersonline.org](http://www.pathfindersonline.org)" has been adopted by Potomac conference with additional items specified by the Potomac Conference Uniform Addendum. We recognize that some clubs will take some time to adopt all of the current specifications and until that time we will continue to judge the Uniform using the Class "A" uniform Detail in the same fashion as past competitions with an emphasis on uniformity, consistency and sharpness.

## SECTION 3: UNIFORM INSPECTION PROCEDURE

The NAD Class "A" Pathfinder Uniform as specified in the uniform sections is required. The Team Demonstrating must report to the staging area at least 15 minutes before their scheduled competition time. The Team Leader, when instructed, will command their team to **"Fall In"** and then to **"Open Ranks,"** enabling the judge to effectively view the team's uniforms. **Teams must successfully demonstrate All Drill Commands asked to be demonstrated by the Judge!** If teams are unable to perform any commands given points may be deducted. Once the inspection is complete, the team leader calls their team to "Close Ranks" to prepare for the demonstration. The uniform inspection is not part of the timed event.

## SECTION 4: AREA

The planned area for the demonstration is on a hard surface and will have a rough dimension of 100 by 100 feet. However, teams should plan their routine in a smaller area in case space is not available as planned. Teams are strongly encouraged to remain within the center of the demonstration area. This will allow the audience to share an equal view of each team during their demonstration. There will be a space outside of this area for teams to line up for the uniform and equipment inspection. Please be aware that there will not be any covered areas for the teams to seek shelter during any inclement weather, bringing appropriate rain gear for the teams and any equipment is extremely important. Teams are responsible for their own equipment, please do not leave equipment unattended.

## SECTION 5: DEMONSTRATION PROCEDURE

After the Uniform Inspection, the Drum Corps will approach the entrance line to the demonstration area.

The **First Whistle** will blow to signal the Drum Corps to enter the demonstration area in marching formation. The Drum Corps will be expected to execute proper commands that will lead the team to the center of the demonstration area and face the judges table.

**Due to time constraints, drum corps will not be permitted to enter or exit the demonstration area with a cadence.**

The Drum Corps leader will then approach the Head Judge and assume the position of attention approximately two steps in front of the judge. The Drum Corps leader will then perform the following:

Render a Hand Salute and state:

In a loud and clear voice!

"Sir/Ma'am, the [Drum Corps Name], from [Church Name] in the [Conference], in the [Union], requests permission to take the floor, Sir/Ma'am."

Render a Hand Salute and then execute an About FACE and return to the team to command the demonstration.

The Time will start when the Drum Corps begins their cadence.

A **Second Whistle/Warning** will sound indicating teams have 1 minute left before they exceed the allotted time and incur an overtime penalty.

The Time will stop the Corps is **Completely** off the demonstration area and Corps has ceased playing.

Corps do not need to request permission to leave the floor after before "Dismissed" is given, leave promptly after dismissing the team to avoid an overtime penalty.

No other whistles will sound, it is the responsibility of the leader to be aware of their time and insure they are off the demonstration area to avoid an overtime penalty. Due to time constraints, cadences played to march a team off of the exhibition floor after the command "dismissed is given" will lead to additional time being added and penalty.

## SECTION 6: TIME

Each Drum Corps will be allowed **8 minutes** to perform. A second whistle will blow at the 7 minute mark to indicate that a team has 1 minute before they officially go over the allotted time. For every 1-30 seconds over the allotted 8 minutes, **5 points** will be deducted from the total score. The Corps is expected to exit the exhibition floor swiftly. Due to time constraints, cadences played to march a team off of the exhibition floor will lead to additional time being added to the performance time. Time does not stop until Corps is completely off the floor and silent.

## SECTION 7: RUDIMENTS

Drum Corps are strongly encouraged to utilize a variety of rudiments in their cadence, however for this section individual team members will be called on by instrument to demonstrate the following rudiments prior to the demonstration:

Five Stroke Roll  
Single Flamacue

Single Paradiddle  
Double Stroke Roll

Points will be deducted for any team member who cannot successfully demonstrate each of these rudiments correctly.

## SECTION 8: MOVEMENT

Drum Corps are strongly encouraged to utilize a variety of movements with their cadence, however for this competition the team will be called upon to successfully demonstrate the following movements prior to the demonstration taking into consideration the proper demonstration of the movement with Drum Corps equipment. Please refer to the **Drum Corps Ministry Manual** for further clarification, which can be obtained from *AdventSource*.

Attention  
Parade Rest  
Right & Left Face (5 count)

Stand at Ease  
Present Arms/Order Arms  
About Face (9 count)

Note: The Drum Corps may demonstrate various styles of movements. However: No sensual movements, sensual gyrations, or Greek stepping will be tolerated. Any team that exhibits any movement that would not Glorify His Name will be asked to leave the demonstration area immediately!

Corps members are also to be asked to keep their feet **on the ground** at all times without exception! The intent is to maintain safety for all Pathfinders by prohibiting any acrobatic routines, tumbling, cartwheels, or team members acrobatic formations on top of another's shoulders. The raising of one leg at a time is acceptable for short periods of time to enhance the cymbal or drum movements.

## SECTION 9: POINTS

The following criteria will be used in the scoring process:

Entry:	The line up and entrance of the Drum Corps onto the floor in a uniform fashion
Uniform/Equipment:	Uniformity & Compliance with NAD Class A Uniform & Potomac Conference Addendum
Complexity:	Based on the intricacy and relative difficulty and complication of the cadence.
Showmanship:	Proper playing techniques as well as the teams visual and presentation appeal.
Precision:	The precision and timing of each section within the cadence and ability to maintain those.
Creativity:	The creative aspect of including the required movements and rudiments in the demo.
Rudiments:	Corps ability to demonstrate and include the rudiments in the cadence.

Bonus Points                      5 points will be awarded to the Drum Corps teams with a leader 18 and Under

Point Deductions                      10 Points will be deducted for teams that do not keep their feet on the ground!  
5 Points will be deducted for every 1-30 seconds over the 8 minute time limit  
1 Point deducted for Drum Leaders that do not follow the required demonstration procedure  
1 Point deducted for every piece of equipment dropped  
1 Point deducted for each instance the Drum Corps leaves the demonstration area

Disqualification will occur if inappropriate movements are performed or inappropriate behavior is displayed by the **team, their club members, or family present !!**

## SECTION 10: SCORING

The scoring of the judges will be tallied and averaged to calculate the final score. All scoring and decisions by the judges are final and are not to be argued or debated. Inappropriate or unchristian like behavior directed toward the judges or staff will result in disqualification. This exhibition is a ministry of the Lord and all behavior should Glorify His Name.

Awards will be given to all teams that meet the standard of the following scoring brackets:

1 <sup>st</sup> Place	90-100	Points	90%	Receiving at least 90% of the total points available
2 <sup>nd</sup> Place	80-89	Points	80%	Receiving at least 80% of the total points available
3 <sup>rd</sup> Place	70-79	Points	70%	Receiving at least 70% of the total points available

## SECTION 12: REQUIRED KNOWLEDGE

During the Uniform inspection each Pathfinder "might" be asked a random question from the list below. If they are unable to answer the first question asked they may be asked a second question. It is our desire that every Drill Team member know this information from memory.

**Each Pathfinder is responsible for being able to answer any of the questions:**

**1. What is your favorite Bible verse (Please have them recite the verse?)**

**2. What are the 6 Class Levels (8 if that applies to your club)?**

Answer: Friend, Companion, Explorer, Ranger, Voyager, (Pioneer, Navigator,) Guide

**3. Be able recite the pledge:**

Answer: By the grace of God, I will pure, kind, and true. I will keep the Pathfinder Law. I will be a servant of God and a friend to man.

**4. Be able to state any of the Pathfinder Laws ("what is the 5th Law?") by number or recite the Pathfinder Law as a whole:**

Answer: The Pathfinder Law is for me to:

- 1) Keep the morning watch
- 2) Do my honest part
- 3) Care for my body
- 4) Keep a level eye
- 5) Be courteous and obedient
- 6) Walk softly in the sanctuary
- 7) Keep a song in my heart
- 8) Go on God's errands.

**5. Be able to recite the pledge of allegiance (rendering proper salute):**

Answer: I pledge allegiance to the Flag of the United States of America,  
and to the Republic for which it stands, one Nation under God,  
indivisible, with liberty and justice for all.

**6. Be able to recite the words to the Pathfinder Song?**

Answer: Oh we are the Pathfinder strong The servants of God are we.  
Faithful as we march along, In kindness\* truth and purity.  
A message to tell to the world, A truth that will set us free,  
King Jesus the Saviour's coming back for you and me.

\* Allow both versions

**7. Be able to explain aspects of the Pathfinder Emblem such as Colors and Symbols.**

Answer: **Red:** Sacrifice that reminds us of Christ  
**White:** Purity and righteousness of Christ's life in our lives  
**Blue:** Loyalty to our God in heaven, Parents, and our Church  
**Gold:** Excellence which the Pathfinder Club has a high standard of to help build strong character

**3 Sides:** Completeness of the Godhead (Father, Son, Holy Spirit)  
Tripod of Education Mental, Physical, Spiritual

**Shield:** Protection "Fear not I am the shield"

**Sword:** Bible "The sword of the Spirit is the Word of God"

## SECTION 13: SCHEDULE & LOCATION

All teams will need to arrive by 8:00 AM for opening exercises.

## SECTION 14: CONTACT INFORMATION

Contact the Drum Corps Coordinator for specific questions related to the Drum Corps competition and the rules.

Contact the Event Coordinator for General, Registration or Scheduling questions, and if unable to contact the Drum Corps Coordinator.

Event Coordinator: Drum Corps & Drill Team

**Joel Hutchins**

[THSLDU@comcast.net](mailto:THSLDU@comcast.net)

301-802-4326

E-Mail

Cell Phone

## SECTION 15: REGISTRATION INFORMATION & DEADLINE

**Deadline: March 31<sup>st</sup>**

Registration forms **Must Be Received** by the deadline

Please **E-mail** the registration from to:

Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org) - Youth Department

And CC: [THSLDU@comcast.net](mailto:THSLDU@comcast.net) - Joel Hutchins Event Coordinator

**Note:** Please fill out Registration forms by hand and scan to PDF or use the fillable form provided and send via E-mail. Unfortunately **Signatures of the Director and Drill Team Leaders are once again required !!** due to the fact that we found last year many Drill Team leaders who clearly did not read or understand the rules.

Electronic signatures will be accepted but they must be true "Electronic" signatures not just the names typed into the fillable form.

Adobe PDF "Reader" is free and available on the internet. If you are having difficulty opening the file, be sure you have the latest version of Adobe Reader.

Drum Corps must be from clubs who have achieved "official status" by the conference office which means the club must have confirmation of a signed charter and church board minutes acknowledging the formation of the club.

Drum Corps Registration will be confirmed only after confirmation of payment.

All Registration forms must be e-mailed to Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)

And Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net)

We apologize but there will not be an option to Mail or Fax registration forms, however if this presents a significant issue please contact the Event Coordinator.

If your club is unable to "Bill the Church" after e-mailing the form please include a copy of the form in the Envelope with the check or money order payable to the Potomac Conference and address it to:

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401 - 4804



## Registration – Deadline March 31

E-Mail this Registration Form to the Youth Department:  
Nancy Crickenberger - [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)  
Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator

### Pathfinder Club Demographic: (Please Print)

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

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

### Club Staff Contact Info: (Please Print)

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Drum Corps Leader Contact Info: (If Corps Leader is a minor please use the Director's phone number and E-Mail)

Corps Leader: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Conference Staff Contact Info: (Please Print)

Area Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rules and Regulation Agreement

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### Signatures:

Club Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment & Corps Registration Information: (Please Indicate Corps size and instrument compliment below)

Drum Corps Registration Fee **\$30**

Corps Size: \_\_\_\_\_

Snares: \_\_\_\_\_

Cymbals: \_\_\_\_\_

Bass: \_\_\_\_\_

Multi-tom: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

☐ Bill Church by deadline

☐ Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**



## Registration – Deadline March 30

E-Mail this Registration Form to the Youth Department:  
Nancy Crickenberger - [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)  
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Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Drum Corps Leader Contact Info: (If Corps Leader is a minor please use the Director's phone number and E-Mail)

Corps Leader: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Drum Corps Registration Fee **\$30**

Corps Size: \_\_\_\_\_

Snares: \_\_\_\_\_

Cymbals: \_\_\_\_\_

Bass: \_\_\_\_\_

Multi-tom: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

☐ Bill Church by deadline

☐ Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**



# Advent Source

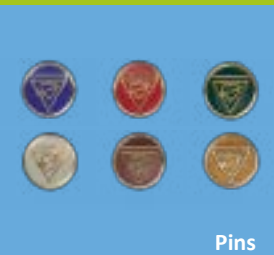
## PATHFINDER & MASTER GUIDE INVESTITURE ORDER FORM

Updated May 10, 2018

Honors patches, level insignia, Master Guide, PLA and PIA supplies are “restricted” items that require a conference authorization code. Please call your local conference youth department for this code before placing your order. You may call us at 402.486.8800 for help in coding your account or you may enter it online by signing into your account. Click on **“MY ACCOUNT” > “PASSWORD” > “AUTHORIZED USER PASS”**, and enter your conference code.

# PF CLASS INSIGNIA, TLT & MISC

\*\$0.10 discount per piece if ordered in packages of 50



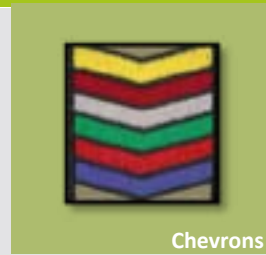
Pins



Name Strips



Ribbon Bars



Chevrons

## PINS\*

## QTY

002120	Friend	\$1.20	
002121	Companion	\$1.20	
002122	Explorer	\$1.20	
002123	Ranger	\$1.20	
002124	Voyager	\$1.20	
002130	Guide	\$1.20	

## RIBBON BARS\*

## QTY

002300	Trail Friend	\$1.30	
002301	Trail Companion	\$1.30	
002302	Wilderness Explorer	\$1.30	
002303	Wilderness Ranger	\$1.30	
002306	Frontier Voyager	\$1.30	
002307	Frontier Guide	\$1.30	

## CLASS NAME STRIPS\*

## QTY

002140	Friend	\$0.90	
002141	Companion	\$0.90	
002142	Explorer	\$0.90	
002143	Ranger	\$0.90	
002152	Voyager	\$0.90	
002150	Guide	\$0.90	

## CHEVRONS\*

## QTY

002250	Friend	\$0.75	
002251	Companion	\$0.75	
002252	Explorer	\$0.75	
002253	Ranger	\$0.75	
002264	Voyager	\$0.75	
002260	Guide	\$0.75	

## CONDUCT AWARDS

## QTY

002304	Good Conduct Ribbon Bar	\$1.95	
002305	Good Conduct Star	\$0.95	



Conduct Bar & Star



Teen Leadership



Service Stars Pins

## TEEN LEADERSHIP TRAINING

## QTY

002138	Pin	\$2.95	
002139	Patch	\$3.95	
003028	Name Strip	\$1.50	
002060	Cord	\$9.95	
009516	Scarf	\$5.95	
002436	Year 1 Pin	\$2.00	
002437	Year 2 Pin	\$2.00	
002438	Year 3 Pin	\$2.00	
002439	Year 4 Pin	\$2.00	

## SERVICE STAR PINS

## QTY

002401	Year One	\$2.50	
002402	Year Two	\$2.50	
002403	Year Three	\$3.00	
002404	Year Four	\$3.00	
002405	Year Five	\$3.50	
002406	Year Six	\$3.50	
002407	Year Seven	\$3.50	
002408	Year Eight	\$3.50	
002409	Year Nine	\$3.50	
002410	Year Ten	\$3.50	
002411	Year Eleven	\$4.00	

## QTY

002412	Year Twelve	\$4.00	
002413	Year Thirteen	\$4.00	
002414	Year Fourteen	\$4.00	
002415	Year Fifteen	\$4.00	
002420	Year Twenty	\$4.00	
002425	Year Twenty-Five	\$4.00	
002430	Year Thirty	\$5.00	
002435	Year Thirty-Five	\$5.00	
002450	Year Forty	\$5.00	
002455	Year Forty-Five	\$5.00	
002460	Year Fifty	\$5.00	

# PF, MG, PLA, PIA, & MISC

\*\$0.10 discount per piece if ordered in packages of 50



PBE

MASTERGUIDE (Pathfinder)			QTY
002131	Six-Star Pin	\$1.25	
002151	Name Strip	\$1.30	
009603	Scarf w/ embroidery	\$15.95	
002200	Slide (Cloth)	\$2.25	
009689	Slide (Metal)	\$5.95	
002261	Combination Chevron	\$3.95	
002263	Star Patch	\$1.35	
001000	Crest	\$7.90	
009547	Beret Crest - not restricted	\$0.95	
003039	Level Pins & Master Guide	\$16.95	
003040	Level Bars	\$24.95	
003969	P Buttons - not restricted	\$33.95	
002241	Men's Logo Tie - not restricted	\$19.95	
008631	Belt Buckle - not restricted	\$9.95	



MASTER GUIDE ESSENTIALS



PLA



PIA



AYMT



ADVENTIST YOUTH



ADVENTIST YOUTH MEDALLIONS

PATHFINDER BIBLE EXPERIENCE (PBE)			QTY
003780	PBE Anchor Pin	\$1.20	
003790	PBE Patch	\$2.95	
003781	Green Bar 3rd Place (25)	\$19.95	
003782	Red Bar 2nd Place (25)	\$19.95	
003783	Blue Bar 1st Place (25)	\$19.95	
003789	Year Bar (2017)	\$0.75	
003791	Year Bar (2018)	\$0.75	
Call for previous Year Bars			

PATHFINDER LEADERSHIP AWARD (PLA)			QTY
002168	Achievement Certificate	\$1.00	
003013	Red/Silver Patch	\$2.95	
002118	Silver Pin	\$1.95	

PATHFINDER INSTRUCTOR AWARD (PIA)			QTY
002165	Achievement Certificate	\$1.00	
003012	Blue/Gold Patch	\$2.95	
002119	Gold Pin	\$1.95	

ADVENTIST YOUTH MEDALLIONS			QTY
002323	Silver Medallion for Excellence	\$3.95	
002322	Gold Medallion for Excellence	\$3.95	

Pathfinder honors cost \$0.90 each • \$0.10 discount per piece if ordered in packages of 50

Pathfinder honors cost \$0.90 each

- \$0.10 discount per piece if ordered in packages of 50

Pg. 4

# PATHFINDER HONORS

Pathfinder honors cost \$0.90 each

•\$0.10 discount per piece if ordered in packages of 50

## F cont.

QTY

## H

QTY

## L

QTY

## M

QTY

005550	Fire Building & Camp Cookery	
005551	Fire Safety	
005080	First Aid Basics	
005560	First Aid II	
005570	Fishes	
000000	Flag Football	
005575	Flags	
005580	Flower Arrangement	
005590	Flower Culture	
005600	Flowers	
000000	Folk Art	
006170	Food Canning	
005605	Food Drying	
005606	Food Freezing	
000000	Foreign Mission Trips	
005608	Forestry	
005610	Fossils	
005620	Fruit Growing	
005630	Fungi	

## G

QTY

## I

QTY

005640	Gardening	
005643	Genealogy	
005645	Geocaching	
005646	Geological Geocaching	
005650	Geology	
005653	Gift Wrapping	
005660	Glass Craft	
005665	Glass Etching	
005670	Glass Painting	
005675	Goat Husbandry	
005676	God's Messenger	
005677	Gold Prospecting	
005678	Golf	
005680	Grasses	
005659	Guitar	

007025 Identifying Community Needs

005770	Insects	
005783	Internet	
005785	Island Fishing	

## J

QTY

005790	Journalism	
000000	Judges of Israel	
005800	Junior Witness	
005810	Junior Youth Leadership	

## K

QTY

005813	Kanzashi	
005835	Kayaking	
005814	Kings of Israel	
005815	Kites	
005820	Knitting	
005830	Knot Tying	

005840	Language Study	
005850	Lapidary	
000000	Lashing	
005860	Laundering	
005870	Leather Craft	
005872	Lego Design	
005878	Letterboxing	
005880	Lettering & Poster Making	
005890	Lichens, Liverworts, & Mosses	
005895	Lighthouses	
005910	Literature Evangelism	
005440	Livestock	

## M

QTY

005920	Macramé	
005930	Mammals	
005938	Maori Lore	
005936	Maple Sugar	
005940	Marine Algae	
005950	Marine Invertebrates	
005955	Marine Mammals	
005956	Marsupials	
007625	Masonry	
005957	Mat Making	
005959	Media Broadcast Ministry	
005960	Metal Craft	
005962	Meteorites	
005965	Microscopic Life	
005966	Midnight Sun	
005964	Missionary Life	
005968	Mobile Technology	
005970	Model Boats	
005967	Model Cars	
005969	Model Railroading	
005980	Model Rocketry	
005990	Moths and Butterflies	

## N

QTY

005760	Native American Lore	
006005	Native Bush Construction	
006010	Navigation	
006020	Needle Craft	
006025	Nutrition	

## O

QTY

006045	Odonates	
006030	Optics	
006040	Orchids	
006050	Orienteering	
006053	Origami	
006055	Outdoor Leadership	

## P

QTY

005450	Painting	
006056	Palm Trees	
006065	Paper Maché	
006067	Paper Quilling	
007630	Paperhanging	
006071	Parade Float	
006057	Parrots & Cockatoos	
000000	Patriarchs and Prophets	
006061	Patriarchs of the Bible	
006068	Peacemaker	
006070	Personal Evangelism	
006080	Photography	
006090	Physical Fitness	

# PATHFINDER HONORS

Pathfinder honors cost \$0.90 each

•\$0.10 discount per piece if ordered in packages of 50

P cont.		QTY	R cont.		QTY	S cont.		QTY	U		QTY						
006095	Physics		006230	Rock Climbing		006380	Spiders		006502	Ultimate Disc							
006100	Pigeon Raising		006240	Rocks & Minerals		000000	Spinning Yarn		006503	Unicycling							
006102	Pin Trading		006250	Rowing		006390	Springboard Diving		006505	Upholstery							
006103	Pinewood Derby		S	007085	Rural Development	006400	Stamps		V	QTY							
006105	Pioneering			QTY		006410	Stars										
006109	Pizza Making					006415	Stewardship										
006110	Plaster Craft					006420	String Art										
006118	Plastic Canvas					006425	Subsistence Farming										
006120	Plastics					006430	Swimming										
007635	Plumbing					005110	Swimming Beginners										
006125	Postcards					005780	Swimming Intermediate										
006130	Pottery					T	QTY					W	QTY				
006140	Poultry								006435	Taiga					006508	Wakeboarding	
006150	Poultry Raising								006440	Tailoring					000000	Water Safety Instructor	
006160	Power Boating								006445	Tapa Cloth					006511	Water Science	
006175	Prayer								006450	Teaching					006510	Water Skiing	
006165	Preach It								006460	Temperance					006509	Waterfalls	
006180	Printing								006462	Temperate Deciduous Forests					006515	Wattles	
006183	Prophets and Prophecy								000000	Tennis					006520	Weather	
006185	Puppetry								006466	Tents					006530	Weaving	
Q	QTY		006470	Textile Painting		006535	Welding										
			006473	Thatching		006538	Whistles										
			006474	Tie-Dye		006540	Wilderness Leadership										
			000000	Tole Painting		006550	Wilderness Living										
			006475	Track & Field		006555	Wind Surfing										
			006478	Travel		006560	Winter Camping										
			006485	Tree Climbing		006570	Wood Carving										
			006480	Trees		006580	Wood Handicraft										
			006487	Triathlon		006590	Woodworking										
			006490	Tumbling & Balancing		000000	Word Processing										
			007095	Tutoring		006595	Worms										
			006500	Typewriting													
R	QTY		006260	Sailing													
			006265	Sanctuary													
			006270	Sand													
			006275	Scrapbooking													
			006280	Scuba Diving													
			006290	Sculpturing													
			006310	Seeds													
			007035	Serving Communities													
			006295	Sharks													
			006300	Sheep Husbandry													
			006320	Shells													
			007640	Shoe Repair													

# MASTER AWARDS AND MISC.

Master Awards cost \$0.95 each

•\$0.10 discount per piece if ordered in packages of 50

## MASTER AWARDS\*

		QTY
004000	Aquatic	
004010	Artisan	
004020	Conservation	
004025	Family, Origins, and Heritage	
004030	Farming	
004035	Health & Science	
004040	Homemaking	
004045	Modern Technology	
004050	Naturalist	
004055	Recreation	
004057	Spiritual Growth and Ministries	
004060	Sportsman	
004070	Technician	
004080	Wilderness	
004090	Witnessing	
004095	Zoology	

## MISCELLANEOUS PATCHES/PINS

QTY

007400	Advanced Honor Star Pin	\$0.50
002100	Instructor Diamond Pin	\$0.45
3015	Evangelism Patch	\$1.95

## TIPS FOR LEADERS

### Advanced Honor Star pin #007400

- The Advanced Honor Star pin is given upon completion of advanced honor requirements. The Advanced Honor Star should be placed on the honor already earned.

### Instructor Diamond pin #002100

- Use the instructor diamond as a tool to get teens excited about teaching honors! Many of our pathfinders are talented in specialized areas and are more than able to teach one or more honors. The Instructor Diamond pin #002100, is attached to the honor patch to indicate that the wearer has taught that honor.

# RESOURCE PAGE

Updated 7/2018

Camping Gear	Phone Number	Web Site
Sportsman's Guide	1-800-888-3006	<a href="http://www.sportsmanguide.com">www.sportsmanguide.com</a>
Campmor	1-800-525-4784	<a href="http://www.campmor.com">www.campmor.com</a>
Cabela's	1-800-237-4444	<a href="http://www.cabelas.com">www.cabelas.com</a>
Mountain Gear	1-800-829-2009	<a href="http://www.mountaingear.com">www.mountaingear.com</a>
Sierra	1-800-713-4534	<a href="http://www.sierratradingpost.com">www.sierratradingpost.com</a>
REI	1-800-426-4840	<a href="http://www.rei.com">www.rei.com</a>
Camping World	1-800-626-3636	<a href="http://www.campingworld.com">www.campingworld.com</a>
LL Bean	1-800-441-5713	<a href="http://www.llbean.com">www.llbean.com</a>
Camp Chef	1-866-674-0538	<a href="http://www.campchef.com">www.campchef.com</a>
Cheaper Than Dirt	1-800-421-8047	<a href="http://www.cheaperthandirt.net">www.cheaperthandirt.net</a>

Flags, Drill Team, Parade	Phone Number	Web Site
Quartermaster	1-800-834-7744	<a href="http://www.qmuniforms.com">www.qmuniforms.com</a>
Carrot-Top Industries	1-800-628-3524	<a href="http://www.carrot-top.com">www.carrot-top.com</a>
Uncommon USA	1-877-734-2458	<a href="http://www.uncommonusa.com">www.uncommonusa.com</a>
Glendale	1-800-653-5515	<a href="http://www.paradestore.com">www.paradestore.com</a>
Bald Eagle Flag Store	1-540-374-3480	<a href="http://www.baldeagleindustries.com">www.baldeagleindustries.com</a>
CRW Flags Inc.	1-410-766-6106	<a href="http://www.crwflags.com">www.crwflags.com</a>

Tarp Systems	Phone Number	Web Site
Shelter Systems	1-706-778-8485	<a href="http://www.shelter-systems.com">www.shelter-systems.com</a>
Cover It		<a href="http://www.coverit.com">www.coverit.com</a>

Miscellaneous	Company	Phone	Web Site
First Aid	Masune	1-800-831-0894	<a href="http://www.masune.com">www.masune.com</a>
Tables & Chairs	Adirondack	1-800-221-2444	<a href="http://www.adirondackdirect.com">www.adirondackdirect.com</a>
Food & Supplies	Costco	Local #s on web	<a href="http://www.costco.com">www.costco.com</a>
Crafts	Oriental Traders	1-800-875-8480	<a href="http://www.orientaltrading.com">www.orientaltrading.com</a>
Kites	Into the Wind	1-800-541-0314	<a href="http://www.intothewind.com">www.intothewind.com</a>
Tools & Generators	Harbor Freight Tools	1-800-423-2567	<a href="http://www.harborfreight.com">www.harborfreight.com</a>
Binoculars & Telescopes	B&H Photo	1-800-221-5743	<a href="http://www.bhphotovideo.com">www.bhphotovideo.com</a>
Anything	Home Improvements	1-800-642-2112	<a href="http://www.improvementscatalog.com">www.improvementscatalog.com</a>
Trailers	Wells Cargo	1-800-348-7553	<a href="http://www.wellscargo.com">www.wellscargo.com</a>
	Pace	1-877-475-5665	<a href="http://www.paceamerican.com">www.paceamerican.com</a>
Customized Stuff	Amsterdam Printing	1-800-833-6231	<a href="http://www.amsterdamprinting.com">www.amsterdamprinting.com</a>
	Atlas Pen & Pencil	1-800-642-8885	<a href="http://www.atlasschoolstore.com">www.atlasschoolstore.com</a>
	Windjammer Promotion	1-508-850-7629	<a href="http://www.windjammerpromptions.com">www.windjammerpromptions.com</a>
	4imprint	1-877-446-7746	<a href="http://www.4imprint.com">www.4imprint.com</a>
T-shirt Printing/Patches	JT's Printwear	1-877-387-9500	<a href="http://www.jtsdirect.com">www.jtsdirect.com</a>
	Pathfinder Shirts	1-407-865-6530	<a href="http://www.pathfindershirts.com">www.pathfindershirts.com</a>
	AdventSource	1-800-328-0525	<a href="http://www.adventsource.org">www.adventsource.org</a>
	Stadri Emblems Inc.	1-800-679-7909	<a href="http://www.stadriemblems.com">www.stadriemblems.com</a>
Game Props & Supplies	S & S Discount Sports	1-800-288-9941	<a href="http://www.swww.com">www.swww.com</a>

