



Welcome - Armando Miranda Jr.

Prayer – Stanley Knight

**MGA 2017.1 Prior Minutes**

**Voted:** To receive the minutes from February, 2016.

**Words of thanks from Jasmine to her staff.**

**MGA 2017.2 NAD Club Ministries Uniform Committee**

**Voted:** To recommend to the executive committee that they form an NAD Club Ministries Uniform Committee, consisting of at least two members each from Adventurers, Pathfinders and Master Guides.

**MGI #17.01 NAD Master Guide Club**

Armando Miranda reported on the Focus Groups work to develop guidelines for establishing Master Guide Clubs in NAD.

The idea is that if a conference wants to implement a club format, the NAD will provide a document that gives guidelines on how to do that. If you don't want a Master Guide Club, your conference does not have to form them.

**\_\_\_\_\_ Conference Master Guide Club Ministry Proposal**

According to NAD President Dan Jackson, “the retention of our members, especially our youth and young adults, is one of our greatest challenges.” Master Guide Club Ministry is an opportunity to address this challenge.

Objective: A Master Guide Club Ministry in the \_\_\_\_\_ Conference with emphasis on leadership development, discipleship, outreach and evangelism; and an executive committee to guide it.

**Part I: The Executive Committee**

Executive Committee Officers (as needed)

- Executive Coordinator
- Assistant Executive Coordinator
- Executive Secretary
- Executive Chaplain
- Area Coordinators
- Conference Youth Director and all associates

**Executive Committee Officer Information**

- Officers must be invested Master Guides in good standing
- Terms of office will be determined by the conference
- Hold quarterly committee meetings
- Accountable to the conference youth ministry department

**Executive Committee Officer Responsibilities**

- Provide Master Guide Clubs with leadership training for effective Christian service in church and youth ministries
- Support local church and conference-sponsored events
- Organize Master Guides for community outreach with \_\_\_\_\_ Conference Community Services, and ADRA

# Minutes 1.10.17

## NAD Master Guide Advisory

Tucson, AZ

4:45 - 6:00 PM

### Officers Present

- Chair - Armando Miranda Jr. - NAD
- Coordinator - Jasmin Hoyt (NAD/NE)
- Recording Secretary - Glen Milam - NAD

### Attending

- Barrientos Jose Jr.
- Betlinski, Carolyn
- Boismier, Marilyn
- Carmichael, Gregory
- Cisneros, Hubert
- Clapp, Gene
- Clapp, Lloyd
- Gomez, Ada
- Gutierrez, Daniel
- Gutierrez, Yissury
- Heinrich, Eddie
- Henriquez, Manuel
- Hernandez, Andrew
- Hernandez, Lily
- Hill, Chris
- Hill, Don
- Hill, Randy
- Howard, Kathy
- Hoyt, Jasmin
- Lake, Elizabeth
- Macena, Paulo
- Martin, Edwin
- Martsching, Cassie
- Morgan, Velma
- Nelson, Lonny
- North, Jason
- Notice, Lyle
- O'Ffill, Sherilyn
- Pagán, Jaceil
- Park, Apple
- Plata, Arnold
- Plata, Dixie

List continues on the next page.

Racobs, Frances  
Recalde, Loewen  
Reeve, Derral  
Rinza, Desiree  
Sager, Denison  
Scribner, Rachel  
Thomas, Jim  
Thompson, Charles  
Torres, Jose  
Villarreal, Norma  
Whitlow, Dan  
Wines, Jeff  
Wong, Bob

## **Part II: The Local Master Guide Club**

### **Membership Requirements**

Open to invested Master Guides and Master Guide trainees in the \_\_\_\_\_ Conference of Seventh-day Adventists.

### **Responsibilities of a Master Guide Club**

- Emphasize spiritual and personal growth for a more intimate relationship with Christ
- Provide Master Guide training based on the Master Guide Curriculum from the NAD
- Assist youth and church ministries in their leadership, discipleship and outreach endeavors
- Provide Master Guides with leadership training for effective Christian service in church and youth ministries.
- Involve Master Guide Club members in the church community through social activities that foster Christian friendship and mutual support
- Teach and promote an integral healthy lifestyle
- Participate in conference-sponsored events

### **Master Guide Club Officers**

- Club Director: Serves as the overall coordinator for the local Master Guide Club
- Associate Directors (as needed)
  1. Leadership Training: Plans and coordinates the Master Guide Leadership Course
  2. Discipleship: Assists the local church ministries in mentoring staff, teens, and children for vibrant Christian life and service
  3. Outreach: Plans, coordinates and supports outreach efforts, evangelism programs, and mission-service projects
  4. Social: Plans and promotes general activities to strengthen group relationships
- Secretary: Takes minutes of all meetings and sends notices to members
- Treasurer: Creates an annual budget, collects dues and other fees, disburses funds, and provides a monthly financial report
- Chaplain: Fosters spiritual opportunities and nurtures club members as they grow in Christ

### **Steps to Organize a Master Guide Club**

Master Guide Clubs can be church-sponsored, area-sponsored, or region-sponsored

1. Consult with the Conference Youth Ministries Director
2. Present a plan for the local church, area, or region
3. Send a charter application to the conference youth department
4. Call a special enrollment and organizational meeting
5. Elect local Master Guide Club officers
6. Plan the yearly Master Guide Club calendar
7. Send yearly Master Guide Club registration to the conference
8. Conduct Master Guide continuing education and recertification classes for inactive Master Guides
9. Meet with the conference leadership to evaluate club success after a few months

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## Discussion

- Are we setting up something that will minister to young people or something that is self-serving, an entity unto them selves?
- Concern that this wording will allow MG's to avoid ministry to youth.
- Is this strong enough to clearly state that it is the conference that is in control, not the local church.
- Would it be helpful to NOT call it a club.
- This could be tied closer to the Adventurer or Pathfinder Council as well.
- Concerns about power struggles at the local level between MG guides who will try to over rule Adventurers and/or Pathfinders
- Clerical issue.... Standardize language concerning Conference Youth Director (ministries etc.)
- Steps to Organize, #2, should include board approval etc.
- Do MG clubs have a purpose to keep YA's?
- We need to include a line in the "Membership Requirement" section that they are actively involved in a local club ministry
- There are those who are after a title and a uniform without the commitment to serve youth.
- We have seen Master Guides sneak into Pathfinder Drill Teams and Drum Corp teams, taking the place of a child who should have that role.
- Ontario started MG clubs in 2011. Once we made it official, the challenges we had with them have disappeared and they have become a blessing.
- Well defined boarders make for happy neighbors.
- When you have clubs by area, not by local church, then who covers insurance issues? If someone is having behavioral problems, and need addressing by a pastor, which pastor is responsible for them.
- There should be monthly reports.
- If we approach is as thought it is not going to work, then it is NOT going to work.
- Most of these issues are addressed in the curriculum of MG, and are therefore integral to the MG club.
- Service is a given for Master Guides.
- The conferences that have adopted some formal structure for this, its going well. It's the conferences that have not adopted a plan that are having trouble with it.
- We speak as though a social component is bad, but it is innate to the ministry.

Tracy Wood closed the discussion by saying, "We have been sidestepping this for a decade. We have heard clearly that there are ministry opportunities. But we also have structural issues we need to address if we are going to do this and do it right."

### **MGA 2017.3 Master Guide Club Guidelines**

**Voted:** To send the document back to the Focus Group, for them to take the discussion generated here into consideration for a second draft.

### **MGA 2017.4 Master Guide Club Documents**

**Voted:** To empower the Focus Group to proceed with further development of supporting documents.

**A joint information session was held on Sunday night, January 8, from 9:00-11:00 pm where reports were shared that related to all ministries of NAD Youth and Young Adult. Those relating to all ministires or Master Guides in specific are recorded here.**

### **MGI #17.02 Report from the General Conference**

Jonatan Tejel reported on decisions made at the World Youth Director Advisory held Feb. 28-March 4, 2016 at Mt. Aetna Retreat Center.

### **Shoulder Cord Colors for Club Ministries**

- GC - Gold (yellow)
- Division - Gold (yellow)
- Union - Red
- Conference/Mission - Blue
- Area Coordinator - White
- Adventurer Local Club Director - Burgundy/White (Based on the Adventurer flag base colors)
- Pathfinder Local Club Director - Blue/White

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### **MGI #17.03 Union Reports**

**Southwestern** - Introduced states and directors, Young adults doing more Compassion activities. 5000 at camporee.

**Lake** – Each conference has empowered a local pastor or lay person to be in charge of Public Campus ministry in their conference. 3500 at camporee.

**Southern** – 8 conferences – Growing life long disciples is the philosophy of youth ministry. 6000 at camporee. Starting a Young Adult focus group for the union.

**Mid America** – Introduced youth directors and Pathfinder Directors. “Give them the keys” money from NAD was used to witness via youth.

**Columbia** – 3000 at camporee, over double what was planned on. Union wide Young Adult team focused on training young adults to lead their own local ministries. It's called “Rise UP.”

**Pacific** - Focus on mentoring. Camporee coming in Oct. 2017.

**Canada** - Introduced staff. JCI in Ontario in 2018.

**North Pacific** – Alphonso McCarthy was not brought back at the union. Introduced new directors. Union camporee will be in Sept. 2017. Annual Coordinators Conventions are connected to the rotating location of the Union PBE.

**Atlantic** – 160 leaders attended a youth ministires convention. *Share your gift, change the world* is the theme.

### **MGI #17.04 AdventSource Report**

Brad Forbes reported: Come visit us at our booth!

### **MGI #17.05 Verified Volunteers**

Elden Ramirez reported that *Verified Volunteers* is replacing *Shield the Vulnerable* as the NAD contracted background checker.

Additional points:

- If volunteers are current with their background check they do not have to do it again for three years.
- With this system, you background check goes with you if you move to a different conference or union.
- Volunteers may choose to pay for their own background check if they wish to save their conference the expence.

- Direct contact at [adventistsupport@verifiedvolunteers.com](mailto:adventistsupport@verifiedvolunteers.com)
- System does not require SS#, so undocumented volunteers can still be checked.
- This system checks nationwide.
- Online training is focusd on the ministry you are volunteering with.

### **MGI #17.06 Best Practice When Engaging an Outside Vendor to Your Children & Youth Event**

Josue Pierre and Jennifer Woods, from the GC presented the following information.

What is the *NAD Vendor Checklist and Concession Agreement*? (See the document later in the minutes)

- The Checklist is a list that provides minimum information that you should gather from a vendor before letting them onto your site
- The Concession Agreement is a very basic model agreement between your ministry and the vendor with standard protections for your organization
- Prepared by the Office of General Counsel for the G.C. and the NAD in consultation with Risk Management at the request of the Youth Ministries Dept.
- Executed Checklists and Agreements Should be kept with your records for each event.

Why is this important?

- Due Diligence – You want to minimize your liability exposure to ministry leaders, the church, the conference, the union, etc.
- You want to ensure that the parties are on the same page. In a dispute, what’s in writing is what usually carries the day.

Key Information in the Vendor Checklist

- Need to know if the vendor has insurance coverage
- Need to know who the vendor will be bringing to your event
- Need to know whether the vendor has proper authorization if selling items containing the church’s intellectual property

What’s do some of these legal provisions mean?

- Granting a Concession License to the Vendor (Par. 1)
- Code of Conduct (Par. 6)
- Background Checks of Staff (Par. 7)
- Termination Rights (Par. 10)

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- Indemnification (Par. 11)
  - Proof of Insurance/Waiver (Par. 12)

This agreement is a template, basically a starter document, and that each organization will need to fill in the blank sections and fill in the code of conduct attachment. The office is available to answer any questions that you may have about using the checklist and the agreement.

Josue Pierre  
Associate General Counsel  
General Conference of Seventh-day Adventists  
12501 Old Columbia Pike, Silver Spring, MD 20904  
Office: 301-680-6319  
Email: PierreJ@gc.adventist.org

Jennifer Woods  
Associate General Counsel  
General Conference of Seventh-day Adventists  
12501 Old Columbia Pike, Silver Spring, MD 20904  
Office: 301-680-6334  
Email: WoodsJ@gc.adventist.org

### **MGI #17.07 New NAD Youth & Young Adults web site**

Armando Miranda Jr reported that the new NAD Youth and Young Adult website has been upgraded to HTML 5 and been redesigned. Websites for Adventurers, Pathfinders and other ministry programs will be upgraded soon. The site is still found at [adventistyouthministries.org](http://adventistyouthministries.org)

Included in the web site is a new page on Child and Youth protection. It can be found at <http://adventistyouthministries.org/child-youth-protection>

### **MGI #17.08 Collaborative funding**

Armando Miranda Jr reported on the collaborative funding structure adopted by NAD. If you call the NAD office to ask for funding, they will ask, "How much is the local conference putting in? How about the union?" If they are assisting then the division may consider further assistance.

### **MGI #17.09 JCI 6**

Armando Miranda Jr reported that JCI 6 will be held in Toronto, Canada and is tentatively scheduled for March 14-17, 2018.

# Vendor Checklist



Vendor name \_\_\_\_\_

Vendor address/contact information  
 \_\_\_\_\_  
 \_\_\_\_\_

## Certificate of Insurance

Adventist Risk Management makes the following recommendation (in line with NAD Working Policy S 60 51): \$3,000,000 limits of general liability insurance is recommended with no less than \$1,000,000 limits required.

The vendor should also have an additional insured endorsement naming the denominational organization (full legal names, and parent organizations full legal names) listed as an additional named insured.

Insurance should be from an insurer rated A class or better from A M Best. Coverage should remain in force for the duration of event.

## Items/activities

What types of items will be sold or offered (food; merchandise; other)?

\_\_\_\_\_

\_\_\_\_\_

If the vendor is engaging in a high risk activity, the insurance minimums should be higher.

List of the vendor's staff who will be on site at the event (Attach List to checklist)

It would be best for all personnel/volunteers/employees serving at the camporee or other event to have a background check. Ideally this would be performed through the same background screening as other GC/NAD volunteers but at the minimum, required to be checked with no positive result.

Whether you want the vendor to sign that all staff will adhere to the Church's standards regarding use of alcohol, drugs, cigarettes, language and dress while on-site

If a food vendor, proof of a food permit (if required)

Deposit (if required)

Is the Vendor selling items that include names or logos owned by the Church? (including the name Seventh-day Adventist, Adventist, the logo, Pathfinders, the Pathfinder logo...)

If so does the Vendor have a license from the General Conference Corporation to use the trademarks?

If not, the vendor should be directed to work with the local conference to get a license from the General Conference Corporation (contact Jennifer Gray at grayj@gc.adventist.org for more information).

# Event Vendor Concession Agreement



YOUTH & YOUNG ADULT MINISTRIES  
support | mentor | serve

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the

\_\_\_\_\_  
(hereinafter "Host") and

\_\_\_\_\_  
(hereinafter "Vendor").

WHEREAS, Host is sponsoring and hosting

an Event known and identified as

\_\_\_\_\_ to occur on

\_\_\_\_\_, at

\_\_\_\_\_ ; and

WHEREAS, Vendor desires to vend the following items

\_\_\_\_\_ at and

during said Event, and

WHEREAS, Vendor has agreed to abide by the terms

and provisions herein which is a precondition

for receiving a license to vend at and during the

Event from the Host.

NOW THEREFORE, in consideration of the mutual

promises and representations herein the parties

agree as follows:

1. The Host grants to Vendor a concession license at the Event according to the terms of this Agreement. Vendor shall have access to the location agreed upon and selected by the Host no less than \_\_\_\_\_ hour(s)/day(s) before the Event's commencement for the purpose of setting up Vendor's vending station, goods, and other things necessary and reasonable to vend at the location.
2. Vendor shall not vend any goods or services other than those described herein at and during the Event without the Host's written permission.

3. Vendor shall comply with all applicable laws and regulations. Vendor's vending station shall not exceed the following dimensions:

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

4. Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the Vendor's location.

5. Vendor's staff shall be clothed and groomed in a clean, neat fashion, and shall conduct themselves in an orderly fashion and according to the code of conduct attached herein.

6. All Vendor's staff shall undergo a criminal and sex offender background check. Vendor shall certify to Host that all of its staff members at the Event have successfully cleared their background check.

7. Vendors shall have access to the location of the Event for up to \_\_\_\_\_ hours after the Event's conclusion to dismantle and remove Vendor's station, supplies, and equipment. Vendor shall leave the location clean, clear of trash, and substantially in the same condition it was in before Vendor occupied it.

8. Vendor shall ensure that they have obtained the appropriate license or permission to vend any items that contain protected intellectual property.

9. Host has the right to immediately terminate Vendor's concession license either prior to or during the Event if Vendor is found to be violation of any of the terms of this Agreement.

10. Vendor hereby agrees to indemnify and hold the Host harmless against any damages or claims that may arise in connection with Vendor's presence at the Event and or because of Vendor's activities of any kind.

11. Vendor shall also be required to provide proof of insurance coverage that is acceptable to the Host prior to the Event unless specifically waived in writing by the Host.

This Agreement is entered into on the date written above.

HOST \_\_\_\_\_

VENDOR \_\_\_\_\_

