ARTICLE I: ORGANIZATION OF THE ROCKY MOUNTAIN CONFERENCE
ADVENTURER/PATHFINDER LEADERSHIP STRUCTURE

Section A: Organizational Structure

The Constitution and By Laws are prepared to provide an understanding of the Adventurer and Pathfinder leadership structure of the Rocky Mountain Conference (RMC) of the Seventh-day Adventist (SDA) Church. It also outlines all RMC Adventurer and Pathfinder policies.

1. It is designed to provide information concerning leadership selection, qualifications, and duties as follows:
   a. RMC Youth Director – Article III
   b. Adventurer/Pathfinder Council – Article IV
   c. Adventurer/Pathfinder Sub-Council – Article V
   d. Executive Coordinator(s) – Article VI
   e. Adventurer Coordinator(s) – Article VII
   f. Pathfinder Coordinator(s) – Article VIII
   g. Master Guide Coordinator(s) – Article IX
   h. Adventurer Family Networking Coordinator(s) – Article X
   i. Teen Coordinator(s) – Article XI
   j. Training Coordinator(s) – Article XII
   k. Area Coordinators – Article XIII
   * Note: Adventurer/Pathfinder Club Directors – See the Adventurer or Pathfinder Staff Manual for a description of duties.

2. Processes
   a. Nomination and Voting Process – Article XIV
   b. Removal Process – Article XV
   c. Replacement Process – Article XVI
   d. Amendment Process – Article XVII

3. Appointed Positions – Appendix I
   a. Bible Bowl Master – Article I
   b. Conference Drill Master – Article II
   c. Outdoorsman Master – Article III
   d. Pinewood Derby Master – Article IV
   e. Audio/Video Master – Article V

4. Flowchart – Appendix II

5. Sample of Administrative Point System – Appendix III

6. History- Appendix IV

7. Amendments – Appendix V
ARTICLE II: STATEMENT OF PURPOSE OF ADVENTURER/PATHFINDER MINISTRY:

Section A: Purpose

1. The purpose of the Adventurer Ministry is to provide fun and creative ways for children to develop a Christ-like character, experience the joy and satisfaction of doing things well, express their love for Jesus in a natural way, learn good sportsmanship and strengthen their ability to get along with others, discover their God-given abilities and to know how to use them to benefit self and others, and to improve their understanding of what makes families strong.

2. The purpose of the Pathfinder Ministry is to provide a key step in the educational program of the SDA Church by providing the opportunity to take young people out of their usual setting and into outdoor adventure. It is to develop a balanced physical, mental, social, and spiritual life. It is to teach skills that are meaningful and to give opportunities for development, discipline, leadership, and to care for those less fortunate. This ministry offers action, adventure, challenge, and group activities that produce team spirit and loyalty to God and man.

3. The Master Guide Ministry is a ministry with an emphasis on service and active involvement in Youth and Children’s Ministries. It is a leadership role within the Adventurer, Pathfinder, Youth, Young Adult, Camp, Children’s, or Sabbath School Ministries. Master Guides should be willing to serve the church in any of these areas of ministry. It is expected that all Master Guides will model a viable lifestyle of the SDA Church and will remain active in these ministries as a leader.

Section B: Authority

The existence of the RMC Adventurer and Pathfinder Ministries is confirmed by approval of the Executive Committee of the Rocky Mountain Conference of Seventh-day Adventists as recorded in the RMC Executive Committee minutes. The RMC Executive Committee has further endorsed a RMC executive team made up of SDA Adventurer and Pathfinder leaders.

ARTICLE III: RMC YOUTH DIRECTOR

Section A: Section

The RMC Adventurer/Pathfinder Council recommends to the RMC Executive Committee that when filling the position of the RMC Youth Director certain criteria and procedures be considered in that process, i.e., the Conference President will consult the Adventurer/Pathfinder Executive Coordinator(s) and recommend a possible meeting with the candidate(s). The RMC Adventurer/Pathfinder Council would appreciate the opportunity to interview the selected candidates.

Section B: Suggested Qualifications of the RMC Youth Director

1. Love for children.
2. Club Director for at least three (3) years.
3. Be a Master Guide.
4. Have Pastoral experience.

Section C: Duties of the RMC Youth Director
1. The RMC Youth Director is the Chairman of the annual Leadership Convention business meeting.

2. The RMC Youth Director is the Chairman of the RMC Adventurer/Pathfinder Council and an Advisor to the Adventurer/Pathfinder Sub-Council. These councils cannot function without the close cooperation of the RMC Youth Director.

3. The RMC Youth Director possesses the power to refer all decisions passed by the RMC Adventurer/Pathfinder Council and Adventurer/Pathfinder Sub-Council back to those groups for further revision or modification.

4. The RMC Youth Director is responsible to coordinate reimbursement to RMC Adventurer/Pathfinder Council members for approved expenses of their ministry, as funds are available.

5. The RMC Youth Director may appoint other temporary positions to the Adventurer/Pathfinder Council. The Council must approve such appointments.

6. The RMC Youth Director will be accountable for addressing all concerns forwarded from the Council and/or Sub-Council concerning performance of any person assigned to the RMC Adventurer/Pathfinder leadership.

7. The RMC Youth Director will be accountable to the Council and/or Sub-Council regarding personal performance and conduct. All concerns will be addressed appropriately by the Council and/or Sub-Council. If they are unable to be resolved, then they should be forwarded to the RMC Executive Committee, i.e., the Conference President, for further action.

8. The RMC Youth Director will compile all evaluations pertaining to the Adventurer/Pathfinder leadership received during the annual Leadership Convention and report the results to the respective person(s) at the Council Weekend.

9. The RMC Youth Director or other designee is recommended to maintain an Administrative Point System for all positions outlined in the RMC Adventurer/Pathfinder Constitution. This point system will be outlined and maintained in a separate document.

10. The RMC Youth Director shall conduct a yearly review, at a minimum, of all staff including the Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), Area Coordinator(s), and Council Members.

**Section D: Function as an Executor of Plans**

The RMC Youth Director is responsible for the execution of decisions agreed upon by the Adventurer/Pathfinder Council and the Adventurer/Pathfinder Sub-Council.

**ARTICLE IV: ADVENTURER/PATHFINDER COUNCIL**

**Section A: Composition**

1. Youth Director, Chairperson
2. Executive Coordinator(s), Vice-Chairperson
3. Adventurer Coordinator(s)
4. Pathfinder Coordinators(s)
5. Master Guide Coordinator(s)
6. Adventurer Family Networking Coordinator(s)
7. Teen Coordinator(s)
8. Training Coordinator(s)
9. Area Coordinator(s)
10. Two (2) Teen Representatives
11. Two (2) Assistant Teen Representatives
12. Two (2) Adventurer “At Large” members
13. Two (2) Pathfinder “At Large” members
14. Any other temporary position appointed by the RMC Youth Director and approved by the Council, i.e., Bible Bowl Coordinator, Drill Master, etc., can be invited guests to the Council meeting(s) that pertain to their specific activities.
15. At the discretion of the RMC Youth Director, the Youth Department Administrative Assistant may be invited to participate as a nonvoting member.

Section B: Selection

1. The RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), and Area Coordinator(s) serve by virtue of their positions.
2. The Assistant Teen Representatives (one boy and one girl) will be voted on by all RMC Pathfinder Teens/TLTs present at the annual Leadership Convention, as well as the RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Teen Coordinator(s), and members of the Teen Committee.
   a. Names must be submitted to the RMC Youth Department no later than 45 days prior to the convention. Submitted names shall be forwarded on to the Adventurer/Pathfinder Sub-Council for tracking purposes.
   b. Nominations will be compiled by the RMC Youth Director and sent to the club directors for distribution to the individual club teens to provide opportunity for feedback no later than 30 days prior to the convention.
   c. The RMC Youth Director must receive any concerns no later than 15 days prior to the convention. In the absence of the Youth Director, the Executive Coordinator(s) will compile the nominations.
   d. The voting process will be followed as outlined in Article XIV: Section C: Voting Requirements.
   e. The Assistant Teen Representatives’ term will be for one (1) year.
   f. In the event that an Assistant Teen Representative becomes inactive or must be replaced, i.e., drops out of a Pathfinder Club, the procedure will be followed as outlined in Article XV: Removal Process and/or Article XVI: Replacement Process.
3. The Teen Representatives (one boy and one girl) will serve on the Adventurer/Pathfinder Council.
   a. The position of the Teen Representatives is automatic after having served as Assistant Teen Representative the immediate prior year.
   b. The Teen Representative’s term will be for one (1) year.
   c. In the event that at Teen Representative becomes inactive or must be replaced, i.e., drops out of a Pathfinder Club, the procedure will be followed as outlined in Article XV: Removal Process and/or Article XVI: Replacement Process.
4. The “At Large” members shall be elected at the annual Leadership Convention.
5. All “At Large” members shall be elected by 2/3 vote of those members present at the annual Leadership Convention. All Adventurer leadership will vote for the Adventurer “At Large” members as well as the Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), and Adventurer ACs. All Pathfinder leadership including Teens/TLTs will vote for the Pathfinder “At Large” members as well as the Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Bible Bowl Coordinator(s), and Pathfinder ACs.

6. All “At Large” members shall be active Club Directors.

7. All “At Large” members shall serve a term of two (2) years. Each “At Large” member may be reelected for an unlimited number of consecutive terms.

Section C: Purpose

1. The purpose of the Adventurer/Pathfinder Council is:
   a. Spiritual nurturing of the Adventurer/Pathfinder Ministries.
   b. The development of activities that uphold the principles of the Adventurer and Pathfinder Pledge and Law.

2. The Adventurer/Pathfinder Council is the decision-making body of the Adventurer/Pathfinder Ministries and is accountable to the leadership body at the annual Leadership Convention.

3. All meetings will be conducted in accordance with Robert's Rules of Order.

Section D: Duties of the Adventurer/Pathfinder Council

1. The Adventurer/Pathfinder Council shall meet once per quarter (four times per year) or more often as called to do so by the RMC Executive Coordinator(s). Said meetings shall take place at the RMC office or other acceptable location as designated by the Executive Coordinator(s).

2. Valid decisions shall only be made at the Council meetings at which a quorum of at least one half (½) of the Council members is present. Decisions shall be made by majority vote of those members present. In the absence of the RMC Youth Director, all decisions will be subject to the RMC Youth Director’s review or referred back to the Council for further review.

3. All Council members will attend the Council meetings.

4. Be active in planning and executing Conference and Area Adventurer/Pathfinder events.

5. Be willing to assist the Adventurer/Pathfinder Ministries as needed.

6. Abide by the RMC Adventurer/Pathfinder Constitution and By Laws.

7. Review the planning and research submitted by the Adventurer/Pathfinder Sub-Council.

8. In the absence of the Chairperson, the Vice-Chairperson is to chair the Adventurer/Pathfinder Council meetings and report to the Chairperson all decisions reached at said meetings.

9. In an emergency, and in the absence of the Chairperson, the Vice-Chairperson has the responsibility of organizing the Adventurer/Pathfinder Council to ensure the continued operation of the Adventurer/Pathfinder Ministries.

10. The Adventurer/Pathfinder Council Scribe shall keep accurate minutes of all Council meetings. The Council Scribe shall be a person designated by the Executive Coordinator(s).
   a. Said minutes shall be taken at each Council meeting and later transcribed by the Council Scribe for retention. Said minutes shall be maintained by the Executive Coordinator(s) and/or his/her designee.
b. A duplicate copy of said minutes shall be forwarded to and maintained at the RMC Youth Department office.

c. Said minutes shall be forwarded by the Council Scribe, after being proofread, to the Council members as soon as possible and shall be reviewed by the Council members at the next Council meeting.

**ARTICLE V: ADVENTURER/PATHFINDER SUB-COUNCIL**

**Section A: Composition**

1. Youth Director, Advisor
2. Executive Coordinator(s), Chairman
3. Adventurer Coordinator(s), Vice-Chairman
4. Pathfinder Coordinator(s), Vice-Chairman
5. Master Guide Coordinator(s)
6. Adventurer Family Networking Coordinator(s)
7. Teen Coordinator(s)
8. Two (2) Pathfinder “At large” members
9. Two(2) Adventurer “At large” members
10. Any other temporary position appointed by the RMC Youth Director and approved by the Sub-Council, i.e., Bible Bowl Coordinator, Drill Master, etc…, can be invited guests to the Sub-Council meeting(s) that pertain to their specific activities.
11. At the discretion of the RMC Youth Director, the Youth Department Secretary may be invited to participate as a nonvoting member.

**Section B: Selection**

1. The RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Adventurer Coordinator(s), Master Guide Coordinator(s), Family Networking Coordinator(s), and Teen Coordinator(s) serve by virtue of their positions.
2. All “At large” members shall be elected at the annual Leadership Convention.
3. All Adventurer “At large” members shall be elected by 2/3 vote of the Adventurer leadership present at the annual Leadership Convention including the Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), and all Adventurer ACs.
4. All Pathfinder “At large” members shall be elected by 2/3 vote of the Pathfinder leadership present at the annual Leadership Convention including the Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), Training Coordinator(s), Bible Bowl Coordinator, and all Pathfinder ACs.
5. All “At large” members must be active members of the Adventurer/Pathfinder Council.
6. All “At large” members shall serve a term of two (2) years. Each “At large” member may be reelected for an unlimited number of consecutive terms.

**Section C: Purpose**

1. The Sub-Council shall exist to aid in the success of the RMC Adventurer and Pathfinder Ministries.
2. The Sub-Council shall function as the advisory body to facilitate the decision making process of the Adventurer/Pathfinder Council.
   a. The Sub-Council will make suggestions to and accept decisions from the Adventurer/Pathfinder Council.
   b. The Sub-Council will conduct the day-to-day operations and make decisions to provide continuity within the Adventurer/Pathfinder Ministries.
   c. The Sub-Council will conduct the strategic planning as well as project research. This information will be presented to the Adventurer/Pathfinder Council for review.
   d. The Sub-Council will manage projects approved by the Adventurer/Pathfinder Council.

3. All meetings will be conducted in accordance with Robert’s Rules of Order.

Section D: Duties of the Adventurer/Pathfinder Sub-Council.

1. The Sub-Council shall meet once per calendar month or more often as called to do so by the RMC Executive Coordinator(s). Said meetings shall take place at the RMC office or other acceptable location as designated by the Executive Coordinator(s).
2. Valid decisions shall be made only at Sub-Council meetings at which a quorum of at least one half (½) of the Sub-Council members are present. Decisions made shall be by a majority vote of those members present and, in the absence of the RMC Youth Director, may also be subject to review by the RMC Youth Director or referred back to the Sub-Council for further review of modification.
3. Sub-Council members may assist and, if necessary, substitute for Area Coordinators in any function/duty of the Area Coordinators as needed.
4. Sub-Council members are expected to keep accurate records of travel and Adventurer/Pathfinder contacts. This information should be kept in an appropriate log.
5. Sub-Council members shall present the above information to the RMC Youth Director upon request.
6. Submit travel reimbursement requests within 30 days of incurred expense.
7. The Adventurer/Pathfinder Sub-Council Scribe shall keep accurate minutes of all Sub-Council meetings. The Sub-Council Scribe shall be a person designated by the Executive Coordinator(s). The Scribe may also be the same as the Council Scribe.
   a. Said minutes shall be taken at each Sub-Council meeting and later transcribed by the Sub-Council Scribe for retention. Said minutes shall be maintained by the Executive Coordinator(s) and/or his/her designee.
   b. A duplicate copy of said minutes shall be forwarded to and maintained at the RMC Youth Department office.
   c. Said minutes shall be forwarded by the Sub-Council Scribe to the Sub-Council members as soon as possible and shall be reviewed by the Sub-Council members at the next Sub-Council meeting.

ARTICLE VI: EXECUTIVE COORDINATOR(S)

Section A: Selection

1. The Executive Coordinator(s) shall be elected at the annual Leadership Convention for a term of three (3) years, subject to approval of the RMC Youth Director.
2. Prior to the annual Leadership Convention, nominated Executive Coordinator(s) are evaluated, and recommendations will be made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.
3. The Executive Coordinator(s) may be reelected for an unlimited number of consecutive terms.

Section B: Qualifications of the Executive Coordinator(s)

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.
3. Must have been a Director of a club for at least three (3) years.
4. Must have at least three (3) years experience as an Area Coordinator.
5. Must have at least three (3) years experience as the Adventurer, Pathfinder, or Master Guide Coordinator.
6. Must be a Master Guide and have the Pathfinder Instructor Award (PLA) or Adventurer Instructor Growth (AIG) or be working towards completion within one (1) year of the Executive Coordinator(s) appointment.
7. Demonstrate keen interest and maintain active involvement in the Adventurer or Pathfinder Ministries.
8. Should possess strong people skills and be a great team player.
9. Must submit to a criminal background check as required by the RMC.
10. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.
11. Must be an active leader in the RMC Adventurer/Pathfinder Ministries for a minimum of the two (2) previous years.
12. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by all members present at the annual Leadership Convention.

Section C: Duties of the Executive Coordinator(s)

1. Be available to advise Adventurer, Pathfinder, and Master Guide Coordinators.
2. Provide input on any matters pertaining to the RMC Adventurer/Pathfinder/Master Guide Ministries.
3. Have a working relationship with the RMC Youth Director and act as support for the RMC Youth Director.
4. Report to the RMC Youth Director on all Adventurer/Pathfinder Council and Adventurer/Pathfinder Sub-Council activities.
5. Serve as Chairperson of the Adventurer/Pathfinder Sub-Council.
6. Serve as Vice-Chairperson for all other Adventurer/Pathfinder activities and committees when the Youth Director is present and as Chairperson if the Youth Director is absent.
7. Present the appropriate budget indicating the current financial status at every Adventurer/Pathfinder Council meeting.
8. Oversee planning and administration of all Adventurer/Pathfinder Ministries, functions, and training, to include but not limited to:
   a. Communication – gather articles/information for a newsletter or the webpage as needed
b. Report Forms – create and update AC/Adventurer/Pathfinder/Teen Forms.

c. Points – maintain AC points for RMC Youth Director.

d. Annual Leadership Convention – plan and schedule weekend.

e. Council Weekend – plan and schedule weekend.

f. Pathfinder Bible Bowl – assist with Bible Bowl activities as needed.

g. Fairs – work with the Pathfinder Coordinator(s) as needed.

h. Camporees – work with the Pathfinder Coordinator(s) as needed.

i. Adventurer Fun Day – work with the Adventurer Coordinator(s) as needed.

j. Teen Summit – work with the Teen Coordinator(s) as needed.

k. Teen River Trip – work with a designated leadership team.

l. MG Training – work with the Training Coordinator(s) as needed.

m. PLA, ALG, PIA, AIG – work with the Training Coordinator(s) as needed.

n. Budgets – maintain with the Youth Director.

9. Notify clubs of the selected positions that will expire at the annual Leadership Convention. See Article XIV: Section B: Nomination Process.

10. Keep accurate records of travel and Adventurer/Pathfinder contacts. This information should be kept in an appropriate log.

11. Submit travel reimbursement request within 30 days of the incurred expense.

12. Attend monthly Youth Department Adventurer/Pathfinder staff meetings.

13. Compile all evaluations pertaining to the RMC Youth Director received during the annual Leadership Convention. Present the results to the Youth Director prior to the Council Weekend.

14. Assist the RMC Youth Director in compiling all evaluations pertaining to the Adventurer/Pathfinder Coordinator(s) received during the annual Leadership Convention.

15. Encourage growth and learning among Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), Adventurer and Pathfinder Area Coordinator(s), and Club Directors.

16. Fulfill all requirements of the suggested Administrative Point System.

**ARTICLE VII: ADVENTURER COORDINATOR(S)**

**Section A: Selection**

1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to the approval of the RMC Youth Director.

2. Prior to the annual Leadership Convention, nominated Adventurer Coordinator(s) are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.

3. The Adventurer Coordinator(s) may be reelected for an unlimited number of consecutive terms.

**Section B: Qualifications of the Adventurer Coordinator(s).**

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.

2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.

3. Must have been a Director of a club for at least three (3) years.

4. Must have at least three (3) years experience as an Adventurer Area Coordinator.
5. Must have the Adventurer Leadership Growth (ALG) or be working towards completion within one (1) year of Adventurer Coordinator appointment.

6. Demonstrate a keen interest and maintain active involvement in Adventurer Ministries.

7. Should possess strong people skills and be a great team player.

8. Must submit to a criminal background check as required by the RMC.

9. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.

10. Must be an active leader in the RMC Adventurer Ministry for a minimum of the two (2) previous years.

11. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to the approval and 2/3 vote by the Adventurer members present at the annual Leadership Convention.

**Section C: Duties of the Adventurer Coordinator(s)**

1. Be available to advise all Adventurer Area Coordinators.

2. Provide input on matters pertaining to the RMC Adventurer Ministry.

3. Have a working relationship with RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), and Adventurer Family Networking Coordinator and support the RMC Youth Director and Executive Coordinator(s).

4. Make progress reports to the executive Coordinator(s) on all Adventurer/Pathfinder Council and Sub-Council activities with regard to Adventurer Ministries.

5. Coordinate the conducting of Adventurer Investiture services along with Pathfinder Investiture services where possible.

6. Ensure growth and learning among Area Coordinators and Club Directors for the total Adventurer Ministry.

7. Attend Adventurer/Pathfinder Council and Adventurer/Pathfinder Sub-Council meetings.

8. Assist in planning and administration of Fun Day, training courses, Investitures, and other conference Adventurer functions as needed, to include but not limited to:
   a. Communication – gather and submit articles/information to Executive Coordinator(s) or Webmaster as needed/requested
   b. Points – maintain Adventurer points for clubs
   c. Investitures – work with Pathfinder Coordinator(s) to coordinate Investitures together where possible
   d. Annual Leadership Convention – assist Executive Coordinator(s) in planning as needed
   e. Council Weekend – assist Executive Coordinator(s) in planning as needed
   f. Adventurer Fun Day – plan/schedule staying in close contact with Executive Coordinator(s)

9. Keep accurate records of travel and Adventurer contacts. This information should be kept in an appropriate log.

10. Send report of all Adventurer activities to the Executive Coordinator(s) by the 10th of the following month.

11. Submit travel reimbursement requests within 30 days of the incurred expense

12. Serve as the Vice-Chairperson alternate for the Adventurer/Pathfinder Council in the absence of the RMC Youth Director or Executive Coordinator(s).

13. Serve as the Vice-Chairperson alternate of the Adventurer/Pathfinder Sub-Council.
14. Attend monthly Youth Department Adventurer/Pathfinder Staff meetings.

15. Assist the RMC Youth Director in compiling all evaluations pertaining to the Adventurer Area Coordinators received during the annual Leadership Convention.

16. Fulfill all requirements of the suggested Administrative Point System.

**ARTICLE VIII: PATHFINDER COORDINATOR(S)**

**Section A: Selection**

1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to the approval of the RMC Youth Director.

2. Prior to the annual Leadership Convention, nominated Pathfinder Coordinator(s) are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.

3. The Pathfinder Coordinator(s) may be reelected for an unlimited number of consecutive terms.

**Section B: Qualifications of the Pathfinder Coordinator(s)**

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.

2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.

3. Must have been a Director of a club for at least three (3) years.

4. Must have at least three (3) years experience as a Pathfinder Area Coordinator.

5. Must have the Pathfinder Leadership Award (PLA) or be working towards completion within one (1) year of the Pathfinder Coordinator appointment.

6. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.

7. Should possess strong people skills and be a great team play.

8. Must be willing to submit to a criminal background check as required by the RMC.

9. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.

10. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous years.

11. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote of the Pathfinder member including teens/TLTs at the annual Leadership Convention.

**Section C: Duties of the Pathfinder Coordinator(s)**

1. Be available to advise all Pathfinder Area Coordinators.

2. Provide input on matters pertaining to the RMC Pathfinder Ministries.

3. Have a working relationship with the RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Master Guide Coordinator(s), and Teen Coordinator(s) and support the RMC Youth Director and Executive Coordinator(s).

4. Make progress reports to the Executive Coordinator(s) on all Adventurer/Pathfinder Council and Sub-Council activities with regard to Pathfinder Ministries.
5. Coordinate the conducting of Pathfinder Investiture services along with Adventurer services where possible.

6. Encourage growth and learning among Area Coordinators and Club Directors for the total Pathfinder Ministry.

7. Attend Adventurer/Pathfinder Council meetings and Adventurer/Pathfinder Sub-Council meetings.

8. Assist in planning and administration of Fairs, Camporees, training courses, Investitures, and other RMC Pathfinder functions, to include but not limited to:
   a. Communication – gather and submit articles/information to Executive Coordinate(s) or webmaster as needed/requested
   b. Points – maintain Pathfinder points for clubs
   c. Investitures – work with Adventurer Coordinator(s) to coordinate Investitures together where possible.
   d. Annual Leadership Convention – assist Executive Coordinator(s) in planning as needed
   e. Council Weekend – assist Executive Coordinator(s) in planning as needed
   f. Pathfinder Bible Bowl – assist with Bible Bowl activities as needed
   g. Fairs – plan/schedule staying in close contact with Executive Coordinator(s)
   h. Camporees – plan/schedule staying in close contact with Executive Coordinator(s)

9. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an appropriate log.

10. Send a report of all Pathfinder activities to the Executive Coordinator(s) by the 10th of the following month.

11. Submit travel reimbursement requests within 30 days of the incurred expense.

12. Serve as Vice-Chairperson alternate of the Adventurer/Pathfinder Council in the absence of the RMC Youth Director or Executive Coordinator(s).

13. Serve as the Vice-Chairperson for the Adventurer/Pathfinder Sub-Council.

14. Attend monthly Youth Department Adventurer/Pathfinder staff meetings.

15. Assist the RMC Youth Director in compiling all evaluations pertaining to the Pathfinder Area Coordinator(s) received during the annual Leadership Convention.

16. Fulfill all requirements of the suggested Administrative Point System.

ARTICLE IX: MASTER GUIDE COORDINATOR(S)

Section A: Selection

1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to approval of the RMC Youth Director.

2. Prior to the annual Leadership Convention, nominated Master Guide Coordinator(s) are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.

3. The Master Guide (MG) Coordinator(s) may be reelected for an unlimited number of consecutive terms.

Section B: Qualifications of the Master Guide Coordinator(s)

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.

3. Must have been a Director of an Adventurer/Pathfinder club for at least three (3) years.

4. Must be a Master Guide for a minimum of five (5) years.

5. Must have the PIA or ALG (AIG when it is available) or be working towards completion within one (1) year of Master Guide Coordinator appointment.

6. Demonstrate a keen interest and maintain active involvement in Adventurer, Pathfinder, Master Guide, and Youth Ministries.

7. Should possess strong people skills and be a great team player.

8. Must be willing to submit to a criminal background check as required by the RMC.

9. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.

10. Must be an active leader in the RMC Adventurer, Pathfinder, or Master Guide Ministries for a minimum of the two (2) previous years.

11. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by those members present at the annual Leadership Convention.

Section C: Duties of the Master Guide Coordinator(s)

1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth Ministry Activities.

2. Have a working relationship with the RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), and Pathfinder Coordinator(s), and support the RMC Youth Director and Executive Coordinator(s).

3. Be the main point-of-contact to the North American Division (NAD) regarding Master Guide issues.

4. Report to the Executive Coordinator(s) on all NAD Master Guide communications, including but not limited to data collections, uniform changes, curriculum changes, and other current issues pertaining to Master Guides.

5. Create and maintain a database of all Master Guides in the RMC, including but not limited to names, contact information, and continuing education for each MG within the MG Ministry.

6. Coordinate a “work force” to assist with Adventurer, Pathfinder, and Youth Ministry activities, i.e., Adventurer Fun Day, Pathfinder Bible Bowl, Pathfinder Fairs, Pathfinder Camporees, etc…

7. Assist the RMC Youth Director and Executive Coordinator(s) with other activities as needed, including but not limited to:
   a. Communication – write a MG article and submit to Executive Coordinator(s) or webmaster as needed.
   b. Investitures – assist RMC Youth Director and Executive Coordinator(s) in coordinating Master Guides to attend Investitures as needed.
   c. Annual Leadership Convention – assist Executive Coordinator(s) as needed.
   d. Council Weekend – assist Executive Coordinator(s) as needed.
   e. Pathfinder Bible Bowl – assist with Bible Bowl activities as needed.
   f. Pathfinder Fair – work with the Pathfinder Coordinator(s) as needed.
   g. Pathfinder Camporee – work with the Pathfinder Coordinator(s) as needed.
   h. Adventurer Fun Day – work with the Adventurer Coordinator(s) as needed.
   i. MG Training – work with the Training Coordinator(s) as needed.
a. PLA, ALG, PIA, AIG – work with the Training Coordinator(s) as needed.
b. Teen activities – assist Teen Coordinator(s) as needed
8. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder,
   Master Guide, and Youth Ministries.
9. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings.
10. Keep accurate records of travel and contacts. This information should be kept in an appropriate
    log or report form packet.
11. Send a report of all Master Guide Coordinator activities to the Executive Coordinator(s) by the
    10th of each month.
12. Submit travel reimbursement request within 30 days of the incurred expense.
13. Attend monthly Youth Department Adventurer/Pathfinder staff meetings.
14. Fulfill all requirements of the suggested Administrative Point System.

ARTICLE X: ADVENTURER FAMILY NETWORKING COORDINATOR(S)

Section A: Selection

1. Shall be elected at the annual Leadership Convention for a term of three (3) years, subject to the
   approval of the RMC Youth Director.
2. Prior to the annual Leadership Convention, nominated Adventurer Family Networking
   Coordinator are evaluated and recommendations made by the RMC Youth Director. See Article
   XIV: Section B: Nomination Process.
3. The Adventurer Family Networking Coordinator(s) may be reelected for an unlimited number
   of consecutive terms.

Section B: Qualifications of the Adventurer Family Networking Coordinator

1. Must be a baptized member of the SDA Church in good and regular standing, believe and
   support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church
   elder, or an Adventurer leader.
3. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed
   within one (1) year of the Adventurer Family Networking Coordinator’s appointment.
4. Have been a Director of an Adventurer club for at least three (3) years.
5. Must be an active leader in the RMC Adventurer Ministries for a minimum of two (2) years.
6. Demonstrate a keen interest and maintaining active involvement in the RMC Adventurer
   Ministries.
7. Should possess strong people skills and be a great team player.
8. Must be willing to submit to a criminal background check as required by the RMC.
9. Must be willing to submit to yearly evaluations by the leadership at large at the annual
   Leadership Convention.
10. Any exceptions to the above qualifications can only be made by the RMC Youth Director,
    subject to approval and 2/3 vote by the Adventurer members present at the annual Leadership
    Convention.

Section C: Duties of the Adventurer Family Networking Coordinator
1. Provide input on matters pertaining to RMC Adventurer activities.
2. Have a working relationship with the RMC Youth Director, Executive Coordinator(s), and Adventurer Coordinator(s).
3. Act as support to the RMC Youth Director, Executive Coordinator(s), and Adventurer Coordinator(s).
4. Be the main point-of-contact to RMC Adventurer Ministries regarding Family Networking questions and programming.
5. Make progress reports to the Executive Coordinator(s) and Adventurer Coordinator(s) on all RMC Adventurer Family Networking programs.
6. Work with the RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), and Training Coordinator(s) regarding Adventurer Family Networking training classes at the annual Leadership Convention, as set by the training schedule rotation, and/or as needed.
7. Work with the RMC Youth Director, Executive Coordinator(s), and Adventurer Coordinator(s) regarding any other Family Networking matters throughout the year.
8. Assist the RMC Youth Director and Executive Coordinator(s) with other activities as needed including but not limited to:
   a. Communication – write a Family Networking article and submit to Executive Coordinator(s) or webmaster as requested
   b. Council Weekend – assist the Executive Coordinator(s) as needed.
   c. Family Networking – plan Family Networking activities as needed.
9. Encourage growth and learning throughout all levels of the RMC Adventurer Ministries.
10. Attend Adventurer/Pathfinder Council and Sub-council meetings to assist in planning of RMC Adventurer functions as well as the overall Adventurer Family Networking program. These meetings will be held at least quarterly or as often as necessary.
11. Keep accurate records of travel and contacts. This information should be kept in an appropriate log or report form packet.
12. Send a report of all Adventurer Family Networking Coordinator activities to the Executive Coordinator(s) by the 10th of the following month.
13. Submit travel reimbursement requests within 30 days of the incurred expense.
14. Fulfill all requirements of the suggested Administrative Point System.

**ARTICLE XI: TEEN COORDINATOR(S)**

**Section A: Selection**

1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to the approval of the RMC Youth Director.
2. Prior to the annual Leadership Convention, nominated Teen Coordinator(s) are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.
3. The Teen Coordinator(s) may be reelected for an unlimited number of consecutive terms.

**Section B: Qualifications of the Teen Coordinator(s)**

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.
3. Must have been a Pathfinder Club Director for at least three (3) years.
4. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed within one (1) year of the Teen Coordinator(s) appointment.
5. Demonstrate a keen interest and maintain active involvement in Pathfinder and Teen Ministries.
6. Should possess strong people skills and be a great team player.
7. Must be willing to submit to a criminal background check as required by the RMC.
8. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.
9. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by the Pathfinder members and Teens/TLTs present at the annual Leadership Convention.

**Section C: Duties of the Teen Coordinator(s)**

1. Be available to give assistance to the local Pastor and/or club leadership in promoting and supporting local Conference, Union, and General Conference Pathfinder teen policies and programs.
2. Contact each club twice per year to become familiar with its Teen/TLT program.
3. Attend Adventurer/Pathfinder Council meetings to assist in the planning of RMC Teen/TLT functions as well as the overall Pathfinder Teen/TLT program. These meetings will be held at least quarterly or as often as necessary.
4. Assist the Executive Coordinator(s) at Camporees, training courses, Fairs, and other RMC Pathfinder functions.
5. Organized and convene a Teen Committee of no more than eight (8) members to help facilitate, implement, and run Teen/TLT activities as scheduled. The committee shall consist of the Teen Coordinators(s), Teen Representatives, and 4-5 other adult Pathfinder leaders of the Teen Coordinator(s) choosing. These members do not need to be voted at the annual Leadership Convention but shall be approved by the RMC Youth Director and Sub-Council.
6. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an appropriate log.
7. Send a report of all their Pathfinder activities to the Executive Coordinator(s) by the 10th of the following month.
8. Submit travel reimbursement requests within 30 days of incurred expense.
9. Assist the Pathfinder Coordinator(s) with other activities as requested, to include but not limited to:
   a. Communication – write a Teen Article and submit to Executive Coordinator(s) or webmaster as requested
   b. Website – maintain Teen website
   c. Points – maintain Teen points
   d. Assist local clubs with such activities as Pathfinder Day Programs, Investitures, and Inductions.
   e. Annual Leadership Convention – assist in planning and teaching classes as needed
   f. Council Weekend – assist in planning as needed
g. Contact churches, schools, and Pathfinder clubs to encourage development of new TLT and Teen programs. Report results of these contacts to the RMC Executive Coordinator(s).

h. Promote and direct area activities such as Teen Summit, Teen River Trip, Teen Survivor, camping trips, athletic events, etc…

i. Fairs and Camporees – assist in planning activities as needed

j. Pathfinder Bible Bowl – assist with Bible Bowl activities as needed

k. Promote participation in community activities, i.e., parades, fairs, area-wide events, mission projects, etc…

10. Fulfill all requirements of the suggested Administrative Point System.

**ATICLE XII: TRAINING COORDINATOR(S)**

**Section A: Selection**

1. Shall be selected at the annual Leadership Convention for a term of three (3) years, subject to approval of the RMC Youth Director.

2. Prior to the annual Leadership Convention, nominated Training Coordinator(s) are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.

3. The Training Coordinator(s) may be reelected for an unlimited number of consecutive terms.

**Section B: Qualifications of the Training Coordinator(s)**

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.

2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.

3. Must have been a Director of an Adventurer/Pathfinder club for at least three (3) years.

4. Must be a Master Guide for a minimum of five (5) years.

5. Must have the PIA or ALG (AIG when it is available) or be working towards completion within one (1) year of Training Coordinator appointment.

6. Demonstrate a keen interest and maintain active involvement in Adventurer, Pathfinder, Master Guide, and Youth Ministries.

7. Should possess strong people skills and be a great team player.

8. Must be willing to submit to a criminal background check as required by the RMC.

9. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.

10. Must be an active leader in the RMC Adventurer, Pathfinder, Master Guide Ministries for a minimum of the two (2) previous years.

11. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by those members present at the annual Leadership Convention.

**Section C: Duties of the Training Coordinator(s)**

1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth Ministry Activities.
2. Have a working relationship with the RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s) and support the RMC Youth Director and Executive Coordinator(s).

3. Schedule and plan Training weekends, i.e., Adventurer and Pathfinder Basic Staff Training, Master Guide classes, ALG, AIG, PLA, and PIA, to include:
   a. Find and coordinate instructors for courses outlined above.
   b. Coordinate locations and dates for training events.
   c. Coordinate budget items for training weekends with RMC Youth Director.
   d. Create information flyers, newsletter articles, and mailings pertaining to training events.

4. Coordinate schedules and training dates with the Adventurer/Pathfinder Council.

5. Work with the RMC Youth Director and Executive Coordinator(s) regarding training classes at the annual Leadership Convention, as set by the training schedule, as needed.

6. Work with the RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), and Teen Coordinator(s) regarding any other training matters throughout the year.

7. Assist the RMC Youth Director and Executive Coordinator(s) with other conference activities as needed.

8. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder, Master Guide, and Youth Ministries.

9. Attend the Adventurer/Pathfinder Council meetings.

10. Keep accurate records of travel and contacts. This information should be kept in an appropriate log or report form packet.

11. Send a report of all Training Coordinator activities to the Executive Coordinator(s) by the 10th of each month.

12. Submit travel reimbursement requests within 30 days of the incurred expense.

13. Fulfill all requirements of the suggested Administrative Point System

**ARTICLE XIII: AREA COORDINATORS**

Section A: Selection

1. Shall be selected at the annual Leadership Convention and will include absentee voting prior to the annual Leadership Convention for those individuals in the ACs “area leadership” who are unable to attend. “Area leadership” will be defined as the clubs assigned to the Area Coordinator. See Article XIV: Section C: Voting Requirements.

2. No more than one-fourth (¼) of the ACs shall be voted or appointed in one year, i.e., if there are eight (8) ACs, this would mean that no more than two (2) are appointed each year to serve a (4) four-year term. ACs may be reelected for an unlimited number of consecutive terms.

3. Prior to the annual Leadership Convention, nominated Area Coordinators are evaluated and recommendations made by the RMC Youth Director. See Article XIV: Section B: Nomination Process.

4. The Area Coordinators may be reelected for an unlimited number of consecutive terms.

Section B: Qualifications for Area Coordinators

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.
3. Must have been a Club Director for at least three (3) years.
4. Must be a Master Guide or actively pursuing the Master Guide curriculum to be completed within one (1) year of the Area Coordinator’s appointment.
5. Demonstrate a keen interest and maintain active involvement in Adventurer or Pathfinder Ministries.
6. Should possess strong people skills and be a great team player.
7. Must submit to a criminal background check as required by the RMC.
8. Must be willing to submit to yearly evaluations by the leadership at large at the annual Leadership Convention.
9. Must be an active leader within the RMC Adventurer or Pathfinder Ministries for a minimum of two (2) years.
10. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote of their respective “area leadership” at the annual Leadership Convention along with absentee voting from their respective “area leadership.”

Section C: Duties of the Area Coordinators

1. Be available to give assistance to the local Pastor and/or club leadership in promoting and supporting local Conference adventurer/Pathfinder policies and programs.
2. Contact each club in his/her area once per calendar month to become familiar with its program.
3. Complete all required evaluations for assigned clubs.
4. Attend Adventurer/Pathfinder Council meetings to assist in the planning of RMC functions as well as the overall Adventurer/Pathfinder program. These meetings will be held at least quarterly or as often as necessary.
5. Assist the RMC Youth Director at RMC Adventurer/Pathfinder functions.
6. Assist the Adventurer or Pathfinder Coordinator(s) in other activities as requested to include but not limited to:
   a. Communication – gather and submit articles/information to Executive Coordinate(s) or webmaster as needed/requested
   b. Investitures – assist in attending Investitures as requested by the Youth Director and Executive Coordinator(s).
   c. Annual Leadership Convention – assist with check in, teaching classes, or any other area as needed/requested by the Executive Coordinator(s)
   d. Fairs and Camporees – assist in planning and conducting as needed
   e. Pathfinder Bible Bowl– assist with Bible Bowl activities as needed
   f. Assist local clubs with such activities as Adventurer/Pathfinder Day Programs, Inductions, and other activities as requested.
   g. Promote and direct area activities such as field trips, athletic events, leader training courses, and leader meetings.
   h. Promote participation in community activities, i.e., parades, fairs, and area-wide events, mission projects, etc.
   i. Fun Days – assist in planning and conducting as needed
7. Keep accurate records of travel and Adventurer/Pathfinder contacts. This information should be kept in an appropriate log.
8. Send a report of all of their Adventurer/Pathfinder activities and contact to the RMC Youth Director by the 10th of the following month.

9. Submit travel reimbursement requests within 30 days of the incurred expense.

10. Act as a liaison between the RMC and the Adventurer/Pathfinder clubs.

11. Fulfill all requirements of the suggested Administrative Point System.

**Section D: Area Coordinator in Training (ACIT)**

1. Shall be nominated and approved by the RMC Adventurer/Pathfinder Council.

2. Shall be assigned to an Area Coordinator for mentoring until:
   a. They are deemed ready by the Adventurer/Pathfinder Council.
   b. A position becomes available.

3. Shall be subject to the duties and accountabilities as outlined in Article XIII: Section C.

4. ACITs are not members of the Adventurer/Pathfinder Council. However, they may be invited guests or attend in the absence of their assigned AC.

**SECTION XIV: NOMINATION AND VOTING PROCESS**

**Section A: Positions**

This process applies to the following positions: Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), Teen Representatives, Assistant Teen Representatives, Adventurer/Pathfinder “At Large” Council Members, Adventurer/Pathfinder Sub-Council “At Large” Members, and Adventurer/Pathfinder Area Coordinators.

**Section B: Nomination Process**

1. Clubs will be notified, by the Executive Coordinator(s), of the elected positions that will expire at the upcoming annual Leadership Convention. Notification shall occur no later than 60 days prior to the convention. All letters will be sent out to the club directors and then should be forwarded by them to their staff members. All RMC Adventurer and Pathfinder leaders, staff, and Teens/TLTs have a voice in the nomination process.

2. Upon notification, clubs may either recommend reappointment or submit names for replacement. Names must be submitted to the RMC Youth Department in writing no later than 45 days prior to the convention. Submitted names shall be forwarded to the Adventurer/Pathfinder Sub-Council for tracking purposes.

3. Nominations will be reviewed and compiled by the Youth Director for verification and accuracy. Any discrepancies and/or concerns will be addressed by the Youth Director and Adventurer/Pathfinder Executive Committee for resolution, utilizing the Matthew 18 Principle. The compiled list will be sent to the club directors no later than 30 days prior to the convention to provide opportunity for feedback. Absentee ballots for Area Coordinators only will be sent at this time.

4. The RMC Youth Director must receive any concerns or feedback no later than 15 days prior the convention. In the absence of the RMC Youth Director, the nominations will be compiled by the Executive Coordinator(s).
5. Absentee votes must be submitted in writing to the RMC Youth Director no later than one (1) week prior to the annual Leadership Convention.

6. Nominations approved by the RMC Youth Director will be presented for a vote at the business meeting during the annual Leadership Convention.

7. All elected positions may be reelected for an unlimited number of terms.

Section C: Voting Requirements

1. All voting will be performed by secret ballot.

2. The Executive Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder leadership and teens/TLTs present at the annual Leadership Convention as well as the Youth Director, Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), and all Adventurer and Pathfinder Area Coordinators.

3. The Adventurer Coordinator(s) will require a 2/3 vote of all Adventurer leadership present at the annual Leadership Convention including the Youth Director, Executive Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), and all Adventurer Area Coordinators.

4. The Pathfinder Coordinator(s) will require a 2/3 vote of all Pathfinder leadership and teens/TLTs present at annual Leadership Convention as well as the Youth Director, Executive Coordinator(s), Master Guide Coordinator(s), Teen Coordinator(s), and Pathfinder Area Coordinators.

5. The Master Guide Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder leadership as well as the Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Teen Coordinator(s), Adventurer Family Networking Coordinator(s), Training Coordinator(s), and all Adventurer and Pathfinder Area Coordinators.

6. The Adventurer Family Networking Coordinator(s) will require a 2/3 vote of all Adventurer leadership present at the annual Leadership Convention as well as the Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), and Adventurer Area Coordinator(s).

7. The Teen Coordinator(s) will require a 2/3 vote of all Pathfinder leadership and teens/TLTs present at the annual Leadership Convention as well as the Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), and Pathfinder Area Coordinators.

8. The Training Coordinator(s) will require a 2/3 vote of all Adventurer and Pathfinder leadership and teens/TLTs present at the annual Leadership Convention as well as the Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), and all Adventurer and Pathfinder Area Coordinators.

9. The Area Coordinators will require a 2/3 vote of each Area Coordinator’s “area leadership.” “Area leadership” will be defined as the clubs assigned to the Area Coordinator. This includes all directors, staff, and teens/TLTs in that Area Coordinators area. The Youth Director, Executive Coordinator(s), and Master Guide Coordinator(s) will vote on all ACs. The Adventurer Coordinator(s) and Adventurer Family Networking Coordinator(s) will vote on Adventurer ACs, and the Pathfinder Coordinator(s) and Teen Coordinator(s) will vote on the Pathfinder ACs.

10. The vote for the Adventurer/Pathfinder Council “At Large” member positions will be conducted as outlined in Article IV: Adventurer/Pathfinder Council, Section B: Selection.
11. The vote for the Adventurer/Pathfinder Sub-Council “At Large” member positions will be conducted as outlined in Article XIV: Adventurer/Pathfinder Sub-Council, Section B: Selection.

12. The Pathfinder Assistant Teen Representatives to the Council will require a majority vote by all Teens/TLTs present at the annual Leadership Convention as well as the Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Teen Coordinator(s), and Teen Committee. If there is not a winner by majority vote, then the top two with the highest number of votes will advance to a second round of voting, as outlined previously. The individual with the highest number of votes will become the Assistant Teen Rep.

13. Absentee voting will be allowed for Area Coordinator positions up to one (1) week prior to the annual Leadership Convention for those individuals who are unable to attend the annual Leadership Convention. Absentee ballots will only be sent to the Area Coordinators “area leadership.”

14. In the absence of the Youth Director, all absentee votes must be submitted in writing to the Executive Coordinator(s) no later than one (1) week prior to the annual Leadership Convention.

15. If any position fails to pass a vote and becomes vacant, the RMC Youth Director will appoint a person(s) to fill the vacant position according to the process outlined in Article XVI: Replacement Process. For example: An Area Coordinator serving in a position may become “appointed” to the position of the only reason a 2/3 vote could not be obtained was due to the lack of attendance by the ACs “area leadership” and not enough absentee votes were submitted prior to the annual Leadership Convention to account for 2/3 of the respective leadership.

### LEADERSHIP VOTING TABLE

<table>
<thead>
<tr>
<th>POSITION BEING VOTED</th>
<th>Executive Coordinator(s)</th>
<th>Adventurer Coordinator(s)</th>
<th>Pathfinder Coordinator(s)</th>
<th>Master Guide Coordinator(s)</th>
<th>Adv Fam Networking Coord</th>
<th>Teen Coordinator(s)</th>
<th>Training Coordinator(s)</th>
<th>Adventurer Area Coordinators</th>
<th>Pathfinder Area Coordinators</th>
<th>Adventurer “At Large” Members</th>
<th>Pathfinder “At Large” Members</th>
<th>Teen Reps</th>
<th>Assistant Teen Reps</th>
<th>Votes Required to Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Voting</td>
<td>Executive Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Adventurer Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Pathfinder Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Master Guide Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Adv Fam Networking Coord</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Teen Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Training Coordinator(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Adventurer Area Coordinators</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Pathfinder Area Coordinators</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Adventurer “At Large” Members</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Pathfinder “At Large” Members</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
<tr>
<td>People Voting</td>
<td>Teen Reps</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3</td>
</tr>
</tbody>
</table>

### ARTICLE XV: REMOVAL PROCESS
Section A: Positions

This process applies to the following positions: Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), Teen Representatives, Assistant Teen Representatives, Adventurer/Pathfinder Council “At Large” members, Adventurer/Pathfinder Sub-Council “At Large” members, and Adventurer/Pathfinder Area Coordinators.

Section B: Removal

1. Any person in an elected position, who cannot continue to serve appropriately and effectively, must resign from their office by contacting the RMC Youth Director via a letter of resignation.
2. Any person in an elected position who becomes inactive in his/her duties in that position, i.e., has missed two (2) or more council or sub-council meetings or other conference sponsored events, without prior arrangements, may be removed by a majority vote of the Adventurer/Pathfinder Council at the next scheduled meeting.
3. If the RMC Youth Director discerns that an officer must be removed for any reason, the biblical process defined in the SDA Church Manual and The Matthew 18 Principle will be followed.

ARTICLE XVI: REPLACEMENT PROCESS

Section A: Positions

This process applies to the following positions: Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), Adventurer/Pathfinder Council “At Large” members, Adventurer/Pathfinder Sub-Council “At Large” members, and Adventurer/Pathfinder Area Coordinators.

Section B: Replacement

1. If a replacement is needed during the year, the RMC Youth Director will appoint an interim person to fill that position. In the absence of the RMC Youth Director, appointments will be made by the Executive Coordinator(s).
2. All such appointments must be approved by a 2/3 vote of the Adventurer/Pathfinder Council total membership.
3. Any new appointee will serve out the remainder of the term of the position replaced.

ARTICLE XVII: AMENDMENT PROCESS (see Appendix V)

1. This document may only be amended at the annual Leadership Convention by a 2/3 vote of the Adventurer/Pathfinder leadership present at the convention including the Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Adventurer Family Networking Coordinator(s), Teen Coordinator(s), Training Coordinator(s), and all Area Coordinators.
2. A Constitution Committee will review the Adventurer/Pathfinder Constitution every five (5) years beginning in 2003.
3. This committee will include the RMC Youth Director and six (6) members, three (3) will be Adventurer representatives and three (3) will be Pathfinder representatives, to be voted on at the annual Leadership Convention, as well as one (1) person appointed by the RMC Youth Director with previous active experience working on the RMC Constitution Committee. The Executive Coordinator(s) are excluded from this committee.

4. The committee will be convened at the four-year mark so that they will have one (1) year to work on the constitution before the five-year mark, i.e., if the constitution is to be reviewed and voted in 2013, then the committee will be voted in 2012.
APENDIX I
Appointed Positions

Section A: Background
As stated in Article III: RMC Youth Director, the RMC Youth Director may appoint other temporary positions to the Adventurer/Pathfinder Conference Staff. The Adventurer/Pathfinder Council must approve such appointments.

Section B: Action
1. An individual, or couple, may be appointed to fill specific needs as deemed necessary by the RMC Youth Director to allow for major issues or functions to be addressed.
2. These potions may include, but not limited to: Bible Bowl Coordinator, Conference Drill Master, etc...
3. Any position added shall not change the overall reporting structure of the Youth Department. However, they will report directly to the Adventurer, Pathfinder, or Master Guide Coordinator(s) depending on which ministry their position is designated to serve with.
4. The appointed positions will not serve as full-time members of the Adventurer/Pathfinder Council but will occasionally be invited to attend either the Sub-council and/or Council meetings to give an update on upcoming events.
5. The appointed positions will only having voting privileges at those meetings to which they are invited.
6. Any position added will require a 2/3 vote by those members present at the first Adventurer/Pathfinder Council meeting following the appointment.
7. Job descriptions/positions added will be kept attached as Appendix: I.

ARTICLE I: BIBLE BOWL MASTER

Section A: Selection
1. As outlined in Appendix III: Section B, the Bible Bowl Master will be appointed as deemed necessary by the RMC Youth Director.
2. The Bible Bowl Master may be appointed for an unlimited number of consecutive years.

Section B: Qualifications of the Bible Bowl Master
1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.
3. Must have been a Pathfinder Club Director for at least three (3) years.
4. Must be a Master Guide or actively pursuing the Master Guide curriculum, to be completed within one (1) year of the Bible Bowl Master’s appointment.
5. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.
6. Should possess strong people skills and be a great team player.
7. Must be willing to submit to criminal background checks as required by the RMC.
8. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous years.
9. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by those members present at the Adventurer/Pathfinder Council meeting following appointment.

Section C: Duties of the Bible Bowl Master

1. Be available to give assistance to the local Pastor and/or club leadership in promoting and supporting local conference, union, and General Conference Pathfinder Bible Bowl programming.
2. Organize and plan the RMC Bible Bowl program. Planning shall include but not necessarily limited to the guidelines and information contained in the Pathfinder Bible Bowl/Experience manual. This will also include:
   a. Assign a lead Area Coordinator for each Area Bible Bowl.
   b. Assign a Quiz Master for each Area Bible Bowl.
   c. Secure a location for each Area Bible Bowl.
   d. Assist each lead Area Coordinator in coordinating programming if necessary.
   e. Ensure each lead Area Coordinator has the required equipment to run the Area Bible Bowl. Equipment will be stored at and distributed through the Youth Department.
3. Organize and convene a Bible Bowl Committee of no more than five (5) members to help facilitate, implement, and run Bible Bowl activities as scheduled. The committee shall consist of the Youth Director or his/her appointee, Executive Coordinator(s), Bible Bowl Master, and two (2) active Pathfinder Council members of the Bible Bowl Master’s choosing. These members do not need to be voted at the annual Leadership Convention but shall be approved by the RMC Youth Director and Adventurer/Pathfinder Sub-Council.
4. Assist the Executive Coordinator(s) with other activities as requested.
5. In coordination with the Youth Director or his/her appointee, attend Union and Divisional Bible Bowl/Experience meetings, in and out of the conference, when requested. If unable to attend, forward all applicable information to the Youth Director or his/her appointee to be presented at said meetings.
6. Attend the Adventurer/Pathfinder Sub-council and/or Council meetings when invited.
7. Keep accurate records of travel and Pathfinder contacts. This information should be kept in an appropriate log.
8. Submit approved travel reimbursement request within 30 days of the incurred expense.

ARTICLE II: CONFERENCE DRILL MASTER

Section A: Selection

1. As outlined in Appendix III: Section B, the Conference Drill Master will be appointed as deemed necessary by the RMC Youth Director
2. The Conference Drill Master may be appointed for an unlimited number of consecutive years.

Section B: Qualifications of the Conference Drill Master
1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.

2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or an Adventurer/Pathfinder leader.

3. Must have at least three years experience as a Pathfinder club Drill Instructor.

4. Must be a Master Guide or working towards completion within one (1) year of the Conference Drill Master’s appointment.

5. Demonstrate a keen interest and maintain active involvement in Pathfinder Ministries.

6. Should possess strong people skills and be a great team player.

7. Must be willing to submit to background checks as required by the RMC.

8. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous years.

9. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by the members present at the first Adventurer/Pathfinder Council meeting following appointment.

Section C: Duties of the Conference Drill Master

1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry activities.

2. Have a working relationship with and support the RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), and Training Coordinator(s).

3. Be the main point-of-contact for Pathfinder clubs regarding Drill and March issues and Flag etiquette.

4. Be available to provide training to Pathfinder club Drill Instructors.

5. Organize and facilitate the parades during Pathfinder Fair and Adventurer Fun Day.

6. Organize and facilitate Drill and March competitions at Pathfinder Fair.

7. Organize and facilitate flag raising and lowering ceremonies during Pathfinder events.

8. Create and/or maintain Drill and March score sheets, requirements, and educational materials.

9. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder, Master Guide, and Youth Ministries.

10. Attend the Adventurer/Pathfinder Sub-Council and/or Council meetings when invited.

11. Submit approved travel reimbursement request within 30 days of the incurred expenses.


ARTICLE III: OUTDOORSMAN MASTER

Section A: Selection

1. As outlined in Appendix III: Section B, the Outdoorsman Master will be appointed as deemed necessary by the RMC Youth Director.

2. The Outdoorsman Master may be appointed for an unlimited number of consecutive years.

Section B: Qualifications of the Outdoorsman Master

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
Section C: Duties of the Outdoorsman Master

1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry Outdoor Activities.
2. Have a working relationship with and support the RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s).
3. Be the main point-of-contact for Pathfinder clubs regarding resources for outdoor activities and locations.
4. Be able to give assistance to Local club leadership or RMC leadership on site selection for outdoor events.
5. Be available to provide training to local club leadership or RMC leadership on Outdoor Education including, but not limited to: Backpacking, Campcraft, Camping Skills, Hiking, Outdoor Leadership, Wilderness Living, and Winter Camping.
6. Encourage growth and learning throughout all levels of the RMC Pathfinder, Master Guide, and Youth Ministries.
7. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.
8. Submit travel reimbursement requests within 30 days of the incurred expense.

ARTICLE IV: PINewood DERBY MASTER

Section A: Selection

1. As outlined in Appendix III: Section B, the Pinewood Derby Master will be appointed as deemed necessary by the RMC Youth Director.
2. The Pinewood Derby Master may be appointed for an unlimited number of consecutive years.

Section B: Qualifications of the Pinewood Master

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or a Pathfinder leader.
3. Must demonstrate keen interest and strong skills in outdoor education
4. Must be a Master Guide or be working towards completion within one (1) year of the Outdoorsman Master appointment.
5. Should possess strong people skills and be a great team player.
6. Must be willing to submit to a criminal background check as required by the RMC.
7. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous years.
8. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by the members present at the first Adventurer/Pathfinder Council meeting following appointment.

**Section C: Duties of the Pinewood Derby Master**

1. Provide input on matters pertaining to RMC Pathfinder, Master Guide, and Youth Ministry Outdoor Activities.
2. Have a working relationship with and support the RMC Youth Director, Executive Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s).
3. Be the main point-of-contact for Pathfinder clubs regarding resources for Pinewood Derby Events.
4. Be available to RMC Pathfinder clubs to provide training on Pinewood Derby cars.
5. Have a working knowledge of all matters pertaining to Pinewood Derby, such as construction, weigh in, tracks, running the Derby, etc.
6. Maintain the Pinewood Derby tracks.
7. Assist the RMC Pathfinder Leadership on facilitating a date and location for the race.
8. Facilitate the Racing events including weigh in, setup, and tear down.
9. Assist in finding volunteers to fill various positions, as needed, to help with Pinewood Derby events. These positions may include, but are not limited to: Assistant Pinewood Derby Master, Track Officer, Head Judge, Assistant Judge, Official Scorekeeper, and Publicity Officer.
10. Work with the Sub-council and Council to facilitate ordering appropriate awards and/or trophies.
11. Encourage growth and learning throughout all levels of the RMC Pathfinder, Master Guide, and Youth Ministries.
12. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.
13. Submit travel reimbursement requests within 30 days of the incurred expense.

**ARTICLE V: AUDIO/VIDEO (A/V) MASTER**

**Section A: Selection**

1. As outlined in Appendix III: Section B, the A/V Master will be appointed as deemed necessary by the RMC Youth Director.
2. The A/V Master may be appointed for an unlimited number of consecutive years.

**Section B: Qualifications of the Audio/Video (A/V) Master**

1. Must be a baptized member of the SDA Church in good and regular standing, believe and support all fundamental SDA doctrines, and uphold the high standards of the SDA Church.
2. Must be highly recommended through a letter of recommendation by his/her Pastor, a church Elder, or a Pathfinder leader.
3. Must be a Master Guide or be working towards completion within one (1) year of the A/V Master appointment.
4. Should possess strong people skills and be a great team player.
5. Must be willing to submit to a criminal background check as required by the RMC.

6. Must be an active leader in the RMC Pathfinder Ministry for a minimum of the two (2) previous years.

7. Any exceptions to the above qualifications can only be made by the RMC Youth Director, subject to approval and 2/3 vote by the members present at the first Adventurer/Pathfinder Council meeting following appointment.

Section C: Duties of the Audio/Video (A/V) Master

1. Provide input on matters pertaining to RMC Adventurer, Pathfinder, Master Guide, and Youth Ministry activities.

2. Have a working relationship with and support the RMC, Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), and Master Guide Coordinator(s).

3. Be the main point-of-contact for RMC Adventurers and Pathfinders regarding audio/video needs.

4. Be available to RMC Youth Director, Executive Coordinator(s), Adventurer Coordinator(s), Pathfinder Coordinator(s), Master Guide Coordinator(s), Training Coordinator(s), Bible Bowl Master, etc, to provide A/V assistance as needed.

5. Have a working knowledge of all matters pertaining to Audio/Video equipment.

6. Assist the RMC Adventurer/Pathfinder Leadership with audio/video equipment for training events or other needs as approved by the RMC Adventurer/Pathfinder Council.

7. Distribute, setup, and tear down all audio/video equipment in the individual classrooms during the annual Leadership Convention and other events as needed.

8. Work with the Sub-council and Council to facilitate ordering appropriate audio/video equipment.

9. Encourage growth and learning throughout all levels of the RMC Adventurer, Pathfinder, Master Guide, and Youth Ministries.

10. Attend the Adventurer/Pathfinder Council meetings and Sub-Council meetings when invited.

11. Submit travel reimbursement requests within 30 days of the incurred expense.
APPENDIX II
Flow Chart For The
RMC Adventurer/Pathfinder Organizations

- Direct Communication Flow
- Alternate Administrative Communication Flow
- Administrative Communication Flow
APPENDIX III
Sample of the Suggested Administrative Point system

Executive Coordinator(s)

Executive Coordinator's Name: ______________________________________

October 1 - September 30   Year ________________________

<table>
<thead>
<tr>
<th>Accountability Items</th>
<th>Notes</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathfinder/Adventurer Council Meetings</td>
<td></td>
<td>800*</td>
<td></td>
</tr>
<tr>
<td>Pathfinder Sub-Council Meetings</td>
<td></td>
<td>1200*</td>
<td></td>
</tr>
<tr>
<td>Attend Pathfinder Fair</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Attend Adventurer Fun Day</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>RMC Leadership Convention</td>
<td></td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Teaching at a Conference Sponsored Event</td>
<td></td>
<td>100-500*</td>
<td></td>
</tr>
<tr>
<td>Visit 1 church without a Pathfinder club</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Visit 1 church without an Adventurer club</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Monthly Reports - fill out &amp; turn in to RMC</td>
<td></td>
<td>1200*</td>
<td></td>
</tr>
<tr>
<td>Attend 2 Inductions (1 Adv. &amp; 1 Path)</td>
<td></td>
<td>200**</td>
<td></td>
</tr>
<tr>
<td>Attend 1 Pathfinder Sabbath</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Attend 1 Adventurer Sabbath</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Attend Pathfinder Camporee</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Attend 4 Investitures (2 Adv. &amp; 2 Path)</td>
<td></td>
<td>400**</td>
<td></td>
</tr>
<tr>
<td>Year-End-Review with Youth Director</td>
<td></td>
<td>400-600</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>6200-6800</td>
<td></td>
</tr>
<tr>
<td>Start up a new club (BONUS)</td>
<td></td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>Total with bonus</strong></td>
<td></td>
<td>6700-7300</td>
<td></td>
</tr>
</tbody>
</table>

* Based on 100 pts per council meeting, report form, or class taught
** Based on percentage visited or attended

6500+ points = $100 Gift Certificate
6200-6499 pts = $50 Gift Certificate
5900-6199 pts = $25 Gift Certificate
5600-5899 pts = Hearty Thanks
Less than 5600 = Mid-year review required
APPENDIX IV
RMC Adventurer and Pathfinder History

August 1984  At the Rocky Mountain Conference Camporee, in the Tetons of Wyoming, near Togwotee Pass, in August 1984, discussion was given to the need for an Area Coordinator program.

October 1984  In October 1984, at the Pathfinder Leadership Convention at Glacier View Ranch, Pastor Al Williamson called together Don Beans, Terry Dodge, Tim Freeman, Gerry Moses, Bill Nelson, Henry Vaden, and John Vaden to develop an Area Coordinator program to help him share the load of the Rocky Mountain Conference Pathfinder ministry. Duties would include: assist with Investitures, Camporees, Fairs, Induction ceremonies, and to promote the Pathfinder ministry throughout the Rocky Mountain Conference. John Vaden was then elected Executive Coordinator.

August 1985  “CAMP HALE CAMPOREE,” the first North American Division (NAD) Camporee, was held at Camp Hale, Colorado. There were 16,129 Pathfinders and staff representing 940 clubs. There were also 1500 volunteers present.

January 1986  In January 1986, Lila Barton, Ken Jerabek, and Edryn Kast were added as Coordinators. Also, Larry Pester filled Henry Vaden’s place and Betty Tech filled Tim Freeman’s place.

Spring 1986  When Don Beans moved to the South in the spring of 1986, the number of Area Coordinators remained at eight.

February 1988  In February 1988, under the direction of Pastor Ron Whitehead and the Area Coordinators, a Pathfinder Constitution sub-committee was established to draw up a constitution. The sub-committee members were: Pastor Ron Whitehead, Lila Barton, Gerry Moses, and John Vaden.

August 1989  We went to Mount Union, Penn for the “FRIENDSHIP CAMPOREE” and had a wonderful time. Pastor Ron Whitehead was our Youth Director at that time. Over 18,000 Pathfinders attended.

Late 1990/Early ’91  Ron Whitehead had a dream. We wanted to put on a Camporee that broke even with no help from NAD or The Union Conference. We started to make plans. Yes, it was scary, but we knew if we did it like a business and built good people as the key people that we would make it. We really did not know how successful we were until it was all over. The Camporee was “DARE TO CARE.”

Early 1990s  RMC adopted the NAD Adventurer Program. Sue Nelson was the 1st Adventurer Coordinator.

1994  “DARE TO CARE,” an international Pathfinder Camporee, was hosted and run by the RMC. There were 12,232 attendees from 23 different countries. It was 10 miles west of Denver near the Red Rocks Amphitheater at Bandimere Speedway.

April 1995  Ron Whitehead left to start the CENTER FOR YOUTH EVANGELISM at Berrien Springs, Michigan. There another Camporee was born.
August 1997  Phil Muthersbaugh became the RMC Youth Director.

June 1999  Joe Savino became the new RMC Youth Director.

Another International Camporee is scheduled for 2004. The theme will be “FAITH ON FIRE.”

August 1999  “DISCOVER THE POWER” was the next International Camporee. RMC ran the Panning for Gold activity and built an old mining town and ran it. It was very successful, and they want it back again in 2004. Over 22,200 Pathfinders attended.

Late 2001/Early '02  Joe Savino reconvened a Constitution Committee to review and update the Pathfinder Constitution. The committee members were: Pastor Joe Savino, Michael Bright, Chris Hill, Pastor Herman Ottschofski, and Mark Wakefield.

June 2002  Carla Wakefield was voted in as the 3rd Adventurer Coordinator.

July 2002  Tobin Dodge became the new RMC Youth Director.

August 2002  Lila Barton, Ken Jerabek, Sue Nelson, and Mark Wakefield were the first four (4) Master Guides to be invested with their Pathfinder Leadership Award (PLA) in the RMC. This was done at the MAU Camporee in Lexington, Nebraska.

September 2003  Tobin Dodge received a call to become the Ranch Manager at Glacier View Ranch (GVR) therefore vacating the position of Youth Director.

The RMC Adventurers and Pathfinders voted in at the annual Leadership Convention to accept the new and revised constitutions, one for each ministry, to be reviewed and updated every five (5) years.

February 2004  Lila Barton, Ken Jerabek, and Mark Wakefield were the first three (3) Master Guides to be invested with their Pathfinder Instructor Award (PIA) in the RMC. This was done at the NAD Leadership Convention in Denver, Colorado.

June 2004  Peter Braman became the new RMC Youth Director.

Mark and Carla Wakefield were voted in as the new Adventurer/Pathfinder Executive Coordinators.

August 2004  “FAITH ON FIRE” was the next International Camporee. It was once again held in Oshkosh, Wisconsin. RMC ran the “Nugget City,” which was an old mining town with panning for gold, a jail with a lot of “outlaws,” an old fur trapper’s cabin, a Church with stained glass (Plexiglas) windows, and an old train. It was a huge success with over 33,000 attendees from over 100 countries.

September 2005  Kathy MacDonald was voted in as the 4th Adventurer Coordinator.

January 2006  Don and Chris Hill were voted in as the new Adventurer/Pathfinder Executive Coordinators.

February 2006  The NAD Adventurer Committee voted in the new Little Lamb program in Jacksonville, Florida. Part of the curriculum was from the RMC program that was developed by Denise Bittler when she was the RMC Adventurer Coordinator. The Little Lamb song “Jesus is My Shepherd” was written by Mark Wakefield from the RMC.
**July 2007**  
1st annual Pathfinder Leadership Award (PLA) training weekend was held in the RMC.

**September 2007**  
It was voted at the annual Leadership Convention to combine the Adventurer and Pathfinder Constitutions into one (1) constitution representing both ministries equally. The Constitution Committee was then voted in consisting of three (3) Adventurer representatives who were Michael Gonzalez, Mara Espinosa, and Carla Wakefield and three (3) Pathfinder representatives who were Dale Bridger, Chuck Gadway, and Mark Wakefield. Pastor Pete Braman was also on the committee due to his position as Youth Director.

**October 2007**  
The Adventurer and Pathfinder Councils voted to combine into one united Adventurer/Pathfinder Council.

**February 2008**  
Mark and Carla Wakefield were the first two (2) Master Guides in the RMC to be invested with the Adventurer Leadership Growth (ALG). They were also two (2) of the first six (6) people invested with this award in the NAD. This was done at the NAD Leadership Convention in Dallas, Texas.

**August 2009**  
“COURAGE TO STAND” was the next International Camporee. It was once again held in Oshkosh, Wisconsin. RMC was in charge of the hangers containing all of the Honors as well as watching over the inflatable activities. Over 36,000 attendees from over 100 countries were in attendance.

**June 2010**  
The 1st Adventurer Leadership Growth (ALG) training weekend was held.
APPENDIX V

Article of Amendments

September 2004
Revised August 2008

STATEMENT OF PURPOSE

Section A: Background

1. As stated in Article XVII: Amendment Process of the Adventurer/Pathfinder Constitution, the constitution may only be amended at the annual Leadership Convention by a 2/3 vote of the members present at the annual Leadership Convention. The Adventurer/Pathfinder Constitution will be reviewed every five (5) years beginning in 2003 by a Constitution Committee.

2. Upon review of the Adventurer/Pathfinder Constitution for the upcoming elections that will take place in September 2004 at the annual Leadership Convention, it was noted that the number of votes required to pass a nominated leadership position had been left out. See Article XIV: Nomination and Voting Process.

Section B: Action

1. An Article of Amendments shall be added to the Rocky Mountain Conference Adventurer/Pathfinder Constitution to allow for major issues to be addressed and corrected as needed.

2. Any Amendments added shall not change the context or meaning of the constitution. They will be added to either strengthen or clarify the current document.

3. Any Amendment added will require a 2/3 vote by all members present at the annual Leadership Convention.

4. Any Amendment added will be kept in a separate document and will be attached as Appendix V.

5. Any Amendment added will be reviewed and either added as a permanent change to the constitution or deleted during the normal review cycle as outlined in Article XVII: Amendment Process.