



NAME _____

MASTER GUIDE PORTFOLIO

Prepared by the North American Division Youth and Young Adult Ministries Department

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Available from

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INTRODUCTION

The Master Guide Curriculum is the most recognized youth leadership program in the Seventh-day Adventist Church. This curriculum provides a worldwide standard of training that gives leaders of junior youth the core skills, resources, and knowledge they need to serve across the world. It is important for participants to complete these requirements with commitment and integrity.

This program follows the holistic growth model described in Luke 2:52: “And Jesus grew in wisdom and stature, and in favor with God and man.”

“True education means more than pursuing a certain course of study. It has to do with the whole person, and with the whole period of existence possible to human beings. It is the harmonious development of the physical [Stature], the mental [Wisdom], and the spiritual [Favor with God] powers. It prepares the student for the joy of service [Favor with Man] in this world and for the higher joy of wider service in the world to come.” (White, E.G., True Education, 13)

Through a balance of mental, physical, spiritual, and social growth, you may live more abundantly and lead more effectively. Training workshops are essential to introducing an area of knowledge, and hands-on field experience is also invaluable. The Master Guide is called to be an agent of salvation and service; part of the solution, no matter the situation; a tool in God’s hands to support the advancement of the church and His mission.

AUDIENCE/PARTICIPANTS

The certification is intended for baptized members of the Seventh-day Adventist Church 16 years of age and older.

SHARE SECTION

Share what you are learning! Include evidence (picture, written summary, link, etc.) in your Portfolio.

- Write three inspirational cards and give them to a friend that does not attend church.
- Post three of your favorite quotes (with brief commentary) on social media or a personal blog. Record a video or podcast summarizing three ideas you learned and post it online.
- Discuss with a group three concepts you can apply to evangelism. Present a devotional to your club or youth group.
- Share in another creative way approved by your Conference.

MASTER GUIDE MINISTRY

MISSION

To empower leaders through effective training and equipping and deploying them for service.

VISION

To see all young people saved.

DEFINITION

The Master Guide Ministry is a development and mentoring program for youth leadership within the Seventh-day Adventist Church, serving the entire community.

PURPOSE

Develop Christ-like leaders to disciple children, youth and young adults.

PLEDGE

(Salute for the Pledge by placing the palm of your right hand over your heart)

"Loving the Lord Jesus, I promise to take an active part in Adventurers, Pathfinders and Youth Ministries, doing what I can to finish the work of the gospel in all the world".

LAW

(Sworn in as you repeat the Law)

"The Master Guide Law calls me to: be an example in Word, Conduct, Love, Spirit, Faith, and Purity." (Based on 1 Timothy 4:12)

ADVENTIST YOUTH AIM

(Do not salute for the Aim)

"The Advent Message to all the World in My Generation."

ADVENTIST YOUTH MOTTO

(Do not salute for the Motto)

"The Love of Christ Compels Me".

Master Guide Hymn

Music by: Ever Garcia Leiva

Original arrangement by MG Council 2003
arr. by Meagan P. Galgao

mf

1. Press on for - ward mas - ter - guides with ho - ly
2. Press on for - ward mas - ter - guides with ho - ly

bold - ness; we're in - ves - ted with great strength. To help
bold - ness; we're in - ves - ted with great strength. With a

all the youth who choose to be with Je - sus, and they
glo - rious torch that's lif - ted up t'wards hea - ven, will bring

long to fol - low Him. To the
light in - to this world. Though we're

10

lost souls we are gi - ving the great mes - sage, that con-
threa - tened by a world that's filled with dark - ness, we'll go

12

strains with - in our hearts. There's a the
for - ward with - out fear. In the

14

crown a - wai - ting each of us in hea - ven, with bright
light that keeps on shi - ning from our Sa - vior, to help

16

stars which Je - sus has for us.
guide us as we walk the A - Y path.

MASTER GUIDE CANDIDATE INFORMATION

Name: _____

Address: _____

Email: _____

Telephone: _____

Church Name: _____

Club Name: _____

Club Position: _____

Mentor: _____

Mentor Email: _____

Mentor Phone Number: _____

MASTER GUIDE REQUIREMENTS

PREREQUISITES

1. Be a baptized member, in regular standing, of the Seventh-day Adventist Church.
Evidence: Provide a copy of the baptismal certificate or complete the church statement below.

Dear _____ Leaders, this letter is written to certify
(Name of Conference)
that _____ is a member of the
(Name of Master Guide Candidate)
_____ attends our church and joined
(Name of Local Church)
our congregation by means of _____.
(Baptism / Profession of faith / Transfer)
Signed: _____ Date: _____
(Church Clerk/Membership Clerk)

2. Have a written recommendation letter from your local church pastor, elder or church clerk stating that you are a baptized member in regular standing. Include this letter in your portfolio.
Evidence: Provide a church statement signed by the pastor, head elder or designated conference representative. (Sample below)

Dear _____ Leaders, this letter is written to attest to the
(Name of Conference)
character of _____ whom I have known for over _____ years.
(Name of Master Guide Candidate) # of years
_____ has been an active member of our church
(Name of Candidate)
participating in youth ministries, club ministries, leadership activities, and attends services with frequency.
_____ is a role model for those seeking a more
(Name of Master Guide Candidate)
active and rewarding relationship with God. We are happy to recommend him/her for consideration as
a Master Guide candidate, and pleased that they are interested in learning more about God, the Seventh-
day Adventist church's history, and our doctrines. We support them taking this step in developing their
leadership potential.
Signed: _____ Date: _____
(Pastor or Head Elder)

3. Be at least 16 years of age to start the Master Guide Leadership course and at least 18 years of age at completion. *Evidence: Provide a copy of your ID or Birth Certificate*

I provided documented proof of age by presenting my _____ and this was confirmed
(birth certificate / driver's license / passport)

by my mentor, _____.
(Printed name of Mentor/Instructor)

Signed: _____ Date: _____
(Master Guide Mentor/Instructor)

4. Be currently approved by your conference's child protection screening verification. *If under 18 years of age, you do not have to complete a background check, but you must be supervised by an adult when working with minors.*
5. With your mentor, prayerfully discuss what it means to be a Master Guide and why you want to become a Master Guide. Include a written one-page report or a two-minute video in your Portfolio.
6. For one of the following, attend the eight seminars, and receive the Certification: 1). Adventurer Club Basic Staff; 2). Pathfinder Club Basic Staff; or 3). Introduction to Youth Ministry (*see the three following pages*).

Your progress as a candidate is under the supervision of your Conference.

ADVENTURER CLUB BASIC STAFF CERTIFICATION

REQUIREMENTS

1. Adventurer Club Ministry: Its Purpose, History & Relationship to the Church—ADV 001

2. Introduction to Adventurer Club Organization—ADV 002

3. Introduction to Programming & Planning— ADV 003

4. Special Programs—ADV 004

5. Adventurer Club Curriculum—ADV 005

6. Adventurer Stars, Chips & Awards—ADV 006

7. Developmental Growth and Introduction to Effective Teaching Methods for PreK through 4th grade—PYSO 103

8. Introduction to Child Safety Issues, Medical and Risk Management—MEDI 100

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Adventurer Club Basic Staff Certification on _____.

Date of Completion

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

PATHFINDER CLUB

BASIC STAFF CERTIFICATION

REQUIREMENTS

1. Pathfinder Club Ministry: Its Purpose, History & Relationship to the Church—PFAD 001
2. Introduction to Pathfinder Club Organization—PFAD 002
3. Introduction to Programming & Planning— PFAD 003
4. Introduction to Pathfinder Club Outreach—PFAD 004
5. Introduction to Pathfinder Basic Drill—PFAD 005
6. Developmental Growth Ages 10 -14—PYSO 104
7. Introduction to Teaching Skills—EDUC 001
8. Introduction to Child Safety Issues, Medical and Risk Management—MEDI 100

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Pathfinder Club Basic Staff Certification on _____.

Date of Completion

Signed: _____

(Master Guide Candidate)

Date: _____

Signed: _____

(Master Guide Mentor/Instructor)

Date: _____

INTRODUCTION TO YOUTH MINISTRY CERTIFICATION

REQUIREMENTS

1. Introduction to Youth Ministry—YMAD 001
2. Stages of Youth Development—PYSO 115
3. Principles of Specialized Youth Ministry—YMAD 005
4. Leadership: Youth Leader as Spiritual Leader, Mentor, and Friend—
LEAD 186
5. Mentoring: Owning and Empowering in Youth Ministry—
LEAD 140
6. Developing a Purpose Driven Model for Youth Ministry in your Local
Church—LEAD 186
7. Spiritual Gifts, Service, Evangelism and More—LEAD 140
8. Digital Ministry Maximizing Opportunities Offered by Social Media
While Circumventing It's Hazards—YMAD 002

DATE COMPLETED

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

REQUIRED FIELD WORK:

Add to the Master Guide portfolio the handouts and personal notes of the workshops you attend.

I completed the Introduction to Youth Ministry Certification on _____.

Date of Completion

Signed: _____

(Master Guide Candidate)

Date: _____

Signed: _____

(Master Guide Mentor/Instructor)

Date: _____

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed the Prerequisites Section of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Training Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for the Prerequisites Section the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

Completion of this training curriculum does not guarantee the bearers overall qualifications to lead, nor does it give a guarantee of ability, aptitude or placement. It simply marks a completion of a training curriculum.

Comments:

Signed: _____ Date: _____

SECTION I

LEADERSHIP IDENTITY & GROWTH (WISDOM)

1. Complete **each** of the following Conference approved leadership training workshops. Each workshop should be 75-minutes long.

SIGNATURE

DATE

a. Vision. Mission. Motivation _____

b. Christian Leadership _____

c. Discipline & Discipleship _____

d. Child & Youth Evangelism _____

e. Creating Effective Worship _____

f. Communication: Theory & Practice _____

g. Education: Theory & Practice _____

h. Resources for Creative Instruction _____

2. Read or listen to the book *Education* by Ellen White and do **two** Share Section options  (see page 1).

3. Read or listen to a book about Christian Leadership selected by your Conference and do two Share Section options  (see page 1).

a. Book _____

b. Share Section _____

i. Option 1 _____

ii. Option 2 _____

4. For **each** of the following, complete a survey/inventory and complete one Share Section  (see page 1).:

a. Spiritual Gifts

b. Temperaments

c. Share Section Option _____

SPIRITUAL GIFTS OR TEMPERAMENT INVENTORY SUMMARY

My personality type is: _____ I will use this information to help me,

I completed the Spiritual Gift Survey paper on _____

Date of Completion

or I completed the Temperament Inventory workshop on _____

Date of Completion

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

5. **Staff requirement** For **one** year, complete **one** of the following:

SIGNATURE

DATE

a. Coach an Adventurer Bible Game (ABG) team through Conference level;

b. Coach a Bible Bowl/Pathfinder Bible Experience (PBE) team through the Division level;

c. Be an active staff member of an Adventurer or Pathfinder Club; or

d. Teach a Kindergarten, Primary, Junior, Earliteen or Youth Sabbath School.

6. Complete **each** of the following:

a. Attend at least 75% of all staff meetings.

b. Teach three Adventurer awards or two Pathfinder honors.

c. Have or earn the Christian Storytelling honor.

HONOR OR AWARD 1

Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

HONOR OR AWARD 2

Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

HONOR OR AWARD 3

Name of Honor or Award: _____

Date(s) taught: _____ Number Taught: _____ Ages Taught: _____

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

7. Enhance your knowledge of Church Heritage by:

a. Earning the Adventist Heritage Honor if not previously earned.

I completed all of the requirements of the Adventist Heritage Honor on _____
Date of Completion

Signed: _____ Date: _____

(Master Guide Candidate)

Signed: _____ Date: _____

(Master Guide Mentor/Instructor)

b. Reading a book about Seventh-day Adventist Youth Ministry such as:

i. *The Pathfinder Story* by Robert Holbrook.

ii. Another book that is approved by your conference Youth, Adventurer or Pathfinder Director or their designated Master Guide representative.

I read/listened to the book _____ by _____.
Title Author

This book was read from _____ until _____.
Date Started Date Finished

Signed: _____ Date: _____
(Master Guide Candidate)

Signed: _____ Date: _____
(Master Guide Mentor/Instructor)

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section I of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section II the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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Comments:

Signed: _____ Date: _____

NOTES

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings visible.

SECTION II

LIFESTYLE DEVELOPMENT (STATURE)

1. Choose one of the following and record your progress:

SIGNATURE

DATE

a. Have, earn or teach the
Physical Fitness honor.

b. Have, earn or teach the
Sportsman Master award.

c. Complete a three-month
physical fitness program
recommended by your doctor.

2. Have, earn or teach each of the following honors:

a. Basic Water Safety

b. Camp Safety

c. Camping Skills I

d. Camping Skills II

e. Temperance

3. Have, earn or teach three of the following honors:

a. Backpacking

b. Basic Rescue

c. Camping Skills III

d. Camping Skills IV

e. Drilling & Marching

f. Ecology

g. Fire Building & Camp Cookery

h. Knot Tying

i. Nutrition

j. Orienteering

4. Hold a current Red Cross First Aid
& CPR certificate or its equivalent.

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section II of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section II the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

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Comments:

Signed: _____ Date: _____

NOTES

SECTION III

SPIRITUAL GROWTH (FAVOR WITH GOD)

1. Choose **one** of the following and do **two** Share Section options  (see page 1).:

SIGNATURE

DATE

- a. Read or listen to the Four Gospels and *The Desire of Ages* or *Humble Hero* by Ellen G. White.

- b. Read or listen to the *Encounter Plan, Series 1: Christ The Way*.

- c. Share Option 1

- d. Share Option 2

2. Keep a devotional journal for **one** month, summarizing what you learn in your devotional time and outlining how you are growing in your faith. _____

DEVOTIONAL JOURNAL

DAY 1 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 2 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 3 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 4 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 5 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 6 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 7 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 8 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 9 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 10 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 11 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 12 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 13 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 14 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 15 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 16 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 17 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 18 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 19 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 20 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 21 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 22 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 23 Date: _____ Material Read: _____

A reflection on today’s reading

My prayer focus for today

DAY 24 Date: _____ Material Read: _____

A reflection on today’s reading

My prayer focus for today

DAY 25 Date: _____ Material Read: _____

A reflection on today’s reading

My prayer focus for today

DAY 26 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 27 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

DAY 28 Date: _____ Material Read: _____

A reflection on today's reading

My prayer focus for today

3. Read or listen to the book *Steps to Christ* by Ellen G. White and do **two** Share Section options  (see page 1).

SIGNATURE

DATE

a. Share Option 1

b. Share Option 2

4. Write a one-paragraph personal reflection on each of the 28 Fundamental Beliefs.

The goal of this exercise is to help each candidate have a better understanding of what we believe and as a result be able to share their faith with others in their ministry. In order to assist candidates in obtaining a more than just personal growth while working on this requirement, candidates need to capture each belief.

FUNDAMENTAL BELIEF #1: HOLY SCRIPTURES

The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration. The inspired authors spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to humanity the knowledge necessary for salvation. The Holy Scriptures are the supreme, authoritative, and the infallible revelation of His will. They are the standard of character, the test of experience, the definitive revealer of doctrines, and the trustworthy record of God's acts in history. (Ps. 119:105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; 2 Tim. 3:16, 17; Heb. 4:12; 2 Peter 1:20, 21.)

The Fundamentals Beliefs of the Seventh-day Adventists can be read below; however, you can also read the book *Seventh-day Adventist Believe by the General Conference*, or *What We Believe for Teens* by Seth Pierce. Books can be purchased from the Adventist Book Center or AdventSource.

These beliefs constitute the church's understanding and expression of the teaching of Scripture.

FUNDAMENTAL BELIEF #2: TRINITY

There is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. God, who is love, is forever worthy of worship, adoration, and service by the whole creation. (Gen. 1:26; Deut. 6:4; Isa. 6:8; Matt. 28:19; John 3:16 2 Cor. 1:21, 22; 13:14; Eph. 4:4-6; 1 Peter 1:2.)

FUNDAMENTAL BELIEF#3: FATHER

God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also those of the Father. (Gen. 1:1; Deut. 4:35; Ps. 110:1, 4; John 3:16; 14:9; 1 Cor. 15:28; 1 Tim. 1:17; 1 John 4:8; Rev. 4:11.)

FUNDAMENTAL BELIEF #4: SON

God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly human, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to heaven to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (Isa. 53:4-6; Dan. 9:25-27; Luke 1:35; John 1:1-3, 14; 5:22; 10:30; 14:1-3, 9, 13; Rom. 6:23; 1 Cor. 15:3, 4; 2 Cor. 3:18; 5:17-19; Phil. 2:5-11; Col. 1:15-19; Heb. 2:9-18; 8:1, 2.)

FUNDAMENTAL BELIEF #5: HOLY SPIRIT

God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He is as much a person as are the Father and the Son. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; 2 Sam. 23:2; Ps. 51:11; Isa. 61:1; Luke 1:35; 4:18; John 14:16-18, 26; 15:26; 16:7-13; Acts 1:8; 5:3; 10:38; Rom. 5:5; 1 Cor. 12:7-11; 2 Cor. 3:18; 2 Peter 1:21.)

FUNDAMENTAL BELIEF #6: CREATION

God has revealed in Scripture the authentic and historical account of His creative activity. He created the universe, and in a recent six-day creation the Lord made “the heavens and the earth, the sea, and all that is in them” and rested on the seventh day. Thus He established the Sabbath as a perpetual memorial of the work He performed and completed during six literal days that together with the Sabbath constituted the same unit of time that we call a week today. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was “very good,” declaring the glory of God. (Gen. 1-2; 5; 11; Exod. 20:8-11; Ps. 19:1-6; 33:6, 9; 104; Isa. 45:12, 18; Acts 17:24; Col. 1:16; Heb. 1:2; 11:3; Rev. 10:6; 14:7.)

FUNDAMENTAL BELIEF #7: NATURE OF MAN

Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26-28; 2:7, 15; 3; Ps. 8:4-8; 51:5, 10; 58:3; Jer. 17:9; Acts 17:24-28; Rom. 5:12-17; 2 Cor. 5:19, 20; Eph. 2:3; 1 Thess. 5:23; 1 John 3:4; 4:7, 8, 11, 20.)

FUNDAMENTAL BELIEF #8: GREAT CONTROVERSY

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God’s adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the global flood, as presented in the historical account of Genesis 1-11. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Gen. 3; 6-8; Job 1:6-12; Isa. 14:12-14; Ezek. 28:12-18; Rom. 1:19-32; 3:4; 5:12-21; 8:19-22; 1 Cor. 4:9; Heb. 1:14; 1 Peter 5:8; 2 Peter 3:6; Rev. 12:4-9.)

FUNDAMENTAL BELIEF #9: LIFE, DEATH, AND THE RESURRECTION OF CHRIST

In Christ’s life of perfect obedience to God’s will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God’s law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The bodily resurrection of Christ proclaims God’s triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (Gen. 3:15; Ps. 22:1; Isa. 53; John 3:16; 14:30; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Phil. 2:6-11; Col. 2:15; 1 Peter 2:21, 22; 1 John 2:2; 4:10.)

FUNDAMENTAL BELIEF #10: EXPERIENCE OF SALVATION

In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Saviour and Lord, Substitute and Example. This saving faith comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (Gen. 3:15; Isa. 45:22; 53; Jer. 31:31-34; Ezek. 33:11; 36:25-27; Hab. 2:4; Mark 9:23, 24; John 3:3-8, 16; 16:8; Rom. 3:21-26; 8:1-4, 14-17; 5:6-10; 10:17; 12:2; 2 Cor. 5:17-21; Gal. 1:4; 3:13, 14, 26; 4:4-7; Eph. 2:4-10; Col. 1:13, 14; Titus 3:3-7; Heb. 8:7-12; 1 Peter 1:23; 2:21, 22; 2 Peter 1:3, 4; Rev. 13:8.)

FUNDAMENTAL BELIEF #11: GROWING IN CHRIST

By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Saviour and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. We are also called to follow Christ's example by compassionately ministering to the physical, mental, social, emotional, and spiritual needs of humanity. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (1 Chron. 29:11; Ps. 1:1, 2; 23:4; 77:11, 12; Matt. 20:25-28; 25:31-46; Luke 10:17-20; John 20:21; Rom. 8:38, 39; 2 Cor. 3:17, 18; Gal. 5:22-25; Eph. 5:19, 20; 6:12-18; Phil. 3:7-14; Col. 1:13, 14; 2:6, 14, 15; 1 Thess. 5:16-18, 23; Heb. 10:25; James 1:27; 2 Peter 2:9; 3:18; 1 John 4:4.)

FUNDAMENTAL BELIEF #12: CHURCH

The church is the community of believers who confess Jesus Christ as Lord and Saviour. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to humanity, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word revealed in the Scriptures. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:1-3; Exod. 19:3-7; Matt. 16:13-20; 18:18; 28:19, 20; Acts 2:38-42; 7:38; 1 Cor. 1:2; Eph. 1:22, 23; 2:19-22; 3:8-11; 5:23-27; Col. 1:17, 18; 1 Peter 2:9.)

FUNDAMENTAL BELIEF #13: REMNANT AND ITS MISSION

The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Dan. 7:9-14; Isa. 1:9; 11:11; Jer. 23:3; Mic. 2:12; 2 Cor. 5:10; 1 Peter 1:16-19; 4:17; 2 Peter 3:10-14; Jude 3, 14; Rev. 12:17; 14:6-12; 18:1-4.)

FUNDAMENTAL BELIEF #14: UNITY IN THE BODY OF CHRIST

The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Ps. 133:1; Matt. 28:19, 20; John 17:20-23; Acts 17:26, 27; Rom. 12:4, 5; 1 Cor. 12:12-14; 2 Cor. 5:16, 17; Gal. 3:27-29; Eph. 2:13-16; 4:3-6, 11-16; Col. 3:10-15.)

FUNDAMENTAL BELIEF #15: BAPTISM

By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus we acknowledge Christ as Lord and Saviour, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Matt. 28:19, 20; Acts 2:38; 16:30-33; 22:16; Rom. 6:1-6; Gal. 3:27; Col. 2:12, 13.)

FUNDAMENTAL BELIEF #16: LORD'S SUPPER

The Lord’s Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Saviour. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord’s death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot-washing to signify renewed cleansing, to express a willingness to serve one another in Christlike humility, and to unite our hearts in love. The communion service is open to all believing Christians. (Matt. 26:17-30; John 6:48-63; 13:1-17; 1 Cor. 10:16, 17; 11:23-30; Rev. 3:20.)

FUNDAMENTAL BELIEF #17: SPIRITUAL GIFTS AND MINISTRIES

God bestows upon all members of His church in every age spiritual gifts that each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God’s varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Acts 6:1-7; Rom. 12:4-8; 1 Cor. 12:7-11, 27, 28; Eph. 4:8, 11-16; 1 Tim. 3:1-13; 1 Peter 4:10, 11.)

FUNDAMENTAL BELIEF #18: THE GIFT OF PROPHECY

The Scriptures testify that one of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and we believe it was manifested in the ministry of Ellen G. White. Her writings speak with prophetic authority and provide comfort, guidance, instruction, and correction to the church. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Num. 12:6; 2 Chron. 20:20; Amos 3:7; Joel 2:28, 29; Acts 2:14-21; 2 Tim. 3:16, 17; Heb. 1:1-3; Rev. 12:17; 19:10; 22:8, 9.)

FUNDAMENTAL BELIEF #19: LAW OF GOD

The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Saviour. Salvation is all of grace and not of works, and its fruit is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is evidence of our love for the Lord and our concern for our fellow human beings. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Exod. 20:1-17; Deut. 28:1-14; Ps. 19:7-14; 40:7, 8; Matt. 5:17-20; 22:36-40; John 14:15; 15:7-10; Rom. 8:3, 4; Eph. 2:8-10; Heb. 8:8-10; 1 John 2:3; 5:3; Rev. 12:17; 14:12.)

FUNDAMENTAL BELIEF #20: SABBATH

The gracious Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Exod. 20:8-11; 31:13-17; Lev. 23:32; Deut. 5:12-15; Isa. 56:5, 6; 58:13, 14; Ezek. 20:12, 20; Matt. 12:1-12; Mark 1:32; Luke 4:16; Heb. 4:1-11.)

FUNDAMENTAL BELIEF #21: STEWARDSHIP

We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow human beings, and by returning tithe and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. Stewards rejoice in the blessings that come to others as a result of their faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; Matt. 23:23; Rom. 15:26, 27; 1 Cor. 9:9-14; 2 Cor. 8:1-15; 9:7.)

FUNDAMENTAL BELIEF #22: CHRISTIAN BEHAVIOR

We are called to be a godly people who think, feel, and act in harmony with biblical principles in all aspects of personal and social life. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things that will produce Christlike purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Gen. 7:2; Exod. 20:15; Lev. 11:1-47; Ps. 106:3; Rom. 12:1, 2; 1 Cor. 6:19, 20; 10:31; 2 Cor. 6:14-7:1; 10:5; Eph. 5:1-21; Phil. 2:4; 4:8; 1 Tim. 2:9, 10; Titus 2:11, 12; 1 Peter 3:1-4; 1 John 2:6; 3 John 2.)

FUNDAMENTAL BELIEF #23: MARRIAGE AND THE FAMILY

Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian a marriage commitment is to God as well as to the spouse, and should be entered into only between a man and a woman who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, a man and a woman who fully commit themselves to each other in Christ through marriage may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Increasing family closeness is one of the earmarks of the final gospel message. Parents are to bring up their children to love and obey the Lord. By their example and their words they are to teach them that Christ is a loving, tender, and caring guide who wants them to become members of His body, the family of God which embraces both single and married persons. (Gen. 2:18-25; Exod. 20:12; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6; Matt. 5:31, 32; 19:3-9, 12; Mark 10:11, 12; John 2:1-11; 1 Cor. 7:7, 10, 11; 2 Cor. 6:14; Eph. 5:21-33; 6:1-4.)

FUNDAMENTAL BELIEF #24: CHRIST'S MINISTRY IN THE HEAVENLY SANCTUARY

There is a sanctuary in heaven, the true tabernacle that the Lord set up and not humans. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. At His ascension, He was inaugurated as our great High Priest and, began His intercessory ministry, which was typified by the work of the high priest in the holy place of the earthly sanctuary. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry, which was typified by the work of the high priest in the most holy place of the earthly sanctuary. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Lev. 16; Num. 14:34; Ezek. 4:6; Dan. 7:9-27; 8:13, 14; 9:24-27; Heb. 1:3; 2:16, 17; 4:14-16; 8:1-5; 9:11-28; 10:19-22; Rev. 8:3-5; 11:19; 14:6, 7; 20:12; 14:12; 22:11, 12.)

FUNDAMENTAL BELIEF #25: SECOND COMING OF CHRIST

The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Saviour's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is near. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Matt. 24; Mark 13; Luke 21; John 14:1-3; Acts 1:9-11; 1 Cor. 15:51-54; 1 Thess. 4:13-18; 5:1-6; 2 Thess. 1:7-10; 2:8; 2 Tim. 3:1-5; Titus 2:13; Heb. 9:28; Rev. 1:7; 14:14-20; 19:11-21.)

FUNDAMENTAL BELIEF #26: DEATH AND RESURRECTION

The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Job 19:25-27; Ps. 146:3, 4; Eccl. 9:5, 6, 10; Dan. 12:2, 13; Isa. 25:8; John 5:28, 29; 11:11-14; Rom. 6:23; 6:16; 1 Cor. 15:51-54; Col. 3:4; 1 Thess. 4:13-17; 1 Tim. 6:15; Rev. 20:1-10.)

FUNDAMENTAL BELIEF #27: MILLENNIUM AND THE END OF SIN

The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close, Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Rev. 20; 1 Cor. 6:2, 3; Jer. 4:23-26; Rev. 21:1-5; Mal. 4:1; Eze. 28:18, 19.)

FUNDAMENTAL BELIEF #28: NEW EARTH

On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (Isa. 35; 65:17-25; Matt. 5:5; 2 Peter 3:13; Rev. 11:15; 21:1-7; 22:1-5.).

5. Choose **one** of the following:

SIGNATURE

DATE

a. Teach a three-month Bible class/baptismal study _____

b. Teach **five** of the following beliefs at a church-approved program:

i. Creation _____

ii. The Experience of Salvation _____

iii. Growing in Christ _____

iv. The Remnant and its Mission _____

v. Baptism _____

vi. Spiritual Gifts and Ministries _____

vii. The Sabbath _____

viii. Christ's Ministry in the Heavenly Sanctuary _____

ix. The Second Coming of Christ _____

x. Death and Resurrection _____

6. Choose **one** of the following and do **two** Share Section options  (see page 1).:

a. Have or earn the Sanctuary honor. _____

b. Attend a Conference approved workshop about the Sanctuary. _____

7. Choose **one** of the following and do **two** Share Section options  (see page 1).:

a. Have or earn the Adventist Pioneer Heritage honor. _____

b. Watch the series Tell the World. _____

c. Watch the series Keepers of the Flame. _____

d. Read or listen to a book on church heritage approved by your Conference. _____

e. Share Section Option  (see page 1). _____

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section III of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section III the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

Completion of this training curriculum does not guarantee the bearers overall qualifications to lead, nor does it give a guarantee of ability, aptitude or placement. It simply marks a completion of a training curriculum.

Comments:

Signed: _____ Date: _____

NOTES

[illegible]

SECTION IV

COMMUNITY DEVELOPMENT (FAVOR WITH MAN)

	SIGNATURE	DATE
1. Have or earn the Personal Evangelism honor.	_____	_____
2. Have or earn three of the following honors:		
a. Cultural Diversity Appreciation	_____	_____
b. Peacemaker	_____	_____
c. Social Media	_____	_____
d. One Outreach honor not previously earned	_____	_____
e. One Household Arts honor not previously earned	_____	_____
f. Participate in organizing three social/fellowship events with your local church.		
i. Event 1	_____	_____
ii. Event 2	_____	_____
iii. Event 3	_____	_____
3. Choose one of the following and when possible, involve your club or youth group:	_____	_____
a. Meet with your local church ACS/ADRA Coordinator, local government agency, non-profit or other organization and participate in a community service project.		
b. Work in an outreach initiative with your local ACS/ADRA coordinator for a minimum of three months.		
c. Complete the Disaster Response Training through Adventist Learning Community or any other disaster training provided through ACS/ADRA and/or your local government.		

REVIEWING CONFERENCE MASTER GUIDE COMMITTEE USE ONLY

I have reviewed Section IV of the candidate's Portfolio and have found that he/she has completed the requirements for this certification.

Reviewer's Completion Date: _____

Reviewer's Name: _____

Reviewer's Contact Phone Number: _____

Reviewer's Email: _____

REVIEWING INSTRUCTIONS:

In the event the candidate has not met all the requirements as outlined for Section IV the Conference Master Guide Committee designee should return the Portfolio to the participant along with a written explanation outlining what additional work and/or documentation must be provided or completed in order to fulfill the requirements for this section.

REVIEWING MASTER GUIDE DISCLAIMER:

Completion of this training curriculum does not guarantee the bearers overall qualifications to lead, nor does it give a guarantee of ability, aptitude or placement. It simply marks a completion of a training curriculum.

Comments:

Signed: _____ Date: _____

SECTION V

DOCUMENTATION

DOCUMENTATION AND INVESTITURE REQUIREMENTS

1. **The Master Guide curriculum must be completed on a minimum of one year and a maximum of three years.**

Candidates that require accommodations because they have a documented Individual Educational plan (IEP) or a 504 Plan can have an additional year to complete their requirements but it should not exceed four years.

Master Guide Start Date: _____

Master Guide Completion Date: _____

Master Guide Candidate's Signature: _____

Master Guide Mentor's Signature: _____

If there are reasons why Master Guide requirements completion has taken longer than 3 years, please list them below.

2. **Candidates must document all work in a portfolio.**

Portfolio Submission Date: _____

Portfolio Review Completion Date: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

Reviewer's Signature: _____ and Role: _____

3. Curriculum completion is under the supervision of the Conference Youth, Pathfinder or Adventurer Director or their designated Master Guide representative.

I _____ attest that I have reviewed the portfolio of the Master Guide candidate _____, and I find

that they have satisfactorily completed the requirements set forth by the North American Division. It is my great privilege to declare them ready for investiture as a Master Guide and to welcome them into club ministry leadership in the __ Conference.

Conference Director's or
Designated Representative Signature: _____

Date of Review: _____

FINAL INVESTITURE CHECK OFF LIST

- Have a written recommendation from your local pastor, head elder or church clerk, stating that you are a baptized member in regular standing.
- Complete all requirements of the Master Guide curriculum and pass a Portfolio review (see Manual) conducted by your Conference.
- Have a current Child Protection Course and background check, be approved by your Conference.

The Master Guide program must be completed in a minimum of one year and a maximum of three years. Any requirements fulfilled outside of the three-year limit must be repeated. This time limit does not apply to honors previously earned or to candidates who require specific physical or medical accommodation.

GLOSSARY

1. **Conference:** Refers to the Conference Youth Director or their designated
2. **Mentor:** Any Master Guide or leader authorized by your Conference to guide you through the completion of Master Guide requirements. This mentor should be accessible for assistance and questions.
3. **Portfolio:** Collection of physical or digital evidence showing the completion of all requirements, documented in the order of the card.
4. **Workshop:** Meeting to receive training and discuss a particular topic; should be 75-90 minutes in length. Instructors must be Conference approved.
5. **Master Guide Curriculum Manual:** Provides resources for candidates, mentors, and workshop instructors, and should be consulted for more information.
6. **Physical/Medical Accommodation:** A mentor may adjust requirements with the approval of the Conference.
7. **Academic Equivalency:** Official academic classes may fulfill some requirements of this curriculum under the following conditions:
 - a. The academic class covers all parts of the one requirement being fulfilled within the Master Guide curriculum
 - b. The candidate completes the class with a composite grade of 70% or higher, or the grade approved by your Conference
 - c. A copy of the syllabus and academic transcript is included in the Portfolio
 - d. Approval is determined by the mentor under guidelines of the Conference
8. **Master Guide Uniform:** Invested Master Guides may wear the Master Guide Scarf (with or without level strips), Master Guide slide, Master Guide pin, Master Guide name strip and either the Master Guide Star with Pathfinder chevrons (if all levels have been completed), Master Guide star with Adventurer chevrons (if completing the Adventurer Club requirements) or the single Master Guide star (if not completing the Pathfinder levels or completing the Youth requirements). Lastly, follow conference guidelines.
9. **Investiture Achievement and/or Adventurer levels:** Completion is not required as a prerequisite to start this curriculum, nor is it required at the time of the Master Guide Investiture.
10. **Investiture is under the Direction of the Conference:** The Conference establishes protocol for the completion of Master Guide. There are variations in protocol. The candidate's mentor helps ensure the specific protocol of a conference is properly completed. The Conference reserves the right to withhold recognition of a Master Guide if they work independently of their Conference.

And Jesus grew in wisdom and stature, and in favor with God and man." Luke 2:52, NIV

APPENDIX

Adventist Screening Verification

Adventist Screening Verification is a system utilized to ensure that children in the church are safe. All adults 18 years of age or older who serve within our church or organization must complete a child protection course, a criminal background check every three years.

Why a background check?

“Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements” (Church Manual, Edition 18, pp. 168-169).

It is expected that all Master Guide candidates over 18 years of age, complete the Child Protection Course and designated background check as established by their conference. It is also recommended that all minors between the ages of 16-17 complete the child protection course, and eventually the background check prior to investiture.

Visit nadadventist.org/ASV for more information and to complete the screening.

CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

Thank You for your service as a Youth/Children's Ministry Volunteer
Please retain a copy of this document and keep it for reference.

“THE PROPHET SAMUEL CREATED THE SCHOOL OF THE PROPHETS, GATHERING YOUNG PEOPLE FROM ISRAEL, TRAINING THEM IN A SMALL COMMUNITY OF FAITH, TRUST, AND FELLOWSHIP, THEN SENDING THEM TO ACCOMPLISH THEIR MISSION.”

(1 SAMUEL 19:20; *EDUCATION* BY ELLEN G. WHITE, PP. 45-51)

The Master Guide Club focuses on leadership development, discipleship, outreach, and evangelism. Members of the club will:

- Emphasize spiritual and personal growth for a more intimate relationship with Christ.
- Provide Master Guide Leadership Training based on the North American Division's Master Guide Curriculum.
- Assist with Adventure and Pathfinder Club Ministries, Youth Ministries, and church ministries in their leadership, discipleship, and outreach endeavors.
- Involve Master Guide Club members in the church community through social activities that foster Christian friendship and mutual support.
- Teach and promote an integral healthy lifestyle.

Participate in local Conference, Union, and North American Division-sponsored events.

This manual outlines the philosophy, structure, and steps in organizing a Master Guide Club. Included are sample programs, budget details, job descriptions, and much more.

For more information visit ClubMinistries.org/MasterGuides