 **South England Conference**  **Pathfinder Staff Leadership**

**Certification Checklist**

**Participant information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference/Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification requirements**

*Prerequisites*

**1.** Be a Master Guide. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Date \_\_\_/\_\_\_/\_\_\_\_ Investing Conf. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Hold a Pathfinder Basic Staff Training Certificate or have completed an earlier Pathfinder BST program

Date \_\_\_/\_\_\_/\_\_\_\_ Reviewing MG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Be an active Pathfinder staff member . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Seminars*

Seven principles of youth leadership

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff recruiting and selection

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff training

 Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff evaluation and correction

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff retention and appreciation

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealing with diversity

 Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealing with interpersonal conﬂict

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outdoor Education & Wilderness Survival Skills

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handling Finances

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dealing with Parents

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Required Field Work*

1. Read the AY Encounter Series III, *Christ our Redemption*, or participate in another daily Bible reading plan for at least six months. Use of an audio or video Bible is acceptable.

Name of Bible Reading Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Hold a current CPR certificate from a nationally recognized organization. . . . . . . . . . . . . . . . . . . . . . . .

Date \_\_\_/\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Hold a current First Aid certificate from a nationally recognized organization. . . . . . . . . . . . . . . . . . . . .

Date \_\_\_/\_\_\_/\_\_\_\_ Issuing agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Read or listen to a book on any one of the seminar topics that are part of this certification. Prepare an action plan indicating how you intend to implement the things you have learned into your Pathfinder ministry. Carry out that plan and evaluate the results. . . . . . . . . . . . . . . . . . .

Book title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Plan, carry out and evaluate a team building event of at least three hours duration for your Pathfinder Staff.

Date \_\_\_/\_\_\_/\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Develop a written, comprehensive plan for a year of Pathfinder programming. It must include your staff training events, job descriptions, evaluation procedures and a debrief on how the year went. . . . .

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Develop your provided *Portfolio* that contains copies of your notes, plans and work as you complete requirements 1 to 6. Include handouts and your personal notes from the seminars you attend.

Date \_\_\_/\_\_\_/\_\_\_\_ Event/Loc, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewing Master Guide use only**

I have completed a review of the participant’s *Portfolio* and *Checklist* and have found them to have completed the requirements for this certification.

Training completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference/Union\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Failed review instructions**

In the event of a failed review, the reviewing Master Guide should return the Portfolio to the participant along with a written note explaining what additional work or documentation must be completed to receive a pass.

**Reviewing Master Guide disclaimer**

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