



**West Indies Union Conference
Guidelines and Procedures for Conducting the Master Guide Training Course**



- ❖ The Local Field Youth Director is responsible for the direct supervision of the Master Guide Training programme.
- ❖ Participants should complete the Pathfinder Basic Staff Training Course before enlisting in the programme or at the time stipulated by the Local Field Youth Department.
- ❖ Participants must complete the application form, along with one passport sized photograph, and purchase/acquire their own manual and other resource material for the programme.
- ❖ Each participant must be actively serving as an officer/instructor in a local church Pathfinder/Adventurer club.
- ❖ Participants must attend and participate in at least one local field camping programme along with Pathfinder/Adventurer unit members before investiture. This is separate and apart from the camping activity organized by the training coordinator.
- ❖ A coordinator or committee may be appointed by the Youth Director to assist in the conduct of the training programme.
- ❖ This coordinator must act in consultation with the director at all times and in harmony with the prescribed requirements of the General Conference Youth Ministries Department.
- ❖ The course should run for a minimum of nine (9) months in order to ensure credibility.
- ❖ Instructors for the various modules must be chosen based on competence and qualification in the respective discipline.
- ❖ Where qualified instructors are unavailable or difficult to find, the coordinator shall consult with the Youth Director in order to identify suitable persons.
- ❖ The instructor conducting the module should sign the relevant section of the Requirement Completion Control (RCC) form, and not the course coordinator.
- ❖ The Course coordinator may sign to confirm completion of the requirements; however the Youth Ministries Director is the only one who can authorize candidates for investiture.
- ❖ All work must be typed and original copies submitted in a three-ringed folder in order of the requirements on the RCC or Master Guide card.
- ❖ All requirements should be submitted in the workbook folder, neatly typed along with the RCC or MG card signed by the Instructor.
- ❖ Work submitted incomplete, unsigned, or done in a shoddy manner will be returned. The recommended font size to be used should be 12 points and the margin should be 1". Full compliance to this rule is necessary if your folder is to be deemed acceptable.

- ❖ The written requirement must be completed (i.e., all assignments, projects, all parts to all questions answered, all description and identifications given, and all drawings or collections submitted).
- ❖ All folders must be submitted to the Local Field Youth Ministries Department.
- ❖ Application for investiture should be made in writing to the Youth Ministries Director, by the course coordinator, at which time all relevant documents including assignments, notebooks, projects and RCC should be submitted for evaluation.
- ❖ A Board of Examiners appointed by the Youth Director shall examine each candidate to determine his or her level of competence and mastery of the curriculum.
- ❖ Candidates are required to publicly demonstrate competence in a skill acquired in the training programme before they are invested.
- ❖ Only the Youth Ministries Director has the authority to set the date for investiture.
- ❖ The Youth Director along with the Master Guide Association reserves the right to have the final word on the eligibility of candidates for investiture.

Master Guide Credentials

Investiture is the initial recognition of the Master Guide. Credentials will be issued by the Conference/Mission and will be valid for a period of *three years*.

Master Guide Credentials entitle the holder to:

1. Continue with their leadership development to the Pathfinder Leadership Award (PLA)
2. Hold office in the Local Church Pathfinder Club.
3. Participate in Special Events for Master Guides conducted by the Local Field.
4. Serve as Counsellors and Instructors in the Pathfinder Club.
5. Become a full-time member the local Master Guide Association.
6. Assist in teaching aspects of the Master Guide Course.

Master Guide Credential Revalidation

1. Credentials remain valid while a person is *actively* involved as a staff member in a club, as a Federation/Master Guide Association Officer, or as a member of the Conference/Mission Youth Ministries team.
2. When the holder is not actively involved for a period of three years, their credentials lapse. They may revalidate their Master Guide credentials by completing any three of the following requirements within one year:
 - a. Ten-hour Pathfinder Basic Staff Training program conducted by the Conference/Mission.
 - b. At least five days of community service.
 - c. At least seven days of Pathfinder camping.
 - d. Attendance and active participation in a Pathfinder Club for at least six months.
 - e. Participation in an Investiture program or Induction Ceremony.
 - f. Organizing or participating in a Pathfinder outreach program, or a service activity.

- g. Active participation in a Conference/Mission sponsored Pathfinder event, e.g. camporee, fair, parade.

Record of validating events will be checked by the Conference/Mission.

3. A former Master Guide may reactivate his credentials when the following procedures are followed:
 - a. Apply to the Conference/Mission through the Pathfinder Club Director and the Club Executive Council, or the Church Pastor (if Council is not operative) for revalidation
 - b. Present the Master Guide Folder which indicates the signed-off requirements, examinations, and Investor's signature and date.
 - c. This information is conveyed to the Conference/Mission Youth Director who will decide on an individual basis whether the applicant should be re-issued with credentials. The Youth Director will take into consideration:
 - i. Length of previous service.
 - ii. Available revalidation opportunities.
 - iii. Personal life and testimony during inactivity.
4. Lost or stolen credentials are replaced upon applicant's identification by the issuing entity, for the duration of the lost or stolen credentials.
5. The Conference/Mission must provide and designate credentials revalidating activities in a wide enough area as to provide ample opportunity for former holders of the Master Guide credential to participate.

The purpose of these credentials is to give recognition to those who, through their training, are responsible for retaining a high standard of moral and physical excellence in the Pathfinder Club. This is not an attempt to exclude any qualified person who, over many years, has faithfully served the church and its youth in their various organizations.