

REGISTRATION

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REGISTRATION

It is mandatory that all Pathfinder and Master Guide clubs throughout the Southeastern California Conference register every Pathfinder and Master Guide participant, Pathfinders, teens, Master Guides, staff, etc., with the Youth Ministries Department at the conference in order to be covered by Pathfinder Insurance. Registration/insurance fees are \$10 per person which can be billed to the church or paid by church check. Anyone who joins/registers during the year must follow the same procedure in order to be covered by Pathfinder Insurance. Pathfinder and Master Guide functions are exempt from local church insurance.

The official Pathfinder and Master Guide club year is similar to the school calendar, September 1 - August 31. Pathfinder and Master Guide club registration should be submitted after September 1. Although there isn't a hard deadline for registering the Pathfinder or Master Guide club with the conference, we encourage a timely submission to cover liability and insurance. Registration needs to be submitted to the Youth Ministries office two(2) weeks prior to an outing or conference event.

Pathfinder and Master Guide Club Membership

The Pathfinder and Master Guide Club membership definitions, requirements and forms are found in this section under their specific roles:

- Leaders
- Pathfinders
- Teens
- Master Guides
- Volunteers

Each positions require different forms to be completed. Please read through each to make sure the correct forms are completed. Coordinator leadership definitions and requirements are available under Leadership.

Pathfinder and Master Guide Club Registration Papers

Each participant will complete the following applicable forms (details found above under membership definitions) and turn into the club:

- SECC Pathfinder & Leader Registration/Insurance
 - This form registers each person into the local Pathfinder club and enrolls them into the Pathfinder insurance coverage
 - Complete each year by members, teens, Master Guides and leaders
- SECC Master Guide Club Registration/Insurance
 - This form registers each person into the local Master Guide club and enrolls them into the Pathfinder insurance coverage
 - Complete each year by members, Master Guides and leaders
- SECC Teen Counselor Application
 - This form registers each teen into the teen counselor program; this program is optional. Read more in the Teen Leadership section
 - Complete each year by teens, ages 14-17

- Verified Volunteers
 - This is an online process for background screening and awareness training: www.ncsrisk.org/adventist
 - Complete every three(3) years by anyone 18 years or older by the individual
 - For more information, go online and select Verified Volunteers
- Children & Youth Volunteer Worker Form ◦This form is an initial process to inform the church as to who is 18 years or older working with minors in the church
 - Complete only once by each leader and volunteer, 18 years or older, and turn into the local church office

These forms are located in the document center. Hard copy of the forms are also available at the Youth Ministries Office.

Pathfinder and Master Guide Club Registration Process

Pathfinder and Master Guide Clubs can register their participants online at seccyouth.com by following the process below. Completed application/insurance forms are filed with the local club. Once the registration process is completed, the club is recognized as an active club with the Southeastern California Conference.

Registration Process

The club director or secretary will:

- Collect completed forms for each member, teen, Master Guide and leader and keep on file at the local club
- Submit Excel registration form
 - Returning Clubs: The previous year's Excel registration form will be emailed to you. Update with returning and new members and leaders and email to youth.student@seccsda.org.
 - New Clubs: Download and enter information for each member and leader on the Excel club registration form, [click here](#). Then email to youth.student@seccsda.org.
- Make sure adults who are 18 years or older complete the online background screening through Verified Volunteers if new or those whose screening is over three(3) years old
- Turn in the Children & Youth Volunteer Worker form to the local church office for any new adults, 18 years or older

MEMBERSHIP DEFINITIONS & REQUIREMENTS

Leader

- Definition: anyone holding a leadership position in the club as defined in the Leadership section of this policy book or other positions as defined by the local club/church
- Requirements:
 1. Submit an application, SECC Pathfinder & Staff Registration/Insurance, to Youth Ministries Department annually.
 2. Submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
 3. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 4. Review Youth Ministries Sexual Misconduct Policy in this section.

Master Guide

- Definition: any youth or adult working on or meeting the course requirements and involved in Adventurer, Pathfinder, and/or Youth Ministry.
- Requirements:
 1. Submit an application for either SECC Pathfinder & Staff Registration/Insurance or SECC Master Guide Club Registration/Insurance, annually.
 2. Submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
 3. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 4. Review Youth Ministries Sexual Misconduct Policy in this section.

Teen

- Definition: a qualifying Pathfinder within the ages of 14-17 and in the 8th grade and up and part of the either the SECC Teen Program or NAD Teen Leadership Program as outlined in the Teen Program section of this policy book
- Requirements:
 1. Submit an application, SECC Pathfinder & Staff Registration/Insurance to Youth Ministries Department annually.
 2. Submit an application, SECC Teen Counselor Application (Teen Program section) to Youth Ministries Department annually. All signatures are required to be accepted. Must be on file in order to attend conference Pathfinder teen events.

Member (Pathfinder)

- Definition: are in the 5th grade or above
- Requirements: Submit an application, SECC Pathfinder & Staff Registration/Insurance, to Youth Ministries Department annually.

Pathfinder Case by Case Registration Procedures

On a case-by-case basis, age will be taken into consideration for those who are retained in school, home school programs, learning challenges, and newcomers into the United States of America. The Southeastern California Conference reserves the right to request documentation in all of the following cases:

- Child has been retained for one full year (proceed with level)
- Must consider if child is held back and has turned of age by September 1

- Child has been retained or is in multigrade classroom due to a learning challenge and they are of age by September 1
- If the child is in a homeschool program and is of age by September 1
- Newcomer into the country that are of age by September 1
- This can be considered for any newcomer that needs to be placed into an IA class based on their age on September 1

*In the State of California September 1 is the age of requirement for grade placement (per the Department of Education)

Volunteer*

- Definition: an adult (18+) who assists in any activity, teaches, accompanies on off-site or overnight trips or has frequent contact with Pathfinders and is not leader as defined above
- Requirements:
 1. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 2. Submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
 3. Review Youth Ministries Sexual Misconduct Policy in this section.

Volunteer/Driver*

- Definition: an adult (21+) who uses their personal or rents a vehicle to drive Pathfinders to an off-site trip.
- Requirements:
 1. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 2. Submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
 3. Review Youth Ministries Sexual Misconduct Policy in this section.

*The law does not allow criminal background screening on anyone under age 18. Teenage volunteers need to be in the presence of an adult.

ADVENTURER AGE CHILDREN IN PATHFINDERS

Many parents are willing to help in Pathfinders if their younger children can participate in some form of organized activities. Pathfinder clubs with children that are not yet in fifth grade, but participate in their organized activities on a regular basis must:

1. Register these children as Adventurers and pay the conference registration and insurance fee.
2. Use the Adventurer curriculum that is appropriate for the child's grade level - **NOT THE PATHFINDER CURRICULUM.**
3. Let them wear the Adventurer sash so they can show off the awards they have earned.
4. Only the Adventurer emblem can be worn on the Pathfinder sash. NO other Adventurer awards can be worn on Pathfinder sash once they are Pathfinder age.

The Adventurer program should have a minimum of structure and sufficient staff to work with the children on an individual basis. These programs should last no longer than an 1½ hours for Adventurers.

SEXUAL MISCONDUCT

Screening Church Leadership & Volunteers

The risk to the local church today is too high NOT to take all of the precautions necessary and rely on the data available to alert them about harmful individuals.

Screening is the “filter” to allow continued care, teaching, and ministry to take place. Screening is a means to end the anxiety and speculation involved with enlisting persons to serve. It will also help to prevent/avoid:

1. The **trauma to victim** of sexual misconduct. The church is not immune to the risk and when it does occur, the shock and anger intensifies when it is learned that the church leaders did not avail themselves to information and resources to prevent the crisis.
2. The **emotional and spiritual impact** on the congregation. These result first in disbelief, which later gives way to shock, anger, and disillusion. The trust level between church staff and congregation is affected and the trust level between congregational membership is affected. This can divide or split a church congregation and sometimes the congregation never recovers.
3. The **negative news media coverage**. The church congregation becomes embarrassed to admit where they attend and often relocate or transfer their membership to other churches. Loss in membership and financial support weakens the congregation.
4. The **stress of litigations** and investigation process. The depositions, the amount of business conference time and energy takes its toll on the staff and congregation.
5. The **financial cost**. Litigation costs for sexual misconduct is among the most costly trials/settlements of all tort activity. The amount of attorney costs and testifying result in major ministry funding to be spent in defense/settlement of a claim.

Churches must show due diligence to protect all pastors, leaders, volunteers, and, especially, the youth. SECC Youth Ministries will be implementing a primary screening and background check procedures for leaders and volunteers. **Because of the impacts listed above, it is suggested that the church be responsible for the fees for the background check and not the leader or volunteer.**

Information gathered in the screening process for leaders and volunteers is to be considered **HIGHLY CONFIDENTIAL**. A church can be brought into litigation if they fail to contain documentation and its intentionally, or inadvertently, accessed by persons without proper authorization.

Volunteer screening files need to be kept indefinitely. All information should be retained in a locked cabinet. It would be best that a list of all screened volunteers be kept as a reference without having to go back through the files each time they are enlisted. Files kept on volunteers who were denied enlistment to a position should be kept absolutely confidential or reviewed by the Senior Pastor and kept in a locked file.

Screening is a very important administrative process that requires dialogue and continued accountability by a number of church leaders. It must be continued from year to year. All volunteers must be screened to keep the system consistent and secure the credibility of the church.

CALIFORNIA LAW AB506

Any SECC local church that will use volunteers in any capacity is required to follow this SECC Church Volunteer Policy. There are two types of volunteers, with additional requirements for the volunteers working frequently and closely with children. Please make sure that the volunteer is properly identified for the services he/or she will provide to the church. All documents that the volunteer is required to complete and/or sign, must be uploaded here VOLUNTEERS for record keeping and clearance for volunteer services.

Volunteer Categories:

- Volunteer I: A church volunteer with infrequent, minimal to no contact with children, and does not work more than 16 hours in a month or 32 hours in a calendar year with children. Examples: Kitchen or potluck helper, adult Sabbath School leader.
- Volunteer II: A church volunteer who works with children on a frequent, regular basis, i.e., more than 16 hours in a month or 36 hours in a calendar year or goes on any overnight outing with children). Examples: Pathfinder leader, regular Children's Sabbath School teacher.

Volunteer List and DMV Requirement – Applicable to All Volunteers

- Volunteer List: Churches are required to upload a list of all their volunteers to the SECC Human Resources Department, on an ongoing basis, and must identify each of the volunteers as either a "Volunteer I or Volunteer II" as defined above. A volunteer list template (VOLUNTEER LIST.) is available to use when submitting a report of all volunteers. Please email all volunteer lists to HumanResources@seccsda.org.
- DMV Check: For any volunteer who will be driving as part of their volunteer duties (Volunteer I or II), a DMV check/clearance is required (see #2 in the Volunteer I Requirements).

Volunteer I Requirements:

- (1) Sign a Volunteer Acknowledgment form.
- (2) Register with Sterling Volunteers at <https://www.ncsrisk.org/adventist/> and go through process (every two years) which provides:
 - Child Safety Training
 - Background Check
 - If driving, Motor Vehicle Report Check
- (3) Wait for clearance from SECC HR to begin volunteer services.

Volunteer II Requirements:

- (1) Sign a Volunteer Acknowledgement form.
- (2) Get a Live Scan background check, that will be run through the DOJ and FBI. This requires completing the "Request for Live Scan Service" form to be given to the Live Scan operator. A copy of the completed "Request for Live Scan Service" Form received from the Live Scan operator must afterwards be uploaded here VOLUNTEERS.
- (3) Be advised that there is a fee for the Live Scan check, which must be paid at the time of service. Please note that due to our status as a non-profit youth organization, Live

Scan operators should waive the \$32 DOJ fee. As such, you should only be charged for the vendor rolling fee (typically anywhere from \$25 to \$35) and the FBI fee of \$15, approximately up to \$50.

(4) Complete the two-hour online mandated reporter training for Volunteers provided by the Office of Child Abuse Prevention in the California State Department of Social Services, <https://mandatedreporter.ca.com/>, and upload the certificate of completion to VOLUNTEERS. The training must be completed every 2 years and new certificate of completion uploaded.

(5) Wait for clearance from SECC HR to begin volunteer services.

Where to Find the SECC Volunteer Acknowledgement and "Request for Live Scan Services" Forms

The Volunteer Acknowledgment form, and the "Request for Live Scan Services" form is found on the Volunteer tab on the SECC website at Human Resources – Southeastern California Conference. These forms must be completed, signed, and uploaded to VOLUNTEERS. These completed forms are required to be cleared to volunteer.

Questions? Please contact the SECC Human Resources Department (Human.Resources@seccsda.org, (951) 509 – 2356).

YOUTH MINISTRIES SEXUAL MISCONDUCT POLICY

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

Standard of Conduct: All volunteers, whether leaders, extended or basic, of SECC Youth Ministries are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse - any sexual activity with a child - whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992).

Sexual Misconduct - inappropriate behavior relating to or involving a sexual nature.

Sexual Activity - may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Pre-Screening of Leaders/Volunteers

1. All Pathfinder & Adventurer leaders will fill out an application and a primary screening for volunteer workers application.
2. All other leaders and volunteer workers, extended or basic, will fill out a primary screening for volunteer workers application.

3. All leaders and volunteer workers will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID).
4. All leaders and volunteer workers will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authority within the church. The authority should note any information they tried to secure by could not verify or obtain.
5. All leaders and extended volunteer workers will submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
6. No leader or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.

Common Supervisory Policies and Procedures

1. Two Adult Rule - minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all leaders or volunteers workers should obtain the consent of the child's parent or guardian prior to being alone with the child.
2. Always provide appropriate supervision of children/youth; **never** leave children/youth alone without supervision.
3. Have adults (age 18+) present with teenage volunteers. The law does not allow criminal background screening on anyone under age 18.
4. Leaders/volunteers will not touch students in ways that "annoy or molest" them within the meaning of the California Penal Code (647.6) or in ways that are reasonably offensive.
5. Ask a child/youth permission before physically touching him/her when responding to an injury or problem (especially if it is an area that would normally be covered by a T-shirt and/or shorts) and, if at all possible, only in the presence of another adult.
6. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.

Reporting Procedures

1. All allegations must be taken seriously
2. All allegations should be reported to the established authority as immediately as possible.
3. The established authority will notify the parents or legal guardian.
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities.
2. Any accused leader or volunteer worker will be relieved temporarily of his or her

SECC CLUB MINISTRIES

Registration/Insurance Form

This application is for: ☐ **PATHFINDER CLUB** ☐ **ADVENTURER CLUB**

Select a club position: ☐ **Staff** check one: ___ director ___ asst. director ___ secretary ___ instructor ___ other
☐ **Member** check, if applicable: ___ teen ___ master guide

Applicant's Information

Church _____ Date _____

Name _____ Phone _____

Address _____ City _____ Zip Code _____

Email _____

Age _____ Birth Date _____ Grade in School _____

School you attend _____

Church you attend _____ Are you baptized? _____

Applicant's Agreement

I, _____, want to join the _____.
(applicant's name) (Pathfinder/Adventurer club name)

I will attend all "Share Your Faith" activities, outings, and other club activities, including virtual meetings and activities, unless I am ill. I will proudly wear my Pathfinder/Adventurer uniform. I will obey club rules and understand that they have been made for my safety and that of my peers. I will be cheerful, helpful, honest, kind and courteous.

(applicant's signature)

Approval/Consent of Parent/Guardian

As parent(s)/guardian(s), I/we understand that the Pathfinder/Adventurer program is an active one, which includes many opportunities for service, adventure, fun and learning. I/we will support the program by:

1. Encouraging my Pathfinder/Adventurer to take an active part in all in-person/virtual club meetings and functions
2. Attending all in-person/virtual events to which parents are invited in support of my Pathfinder/Adventurer
3. Assisting club leaders by serving as a helper when needed
4. Not holding any individual club staff member liable in the event of injury
5. Giving my permission for the above named Pathfinder/Adventurer to attend all in-person/virtual Pathfinder/Adventurer activities
6. Paying Southeastern CA Conference registration/insurance fees in the amount of \$10.00
7. Paying local club fees in the amount of \$ _____

Further, I/we understand by agreeing to allow the minor to participate in online activities identified above involve certain risks associated with only activity. In addition, the sponsoring organization stated above cannot guarantee that participation in this online activity will not expose your hardware to viruses, and other malicious software or code-based tools. I/we still wish to proceed with the activities described herein I/we do so and assume all risk and understanding of the risks involved. I/we fully understand the sponsoring organization cannot fully protect me, my child, or my computer systems, including software and hardware. Any technical support for my computer systems, the use of any software only computer systems or accessed through the internet are my sole responsibility. I understand that supervision of what my child accesses online, the information they share, and any messages with volunteers, employees, other parents and other minors are my responsibility. I/we agree to fully supervise all activities the minor participates in and to screen and assume responsibility for all messages my child sends and receives. I/we have read and understand the foregoing. Please check below to indicate the participation of minor identified above.

- ☐ I give permission for the minor to participate in Pathfinder/Adventurer Club in-person/virtually with the sponsoring organization.
- ☐ I do not give permission for the minor to participate in the Pathfinder/Adventurer Club in-person/virtually with the sponsoring organization.

(parent/guardian's signature)

Completing this form and typing in your name is considered binding.
A copy of this document needs to be provided to the parent/guardian.

SOUTHEASTERN CALIFORNIA CONFERENCE
APPLICATION FOR CHILDREN & YOUTH VOLUNTEER WORKER POSITION

Turn into the church office for new volunteers. Once on file it doesn't need to be completed again.

Name of Club/Church

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Work Phone () _____

Social Security # _____ Other Licenses _____

Driver's License _____ Expiration Date _____

What type of children's or youth work do you prefer? _____
(Sabbath School teacher, VBS teacher, children's music program, nursery, coordinator, etc.)

What time commitment can you make? _____

Are you a member of the Seventh-day Adventist Church? _____ YES _____ NO

If YES, how long? _____ How long in this congregation? _____

Where have you attended church in the past five years? _____

What previous work have you done with youth and children? What are your gifts in this kind of work? _____

What training have you had for work with children? _____

What non-church activities have you done involving children? _____

List names of other members of this congregation with whom you have a relationship. _____

Were you ever the victim of abuse or sexual molestation as a child? ☐ Yes ☐ No

Have you ever been accused of sexual misconduct with a minor? ☐ Yes ☐ No

Do you have any disability that will impair your work with children? _____

Education: Name of High School/Academy _____ Degree/Diploma ☐ Yes ☐ No

Name of College _____ Degree/Diploma ☐ Yes ☐ No

Where are you currently employed? _____ Position _____

Work Address _____

Previous employment (five years- past to current) _____

Please list two references, not former employers or relatives, who know of your work with minors.

Name _____ Telephone () _____

Address _____

Name _____ Telephone () _____

Address _____

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information that they may have regarding my character and fitness for working with children or youth. I hereby release any individual, church, or organization from any and all liability for damages that may result to me, my heirs, or family, for compliance with this authorization.

Your signature on this form confirms your understanding and agreement that:

In any event allegations of criminal or sexual misconduct arise regarding your conduct while you serve in the above-described capacity(ies), the church will fully cooperate with any investigation.

I further state that I have carefully read the foregoing release and understand the contents thereof and understand.

Applicant's Signature _____ Date _____