



**CLUSTER COORDINATOR**  
Ministry Description – Adventurer Ministry  
Officially Appointed Volunteer – OAV  
Florida Conference of Seventh-day Adventists  
(Updated August 2021)

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**Qualifications:**

1. Must demonstrate a love for Jesus, the Adventist movement, family, and Adventurer age youth.
2. Must have at least three years of Adventurer experience, including one year of any administrative responsibilities, and at least one year working with Adventurers in Florida Conference.
3. Must be at least actively working on becoming a Master Guide, if not MG already.
4. Must live in OR near the geographical region where he/she is serving.
5. Must have the best interest of heart for the FL Adventurer ministry, above any personal agenda, and be a team player.
6. Must be willing to work with all the diversity of cultures represented in FL.
7. Must be a member in good and regular standing in a local SDA church with the beliefs/lifestyle/teaching of the SDA Church, including returning a faithful/honest tithe.

**Responsibilities:**

1. Serve and Support local Club Directors in the following areas:
  - a. Adventurer Day, Investitures, Inductions, and any other reasonable request.  
Be familiar with and provide guidance for Conference events/policies, programs, Club of the Year requirements, YMMS (software), Adventurer Handbook/Manual, website, etc.  
(FL Conference Club Ministries website: [www.floridaconference.com/PAD](http://www.floridaconference.com/PAD))
  - b. Share info re: Conference, Union, Division and General Conference Adventurer programs.
  - c. Help Club Directors find the resources they need to be successful.
  - d. Partner with Club Directors to connect with and affirm pastors for their support or to encourage support where needed and to see Club ministry as part of the churches ministry.
  - e. Seek to establish new Adventurer Clubs where possible.
2. Make consistent contact with local church Club Director (and Club Staff as able), and the Pastor.
  - a. Monthly
    - i. Contact each Club Director in your Cluster by email/text/phone.
    - ii. Contact your Zone Administrator to share what is happening in your Cluster.
  - b. Quarterly
    - i. Visit, in person, each church in your Cluster with an active club (3 times/year).
    - ii. Make it a point to greet/meet the Pastor when visiting the churches in your Cluster.
  - c. Twice a year
    - i. Visit churches in your Cluster that do NOT have an active Club.
    - ii. Ask if there is interest in starting Club and share your contact information.
3. Promote participation in church and community activities such as parades and mission projects.
4. Partner with Club Directors in your Cluster to consider doing activities/outreach as a Cluster.
5. Attend Cluster, Zone, Area Meetings, State Meetings, Fun/Super Fun Days, and Family Campouts and be prepared to help as requested.
6. Review Quarterly Data Reports (provided by PAD/YMMS).
7. Report your activities monthly on the OAV Expense Report Form.
8. Balance volunteer role as Cluster Coordinator with other church/family/work roles.