

AREA ADMINISTRATOR – QUARTERLY CHECKLIST

FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

(Circle one) - **Q1** (Jan-Mar) **Q2** (Apr-Jun) **Q3** (July-Sept) **Q4** (Oct-Dec) // Year – 20 ____

The following are the basic responsibilities for an **AREA ADMINISTRATOR** IN THE FLORIDA CONFERENCE.

Your MAIN Goal is to: Contact / Support Your ZONE Administrator(s) on a Regular Basis. Completing the checklist below will help you reach this goal and stay on target during the year. *(North/West will substitute Cluster Coordinator for Zone Administrator in this document-since you do not have ZA's).*

MY BIG THREE: We strongly suggest that at least TWO weeks before EACH new quarter begins, every Area Administrator would make time to fill out the form – **MY BIG THREE** – a planning tool (OAV info web page) to you know what to focus on in the next Quarter (about 90 days). This will be the basis for your Quarterly/Annual Review with your State Admin. More importantly it will help you put your energy into what is most important.

WEEKLY

(Plan on 10 - 30 minutes weekly to complete these tasks)

- ___ Yes ___ No Did you PRAY for ALL of your Zone Administrators/their family/ministry/Clusters?
___ Yes ___ No Did you PRAY WITH at least ONE of your Zone Administrators (ZA)?
___ Yes ___ No Did you invest at least five minutes to make/review a schedule of when you will contact/support/visit ZA's?

MONTHLY

(Plan on 30 – 90 minutes weekly to complete these tasks)

- ___ Yes ___ No Did you log in to your YMMS account to review / reflect on the following?
-Zone Administrator (ZA) Accounts
___ Yes ___ No -Do you know which ZA's do have/do not have an account?
___ Yes ___ No -Are they using it/logging in?
___ Yes ___ No -Do they need help with YMMS?
-Calendar
___ Yes ___ No -Did you review what events are coming up in your Zones/Clusters?
___ Yes ___ No -Did you ask what do your ZA's want you to attend/support?
___ Yes ___ No -Do you know if there are there special Club Meetings? Trips? Special Days? Ask how can you support these activities?
-Registration
___ Yes ___ No -Are your ZA's registered for upcoming events?
___ Yes ___ No -Are their Cluster Coordinators registered?
___ Yes ___ No -Do your ZA's know registration deadlines?
___ Yes ___ No -Have they communicated with their CC's?
___ Yes ___ No -Have you encouraged your ZA's to contact their CC's and encourage them to have their Clubs to register for events?
-Growth
___ Yes ___ No -Do you know what is working / not working to grow the Clubs in the Zones/Clusters?
___ Yes ___ No -Do you know how can you help? Where does your ZA most need you/your support?
___ Yes ___ No -Do you ask where do you need to involve your STATE Administrator?
___ Yes ___ No -Did you contact ALL of your ZA's at least once by email?
___ Yes ___ No -Did you contact ALL of your ZA's at least once by phone call?
___ Yes ___ No -Did you contact ALL of your ZA's at least once by text?
___ Yes ___ No -Did you communicate with your leader you report to at least once? (Area→State)
___ Yes ___ No -Did you submit a monthly Report/Reimbursement form to PAD?
___ Yes ___ No -Did you attend your home church at least ONCE as a church member with your family?

AREA ADMINISTRATOR – QUARTERLY CHECKLIST

FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

QUARTERLY

(Plan on four (4) – six (6) hours monthly to complete these tasks)

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you meet together with ALL of your Zone Administrators by Zoom OR in person? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you visit EACH of your Zone Administrators in person OR Zoom - individually ? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you visit at least TWO churches in each Zone? With your Zone Administrators knowledge or maybe even at their request or with them? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you meet with at least TWO pastors in each Zone while visiting their Churches? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you make any plans for YOUR Area to do something together? All Zones/Clusters? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Have you reviewed which Clubs in your Zones/Area seem to attend most things? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Have you reviewed which Clubs in your Zones/Area don't attend anything? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you ask how can you work with your ZA's to improve this. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Have you reviewed to see if Zones are growing? Adding members? What are they doing? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are any churches starting new Clubs in your Area? How can your team support them? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you schedule time to review the quarter with your Zone Administrators? |