



**STATE ADMINISTRATOR**  
Ministry Description – Pathfinder 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 the Adventist movement, family, Jesus, and Pathfinder age youth
2. Must have at least three years of Pathfinder experience including one year of any administrative responsibilities, and at least three years as an OAV in FL Conference.
3. Must be a Master Guide.
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 Pathfinder ministry.
6. Must be willing to work with all the diversity of cultures represented in FL.
7. Must be a team player.
8. Must be a member in good and regular standing with the beliefs/lifestyle/teaching of the Seventh-day Adventist Church, including returning a faithful/honest tithe.

Duties:

1. Partner with Area Administrators to have accurate contact info / records from all Clubs in Area.
2. Offer support to Area Administrators with Area wide councils/events/planning.
3. Check in with Area Administrators to ensure they are engaging their Zone Administrators in the following areas:
  - a. Promoting local conference, union, division and General Conference Pathfinder programs
  - b. Provide guidance to conference policies and procedures and help leaders find resources
  - c. Be familiar with and able to answer questions with regards to Pathfinder handbook, conference events/policies and protocol, and YMMS (software).
4. Work with Area Administrators to assist/cover local Clubs, at the Area Administrators invitation, with such activities as Pathfinder Day programs, Investitures, Inductions, and Inspections
5. Ask Area Administrators to assess where new Clubs can be opened (work with churches/pastors).
6. Review how the Area Administrator is coordinating/scheduling: community service, local fairs, outreach, training courses, and other Zone/Area Pathfinder events.
7. Review quarterly Area Administrators reports and update Conference Director/Associate regularly.

Responsibilities:

1. Balance volunteer role as State Administrator with other church/family roles.
2. Attend Cluster, Zone, Area Meetings, State Meetings, Reveilles, Camporees as requested.
3. Make contact with Area Administrators:
  - a. Monthly – make contact by email/phone with each Area Administrators in your Area
  - b. Monthly – make contact by email/phone with your Conference Director
  - c. Quarterly - make visit to or with each Area Administrators and Conference Director
  - d. Quarterly – visit a couple churches/Clubs in each AREA to support local Clubs, at your Area Administrators request/guidance
  - e. Annually - Visit, in person, each Area Administrator and the Conference Director, 3-4 times a year (suggested once a quarter)