

## **ZONE ADMINISTRATOR**

### **CURRENT OAV / Getting On Board – FL Conference Pathfinder & Adventurer Department (PAD)**

*Clarifying the Process for Getting CURRENT “Officially Appointed Volunteers” (OAV’s) On Board and Synced with Our New OAV’s in Practice and Understanding to More Fully Fulfill Their Role in the FL PAD as a leader/volunteer – serving as a **ZONE Administrator**. We have great volunteers and we are making strides to improve how WE (PAD) serve our OAV team and Invest in them to better serve our local Club Volunteers, to ultimately impact kids.*

**STEPS** - We ask that you complete ALL of these steps by **November 30, 2021**

#### OFFICE/PAD

- Reply to the PAD by email confirming that you have received this document and understand what you are to do
- PAD email address: [path.adv@floridaconference.com](mailto:path.adv@floridaconference.com)
- Check to see if you have a copy of the book - A New Kind of Leader - if you do, great. It’s time to read it (or review it if you have already read it). If you don’t, email us your best mailing address and we will mail you a copy of the book.
- Make an appointment to discuss the book/video with the PAD Director/Associate once you watched/read both
- Log in to your ASV account - <https://www.nadadventist.org/asv> and check your report for accuracy
- Reply to the PAD by email that your ASV / Background Check is valid/up to date and that you can access it
- Log in to your Youth Ministries Management System (YMMS) account - check/update your information
- YMMS website - [www.nadyouth.com](http://www.nadyouth.com)
- Reply to the PAD by email confirming that your YMMS account is current and that you have access
- [Signup for a Zoom Appointment](#) with a PAD secretary (once the appointment is set-we will send you a Zoom link)

#### ON YOUR OWN

- Spend some time on the OAV website becoming familiar with the content - [www.floridaconference.com/oavinfo](http://www.floridaconference.com/oavinfo)
- Password - OAVSupportTeam2021
- Review the Ministry Description for the role you are currently serving in (available @ OAVinfo website)
- Check to make sure you have access to the current copy of the OAV manual (available @ OAVinfo website)
- Remember to read book/watch video - A New Kind of Leader - Video/Kids Matters - <https://youtu.be/M1xXRR6P2pg>

#### STATE ADMIN

- Contact and schedule an appointment to review the PAD Culture/Values with your State Admin

#### AREA ADMIN

- Check in with your AREA Administrator to confirm you have received this document and set an appointment to meet with them one on one (schedule this as soon as possible); you will go over the OAV Manual with them
- Meet with your AREA Administrator and go over the OAV Manual, page by page
- Review the OAV Quarterly Checklist - ZONE ADMIN, with your Area Admin (*we suggest you begin using the checklist immediately as a guide to help keep you on track; it will “officially” begin January 1, 2022 for ALL OAV’s*)
- Remind Area Admin to email PAD, and CC you in, to confirm you have completed this step

#### PAD DIRECTOR/ASSOCIATE DIRECTOR

- Schedule a meeting with your Director/Associate Director as your final stop in this experience, after you have completed all the steps above
- Share with PAD Director/Associate Director how your experience as an OAV has been, what would make it better?
- Share with PAD Director/Associate Director how your experience has been with the On Boarding Process (all these steps)
- PAD Director/Associate will review the resource - A New Kind of Leader with you (book/video)

## **ZONE 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 **ZONE ADMINISTRATOR IN THE FLORIDA CONFERENCE**.

**Your MAIN Goal is to: Contact / Support Your Cluster Coordinator(s) on a Regular Basis.** Completing the checklist below will help you reach this goal and stay on target during the year. This OAV Quarterly Checklist was developed to provide a guide, based on the OAV Ministry Description, which the OAV could use to more easily track their activities each quarter and see how they are doing and where to improve.

Cluster Coordinators directly serve Clubs. Zone/Area/State Admins do so more indirectly by supporting the team/Cluster Coordinator. Each layer of our structure is mainly responsible for the next layer: together we serve all Clubs in FLC. PAD - STATE - AREA - ZONE - CLUSTER - CLUBS/Churches - Kids

**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 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)*

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did you PRAY FOR ALL of your Cluster Coordinators/their families/ministry?                                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did you PRAY <u>WITH</u> at least ONE of your Cluster Coordinators (CC)?                                    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did you invest at least five minutes to make/review a schedule of when you will contact/support/visit CC's? |

### **MONTHLY**

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

LOG in to your YMMS account to review / reflect on the following?

#### **-Cluster Coordinator (CC) Accounts**

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Which CC's do have/do not have an account? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are they using it/logging in?              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Do they need help with YMMS?               |

#### **-Calendar**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Review what events are coming up in your Clusters?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Ask what do your CC's want you to attend/support?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are there special Club Meetings? Trips? Special Days? Ask how can you support these activities? |

#### **-Registration**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are your CC's registered for upcoming events?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are they checking if their Clubs are registered?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Do your CC's know registration deadlines?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Have they communicated with their Clubs?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Have you encouraged your CC's to contact their Clubs and encourage them to have their Clubs to register for events? |

## **ZONE ADMINISTRATOR – OAV QUARTERLY CHECKLIST (continued)**

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

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

### **-Growth**

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -What is working / not working to grow the Clubs in the Clusters?                   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -How can you help? Where does your CC most need you/your support?                   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Where do you need to involve your AREA/STATE Administrator?                        |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you contact ALL of your CC's at least once by email?                           |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you contact ALL of your CC's at least once by phone call?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you contact ALL of your CC's at least once by text?                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you communicate with your leader you report to at least once? (Zone → Area)    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you submit a monthly Report/Reimbursement form to PAD?                         |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you attend your home church at least ONCE as a church member with your family? |

### **QUARTERLY**

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

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you visit EACH of your Cluster Coordinators in person OR Zoom - <b>individually</b> ?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you meet <b>together</b> with <b>ALL</b> of your Cluster Coordinators by Zoom OR in person?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you visit at least TWO churches in each Cluster? With your Cluster Coordinators 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 Cluster while visiting their Churches?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you make any plans for YOUR Zone to do something together? All Clusters?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Review which Clubs in your Zone/Clusters seem to attend most things?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Review which Clubs in your Zone/Clusters don't attend anything?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Ask how you can work with your CC's to improve this.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Review to see if Zone is growing? Adding members? What are they doing?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Are any churches starting new Clubs in your Zone? How can your team support them?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | -Did you schedule time to review the quarter with your Cluster Coordinators?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did you make time to work through your "MY BIG THREE" form? Review it with ZA.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did you make time to review the principles of A New Kind of Leader? And review where you are / are not putting these principles into practice in your ministry? |