

NEW OAV / Onboarding – FL Conference Pathfinder & Adventurer Department (PAD)

Clarifying the Process for Adding NEW “Officially Appointed Volunteers” (OAV’s) and Preparing Them for Their Role in the FL PAD as a leader/volunteer – serving as an Area Administrator .

NEW - AREA ADMINISTRATOR

First Steps

- An OAV recommends a leader as a potential Area Admin (AA) (or a leader let’s PAD know they’re interested)
- Potential OAV is emailed the Ministry Description for the role they are interested in to see if they qualify
- Potential OAV submits a ministry resume and a picture to the PAD – path.adv@floridaconference.com
- Potential OAV is asked to complete ASV / Background Check OR send current proof of being cleared
- Potential OAV is asked to have a conversation with their pastor re: them maybe serving with the conference PAD as a volunteer and how that would impact their local church role(s)
- PAC Advisory Considers the Name / Votes (reviews resume/sees pic) – If yes, then ... sends a re to PAC
- PAC Advisory meets every second Tuesday of the month (except months when there is a PAC meeting)
- PAD Director or Associate conducts phone interview with potential OAV before PAC meeting
- PAC Votes in PAC meeting – If yes, then ... pastoral reference is done by PAD Director/Associate
- Pastoral reference – If yes, then ... PAD / OAV team begins the New OAV Onboarding Process

Next Steps: MEETINGS

- Official Onboarding Orientation Begins (first 30 days - date voted in by PAC is day one of the thirty)
 - Meeting with PAD Secretary – get office info needed; create or update YMMS account/access; review reimbursement process; explain 90 day evaluation/checklist; confirm ASV
 - Meeting with State Admin ... sharing PAD culture (God, family, conference, team, mentor) as well as go over OAV Manual, page by page
 - Meeting with Area Admin ... to communicate about tips that can be used as well as any advice they would like to give with NEW AA
 - Enter OFFICIAL START Date in YMMS; anniversary date for OAV to calculate years of service
 - Share with the NEW OAV “A New Kind of Leader” curriculum ([Video #1](#) / book)
- Welcome to the OAV Team / OAV Introduction (upon completing first 30 days / next 60 days begins)
 - PAD will email the Clubs the new OAV will be serving (share contact info)
 - PAD will email Pastors of Churches the new OAV will be serving (share contact info)
 - PAD will email the OAV Team to welcome newest member of the team
 - NEW OAV will create a short (less than one minute) video and send it in to their leaders
 - PAD will text a “Hi – I’m here to serve” video from NEW OAV to Directors.
 - Remind new OAV of ... OAV privileges and responsibilities
 - OAV is free to begin visiting / connecting with Club Directors they are serving
 - OAV is given password/access to the OAV website – www.floridaconference.com/OAVinfo
- Set date for 90 day evaluation period (90 days from after a new OAV is voted by PAC during PAC meeting)
 - Schedule an agreeable date with the new OAV
 - Conducted by Area Admin for appropriate ministry (Path/Adv)
 - Reviewed by State/Area Admins for appropriate ministry (Path/Adv)

NEW Officially Appointed Volunteer (OAV) – FL Conference PAD - 90 Day TRIAL / EVALUATION CHECKLIST

ORIENTATION: First 30 Days - Steps to Complete **BEFORE** Officially Serving as an OAV (30 days to complete).

- _____ Date Voted in by PAC (Pathfinder/Adventurer Committee) – Official “Voted In” Date
- _____ OAV should have completed/submitted/updated the Adventist Screening Verification (ASV) - Background Check prior to being voted in by PAC - <https://www.nadadventist.org/asv>
- _____ OAV has **14** calendar days from this “Voted In” date to request/re-activate/update their Youth Ministries Management System Account (YMMS) www.nadyouth.com (update ASV info in YMMS)
- _____ OAV has **21** calendar days from this “Voted In” date to schedule/meet with: State Administrator; Area Administrator; PAD (Pathfinder/Adventurer Dept.) Secretary (three separate meetings)
- _____ OAV has **30** calendar days from this “Voted in” date to - Watch the first video, “A New Kind of Leader” (NKL) series, “KIDS Matter” and read the book, A New Kind of Leader; finally, schedule a time to talk with Director/Associate Director about NKL content once done reading/watching.
- _____ Date OAV is cleared by PAD (first 30 days of 90 days); OAV is sent - set (two) of uniform title strips (shirt/jacket); OAV cord; one set of Stars; Area T-shirt; water bottle; back pack

ONCE you have completed the First 30 Day of Orientation, you will be officially a member of the volunteer OAV Team. You will now move into the 60 remaining days in the 90 day “Trial Period”. Each new OAV will be evaluated at the end of the 90 days by their Area Admin after working with their Clubs for 60 days.

The following are your basic responsibilities as an OAV – to contact / support Clubs on a regular basis.

WEEKLY

- ___ Yes ___ No Did you PRAY FOR your Clubs/Directors/Staff/Families/Kids/OAV Team?
- ___ Yes ___ No Did you PRAY WITH at least ONE person from the above list (those you're praying for)?
- ___ Yes ___ No Did you invest at least 5-15 minutes to schedule time to contact/support/visit Clubs?

MONTHLY

- ___ Yes ___ No Did you log in to your YMMS account at least monthly?
 - Registration-who is/is not registered for an event; how many are registered; when is the deadline to register; encourage Clubs to register
 - Club Accounts – which Clubs have/do not have an account; are they using it/logging in; do they need help with YMMS?
 - Growth – are Clubs growing? Adding members? What are they doing? What is working / not working to grow the Club? How can you help?
 - Calendar – What events are coming up in your Clubs? Club Meetings? Trips? Special Days? How can you support these activities? Which will you attend?
- ___ Yes ___ No Did you contact ALL of your Club Directors at least once monthly by email?
- ___ Yes ___ No Did you contact ALL of your Club Directors at least once monthly by phone call?
- ___ Yes ___ No Did you contact ALL of your Club Directors at least once monthly by text?
- ___ Yes ___ No Did you communicate with your leader you report to? (Cluster-Zone; Zone-Area)
- ___ Yes ___ No Did you submit a monthly Report/Reimbursement form to the PAD (by the 15th of the month)?
- ___ Yes ___ No Did you attend your home church with your family at least ONCE?

QUARTERLY

- ___ Yes ___ No Did you meet with ALL of your Club Directors quarterly by Zoom/in person?
- ___ Yes ___ No Did you visit ALL of your churches? Even those that do not have active Clubs?
- ___ Yes ___ No Did you meet ALL of your pastors (those in the churches you're serving)?
Introduce yourself, offer your support, and share/exchange contact info?
- ___ Yes ___ No Did you make any plans for YOUR Cluster to do something together in this quarter?

_____ Date OFFICIALLY Cleared by PAD; 90 days completed! Ready to serve fully as an OAV!
(Annually, all OAV's should be evaluated by their Area Administrator).