



# Staff Leadership CERTIFICATION

## Introduction

Staff Leadership Certification is designed to develop the skills required to be an effective leader in your club. Participants will learn leadership skills, how to build a team and much more. It is not intended that this certification will teach the basics of how to operate a club, but rather those basic elements on how to lead a team. Participants will attend training conducted by the Club Ministry leaders from the Division, Union or Conference or their designees.

Following the completion of the workshops, the participant must complete the required field work and portfolio review before receiving the certification.

## Prerequisites

1. Be at least 18 years old.
2. Commit to the Youth/Children’s Ministry Volunteer Code of Conduct.
3. Be currently approved by your conference’s child protection screening verification.
4. Be Invested as a Master Guide.

## Workshops

Seven principles of Youth Leadership—LEAD 105	Signature _____	Date _____
Staff Recruiting and Selection—LEAD 151	Signature _____	Date _____
Staff Training—LEAD 152	Signature _____	Date _____
Staff Evaluation and Correction—LEAD 153	Signature _____	Date _____
Staff Retention and Appreciation—LEAD 154	Signature _____	Date _____
Understanding and Celebrating Diversity—PYSO 214	Signature _____	Date _____
Dealing with Interpersonal Conflict—PYSO 209	Signature _____	Date _____
Topics: Mental Health Issues—PYSO 199	Signature _____	Date _____

## Required Fieldwork

1. Be a staff member of a club, area, or conference club ministry for the current year
2. Establish a supporting relationship with your Conference Adventurer or Pathfinder Director.
3. Read the book *Ellen White on Leadership* or listen/read a book on team leadership approved by the Conference Club Ministry Director and compiled a list of action items to implement during the upcoming year in your area of ministry.
4. Create a portfolio that contains the handouts and your notes from the workshops you attended, your club, area, and conference calendars, meeting schedules, and other ministry documents you have collected and developed for the year.

Portfolio Review Complete \_\_\_\_\_  
Conference Club Ministry Director/Designee Date

Upon completion your portfolio will be reviewed and certification pin/certificate awarded by the Conference.