

Seventh Day Adventist – Central Papua Conference  
**National Capital District Youth Ministry DATABASE**  
**Guidelines in completing the database [2019 Revised]!**

- 1) **Name of Club** (Club Name): - Insert your Club name – eg; Nine Mile
- 2) **YAPA Division:** Insert Youth, Ambassador, Pathfinder or Adventurer. Please use separate template for each Division. Do not put them all together.
- 3) **Affiliated to NCD:** Insert yes or No and the amount paid. Note: K100.00 per Division. All branch churches should register under the main organized church. Therefore indicate if you are a branch church.
- 4) **Names and Gender** – Insert original names and gender. No nick name allowed! In each Division, the name list should *start from the Leader* followed by members.
- 5) **Leadership or Membership (Status)** – Insert here the respective titles – Youth Leader, Assist Youth Leader, Youth Secretary, Youth Elder, Spiritual, worship, recreational, underground, music leaders, Pathfinder Director, Deputy Director, Counselor, Instructor, Captain, Scribe....., Ambassador Leader, Assistant leaders, Secretary, Adventurer Leader, Assistant Adventurer Leader, Secretary .....etc. (specific titles and position of the member or leader). Just **insert MEMBER** if not in any leadership roles.
- 6) Under **Membership by Division (Status)** – Insert here the membership by division (Youth, Ambassador, Pathfinder, Adventurers). *Note:* If you are a leader or providing assistance in Youth, Ambassador, Pathfinder and Adventurer you should *indicate* whether you fall within the category of Ambassador (16 – 21 years) or Youth (22 – 35+ years) or other senior person! This is to determine how many qualified Youths and Ambassadors are actually taking lead in each division – Adventurer, Pathfinder, Ambassador & Youth.

**Avoid Duplication:** Once the club Leaders names are inserted in each division make sure **NOT** to duplicate that again especially in the Youth or Ambassador lists.

- 7) **Under Leadership qualification/attainment**
  - a) If **A LEADER** – insert their specific qualification - MG, Master Guide in Training (MGIT), PLA, APLA, SYL, ALA, Silver award etc. ... and complete with the year of investiture or training. **Leave blank** if he/she **DOES NOT** have any leadership skills and/or not participating in any training.
  - b) For **Club MEMBER**, clearly indicate whether he/she have some leadership qualification or are participating in leadership training (MGIT 1 or 2, SYL, ALA, Silver...etc). **Again leave blank** if he/she **DOES NOT** have any leadership skills and/or not participating in any training.  
*NB: Knowing the status in 'a' & 'b' will help us do proper planning for leadership capacity building more specific than generic. Also to encourage already qualified leaders to be given the leadership responsibilities.*

*Under Ambassador, Pathfinder and Adventurer Division*

- c) Under **'Membership by Division' (non-leaders)** – Insert their respective **class** for the current year – (For **Ambassador** – insert **module 1, module 2 etc.**), (For **Pathfinder** insert **Friend, Companion, Explorer, Ranger, Voyager or Guide**), (For **Adventurer** insert – **Little lamb, Little Fish, Busy bee, sunbeam, builders, helping hand...etc.**).
- 8) **Baptismal Status** – Only applicable to Leaders, Youths, Ambassadors and Senior Pathfinders – This is very important indicator for Master Guide and Church membership status. Knowing this will help the clubs properly plan the spiritual and evangelistic program (Week of Praise & Joy) preparing the members for baptism.
- 9) **Educational Status:** - Insert the grade and name of the school. Clearly indicate those in secondary/tertiary institutions.
- 10) **Residential status** – Insert the members' residential location for the benefit of small group program at local church.

**DO NOT amend the content of the database please. ALL NAMES TO BE INSERTED IN THIS FORMAT!**

Where to send: Upon completions, send the soft copy in excel format to your Zone leaders [hellen.moliki@gmail.com](mailto:hellen.moliki@gmail.com) or [PhearsKairu@adventist.org.pg](mailto:PhearsKairu@adventist.org.pg) or [iskatwo@gmail.com](mailto:iskatwo@gmail.com) or [ezekial.samuel@gmail.com](mailto:ezekial.samuel@gmail.com) and also to [isrobert.adventistyouthncd@gmail.com](mailto:isrobert.adventistyouthncd@gmail.com) or [israelkeleino07@gmail.com](mailto:israelkeleino07@gmail.com). **Pls don't send files in PDF.**

Use this database regularly at club levels to monitor attendance registry and keeping track of our members.