

# AWANA Handbook



2011-2012

Summit Baptist Church  
4310 Moon Station Lane  
Acworth, Georgia 30101  
770.975.4595  
[www.summitchurch.org](http://www.summitchurch.org)

# Calendar 2011-2012

August 31: First Night

September 7:

September 14: Crazy top to bottom night

September 21:

September 28: Good Neighbor Day—Invite/Bring a friend

October 5:

October 12: Encouragement night

October 19: STORE

October 26: Evaluate your life

November 2: Giving night: Food Pantry donations

November 9: Crazy hair

November 16:

November 23: NO AWANA - Happy Thanksgiving

November 30:

December 7: Favorite hat

December 14: STORE

December 21:

December 28: NO AWANA

January 4: NO AWANA

January 11:

January 18:

January 25: Opposite Day

February 1:

February 4: Grand Prix Workday (Saturday 9am-noon)

February 8: Wear your uniform to school

February 15:

February 18: AWANA Grand Prix (SATURDAY MORNING 9-noon)

February 22: Bumble Bee Humble Me—dress in yellow & black

February 29: Leap Year! STORE & Bonus Bucks night—double bucks for verses.

March 7:

March 14: Crazy socks

March 21:

March 28: Food Pantry Missions Night

April 4: NO AWANA

April 11: Barber Shop Quartet Day

April 18:

April 25: Penguin Day—Wear Black and White

May 2: LAST STORE—Big Brother Big Sister Day

May 9: Awards Night

## Table of Contents

To the Parents.....	3
AWANA Leadership.....	4
About AWANA.....	5
Security Procedures.....	6
AWANA Dollars and Cents.....	7
Uniforms and Supplies.....	7
Getting Started in AWANA.....	7
Passing Sections.....	8
Listening.....	9
Theme Nights.....	10
AWANA Bucks and AWANA Store.....	10
Supporting My Child.....	12
Clubber Expectations.....	13
Discipline.....	14
Wellness Policy.....	15
Pledges.....	16
Leader Expectations.....	17
Helpful Hints for Preschoolers.....	18
Parent Agreement Form.....	19

## **TO THE PARENTS**

We are very excited to once again be offering AWANA as a ministry to children at Summit Baptist Church and our community. This is our seventh year and we are looking forward to seeing children grow in their knowledge of Jesus Christ and in their relationship with Him, ultimately accepting Him as Lord and Savior.

It is our desire to help your child deepen their understanding of Biblical truths by learning God's word. As they come faithfully each week and memorize scripture, you will see this happen. We will do our part to teach God's word in a fun and loving way. We ask that you do your part by helping your child(ren) learn the verses and then bring them to club nights faithfully each week.

We thank you for the opportunity to work with and minister to your child. We consider this a trust and serious responsibility that we do not take lightly. If you ever have any questions or concerns, please don't hesitate to contact us.

Sincerely,

**AWANA Ministry Team**

# AWANA LEADERSHIP

## Commanders

Jimmy & Debbie Smith

[Debbie.smith@summitchurch.org](mailto:Debbie.smith@summitchurch.org)

770-757-5329

678-232-0855

## Puggles Director

Deborah Balfour - 770-274-9807

[Deborah.balfour@summitchurch.org](mailto:Deborah.balfour@summitchurch.org)

## Cubbies Director

Temple Pettigrew - 770-505-9849

[Pettigrewfam10@yahoo.com](mailto:Pettigrewfam10@yahoo.com)

## Sparks Director

## T&T Director

## Secretary

Suzette McEwen

## Games Director

Joe Sharp

## Children's Ministry Director

Sonya McGullion

770-975-4595 ext. 229

[sonya.mcgullion@summitchurch.org](mailto:sonya.mcgullion@summitchurch.org)

# ABOUT AWANA

## WHAT IS AWANA?

The acronym AWANA comes from the first letters of the phrase “Approved Workman Are Not Ashamed” (2 Timothy 2:15).

AWANA clubs exist to reach children with the Gospel of Christ and to train them to serve Him in their everyday lives. Our personal AWANA goal is for children to grow physically, mentally, socially, and spiritually as a result of participating in AWANA.

## WHAT DOES AWANA OFFER FOR MY CHILD?

We offer 5 clubs for the following age groups:

**Awana Bees and Puggles** Babies through 2 year olds (and 3’s who aren’t potty trained by Sept. 1)

**Cubbies:** Three and four year olds (must be three by September 1)

**Sparks:** Kindergarteners through second grade

**Truth & Training:** Third, fourth, and fifth grades

## WHAT HAPPENS AT AN AWANA MEETING?

An AWANA meeting consists of 5 main parts: (\*note that each of these elements has different names in each of the clubs)

1. *Opening Time* – Clubbers recite pledges to American and Christian flags and sing theme songs
2. *Bible Story/Study Time* – a worship experience consisting of songs and an age appropriate Bible message
3. *Handbook Time* – time devoted to scripture memorization with as much one-on-one supervision as possible. Clubbers may pass off sections they have learned during this time.
4. *Game Time* – outdoor or indoor games designed to encourage friendly competition and good sportsmanship
5. *Closing Time* – final announcements and recognition of clubbers’ achievements. By making Awana fun and rewarding, children achieve and memorize scripture more easily!



# SECURITY PROCEDURES

## WHAT ARE DROP-OFF AND PICK-UP PROCEDURES?

The safety and well being of your child is of utmost importance to us. That is why we ask that you complete a **family registration form** for your children that participate in AWANA. This will provide us with the information we need in case of an emergency.

We also want to ensure that all children arrive at AWANA and leave club meetings with a responsible adult. It is for the safety of your child that we request you follow our check-in/out procedures:

1. Each child should wear a clip-style name badge (provided upon your completed registration) to each class. You are responsible for keeping up with the name badge. Should you lose it, you may request a replacement for \$1.00.
2. If you are a visitor, you will be issued a peel-n-stick name badge until your registration process is complete, usually after 3 AWANA club nights. Please stop by the Shepherd's Desk for assistance.
3. A parent/guardian (over the age of 16) should walk each child to his/her class. This includes all children, regardless of age. (\*This is a change from previous years).
4. At drop-off and pick-up, you will be asked to show your parent badge (issued at the same time as your child's name tag). This badge is numbered and matches the number on your child's name badge. This is how we will make sure we are releasing a child to the correct adult. Our policy is NO BADGE. NO CHILD. If you forget your parent badge, you will need to speak with our AWANA Commander before your child is released in your care.

All children in our AWANA Bees, Puggles or Cubbies programs must have a parent/guardian on premises during the time your child is here with us. We feel this is a necessary step in providing the best care and safety for your child.

We offer ministry opportunities for adults on Wednesday evenings while your children participate in AWANA. You are welcome to attend a mid-week Bible study called "Half-Time" or you are welcome to join our adult choir or orchestra that also meet on Wednesday evenings in the Sanctuary. We also offer short-term topical Bible studies throughout the year on Wednesday evenings. Please call the church office for additional information.



# AWANA DOLLARS AND CENTS

## WHAT IS THE COST TO JOIN AWANA?

Yearly AWANA dues are requested, but not required. We ask our families to pay a yearly due that covers the entire family. This amount covers each child's handbooks for the year. (There is a charge for replacing lost handbooks). It also allows us the opportunity to provide an AWANA store as a reward system for your child. We also ask that each clubber wear their respective club's uniform. These can be purchased for a nominal fee and range from \$10 to \$12. **NO child will be denied participation in AWANA due to an inability to purchase a uniform or pay a yearly due.** Financial assistance is available. You may speak privately with an AWANA Commander for more information regarding assistance. Book bags are a great tool and highly recommended for clubbers to keep up with their books and Bibles. These are *optional* and are available for purchase.

## UNIFORMS AND SUPPLIES

### WHY UNIFORMS?



An important part of AWANA is unity and discipline, not just with children, but adult leaders alike. AWANA uses uniforms to assist in this effort. Wearing uniforms establishes an identity for each clubber. They are also a neat place to display awards.

In order to ensure uniforms continue to be a part of our AWANA program, we will reward clubbers with AWANA bucks (play money spent in our AWANA store) each time they come to club wearing their complete uniform.

Incentives and awards will be a part of this effort to promote unity and discipline within our program.

Uniforms are available to all clubbers *after* completing an age-appropriate *entrance book*. Once completed, you can order your child's uniform at any club meeting. Should you have any questions or concerns, you may contact an AWANA Commander at any time.

### WHAT DOES MY CHILD NEED TO BRING EACH WEEK?

It is very important for each child to bring his or her *handbook and Bible*. A carrying bag or book bag is strongly recommended, but not required. You may provide a bag from home or you may purchase an AWANA bag.

## CAN MY CHILD WEAR SANDALS OR FLIP FLOPS?

We prefer not. It is very important for your child to wear **athletic shoes** (tennis shoes) due to the nature of Game Time. An injury can result if your child trips while participating.

## WHAT BIBLE TRANSLATION DO YOU USE?

We recommend the New International Version (NIV) which correlates with the handbooks we use. However, there are many other translations of the Bible and you are free to use whichever you prefer.

# PASSING OFF SECTIONS

## WHAT DOES IT MEAN TO “PASS OFF” SECTIONS?

It is the goal of our program for all clubbers to do their best to memorize scripture in order to “hide God’s word in their hearts.” As clubbers come to understand the meaning of each section and memorize the corresponding verse(s), they will have the opportunity to “pass off” sections. They will need to demonstrate a clear understanding of the scripture by restating it in their own words. They will also need to recite to their “listener” or leader the verse(s) word for word, as well as the scripture reference. In the event where several verses are given in one section, all verses must be passed in one session. If they can recite the verse(s), with no more than 2 “helps” from their listener, and answer all the BrainCheck questions, they “pass” and the listener initials each section passed. All sections must be passed in order. \*Provisions are made for those students with special needs. We want every child to experience success in our AWANA club.

## WILL MY CHILD RECEIVE HELP WHEN ATTEMPTING TO PASS A SECTION?



Yes. We will offer 2 “helps” for each verse attempted. A “helps” would be defined as giving the missed words (up to 3 words), producing the sound of the first letter of the word, or giving a second chance to correct the scripture reference. Once 2 helps have been offered, the child should restudy that verse and attempt it at a later date. *In order to pass a section, all verses included in that section must be completed successfully at the same time.*

## HOW MANY SECTIONS CAN MY CHILD PASS OFF A NIGHT?

All children work at different paces and some have the ability to commit things to memory very quickly. While your child may come prepared to pass off several sections, your child’s leader will only allow them to pass off **2 sections at a time**. This way of pacing clubbers ensures equal time is given to all clubbers who desire to pass off sections

each night. Once everyone has been given the opportunity to pass off their sections, and if time remains, *your child will be given another opportunity to pass off more sections. However, we will limit the number of sections passed per night to 6.*

*For those clubbers who desire to move more quickly, arrangements can be made to meet with a leader at another time to pass off sections. Please remember, clubbers are not allowed to work beyond their age-graded handbooks.*

### **WHAT IF MY CHILD COMPLETES ALL THE HANDBOOKS FOR HIS/HER AGE? THEN WHAT?**

AWANA handbooks include review sections for those clubbers who do exceedingly well. There are other extra credit workbooks that can be purchased, as well.

## **LISTENING**

### **WHAT IS A LISTENER?**

A listener is someone who “listens” to a clubber as he/she recites memorized verses. The listener then asks open-ended questions to determine whether the child has a clear understanding of the verse(s) learned. A listener “signs off” each section that is passed.

Listeners are invaluable to the success of any AWANA ministry. Without enough listeners, clubbers may not succeed at a rate at which they are capable.

### **WHO CAN BE A LISTENER?**

Almost anyone can be a listener. We will train any adult on “how” to listen. We will ask that a listener complete Basic Training, a short class to inform you of the basics of AWANA and then complete a short written test to gauge your understanding of what you have just learned. All AWANA volunteers, regardless of position, are asked to complete a background check and volunteer application.



### **WHAT IF I CAN'T COMMIT TO BEING THERE EACH WEEK?**

That is ok. We welcome anyone who is willing to listen to our clubbers recite verses. It is our goal to have regular listeners in each class, but delight when we have “extras” show up to help!

## **THEME NIGHTS**

## WHAT ARE THEME NIGHTS?

Theme nights are special times for our clubbers and are designed to encourage club attendance. Theme nights also make meetings more fun! Special themes may include: crazy hair night, sdrwakcab (backwards) night, pajama night, etc. You will be reminded of each event at least one week in advance. Our theme night schedule can also be found on our website [www.summitchurch.org](http://www.summitchurch.org).

## AWANA BUCKS AND THE AWANA STORE

### WHAT ARE AWANA BUCKS?

Each AWANA clubber has the opportunity to earn “bucks” or “play” money as reward for wearing their uniform, club attendance, passing sections, and bringing a friend. The bucks are issued by leaders according to our set guidelines, but those guidelines are subject to change without prior notification. However, we strive to be consistent and fair when awarding bucks. The AWANA bucks become the responsibility of each individual clubber and cannot be replaced if lost or stolen.



### WHAT IS THE AWANA STORE?

The AWANA store, located in M202 in the M Building, is set up with items that kids love, ranging from small novelty items to gift cards to their favorite stores. Clubbers have the opportunity to spend their bucks whenever the store is open. The store will be open 30 minutes before and 15 minutes after *designated* club meetings, *at least once a quarter*, but could be more. Store hours are subject to change without prior written notification. Donations that might encourage kids to learn are greatly appreciated! See any AWANA leader for suggested donations.

### DOES MY CHILD HAVE TO SPEND ALL HIS BUCKS EACH VISIT AT THE STORE?

No. Your child can save his/her bucks in order to purchase a more expensive prize at a later time. However, we cannot guarantee that item will still be there at a later time and we cannot “hold” items. Many items are donated to our store, so we cannot guarantee more of those same items will be donated. We encourage all clubbers to spend all their bucks the last store night. Bucks should not carry over to the next year.



### WHAT IF MY CHILD LOSES HIS/HER BUCKS?

I am sorry, but AWANA bucks cannot be replaced if lost or stolen. We provide an envelope stapled to the handbook for storing your child’s bucks. Please make sure your

child's name is on the envelope (not the money! Just like the real stuff, it is used over and over).

### **WILL AWANA BUCKS CARRY OVER TO THE NEXT YEAR?**

No. All bucks should be spent at the end of the year.

### **HOW WILL BUCKS BE AWARDED?**

AWANA bucks will be awarded to each clubber using the following guidelines:

➤	Club Attendance	1 buck
➤	Bringing Bible	1 buck
➤	Bringing Handbook	1 buck
➤	Wearing Uniform	1 buck
➤	Participating in Theme Night	1 buck
➤	Passing a section	2 bucks
➤	Bringing a <b><i>first</i></b> time visitor	5 bucks
➤	Showing good Christian Character	2 bucks*
➤	Bring a visitor 2 <sup>nd</sup> or 3 <sup>rd</sup> visit	1 buck*

\*Christian Character bucks are awarded by any leader to any club member that exemplifies Christ-like behavior.

\*A visitor is anyone who has not attended more than 3 times. Once they have attended 3 times, they are added to the roll and are considered a member.

# **SUPPORTING MY CHILD AND AWANA**

## **WHAT CAN I DO TO SUPPORT YOUR AWANA CLUB?**

1. First of all, we covet your prayers for the children and their families involved in our program.
2. You can pray for our church and its leaders.
3. You can pray for your child's AWANA leaders.
4. Financial support through AWANA offerings and club dues are a blessing to us.
5. You can volunteer! We offer training and will place you in an age group of your preference. It is highly recommended parents participate as a helper or listener.
6. You can review the discipline guidelines found in this handbook and review them with your child. We have very few rules, but in order to ensure all clubbers have an opportunity to learn and have fun, the rules of behavior will be enforced.
7. You can arrive and pick up promptly on time. This shows a tremendous respect for our leaders' time! Thank you for your cooperation in this matter.

## **WHAT CAN I DO TO HELP MY CHILD SUCCEED IN AWANA?**

1. The most important thing you can do is encourage and support your child's efforts. Be their cheerleader! Praise every effort!
2. Help your child read and practice the memory verses. Check for clear understanding by asking open-ended questions (questions your child can answer with something other than "yes" or "no").
3. Help your child be regular in attendance and arrive at club on time. Some awards are based on attendance, so please be here if you can. If your child misses a club meeting due to an illness, please let us know the next club meeting in order for us to excuse that absence.
4. Once your child has a uniform, try to ensure it is worn each week. This reinforces the idea of community and discipline. Your child should be in uniform to receive club awards.
5. Attend church and Sunday school, somewhere. Our desire is to teach the Word of God to your child and your family. It is not our desire to take you away from your home church. However, if you do not have a home church, you are always invited to worship with us! We offer two worship services at 9:45 and 11:10. We also offer Sunday school for all ages at those same hours, as well as 8:30 am.
6. Volunteer! Children love to have their parents involved in their activities. You can volunteer to serve regularly each week or help out when you can. We always need more listeners!

# CLUBBER EXPECTATIONS

## WHAT DO WE EXPECT FROM EACH AWANA CLUBBER?

Because this ministry is mostly for you, it is up to you to make the most of it! We are here to help you learn more about God through the written Word, the Bible. Your parents and leaders have made commitments to help you to the best of their abilities. Your job is to be the best that you can be with the abilities God has given you. Here's what we expect:

- We expect you to learn God's Word. Each week you will need to memorize at least 2 sections in order to complete one handbook in a year.
- We expect you to bring your handbook and Bible each week and wear your uniform.
- We expect you to be respectful to your friends, fellow clubbers, and your leaders.
- We expect you to participate in all aspects of AWANA: Opening Ceremony, Handbook time, Council time, Game time, and Closing Ceremony.
- We expect you to take care of God's House and to not cause any harm to the building or the property.
- We expect you to tell others about Jesus and how much He loves them.
- We expect you to follow our GOD RULES.

**G** Give the speaker your attention. Please do not interrupt.

**O** Only say the right words at the right time.

**D** Don't be a space invader. Keep your hands to yourself.

**R** Respect all people.

**U** Understand what is being asked of you.

**L** Listen quietly and attentively.

**E** Expect to learn and have fun!

**S** Stay where you are supposed to be.



# DISCIPLINE

Discipline, as defined by [www.dictionary.com](http://www.dictionary.com), is defined as “training to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement.” Discipline is teaching acceptable behavior and self-control.

In an effort to teach the behaviors we deem appropriate and necessary, our first step will be to praise every good effort. Our expectations are clearly stated from the beginning of club and repeated many times throughout the year. Our leaders are quick to compliment clubbers for the positive things they see.

As part of our goal to train boys and girls to serve Christ, we will correct or redirect behaviors that don't line up with God's Word. We will use a “3” count system in order to enforce established rules and expectations for behavior. If a child is intentionally disrespectful or disruptive to the club, we will use the following procedures:

1. A “1” count will be given for the first offense and a verbal explanation as to the inappropriateness of the behavior will be given by his/her leader.
2. A “2” count will be given for the second offense and the child will be counseled by a leader or Club Director.
3. A “3” count is given for the third offense and the child is then taken to the Commander who will then call the parents. The child will be given a chance to talk to his/her parents, with a conversation between the Commander and parents following. They will discuss if further action is necessary or if an additional meeting is necessary.



It is our prayer that no situation will ever have to be resolved in this manner, but in fairness to all clubbers and leaders, the above procedures will be enforced as necessary.

We will also use a “5” count system in order to maintain control in a large group setting. A leader will begin counting loudly from 5 down to 1, becoming softer each time a number is called. It is the goal for the group to be totally quiet and ready to listen by the time 1 is reached.

In the event that a particular clubber refuses to settle down and cooperate with leaders once club has begun, the “3” count system as described above, will be used.

## WELLNESS POLICY

As we all know, sickness can be make its rounds in your home and in your child's group settings. It is for this reason we ask that you follow a few guidelines in determining if your child is well enough to attend AWANA.

Children who have had any of the following within the last 24 hours should not come to AWANA:

- Fever
- Coughing, croup or sneezing
- Vomiting or diarrhea
- Green or cloudy runny nose
- Inflamed throat or mouth
- Runny or pink eyes
- Any skin inflammation such as rashes, ringworm, impetigo
- Symptoms of any childhood disease (chicken pox, measles, mumps, etc)

No medications can be dispensed by the child or your child's leader. In cases where medication is imperative and if the parents can't be reached, an AWANA director or commander will dispense the medication.



## ACCIDENTAL INJURY POLICY

If an accident or injury occurs while at AWANA, an accident report will be completed and minor first aid given, if necessary. We ask that you sign the form before leaving with your child. A copy is kept on file on the ministry office.

# PLEDGES

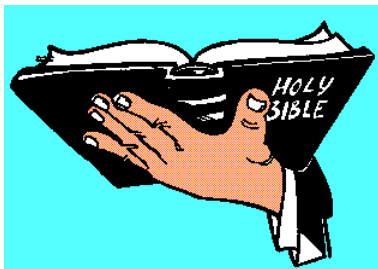
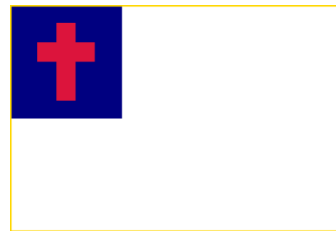
## Pledge to the American Flag



I pledge allegiance to the flag  
Of the United States of America  
And to the Republic  
For which it stands  
One nation, under God,  
Indivisible, with liberty,  
and justice for all.

## Pledge to the Christian Flag

I pledge allegiance to the Christian flag  
And to the Savior for whose kingdom it stands  
One Savior, crucified, risen, and coming again  
With life and liberty to all who believe.



## Pledge to the Bible

I pledge allegiance to the Bible  
God's holy word.  
I will make it a lamp unto my feet,  
A light unto my path,  
And will hide its words in my heart  
That I may not sin against God.

## Pledge to the AWANA Flag

I pledge allegiance to the AWANA flag  
Which stands for the AWANA clubs  
Whose goal is to reach boys and girls with the  
Gospel of Christ  
And to train them to serve Him.



# LEADER EXPECTATIONS

## WHAT DO WE EXPECT FROM OUR LEADERS?

Because leaders in any area of ministry are held to a higher level of accountability, we expect a lot from our leaders. We challenge our leaders to be godly examples for our children, as well as for each other. There are certain requirements that all leaders must meet in order to serve in our AWANA ministry.

### Requirements:

- A leader must have a personal relationship with Jesus Christ.
- A leader must be always be seeking to grow in his/her relationship with Christ.
- A leader should desire to work with children and exhibit compassion for them.
- A leader should attend church regularly.
- A leader must submit to a background check by completing the appropriate paperwork and submitting it in a timely manner.
- A leader must agree with the doctrines, beliefs, and philosophies of our church.
- A leader should agree with the mission statement and doctrine of the Awana program.

### Expectations:

- We expect our leaders to love children!
- We expect our leaders to lead by example.
- We expect our leaders to arrive on time.
- We expect our leaders to follow and enforce our AWANA rules.
- We expect our leaders to wear their uniforms.
- We expect our leaders to pray for our AWANA club, our church, and its leaders.
- We expect our leaders to recognize that Awana is a ministry and not a club.
- We expect our leaders to display a proper attitude at all times.
- We expect our leaders to love AWANA!

## Helpful Hints for Preschoolers

1. Please label all items, including sippy cups, diaper bags, jackets, etc.
2. Notify your child's leader of any allergies and place an allergy sticker on your child each time he/she participates in AWANA.
3. Please let us know if your child is potty training so we may assist in the process.
4. Always bring a bag with a change of clothes and extra diapers or undergarments. You never know when an accident may occur.
5. Please make sure to check in at a check-in station located in either building and get your child a name tag. Place the sticker name tag on your child's back. Don't forget to have your parent badge ready when picking up your child.



## PARENTAL ACKNOWLEDGEMENT FORM

I have read and understand the Parent and Clubber Handbook.  
I have discussed its contents with my child(ren) and agree to follow its guidelines.

---

Signature

Date

Please sign and return this form to your child's AWANA leader. He/she will earn **5 bucks** for returning this form.