



Greetings Awana Leaders,

We are excited you have chosen to be part of our Awana ministry team here at Highlands Community Church (HCC). Awana provides a great time of fun, fellowship, evangelizing, and discipleship for children as well as for our team of adult and student Leaders. Awana is all about reaching boys and girls with the Gospel of Christ and training them to serve Him. What an awesome privilege and responsibility God has given us in this ministry!

This manual provides a brief overview of the Awana program at HCC - what we believe, what we do, expectations of our Leaders and general information. It will help you be better equipped to serve our children. Thank you for choosing to serve in Awana with us and may God richly bless your efforts in His service.

Because Kids Matter to God,

Jerry

HCC Awana Ministries Director

AWANA BASICS

The Name

"Awana" is an acrostic for:

Approved
Workmen
Are
Not
Ashamed

2 Timothy 2:15 *"Do your best to present yourself to God as one **approved**, a **worker** who has **no** need to be **ashamed**, rightly handling the word of truth."* (ESV)

Awana Pledge

The pledge to the Awana flag best describes the core purpose of Awana:

"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 train them to serve Him."

Awana Core Principles

The Awana Ministry embraces six principles:

1. An Awana ministry is centered on the gospel.
2. It has high scriptural content.
3. It is fun and exciting for young people.
4. It is built on strong leadership.
5. It trains children and youth to serve.
6. It strengthens the church/parent partnership.

Awana Prayer

“Our prayer is that all children and youth throughout the world will come to **know, love, and serve** the Lord Jesus Christ.”

Know: our desire is that every child and youth will know Jesus personally and know that he/she has eternal life because he/she trusts in Jesus.

Philippians 3:10 “that I may know him and the power of his resurrection, and may share his sufferings, becoming like him in his death”

John 17:3 “*And this is eternal life, that they know you, the only true God, and Jesus Christ whom you have sent.*”

Romans 1:16 “*For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes, to the Jew first and also to the Greek.*”

Love: the Lord desires intimacy with His children. We want to disciple children and youth to grow in their love towards God and others.

Ephesians 3:19 “*... and to know the love of Christ that surpasses knowledge, that you may be filled with all the fullness of God.*”

1 John 2:5-6 “*... but whoever keeps his word, in him truly the love of God is perfected. By this we may know that we are in him: ⁶ whoever says he abides in him ought to walk in the same way in which he walked.*”

Serve: serving Christ is a supernatural by-product of loving Him. We want all believers to experience the joy of serving.

Colossians 1:10 “*... so as to walk in a manner worthy of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God;*”

2 Timothy 3:17 “*... that the man of God^[b] may be complete, equipped for every good work.*”

Ephesians 2:10 “*For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.*”

Awana Values

We will glorify God and serve the body of Christ by committing ourselves to these values:

- We proclaim the Gospel of Jesus Christ with clarity and urgency.
- We commit to God’s Word as our guide and standard.
- We treat all people as created and loved by God.
- We maintain a servant heart in all we do.
- We manage God’s resources with faithfulness and integrity.
- We pursue excellence as unto the Lord.

Awana Ministry Philosophy

Awana’s ministry philosophy places the primary ministry focus on being highly scriptural and highly relational. This enables Leaders to engage with children around the Bible, in the context of deepening relationships. Our goal is to help children come to know, love and serve the Lord Jesus Christ – to become His disciples. Please watch the video at the following link to get a better idea of what this looks like:

<https://www.youtube.com/watch?v=47y1NWMS6OE&t=63s>

AWANA AT HCC

Awana Leadership Structure

HCC Kids Team Leader: Morri Dewitt

HCC Elementary Director: Jennica Osborne

Awana Ministries Director (AMD): reports to the HCC Elementary Ministries Director and oversees all club activities.

Directors: Each of the clubs (Cubbies, Sparks, T&T Girls, and Boys) has a Director(s) who reports to the AMD and oversees that club and its Leaders.

Game Lead: reports to the AMD, plans and conducts Game Time, and oversees Game Time Assistants.

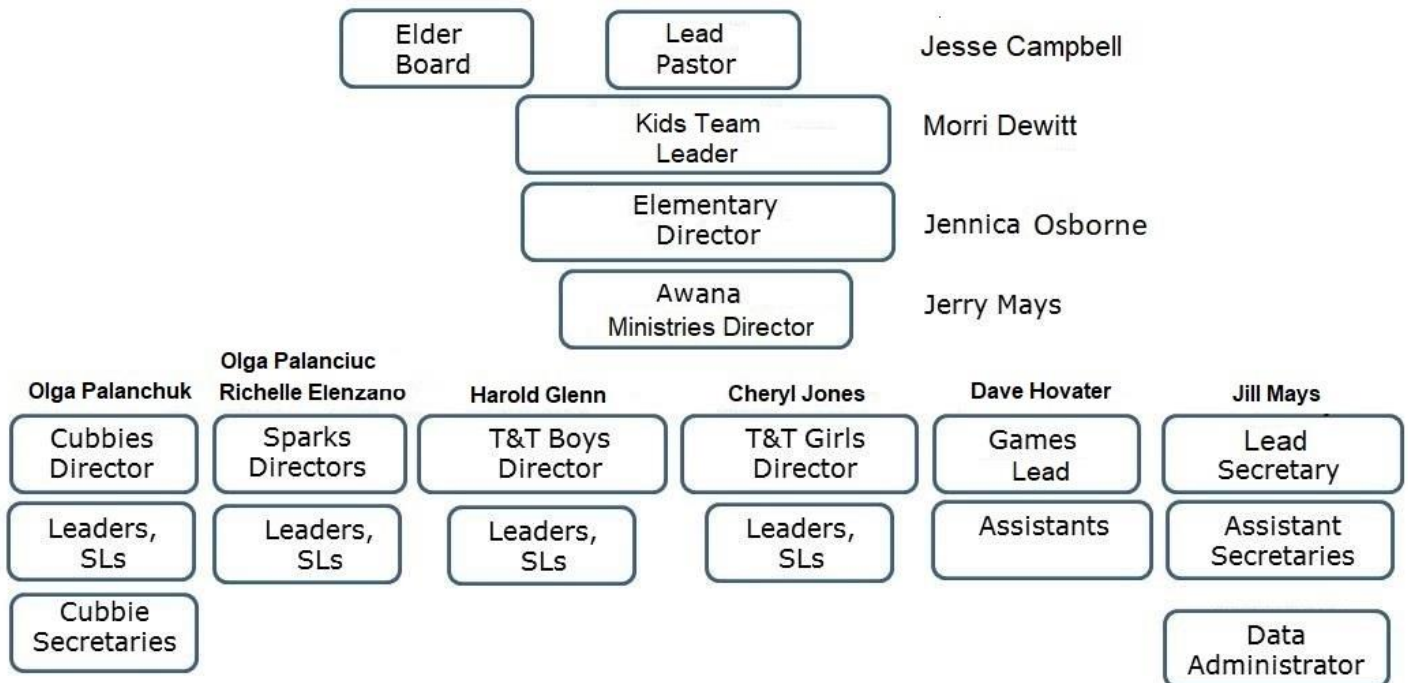
Lead Secretary: reports to the AMD and is responsible for record keeping, ordering supplies, oversight of Assistant Secretaries, and other organizational duties.

Leaders: report to their club Director and are responsible to oversee and shepherd a group of children within their care.

Student Leaders (SLs): middle school and high school students who serve with adult Leaders and report to their club Director.

Fast Track Listeners: Adults or Students who listen to and sign off handbook sections for Sparks and T&T Clubbers.

HCC Awana Leadership Structure



HCC Policies and Procedures

Please refer to the [HCC Children's and Student Ministries Team Member Handbook](#) for a complete description our policies and procedures. A few of the most important items are included below:

Child Safety and Protection

All team members in Awana will be screened and have background and reference checks. Awana team members will wear approved HCC identification badges and club uniform while serving. There must be two or more screened team members present when children are in the context of the Awana ministry.

Child Security

Parent or guardian must come into the church building to drop off and pick up their children. Information and digital pictures of registered children and the persons authorized to pick up the child are stored in the HCC computerized check in system. All Clubbers must check in using this system and obtain a check in slip prior to checking in with their club secretary. Refer to Appendix 2 for more information. All guest children must complete a visitor card and give to the secretary before participating in club. If someone other than the authorized person is picking up a child, the parents must notify the AMD or Club Director.

Restroom Use

T&T Clubbers must use the buddy system (two or more) when visiting the restroom. Sparks and Cubbies must be escorted by a Leader when going to the restroom. Children are not to wander unsupervised in the church hallways.

Emergency Procedures

In case of an emergency that requires building evacuation, please stay with the children you are in charge of. Each classroom has a map of the church with a suggested exit route and a predetermined place to gather outside. Leaders should be familiar with the evacuation plan for their classroom. Before you leave the room, know how many children are in your care. Upon leaving, close the door, but do not lock it. Encourage clubbers to remain calm. Stay with your group and do not leave to care for your own children. All Leaders and children will gather at the designated place outside the building to take attendance and await further instructions from HCC Staff before re-entering the building.

Weather

If the Renton School District closes school for the day due to inclement weather, Awana will be cancelled as well. If school is delayed or conditions deteriorate during the day, Awana may or may not be held depending on conditions. Please call the HCC Weather & Delay Info hotline (206-957-2345) for a message with the latest status. The Directors will also try to contact all their club Leaders if Awana is cancelled for the evening.

Health and Wellness

Help keep those at Club healthy by advising parents to keep sick children at home until they are well.

Leader Expectations

Qualifications

Awana Leaders must meet the following qualifications:

- have a personal relationship with Jesus Christ.
- desire to work with children and have compassion for them.
- agree with the Awana doctrinal statement found at the Awana website at: <https://www.awana.org/our-beliefs/>
- agree with the HCC Statement of Faith found in Appendix 1 of this manual
- complete the child protection program process, which includes a background check.
- attend church services regularly and be committed to growing in their relationship with Jesus Christ

Uniforms

Leaders should always wear their uniforms to club to encourage the following:

- Clubbers wearing their uniforms
- Discipline
- Club unity
- Identification of Awana leaders and clubbers for security
- It's fun!

Contacting Clubbers

An important part of your role as a Leader is to call or contact your clubbers once a week. Even a short call helps build relationship with the clubber and also with their parents. It helps the Clubber feel important, loved, and valued. Use this time to encourage your Clubber and parents. Remind them of upcoming themes and events. Try to have a "question of the week" and keep a log of all calls to use as a reference for future calls. For some families a text or email may work better than a phone call. Check with the parents for their preference.

Awana Training and Certification

The most successful Awana ministries are those whose leaders constantly seek to learn and grow in their skills and passion for the ministry. That's why one of the top priorities of Awana is to provide you with a variety of training opportunities. Leaders should be familiar with the many resources for training that are available to them to be better equipped. As a leader, you are placed by God in a unique position to change the world by leading kids in your church and community to know, love and serve Jesus. Training is essential for all Awana team members to be more effective in ministering to children. Training gives you a toolbox of knowledge to draw from, so you know what to do when situations come up during club. You will be more confident and your time serving in Awana will be more fun!

Awana Training Resources

- *Awana Role Books*
Awana role books provide detailed job descriptions for the roles of our team members. These include specific manuals for the Directors, Leaders, Game Director, Secretaries, and AMD. All Team Members should be familiar with the content in the role manual specific to their role.
- *Awana Website*
Awana Ministries has a website that is loaded with information, ideas, and Awana resources for team members and Awana families at: <https://www.awana.org/leadershipdevelopment/training/> You can check out the excellent training videos on a variety of topics to help Leaders be better equipped for the challenges of ministering to children.
- *Awana Ministry Conference*
Every October on a Saturday, Awana hosts a one-day regional conference for all Awana team members. These conferences provide training workshops on a variety of topics which can make team members more effective in their Awana ministry. Ask your Director or the AMD for more information about this excellent training opportunity.

Certification

A great first step for all our Awana team members is to complete the training and experience requirements for becoming certified for their role. Much of this foundational training is now available on-line in video format. We want and encourage all our Leaders to work toward their certification. See Appendix 3 for more details.

Sharing the Gospel

The main focus of Awana is the Gospel, which comes directly from Scripture. The Gospel Wheel was designed to be a tool to present the gospel. Leaders should be able to explain and relate the Gospel Wheel to any clubber who is interested in learning about trusting Jesus as their Savior. Refer to the following page for more specifics about the Gospel Wheel.

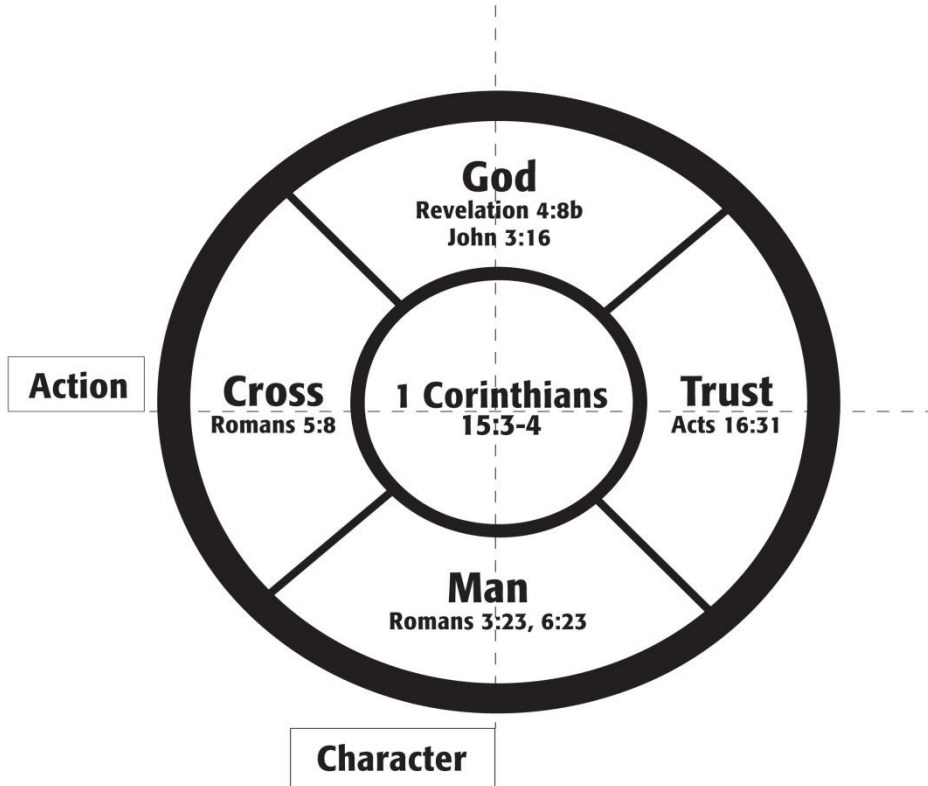
Leader Requirement: memorize the seven verses that make up the Gospel Wheel so that you can always be prepared to share the good news.

**** Training video available ****

Please review the 2 videos for the Gospel Wheel (parts 1 and 2) at the following location on the Awana website:

http://awana.force.com/club_clinic_evangelism

How to talk with a child about salvation using the Gospel Wheel



Awana has designed the Gospel Wheel as a tool you can use to lead a child to trust Christ as Savior.

Around the wheel are various starting points for a conversation about the gospel. At the top is God and His character. John 3:16 speaks of God's love for a lost world that culminated in the gift of Jesus.

At the opposite side of the wheel is the character of mankind. Romans 3:23 and 6:23 speak of the sinfulness of all human beings and the "wages" of eternal separation from God as a result.

On the left is God's response to this issue – Romans 5:8 – that even when we were helpless in our sinfulness and facing the penalty of it, God paid the price through the death of His Son.

On the right is our response – to personally trust in Christ's payment to be sufficient for the forgiveness of our sin.

At the center of the wheel is 1 Corinthians 15:3-4, the essence of the gospel – that Jesus Christ died for the sin of the world and that He was buried, then rose again. Placing one's trust in this truth brings salvation.

When discussing these vital truths with a child, be sure to use Scripture. Look them up in a Bible and read them together; or if a child has memorized any of these verses, have him recite the verse. Ask questions to make sure the child understands the verse and the associated concept. Trust God's Word and the Holy Spirit to work in the child's heart.

Finally, get to the center of the wheel! Make sure the child has a full understand of the essence of the gospel and is ready to put his/her trust in Jesus. Be careful that the child is genuinely making the decision for him/her self and not merely doing so to please you, the adult.

If the child is ready to accept the free gift of salvation, allow the child to pray in his own words.

Description of the Four Clubs

CUBBIES



Cubbies is a two-year preschool program which celebrates the spiritual potential of preschoolers (3 to 5-year-olds) by helping them develop **respect** for God, His Son and His Word. Cubbies is unique because it supports parents as the primary source of spiritual nurturing. By working directly with their child on the weekly handbook lessons, parents become active participants in their child's spiritual development. Along the way, unsaved parents with kids in the program are introduced to God and His plan of salvation.

Apple Acres Entrance Booklet

Newcomers to Cubbies are taken through an introductory booklet that gives parents and children a brief overview of the program and presents God's plan of salvation at a preschooler's level. After completion of the sections, they receive a handbook and vest.

Handbooks

The Cubbies curriculum features two handbooks, AppleSeed and HoneyComb, which are written in a fun, storybook style with read-aloud stories and lovable characters that appeal to preschoolers. These handbooks combine basic Scripture memory with parent-child activities to help Cubbies grasp simple biblical truths. Each Cubbies handbook contains a helpful review CD to use at home. Each week a section is assigned and clubbers work at the same pace through the same handbook. One handbook is completed in a club year. Each handbook contains 26 Bear Hug sections along with four special-day sections.

Vest and Awards

Trail Emblems: Cubbies receive the AppleSeed Trail emblem for completing the AppleSeed Trail or the HoneyComb Trail emblem for completing the HoneyComb Trail. Trails are at the beginning of each handbook.

Green and Red Apple Achievement Emblems: Cubbies earn four green apple emblems and four red apple emblems during the year. Achievement emblems for the Apple Acres entrance booklet and AppleSeed handbook complete the letter "A" on the vest and achievement emblems for the HoneyComb handbook complete the letter "C". (See the handbooks for patch and award placement.)

Year-end Awards: Cubbies receive either the AppleSeed or the HoneyComb Book Award Ribbons for completion of the handbooks.

Parents

Parents are an active and integral part of the Cubbies program. Each week they read their clubber the story in the handbook and help them memorize the Scripture. Leaders are encouraged to remind Cubbies of the story for the week and its main points during the first segment of the night.

Cubbies Typical Wednesday Schedule

6:15 – 6:30 Check-in and craft time
6:30 – 6:45 Station 1* Puppet Show, and Song Time
6:50 – 7:05 Station 2 * Bible Biography
7:10 – 7:25 Station 3* Handbook Time and Snack Time
7:30 – 7:45 Station 4* Game Time
7:50 – 8:00 Check-out and awards

* Each classroom follows a slightly different schedule for the order in which they attend each station.

**** Training video available ****

Please review the excellent training video for Cubbies Leaders at the following location on the Awana website:

https://s3.amazonaws.com/old-awana-content/training/modules/cubbies-basics/story_html5.html

Additional Cubbies information

Cubbie Leaders should carefully review the separate HCC Cubbies Leader Guide for more detailed information specific to their role in Cubbies.

Please review the information about Cubbies at the following location on the Awana website:

<http://awana.org/cubbies>



SPARKS

Sparks is a three-year program for K, 1st, and 2nd graders. The Sparks curriculum consists of three handbooks. Each handbook communicates spiritual truths through verse memorization, review of key doctrine, and Bible facts, building a foundation of **wisdom** for knowing Christ.

Flight 3:16 entrance booklet

Sparkies new to the program always start with the Flight 3:16 booklet regardless of when they start. After completion, clubbers receive a red Sparks vest.

Handbooks and Awards

1. HangGlider – Jesus in the past
2. WingRunner – Jesus today
3. SkyStormer– Jesus in the future

Sparks Emblems

Sparkies earn a Sparks emblem by completing the first portion in their handbooks: HangGlider, WingRunner or SkyStormer.

Pilot Wings

Sparkies receive a pilot wing when they earn their first achievement jewel in a particular handbook. Pilot wings are green for HangGlider, blue for WingRunner and red for SkyStormer.

Jewels

There are 12 achievement jewels for each handbook with 4 of each color.

- Red – Awarded for completing Bible Drill sections.
- Green – Awarded for completing activity sections.
- Blue – awarded for club attendance, if Sparks have no more than one unexcused absence during the quarter.

Review Emblems

If a Spark finishes his/her handbook before the year is over, they do the Book Review, which entails reciting every section in the book again. The leader initials completion of each section. On completion of reviews, Sparks receive the corresponding Book Review Emblem which is placed under the pilot wings.

Extra Credit

Sparks may earn the Frequent Flyer pins by completing the *Frequent Flyer Extra Credit Cards* (workbooks) - one pin for each workbook, which correspond to the three handbooks. They may also memorize sections of Scripture called Truth Scripts and receive award pins for successful completion.

For placement of awards on the Sparks vest, see the Sparks Uniform Awards page at the end of the handbooks.

Which Book Are They In?

This year our Sparks will continue to follow the “Together We Move” format and all Sparks grades will work through the HangGlider handbook sections together following a pre-determined schedule. The following year all Sparks will work together through the SkyStormer handbook and then the WingRunner handbook in the following third year. The cycle will then repeat. Clubbers who want to work ahead in the handbook and do the section reviews and extra credit for additional awards are free to do so. Clubbers who have missed club nights or not finished a previous handbook will have to do those sections in parallel with the handbook sections scheduled for the current year.

Year-end Handbook Completion Awards

1st Book: Green Ribbon

2nd Book: Blue Ribbon

3rd Book: Sparky Award Plaque

Sparks Typical Wednesday Schedule

6:15 pm Check in begins

6:15 - 6:30 Check in at room 300, put handbooks in the color team’s bin, join group singing time

6:30 - 6:55 Large Group Time, starting with flag salutes and opening prayer

7:00 - 7:25 Game time in the Family Life Center gym for color teams 1 and 2; Small Group time for color teams 3 and 4

7:30 - 7:55 Game time in the FLC gym for color teams 3 and 4; Small Group time for color teams 1 and 2

8:00 Pickup by parents

**** Training video available ****

Please review the excellent training video for Sparks Leaders at the following location on the Awana website:

https://s3.amazonaws.com/old-awana-content/training/modules/Sparks/story_html5.html



TRUTH AND TRAINING - (T&T)

T&T is a four-year program for 3rd-6th graders, with separate clubs for boys and girls. As part of an update to the curriculum and format of T&T, this year we are introducing the fourth of four new T&T handbooks, called “*Mission – Discovery of Grace*”.

Start Zone Booklet

The Start Zone booklet is the beginning for all T&T clubbers for the first two weeks of each year and for all new clubbers throughout the year. In week one the gospel and God’s plan for our salvation is presented. In week two the basics of the Bible are covered. This two-week study lays a firm foundation for the rest of the year. For those who know Christ, it is an excellent review of the gospel and a tool they can use to share the gospel with their friends. Upon completion clubbers receive a uniform (if needed).

Handbooks and Awards

All T&T grade levels will be in the same *Mission – Discovery of Grace (DOG)* handbook and follow the “Together We Move” format. All grades will progress through the handbook sections together following a pre-determined schedule to finish the sections required to earn a book award by the end of the year.

3rd/4th Grade - Discovery Award Emblems: Clubbers earn a Discovery emblem for any four sections completed in the Discovery of Grace handbook. The Discovery emblems can be placed anywhere on the green jersey in any shape or pattern.

5th/6th Grade - Challenge Award Emblems: Clubbers receive a Challenge emblem for any four sections completed in the Discovery of Grace handbook. The Challenge emblems may be placed anywhere on their uniform.

Extra Credit (DOG handbook): Within each handbook section, there are “silver” and “gold” extra-credit activities for the clubbers who want to dig deeper into God’s Word. The silver exercises provide additional Bible study exercises and the gold exercises typically provide four additional Bible verses for memorization. The silver and gold exercises can be completed in any order. A clubber will receive a silver emblem upon completion of all the silver sections in a handbook unit and a gold emblem upon completion of all the gold sections in a handbook unit. This is a total of 4 silver and 4 gold emblems for each year of T&T if all silver and gold extra credit sections are completed.

For information on awards placement, see the uniform awards placement page at the end of the handbooks.

Which Book Are They In?

Children can join T&T at any time during the year. Clubbers first complete Start Zone then go on to the designated handbook and scheduled section for the current year and progress from there with their group. Clubbers who want to work ahead in the handbook are free to do so. Clubbers who have not completed sections in the current handbook or a handbook from a previous year will have to do those sections in parallel with the scheduled handbook sections for the current year.

Year-end Handbook Completion Awards

One book: Alpha Award

Two books: Excellence Award

Three books: Challenge Award

Four books: Timothy Award

T&T Typical Wednesday Schedule

6:15 pm Check in begins

6:15 - 6:30 Fast Track – girls in room 201; boys in rooms 295, 296, and 297

6:32 - 6:35 Flag salutes and opening prayer in the Family Life Center (FLC) gym

6:35 - 6:55 Game time in FLC gym

7:00 - 7:25 Small Group time for girls in various classrooms; Large Group time for boys in room 200

7:30 - 7:55 Large Group Time for girls in room 200; Small Group time for boys in various classrooms

7:55 - 8:00 Dismissal

**** Training videos available ****

Please review the excellent information and training videos for T&T Leaders using the new curriculum at the following location on the Awana websites:

https://s3.amazonaws.com/old-awana-content/training/modules/T%26T/story_html5.html

<http://awanatt.org>

Additional T&T Large Group Time and Small Group Time resources

Additional excellent resources to help Leaders prepare for Large Group time and Small Group Time are available at the following location on the Awana website. These include helpful videos which summarize the content for each handbook section and suggestions for how the Leader can facilitate that section.

<http://awana.org/ttresourcebundle>

Segments of the Awana Program

For Sparks and T&T clubs, a Wednesday night is divided into the following main segments:

- Opening Ceremony
- Game Time
- Small Group Time
- Large Group Time

Opening Ceremony

Each club meeting begins with pledges to the American and the Awana flags followed by a prayer and announcements. This formal ceremony sets a high standard of discipline for the rest of the club meeting. It also creates an attitude of cooperation and unity and provides an opportunity to teach clubbers respect for their flag and country. It also serves as a continuing reminder of the Awana goal: to reach boys and girls with the Gospel of Christ and train them to serve Him.

Game Time

Awana is a very structured program and an important aspect of maintaining this structure is discipline. We strive to teach clubbers to follow the rules, line up at attention, encourage each other, and always display good sportsmanship. For most games on the circle, one leader should stand at the front of the line. This leader directs the clubbers onto the circle for the game and “coaches” the team. Another leader should be at the end of the line to help keep order. After clubbers have run their game, they should go to the end of the line. The group will continually rotate through.

Line Leader Responsibilities

- Organize your team from tallest to shortest or as directed by the Game Director.
- Keep you team focused. The Game Director is counting on you to have them ready.
- Make sure everyone gets an equal chance to play.
- Have fun with the clubbers.
- Be loyal to your team.
- Lead them in cheering; be enthusiastic whether they’re winning or losing.
- Praise each clubber, congratulate them on a race well run.
- Discipline clubbers as needed: you are responsible for keeping order on your team.
- Help the Game Director as needed with set-up, clean-up, and watching for rule infractions.

For safety reasons, encourage your clubbers to wear running/tennis shoes.

Small Group Time

Begin small group time in group prayer. This sets an appropriate tone and reminds clubbers that God’s Word is important. Learn and use Clubbers’ names. Take time with each clubber and work to build a relationship with him or her.

Help clubbers understand and learn the Scripture verses they are memorizing and teach them how to memorize using different methods.

**** Training video available ****

Please review this excellent video for Small Group time at the following location on the Awana website:

https://s3.amazonaws.com/old-awana-content/training/modules/small-group/story_html5.html

Small Group Time (continued)

What is a section?

In Sparks handbooks, a **section** includes all the items listed after the instruction: “To finish this section”. There might be a Scripture or two, a definition, and/or an activity included in one section. In the T&T handbooks, the sections are clearly labeled at the top of the first page and at the bottom of the last page for each section.

What is a “help”?

For every section, the leader is allowed to give two helps. This is not two helps for each verse, but for the entire **section**. Giving word clues and meaningful gestures is considered a help. Giving a reference also constitutes one help. Nodding your head is an encouragement and is not a help.

Clubbers must recite all parts of one section in one sitting. They may not do half this week and half next week. Leaders can be flexible on this rule for clubbers who have difficulties getting through a section and for those with very long sections. We want to encourage the clubber to memorize God’s Word and not discourage them from continuing through a difficult section. Consult with your Director if you have questions.

**** Training video available ****

Please review the excellent video for Small Group time standards at the following location on the Awana website:
https://s3.amazonaws.com/old-awana-content/training/modules/small-group/story_html5.html

Recordkeeping

When a clubber completes a section, the leader or listener signs off in the handbook, then the clubber goes to a Secretary for recording of their progress in the on-line database. Our Secretaries take care of all necessary record keeping and determining when awards are earned. If you or your clubber have any questions about their sections, please take the clubber and their book to a Secretary or the Director.

Questions on Special Sections

Awana handbooks have many sections that involve more than memorizing Scripture. If your clubber needs information about a missionary to pray for, words to the theme song for their club, or something else, check with your Director.

Sparks Large Group Time

Large group time is the large group teaching time. The lesson for the night usually focuses on the Bible verse/message of the section scheduled for that night. Guest speakers such as missionaries often share about what God has been doing as well. This is also a time for promotion of club events, announcements, singing, and testimonies.

T&T Large Group Time

There are two Large Group Times, one for boys and another for girls. For most weeks, the lesson presented at both sessions will focus on the current, scheduled handbook section topic. Occasionally, guest speakers such as missionaries will share about what God has been doing as well.

Leader Responsibilities At Large Group Time

- Sit with your clubbers and participate in singing, listening, and teaching as appropriate.
- Discipline clubbers as needed; remind them of our expectations for behavior as well as respect for the speaker and each other.
- Encourage Clubbers—be their friend, listen to them, praise them.
- Counsel clubbers—help them understand what it means to become a Christian.
- Help the Director as needed to clean up and put away bins, chairs, tables, etc.

**** Training video available ****

Please review the excellent video for the Large Group time at the following location on the Awana website:

https://s3.amazonaws.com/awana-wordpress/BasicsResources/largergrouptime/story_html5.html

Discipline

Purpose of Discipline: training for correction and development. The correct use of discipline involves setting standards (expectations), rules (or policies), consequences, and correction. Positive discipline seeks to instruct as well as change behavior. (Hebrews 12:8)

The Five-Count: For group discipline

The five-count will help create the best environment for learning and growing by:

- Establishing a well-disciplined club
- Eliminating distractions from kids hearing the Gospel
- Keeping kids focused
- Helping you make the most out of the club experience

What is the five-count?

It is the main way leaders keep order in a group. It is used when a leader or director in charge begins to count to five. The clubbers respond by being quiet and still. Other leaders should also respond quickly as a model for their team or group.

To perform an effective five-count:

- Hold your hand up to give the clubbers a visual
- Count slowly, but steadily from one to five
- Clubbers should know what is expected of them before you begin using the five-count.
- During the five-count, all leaders will raise their arm above their head and silently indicate the count with their fingers as the person in charge counts out loud.

The Three-Count: For individual discipline

- The three-count is a series of discipline steps.
- It is for individual discipline of a child, not a group.
- It is positive discipline, not negative punishment.
- It seeks to guide and direct children for their benefit.

How is the three-count performed?

One-count: Give the child a specific warning that his or her behavior is inappropriate, and he or she has been warned enough times. Tell the child, "That is a one-count." It is important for leaders to discern between the common redirection and guidance given to many children, and the need for assertive discipline steps for a specific problem child.

Two-count: After another misbehavior, tell the child, "That is a two-count." Ask your Director or the AMD to meet with the child and you to discuss the problem behavior and the consequences. Remember, this is a conference with the child, and two adults should meet with the child. In your conference with the child, affirm his or her positive behavior, yet communicate that everyone must always show respectful behavior and follow the rules.

Three-count: After another misbehavior, tell the child, "That is a three-count." Your Director, the AMD, or the Elementary Children's Director will remove the child from the activity and take him or her aside. The Director, AMD or

Elementary Children’s Director should speak to the child’s parents, with the child present, to explore together how their child can avoid being disruptive. Emphasize that their child is welcome in club as long as he or she is respectful of the rules. The AMD or Elementary Children’s Director may consider asking the child to stay home for a week, or until the child is ready to be a part of the group.

Positive Points

Note: our HCC Awana club does not use positive points as a discipline strategy.

**** Training video available ****

Please review the following video for a summary of the three and five count discipline strategies:

https://s3.amazonaws.com/old-awana-content/training/modules/Discipline/story_html5.html

Communication

Our goal and challenge is to help parents stay informed and help Leaders learn more about how to make Awana a great ministry. We use various forms of media to accomplish this.

Parent Newsletter emails

A weekly email to all parents and Leaders helps families stay informed about upcoming theme nights and events. Other helpful and encouraging information will also be included from time to time.

Leader Emails

Weekly emails will remind Leaders about upcoming themes/events, as well as provide training tips, and other useful information.

Leader Meetings

Leaders are required to attend an All Leader Training Meeting before the start of the year for orientation, training, fellowship, and encouragement. Training is important! It helps leaders serve well and promotes one of the passions of the Awana ministry...*equipping the saints for the work of ministry.* (Ephesians 4:12)

Leaders also meet from time to time with their Director during the year for prayer, planning, training, and evaluation of “how things are going”.

HCC Awana website

There is a section in the HCC website which provides information about our HCC Awana ministry as well as pictures and videos of Club activities and a copy of this Awana Leader’s Manual. It is located at:

<http://www.highlandsc.org/awana/>

Awana Events

Awana is more than a Wednesday night meeting. We encourage kids to have fun learning God's word and to invite their friends by offering a variety of different activities. Leaders are encouraged to attend and participate in these events, as well.

Theme Nights

Every year we publish an Awana calendar and assign a different theme to many of the meeting nights. It might involve dressing up or bringing an item from home. The Clubbers enjoy seeing their leaders participate and it builds team spirit.

Grand Prix

Note: The company who provides the track is no longer in business and we have decided to take a year off to evaluate this event. We know many families really enjoy this event and that the news of this no longer happening will be a hit to them. If there is a large crowd that would like to see it happen again and would be willing to be on a 'committee' to make it happen, we are open to talking through that option for the 2020 Awana year.

A pine wood derby style car race held in the FLC gym on a Saturday in November. Clubbers build cars from kits sold at Club nights and compete in different classes for speed and design awards. There is typically a workshop to assist Clubbers and their parents in building their cars in the HCC workshop several weeks prior to the races.

Sparks Drive-in Movie Night

This is for Sparks and their friends. Clubbers bring a box decorated like a "car" or other vehicle. They enjoy snacks while sitting in their "car" and watching movies.

Awards Ceremony

The final meeting of the year is our Awards Presentation and Ceremony where we celebrate Clubbers achievements and all that God has done throughout the year.

T&T Year-end Parties

A tradition we've created to invite 2nd graders to see what the next level is all about. Boys and girls have separate parties; second grade Sparks are invited.

Appendix 1

HCC Statement of Faith

The Scriptures

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18; John 16:12-13)

The Godhead

We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; 2 Corinthians 13:14)

Man's Creation and Fall

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sin nature and consequent alienation from God, and came under the judicial sentence of death. (Genesis 1:26; Romans 3:23 and 6:23)

The Person and Work of Christ

We believe in the deity of our Lord Jesus Christ; in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, in His bodily resurrection, ascension to the right hand of the Father, and in His personal return for His church and with His church in power and glory. (Romans 3:25; Hebrews 7:24-25; Titus 2:13; 1 Corinthians 15; 1 Thessalonians 4:13-18; John 20:31)

The Holy Spirit

We believe that the Holy Spirit, the third person of the Godhead, in the present age indwells all believers in the Lord Jesus Christ, baptizes them into the body of Christ, seals them unto the day of redemption, and that every believer is commanded of God to be filled with the Holy Spirit. (Acts 1:8; Romans 8:9; 1 Corinthians 12:12-14; Ephesians 5:18-20; 1 Corinthians 3:16-17)

Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing unto God. (Titus 2:11-14; Ephesians 2:8-10; John 1:12; 1 John 5:11-13)

The Church

We believe that the church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons in this age of grace, irrespective of their affiliation with Christian organizations. (Ephesians 1:2-23 and 5:25-27; 1 Corinthians 12:12-14)

The Final State

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting. (Mark 9:43-48; John 5:28-29 and 11:25-26; Revelation 20:5-15)

Appendix 2

Children's Computerized Check in System

Background

Awana uses the HCC computerized check in system for both Clubbers and our Awana Team members. This system reflects our ongoing commitment to provide the safest possible environment for the hundreds of children and families who attend Awana each week. The system uses a fingerprint scanner for identification and contains a database of important information about our registered Clubbers and the persons authorized to pick them up at the end of the evening. It quickly provides positive photo match identification (on the check out slip), as well as allergy, critical medical, and custody information, which greatly enhances the security of all our Clubbers.

How Does It Work?

It is super simple! Once a family is registered the first time, check in and out is simple using our express kiosks and should take less than 30 seconds per family. Check in station kiosks (with finger scanner, printer, and computer monitors) are located at the entrance to the South Wing, at the second level entrance, and on the second level under the main stairway leading to the Auditorium on the third level. The monitors are "touch screens" so you will not be required to use a keyboard or mouse, simply touch the monitor.

Check In for Clubbers, Awana Team Members, and Children in the Nursery

1. Hold finger on finger scanner. (Your family will appear on the screen)
2. Select all child(ren) being checked in for Awana by you and select "Next".
3. Select "Finish". Check-in slip(s) will print. (Note: no nametags printed for Awana.)

Parents take the check in slip with the child to the designated check-in location. A child may not be dropped off without a check in slip. Parents have the option of allowing T&T Clubbers (grade 3 and above) to check themselves in using the system. To track attendance, all Awana Leaders and other Awana Team Members should check in using the system upon arrival at the church and prior to beginning their Awana duties (no check in slip will be printed).

Check Out for Clubbers, Awana Team Members, and Children in the Nursery

1. Hold finger on finger scanner. (Your family will appear on the screen)
2. Select child(ren) being checked out, select "Next".
3. Check out slip(s) will print.

Parents take your check out slip(s) to pick up your child(ren) at the designated location. All Awana Leaders and other Awana Team Members should check out using the system at the end of the evening and prior to leaving the church.

Frequently Asked Questions

Q: What if a parent forgets to check out their children at a kiosk?

A: Our Awana Team members or staff will direct them to the nearest kiosk to check out their child and bring back a check out slip to the designated pick up location.

Q: What happens if the system is down during Awana?

A: We will use a manual check in/check out system for Cubbies, Sparks, and T&T. In addition, Cubbies will use identification wristbands.

Q: How are other authorized individuals added to the system?

A: Authorized individuals other than the parent or guardian can be added to the system's database. The system will print their picture in addition to the parent/guardian on the check in/out slip and allow them to drop off or pick up the child. To be added to the system, have the parent/guardian go to a check in station with the other authorized individual. Our trained team members will be able to take a picture of the authorized individual and add their information to the system.

Q: Can older children drop off and pick up Clubbers?

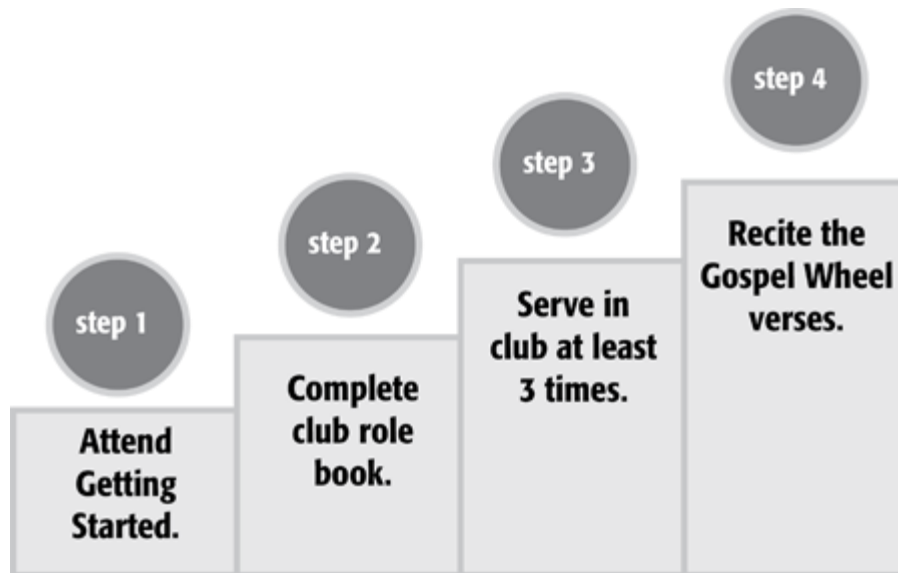
A: Parents may allow older siblings (12 years and older) to check in and checkout younger Clubbers, as long as they are authorized in the computerized check-in system and their photo is on the check-in/out slip.

Appendix 3

Awana Team Member Certification

From interactive training tools and books to club demonstrations and multi-use DVD's, Awana leader certification equips you to be a well-rounded leader. You will deepen your walk with Christ, hone your ministry skills and ignite your passion for ministry through this interactive, four-step process. We desire and encourage all our Awana Team Members to complete the requirements for certification for their role.

The "Awana Leader Certification Tracking Chart", included at the end of this appendix lists the certification requirements for each role and is a handy tool to guide you through the certification steps. We will maintain a file in the Awana workroom with this chart for all Team Members to track their progress.



STEP 1 - Getting Started

Option 1: Attend an Awana "Getting Started" class. Awana Getting Started classes are usually presented once a year in mid-August by our local Awana Missionaries or at an Awana Ministry Conference.

Option 2: Go to the Awana Leadership Development page located here:

<https://www.awana.org/leadershipdevelopment/>

and complete the following videos:

- What is Awana?
- gospel urgency
- leadership matters
- small group
- large group
- game time
- either the Cubbies, Sparks, or T&T video depending on the club you are involved with
- welcome/dismissal
- wearing uniforms
- parents
- discipline
- special needs

Note: At HCC, we use the English Standard Version (ESV) for all our materials. For training modules which do not include ESV, use the NIV translation.

STEP 2 – Complete Club Role Book and pass the role test

See your Director or the Lead Secretary to check out a copy of the role book that applies to your role (Cubbies Leader, Sparks Leader, T&T Leader, or Secretary). The role books are short, easy-to-read club-specific manuals containing essential training every leader need to serve in Awana. Study the role book and complete all the exercises.

See your Director or the Lead Secretary for a copy of the role test and answer sheet which applies to your role and complete the test. Check your answers from the answer sheet. If you made a passing grade, sign and date the role test copy and return to the Secretary or your Director. If you did not receive a passing grade, review the role book and retake the test.

Note: copies of the role tests and answer sheets are also available on the Awana website at the following location:

<http://awana.force.com/apex/default1040>

STEP 3 – Serve in Club at Least Three Times

This one should be easy to complete.

STEP 4 – Recite the Gospel Wheel Verses

Study and memorize the seven verses which are part of the Gospel Wheel which is shown on page 7 of this manual. The verses should be memorized in the ESV translation if you haven't already committed them to memory in another translation. The verses should be recited in one sitting and two helps are allowed. Have your verse listener initial and date this section on your certification tracking chart when successfully completed. Options for your verse listener include: another Awana Leader, the Commander, your Director, or even a T&T Clubber.

Awana Leader Certification Tracking Chart

Step 1: Getting Started

- Attended a Getting Started class on _____ (date)
Or
- Completed the following Awana training videos online:
 - What is Awana?
 - gospel urgency
 - leadership matters
 - small group
 - large group
 - game time
 - either the Cubbies, Sparks, or T&T video depending on the club you are involved with
 - welcome/dismissal
 - wearing uniforms
 - parents
 - discipline
 - special needs

Step 2: Role Training

- Completed club role book and passed role test

Step 3: Role Practice

- Participated in a practice club meeting or three actual club meetings.

Step 4: Gospel Wheel

Recited the Gospel Wheel verses:

- 1 Corinthians 15: 3-4
- John 3: 16
- Revelation 4:8b
- Romans 3:23
- Romans 6:23
- Romans 5:8
- Acts 16:31

Print Name

Signature

Date