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 and as well as for our volunteer 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,

Commander Jerry

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 workman who does not need to be ashamed and who correctly handles the word of truth.” (NIV)

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 “I want to know Christ and the power of His resurrection and the fellowship of sharing in His sufferings, becoming like Him in His death”
John 17:3 “Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent”
Romans 1:16 “I am not ashamed of the gospel, because it is the power of God for the salvation of everyone who believes; first the Jew, then for the Gentile”

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 this love that surpasses knowledge—that you may be filled to the measure of all the fullness of God.”
1 John 2:5-6 “But if anyone obeys His word, God’s love is truly made complete in Him. This is how we know we are in Him. Whoever claims to live in Him must walk as Jesus did.”

Serve: serving Christ is a supernatural by-product of loving Him. We want all believers to experience the joy of serving.
Colossians 1:10 “And we pray this in order that you may live a life worthy of the Lord and may please Him in every way; bearing fruit in every good work, growing in the knowledge of God.”
2 Timothy 3:17 “So that the man of God may be thoroughly equipped for every good work.”
Ephesians 2:10 “For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

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.

Scripture Memorization
A key feature of Awana clubs is Scripture memorization. There is no way to fully live God’s Word if you don’t know it. The intent is for clubbers to learn and live by God’s Word, not just be able to recite it. Engage a child in figuring out what God’s words mean for them and how He wants us to live.
Three reasons to memorize Scripture:
1. To please God
2. To guard us from sinning against God
3. To have God’s Word to draw on as we witness to others

Two keys to Scripture memorization:
1. Review, review, review
2. Self-discipline
AWANA AT HCC

Awana Leadership Structure

HCC Children and Students Pastor: Derek Nelson

HCC Elementary Ministries Director: Jennica Mosser

Commander: 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 Commander and oversees that club and its Leaders.

Game Director: reports to the Commander, plans and conducts Game Time, and oversees Game Time Assistants.

Head Secretary: reports to the Commander 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): junior high and high school students who serve with adult Leaders and report to their club Director.

Listeners: Adults or Students who listen to and sign off handbook sections for Sparks and T&T Clubbers.
HCC Policies and Procedures

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

Child Safety and Protection
All volunteers 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 Commander or Club Director.

Restroom Use
Clubbers must use the buddy system (two or more) when visiting 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. 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 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: http://awana.org/what-we-believe
- agree with the HCC doctrinal statement found in Appendix 1 of this manual
- complete the child protection program, 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!

Calling Clubbers
An important part of your role as a Leader is to call 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 all calls to use as a reference for future calls.

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 volunteers. These include specific manuals for the Directors, Leaders, Game Director, Secretaries, and Commander. All Team Members should be familiar with the content the role manual specific to their role.

- **Awana Website**
  Awana Ministries has a website for volunteers and Awana families at: [www.awana.org](http://www.awana.org) that is loaded with information, ideas, and Awana resources. You can: check out the latest forums and blogs; download a newsletter; order Awana products and much more. The website also has excellent training videos in the Club Clinic section 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. Go to the following Awana website for more information and a descriptive video: [http://www.awana.org/awana-ministry-conferences](http://www.awana.org/awana-ministry-conferences)

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 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 understanding 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 themselves 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*  Opening Ceremonies, 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:

http://www3.awana.org/training/modules/especially-for-cubbies-leaders/story.html
**Additional Cubbies information**

Cubbie Leaders should carefully review the separate 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

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**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, crafts, review of key doctrine, and Bible facts, building a foundation of **wisdom** for knowing Christ.

**Flight 3:16 entrance booklet**

Sparks always start with the Flight 3:16 booklet regardless of when the program is started. After completion, clubbers receive a HangGlider handbook and red Sparks vest.

**Handbooks and Awards**

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

If a child doesn’t finish a book in one year, they continue in that book the next year.

**Sparks Emblems**

Sparkies earn a Sparks emblem by completing the first portion in their handbooks: HangGlider, WingRunner or SkyStormer. Attach these emblems on the upper left side of the vest below the Sparks emblem.

**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. Must be completed in order.
- **Green** – Awarded for completing activity sections. May be completed in any order.
- **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.
For information on awards placement, see the Sparks Uniform Awards page at the end of the handbooks and at this Awana website location:  
http://awana.org/sparks#awards

**Which Book Are They In?**
When a child joins Sparks for the first time (any grade: K, 1st, or 2nd), they start with HangGlider and progress from there. Example: if a boy joins Sparks for the first time in 1st grade, he would begin with the HangGlider book. If he finishes it before the year is over, he moves on to Wing-Runner. If he finishes this book before the year is over, he then does the review in the WingRunner book. Sparks do not progress past the book intended for that 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 the Fellowship Hall, put handbooks in the color team’s basket, join teaching time  
6:30 - 6:55  Large Group Time, starting with flag salutes and opening prayer  
7:00 - 7:25  Game time in the gym for teams 1 and 2; Handbook time for teams 3 and 4  
7:30 - 7:55  Game time in the gym for teams 3 and 4; Handbook time for 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:  
http://www3.awana.org/training/modules/especially-for-sparks-leaders/story.html

**Additional Sparks information**
Please review the information for Sparks Leaders at the following location on the Awana website:  
http://awana.org/sparks

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**TRUTH AND TRAINING - (T&T)**

T&T is a four-year program for 3rd-6th graders, with separate clubs for boys and girls. Throughout the handbooks, which focus on God’s grace, the Clubbers read about a group of kids who are always ready for adventure! All the kids are good friends and Awana clubbers at the same church. All of the themed adventures the kids have while learning about God’s Word are based in reality - real locations, real facts and realistic experiences that any child could have. None of the settings are fantasy-based — because the ultimate adventure of knowing the Lord Jesus is way better!

**Start Zone Booklet**
The Start Zone is the beginning for all first time attenders. It presents the gospel and lets parents know that what we teach is firmly grounded in God’s Word, and it gets the gospel in their homes. 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 and handbook.
Handbooks and Awards

3rd and 4th Graders  Ultimate Adventure - Book One and Ultimate Adventure – Book Two

5th and 6th Graders  Ultimate Challenge - Book One and Ultimate Challenge - Book Two

**Ultimate Adventure Discovery Award Emblems:** Clubbers earn a Discovery emblem for each Discovery completed. The Discovery emblems can be placed anywhere on the jersey in any shape or pattern.

**T&T Ultimate Challenge Award Emblems:** Clubbers receive an emblem for each Challenge completed and may place the emblems anywhere on the white part of their uniform.

**Extra Credit:** At the end of each Discovery or Challenge in the T&T handbooks, there are “silver” and “gold” extra-credit sections which are designed as extra work to keep the clubbers busy and motivated if they are finishing their books. They are not designed to replace working in the main sections of the book. Clubbers who are not finishing a book a year should put a priority on finishing the book and then going back to do Silver & Gold sections if there is still time at the end of the year. Before being eligible to receive the silver and gold extra credit emblems, a clubber must first complete ALL of the regular sections (eight Discoveries or eight Challenges) in the handbook. The silver and gold sections must be completed in numerical order starting with the eight silvers first, then on to the eight gold sections. A clubber will receive one silver emblem for each two silver sections completed and one gold emblem for each two gold sections completed. If all silver and gold extra credit sections are completed, this is a total of 4 silver and 4 gold emblems for each year of T&T.

For information on awards placement, see the Uniform Awards page at the end of the handbooks and at this Awana website location:  [http://awana.org/tt#awards](http://awana.org/tt#awards)

**Which Book Are They In?**
Children can join the T&T at any time. When a child joins T&T for the first time (any grade: 3rd, 4th, 5th, or 6th), they first complete Start Zone then on to the first book for their grade level and progress from there. For example: if a boy joins T&T for the first time in 4th grade, he would begin with UA Start Zone and then to UA Book One. If he finishes it before the year is over, he moves on to UA Book Two. If a boy starts in 6th grade, he would begin with UC Start Zone, then to UC Book One. If he finishes it before the year is over, he moves on to Ultimate Challenge Book Two.

Clubbers completing both Ultimate Challenge books before the end of their 6th grade year can then complete any of the Ultimate Adventure handbooks not previously completed to receive the Timothy award.

**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 - 6:25  Check in, put handbooks in your color group’s basket, free time in the gym.
6:30 - 6:35  Flag salutes and opening prayer in the gym
6:35 - 6:55  Game time in gym
7:00 - 7:25  Handbook time in various rooms
7:30 - 7:55  Large Group Time: Girls in Room 105 and Boys in the upper gym rooms
7:55 - 8:00  Presentation of awards and snacks: Girls in Room 105 and Boys in the upper gym rooms
**Training video available**
Please review the excellent training video for T&T Leaders at the following location on the Awana website:
http://www3.awana.org/training/modules/especially-for-tt-leaders/story.html

Additional information
Please review the excellent information for T&T Leaders at the following location on the Awana website:
http://awana.org/tt
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
- Handbook 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
As kids come to the game circle, they should be taught to line up from tallest to shortest, with their toes behind their color line, and to wait quietly for directions. A significant part of the Awana program is discipline. We want to teach clubbers to follow the rules, line up at attention, encourage team members, and always display good sportsmanship. For most games on the circle, one line leader should stand at the front of the line. This leader directs the children 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. At the whistle to “line-up”, do not have clubbers rearrange themselves, unless otherwise instructed; keep the line as it was at the end of the last game so that all clubbers get to play an equal amount of time.

Line Leader Responsibilities
- Organize your team from tallest to shortest.
- Keep your 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.

Handbook Time
Begin handbook time in group prayer. This sets an appropriate tone and reminds clubbers that God’s Word is important. Help clubbers understand and learn the Scripture they are memorizing. Take time with each clubber.

Teach clubbers how to memorize using different methods. Encourage clubbers to say sections “word perfect,” that is, without any helps.

The goal is for each clubber to complete one handbook per year. This will ensure that children will learn core Bible doctrines needed to develop a biblical worldview. Our ultimate goal as Awana leaders is to have kids memorize God’s Word so it will shape their minds and hearts and cause them to live their lives differently.
**What is a section?**
A section includes all the items listed after the instruction: “To complete this section. There might be a Scripture or two, a definition, and/or an activity included in one section.

**What is a “help”?**
For every section, the leader is allowed to give two helps. This is not two helps for every verse, but for every 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. We are 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 on through a difficult section. Consult with your Director if you have questions.

**Training video available**
Please review the excellent video for Handbook time standards at the following location on the Awana website: [http://www3.awana.org/training/modules/section-standards/player.html](http://www3.awana.org/training/modules/section-standards/player.html)

**Recordkeeping**
When a clubber completes a section, the leader signs off in the handbook, then the clubber goes to the Secretary for recording of their progress. Our Secretaries take care of all necessary record keeping. If you or your clubber have any questions about their sections, please take the clubber and their book to a Secretary.

**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.

**Large Group Time**
Large group time (formerly known as Council Time) is our large group teaching time. The lesson for the night often focuses on a Bible message or an applicable object lesson. 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, award presentation, singing, and testimonies.

**Leader Responsibilities at Large Group Time**
- Sit with your clubbers and participate in singing, listening, and cheering as appropriate.
- Discipline clubbers as needed; remind them of our expectations for behavior and respect for 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.

**Discipline**
Purpose of Discipline: training for correction and development. The correct use of discipline involves 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.

** Training video available **
Please review the video for the five-count at the following location on the Awana website:
http://www3.awana.org/training/modules/five-count/player.html

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 Commander 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 or Commander will remove the child from the activity and take him or her aside. The Director or Commander 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 Director or Commander may consider asking the child to stay home for a week, or until the child is ready to be a part of the group.

** Training video available **
Please review the video for the three-count at the following location on the Awana website:
http://www3.awana.org/training/modules/three-count/player.html
Positive Points
Awarding team points for positive behavior.

Key Principles
When positive points are used, the entire club meeting becomes a team game. Clubbers are assigned to a team - red, blue, green or yellow - at the beginning of the year. Each night, clubbers can earn points for their team by wearing their uniform, bringing a friend, passing sections, winning a game, or many other activities. Every week one team is declared the winner.

Advantages
- Positive points infuse the whole night with energy and healthy competition.
- Every child can contribute to their team’s success and is motivated to participate.
- Positive points can help leaders strengthen weak areas of club.

Keys to Success
- Points must be awarded consistently and often.
- Points must be given throughout the club night, not just during Game Time.
- Points should be given proportionately. More points should be awarded for the most important actions.

Getting Started
- Starting positive points requires a plan that the entire club leadership must know and use consistently.
- Leaders must agree on what earns points and who is awarding and compiling them.
- It’s very helpful to schedule regular leader meetings in order to discuss and evaluate the points system.

** Training video available **
Please review the video for positive points at the following location on the Awana website:
http://www3.awana.org/training/modules/positive-points/player.html

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

Parent Newsletters
The weekly parent newsletter, “At A Glance” helps families stay informed about upcoming theme nights and events.

Parent Emails
A monthly email which includes a fun and informative newsletter from Awana Headquarters specific to each club (“ParentPause” for Cubbies, “Sparkles” for Sparks, and “KidsPrint” for T&T) is sent to parents. The email also includes encouragement and tips for helping clubbers do their best in Awana.

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 the passion of the Awana ministry...equipping the saints for the work of ministry. (Ephesians 4:12)
Leaders also meet monthly with their Director during Large Group Time 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 Awana ministry as well as pictures and videos of Club activities. It is located at:  
http://www.highlandscc.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**
Each year we assign a different theme to each meeting night. It might involve dressing up or bringing an item from home. Participation helps the clubber’s team earn extra points for the night. Leaders can also earn points for their team by participating. The Clubbers enjoy leader involvement and it builds team spirit. Some theme nights are incentive nights, where Clubbers earn extra awards or treats for sections recited.

**Grand Prix**
A pine wood derby style car race held in the 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 help 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.

**Fun Fair**
A carnival held during Game Time on a Wednesday night in the spring with games and prizes for the clubbers to celebrate their hard work for the year.

**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 upper club is all about. Boys and girls have separate parties; second grade Sparks are invited.
Appendix 1

HCC Doctrinal Statement

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
Beginning in the Fall of 2014, Awana will start using the HCC computerized check in system for both Clubbers and our Awana Team members. This new system reflects our ongoing commitment to provide the safest possible environment for the several hundred children and families who attend Awana each week. The system uses a finger 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 Early Childhood Wing (ECW), at the Forum entrance lobby, and on the second level under the main stairway leading to the Worship Center on the upper 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 Childcare
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: their ECW second floor room (for childcare); their ECW first floor room (for Cubbies); or to their secretary check in table (for Sparks and T&T). 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 Childcare
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. Children in childcare, Cubbies and Sparks may NOT be picked up without a check out slip. T&T Clubbers (grade 3 and above) may be dismissed and check themselves out. A check out slip will not be printed. 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 the information to the system.

Q: **Can older children drop off and pick up Clubbers?**
**A:** Parents may allow older siblings (12 years and older) check in Clubbers, as long as they are authorized 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

Option 2: complete “Getting Started” on-line which is located in the Club Clinic section of the Awana website at the location below. Follow the instructions given for your specific role and complete the training modules. Be sure to check off and note the date completed for each of the training modules on your tracking chart.

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.

http://awana.force.com/club_clinic_getting_started

STEP 2 – Complete Club Role Book
See your Director or the Head 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 Head 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. We track your attendance.

**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 (__________________) Date
OR
☐ Completed Getting Started Online:

Part 1: Overview of Awana
☐ What is Awana
☐ The Mission of Awana
☐ The Five Principles of Awana

Part 2: Sharing the Gospel
☐ The Gospel Wheel Part 1
☐ The Gospel Wheel Part 2

Part 3: Understanding Your Role
Completed the modules that pertains to your role in club. Commanders must complete all modules listed.

Cubbies:
☐ Especially for Cubbies Leaders

Sparks:
☐ Especially for Sparks Leaders
☐ Section Standards

T&T:
☐ Especially for T&T Leaders
☐ Section Standards

Large Group Time Teacher:
☐ Principles of Large Group Time

Game Directors:
☐ The Five-Count
☐ Game Time Essentials
☐ Positive Points

Step 2: Role Training
☐ Completed club role book and passed role test.

Step 3: 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 ____________

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