



secretary

role book



secretary

r o l e b o o k



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This book belongs to: _____

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Hello, Awana Secretary!



Welcome to one of the most exciting and rewarding serving roles you can fill! Whether you are assuming this role in an already-functioning ministry or starting Awana at your church for the first time, you're in for a thrilling ride.

Children's and youth ministry is the richest mission field in the church. Did you know that the probability of a person accepting Christ as Savior is highest between the ages of four and 14, and that religious beliefs are largely set by age 13 and, statistically, don't change much in adulthood? God has given children's and youth workers a unique window of opportunity to further the gospel.

And we hope you will do even more than share the gospel. We want to see kids come to Christ and we also hope you will begin to disciple them so they grow into maturity. Our model is modern-day Joseph. As with Joseph, from the Old Testament, we want to

help children grow into young men and women who will stand for God in all the daily challenges of life for the rest of their lives!



Raising a Modern-Day Joseph by Larry Fowler
is a great resource for children's ministry workers.

This role book will provide instruction to help you navigate all aspects of your new role. It will help equip you to shape your Awana club into a life-giving place for children. Please refer back to this role book throughout your club year as you seek to evaluate and improve your service to God and His children.

Your commander, director, local Awana missionary and Awana ministry team will provide additional training and support, and all the resources of Awana are accessible to you.

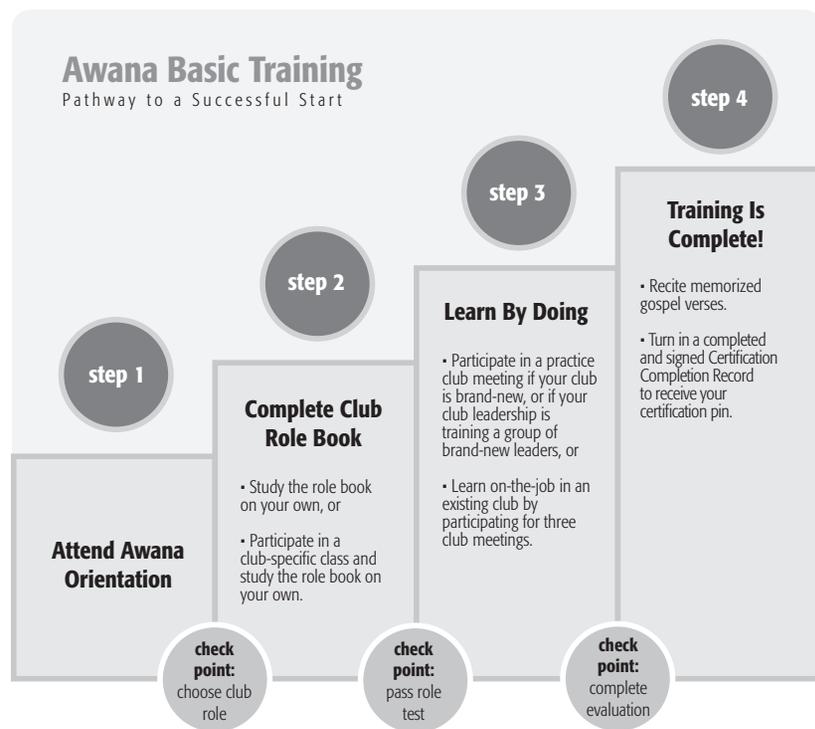
You are now part of over 250,000 volunteer Awana leaders in over 22,000 churches and 110 countries across the globe who are reaching children and youth with the gospel through the Awana ministry. Thank you for your commitment to evangelism and discipleship among the children in your church and community.

About Basic Training and This Book

Basic Training (BT), as its name implies, is the basic training you need to begin a successful Awana ministry.

Hopefully you have attended Awana Orientation before reading this book. Awana Orientation is an interactive class led either by an Awana trainer or an experienced Awana leader in your church. It is the **first step of a four-step training process** and is the

best way to ensure a good start to your Awana ministry. If you have been unable to attend Awana Orientation, read Section One of this role book carefully so you understand the basics of the Awana ministry (but please make plans as soon as possible to attend an orientation session!).



What you have in your hands now – this role book – comprises the **second training step**. This is self-study role training, targeted to your role as an Awana secretary.

Section	What You'll Find
One: Introducing Awana	Overview of the Awana ministry
Two: The Secretary Role	Practical guidance for your responsibilities
Appendices	Frequently Asked Questions, Glossary, Gospel Wheel Verses, Secretary Certification Test, Secretary Certification Completion Record

Your journey through the entire book will provide you with a comprehensive understanding of your new role. This concludes with a role test, which is printed in the back of this book. Complete the test and hand it in to your commander.

Throughout your role book, you will see the following icons:

 The Resource icon references books, CDs, Awana products or other resources to assist you in your ministry. Many of the suggested resources are available through the *Awana Ministry Catalog* or at www.awana.org.

 The Tip icon indicates helpful hints, ideas and practical applications from experienced Awana leaders.

The **third BT step** is practice. Before you start your Awana clubs, we recommend that your club do a dry run of a club meeting. It is a great way to work out the kinks and practice what you've learned in Awana Orientation and role training. It will boost your confidence, too. If there's not one planned, talk to your commander or director about scheduling one.

The **fourth and final step of BT** is to memorize the Gospel Wheel verses and recite them to another leader. This will prepare you to share the gospel with anyone, anywhere.

 See Club Clinic, found at the Awana Resources and Tools (ART) website, for online training that will help you to memorize the Gospel Wheel verses.

Leaders are recognized for completing the requirements of Basic Training by earning a BT Certification pin. A Secretary Certification Completion Record form is in Appendix E. Use this to track your progress towards certification.

So grab your Bible and let's learn all about the Awana ministry.

Section One: Introducing Awana



Why Awana?

The statistics are staggering. Only nine percent of Christian youth and one-third of born-again adults believe in absolute moral truth – the stakes could not be higher for our kids and the future of the church. As researcher George Barna warns, “The church must focus on children and children’s ministry. We have virtually lost a generation. We cannot afford to lose another one.”

Imagine 250,000 individual leaders trained and equipped to disciple kids of all ages for Christ – and trained to serve so well they could practically engage in any other ministry in their churches. Awana BT components are designed to do more than simply help you implement one more program into your church’s toolkit. Awana exists to help churches prepare and join the battle for a generation. Now, more than ever, the church needs well-trained, equipped and intentionally-focused adult leadership committed to turning the tide and reaching the next generation.

Take a minute, and ask God to prepare you for this step in your journey.

What Is Awana?

The name Awana comes from the phrase “approved workmen are not ashamed” from 2 Timothy 2:15. In other words: believers are eager to share the good news of the gospel; and that’s what Awana is all about!

Founded in 1950, Awana is a ministry that helps parents and churches raise children and youth to know, love and serve Christ using:

- Fully integrated programs for ages 2 through 18.
- The best evangelism tools to reach unsaved children, youth and families.
- Teaching that builds an enduring biblical faith.
- Resources that bring churches and parents together to disciple the next generation.
- Initial and ongoing volunteer training.
- Healthy mentor and peer relationships.
- Irresistible fun for children, teens and adults alike!

Awana Clubs

At the core of Awana is Awana Clubs™ – weekly club programs in local churches. From preschool through high school, children and youth have fun playing age-appropriate games, memorizing Bible verses in an organized, topical system and participating in large-group Bible teaching.

The Awana children’s clubs are 90-minute to two-hour club meetings. Clubs for older children (K – sixth grade) feature three main segments: Game Time, Handbook Time and Large Group Time. Younger children’s clubs contain more, shorter segments.

Children’s clubs are:	
Puggles®	One year prior to Cubbies
Cubbies®	Two years prior to kindergarten
Sparks®	Kindergarten through second grade
Truth & Training™	Third through sixth grade
Youth Ministries are:	
Trek®	Middle school (two- or three-year option)
Journey™	High school

Your responsibilities may include one or all of the clubs and youth ministries, depending on your church and the structure of your Awana program.

Awana also includes:

- Regional Events – Sparks-a-Rama™, AwanaGames™, Bible Quizzing and Awana Grand Prix™
- Missions – Adopt-a-Club® and various elements of the programs
- Leader Development – Awana Ministry Conferences, Commander CollegeSM, Club Clinic (online training), local training sessions, your own prayer and planning sessions and the Leader-in-Training (LIT) program
- Parent Development – Awana at Home®
- Prison Ministry – Awana Lifeline™



Visit www.awanainternational.com to learn more about how Awana is active around the world.

The Five Principles

Awana embraces five principles. These five principles have been adhered to since Awana first began as a boy’s club in the 1950’s in a Chicago church. A good rule of thumb regarding your own clubs is to make sure all five of these are evidenced in your ministry. Some things may look different in your club from a club in another church but, as long as these five principles are evident, you can be pretty sure you’re running a great Awana ministry!

The Awana ministry embraces five principles:

1. Awana is centered on the gospel.
2. Scripture memory is a key element.
3. Awana is exciting and fun.
4. Children and youth are trained to serve.
5. Awana is built on volunteer leadership.

Read Deuteronomy 32:46. This passage contains Moses’ final directions to the children of Israel: And he said unto them, *“Set your hearts unto all the words which I testify among you this day, which ye shall command your children to observe to do, all the words of this law”* (KJV).

Moses wanted the Israelites to remember their responsibility to obey God’s Word and teach future generations to do the same. The content of Awana is God’s Word. Children need to know God’s Word and understand how to live it. So, every week at Awana, the good news of the gospel is explained clearly and clubbers spend time memorizing and understanding God’s Word.

The principles of Awana clubs are rooted in the idea that children can have fun while learning God’s Word — that capturing a child’s sense of fun enhances his learning. Awana always should be exciting and fun. Game Time is the hallmark of fun during club. But Large Group Time and Handbook Time can be just as much fun when you incorporate high-energy songs, creative drama, exciting Bible lessons and engaging leaders.

You and the other leaders can create a club where kids are clamoring to come learn about God’s Word. Part of learning God’s Word is serving Him. So, children and youth are given opportunities to serve each other, their church and their community.

Finally, Awana can’t happen effectively without strong volunteer leadership. As the secretary, it’s your responsibility to grow in your faith and ministry skills, and to encourage other leaders in Awana to do the same.

Awana Prayer and Values

Awana operates under guiding principles provided by our prayer statement and values.

Our Prayer

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

Key components of “Our Prayer” are:

Know — our desire is that every child and youth will know Jesus personally and know that he has eternal life because he trusts in Jesus. See Philippians 3:10, John 17:3 and Romans 1:16.

Love — the Lord desires intimacy with His children. We want to disciple children and youth to grow in their love towards God and others. See Ephesians 3:19 and 1 John 2:5-6.

Serve — serving Christ is a supernatural by-product of loving Him. We want all believers to experience the joy of serving. See Colossians 1:10, 2 Timothy 3:17 and Ephesians 2:10.

We keep in mind through it all, that children and youth will not come to know, love and serve Jesus because of Awana, but because our Father calls His children to Himself. Awana aims to serve churches and parents and, together, we are all servants of our Lord who wants to see all people come to believe in Jesus.

Look up Matthew 28:19-20.

1. Are disciples made or born? _____
2. Where should we go? _____
3. We are to baptize people in whose name? _____
4. Who will go with us as we make disciples? _____

Awana seeks to accomplish this purpose through ongoing and intentional evangelism and discipleship of children, youth and families. You can see that our club and youth program materials focus different age groups on different aspects of the statement.

The main emphasis of Puggles, Cubbies and Sparks is on knowing God and Jesus. The T&T Ultimate Adventure® and T&T Ultimate Challenge® series are created to solidify knowledge and direct older children toward loving God. 24-7 Ministries intentionally tries to focus teens’ eyes outward, on ways to serve. Finally, Awana at Home focuses parents on evangelism and discipleship in the home.

Our 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.

The intention of Awana is to support your church in its efforts to fulfill the Great Commission. Our purpose should fit hand-in-hand with your church’s – and our vision for how to accomplish this is partnership with the local church.

The Importance of Children’s Ministry

Read Mark 10:1-16. What were Jesus and His disciples doing when the parents brought the children?

Jesus was in a house teaching His disciples when people (presumably parents) started bringing their young children to Jesus for His blessing. Apparently it irritated the disciples and they rebuked the parents.

Because we know the whole story it's easy for us to judge the disciples. But consider what we do when we're in adult conversations, especially when we're discussing weighty topics, and children enter the picture. Though we love and value children, we often consider such interruptions intrusions. In fact, it doesn't teach good discipline to stop our conversations every time a child wants to be the center of attention, so, if we didn't already know Jesus' response, we might side with the disciples.

How would you describe Jesus' response?

The Bible says He was much (greatly) displeased or indignant. Jesus was angry!

Jesus' response demonstrated His prioritization of drawing children near to Him. The disciples prioritized adult subjects rather than children who needed to be brought to Jesus. According to George Barna in his book *Transforming Children into Spiritual Champions*, the probability of accepting Jesus Christ as Savior is highest before age 14. We don't have the luxury of time. There will always be matters for discussion but even crucially important matters can be set aside to bring a little one to Jesus.

Bringing a person of any age to Jesus is always the most important thing and, because we know it is children who are most likely to accept Jesus, we must be diligent about reaching them. Many churches do not realize the priority that needs to be placed on children's ministry, as evidenced by their budgets and other resource allocations.

Awana is all about bringing children and youth to Jesus because He showed us they're His priority.

Larry Fowler, Executive Director of Global Training and former long-time Awana missionary had this to say: "If children were important to Jesus, that's all I need."



Read *Rock-Solid Kids*, by Larry Fowler.

Reflect on how this study will affect your ministry to children and youth:

Our Target: Modern-Day Joseph

What is your target? As a children's worker or parent, think of the children in your care: what is your hope for them by the time they graduate high school? Do you have specific ideas about what things you want them to know, think or do?

The target for young people coming out of Awana clubs and youth programs is a modern-day Joseph – a young man or woman who, like Joseph from the Old Testament, is so confident in his or her relationship with God that reliance upon Him is a hallmark of life.

Awana has identified stepping-stones in the path to helping children arrive at the modern-day Joseph target. Characteristics of Joseph's life have been identified and are referred to as Master Life Threads. The five Master Life Threads are: respect, wisdom, grace, destiny and perspective. These threads will help you to identify areas of growth for children and also provide guidance for teaching children and teenagers how to grow in their relationships with God.



Read *Raising a Modern-Day Joseph*, by Larry Fowler.

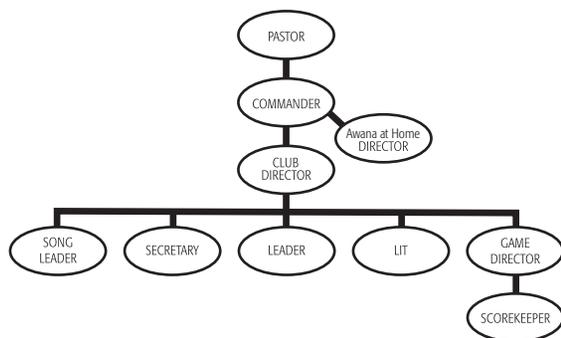
One of the best things you can do to help children and teenagers develop into modern-day Josephs is to equip their parents. Even the most caring and intentional children's and youth workers cannot influence those in their care nearly as much as their parents can. It is important that churches see, as one of their main priorities, the equipping and encouraging of parents. Awana at Home is a ministry designed to help you do this. You will learn more about it later in this book or you can find out more on the Awana website.



Suggest this book to parents: *How to Raise a Modern-Day Joseph*, by Linda Massey Weddle. Want to host a parenting Sunday school class? Consider the *Master Life Threads Series* – an 11-week class series based on the above book.

Awana Clubs Leadership Structure

One of the responsibilities of ministry leaders is to equip others to serve, just as Jesus equipped the disciples to build His church. This is the discipleship model – the model of multiplication. In Awana, pastors equip commanders, commanders equip directors, directors equip leaders and leaders equip children and youth. God lays tremendous responsibility upon the shoulders of His men and women and He will come alongside you to accomplish these things.



Some churches have one secretary that serves all the clubs. Other churches assign a secretary to each club. Therefore, you may report to the commander or to an individual club director.

A commander may oversee everything from Puggles to Journey. Sometimes Journey, and sometimes Trek, fall under the oversight of a youth pastor. This role book focuses on the children's clubs, primarily Sparks and T&T, because the youth ministry structure varies so much from church to church. If you are responsible for youth programs, Awana has a lot to offer you. Visit the 24-7 Ministries website for information and training resources.



See what 24-7 Ministries is all about at www.24-7Ministries.org.

Role of an Awana Secretary

Secretaries play a vital role in the Awana ministry by maintaining records and tending to details that help keep clubs operating smoothly. A club secretary provides organization and management to the Christ-centered fun of clubs.

The *Awana Ministry Catalog* contains each of the forms explained in this role booklet. While pictures of the forms are found in this role book, having samples of the actual forms to look at while reading will make the illustrations more meaningful.

We trust you will find that being a secretary in your church's Awana clubs is much more than records and forms and paperwork; these are vitally important, but behind each piece of paper is a boy or girl with a family that may be impacted for eternity by the love and diligence of a faithful secretary.

If you are the sole secretary for all clubs, you likely will be busy the entire club meeting with secretarial duties. If there are other secretaries, that may mean you could be involved in some other things during club. We'd like to encourage you to be involved with other aspects of club, as your club director suggests. Your help will be much appreciated and you will come to know the boys and girls better.

Secretary Qualifications

- **You must have trusted in Jesus Christ as your personal Savior.**
- **You must be walking with the Lord.** You are a role model for adults and children; therefore, you must demonstrate honesty, purity, cleanness of speech and actions, modesty, obedience to authority and respect for others.
- **You must be growing in your own relationship with the Lord.** As with any other relationship, it will only stay strong if you work on it. Engage with the Lord regularly through prayer and reading the Bible. Attend church regularly to grow spiritually, receive support from other Christians and set an example for your clubbers.
- **Your attitude must be attractive to kids.** Excitement is contagious. If you are excited about working with clubbers, they will be excited about being at club. If you're having fun, they will have fun. You must be patient and gentle, but firm in your standards. You need to be sensitive to your clubbers, aware of special needs, home situations, spiritual conditions and concerns. This approach will create an environment that offers opportunities to reach kids with the gospel.

- **You must be in compliance with the requirements of leadership in your church.**

Analyze yourself. Do you have all the necessary qualifications?

In what areas do you need work?

Don't be discouraged. Nobody is perfect. The Christian life is a growth process. And the major portion of that growth is learning to trust in the Lord for what you need – including the qualifications to be a leader. Look up Philippians 2:13.

What does this verse say about God's role in your Awana leadership?

Time Requirements

Expect to spend approximately four to five hours per week in your role as an Awana secretary.

A Walk Through a Club Night

When the term “club” is used, it refers to the T&T, Sparks, Cubbies and Puggles clubs. Trek and Journey are youth ministries and have no prescribed format, though they certainly can follow a similar flow as the clubs. Because Cubbies and Puggles meetings are divided into smaller segments for shorter attention spans, we will focus mainly on Sparks and T&T.

Puggles does not have a tightly-structured format but you can see a sample schedule in the *Puggles Leader's Guide*.

Opening Ceremony

Club meetings begin with an opening ceremony. This is a large-group gathering, usually on the Awana Game Square. This official start to the meeting establishes discipline and gives the clubbers a sense of pride. Many clubs have T&T and Sparks together for opening ceremony, some also include Cubbies. The ceremony can include any of the following activities:

- Welcome
- Prayer
- Flag ceremony
- Awana theme song
- Club theme song(s)
- Scripture recitation
- Singing

Handbook Time

Handbook Time is a 30- to 40-minute club segment during which leaders guide small groups of clubbers through their handbook achievements.

Handbook Time is called Book Time in Cubbies.

Large Group Time

Large Group Time is a 30- to 40-minute segment featuring:

- Singing, to lead clubbers in praising God before the Bible lesson
- Testimonies, so clubbers and leaders can talk about their relationships with God and encourage each other
- Bible lessons, to teach clubbers God's Word and help motivate them to make decisions for Christ or strengthen their spiritual walk
- Invitations for clubbers to talk with leaders about trusting Christ as Savior
- Award presentations, to recognize clubbers' achievements (unless this will happen in a closing ceremony)
- Announcements to promote upcoming Awana events and other church activities

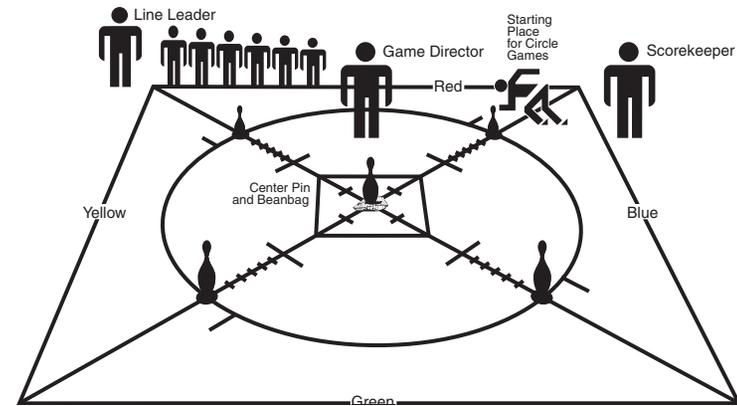
Large Group Time is called Lesson Time in Puggles and Story Time in Cubbies. Council Time is a former term for T&T Large Group Time. Though no longer formally in use, you will still hear it used from time to time.



See the *Awana Ministry Catalog* for books containing lesson plans that coordinate with the handbooks.

Game Time

Game Time is a 30- to 40-minute club segment during which clubbers play games on the Awana Game Square led by a game director. There are four teams on a circle – red, blue, green and yellow – with a variety of games played to fit the abilities and interests of all the clubbers. The variety allows for balanced competition in which all clubbers have a chance to win. A point system encourages effort and increases excitement. Many kids come to Awana specifically because of Game Time; however, don't be fooled into thinking this is the only fun segment!



The *Game Director Role Book* will help a new game director get started and includes enough games for five weeks. Purchase *The Official T&T Game Book!* and *The Official Sparks Game Book!* for an ongoing supply of games.

Closing Ceremony

At the end of a club night, most clubs have some form of a closing ceremony. It could include all clubs together or completely separate. This is the best time to give awards earned that night and celebrate accomplishments in front of everyone. This is also a good time for announcements.

All leaders should help make sure clubbers have their Bibles, handbooks and other personal belongings as they leave for home. As the secretary, you can help to remind leaders of the procedures to make sure each clubber goes home with the right person and no child is left behind.

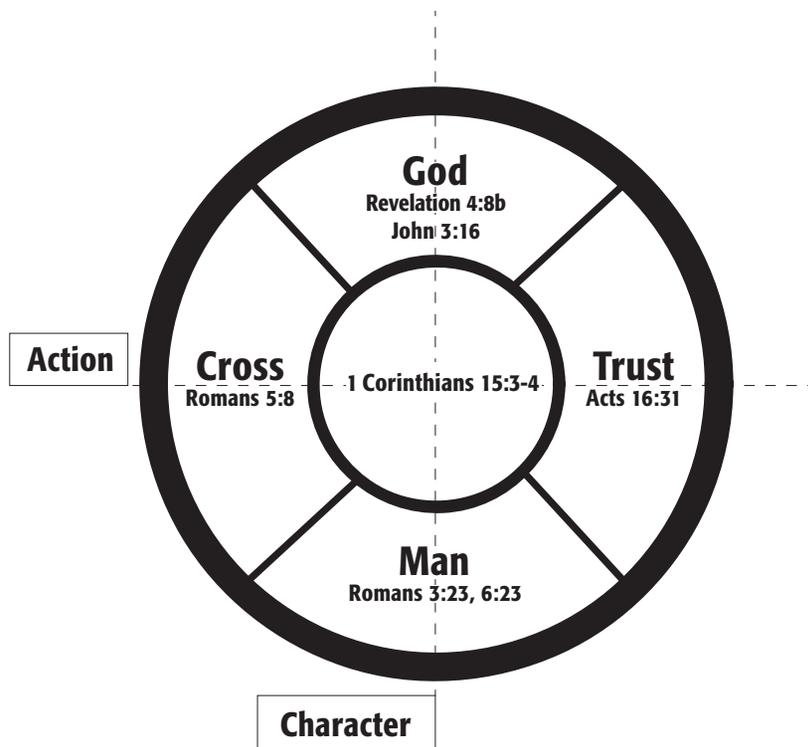
Be sure to follow your church's child protection policies. There needs to be enough leaders available after club to supervise clubbers who are waiting for their parents.

Sharing the Gospel With a Clubber

Remember the main focus? It's the gospel. And the reason Awana exists? To evangelize and disciple children and youth.

When we think of evangelism, we generally visualize the moment when a person trusts Christ as Savior. We have to remember that before spiritual fruit is harvested, soil must be prepared and biblical seeds sown.

The Gospel Wheel was designed to be a simple tool to help you remember and present the gospel. There is an outline within the model, but the real value is to prompt you to share the gospel using Scripture. In conversation, you can discern what aspect of the gospel message to start with, depending on the other person's questions. Respond to the other person's needs and let the Holy Spirit use the Word to lead a person to faith in Christ.



At the center, of course, is the gospel. (Christ died for our sins, was buried and rose again.)

The segments align themselves along two dimensions. The character line could begin with a discussion of God's character (love and holiness), or man's character (sin). Either entry point gets you to the gospel. You could share along the action line, that Jesus' shed blood on the cross provided for our salvation, or the corresponding action of a person, which is to trust (have faith or believe) in Jesus Christ's death for our sins. Start anywhere, but get to the gospel!

Challenge: As part of your secretary certification, memorize the verses that make up the Gospel Wheel. Practice saying them to another Awana leader until you get them all correct.

Remember that a child will accept Christ's love when he or she is ready. It's the Holy Spirit's work, not yours; so don't assume more responsibility than God intends. God expects you only to share His good news.

Awana has many resources to assist you in sharing the gospel. You can find these in the *Awana Ministry Catalog* or the online store.

You may think that, as the secretary, you won't have much opportunity to share the gospel with clubbers, but you will! You will know when clubbers receive awards and you can ask them what they learned and what it means. You never know when you might enter into a significant conversation.



Visit the ART website to see the Club Clinic online training that focus on learning and using the Gospel Wheel.

Child Protection

We live in a world of sinners. We know this and still we're surprised that we need to protect our children in the church. We like to think our churches are safe from sexual predators, but they're not — there are churches of all sizes around the world that know this heart-breaking reality. If your church doesn't have a child protection policy (or doesn't enforce the one it has), work with the appropriate people in your church to create one (or enforce the one you have).

To ensure child protection, there are seven areas to address. *Please understand that this is not legal advice; Awana is not able to give legal advice.* Nothing can substitute for competent legal counsel from an attorney who knows your church.

1. Develop policies and practices for child protection and follow them.
2. Screen workers.
3. Retain records.
4. Train workers.
5. Supervise workers.
6. Seek legal counsel and professional advice.
7. Report abuse and suspected abuse.

Statistics

- One in four girls will be abused by the age of 18.
- More than 60 percent of teens who become pregnant have been sexually abused.
- More than 90 percent of abusers are people children know, love or trust.
- There are an estimated 39 million survivors of sexual abuse in the U.S.
- Twenty percent of sexual abuse victims are under the age of 8.
- Of sexual abuse incidents for children of all ages, 81 percent occur in one-perpetrator/one-child circumstances.

As discussed in a previous section, Scripture provides insight into the importance Jesus placed on children coming to Him: *“Suffer [Let] the children to come unto Me, and forbid them not”* (Luke 18:16, KJV). And earlier, in Luke 17:2, He is very explicit about how He feels when people hurt children: *It would be better for him to be thrown into the sea with a millstone tied around his neck than for him to cause one of these little ones to sin.*

It is imperative for the church to do everything it can to create a safe place for children to grow in 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. We want children to commit Scripture to memory so it is, as we read in Psalm 119:11, hidden in their hearts.

Two keys to Scripture memory:

1. Review, review, review
2. Self-discipline

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

Awana is not a rote memorization program. The intent is for clubbers to learn and live God’s Word, not just be able to recite it.

Leaders are the key in this endeavor. They have a choice to make. They can merely listen and sign sections as kids recite verses (which is really tempting when Handbook Time gets hectic), or they can engage children in figuring out what God’s words mean and how He wants us to live. Although you may not be a Handbook Time leader, you can ask clubbers about verses they just memorized and talk to them about what they mean.

Handbooks

Clubbers memorize Scripture and complete sections within handbooks created specifically for each club. Handbooks teach children God’s Word in fun and age-appropriate ways. To successfully complete a handbook, clubbers will need to work on Scripture memory and some other aspects of sections at home. This helps children realize that learning about God is not something that only happens at church. It also gets the parents involved in the spiritual development of their children, and exposes unsaved relatives to God’s Word.

The goal is for each clubber to complete one handbook per year. This will ensure that children will learn the core Bible doctrines needed to develop a biblical worldview.

To have a biblical worldview means to view the world through biblical lenses, to see everything in life in terms of God's plan for humankind and the world. Some hallmarks of a biblical worldview are the following:

- God is the Creator of the universe and still rules it today.
- Jesus Christ lived a sinless life.
- Salvation is a gift and cannot be earned.
- Satan is real.
- The Bible is accurate in all its teachings.
- Christians have a responsibility to share their faith with others.



As the secretary, you can see at a glance whether clubbers are on track to complete handbooks. Keep your commander in the loop about how clubs as a whole are progressing. Consider mentioning to individual leaders if some children are falling behind; Handbook Time can be hectic for leaders and they may not realize how all their clubbers are doing.

Except Puggles, each club has an entrance booklet that presents the gospel in an age-appropriate way. Be sure you have enough entrance booklets on hand so that all new and visiting children can take entrance booklets home with them. Completion of the entrance booklet signifies that a child becomes an official member of club. He or she can then purchase a uniform and handbook.

Entrance booklets are called:

Cubbies: *Bear Hug Brochure*

Sparks: *Flight 3:16*

T&T: *Ultimate Adventure Start Zone* and
Ultimate Challenge Start Zone

Trek: *Trek Check*

Journey: *Faith's Foundations*

Cubbies is a two-year program. The handbooks are called *Hopper Celebrations* and *Jumper Celebrations*. Cubbies all work together in their handbooks, so each year all Cubbies work in either the *Hopper* or *Jumper* book.

Puggles uses teaching cards, not handbooks. For each teaching card there are take-home cards so parents can work on the lesson throughout the week with their little ones.

Sparks is a three-year program that takes kids on a chronological adventure through the Bible. The first handbook, *HangGlider*[®], contains 12 biographies of people in Genesis through Joshua. *WingRunner*[®] picks up in Judges and ends at the birth of Christ. New Testament characters are described in *SkyStormer*[®]. Each of these handbooks includes a CD so children can listen to the biographies and practice the verses. The *Awana Ministry Catalog* includes many products to complement the handbooks.

T&T is a four-year program (though many churches use it for three years and then sixth-graders enter Trek), with two handbooks in the *Ultimate Adventure* series and two in the *Ultimate Challenge* series. The first and third books teach doctrine, and the second and fourth books are application based. The entire Awana Doctrinal Statement is addressed in T&T.

Sparks and T&T clubbers progress through handbooks at their own rates. Each handbook includes extra credit and review for the children who enjoy learning so much that they complete their handbooks before the end of the club year.

Sparks and T&T are first-book method clubs, meaning the books should be completed

in order, at a clubber's own pace. Children should not work ahead into the next year's book unless they are behind their grade group.

- All Sparks should start in *HangGlider* regardless of their grade.
- A first-grader may work up through *WingRunner* and a second-grader may work up through *SkyStormer*, but a kindergartener may only work through *HangGlider*.
- A new third or fourth grader will start in the *Ultimate Adventure Book One* and a fourth grader may move into Book Two.
- A new fifth or sixth grader will start in the *Ultimate Challenge Book One* and a fifth grader may move into Book Two.
- In Trek and Journey, everyone works in the same Bible study book.
- Anyone may work in lower-level books at any time.



Each of the seven handbooks for Sparks and T&T have corresponding Parent Handbooks so parents can work through the same books and memorize the same verses as their children, but on an adult level.

Send the Awana *Parent Welcome Booklet* home with each child when they receive their entrance booklet.

Awards

Awards are another key feature of Awana clubs. Throughout Scripture, awards are given in recognition of special achievement or obedience. The Israelites gained the Promised Land and all believers are promised crowns which will be cast at the Master's feet.

Awards are biblical and motivating but they can be used incorrectly. You want to balance intrinsic and extrinsic motivation carefully. Ideally, awards are recognition of achievement that's intrinsically motivated. We are God's workmanship and are, therefore, created to be motivated by obedience to His word. Obedience feeds on itself when it's correctly rewarded.

Giving awards accomplishes the following:

- Offers tangible encouragement.
- Reminds parents of their children's progress.
- Provides a sense of belonging.

More clubbers will complete handbooks when they are rewarded for doing so. The result is that children will learn more Bible truths.

It's important that awards are meaningful. Records need to be accurate and timely so that children receive the correct awards on the night they earn them. Ideally, clubbers will be applauded publicly.

Another aspect of awards is that they go home with the clubber. If a child's parents are not involved with Awana or the church, they will hopefully see the enthusiasm their child has for participation and accomplishment in Awana and it may make them inclined to learn more about the club and church. It's one more way to engage parents' interest.

Clubber awards

There are two types of clubber awards – individual and team.

Individual Awards

Throughout the year, individual clubbers earn achievement awards to display on their uniforms as they progress through handbooks.



Cubbies

Award	Achievement	Notes
Trail patch 	Completion of a Trail in the Cubbies handbook	To be sewn on left front of vest
Achievement emblem 	Completion of a Walk in the handbook	First-year Cubbies, place emblems on the "C;" second-year Cubbies, on the "A."
Attendance emblem 	Recognition of church and club attendance	Church attendance: Zebra emblems for first year, Giraffe emblems for second year; club attendance: Lion emblems
Cubbie Bear Charater Builders emblem 	Completion of 20 Character Builders	To be sewn on Cubbies' vest
Year One Book Award 	Completion of first Celebrations handbook	Three-inch stuffed bear attaches to vest with Velcro®; awarded at the year-end award ceremony
Year Two Book Award 	Completion of both Celebrations handbooks	Year One Book Award attaches to this blue ribbon award; awarded at the year-end ceremony

Sparks

Award	Achievement	Notes
Sparks Membership Card 	Completion of the <i>Flight 3:16</i>	Membership card and eligibility to purchase the official Sparks vest and <i>HangGlider</i> handbook
Emblem 	Completion of first section in handbook	Sparkies should keep all emblem patches on their vests.
Pilot Wings and Jewels 	As Sparkies complete each section, they receive a Green or Red Jewel to wear on their achievement wings. Sparkies receive Blue Jewels for club attendance.	The pilot wings are awarded with the first Jewel.
First Book Award and Second Book Award 	Completion of a <i>HangGlider</i> and/or <i>WingRunner</i> handbook	The Sparkie must at least be in kindergarten to receive the First Book Award. The Sparkie must at least be in first grade to receive the Second Book Award.
Sparky Award Plaque 	Completion of all three Sparks handbooks	

T&T

Award	Achievement	Notes
Streamwood Award Bar 	Completion of the first Discovery in the Ultimate Adventure handbooks.	Book One: Red Book Two: Blue
Award Bones 	Completion of a Discovery in the Ultimate Adventure handbooks	Clubber can choose color; to be placed on Streamwood Award Bar
Award Emblems 	Completion of Challenges in the Ultimate Challenge handbooks	Clubber can choose his emblem and place it anywhere in the white space on the shirt
Attendance Stickers 	To recognize church and club attendance	Church: two stickers per year Club: four stickers per year

Team Awards

Teams earn weekly awards for achievement and behavior throughout a club night and are celebrated at the end of the club meeting.

One of the best proactive discipline tools is positive points. Positive points allow teams to earn collective points throughout a club night.

Each child is assigned to a team. In each segment of club, teams have opportunities to earn points. In Game Time, teams earn points for responding to the five-count, cheering for their teammates, displaying good sportsmanship and winning games. In Large Group Time teams can sit together and be awarded for paying attention, responding to questions and participating in singing. Handbook Time allows opportunities for points as clubbers finish sections, help others and obey their leaders. Teams can also earn points if team members remember their handbooks and Bibles, wear their uniforms or participate in theme nights. The possibilities are endless.

Some clubs assign teams for the club year, some mix up teams part way through the year and some actually assign teams each club meeting.

The key to positive points is that they are awarded for good behavior, not subtracted for negative behavior. Awarding other teams for good behavior when one team is acting poorly will send a message to the one team while elevating the others and the behavior you want to encourage.

This discipline method will be effective only when it is used consistently.

As secretary you can be the key to making sure positive points are used in club. It can be overwhelming for directors and commanders to keep track of points throughout a club night, so they abandon the method. If you can track points it's more likely that positive points will be effective.

Winning teams may receive small tokens, such as candy bars, or earn special privileges, such as dismissing first from Game Time or other segments the following week.



Leader Awards

Adults are motivated by recognition as well.

Award	Accomplishment
BT Role Certification Pin 	Participation in Awana Orientation, score of 85 percent or higher on role test, participation in practice session and memorization of Gospel Wheel verses
Leader Memory Awards	Completion of Scripture memorization in handbooks
Service Pins 	Recognition for each year of service in Awana
Rorheim Institute Units 	Various amounts of RIUs awarded for different training experiences



More information about awards can be found on the Awana Resources and Tools (ART) website.

Uniforms

Uniforms, for both leaders and clubbers, are an important component of the Awana ministry. There are three main reasons for uniforms. First, children enjoy belonging to clubs and uniforms reinforce this sense of community. Second, they provide clubbers a place to display achievement awards, creating additional incentive for passing handbook sections.

Uniforms also encourage an orderly and disciplined club. The example set by your leaders will set the tone for each of the clubs – every leader should be in uniform at every meeting. This is the best way to show clubbers the importance of the uniforms.

Cubbies 	Sparks 
T&T: Ultimate Adventure 	T&T: Ultimate Challenge 
Trek 	Journey 

Uniforms also encourage an orderly and disciplined club. The example set by your leaders will set the tone for each of the clubs – every leader should be in uniform at every meeting. This is the best way to show clubbers the importance of the uniforms.

Leader uniforms encourage the following:

- Clubbers wearing their uniforms
- Discipline
- Club unity
- Identification of leaders and clubbers
- Award achievement



See the *Awana Ministry Catalog* for uniform options. Cubbies has a poster to show award placement. For Sparks and T&T, see the diagrams at the back of the handbooks.

An Awana lanyard with a customized leader identification card helps parents and children recognize which adults belong to club. It is also a great place to display leader awards.

Discipline

The word *discipline* often is used negatively. Actually, *discipline* is meant to be a loving approach to teaching children appropriate behavior. It comes from the word *disciple* and literally means “to teach” or “to mold.” Children need discipline to become healthy mature adults. The reason we are confused is that many people incorrectly refer to punishment as discipline. This chart helps clarify the difference.

	Punishment	Discipline
Purpose	Inflict a penalty for an offense	Training for correction and development
Focus	Past offenses or misbehavior	Correct future behavior
Leader’s Attitude	Hostility, frustration or anger	Love and concern for clubber
How Clubber Feels	Fearful, guilty or shamed	Secure

The correct use of discipline involves standards (expectations), rules (or policies), consequences and correction. Positive discipline seeks to instruct, as well as change behavior.

Discipline actually helps a child feel loved and secure. Children will act out, looking for boundaries, and it’s unsettling not to find them. In fact, Scripture teaches us in Hebrews 12:8 that if we don’t experience discipline from God the Father, then we are illegitimate children. It continues to teach us in verse 11: *Now no chastening for the present*

seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby (KJV). So it is with the children we serve. It is the commander’s responsibility to assure that leaders are godly disciplinarians. Children will return to a disciplined club. Kids respond to structure and want to be in a safe environment where they can have expectations they understand.

Remember, this is an outreach ministry and children from outside the church may not have had the same behavior expectations as those in the church. Expect some misbehavior and address it gently but firmly.

Positive Points

One of the best discipline methods is called positive points. When used throughout a club meeting, positive points will reinforce whatever you emphasize. This could be anything from bringing friends, to exhibiting good behavior, to completing sections. For instance, the first team to line up on their color line during Game Time. The team that completes the most sections collectively. The team that seems most engaged in Large Group Time.

To be effective, positive points should be used consistently. Like any discipline technique, children need to understand it and experience it regularly for it to be meaningful.

The number of points leaders award should be determined by a club director or commander. Here are some considerations:

- Give points for whatever you want clubbers to do. The most important things should receive the most points.
- Use numbers that will motivate each age group. Use smaller numbers for Sparkies, and higher numbers for older clubbers.
- Changing the system weekly keeps club exciting and reinforces behavior. If clubbers know they might receive points for bringing a handbook and Bible or wearing a uniform, they are more likely to do all of these things.

What a point system might look like in Sparks:

- 10 points for each handbook section
- 10 points for 1st place in a game
- 5 points for 2nd place in a game
- 3 points for finishing the game (3rd or 4th place)
- 5 points for the first team to be quiet during Game Time or Large Group Time, or cheering for their team
- 10 points for bringing a friend
- 5 points for participating in a theme night
- 5 points for wearing a uniform

What a point system might look like in T&T:

- 100 points for each handbook section
- 100 points for 1st place in a game
- 50 points for 2nd place in a game
- 25 points for finishing the game (3rd or 4th place)
- 50 points for first team to be quiet during games or Large Group Time, or cheering for their team
- 100 points for bringing a friend
- 50 points for participating in the theme night
- 50 points for wearing a uniform

The five-count for group discipline

Whenever the adult in charge of a given segment wants everyone's attention he will begin counting from one to five, holding his hand in the air and using his fingers during the count. By the time the count is at five, all clubbers should be waiting quietly. This is called the five-count. Include this in your policy discussion at the beginning of the club year and teach it to clubbers the first night.

Awana leaders love to see the looks of amazement from parents when an entire room full of Sparkies is silent by the count of five.

The three-count for individual discipline

Commanders and directors utilize the three-count to address individual misbehavior.



Even though, as a secretary, you will not use these techniques very often, it's good to know them. All leaders should be familiar with Awana discipline techniques.

1. When a clubber acts inappropriately beyond gentle reminders, give him a one count.
2. If a clubber continues to create disturbances and disobey leaders, the clubber is given a two count.
 - The designation of two count results in a conversation with the appropriate club director or Awana commander. This should be a caring conversation.
 - Be specific about the behavior you are addressing. Explain to the clubber what is expected and share appropriate Scripture that addresses correct behavior.
 - Discuss possible reasons for the behavior and, ultimately, help him or her understand what is expected at club.
 - Ask the clubber if he or she understands and, if not, explain it again.
 - After discussion, and hopefully repentance, pray with the clubber.
 - Communicate that being placed on a three-count will mean suspension from club for at least one week.
 - Each week everyone begins with a clean slate.
3. If a clubber fails to correct his behavior and continues to create problems then he should be placed on three count.
 - This step results in a suspension. The clubber may be given an opportunity to return to club, but only after you and the club director meet with the parent(s).
 - Talk to the clubber about how his behavior violated club standards. Explain that he will not be allowed to return to club until you and the director visit his parents at home (or whatever you determine).
 - When the parent or guardian picks up the child, explain what happened and set a convenient time to visit the family.
 - Exercise grace and love with clubbers and parents.

When thinking about how to discipline a child, consider what you believe to be the source of the negative behavior. Is the child having a problem of ignorance, a problem of frustration or a problem of rebellion?

Problems of ignorance – A child may be ignorant of behavior standards, even if those standards seem common to you. Make sure that she understands what's expected of her, otherwise disciplining her will not create the behavior change you seek.

Problems of frustration – Children have problems, just like we all do. Is he having a bad day? Is something going on at home? Does he have a learning disability? These situations call for compassion, not the three-count.

Problems of rebellion – These are the problem for which the three-count was created. Rebellion will not be tolerated in club.

The ABCs of discipline

Many discipline problems can be avoided by remembering a few basic principles.

- A. An adequate number of leaders. Remember, our ideal ratio is 10:2.
- B. Be organized so children don't have extra time to get into trouble.
- C. Communicate expectations to leaders, parents and clubbers.

Pray for the children who challenge you and your team. Remember, God created and loves these children as much as the rest and has plans for their lives. World changers often are rule breakers so keep a sense of humor (internally anyway!).

Leadership and Parent Development

Awana is committed to providing training and resources for those who influence children and youth – parents and church leaders. If we are going to lead the next generation of children and youth to know, love and serve the Lord Jesus Christ, we must equip those who work with them. Awana and your Awana missionary are dedicated to doing just that.

Leaders

Awana expects each and every leader to go through Basic Training, but that's just the beginning. There are many resources for training development. The main opportunities for all leaders are Awana Ministry Conferences, which occur regionally every fall, and Club Clinic, our online training modules. Visit the website and talk to your commander about ways to engage in training and opportunities for growth. Encourage your commanders to make it a priority to attend Commander College.

Parents

Awana knows that, as important as children's workers are, parents have the greatest opportunity to influence the overall spiritual development of children. To that end, Awana has many resources available for parents, all housed under the program title of Awana at Home.

Awana at Home is a family ministry that fits into the Awana Clubs structure. In Awana at Home, parents are trained in a home devotional system that mirrors Awana clubs in your church. Parents are trained and equipped to lead a Game Time (fun with the family), Handbook Time (working with the kids in their handbooks so the kids are ready to recite sections to leaders) and Bible Time (Bible lessons).

The best thing you can do is pray for God to raise up someone in your church who is passionate about helping parents in their God-given role. This person – the Awana at Home director – will take the responsibility for connecting with parents. Through connecting with parents, the Awana at Home director can encourage, train and celebrate parents who take active roles in the spiritual discipling of their kids. Just as with other club roles, this role has a role book – called the *Awana at Home Director Training Kit*.

Even if you do not have Awana at Home as part of your Awana ministry, make it a priority to connect with and encourage parents, and suggest some of the many resources Awana offers. You can have enormous evangelistic and discipleship impact with parents who may or may not be connected to your church.



Awana sells seven Parent Handbooks, one to mirror each of the Sparks and T&T handbooks. Parents Handbooks include all the verses in the kids' books, but are written on an adult level.

Ten Standards of Excellence

Earlier, you read about five principles of Awana and, on a regular basis, the five principles provide a good gauge for you to assess your club. The Ten Standards of Excellence are an additional tool to provide you with more specific guidelines against which to measure your club's performance.

The Ten Standards are the following:

1. We reach boys and girls with the gospel of Christ and train them to serve Him.
2. We recruit, train and motivate leaders to serve the local church.
3. We use positive discipline and maintain order throughout the entire club meeting.
4. We attract children with games and activities.
5. We encourage memorization, understanding and application of Scripture.
6. We use the elements of Large Group Time effectively.
7. We motivate children through incentives.
8. We manage God's resources with faithfulness and integrity.
9. We minister to parents and family members.
10. We magnify the impact of our church's ministry through cooperation with the national Awana ministry.

Each of these has several subpoints to help you fully appreciate the scope of each standard. If you would like to read more, ask your commander for the full document, which is on the *Commander Role Book Resource CD*.

Awana Missionary Role

One of your greatest resources is your local Awana missionary and Awana ministry team.

Awana missionaries are dedicated to working with local churches. More than 100 Awana missionaries and 1,200 ministry team volunteers serve over 12,000 churches in the

United States. Our ministry vision is to come alongside you, the local church, to ensure all children the opportunity for evangelism and discipleship. Awana missionaries are on the front line of that vision.

Awana missionaries invite committed volunteers to be part of local Awana ministry teams. Together they work with pastors and commanders to help elevate the position and quality of children's ministries in churches in their region. Your local ministry team serves in various ways, including starting and maintaining Awana clubs at churches; offering training opportunities for leaders, parents and others; and sponsoring regional events, such as AwanaGames, and Bible Quizzing.

Awana missionaries are faith supported. They rely on churches and individuals like you to support their ministry financially and prayerfully. This support structure allows local churches and individuals to invest the growth of the ministry in their area. Prayerfully consider supporting your local Awana missionary. Prayerfully consider supporting your local Awana missionary.

Record the name and contact information for your Awana missionary. You can get this information on the Awana website.

My missionary: _____

Phone number: _____

Email address: _____

Missionary website: _____



You can donate online by clicking on the word
Donate on the Awana Home page.

Section Two: The Secretary Role



As you read this section, you will see that there are sections specific to particular age groups; these are noted with one of the following icons:



Cubbies secretary information



Sparks secretary information



T&T secretary information

Study only those sections that apply to your role; a Sparks secretary does not need to learn the particulars that apply specifically to T&T unless he or she chooses to do so, though very often one secretary will be responsible for both groups. Unless you have a large Cubbies club, there's probably not one person serving solely as a secretary, but someone does need to take the lead on secretarial responsibilities. Puggles doesn't need a secretary because they do not earn awards. Leaders will help these little ones affix attendance stickers on the Puggles Wall Attendance Chart and someone, likely the director, will coordinate with whoever places Awana orders.

The final segment of each section will help you apply the section to your own situation by showing common differences between small, midsize and large churches. This will make it easier to visualize how the record keeping aspect of club will look in your church. Watch for these symbols:



Small Clubs



Midsize Clubs



Large Clubs

No two clubs are exactly alike, so – though the information in this book is accurate and, we hope, helpful – you may choose to do something differently in your record keeping. Partner with your commander, club directors and other club secretaries, if there are others, to figure out what will work best for you.

Why Is Record Keeping Important?

While this section of the role book must, by necessity, include many details and how-to's, let's take a moment first to think about why we keep records. Written records maintain accurate information and help us remember details we might otherwise forget. At times, this can seem redundant and unimportant, but let's look at one example of the importance of record keeping.

See Matthew 4:1-11 and Luke 4:1-13. These passages record Jesus' temptation by Satan.

1. What words did Jesus use several times as He answered Satan?

2. Did Satan try to dispute Jesus' answer?

3. Why? _____

Repeatedly, Jesus referred to a solid foundation for His answers using three words, "it is written." Even Satan quoted Scripture, beginning with the words "it is written." Satan couldn't argue with what Jesus said, because he also knew what God said in the written record of Scripture. Because that record has been preserved, we also know what God said. We don't have to rely on folklore passed down verbally from one generation to the next – we have a God who chose to give us a written record of His Word!

The Bible mentions one important record a number of times. Identify this record in Revelation 20:1-12, 15; 21:7 and write its name here:

God is keeping a record called the Book of Life. Think of the consequences involved with this list! Whether or not your name is written on that list determines whether or not you will spend an eternity with God in heaven. Aren't you thankful God keeps records?

How does Awana record keeping fit into this picture? Serving as a club secretary offers opportunities that may have great significance!

Boys and girls are motivated, in part, to learn God's Word because they receive awards. By learning God's Word, they may trust in Christ as Savior.

Accurate records also will be a reminder that a child was absent and prompt a home visit or phone call to a parent who may need to hear about God's love. Accurate records are valuable to your club, and serving in this area will be a rewarding experience.

The three main things you will track are the following:

- Attendance
- Achievement
- Materials

Attendance and Registration

Recording attendance serves the following purposes:

- Individual clubbers will receive awards for faithful attendance.
- Teams may earn points toward a team award at the end of the club meeting.
- Absences and absence trends may be identified.

Several forms may be used to help you with this task. You can see graphics beside the text, but if you have samples of the Awana record keeping forms, you will find it beneficial to look at them as you're reading about them.

Nightly club attendance

The Awana Monthly Attendance, Dues and Points form allows you to record information from clubbers as they arrive. One month of club may be recorded on a single form. The same form may be used in Sparks and T&T, but is optional for Cubbies and Puggles. A simple checkmark in the "C" column will indicate the clubber was present at club on the date indicated.

Awana Clubs [®] Monthly Attendance, Dues and Points																			
(Club Attendance — C, Dues — D, Bible — B, Handbook — H, Uniform — U, Friend — F)																			
Name	RBGY Team or Leader	Date					Date					Date							
		C	D	B	H	U	F	C	D	B	H	U	F	C	D	B	H	U	F
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			
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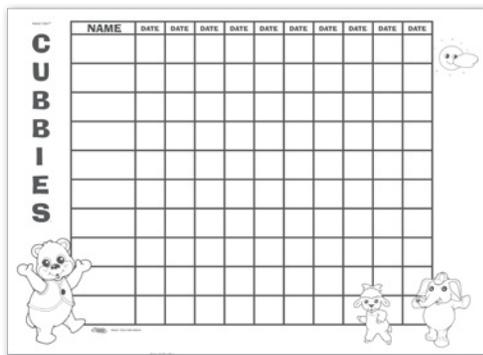
Additional information may be recorded on this form as well. These additional areas may not be used by all clubs or age groups.

- Abbreviations at the tops of the columns denote space to record the following:
 - D – Dues paid
 - B – Bibles brought to club
 - H – Handbooks brought to club
 - U – Uniforms worn to club
 - F – Friend brought to club
- On a regular basis, transfer club attendance information to individual record cards.



Cubbies

During Coming-in Time, each Cubbie places a sticker on the Cubbies Wall Attendance Chart. During Book Time, Cubbies leaders will have the Cubbies One-Year Achievement Record Card with them, and can mark Cubbies present on the card at this time. Rather than duplicating efforts, plan to involve as many leaders as possible in welcoming Cubbies and their parents to club!



Cubbies Wall Attendance Chart

Individual clubber attendance records

The club secretary keeps the One-Year Achievement Record Card for each child and young person attending an Awana club or youth program. The portion of this card designed for recording club attendance can readily be identified by looking for the area that lists the months of the school year.

- Attendance recorded on the achievement record card will show attendance for an entire club year, and will indicate when clubbers qualify for attendance awards.
- Record the date in the appropriate box each week a clubber attends.
- Note absences in appropriate boxes.
- To avoid confusion, cross out boxes that represent weeks when there is no club meeting.
- Record the date when a club attendance award is earned.

Sunday school or church attendance awards may be given in Cubbies, Sparks and T&T. You will prepare these awards for distribution and record the dates they were earned on clubbers' individual achievement record cards.

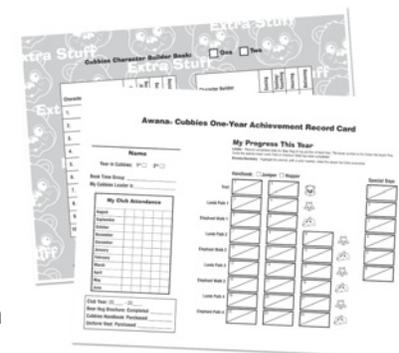
Attendance award standards are determined by your local church. The club director or commander will give direction regarding your church's standards and when the awards will be presented. See Appendix A (FAQs) for additional attendance standard information.



Cubbies

Club attendance

- **Form:** Awana Cubbies One-Year Achievement Record Card
- **Where:** Left-hand column
- **When:** Leaders record attendance during Book Time.
- **Award for club attendance:** Lion emblem
- **Number of awards each year:** Two per club year



Cubbies One-Year Achievement Record Card

Church attendance

- **Award:** First year – Zebra emblems
Second year – Giraffe emblems
- **Number of awards each year:** Two per club year



Sparks

Club attendance

- **Form:** Awana Sparks One-Year Achievement Record Card
- **Where:** Left-hand column
- **Award Earned for attendance:** Blue Jewel
- **Number of Jewels each year:** Four per club year
- **Where to record the award:** Record the date in the center column of this card on the line titled “Blue Jewel.”

The form is titled "Awana Clubs Sparks' One-Year Achievement Record Card". It features three main sections: "Attendance" (a grid for recording weekly attendance), "Handbook Sections" (a grid for tracking progress through various handbook topics), and "Equipment/Other Sections" (a grid for other club-related activities). Below these sections are fields for "Handbook", "Name and/or Leader", and "Name". A "Sparks Church Emblem" is also indicated.

Sparks One-Year Achievement Record Card

Church attendance

- **Award:** Sparks Church Attendance emblem
- **Number of awards each year:** Two per year
- **Where to record the award:** Center column, just below Blue Jewels



T&T

Club attendance

- **Form:** Awana Truth & Training Achievement Record Card
- **Where:** “Yearly Club Attendance” row
- **Award:** T&T Club Attendance stickers displayed on appropriate handbook pages
- **Number of awards each year:** Four per club year
- **Where to record the award:** The “Attendance Awards” section, located just below the “Yearly Club Attendance” line of the record card

The form is titled "Awana Truth & Training Achievement Record Card". It includes fields for "Name", "Year 1: Team and/or Leader", "Salvation date", "Year 2: Team and/or Leader", "Year 3: Team and/or Leader", and "Year 4: Team and/or Leader". Below these are two sections for "The Ultimate Adventure Series - Book One" and "The Ultimate Adventure Series - Book Two". Each section has a grid for "DISCOVERY" (1-8) and "Yearly Club Attendance" (Sept-Aug). There are also fields for "Attendance Awards", "Church Attendance", and "Alpha Award" with a date field.

Truth and Training Achievement Record Card

Church attendance

- **Award:** T&T Church Attendance stickers are displayed on the appropriate pages in the handbooks
- **Number of awards each year:** Two per year
- **Where to record the award:** Just right of the club attendance awards



Tally up the total number of children who attend each club from week to week and provide it to your commander. This will show whether your club is growing, which is useful for your directors or commander to pass on to the church staff.

Collect and Record Dues

Most Awana clubs require families to pay for their children to participate in club, to help cover the cost of awards and supplies. It's common to have a one-time registration fee at the beginning of the year or twice annually, but some clubs collect weekly dues from clubbers. Some churches prefer weekly dues, even though it's more work, because they think it helps clubbers understand the value of club and gives them a sense of ownership.

As secretary, you will collect registration fees and/or dues. You will need to record dues paid by clubbers and process the money collected. If you collect dues, it will usually go hand-in-hand with taking attendance.

As dues are received from clubbers, indicate it in the “D” column of the Awana Monthly Attendance, Dues and Points form, under the correct date.

Turn in money following procedures established by the club commander. This varies by church, and could involve making out a report slip or bank deposit.

Some churches offer a discount to clubbers who pay dues for the entire year during the first month of club, and collect weekly dues from clubbers who did not pay the full amount at the beginning of the club year. Others prefer to have an annual registration fee in place of dues. Whatever the method, the secretary will keep a record of the money received and process it as directed.

If you decide to have registration instead of weekly dues, determine ahead of time how you will prorate registration fees for clubbers who join midyear. For example, if you charge \$40 for a full club year, that comes out to approximately \$5 per month. So, you would charge a clubber \$25 who starts in December.



Cubbies

Bringing dues should be a fun and positive experience for Cubbies. In Cubbies, paying dues may look like a game.



Sparks

Sparkies, like Cubbies, are dependent on their parents to be able to bring dues, so you may not want to use this category for team points.

One club uses the Sparky stamp to stamp clubbers' hands when they pay their dues.



T&T

T&T clubbers can be a little more responsible for bringing dues themselves. Team points may be earned by clubbers paying their dues. Record the amount paid by each clubber and award points as decided by your club leadership.

Check-in and check-out

Most clubs take attendance as the clubbers and youth arrive for their meetings. As the club secretary, you will find this busy time of the club meeting rewarding as you meet clubbers and parents and interact with them. Check-in time passes quickly, but these moments are especially important; parents of a visitor will be put at ease by a good first impression!

What to do at check-in:

- Be on time – at least 15 minutes prior to the start of the club meeting.
- Greet clubbers and parents with a friendly smile!
- Record attendance on the Monthly Attendance, Dues and Points form.
- Receive and record dues brought by clubbers.

- Ask questions as needed to record whether clubbers brought their Bibles and handbooks, wore their uniforms or brought friends (not all information will be required for all ages of clubbers).
- If a clubber brought a friend who is new to your club, request contact information in accordance with your church policies.
- Introduce new children to their leaders or directors so they will feel welcomed and cared for.
- Follow all church policies regarding child safety.

A plan for check-in time

Knowing how to record attendance is important. The next step is to work with your club director or commander to customize check-in and check-out for your church. The following checklist is designed to help you think through where to have check-in. Consider facility needs and organize your supplies. Decisions in this regard may have already been made by the commander or director, so be sure to include him or her in the planning process. You may wish to check off the boxes when you know that area is cared for or deemed unnecessary.

- Learn church procedures** about obtaining emergency and contact information from parents and releasing children. Incorporate these procedures into your check-in and check-out process. For example: some churches issue ID cards to parents when they drop off their child; and the person picking up child must present the ID card.
- Check supplies** of record keeping forms. See the "Materials" part of Section Two (this section) for more information about ordering supplies.
- Consider having a registration session** for children that will be attending club. This will save time and confusion at the beginning of the first club meeting of each year. If your church will be conducting registration, write the date here: _____ . Work with the club director(s) to determine your role in registration and what forms and supplies you will need.



One church, in August, mails a registration card to the homes of all clubbers that attended club the previous year. It includes a letter from the commander announcing the date and time for the first night of club and welcoming them back. Even if only half the parents bring completed cards on the first night of club, they drastically reduce the time to get everyone registered.

Determine what information you will collect each week when clubbers arrive. Other than attendance and dues, what information does the club director or commander wish to have recorded on the Monthly Attendance, Dues and Points form?

Assemble a basket or tray of supplies so you can easily transport your materials to check-in. Supplies may include:

- Pens
- Forms for registering new clubbers
- Monthly Attendance, Dues and Points forms with names of registered clubbers
- Container for dues money
- Clip board
- Notepad
- Parent Welcome Booklets

Consider whether you want all clubbers to check in at one place or have separate check-in locations for different clubs. Your facilities and evening schedule may determine this; for example, if your Sparks club meets in a different area than the T&T club, it may be best for them to have their own check-in near the room where they meet.

Plan the layout of the check-in area. It is helpful to have a table or counter. If you need help setting up a table each week, determine who will tend to it and where you will put it.

Enlist help if needed, with club director approval. A small club may only need one person checking in clubbers as they arrive, but as club sizes increase it may be necessary to divide this responsibility between several secretaries or leaders. Your older clubbers may love to help with this!

Set a specific time to start check-in and advertise the time. This prevents clubbers arriving before supervision is available. Start check-in about 15 minutes prior to the start of club.

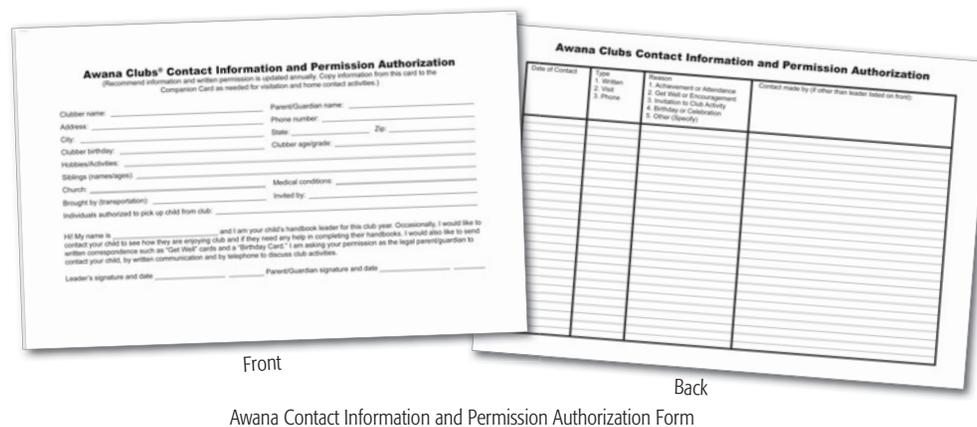
Establish check-out procedures.

- Be friendly to parents and clubbers, and help with questions.
- Follow check-out procedures established by your church, especially regarding releasing children to authorized persons.

Maintain contact and emergency information

Obtain and keep contact and emergency information for children and youth who attend Awana clubs or youth ministry at your church. This information should be approved in writing by a parent.

The Awana Contact Information and Permission Authorization form has space for all necessary information, including parental permission and pertinent information including address, phone number and medical conditions. The back of the card provides space to track contacts outside of club.



The Awana Contact Companion Card is for leaders to transfer pertinent information to this smaller card for home contact visits, etc.



Awana Contact Companion Card

What about visitors?

Be sure to collect information from all children who come to your club. You should ask for their names, addresses, phone numbers and parent's names so leaders can contact them and invite them back to club and make contact with the family. If they come as friends of clubbers, write the clubbers' names so there's a record of who brought them.

What does attendance and check-in look like in my church?

Regardless of the size of your Awana club, the purpose for checking in clubbers and maintaining attendance records is the same: to track for attendance awards and make sure all children are welcomed and cared for. But the following are some typical differences between different-sized clubs:



Small Clubs

In small clubs, one secretary or leader may be able to check in all clubbers as they arrive, and maintain all of the attendance records. Names for all clubbers may be listed on one Awana Monthly Attendance, Dues, and Points form, or separated by age group on more than one form. If a secretary is not available, club directors will take primary responsibility for record keeping.



Midsized Clubs

As clubs grow, it's harder for one person to handle attendance and check-in. In a midsize club, it is common to have separate check-in areas for Cubbies, Sparks and T&T. Each group will have its own set of Awana Monthly Attendance, Dues and Points forms. Each club may even have its own secretary.



Large Clubs

For large Awana clubs you will need more secretaries or leaders to help with check-in and keep permanent records. Each club, such as Cubbies or Sparks, may have two or three secretaries, and check-in areas for each club might be in separate areas or buildings.

As Janet was thinking about attendance awards and, looking back through the year's records, her eyes fell on Susie's Achievement Record Card. Susie was a loving little girl who came to Sparks every week and always remembered to wear her vest and bring her handbook. When her leader asked if she had learned any Bible verses in a week, Susie would sadly say her mommy wouldn't help her and daddy was never home. Her leader tried to take a few minutes each week to help Susie learn, but progress was slow.

Susie watched with disappointment as other Sparkies received wings and jewels, and became discouraged. She came every week, but her sadness was evident.

Several weeks later, attendance awards were presented in Sparks. Susie was among the first to be called to the front to receive her blue jewel, which was already inserted in her very own wings. The look of pride on her face as she received that award convinced all the leaders there that attendance awards were more than a little piece of plastic in a child's life! Her excitement was contagious, and even her mom realized how special it was to her. Janet wondered if that first blue jewel is the reason Susie's mom started helping her with her handbook. Even her dad attended the awards ceremony in the spring to see her receive an award for finishing her *HangGlider* handbook.

Achievement

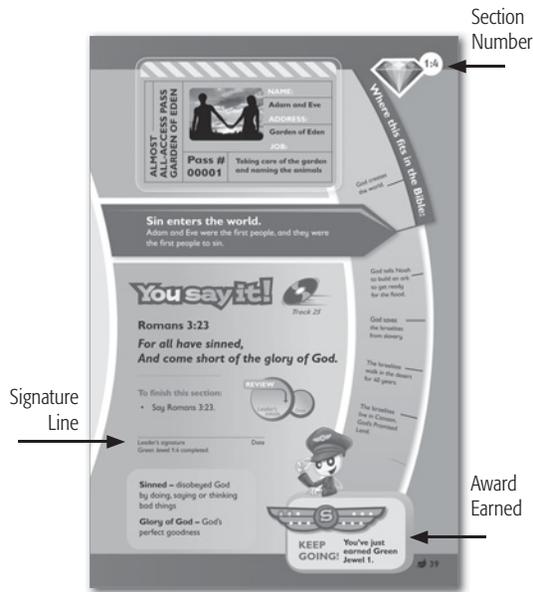
Maintaining achievement records for the boys and girls who attend Awana clubs is your second major responsibility. You will need an up-to-date resource for preparing awards, identifying clubbers in need of encouragement and solving the inevitable problem of lost handbooks. There are two aspects of achievement records: nightly point tallies to determine winning teams and individual achievements that results in individual awards.

When you are learning about awards and record keeping it's good to have a copy of the *Awana Ministry Catalog* on hand. The product descriptions and photos in the catalog are helpful in understanding how items are used.

If you have a clubber handbook available, leaf through the handbook and observe its layout. It's especially important to observe the following:

- The book is divided into sections that require a leader's signature.
- Each section is numbered.
- A clubber must complete several sections to earn an award.
- Pages indicate when certain awards have been earned.

Your ministry task in the area of achievement is recording the dates that sections are completed so you can identify when clubbers have earned awards, and then having those awards on hand and preparing them to be presented in a timely manner to clubbers. When this happens as it should, clubbers will be excited about the awards they earn. Excited clubbers are likely to achieve more and bring their friends to club with them!



Sparks HangGlider Handbook

Keeping accurate records requires teamwork. The leaders working with clubbers record handbook achievement and turn in reports to you; you use the reports to maintain records and prepare awards. You give the awards to the director, who presents them to the clubbers. The result of good teamwork is clubbers receiving awards on time. When communication breaks down or is unclear, awards may be earned but not received.

You will have to decide, with your director, where it is best for you to be positioned during club. Often, the secretary will sit at a table in a central location so that clubbers and/or leaders always know where to go to record information.

Maintain permanent achievement records

On a typical club night, maintaining permanent achievement records, preparing awards and calculating the nightly winning team will be done at about the same time as information becomes available at the end of Handbook Time or Game Time. You may choose to update the permanent achievement records last, but for learning purposes we will walk through the Achievement Record Cards first.

The first achievement – entrance booklets

- When new children come to Awana, they begin with an entrance booklet. Each club, except Puggles, has its own entrance booklet and they all are designed to share the gospel and describe Awana. The entrance booklet is divided into several sections, and children usually complete it in two or three weeks.
- As children complete sections, record the dates on their achievement record cards.
- When a clubber completes an entrance booklet, he or she becomes an official member of club and is allowed to purchase a handbook and uniform, and may receive an award.

If you will be maintaining records for a single club skip directly to the instructions for that club. If you are unsure, or if you will be doing records for all clubs, take time to become familiar with all sections that apply to you.



Sparks

Name of handbook:

HangGlider

Form: Awana Sparks One-Year Achievement Record Card

Recording: Record the completion date for each section in the center of card, under "Handbook Sections."

Award: Emblem

The form is titled "Awana Clubs Sparks One-Year Achievement Record Card". It features three main columns: "Attendance" (a grid for months August to July), "Handbook Sections" (a grid for Rank, Jewels 1-5, and Bear Book), and "Frequent Flyer Sections" (a grid for Bear Emblem, Taboo, Passport, Landing Gate, and Sparks Church Emblem). Below the grids are fields for "Handbook", "Team and/or Leader", and "Name".

The next step of achievement, for all clubs – sections

After completing the entrance booklet (and the Rank or Trail if in Cubbies or Sparks), clubbers pass handbook sections in order, from beginning to end, unless otherwise noted. The names change from one club to another to appeal to a particular age group, but the concepts are consistent – all clubbers learn set amounts of material, and receive age-appropriate awards for doing so.



Cubbies

First handbook: *Hopper Celebrations* or *Jumper Celebrations* (alternating years per headquarter's schedule)

Form: Cubbies One-Year Achievement Record Card

Unique handbook terms:

- Each section is called a Bear Hug.
- Groups of Bear Hugs are called Lamb Paths and Elephant Walks.

Recording:

- Follow "My Progress This Year."
- Record the date Bear Hugs are completed in the upper triangles.

The form is titled "Awana Clubs Cubbies One-Year Achievement Record Card". It includes a "Name" field, "Year in Cubbies" (1st or 2nd), "Book Time Group", and "My Cubbies Leader is". Below this is an "Attendance" grid for months August to June. The main section is "My Progress This Year", which includes a "Handbook" section (Hopper or Jumper) and "Special Days". The progress is tracked through "Lamb Path 1-4" and "Elephant Walk 1-4" sections, each with a grid for recording completion dates. A "Bear Hug" section is also present.

- Use the lower triangles if Cubbies complete "Under the Apple Tree" extra-credit work.

Because Cubbies work through this together, there may be empty boxes indicating incomplete work. This missed work may be made up.

Awards:

- Awards will alternate between Elephant Achievement emblems and Lamb Achievement emblems.
- The record card shows the order.

Intervals: Cubbies work together, so all Cubbies receive awards at the same time, every two to three weeks.



Sparks

First handbook: *HangGlider*

Form: Awana Sparks One-Year Achievement Record Card

Unique handbook terms:

- Sparks handbooks are divided into Red Jewels and Green Jewels.
- Red Jewels and Green Jewels are divided into sections.

Recording:

- In the center of card is "Handbook Sections." Write dates on the "Red Jewel" and "Green Jewel" lines.
- Sections must be completed in order, with the exception of agreed-upon sections, such as, bringing a friend.

Awards: Jewels

Note: The Jewels are placed into wings, which are awarded when a Sparkie receives his or her first jewel.

Intervals: Self-paced

This is a duplicate of the Sparks form described above, showing the "Attendance", "Handbook Sections", and "Frequent Flyer Sections" grids.



T&T, Ultimate Adventure

First handbook: *T&T Ultimate Adventure Book One*

Form: Awana Truth & Training Achievement Record Card

Unique handbook terms:

- The entrance booklet, *Start Zone*, is divided into Checkpoints.
- T&T handbooks are divided into chapters called Discoveries.

Recording:

- Near the top of the card, find “Discovery” with eight rows of squares. Write the date in the corresponding square when each section is completed.
- Fill all boxes in order.
- On the right side there are squares for Silver and Gold units. These are optional work.

Awards:

- T&T Award Bones, of various colors.
- Clubbers attach the bones to their Streamwood Award Bars.

Note: The Award Bar is awarded with the first Award Bone.

Intervals: Self-paced

Front



T&T, Ultimate Challenge

First handbook: *T&T Ultimate Challenge Book One*

Form: Awana Truth & Training Achievement Record Card

Unique handbook terms:

- The entrance booklet, *Start Zone*, is divided into Checkpoints.
- T&T handbooks are divided into chapters called Challenges.

Recording:

- Near the top of the card, find “Challenges” with eight rows of squares. Write the date in the corresponding square when each section is completed.
- Fill all boxes in order.
- On the right side there are squares for Silver and Gold units. These are optional extra-credit work.

Awards:

- T&T Ultimate Challenge Award emblems
- Clubbers may choose any of the badges and adhere it to their uniforms in the white space.
- Consider ordering badge magic sheets to adhere to emblems.
- When all of the Silver or Gold sections are completed, clubbers receive award pins.

Intervals: Self-paced

Back

Cumulative Record Card – major awards

There is one last form to keep in mind, though you will not use it often. The Awana Cumulative Achievement Card will help you track the major awards in a clubber's career from preschool through high school. Maintain one card for each clubber, updating it after book completion awards at the year-end awards ceremony.

If a clubber moves to a different church, you can forward this card to the new church.



The form is titled "Awana Cumulative Achievement Card". It contains fields for Name, Salvation date, and Invited to club by. Below these are rows for various awards, each with a date awarded and a church name. The awards listed are: Cubbies year one book award, Cubbies year two book award, Sparks 1st book award, Sparks 2nd book award, Sparks Award plaque, Alpha Award (3rd-6th grade), Excellence Award (3rd-6th grade), Challenge Award (3rd-6th grade), Timothy Award, Milestone Award, Meritorious Award, and Citation Award. Each award row includes a "Church contact information for verification (mailing address and phone number)" field. At the bottom, there is a note: "If a clubber leaves your church (moving to another state, etc.), please retain a copy of this card for your records and give this card to the parents of the clubber. This information will inform the next club of the clubber's achievements and will assist you in verifying achievement information if requested by colleges in determining scholarships." There is also a small logo for "Awana Clubs International" and a barcode-like graphic.

Maintain nightly achievement records

Each time you have club you will need to keep track of individual achievements that happen during club, and also keep track of team points.

Age-appropriate competition is one of the reasons Awana is fun! The older clubbers (Sparks and T&T) are part of teams, and teams can earn points during Game Time, Handbook Time and even Large Group Time. The secretary tallies points and gives scores to the club director before the end of club. The winning team usually is announced at the end of club. Typically, everyone on the team will receive a small prize, such as, a candy bar.

Achievement records from leaders

As clubbers pass handbook sections, leaders will record the passed sections on small achievement slips. You or the director will collect these slips during or after Handbook Time.

Use this information to prepare awards, record information on permanent achievement record cards and tally team points earned during Handbook Time.

Before describing how to use the information on these report sheets, we will take a look at the information included on them.



Cubbies

Cubbies is noncompetitive and does not have nightly winning teams. Because of this and because Cubbies work at the same pace (one Bear Hug per meeting), Cubbies Book Time leaders record attendance and achievement directly on the Awana Cubbies One-Year Achievement Record Card – the same form you use.

Leaders turn in the achievement record cards to you at the end of Book Time.

You may note when an award is presented or keep a duplicate copy of the achievement card.



Sparks

Sparks leaders record achievements on the Sparks Handbook Achievement Slip. A separate slip is filled out for each Sparkie, listing the child's name, team color, the date, number of sections passed, specific identification of sections completed and awards earned.



The form is titled "Awana Clubs Sparks' Achievement Slip". It includes fields for Name, Date, and Section. Below these are checkboxes for "Right Side" and "Left Side", and "Red Award" and "Green Award". There are also checkboxes for "Award Earned" and "Award Not Earned". The form features a grid for recording sections passed, with columns for "Book Areas" (1-12) and "Passage List" (1-12). There are also checkboxes for "Reading Log" and "Singing Log". At the bottom, there is a field for "Signed" and a small logo for "Awana Clubs International".

Why fill out separate slips for each Sparkie? Using individual achievement slips is particularly helpful once Sparkies have pilot wings and begin earning jewels. When a Sparkie earns a new jewel, the leader removes the wings from the Sparkie's vest and attaches it to the slip; you will add the new jewel to the wings, and return it to the director who will give it to the child during the awards presentation.



There are many lines and checkboxes on this form, and it's easy to forget something. Be prepared to be patient with the Sparks leaders! But, while patience is important, it also is important to work with the Sparks director to help leaders understand the importance of their role in the record keeping process. Incomplete information can result in a Sparkie not receiving an award he or she earned, which is disappointing both to the child and his parents. Leaders who take the time to mark the "Award Earned" box and write in the award name help the process greatly!



T&T

T&T leaders record nightly achievement on the Awana Truth & Training Achievement Report Sheet. Several clubbers' information is recorded on the same sheet.

- Start Zone sections are recorded in the "Start Zone" column.
- Handbook sections will have two digit numbers, such as 1:1.
- Gold and Silver sections are extra credit work and have single digit numbers.
- The far right column should show the total number of sections passed by each clubber in a handbook group.

Team handbook points

Using the Sparks Achievement Slips and Awana Truth & Training Report Sheets received from leaders, find the number of handbook sections or units that were completed during the club meeting by each team. Enter these totals on a form such as the Awana Team Score Sheet. The club director should be able to give you a list of the point values.

Multiply the number of sections completed by the point value assigned to sections; list that number on the score sheet.

Set the achievement report slips aside for awards preparation.

Game Time points

- The game director or the appointed scorekeeper will record points earned during Game Time, using the Awana Team Score Sheet.
- At the end of Game Time the game director will turn in the Team Score Sheet.
- Points earned during Game Time will be added to the handbook points.

Tally scores to determine winning team each evening

- The final team score for the evening should include all the points earned throughout the club meeting.
- Additional points may be added to this total, at the discretion of the club director. Common examples would be:
 - Points earned for overall good behavior and involvement.
 - Points earned for items recorded when clubbers checked in, such as wearing uniforms or bringing a Bible – these points would be taken from the Awana Monthly Attendance, Dues and Points form.
 - Participation in special club events or themes, such as wearing a baseball cap on Baseball Cap Night.

Prepare awards for distribution

Awards should be presented to clubbers on the same night they are earned, or at least by the following week. Refer to the achievement slips and permanent achievement records to identify clubbers who completed requirements to earn an award.

Do the following before the awards presentation:

- Retrieve earned awards, remembering that T&T clubbers have some choices.
- Promote an orderly awards ceremony by having everything for each clubber together.



Prepare awards in a way that works well for you. Here are a few ideas:

- Snack-size zip top plastic bags with labels.
- Small envelopes.
- Permanent manila envelopes or heavy-weight recloseable plastic bags with clubbers' names that are reused throughout the year.
- Writing clubber's names on the packaging or the award itself.

You may help the director in presenting awards. This may be on a weekly basis, or maybe just when he or she asks for assistance. Be alert to the needs of your commander and club director, and be willing to help when needed.

Achievement records and awards presentations

What does it look like in my church?



Small Clubs

- In a small club it is common for one secretary to maintain achievement records for all clubbers and prepare all awards.
- Awards may be presented by the Awana commander in an opening or closing ceremony that includes all of the clubs together.
- Cubbies may come to this awards ceremony or have their own.
- There may be one winning team among the clubs, or separate winning teams for Sparks and T&T.



Midsized Clubs

- In a midsize club there may be several secretaries, each maintaining records for one or two clubs.
- T&T clubs may be further subdivided into girl's and boy's clubs.
- Awards generally are presented by the club directors within the clubs. For instance, T&T might present awards in Large Group Time while Sparks presents awards at the end of Game Time.
- Teams are club specific, with the exception of Puggles and Cubbies (which don't have teams).



Large Clubs

- A large club may have more than one secretary in each club to prepare awards and maintain achievement records.
- To ensure that awards will be ready by the end of club, clubbers who earn an award may be asked to take their handbook to the secretary immediately for recording and award preparation.

- Awards are presented by the club directors within their own club, as in the mid-size clubs.
- There will be separate winning teams within each club. It is possible that a very large club may be structured with more divisions, each with its own winning team.



Joan was the T&T secretary in a busy club. Over time, she learned the records and awards well, and was quick to note any incomplete information on the T&T Report Slips that came to her at the end of Handbook Time. Knowing that the club director was also serving as game director during the next part of the club night, Joan took the initiative to slip quietly into Game Time to obtain missing information from a leader or find a clubber and look at her handbook to verify when work was completed. Joan's diligence eased the life of the busy director and helped ensure that awards were accurate and ready on time. Joan's service ministered to the club director, and freed him of many details as he led an exciting and growing club.

Materials

As club secretary, you will assist the directors and commander by monitoring the inventory of club supplies, and placing orders to ensure timely delivery of awards, handbooks and other needed items. As you become familiar with the awards and the size of your club, you will be able to have all materials on hand when needed while also avoiding unnecessary overstock.

If your club is new this season, the Awana commander may take the major role in ordering the initial supplies. The local Awana missionary or Awana ministry team will provide assistance as needed.

After supplies arrive, they need to be stored so they are easily accessible, preferably in an area that can be kept locked. Your role in this process will vary by church. If you have accepted the position of club secretary at a time that you can be a part of setting up the supply area, your involvement will be a help to the club leadership team.

Track inventory

As materials and supplies are used at club meetings, note items you need to order. You can use a formal inventory form or keep a “shopping list” handy as you are doing the nightly tasks.

Inventory needs will vary throughout the club year. The first weeks many handbooks and uniforms will be needed. Several weeks into the year the number of awards used will increase significantly. And at the end of the year you will need more of the extra credit awards and the book completion awards. As you record achievements on the Achievement Record Cards, you will be able to anticipate needs.

The club calendar will help you know when to anticipate attendance awards. Even though they are not used on a weekly basis, many are used at one time. It's good to know when these awards will be presented, so you can have an adequate supply on hand.

Periodically, and especially at the end of the club year, do a thorough storage clean up and inventory. Regular maintenance will prevent large build-ups of inventory and make it easier to know what is on hand. It's a good rule of thumb to keep a few month's worth of inventory. Less, and you might not have what you need; more, and you may be caught with a closet-full of outdated materials.

Pay particular attention to Leader Resources on ART and any mailings that come from Awana headquarters. You will be notified well ahead of time if club materials are going to be changed or updated the following year.



Here are a few things to keep in mind as you set up your Awana storage area:

- Club inventory should be stored and labeled so everything is easy to find. Items that cannot be found are the same as items you don't have!
- You can do visual checks of needed items if you use clear plastic containers, such as shoe-size plastic boxes and heavy recloseable plastic bags.
- Tackle boxes with drawers are helpful for small items.
- Store groups of items in the same order they appear in the *Awana Ministry Catalog*. This may keep you from accidentally ordering blue jewels when you really wanted green.

As the club year moves forward you will notice that there is an annual cycle of awards. Below is a listing of what to expect early in the club year. The club directors will work with you on what is needed, but this will help you anticipate the needs.



Cubbies

- *Bear Hug Brochure* – one for each Cubbie and some in stock for new children.
- *Parent Welcome Booklet* – the same amount as *Bear Hug Brochures* (they should be distributed together).
- Handbooks – enough of the current year's book for each Cubbie to buy one.
- A supply of attendance charts and Cubbies animal stickers.
- The first award comes about three weeks into the club year – Trail Patches. All Cubbies will receive one at the same time. (After this presentation, keep a few on hand for newcomers.)
- The next award comes two weeks later – Lamb Achievement emblems.
- All Cubbies earn awards at the same time, so maintain supplies to accommodate the schedule and the size of your club.



Sparks

- *Flight 3:16* – enough for each Sparkie and some in stock for new children.
- *Parent Welcome Booklet* – the same amount as *Flight 3:16* (they should be distributed together).
- First award – Sparks Membership Card – given to each child as he completes the *Flight 3:16*.
- Handbooks – *HangGlider* handbook – one for each clubber who completes the *Flight 3:16*. If a child transfers from another club, depending on grade level, he may need a *WingRunner* or *SkyStormer* handbook.
- First handbook award – HangGlider emblem.
- Next handbook award – HangGlider Pilot Wings (green) and Jewels.
- Especially in a new club, Sparks are eager to achieve, and usually will move quickly through their handbooks. Be prepared for frequent awards!



T&T

- *Start Zone* – one for each clubber and some in stock for new children. Make sure to have both the Ultimate Adventure and Ultimate Challenge versions.
- *Parent Welcome Booklet* – the same amount as *Start Zone* (they should be distributed together).
- Handbooks – *Ultimate Adventure Book One* and *Ultimate Challenge Book One*. If you have any transfer clubbers, they may need one of the other books; order as needed.
- First award earned – Ultimate Adventure clubbers will earn their Streamwood Award Bar and an Adventure Award Bone (color of their choice). Ultimate Challenge clubbers will earn an emblem of their choice. Make sure to have all colors of award bones and all emblem choices available. It will take a few weeks before they begin to achieve these awards.

Compile, place and receive product orders

Take some time to prepare your order before picking up the phone or logging on to the *Awana Store*. A few minutes of careful planning can help you order everything that is needed and save you from having to order again the next day.

Compiling your order

- In addition to replenishing inventory, there may be special requests from the Awana leadership. Let club leadership know how to request items they wish to order.
- A fax order form is available in the *Awana Ministry Catalog* if you want to fax your order.
- Include item numbers, descriptions and quantity included in a package.
- If you will be giving your order to someone else to place (i.e. the commander or the church secretary) be sure to keep a personal copy for backup in case the order is misplaced.

Placing the order

- It's best to have one person placing all the orders for your church – usually you or the commander.
- The *Awana Ministry Catalog* has specific instructions for placing orders by phone, fax or Web. Regardless of the method, you must include your church name, account number, phone number and shipping information.

- Ordering on the Web offers many benefits, including access to account information and ability to view past orders. The *Awana Ministry Catalog* provides the information needed to get started.
- The Awana Store at www.awana.org provides step-by-step directions for getting started; it also lists services available on the Web.



Write your account number on your *Awana Ministry Catalog*. This way the number will always be available when you're preparing your order.

- If you place the order via the Web, remember to print a copy of the order when you place it. This gives you a list to check the order against when it arrives.
- If you have difficulty placing an order, call Customer Care at Awana headquarters, (866) 292-6227. They will be glad to assist you in any way possible.



Do you know your church's policy regarding expenditures? While many clubs have the freedom to place orders as needed, others are required to have approval from the church office and assigned Purchase Order numbers. Check the policy first to avoid frustrations later!

Let leaders and parents know there are many fun items for sale on the Awana store they can order for their children.

Receiving orders

- When your order arrives, check the boxes to ensure that all items showing on the packing slip are there. You may also want to verify this against your copy of the order to assure these are the same items you were expecting.
- After verifying the order, put away items you are responsible for and distribute items that were ordered by other club secretaries or directors.
- If you need to return anything, follow instructions in the *Awana Ministry Catalog*.

Materials and ordering

What does it look like in my church?



Small Clubs

When an Awana ministry is small enough that one secretary is maintaining all of the records and preparing all the awards, he or she also will take care of the inventory for all clubs. Check with club directors to determine additional needs before finalizing an order.



Midsize Clubs

In a midsize ministry, individual clubs most likely will determine their needs and communicate them to one individual who will place the order. This may be a specific club-wide secretary, one of the club secretaries who have this additional responsibility or the commander. When orders are received, the club commander, or someone he has designated, will check them in and distribute them to the various clubs.



Large Clubs

In a large setting, the needs of each club will be determined by the secretary or director of that club. One central person, such as the commander or a club-wide secretary, will oversee ordering. Quantities of supplies may be significant enough that it makes sense to place separate orders for each club.

Online resources

You will want to be familiar with the Awana website and all the resources it offers you, your commander and all leaders.

From the main Awana Web page you can enter the Awana Resources and Tools (ART) portal. You will need to register, but it is a simple process requiring only an email address and your church's registration number. Once in ART you have access to a wide variety of resources, such as, clip art, book labels for special needs clubbers and Bookwalks, plus much more.

You can be one of your commander's most valuable assets by keeping abreast of all that Awana offers, and helping to keep your commander informed. There are several useful tools for commanders on the website and you also can find newsletters which can help all club leaders.

One club secretary took it upon herself to print and copy the various newsletters and hand them out to club leaders.

Closing Thoughts

Above all, you need to remember the importance of this role. You will welcome clubbers and parents, keep track of who's at club and record clubbers' accomplishments. Your efforts will result in children and youth being recognized for their achievements in a timely fashion which will keep them motivated to memorize more of God's Word. Your role is crucial to an Awana ministry's success.

Appendix A: Frequently Asked Questions

General Concerns and Interests

Is it ok to design my own forms or am I required to use the ones available from Awana?

The forms offered by Awana are based on years of club experience and knowledge of the program, but they are not required. You are free to use whatever works best for your club and your needs.

Does Awana sell a record keeping system to use on my computer?

At this time, Awana does not offer computer record-keeping software. We are aware that there are several programs on the market, used by many clubs, but Awana has not verified their quality and, therefore, does not endorse any products.

What do I do when a new clubber moves in from another club?

When a clubber moves from one church to another, your church may request a copy of records from the previous church. If that isn't possible, then it would be helpful to look through the clubber's old books and create records. Be sure to find out where the clubber is in the progression of major awards.

Will the records I maintain be used for purposes other than preparing awards and tallying points for the winning team?

Records will be important to the commander and club directors as they track club progress. They will also be used to identify clubbers in need of a visit by a leader when not achieving or absent from club.

We have one clubber who is attending two different Awana clubs, one on Sunday at another church, and ours on Wednesday. How do we keep records, and which club gives awards?

This occurs from time to time and it offers some challenges. Communication with the clubber, parents and even the other club is essential. Here are a few suggestions:

- Have the clubber's handbook group leader record sections completed each week, but indicate which sections were passed at your club. Team points would be awarded for sections completed at your club; knowledge of the other sections helps verify awards earned.
- One church might take responsibility for the section awards while the other church cares for book completion awards.
- Awards could be given when the clubber comes to the section that indicates an award earned, regardless of where they are at the time.
- You may also expect the clubber to say all sections in your club regardless of whether he has had them signed off by a leader in another club.

Is there anything I need to be cautious about?

One thing that's easy to do, especially if you really enjoy details and reports, is to lose focus and allow them to become more important than people. Make it your goal to keep records that are useful and used, and resist the temptation to spend a lot of time developing special reports that look wonderful but have no practical application.

Attendance and Check-In

A check-in table won't work in our facilities. Are there other ways to take attendance?

Check-in at the time of arrival is the most common way of taking attendance, but the next best time is at the beginning of Game Time by line leaders. If necessary, you can ask leaders to do it at the beginning of Handbook Time.

How much do we charge for dues?

Weekly dues are determined by each local church. The club commander or director will establish the amount of dues.

Can you give me some idea of what to expect as standards for club attendance awards?

Club attendance awards are given to boys and girls who attend club faithfully, but some flexibility is given to churches in laying out the specific standards for these awards. Often clubbers are allowed one unexcused absence per quarter of the club year. Certain things, such as illness, may be counted as an excused absence. Work with the club director or commander. You will need to make allowance for children of divorce, if one parent does not bring the children to club.

Can you give me some idea of what to expect as standards for church attendance awards?

These awards are given to boys and girls who attend Sunday school or church faithfully, but some flexibility is given to churches in laying out the specific standards for these awards, especially in regard to what is considered an excused absence. Awards are given twice each year. Awana recommends that each award cover a six-month period, with allowance for two unexcused absences during that time. Work with the club director or commander. You will need to make allowance for children of divorce, if one parent does not bring the children to church.

How do we obtain information about clubber attendance at church?

Clubbers can take a form to the church he or she attends, or you can send a form home to parents.

Achievement and Awards

How can I get leaders to fill out report slips correctly so I don't have to find clubbers and check their handbook to see what they really completed?

Patience and education will help leaders understand the importance of good record keeping. Be careful to keep things in the right perspective – paperwork isn't an end in itself, but a means toward an end (giving out awards in a timely, orderly way promotes achievement).

The leaders in our Sparks and T&T clubs have asked if they can keep a copy of the Achievement Record Card for their personal use. I plan to keep my own copies of these forms in the office. Is it ok to let them keep the same records also?

If this will make it easier for the leaders, it is fine to let them keep these records also. This may help prevent clubbers trying to skip sections in their handbooks. The main consideration is whether the leaders have time to maintain this record and complete their other responsibilities. Some clubs return completed report slips to the leaders after the secretary has transferred information to the permanent records.

So far we learned about the book names and awards earned during the first year of club. What differences can I expect in additional years?

Here's a break down of the additional years of club:



Cubbies

Second year: One year prior to kindergarten

Name of handbook: *Hopper Celebrations* or *Jumper Celebrations*

Completed Trail: Hopper or Jumper Trail patch, to match handbook

Church attendance: Giraffe Attendance emblems

Other awards: Cubbies will earn Lamb and Elephant Achievement emblems and Lion Club Attendance emblems; these will be worn on their vests.



Sparks

Second year: First grade

Progression: Sparkies move to the second handbook if the *HangGlider* handbook was completed

Name of handbook: *WingRunner*

Completed Rank: WingRunner emblem is awarded

Wings: WingRunner Pilot Wings (blue)

Other awards: Sparkies will earn Red, Blue and Green Jewels to wear in the wings, and will earn two Sparks Church Attendance emblems.

Third year: Second grade

Progression: Moves to the third book if *WingRunner* was completed

Name of handbook: *SkyStormer*

Completed Rank: SkyStormer emblem is awarded

Wings: SkyStormer Pilot Wings (red)

Other awards: Sparkies will earn Red, Blue and Green Jewels to wear in the SkyStormer wings, and will earn two Sparks Church Attendance emblems.



T&T, Ultimate Adventure

Second year: Fourth grade

Progression: Moves to the second handbook if Book One was completed

Name of handbook: *Ultimate Adventure Book Two*

Award badge: Streamwood Award Bar, blue

Awards: Award Bones



T&T, Ultimate Challenge

Second year: Sixth grade

Progression: Moves to the second handbook if Book One was completed.

Name of handbook: *Ultimate Challenge Book Two*

Awards: Ultimate Challenge Award emblems

I noticed other awards in the *Awana Ministry Catalog*. What are they, and what do I need to know about them?

Numerous other awards are available for book completion, extra-credit work, supporting Awana Clubs in foreign countries, serving as a club leader and other items deserving of recognition. Here are some of the more frequently used awards:

Adopt-a-Club awards: If your church chooses to support a club in another country, clubbers and leaders who contribute earn an award to be worn on their uniform.

Clubbers – four Adopt-a-Club emblems, one awarded each year

Leaders – Adopt-a-Club Sponsor pin, awarded one time, and worn on the uniform, lapel or lanyard

Your church may choose to appoint an Adopt-a-Club coordinator to keep up with contributions and awards, or you may do this.

Handbook completion awards: Completed handbooks are recognized by ribbons, trophies or plaques. This is usually done at an awards ceremony at the end of the year rather than during a club night.

Be sure to order these awards early to avoid disappointment!

Cubbies awards:

Year One Book Award – a three-inch stuffed Cubbie Bear

Year Two Book Award – a blue ribbon; the Year One Book Award attaches to this ribbon

Sparks awards:

Sparks 1st Book Award ribbon (green)

Sparks 2nd Book Award ribbon (blue)

Sparky Award plaque

Third through 12th grade awards:

	Awana First Book Award — this award is given to any clubber in grades three through twelve who completes one year of club or program requirements.
	Excellence Award — this award goes to clubbers in fourth grade or higher who complete any two years of club or program requirements from grades three through twelve.
	Third Book Award — this award is given to clubbers in fifth grade or higher who complete any three years of club or program requirements from grades three through twelve.
	Timothy Award — awarded to clubbers in sixth grade or higher who have completed any four years of club or program requirements from grades three through twelve.
	Trek Milestone Award — awarded to middle-schoolers who complete two Trek Bible Studies in one year.
	Meritorious Award — this award goes to youth in eighth grade or higher who complete any six years of club or program requirements from grades three through twelve.
	Citation Award — this premier award is the highest award that can be earned in Awana and is presented only to high-school seniors and adults who have completed club and program requirements for all 10 years from third through twelfth grade.

Extra-credit awards



Cubbies extra-credit awards:

Cubbies Apple stickers – for completing “Under the Apple Tree” sections.

Cubbies Character Builders emblem – for completing 20 Character Builders in the supplemental handbooks.



Sparks extra-credit awards:

Sparks Frequent Flyer stickers – mark Sparkies’ progress as they fly through their Frequent Flyer cards.

Sparks Frequent Flyer pins– *HangGlider*, *WingRunner* and *SkyStormer* – for completing Frequent Flyer extra credit cards.

Sparks book review emblems – this emblem is awarded for Sparkies who successfully review their handbooks.



T&T extra-credit awards:

T&T extra-credit pins – award these pins to clubbers who complete all the silver and/or gold extra-credit sections in their handbooks.

T&T passport pins–The passport products encourage service. Leaders fill the clubber’s book with stamps for completed projects and clubbers also may earn corresponding pins. See the catalog to learn more.

Is there an easier way to put jewels in the Sparkies’ wings?

The job goes much more quickly using the Jewel Tool, available in the *Awana Ministry Catalog*. This should make life a little easier for you.

What about leader awards?

Leaders are encouraged to earn awards through achievement and service. Specific awards have been designed just for leaders.

- Record leader awards on the Leader Service and Achievement Record Card. Taking time to maintain this record will eliminate questions on which service pin to order next for leaders.
- Training awards – all leaders should complete Basic Training. Leaders who complete all the BT requirements should receive a BT Role Certification pin. Keep track of certified leaders by keeping a copy of the completed certification record forms. These are found in the Appendix of each role book.

- Leader Service pins – are a great way for leaders to be recognized for their faithful service in Awana club. Pins are available for each year, from one to 60 years.
- Leaders are encouraged to complete handbooks or do other memorization. Refer leaders to the Parent Handbooks that correspond to clubber handbooks. Leaders may earn the major book completion awards as well as TruthScripts pins (for more information on the TruthScripts memory program, check it out on the Awana website); Sparks leaders may earn the Sparky Plaque.

Appendix B: Glossary

24-7 Ministries — Awana youth ministry featuring the Trek program for junior high school students and the Journey program for senior high school students

Adopt-a-Club — program whereby individuals and churches sponsor an Awana club in another country

Advocate — one who supports and speaks on behalf of a person or cause. In the case of an Awana commander, for the gospel, his church and the Awana ministry

ART — Awana Resources and Tools, a portal of the Awana website, specifically for registered churches

Awana at Home — an Awana club for parents, in which they are trained and equipped to disciple their children

Awana Game Square — unique game setup that accommodates many different types of games

AwanaGames — game competition between teams from various churches in a region, based on the Awana Game Square games

Awana Ministry Team — volunteers who work with a missionary to serve the churches with Awana clubs in a local or regional area

Awana Missionary — Awana faith-supported field representative dedicated to serving the local church

Award — recognition of achievement for Scripture memory, handbook completion and discipline (team and individual based, in the forms of points, pins and plaques)

Bible Quizzing — Bible verse and handbook competition between teams from various churches in a region

Basic Training (BT) — training for church volunteers starting an Awana ministry or for new leaders in existing clubs; also suitable as a refresher for existing leaders

Bear Hug — Cubbies handbook section including Scripture memorization and parent-child activities

Celebrations Teaching Plan — Total Time Teaching lesson plan used throughout Cubbies club meetings

Child Protection (CP) — implementation of written policies and procedures for keeping children safe

Church Care Specialist — volunteer ministry team member who supports the efforts of his or her missionary by caring for a small number of churches

Club — age-specific group of children who come together with their leaders for regular meetings; Awana clubs include the Cubbies club, Sparks club, and T&T club

Clubber — child in an Awana club

Commander — leadership role for a church's Awana ministry; oversees more than one Awana club and/or youth program in a local church

Commander College — three-tiered training program for commanders

Council Time — Former name for T&T Large Group Time; includes singing, Bible message, testimonies, awards and announcements

Cubbie Bear Buddy Levels — a fun way to explain and teach Cubbies appropriate levels of noise and activity for each club segment

Cubbie Bear Buddy Rules — rules used during Story Time to teach Cubbies how to listen; the rules are to always raise your hand, listen and place your hands in your lap

Cubbies — children's club for the two years before kindergarten

Director — leadership role for individual clubs; oversees one club program

Discipleship — process of developing or helping someone else develop in their relationship with God and service to Him

Discipline — teaching, training and thoughtfully correcting

Entrance Booklet — booklet, including a gospel presentation and Scripture memory, given to each first time visitor to work through before becoming an official club member (Cubbies – *Bear Hug Brochure*; Sparks – *Flight 3:16*; T&T – *Start Zones*, Trek – *Trek Check*, Journey – *Faith Foundations*)

Evangelism — sharing the good news of the gospel of Jesus Christ

Five Principles — foundational qualities that should be present in every Awana club

Five-count — discipline technique for group attentiveness

Game Director — Awana leader who plans and leads Game Time

Game Time — club segment during which clubbers play games, usually on the Awana Game Square

Gospel Wheel — unique model used to help people learn and share the gospel

Grand Prix — a model car racing event that combines creativity and skill; serves as a parent outreach event at the local church

Great ShakeUP — outreach plan to help kids invite others to join them at Awana

Handbook — materials developed to help clubbers learn and understand God and His Word

Handbook Time — Sparks and T&T club segment during which leaders help clubbers understand handbook sections and verses, and listen to clubbers recite memorized sections

Journey — Awana program for high-school students

Large Group Time — a time when all clubbers in one club come together for singing, Bible lessons, testimonies, award presentations and announcements (also called Story Time in Cubbies)

Leader — adult volunteer; can refer to all Awana leaders, but specifically refers to those who work directly with the clubbers

Leader-in-Training (LIT) — junior-high or high-school leader who serves under the supervision of an adult leader

Leader-Based — a system used to start clubs in international, under-resourced areas, whereby two leaders receive training and are tasked to go back to their churches and train enough leaders to facilitate Awana, without typical products used in regular clubs

Learning Levels — three different levels of effort Cubbies and their parents can choose each week

Ministry Team — volunteers who work with a missionary to serve the churches with Awana clubs in a local or regional area

Missionary — volunteers who work with a missionary to serve the churches with Awana clubs in a local or regional area

Nurture — helping Cubbies develop spiritually

Opening Ceremony — beginning of club meeting; can include flag ceremony, prayer and pledge

Power Up — materials and tools created to help leaders encourage clubbers in Scripture memory

Prayer Statement — the purpose of Awana: *That all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ*

Puggles — a club for children in the year before Cubbies

Secretary — clerical club manager

Section — individual unit within a handbook

Shepherd — an individual who encourages spiritual growth in others

Sparks — Awana club for children in kindergarten through second grade

Summit — annual national gathering for high-school youth

T&T — Awana club for children in third through fifth or sixth grade (depending on the church)

Ten Standards of Excellence — standards for evaluating Awana clubs

Three-count — discipline technique for individual correction

Three-hop Method — Cubbies Book Time Scripture memory method

Total Time Teaching (TTT) — intentional plan to relate all activities, songs and conversations to a Bible lesson

Trek — Awana program for middle-school students

Appendix C: Gospel Wheel Verses

Gospel Wheel Verses - KJV

1 Corinthians 15:3-4

For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the Scriptures; and that He was buried, and that He rose again the third day according to the Scriptures.

GOD

John 3:16

For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.

Revelation 4:8b

Holy, holy, holy, LORD God Almighty, which was, and is, and is to come.

TRUST

Acts 16:31

And they said, Believe on the Lord Jesus Christ, and thou shalt be saved, and thy house.

MAN

Romans 3:23

For all have sinned, and come short of the glory of God.

Romans 6:23

For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord.

CROSS

Romans 5:8

But God commendeth his love toward us, in that, while we were yet sinners, Christ died for us.

Gospel Wheel Verses - NKJV

1 Corinthians 15:3-4

For I delivered to you first of all that which I also received: that Christ died for our sins according to the Scriptures, and that He was buried, and that He rose again the third day according to the Scriptures.

GOD

John 3:16

For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life.

Revelation 4:8b

Holy, holy, holy, Lord God Almighty, Who was and is and is to come!

TRUST

Acts 16:31

So they said, "Believe on the Lord Jesus Christ, and you will be saved, you and your household."

MAN

Romans 3:23

For all have sinned and fall short of the glory of God.

Romans 6:23

For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

CROSS

Romans 5:8

But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.

Gospel Wheel Verses - NIV

1 Corinthians 15:3-4

For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that He was buried, that He was raised on the third day according to the Scriptures.

GOD

John 3:16

For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.

Revelation 4:8b

Holy, holy, holy is the Lord God Almighty, who was, and is, and is to come.

TRUST

Acts 16:31

They replied, "Believe in the Lord Jesus, and you will be saved—you and your household."

MAN

Romans 3:23

For all have sinned and fall short of the glory of God.

Romans 6:23

For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

CROSS

Romans 5:8

But God demonstrates His own love for us in this: While we were still sinners, Christ died for us.

Appendix D: Secretary Role Test

Name: _____

Achieving a grade of 85 percent or better is required to pass this test. After completing the test, give it to your commander to score. Passing this test contributes to becoming a certified Awana secretary. Be sure to record your achievement on the Certification Completion Record.

There are 20 questions, worth five points each.

1. The prayer of Awana is that all children will come to _____, _____ and _____ the Lord Jesus Christ.
2. What is the main focus in Awana clubs?
 - a. The gospel
 - b. Game Time
 - c. Awards
 - d. Worship
3. From Mark 10:1-16, what does Jesus demonstrate His attitude to be towards children?
 - a. They are irritations.
 - b. They should be seen and not heard.
 - c. They are important, but in their time and place.
 - d. They are important.
4. What is the reason for knowing the five principles?
 - a. They are part of Awana history.
 - b. They are helpful in evaluating whether a club is effective.
 - c. They help leaders to keep priorities straight.
 - d. All of the above
5. True or False. Each club is required to have its own secretary.
6. A club secretary provides _____ and _____ for the Christ-centered fun of Awana clubs.
 - a. Check-in, Check-out
 - b. Paperwork, Awards
 - c. Organization, Accountability
 - d. Leadership, Discipline
7. What do people need to understand and believe to be saved?
 - a. Jesus Christ died for our sins, was buried and rose again.
 - b. God created the world in six days.
 - c. Faith without works is dead.
 - d. God helps those who help themselves.

8. What is the goal for clubbers regarding handbooks?
 - a. Clubbers work in the handbooks to give them something to do during Handbook Time.
 - b. The goal is complete one handbook per year.
 - c. The goal is to work through as many handbooks as possible, as quickly as possible.
 - d. None of the above

9. What is the purpose of awards?
 - a. To allow clubbers to display their achievements.
 - b. To incent clubbers to learn Scripture.
 - c. To engage families in their children's enthusiasm.
 - d. All of the above

10. Why does Awana promote clubbers and leaders wearing uniforms?
 - a. Uniforms remind the pastor it's Awana night, so he knows why there are so many people in the church.
 - b. Uniforms promote unity and a sense of belonging.
 - c. Uniforms encourage a sense of discipline.
 - d. Both b and c

11. How does a child become eligible to purchase and wear a uniform?
 - a. By coming to Awana at least three times
 - b. By paying for it
 - c. By completing the entrance booklet requirements
 - d. None of the above

12. During which segment of club can clubbers and teams earn positive points?
 - a. Game Time
 - b. Handbook Time
 - c. Large Group Time
 - d. a & b
 - e. a, b & c

13. What is the purpose of Awana at Home?
 - a. To get parents to help their kids to memorize Scripture.
 - b. To convince parents to help their kids remember their handbooks and Bibles each week.
 - c. To train and equip parents to disciple their children.
 - d. None of the above

14. *Bear Hug Brochure* and *Flight 3:16* are what?
 - a. Handbooks
 - b. Handbook sections
 - c. Entrance booklets
 - d. Awards

15. Which of the following is not a purpose for check-in?
 - a. To make sure kids have worked on their handbooks.
 - b. To greet clubbers and parents.
 - c. To maintain accurate attendance records.
 - d. To make sure parents are dropping off children in the right place.

16. Why is it so important to keep achievement records up to date?
- So you don't get buried in paperwork.
 - So achievements can be recognized the night they're earned.
 - In case your commander wants to see them.
 - Because you need to send them to Awana headquarters.
17. What is the purpose for permanent achievement records?
- So a child who starts going to a new church can show his accomplishments to date.
 - So a church can verify major book award progress.
 - Both a & b
18. Approximately how much inventory should you keep on hand?
- Just enough for the next week
 - Approximately two month's worth
 - One full year's worth
 - As much as the church can afford
19. What three main responsibilities belong to a club secretary?
- Tracking attendance, distributing awards and collecting dues
 - Tracking attendance, recording achievement and managing materials
 - Gathering supplies, managing records and greeting parents
 - Running check-in, managing check-out and keeping inventory
20. Besides this role book and test, what else do you need to do to become a certified Awana secretary?
- Participate in Awana Orientation
 - Participate in a practice club
 - Recite the Gospel Wheel verses from memory
 - All of the above

Appendix D: Secretary Certification Completion Record

Activity	Date	Your Initials
Step One: Participated in an Awana Orientation Training.		
Step Two: Completed role book.		
Passed BT role test (85 percent or higher).		
Step Three: Participated in a practice club meeting or in three club meetings.		
Step Four: Memorized 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		

I (_____) have completed the requirements to become a recognized certified Awana secretary.

Your signature

Date

Commander's signature

Date

