

Parent Guide

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Awana is a fast-paced, non-denominational youth ministry committed to “reaching boys and girls with the gospel of Christ and training them to serve him.”

Each week over a million boys and girls in more than 110 countries worldwide

attend an Awana club. A typical Awana night consists of three major parts;

handbook time, game time, and a practical Bible lesson.

The name “Awana” is an acronym which stands for

“***A***pproved ***W***orkmen ***A***re ***N***ot ***A***shamed.”

It is taken from the Bible.

***“Be diligent to present yourselves approved to God,***

***a worker who does not need to be ashamed,***

***rightly dividing the word of truth.”***

***2 Timothy 2:15***

***New King James Version***

**- A Ministry of -**

**Abbe Road Baptist Church**

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Do you know the official Awana Prayer?

“That all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ.”

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1. Safety and Security

The safety of our clubbers is a primary concern. Abbe Road and all Awana Leaders

are concerned with our clubbers physical, emotional and spiritual health. The rules

contained in this guide and the Awana ministry in general are designed in order to

help us ensure we meet this goal. Won’t you help us meet this goal too?

2. Registration, Check-In and Check-out

A. Registration.

Registration is required. It is very important for us to have a record of who is

attending and a means to make contact with a parent or guardian. The

registration form includes; “liability waiver”, “consent to treat”, and

“Photography/Video Release” portions which help to protect both the clubber

and the church and also would be used in the event of an illness or injury

requiring medical attention in which the parent/guardian could not be reached.

Additionally, events are planned that may take place off church property and

clubbers will not be allowed to participate unless this document on file.

B. Check-In

1. The Puggles club runs in conjunction with our nursery and the nursery exists

for the convenience of the volunteers in Awana and for those attending prayer

meeting, (if prayer meeting is scheduled concurrently with Awana). Parents or

guardians with children in the Puggles/Nursery are ***NOT*** permitted to leave the

premises. Also, per the nursery policy, persons who are not members of

Abbe Road Baptist Church may not, under any circumstances, be within the

actual nursery area. This rule does not apply to the private area reserved for

mothers who may be nursing. Thank you for your help in adhering to these

policies.

2. For Cubbie or Sparks clubbers, a parent or guardian should personally

complete the check-in process with their clubbers. The clubber check-in

process begins at the table of the appropriate club secretary. Parent or

guardians should then escort the clubber to their room where a signature will

be required to finish the check-in process. At the appropriate time, a leader

will escort clubbers to the gym for the opening ceremony.

3. T & T, Trek and Journey should check-in with their secretary and proceed to

the gym for the opening ceremony.

4. Awana staff should check-in with the Commander’s Secretary at the church’s

“Welcome Center” and proceed to their club room (Cubbies and Sparks) or the

gym (T&T, Trek and Journey).

C. Check-Out

After the closing ceremony in the sanctuary, those clubbers in 3rd grade or older

may be excused directly from the sanctuary. Anyone in Sparks or Cubbies shall

return to their room where a parent or other responsible adult may sign them

out.

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3. Handbooks

*Did you know?*

*by the*

*“Numbers”*

*In order for a clubber to earn a citation award, he/she will have memorized and recited* ***836***

*Bible verses!!!*

*About*

***40*** *Colleges or Universities offer scholarships for students who have earned their citation award?*

*In order for Abbe Road*

*Baptist Church to offer the Awana as a ministry, it takes about* ***50***

*Volunteers every week?*

A. Entrance Booklets.

Each club has an entrance booklet. Once a clubber has completed their

entrance booklet, they are able to purchase a handbook and a uniform.

B. Handbooks.

Materials for each year’s handbook are custom designed. They teach

clubbers God’s word in fun and age-appropriate ways. In order to

successfully complete a handbook, clubbers will need to work on

scripture memory and other aspects of sections at home.

This helps clubbers realize that learning about God is not something

that just happens at church. The goal is for clubbers to complete one

handbook each Awana year.

1. Clubbers should come prepared to pass 1 – 5 sections per week.

2. Section verses must be said to a leader who then signs their section

upon completion.

3. A maximum of two (2) “helps” is allowed per section.

4. Most Awana books have a section requiring the clubber to bring a

friend in order to pass the section. Every effort should be made to

fulfill this requirement, however, Awana recognizes this is not

always possible. In these cases one of the following things may be

done in place of bringing a friend.

1. Write a letter to a friend explaining what Awana is about. Give a

simple salvation message and an invitation to club. Show the

letter to your leader who will review it with you. Make any

adjustments and send it.

2. Visit (with your parents) a new clubber, an absentee clubber or

someone who attended VBS but is not coming to Awana.

3. Pass out advertising Flyers for Awana at school.

4. Wear your Awana uniform to school.

5. Bring an unsaved friend or family member to a church function

other than Awana.

6. Complete two (2) tasks that would earn a stamp in the Awana

passport but apply them to this section instead of your passport.

7. Do another outreach project such as visiting a nursing home or

send its residents a card.

4. Uniforms

Designed for both leaders and clubbers, uniforms reinforce a sense of

community and provide a place for younger clubbers to display various

awards. Additionally, uniforms encourage order and discipline.

Each club has its own distinctive uniform. Consequently, uniforms also

help to easily identify to which club a young person belongs.

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5. Dues & Expenses

A. Each week clubbers are asked to “donate” dues in the amount of .50 cents.

This modest donation goes a long way in helping to pay for the weekly & yearly

awards, various snacks, giveaways, grand prix trophies and torch clubs. There are

32 scheduled Awana nights. Therefore, dues for a year are $16. If dues for the

entire Awana year are paid during the initial registration period (the 1st four

Wednesdays of club) a discount of $2 will be applied.

B. General Cost Overview.

1. Dues: $16 for the year ($14 if paid in the first four weeks).

2. Handbooks: $10

3. Uniforms: $10 for Puggles, Cubbies & Sparks. $15 for T&T, Trek & Journey.

4. Bags and Backpacks: $5

**\* Do not let cost be a factor in your participation in Awana. If you need help covering the**

**expense of Awana materials, please see your clubbers Secretary, Director, or the Awana**

**Commander. Other events, such as the Grand Prix, are paid for on an “as needed” basis.**

6. Club Night

A. Club Night begins at 6:30pm and ends at 8:30. Doors open at 6:15.

B. Upon arriving at church, clubbers should check-in, then go to their club room for

Cubbies and Sparks or to the gym for T&T, Trek, & Journey and report to their

proper club line. We understand clubbers have lots of energy and it can be

difficult waiting for Awana to start. However, the clubbers in the gym may range

in age from 3 to 18 years old. For the safety of all clubbers, we cannot permit

everyone to run around. Standing, stretching, and trips to the water fountain and

bathroom will be allowed within reason.

C. Clubbers may arrive at church prior to the officially stated “doors open” time.

These clubbers are expected to behave as if club were in session. If they are not

in a room where a parent is, helping in a ministry or assisting another leader then

they may be in the Library or Sanctuary or other designated location ***only***.

Running and/or yelling through the halls isn’t safe and is not acceptable behavior.

The gym is not open prior to 6:15pm (15 minutes prior to the opening ceremony).

D. Parts of a club night:

1. Opening Ceremony (Gym): Consists of a welcome, prayer, reciting our pledges,

singing of the Awana theme song, and miscellaneous announcements.

2. Handbook Time (Club Classrooms): During this segment, clubbers work

through handbook sections and “hide God’s word in their hearts” by reciting

bible verses from memory to one of their leaders.

3. Devotions (Club Classroms): A Bible lesson or devotion is presented to the

clubbers that may include a time of prayer and singing.

4. Games (Gym): Most games take place on the unique Awana game circle

though more traditional school-yard games may be played at times. Long

pants and tennis shoes are best when it comes to game time. Those in shorts,

skirts, dresses, sandals or boots will be limited in the games they can play.

5. Closing Ceremony (Sanctuary). Parents are welcome and encouraged to join us

for this special time. The closing ceremony begins at 8:20 and it is important

for you to be prompt. Awards are presented and announcements are made.

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7. Parental Involvement

It cannot be emphasized strongly enough how important you, the parent, are in the

overall success your son or daughter will have in Awana. In order for your child to

get the most out of the Awana Program, you must help them make it a priority.

A few ways you can do this are:

A. Help your clubber with attendance. Consistency helps build friendships.

B. Be prompt in both dropping off and picking up your clubber(s).

C. Work with your clubber 10 minutes a day on their handbook sections.

D. Discuss the rules in this guide and explain the behavior that is expected.

E. Make sure they wear a uniform and bring their Bible, handbook & dues.

F. Communicate any special needs your clubber may have with their Director.

G. Love and encourage your child. They will work harder for you than anyone else.

8. General Rules and Discipline

A. Awana Leaders and other clubbers will be treated with respect.

B. Awana Leaders will be addressed using the appropriate

surname, such as Mr., Mrs. or Miss. unless specifically instructed

otherwise by a particular leader.

C. Church property should be treated with care.

D. Foul language will not be tolerated.

E. Pushing, shoving, rough-housing and bullying is unacceptable.

**In the Bible… Discipline actually means instruction and correction.**

**Modern culture misinterprets discipline to mean punishment.**

F. Running is only allowed during game-time.

G. In a group setting, a five (5) count is utilized in order to get the

groups attention. The leader will begin by slowly counting to

five (5) in a voice loud enough for everyone to hear while

simultaneously raising a hand. Other leaders present who see

or hear this action are to also raise one of their hands. The

clubbers should immediately be quiet, find their place and

focus on the leader counting.

H. Individually, a three (3) count is utilized for a clubber who is

being a disruption. The leader should quietly inform the

clubber they are receiving their first (1st) count warning.

When receiving a second (2nd) count warning, the clubber will

be removed from the club and counseled in a session that may

include the Commander. In the event a third (3rd) count

warning is issued, the clubber will be brought to the

commander’s office, the parent or guardian will be called and

the clubber will be asked to go home for the night.

I. Clubbers are expected to participate in all activities.

J. Clubbers should remain with their leaders at all times.

K. Clubbers are expected to wear their uniform.

L. Clubbers are expected to bring with them a Bible and any

appropriate paperwork or handbooks.

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M. Personal electronic devices (mp3 player, tablets, e-readers, or laptops) have no

place at Awana. Leave them at home please. Cell phones may be carried by a

clubber but ***any*** use, unless an emergency, will result in the surrender of the

device for the remainder of the club night.

N. The parking lot is not a play area. Younger clubbers are not permitted outside for

any reason unless being picked up by a parent or as part of some other official

event. Teen clubbers should not loiter in the parking lot.

9. Miscellaneous

A. Wellness.

Illness spreads quickly among children. Please keep your child at home if in the

last 24 hours he/she has displayed any of the following symptoms: fever,

vomiting, diarrhea, discolored nasal mucus, a bad cough or a rash. All volunteers

and parents should follow the same standard.

B. Cancellation or Delay.

\* Every effort is made regarding weather to make a decision concerning Awana

by 3pm each Wednesday.

\* At times poor overnight weather may have resulted in closed schools. Yet, by

the time Awana begins, the roads may be clear and the church accessible.

On the other hand, at times the schools may be open as the weather

deteriorates throughout the day, making attending Awana in the evening not

prudent.

\* Therefore, Abbe Road does not tie its decisions to any of the local school

systems. Any decision regarding delay or cancellation will be forwarded to the

“ialert” system and that will in turn make our cancellation available through the

following media outlets:

Internet: mbn.org, wkyc.com, wtam.com and wgar.com

Radio: WCRF 103.3fm, WTAM 1100am, WGAR and WMMS

Television: Channel 3, Comcast 208 and Weatherplus Time Warner Digital 522

C. Special Events.

Several opportunities throughout the Awana year may be available including;

Awana Games, Quiz Team, Grand Prix, Theme Nights and Torch Club, service

projects, social outings, among others.

Pay close attention to the flyers that are sent home and also the calendar in

section 8 of your parents guide in order to stay informed regarding weekly events.

*Do you know the words to the Awana theme song?*

*Firmly Awana stands. led by the Lord’s commands. Approved Workmen Are Not Ashamed.*

*Boys and girls for His service claimed. Hail Awana on the march for youth.*

*Hail Awana holding forth the truth. Building lives on the word of God, Awana Stands!*

*Our Savior following, with steps unfaltering and love unaltering, His praise we sing.*

*His banner over us, in service glorious, we’ll fight victorious, For Christ our King!*

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10. 2014-2015 Calendar

*Do you know the Awana Pledge?*

*I pledge allegiance to the Awana flag which stands for the Awana clubs. Whose goal is to reach boys and girls with the gospel of Christ and train them to serve Him.*

09/17/14: Opening Night, Candy Jar Challenge Kick-Off

09/24/14: Fill The Baton Challenge

10/01/14: Bring-a-Friend Night & Ice Cream Night

10/08/14: Pink Night

10/15/14: Store Night

10/22/14: Bible Character Dress Up & Candy Exchange

10/29/14: Candy Jar Winner Announced & Fill The Baton Challenge

11/05/14: Awana Gear Door-Prize Night & End of 1st Quarter

11/12/14: Candy Jar Challenge Kick-Off & Start of 2nd Quarter

11/19/14: Fill The Baton Challenge & Tuna Night

11/26/14: NO AWANA – Happy Thanksgiving!

12/03/14: Bring-a-friend &Popcorn Night

12/10/14: Purple Night

12/17/14: Store Night & Cookies, Hot Cocoa & Fill The Baton Challenge

12/24/14: NO AWANA – Merry Christmas!

12/31/14: NO AWANA – Happy New Year!

01/07/15: Team Spirit Night

01/14/15: Candy Jar Winner Announced

01/21/15: Inside-Out Night & End of 2nd Quarter

01/28/15: Candy Jar & Fill The Baton Challenges and Start of 3rd Qtr.

02/04/15: Ken Cogley Visit, Our Awana Missionary

Bring-a-Friend Night & Brownie Night

**Saturday:** 02/07/15: Saturday, Awana Grand Prix

02/11/15: Black Night

02/18/15: Store Night

02/25/15: Stuffed Animal(Zoo Night) & Fill The Baton Challenge

03/04/15: Pizza Party

03/11/15: Candy Jar Winner Announced

03/18/15: Hat and/or Crazy Hat Night & End of 3rd Quarter

03/25/15: Candy Jar & Fill The Baton Challenges and Start of 4th Qtr.

04/01/15: Store Night

04/08/15: Bring-a-Friend Night & Root Beer Float Night

04/15/15: Crazy Hair Night & Sunglasses Night

04/22/15: Orange Night

04/29/15: Club Picture Night & Fill The Baton Challenge

05/06/15: Store Night & Leader Appreciation

05/13/15: Nacho’s, Candy Jar Winner Announced, End of 4th Qtr.

**Sunday:** 05/17/15: Sunday, Awards Ceremony & Family Event

\* If it becomes necessary to change our pre-planned schedule, a flyer

will be sent home with all clubbers detailing the information needed

about the change. Thank you in advance for being flexible if needed.

Contact the Commander, Jim Roth, 440-371-4339, with any questions or concerns.

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