

# **AWANA Leader Guidebook**

**Fairfax Baptist Temple  
Fairfax, VA  
Club #6846**

<b>PURPOSE OF THIS DOCUMENT .....</b>	<b>3</b>
<b>OK, I DON'T HAVE TIME TO READ THIS .....</b>	<b>3</b>
<b>LEADER QUALIFICATIONS .....</b>	<b>3</b>
<b>WHAT IS EXPECTED OF A LEADER.....</b>	<b>5</b>
<b>CLUB STRUCTURE .....</b>	<b>6</b>
Leadership Structure.....	6
Group and Age Breakdown .....	6
<b>THINK ABOUT WHERE YOU WANT TO WORK.....</b>	<b>6</b>
<b>PROCEDURES – HOW IT ALL WORKS .....</b>	<b>7</b>
Money.....	7
General Procedures .....	7
Leader Check-In .....	10
Clubber Check-In .....	10
Information/Visitors Table .....	10
Opening Ceremony and Prior.....	11
Clubber Pickup .....	12
When Your Group Leaves Your Classroom .....	12
Bathroom and Water Fountain Usage .....	12
Game Floor .....	13
Sitting Out Game Time .....	13
Room Setup/Breakdown.....	13
Leaders with Children in Nursery.....	14
<b>RECORD KEEPING PROCEDURES .....</b>	<b>14</b>
Points – How To and Why.....	14
Registering New Clubbers.....	15
Assigning New Clubber to Leader.....	15
How to Track Purchases .....	16
<b>WHAT MAKES AN “EXCELLENT” LEADER.....</b>	<b>16</b>
<b>PART-TIME LEADERS.....</b>	<b>17</b>
<b>TRAINING MATERIALS .....</b>	<b>17</b>

<b>TRANSFERS FROM ANOTHER CLUB .....</b>	<b>17</b>
<b>GROUP SECRETARY DUTIES .....</b>	<b>17</b>
What is a Group Secretary.....	17
Maintain Attendance and Progress Records.....	18
Prepare Awards for Hand Out .....	18
Receive All Money for Purchases .....	18
Coordinate with Club Secretary for Needed Supplies.....	18
Provide Director with Whatever Information Needed.....	18
Ordering Year-end Awards .....	18
Prepare and Return the Zippered Money Bag.....	18
<b>CLUB SECRETARY DUTIES .....</b>	<b>18</b>
What is a Club Secretary .....	18
Coordinate with the Group Secretaries .....	19
Assist Group Secretaries by Answering Questions.....	19
Monitor, Order and Maintain an Inventory of AWANA Supplies .....	19
Provide Commander with Whatever Information Needed.....	19
Ordering Year-end Awards .....	20

## **Purpose of this Document**

There are excellent training manuals published by Awana Headquarters and this document is not intended to replace them. It is intended to complement them and detail the additional procedures that we follow in the FBT Awana Club. All FBT Awana training will derive from this document and new Leaders who want to obtain a thorough understanding of how the FBT Awana Club operates should read it.

If you have comments, criticisms, or proposed additions/changes, please forward them in writing. Email is preferred if you have it: [awana@fbtministries.org](mailto:awana@fbtministries.org).

## **OK, I Don't Have Time to Read This**

Fair enough – here is the absolute minimum you should read and be familiar with. When time allows, please read the remaining sections that pertain to you.

- Leader Qualifications
- What is expected of a Leader
- General Procedures

## **Leader Qualifications**

The following is taken directly from the Worker Guidelines document dated 12/1/2003 from Pastor Calvert and the Staff:

Service in a ministry of Fairfax Baptist Temple is considered to be a privilege. Service in any ministry is restricted to members in good standing-members that are faithfully attending all of the services of FBT. The following four requirements apply to all volunteer workers in any ministry of FBT.

1. Faithfully attending all services. All workers are expected to be
  - (a) enrolled in and regularly attending a Bible Study Fellowship class. It is understood that those serving as teachers and helpers in the children's Sunday School departments will not be in regular attendance in the adult BSF class. However, every worker must be on the roll of an adult class.
  - (b) in regular attendance at the Sunday AM and PM services, on Wednesday night, and when there are special services such as a Mission Conference, revival, etc.
2. At least three months membership. Before being a worker in a ministry that requires missing a service, every person that is a new member (never having been a member of FBT, or returning after an extended absence) is required to wait at least three months. These three months would be a good time to tend to the submission of the background check paperwork if the ministry involves work with children.
3. Completion of background check paperwork. No one will be allowed to begin serving in a ministry that involves working with children until all of the background check paperwork (including the medical form) has been submitted.
4. No worker is to routinely miss more than one service per week. The goal is to minimize the number of services that an individual worker misses during a week. There are exceptions:
  - (a) a worker in the children's Sunday School departments is not deemed to have missed BSF.
  - (b) a worker in Children's Church is not deemed to have missed the Sunday AM service.
  - (c) a worker in the teen department is not deemed to have missed the Wednesday night service.

It is acceptable for a person to routinely miss one service in a week and occasionally miss a second service in the same week. For example, a worker in the AWANA program may also work once a month in the nursery, but not every Sunday. There is an expectation that every member that is working in a ministry will be in the services of FBT when not assigned to be working in a ministry during the service.

In addition to the above Worker Guidelines:

In general, no one younger than 9<sup>th</sup> grade will be allowed to work in Awana and then only under adult supervision.

Since you will be put forth as an example to the young people, you should also feel comfortable with the following:

- Enjoy working with children and young people.
- Be willing to work with other adults towards the goals of Awana Club.

- Be willing to be under the authority of other adult Leaders in Awana Club - such as an Awana Director or Secretary.

## What Is Expected of a Leader

- Time Commitment: Awana Club meets from 6:45pm – 8:30pm, but the time commitment for an Awana Leader is a small amount of time beyond that. We ask that all Leaders arrive no later than 6:30pm and do not depart until their group of young people has departed or their Director releases them after the meeting – this is usually around 8:35pm. Leaders may be released earlier at the Director’s discretion. There may also be some required training sessions throughout the calendar year. Every effort is made to give out training information in the form of notes, this booklet, or other avenue with a meeting being the last resort; but mandatory meetings will occur and you should be prepared to attend. It will normally be a meeting at the beginning of the Awana year (1-2 hour estimated) and possibly another meeting for training (4-8 hours estimated).
- Training Commitment: every Awana Leader will be required to pass basic testing for the group that they are working with (for example, K5-2<sup>nd</sup> grade, 3<sup>rd</sup>-6<sup>th</sup> grade, etc.) and a general test. The tests are not difficult and cover practical knowledge necessary to be a good Leader such as record keeping procedures, how many helps to give to a child for a memory verse, etc. Training and assistance will be provided by the Awana Commander to whatever degree necessary. You may take the “test” online via the internet and you can take it as many times as necessary until you succeed – no grades are kept and the tests are available at all times to act as refreshers. Study is not really necessary; just take the test over and over until you know the information. If you do not want to take and pass the Awana Leader testing, you should give serious consideration to choosing another ministry at FBT.
- Dependability: there is nothing more frustrating than being the Director of an Awana Group, see that the clock shows 5 minutes after start time and have half of your Leaders present. This situation always results in a chaotic meeting that does not do justice to the Clubbers that have studied and prepared for the meeting. It shows a lack of understanding about what is trying to be accomplished at Awanas and sets a bad example for the Clubbers. If you decide to be an Awana Leader; be there for the Clubbers and be on time as noted above. It is understood that things come up at the last minute that will sometimes cause you to be late. Being habitually late, though, sends the wrong message to the Clubbers and puts unnecessary and unfair strain on the other Leaders in your group.
- Purchase a Uniform: all Clubbers and all Leaders are required to be in the proper Awana Uniform. The Leader may choose between the traditional uniforms that all Awana Clubs use or they may choose the FBT Awana Casual Uniform which is a collared pullover much like a golf shirt. The Leader must pay the cost of the uniform. The golf shirt is the preferred uniform.
- Keep the FBT AWANA Leader Guidebook handy: the FBT Awana Leader Guidebook is one of the primary training tools we employ. It is intended to answer all questions about the FBT Awana Club and will continue to be updated periodically as new issues are addressed or old procedures are modified. You should be willing to refer to the handbook for procedural issues before asking your Director, Secretary, Commander, etc.

The FBT Parent/Clubber Handbook is the other primary document that you should have a copy of since it has information that parents of Clubbers would be interested in and discusses rules, procedures, etc.

- **Notify Your Director if You Cannot Attend:** if you cannot attend a Club meeting, a training event, or some other Awana event, please be courteous and call your Director or the Awana Commander. The earlier you can make the call, the easier it is for your Director to accommodate your absence. Phone numbers of Directors and the Commander can be obtained from the Church Office at 703-323-8100.

## Club Structure

### Leadership Structure

Pastor	The Pastor is over the entire Awana Program.
Commander	The Commander oversees the entire Awana Club and reports to the Pastor or his designated Staff Member.
Club Secretary	There is one Club Secretary that assists the Commander and the Group Secretaries. The Club Secretary reports to the Commander.
Directors	A Director runs an individual group such as Cubbies, Sparks, 3 <sup>rd</sup> -4 <sup>th</sup> Boys, 3 <sup>rd</sup> -4 <sup>th</sup> Girls, etc. and reports to the Commander.
Group Secretaries	A Group Secretary does all the record keeping for a single group and assists the Director of that group.
Leaders	Leaders work with the individual Clubbers to accomplish the Clubber's goals.
Game Director	The Game Director (if assigned) controls game time for all groups and reports to the Commander.
Clubbers	All children in the AWANA Club.

### Group and Age Breakdown

Cubbies	3-4 years old
Sparks	K5-2 <sup>nd</sup> grade
T&T	3 <sup>rd</sup> -4 <sup>th</sup> grade girls
T&T	5 <sup>th</sup> -6 <sup>th</sup> grade girls
T&T	3 <sup>rd</sup> -4 <sup>th</sup> grade boys
T&T	5 <sup>th</sup> -6 <sup>th</sup> grade boys

## Think About Where You Want to Work

You may have a favorite age group that you would prefer to work with. Each age has its unique characteristics and required levels of patience and leadership. The Commander will always try to place you into an area you would prefer, but cannot give guarantees since that area may have enough Leaders already. You will never be "required" to work with a particular age group and will always have a choice to not participate if there is not an opening with an age group you desire. You are always welcome to try an age group but we do not want you to feel trapped. Feel free to discuss with the Commander a desire to change from one age group to another if you find that you are in an age level that you do not enjoy.

## **Procedures – How It All Works**

The Awana meeting is broken into three time segments that each group goes through: Book Time (reciting of verses and doing sections in the handbooks), Devotional and Game Time.

All groups will not be doing the same thing at the same time due to limited resources such as only one game floor that must be shared. The Parent/Clubber Handbook details where each group meets, at what time and what they are doing during that time. It was not included here since you will quickly become familiar with where each group meets. The procedures in this section detail general items that apply to all groups and then specific items that apply to a specific group. For brevity, they are bullet-pointed and expanded upon when necessary.

### **Money**

Any money that is received at Awana Club must be strictly accounted for. To maintain a proper audit trail, it is mandatory that any and all money that is received be done through the Group Secretary or a person designated by your Director. This method is used because the Group Secretaries have been trained in the procedures that are necessary to properly account for the money, what it is being paid for and what catalog orders may be generated by the money paid. Please see the Group Secretary responsibilities later in this document if you would like more detail on their duties.

### **General Procedures**

These procedures apply to all groups throughout the Awana Club. As you read them, it may sound like a lot of rules and rigidity - it is not intended to be that way. Exercise sound judgment and try to put yourself in the Clubber's place. Yes, we have to have rules, but try to set an example to follow so that Clubber's will want to abide by the rules rather than "cold enforcement".

- Be in charge and be in control of your group during book time! There should be no talking during book time. Groups are too close together and allowing talking would be too distracting. You are responsible to maintain discipline and control of your group. Make sure they are not distracting other groups around them.
- During book time, you may find some Clubbers who are prepared to say 8 sections that night and others who are prepared to say 1-2. You *must* "round-robin" the opportunity to say sections by allowing each Clubber to say 2 sections and then move on to the next Clubber in your group – even if that first Clubber is prepared to say all 8. Once everyone has had an opportunity to say 2 sections, repeat the process starting with the first Clubber again. Change the Clubber who gets to go first each meeting so no favoritism is shown. Nothing will kill a Clubbers enthusiasm quicker than being prepared to say a section that night and not get an opportunity to say it.
- Listening to and signing off on a Clubber's sections is allowed outside the Awana meeting times. It can only be done by an official Awana Leader and at the Leader's convenience. It must be done face-to-face. Parents are not allowed to sign off a Clubber's sections unless they are an official Awana Leader trained in the same group as their child. For example, if

you are a Leader in the Sparks group, you are not allowed to listen to and sign off a section for your child if your child is in the 5<sup>th</sup>-6<sup>th</sup> Girls group unless you are trained in that group also.

- Always use the 5-count to quiet Clubbers so they immediately recognize what you want. Try to avoid attempting to quiet a group with any other method to avoid confusion. The proper way to do a 5-count is to raise your arm high into the air so everyone can see it, count with your fingers as you count verbally and count slowly so that the Clubber's have time to see, hear and react. Do not fall into the habit of counting quickly and allowing the Clubber's to lower the noise level but not be quiet. A 5-count is intended to get everyone (Leaders and Clubbers) silent and looking at the one speaking so the speaker can talk normally without disruption.
- When a 5-count starts, Leaders should set the example by stopping conversation immediately, holding their hand up in the air, raising their fingers along with the verbal count, and help quiet the group. Clubbers should raise their arms and count with their fingers also but should not count out loud with the count – only the one Leader who started the 5-count should be speaking while everyone else is counting with their fingers. Do not allow the children to count along with the Leader – the intent is for them to stop talking and be quiet.
- Always count the number of Clubbers you have each evening and keep the count current if Clubbers arrive late. This will help keep track of the group if you move from one location to another during the meeting.
- Try to keep your Secretary free from working with a group to be able to handle the record-keeping for the evening. If they get the paperwork caught up, they can help where necessary.
- Clubbers should always be in uniform if they have qualified for one and should wear the uniform neatly.
- Awards should only be given to Clubbers in proper uniform unless some out-of-the-ordinary circumstances are involved – for example, they spilled paint on their uniform and have ordered a new one. Use common sense, but if they just forgot it or can't find it, tell them that they will be given their award when they wear their uniform.
- Be a teacher and coach during book time, not just a monitor. Consider the following dialog where Johnny is ready to say his section/verses:

“OK fellas, let's keep it quiet while Johnny says his section. Go ahead Johnny.” (Johnny quotes John 1:1 “In the beginning was the Word, and the Word was with God and the Word was God.”). “That's great Johnny, good job. Now let me ask you – what does that verse mean; can you explain it to me?” Johnny replies, “well, it means that Jesus is God.”  
“Outstanding, Johnny, that's right. Did the rest of you hear what Johnny

said? The Bible says that Jesus is God, he is not just some man who walked the earth....”

Explain as time allows and as attention spans allow. Remember, you have your Clubbers every week; don't expect them to absorb all the truths of the Bible in one night. Note that in this exchange, the Leader rewarded Johnny with praise and at the same time, drew the rest of his group in with questions. Use the style that you are comfortable with, but questions are one of the best ways that you can determine if they are really learning and make them think rather than do rote recital.

- Do not allow a discipline problem to go unchallenged. If you have a Clubber that is not following the rules and setting a bad example for others to follow – deal with it immediately. Don't be harsh or embarrass the Clubber, but let them firmly know that this is a Club and it has rules that they will be required to follow or they will be removed (if they are behaving that poorly). If you have to bring the problem to your Director or the Commander, let them know that their parents or guardians may be contacted to discuss their behavior at Club. That will quiet about 90% of Clubbers. The other 10% may have to see the proof in that you may have to remove them and we have to speak to their parents. If they persist as a discipline problem in meetings, they will be removed from Club. You should also read the section on Club Discipline in the Parent/Clubber Handbook. If you have a discipline problem and don't know what to do, you can always call for the Awana Commander immediately and he will deal with the problem.
- If a child's parents have to be spoken to about the child's discipline in Club, please be sure to tell the Commander what has happened and what you are doing. If you are not comfortable with this process, please ask the Commander to follow up with the parents on your behalf.
- Do not make “threats” (such as “if you do not remain quiet, I will have to send you to the Commander”) and not follow through with them.
- Be discerning when you have a discipline problem. Is the Clubber actually looking for attention and will get it any way he/she can – even if it means being disciplined at Club? Try to avert a discipline problem early with attention and praise, if possible.
- If someone has to be corrected and they comply, be sure to thank them and praise them later for their good behavior.
- Don't talk over the head of your Clubbers. Learn their language and understand it. Put things in terms they understand. If you work with smaller children, bend down and look them in the eye rather than tower over them.
- You can give small treats as rewards to your Clubbers if you choose, but keep the following in mind:

- Try not to wear the novelty off by doing it every week unless you see continued enthusiasm.
  - Avoid giving smaller children large candy bars or “heaps” of chocolate since it is in the evening and parents may have restrictions on a lot of candy for their children. Try to use small, hard candy that will not be “too much” for the child.
  - It can get expensive to purchase candy every week for your Clubbers. Keep it in perspective.
- Reward effort as well as accomplishment. You will have a mixture of skills in your group and some will say sections quickly while others will not move as fast. If you see a Clubber is trying, a little incentive for their efforts will go a long way even if they have not finished that section yet. Be careful not to reward apathy, though. – make them work a little for it.
  - The official rules are “two helps per section” – not per verse - when giving hints to a Clubber. Use your judgment and be flexible with this rule if you see a Clubber that is genuinely trying hard. If you see that they have studied and are trying hard, it would be better to give them a helpful hint that allows them to keep going forward with a feeling of achievement rather than adhere blindly to the rule. I would not be concerned that other Clubbers will contest the fact that you gave that one Clubber a little more help than the others – young people usually have a good sense of fairness about them and will understand.

### ***Leader Check-In***

Leaders are required to go to the gym upon arrival and participate in opening ceremony. This is very important in that it allows your group’s Director to know who is there and plan accordingly. It also sets a tone of discipline and control for the evening.

### ***Clubber Check-In***

All Clubbers (except Cubbies) are required to go directly to the gym upon arrival where they will participate in the opening ceremony. Cubbies may or may not go directly to their classroom depending upon what the Cubbie Director wants to do.

They should take their book bags, coats, etc. with them to the gym rather than go to their classroom and then the opening. This will reduce the traffic and keep things more orderly.

### ***Information/Visitors Table***

The Club Secretary will be located at the Information Table which will be positioned in the gym during the opening ceremony to process first-time visitors and help late-comers. First time visitors and those new to Club should check in here. Please help them by escorting them to this table if they are new.

The Club Secretary will get them registered, answer any questions about Club from parents, and get them directed to the proper location for their child. The Club Secretary will pass the registration along to the proper Group Secretary or make sure that the new Clubber was properly registered with their group.

### **Opening Ceremony and Prior**

All Clubbers should proceed directly to the gym upon arrival where the opening ceremony will be held. Groups should stay together and Leaders are asked to be with their Clubbers as well as line up with them. Please keep an eye on the outside also.

Prior to the opening, small games can be set up around the perimeter of the gym floor. Games such as bean-bag toss should be used since you can have the Clubbers line up and stay somewhat orderly. Games that are simple and get everyone participating are the best.

A few minutes before it is time to have the opening, the Commander or other Leader will call for games to be put away and everyone to line up. Assist the Clubbers in immediately putting their game away and lining up by groups in a square. When looking onto the gym floor from the front entrance, groups should line up as follows, starting from right to left:

- Cubbies (3yr – 4yr)
- Girls 3<sup>rd</sup>-6<sup>th</sup> Grade
- Sparks (K5-2<sup>nd</sup> - make a double-row if necessary)
- Boys 3<sup>rd</sup>-6<sup>th</sup> Grade

Two flagbearers will be chosen before Club starts to hold the flags. The opening ceremony will be as follows:

1. Commander calls for quiet with 5-count. Clubbers should count with their fingers and no talking or counting out loud. The Commander will say the following:
2. “Clubbers, Attention”. All Clubbers come to attention, standing still, quiet and respectful.
3. “Present Colors”. Flagbearers leave their positions beside Commander, move to the center of the room, and hold the flags.
4. “Right-hand Salute”. Everyone places their right hand over their heart.
5. “Pledge to the American Flag”. Say the pledge.
6. “Pledge to the Awana Flag”. Say the pledge.
7. “Order Arms”. Clubbers lower their right arm to their side.
8. “Let’s sing the Awana Theme Song”. Clubbers sing the song.
9. “Bow your heads for opening prayer”. Commander says opening prayer – Amen.
10. “Post Colors”. All clubbers still standing still and at attention. Flags move back to the position they started from off the game floor.
11. “Stand at ease, relax”. Everyone stays in place and no talking. Can stand at ease.
12. Commander gives any announcements.
13. Commander welcomes any visitors.
14. Commander discusses the theme night, if any, or does any special treats such as a prize drawing.
15. Commander releases the groups. One group will remain on the gym floor to begin their game time.

Leaders, walk with your Clubbers during transit to classrooms to make sure that smaller Clubbers are not shoved or run over – everyone walks.

### ***Clubber Pickup***

It is paramount that Leaders remain until all Clubbers in your group have departed or your Group's Director has released you.

All Clubbers that are Sparks age and below (3 yrs – 2<sup>nd</sup> grade) should be picked up by parents or someone designated by parents. You should be hesitant to release a Cubbie or Spark to an older sibling who is not much older than the one being picked up. Go ahead and ask the one picking up if their parents told them to pick up the Clubber. If there are doubts, find a Leader to escort both of them to the parents and tell the parents you just wanted to make sure that the pickup was going as they planned. 3<sup>rd</sup> grade and above may leave the meeting on their own.

When the meeting ends, a couple of Leaders should be in the hallways making sure that there is no running or pushing and that all is kept in order.

The Sparks will be on the gym floor and may be required to sit down after game time to maintain control. They may leave when their parent or escort arrives. Leaders should position themselves between the parents and children to monitor that children are picked up properly.

If there are children not picked up by 8:40pm, escort them to the Commander and the Commander will stay with them or see that they get home. Do not leave them in the classrooms alone without adult supervision.

### ***When Your Group Leaves Your Classroom***

Anytime your group moves from your classroom to the game floor or any other location, Leaders should station themselves in the hallways along the route that the Clubbers will be going. Two or three Leaders should volunteer to leave the room ahead of the crowd with one staying at a point about halfway along the route (with an unobstructed line of sight) and another one (or two if necessary) at the destination or in the hallway outside the destination.

You should place Leaders at the front of the group and at the end of the group when you leave the room. Someone should take a head-count before leaving and do a quick head-count upon arrival. It would be best not to allow Clubbers to go to the bathroom or get a drink when moving from one location to another. Once at the location, allow them go to the bathroom or get a drink in a controlled fashion – 1 or 2 at a time.

When the Sparks leave their classroom for game time, they should take all their belongings with them since they will remain on the gym floor and be picked up there by their parents or escort.

### ***Bathroom and Water Fountain Usage***

You should allow only one Clubber at a time to go to the bathroom or get a drink and they should be monitored in some fashion. The hallways will not always be under monitoring by an adult, so it is the responsibility of the individual Leaders in the group to keep track of who is out and where. Make sure they understand that you expect them to go directly to the bathroom and

water fountains and return directly back. If they do not return in a reasonable timeframe, send another Leader or go yourself to find out where they are.

It would be best to keep the usage of bathroom and fountains to the game time as much as possible. Do not deny a child the use of the bathroom unless you know they are abusing the privilege – it could save an embarrassing moment. Use of the water fountain can be restricted if you feel it is necessary.

### ***Game Floor***

When your group goes to the game floor, there should be Leaders from your group escorting them to and from the floor. Leaders from your group should be on the game floor as coaches and helpers. The Game Director should not be expected to do crowd control since the Game Director will be involved in coordinating the games and getting everyone lined up for the next event. All Leaders are required to be on the game floor with their groups.

Since Sparks are on the Game Floor last, they will be picked up there. Leaders in the Sparks group are responsible for monitoring the children for parent pickup – not the Game Director. The Game Director has other responsibilities that they must attend to at the end of game time. Do not leave the Game Director stranded on the floor.

### ***Sitting Out Game Time***

Every Clubber is required to pass at least one section in a three-week period. If the Clubber has gone three weeks without passing a section, then they must sit out game time until they pass a section. If you feel a Clubber in your group should be an exception to this rule, discuss it with your Director and/or the Awana Commander.

### ***Room Setup/Breakdown***

Depending upon your needs and preferences, you may need to take tables down for your classroom or you may need to bring in extra chairs. If you do so, please allow time to do this by showing up early at your classroom before the opening ceremony.

The Church building is a large area to maintain. Please be conscientious and clean up your area after the meeting.

- Do a quick sweep-down if necessary.
- Pick up any paper and trash.
- If you have a special craft, pick up stray pieces such as glitter, etc. that has fallen to the floor.
- Leave tables and chairs neatly aligned and ready for Academy classes the next day.
- Clean off the table tops and wipe down with a damp cloth if necessary.
- Turn out the lights and lock the door if required.

The classrooms have to be used by the FBT Academy the next morning. It is the responsibility of AWANA Leaders to leave it clean and neat.

### **Leaders with Children in Nursery**

Leaders who have children in the nursery should be given first preference for leaving early. Leaders, please check with your Director before leaving.

### **Record Keeping Procedures**

Full explanations and examples of Club records can be found on the FBT internet site at [www.fbtministries.org](http://www.fbtministries.org). Go to Youth, then AWANA to get to the AWANA website. Look for menu entries or links to Leader Training.

If you are an FBT AWANA Leader and if you do not have access to the internet, you can request a paper copy of the documents from the AWANA Commander in person or by phone. If you prefer a paper copy instead of browsing it on the internet, you may also request such via email at [awana@fbtministries.org](mailto:awana@fbtministries.org). Include what you want paper copies of, your phone number and an address if you want them mailed to you.

### **Points – How To and Why**

The number of points to be awarded to a Clubber are found on the record itself. Look directly above the matrix of dates on the record and you will see a single line that describes the points that are to be awarded for each item. In the Sparks record example below, the Clubber would get 1 point for being present, 1 for having attended Sunday School (ask them), 1 point for wearing their uniform, 1 point for bringing their Bible, 5 points if they behaved in your group, 10 points for each section they complete, 20 points for bringing a visitor and if it was a theme night, they would receive 20 points for participating (for example, if it was Crazy Hat Night and they brought a crazy hat, they are participating). These are rewards for positive behavior; do not give them the points unless they have earned them by doing or bringing what is required.

#### **Awana Store Points**

**Attend=1, SS Attend=1, Unif=1, Bible=1, Book=1, Conduct=5, Section=10, Visitor=20 Theme=20**

Store 1	Pts	Store 2	Pts	Store 3	Pts	Store 4	Pts
		<b>Bal.</b>		<b>Bal.</b>		<b>Bal.</b>	
<b>9/6</b>		<b>11/1</b>		<b>1/3</b>		<b>3/7</b>	
<b>9/20</b>		<b>11/8(T)</b>		<b>1/10</b>		<b>3/14</b>	
<b>9/27(T)</b>		<b>11/15</b>		<b>1/17(T)</b>		<b>3/21</b>	
<b>10/4</b>		<b>11/29</b>		<b>1/24</b>		<b>3/28(T)</b>	
<b>10/11</b>		<b>12/6</b>		<b>1/31</b>		<b>4/4</b>	
<b>10/18</b>		<b>12/13</b>		<b>2/7(T)</b>		<b>4/11</b>	
<b>10/25</b>				<b>2/14</b>		<b>4/18</b>	
				<b>2/21</b>		<b>5/2</b>	
				<b>2/28</b>		<b>5/9</b>	
<b>Total</b>							

The points for a 3<sup>rd</sup>-6<sup>th</sup> grade Clubber are found on the back of the record on the points matrix at the bottom. They follow the same pattern in that all the points that can be awarded are on the record itself (see below).

**Awana Store Points for Year 2006 - 2007**

Attend=1, SS Attend=1, Unif=1, Bible=1, Book=1, Conduct=5, Section=10, Visitor=20, Review=150, Theme=(T)

Store 1	Points	Store 2	Points	Store 3	Points	Store 4	Points	Notes/Misc
		<b>Bal.</b>		<b>Bal.</b>		<b>Bal.</b>		
9/6		11/1		1/3		3/7		
9/20		11/8(T)		1/10		3/14		
9/27(T)		11/15		1/17(T)		3/21		
10/4		11/29		1/24		3/28(T)		
10/11		12/6		1/31		4/4		
10/18		12/13		2/7(T)		4/11		
10/25				2/14		4/18		
				2/21		5/2		
				2/28		5/9		
<b>Total</b>								

On the last date of the “Store...” columns, an Awana Store will be held. This date should correspond to the store dates on the Awana master calendar. Total the points for that store and that is what the Clubber would take to the Awana Store with them on a 3x5 index card to spend. In the example above, for Store 1, you would total the points for 9/6 – 10/25 and place them next to the “Total” label in the “Points” column.

For 3<sup>rd</sup>-6<sup>th</sup> grade, there is a special Handbook review procedure that requires the review of the entire handbook in one sitting. We award 150 points to the Clubber for successfully completing this review. On a meeting night, there may not be enough time to complete the entire review. In these cases, the Clubber is allowed to continue and complete the review the next meeting.

DO NOT award points to Clubber’s for any other reason than those that are documented and accepted without first coordinating with the Commander. Using points as an incentive is acceptable, but only with the proper coordination. The reason for this is found in the budgeting of AWANA money for the AWANA Store purchases. The inventory of the store is closely watched and “calculated” guesses are made as to how many points will be brought to bear on the store during any given store night. If an unexpected flood of points shows up, we may not have sufficient inventory to cover the store night. Further, we loosely track a ratio of real dollars (\$) to AWANA points so that we do not end up over-spending on store inventory. These ratios, although somewhat dynamic, would not take into account extra points that you have awarded to Clubbers and the results would again be a negative store experience.

**Registering New Clubbers**

New Clubbers should be escorted to the registration desk in the gym where the Club Secretary will register them and make sure the records are sent to the proper group.

**Assigning New Clubber to Leader**

The Clubber will be assigned a Leader that night by the Director or someone acting on the Director’s behalf. The record card will be placed in that Leader’s folder. What will probably

happen is that the child will be escorted over to the Leader and the record should accompany the child to the Leader. If the child is assigned to a Leader and no registration or record exists, the Leader should have blank record cards available and fill in the name, phone number, etc. – whatever they can quickly get from the child without losing a lot of time.

Coordinate with your group secretary, Director or the Club Secretary to get the child properly registered at the registration table in the gym.

### ***How to Track Purchases***

**ALL** purchases must be recorded on the “Awana Money Received” sheet found in the zippered money bag. To avoid confusion, the only person who should be receiving money for registration, uniform items, books and all other purchases should be the Group Secretary, Director or Club Secretary.

Leaders should send parents and Clubbers to the Group or Club Secretary to order items or pay any money due.

The Group Secretary is responsible to fill out the Awana Money Received sheet each night for any money received. These forms are turned into the Club Secretary or Commander along with the money. The form has instructions on it.

It is imperative that any money received is documented on the green Awana Money Received form. The Awana Money Received sheet is a control document that gets turned into the Finance Office by the Awana Commander after each meeting.

The green Awana Money Received form should be placed in the zippered money pouch along with the money and turned in to the Club Secretary each meeting.

### **What Makes an “Excellent” Leader**

There are characteristics and actions that mark an excellent Leader. Most, if not all, of the “things” that make a Leader stand out as excellent are bound up in the actions they take at Club. You don’t have to be a Bible scholar to be a great Leader. The great Leader puts the following into action:

- Shows genuine care for their Clubbers by talking to them before and after Club as well as during club. They remember to say hi to them in the hallway or when they see them away from Club.
- Does not stand around until asked to help. An excellent Leader looks for places they can help throughout the Club meeting. You won’t find them in conversation with other Leaders – you will find them among the Clubbers helping other Leaders or the Director.
- An excellent Leader takes the time to learn how the Awana Club works, how Clubber awards work, which sections must be said and in what order. They are comfortable with the mechanics of what comes next in a Clubber’s routine.
- They will call or make contact with their Clubbers if they miss a couple of meetings to see that everything is OK.

- Will pray for their Clubbers – pray for their spiritual and physical needs, pray for their protection from sin, and pray that they will understand and use what they are learning in Awanas.

Every Leader is valuable, but the type of Leader that will have far less impact on a young person's life and the overall health of the Awana Club displays these simple characteristics:

- Shows up consistently at 6:45pm and walks away consistently at 8:30pm.
- Offer no assistance during Club unless asked by another Leader.
- Never opens an Awana handbook outside of Club.
- Makes no attempt to understand the Awana records or training material.
- Does not give much thought to Awanas outside of the Club meeting.

Finally, an excellent Leader looks forward, in general, to Club meetings with enthusiasm. Everyone has those nights where they are tired and at “low tide”, but overall you should look forward to participating in the Club. If you find that you do not look forward to Club meetings week after week, you may want to reconsider being an Awana Leader. You should enjoy the Awana Ministry and if you don't, you owe it to yourself to find a ministry that you do enjoy.

## **Part-Time Leaders**

Currently, there are no part-time Leaders necessary in our Awana Club. All Leaders must commit to being full-time.

## **Training Materials**

Awana Leader training materials may be found:

1. On the FBT internet site at [www.fbtministries.org](http://www.fbtministries.org). See the Youth link and then the Awana link. See the Awana menu entries or links to the Leader Training pages.
2. Awana Commander. The Commander maintains Awana Leader training manuals published by Awana Headquarters and other Awana related books.

## **Transfers from Another Club**

1. See this entry in the FBT Parent/Clubber Handbook.

## **Group Secretary Duties**

### ***What is a Group Secretary***

The Group Secretary is the person that handles the administrative details for a single group such as Cubbies, Sparks, 3<sup>rd</sup>-4<sup>th</sup> Grade Boys, etc. They do not maintain records for any other group but their own. They may employ the help of 1 or more assistant secretaries depending upon the size of their group, but there is only 1 person designated as the Group Secretary. If your group is small, the Director may fill this role.

### ***Maintain Attendance and Progress Records***

Create an accurate attendance (Leader attendance and Clubber head-count) sheet each week to be handed in to the Club Secretary. Check that each Clubber has their attendance accurately reflected in their consolidated record.

Please notify the Club Secretary of any Clubber who made a profession of salvation also.

### ***Prepare Awards for Hand Out***

Review Clubber records for all Clubbers in your group each night to document those who are to receive awards. Prepare the awards and coordinate with the Director as to how and when to hand them out.

### ***Receive All Money for Purchases***

The Group Secretary will receive and record all purchases by Clubbers, parents, and Leaders for their group. See additional notes under “How to Track Purchases” in the “Record Keeping Procedures” section. Money for registration, orders, etc. should only be given to the Group Secretary to avoid confusion. The Director and Group Secretary should coordinate how to inform the other Leaders of this necessity and enforce this rule.

### ***Coordinate with Club Secretary for Needed Supplies***

Work with the Club Secretary to order items needed such as handbooks, etc. If you fill out an order form, please take care to enter the catalog numbers for the KJV version of the items you want to order.

### ***Provide Director with Whatever Information Needed***

From time to time, the Director may need information such as attendance numbers, registration information, inventory, etc. to help him make decisions.

### ***Ordering Year-end Awards***

Upon completion of a handbook, the Spark will be awarded the appropriate ribbons or plaque. The Group Secretary must coordinate with the Club Secretary near the end of the Awana year to make sure that all awards and trophies will be ordered in time to arrive for the awards night.

### ***Prepare and Return the Zippered Money Bag***

Each Club meeting, there will be a zippered money bag given to each group. The Group Secretary is responsible for filling out the attendance counts, purchase form, Awana order form, etc. that are found there. Any notes or announcements in the bag should be forwarded to the Director for your group. The money bag must be turned in every meeting to the Club Secretary or Commander.

## **Club Secretary Duties**

### ***What is a Club Secretary***

The Club Secretary assists the Awana Commander and there is one Club Secretary for the entire Awana Club. The Club Secretary does not keep individual records within groups such as

Cubbies, Sparks, etc.; the Group Secretaries maintain the individual records. The Club Secretary should be someone experienced in as many groups as possible and the overall operation of the Awana Club. Someone who has served as a Group Secretary for a year or two would be a candidate to fill the position of Club Secretary.

### ***Coordinate with the Group Secretaries***

Coordinate the record-keeping for all the groups by:

- Man the information table each meeting.
- Getting visitors and new members registered and assigned to the right groups.
- Make sure each zippered money bag has a blank order sheet, Awana Money Received sheet, instruction sheet, and any special announcements for that meeting before Club starts.
- Hand out the zippered money bags to each group before Club starts.
- Collect the nightly records.
- Collect the money bags from each group.
- Review all order and money sheets for accuracy and completeness and return to Group Secretary for more information if needed.
- Turn in a total head count including all Clubbers and Leaders.
- Turn in all forms and associated money to the Commander.
- Assist the Commander in maintaining a listing of all Awana Leaders.

### ***Assist Group Secretaries by Answering Questions***

Help the Group Secretaries by answering questions about proper procedures for record keeping, purchases, and the general operation of each group. This may encompass questions ranging from which awards to hand out to what Bible Drill comes next. Club Secretary should be able to field or research questions about handbook reviews, verse packs, point awards, proper uniform attire, etc.

Club Secretary should be well-versed in the FBT Leader Guidebook and use it as a reference for assisting Group Secretaries. The Club Secretary should submit updates and new material to be included in the Leader Guidebook to the Awana Commander.

### ***Monitor, Order and Maintain an Inventory of AWANA Supplies***

The Club Secretary will be responsible for maintaining an inventory of normal items such as books, handbags, uniforms, etc. for all groups. This is a subjective process and left to the judgment of the Club Secretary who should be experienced in the ordering process and proper inventory levels.

### ***Provide Commander with Whatever Information Needed***

From time to time, the Director may need information such as attendance numbers, registration information, inventory, etc. to help him make decisions.

***Ordering Year-end Awards***

Coordinate with the Group Secretaries in ordering awards for the year-end awards ceremony. The Club Secretary should ensure that all orders are submitted in time to be available for the awards ceremony – typically 2 weeks in advance.