



# FBT AWANA

- Directors for 2008-2009
  - Cubbies: Shelley Schimkus
  - Sparks: Cheryl Kidd
  - 3<sup>rd</sup>-4<sup>th</sup> Boys: Mike Duerksen
  - 3<sup>rd</sup>-4<sup>th</sup> Girls: Kim Chu
  - 5<sup>th</sup>-6<sup>th</sup> Boys: Mike Probus
  - 5<sup>th</sup>-6<sup>th</sup> Girls: Carolyn Rodriguez
- These slides will be posted on AWANA website
  - [www.littlelifeforms.com/awanafbt](http://www.littlelifeforms.com/awanafbt)
  - Under the Leaders link



# FBT AWANA

- Door Guard signup sheet
- 3<sup>rd</sup>-6<sup>th</sup> Grade Handbooks
  - Book 1 and 2 format changes. The handbooks will have the changes.
  - Remember, Gold and Silver sections are optional – can come back to them later.
  - New parent signature section. Leaders do not sign these sections.



# FBT AWANA

- K5 – 2<sup>nd</sup> Grade Handbooks
  - The handbooks have specific instructions on how to use them.
  - Red & Green jewels may be worked at same time.
  - Red must be done in order, in Green you can jump around.



# FBT AWANA

- K5 – 2<sup>nd</sup> Grade Handbooks
  - Review choices depend on what grade child started in AWANA.
  - Read the review instructions towards the end of each handbook, they can be confusing.
- Extra Credit Work documented in FBT Parent/Clubber Handbook



# FBT AWANA

- FBT Reference Materials
  - [www.littlelifeforms.com/awanafbt](http://www.littlelifeforms.com/awanafbt)
  - FBT Parent/Clubber Handbook (.pdf on web).
  - FBT AWANA Leader Guidebook (.pdf on web)
  - Clubber Handbooks.
  - Sample Records and instructions (Leaders Link).



# FBT AWANA

- Leader Time Commitment
  - In the gym no later than 6:30pm.
  - AWANA ends 8:30pm (unless door guard).
  - Leaders must be in uniform.
  - Please do not skip AWANA or leave early for another ministry – choose one or the other.
  - Couples with 1 group need only 1 adult present at 6:30pm.



# FBT AWANA

- Leader Time Commitment
  - Please do not “plan” to arrive late.
  - Do not go straight to the classrooms.
  - Call or inform your Director (1<sup>st</sup>) or Commander (2<sup>nd</sup>) if you cannot attend.
  - If you are habitually absent or habitually late, I will have to assign your children to another Leader.



# FBT AWANA

- Leader's Main Focus is the Children
  - Documented Leaders who have an OK to show up late. Consistently arrive at a preset time.
  - An AWANA Leader is not someone who just listens to verses.
  - Get to know the children in your group.
  - Get to know their families.
  - Know their spiritual condition: Saved?
  - Know their interests.



# FBT AWANA

- Leader Time Commitment
  - Try to contact them outside AWANA.
    - Send them a card.
    - Call if they miss a couple of meetings.
    - Visit them if it is appropriate
  - Lead them, encourage them, pray for them.
  - Please remember that AWANA Leaders, like all ministry workers, are expected to attend Church services regularly.



# FBT AWANA

- Typical Meeting

- Be in the gym at 6:30pm ready to serve.
- Go immediately to your age group and help coordinate a game or event.
- If you are the first for your group, set up the game or event.
- Keep your group in their designated area.
- Keep an eye out on the gym floor for safety.

# Gym Floor Layout Before Opening

Sparks

Boys 3<sup>rd</sup> - 6<sup>th</sup>

Cubbies

Girls 3<sup>rd</sup> - 6<sup>th</sup>

Bleachers



# FBT AWANA

- Typical Meeting

- Secretary for Sparks Group hands out the folders to the Leaders.
- Please do not get into conversations with other Leaders.
- At the call to line up, immediately move your children to their designated lineup area.
- Each Leader stand behind their group.
- Each Leader quiet the children, take control.



# FBT AWANA

- Typical Meeting

- Opening ceremony, keep everyone quiet.
- If I do a 5-count, please be the first to put up your hand and stop talking.
- Leaving the opening as a group and in order.
- Do not let the children run ahead.
- Leaders walk with your group.
- Take your group directly to their classroom and begin book time or devotional.



# FBT AWANA

- Typical Meeting – Book Time
  - First and foremost Book Time is a quiet and disciplined time. It is not a time for conversation among Clubbers.
  - No talking is allowed. Explain this the first night.
  - Leaders must set the example.
  - Each Leader responsible for the behavior of their group in and out of the classroom.



# FBT AWANA

- Typical Meeting – Book Time
  - Try to always use positive rewards to motivate Clubbers to say sections.
  - Do not let older Clubbers just sit and chat.
  - 3<sup>rd</sup>-6<sup>th</sup> Grade: have children work on verses quietly together. Younger ages too if you think they can handle it.



# FBT AWANA

- Typical Meeting – Book Time
  - Round robin opportunities to recite verses: each child allowed 2 sections then go to next child.
  - If Clubbers are not progressing through their handbook, take steps to encourage them. If they refuse to do any work, notify your Director and me.



# FBT AWANA

- Typical Meeting – Book Time
  - Give Leaders a 10-min. and 5-min. warning before end of Book Time.
  - If you allow children to color during Book Time, bring them back to your area – you are responsible for them.
  - Start quiet, end quiet.



# FBT AWANA

- Typical Meeting – Devotional
  - Leaders stay in the room and sit among your group.
  - Leaders keep order, not the speaker only.
  - Remove children that refuse to behave.
  - Help speaker keep track of time – 5 min warning.
  - No talking during awards, applause good.



# FBT AWANA

- Typical Meeting – Devotional
  - Directors responsible to control devotional or Book Time and arrive at gym on time for games.
  - Girls 3<sup>rd</sup>-6<sup>th</sup> grade have a combined devotional this year during first period. Classroom C1.



# FBT AWANA

- Typical Meeting – Game Time
  - All Leaders go to gym floor and help.
  - This is a good time to get to know your group better.
  - K5-2<sup>nd</sup>: All Leaders stay and help with handoff of Clubbers to parents.



# FBT AWANA

- Typical Meeting – Door Guards
  - In position by 8:25pm if possible.
  - 1 at gym door, 1 at Elementary door opposite gym.
  - 1 patrolling sidewalk and parking lot.
  - 1 at Elementary door by nursery.
  - Watching for safety, children who don't seem to be with a parent, things that look wrong.



# FBT AWANA

- Typical Meeting – Door Guards
  - 3<sup>rd</sup>-6<sup>th</sup> grade allowed to leave AWANA classrooms on their own – green uniforms.
  - Anyone in a blue or red vest has to be picked up by parent or older sibling who you recognize.
  - When in doubt, always ask.



# FBT AWANA

- Typical Meeting – Classroom Setup
  - Each group required to clean their classroom and leave it in the same condition as found.
  - I have told Mr. Kidd that if he hears any complaints to notify me.



# FBT AWANA

- Online Registration
  - Parents register their children via internet.
  - Leaders can log on and see all Club information.
  - <http://awana.littlelifeforms.com>
  - Leader userid: first name + 1<sup>st</sup> initial last name: John Smith = johns



# FBT AWANA

- Online Registration
  - 30-point reward for anyone registered online.
  - Parent brings paper copy to registration.



# FBT AWANA

- Miscellaneous

- Half-way night: 50 points awarded to all Clubbers who are half-way through their handbook by Meeting #15 (14 Jan 2009).
- See FBT Parent/Clubber Handbook for Pacing Schedule and halfway sections.
- Paper records are the only, official record we have of a Clubber's performance and progress, please update it carefully.



# FBT AWANA

- Miscellaneous

- On Store nights, all Leaders must go to the gym and help behind the tables or with crowd control.
- No one who is not an approved AWANA Leader is allowed to come into AWANA and function as a Leader. They must see me 1<sup>st</sup> and be processed like everyone else.



# FBT AWANA

- Miscellaneous

- FBT Parent/Clubber Handbook: “Alternatives to Bringing a Friend to Club”.
- AWANA Price Sheet is updated every year and is the definitive list. Handbooks \$7.00.
- Starting this year, all items ordered or in inventory are pay-as-you-go. No credits.



# FBT AWANA

- Miscellaneous

- Please log on to the FBT AWANA Online system and update your address/phone if you have not done so.
- The FBT AWANA Online data is confidential and is restricted for AWANA Club use only. Do not give out emails, phone numbers, addresses, etc. to anyone who is not an AWANA Leader – no exceptions.



# FBT AWANA

- Miscellaneous

- If a child is injured seriously (more than a bruise or scrape), please be sure to notify the parent or notify the Commander or Director so we can notify the parent.
- Remember: 2 helps per section (not per verse). A "help" is "1 to 3 words".
- All AWANA records must stay at the Church – no exceptions please.



# FBT AWANA

- Miscellaneous

- Awana Projector available this year.
- Checkout at [awana.littlelifeforms.com](http://awana.littlelifeforms.com)
  - Login and go to Leaders tab
  - Click on Reservations link.
  - Checkout and Checkin.
- If you follow this procedure, you are guaranteed first in line. If no reservation, no guarantees.



# FBT AWANA

- Miscellaneous

Sparks

3<sup>rd</sup>-6<sup>th</sup> Boys

3<sup>rd</sup>-6<sup>th</sup> Girls

Handbooks

Games

Devotional

Devotional

Handbooks

Games

Games

Devotional

Handbooks\*

\*5<sup>th</sup>-6<sup>th</sup> Girls downstairs



FBT AWANA

QUESTIONS?

REMOVE SCREEN DUMPS  
BEFORE  
POSTING ON INTERNET!