

# AWANA Organizational Information

## August 31, 2011

### New this year -- other handouts will be online

- For Club Evening Schedule, Room Assignments (BOTH REARRANGED this year), and Club Calendar
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### Club Opening

- Arrival at main church entrance – not at the entrance to the gym
  - Club starting time – 6:15
  - Playing piano/songs at 6:15
  - Begin flag ceremony at 6:22
  - Activities at 6:30
1. Leaders usher kids into the sanctuary
    - No clubbers into sanctuary after the square begins to form for the flag ceremony
    - Late clubbers go to the cry room and an adult stays with them until opening is over
  2. Opening exercises – **Discipline is critical, it sets the tone for the evening**
    - Every adult that is not assisting clubbers into the sanctuary or cry room should be in the sanctuary for opening (if adults aren't interested in opening why should kids be?)
    - Adults spread out and look for trouble spots – feel free to quiet any of the clubbers
    - Club dues are \$0.25
    - Exit flag ceremony using side doors
    - **All adults please help with telling the clubbers to not RUN! Clubbers will be tempted to run to and from the game area in the family life center.**
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### Large Group Time – 30 minutes

1. Start with 15 minutes of music followed by 10+ minutes of large group time – **close with awards. Secretaries will have approx. 25 minutes to prepare awards**
  2. Leaders should make every effort to be with their clubs to help with discipline
  3. Use the three strike discipline method
    - Strike one, loss of color team points
    - Strike two, loss of game time participation
    - Strike three, commander disciplines -- may include escort home
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### Games – 30 minutes

1. Game leader has assistant for each color team – **Club leaders or any available listeners should be prepared to fill in if necessary.**
2. Club leaders also have an excellent opportunity to help as listeners during game time if no prep is needed for next half hour – this is a great opportunity especially during the first half hour.
3. Game leaders may want to split the two circles into a boys circle and girls circle or older\younger – whatever works best.

4. Consider using the three strike discipline method – third strike the clubber gets to visit with the Commander (Steve or Ron.) Game leader may want to have a clipboard to record violations – just the appearance of being “recorded” may be a help.
    - Strike one, loss of color team points or loss of team turn
    - Strike two, loss of game time participation or whatever is appropriate
    - Strike three, commander disciplines -- may include call home to parents
  5. Color team selections by club leader
    - First evening take a couple minutes in home room for Sparks to assign color teams – other clubs can assign color teams during handbook time
    - Match your teams evenly as possible and break up cliques when selecting color teams (one possibility is to line up clubbers from tallest to shortest and then number off (1,2,3,4,1..))
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### **Handbook Time – 30 minutes**

#### **Leaders – Responsible for:**

1. Club progress
  - Encourage clubber lagging behind in sections – two sections per week to complete handbook
  - Follow up on high absentees to encourage attendance
  - Praise clubbers for doing well
2. Assignment of clubbers to specific listeners – some relationships between clubbers and listeners are already in place, please honor those
3. Club discipline – Set the club rules **at the beginning of the year.**
4. Club incentives – use your imagination, some examples:
  - Clubber of the week
  - Treat for showing up knowing a section
  - Club lottery for prize/treat – one chance per section completed
  - Pizza party for meeting a club goal
  - No free room time until completing a section
5. Be enthusiastic, clubbers will know whether you are just marking time or genuinely interested in them. True for everyone in AWANA.

#### **Secretaries – Responsible for:**

1. Recording keeping – nightly and permanent records (**REMEMBER to pass along permanent record to the new club secretary as the clubber advances**)
  - Awards earned and reported to club leader
  - Alert leader of clubbers falling behind
  - Help leader to remember to send home information with the clubber such as costs for books, uniforms etc. (If clubber can not afford cost, church will cover expense)
  - Keep track of point totals and report numbers to Co-commander, Ron Duvall at large group time if possible.
2. Assisting with discipline.

## **Listener leaders – Responsible for:**

1. Helping clubbers to memorize and understand God's Word
    - Sign completed sections in handbooks and complete paper slip for clubber showing all sections completed
    - Familiarize yourself with what order sections need to be completed in – ask the club leader if you have any questions – also **see insert in your listener leader packets**
    - Rule of thumb – two helps to do a section, but please use discretion. If you are the most popular listener, that may be a clue you need to expect more of the clubbers.
    - **Be sure to go through the questions with the clubbers at the end of each section.**
  2. Try to stick with the same clubbers as much as possible from week to week
    - Builds relationships with clubbers (**This is key to what AWANA is all about!**)
    - Helps you to know the clubber's spiritual condition
  3. If the opportunity to lead a clubber to Christ is available, by all means do so or ask the pastor or commander for assistance. **Use the Gospel Wheel on your name tag as a guide – be praying for that opportunity for God to work through you to save that child you work with from week to week!!**
  4. After listening to the clubbers that have come prepared. Please seek out those clubbers that need your help the most. Those that don't come prepared. Work with the club leader on seeking out these clubbers.
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## **Closing**

1. AWANA ends at 8:00
  2. Take-home-announcements will be provided to the club leaders to pass out during handbook time (for Cubbies) or large group time.
  3. Dismiss Cubbies and Sparks from handbook room
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## **Take Home Letter**

Remember to prepare your letters to send home with each clubber for the clubber's parents.

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## **Uniforms**

1. All adults need to wear AWANA uniform
    - Sets a good example for the clubbers and builds rapport
    - Helps maintain discipline
    - Requirement to be a chartered club
  2. **Clubbers must wear uniforms to obtain an award – perhaps have small reward for coming in uniform.**
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## **Adopt-a-club**

1. Have been supporting three adopt-a-clubs in South America/Mexico
  2. Church puts \$0.10 per share earned toward supporting these clubs
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## **Bring-a-kid(s)**

1. If not doing so already, I encourage you to bring a neighborhood kid!!

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## Remember the parents

1. Make it a point to thank the parent for caring enough to get their child to AWANA
    - Introduce yourself to the child's parents if possible just to let them know who you are and to answer any questions. Even meeting in the parking lot would be beneficial.
    - Drop a thank you note in the mail and offer to answer any questions they may have or make a phone call.
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## AWANA Ministry Conference

**When:** Already over -- was August 23 at CBC

**Cost:** Church will pay registration fee.

**Why:** Get equipped to serve -- it is an encouragement and learning experience.

For more info and other conferences on week days go to:

[www.northlandawana.org/events/conference.htm](http://www.northlandawana.org/events/conference.htm)

**Check out the AWANA catalog in the supply room for training materials available from AWANA and order them if you are interested in learning more!**

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**Pray for your clubbers and staff that God will use AWANA to His glory and building of His kingdom!!**

**Mark 10:13** And they were bringing children to Him so that He might touch them; but the disciples rebuked them.

**14** But when Jesus saw this, He was indignant and said to them, **“Permit the children to come to Me; do not hinder them; for the kingdom of God belongs to such as these.**

**15** **“Truly I say to you, whoever does not receive the kingdom of God like a child will not enter it *at all*.”**

**16** And He took them in His arms and *began* blessing them, laying His hands on them.

Thank you for blessing and loving the kids too! **Christ in you, the hope of glory.**

[www.cbcpierre.org/cbcawana.shtml](http://www.cbcpierre.org/cbcawana.shtml)