

# Wilroy Baptist Church



2013-2014  
Club Manual & Policies



Wilroy Baptist Church Awana Clubs  
306 Williams Road  
Suffolk, VA 23434  
757-539-5658  
[www.wilroybaptist.com](http://www.wilroybaptist.com)



Dear Parents or Guardians of Awana Clubbers,

We are thrilled to have your clubber participate with us in the Awana Ministry! Awana is a rewarding and enriching experience in Christian education and we are sure you will receive an exciting report on activities. The purpose of the Awana ministry is to reach boys and girls with the gospel of Christ and train them to serve Him. The word Awana is an acronym based on II Timothy 2:15, **Approved Workmen Are Not Ashamed**.

We encourage you to support your child's continued participation. Each weekly club meeting is composed of three main elements – *Game Time*, *Handbook Time*, and *Council Time*. Your child will enjoy the active Awana Games, uniquely created around the Awana circle. During *Handbook Time* leaders work with small groups of clubbers; listening to Bible verses the boys and girls have learned as well as assisting them with their handbooks. Your child will begin to gain valuable understanding of spiritual truths in this way. Awards are earned for passing sections in their handbook and to motivate further achievement. During *Council Time* your child will be exposed to messages from God's Word delivered by exemplary Speakers.

You, also, have a critical part to play in this. In order for your child to get the most out of the Awana program, your partnership with us in helping your child to learn and achieve is essential. **Please read this Awana Manual** which has been prepared to help clarify our expectations and to provide basic information about our programs. If you have further questions, please talk to Commander Charles or one of your child's leaders.

Thank you and welcome to Awana.

## AWANA MEETING TIMES

The Awana Ministry at Wilroy Baptist Church is held on Sunday evenings from 5:30-7:30. Check-in time begins at 5:15 pm. We will start the opening flag ceremony **promptly** at 5:30pm.

### *Security*

The security of your children is very important to us here at Wilroy Baptist. We ask that you drop off your clubbers in their designated areas. Your clubber will remain in their area until you come to pick them up; we ask that parents or adult (over 18) pick up your clubber.

	Drop off areas:	Pick Up Areas:
Cubbies	Nursery area	Nursery area
Sparks	COC Gym	Second floor classrooms
T & T	COC Gym	COC front door

**ALL AWANA LEADERS HAVE NAME TAGS ON THEM TO IDENTIFY THEM AS AWANA LEADERS**

### AWANA SCHEDULE

5:15—5:30	Check-In Time
5:30—5:35	Flag Ceremony (ALL CLUBS)
5:35—7:30	Game & Club Time

### AWANA CLUB AGE GROUPS

#### Cubbies

- Two year preschool program
- Ages 3 and 4 years old

#### Sparks

- Three year program
- Kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade

#### Truth & Training (T&T)

- Four year program
- Graded three, four, five and six
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## CLUB DUES

Club dues are .50 cent each week to be collected each club night or you may elect to pay a one time fee of \$16 when you register your child for the new year. The fee is used to help defray some of the cost of awards, badges, and other AWANA expenses from the church. We do not wish to exclude any child from AWANA because of financial hardship, so please talk with the commander if finances would prevent your child from attending.

## Visitors

We encourage clubbers to bring their friends to Awana. A child may be a “visitor” for three evenings. If the child wishes to continue to attend, he/she must register and officially join Awana.

## PRICE LIST FOR UNIFORMS/HEADBOOKS

### Cubbies

Handbook	\$10.00 replacement
Uniform Vest	\$11.00
Cubbies Bag	\$7.00
Cubbies T Shirt	\$13.00
Adult Leader Shirt	\$23.00 (2x & 3x \$27.00)
Adult Leader T Shirt	\$14.00 (2x & 3x \$16.00)

### Sparks

Handbook	\$10.00 replacement
Uniform Vest	\$11.00
T Shirt	\$13.00 (sizes 10-16)
Sparks Bag	\$6.00
Sparks T Shirt	\$13.00

### T&T

Handbook	\$10.00 replacement
T Shirt	\$14.00 (sizes 10-16)
Challenge Jersey	\$15.00
Adult T Shirt Sizes	\$23.00 (adult small –X-Large)
Drawstring Backpack	\$6.00

**All handbooks are provided by the church at no charge to the clubber, if you need a replacement there will be a charge.**

*(Please do not let finances stand in the way of your child's participating in Awana. If there is a financial need, please let your child's Awana leader, or the Awana Commander, know and we will work with you so your child may continue to participate in our Awana ministry).*

## WHAT TO WEAR/BRING TO AWANA

- Your child should wear their designated uniform. It is important for clubbers to wear **tennis shoes** or shoes suitable for running during Game Time.
- Your Child should bring their Bible, Awana Handbook and 50 cents for dues.

## DISCIPLINE

Awana uses two “counts”, one for **group order** and one for **individual discipline**.

The “**5-count**” is used to bring the group to order. As the leader counts to “5”, the children should become quiet and still.

The “**3-count**” is for individual. The child is given a “one” the first time they have misbehaved and their action is discussed so they understand the inappropriate behavior. If the child continues to misbehave, then they receive a “two”. The child now sits down with the Awana Commander or Director to discuss their behavior. If the child continues to misbehave or be disruptive, they receive a “three”. When the child receives a “three”, they are taken to their parents for the rest of the evening. The leader will discuss with the parent the reason for this action.

## AWANA RULES

1. Respect and obey your leaders and other staff members.
2. Take part in the entire club program unless, you brought a note from your parents or you are excused by the club director.
3. Walk at all times (except during game time). **NO RUNNING IN HALLS**
4. Remain with your leaders at all times during club.
5. Remain in the church building at all times. If you need to leave early, your club director must know when you leave per a note from your parents.
6. Parents must pick up clubbers from their classrooms.
7. If you disobey the rules, we will enforce Awana 1-2-3- count.
8. Wear your Awana uniform with all awards.
9. For fun and for your safety, you **must wear tennis shoes**, there will be running games.
- 10.

## Handbook Time

Clubbers should learn their verse(s) at home. Clubbers will receive extra points for their parent’s signature on the page, indicating that the child has memorized the verse(s) with two or fewer helps from the parent.

Cubbies clubs will go through their handbooks together as a group. In the Sparks and T&T clubs, however, each clubber is able to go at his/her own pace.

Below are the guidelines for completing sections in the Sparks and T&T clubs:

1. Maximum number of sections allowed:

**A clubber can pass as many sections as they can**

There is no limit on verse memorization sections, comprehension and life application need to be emphasized – not simply rote memorization.

2. Minimum number of sections:

**Every clubber should pass at least one section per night.**

Scripture learning is a major goal of the Awana program. Leaders will be encouraging clubbers to pass one section per night, and will go over the verse with them if necessary. Please do all you can to help your child be prepared to pass at least one section per evening. A clubber needs to pass at least two sections every Sunday to complete his/her book.

3. Recitation standards:

➤ **A clubber must recite all verses in a section at once.**

Clubbers are not allowed to recite one verse and then stop to study the next verse before completing the section.

➤ **Leaders are allowed to give two helps per section, not two helps per verse.**

➤ **Clubbers must recite the reference as well as the verse.**

Because Awana is an organization with clubs around the world, it is important to keep to the standards of the organization, as clubbers could move from club to club or compete with other clubs.

➤ **Clubbers must be able to explain the verse in their own words.**

Sections should be signed only after the clubber has recited and retold the verse in his/her own word.

## **WELLNESS POLICY**

Children **SHOULD NOT** attend Awana if they have any of the following symptoms:

- Fever – 100 degrees or higher within the last 24 hours.
- Vomiting within the last 24 hours.
- Diarrhea within the last 24 hours.
- Runny nose if accompanied by other symptoms and /or colored discharge.
- Rash that is suspected to be contagious.
- If your child is prescribed an anti-biotic, they must have been on the anti-biotic for a minimum of 24 hours prior to attending Awana.

## AWANA POINTS

➤ <u>Attendance</u>	10
➤ <u>Being on time</u>	5
➤ <u>Bringing 50 cents dues</u>	10
➤ <u>Wearing their Complete Uniform</u>	10
➤ <u>Attending Church/Sunday School (any church)</u>	20
➤ <u>Bring their Awana Handbook</u>	10
➤ <u>Bring their Bible</u>	10
➤ <u>Bring a Visitor</u>	50
➤ <u>Participating in Game-Time</u>	10
➤ <u>Donating to Adopt-A-Club</u>	50
➤ <u>Donating to Awana Missionary</u>	50
➤ <u>Passing Handbook sections</u>	20 (x # sections)
➤ <u>Completing A Gold</u>	30
➤ <u>Completing A Silver</u>	30
➤ <u>Completing A Handbook</u>	100
➤ <u>Christmas Shoe Book</u>	10

## AWANA STORE

Clubbers can earn points (Awana money) that they can use in the Awana store to purchase various items. The Awana store will be open the last Sunday night of every other month beginning the last Sunday of October. Cubbies and Sparks director will keep their shares (not sent home by the clubber). T & T clubbers will be given their Awana money each night. It is their responsibility to keep up with their Awana money.

## LEADER REQUIREMENTS

- Must arrive each Sunday night no later than 5:15 p.m.
- Must be in complete uniform.
- Must be saved and walking with the Lord.
- Must desire spiritual growth.
- Must have a background check and have a copy on file.
- Must let Director or Commander know when they are going to be absent.

## AWANA LEADERSHIP TEAM

Commander	Charles Hearn	757-539-0526	<a href="mailto:kdhdreams@charter.net">kdhdreams@charter.net</a>
Club Secretary	Denise Hearn	757-539-0526	<a href="mailto:kdhdreams@charter.net">kdhdreams@charter.net</a>
Cubbies Director	Vickie Stewart		
Sparks Director	William Goodwin	757-934-8918	<a href="mailto:thegoodwins@aol.com">thegoodwins@aol.com</a>
Game Time Dir.	William Bruff	757-353-2785	<a href="mailto:peanutlover@aol.com">peanutlover@aol.com</a>








## Cubbies

Three to four-year-olds-the two years prior to kindergarten

### **The following are some characteristics of Cubbies club**

Quick moving, engaging and hands on

Divided into five segments during which you will involve toddlers at various levels of activity.

-  Coming - in Time - just before the official start, when parents bring their children.
-  Starting and Story Time - this is time for puppets, Bible truths and a Bible story.
-  Book Time - small group time when clubbers recite their verses and show leaders their handbook work.
-  Play time – noncompetitive game time.
-  Going-home Time – time for clean-up and talking with parents.

1. Parental involvement is key and leaders make efforts before and after club, and outside church, to meet and engage parents.
2. The handbook materials include an entrance booklet (Bear Hug Brochure) and two handbooks (Hopper and Jumper)
3. Scripture memory verses are simplified for Cubbies, and 3-year-olds are encouraged, but not required, to say the references. Leaders use a group method, call the three-hop method, to help cubbies.
4. Discipline is achieved by using Cubbie Bear Buddy Rules (for large group times), Cubbie Bear Buddy Levels (which signify allowed noise and activity during all club segments) and the five-count.
5. Cubbies uniforms are blue vests on which all patch awards are sewn.
6. Cubbies will have snacks and you may be asked by the Cubbie Director to help.
7. Cubbies leaders approach teaching with a Total Time Teaching mentality. Everything that happens in club is created to relate to the truth for the evening – Bible story, puppet skit, activities, games and even snacks. Leaders need to show Cubbies how God's word works in its totality by relating all of their conversation to God's word. This is all meant to reinforce what cubbies have learned at home as well.

Cubbies materials focus on helping children to know God.

## **UNDERSTANDING CUBBIES**

- 🐻 Spiritually – they are learning to trust, and can trust Jesus as Savior.
- 🐻 Mentally – they explore everything and can memorize Scripture and songs.
- 🐻 Physically – they are changing dramatically and can hop, skip and jump.
- 🐻 Emotionally – they express intense feelings and enjoy laughing.
- 🐻 Socially – they are developing relationships and can take turns and share.



## Sparks

Kindergarten through second grade.

**The following are some characteristics of Sparks club.**



Club is divided into the following main segments:

**Sparks** Large Group Time – 30-40 minute segment which includes the entire club meeting together for singing, a Bible lesson, gospel presentation, testimonies, award presentations and announcements.

**Sparks** Handbook Time – a 30-40 minute segment during which Sparkies meet with their leaders in small groups. The time allows leaders to disciple children by building relationships, listening to verses and helping them understand their meaning. Leaders also have the opportunity to answer questions about the Bible lesson and share the gospel.

**Sparks** Game Time – a 30-40 minute segment of club which features games on the Awana Game Square or any type of games that are appropriate for Sparkie-aged children. It is a fun, high-energy time that attracts kids to club.

The handbook materials include an entrance booklet (Flight 3:16) and three handbooks (HangGlider, WingRunner, and SkyStormer). The goal for all sparks is to finish at least one handbook during a club year. They work at their own pace and can complete extra work.

Scripture memory includes reference and verse, and only two helps.

Sparks uniforms are red vests.

Awards include patches and eye-catching flight wings that hold red, green and blue jewels.

Discipline is achieved through the use of a five-count method for groups and three-count for individuals.

Sparks materials focus on Bible character biographies.

### **Understanding Sparkies.**

Spiritually – they understand the gospel and can know and worship God.

Mentally – they are learning to read and write, are literal-minded, have a limited concept.

Physically – they have rapid, uneven growth spurts; are energetic but tire easily.

Emotionally – they enjoy excitement; are sensitive, self-conscious and quick to sympathize with others.

Socially – they are self-centered yet enjoy friends, like to talk and need adult approval.


## Truth & Training (T&T)

Third through six graders.

The following are some characteristics of T&T clubs.




Club is divided into the following main segments:

 Large Group Time – called Council Time

During which there is a Bible lesson, singing, announcements and award presentations.

 Handbook Time – when clubbers review their memory verses and handbook sections with their leaders, earning awards.

 Game Time – during which clubbers play games, often on the Awana Game Square.

 Opening ceremony

Handbook materials include an entrance booklet (StartZone) and four handbooks based on adventure themes. The goal for all T&Ters is to finish at least one handbook a club year.

Clubbers work at their own pace. Those who finish can do Silver and Gold sections if they haven't already. They also can review the handbook verses.

Scripture is recited with only two helps and multiple verses in one section must be said together, without study time in between.

Uniforms are T&T t-shirts.

Awards are displayed on an award badge.

Discipline is achieved through the use of a five-count method for groups and three-count for individual.

T&T materials are written to help kids love God. There still is an evangelism emphasis but materials are beginning to reflect a discipleship emphasis.

### **Understanding T&T clubbers**

Spiritually – they want to know the truth and want life to be fair.

Mentally – they love to learn, are able to set goals, begin to understand choices and consequences, and are developing talents and skills.

Physically – they experience steady growth and maturing coordination skills.

Emotionally – they struggle with self-confidence.

Socially – they are competitive, make strong friendships and are hero worshippers.