

Awana Basic Training

Approved **W**orkmen **A**re **N**ot **A**shamed

(Questions # 45, 49, 50)

Training Awana workers is a 4-Step Process. These steps are as follows:

1. Awana Orientation
2. Leader Book/BT Test passed with 75%
3. Basic Training Practice (3 Club Meetings)
4. Memorize 6 Gospel Wheel Verses

Awana is committed to reaching the next generation for Christ.

Key Verse: 2 Tim. 2:15 *Study to shew thyself approved unto God, a workman that needed not to be ashamed, rightly dividing the word of truth.*

Awana's intent is to teach children to learn and LIVE God's Word.

Ps. 119:11 *Thy word have I hid in mine heart, that I might not sin against thee.*

(Question #46)

Awana's goal is to get the gospel in the homes to unsaved family members. There is a "Parent Welcome Booklet" that is the best way this is accomplished which is used in some clubs.

(Question #6)

Focus of Awana is the Gospel.

Awana is guided by:

(Questions #1,2,3)

I. Prayer: That children come to:

- A. **Know:** To **know** Jesus and that they have eternal life through believing in Jesus as their Savior.
Phil 3:10, John 17:3
- B. **Love:** Teach children to grow in their **love** toward God and others.
Eph. 3:19, I John 2:5-6
- C. **Serve: Serving** is a by-product of your love for God. It is a joy to serve.
Col. 1:10, Eph. 2:10, 2 Tim 3:17

II. Vision: To partner with churches and ministries, giving them the opportunity for children to be evangelized and discipled in Christ.

Matt. 28:19-20

III. Values: Gospel of Jesus at the core.

T&T (Truth and Training)

T&T was created to solidify children's knowledge of God and teach these older children to love and serve God. Statistically, the possibility of believing and accepting Jesus, as our Savior is highest before the age of 14. Jesus wanted children to be allowed to come unto Him. He even stopped His teaching and corrected His disciples so they would let the children to come to Him. (Question #4)

Mark 10:14 But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, **and forbid them not**: for of such is the kingdom of God.

Mark 10:15 Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein.

We should consider Jesus' attitude toward children as we work in T&T this year. We should follow His example. Believe it or not, this is one of the most important ministries in the church. Remember "The majority of people who come to know Jesus as their Lord and Savior do so before the age of 14."

Lk. 18:16 But Jesus called them unto him, and said, Suffer little children to come unto me, and forbid them not: for of such is the kingdom of God.

(Questions #5, 7, 48)

Leader Qualifications: (No experience necessary!) You just need a love and desire to reach children with the gospel of Christ and train them to know, love and serve Him.

1. Trusted Christ as Savior
2. Walking with the Lord. (live the life, role model)
3. Growing in the Lord through: Prayer, Bible study, Church attendance.
4. For the protection of the children, workers and the church: All children ministry workers are asked to fill out a background check. This was a recommendation from the CLA that benefits all involved.

(Questions #32, 47)

As a leader, you will be asked to pray for our ministry.

Spend time talking and getting to know the children in your group. You are the closest point of contact with these children and they need to know you really care. You may become aware of problems or issues (i.e.. Financial) which you may need to bring to our attention for help. As you get to know the children in your club, you will need to keep track of their attendance. If they are absent, please make an effort to contact them through a phone call or "We Miss You" card, which the Church will provide. Just fill it out and return it to Dawn.

Please give us as much notice as possible when you will be absent or late. Let us know of planned absences, vacations, and scheduling conflicts so we can plan accordingly to meet the clubs needs. Every person plays an important part in this ministry. Awana recommends that ideally in "small group or handbook" time, we should have a ratio of 4 or 5 children per leader. During the previous 4 years in T&T, we have not even come close to meeting this goal.

All leaders need to be completely involved in all aspects of the ministry throughout the night.

1. Assist with keeping order and discipline at all times.

2. Be prepared to assist in any way you may be asked to which includes, but is not limited to, sharing your testimony, leading a child to the Lord, acting out a skit in a lesson, cleaning or setting up.
3. Lead by example.

Opening and Closing Ceremonies: (Question #27)

Help monitor the children and keep order. We should set the example by paying attention to the announcements and participating in the flag ceremonies and songs. For the protection of the children it is imperative that we help monitor them at all times. **Children are not allowed to leave, unless accompanied by an adult. Children or teenagers cannot pick up their siblings without prior written consent. Children are to stay in the gym and are not allowed to go to the bathroom or to get a drink unless monitored by two adults.**

Game Time: (Questions # 40, 41, 42, 43)

If physically able, everyone participates in games. Wear tennis shoes and have fun!

The main purpose of the games is to provide a fun activity that will attract the children and encourage them to return. We want to have fun, but in order to maintain safety during the games all leaders need to help organize your team. Make sure the children are following the game rules. Children should be kept sitting in an orderly manner behind the game line. Help with the game as directed by the Game Leaders. Encourage good sportsmanship and Christian character. We want to strongly encourage all children to participate during game time, however it is not mandatory. Usually we use the Awana games, but not always. Depending on the activity for the day, we may not even use the mats. These decisions are the Game Directors discretion.

Large Group (Counsel) Time: (Question #28, 29, 30, 31)

Last year with the counsel time split, we found that we did not need as many leaders in the room at this point. There should be at least one leader in the room to assist Norbert.

1. Sit where you can monitor the children. If necessary deal with any issues or disruptions that may arise.
2. Be ready to participate in any activity such as singing.
3. Listen attentively to the Bible lesson.
4. Applaud and give praise during presentation of awards, and help if needed.
5. Be attentive during prayer and watch for any children that need counseling, be prepared to take them out of the room for one-on-one. If they want to trust and believe on Jesus, give them counsel. If you want to pray a prayer of thanksgiving in the end, then pray with them and encourage them to pray in their own words.
6. Sometimes we may ask you to help with the lesson by sharing your testimony, participating in a skit or actually giving the lesson.

Handbook Time: (Questions # 33, 34, 35, 37, 38, 39)

Remember you have the greatest impact on your clubbers. The three highlighted are the priority.

1. Always open in prayer, but keep prayer requests brief.
2. In the first few weeks, take time to briefly share your testimony and other things about yourself with the children.
3. Listen to and sign off sections in the clubber handbooks.

4. You must immediately, and accurately record all sections on the forms! Accurate records are important to make sure the children receive their awards they deserve in a timely manner.
5. Allow each clubber initially to say 2 sections. Next, listen to those clubbers who wish to say more after everyone has had their first turn.
6. Remember: Only 2 helps per section. (A help consists of not more than 3 words.) Page 38 Handbook.
7. The complete section must be said, in one setting, with no more than 2 helps. They **cannot** say one part, study and then say the second part.
8. Clubber must pass sections in order. (Exceptions are sections with Visitors, Missionaries, and Readings)
9. Clubber must recite the answer to the question, references and the verses.
10. On occasion, there are children with learning disabilities that may require an exception to these rules. If you feel you have a clubber that may fall in this category, please bring it to our attention. We need to make approval of these, so that we can be ready to give an account in case another child's parent should question why that child is getting special help. This does happen unfortunately, so please let us know so we can make a fair and informed decision. Please do not make a decision to go against these guidelines on your own. It has caused issues in the past that we are trying to avoid.

Have clubbers study quietly to themselves or in pairs, until all children have recited their sections. When they are finished, help them study further. Always maintain order and proper discipline. Remember we are here to disciple the children. The memorization is important, but it is also our job to help the children to have a clear understanding of what they are memorizing. Do not just pass them along. We want them to hide God's word in their hearts!

We need to give suggestions and guide the children on how to memorize scripture. Monitor your clubbers progress. They need to do at least 2 sections a week to finish their books. If you see they are falling behind, enlist the parent's help. There are also CDs that put the verse to song, and flash cards for sale, in the bookstore. These resources are well worth the investment and the children enjoy them.

Scripture Memorization: (Question #15)

Why? 1. Pleases God. 2. Guards us from sinning. 3. To use as a witness to others.

Two Keys For: 1. Review, review, review. 2. Self discipline.

As leaders, we should set the example. Leaders are encouraged to memorize the scriptures also. Start with the gospel wheel verses, which are part of your leader training, and continuing with the same books, the children have. This can be a great tool that will encourage your clubbers to follow your example.

Start Zone: (Question #18, 25)

Every child that comes into the club for the first time is given the T&T entrance booklet called the Start Zone. This has a clear gospel message in it and is our initial opportunity to present the gospel to the children, as well as get the message into the home. You see, we are to minister not just to the children, but to reach out to the parents also. Another tool you can use is the "Parent Welcome Booklet". The first time children come to Club this booklet can be given to them to take home to their parents.

After the children pass the Start Zone, they can purchase their book and uniform. It is prudent at this time to be sensitive to your clubber's families needs. If you suspect that financial assistance may be needed, please bring this immediately to our attention so we can determine what may need to be done. Another way to help in this area is to suggest that the parent purchase the book first, and the uniform shirt at another time. However, the ideal situation is to encourage the purchase of both as soon as the child has completed their Start Zone. Wearing the club uniform makes a child feel they belong. It promotes both unity and encourages self-discipline by making the child be responsible for wearing their uniform to club.

The Books: (Question #16, 17)

There are four books in the two series entitled: "The Ultimate Adventure Series" and "The Ultimate Challenge." Each book has 8 chapters with 7 sections in each chapter. These sections are called Discoveries in Books 1 and 2. They are called Challenges in Books 3 and 4. At the end of each chapter, there is a Silver and Gold Review. These are exactly what their name implies. (A REVIEW!) They can be done after the book is finished, but are not a requirement receiving the finished book awards at the end of the year award ceremony. If a child has finished the correct book for their age group then, they can go back and do the Silver review, then the Gold review. If the child is not in the correct book for their grade level, then they will be encouraged to purchase the next book in the series of 4.

Awards: (Questions #19, 20, 21, 22, 23, 24, 44)

There are awards that are given throughout the year in club. These are usually given out during counsel time because it is an encouragement to them. They get the recognition they deserve in front of the other clubbers. The larger awards are given out in a ceremony at the end of the year. This way the clubber can be recognized for their accomplishments in front of their parents and family.

1st Book - Ribbon

2nd Book – Excellence

3rd Book - Third Book Trophy

4th Book - Timothy

6th book - Meritorious

10th Book - Citation

Discipline and Correction: (Question #26)

Please maintain order at all times. Remember we are to demonstrate God's love and compassion. When trying to get you children's attention, use the **5-Count**.

If you are continuing to have, problems with a child use the **3-count** method.

1. Give a verbal warning.
2. Ask the Director to speak with the child.
3. Have Director take the child aside and remove them from the activity. The Director will speak with the parents about any behavior issues, or they may instruct you to depending on the circumstances. (Remember to always do things in love. Consider all circumstance before coming to this point.)

Always follow the Church guidelines for working and handling children.

This information is paraphrased from the T&T Leader Basic Training Book and incorporates the Church policies and guidelines.