



Clayton Baptist Church

Awana Procedure Manual



Clayton Baptist Church Awana Club Schedule

(All Clubs meet each Wednesday from 6:30-8:15 p.m.)



Puggles (2 year olds) by 9/1/2010

Puggles activities are in the Education Building

6:30-7:15 Club Time (Handbook and Large Group Time)

7:15-7:40 Game Time—Clyde Tidwell Center (CTC)

7:40-8:15 Club Time (Handbook and Large Group Time)



Cubbies (3 & 4 year olds) by 9/1/2010

Cubbies activities are in the Education Building

6:30-6:40 Opening Ceremony

6:40-7:45 Club Time (Handbook and Large Group Time)

7:45-8:15 Game Time—Clyde Tidwell Center (CTC)



Sparks (K-2nd grade)

Sparks activities are in the Education Building

6:30-6:40 Opening Ceremony

6:40-7:10 Handbook Time

7:10-7:40 Game Time—MAC Gym

7:40-8:15 Large Group Time



Truth & Training (3rd-6th grade)

T & T activities are in the Education Building

6:30-6:40 Opening Ceremony

6:40-7:10 Handbook Time

7:10-7:40 Large Group Time

7:40-8:15 Game Time—MAC Gym

Sign In/Out Stations

Puggles

Cubbies

Spark—T&T

Classroom Door

Clyde Tidwell Center (CTC)

Fellowship Hall

Children may be signed out at any time during the night by going to the fellowship hall. Commander Jeff or Mrs. Jeri can assist in locating and bringing your child to you.

Awana Leader/Clubber Dress Code

1. Clubbers should wear the issued Awana uniform. (All Clubbers can earn their uniform. See the Club Director for details.)
2. Children should wear tennis shoes to Awana for safety during Game Time.
3. Shorts/skirts must reach within an inch below the longest finger, with the short/skirt at the waist (no shorts for leaders).
4. Tank tops should have one inch straps or wider.
5. No tops or blouses are to be worn which exposes any part of the midriff.
6. Any clothing which shows the undergarments is inappropriate.
7. “Trashed” shirts or jeans with holes above the knees are not permitted.
8. Leaders reserve the right to determine whether any form of dress or grooming is inappropriate.

Awana Discipline System

5-Count: Used to quiet or bring to order the **entire group**. The person in charge (Commander, Director or Leader) initiates the 5-Count by holding up a finger accordingly while counting slowly and loudly to 5. At the count of 5, all Clubbers and Leaders are to be quiet and are to be paying attention. Clubbers **are not** to count along with the Leader who is counting to 5. Other Leaders silently hold up their hand and fingers while checking to see if Clubbers are quiet.

3-Count: Used when an **individual** Clubber continues to misbehave after repeated correction.

COUNT OF ONE - A warning is given by any Leader to a Clubber that he/she should stop misbehaving and that he/she is being watched. The Leader giving the one-count tells the Director about it.

COUNT OF TWO - The misbehaving clubber is counseled by the Club Director, who investigates the problem. The Director may elect to have the Clubber miss the rest of Club activities and/or miss the nightly team award.

COUNT OF THREE - The Clubber is counseled by the Commander. The Clubber’s parents may be called and the Clubber taken home.

Awana Leader Club Standards

All Awana Leaders should strive for the following:

1. Regularly attend all services of the church.
2. Wear the complete uniform neatly with awards properly displayed during club meetings.
3. Participate in visitation of clubbers as a need or concern arises.
4. Attend all Awana leader meetings.
5. Participate in Scripture memory by working on handbook sections or memory packets.
6. Participate in all aspects of Awana including game time and teaching time.
7. Work toward the Basic Training Award and then toward Certification.
8. Attend the Annual Leadership Training Conference.
9. Seek to reach each clubber for Christ, encourage them in spiritual growth, and challenge each Clubber for Christian service.
10. Arrive at least 15 minutes prior to Club Time.

Awana Clubber Rules

1. All Clubbers must wear their complete uniform to receive awards or to carry the flags during flag ceremony.
2. Club dues are \$1.00 each week for each Clubber.
3. When in the building we must walk.
4. Excused absences are for things such as sickness, vacation, etc. All other absences are treated as unexcused. (Excused absences must have a note from the parent or guardian. This is important for the club attendance awards.)
5. Shoes must be worn at all times (tennis shoes are strongly suggested).
6. Be on time for club meetings. Registration begins at 6:15 p.m. If your child does not participate in the children's music ministry they may be signed in between 6:15 and 6:30 pm. Opening Assembly begins at 6:30 p.m. promptly.
7. Clubbers are expected to participate in the entire club program unless a note is brought from home and the clubber cannot take part due to health reasons.
8. The Awana 5-count and 3-count discipline system will be enforced.

Awana Record Keeping

1. The first night each clubber will complete an Awana Contact Information and Permission Authorization form.
2. Each week the Awana Secretary will check attendance and collect dues using the Weekly Club Record at the registration table. The Awana Secretary also tracks books, uniforms, and other items ordered through the Awana Ministry Catalog for issue/payment.
3. Each club secretary will be responsible for all other records and forms for their club and will make sure that all the awards are given to the director for presentation to the clubbers.

Awana Finance & Purchase Policy

Finances:

Dues are \$1.00 for each clubber per week and go toward the regular operating expenses of the Awana Clubs (awards, trophies, prizes, etc.) and to support our Awana Missionaries, Pete and Nancy Cyprian and Steve Cohoon.

Handbooks and uniforms are paid for by registration fees. Handbooks and uniforms are issued after completion of the entrance handbook which is given to each new registrant.

Scholarships are available to offset registration fees. We want every child to be able to participate. If you need a scholarship, please contact the Awana Secretary and they will assist you in determining your scholarship amount. All inquiries are completely confidential.

Clubber will be responsible to pay for any lost awards and books. You may see the Club Secretary for replacement.

All orders to Awana will be given to the Awana Secretary. The Awana Club Secretary will place the order with the Commander's approval. Please verify with the Awana Club Secretary as to the price of each item and its shipping before you quote it to the Clubber. Also make sure your order is right before turning it in. Awana has a 30% re-stocking fee.

Annual fund raiser is collecting aluminum cans. Clubbers get Awana Bucks for bringing in cans and the proceeds from the sale of the cans go towards projects like paying off the Awana Grand Prix Track.

Handbook Time Guidelines

1. The clubbers receive only two helps per section.
2. The clubber can hold two craft sticks. He/she will give the listener a stick when a help is desired. This will help both the clubber and the leader remember how many helps have been given.
3. A help can be 1-3 words, depending on the clubber and/or the verse. Remember the goal of handbook time is for the clubber to be not only memorizing the scripture, but understanding its meaning. We are not here to pass off a lot of sections, but to really show the clubbers what God's Word has to say to them. So don't be slack when it comes to memorizing God's Word. Help them understand the importance of taking five minutes a day through the week to study their verses.
4. Clubber is awarded ONE share per section signed off if verses are recited separately.
5. Be sure to read the sections to see what is required to pass it off. Sometimes it can be filling out blanks, doing a Bible study, or knowing word meanings in the verse. If you are unsure, ask the director of the club. **Note: T&T Clubs Bible Search section must be completed over three days.**
6. Clubbers must be able to tell you, when required in their section, the definitions of certain words in a verse. They can tell you in their own words or use the definitions Awana uses.
7. All sections must be passed off in order, with the exception of the bring-a-visitor section, which can be passed off anytime during the year.
8. In the T&T Club, Silver and Gold sections are extra credit.
9. A parent who works in Awana must not pass off his/her child's section, unless there is not another leader who can or circumstances do not permit. The first choice is to let other leaders listen to their child's section at all times. A parent cannot pass off a child's section at home.
10. Please discuss the section with the clubber, aiding him/her in the understanding of the section, verse, or concept.
11. After a clubber has passed a section, help him/her to look ahead in the handbook to plan what can be studied during the week. In other words, help them set a goal for the next week.
12. Always use Handbook Time to say/or study verses.
13. Notice opportunities to encourage clubbers in their Christian walk during this one-on-one time.
14. In the visitor requirements of the clubber's handbook, clubbers with siblings cannot pass off their section by sharing the same visitor. They must each bring a visitor to club. If a visitor has been to Awana twice already during the year, they cannot be counted as a visitor again.
15. Handbook credits for the book must be finished the Wednesday night the week prior to the annual Awards Ceremony.

Clubber of the Month

This award may be given to one individual each month who distinguishes himself in the following ways:

1. Passes at least 4 sections that month.
2. Brings at least 1 friend that month.
3. Wears complete uniform (with awards properly displayed) at each club meeting that month.
4. Has a cooperative and obedient attitude.
5. Displays overall good conduct and sportsmanship.

This award will be presented in teaching time at the first meeting of the following month. This is a prestigious award and it is not necessary for each club to present this award every month.

AWANA STORE

This store has many different items in it for the Clubbers to purchase with their Awana shares. When clubbers come to the store they must be accompanied by an adult and must try to spend no more than about five minutes at the store. This will allow all Clubbers time to get to the store.

Inclement Weather Policy

In case of possible closing of the CBC campus due to inclement weather, Awana parents and Awana listeners and leaders should call the church office after 3:30 pm on the day of potential weather related closing for information and directives. Please call 706-782-4588. Church campus facilities closings may not necessarily follow the same closing schedule as the Rabun County School System. Please contact the Church.

Awana Leadership Staff

Jeff Reeves, Commander

Greg Weber, Games Director
Ginny Bryan, Pre-school Games Director
Jerri Neal, Awana Club Secretary

T&T

Kyle Betke, T&T Leader—Boys
Bill Swager, T & T Leader—Boys
Phil Sidey, T&T Leader—Boys
Freddie Neal, T&T Leader—Boys
Johnathan McRary, T&T Leader—Boys
Mike Jones, T&T Leader—Boys

Lisa Butts, T & T Director—Girls
Kay Amick, T&T Leader—Girls
Nancy Henry, T&T Leader—Girls
Susan Swager, T&T Leader—Girls
Maryanne Peacock, T&T Leader—Girls

Sparks

Erin Caudell, Sparks Director
Tonia McRary, Sparks Leader
Amy Giles, Sparks Leader
Chris Hendricks, Sparks Leader
Lori Segó, Sparks Leader

Cubbies

Robin Jones, Cubbies Director
Pat Henry, Cubbies Leader
Mark Windsor, Cubbies Leader
Mary Story, Cubbies Leader

Puggles

Kathy McClure, Puggles Director
Randy Bryan, Puggles Leader

Games

Darrin Giles, Games Team
Tony Keller, Games Team
Jay Segó, Games Team
David Vincent, Games Team

Listeners/Floaters

Kathleen Arbitter, Sparks
Linda Brandsma, Sparks
Sam Brandsma, Sparks
Ann Philips, Sparks
Linda Marziliano, Sparks
Biff Wilson, T&T Listener/Floater
Jill Stockton, T&T, Girls

Kathy Raby, Sparks/Floater
Joe Wright, Sparks
Alton Story, Sparks
Betsy Smith, Sparks
Lynn Jones, Sparks
Lamar & Dolores Coleman, Sparks
John Jowers, Floater

Registration

Dolores Coleman
Lamar Coleman
JoAnn Daniel
Jim Daniel
Mark Windsor

Van Ministry

Don Cunningham
Joe Wright
Sam Brandsma

Additional Information

The Awana Club will follow the same child protection policies as set by Clayton Baptist Church.

Please follow the following guidelines regarding your child's health. If your child has had the following symptoms in the last 24 hours please do not bring your child to Awana.

- A fever of 99 degrees or higher
- Stomach distress—vomiting or diarrhea
- Skin rashes or eruptions of unknown origin including but not limited to: impetigo, measles, chicken pox, etc.
- Persistent coughing associated with respiratory infection, including cold, bronchitis, and so forth.
- Runny nose with a yellow- or green- colored discharge, or congestion associated with a cough or fever.
- Conjunctivitis (pink eye)
- Parasites, any form of lice, mites, or ringworm.

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A family meal is offered at 5:15 pm and is also held in the MAC. If you would like for your child to participate in this meal with you, please bring your child to the registration desk after they have eaten.

C H O I R S

Children's music for ages 2 (by 9/1/11) thru 6th grade is offered at 5:45 pm in the following locations:

Beginning Music Time (2 by 9/1/11) held in Education Building Room 221
(Registration/sign-in at classroom)

Younger Music Time (3 by 9/1/10 thru turning 5 after 9/11/2011) held in CTC Blue Room
(Registration/sign-in located in CTC)

Older Music Time (in Kindergarten) held in CTC Yellow Room
(Kindergarteners' Registration/sign-in located in Fellowship Hall)

Music Makers (Grades 1st thru 3rd) held on Fellowship Hall Stage
(Registration/sign-in located in Fellowship Hall)

Young Musicians (Grades 4th—6th) held in Education Building Music Suite
(Registration/sign-in located in Fellowship Hall)

Handbells (Grades 4th—6th)
(Registration/sign-in located in Fellowship Hall)

Any child signed in between 5:45 and 6:15 pm will be expected to participate in the children's music ministry. Please use the locations listed above to pick-up and sign out children.

Children's Van Ministry



The Van Ministry is to assist those children who would not be able to attend church due to transportation issues. It is not a ministry of convenience for the parents. Please honor this ministry by utilizing it only if necessary. A new van rider registration form has to be completed **BEFORE** a child will be placed on the van. Vans will be coming to/from homes to transport children. We will not be picking up from the schools. Therefore, the times may vary. You will be contacted about what time to expect the van to pick up/deliver your child.

Leaders

Sam Brandsma

Don Cunningham

Jim Harris

Joe Wright