

CCIC Mountain View

AWANA

HANDBOOK



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WELCOME TO AWANA

We are glad that you are considering or have decided that CCIC Mt. View is a place where your children can grow in the Lord. We are sure that our AWANA clubs will be a place of learning and excitement that will have a positive influence on your children.

AWANA offers several opportunities for children to grow spiritually through Scripture memorization and a basic understanding of biblical principles and doctrines. AWANA also provides an opportunity for children to learn to compete as a team and not just as individuals. They will learn to win and lose with a proper attitude of fair play and sportsmanship.

We ask for your support in encouraging your children to complete their handbook materials prior to each club week. This way we will have the time to show them how to apply what they learn to their everyday lives.

We would also appreciate your timeliness in dropping off and picking up your children. Club starts at 7:30 pm and ends at 9:30 pm. Please have your children at club no later than 7:20 pm in order for them to settle in before the Opening Ceremony.

Again, we thank you for the opportunity to work with and minister to your children. We consider this a trust and serious responsibility that we do not take lightly.

We hope you will read this entire guidebook for the CCIC Mt. View AWANA Clubs. This is the best way to make sure that you have complete information regarding this ministry. Should you have any questions which are not addressed in this handbook, please feel free to contact your children's leaders or any member of the leadership team at any time.

WHAT IS AWANA

The word AWANA stands for Approved Workmen Are Not Ashamed, and comes from 2 Timothy 2:15.

AWANA is a fun and exciting way for children to learn Scripture and it works!

Since 1950, AWANA has grown from a one-church program into a ministry that includes more than 12,000 churches in the United States and another 6,000 in more than 109 countries worldwide. Local churches reach hundreds of thousands of young people every week by using the AWANA program. The goal of AWANA is to reach boys and girls with the gospel of Christ and to train them to serve Him.

Thank you for giving us the opportunity to acquaint you with the AWANA ministry of CCIC Mt. View, and how it can benefit not only your children, but your entire family

WHAT WE EXPECT FROM OUR LEADERS

We basically have very few requirements that our leaders must meet; however, we also have some expectations we encourage them to consider. The following may give you some insight into the type of leadership we strive for in our program.

Requirements:

- A leader must have a personal relationship with Jesus Christ.
- A leader must go to CCIC Mt View regularly for Sunday worship.
- A leader must have a desire to work with and a compassion for children.

Expectations:

- We expect our leaders to be on time.
- We expect our leaders to be examples.
- We expect our leaders to follow the rules.
- We expect our leaders to display a proper attitude before the clubbers and other leaders.
- We expect our leaders to pray for our club on a regular basis.
- We expect our leaders to realize AWANA is not just another program, but it is a ministry of the church, and a place of service to God.

WHAT WE EXPECT FROM PARENTS

- Always encourage your child. Children have much more fun when Mom and Dad show interest in their accomplishments.
- Help children to attend AWANA every week and to arrive on time.
- During the week, help your child prepare two to three sections.
To encourage clubbers to work on handbook at home, we will give one extra share to clubbers who have worked on handbook at home during the week (parent's signature are needed as proof.)
- Attend all major events such as Orientation and Awards Night.
- Provide occasional help for the Cubbies if you are not already an AWANA leader.
- Please review the discipline guidelines found later in this handbook with your child.
- Please pick up clubbers promptly. Cubbies: 9:00 pm. Sparks and T&T: 9:30 pm. Clubbers will not be permitted to leave the building without an adult coming to pick them up.
- Club membership will be based on the availability of adequate resources so that we may adequately serve the clubbers.
- Sign up and perform parent duties.

WHAT WE EXPECT FROM CLUBBERS

We want our clubbers to have the best time possible in all of our programs. To make this possible, we expect all clubbers to follow these guidelines:

- Clubbers will not use foul language or gestures while at club.
- All clubbers will show care and respect for all church property.
- Clubbers should not push, shove, rough house, or run in non-game time areas of the church property.
- Clubbers should not bring gum, candy, or toys to club meetings.
- AWANA uses the 5 count to bring order after activities. The Commander, Director or Leader will count '1, 2, 3, 4, 5.' Each clubber should become quiet and listen to instructions for the next activity.
- Game time is a privilege and we do not want anyone to miss it. In case of blatant misbehavior however, the Commander or Director may revoke game privileges.

AWANA MEETING SCHEDULES

The Awana meetings at CCIC Mountain View are held on Friday evenings from 7:30 pm – 9:30 pm. The typical meeting looks like this. The exact programs are subject to change and improvements.

| Cubbies Schedule | |
|------------------|--------------------------|
| 7:15 | Arriving |
| 7:30 | Opening Ceremony |
| 7:40 | Puppet Show |
| 7:45 | Story Time |
| 8:00 | Book Time / Arts & Craft |
| 8:25 | Play Time |
| 8:45 | Hand washing / Toileting |
| 8:50 | Singing Time |
| 9:00 | Snack, Going Home |

| | Sparks Schedule | T&T Schedule |
|------|------------------|------------------|
| 7:15 | Arriving | |
| 7:30 | Opening Ceremony | |
| 7:35 | Book Time | Book Time |
| 8:10 | Game Time | Large-group Time |
| 8:40 | Large-group Time | Game Time |
| 9:10 | Closing Ceremony | |
| 9:30 | Child pickup | |

SECURITY

Your children's safety is very important to us. Therefore, we are asking that parents/guardians of children to check their children into club when arriving and stay in Church from 7:15-9:30 pm. CCIC Mt. View has a few different fellowship groups for parents at the same time when Awana has meetings. It is important that parents/guardians pick up their children immediately following club (9:30 pm). We will notify parents/guardians when a child is sick, fussy and not adjusting to the Awana night, or in a rare instance for disciplinary reasons.

Once the clubber has checked in, they must remain in the Awana rooms unless given permission by an Awana leader to leave.

DISCIPLINE

To discipline is to teach. A useful tool is the reward-based systems. In addition, Awana uses two counts, one for group and one for an individual.

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 an individual. In the event reprimand is required, we have a procedure which will be used by all clubs. If a child is disrespectful or is disruptive to the club, the following procedure will occur:

- ⊖ A “1” count will be given for the first offense.
- ⊖ A “2” count will be given for the second offense, and the child will be counseled by a leader outside the club room and then returned to club.
- ⊖ A “3” count is given and the child is taken by the leader to their parent or guardian. If this occurs, there will need to be contact between parents and the Club Director before the next club meeting for the child to return to club.
- ⊖ If the clubber has to be taken to the parent a second time, they must miss the next two club meetings, and a parent must meet with the Club Commander to discuss returning to club.
- ⊖ If a clubber is removed from club a third time, they will not be allowed back into the program for the remainder of the club year.

It is our prayer that no situation will have to be resolved in this manner, but in fairness to all clubbers and leaders, the above will be enforced as necessary.

The Awana leaders realize that there are many family situations that may affect a child’s behavior. We encourage you to let your child’s Awana leader know if there is any situation that may help us in ministering to your child. This helps the Awana leader to

potentially minister to the child as opposed to just viewing a situation or action as a disciplinary problem.

WELLNESS POLICY

As we all know, sickness can keep going around with children, affecting not only the other children in your child’s Awana group, but your family and other families as the illness goes “back and forth” between the children. Here is our established health 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.
- ❑ Bad Cough – coughing increases the chance of infection being spread to others.
- ❑ Any 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 48 hours prior to attending Awana.

COSTS

The Awana ministry does its best to keep costs to a minimum. Please refer to the registration form for the accurate information. Your payment will help us cover the material cost, including books, arts and craft supplies, awards, snacks, etc. If you have any questions or concerns regarding Awana fees and/or your payment, please talk to the commander or church leaders.

If you have financial difficulty, please let us know. Awana program is open to every child no matter whether you are able to pay or not. So please let us know if you have financial need.