

JOURNEYTM

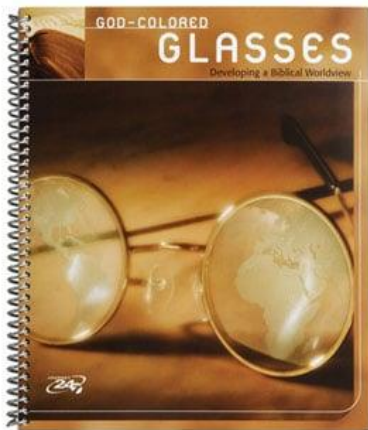
Leader handbook

What's Journey About?

Journey® establishes high school students as lifelong disciples through a deep study of God's Word, mobilizing them to live with godly perspective and evident faith. Journey is a multi-year high school ministry curriculum. The 2019-20 books are Romans and God Colored Glasses.



A comprehensive Bible study that helps your students establish a firm foundation for their faith as they cover sin, the Law, the righteousness of God, faith and the work of the Holy Spirit.



Developing a biblical worldview

Parent Guides

Keep parents engaged in the spiritual development of their students. Let them continue the conversation with downloadable parent guides that accompany each lesson.

CITATION REQUIREMENTS

TRUTH AND TRAINING

- ☐ Start Zone
Ultimate Adventure
- ☐ Book One ☐ Book Two
Ultimate Challenge
- ☐ Book One ☐ Book Two

TIMOTHY AWARD COMPLETED!

TREK

- ☐ Trek Check
- ☐ Trek 1: His Story
- ☐ Bring a friend
Name: _____
- ☐ Bible readings and summaries completed
John, Hebrews, Matthew, Romans, Colossians, Ephesians, Revelation, Philippians
Leader's Initials _____ Date _____
- ☐ Trek 2: His Love
- ☐ Bring a friend
Name: _____
- ☐ Bible readings and summaries completed
Luke, Mark, 1 Timothy, 2 Timothy, Galatians, 1 Thessalonians, 2 Thessalonians, Titus, Philemon
Leader's Initials _____ Date _____
- ☐ Trek 3: His People*
- ☐ Bring a friend
Name: _____
- ☐ Bible readings and summaries completed
Acts, James, 1 Corinthians, 2 Corinthians, 1 John, 2 John, 3 John, Jude, 1 Peter, 2 Peter
*(Not required if four T&T books are completed.)
Leader's Initials _____ Date _____

MERITORIOUS AWARD COMPLETED!

JOURNEY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Faith Foundation <input type="checkbox"/> Journey Disciples Year _____ <input type="checkbox"/> Bible readings and summaries completed
Genesis, Deuteronomy, Proverbs, Ecclesiastes, Esther, Zephaniah, Zechariah <input type="checkbox"/> Share your faith
Name _____ <input type="checkbox"/> Attend Christian training seminar
Title _____ <input type="checkbox"/> Participate in a long-term service project through your church. (min. 3 mo. per year)
Leader's Initials _____ Date _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Journey Witnesses Year _____ <input type="checkbox"/> Bible readings and summaries completed
Leviticus, Ruth, Isaiah, Daniel, Hosea, Amos, Nahum, Habakkuk, Malachi <input type="checkbox"/> Share your faith
Name _____ <input type="checkbox"/> Attend Christian training seminar
Title _____ <input type="checkbox"/> Participate in a long-term service project through your church. (min. 3 mo. per year)
Leader's Initials _____ Date _____ |
| <ul style="list-style-type: none"> <input type="checkbox"/> Journey Advocates Year _____ <input type="checkbox"/> Bible readings and summaries completed
Joshua, 1 Kings, 2 Kings, 1 Chronicles, 2 Chronicles, Esther, Job, Psalms, Jeremiah, Lamentations, Joel, Jonah <input type="checkbox"/> Share your faith
Name _____ <input type="checkbox"/> Attend Christian training seminar
Title _____ <input type="checkbox"/> Participate in a long-term service project through your church. (min. 3 mo. per year)
Leader's Initials _____ Date _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Journey Leaders Year _____ <input type="checkbox"/> Bible readings and summaries completed
Exodus, Numbers, Judges, 1 Samuel, 2 Samuel, Ezra, Nehemiah, Song of Solomon, Obadiah, Micah, Haggai <input type="checkbox"/> Share your faith
Name _____ <input type="checkbox"/> Attend Christian training seminar
Title _____ <input type="checkbox"/> Participate in a long-term service project through your church. (min. 3 mo. per year)
Leader's Initials _____ Date _____ |

CITATION AWARD COMPLETED!

Use this chart as a checklist to record your progress in earning the Citation Award.

Watch for these award milestones:

4 books =
Timothy Award

6 books =
Meritorious Award

Completion of 10
books = Citation Award

REMEMBER:
Where you start doesn't matter, it's that you've completed the correct number of requirements!

The Citation Award is intended for graduating seniors or older.



(Awana has not updated their Citation requirement form. This is a sample)



For students who have completed ten years of curriculum, the Citation award is the highest achievement in Awana. Citation earners also qualify for college scholarship money at many Christian colleges.

Table Leader Skills & Standards

Leading a student to Christ

If a student does become a Christian, please tell your director so we can celebrate with you and follow up with the student and the parents.

Section Standards

Only approved leaders from any Awana Club program (Cubbies, Sparks, T&T, Trek and Journey) can sign books. Awana leaders who are parents or relatives cannot sign their own children's books.

Scripture memory standards:

- Verses should be word perfect.
- Two helps per section (a help is a few words or even a gesture).
- If there is more than one verse per section, all the verses must be said together. The two helps rule is for the entire section.
- The verse must be recited with the reference.
- Review sections are said word perfect, including reference, without any help.

Remember the point is to get God's word into the student. It is not about awards.

We are doing a disservice to the student and to God if the student has no idea what the verse was when they walk out of church.

Take time to make sure every student in your group understands the gospel message.

For students who seem to struggle you may need to work with them and help them be successful. Talk to their parents as well.

All Journey students work in the same handbook and complete one section per week.

What does a Table Leader do?

The goals of the Table Leader are:

1. To help students commit scripture verses to long-term memory.
2. To make sure students understand what the verses mean.
3. To make sure each student understands and has a chance to respond to the gospel of Jesus Christ.

You will have 4-6 students you will meet with each night of Awana so you can build a relationship with each of them. Plan on having several minutes with each student. During your time with the student, try to do the following:

- Listen to each student recite his or her verses. If they stall, you may give them a prompt: “Do you know the verse from **book** that begins **first two words**?”
- Say encouraging words or offer a high five
- Ask them how their week is going.
- Pray for them.
- Make sure they understand the verses they said.
- Help explain future verses.
- If they are not Christians, continue to share the gospel.

Game Time

Game time should be fun and exciting!

Leaders make sure the students listen to the game leader’s instructions and encourage them all to participate.

All students should have a chance to play. Avoid only playing the “fastest” kids. Games are designed for all levels of skill. Competition needs to be fun but not to the point that kids are excluded because they are not “as good” as other kids. Reinforce teamwork and good sportsmanship

Large Group Time

Leaders stay with their class and sit with them to listen to the message.

Remember, God has placed a handful of students into your group. Pray for them! Encourage them! Be a positive witness for Jesus Christ to them!

Record Keepers

The record keeper tracks the student’s progress through their handbook electronically. After a student has recited their verses to their table leader, (remember those standards!) the leader signs their FULL NAME in the student’s handbook, and the record keeper, who will mark it in the computer. The record keeper can also see any missing sections a student may have. Leaders may use paper record cards, but the ultimate authority is Approved Workmen, the electronic record keeping system.

MBC Child Protection Guidelines

McLean Bible Church (MBC) through Next Generation Ministries places the highest priority on maintaining a safe, secure environment for the participation of children in the ministries of the church. The purpose of this child protection document is to protect children during their time at MBC, and to protect volunteers from serious accusations and to provide guidelines of what to do in case of suspected child abuse.

Definition: 'Child abuse is all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including commercial exploitation, sexual abuse while in the care of parent (s), legal guardian(s) or any other person who has the care of the child' gopa.de/en/gopa0ploicies/child-protection-policy"

All employees, volunteers, and facilitators at McLean Bible Church are mandated to do everything reasonably possible to provide a safe environment for children. These instructions, although not an exhaustive list, are practical actions you can take:

- a. Awareness
- b. Prevention
- c. Reporting and responding to child protection abuse concerns.

General information:

- Volunteers who do not meet the screening criteria (ie: volunteer application, background check, and fingerprinting) won't be able to work with children.
- We are in a public building and children should always be supervised.
- Do not leave children unattended. Issues at stake include: children's safety from abduction and injury, church liability, food allergies, and consideration for those who clean and organize the rooms.
- Do not release a child to anyone who does not have the matching security ID tag or computer label. This is especially important for protecting children with custody concerns.
- Never promise a child or parent that you won't "tell". Because of legal obligations, immediately report any behaviors which seem abusive or inappropriate to your Director/Team leader, commander and a Staff member.
- Observe the environment and equipment for unsafe situations and remove children from any potentially dangerous conditions. Report problems to the Team Leader/Director.
- The recommended children to adult ratio is: 5 to 1. However, no more than two infants(non-walkers) per adult.
- Rosters are helpful in documenting attendance, counting children in an evacuation emergency, protecting children with custody concerns, determining a guardian's location, and keeping track of security ID numbers.
- Individuals serving with minors should be dressed modestly. Halter tops, bare midriiffs, mini-skirts and similar revealing attire are not acceptable.
- Abstain from the use of excessive alcohol or illegal substance. Volunteers may not use tobacco, alcohol, or any illegal substance on MBC premises or at any MBC event
- Refrain from using profane language, curse words, or making crude/vulgar jokes, and never suggest anything sexual in nature to a minor in public or private
- Ensure your Facebook, Instagram, Snapchat, Twitter, etc. reflect positively on you as an ambassador for Christ and His Church
- Limit physical contact with minors- stick to high fives, handshakes, and fist bumps
- Positive attitudes only! No gossip, slander, or negativity

a. **Awareness:** "According to Prevent Child Abuse America, child abuse and neglect affects over 1 million every year" (2017). In Virginia, a child is abused or neglected every 75 minutes, and every 14 days a child dies from such mistreatment. The immediate impact of abuse or neglect on a child is tragic, but so, too, are the long-term consequences affecting children, their communities, and the Commonwealth as a whole. Child abuse is often hidden, may occur over time, and is usually preventable". https://vaperforms.virginia.gov/healthFamily_childAbuse.cfm

b. **Prevention:**

To protect our children, MBC has implemented procedures to minimize risks. All adults who serve in Next Generation Ministry need to fulfill the following requirements to fill out a volunteer application, pass background check and be fingerprinted.

Appropriate Conduct:

Adults are responsible for behaving in sexually appropriate ways. Common expressions of affection (a brief hug), affirmation (pats on the back), support (prayers or words of encouragement), or physical caretaking (changing diapers, etc.), are appropriate in our community of caring Christians. However, physical expressions of affection must not be excessive, or imposed upon another person.

Appropriate Touch:	Inappropriate Touch:
<ul style="list-style-type: none"> • No demanding, gentle aware • Touching shoulders, hands, arms, head or back • Sitting a young child (under the age of 3) on your lap in a lighted room. 	<ul style="list-style-type: none"> • Demanding or initiating hugs • Kissing a child • Sitting an older child on your lap • Sitting a young child on your lap in dark room • Wrestling or piggy-back rides • Carrying or picking up older children who can walk

Two Adults Minimum

Two adults are required in every classroom with children.

Corporal Punishment

Discipline is never to be administered through any type of corporal punishment. In addition, it is the parents' responsibility to deal with an unruly child.

Bathroom Guidelines for ages 0 to 2.5 years (STILL WEARING DIAPERS)

- Diaper changes are done by female volunteer only.
- Use disposable gloves.
- Never leave a child unattended on changing station.

Bathroom Guidelines for ages 2.5 years to 4 years (NOT IN DIAPERS)

- No adult may take one child to the bathroom alone.
- Non-verbal children should have two adults to go to the bathroom, in which case you should take a group.
- Adults may take a group trip to the bathroom. Please keep the size to 2-3 children at one time.
- If there is a bathroom in the classroom the adult should be positioned at the door.
- Children must go in groups of at least two children or with more than one adult to community bathrooms.
- Children may require assistance.

Bathroom Guidelines for ages 4 years to 6th grade

- No adult may take one child to the bathroom alone.
- Ensure an adult is with a group of at least two children
- An adult should be positioned so he/she can be near the bathroom door.
- Adults should not go into the bathrooms with older kids unless there is an emergency.

Prevention policies in relation to Teenagers

We adhere to the following guidelines as set forth by the Rock

- Never spend time alone with a student of the opposite sex
- Adhere to no communication with students of the opposite sex (texting, email), except a group text.
- Refrain from initiating texts with students from 9 pm to 8 am (unless an emergency)
- Abstain from the use of excessive alcohol or illegal substance. Volunteers may not use tobacco, alcohol, or any illegal substance on MBC premises or at any MBC event.
- Refrain from using profane language, curse words, or making crude/vulgar jokes, and never suggest anything sexual in nature to a minor in public or private.
- Ensure your Facebook, Instagram, Snapchat, Twitter, etc. reflect positively on you as an ambassador for Christ and His Church.
- Limit physical contact with minors- stick to high fives, handshakes, and fist bumps
- Positive attitudes only! No gossip, slander, or negativity.

c. Reporting and responding

- If you are concerned about behavior or appearance of either children or adults report immediately to your Director/Team Leader and a Staff member.
- Do not attempt to “save or work through” problems independently.

Responding to the Victim

Because we live in a sinful world we pray that nothing wrong happens at Mclean Bible. However, in case a negative behavior occurs please remember to respond:

- a. Compassionately
- b. Seriously
- c. Supportively
- d. Without minimizing or explaining the behavior of others
- e. Immediately reporting any allegation or suspected abuse to your chain in command ie:
Team leader/Director and Awana Commander
- f. Do not gossip.

Confidentiality:

All information concerning the children and families served by Mclean Bible Church is to remain strictly confidential. As an adult leader you must keep confidential any information you receive that is of a medical, privileged, confidential or non-public nature and must not disclose such information to any individual without proper authorization (Exception: share allergy alerts with all adults in the room when you are caring for a child with severe allergies).