



Leader Training



Welcome to Truth & Training

Thank you for volunteering to serve in Awana T&T. Awana is a world-wide ministry that has a huge heart and vision to reach kids with the Gospel of Jesus Christ. T&T focuses on deepening kids' understanding of biblical truth as well as giving them stronger life application practices to live out their faith so that they can grow as disciples of Jesus Christ. We pray that during the Awana season God will use your life to make an eternal difference in the life of a child!

II Timothy 3:15, "And how from infancy you have known the holy Scriptures which are able to make you wise for salvation through faith in Christ Jesus."

What is Awana?

Awana stands for "Approved Workmen Are Not Ashamed" (2 Timothy 2:15). Awana was founded in 1950 as an international, nondenominational Bible-centered children's and youth ministry. The ministry is committed to evangelism and the discipleship of children and youth. It is an effective way to spread the gospel to the homes of unsaved and/or unchurched families. Awana is dedicated to the training of parents to fulfill their role as the spiritual leaders of their children.

"Take to heart all the words I have solemnly declared to you this day, so that you may command your children to obey carefully all the words of this law. They are not just idle words for you - they are your life..." -Deuteronomy 32:46-47

Our Goals in T&T:

1. To **introduce** and **present** the **gospel** to children
2. To **teach** children to **trust the Word of God** through *memorization and application*
3. To **assist** parents in laying the spiritual foundation for their children

CHUMS, PALS, PIONEERS AND GUARDS

We have divided our 3rd – 6th graders into four age groups.

3rd and 4th grade girls are Chums

5th and 6th grade girls are Guards

3rd and 4th grade boys are Pals

5th and 6th grade boys are Pioneers

What does a Table Leader do?

The goals of the Table Leader are:

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

You will have 4-6 children you will meet with each night of Awana so you can build a relationship with each of them. Plan on having 5-7 minutes with each child. During your time with the child, try to do the following:

- Listen to each child recite his or her verses. See the Handbook Recitation Standards section.
- 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

Table Leader Skills & Standards

If you work for a paycheck, you know that there are certain expectations from your boss. At Awana, your paycheck might be \$0, but you still have a boss. That would be Jesus Christ.

A table leader (aka Fearless Leader) remembers who their boss is.

Because a Fearless Leader seeks to serve Christ, they:

- Show up on time. After all, this job has eternal impact.
- Show up every week. They want to build relationships with the children in their care.
- Wear their uniform. They want to look their best.
- Call their director if they will be absent. Because it is common courtesy.

Leading a child to Christ

If you have the opportunity and privilege to pray with a child to receive Christ, please tell your director so we can celebrate with you and follow up with the child and the parents.

Handbook Verse Recitation Standards

Section Standards

Reasons for Section Standards

- To ensure that kids are really learning and understanding the Scripture
- To ensure fairness for clubbers
- To ensure consistency among leaders

What are the standards:

- All parts of a section should be completed in one sitting including verses, questions and activities.
- Verses should be word perfect.
- Two helps per section (a help is a few words or even a gesture).
- Clubber must recite the Bible reference. Memorizing the reference will help them find that verse in the future and it is also a great way for them to learn about the bible.
- Sections should be completed in order.
- Review sections are said word perfect, including reference, without any help.

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. Please have your FULL NAME in the signature space.

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 about 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.

Every student is unique and learns at a different pace. Be patient, but consistent with the standards and your clubbers will succeed!

Special considerations should be made for children with disabilities or difficulty with memorizing verses. Equally important, in *some cases* where children are not supported at home you might have to be creative with helping them and show mercy.

Standards for Completing Books

- When a clubber finishes their book, they will receive their award at the closing awards.
- T&T books work with the “all together” method. All clubbers are doing the same section each week. Sometimes a clubber may have to make up missed sections, but generally speaking, clubbers should not work ahead. This is because the small group time, large group lesson time and the verses are all connected. Trying to jump ahead will result in less comprehension of the bible truths being taught.
- 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 of clubbers cannot sign their own children’s books.



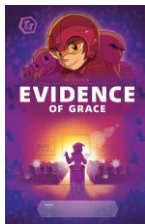
**Truth &
Training**

Handbook Information

All T&T'ers need to complete a start Zone booklet each year. When they finish their Start Zone, they receive their first book and can purchase a uniform.



The books have been designed to be completed one per year.



EXAMPLES

All T&T clubbers work through the same book. There are four books in the T&T curriculum.

For students who like to excel, we have SILVER and GOLD.

Each handbook section has a Silver Extra Credit Bible study (28 sections total) and four Gold Extra Credit memory verses per lesson (112 verses total) that dive deeper into that section's Bible topic. Clubbers can earn a total of 8 patches (4 silver and 4 gold).

A clubber can receive a Silver Award patch or Gold Award patch after completing two sections in their handbook for a total of 8 patches.



If you have a really motivated clubber, they can also strive for the handbook review pins, which are awarded when a clubber reviews every verse from three or four handbooks in one sitting.



Please follow specific guidelines in the book and do not compromise standards.



COMPLETING A SECTION



Clubber must complete all sections!

4.3 AGENTS OF WISDOM

Memorize
James 1:5
If any of you lacks wisdom, let him ask God, who gives generously to all without reproach, and it will be given him.

Review
Philippians 2:3
Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves.

Gold Extra Credit
Proverbs 1:7
The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction.

Proverbs 2:6-8
For the LORD gives wisdom; from His mouth come knowledge and understanding; He stores up sound wisdom for the upright; He is a shield to those who walk in integrity, guarding the paths of justice and watching over the way of His saints.

Proverbs 3:5-6
Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He will make straight your paths.

James 3:17
But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere.

208 ESV

AGENTS OF WISDOM 4.3

SECTION 4.3 COMPLETED [Location Icon] [Person Icon] [Heart Icon] [W Icon]

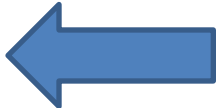
Leader Signature _____ Date _____

EXTRA CREDIT COMPLETED [Star Icon] [Star Icon]

Leader Initials _____ Date _____ Leader Initials _____ Date _____

SILVER GOLD

ESV 209



Leader signs here. Sign your whole name!



Clubber recites verses and gives definitions.

Notice those colorful icons by the signature box? Your clubber should have all of those completed!

Record Keepers

The record keeper tracks the clubber's progress through their handbook electronically. After a clubber has recited their verses to their table leader, (remember those standards!) the leader signs their FULL NAME in the clubber's handbook, and the clubber goes to the record keeper, who will mark it in the computer. The record keeper can also see any missing sections a clubber may have.

The record keeper will also give out uniform patches and jewels.



WOODEN TOKENS – Pals and Pioneers

TO ENCOURAGE AND MOTIVATE CLUBBERS. Healthy competition and incentives are good for kids in 3rd-6th grades. Tokens are one way to get them involved and connected and are given when a child has their uniform, bible, and handbook. They also get tokens when their color team wins at games, when they are behaving well, when they complete a section in their handbook and when they bring friends.

When students receive tokens, they will put them in their team colored bucket. Buckets will be located in game rooms and classrooms. During closing, the buckets will be weighed to determine the winning team of the night.

General Questions

Why Uniforms?

Uniforms, for both leaders and clubbers, are an important component of the Awana ministry. Uniforms encourage an orderly and disciplined club and as leaders, you set the tone for the club. Leaders in uniform are the best way to show clubbers the importance of wearing theirs.

Did you know?? Statistically clubs with a higher % of handbook finishers and major award recipients have a high % of clubbers in uniform?

Awana Face Time

LEADER'S NAME _____

Name	29-Sep	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	8-Dec	15-Dec

Face Time Sheets –

The face time sheet is for each table leader. Please write the names of the children in your group, or any visitors and keep this card for your use.

If a child has verses to say, they say them to their leader, the leader checks off the box, hopefully has a little more conversation with that child, and then sends the child to the record keeper to have their section(s) recorded on their record card.

For the child who is not prepared, or never does any sections, and roams around while everyone else is doing their book work, who is connecting with that child? The face time sheet will help the leader to be sure to connect with that child.

So the leader will call every child listed on their face time sheet, even if they don't have any sections to complete and have (surprise!) a little face time with each of them. If that child is absent, the leader puts their name on a postcard, has the kids sign it, and gives it to the record keeper.

The goal is to make sure each child is connected with a leader in some way during club.

Truth and Training Schedule

T&T boys	T&T girls	
Pre-club in C Opening pledge/ prayer	Pre-club in C Opening pledge/ prayer	4:45 - 5:05
in transit	in transit	5:05 - 5:10
Handbook Comm B & D	Handbook on 1A	5:10 - 5:35
in transit	in transit	5:35 - 5:40
in transit	in transit	5:40 - 5:45
Games in the Rock	Games in Comm C	5:45 - 5:50
in transit	in transit	5:50 - 6:05
in transit	in transit	6:05 - 6:10
in transit	in transit	6:10 - 6:15
Large group in Comm B	Large group on 1A	6:15-6:35
Closing and book awards parents pick up from Comm B	Closing and book awards parents pick up from 1A	6:35- 6:45

General information

VOLUNTEER APPAREL

Uniforms, for both leaders and clubbers, are an important component of the Awana ministry.

Uniforms encourage an orderly and disciplined club and as leaders, you set the tone for the club. A leader wearing their uniform is the best way to show clubber the importance of wearing theirs. Uniforms also help us to distinguish who is a leader and who is a loiterer!

- *Did you know?? Statistically clubs with a higher % of handbook finishers and major award recipients have a high % of clubbers in uniform.*

NAME TAGS

All volunteers should also check in at the welcome desks and get a name tag.

PLEDGES

I pledge allegiance to the Awana flag, which stands for the Awana clubs, whose goal is to reach

boys and girls with the gospel of Christ and train them to serve Him.

SPECIAL ASSISTANCE

If you have a child who needs special assistance due to lack of support from home, let your Director know and he/she will set up a system to help this child during T&T.

FRIENDS

Clubbers are “encouraged” to bring a friend to have the friend section signed off. This section can be done anytime during the year. Since clubbers do not have much control over bringing a friend, we do not deny them their book award at the end of the year if they don’t complete this section. But please encourage them to keep asking friends right up to the end of Awana, remembering our goal is to reach boys and girls with the gospel of Christ.

AwanaGO - money can be turned in at the Awana store on the second floor near the cafeteria.



PLEASE... PUT YOUR CELL PHONE AWAY!

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 midriffs, 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).