



# Parent Handbook



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## **Dear Awana Families,**

We are glad you have chosen to have your child/children attend our Awana Club. Awana is FUN, with a purpose to reach boys and girls with the Gospel of Christ and train them to serve Him. Awana is a wonderful way for your child to grow deeper in their faith and knowledge of God. They will learn and memorize God's Word (and you will memorize a lot too)!

This Parent Handbook is designed to provide you with information about the ministry and to answer common questions most Parents ask. In order for your child to get the most out of Awana, he or she will need your help in completing sections and attending club regularly. Our prayer is that your child will experience spiritual and emotional growth while having fun through their involvement with our Awana program.

Please feel free to contact us if you have any questions or suggestions. We look forward to ministering to your child and pray it will be a positive experience for him or her.

You can check our Facebook Page frequently for updates, specifics about upcoming activities and to see some photos and videos of happenings at Awana Club. You can also find detailed information about our church at: [www.mhbchurch.com/kids](http://www.mhbchurch.com/kids)

We also use a messaging app for our Awana Communication. These may be texts, recorded messages or emails similar to the ones used by the School System.

## **Awana Leadership**

Senior Pastor - Steve Chromy  
[pastorsteve@mhbchurch.com](mailto:pastorsteve@mhbchurch.com)

Children/Youth Pastor - Cody Speck  
[pastorcody@mhbchurch.com](mailto:pastorcody@mhbchurch.com)

Awana Commander - Jason Yeatts  
[Jason.yeatts@verizon.net](mailto:Jason.yeatts@verizon.net)

Awana Secretary - Teresa Torborg  
[tdtorborg@gamewood.net](mailto:tdtorborg@gamewood.net)

## What are Awana Clubs?

For over 60 years, Awana has been a leader in children's ministry, equipping churches and parents worldwide to raise children to know, love, and serve Jesus Christ.

Awana is a program for children 3 years old through 6th grade that incorporates Bible teaching and scripture memorization with tons of fun. This is our 2<sup>nd</sup> year offering Awana Ministry at Mount Hermon Baptist Church. We continue to learn new and better ways of doing things and are always open to feedback.



The acronym Awana is derived from the first letters of "Approved workmen are not ashamed" as taken from 2 Timothy 2:15: "Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. The Awana program is based on the concept of children learning about God by learning God's Word in a regular and systematic manner. Each club has age-appropriate handbooks for you and your clubber to work on together. Clubbers are rewarded for remembering God's Word as they recite their verses with their club leaders on a weekly basis.

Think of Awana in this way: it's like a combination of scripture memory from Bible drills, along with the incentives of Awards, with the fun and excitement of VBS! Awana offers different clubs based on the age/grade of the children.



**CUBBIES:** designed for 3 year olds (who are potty trained) and 4-5 year olds who have not entered Kindergarten. Classes are co-ed and use music, games, puppets and awards where fun and learning God's word go hand-in-hand

**SPARKS:** designed for entering Kindergarten through 2<sup>nd</sup> grade students. Boys and Girls go a step deeper into God's word while presenting them with regular opportunities to hear the Gospel and come to faith in Jesus Christ.

**Truth & Training (T&T):** T&T engages 3<sup>rd</sup> graders through 6<sup>th</sup> graders by answering questions about God and the Bible, guiding them through this pivotal stage in their life to grow in God's grace. T&T boys and girls meet separately in small groups.

# **CUBBIES**

Designed for 3 year olds (who are potty trained) and 4/5 year olds who have not entered Kindergarten. Our purpose is to help your children take their first steps on a lifelong spiritual journey.

In the Bible, parents are instructed to teach their children about who God is and his ways....in routine activities....passing along their faith, little by little, day by day. The Cubbies program is designed to equip parents in this critical role.

The teaching begins at home. Each week, the parents help their Cubbie complete the scheduled Bear Hug. Each aspect of the Bear Hug or section enforces the same Bible Truth. At club, we center everything around the same truth that you worked on at home. Our story, games, scripture memory verses and other activities will reinforce the teaching your child has received from you. By creating this partnership, we hope to really “cement” these truths in our Cubbies minds!

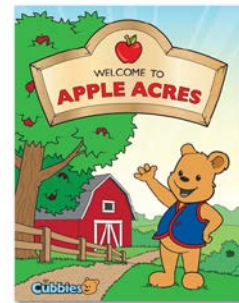


Cubbies meet in the Children’s area of the Main Church Building. Parents will be dropping Cubbies off at the Welcome Desk in the Lobby Area.

## **Cubbies Materials:**

### **APPLE ACRES ENTRANCE BOOKLET**

This entrance booklet is the first part of Cubbies. It contains 2 “Bear Hugs” as well as basic information about the Cubbies Program. All Cubbies must complete this booklet before they receive their handbook and are allowed to wear their uniform.



### **HONEYCOMB HANDBOOK**

This handbook includes biblical teaching, and memory verses-all divided into weekly Bear hugs focused on teaching Cubbies love and respect for God, His Son and His Word. It also includes fun, fictional stories from Apple Acres farm, home of Cubbie Bear, our club mascot and his friends. Cubbies are to complete each week’s Bear Hug at home as preparation for the teaching at Club that week. Cubbies will also recite the memory verse to their leader at Club during Handbook Time.

Completing every Bear Hug in the book over the course of the year earns the Cubbie Appleseed Book Award at the end of year. Each Bear Hug also contains an optional extra credit section “Under the Apple Tree” section. These are fun activities for parents and children to complete together to help further understand that week lesson but are not required for book completion or for the end of the year award.



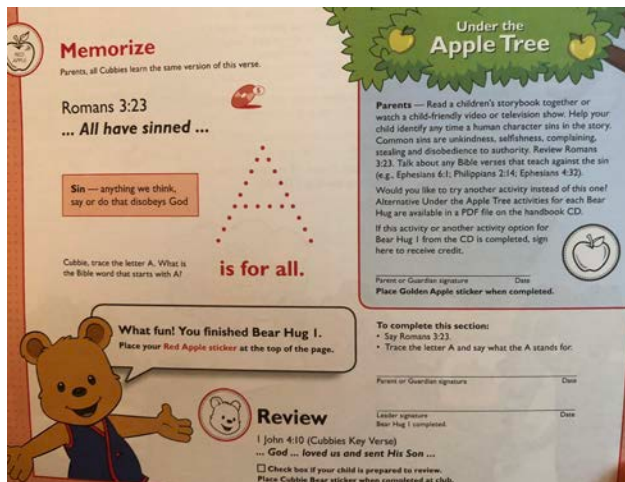
## Cubbie Memory Work

Each Cubbie must complete the Apple Acres Entrance Booklet before work in the Honeycomb Handbook may begin. Cubbies may not skip sections in their Handbook, but must complete each Bear Hug in order.

### Completed Cubbie Uniform:



### Awards Earned Throughout Year:



Sample page from  
Cubbie Handbook

Parents sign here once  
completed at home

## How Parents Can Help Their Cubbie

- Make Awana attendance a priority in your family. We miss our Clubbers when they are not here. They also miss a fun time learning!
- Establish a regular time to work on the Bear Hug with your child. Many families work on verses at the dinner table!
- Read each week's Bear Hug story, Bible lesson and verse to your child and follow the simple instructions in the Handbook. Use the included audio CD in the back of the handbook to add depth to the story and help your child learn the memory verse.
- Be sure your child wears their vest to club. The uniform is where awards are displayed and also identifies them as clubbers. Proudly wearing their uniform motivates them to learn and work in their books.

# **SPARKS**



## **Kindergarten through 2<sup>nd</sup> grade**

The Sparks ministry builds on the material taught in Cubbies. Sparks are free to join Awana without prior Cubbies attendance. Material is focused on teaching Wisdom, taking them deeper into God's word while giving them an opportunity to hear the Gospel and come to faith in Jesus Christ. A "Sparkie" must be enrolled in Kindergarten to start.

All Clubbers starting in Sparks (no matter the grade) need to complete *FLIGHT 3:16 Entrance Booklet* before they can purchase their Handbook or uniform.

All "Sparkies" start in the book of their assigned grade. Once they complete this book, they may work backwards and complete previous Books. They may also memorize the Book of James. You can always work backwards to complete other books yet are not allowed to work ahead of your grade level. Once Kindergarteners complete the HangGlider book, they may work on memorizing the Book of James.

## **Sparks Materials:**

### **FLIGHT 3:16 ENTRANCE BOOKLET**



### **HANGGLIDER SERIES**



#### **1<sup>st</sup> Book - Kindergarten**

This handbook covers the Old Testament from Creation through Joshua.

### **WINGRUNNER SERIES**



#### **2<sup>nd</sup> Book – 1<sup>st</sup> Grade**

This handbook explores Judges through the Birth of Christ.

### **SKYSTOMER SERIES**



#### **3<sup>rd</sup> Book – 2<sup>nd</sup> Grade**

This handbook focuses on the New Testament, covering the life of Christ through Revelation.



Here are screen shots from a Spark Book



This shows where Leader/Verse Listener will sign once child is finished with a section. Once Leader signs handbook, children are instructed to go to the Recorder table that matches their team color. The section is recorded as complete and the child may move forward in handbook.

Please note the right hand corner of the page.  
This shows you (and your child), the section they are working on. It also shows what award they are working towards completing.

## Awards Earned Throughout Year:

As Sparkies work on their handbooks, they receive awards to be displayed on their uniform. Awards are described in each handbook. They include patches, Pilot Wings, jewels and review patches. See below for more detail.

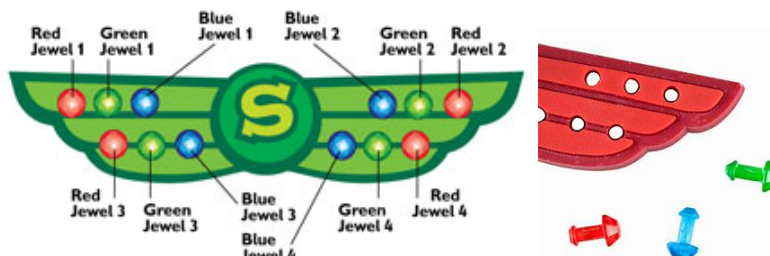
**Patches** which match their handbook



**Pilot Wings**



**Jewels** are also awarded to be inserted into wings, as the child progresses through the handbook. Here is an example of wings with jewels.





Once a book is completed, a “book review” is required. The child will recite all verses to Leader/Verse Listener. Once done, they will receive the **Wing Review patch**. This is attached to the vest.



Wings are then pinned to the patch. Sections in each Sparks’ handbooks are grouped into a Rank Path, four Red Jewels and four Green Jewels.



Sample of Sparks Vest with Award Placements

All sections in the book must be completed in order, section by section, with the exception of the Bring-A-Friend section. Clubbers can continue working through their books even if this section is not completed. The “Bring-A-Friend” section requires Clubbers to bring a friend to a Club night. We plan to offer a “Parent Date Night” in February. This is a good time to invite friends to Awana club who may not be able to attend on a Sunday.

We ask that you pace your child to stay within the curriculum. We appreciate your partnership with verse memorization.

### **MISSIONARY Section:**

Awana handbooks have sections that require your child to find out information about one or more missionaries. We offer this information at Club. Feel free to use other missionaries you may have contact with as well.

# TRUTH & TRAINING (T&T)

The name Truth & Training reflects the passion of Awana to teach 3<sup>rd</sup> through 6<sup>th</sup> grade boys and girls the truth of God's Word and to train them to follow Christ in their daily lives. This ministry helps clubbers build a firm foundation for their faith, hide God's word in their heart and apply the truths of Scripture in their life. This ministry will help clubbers see the world through God's eyes.



Regardless of age or grade, a new clubber must complete the **Start Zone** booklet. Returning Clubbers must also complete the **Start Zone** booklet at the beginning of every Club Year.

After finishing the **Start Zone**, Clubbers are then allowed to start in the T&T Handbook. The curriculum is designed for the Clubbers to complete 1 handbook each year. There are also silver and gold "extra credit" sections available.

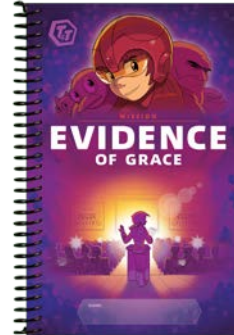
There are 4 T&T handbooks. Book 4 will be released Summer 2019. By the time a Clubber completes all 4 handbooks, they have memorized 310 Bible verses.



**Book 1**



**Book 2**



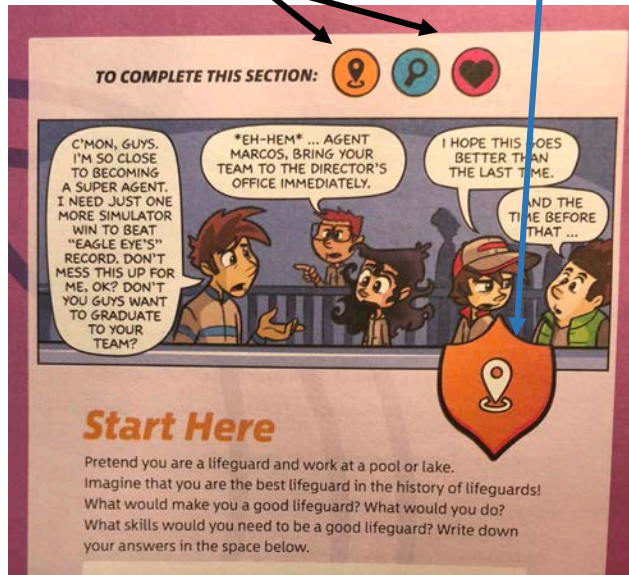
**Book 3**

## MISSIONARY Section:

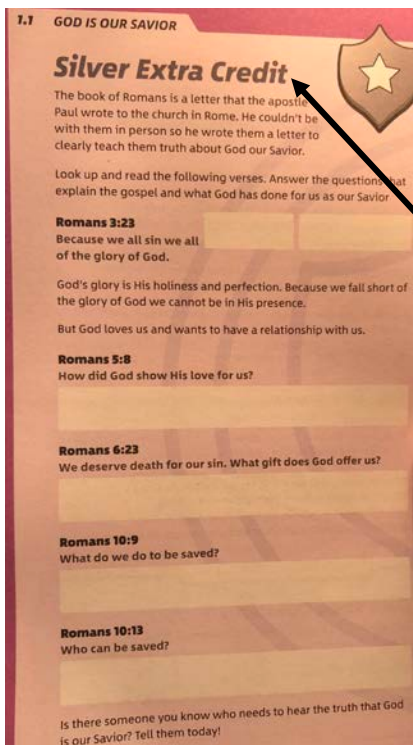
Awana handbooks have sections that require your child to find out information about one or more missionaries. We offer information at Club on Missionaries sent from our Church. Feel free to use other missionaries you may have contact with as well.

## SAMPLE PAGES FROM T&T BOOK

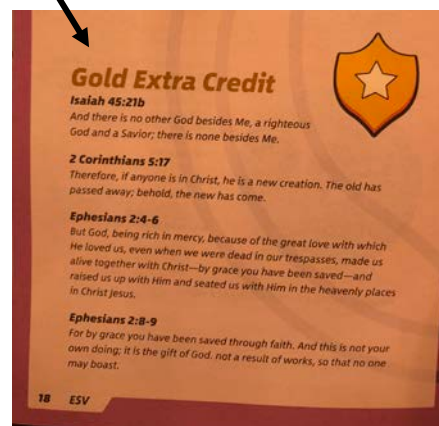
Each symbol is a part of the section that needs to be completed. **Start Here.**



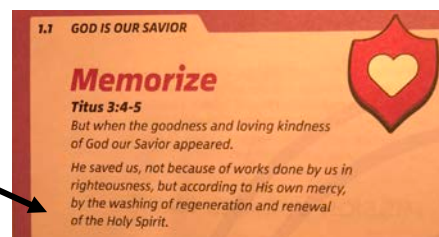
Clubbers complete the “Explore” section at home prior to club night then discuss in small group.



Here are the silver & gold extra credit sections. They are not required but clubbers who complete these sections earn silver and gold coin awards.



This is the verse clubbers will memorize and be prepared to recite at club.



Once clubber has completed the “start here”, “explore” and “memorize” sections in their handbook, the leader may sign their handbook. This means the section has been completed. If clubber has completed silver/gold extra credit sections, it is noted here.





## Ultimate Adventure (3-4 Grades) Awards

These are the Uniforms for 3<sup>rd</sup> and 4<sup>th</sup> graders. As T&T clubbers work on their handbook, they will receive awards to be displayed on their uniform. These include Chevron patches and silver/gold coins.



## Ultimate Challenge (5-6 Grades) Awards

These are the Uniforms for 5<sup>th</sup> and 6<sup>th</sup> graders. As T&T clubbers work on their handbook, they will receive awards to be displayed on their uniform. These include patches listed below and silver/gold coins.



The curriculum is designed for the Clubbers to complete 1 handbook each year. There are also silver and gold “extra credit” sections available.

## **When & Where does Awana meet?**

Awana is held Sundays 5:00-6:30pm. Cubbies meet in our Main Church Building in the Welcome Center. Sparks and T&T meet in our Family Life Center. Meeting times may change during holiday/special events. Notice will be given for time changes.

For security purposes, we ask that ALL children be checked in at Registration table by a parent/responsible party. Registration tables are located immediately to the left upon entering Family Life Center (Family Life Center Kitchen Area). Tables are color coded according to Clubbers assigned team color. We start on time and end on time and appreciate timeliness of drop-off and pick-up.

Awana may be cancelled due to inclement weather. Our MHBC website and Facebook page are updated with such notices. Decisions about cancellations will be made by 3pm that Sunday. You will be notified via the Messaging App.



## **In Case of Emergency:**

If we need to evacuate the building or move the children to safety, we will move them as a group and communicate via Messaging App location for pick-up.

## **What Happens at an Awana Club Night?**

- An Awana club night (Sparks and T&T) consists of 5 parts:
- **Opening Time:** Clubbers recite the pledge to Holy Bible and start off the evening with prayer.
- **Game Time:** Sparks and T&T practice teamwork and good sportsmanship by competing in fun, organized games. Please have your children wear clothing appropriate for Game Time and Tennis Shoes are required for your child's safety. (PLEASE: NO flip-flops, sandals, etc).
- **Small Group Time:** All clubs dedicate time to Bible Scripture memorization and application using age-appropriate handbooks. Clubbers recite the Bible verse to a verse listener/group leader and have those sections recorded on their record.
- **Large Group Time:** Sparks/T&T are presented with an age-appropriate Bible message.
- **Closing/Award Time:** Clubbers are recognized for completing sections in their handbooks. Parents are encouraged to attend the last 10 minutes of club to be a part of encouraging our clubbers achievements. We end the meeting by singing the Awana song, sharing announcements and prayer.

## **More Details About Club Night (Sparks/T&T)**

**Game time:** The Clubbers have fun while learning to be part of a team. The games are designed to allow each child to participate and encourage team spirit.

**Small Group time:** Each Clubber will purchase a handbook. Clubbers work at their own pace to complete books. Handbooks are designed to be completed **at home**. Books are designed to be completed by the time Club finishes at the end of April.

During Small Group time, the Group leaders work with small groups of Clubbers, helping them recite the sections they have prepared and discuss the meaning of the verses they have learned.

Sections should be completed in chronological order. T&T's will stay in same section the small group leader is presenting for that night and if time permits make work backwards.

**No matter how old your child is, they will need help with Bible memorization.** Encourage your child to work on their book during the week so they can be prepared for Club night. Cramming in the car on the way to club may produce a memorized verse for that night, but usually won't be retained for the long term. Our goal is not to "check the box" or "get an award". Our goal is to plant Scripture deep in their heart so that it may be called upon in the coming years.

**Section completion Standard:** A child needs to be able to recite the required material in the handbook section to their leader/verse listener. Children may be given a maximum of 2 "helps" or prompts per section. References must also be learned. These verses need to be learned exactly as they appear in their text.

For older children, sections may include more than 1 verse in addition to the reference. **There is no limit to the number of verses they may recite in 1 session. If children have missed weeks, it is a great way for them to catch up. They just need to have memorized the verses at home prior to coming to club.**

**Leaders/volunteers are not permitted to sign the handbooks of their children/relatives, nor should a parent sign their child's handbook sections at home unless it is noted in the handbook.**

For example: the parent must sign the "follows directions at home" section in Sparks handbook.

Clubbers must complete all handbook requirements to earn the end of the year book completion award. For Sparks and T&T, this means completing about 2 sections per week to finish the handbook during our Awana year. Most children require about 5-10 minutes of study per day during week to meet this goal.

**Large Group Time:** In large group time, Clubbers come together, learn a Bible lesson or hear from a guest speaker. In our Awana Club, we seek to teach our Clubbers the Gospel message every week in large group, as well as ways to apply the truths of Scripture to daily life and gain tools for Biblical living.



## **Awana UNIFORMS**

Sparks and T&T kids have uniforms. An important part of Awana is unity and discipline, not just with children, but adult leaders alike. Awana uses uniforms to assist in this effort. Wearing uniforms establishes an identity for each clubber. They are also a neat place to display awards.

## **Awana Leaders/Volunteers**

All Awana leaders/Volunteers have been members of MHBC at least 6 months and have completed the MHBC volunteer application process including a background check. Like the Clubbers, the Leaders/Volunteers are in uniform and wearing a photo ID/name badge.

## **Cost of Awana/Awana Store**

There is no registration fee for children to attend Awana. Books, uniforms and other optional items are available for purchase at the Awana Store. Price lists are displayed on counter by Awana store. The Awana store is open 15 minutes before Club and after club. If you are not financially able to purchase your child's book, please speak to the Awana Commander about the situation. We do not want you to keep your child home because of the cost of the book. Please see our store volunteers if there are questions. We do request the Children bring 0.50 each week for club dues. This helps to cover cost of awards yet more importantly teaches the Biblical principle of giving. At no time should dues be a financial burden to any family. If you learn of a family who needs help with dues, let us know.

## **Club Standards**

We ask that you do not bring Clubbers who have active infections and/or Lice that may be shared with others. Please make sure Clubbers are fever and diarrhea free for 24 hours prior to attending club.

We expect Clubbers to obey leaders and stay with their group. We offer designated bathroom times and do not want them leaving the gym area unsupervised.

Like all Awana clubs, we follow the "3-Count" rule. If a leader needs a group of children to quiet down for instruction or for a lesson, the leader will raise his/her hand and begin to count. Children are to immediately come to order. If a child is unable to follow this direction, they may be removed from group setting and the parent may be called if necessary.

## **What Does My Child Need to Bring Each Week?**

- BIBLE (Cubbies are not required, but are encouraged to do so)
- CLUB HANDBOOK (or Entrance Brochure)
- UNIFORM
- DUES (suggested 0.50 each week)
- BAG: We ask that you provide your child with a bag to store their Bible, handbook, papers, and crafts. Please make sure their name is written clearly on the outside of the bag.
- TENNIS SHOES! It is very important for your child to wear tennis shoes due to the nature of Game Time. An injury may result if your child trips while participating in the games.

## **Clubbers should:**

1. **BE ON TIME**-Club starts at 5:00pm and ends at 6:30pm.
2. **BE IN UNIFORM**-Clubbers should wear their uniform vest or shirt and wear tennis shoes. Children not in tennis shoes will not be allowed to participate during game time for their safety.
3. **BE PREPARED**-Clubbers and Parents should spend time working on the handbook sections at home and should bring their handbook ready to recite verses.
4. **BE RESPECTFUL**-Clubbers are expected to listen to Leaders and follow directions. We ask they treat each other as they would want to be treated.

## **Awards**

Awards are earned and given at the end of each Club night. Parents, feel free to come into the Gym at close of Club to see the Children get their awards. We track the awards on paper as well as through a computer tracking system. With that being said, we do make mistakes. Although they are not intentional, it happens from time to time. If you feel your Child earned an award and were not given that award, please contact Commander Jason. We will check and make it right! All Clubbers should display their awards on their uniforms.

## **Attendance Awards**

Attendance Awards (Jewels or Ribbon/Certificate) will be earned for Awana Club Attendance.

Awana club will meet 32 weeks this session. Clubbers will earn award for 75% attendance to Club. We will calculate the attendance based on the day the child enrolled. Therefore a late-joining Clubber can still earn the Attendance Award. They will need to attend 75% of the remaining sessions and minimum of 12 club nights.

## **Sparks-A-Rama**

Sparks-a-Rama™ is the Sparks version of AwanaGames™, especially designed for children in kindergarten to second grade. The event focuses on fun, team-oriented games and meeting new friends from other area churches in local and regional competition. Teams compete playing the same games we play in Awana each week.



Sparks-a-Rama is usually held on the same day as AwanaGames (usually in early Spring) in venues around the country. Parents and family members well as other clubbers are invited to attend and cheer on their Sparkie.

## **The AwanaGames**

**AwanaGames™** features Awana clubs from local churches in competition at the local, state, regional and national level. The games motivate kids to attend Awana and complete handbook sections – requirements to qualify for their team – so that they learn God's Word in the process.



Amidst all the energy and excitement of the team games, a break in the action always includes a presentation of the gospel message. Parents and family members as well as other clubbers are invited to attend and cheer on their T&T participant.

As the year progresses, we will share more information about Eligibility for the Sparks/T&T team.

## **Closing Ceremony/End of the Year Celebration**

When a Clubber completes a handbook, they are eligible to receive an award at the closing ceremony/end of the year celebration. This is a great time to celebrate all of the Clubbers hard work. We invite all parents/family and friends to join in this Celebration.

We wanted to share all of the details about book requirements in the beginning, so there are Surprises on Award night. We would never intentionally want a child to be embarrassed or hurt by not being recognized on this special night.

With that being said, we will not be giving Participation Awards/Ribbons/Certificates.

The "Bring a Friend" section of the handbook is a part of the book and required for Book Completion Award to be earned. The intent of the "bring a friend" section is to encourage others to spread the Good news of the Gospel of Christ to others. The friend does not have to have to be the same gender, age or grade of a clubber. All friends are welcome. We will offer "Parent Date Night" on a Friday night to assist Clubbers in meeting the "Bring a Friend" requirement. If a clubber completes their

handbook yet does not bring a friend, they will not earn the Book Completion Award. Anyone who attended MHBC Awana 2017-2018 year does not meet “bring a friend” criteria. If there are any questions about this section, please see Commander Jason. The “bring a friend” section in clubber handbook must be signed by Awana secretary, Teresa Torborg.

Awana Progress Reports may be sent home periodically to share Clubbers progress. These Progress reports are also available upon request. Please see Commander Jason for details. Please keep track of your child’s progress in their book. It is ultimately the Parent’s Responsibility to make sure their child is progressing at a pace in which they will finish their book by the end of the Club Year.

Awards are a tangible way to recognize all of the Clubbers efforts yet we do not want to make the focus of our Club be only about Awards!

## **Theme Nights**

Theme nights are special times for our Clubbers and are designed to encourage club attendance. Theme nights also make meetings more fun! Special themes may include: crazy hair night, sdrawkcaB (backwards) night, pajama night, etc. You will be reminded of each event at least one week in advance.

## **Awana Theme Verse**

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. **2 Timothy 2:15** (ESV)

MHBC uses the English Standard Version (ESV) of the Bible for all Awana materials.

## **Closing**

Thank you for sharing your children with MHBC Awana each week. We recognize the time and effort required on Clubbers as well as their Parents. There are lots of free Parent resources at [www.awana.org](http://www.awana.org) including things to keep the discipleship conversation going throughout the week. It is our prayer that your child will have fun, will grow in their relationship with Christ and become **Approved Workmen who Are Not Ashamed!**