



Handbook



OAK GROVE
BAPTIST CHURCH

Welcome to AWANA

We are glad that you have decided that Oak Grove Baptist Church is a place where your child can grow in the Lord. We are sure that our AWANA club will be a place of learning and excitement that will have a positive influence on your child. The AWANA program is divided into several age groups that range from 2 years old through Grade 6.

AWANA offers several opportunities for your child 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 child to complete their handbook materials prior to each club meeting. 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. Please have your children at club check-in area five (5) minutes prior to club starting time for them to be in place before opening ceremonies begin.

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

Brandy Marsh
AWANA Commander

The History of AWANA

Since 1950, AWANA has grown from a one-church program into a ministry that includes more than 6,500 churches in the United States and another 1,300 in more than 80 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.

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

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”

2 Timothy 2:15

AWANA is a fun and exciting way for children to learn Scripture and it works! Thank you for giving us the opportunity to acquaint you with the AWANA ministry of Oak Grove Baptist Church, and how it can benefit not only your child, but your entire family!

What We Expect from Our Leaders

We do have a few requirements that our leaders must meet and expectations they should follow. 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 have a desire to work with and a compassion for children.
- Our leaders have completed a background check through the Safe Church program and be trained in our Safe Church policies.

Expectations:

- We expect our leaders to be on time.
- We expect our leaders to be examples by wearing clean, neat uniforms every night.
- 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, as consistency builds friendships, achievement and self-discipline.
- During the week, help your child prepare at least two to three sections. This will ensure they will complete their handbook and will receive their special awards, plus they will qualify for other AWANA activities.
- Attend all major events. Parents are always welcome and are encouraged to attend special events as a way of showing your support and approval for your child's accomplishments.
- Please review the discipline guidelines in this handbook with your child. AWANA has very few rules of behavior, but to ensure that all clubbers have an opportunity to learn as well as have fun, some rules of behavior will be enforced.
- Please plan to pick up clubbers promptly after club in the Family Life Center. Clubbers will not be permitted to leave the building without an adult to pick them up.
- If your child needs to be excused from participating in Game Time, please send a note to that effect to their leader; otherwise, they will be expected to participate with all other clubbers in all activities.

What We Expect from Clubbers

All rules in the AWANA clubs are for the safety and wellbeing of the children and adults who are participating.

- Check in with club's secretary when arriving (failing to do this may cause you to lose your perfect attendance status).
- All children must attend their age appropriate class (no skipping ahead or staying with siblings allowed).
- Follow the instructions of your leaders.
- Move quietly between rooms. Walk; do not run in the church.
- Stay in your room unless a leader has given permission for you to leave.
- Treat others with respect; no swearing, fighting, hitting or pushing. Keep your hands, feet and objects to yourself always.
- Use the school rule for illness, don't come to club if you are running a temperature or have been sick in the last 24-hour period.
- Be responsible. Keep up with your books, backpack and AWANA bucks.

Discipline

In the event discipline is required, we have two procedures that will be used by all clubs, the 5-count and the 3-count. The 5-count is for all clubbers while the 3-count is for an individual clubber.

5-count

When a leader needs the clubbers to be still and quiet, he/she will count from 1 to 5. All clubbers need to stop talking immediately and be still. Clubbers who are not quiet by the count of 5 run the risk of losing points towards AWANA Bucks.

3-count

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; the Leader will identify the behavior that needs to be corrected.
- A "2" count will be given for the second offense; the child will be counseled by the Leader and Club Commander outside of the club room and then returned to club.
- A "3" count is given, and the child will be removed from the activity by the Club Commander. If this occurs, the Club Commander will speak with the child's Parents while the child is present to discuss the problem behavior and the consequences.
- 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 AWANA Commander to discuss their return.
- 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.

Uniform Guidelines

Clubbers and leaders are expected to wear their AWANA uniform to each meeting as soon as they are qualified by their club to wear them. The goal of each AWANA Club is to have 100% of its attendees in uniform. A properly worn uniform helps AWANA clubbers and leaders earn respect and credibility.

Uniform standards are as follows:

- Cubbies and Sparks vests must be clean and buttoned.
- T & T t-shirts must be clean and neat
- Always wear tennis shoes instead of open toe shoes or flip flops.
Because of game time it is better if the girls wear slacks or jeans. If they do wear a dress or skirt, please have them wear shorts underneath.

Opening Ceremony

All clubbers will be on their color lines by 6:00 PM. Club commander will instruct flag bearers to present the colors. During the pledges and prayer all clubbers and workers shall remain standing. If clubbers arrive late show them how to respect the flags by encouraging them to stand at attention where they are. Do not disturb the color line until after they have been presented and posted. We will recite the pledges to the American flag, the AWANA flag and our AWANA verse.

Pledges

American Flag

I pledge allegiance to the flag
Of the United States of America
And to the republic for which it stands
One nation under God, indivisible
With liberty and justice for all.

AWANA Flag

I pledge allegiance to the AWANA flag
Which stands for the AWANA Clubs
Whose goal it is to reach boys and girls
With the Gospel of Christ
and train them to serve Him.

AWANA verse

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

2 Timothy 2:15

Closing Ceremony

All groups should return back to the family life center for the Closing Ceremony 10 minutes prior to club ending. All clubbers should remain quietly on their line while closing announcements are made. During the Closing Ceremony, any Clubbers that finished handbook sections will receive their awards. Clubbers are encouraged to cheer for and support their friends who have earned achievements. Club will close with a prayer and clubbers will be dismissed to their parents. Parents **MUST** pick children up from the gym.

Price List

There is an annual fee to participate in AWANA clubs to help cover the cost of books, bags, uniforms, and awards. This is a one-time fee for the entire year. The dues will be as follows:

\$35.00 for the first child

\$25.00 for additional child

\$80.00 maximum per family

See the AWANA commander if you have a family hardship in paying these dues. We do not want to lose any children because of a monetary problem. Uniforms for new students are earned after completing their entrance booklets.

Groups

Puggles: 2 years old at Start of AWANA (September)
 Cubbies: 3 or 4 years old at Start of AWANA (September)
 Spark 1: Entering Kindergarten or 1st Grade
 Sparks 2: Entering 2nd Grade
 T&T 1: Entering 3rd or 4th Grade
 T&T 2: Entering 5th or 6th Grade

OGBC AWANA Nightly Schedule

AWANA Clubbers will rotate through 3 stations throughout the night: Handbook Time, Lesson Time, and Game Time. Below is a sample schedule:

6:00-6:05	Opening Ceremony
6:05-6:30	Lesson Time
6:30-6:55	Handbook Time
6:55-7:20	Game Time
7:20-7:30	Closing Ceremony

Dinner (Optional)

A dinner will be served from 5:30 – 6:00 each night. The cost is \$3/person or \$5/family. Menu will be provided in advance.

AWANA Awards

Each AWANA Clubber has the opportunity to earn exciting awards. These awards can be worn on the uniform. These awards should be displayed and worn proudly. They represent good achievement and spiritual growth in the knowledge of God and His Word. Awards are earned by completing sections in the AWANA handbook.

- Clubbers will need to bring their book every night to progress.
- Clubbers must wear their uniform in order to be presented with an award.
- Clubbers must pass each section with no more than 2 helps.
- Leaders must sign off when a Clubber successfully completes a section.

AWANA Bucks

Our purpose at Oak Grove Baptist Church AWANA Club is to reach boys and girls with the gospel of Christ and to train them to serve Him. This training involves a tremendous amount of scripture memorization. Having God's word hidden in the clubbers' hearts is a priceless reward. But sometimes children don't always realize how important hiding God's word in our heart is! We provided an incentive for the clubbers to work extra-hard and memorize as many verses as possible. Even though they receive the regular uniform awards and other items, we provide the AWANA Store as an added incentive. We have stocked our store with toys, candy, games, jewelry, and various other items that clubbers will enjoy. Sparks and T&T clubbers will earn bucks during the year. See below how they can earn "AWANA Bucks". The clubbers accumulate their Bucks, and then can spend them on a store night. All Bucks must be spent by the end of the club year and cannot be carried over to the next club year. Puggles and Cubbies clubbers will not earn bucks but will be able to receive a prize when the store is open. So, help and encourage your clubber to memorize their verses!

Here is how you can earn AWANA Bucks at OGBC:

Wear your uniform when you are qualified	1 buck
Bring your Bible to club	1 buck
Bring your handbook to club	1 buck
Do all three of the above together for	5 bucks
Attend Sunday School or Church (tell your leader)	2 bucks
Scripture Memory (each portion)	3 bucks
Winning team at Game time (each member of team)	5 bucks
Behavior award from class	2 bucks
Participate in theme nights	2 bucks
Finish entire section in handbook	10 bucks
Finish book	20 bucks
Bring a friend	5 bucks

It is the clubber's responsibility to not lose their bucks. We do not keep record of bucks earned.

No replacements.

Other Information:

- **Club Attendance:** Attendance awards will be given each quarter to clubbers who do not miss AWANA during the quarter. Clubbers can have one unexcused absence and one excused absence per quarter in order to receive an attendance award. Sickness, family vacations, weather, and other circumstances outside a clubber's control are considered excused absences. It is equally important that clubbers arrive on time and check-in with the AWANA secretary (so attendance is recorded accurately).
- **Assistance during Verses:** Clubbers must pass sections with no more than 2 helps. A help equals three words or less. Clubbers are encouraged to pass sections flawlessly and pass an entire section during one session.
- **Inclement Weather:** In case of inclement weather it will be announced on our one call system if AWANA is cancelled. Please make sure we have your correct phone number to receive these calls. You can also download the OGBC App to receive AWANA notifications.

To AWANA Parents

We hope you have read this entire handbook for the Oak Grove Baptist Church AWANA Club. This is the best way to make sure you have complete information regarding this ministry. Should you have any questions that are not addressed in this handbook, please feel free to contact your child's leader or any member of the leadership team at any time. We also encourage you to talk with us about any special concerns, joys, or blessings that you have.

It is our desire to minister to the entire family, not just your children. If you are not attending another church, we cheerfully invite you to join us here at Oak Grove Baptist Church.

Contact the church office (804.224.9695) or visit the church website (www.ogbcfamily.org) for a listing of weekly worship times and other opportunities available for all age groups that meet at various times throughout the month.

AWANA Leadership Team

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