



Leading Children to KNOW, LOVE, and SERVE Jesus Christ

2019 – 2020 Parent Handbook



 Bread of Life Church
 洛杉磯靈糧教會

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Welcome from Our Awana Pastor

Dear Parents,

I want to personally thank you for enrolling your child in our AWANA ministry. Both of our children have participated in Awana for a number of years and have really grown through its program and leaders. An important priority in our church is to provide a quality learning environment for our children. Above all, we want our kids to treasure Jesus as their Lord and to influence others for God's kingdom. We realize that this goal requires a disciplined and dedicated effort to teach our children biblical truth and to see its relevance for their lives today.

God has blessed Awana Clubs International (based in Streamwood, Illinois) as an effective ministry that leads children to place their faith in Christ and to grow in their knowledge of God's Word. Awana is an acronym based on the apostle Paul's second letter to Timothy: **Approved Workmen Are Not Ashamed** (2 Timothy 2:15). The biblical passage encourages us to present ourselves to God as one who correctly handles and boldly communicates the word of truth. Organized by individual local churches and loving leaders, Awana presents the truth of the gospel and challenges children to take God's Word to heart. In addition to impacting families that are already a part of our ministry, Awana also becomes an attractive means to reach our community with the gospel. Our hope as an Awana ministry and leadership team is to support your dream as parents to raise sons and daughters who make wise, godly decisions.

This manual is designed to introduce you to the nuts and bolts of our Awana ministry. We appreciate the trust that you have extended to us in being able to minister and care for your children through this ministry. If you have any questions or comments, feel free to reach me at 310.325.7777 (extension 223) or daniellow@breadoflifechurch.org.

Warmly,
Daniel Low
Awana Pastor

Welcome to Awana @ Bread of Life Church!

We are so excited that you have come to our Awana club! This Awana Parent Handbook is designed to introduce you and your child to Awana @ Bread of Life Church and provide important information.

Our prayer is that your child will come to know, love and serve the Lord Jesus Christ. We look forward to working together with you in the spiritual, mental, social, and physical training of your child to achieve this goal.



To help your child grow in these areas through Awana, please:

- **Read and understand this handbook and discuss it with your child.**
- **Sign and return the Parent Agreement Page on [page 21](#).**
- Help your clubber learn their handbook sections each week
- Show interests in your clubber's achievements
- Encourage your clubber to come each week in uniform with his/her Bible
- and Awana handbook
- Be on time

Awana leaders will be praying for you and your child weekly. If there is anything we can do to help or encourage you or your child, please do not hesitate to let us know.

Leadership Team

Children's Minister: **Faith Tsai** (faithtsai@breadoflifechurch.org)

Ministry Director: **Ray Chen** (rui.chen.ae@gmail.com)

Assistant Ministry Director: **Marilyn Ting** (nkting@aol.com)



Cubbies Director: **Katy In** (inkaty9@gmail.com)



Sparks Director: **James Chiu** (chchiu47@gmail.com)



T&T Director: **Ray Chen** (Acting)

Awana Clubs Overview

Meeting Time:

Fridays from 7:20pm to 9:10pm. Check-in begins at 7:05PM

Handbook Makeup Time:

Fridays from 6:30pm to 7:00pm (**By Appointment Only**)

Children will make new friends, play exciting games, *enjoy challenging contests*, earn awards, and learn Biblical truths. Below is a list of our clubs:



Cubbies (3-4 Year Old): Cubbies celebrate the spiritual potential of preschoolers by helping them develop respect for God, His Son, and His Word.



Sparks (K-2nd Grade): Sparks ignites the curiosity of early elementary-age kids to learn about the people and events of the Bible, which in-turn helps to build a strong foundation of wisdom for knowing Christ.



Truth & Training (3rd-5th Grade): T&T engages kids by answering their questions about God and the Bible, guiding them through this pivotal life stage to grow in Christ's grace.



Club Segments

Opening Ceremony

All clubbers should be in their assigned row in the sanctuary to begin by 7:20pm. The Awana flag and the U.S. flag will be presented. Clubbers will stand at attention with their right hands over their hearts, and recite Pledge of Allegiance first and then recite Pledge to the Awana Flag. Opening Ceremony will conclude with a prayer.

- **Pledge of Allegiance**

"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 Pledge**

"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."

There are three different segments for each club. Each segment runs approximately 30 minutes:

- **Small Group Time:** Trained adult leaders, each works with a small group of clubbers listening to them recite their sections, carefully explaining the truth of God's Word and encouraging them to apply its truth. Prayer time is also done at this time.
- **Large Group Time:** Exemplary adult speakers deliver a clear presentation of the Gospel or a challenging lesson in applying biblical truths to everyday life with exciting stories and/or visual aids. Clubbers are challenged to accept Christ and grow spiritually.
- **Game Time:** A fun and exciting time for all clubbers. They participate in games just for their age level for fun, to develop good sportsmanship, and to encourage clubbers to work as a team.



Child Safety and Check-In/out Policy

The security and protection of your children are of great importance to the church and the Awana leadership. Parent(s), or Legal Guardian(s) must check-in and check-out clubbers at the designated areas each week. **Please do not allow your child to linger unattended anywhere in the church before and after Awana.**

Adult leaders will guide your child to each segment of the club night. Each Awana leader has completed a volunteer background clearance in order to be able to work with the clubbers. All leaders will be wearing a uniform and nametag to help easily identify them as Awana leaders.

Check-In Policy

Designated check-in desks are located in near the sanctuary entrance (north side). For Sparks and T&T clubs, after check-in and picking up his/her ID, your child will be directed by a leader to the sanctuary. Please ensure your child proceed directly to the sanctuary immediately after check-in before leaving the check-in area. For Cubbies club, after your child is seated, please take his/her bag and coats to his/her classroom located in the preschool area.

Parents are welcomed to attend the Opening Ceremony in the parents' section of the sanctuary each evening. Parents may not accompany the clubbers to other segments of the evening.

Check-Out Policy

Parent(s), Legal Guardian(s) or designated Responsible Person must check-out all clubbers at the designated areas. See the table below for each club's designated check-out area.

For the safety of your child, each child must be picked up by the authorized pick-up person pictured on his/her ID badge, unless a written notice specifying a *responsible person* is provided at check-in. If someone other than the designated parent/guardian on record is to pick up your child, a special instruction slip must be completed and signed by the parent/guardian on record. The designated person must present his/her photo ID before we could release your child to him/her. Acceptable ID includes valid driver license, valid passport, or other valid government issued identification documents.



Check-out Areas:

Cubbies	Sparks	T&T
Preschool 181A	Room 173	Room 174

Guidelines and Conduct

In order to have a safe, enjoyable, and orderly environment, our club has established the following conduct guidelines and discipline policy during club time. **It is the parents' responsibility to ensure your kids follows the proper conduct guidelines at church facilities before and after club.** Please read and discuss the following with your child:



Awana Code of Conduct

1. I will treat everyone with courtesy and respect.
2. I will treat personal and church property with respect.
3. I will create and maintain a positive and safe environment.
4. I will come to Awana prepared for learning.
5. I will act responsibly and accept consequences for my actions.
6. I will help everyone in Awana feel capable, connected, and contributing.

Awana Club Rules

1. **Be on time:** Check-in begins at 7:05pm and club starts promptly at 7:20pm
2. **Bring handbooks and Bible**
3. **Wear uniform (MUST be in Uniform to receive awards) and tennis shoes**
4. **Walk at all times (except during Game Time).**
5. **Display Care and Respect for others and all church property.**
6. **No snacks during club time. Water bottle OK. May drink water from water fountain.**
7. **Remain with your leader at all times during club.**
8. **Do not linger/play unattended anywhere in church at any time before or after club.**

Awana 5-Count is used to get all clubbers' attention. The director or leader who is in charge will begin to count aloud, slowly from one to five. When clubbers hear this count begin, they should immediately be quiet and give their full attention to the one in charge.

Awana 3-Count System

If a clubber is mean or disrespectful, then the Three-Count system is implemented.

- Count 1:** Clubber will receive a verbal warning from leader.
- Count 2:** Clubber will receive a verbal warning from director.
- Count 3:** Parents will be called and clubber will be sent home. The clubber may return to club the following week under when he/she is ready to respect club rules

If clubber's misbehaving or disrespectful conduct is serious during club time, a written Parent Notice will be issued. The clubber will be suspended for future meeting upon issuance of the 3rd Parental Notice. Clubbers are welcome to return under probation to ensure corrective action is taken and their behavior becomes acceptable.

Awards and Awana Dollars

Uniform Awards

As clubbers complete each section in their handbook, they will receive awards to be proudly displayed on their uniforms. When a clubber completes a handbook, they are eligible to receive an award at the Awards Ceremony at the end of the club year.



Awana Dollars

Clubbers will be rewarded with “Awana Dollars” for wearing uniform, bringing a friend, passing sections, winning a game, and many other positive activities. “Awana Dollars” can be used to purchase various little toys, games, and candy, etc. on Awana Store Nights (see calendar). We have Awana Store before Christmas and Mother/Father’s Day to encourage children to shop for items to give away as Christmas and Mother/Father’s Day presents. We want our children to be “other-centered” and experience the joy of giving.



Awana Dollars can be earned as follows:

Completing a Book Section:	5 Awana Dollars (per section)
Completing an Extra Credit Subsection (T&T)	2 Awana Dollars (per subsection)
Bringing A Friend:	5 Awana Dollars (per guest)
Prepared handbook section at home (with parent’s signature)	2 Awana Dollar (per section)
Winning Team at Game Time:	1 Awana Dollar per team member
Arrive on time, wearing Uniform, brining handbook and Bible:	1 Awana Dollar
Comes to Awana 4 Nights in a Row	1 Awana Dollar
Attending Church on Sunday:	1 Awana Dollar
Participating in Theme Nights:	1 Awana Dollar
Setting good examples for others:	1 Awana Dollar at leader’s discretion

Year-End Book Awards

These awards (ribbons, pins, and trophies) are given at the end of the year Awards Night to clubbers who have completed their handbooks.



Uniform and Handbook Policy, Weekly Dues

Uniforms

Upon completion of the Entrance Booklet (see below), each clubber will receive an official Awana uniform. Clubbers are required to wear his/her uniforms.

NO AWARDS will be issued to clubbers who have not earned their uniform, or are not wearing their uniform on the evening they are to receive an award. **The uniform is a vital component of the entire program, please encourage your clubber to wear it.**

We ask that each child wear closed-toe shoes with shoe laces each week and clothing that is suitable for an active game time.

Entrance Booklet

Each new clubber is given an Entrance Booklet which includes memorization material as well as general information about their club. Clubbers are expected to complete this booklet within 1 month of joining Awana to be eligible to continue in the club.

Handbook

The Handbooks are the means by which the clubber memorizes the Scriptures and earns uniform awards. Clubbers should complete one Handbook per year; an additional book and extra credit awards are available to those who finish their Handbook early. **It is essential for you to work with and encourage your children in their scripture memory and handbook activities, both in the Entrance Booklets and Handbooks.**

- For Cubbies, the clubbers learn and recites each section to a parent or completes the required activity with a parent at home. The parent's signature indicates that the work has been completed. **Please be sure to sign your child's book before next club meeting.**
- For Sparks and T&T, clubbers work at home with help and encouragements from a parent throughout the week in preparation for the Club meeting.



- For Sparks, we encourage each clubber to strive for complete 3-4 verses per week.
- Parents should sign **BELOW** the “Leader Signature” to indicate home preparation has been complete for clubbers to receive “Awana Dollars”

A weekly schedule of minimum handbook progress for each club can be found here: <https://drive.google.com/drive/folders/1zrtGecOB6KIXy69D-MGRw0xi-RhaYnO?usp=sharing>

Uniform and Handbook Replacement Cost

If your clubber’s handbook or uniform is lost, you are expected to pay the full replacement cost of each item including tax and shipping. The replacement cost for uniform can be found online at <https://www.awana.org/shop/>.

Weekly Dues

Weekly dues/offerings for Awana are \$1.00 per week per Clubber. The collection of dues serves several purposes:

- Pay for weekly and year-end Awards earned by clubbers
- Pay for supplies to be used by clubbers
- Help teach the clubber responsibility to give
- Learn about making offerings to the Lord

Weekly dues are collected by the club secretary at the beginning of the club during come-in and/or check-in time.

It is important for your children to put the offering into the collection jar themselves so they can learn about making offerings to the Lord.



Parent Roles

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

Proverbs 22:6 (NKJV)



We encourage you to invest in your child's growing faith by

- Reading and discussing Handbook sections with your child
- Helping him/her to memorize the verses
- Working with him/her to complete at-home activities
- Living out the truth of the Bible in your home.

Working through the handbook with your child develops your spiritual leadership and helps you instill your child with a lifelong Biblical worldview.

All parents should ensure that their child is keeping up with the minimum handbook progress listed in the [handbook schedule for each club](#).

Cubbies Parents

Cubbies encourages parental involvement. Your child's handbooks feature parent-child home activities and a CD with readings of all the stories and memory verses is included with the hand. We encourage you to lead your child through handbook sections, called Bear Hugs, to prepare for the next club gathering. Each Bear Hug includes optional activities, called "Under the Apple Tree," for reviewing Bible verses and lessons learned earlier.

You can Also download Cubbies HoneyComb Audio CD here:

<https://s3.amazonaws.com/awana-wordpress/GeneralResources/HoneyCombNIV.zip>

Sparks Parents

Help your children prepare each week:

LISTEN: Each handbook includes an audio CD with readings of all the Bible biographies, memory verses and character stories featuring Sparky the Firefly and his friends Chloe, Jacob, and Joel.

SPEAK: Help your child say the verse aloud. Repeat phrase by phrase. Review every night before going to bed. Say it together while driving.

ACTIVITY: Write out the entire verse and repeat. Create puzzles together to put the verse in the proper order. Create fun games and learn together.

Sparks Handbook Audio CD Downloads:

- **HangGlider (Kindergarten):**
<https://www.awana.org/leadershipdevelopment/wp-content/uploads/sites/8/2018/08/Sparks-HangGlider-Handbook-CD-NIV84.zip>
- **WingRunner (1st Grade):**
<https://s3.amazonaws.com/awana-wordpress/GeneralResources/SparksWingRunnerHandbookCDNIV84.zip>
- **SkyStormer (2nd Grade)**
<https://s3.amazonaws.com/awana-wordpress/GeneralResources/SparksSkyStormerHandbookCDNIV84.zip>

T&T Parents

The new T&T curriculum has been built to encourage parents to become involved in their child's spiritual development in greater ways. The handbook includes simple activities in the "Start Here" activity for parents to participate in their child's handbook experience. We also encourage you to work with your child each week to help them learn their verses so they are prepared when they come to club.



This year all T&T clubbers will work on the same handbook regardless of age and previous Awana attendance. They will start with the Start Zone entrance booklet and work on it for 2 weeks. Then they will work on the new Mission: Agents of Grace handbook.

You can use the following Parent Guides to help your child prepare for Awana Night during the week:

- **Start Zone Entrance Booklet:**
https://drive.google.com/file/d/1_u2SBGURiMlu6wCVPVjfirmnOmplHKbZH/view?usp=sharing

- Mission: Discovery of Grace
<https://drive.google.com/file/d/1h6riiKZzElnKeSZ4D7V3I3x9wUXw6m3e/view?usp=sharing>

Important Tips for Parents

1. Please bring your child to club 10-15 minutes early. Awana Dollars are given for on-time check-ins.
2. Help your child find a place to keep their Handbook and Bible.
3. Make sure your child wears his/her uniform to club. If they do not have a uniform or have not earned one yet, casual clothes and tennis shoes should be worn.
4. Make sure your child brings their Entrance Booklet or Handbook, offering, Bible, and are prepared with the night's theme. Awana Dollars are given for each of these things, as well as church attendance and bringing a friend. Refer to Calendar for specific themes.
5. Help your child prepare for club each week by spending time at home with them reading and reviewing their Handbook sections and verses. If they do not have a Bible, please contact the club director. No child should be trying to complete their Handbook without a Bible.
6. Encourage your child by familiarizing yourself with their Handbook, especially the non-verse sections. Often these sections require more time and home related tasks and activities.
7. Gently remind them to spend 5-10 minutes each day on verses. Memorizing is hard work! If a child works on his/her Handbook 10 minutes each day, and completes two sections each week, they can complete their book in one year.
8. Please note we encourage you to work with your child in their handbook, **but parents cannot sign off** in their child's handbook.
9. All parents are welcome to attend any club, any night, as a visitor with their child. If you do not have a church home, we would like to invite you to visit our church.



2019 Awana Theme Nights and Special Events

Theme nights and special events are designed for kids and parents to have fun together at club and at home. Please review the calendar and descriptions below as some theme nights require preparation at home. The dates w

Please note, all theme nights and special events schedule are subject to change via weekly announcements.

September	October	November	December	January	February	March	April	May	June
6  Opening Night	4  Baseball Cap Night	1  Mustache Night	6  Awana Grand Prix	3  1st Day of Awana 2020	7  Bring a Friend Night	6	3  Glow Stick Night	1  Backwards Night	5  Awana Store
13	11  Marshmallow Night	8  Silent Night	13  Awana Store	10	14  Slime Night	13  Paper Airplane Contest	10  No Awana	8  Awana Grand Prix	12
20  Bring a Friend Night	18  Mission Conference No Awana	15  Pudding Eating Contest	20  Happy BIRTHDAY JESUS No Awana	17  Paper Airplane Contest	21	20  Awana Store	17  Popcorn Night	15  Bring a Friend Night	19  Awards Night
27  Balloon Night	25  Catapult Battle Night	22	27  HAPPY NEW YEAR No Awana	24  No Awana	28  Ninja Warrior Night	27  Love Your Leaders Night	24  Paper Airplane Contest	22  No Awana	28
		29  HAPPY THANKSGIVING! No Awana		31  Staff Meeting No Awana				29  Ice Cream Night	

Theme Nights

Baseball Cap Night: wear your favorite cap forward or backwards

Marshmallow Night: Marshmallow tower building contest

Catapult Battle Night: Popsicle/pencil catapult building and battle

Mustache Night: wear your fake mustaches

Silent Night: All clubbers cannot talk except during small group time.

Bring a Friend Night: Bring a friend and earn 5 Awana Dollars per friend!

Pudding Eating Contest: Top 3 clubbers with the most book progress from each club gets to compete in pudding eating contest

Awana Store: Use Awana Dollars to buy little toys, games and treats etc...

Slime Night: Clubbers make their favorite slime

Ninja Warrior Night: Clubbers compete on a Ninja Warrior style obstacle course

Love Your Leaders Night: clubbers bring a handmade appreciation card for their leader

Awana Grand Prix: Clubber race their Hot Wheels on a pinewood derby-style track

Backward Night: Wear your clothing backwards

Paper Airplane Contest: Clubber compete to build the best paper airplanes



Awana Clubs Nightly Schedule and Locations

Schedules and locations are subject to change, and parents will be notified via weekly announcements.

For room locations, please see [Awana @ BOL Facilities section](#).

Cubbies:

Start Time 7:20	Cubbies (Pre-K)
7:20PM - 7:30PM	Opening/Flag Ceremony Sanctuary
7:30PM - 7:35PM	Transition
7:35PM - 7:55PM	Story Time Preschool Room 181A
7:55PM - 8:25PM	Handbook Time Preschool Room 181A
8:25PM - 8:55PM	Play Time Preschool Room 181A
8:55PM - 9:00PM	Cleanup/Transition
9:00PM - 9:10PM	Awards/Announcements (Parents can join) Preschool Room 181A
9:10PM	Parent Pick-up Preschool Room 181A

Sparks:

Start Time 7:20	Sparks (Grade K - 2)
7:20PM - 7:30PM	Opening/Flag Ceremony Sanctuary
7:30PM - 7:35PM	Transition
7:35PM - 8:05PM	Small Group Time Kindergarten: Room 174 1st Grade: Room 173 2nd Grade: Room 180
8:05PM - 8:10PM	Transition
8:10PM - 8:30PM	Large Group Time Room 174
8:30pm - 8:35PM	Transition
8:35PM - 9:00PM	Game Time Playground
9:00PM - 9:05PM	Transition
9:05PM - 9:10PM	Awards and Announcements Room 174
9:10PM	Parent Pick-up Room 174

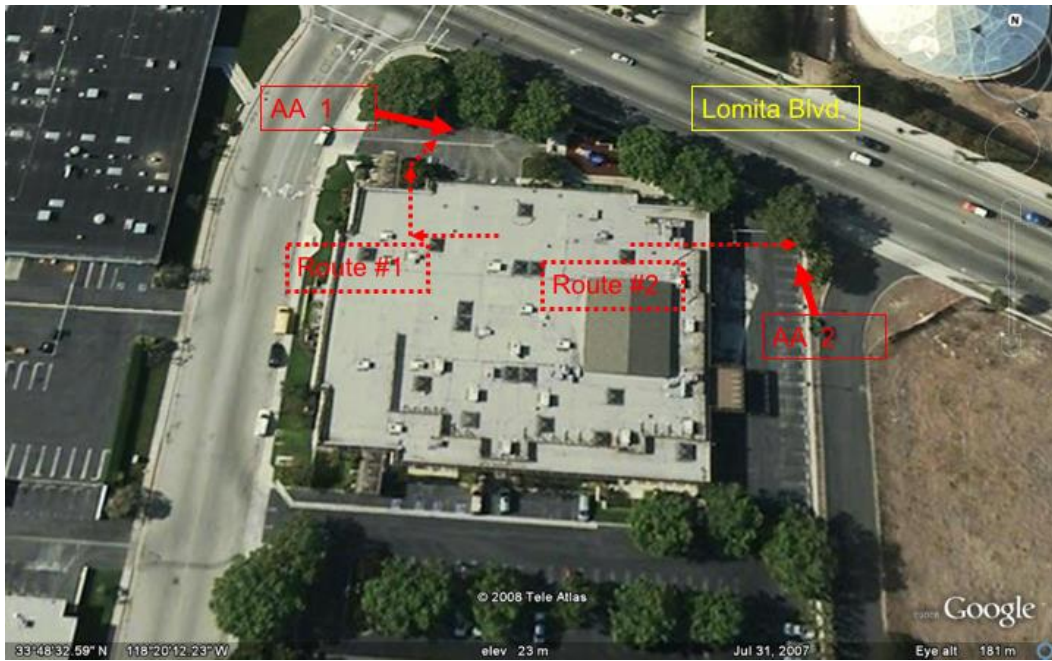
T&T:

Start Time 7:20	T&T (Grade 3 - 5)
7:20PM - 7:30PM	Opening/Flag Ceremony Sanctuary
7:30PM - 7:35PM	Transition
7:35PM - 8:05PM	Game Time Playground
8:05PM - 8:10PM	Transition
8:10PM - 8:40PM	Small Group Time 3rd Grade: Room 179 4th Grade: Room 180 5th Grade: Room 178
8:40pm - 8:45PM	Transition
8:45PM - 9:05PM	Large Group Time Room 173
9:05PM - 9:10PM	Awards and Announcements Room 173
9:10PM	Parent Pick-up Room 173



In Case of Emergency

If we need to evacuate the building, do not attempt to pick up your children at their classrooms. Instead please proceed to the nearest assembly areas AA 1 or AA 2. We will be bringing the children to those locations. Since your children could be in either AA 1 or AA 2, we will let you know where your children is once we take attendance and all the children are accounted for. Please do not leave with your child until an “all clear” has been given. We need to be sure that all children are accounted for.



Appendix 1: Uniform Awards Placement

Cubbies

Basic emblems and awards for Cubbies clubbers:

- **HoneyComb Trail Emblems**

The Trail Emblems are placed side by side under the "Cubbies" logo.

- Cubbies receive the **AppleSeed** Trail emblem for completing the **AppleSeed** Trail
- Cubbies receive the **HoneyComb** Trail emblem for completing the **HoneyComb** Trail

- **Green Apple and Red Apple Achievement Emblems**

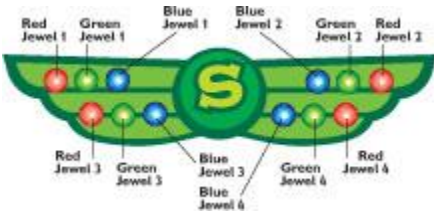
Cubbies earn 4 green apple emblems and 4 red apple emblems during the year.

- Achievement emblems for the **AppleSeed** handbook complete the letter "A" on the vest
- Achievement emblems for the **HoneyComb** handbook complete the letter "C" on the vest.

1. AppleSeed Trail Emblem
2. Red Apple Achievement Emblem
3. Green Apple Achievement Emblem



Sparks



1. Sparks Emblem
2. HangGlider Rank Patch
3. WingRunner Rank Patch
4. SkyStormer Rank Patch
5. HangGlider Review Emblem
6. HangGlider Pilot Wings and Jewels
7. HangGlider Extra Credit Pin
8. Church Attendance Emblems

T&T

In T&T, clubbers earn an emblem for Discoverys/Units completed. These Discovery emblems can be placed on the jersey to form shapes and patterns.

- 1 Discovery emblems
- 2 Extra Credit emblems
- 3 Book completion pins
- 4 Special event emblems
- 5 Passport Collector pins
- 6 Handbook Review Emblems



Appendix II: Parent Agreement

**Please read and understand this handbook, and discuss it with your children.
Sign and return this parent agreement to earn 5 extra Awana Dollars!**

<h1 style="margin: 0;">Parent Agreement</h1>
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I have read and understand the Awana Parent Handbook and have discussed its contents with my child(ren). I understand that I am to:

- ✓ Sign-in my child by 7:20 pm and pick him/her up promptly at 9:10pm each Friday evening.
- ✓ Help my child read, discuss and memorize sections in their handbook each week, and working with him/her to complete at-home activities
- ✓ Support the Awana discipline procedures as outlined in this handbook and respond to leader concerns as requested.
- ✓ Encourage my child to be an active club participant by attending Awana regularly, wearing his/her uniform and participating in Theme Nights
- ✓ Pray for my child, asking God to open my child’s heart to learn about Jesus and His love for him/her.
- ✓ Answer my child’s questions to the best of my ability about God, the Bible, and Heaven.
- ✓ Honor God, love you child, and live out the truth of the Bible in my home.

Parent Name _____

Parent Signature _____ Date: _____

Child’s name: _____ Club: _____

Child’s name: _____ Club: _____

(Turn-in to Complete Registration)



Bread of Life Church

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<http://www.breadoflifechurch.org/awana>