

SRCC AWANA PARENTS' MANUAL

I. AWANA BASICS

What is AWANA?

AWANA (Approved Workmen Are Not Ashamed 2 Tim. 2:15// 부끄러울 것이 없는 인정된 일꾼) is a gospel-centered program that focuses on memorizing and reciting scripture.

The vision of AWANA is for all children to come to **know**, **love** and **serve** the Lord Jesus Christ.

The pledge to the Awana flag best describes the core purpose of Awana:

"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."

Who can join AWANA?

SRCC AWANA has three clubs: Cubbies, Sparks, and T&T (Truth & Training).

*Cubbies (**potty-trained only!** If not potty-trained, a parent must sit in with child): 3 years old ~ Pre-K
(including TK)

Sparks: K ~ 2nd graders

T&T: 3rd ~ 6th graders

*Cubbies will **not** be open for 2021-2022 Ministry Year

What happens in AWANA?

AWANA has three main activities: Game Time, Small Group Time, and Large Group Time.

During game time, clubbers learn to play fun and unique games while building strength, focus and coordination, as well as teamwork and sportsmanship.

During small group time, clubbers go through their handbooks, reading Bible stories, answering catechismal questions, and memorizing Bible verses and/or definitions. In the past, light snacks have been provided by parents through donations, but snacks will **not** be distributed for 2021-2022 due to COVID regulations..

During large group time, clubbers worship the Lord through singing, body worship, and actively listening as the AWANA pastor teaches Bible lessons.

When is AWANA?

SRCC AWANA starts in September and ends in May (~30 weeks). The meeting day and time have changed to Sunday afternoons, 1:30pm - 3:00pm (check-in available from 1:15pm). SRCC AWANA will rest on major holidays* and during church wide events that will be pre-announced. Check-ins will begin at 1:15pm.

*Holidays may include but are not limited to the following: Thanksgiving, Christmas and New Year's

Where is AWANA?

Both Sparks and T&T will check in by the gate area next to the basketball courts indicated by the red star below (by ELEM456 building) and enter through either the main door (indicated by green star).



Pick-up location will be at the large group room where the closing ceremony will be held. Parents are welcome to attend this ceremony as announcements as well as handbook awards are given out during this time. Any announcement made to the clubbers will be reiterated in the AWANA Parents Kakao Group Chat.

How do I register my children for AWANA?

As of 2021, AWANA accepts online registration only via <http://tiny.cc/srccawana>, Registration is based on first-come, first-served basis and opens on the day of church announcement about AWANA and will stay open until the last Sunday before the start of AWANA.

For this year, we are putting a limit on how many clubbers can join per grade. Once the spots have been filled, parents may register for the waitlist. Registration is considered “complete” once the full payment has been made and therefore priority to join AWANA will be given to clubbers who have completed their payment.

Parents’ Orientation is no longer a requirement for new SRCC AWANA parents but highly recommended to learn more about the AWANA program and ask any questions parents may have. Orientation date and time will be announced via church announcements.

In the past, late registration was possible only if the parent joined as a volunteer. This year, however, due to the hard cap on the number of students per grade, clubbers can join after the start of AWANA* as long as his or her grade hasn’t reached the maximum number.

*Registration will be temporarily closed the last week before the start of AWANA to finalize small groups.

II. SRCC AWANA Policies and Procedures

COVID-19 Precautions and Protocol

1. All volunteers, staff and clubbers will have their temperature checked during check-in
2. Sanitizing wipes will be available for clubbers at each station so that they can wash their hands before moving to the next station.
3. No food or drinks will be given out to clubbers; clubbers must bring their own water bottle. If clubbers forget to bring their own water, small bottled water will be available.
4. All clubbers, volunteers, and staff will wear masks at all times.
5. Game Time will be held outdoors and clubbers must wear their masks even when participating in games.
6. If a clubber, volunteer, or a staff member has had close contact with someone who tested positive for COVID, he or she must take a PCR test regardless of vaccination status and return to AWANA once a negative test result comes out.
7. Any clubber, volunteer, or staff member must quarantine for two weeks if tested positive for COVID
8. AWANA staff will be transparent and make proper and timely announcements regarding any possible COVID case at SRCC AWANA

Child Safety and Protection

All SRCC AWANA staff members have gone through background checks, been fully vaccinated, and finished SRCC Sexual Misconduct Policy training. All volunteers at SRCC AWANA are screened and vetted by their respective department pastors or staff members. All volunteers will wear SRCC Awana identification badge and club uniform while serving. No clubber will be left alone with a volunteer in an enclosed space.

Child Security

A parent or an authorized guardian must drop off and pick up their child(ren) using the check-in/out system. If someone other than the authorized person is picking up a child, parents must notify the Commander or Club Director prior to the pick-up time.

Restroom Use

Sparks/T&T: One or more clubbers will be accompanied by a same-gender teacher/TA to the restroom. The teacher will wait outside of the restroom.

Accidents/Sickness

If a child feels sick at any time during AWANA, a staff member will notify one of the parents and may ask to have him/her picked up. Please make sure your contact information is up to date. Please do not bring your child to AWANA if he/she is sick.

Allergies or Chronic Illnesses

If your child has a medical condition (e.g., asthma, epilepsy, diabetes) or allergies, please provide that information on their Medical Release so we are appropriately informed in case of an emergency.

Attendance

We understand that not all clubbers will be able to attend all of the AWANA meetings. While no clubber will be removed for absences, it is highly recommended that clubbers not miss more than three weeks out of the entire ministry year. This is so that clubbers may finish their handbook, build relationships with their teacher and small group, and develop a sense of belonging to Awana club. If a clubber will miss AWANA meetings for an extended period of time, please notify the Commander.

Lost Handbook, Book Bag, and Uniform

If a clubber loses his or her handbook, book bag or uniform, parents must purchase replacements.

New handbook: \$8

New book bag: \$5 (Sparks) \$10 (T&T)

New uniform: \$10 (Sparks) \$15 (T&T)

Refund

A full refund will be given if requested by the parent before the start of Awana, or if the child has never attended AWANA and did not receive any of AWANA materials (uniform, bookbag, handbook).

Discipline

3-Count will be used in a small group setting to a single clubber

1-count is given when a clubber misbehaves after already given a warning

2-count is given when a clubber continues to misbehave. The clubber will be taken aside to speak with a Director.

3-count is given when a clubber refuses to cooperate even after 2 counts. Parent or guardian is then contacted for pick-up.

5-Count will be used in a large group setting for all clubbers. Counting down from 5, by the time count gets to 1, everyone needs to be quiet and listen to the speaker.

AWANA Shares*

Each child earns one AWANA share from:

- Attendance
- Wearing their uniform properly
- Bringing their Bible
- Bringing their Awana Handbook
- Passing Handbook sections
- Their team winning during Game Time

*We are transitioning from physical AWANA shares to a stamp book. Stamp books will be kept at AWANA in each teacher's container and given back to clubbers on AWANA Store Nights.

*AWANA shares can be used to buy gifts at AWANA Stores ONLY during the same ministry year they were earned. AWANA shares will NOT be carried over to next ministry year.

III. PARENT Responsibilities

What are my responsibilities as a parent of AWANA clubbers?

1. We believe in partnership between the church and parents in raising up the next generation of disciples. Therefore, it is paramount that parents encourage children to memorize and recite scripture *at home*.
 - a. Ask your child about what they learned in AWANA.
 - b. Ask about which section your child is on
 - c. For Sparks, play the Handbook CD while in car to further assist in scripture memorization and retention
2. Pick-up and drop-off in a timely manner
3. AWANA Club has a strict dress code
 - a. Uniforms must be properly worn to club (Vests buttoned up)
 - b. Long pants or shorts covering knees when standing up
 - c. Closed-toed shoes (no slippers or sandals)
4. Prayer. Please pray for spiritual, emotional, and physical protection of our clubbers during AWANA time.

Sparks Parents

Sparks is a three-year program for K, 1st, and 2nd graders. The Sparks curriculum consists of three handbooks.

Each handbook communicates spiritual truths through verse memorization, crafts, review of key doctrine, and Bible facts, building a foundation of wisdom for knowing Christ.

Flight 3:16 entrance booklet

Sparks always start with the Flight 3:16 booklet. Kinder and new 1st graders clubbers start on HangGlider. Once 1st graders finish HangGlider, they will move onto WingRunner.

Handbooks and Awards

1. HangGlider – Jesus in the past
2. WingRunner – Jesus today
3. SkyStormer– Jesus in the future



If a child doesn't finish a book in one year, they continue in that book the next year.



Sparkies Emblems

Sparkies earn a Sparkies emblem by completing the first portion in their handbooks: HangGlider (2), WingRunner (3) or SkyStormer (4).

Pilot Wings

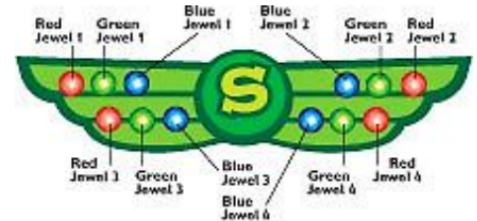
Sparkies receive a pilot wing when they earn their first achievement jewel in a particular handbook. Pilot wings are green for HangGlider (6), blue for WingRunner and red for SkyStormer.

Jewels

There are 12 achievement jewels for each handbook with 4 of each color.

Red and green jewels are awarded for completing the handbook sections.

Blue jewels are awarded for every 5 club attendance



Review Emblems

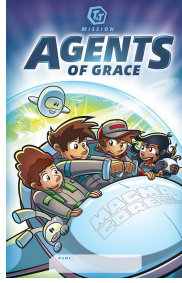
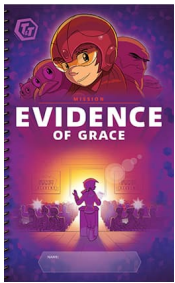
If a Spark finishes his/her handbook before the year is over, they do the Book Review, which entails reciting every section in the book again. The leader initials completion of each section. On completion of reviews, Sparkies receive the corresponding Book Review Emblem which is placed under the pilot wings (5).

Extra Credit

Sparkies may earn the Frequent Flyer pins (7) by completing the Frequent Flyer Extra Credit Cards (workbooks) - one pin for each workbook, which correspond to the three handbooks.

T&T Parents

As of 2018, all T&T clubbers use the same handbook regardless of grade. There are 4 books in rotation: Evidence of Grace, Grace in Action, Agents of Grace, and Discovery of Grace. This year's T&T book is Evidence of Grace.



Unlike Sparks' handbooks, T&T handbooks require a lot of writing. Therefore, clubbers are encouraged to complete the writing section at home and recite the memory verses during Handbook Time.

Volunteering

Parent involvement is essential to AWANA program. While parents are welcome anytime to come and observe club activities, we need parent volunteers for the following:

1. Awana Store

There are four AWANA stores during the ministry year. We need at least three parent volunteers for each store to help clubbers purchase gifts.

2. Small Group Leader

Parents are always welcome to join as Small Group Leaders. AWANA provides opportunities for each volunteer to serve as role models not just for the clubbers, but for other younger volunteers as well (e.g. Parents to young adults/college students, young adults to high school students/Jr. High students).

IV. SRCC AWANA LEADERSHIP STRUCTURE

AWANA Pastors: Pastor Max An and Pastor Jun Lee

Elder: Paul Lee

BJN: Jumi Kim

Commander: Sam Lee

Game Director: James Kang

Small Group Leaders: High school volunteers, college students, young adults, parents

Teacher Assistants: Jr. High School volunteers, first time high school volunteers

LEADER & VOLUNTEER REQUIREMENTS

At SRCC, all volunteers must meet the following requirements:

- Be saved and walking with the Lord Jesus Christ
- Enjoy being with children
- Dedicated to showing Christ's love through their interactions
- Be in good standing in their local church
- Attend and complete orientation and training

V. Communications

Announcements

All announcements regarding AWANA will be made through AWANA Parents' Kakao Group, which is made at the beginning of the ministry year.

Media

As of 2018, SRCC AWANA shares photos of day-of events and AWANA stores, via Kakao Group.

Registration: Commander Sam

Questions: Jumi BJN

Suggestions and concerns: Elder Paul Lee

Volunteering:

All **parent** volunteers: contact Jumi BGN

All **high school** volunteers: contact Pastor Max

All **HolyWave** volunteers: contact Commander Sam