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# *Parent* HANDBOOK

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**Christ Community Church**

# A B O U T   C H R I S T   C O M M U N I T Y

Our purpose for Children's Ministry at Christ Community Church is to glorify the Lord as we support parents to disciple their children. The Lord has commanded us as believers to "make disciples of all nations" (Matthew 28:19-20) and this divine mandate doesn't exclude our ministry to children. Kids have so many questions about life and God. Are we as parents prepared to and equipped to give biblical answers? Christ Community Church has many resources to help you explain the Bible in age-appropriate ways. Please let us know if you have any questions.

You are invited to join us on Sunday mornings to attend one of our services at 9am and 10:45am. Our first service has a Children's Church for our littlest ones 0-5years and older children are welcome to join parents in the sanctuary. Our 10:45am service offers Children's Church for children 0-high school, where our curriculum guides them on lessons through the bible. Even if you attend another church we have classes for adults during the week that will challenge you to grow in your walk and give you tools to disciple your children in their faith. For more information please visit our website at [www.ccclh.org](http://www.ccclh.org) or email [awana@ccclh.org](mailto:awana@ccclh.org)

## A W A N A

The founders of AWANA derived the name from the first letters of "Approved Workmen Are Not Ashamed" as taken from 2 Timothy 2:15 of the Bible. Awana is an international Christian program for children ages 2-18 years. Today more than 50,000 churches and 330,000 leaders partner with Awana to reach more than 4 million children around the world. With an unwavering commitment to the gospel, Awana is giving children and youth from every background an opportunity to know, love and serve Jesus for a lifetime.

The Barna Research Group surveys demonstrate that American children ages 5 to 13 have a 32% probability of accepting Christ, but youth or teens aged 14 to 18 have only a 4% probability of doing so. Adults age 19 and over have just a 6% probability of becoming Christians. This is now what is being called the 4-14 window.

A national survey found Awana to be as important to our alumni's spiritual foundation as all other church activities combined. Among alumni who participated in our programs for at least six years, 92.7 percent still attend church at least weekly as adults!

At Christ Community Church, we count it a privilege to offer this program to families in our church and community. **This night is all about helping families in our church and community as they raise their children to know, love and enjoy God.** Christ Community offers three separate Awana Clubs on Thursday nights from 6:00-7:30PM - Cubbies, Sparks and Truth & Training. **Bible memorization is the heart of the program.** As the children complete work in their handbooks, they receive a uniform and a variety of awards which reflect their accomplishments. In the process, they have **LOTS OF FUN!**

# AWANA CLUBS



Ages 3 - 5 years  
2 YEARS BEFORE  
KINDERGARTEN

Cubbies celebrates the spiritual potential of preschoolers by helping them develop respect for God, His Son and His Word. Preschoolers can hardly wait for their next Cubbies club meeting. Whether it's the fun puppets, the exciting games or all their "Cubbies friends," they simply love it. At Story Time each week, preschoolers learn about God – the greatness of His love and His Word – and about His Son, Jesus Christ, the promised Savior. Non-competitive games build excitement and reinforce Story Time lesson themes.

Sparks ignites the curiosity of early elementary-age kids to learn about the people and events of the Bible, building a foundation of wisdom for knowing Christ. **Sparks** zooms in on the details. Kids in Sparks are introduced to Bible characters and events and learn why they are important. Sparks materials focus on helping children learn to know God and His Son, Jesus Christ. To many children in kindergarten to second grade, Sparks is the highlight of the week! They love their red vests, the exciting games and spending time with leaders and friends.



Third through sixth graders also ask questions. They ask why, what, and how come. They're ready to go, but they want to make sure they are going in the right direction. The world may tell them that there are many roads and no one knows the right one. But these kids are hungry for truthful answers. The **Truth & Training (T&T)** program uses a question and answer format with the answers backed up by Scripture. Students learn that the Bible is true and that they can firmly put their trust in God's Word. T&T materials will help kids love God. As with all Awana programs, there is an evangelism emphasis, but the materials begin to reflect a concentration on discipleship and service.



# Christ Community Church



## Awana Club Calendar 2020-2021

Date	THEME NIGHTS	Flag
17-Sep	<b>FIRST NIGHT OF CLUB</b>	T&T
24-Sep	<b>Ice Cream Night!</b>	Sparks
1-Oct		<b>Cubbies</b>
8-Oct	<b>Silly Sock Night - Wear a pair/ donate a pair</b>	T&T
15-Oct		Sparks
22-Oct		<b>Cubbies</b>
29-Oct	<b>Super Hero Night!!</b>	T&T
5-Nov	<b>Cards for Veterans (make at club)</b>	Sparks
12-Nov	<b>Wear Red White and Blue - Veterans Night</b>	<b>Cubbies</b>
19-Nov		T&T
26-Nov	<b>No Club - Happy Thanksgiving</b>	
3-Dec		Sparks
10-Dec	<b>Coat and Food Bank Donations</b>	<b>Cubbies</b>
17-Dec	<b>Happy Bithday Jesus</b>	T&T
24-Dec	<b>No Club - Merry Christmas</b>	
31-Dec	<b>No Club - Happy New Year</b>	
7-Jan		Sparks
14-Jan	<b>Missionary Night</b>	<b>Cubbies</b>
21-Jan		T&T
28-Jan	<b>Board Games</b>	Sparks
4-Feb		<b>Cubbies</b>
11-Feb	<b>Chocolate Fountain</b>	T&T
18-Feb		Sparks
25-Feb	<b>Minute to Win It!</b>	<b>Cubbies</b>
4-Mar		T&T
11-Mar	<b>Scavenger Hunt</b>	Sparks
18-Mar		<b>Cubbies</b>
25-Mar	<b>V e r s e - a - T h o n</b>	T&T
1-Apr	<b>Seder Dinner - T&amp;T only</b>	Sparks
8-Apr	<b>No Club - Spring Break April 5-9</b>	
15-Apr		<b>Cubbies</b>
22-Apr		T&T
29-Apr	<b>Grand Prix</b>	Sparks
6-May	<b>Bounce House Night</b>	<b>Cubbies</b>
13-May	<b>Rehearsal</b>	T&T
20-May	<b>Awards Ceremony</b>	

# AWANA CLUB NIGHT

AWANA is held at Christ Community Church each Thursday night 6:00-7:30pm. Leaders are ready to receive clubbers at 5:50 pm, but not before that. Opening Ceremonies will begin promptly at 6:00. Parents are encouraged to stay through our opening ceremonies where you may have the opportunity to see your child lead us in a pledge. We ask all our families to arrive early so we can start on time and dismiss on time as well.

Our regular club meetings normally consist of these components, but the exact schedule and activities vary from club to club.

**Opening Ceremony** - Pledges to the American and Awana flags, Awana Chant, Awana song, review of the rules, and announcements and prayer.

**Large Group Time** - A Bible-based story or moral lesson, songs, prayer, and awards.

**Small Group Time** – A time to get to know our friends and leaders a little bit better. Discussion, bible study, prayers and praise.

**Handbook Time** - Kids recite to their leaders the sections they've learned at home during the week, or take time to learn additional verses.

**Game Time** - Game Directors lead the kids in a variety of fun, but safe games, races, and contests.

Clubbers are encouraged to participate in all nightly activities. Opening Ceremonies, Games, Handbook time and Large Group lessons are all important parts of AWANA. If your child cannot participate in Game Time because of an injury or illness please send a note or talk to his/her leader.

We also have lots of fun theme nights throughout the year. Leaders will send email reminders about special theme nights.

# CLUB FEES

## Club Dues

Dues are requested to help defray some of the cost of awards, badges, and other AWANA expenses from the church. We ask our families to pay a yearly fee if you are able to. Dues are a suggested donation of \$60 per child. Discounts are available to families with 3 or more registered children.

No child will be denied participation in Awana because of an inability to purchase a uniform or pay their yearly dues.

We do not wish to exclude any child from AWANA because of financial hardship. Please decide what your family is able to pay for registration. Email [awana.ccclh.org](mailto:awana.ccclh.org) about an Awana scholarship.

## Entrance Booklet

When a clubber starts Awana for the first time, he/she will be given an Entrance Booklet. These booklets are free and include each club's key verse. We also review these booklets at the beginning of every Awana year. Upon completion of their entrance booklet, new clubbers receive their handbook and uniform, even if registration and items have been paid for.

## Uniforms and Handbooks

Clubbers are expected to wear their uniform to club each week. Uniforms instill a sense of belonging and inspire clubbers to earn patches and awards. Clubbers are asked to wear their uniform to club and to keep it in good condition. Clubbers not in uniform will not receive their award that night or may forfeit their turn at flag (until they are in uniform).

Cubbies and Sparks wear vests, \$15. T&T's wear jerseys at a cost \$20. Your child's first handbook is included with registration. If your child moves on to an additional book or needs a replacement book, the cost is \$15. Please make checks out to Christ Community Church and write "Awana" in the memo field and bring it to your club director. Replacing lost handbooks or uniforms will be at the regular cost of the item.

\*If you are interested in sponsoring another clubber or helping with our Awana scholarships please talk to a club director or commander.

# CLUB SAFETY & LOGISTICS

## Volunteers

At Christ Community Church, we desire to ensure the safety and well-being of your child. All of our Awana leaders are volunteers who have completed an application process with Christ Community Church and will have passed a fingerprint background check through the California Department of Justice. The safety of our children is very important to us and we aim to provide the best possible care of your children when they are at Awana.

## Club Registration

We ask each family to complete a registration form for your children to participate in AWANA. This will provide us with the information we need in case of an emergency. If your child has food allergies or other health concerns (such as asthma), we kindly request you inform us in the registration form. The registration form is available online and each of the clubs will have copies at their room.

We encourage clubbers to bring their friends to Awana. Any friend who wishes to officially join Awana must register so we have emergency contact information. Parents should direct them to the Awana Director for questions and space availability.

## Drop-off and Pick-Up

This year we are opening our doors at 5:50PM to receive our clubbers. This is to ensure that we can get started at 6:00PM sharp with our opening ceremonies. If you arrive during our flag solutes and prayers, we ask that you wait till we are completed before joining your club.

We want to ensure that all children arrive at AWANA and leave club meetings with a responsible adult. It is for the safety of your child that a parent/guardian sign-in their child and walk each child to their class or to a leader. It is important for parents/guardians to sign their child in and out. We love that our Awana families enjoy socializing at pick up time. We ask that you please be mindful of the safety of your child. We want to avoid unforeseen accidents in the courtyard and parking lot.

\* If the parent/guardian wishes to have someone other than themselves pick-up their child, this must be indicated on your registration. Please let a leader know and write a note under the comments on the sign in sheet. If your form needs to be updated this can be done by an email to the club commander. [awana@ccclh.org](mailto:awana@ccclh.org)

Please plan to pick up clubbers promptly when club ends at 7:30 pm. Parents are encouraged to arrive at 7:20 to watch the nightly awards in your child's club room. Please call if you are running late so your child isn't worried (and neither we). If you do arrive late you will find your child in room 107.

**Commanders: Nicole Swanson 310-487-1129 & David Swanson 949-697-1548**  
**(save us in your phone!)**

## Wellness Policy

As we all know, sickness can make its rounds in your home and in your child's group settings. It is for this reason we ask that you follow a few guidelines in determining if your child is well enough to attend AWANA. Children who have had any of the following within the last 24 hours should not come to AWANA:

- ☐ Fever
- ☐ Sore throat
- ☐ Coughing, croup or sneezing
- ☐ Vomiting or diarrhea
- ☐ Green or cloudy runny nose
- ☐ Inflamed throat or mouth
- ☐ Runny or pink eyes
- ☐ Any skin inflammation such as rashes, ringworm, impetigo
- ☐ Symptoms of any childhood disease (chicken pox, measles, mumps, etc.)

\* No medications can be dispensed by the child or your child's leader unless by written consent by the parent/guardian accompanied by detailed instructions.

## Athletic Shoes

It is very important for your child to wear athletic shoes (tennis shoes) due to the nature of Game Time. An injury can result if your child trips while participating. If a child comes wearing sandals or open-toed shoes they may be excluded from certain games at the Game Director's discretion. Please send your child with a sweater or jacket when weather permits. Clubbers also get 100 points for their team for wearing their uniform and appropriate shoes are considered a part of their uniform.

## Injuries & Incidents

We always have someone on site who is certified in First Aid and CPR. If your child suffers a minor injury during our program, we'll provide basic treatment. Parents/Guardians will be given an Injury Report upon pick-up. If a child suffers a more serious injury, parents/guardians will be notified immediately and may need to pick-up their child early. They will be provided an Injury Report upon pick-up. A parent/guardian may also be requested to pick-up a child who develops symptoms of an illness.

We do not tolerate disrespectful behavior towards leaders, other clubbers or church property. If your child is involved in such an incident, we will provide an Incident Report to inform you of the details. We request that parents/guardians aid us in bringing resolution to the situation.

If your child is on the receiving end of disrespectful behavior, and our leaders have not already notified you about it, please make us aware so we can address it. We want our program to be enjoyable for everyone.



# PARENT / GUARDIAN PARTICIPATION

Parents are key to a child's discipleship. We hope to encourage you and provide resources to help you guide your children.

## **Engage your child!**

Take an active role in supporting your child. Talk with them about what they are learning in their handbook and at Awana club. Help them complete their sections. Always encourage them. Children have much more fun when a parent/guardian or grandparent shows interest in their accomplishments. Some kids might be self-sufficient at moving through their book, but they still need you!

## **Help your child to attend Awana every week and to arrive on time.**

Consistency builds friendships, achievement, and self-discipline. Some of our club awards are based on attendance and children really look forward to earning their awards. Plus, we have volunteers who are giving their Thursday night to serve your family. Don't leave them hanging!

## **Bring your child fully fed.**

Making sure your child has enough dinner before attending club helps them to focus and have fun while at Awana. Some children are so excited to get out the door and get to Awana they might rush through dinner, but it can be difficult for them to enjoy the whole night if they are still hungry.

## **Help your child prepare their sections.**

Each week Cubbies will have one verse to memorize. Sparks should plan two sections per week. TnT clubbers should have their lesson completed in their book and verse(s) memorized. This will ensure they will complete their handbook each year and will receive their special awards.

Tip: help your child set a goal of verses (or sections) to be memorized each week. Read them aloud with your clubber each day, post it on the bathroom mirror, or have them try and teach it to you. After three or four days, they should be able to begin to recite it with you. We all have a lot to do, especially these days. Make Awana a priority in your child's education. Your enthusiasm and involvement (at home) will make the world of difference.

## **Sign your child's sections.**

Have them recite their verses to you completely. Practice it as if they are reciting it at Awana with a maximum of two helps per section. Your signature shows us your child prepared in advance and we give clubbers extra points when they learn verses at home. Some of our little ones have a little stage fright, knowing they had it at home can help us to help them better.

## **Please review the discipline guidelines in this handbook with your child.**

Awana has a some rules of behavior and in order to ensure that all clubbers have an opportunity to learn, as well as have fun, the rules of behavior will be enforced.

## **Be a financial contributor.**

A \$60 registration fee per clubber is collected to help defray the cost of books, activities, and awards. This just over \$2 per night! It is has been our experience that parents and clubbers alike take more responsibility for their progress when they have invested in the program. If you are not able to pay all, pay what you can, and we will take care of the rest. We never want a child to be excluded from attending for financial reasons.

## **Consistently attend church.**

We want to encourage your family to be a part of a healthy church community where the truth of the Bible is preached accurately. If you do not already have a church family please visit us on Sunday mornings at 9am or 10:45am. For more details please go to [www.ccclh.org](http://www.ccclh.org) If our church isn't the right fit for your family, we are happy to help you find one that is.

## **Awana Parent Resources**

Awana.org has parent resources and tips to help you encourage your child to memorize their verses and prepare their sections at home. <http://awana.org/parents-home/parents-home,default,pq.html> From the Awana Parent's home page you can also find links to their parent's twitter page and blogs with tips for parents as well. Apps come and go so if you can't find the one you need we apologize and if you find a new one please let us know.

## **AWANA APPS!!**



<https://www.awana.org/cubbies-app/>



### **Gospel App**

**Features versions for adults, teens and children. Also available in Spanish.**



### **Sparky Shines His Light App**

**Teach gratitude to children with this brilliantly illustrated storybook app.**



**Memory-HG Memory WR or Memory SS Children can see, hear, record, sing and say verses and play several different activities to help them commit verses to memory. Tracks memory and review status for multiple participants and gives points for their memory/review activity**

[www.awana.org](http://www.awana.org)

# CLUBBER EXPECTATIONS

## Preparedness

- Bring handbook
- Wear Uniform
- Wear athletic, closed-toe shoes
- Have LOTS of fun!
- Be respectful of leaders and other clubbers
- Be respectful of church property

## Recitation Standards

- Clubbers should learn and practice their verse(s) at home. Clubbers will receive extra points for their parent's signature on the page of their handbook, indicating that the child has memorized the verse(s) with two or fewer helps from the parent.
- Because Awana is an organization with clubs around the world, it is important to keep to the standards of the organization, as clubbers could move from club to club or compete with other clubs.
- A clubber must recite all verses in a section at once.
- Clubbers are not allowed to recite one verse and then stop to study the next verse before completing the section.
- Leaders are allowed to give two helps per section, not two helps per verse.
- Clubbers must recite the reference as well as the verse.
- Clubbers must be able to explain the verse in their own words.
- Sections should be signed only after the clubber has recited and retold the verse in his/her own words.

## Memory Tip

Every clubber should practice their sections at home and prepare during the week. Handbook CDs are available for download for Cubbies and Sparks books to help clubbers learn their verses. Music CDs with songs for all the verses are available on amazon and at [www.awana.org](http://www.awana.org) or for purchase. (we have some copies available at club too). If Sparks pass one or two sections per night and TnT clubbers complete one section they will meet their goal of completing their handbook and earning a book award at the end of the year Award Ceremony. Scripture learning is a major goal of the Awana program.

# THE 3 COUNT

We want everybody to have the best night they can. For that to happen we adhere to Awana's "3 Count" system. 1) If a child is disruptive, they will be verbally addressed. 2) If they continue, they will sit out of the present activity so that one of the leaders can talk to them one on one. During this time the leader, in a positive manner, will reinforce participating appropriately with the clubber. 3) If disruptive behavior continues, the last step would be for the child to take a break from the club activities for the duration of the night. They will spend this time with the Awana Director.

Again, we want a friendly and positive environment where every kid can have a fun night and engage with their peers and leaders in respectful ways.

## PARTICIPATION POLICY

It is expected that your child comes prepared with verses memorized and sections completed. We understand that each child moves at a different pace. That is okay! If we notice however that your child consistently comes underprepared, we will reach out to you. First, your child's club director will send home a note indicating sections that need to be worked on. Next, if there is little improvement you will receive an email from the club director encouraging you to work with your child to complete sections. Lastly, the Awana Ministry Director, will reach out to you concerning your child's participation. If after these three steps there is little improvement, the Awana Director may discuss with you the possibility of opening up your child's space to someone on our waitlist, if we have one.

Why must we have this policy? Awana is based on children working through their handbooks at home during the week. More than that, the handbooks are a way to help parent's disciple their children. If this is not happening, for whatever reason, we want to assist you as a parent as best we can. We are happy to provide this program at our church to help parent's disciple their children, but we're not a babysitting service for parent's. Leaders are happy to help and even connect with your child throughout the week. Stay connected and let us know how to help.

## ATTENDANCE POLICY

Attendance is fundamentally a participation issue. However, for the purpose of clarity, attention is being given to it here. Every year we have a number of families on a wait list to get into our program. In consideration of our limited space we need an attendance policy to give us a bit more accountability. It also takes many volunteers to make the Awana program at Christ Community Church possible. They are giving their night to be with your children. In consideration of them and their investment, we need an attendance policy. Think of it as a "use it or lose it" kind of approach.

## Absence Guidelines

The following may result in the loss of your child's place:

- Missing three (3) consecutive club nights at any point in the year without notification. Don't disappear on us 😊
- Missing more than four (5) club nights in a semester.

Of course, if prior notification or arrangements have been made then this is not a problem. If our Awana club is in a place where eager families are on a waitlist then your space may be given them. Don't forget to let us know about vacation plans and illness.

# A W A R D S

Awards clubbers earn awards for their uniform throughout the year. They earn patches and smaller awards as they complete sections with activities, Bible readings and memory verses throughout the year. There are attendance awards that are given out quarterly and end of the year awards that clubbers work toward earning all year. Verse achievement awards are given out nightly in your child's club room. Join us at 7:50pm and watch.

## Club Attendance

The Club year is divided into four quarters. We offer perfect attendance awards at our year end. We allow for one absence per quarter for perfect attendance.

## Awards

The following awards will be presented during end of the year AWANA Awards Ceremony.

- First Book Award- A Ribbon/Plaque - After completion of the first handbook
- Second Book Award- A Second Book Ribbon/Plaque - After completion of the second Handbook.
- Sparks Award Plaque –Highest rank in the SPARKS club - Upon completion of (3) three Sparks Handbooks.
- Excellence Trophy – This trophy is earned upon the completion of any (2) two handbooks from third grade and above.
- Timothy Trophy – This trophy is earned upon the completion of any (4) four handbooks for third grade and above.
- Meritorious Trophy – This trophy represents the completion of (6) six handbooks or manuals from the third grade and above.
- Citation Plaque – This Award, represents the highest achievement that AWANA program presents to an individual that has completed a total of (10) ten books/manuals, which includes the four years of high school (does not include Sparks). This Plaque qualifies the Clubber to a visit and special recognition at the AWANA international Headquarters in Streamwood, Illinois, and will be included in the world wide AWANA Magazine.

# PARENT / GUARDIAN COMMITMENT

I have read the Parent Handbook for Christ Community Church's Awana Program. I understand and agree to the expectations described in it as they pertain to my child/children and to me as the parent/guardian.

I will strive to maximize our family's participation as outlined in the Parent Handbook. I understand that the Awana program is designed to assist parents/guardians to disciple their children and that this responsibility is part of what it means to be in the Awana program.

I will, as the responsible party, ensure that all my fees and dues are met for the child/children registered under my name. I understand that it is my responsibility to inform the Awana Director if I need financial assistance.

Name \_\_\_\_\_

Child name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Scripture Memory Techniques

- Chunking: Take a pencil and put slash marks between phrases; have the child memorize each phrase (chunk) and then put it all together. The Flight booklet does this with the key verse John 3:16.
  - ALWAYS CHUNK THE VERSE REFERENCE: “John 3:16 For John so loved the world/ He gave his one and only son/...”
- First Letter (visual): As a method of practicing, the child may write and read the first letter of each word to help prompt the child through the verse. E.g., FTWOSID BTFGOG IELICJOL Rom 6:23 (For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our LORD.)
- Whiteboard Erase/ Chalkboard: Write out the verse and then erase a word; then erase more words.
- Index Cards: Write one word per card, shuffle cards, put them in order.
- Make a puzzle – write the verse on a piece of paper and cut it into pieces.
- Recording (audio): Speak into recorder and let them playback over and over.
- Ball Toss: Say one word for each toss; you can use a stuffed animal or other item.
- Songs: Sing the verse (Sparks and Cubbies apps, and there is a CD where every verse is set to a song).
- Motions: Make hand/body motions.
- Pictography: Draw pictures to tell the story.
- Post it up – have the verse posted on the Ipad or TV. Put it up in the bathroom to read while brushing teeth.
- Have your child teach you the verse.
- Listen in the car.
- Celebrate their efforts and encourage them.

Let us know if you have a fun technique that we are missing!