



# Awana LEADERSHIP Training Manual 2017-2018

"Study to show thyself **approved** unto God,  
a **workman** that needeth not to be **ashamed**,  
rightly dividing the word of truth."  
2 Timothy 2:15

## Zion Church of Kurten

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# INTRODUCING AWANA

## WHY AWANA?

The statistics are staggering. Only nine percent of Christian youth and one-third of born-again adults believe in absolute moral truth – the stakes could not be higher for our kids and the future of the church. As researcher George Barna warns, “The church must focus on children and children’s ministry. We have virtually lost a generation. We cannot afford to lose another one.”

Now imagine 250,000 individual leaders trained and equipped to disciple kids of all ages for Christ – and trained to serve so well they could practically engage in any other ministry in their church. Awana exists to help churches prepare and join the battle for a generation. Now, more than ever, the church needs well trained, equipped and intentionally focused adult leadership committed to turning the tide and reaching the next generation.

Take a minute before you begin and ask God to prepare you for this next step in your journey.

## WHAT IS AWANA?

\*\*\*The name Awana comes from the first letters of the phrase “approved workman are not ashamed” (2 Timothy 2:15). Look up 2 Timothy 2:15 and write it here:

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Awana is a ministry that helps parents and churches raise children and youth to know, love and serve Christ using:

- Fully integrated programs for ages two through 18
- The best evangelism tools to reach unsaved children, youth and families
- Teaching that builds an enduring biblical faith
- Resources that bring churches and parents together to disciple the next generation
- Initial and ongoing volunteer training
- Healthy mentor and peer relationships
- Irresistible fun for children, teenagers and adults alike!

### **The Awana ministry embraces five principles:**

1. Awana is centered on the gospel.
2. Scripture memory is a key element.
3. Awana is exciting and fun.
4. Children and youth are trained to serve.
5. Awana is built on volunteer leadership.

The content of Awana is God’s Word. Various philosophies and methods of teaching are applied in children ministries. Some focus exclusively on Scripture, and others focus on entertaining children. The principles of Awana clubs are rooted in the idea that children can have fun while learning God’s Word—that capturing a child’s sense of fun actually enhances his learning.

The good news of the gospel is always the main focus in Awana clubs but Awana is also fun. Game time is the hallmark of fun during club. But Large Group Time and Handbook Time can be just as much fun when you incorporate high-energy songs, dramas, exciting Bible lessons and engaging leaders.

At the core of Awana is Awana Clubs—weekly club programs in local churches. From preschool to high school, children and youth have fun playing age appropriate games, memorizing Bible verses in an organized, topical system and participating in large group Bible teaching. The Awana children’s clubs are 90-minute to two-hour club sessions featuring three main segments: Game Time, Handbook Time and Large Group Time.

### **Clubs within Awana:**

Puggles—Children of Awana Leaders under 3yrs

Cubbies—Two years prior to kindergarten

Sparks—Kindergarten through second grade

Truth & Training (T&T)—Third through sixth grade

Trek—Seventh and Eighth grade

Journey—Ninth through twelfth grade

(Trek and Journey are the Awana youth ministry that is called 24-7 Ministries.)

### **Awana Prayer, Purpose and Values**

Awana operates under guiding principles provided by our prayer statement, purpose and values.

Our Prayer; *“Our prayer is that all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ.”*

Key components of “Our Prayer” are:

**Know**—Our desire is that every child and youth know Jesus personally and know that he has eternal life because he trusts in Jesus. See Philippians 3:10, John 17:3 and Romans 1:16.

**Love**—The Lord desires intimacy with His children. We want to disciple children and youth to grow their love towards God and others. See Ephesians 3:19 and 1 John 2:5-6.

**Serve**—Serving Christ is a supernatural by-product of loving Him. We want all believers to experience the joy of serving. See Colossians 1:10, 2 Timothy 3:17 and Ephesians 2:10.

Our Purpose; *Awana helps churches and parents worldwide raise children and youth to know, love and serve Christ.*

Our prayer and purpose are closely tied together. The goal of both is for children and youth to know, love and serve Jesus. The only difference is that the prayer is the goal and the purpose is the method. Awana seeks to come alongside churches and parents, and provide tools that help churches and parents partner with each other in their efforts to disciple kids.

We keep in mind through it all that children and youth will not come to know, love and serve Jesus because of Awana, but because our Father calls His children to Himself. Awana aims to serve churches and parents and, together, we are all servants of our Lord who want to see all people come to believe in Jesus.

Look up Mathew 28:19-20

1. Are disciples made or born? \_\_\_\_\_
2. Where should we go? \_\_\_\_\_
3. We are to baptize them in the name of whom? \_\_\_\_\_
4. Who will go with us as we make disciples? \_\_\_\_\_

Awana seeks to accomplish this purpose through ongoing and intentional evangelism and discipleship to all children, youth and families. You will see however, that our club and youth program materials focus on different age groups on different aspects of the statement. The main emphasis of Puggles, Cubbies and Sparks is on knowing God and Jesus. Evangelism is not neglected in any club or program, but the T&T clubs' handbooks are created to solidify knowledge about God and direct these older children toward loving God, and Trek and Journey ministries intentionally try to focus teenager's eyes outward, on ways to serve.

The intention of Awana is to support your church in its efforts to fulfill the Great Commission.

Our values; *We will glorify God and serve the Body of Christ by committing ourselves to these values:*

- We proclaim the gospel of Jesus Christ with clarity and urgency.
- We commit to God's Word as our guide and standard.
- We treat all people as created and loved by God.
- We maintain a servant heart in all we do.
- We manage God's resources with faithfulness and integrity.
- We pursue excellence as unto the Lord.

### **Importance of Children's Ministry**

Read Mark 10:1-16. What were Jesus and His disciples doing when the parents brought the children to Jesus? \_\_\_\_\_

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That's right. Jesus was in a house teaching His disciples when people (presumably parents) started bringing their young children to Jesus for His blessing. Apparently it irritated the disciples and they rebuked the parents.

Because we know the whole story, it's easy for us to judge the disciples. But consider what we do when we're in adult conversations, especially when we're discussing weighty topics, and children enter the picture. Though we love and value children, we often consider such interruptions intrusions. If we didn't already know the Jesus' response, we might side with the disciples.

How would you describe Jesus' response?

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The Bible says He was *much* [greatly] *displeased* or indignant. Jesus was angry!

Jesus' response demonstrated His prioritization of drawing children near to Him. The disciples prioritized adult conversation rather than children who needed to be brought to Jesus. Research shows that the probability of accepting Jesus Christ as Savior is highest before age 14. We don't have the luxury of time. Bringing a person of any age to Jesus is more important than anything else. Because we know it is children who are most likely to accept Jesus, we must be diligent about reaching them.

### **Child Protection**

We live in a world of sinners. We know this and still we're appalled that we need to protect our children. We like to think our churches are safe from sexual predators, but they're not—there are churches of all sizes around the world that share in this heart breaking reality. Your church should have a strict child protection policy. To ensure child protection there are seven areas to address

1. Develop and follow policies and practices for child protection.
2. Screen workers.
3. Retain records.
4. Train workers.
5. Supervise workers.
6. Seek legal counsel and professional advice.
7. Report abuse and suspected abuse.

It is imperative for the church to do everything it can to create a safe place for children to grow in the Lord.

### **Statistics:**

- A child is molested every two minutes.
- Thirty-three percent of girls and 20 percent of boys will be sexually abused by the age of 18.
- Ninety-five percent of sexual abuse victims know their abuser.
- There are an estimated 60 million survivors of sexual abuse in the U.S. (20 percent of the population).
- The typical child sex offender molests an average of 117 children—most children do not report the offense
- Sixty percent of convicted sex offenders are on parole or probation.

### **LEADERSHIP**

An Awana leader is a committed believer who ministers in an Awana club in a local church.

## **What are the qualifications for leadership?**

1. An Awana leader must be saved.
2. An Awana leader must be walking with the Lord.
3. An Awana leader must be in compliance with all the requirements of leadership in his or her church.
4. An Awana leader must be open to and desirous of spiritual growth.
5. An Awana leader must enjoy working with children.

## **Who's Who?**

Pastor—The Pastor or whoever he designates is ultimately responsible for the entire Awana program in a church.

Commander—The commander oversees more than one club. He or she reports to the Pastor.

Director—The director administers a club and oversees the leaders in that club. He or she reports to the commander. A director may also administer two combined clubs.

Leader—A leader ministers to the clubbers within his or her care. He or she reports to the director of the club. Leaders may also assume the positions of:

Game Director--A game director is a leader who organizes and oversees Game Time.

Secretary—The secretary is a leader who orders supplies, keeps records and has other organizational responsibilities.

Leaders may also be assigned other duties such as Kitchen crew, Records and Store Keepers. Leaders-in-Training (LITs) are teenagers who serve alongside adult leaders in club.

## **What Do I Wear?**

All leaders wear the Awana leader uniform. The benefits of having all leaders in uniform include:

- Discipline
- Unity
- Providing a place to display awards
- Identification of leaders with clubbers

All clubbers should also wear an official Awana uniform. The benefits of having all clubbers in uniform are the same as for leaders.

## **Club Schedules**

All club meetings consist of three main club segments and opening and closing ceremonies. Clubs usually run 90 minute to two-hour sessions.

**Opening Ceremony**—Every club meeting begins with an opening ceremony to officially start the meeting and establish discipline. The ceremony can include any of the following activities; welcome, prayer, flag ceremony, recital of key verses, announcements and singing. Opening ceremony at Zion takes place in the sanctuary and includes all clubs except Puggles and Cubbies. Leaders not assigned to the check in tables should sit with their clubbers and help maintain discipline.

**Large Group Time**—This is a 30 to 40 minute segment during which the entire club meets together. Large group time shouldn't be boring. You can help your clubbers worship the Lord with enthusiasm and be with them as they hear the gospel.

### **Objectives of Large Group Time**

- Present the gospel and other Bible truths to the children.
- Sing praise songs.
- Provide an opportunity to share praises from the week.
- Pray for the whole club.
- Make announcements of upcoming events.
- Recognize clubbers' and leaders' achievements by handing out awards.

**Handbook Time**—This is a 30 to 40 minute segment when clubbers meet with individual leaders in a small group setting. This time allows you to disciple children by building relationships, listening to verses and helping them understand the verses' meanings. You may have time to answer questions about the Bible lesson and to share the gospel with clubbers.

### **Objectives of Handbook Time**

- Listen to clubbers recite verses and have sections signed off.
- Help clubbers memorize God's Word.
- Help clubbers internalize God's Word.
- Keep track of clubbers' progress and awards.
- Encourage clubbers to finish their handbooks.

### **Scripture Memorization**

A key feature of all Awana clubs is Scripture memorization. We want children to commit Scripture to memory—so it is as we read in Psalm 119:11, hidden in their hearts. There are three reasons to memorize Scripture; 1.) to please God 2.) to guard us from sinning against God and 3.) to draw on as we witness to others. Awana is not a rote memorization program. The intent of Awana is for clubbers to learn and live God's Word, not just be able to recite it. Look up Psalm 119:9-13. What do you learn about Scripture memory from these verses?

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Leaders, especially, are key people in this endeavor—they can merely listen and sign sections as kids recite verses, or they can engage kids in figuring out what God's words mean and how He wants us to live.

### **Enforcing the standards for passing a section:**

The goal is not just to have clubbers get sections signed off. The emphasis is that they learn the verses so they can recall them later when they need them. You're not doing them a favor if you let them off easy. The standards exist to help ensure they know the verses and also know where in the Bible to find them.

## **Standards**

- Clubbers must pass an entire section during one session. They are not allowed to say one verse and then study before reciting a second verse in a section.
- You may not give more than two helps per section. A help contains no more than three or four words. A help is any sort of hint that you give a clubber. Standards can be adjusted for kids with special needs. Encourage aggressive learners to recite with no helps.

This two-help standard also applies to the extra-credit handbook and cumulative review.

- Clubbers must recite the references and the verse.
- Clubbers must be able to answer questions pertaining to the section.
- Clubbers must pass sections in order.
- Pace clubbers by limiting them to a maximum number of sections if necessary.

**Game Time**—This 30 to 40 minute segment features games, often but not always, on the Awana Game Square. There are usually four teams—red, blue, green and yellow. A game director plans and leads the games. It is a fun, high energy time that attracts children to club.

### **Objectives of Game Time**

- Fun
- Exercise
- Good Sportsmanship
- Opportunity to excel

As such, line leaders, scorekeeper, equipment managers and anything else your game director needs.

**Closing Ceremony**—Similar to opening ceremony, this is a 5 to 10 minute segment. The purpose is to present awards, make final announcements and announce the overall winning team for the evening. (Zion does not have a closing ceremony.)

## **DISCIPLINE AT AWANA**

The word discipline often is used negatively. Actually, discipline is meant to be a loving approach to teaching children appropriate behavior. It comes from the word disciple and literally means “to teach” or “to mold”. Children need discipline to become healthy, mature adults. The correct use of discipline involves standards (expectations), rules (policies), consequences and correction. Positive discipline seeks to instruct as well as change behavior. Discipline actually helps a child feel loved and secure. Children will act out, looking for boundaries, and it’s unsettling not to find them. It is our responsibility to be godly disciplinarians. The motivation for discipline is love for clubbers. The key to doing it well is to make sure your actions and words are guided by the Holy Spirit and done with grace. Discipline begins with the opening ceremony and is part of every aspect of club.

## **The Five-Count for Group Discipline**

Whenever an adult wants everyone's attention, she/he will begin counting from one to five, holding her/his hand in the air and using her/his fingers during the count. By the time the count is at five, all clubbers should be waiting quietly. This is called the five-count. For the benefit of new clubbers, regularly review the five-count and expected behavior for the first few club nights.

## **The Three-Count for Individual Discipline**

Generally, a verbal reprimand is all it takes to get a child back on course. Whereas the five-count is used in a group setting, the three-count is for an individual child who continues to misbehave after given opportunities to correct his or her behavior. One disruptive child cannot be allowed to distract an entire club. Count-one: Give a child a specific warning that his behavior is inappropriate and he has been warned enough times. Count-two: Ask your director to speak with the child.

## **AWANA GOSPEL WHEEL**

The Gospel Wheel was designed to be a simple tool to help you remember and present the gospel. There is an outline within the model, but the real value is to prompt you to share the gospel using Scripture. In conversation, you can discern what aspect of the gospel message to start with, depending on the other person's questions. Respond to the other person's needs and let the Holy Spirit use the Word to lead a person to faith in Christ.

At the center, of course, is the gospel. (Christ died for our sins, was buried and rose again.) The segments align themselves along two dimensions. The **character** line could begin with a discussion of God's character (love and holiness) or man's character (sin). Either point gets you to the gospel. You could share along the **action** line, that Jesus shed blood on the cross provided for our salvation, or the corresponding action of a person, which is to trust (have faith or believe) in Jesus Christ's death for our sins. Start anywhere but get to the gospel.

As part of your Awana leader training certification, memorize the six verses that make up the Gospel Wheel.

1 Corinthians 15:3-4

Romans 3:23

Romans 6:23

John 3:16

Acts 16:31

Romans 5: 8

## Zion Awana Basic Training Test

Name \_\_\_\_\_

Date \_\_\_\_\_

### True or False

1. \_\_\_\_\_ Awana is centered on the Gospel.
2. \_\_\_\_\_ Awana children's clubs are 30 minute to one-hour club session featuring 2 segments.
3. \_\_\_\_\_ The seventh and eighth grade club is called Trek.
4. \_\_\_\_\_ Awana is built on paid leadership.
5. \_\_\_\_\_ At Zion the Puggles club is made up of the children of Awana leaders under the age of 3.
6. \_\_\_\_\_ The Awana materials used in Puggles, Cubbies and Sparks main emphasis is on knowing God and Jesus.
7. \_\_\_\_\_ A child is molested every two minutes.
8. \_\_\_\_\_ Research shows that the probability of accepting Jesus Christ as Savior is highest before age 8.
9. \_\_\_\_\_ Scripture memory is not a key element of Awana.
10. \_\_\_\_\_ An Awana secretary is a leader who answers the phone.
11. \_\_\_\_\_ Clubbers must say verse references.
12. \_\_\_\_\_ Clubbers must say all verses in a section without studying in between.
13. \_\_\_\_\_ During Game Time, you must play only Awana games and only on an Awana Game Square.
14. \_\_\_\_\_ Uniforms are meant to be an optional element of the Awana program.
15. \_\_\_\_\_ Discipline actually helps a child feel loved and secure.
16. \_\_\_\_\_ The intent of Awana is for clubbers to learn and live God's Word.
17. \_\_\_\_\_ Large Group Time is when clubbers will go to listeners to have sections signed off.
18. \_\_\_\_\_ T&T stands for Truth and Training.
19. \_\_\_\_\_ Opening ceremonies at Zion takes place in the sanctuary and includes all clubs.
20. \_\_\_\_\_ An adult who listens to a clubber say their memory verses is a "Listener".
  
21. \_\_\_\_\_ Trek and Journey are the Awana youth ministry that is called
  - a.) Varsity Ministries
  - b.) Junior/Senior High Ministries
  - c.) 24-7 Ministries.
  
22. \_\_\_\_\_ The Awana prayer is "Our Prayer is that all children and youth throughout the world come to \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ the Lord Jesus Christ."
  
23. The name Awana comes from the first letters of the phrase found in 2 Timothy 2:15. Please write the phrase. \_\_\_\_\_
  
24. \_\_\_\_\_ All leaders wear an Awana leader uniform. The benefits of having all leaders in uniform include
  - a.) Discipline
  - b.) Unity
  - c.) Identification of leaders with clubbers
  - d.) all of the above
  
25. Zion Church of Kurten Awana does or does not have a closing ceremony. (Circle the correct answer)
  
26. What grade is a clubber in when he/she can start T&T? \_\_\_\_\_

26.b \_\_\_\_\_ Which from the following list is not a qualification for Awana leadership?

- a.) An Awana leader must be saved.
- b.) An Awana leader must have previous experience working with children.
- c.) An Awana leader must be open to and desirous of spiritual growth.
- d.) An Awana leader must enjoy working with children.

27-29. List three activities that might occur during Large Group Time

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30. \_\_\_\_\_ Which of the following is not a component of opening ceremony?

- a.) Flag pledge
- b.) Signing off on sections
- c.) Announcements
- d.) Opening prayer

31. \_\_\_\_\_ What is the best way to protect children, leaders and the church from child abuse situations?

- a.) Implement a child protection policy.
- b.) Ask all leaders to be very careful.
- c.) Instruct leaders not to speak to clubbers outside of church.
- d.) None of the above.

32-34. List three things involved with the correct use of discipline.

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35-37. What are three objectives of Handbook time?

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38-40. What are the three reasons to memorize Scripture?

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41. \_\_\_\_\_ What is the five count?

- a.) An Awana game.
- b.) A method of Awana discipline.
- c.) A value in the Awana point system.

42. \_\_\_\_\_ Who is ultimately responsible for an Awana program in a church?

- a.) The Commander
- b.) The Secretary
- c.) The Church Elders
- d.) The Pastor

43.) \_\_\_\_\_ An Awana Director. . . .

- a.) oversees one particular club
- b.) reports to the Commander
- c.) is responsible for the entire Awana program
- d.) a and b

44.) What is the Gospel Wheel? \_\_\_\_\_

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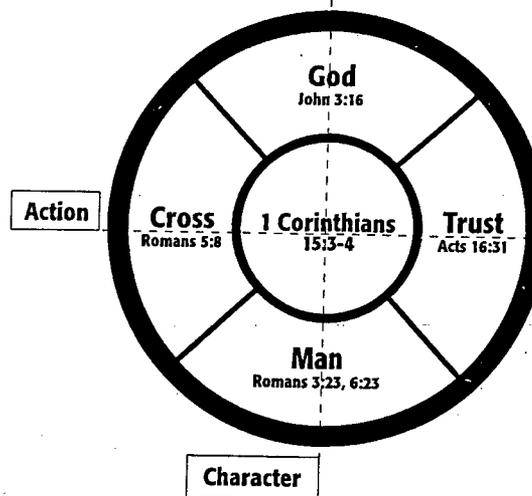
45.) Explain how you would lead a child to Christ. Write the references for at least three Scripture verses or passages which you would use. (Use the information from the Gospel Wheel section to help you.)



## **STEP 4 Memorize the Gospel Wheel Verses**

**As part of your Awana Leader Training Certification, memorize the six verses that make up the Gospel Wheel.**

1 Corinthians 15:3-4  
Romans 3:23  
Romans 6:23  
John 3:16  
Acts 16:31  
Romans 5:8



### **GOSPEL WHEEL**

The Gospel Wheel was designed to be a useable tool for presenting the gospel to postmodern people. You don't have to use an outline although there is one within the model. Just start sharing with a person from the Scriptures starting at any entry point, and let the Holy Spirit use the Word to lead a person to faith to Christ.

At the center, of course, is the gospel. (Christ died for our sins, was buried and rose again).

The entry points align themselves along two dimensions. The character line could begin with a discussion of God's character (love), or man's character (sin). Either entry point gets you to the gospel. You could share along the action line, that Jesus' shed blood on the cross provides for our salvation, or the corresponding action of a person, which is to trust (have faith or believe) in Jesus Christ. Start anywhere, but get to the gospel!

Remember that a child will accept Christ's love when he or she is ready. If a clubber is ready to accept the free gift of salvation, allow the child to pray in his own words. This is the Holy Spirit's work, not yours, so don't assume more responsibility than God intends. God expects you only to share His good news.

## Appendix B: Gospel Wheel Verses

### Gospel Wheel Verses - KJV

#### 1 Corinthians 15:3-4

For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the Scriptures; and that He was buried, and that He rose again the third day according to the Scriptures.

#### GOD

##### John 3:16

For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.

#### TRUST

##### Acts 16:31

And they said, "Believe on the Lord Jesus Christ, and thou shalt be saved, and thy house."

#### MAN

##### Romans 3:23

For all have sinned, and come short of the glory of God.

##### Romans 6:23

For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord.

#### CROSS

##### Romans 5:8

But God commendeth His love toward us, in that, while we were yet sinners, Christ died for us.

### Gospel Wheel Verses - NKJV

#### 1 Corinthians 15:3-4

For I delivered to you first of all that which I also received: that Christ died for our sins according to the Scriptures, and that He was buried, and that He rose again the third day according to the Scriptures.

#### GOD

##### John 3:16

For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life.

#### TRUST

##### Acts 16:31

So they said, "Believe on the Lord Jesus Christ, and you will be saved, you and your household."

#### MAN

##### Romans 3:23

For all have sinned and fall short of the glory of God.

##### Romans 6:23

For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

#### CROSS

##### Romans 5:8

But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.

### Gospel Wheel Verses - NIV

#### 1 Corinthians 15:3-4

For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that He was buried, that He was raised on the third day according to the Scriptures.

#### GOD

##### John 3:16

For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.

#### TRUST

##### Acts 16:31

They replied, "Believe in the Lord Jesus, and you will be saved—you and your household."

#### MAN

##### Romans 3:23

For all have sinned and fall short of the glory of God.

##### Romans 6:23

For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

#### CROSS

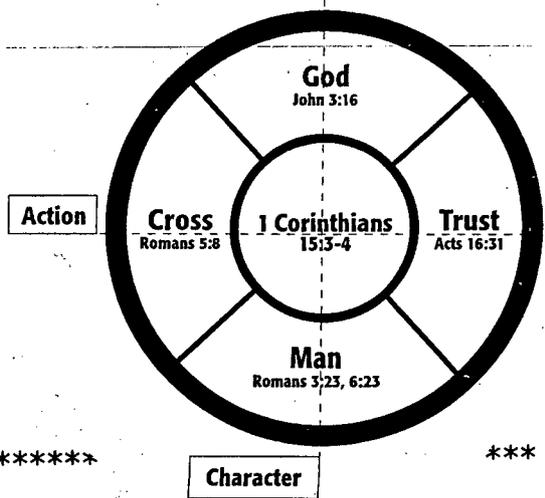
##### Romans 5:8

But God demonstrates His own love for us in this: While we were still sinners, Christ died for us.

# Basic Leader Certification Completion REQUIREMENTS

- \_\_\_\_\_ Participated in an Awana Basic Orientation Training (Step 1)
- \_\_\_\_\_ Complete Basic Training role book (Step 2)
- \_\_\_\_\_ Passed Basic Training role Test
- \_\_\_\_\_ Passed Basic Training Test
- \_\_\_\_\_ Participated in a practice club meeting or in 3 club meetings (Step 3)
- \_\_\_\_\_ Memorized the Gospel Wheel verses by: \_\_\_\_\_ (Step 4)

- \_\_\_\_\_ 1 Corinthians 15:3-4
- \_\_\_\_\_ Romans 3:23
- \_\_\_\_\_ Romans 6:23
- \_\_\_\_\_ John 3:16
- \_\_\_\_\_ Acts 16:31
- \_\_\_\_\_ Romans 5:8



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I \_\_\_\_\_ have completed the requirements  
to be a recognized certified Basic Awana Leader

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander's signature

\_\_\_\_\_  
Date



# AWANA

## Gospel Training

What is the Gospel?

The Gospel is the good news and is summarized in I Corinthians 15:3-4.

Your role as a believer and as an Awana leader is to unpack this statement and explain it.

Our goal today is to get you comfortable in sharing the Gospel with anyone, especially with kids. Your goal after leaving is to memorize key verses so you are equipped to share your faith at all times!

For a video review of what we have done look at [www.evantell.org](http://www.evantell.org)

### Step 1 Always Start with God!

In order to understand the purpose of our lives and our eternal standing with God we must somehow connect the unbeliever to God's greatness, perfection, glory and His love.

Perhaps the most famous key verse here is John 3:16.

What does this verse tell us about God? Why did God make the world?

### Bad News #1 You are a sinner. Romans 3:23 Rock Illustration

God wants a relationship with us but we are separated because of our sin.

Romans 3:23

The key here is twofold. First, explain that because God is holy He cannot have a relationship with anyone who is sinful. "We fall short of the **Glory** of God." Romans 3:23. Glory means God is perfect and he cannot tolerate nor have a relationship with anything that is sinful.

ROCK illustration: Take a rock and try to throw it into the Gulf of Mexico from here. Some will get closer than others but we all will fall far short of the target. Sin is falling short of God's glory.

The key is that **all** of us are sinners. We **all** fall short. Do you fall short?

Bad News #2	The penalty for sin is death. Romans 6:23	Wages Illustration
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God loves us and wants a relationship with us, but something needs to cover that sin because the wages of sin is death both physically and eternally in hell.

Wages are something paid to a worker. That's what you've earned. The Bible says that because you and I have sinned we have earned death.

*Transition: Since there was no way we could come to God, the Bible says that God decided to come to us.*

Good News #1	Jesus died for you. Romans 5:8	Cancer Illustration
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Read Romans 5:8

Explain that Christ paid the penalty for **our** sins. **We** deserved death but Jesus found the cure. *Cancer Illustration* If you were dying in the hospital of cancer and I came and said I want to do something for you. Let's take the cancer and put it in my body so that you are well. What would happen to me? I would die. What would happen to you? You would live. Jesus came into the world to be our **substitute** and to take the sins of the world and the penalty for those sins on himself. He died in our place. He arose from the dead on the third day to prove He is God and He has conquered sin, death, and the devil!

Why was Jesus able to pay for our sins? Why did he have to die?

Jesus died for you as your substitute. Jesus paid the price in full! Now here is what you need to do to respond to all that Jesus has done.

Good News #2	You can be saved by grace through faith. Ephesians 2:8-9	Chair Ill.
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Read Ephesians 2:8-9

Grace means "undeserved gift or favor" Saved means rescued. Jesus gave his life as a free gift to do for us what we could not do for ourselves and that is to rescue us from sin. We are saved by grace through faith. Faith means to trust.

*Chair Illustration: Take that chair you are sitting in. You never saw it made. You did not inspect it before you sat in it. You are simply trusting the chair to hold you. Knowing that it is a chair and saying that you know it can hold you is not trust. Trust is when you put your knowledge into action and sit in the chair. Putting your faith in Jesus means that you trust Him to save you. You are NOT trusting your good works, your church attendance, your awana*

attendance, or a baptism to save you. You are trusting in Jesus alone and his saving work on the Cross to save you. When you trust in Jesus you receive the free gift of eternal life in Heaven.

**Question: Is there anything that is keeping you from trusting Jesus Christ right now?**

**Would you like to pray right now and tell God you trust His son as your Savior?**

Note it is not the prayer that saves you it is what is going on in your head and your heart in trusting Jesus. The prayer just helps you to put into words what has happened in your head and heart.

Note that to truly trust in Jesus means that a person must acknowledge Bad News #1. I mention this because some people say repent instead of trust. Both terms are accurate because to repent means to turn away from sin toward God. To trust means to turn away from other means of salvation toward God.

#### Summary

#### Big Picture

God loves us wants a relationship with us. John 3:16

#### Bad News #1

You are a sinner. Romans 3:23 Rock Illustration

#### Bad News #2

The penalty for sin is death. Romans 6:23 Wages Illustration

#### Good News #1

Jesus died for you. Romans 5:8 Cancer Illustration

#### Good News #2

You can be saved by grace through faith. Ephesians 2:8-9 Chair Ill.

#### Step 5 Assurance of Salvation

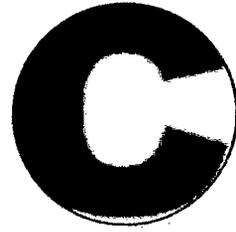
There are some key verses to know, but with kids this can be overemphasized. Stay focused on the message and the facts. Trust is a choice, not an event. Furthermore God promises us that the Holy Spirit will assure us of salvation Romans 8:15-16. Since we cannot judge the heart or the understanding of a child we must not assume anything, but continue to emphasize the truth. We should continually teach, explain, and live out the Gospel message each week at Awana. We can emphasize that Christians are to be known by our love for others, by reading God's Word and obeying it, and by bearing fruit. As a child begins to live out God's commandments they naturally are rooted in their faith and their understanding that they are a child of God. It is a process not a canned answer.



**Works**



**Christ +  
Works**



**Christ**

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# CHILD ABUSE AND/OR NEGLECT TRAINING

(National Committee for Prevention of child Abuse)

Definition: anything that endangers or threatens the physical, mental, or emotional health/welfare of a child by the actions of or the failure to act by the people responsible for the child's care

## **4 TYPES OF ABUSE**

- PHYSICAL – NON accidental injury
- SEXUAL – exploitation of a child by an older person for their own gratification or need for power
- EMOTIONAL – attacks a child's emotional development and sense of self-worth
- NEGLECT – failure to provide a child with basic needs such as food, clothing, shelter, education, and/or medical care

## **ROCOGNIZING SIGNS OF ABUSE (PHYSICAL)**

- UNEXPLAINED bruises, burns, fractures, and/or abrasions in various stages of healing
- UNEXPLAINED injury such as a patch of hair missing, a limp, etc.
- Moves with discomfort and shies away from physical contact
- Explanation for injury is not reasonable for the degree of injury
- Explanation for the injury is hesitant, reluctant, or "I can't remember"
- Verbal testimony or prayer requests
- Sudden change in school performance, appetite or perceived self-worth
- Withdrawn, depressed, listless
- Extreme aggression or withdrawal

## **RECOGNIZING SIGNS OF ABUSE (SEXUAL)**

- Inappropriate "acting out" or knowledge (for their developmental age) of sexual behavior
- Difficulty sitting or walking
- Difficulty or pain with urination
- Extremes of aggression or withdrawal
- Withdrawn, depressed, or listless
- Sudden changes in school performance, appetite, or perceived self-worth

## **RECOGNIZING SIGNS OF ABUSE (EMOTIONAL)**

- Critical of self (belittling, insulting, etc.)
- OVERLY willing to please
- Extremes of aggression or withdrawal
- Withdrawn, depressed, or listless
- Sudden changes in school performance, appetite, or perceived self-worth

## **RECOGNIZING SIGNS OF ABUSE (NEGLECT)**

- Consistent lack of supervision
- Consistent hunger
- Consistently appears exhausted or falls asleep
- Consistent poor hygiene – child is generally un-groomed, dirty, smells, has bad breath, hair falling out, lice, etc.
- Unattended medical needs
- Wears inappropriate or inadequate clothing for the weather

## **WHAT NOT TO DO ABOUT IT?**

- Do not try to investigate or verify the facts (You do NOT have to PROVE that there is abuse and/or neglect, you only have to SUSPECT it)
- Do not ask leading questions or “interrogate” them
- Do not ignore, minimize, or discount the allegation
- Do not discuss the incident with anyone except the Texas DFPS, the Senior Pastor, and/or the Family Ministry Director

## **WHAT TO DO ABOUT IT?**

**\*\*\*The LEGAL obligation to report SUSPECTED abuse and/or neglect lies with the person who suspects it (Texas Family code, Chapter 261)**

- Listen carefully, supportively and actively
- Ask BASIC questions only to clarify facts that you need for the report
- Immediately contact the Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400 or online at their secure website: <http://ww1.abusehotline.org/>
- Provide the child’s name, parent and/or guardian name, address, and phone number
- Contact the Senior Pastor and/or the Family Ministry Director

# ZION CHURCH OF KURTEN

## *CHILD SAFETY POLICIES*

### REQUIRED VOLUNTEER FORMS

- Volunteer Application
- Personal Reference Form (signed & dated)
- Applicant Questions Form
- Authorization for Criminal/Court Records Check (signed & dated)
- Confidential Information Form
- Family Ministry Covenant (signed & dated)
- Acknowledgment of training on Zion's Child Safety Policies (signed & dated)
- Acknowledgement of training on Zion's Abuse and/or Neglect Policies (signed & dated)
- Permission to Release Form, if necessary (signed & dated)
- Consent for Use of Photographs on Web Site Form, if necessary (signed & dated)

### TWO ADULT POLICY

- No less than two ADULT (21 & over) volunteers will be present for all children's activities regardless of the number of participants, location, and/or activities
- Minor volunteers may assist adult volunteers but they may not replace them

### PHYSICAL CONTACT POLICY

- Physical contact should be appropriate to the age of the child, youth, or young adult (a 4-year-old may sit on a volunteer's lap but it is not appropriate between youth and young adults and a youth leader)
- Physical contact should be initiated by the child in response to a need for comforting, encouragement, and/or affection
- Appropriate physical contact should be given only when and where it can be observed by others
- Physical contact should not give any appearance of wrongdoing
- A child's preference to NOT be touched should be respected – affection should not be forced upon a reluctant child
- Hitting, spanking, and/or other forms of physical discipline by a volunteer are NEVER permitted
- Volunteers must PROMPTLY discuss inappropriate or questionable behavior by other volunteers with the Senior Pastor and/or the Family Ministries Director

### RESTROOM POLICY

- Parents should take children to the restroom **PRIOR** to each class
- Diaper changing should be done in view of other volunteers
- Men may not assist girls in the restroom with any personal task (buttoning shirt, tucking in shirt, zipping pants, etc.)
- No adult other than the child's parent should be alone and unobserved in the restroom with a child
- Minors (under 18) may not assist children in the restroom
- **Toddlers – Age 5** will be taken for group bathroom breaks by TWO volunteers; make sure there is no one in the restroom, prop the door open, and wait in the hallway for the children as they finish; if a child needs assistance, leave the bathroom door open so that the child and the volunteer are in view of the other volunteer(s) while protecting the child's privacy as much as possible
- **Age 5 – Grade 5** may go with one "buddy" of the same sex and within a short time limit; If children exceed the time limit, an adult will immediately go to the restroom, prop the door open, remain outside the restroom, and remind the children to finish as quickly as possible
- **Grade 6 – Senior High** may go alone or if appropriate with one "buddy" of the same sex, and within a short time limit

### SIGN IN/SIGN OUT POLICY

- Children may not be released to older siblings, cousins, etc. unless WRITTEN permission is received by the parent or guardian; a Permission to Release form will be attached to the Awana registration packet
- **Nursery and Puggles** – parents will fill out the sign-in/sign-out sheet, including the Pager # they are given when they drop their child(ren) off
- **Sunday School** – attendance will be taken at the start of Sunday School; at pick up, parents will initial the attendance sheet to sign their child out
- **Children's Church** – attendance will be taken at the start of Children's Church; at pick up, parents will initial the attendance sheet to sign their child out
- **Cubbies** – will be picked up from their classroom
- **Sparks** – will be picked up from a designated area in the Family Center
- **T & T** – will be picked up from their classroom
- **Trek** – will be picked up from a designated area in the sanctuary
- **Journey** – will be released at the end of the Awana evening

### ACCIDENT/INJURY POLICY

- An accident/injury form must be filled out for any incident that causes a bump to form, requires ice, draws blood (like a gash, not a "strawberry"), or causes any other concern
- A First-Aid Kit is located on top of the refrigerator in the Family Center and in the Sunday School building
- Zion Church of Kurten will not administer ANY medications with the exception of Epi Pens & Inhalers or anything deemed MEDICALLY NECESSARY by a doctor
- Inform Senior Pastor and/or Family Ministry Director of the incident

### WELL CHILD POLICY

In order to protect the health of all the children, ***please keep children home if they have been on antibiotics for LESS than 24 hours or if they have experienced any of the following symptoms in the LAST 24 hours:***

- Fever over 100.4 (child should be fever free for 24 hours without the aid of medication)
- Vomiting
- Diarrhea
- Skin rashes or eruptions (except diaper rash)
- Coughing associated with a respiratory infection
- Runny nose with a yellow or green discharge
- Yellow or green drainage from the eye
- Parasites such as nits, lice, mites, or ringworm
- Drainage in any form from the ear

### CONFIDENTIALITY POLICY

- All reports of Child Abuse and/or Neglect will be ABSOLUTELY confidential
- Information is shared only with the reporting agency, the Senior Pastor, and/or the Family Ministry Director
- A breach in confidentiality is grounds for immediate removal from the volunteer position

# Child Safety Policy Training

## Abuse & Neglect Training

Zion Church of Kurten

I acknowledge that I have read, understood and agree to abide by Zion's Child Safety Policy.

I acknowledge that I have read and understood Zion's training on Abuse & Neglect and that I agree to contact the appropriate person if I suspect Abuse and/or Neglect.

I agree that if I have any questions or concerns regarding this information that I will contact the appropriate Director of the ministry in which I am serving.

Date Completed

Full printed name/Signature

Primary phone number

e-mail



**Dear Brothers and Sisters,**

Thank you for considering pursuing the vision for the next generation with us. The opportunities in Family Ministry are varied enough to involve many different people with different gifts. If you have a heart for God and a desire to make Him known to the next generation, there is a place for you in these ministries. Our volunteer process is designed to help determine where our opportunities and your gifts and interests come together.

We prayerfully consider every person who applies to partner with parents and our Family Ministries in service to our young people. Volunteers ministering to infants, children, youth, and/or young adults are required to fill out applications and complete a screening process. We take very seriously our responsibility to diligently work through every stage of the application process and to do it in a timely manner. We look forward to receiving your applications and talking with you more.

For the Joy of the Next Generation,

The Zion Church of Kurten Family Ministry Team

# VOLUNTEER APPLICATION FOR FAMILY MINISTRY

Name (Circle One) Mr. Mrs. Miss: \_\_\_\_\_

Parents' Names (if applicant is a minor): \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Preferred Phone #: H/C/W** \_\_\_\_\_ **Best time to call:** \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Place of Birth (City, County): \_\_\_\_\_

**\*\*\* Available volunteer opportunities are listed below. Please circle ALL that you are applying for.\*\*\***

## **NURSERY**

*Ministry to infants and toddlers on Sundays, evenings, various weekdays, and special events; We seek loving and nurturing caregivers who strive to lay a solid, spiritual foundation under the lives of the littlest at Zion.*

## **SUNDAY SCHOOL**

*Ministry to children, youth, and young adults (Ages 2-Grade 12) on Sunday mornings; We seek a variety of positions including teachers, praise and worship leaders, small group leaders, and classroom helpers.*

## **CHILDREN'S CHURCH**

*Ministry to children (Ages 3-Kindergarten) on Sunday mornings during the sermon; We seek teachers to lead praise and worship and teach the Bible lesson and classroom helpers.*

## **JUNIOR HIGH & SENIOR HIGH**

*Ministry to youth and young adults (Grades 6-12) on Sunday evenings, Wednesday evenings, and at other on-going or one-time events*

## **AWANA (Approved Workmen Are Not Ashamed)**

*Ministry to children, youth, and young adults (Ages 3-Grade 12) on Wednesday evenings; We seek a variety of positions including but not limited to classroom helpers, games helpers, kitchen staff, listeners, etc.*

## **VBS (Vacation Bible School)**

*Ministry to children, youth, and young adults during a specific week (to be determined) in the summer; We seek a variety of positions including but not limited to teachers, games coordinators, skit participants, craft helpers, classroom helpers, kitchen staff, clean-up staff, etc.*

## **SPECIAL NEEDS MINISTRIES**

*As the need arises, we seek to provide aides/classroom helpers so that children with special needs can join in our mainstream classes and children's activities.*

## PERSONAL REFERENCE INFORMATION

Please list THREE personal references that are NOT family members and have known you for at least **ONE** year.  
(Employer, mentor, friend, etc.)

*\*\*\* Email addresses are crucial as we will be sending out electronic reference forms whenever possible.*

1. Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (Home or Work): \_\_\_\_\_

FULL Mailing Address: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (Home or Work): \_\_\_\_\_

FULL Mailing Address: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (Home or Work): \_\_\_\_\_

FULL Mailing Address: \_\_\_\_\_

\_\_\_\_\_

***I authorize Zion Church of Kurten and its agents to contact my references.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If applicant is a minor, a parent should sign above and print name here: \_\_\_\_\_

# APPLICANT QUESTIONS

1. Briefly describe your relationship with God and your personal testimony:

\_\_\_\_\_ I am a member in good standing at Zion Church of Kurten and I am willing to live in harmony with its leadership, statement of faith, and members.

\_\_\_\_\_ I am not a member of Zion Church of Kurten.

\_\_\_\_\_ I am a regular attendee who is in service \_\_\_\_\_ times a month.

\_\_\_\_\_ I attend another church.

Please list your church here and a contact name and number for the Senior Pastor.

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\_\_\_\_\_ I do not attend church anywhere at this time because:

***Please read our statement of faith as an Evangelical Free Church (purple sheet) and sign here if you are willing to live in harmony with the statement and the leadership of this church.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

2. Please describe any gifts, training, education, or other factors that would apply to your ministry to infants, children, youth, and/or young adults.

3. What motivates you to become involved in Family Ministry?

# AUTHORIZATION FOR CRIMINAL/COURT RECORDS CHECK

**\*\*\*Please read carefully before signing. Complete this form only if you are at least 18 years of age.\*\*\***

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate staffing/volunteer decisions. This information will be shared with ONLY the appropriate personnel in making staffing/volunteer decisions.

Full Name of Applicant (Printed): \_\_\_\_\_

Other names you have used, including MAIDEN, and the date(s) your name(s) changed:

\_\_\_\_\_

Social Security #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

***I authorize Zion and their agents to investigate my background as it pertains to employment, appointment, or volunteer considerations. This may include information contained in public records that could include criminal files at the county, state, and federal jurisdiction levels, motor vehicle records, and investigations of employment history and performance, and educational credentials. I hereby release all persons, companies, or corporations furnishing such information from liability and responsibility. I understand that I may be re-screened periodically and authorize Zion and its agents to do so.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# CONFIDENTIAL INFORMATION

**Applicant's Name:** \_\_\_\_\_

*We understand the following questions are of a very personal nature and we will take all reasonable steps to protect your privacy. These questions are designed to help us provide a good working environment for all of the volunteers and participants of our programs.*

*Answering "yes" to any of the following questions will not necessarily disqualify you for work in Zion Family Ministries. The senior pastor and/or an elder may interview you, however, to determine whether that issue has a bearing on your ability to work in or volunteer in Zion Family Ministries.*

**1. Have you ever been arrested, put on deferred adjudication, convicted of, charged with, indicted for, or plead guilty to a crime (including DWI or DUI) other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_**

*If YES, please explain (attach a separate page if necessary).*

**2. Have you ever been convicted of, charged with, indicted for, or plead guilty to an action prohibited by the Texas Family Code or a similar code in another state? Yes \_\_\_\_\_ No \_\_\_\_\_**

*If YES, please explain (attach a separate page if necessary).*

**3. Have you viewed pornography within the last two years? (This includes reading, watching, or listening to pornographic material including but not limited to: books, magazines, television shows, movies, internet sites, or telephone services.) Yes \_\_\_\_\_ No \_\_\_\_\_**

*If YES, please explain (attach a separate page if necessary).*

**4. Were you ever personally a victim of child abuse? Yes \_\_\_\_\_ No \_\_\_\_\_**

*If YES, please explain when and where it occurred and what impact it had on your life then and now (attach a separate sheet if necessary).*

**5. Is there any health related reason, disability, or impairment that would keep you from effectively and safely working with children? Yes \_\_\_\_\_ No \_\_\_\_\_**

*If YES, please explain (attach a separate page if necessary).*

# ZION CHURCH OF KURTEN

## FAMILY MINISTRY COVENANT

*I recognize that as a Christian it is both my privilege and my responsibility to be under the authority of God and His Word. I affirm and promise, God helping me, to abide by the following biblical principles as guideposts for my life and for my involvement in Family Ministry at Zion Church of Kurten.*

### **PRINCIPLE #1: SPIRITUAL GROWTH (2 Peter 1:5-11)**

- † to strive toward growth in faith and to fan the flames of my love for God and His Word; to "walk in a manner worthy of the calling" and thus be an example in "speech, conduct, in love, in faith, and in purity" to the infants, children, youth, and young adults I lead (Ephesians 4:1; 1 Timothy 4:12)

### **PRINCIPLE #2: DILIGENCE (Colossians 3:23-24)**

- † to prepare all materials and classroom space ahead of time so that I am ready to serve when needed
- † to arrive ahead of the children and be present when they enter my room or ministry area
- † to implement the Expectations of Behavior (Rules) and Consequences posted in the classrooms
- † to work diligently in my ministry not looking for the praise of men but working only to please Jesus; knowing that "my labor is not in vain in the Lord" (1 Corinthians 15:58) and that one day I will hear the words "well done good and faithful servant, enter into my rest" (Matthew 25:21)

### **PRINCIPLE #3: TEAMWORK (Proverbs 27:17, 1 Corinthians 12:7, Galatians 6:2-5)**

- † to work toward a unified vision of ministry by making efforts to participate in trainings and meetings arranged by the leadership for the personal growth and encouragement of others
- † to resist envying the gifts of another or comparing myself to another but rather to conscientiously use my God-given gifts in my area of service
- † to enhance the ministry to infants, children, youth, and/or young adults by encouraging my brothers and sisters in their labors for the kingdom knowing that we are all working toward the same end of glorifying God
- † to choose to judge another person's actions and words in the best possible light knowing that we are all on the same team; to avoid causing dissension or discord by working toward making Zion Family Ministries a glory to God
- † if I disagree with a policy or decision, I will choose either to overlook it or to discuss it graciously with the person responsible for the policy or decision
- † if a conflict with another should arise, I will choose either to forgive and forget or to confront according to the guidelines set forth in Matthew 18:15-17:

*1. To go to my brother alone in humility and love to reconcile our difference or to exhort my brother - always with the goal of reconciliation and gaining a brother*

*2. If the situation warrants further attention, to bring one or two others with me if my initial attempt is rebuffed*

*3. If the situation cannot be resolved and it should be pursued further, I will then bring it to the attention of a Director, Elder, and/or Pastor*

**PRINCIPLE #4: MAINTAIN AN “UNHINDERED” ENVIRONMENT (Luke 18:16, Matthew 18:5, 6)**

- † to refrain from inappropriate behavior and also avoid any appearance of evil in relating to adults, infants, children, youth, and/or young adults
- † to admonish and report questionable and/or inappropriate behavior in volunteers

***I understand the principles and definitions outlined in the covenant and I am willing to abide by them. I continue to embrace and joyfully resolve to work in harmony with my brothers and sisters to implement the vision of ministry to families as set forth by Zion Church of Kurten's Family Ministry Team.***

**Name (printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_