

Bethel Gospel Chapel Awana Parent/Guardian Handbook

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bethelnorthbay.twotimtwo.com



Mission Statement:

To reach young people and their families with the gospel of Christ and to train them to serve the Lord with their whole heart.



PARENT/GUARDIAN HANDBOOK



Dear Parent(s) or Guardian(s):

Bethel Gospel Chapel counts it a privilege to minister to your children and to your family. We want to first thank you for allowing your children to come to Awana. We trust your children will have a great time and that after their first visit they will not be able to wait for the next Awana Club meeting! This booklet provides important information about the Awana ministry here at Bethel Gospel Chapel.

The Bible, in Proverbs 22:6, instructs us to “*Train up a child in the way he should go, and when he is old, he will not depart from it.*”

Realizing that today’s young people are regularly confronted with significant, life-changing decisions, Awana’s Bible-based curriculum can assist you in establishing a firm foundation for children’s daily lives. Our leaders recognize that each young person is special to God and to us!

Dan & April Jarvis

Awana Ministry Directors
Bethel Gospel Chapel

Ken Ferron

Pastoral Elder, Awana Contact
Bethel Gospel Chapel



PARENT/GUARDIAN HANDBOOK



Awana Leadership

Awana Ministry Directors	Dan & April Jarvis	bethelnb.awana@gmail.com Home: (705) 752-4768
<u>Club Directors:</u>		
Cubbies (Ages 3 & 4)	Christina Forsyth	cubbies.bethel@gmail.com Cell/Text: (705) 471-1614
Sparks (SK – Grade 2)	Kelly St. Clair	kelly@theflowergarden.ca Home: (705) 752-3454 Cell/Text: (705) 492-5063
T&T (Grades 3 – 6)	Andrew Robinson	directortandt.awana@gmail.com Cell/Text: (705) 498-5421
Trek (Grades 7 - 9)	Jared Burke	trek.bethel@gmail.com Cell/Text: (705) 493-9589
Awana Contact, Pastoral Elder	Ken Ferron	ferronken@gmail.com (705) 474-2346

Awana Clubs at Bethel Gospel Chapel

Cubbies: This club is designed for 3 and 4-year-olds, for the two years before attending Senior Kindergarten in Ontario. Children must be 3 by December 31st of the current club year and must also be toilet trained.

Sparks: This club is for children in Senior Kindergarten through Grade 2.

T&T (Truth & Training): This club is for children in Grades 3 to 6. The Large Group time is experienced together while small group (Handbook time), is divided by grade.

Trek: This club is for children in Grades 7 to 9. Some Grade 9 clubbers choose to become Leaders within the Awana program once they have finished Year 2 of Trek.



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What is Awana?!?

Awana stands for **A**pproved **W**orkers **A**re **N**ot **A**shamed (2 Timothy 2:15)

Awana is an international organization that offers resources to help the overall ministry of the local church with community outreach, discipleship, and leader development. It is structured somewhat similarly to Boy Scout and Girl Guide clubs, but also encourages children and young adults to grow in their relationship with Christ through Bible story learning, and with a particular emphasis on Scripture memorization.

The club appeals to children of all ages because of its exciting games, awards system, and special events. More than 2.3 million kids, in more than 100 countries, are involved in Awana programs every week.

Children's lives are forever transformed. Volunteers grow as leaders. Families become stronger and churches build community through active involvement in Awana. Our world needs the hope that only Christ gives. God is using Awana to raise up children, parents/guardians, and leaders who are devoted to knowing Scripture, loving the Lord Jesus Christ, and reaching others with His gospel of salvation and eternal life.

Awana not only has a "heart" for supporting the local church and ministering to children and adults, but is foundationally interested in promoting the strength of each family unit. Families are encouraged to be involved in Awana programs through helping children to do their handbook work and to memorize their verses each week. They are also invited to take part in special events such as Awana Grand Prix and Awards Night. The Awana children's ministry provides the local church with a special means of reaching out to community families, and sharing the love of Christ with all.



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Information, Registration, and Plan-to-Protect

At Bethel Gospel Chapel, we take our responsibility seriously in providing a safe environment and preventing the abuse of children entrusted to our care. Bethel Gospel Chapel has a protection plan for children, youth, and adults which establishes the criteria for ministry personnel recruitment and screening, as well as child and youth protection procedures.

A ***Child and Youth Ministries Registration and Consent Form*** will be completed by a parent or legal guardian for each child registered for the AWANA Club. This form includes crucial contact and allergy information and is mandatory for all off-site trips that may occasionally be planned. Registration for Awana can now be done conveniently online at the **2Tim2** webpage (<https://bethelnorthbay.twotimtvo.com/>), but can also be done in person during the first night of club. A copy of the registration form is included at the back of this handbook for your reference.

The registration form includes a Photo Permission portion, allowing us to use photos internally that are taken of Awana children for Bethel Gospel Chapel use only. These photos will NOT be posted on the internet nor transmitted electronically on social media, unless separate permission is sought and granted.

To learn more about our Plan to Protect policy, please contact the Awana Ministry Directors or the Awana Pastor.

Please watch for announcements shared on our Awana website or occasionally in the form of printed handouts being sent home with clubbers or communicated electronically via email.



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How Much Does Awana Participation Cost?

There will be an annual registration fee due at the beginning of each Awana year. This fee will be used to offset a portion of the cost of Awana. The purpose of the fee is to give clubbers a sense of ownership and belonging in a club where they can learn about God's love and His great gift of salvation. Payment of the fee also shows children that their parents/guardians understand the importance of the Awana program as a part of their child's overall Christian education.

Registration Fee per clubber	\$30.00
Uniform (unique for each club)	\$20.00
Handbook	\$15.00
Cubbies/Sparks Book Bags (Optional)	\$10.00



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GENERAL EVENING SCHEDULE

Drop-Off: All clubs from Cubbies through Trek start promptly at 6:00 pm each Tuesday. Please do not leave your children at the chapel unsupervised before 5:45 pm. Leaders generally arrive around 5:45 pm, however, parents/guardians should not leave their child unless their leader has arrived. Please assist your younger children in hanging up their outdoor coats and changing footwear if required.

Pick-Up: It is also extremely important for parents/guardians to pick up their children promptly at the end of the evening, which is 7:45 pm. We appreciate our volunteers and don't want them to be held up getting their young ones home to bed either. With our Cubbies and Sparks clubbers, we ask that a parent/guardian must come in and pick up each child directly.

*The receiving and releasing of children six years old and under is closely monitored and therefore these children must be signed in and signed out of their respective classrooms. **Please note that for Cubbies, this will be done in the front foyer, rather than having to pick them up upstairs.**

Traffic flow near the building entryway can be challenging for drivers, especially on those nights when there is a fresh layer of snow and ice build-up on the driveway. In order to avoid cars from having to come to a full stop on the hill portion of the driveway, and to allow all families access to the parking, we're asking that when you are dropping off or picking up your children, you would please **drive up well past the front entry doors and on towards the back parking lot, located to the right.** This will help to alleviate traffic congestion at the front entryway and make it safer and easier for everyone involved. Pylons/rope will be used to indicate parking spaces that will not be available each night, again for the sake of safety.



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Every club night consists of the following three main activities:

Game Time

Running, jumping, cheering, etc. in team competition. All games take place in the gym (except Cubbies), therefore we ask clubbers to wear pants or shorts, and **RUNNING SHOES**. *If clubbers do not bring suitable shoes they may be asked to sit out of games.* Wet/Outdoor footwear is not allowed in the gym, and it would be unsafe to have your child running in sandals or socks. Game Time may also include Awards Time (for T&T), a very special part of the club night

Small Group (Handbook) Time

Small group teaching time with a leader(s) and children of similar age/grade level. The leader(s) prays with the group and children complete their book sections and review weekly memory work. Children then recite memorized verses from their handbook to a leader or designated listener.

Note: Sparks clubbers may say as many sections as they can in one evening but may be limited to two at a time to give others a chance to say sections, or, in order to pace themselves for the year.

The listening leader/designated listener is only allowed to give two helps per section, which includes help with the reference. The leader then signs the handbook section that was completed in a single sitting. Sections are to be signed in chronological order whenever possible. Exceptions can be made with the club Director's permission. Clubbers may be asked to explain a verse in their own words after reciting it. This helps promote not only memorization, but retention and understanding as well.

Parents/Guardians may check the handbook progress of their child(ren) at any point through the year by visiting the 2Tim2 website.

Large Group Time

A time of worship, singing, testimonies, and Bible stories. It may also include Awards Time (for Sparks).

RULES AND POLICIES

Show respect for God's House, God's Name, and God's Word.

Show respect for God-given authority. Have a loving, positive, Christ-like attitude towards other Awana clubbers and leaders.

Respect church property and the property of others.

Participate in all club activities: Game Time, Small and Large Group times.

No running in the building at any time except during Game Time.

Team points will be given to clubbers who wear their Awana uniform.

DISCIPLINE

Discipline is the process of teaching acceptable behavior and self-control.

Clubbers are required to come to attention and stop talking whenever a leader begins a 5-count for a group of clubbers.

Individual misbehaviour may require use of the 3-count by club Directors.

1) When a child continues to act inappropriately after receiving gentle reminders, a leader may then indicate a **one-count**.

2) If the clubber continues to create disturbances and disobeys a leader, the clubber is given a **two-count** and the incident is formally recorded in a discipline log. The clubber is taken aside and talked to by a Director or an Awana Ministry Director, and a parent/guardian will receive a phone call with relevant information being shared. The clubber and the parent/guardian is told that continued misbehavior will result in a **three-count**, which means removal from the program for the remainder of that evening, as well as a 1-week additional suspension from Awana club.

3) If a clubber continues to create problems, he/she is placed on a **three-count**. The clubber is removed from club and parents/guardians are asked to pick up their child immediately. Parents/guardians will be advised of the problem and told that the child will be welcomed back in two weeks' time, provided the clubber adheres to acceptable standards of conduct.



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PASSING HANDBOOK SECTIONS

The clubber must pass an entire section (all section answers, related word definitions, and memorized verses) during one sitting. They cannot look at their handbook during the recitation of the verses from the book section.

Clubbers must pass sections with no more than two “helps.” Each help may include three words or less, or any other hint for the child. Clubbers must recite the full Bible reference (chapter and verse). If a leader supplies the verse Bible reference, this counts as one help.

Clubbers must answer any additional questions and complete any additional activities within the section.

Clubbers must pass sections in order, unless otherwise noted in the handbook or with permission of the club Director. Clubbers must answer questions and give any related word definitions in their own words.

EARNING ATTENDANCE AWARDS

The Club attendance award for Sparks is earned each quarter if the Clubber attends all, or nearly all, scheduled club nights (one absence is allowed). Excused absences include sickness, being out of town with family, mandatory school functions, or other reasons deemed by the Director to be an acceptable reason for club absence.

BRINGING A FRIEND TO AWANA

In every AWANA handbook for children ages Sr. Kindergarten to Grade 2, there is a section that requires bringing a visitor to Club that does not attend any other Awana Club. The intent of this section is to actively involve children in reaching others with the Gospel of Christ on an individual basis. We encourage clubbers of all ages to participate in bringing friends to Awana at any time, but also have a particular focus on this aspect during “invite-a-friend” nights which usually happen twice each year. When your child does plan to bring a new friend to club, it is helpful if you let your child’s club Director know this beforehand so that they can have name tags and a welcome package ready for them when they first arrive.

Some circumstances make it difficult for a child to successfully bring visitors to club. We understand this, and so have prepared a number of alternative activities that may be used at a club Director’s discretion:

- Complete an extra activity sheet designed by our Awana Missionary
- Memorize assigned sections from a provided Bible Basics handout.
- Invite three friends, and have your parent sign a paper for your leader that says you have invited them to club, even though they were unable to attend in person.
- Do an outreach program, for example, visit a nursing home, or bring a friend to a special event, church, or other church function
- Show your Awana handbook to a friend and explain our Club to that friend. Ask your parent to sign a paper for your leader that says you have completed this outreach activity.



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AWANA AWARDS

CUBBIES: On completion of the clubber's handbook, Cubbies receive a Handbook Award. Clubbers may also receive special recognition for completing special day sections and/or other extra credit work.

SPARKS BOOK AWARDS: In the Sparks club, a clubber can earn a First Book Medallion, a Second Book Medallion, and a Third Book Sparky Sculpture Trophy. There are also additional Frequent Flyer books that earn clubbers a Frequent Flyer pin upon completion.

TRUTH AND TRAINING (T&T) & TREK BOOK AWARDS: In the T&T and Trek clubs, there are a series of six possible awards for book completion.

1st Book Medallion (Alpha Award) is awarded for completion of one handbook (from Grade 3 through Grade 12).

2nd Book Medallion (Excellence Award) is awarded for completion of two handbooks (from Grade 3 through Grade 12).

Note: *If a clubber is in Grade 6 or higher and has earned their Excellence Award, they can attend **Awana Scholarship Camp**. Ask your Awana Ministry Director for more details regarding this opportunity.*

3rd Book Medallion (Challenge Award) is awarded for completion of three handbooks (from Grade 3 through Grade 12).

4th Book Trophy (Timothy Award) is awarded for completion of four handbooks (from Grade 3 through Grade 12).

5th Book Medallion (Milestone Award) is awarded for completion of five handbooks (from Grade 3 through Grade 12).

6th Book Trophy (Meritorious Award) is awarded for completion of six handbooks (from Grade 3 through Grade 12).

Note: *The Awana **Journey Program** for Grade 9-12 students is offered at Bethel as a self-directed program. Ask your Awana Ministry Director for details.*

POINTS AND TEAM COMPETITION

Teams will be assigned the first night your child attends club and may be changed periodically to ensure balance (i.e., in terms of numbers or grades). Visitors may ask to be placed on the same team as the clubber who brought them. However, if that same visitor returns to club regularly, they may be placed on another team depending on total team balance. For some clubs, new teams are formed regularly throughout the club year.

Points will generally be awarded for the following items, but may vary from club to club:

- WEARING THE UNIFORM
- BRINGING THEIR HANDBOOK (or entrance booklet)
- BRINGING A VISITOR TO CLUB
- BRINGING A BIBLE TO CLUB
- ATTENDANCE AT CLUB
- HANDBOOK SECTIONS COMPLETED DURING SMALL GROUP
- GAME TIME TEAM POINTS

Bonus points may be given at the discretion of the club leadership.

Awana Club Calendar

Awana Club meets each Tuesday night September through April. Special Dates to take note of will show up on the Awana **2Tim2** (<https://bethelnorthbay.twotimtwo.com/>) website but dates are subject to change. Please watch for posted updates or changes.

**November and December are Regional Awana Missionary
Coin Drive Collection Month**

Frequently Asked Questions (FAQs)

What do we do during inclement weather?

We will make an attempt to contact each clubber family in the event that Awana is cancelled. Parents/guardians can also find the announcement on the **2Tim2** website. Please note that we do not necessarily cancel club just because local school buses have been cancelled due to bad weather. We will try to make the call and contact families by early afternoon at the latest.

What is the Grand Prix and who can participate?

The Awana Grand Prix is a model car race event for Grades 3-6. Clubbers may purchase small pine blocks of wood and plastic wheels to construct their cars, usually with the help of a parent/guardian. During the actual Grand Prix, clubbers compete in two categories: speed and design. At Bethel, we also offer a Parent/Guardian/Leader/Trek category. Younger Cubbies and Sparks age children are encouraged to partner up with a parent/guardian or a leader to join in the fun of the races.

HOW CAN A PARENT/GUARDIAN BE INVOLVED?

The success of your clubber's Awana year depends greatly on the involvement of you, the parent/guardian. Here are some ideas to get you thinking about ways to help your child have a super year:

- Help your clubber complete their book sections each week (note that Cubbies, T&T, and Trek follow a group-progression model completing one main handbook section each week, with additional Silver/Gold/extra sections also available for completion/points; Sparks need to recite two sections each week in order to complete the handbook in one year, but may choose to recite more or less sections each week, depending on their progression and goals).
- Check the online 2Tim2 calendar regularly for club updates and events. Read any notices received in your email inbox ... they are important!
- Volunteer to be an Awana listener or leader. We could use help listening to all the sections the clubbers have come prepared to recite. Help us in nurturing God's love in these young hearts.
- Attend special events in which your child is involved.
- Encourage your child in their efforts. Help them to understand the importance of memorizing scripture, and in becoming involved in various club and church activities as one way of serving God.



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Appendix A

CHILD AND YOUTH MINISTRIES REGISTRATION AND CONSENT FORM

Club/School Year _____

My child participates in the following Bethel Ministries

- Sunday School
 AWANA
 The Branch (Youth Group)
 Bethel Repertory Company
-

Full Name _____ Date of Birth _____ Grade _____

Address _____

Phone Number (H) _____ (C) _____ Email _____

Note: Please advise if there are child custody arrangements that we should be aware of.

Parent/Guardian Name(s) _____

Address (if different from above) _____

Phone Number (H) _____ (C) _____ (W) _____

Email _____

In case of an emergency, contact _____

Does your child have any allergies, physical, emotional, mental, behavioral concerns or limitations that staff should be aware of? Yes No

If yes, please explain



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Is your child bringing any medication with him/her?

Yes No

If yes, please list

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

If medical treatment is required, every effort will be made by a Bethel Gospel Chapel representative to contact the child's parent/guardian immediately to make all medical treatment decisions and authorizations. If the representative is unable to contact the child's parent/guardian and a decision or authorization has to be made to secure treatment, I/we, the parents or guardians named below, authorize Bethel Gospel Chapel ministry lead or ministry personnel to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, the parents or guardians named, undertake and agree to indemnify and hold harmless Bethel Gospel Chapel and its ministry personnel and its leaders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Bethel Gospel Chapel, as well as of any medical treatment authorized by the supervising individuals representing Bethel Gospel Chapel. This consent and authorization is effective only when participating in or traveling to events sponsored by Bethel Gospel Chapel.

Communication

Communication is to be used solely for the dissemination of information relating to the program your child is registered in. Your signature grants permission for Bethel Gospel Chapel ministry leads and ministry personnel to communicate with your child via telephone, email and text.

Photographs/Videotapes

Photographs and/or videos of your child may be taken during the year. They are for Bethel Gospel Chapel's internal use only, e.g. bulletin boards/awards evenings/year-end celebrations. They will NOT be posted on the Internet nor transmitted electronically on social media.

May we have your permission to take photos and/or videos of your child(ren) for the above-stated purposes?

Yes No



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Off-Site Activities

Supervised activities may take place off-site. Your permission is required. Notes are sent home to inform you of each off-site activity. If for any reason your child cannot take part in off-site activities, please inform us.

Purposes and Extent

Bethel Gospel Chapel is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign your child to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our organization. If you wish Bethel Gospel Chapel to limit the information collected, or to view your child's information, please contact us.

Parent/Guardian Options

I have read, understood and agree with the above and sign to cover all child program activities for the program year effective as stated below. A separate Informed Letter of Consent will be sent home for off-site activities and activities of elevated risk.

Parents/Guardian Signature _____

Printed Name _____ Date _____

This permission form is effective for the club/school year noted at the top of the form.

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Bethel Gospel Chapel. Any medical information collected here serves to authorize Bethel Gospel Chapel, and its staff and volunteers, to obtain medical assistance in emergencies. This form should be completed annually by the parent/guardian.