

# **Awana**

## **Basic Volunteer Description**



### **I. PURPOSE**

- A. To participate with a team of people in the Awana Club program.
- B. To lead children to Jesus so that they can accept Him as their personal Lord and Savior.
- C. To help children grow in their relationships with God, teachers, and other children.

### **II. RESPONSIBILITIES**

- A. Participate on Wednesday nights at the Awana Club.
- B. Be on time.
- C. Help recruit potential club workers for service.
- D. Encourage and pray for members of your team and the children in your club.
- E. Help where needed.

### **III. REQUIREMENTS**

- A. Be a born-again Christian.
- B. Be an individual who is faithful in:
  - personal Bible study and prayer
  - attendance to club
  - attendance to Sunday worship service
  - a godly life-style
  - team ministry
- C. Be an individual who is:
  - patient
  - enthusiastic
  - genuine
  - helpful
- D. Be an individual who interacts well with other people and desires to be a contributing member of a dynamic ministry team.
- E. Participate in scheduled volunteer meetings.

For more information, contact Pastor Jim at [jimc@westminster.org](mailto:jimc@westminster.org).

To learn more about Awana, check out their website at [www.awana.com](http://www.awana.com)

## **Volunteer Information**

**Awana** is our mid-week kids program that meets on Wednesday nights from September through April.

**Awana** is an international organization that promotes reaching kids for Christ and blends Bible teaching, Scripture memorization and tons of fun.

Each evening includes three components:

**Handbook Time** is where each child works through his or her handbook and Bible to learn God's Word and to earn store bucks and awards.

**Council Time** presents a clear, consistent presentation of the gospel and lessons from the Bible. It gives the kids a time to learn from special guests and speakers.

**Game Time** is the most popular time of the evening as teams compete in various fun and exciting games on the Awana circle.

Our three clubs consist of

**Cubbies** (3 - 5 year olds)

**Sparks** (Kindergarten thru 2<sup>nd</sup> grade)

**T&T** (3<sup>rd</sup> – 5<sup>th</sup> grade)

## **Volunteer Needs**

Commander  
Administrator (Finances – Ordering)  
Store Director

### **CUBBIES**

Director  
Secretary  
Craft Director  
Game Director & Assistant  
Room coordinator

### **SPARKS**

Director  
Secretary - K  
Secretary – 1<sup>st</sup>  
Secretary – 2<sup>nd</sup>  
Kindergarten Director  
    Room coordinator  
    Room leaders - listeners  
1<sup>st</sup> Grade Director  
    Room coordinator  
    Room leaders - listeners  
2<sup>nd</sup> Grade Director  
    Room coordinator  
    Room leaders - listeners  
Council Time Director  
Craft Director  
Game Director & Assistant  
    Game leaders

### **T & T**

Director  
Secretary - Girls  
    Secretary – Boys  
Girls Director  
    Room leaders - listeners  
Boys Director  
    Room leaders - listeners  
Council Time Director  
Game Director & Assistant  
    Game leaders

# **Volunteer Positions Descriptions**

## **DIRECTORS**

- First responsibility is to your leaders.
- Oversee the club meetings (i.e. direct handbook time, etc.)
- Meet regularly with leaders.
- Establish club standards and policies.
- Keep accurate records.
- Be a Christ-like example.
- Regularly evaluate club and make necessary changes.
- Delegate wisely and appropriately.
- Support leaders and workers.
- Assign leaders and workers to groups.
- Assist new leaders and workers.
- Coordinate substitute workers when needed.
- Attend Directors' meetings.
- Fill in for absent leaders.

## **AWANA ADMINISTRATOR**

- Work closely with the Commander and Club Secretaries.
- Keep inventory of supplies.
- Order materials, handbooks, uniforms, etc.
- Process registrations.
- Keep accurate financial records.

## **CLUB SECRETARY**

- Work closely with the Director and Awana Administrator.
- Keep adequate inventory of supplies.
- Keep attendance record of clubbers and workers.
- Order awards, handbooks, etc. through Awana secretary.
- Keep records of awards.

## **GRADE LEADERS**

- First responsibility is to your clubbers.
- Encourage spiritual growth in each clubber.
- Attend Leaders' meetings.
- Listen to children during Handbook Time as they recite their verses.
- Keep records of clubbers' progress.

## **LISTENERS / SUBSTITUTES**

- First responsibility is to your clubbers.
- Listen to children during Handbook Time as they recite their verses.
- Encourage and love the children.

## **COUNCIL TIME TEAM**

- Be prepared each week for Council Time.
- Individuals who are gifted at telling Bible stories and who are at ease in front of a large group.

## **GAME TIME TEAM**

- Be prepared for games each week.
- Direct each game during Game Time.