

Mt. Calvary Baptist Church of Lanham



2017-2018 PARENT/GUARDIAN HANDBOOK

Pastor Charles E. Cato, Sr., Senior Pastor
Pastor Antoine Norris, Youth Pastor

Welcome to Awana!

Dear Parents/Guardians,

We are so excited that you have chosen Awana at Mt. Calvary Baptist Church of Lanham (MCBC)! Here at MCBC, we are committed to supporting our children and youth in their spiritual journey to know, love and serve God. We are certain that your child will find the Awana program to be both biblically educational and fun.

We ask that you read this Handbook in its entirety as it outlines the Awana program at MCBC. Should you have questions that are not addressed in this handbook, please do not hesitate to contact one of your Awana Administrators listed below. For a complete list of Awana Leaders go to page 3.

Ms. Jillian Martin, Director, 240-676-6902, jillian.e.martin@gmail.com

Ms. Pat Strickland, Treasurer 410-721-8231, ppstrickland54@yahoo.com

Ms. Gwen Martin, 240-676-6903, gwenelain65@hotmail.com

Ms. JaKenna Martin, 301-437-1553, jakenna.martin@gmail.com

We thank you for this opportunity to serve and minister to your child. We do not take for granted your trust and the responsibility that comes with being Awana Leaders. We look forward to partnering with you and your child on this journey.

Sincerely,

Awana@MCBC

2017-2018 Awana Leadership

Pastor Charles E. Cato, Sr., Senior Pastor
Pastor Antoine Norris, Youth Pastor

Administrators

Jillian Martin, Director
Pat Strickland, Awana Treasurer
Gwen Martin
JaKenna Martin

Awana Clubs

Puggles (Ages 2-3y)

Angel Twymann
Katrina Hunter

Cubbies (4-5y Pre-K)

Pat Strickland

Sparks (K-2nd Grade)

Mary Clinton
Sofonda Allen
Michelle Butler

T&T (3rd-6th Grade)

Gwen Martin
Karen Brown
JaKenna Martin
Jillian Martin

Trek (7th-8th Grade)

Tammie Bell-Woodard
Lenase Shands

Journey (9th-12th Grade)

VACANT

Awana GameTime

Tianna Morris

***An updated Leadership list will be provided at Open House on September 13, 2017.**

FAQs

What is Awana?

Awana is an evangelism and long-term discipleship program that actively involves parents and church leaders in the spiritual growth of children and youth.

For more information on Awana, go to <https://www.Awana.org>.

What does Awana mean?

Awana stands for **A**pproved **W**orkmen **A**re **N**ot **A**shamed, which is a reference to 2 Timothy 2:15 (KJV).

What does 2 Timothy 2:15 (KJV) say?

2 Timothy 2:15

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15

Note: Students must recite the scripture reference, the verse, and then the scripture reference again. Please begin to practice this with your child.

What is the Earnest Prayer of Awana?

“That all children and youth throughout the world will come to know, love, and serve the Lord Jesus Christ.”

What version of the Bible is used during Awana?

Awana at MCBC uses the New King James version of the Bible. NOTE: Awana students who memorize and recite verses from other versions of the Bible will receive credit so long as it is a correct recitation of that version of the verse.

Who can be involved in Awana?

Awana is for children and youth ages 2-years-old (potty-trained) to 17-years old (or a senior in high school). There are also opportunities for adults to be involved as Awana Leaders, sponsors and volunteers. For information on how to volunteer, donate, or otherwise get involved, please contact an Awana Administrator.

When and where is Awana held?

Awana is held on **Wednesdays from 7:00PM to 9:00PM at Mt. Calvary Baptist Church**. For the 2017-2018 Year, Awana will run from **September 13, 2017 through May 30, 2018**. Awana begins promptly at 7:00PM in the Fellowship Hall. Each Club will also be assigned a designated classroom. For more information, please contact your Club Director.

Awana follows the Prince George's County Public Schools Academic Calendar and schedule for school closings. If, Prince George's County schools are closed on a Wednesday for school breaks, holidays, etc., Awana will not meet.

What do you mean by Awana Club?

Awana is divided into (6) clubs based on age/grade. The Clubs are as follows:



When and where is drop-off and pick-up for Awana?

All Students should be dropped off in the Fellowship Hall of the Church. **Drop-off/sign-in begins at 6:45PM.** Please be advised that Leaders will not receive students prior to that time. **Awana starts promptly at 7:00PM. Please be on time.**

All students must be picked up and signed out by 9:00PM each Wednesday in the Fellowship Hall of the Church. **Please be on time. Leaders will only release students to adults (18 years or older) designated on the PICK-UP AUTHORIZATION & RELEASE FORM. No exceptions.** Students who drive themselves to and from Awana will be permitted to sign themselves in and out.

How much does Awana cost?

Registration Fee: The Registration fee for Awana is \$30.00 per child for the year. Financial Assistance is available to offset the registration fee. We want every child to be able to participate. Please contact Pastor Charles E. Cato, Sr. or Pastor Antoine Norris directly for more information. All inquiries are confidential.

Dues: Awana encourages Students to be cheerful givers. Dues for the 2017-2018 Year are as follows:

Puggles and Cubbies – 25¢ per week per child
Sparks and T&T – 50¢ per week per child
Trek and Journey – \$1.00 per week per child

All money collected (Registration fees and dues) will go to support the Awana program.

What happens to lost/misplaced Awana items?

It will be the parent/guardian's responsibility for the cost (i.e. cost of the item, plus any tax and shipping) to replace any handbooks, backpacks, uniforms, awards, etc. Additionally, students are responsible for keeping track of their Awana Bucks. Please be advised and advise your Student that lost/misplaced Awana Bucks will be forfeited and cannot be replaced.

What is the Student Dress Code?

Each Student will be provided one (1) Club uniform that once earned must be worn to Awana each Wednesday. Additional uniforms may be purchased at an additional cost to the parent/guardian. Students earn their uniform and handbook by completing the Club Entrance Booklet.

Uniform Guidelines: Students are expected to wear their Awana uniform at Awana and all Awana sponsored activities. The goal of Awana is to have 100% of our Students in uniform. A properly worn uniform helps Students earn respect and credibility. All uniforms must be clean and neat. All vests and shirts (if applicable) buttoned.

Dress Code Rules:

1. Students **MUST** wear their designated uniform. (All students must earn their uniform and handbook by completing the Club Entrance Booklet.)
2. Students **MUST** wear tennis shoes to Awana for safety during Game Time. No flip flops, sandals or open-toed shoes.
3. Shorts/skirts **MUST** be an appropriate length. (Skirts must have shorts underneath.)
4. Tank tops should not be worn.
5. No revealing clothing or clothing which reveals any part of the midriff should be worn.
6. No clothing which shows the undergarments should be worn.
7. Clothing should not contain obscene or offensive graphics, words, pictures, etc.

NOTE: Leaders reserve the right to determine whether any form of dress or grooming is inappropriate.

Who are the Awana Leaders and how do I identify them?

For more information on Club Leaders, please refer to the Leadership list on page 3 of this Handbook.

You will be able to identify Awana Leaders by their designated Club shirts and name badges. Leaders **MUST** wear their designated Club shirts and name badges at all times on Awana nights, events, etc. At no time should you leave your Student with anyone not wearing his/her Awana credentials (i.e. uniform, badge, etc.)

What is the Awana at MCBC attendance policy?

Awana Attendance: Students are expected to be present and on time each Wednesday, unless there is a school closing, holiday, etc. Students can only have one (1) unexcused absence in each quarter (3 mos.) of an Awana Year in order to receive the Attendance Award. Sickness, family vacations, and other circumstances outside the Student's control are considered excused absences with a note from a parent/guardian.

Please note that if your child has had the following symptoms in the last 24 hours, please do not bring him/her to Awana:

- A fever of 99 degrees or higher
- Stomach distress—vomiting, nausea or diarrhea
- Skin rashes or abrasions, including but not limited to impetigo, measles, mumps, chicken pox, etc.
- Persistent coughing associated with respiratory infection, including cold, bronchitis, etc.
- Runny nose with yellow, green or colored discharge and/or congestion associated with a cough or fever
- Conjunctivitis (pink eye)
- Parasites, of any form such as lice, mites, ringworm, etc.

While we are not requesting immunization records, we highly recommend that all children be current on their immunizations and shots. Additionally, **please be sure to identify your child's known allergies/medical conditions on the Registration Form.**

School Closings/Inclement Weather: Awana follows the Prince George’s County Public Schools Academic Calendar and schedule for holidays and school closings. Awana will not meet on Wednesdays, if Prince George’s County schools are closed.

What is the Awana at MCBC discipline policy?

Please know that discipline is **NEVER** physical. Leaders **MUST NOT** hit, push, kick or otherwise act in a manner inconsistent with the law towards any Student. It is always our prayer that no situation arises that requires discipline. However, should the need arise, Leaders will use the following:

The Five (5) Count: In a group setting, when a leader needs Students’ attention, the Leader will loudly and slowly count from 1-5, while holding up one hand and counting on his/her fingers. Students who are not quiet by the count of five (5) run the risk of losing points towards Awana Bucks.

Additionally, if a student is disrespectful or disruptive during Awana, the Leader will use the following:

- First Offense: The Student is verbally counseled, but kept in class. A record is made of the offense.
- Second Offense: The Student will be sent to the Awana Director or Administrator until a parent/guardian arrives to discuss the behavior at pick-up. A record is made of the offense.
- Third Offense: The Student will be taken to the sanctuary to join his/her parent/guardian during Mid-Week Adult Bible Study. If the parent/guardian is not attending Mid-Week Adult Bible Study, the Leader or designee will contact the parent/guardian requesting an immediate pick-up by an adult (18 years or older) designated on the PICK-UP AUTHORIZATION & RELEASE FORM. Until the parent/guardian arrives, the student will remain with the Awana Director or Administrator.
- Fourth Offense: The Leader will follow guidelines listed under the Third Offense, and the Student will not be permitted to participate in Awana for three (3) weeks.

What are Awana Bucks and how are they used?

Awana Bucks are used as an incentive to encourage Students to give their best in and out of Awana. Awana Bucks reward Students for their participation, good behavior, etc. Awana Bucks may be used to purchase items from the Awana at MCBC store. The Awana at MCBC store is available to Students three (3) times an Awana Year. Awana Bucks must be used within the 2017-2018 Year. Students may earn Awana Bucks for the following:

Wear uniform to Club (once earned)	One (1) Buck
Bring Handbook to Club (once earned)	One (1) Buck
Bring Bible to Club	One (1) Buck
Attend Sunday school or Worship Service	Two (2) Bucks
Scripture Memory (each portion)	Two (2) Bucks
Winning Team at Game Time (each member)	Two (2) Bucs
Best Behavior	One (1) Buck
Participate in Theme Nights	Two (2) Bucks
Finish jewel, discovery or challenge	Five (5) Bucks
Finish Book	Twenty (20) Bucks
Bring a Friend to Awana	Five (5) Bucks
Present and on-time to Club	One (1) Buck

Participate in missions or volunteer work	Five (5) Bucks
Honor Roll	Five (5) Bucks
Lead prayer, small group discussion time, etc.	Two (2) Bucks
Youth role at church (i.e. choir, usher, praise dance etc.)	Two (2) Bucks

Leaders may provide additional opportunities for Students to earn Awana Bucks.

What are AWANA Awards?

Each Student has the opportunity to earn awards. These awards may be worn on the uniform or displayed in some other manner, depending on the Club. Awards are only given when a Student is in uniform. Awards represent achievement and spiritual growth in the knowledge of God and His Word. We encourage all Students to strive for their highest potential. Each Student works at his/her own pace and will be guided and helped by a Club Leader.

What do we expect from Awana Students, Parents/Caregivers, and Leaders?

We expect our Students to:

- Attend Awana regularly and be on time for Awana.
- Be prepared and ready to learn and participate in Awana.
- Wear their uniforms and tennis shoes and have their Awana materials each week.
- Complete and turn in their assignments on time and be prepared to recite their scriptures each week.
- Respect the church, their family, others and self.
- Follow directions and give their best in and out of Awana.
- Be responsible and keep track of their handbooks, uniforms, backpacks, Awana Bucks, etc.
- Give cheerfully.

We expect our Parents/Caregivers to:

- Support their child spiritual growth by praying with and for their child.
- Bring their child to Awana weekly and on time.
- Make sure their child is dressed appropriately (i.e. wearing uniform and tennis shoes) and prepared for Awana.
- Help their child complete assignments and learn their scriptures.
- Give cheerfully.
- Lead by example to inspire and motivate their child to pray more, learn more, do more and become more.

We expect our Club Leaders to:

- Be present, prepared and ready to teach and engage with the students each week in Awana.
- Establish a safe, orderly, and positive climate focused on teaching, learning, and fun.
- Be flexible, positive, compassionate, and patient in an effort to help students become their spiritual best.
- Work collaboratively with other Awana and church leaders to further the mission of the Awana program.
- Give cheerfully.
- Lead by example to inspire and motivate students to pray more, learn more, do more and become more.

ADDITIONAL INFORMATION

HANDBOOK TIME GUIDELINES (Memory Verses)

Students earn their handbook and uniform after completing the Club Entrance Booklet. Completing the Entrance Booklet generally takes Students one (1) to (2) weeks. Handbook Time is a segment of Awana where Leaders work with Students to recite scripture and discuss how to apply God's Word using their Handbooks. This is the discipleship core of the evening.

Leaders will use the following guidelines for Handbook Time:

1. To complete a Handbook in one (1) Awana year, a Student must have two (2) to three (3) sections in their Handbook completed when they arrive to Awana each week.
2. Parents/Guardians may initial work completed at home, but Students must recite their verses for Leaders to pass the section.
3. A parent/guardian who serves as an Awana Leader must not pass his/her own child's section, unless there is no other Leader available or other circumstances do not permit.
4. If Students do not bring their Handbook to Awana, sections will not be passed or checked as completed by the Leader.
5. Students will receive one (1) Awana Buck per section completed, if verses are recited separately.
6. When attending Awana at another church, sections must be checked as completed at MCBC for our permanent records and to receive awards.
7. All sections must be passed in order, with the exception of the "bring a visitor" section, which may be passed anytime during the Awana Year. Siblings may not share the same visitor for credit. If a visitor has been to Awana twice in an Awana Year, he/she cannot be counted as a visitor again.
8. All Handbook credits must be completed by the Wednesday, May 23, 2018 for credit towards awards to be presented at the Awards Ceremony on May 30, 2018.

9. To receive credit, Students must recite the scripture reference, the verse, and then the scripture reference again. Students must pass an entire section during one session. They cannot quote one verse, then look at their book before quoting another verse in the same section.
10. Students must be able to provide (when required by the section), the definitions of certain words in a verse. They can define the word in their own words or using the Awana definitions.
11. In T&T, the Silver and Gold sections are extra credit and may be done at any time.
12. Helps: What is a "help?" A help can be 1-3 words of assistance or the equivalent of a hint of three (3) words or less, depending on the Student and/or the verse. Students must pass sections with no more than two (2) helps, per section. Students will be provided two (2) craft sticks (i.e. popsicle sticks). If necessary, the Student will give the Leader a stick to indicate help is needed. This will help both the Student and the Leader remember how many helps have been given. Remember: Limit 2 sticks (or "helps") per section.

MISSIONS, VOLUNTEERISM AND FIELD TRIPS

Missions: The goal is for students to participate in one (1) mission opportunity in the fall and one (1) in the spring.

Volunteer work: The goal is for students to participate in three (3) volunteer opportunities per year.

Field trips: The goal is to have at least one (1) field trip in the fall and one (1) in the spring.

COMMITMENT PLEDGES

Please review the Commitment Pledges on the next page of this Handbook for yourself and with your child. Please sign and have your child sign and return to your Club Leader. The Leader will also sign the Commitment Pledge. We encourage you to sign and have the Leader sign even if your child is unable to sign. You will receive a copy as a reminder of the commitment we have all made towards your child's spiritual growth.

Awana@MCBC COMMITMENT PLEDGES

Student PLEDGE	Awana Parent/Guardian PLEDGE	Awana Leader PLEDGE
<p>I understand that my relationship with God is important. In all things, I will strive to know, love and serve God. I am committed to sharing the Gospel of Jesus Christ [God's Word]. I am also committed to the following:</p> <ul style="list-style-type: none"> • Attending Awana regularly and being on time for Club. • Being prepared and ready to learn and participate at Awana. • Wearing my uniform and tennis shoes and having my Awana materials each week. • Completing and turning in my assignments on time and being prepared to recite my memory verses each week. • Respecting my church, family, others and myself. • Following directions and giving my best in and outside of Awana. • Giving cheerfully. <p>Student Name: _____ Student Signature: _____ Date: _____</p>	<p>I understand that my child's relationship with God, as well as my own is vital. In all things, I will encourage my child to know, love and serve God. I am committed to sharing the Gospel of Jesus Christ [God's Word]. I am also committed to the following:</p> <ul style="list-style-type: none"> • Supporting my child's spiritual growth by praying with and for my child. • Bringing my child to Awana weekly and on time. • Making sure my child is dressed appropriately (i.e. wearing uniform and tennis shoes) and prepared for Awana. • Helping my child to complete assignments and learn his/her memory verses. • Giving cheerfully. • Leading by example to inspire and motivate my child to pray more, learn more, do more, and become more. <p>Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____</p>	<p>I am committed to supporting the children/youth of MCBC and to parents/guardians in training their children to know, love and serve God. I am committed to sharing the Gospel of Jesus Christ [God's Word]. I am also committed to the following:</p> <ul style="list-style-type: none"> • Being present, prepared and ready to teach and engage with Awana students each week in Club. • Establishing a safe, orderly, and positive climate focused on teaching, learning, and fun. • Being flexible, positive, compassionate and patient in an effort to help students become their spiritual best. • Leading by example to inspire and motivate children/youth to pray more, learn more, do more and become more. • Attending church regularly, studying the Word of God, praying for the church and Awana students, parents/guardians and Leaders. • Giving cheerfully. <p>Leader Name: _____ Leader Signature: _____ Date: _____</p>