



**Shadow Mountain Community Church
Leader Handbook
2023-2024**

Website: <http://www.shadowmountain.org/awana>
 Email: awana@shadowmountain.org
 Facebook: <https://www.facebook.com/groups/smcc.awana/>
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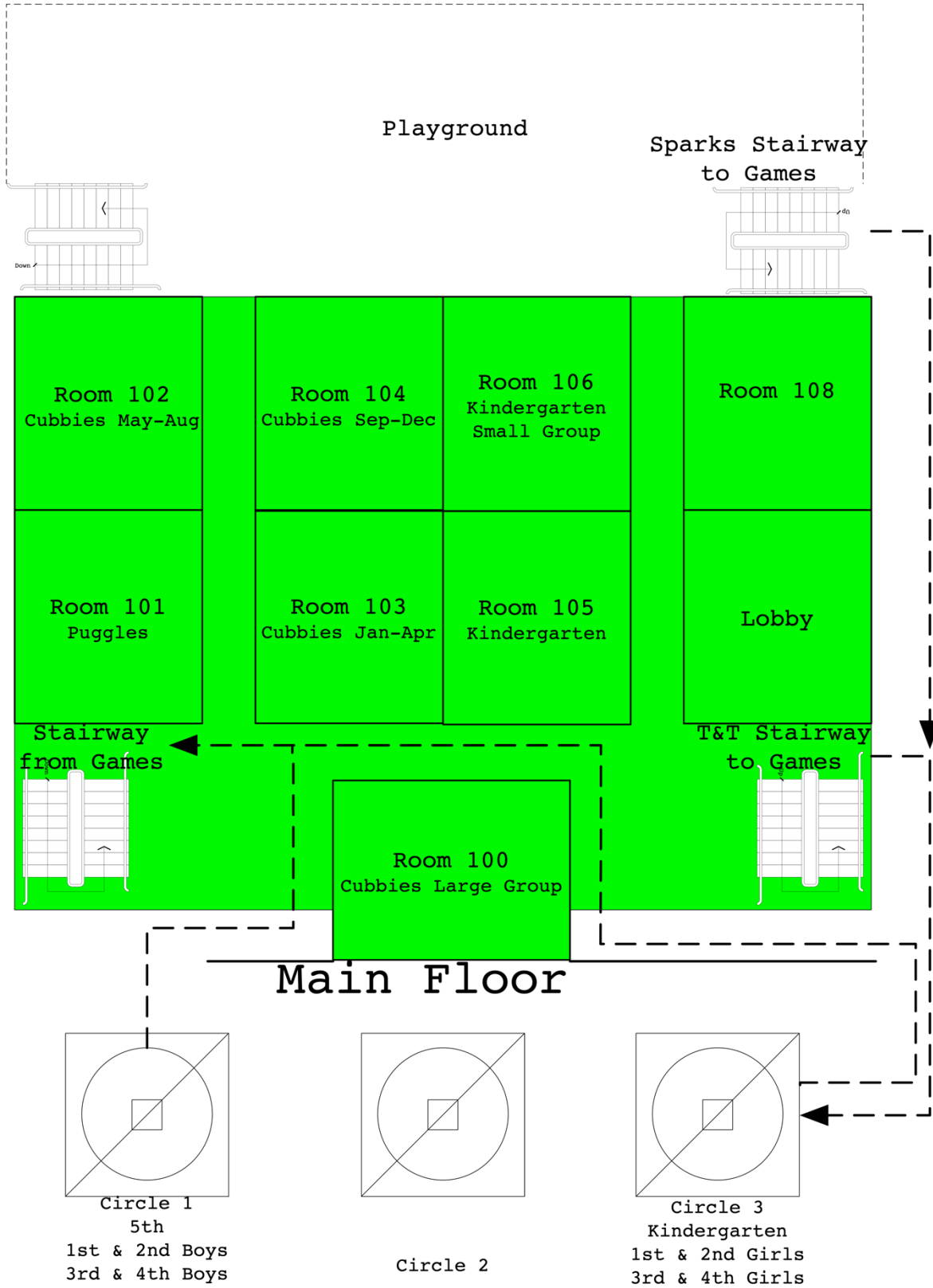
Schedule

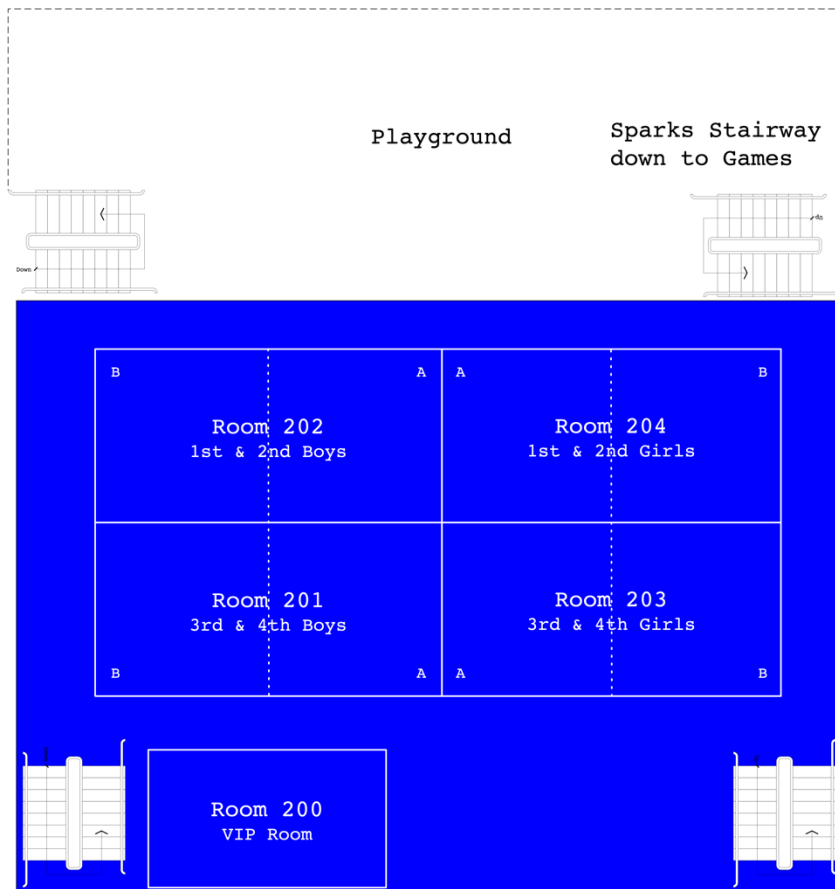
	Puggles	Cubbies 103	Cubbies 102	Cubbies 104
6:15-6:30	101 – Check-in & Play	103 – Check-in & Book Time	102 – Check-in & Book Time	104 – Check-in & Book Time
6:30-6:50	Playground	103 – Flags & Music	102 – Flags & Music	104 – Flags & Music
6:50-7:10	101 – Snack & Craft	100 – Story Time	100 – Story Time – A’s Playground – B’s	Playground
7:10-7:30	101 – Play	Playground	100 – Story Time – B’s Playground – A’s	100 – Story Time
7:30-7:45	101 – Story Time	103 – Snack & Craft	102 – Snack & Craft	104 – Snack & Craft
7:45	101 – Checkout	103 – Checkout	102 – Checkout	104 – Checkout

	Sparks Kindergarten	Sparks 1st & 2nd Boys	Sparks 1st & 2nd Girls
6:00	105 – Check-in	202A – Check-in	204A – Check-in
6:20-6:35	105 – Flags & Worship	204B – Flags & Worship	204B – Flags & Worship
6:35-7:05	Circle 3 – Games	204B – Large Group	204B – Large Group
7:05-7:35	105/106 – Small Group	Circle 1 – Games	Circle 3 – Games
7:35-8:05	105 – Large Group	202A – 1 st Small Group 202B – 2 nd Small Group	204A – 1 st Small Group 204B – 2 nd Small Group
8:05-8:10	105 – Awards	202A – Awards	204A – Awards
8:10	105 – Checkout	202A – Checkout	204A – Checkout

	T&T 3rd & 4th Boys	T&T 3rd & 4th Girls	T&T 5th Grade
6:00	201A – Check-in	203A – Check-in	Basement – Check-in
6:20-6:35	Basement – Flags & Worship	Basement – Flags & Worship	Basement – Flags & Worship
6:35-7:05	Basement - Large Group	Basement or 203B - Large Group	Circle 1 - Games
7:05-7:35	201A – 3 rd Small Group 201B – 4 th Small Group	203A – 3 rd Small Group 203B – 4 th Small Group	Basement – Large Group
7:35-8:05	Circle 1 – Games	Circle 3 – Games	Basement – Small Group
8:05-8:10	201A – Awards	203A – Awards	Basement – Awards
8:10	201A – Checkout	203A – Checkout	Basement – Checkout

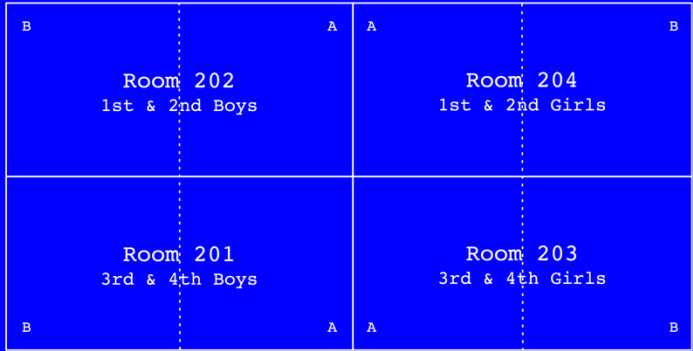
Building Map





Playground

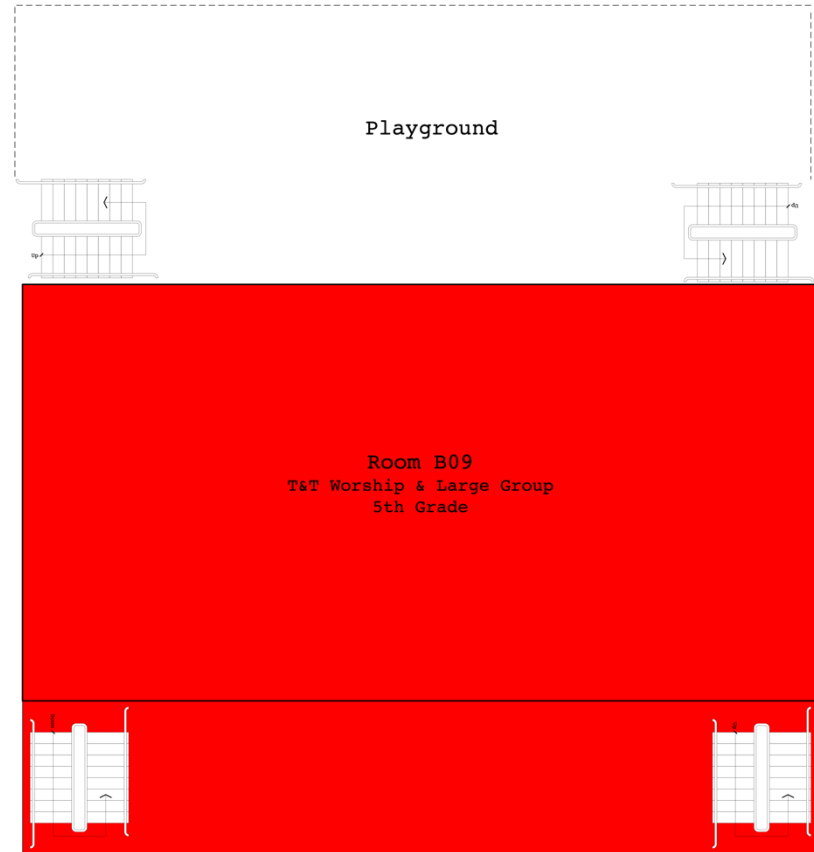
Sparks Stairway
down to Games



Stairway up from
Games or down to
T&T large group

Top Floor

T&T Stairway
down to Games



Playground



Stairway down
from games or to
T&T large group

Basement

Stairway up to
Games or T&T
small group

2023-2024 Awana Calendar

Wednesday	Events	Puggles	Cubbies	Sparks	T&T	Sunday	Trek	Journey
8/23/23	Leader Training					8/27/23	Trek Check	Faith Foundations
8/30/23	Kick-off Night		Bear Hug A & B Green Apple	John 3:16	Start Zone 1	9/3/23	Labor Day Break	
9/6/23		1.1	Bear Hug 1	Rank 1	Start Zone 2	9/10/23	1.1	Romans 1
9/13/23		1.2	Bear Hug 2 Red Apple	Rank 2	1.1	9/17/23	1.2	Romans 2
9/20/23		1.3	Bear Hug 3	Rank 3	1.2	9/24/23	1.3	Romans 3
9/27/23	Crazy Hat/Hair Night	1.4	Bear Hug 4	Rank 4	1.3	10/1/23	1.4	Romans 4
10/4/23	Go Offering - pennies	1.5	Bear Hug 5	Rank 5	1.4	10/8/23	1.5	Romans 5
10/11/23	Go Offering - nickels	1.6	Bear Hug 6 Green Apple	Rank 6	1.5	10/15/23	1.6 & 1.7	Romans 6
10/18/23	Go Offering - dimes	1.7/1.8	Bear Hug 7	Rank 7-8	1.6	10/22/23	Review 1	Review 1
10/25/23	Noah's Ark Night Go Offering - Quarters	2.1	Bear Hug 8	Red 1.1-1.2	2.1	10/29/23	2.1	Romans 7
11/1/23	Go Offering - Dollars	2.2	Bear Hug 9	Red 1.3	2.2	11/5/23	2.2	Romans 8
11/8/23	Go Offering Reward Night	2.3	Bear Hug 10 Red Apple	Red 1.4	2.3	11/12/23	2.3	Romans 9
11/15/23	Fill the Pantry Night	2.4	Special Day Thanksgiving	Green 1.1-1.2	2.4	11/19/23	2.4	Romans 10
11/22/23	Thanksgiving Break					11/26/23	2.5	Romans 11
11/29/23		2.5	Bear Hug 11	Green 1.3	2.5	12/3/23	Christmas Party	
12/6/23	Christmas Party	3.1	Special Day Christmas	Green 1.4	2.6	12/10/23	Christmas Break	
12/13/23	Christmas Break					12/17/23	Christmas Break	
12/20/23	Christmas Break					12/24/23	Christmas Break	
12/27/23	Christmas Break					12/31/23	Christmas Break	

1/3/24	Christmas Break					1/7/24	2.6 & 2.7	Romans 12
1/10/24		2.6	Bear Hug 12	Red 2.1-2.2	2.7	1/14/24	Review 2	Review 2
1/17/24		2.7	Bear Hug 13	Red 2.3-2.4	2.8	1/21/24	3.1	Galatians 1
1/24/24	Half & Half Night	2.8	Bear Hug 14 Green Apple	Green 2.1-2.2	3.1 & 3.2	1/28/24	3.2	Galatians 2
1/31/24		3.2	Bear Hug 15	Green 2.3-4	3.3	2/4/24	3.3	Galatians 3
2/7/24	Missionary Offering	3.3	Bear Hug 16	Red 3.1-3.2	3.4	2/11/24	Super Bowl	
2/14/24	Missionary Offering	3.4/3.6	Bear Hug 17 Special Day Missions	Sparks Drive-in	3.5	2/18/24	3.4	Galatians 4
2/21/24	Missionary Offering	3.5	Bear Hug 18 Red Apple	Red 3.3-3.4	3.6	2/25/24	3.5	Galatians 5
2/28/24	Retro Night Missionary Offering	3.7	Bear Hug 19	Green 3.1	3.7	3/3/24	3.6 & 3.7	Galatians 6
3/6/24	Missionary Offering Reward Night	3.8	Bear Hug 20	Green 3.2-3.3	3.8	3/10/24	Review 3	Review 3
3/13/24		4.1/4.2	Bear Hug 21	Green 3.4	4.1 & 4.2	3/17/24	4.1	Ephesians 1
3/20/24	Mismatch Night	4.3	Special Day Easter	Red 4.1-4.2	4.3	3/24/24	4.2	Ephesians 2
3/27/24	Easter Break					3/31/24	Easter Break	
4/3/24	Easter Break					4/7/24	4.3	Ephesians 3
4/10/24		4.4	Bear Hug 22 Green Apple	Red 4.3	4.4	4/14/24	4.4	Ephesians 4
4/17/24		4.5	Bear Hug 23	Red 4.4	4.5	4/21/24	4.5	Ephesians 5
4/24/24	Sports Night	4.6	Bear Hug 24	Green 4.1	4.6	4/28/24	4.6 & 4.7	Ephesians 6
5/1/24	Preview Night	4.7/4.8	Bear Hug 25	Green 4.2-4.3	4.7	5/5/24	Review 4	Review 4
5/8/24	Leader Awards	Puggle Awards	Bear Hug 26	Green 4.4	4.8	5/12/24	Mother's Day	
5/15/24	Catch Up Night Silly String Director Night		Cubbies Awards	Catch Up Night		5/19/24	Catch Up Night	
5/22/24	Year End Celebration							

Events

Event Dates	Event
8/23/2023	Leader Training
10/7/2023	Awana Ministry Conference
11/11/2023	Phantazmorama
2/3/2024	Grand Prix
2/14/2024	Sparks Drive-in
3/2/2024	T&T Awana Games & Bible Quiz/Sparks-a-rama
3/8/2024-3/10/2024	T&T Boys Desert Campout
3/16/2024?	Trek & Journey Awana Games & Bible Quiz
4/12/2024-4/13/2024	T&T Girls Campout
6/23/2024-6/29/2024	Southwestern Leadership Camp

Small Group Leader Responsibilities

A Small Group Leader leads his or her group of clubbers through the night. They will be the adult that spends the most time with a clubber. The priority of a small group leader is to build relationships with their assigned clubbers for the purpose of discipleship.

- Pray regularly for club, clubbers, and leadership.

During Small Group Time:

- In your leader book, review and complete the sections your group will be working through.
- For T&T:
 - Ask clubbers the questions from their book and ask them to share what they wrote.
 - Ask clubbers any discussion questions from the small group guide.
- For Sparks:
 - Read the story from the clubbers' book.
 - Ask the clubbers questions about the story you just read.
 - Ask clubbers any discussion questions from the small group guide.
 - Guide the clubber through their activity sheet.
- Help the clubbers learn the verse(s) if they haven't already memorized them.
- Confirm their understanding of the Scripture they have studied and memorized.
- Discuss ways they can apply the Scripture and Bible Study/Story to their lives.
- Listen to and sign off verses. **Follow Awana's recommended standards for reciting verses:**
 - **Recite all verses in a section, including review verses, without looking at the book.**
 - **Allow two helps per section (a help is three to four words)**
 - **Recite the reference with the verse.**
- Pray with your group each week.

During Large Group Time:

- During large group time, clubbers will sit with you by group.
- Help the speaker to maintain order by telling clubbers to be quiet (and sit between misbehaving or talkative clubbers if necessary).
- Don't sit or stand in the back of the room.

During Game Time:

- During game time, pick a color line and be a cheerleader for the clubbers on that line.
- Don't stand off to the side and talk to other leaders. Be involved in the games.
- Help escort clubbers to the bathroom.

Additional Responsibilities:

- Contact each of your clubbers at least once each month. You can call, email, text, or write a postcard or letter. Talk to and get to know the parents too.
- From 6:00-6:15, listen to verses and help with crowd control in the check-in room.
- From 6:15-6:35, participate with the clubbers during the opening and worship time. Stay with your small group.
- **Before and after every transition, take a count of the clubbers in your group. We don't want to lose any clubbers in the transitions. Clubbers' nametags will identify to which group they belong.**
- **Send birthday postcards to each of your clubbers on their birthday.**

Game Leader Responsibilities

- Pray regularly for club, clubbers, and leadership.
- Assist with setting up and tearing down the game square.
- Read the games rules ahead of time so you can know and understand the rules to the games being played that night.
- Be prepared to demonstrate how each game is played.
- Lead the clubbers in playing the game.

Secretary Responsibilities

Check-in (6:00-6:20)

- Check-in the clubbers in your assigned rooms.
- Leaders can check their children in before 6:00, all others need to wait until 6:00.
- Rooms 101-104 will accept leaders' children before 6:15, but all other parents must wait in the hallway until 6:15.
- The parent keeps their pick- up tag and the secretary puts the third nametag in the check-in book.
- For Sparks and T&T:
 - Put a red, blue, green, or yellow mark on the clubber nametag keeping the teams balanced for boys and girls.
 - Ask the clubber if they brought their Bible, their Handbook, and if they attended church and check if they are wearing their uniform. Record their color and all these items on their nametag in the check-in book. Then enter this information into the computer (after check-in).
- Guests must check-in in the lobby. If a guest comes directly to your room, please send them back to the lobby to get a nametag. Once they arrive in your room, send the guest to the club director who will assign them to a small group.
- A guest can visit as many times as they want without registering.
- After check-in, make sure to give the Club Director the check-in book to keep as an emergency roster.

For Sparks and T&T Secretaries Only

- Guests will receive entrance booklets. They only get a book bag and uniform once they have registered in the lobby at the registration table.
- Once a **registered** clubber has completed their entrance booklet, give them their handbook.
- When a clubber comes up to you
 - They will show you their completed book and you will enter the completed sections into Approved Workman.
 - All awards should be put on the clubbers uniform at that time.
- Make sure that the treasure box is filled and refill it from the treasure box in the basement.

For Cubbies Secretaries Only

- Guests will receive entrance booklets. They only get a book bag and uniform once they have registered in the lobby at the registration table.
- Once a registered clubber has completed their entrance booklet, give them their handbook Help the director prepare the craft and set out the snack.
- Have the patches ready to present to the clubber on patch award night.

Club Director Responsibilities

The club director oversees their assigned club for the night.

- Arrives at 5:45 to make sure everything is ready and stays until 8:30 when all the clubbers are picked up (choir clubbers are dropped off in the nursery).
- Makes sure that all the clubbers and Small Group Leaders get to where they need to be at the right time throughout the night—acts as the timekeeper for their club.
- If a Small Group Leader is missing, shifts clubbers or Small Group Leaders around to make sure groups are covered.
- Answers parent questions.
- Handles any discipline problems.
- Trains any Small Group Leaders that are not quite doing what they need to.
- Contact your Small Group Leaders once or twice a month to encourage them and pray for them.
- Assigns new clubbers to a small group.
- Is the up-front person for your assigned club.
- At the end of the night:
 - Makes announcements.
 - Recognizes those who received awards that night (as recorded on Approved Workman) having them select an award from the treasure box.
 - Announces the winning team (as recorded by points entered by secretary on Approved Workman).
- Attends the 4 quarterly director's meetings.

Club Discipline

5 Count

- Group leader starts counting to 5.
- All leaders and clubbers must be quiet before 5 is reached.

3 Count

- Given if a particular child is being a discipline problem.
- 1 count—clubber is being warned that he is being a discipline problem and needs to behave.
- 2 count—clubber is taken aside and talked to by the club director.
- 3 count—clubber is taken aside and talked to by the commander and parents are called.

Passing a Section

1. This tells what needs to be completed for the section to be signed off

2. Then sign and date the section

BibleBiography Luke 19:1-10 1:4

You say it! Track 26

Luke 19:10
For the Son of Man has come To seek and to save That which was lost.

Lost – sinners who need to trust Jesus as Savior

To finish this section:

- Tell your leader the ways Zacchaeus changed after he met Jesus.
- Say Luke 19:10.

REVIEW

Leader's signature: _____ Date: _____
 Green Jewel 1:4 completed.

Learn from Zacchaeus' biography:

- Jesus came to earth to seek and to save sinners.
- Like Zacchaeus, we are all sinners. Trust Jesus to save you and make you into a new person.

HOORAY!
 You just earned your first Green Jewel.

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SECTION 1.2 COMPLETE

Leader Signature: _____ Date: _____

BONUS BOX

Ask your parent or another caring adult to write about or draw a time when he or she had trouble making the right (or good) choice, and what makes a choice right or wrong. Tell what you shared it. Start Here.

WELL, THAT WAS A BAD DECISION!

UM, BETH? I KINDA SORTA BLEW UP THE DISPLAY. DO YOU HAVE ANOTHER PLAN?

WHAT?

BETH, BIRK, DO YOU READ ME? WE NEED YOU TO USE THE BACK-UP POWER CELLS IN THE GOD IS JUST DISPLAY AND REROUTE IT TO THE MAIN GENERATOR.

19 NKJV

For Sparks, the review bubble is only initialed when the clubber reviews the verse after the book has been completed.

- **All parts of a section must be recited without looking at the book**-including all verses, their references, and answers for oral questions. **This includes all verses in a review section.**
- All writing must be completed before the section can be signed off.
- No more than two helps per section. Each help should be no more than three or four words.
- Cubbies, T&T, Trek, and Journey clubbers should always complete the current night's sections first and then catch up any missed sections.
- Sparks must do sections in sequence except for the Bring-a-friend and Missionary sections.
- Extra credit and Sparks review sections can be completed any time.

Opening Ceremonies

Pledge to the Awana Flag

I pledge allegiance to the Awana Flag
Which stands for the Awana clubs
Whose goal is to reach boys and girls
With the gospel of Christ
And train them to serve him.

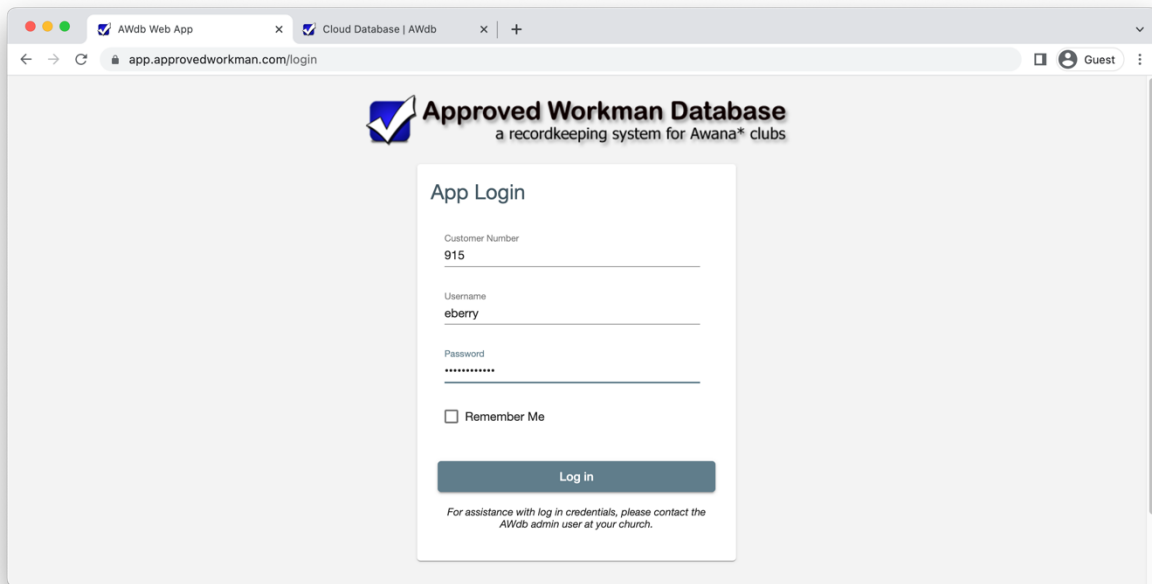
Cubbies Theme Song Lyrics

We are Awana Cubbies, we're happy all day long.
We know that Jesus loves us! That's why we sing this song.
We hop because we're happy and we jump and shout for joy.
For Jesus is a friend to us. He loves each girl and boy.

Sparks Theme Song Lyrics

We are "Sparks" for Jesus, "Sparks" to light the world,
We will shine for Jesus as we tell each boy and girl!
We will hide God's Word in our hearts;
We will serve Him right from the start;
From His love we never can part for we are
"Sparks!" "Sparks!" "Sparks!" "Sparks!" "Sparks" to light the world

Using Approved Workman



The screenshot shows a web browser window with two tabs: 'AWdb Web App' and 'Cloud Database | AWdb'. The address bar shows 'app.approvedworkman.com/login'. The page features the 'Approved Workman Database' logo and tagline 'a recordkeeping system for Awana® clubs'. The main content is a 'App Login' form with the following fields: 'Customer Number' (915), 'Username' (eberry), and 'Password' (masked with dots). There is a 'Remember Me' checkbox and a 'Log in' button. A note at the bottom of the form reads: 'For assistance with log in credentials, please contact the AWdb admin user at your church.'

Contact Eric at awana@shadowmountain.org to have an account created for you.

To login to Approved Workman

- URL: <https://app.approvedworkman.com>
- Customer Number: 915
- Username: first initial + last name, e.g., jsmith
- Password instructions will be sent to you when your account is created.

2. Click Members to view the Clubbers

1. Select a Wednesday club date (for a Wednesday club). Sunday dates may show other clubbers.

3. Click on the funnel to change the filter options and the gear to change the sort and display options

The screenshot shows a web application interface for a church. On the left is a navigation menu with options: Club, Members, Households, Online Registration, and DB Users. The main area is titled 'Members' and shows a list of 45 members. The member 'Berry, Eric' is selected. To the right of the list is a detailed profile for Eric Berry, with tabs for CHECK-IN, BOOKS, PERSONAL, and AWARDS. The PERSONAL tab is active, displaying personal information such as name, gender, birth date, age, member status, and external ID. It also shows role information (Primary Role: Active, Staff, Leader; Other Role: Active, Trek, Leader), household information (Berry - Cindy, Eric, Lily, Ella), contact info (E-mail: ericeberry@gmail.com), miscellaneous info (Preferred Bible Translation: NKJV, Primary Language: English), and medical info (Has special needs: No, Include on Medical List: No).

4. Click on the clubber you want to view

5. Then click on Personal to view their contact info

The screenshot shows a web application interface for a church. The top navigation bar includes the church name 'Shadow Mountain Community Church', a 'Members' tab, and a search icon. The main content area is titled 'Eric Berry' and shows a 'BOOKS' section. Under 'BOOKS', there is a list of units for a book titled '"His People" Bible Study'. Each unit has a progress bar with checkboxes for days 1 through 7. The units are: Unit 1: Inception, Unit 2: Contagion, Unit 3: Transformation, and Unit 4: Connection. A red arrow points from a text box below to the 'BOOKS' tab, and another red arrow points from a text box below to the dropdown arrow next to the book title.

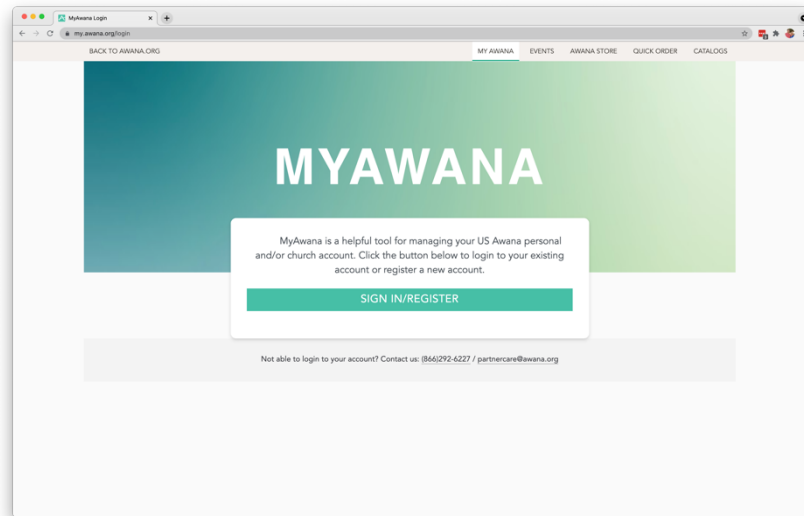
6. Click on Book to show and update book progress

7. You may need to change the book to view the progress on a different book

Online Training

Create an Account

1. Go to my.awana.org and click Sign-in or Create an Account.
2. After signing-in or creating your account, in the upper right corner, click Profile then My Profile.
3. Under the My Church section, select Add Church and add Shadow Mountain as your church and select your Awana Role and your Church Role.



Training Link

1. Go to <https://awanabasics.awana.org/>
2. Sign in with the account you created above.
3. Select the training appropriate for your role. Each training module takes about 2 hours and can be paused and restarted as needed.

