

# How to Use the Ten Standards of Excellence

**Clubs exhibit this standard by ensuring that:**

**Standard #1: We reach boys and girls with the Gospel of Christ and train them to serve Him.**

All leaders are ready to present the Gospel and know the steps to lead a child to Christ.

- Parents:
  - Pray for your child's Awana leader.
- Pastors:
  - Provide evangelism materials and tools through your church library or bookstore.
- Awana Ministry Director & Club Directors:
  - Include evangelism in your annual *Awana Basics* Training
  - Provide the [Gospel Wheel materials](#) to your leaders
  - Emphasize evangelism at prayer and planning meetings
- Leaders:
  - Attend evangelism training
  - Carry the Gospel Wheel with you during Awana

**In the large group time there is clear, age-appropriate teaching on the plan of salvation and an opportunity to trust Christ as Savior.**

- Parents:
  - After Awana, discuss with your children what the Large Group Time lesson was about.
  - If you have the gift of teaching, offer to present the lesson during Large Group Time.
- Pastors:
  - Offer to speak to your clubbers during Large Group Time.
- Awana Ministry Directors & Club Directors:
  - Provide guidelines for Large Group Time speakers.
  - Have resources on hand for speakers to use when developing children's lessons.
- Leaders:
  - Pray for your clubbers.
  - Talk about the Large Group Time lesson during Small Group Time, and make sure your clubbers understand the salvation message.

**Immediate follow-up takes place with clubbers who make decisions for Christ, reaching out to families when appropriate.**

- Parents:
  - Talk with your child's Awana leader about the spiritual progress of your child.
  - Offer to visit non-churched families whose children make decisions for Christ.
- Pastors:
  - Have the Awana Ministry Director report decisions to the church office, then follow up with a letter, phone call and visit to the family.
- Awana Ministry Director & Club Directors:
  - Report all decisions for Christ to the pastor and church office.
  - Have copies of the *What's Next?* book available for your leaders to give to clubbers.
  - Schedule a regular night for leaders to visit clubbers.
- Leaders:
  - When a clubber trusts Christ, talk with the parent who picks him up from Awana.
  - Give the clubber a copy of the *What's Next?* book.
  - Keep clubber contact information current (address, phone number).

**Directors organize special efforts to bring unsaved children into club.**

- Parents:
  - Encourage your clubbers to bring their friends to Awana; offer to transport them.
  - Volunteer to provide food or other needed supplies for special events (talk to the Awana Ministry Director and ask what is needed).
- Pastors:
  - Announce outreach activities in the bulletin and from the pulpit.
  - Pray for outreach efforts with the entire church.

- Awana Ministry Director & Club Directors:
  - Schedule at least one “Bring-a-Friend Night” each club year.
  - Conduct a yearly contest to bring visitors.
  - Refer to Awana Ministry Director and Director Role Books for outreach ideas.
- Leaders:
  - Volunteer to assist with planning and organizing special activities.

**Clubbers and their parents hear a clear presentation of the Gospel at special activities.**

- Parents:
  - Pray for each Awana activity; for the speaker and for unchurched family members to attend.
  - If you have the gift of teaching, offer to present the message at special activities.
- Pastors:
  - Offer to attend and present the gospel at Awana activities.
- Awana Ministry Director & Club Directors:
  - Schedule at least one “Parents’ Night” during each club year.
  - Conduct other special activities, such as Grand Prix racing, to attract clubbers and their parents.
  - Participate in Regional Games and Bible Quizzing events.
  - Provide guidelines to your speakers at special activities.
- Leaders:
  - Pray for each Awana activity; for the speaker and for unchurched family members to attend.

**Leaders strive to reflect Christlike character in their lives.**

- Parents:
  - Pray for your child’s Awana leaders.
- Pastors:
  - Include your Awana leaders in the prayers of the church.
  - Teach your Awana leaders how to exhibit the fruit of the Spirit.
  - Meet with your Awana leaders for encouragement and edification. Help them understand the importance of their ministry.
- Awana Ministry Director & Club Directors:
  - Pray for your Awana leaders.
  - Provide job descriptions for all workers, including desired character requirements (church attendance, service, etc.).
  - Plan service opportunities outside of club for your leaders.
- Leaders:
  - Be faithful in attending church and Bible studies.

**Standard #2: We recruit, train and motivate leaders to serve the local church.**

- Parents:
  - Consider your spiritual influence on your children and consider serving in an Awana club.
  - Meet your child’s leader and inform them of your child’s learning styles or special needs.
- Pastor:
  - Help (guide) your Awana Ministry Director to develop a good strategy for your Awana club.
  - Help Awana Ministry Director and Club Directors to understand their calling to the Awana ministry.
  - Help your Awana Ministry Director understand how the Awana ministry fits into the total church ministry, philosophy, and church direction.
  - Pray with your Awana Ministry Director and be an encouragement to him or her.
  - Have a prayer of dedication for all workers at the beginning of the club year.
  - Attend an Awana Ministry Conference.
- Awana Ministry Director:
  - Develop strategy, vision, and goals’ calendar for your club with your key leadership.
  - Develop a leader’s handbook that incorporates your church’s policies and guidelines.
  - Help leaders understand their calling to serve in Awana.
  - Provide job descriptions for workers in your club.
  - Pray that God will direct the right people to the Awana ministry in your church.
  - Provide needed training opportunities for your leaders.
  - Plan an adequate budget for your club so needed materials will be available.
  - Stay informed and in contact with your local Awana missionary or ministry team.
  - Keep prayer needs before the church.
- Club Director:
  - Provide job descriptions and recruit needed leaders for your club.
  - Meet regularly with leaders to pray and plan for your club.

- Encourage leaders to complete *Awana Basics* Training and attend Awana Ministry Conferences.
- Encourage leaders to be faithful and supportive of the church ministry.
- Leaders:
  - Pray for clubbers and their family.
  - Attend *Awana Basics* Training.
  - Set the needed example for clubbers.
  - Assist director in identifying possible new leaders.
  - Help parents understand how they can help their child succeed in Awana and in their Christian life.

**Standard #3: We use positive discipline throughout the entire club meeting.**

- Parents:
  - Be consistent with discipline at home.
  - Meet with your child's leader during the club year to review progress and behavior.
  - Pray for your child and Awana leaders.
- Pastor:
  - Review the standards of conduct for Awana with your Awana Ministry Director.
  - Send a letter to parents, explaining the discipline system and the three-count.
- Awana Ministry Director:
  - Put expectations (rules) or conduct standards in written form.
  - Start on time with an opening ceremony which is orderly and disciplined.
  - Use the five-count and the three-count consistently.
  - Establish a point system or use Awana shares to reinforce desired behavior.
  - Wear your uniform and require leaders to wear uniforms.
  - Communicate club schedule to all leaders.
  - Conduct an Awana Ministry Director & Club Directors' meeting during the summer to plan the club year.
- Club Director:
  - Encourage all leaders to be in uniform.
  - Create a positive atmosphere with your attitude, positive points, and special awards.
  - Create a poster with your club discipline standards, and hang it where it can be seen by everyone.
  - Schedule pre-club activities which are supervised by adults.
  - Wear your uniform.
  - Use a point system for clubbers in uniform.
  - Conduct a leaders' meeting during the summer to plan the club year.
- Leaders:
  - Help with pre-club activities. Interact with clubbers before the opening ceremony.
  - Arrive at club early.
  - Wear your uniform.
  - Use the five-count throughout the club night to control group attention.
  - Award sportsmanship points during Game Time.

**Standard #4: We attract children with games and activities.**

- Parents:
  - Volunteer to help with outings and other activities.
- Pastor:
  - Attend Regional Games or Game Time in club. Let the clubbers see you having fun.
  - Include Awana activities in church bulletins and newsletters.
- Awana Ministry Director:
  - Plan and publish a calendar by the first night of club.
  - Include theme nights in the club calendar.
  - Include fun activities outside the regular club night in your calendar.
  - Announce themes and activities weeks in advance.
  - Post your calendar on a bulletin board or communicate activities using flyers.
  - Publish an e-mail newsletter for your Awana leaders, including theme nights and activities.
  - Train all leaders to participate in Game Time.
- Club Director:
  - Review Awana references or other sources for ideas of fun activities.
  - Send flyers home with your clubbers announcing activities or establish an e-mail newsletter to parents.
  - Establish a point system to reinforce desired behavior.

- Create posters with team member's names listed.
- Maintain consistent teams as long as possible.
- Leaders:
  - Encourage every clubber to participate.
  - Encourage the clubbers who have difficulty exhibiting good sportsmanship.
  - Award points to clubbers for achievement and behavior.
  - If you are the game director, inventory your equipment and maintain a full set.
  - If you are the game director, strive for variety and fun during game time.

**Standard #5: We encourage memorization, understanding, and application of Scripture.**

- Parents:
  - Help your children prepare for club.
  - Send them to club with their handbook and Bible.
  - Talk to your children about what they are learning in Awana.
  - Memorize verses with your children and say yours to them.
- Pastor:
  - Provide assistance in the area of application of verses. Help your leaders understand we are more concerned with understanding and application than rote memory.
  - Make Bibles available for all clubbers. Award Bibles to those who earn them through consistent attendance.
- Awana Ministry Director:
  - Encourage leaders to be involved in a memory program.
  - Provide resources for your leaders.
  - Encourage Large Group Time speakers to use their Bibles for the lesson.
  - Recruit leaders through personal contact and prayer.
  - Conduct a year-end awards ceremony.
  - Give special recognition to adults who complete handbooks.
- Club Director:
  - Make sure clubbers are recognized for their achievements in a timely fashion.
  - Schedule service activities for clubbers to implement what is being learned.
  - Schedule outreach activities for clubbers to demonstrate witnessing skills.
  - Have other extra-credit challenges available for clubbers and leaders.
- Leaders:
  - Give parents tips to help their child prepare for club.
  - Post charts with goals for your clubbers to work through their handbooks.
  - Ask questions and discuss the verses being memorized by your clubbers.
  - Make a pacer page for your clubbers to help them stay on track.

**Standard #6: We use the elements of Large Group Time effectively.**

- Parents
  - If presenting the gospel is your gift, offer to speak at club this year.
- Pastor
  - Offer to speak in club.
  - Provide resources to help speakers develop lessons for your clubbers; books, videos, etc.
- Awana Ministry Director:
  - Make sure needed materials are on hand for leaders to teach Large Group Time. There are books with Large Group lesson plans that go along with the handbooks.
  - Outline a teaching plan for the year, presenting Bible truths that meet the needs of your clubbers.
  - Provide guest speakers with a copy of the [\*Gospel Handout\*](#) for Speakers.
  - Encourage leaders to attend Large Group Time sessions at Awana Ministry Conferences.
  - Recruit a song leader and provide appropriate music resources (CDs, sheet music, etc.).
  - Invite your local Awana missionary as a guest speaker.
  - Invite other missionaries as guest speakers.
- Club Director:
  - Assign a volunteer to be in charge of the music.
  - Line up speakers for the year. Request your pastor on occasion.
  - Make sure the Gospel is presented regularly and clearly.
- Leaders:
  - Volunteer to speak in club.
  - Stay with your clubbers during Large Group Time and help with discipline.

- Offer to give your testimony or lead in prayer during Large Group Time.

**Standard #7: We motivate children through incentives.**

- Parents:
  - Encourage your children to finish their work, help them, memorize with them. Clubbers going into grades 6-12 qualify to attend [Rocky Mountain Honors Camp](#) by completing a book each year.
- Pastor:
  - Encourage incentives such as scholarships for summer church camp.
  - Schedule the year-end awards ceremony during a regular church service.
- Awana Ministry Director:
  - Coordinate your incentive program throughout your club.
  - Establish club goals for attendance, sections passed, visitors, special offerings, or other objectives. Communicate your progress towards these goals with posters or charts.
  - Conduct a year-end awards ceremony and recognize achievements of your clubbers and leaders.
- Club Director:
  - Assign someone to oversee your Awana Store or Awana Fun Fair.
  - Post a chart in your club using stickers to show the progress of clubbers and leaders through the handbooks.
  - Have individual and team awards available and recognize achievements promptly.
  - Work closely with your secretary to ensure timely presentation of awards.
- Leaders:
  - Praise each clubber every week for attendance and behavior.
  - Establish goals for individual clubbers, with appropriate recognition.

**Standard #8: We manage God's resources with faithfulness and integrity.**

- Parents:
  - Review Awana job descriptions and determine if you could serve in Awana.
  - Make special gifts to Awana of money or materials.
- Pastor:
  - Work with the Awana Ministry Director on a budget that is adequate for your Awana ministry.
  - Make provisions for Awana mail sent to the church to be distributed to the Awana Ministry Director.
  - Publicize Awana activities in the church bulletin and newsletter.
  - Establish guidelines for recruiting, qualifying, screening, and training all children's workers.
- Awana Ministry Director:
  - Meet with your Club Directors before the club year and determine an Awana budget.
  - Publish an Awana calendar every year, with special events and activities listed. Be sure you have resources for each activity.
  - Have an Awana bulletin board to publicize activities and successes. Keep it current.
  - Pray about identifying and training a person to be the next Awana Ministry Director.
  - Conduct regular prayer and planning meetings with Awana Leaders.
- Club Director:
  - Store your supplies in one location and appoint a person to track inventory.
  - Establish a system for clubbers to check-in each night.
  - Use Awana role descriptions to help recruit leaders.
  - Pray about identifying and training a person to be the next Club director.
  - Inspect your rooms and remove any unsafe items.
- Leaders:
  - Communicate the handbook progress of your clubbers with the club secretary.
  - Pray about how God might lead you to an expanded ministry in Awana.

**Standard #9: We minister to parents and family members.**

- Parents:
  - Communicate with the pastor, Awana Ministry Director, and Awana leaders where your child attends Awana.
  - Attend Awana activities with your child.
- Pastor:
  - Offer to speak at family activities.
  - Send personal letters to the families of your clubbers.
  - Produce a tract or information folder for visitors.
  - Produce a tract or information folder for new Christians.
  - Thank parents who have been involved in Awana in your bulletin or newsletter.
- Awana Ministry Director:
  - Plan at least one activity to reach unchurched families.
  - Invite parents to attend Awana and observe your club.
  - Provide supplies for leaders to contact clubbers and families; postcards, stamps, flyers, envelopes, etc.
  - Schedule a special Awana visitation night for leaders to visit the homes of their clubbers.
  - Schedule an Awana Open House for parents at the beginning of the club year.
  - Celebrate Christmas with your clubbers' families by hosting a special Awana night.
  - Schedule an Awana Fun Fair in the spring with families invited.

- Recruit greeters to meet with parents when they check-in or check-out their kids.
- Include all adults who have helped in Awana in your awards' ceremony.
- Club Director:
  - Contact all visitors within the next week after the visit.
  - Contact all new Christians within the next week.
  - Provide contact information (phone numbers, addresses) for clubbers to their leaders.
  - Give extra recognition (points, shares, etc.) to clubbers whose parents initial their sections indicating they have helped during the week.
- Leaders:
  - When a clubber comes to Christ, find the person who brought him or her to Awana and have the clubber witness the decision that was made.
  - Contact the parents of your clubbers and explain what is being taught in Awana.

**Standard #10: We magnify the impact of our church's ministry through involvement with our Awana missionary and international ministry of Awana.**

- Parents:
  - Sponsor a club overseas with your family.
  - Attend Regional Games and Bible Quizzing with your church.
- Pastor:
  - Pray for your Awana missionary. Consider his support.
  - Recruit a representative to work with your Awana missionary.
  - Invite the local Awana missionary to participate in your church's missions' conference.
  - Budget funds to help your Awana leaders attend Awana Ministry Conferences.
  - Promote regional activities through announcements, bulletins, and newsletters.
  - Allow your local Awana missionary to present his ministry to the church.
  - Help the local Awana missionary make contacts with your denominational leadership.
  - Add the local Awana missionary to your church mailing list for newsletters or bulletins.
  - Include Awana and its leadership in your church prayer lists.
- Awana Ministry Director:
  - Send missionary news of praises and prayer concerns in your club.
  - Consider helping (shepherding) a sister club in town that may be struggling or needs encouragement.
  - Obtain a copy of the regional activity schedule from your local Awana missionary, including training, conferences, and events.
  - Recruit a Regional Games coach and a Bible Quizzing coach to organize each event for your church.
  - Invite the local Awana missionary to visit your club.
  - Keep the local Awana missionary informed about current contact information for your church.
- Club Director:
  - Welcome adults from other churches considering Awana to visit your club and observe.
  - Support AwanaGO as a group.
- Leaders:
  - Attend regional *Awana Basics* Training activities.
  - Attend Regional Games and Bible Quizzing; help coach.