

So, my dear brothers and sisters, be strong and immovable.
Always work enthusiastically for the Lord, for you know that
nothing you do for the Lord is ever useless.

1 Corinthians 15:58 (NLT)



Summit Christian Church
2021-2022

Important Basics for Volunteers

The Gospel

Every volunteer should be confident in their understanding of The Gospel message and be willing & ready to share it with the children.

Child Protection

How we promote an environment that keeps children safe and protects everyone, including volunteers and Summit Christian Church.

What's Different

Updates for health & safety.

Discipline

How we lovingly teach children appropriate behavior.

Missing Child Procedure + Fire & Evacuation

What to do in a worst-case scenario.

The Gospel Message



I am a sinner, as are all people, and condemned to death.

Romans 3:23 - *...for all have sinned and fall short of the glory of God...*

Romans 6:23a - *For the wages of sin is death...*

God sent Jesus to die for me because of His love.

John 3:16 - *For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*

Romans 5:8 - *But God demonstrates his own love for us in this: While we were still sinners, Christ died for us.*

Jesus died on the cross, was buried and rose again.

I Corinthians 15:3-4 - *For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures...*

1 Peter 3:18 - *For Christ died for sins once for all, the righteous for the unrighteous, to bring you to God. He was put to death in the body but made alive by the Spirit...*

I can only be saved by trusting in Jesus Christ.

Acts 16:31 - *..."Believe in the Lord Jesus, and you will be saved—you and your household."*

Titus 3:5a - *he saved us, not because of righteous things we had done, but because of his mercy*

John 1:12 - *Yet to all who received him, to those who believed in his name, he gave the right to become children of God.*

John 10:28 - *I give them eternal life, and they shall never perish; no one can snatch them out of my hand.*

Child Protection – Protects Everyone

But whoso shall offend one of these little ones which believe in me, it were better for him that a mill stone were hanged about his neck, and that he were drowned in the depth of the sea. -Matthew 18:6, KJV

Child Protection policies protect our clubbers, you and your fellow volunteers, Summit Christian Church, Summit's leadership and parents.

1. Screening – background checks (completed by Summit)
 2. Use discernment, discretion and be aware
 3. Never be alone with a clubber
 4. Clubbers will not sit on laps (of adults or each other)
 5. Bathroom & Drinking Fountain Visits
 - Clubbers use bathroom & fountains at appropriate times
 - Bathroom doors remain open during Awana
 - Clubbers visit bathrooms & drinking fountains with a partner of the same gender
 - Bathrooms will be monitored throughout the evening by volunteers and Safety Team members
 6. Going Home Time – doors are monitored, clubbers younger than 7th grade will not leave their club room without a parent/guardian with coded Family pickup tag
 7. Reporting – Should you be aware of or suspect something of concern report it to the Commanders and/or Children's Ministry Director **ONLY**
-

What's Different

Everything is subject to change

Capacity

- Currently no capacity limits

Masks

- Currently optional for everyone

Sanitization

- After Awana only – anything anyone touched: toys & surfaces
- Bleach-water solution
 - prepared daily (1 gal water to 3-4 tablespoons bleach)
 - spray, let sit for 30 seconds, then wipe it down

Drop-off\Pickup

- Families requested to take temperatures before arriving
 - Kids with symptoms and\or fever temperature will be sent home
 - Wash hands and\or sanitize on arrival
 - in classrooms room where available
 - restrooms before drop-off
 - Check-in at appropriate room\table
 - Cubbies: classroom
 - Sparks: Worship Center table
 - T&T: Worship Center table
 - YM: High Country *after* Opening Ceremony
-

What's Different

Everything is subject to change

Check In

- Welcome!
- Give kids their name sticker
- Give parents the family pickup tag
- Check in kids on the roster
- Stickers:
 - pre-printed for each registered child
 - family pick-up tag (for adults ONLY)
 - unique codes weekly

Club Night

- No Fast Track
- No snacks
- Limited supplies sharing (crayons, pens, etc.)
- T&T\YM will trade places during the evening
 - Cubbies: Friendly Forest
 - Sparks: Worship Center
 - T&T: The Loft → High Country
 - YM: High Country → The Loft
- Opening Ceremony for Sparks, T&T + YM in Worship Center
- Game time is back
- Paper bucks are back

Check Out

- Complete pickup tag (or picture of complete tag) with matching code **MUST** be presented & verified
 - Release the child and update the classroom roster that the child was checked out
 - **If the Parent does NOT have the family pickup tag:**
 - Kindly ask them to provide their safety tag before releasing their child(ren)
 - If they cannot locate it, ask the Club\Ministry Directors for help
-

Discipline



Discipline is meant to be a loving approach to teaching children appropriate behavior. At Awana, we use two methods of discipline – the five-count and the three-count.

The Five-Count

The five-count is the primary way leaders keep order in a group. The leader in charge will count to five slowly and loudly. Leaders respond by joining the five-count and clubbers respond by being quiet and still by the count of five. This is used in any club segment when a leader needs to get a group's attention.

The Three-Count

There are occasions when an individual child is misbehaving. At those times, the three-count is used.

1. When a child acts inappropriately after gentle reminders, his leader gives him a one count.
 2. If the child continues to create disturbances and disobey leaders, he is given a two count.
 - This results in a caring discussion with the club director to ensure that the child understands the specific behavior that is being addressed and what is expected of him.
 3. If a child fails to correct his behavior and continues to create problems, then he will be given a three count.
 - This step results in a discussion with a commander
 - This step may result in calling of parents during the club night and/or suspension.
 - We will continue to treat the child with love and grace.
-

Missing Child Procedure

A situation where a parent declares that a child is missing is one of the worst case scenarios that the staff of Awana can experience. This procedure is established with that in mind.

Regardless of your position within Awana leadership, if the missing child is reported to you, you should obtain the following information and report it to the secretary's counter immediately:

- Name of child
- Age of child
- Physical description including clothing
- Where and when the child was last seen

Upon the declaration of a missing child, the safety team will be notified. A member of the safety team will take the parent or reporting person to the Children's Ministry exit to insure the child does not leave the building. A full description of the child will be broadcast to the members of the safety team. A second team member will go to the main doors to block that exit. Any remaining safety team members, Awana Directors and volunteers they deem necessary will begin a search of the building from the top down. The searchers will communicate with each other on which areas they have searched. Additionally, the playground and immediate outside areas will be searched for the child.

The safety team member will remain with the parent or reporting person until the child is found.

A safety team member will contact the police if unification efforts, including a second search of the campus, fail.

Fire & Evacuation

- Take the roster from the meeting room
 - Count the number of children in your room & roster
 - Classrooms are equipped with ropes (near emergency exit doors) for children to hold as they exit
 - If primary emergency exit is blocked, use alternate route
 - Children should be taken a minimum of 50 feet away from the building
 - Use the roster to ensure that everyone is outside with the group
 - Keep the children in your group together until parents arrive to pickup or until re-entry is allowed
 - Have parents form a line and provide their coded family pickup tags
 - Complete pickup tag (or picture of complete tag) with matching code **MUST** be presented & verified
 - Be sure to update the classroom roster that the child was checked out
-

Online Training

summitawana.org/volunteer-training

Required Videos

These establish a base for what Awana is, the heart of the ministry, and THE most important thing - the Gospel Message.

- [What is Awana \(2 mins\)](#)
- [The Mission of Awana \(3 mins\)](#)
- [Gospel Urgency \(20 mins\)](#)

Required Reading

- [Awana Important Basics](#)

Recommended Event

- Virtual Awana Ministry Conference
 - [September 25th, 6am-10am PST](#)
 - [October 23rd, 9am-1pm PST](#)
 - Cost = \$15 – we will reimburse you!

Recommended Reading

- [Awana Training Handbook 2019-20](#)

Recommended Videos

These provide additional information about different aspects of Awana that will enhance your effectiveness as a volunteer.

- New videos from Awana!
 - Use existing or [register](#) new login
 - awanabasics.awana.org
-

Summit Awana Contacts

Online:

summitawana.org



Awana Ministry Directors

Dan Harker

775-771-5954 (call or text)

dkharker@hotmail.com

Karla Harker

775-745-7023 (call or text)

Club Secretary

Anita Clune

775-813-0728

homewithu@att.net



Cubbies Directors (3 & 4's/pre-K)

Pat McDonald

775-742-5878

jonjonshouse@sbcglobal.net

Brandi McDonald

775-224-3231

brandi_mm_mcdonald@yahoo.com



Sparks Director (Grades: K-2)

Reneè Macaulay

775-224-0196

summitsparkys@gmail.com



T&T Director (Grades: 3-6)

Brandon Wimbley

775-303-5546

brandonwimbley@gmail.com



YM Directors (Trek: Grades 7-8 ~ Journey: High School)

Larry & Kathy Gibbs

775-360-5059

gibbs6@nvcbell.net



Summit Family Pastor

Ken McCarthy

775-424-5683

kmccarthy@summitnv.org

****Please let your club director(s) know if you will miss a club night as far in advance as possible, so they can plan accordingly.**