

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  
2023-2024

## **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

### Club Night

Details about Tuesday evenings

### 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, children younger than 7<sup>th</sup> grade will not leave their club room without a parent/guardian with matching coded family pickup tag
  7. Reporting – Should you be aware of or suspect something of concern report it to the Ministry Directors and/or Summit Family Pastor **ONLY**
-

---

# Club Night

*Everything is subject to change*

## **Drop-off\Pickup**

- Check-in at appropriate room\table
  - Cubbies: classroom
  - Sparks: Loft/Gym table (TBD)
  - T&T: Loft/Gym table (TBD)
  - YM: High Country *after* Opening Ceremony

## **Check In**

- Welcome!
  - Kids receive their name sticker
  - Parents receive the matching 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
    - same code for all children in the family
-

---

# Club Night

*Everything is subject to change*

## Club Night

- Masks are optional for everyone
- Sharing is ok (crayons, pens, etc.)
- Club Meeting Rooms
  - Cubbies: Friendly Forest
  - Sparks: Gym
  - T&T: The Loft
  - YM: High Country
- Opening Ceremony for Sparks, T&T + YM in the Gym
- **There is only one circle for games in the Loft, so groups will rotate rooms throughout the season**

## Check Out

- Full pickup tag (or picture of full 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 pickup 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 Ministry Director
    - 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
  - Full pickup tag (or picture of full tag) with matching code **MUST** be presented & verified
  - Update the classroom roster that the child was checked out
-



# Online Training

**[summitawana.org/volunteer-training](https://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
  - October 14, 2023
  - register online: [awanaministryconference.com](https://awanaministryconference.com)

## **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](https://awanabasics.awana.org)
-

# Dates!

*Everything is subject to change*

<b>Event</b>	<b>Location</b>	<b>Date</b>
<b>Registration</b>	Summit + Online	Open Saturday, August 19 Lobby: August 19-20 + 26-27
<b>Opening Night</b>	Summit	Tuesday, September 5
<b>Volunteer Training</b>	Online	Saturday, September 9
<b>Virtual Ministry Conference</b>	Online	Saturday, August 26 Saturday, October 14
<b>Fall Fellowship (YM)</b>	Sierra Bible Church	Saturday, November 4
<b>Christmas Break 1</b>		Tuesday: December 26
<b>Christmas Break 2</b>		Tuesday: January 2, 2024
<b>Games &amp; Quiz Practice 1</b>	Summit	Saturday, Jan 20, 2024
<b>Games &amp; Quiz Practice 2</b>	Summit	Saturday, Jan 27, 2024
<b>Sparks-a-Rama/T&amp;T Games + Bible Quiz</b>	Sierra Bible Church	Saturday, Feb 3, 2024
<b>Grand Prix Workshop</b>	Summit, The Loft	Saturday, March 9, 2024
<b>Grand Prix Race Day</b>	Summit, The Loft	Saturday, March 16, 2024
<b>Trek &amp; Journey Weekend: Middle &amp; High School</b>	Sacramento	Sat-Sun, Feb 23-24, 2024
<b>Summit Nationals: High School</b>	Virginia	Mar 14-16, 2024
<b>Easter Break</b>		Tuesday, March 26
<b>Last Club Night</b>	Summit	Tuesday, April 30
<b>Awards Night</b>	Summit	Tuesday, May 7
<b>West Coast Honor Camp</b>	Lassen Pines	June 16-21, 2024

# Summit Awana Contacts

Online: [summitawana.org](http://summitawana.org)



## Awana Ministry Directors

---

**Dan Harker**

775-771-5954 (call or text)

[dkharker@hotmail.com](mailto:dkharker@hotmail.com)

**Karla Harker**

775-745-7023 (call or text)

## Club Secretary

---

**Anita Clune**

775-813-0728

[homewithu@att.net](mailto:homewithu@att.net)



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

---

**Pat McDonald**

775-742-5878

[jonjonshouse@sbcglobal.net](mailto:jonjonshouse@sbcglobal.net)

**Brandi McDonald**

775-224-3231

[brandi\\_mm\\_mcdonald@yahoo.com](mailto:brandi_mm_mcdonald@yahoo.com)



## Sparks Director (Grades: K-2)

---

**Reneè Macaulay**

775-224-0196

[summitsparkys@gmail.com](mailto:summitsparkys@gmail.com)



## T&T Directors (Grades: 3-6)

---

**Richard & Helene Franklin**

775-358-7417 (preferred)

[franklinrichard69@yahoo.com](mailto:franklinrichard69@yahoo.com)



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

---

**Larry & Kathy Gibbs**

775-544-6269

[gibbs6@nvcbell.net](mailto:gibbs6@nvcbell.net)



## Summit Family Pastor

---

**Ken McCarthy**

775-424-5683

[kmccarthy@summitnv.org](mailto: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.**