



## **Leader/Parent Handbook**

Fall 2020

Pioneer Bible Church

6851 Mt. Aukum Rd

(530) 620-4859

**We Love Awana!!**

We do not turn away a hug from a child

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Dear Parents,

Welcome to Awana Club! AWANA is an acronym that stands for “**Approved Workmen Are Not Ashamed,” taken from 2 Timothy 2:15. Awana exists to introduce children to Jesus Christ, and to teach them how to know, love and serve Him. They will make new friends, play exciting games, receive awards as reinforcement for their hard work, and most importantly, learn and memorize God’s Word, the Bible.**

The Staff of Awana at Pioneer Bible Church is made up of trained volunteer workers committed to the social and spiritual development of the Clubbers. All are required to be Live Scan fingerprinted and screened by the Awana Leadership Team.

We hope this program of Pioneer Bible Church is a great blessing and help to you and your family.

**AWANA is composed of FIVE CLUBS:**

- Cubbies 3-4 years old
- SPARKS K-2<sup>nd</sup> grade
- Truth & Training (T&T) 3<sup>rd</sup> - 5<sup>th</sup> grade
- TREK 6<sup>th</sup> – 8<sup>th</sup> grade
- JOURNEY 9<sup>th</sup> – 12<sup>th</sup> grade

**REGISTRATION**

Awana’s electronic registration generates a name tag as your child checks in on Thursday. It will include their name, their Awana age-determined program, and any known allergies.

The registration form has a place to indicate the name and contact information for an adult, other than the parent, who is permitted to pick up your child from Awana at the end of the afternoon. They will not be released to anyone but the parent unless their name is listed on the registration form.

**REGISTRATION FEE \*\*\$40.00**

Your Registration helps Pioneer Bible Church pay for your child’s Awana Vest or T-shirt, achievement badges and awards, plus year-end award ribbons, plaques or trophies, and all purchases at Awana Store.

**\*\* Please pay the Registration Fee on the day you register your child for Awana. Payment plans and scholarships are available**

**Additional Costs to the Family**

\$10.00 for replacement or additional Handbooks

\$15.00 for replacement Vest or T-shirt

## **SCHOLARSHIPS**

With the cost of Awana products and awards continuing to increase, we are looking for ways to keep fees affordable at Pioneer Bible Church. We believe scholarships would be a reasonable solution. This year, families have the opportunity to contribute to registration fee needs by adding an additional amount to your own child's registration fee or donating any time during the Awana program year. We thank you for considering one of these options.

## **COVID-19 NOTES**

In an effort to keep children safe, each child will have their own packet with their own pencil, pencil sharpener and crayons. They will be assigned a leader and group and will remain with the leader/group the duration of the meeting time. Leaders will oversee the use of hand sanitizer and disinfecting tables and chairs. Face shields will be provided for all helpers and leaders. Binders will be disinfected after every meeting. Each leader will agree to the terms of Pioneer Bible Church's Covid-19 Operating procedures. A copy of these procedures is available for your review and located in the church office. If your child does not feel well, please keep him/her at home. Please read and follow Club Policies on page 9. A copy of PBC Awana's Covid-19 Operating Procedures is available upon request.

## **ABOUT AWANA CLUB MEETINGS**

Our Awana Club meets every Thursday afternoon from 3:00 pm to 5:00 pm. Please refer to the Awana Calendar for holiday breaks. (We follow the Pioneer School calendar) We also have information posted on the church website, [www.pioneerbiblechurch.org](http://www.pioneerbiblechurch.org). Club doors open at 3:00 pm, with club starting at 3:15 pm. Please send your child to Awana with his/her uniform and Handbook and a water bottle. Please arrive before our start time, and **Sign Out your child at 5:00**. Our Awana Leaders generously volunteer their time, so your promptness is essential and much appreciated.

## Weekly Themes

For extra fun, and Awana Bucks, each week is designated as a unique “dress” theme. Participation is voluntary. The themes are listed on the Awana calendar, included in this Handbook.

## Recognitions

Awana Clubbers earn badges, that can be worn on their uniform, by completing sections in their Handbook. The Awana Leader signs the Handbook when the child repeats a memorized verse with no more than two helps, answers questions about the Handbook lesson, or completes a practical project during the week. **Your assistance in helping your child memorize their Handbook verses will be greatly appreciated by your child’s Awana Leader. This can prove to be a special time for both you and your child as you help to reinforce what is being taught in Awana.**

## Awana Bucks

Awana Bucks are earned only in the SPARKS and T&T Programs. They are awarded for:

- Attendance
- Wearing & caring for nametags during class time
- Bringing a Bible to Club
- Wearing the Awana vest or shirt
- Bringing the Handbook to Club
- Participating in the Theme of the day

Twice during the year, we have **Awana Store** where Bucks can be spent on gifts and novelties.

## DAILY SCHEDULE

Kids sign in at the main entrance at the beginning of every Awana meeting. Each part of the Club meeting is announced by the Director.

### **3:00 pm to 3:15 pm**

Registration and play

### **3:15 pm to 3:30 pm**

Opening, pledge of allegiance, music and awards

### **3:30 to 3:50 pm**

Cubbies go to Cubbie Classroom and remain there until closing at 5:00 pm, then are escorted out to the lawn for check out.

Counsel Time for SPARKS, T&T

Trek will meet in their Classroom

### **3:50 pm to 4:20 pm**

SPARKS – Handbook time

T&T – Game time

### **4:20 pm – 5:00 pm**

SPARKS – Game time

T&T – Handbook time

Trek – Leadership in Training

All kids will regroup on the lawn\* for pick up. They will remain with their leaders until they are signed out by a parent.

\*We will adjust as weather changes.

### **5:00-5:10 pm – PARENTS MUST SIGN THEIR CHILD OUT\*\***

**\*\* If someone other than a parent is picking up your child, they must have a signed note from the parent or have their name on the registration form.**

ALL Clubbers are signed out\*\* and picked up from lawn area.



## **CLUB COMPONENTS**

Every Awana club meeting begins at 3:15 with opening ceremonies, pledge of allegiance, and active music participation.

**All ages are included.**

### **THE CUBBIES Program** (3-4 years old)

A separate Cubbies program follows the music portion of the opening of Awana. This program features Scripture memorization and age-appropriate, hands-on Bible learning in a setting that fosters love and respect for God, as it builds a foundation that can shape their faith for years to come. **OPENING/PUPPET SHOW** introduces the lesson theme in an interactive and entertaining way. **LESSON TIME** is God-focused. Each lesson highlights a key aspect of God's character. With stories and singing, the Teacher connects all the Bible stories to Christ, the cornerstone of Cubbies Club; **HANDBOOK TIME** when they discuss and apply the Bible lesson using an activity that reinforces their learning; **PLAY TIME** where kids get time to play with other Cubbies.

### **SPARKS** (K-2<sup>nd</sup> grade) and **T&T** (3rd-5th grade) **Programs**

Routinely consists of three components: **COUNSEL TIME** during which a short Biblical lesson is taught that promotes character building and good moral values; **HANDBOOK TIME** where kids meet with volunteer Awana Leaders in small groups to help them work through and discuss their Handbook lessons and memorize Bible Verses; **GAME TIME** where kids experience friendly team competition playing various large group games.

### **TREK** (6<sup>th</sup>- 8<sup>th</sup> grade)

Trek is a three year program which addresses the pertinent questions of this age group: Who am I? Why am I here? Who's with me? Designed to help Middle School students begin to own their own faith



and discover why they believe in the Gospel message defined in God’s Word, the Bible. Awana Club consists of: **HANDBOOK TIME** which includes an activity, a lesson, a memory verse and seven days of devotions; **LIT (Leader in Training)**. Each Trek student serves in one of the other Awana programs, following Handbook Time that day, and are trained to: a) be a Listener as Clubbers recite verses, b) interact with the children and model courtesy and patience, c) follow directions as assigned, d) develop self-motivation skills, and e) help meet the unexpected needs that arise.

**JOURNEY** (9<sup>th</sup>-12<sup>th</sup> grade) is being offered to those in High School who wish to continue the Awana program and will start earlier than the regular Awana program. Time To be announced.

### CLUB AWARDS

#### CUBBIES AWARDS

- Completion of Book One – 1<sup>st</sup> Ribbon
- Completion of Book Two – 2<sup>nd</sup> Ribbon



#### SPARKS AWARDS

- Completion of Book One – Green Ribbon
- Book One Scripture Review – Green Emblem Award
- Completion of Book Two – Blue Ribbon
- Book Two Scripture Review – Blue Emblem Award
- Completion of Book Three – Sparky Award Plaque
- Book Three Scripture Review – Red Emblem Award



#### THIRD GRADE – EIGHTH GRADE AWARDS

- Completion of Book One – Alpha Ribbon and Pin
- Completion of Book Two – Excellence Award and Pin
- Completion of Book Three – Challenge Award and Pin



- Completion of Book Four – Timothy Award and Pin
- Completion of Book Five – Milestone Award
- Completion of Book Six – Meritorious Award












## CLUB POLICIES:

1. **If your child is ill, has a temperature above 100, has a new cough, shortness of breath, sore throat or diarrhea PLEASE DO NOT ALLOW him/her to attend that week. Please read the Covid-19 notes on page 4. A copy of the PBC Awana Covid-19 Operating Procedures are available upon request.**
2. Clubbers may not leave the program until signed out by an adult listed on the registration form.
3. Clubbers must say the entire verse with scripture reference in one sitting with not more than two helps per verse to pass it.
4. All Clubbers must participate in game time unless there is an illness or a note from a parent stating otherwise.
5. Use of **cell phones (texting or calling) is not allowed during club hours.** An adult will take and hold the phone until the end of club if it is being used during club.
6. While inside the church building:
  - There will be plenty of time for running and shouting during game time, so please stay attentive during Counsel Time.
  - Move from activity to activity in an orderly manner.
  - Clubbers should give full attention to the speakers and be respectful to Awana Leaders.
  - Bathroom and drink breaks are offered during Game and Handbook Times. Please check with your Awana Leader before leaving your group.
7. Three count system of an individual discipline:
  - 1<sup>st</sup> count – A warning given by Awana Leader/Director
  - 2<sup>nd</sup> count – Sent to commander/Director
  - 3<sup>rd</sup> count – Parents are notified
  - Continued problem – Out of Awana for 2 weeks
8. Clubbers may not leave the program until signed out by an adult listed on the registration form.

THIS WILL HELP KEEP US ALL ON THE SAME PAGE  
AND MAKE THIS A SUCCESSFUL YEAR!



## Calendar Fall 2020

September 24	Registration	
October 1	Crazy Hair Day	
October 8	Goofy Glasses Day	
October 15	Duck Tape Décor Day	
October 17	Awana Grand Prix Car Race	
October 22	Western Round Up Day	
October 29	Awards Night	
November 5	Bring a Friend Day & A Thank You Card For Your Leader	
November 12	Red, White and Blue Day	
November 19	Operation Christmas Child Shoebox Ministry	
November 26	<b>NO AWANA</b> – Happy Thanksgiving!	
December 3	P.J. Day	
December 10	Awana Store	
December 17	Happy Birthday Jesus Day	
December 24	<b>NO AWANA</b> – Merry Christmas!	
December 31	<b>NO AWANA</b>	

WE WILL NOT TURN AWAY A HUG FROM ANY CHILD



# Contact Information

## **Club Commander**

Ruth Brown

patandruth71@icloud.com

call/text (209) 304-7248

## **Pioneer Bible Church Pastor**

Jim Eggert

pastoreggert@gmail.com

(530) 748-8771

Pioneer Bible Church Office

Office hours:

Monday – Closed

Tuesday – 9am-4pm

Thursday – 9am-4pm

Thursday – 9am-4pm

Friday – By appointment

office@pioneerbiblechurch.org

www.pioneerbiblechurch.org

(530) 620-4859

<https://www.facebook.com/groups/PioneerBibleAwana>

## **OUR CHUCH**

We at Pioneer Bible Church base our ministry on the belief that the Bible is the true Word of God – every word inspired and without error. We believe that the Bible presents God as a trinity – Father, Son and Holy Spirit. All three are divine and equal.

## **OUR COMMITMENT TO YOU**

We are a Child targeted ministry. Lessons will be relevant to today's kids. We will teach the Bible creatively. We will intentionally shepherd children through small groups. We will keep children spiritually, emotionally and physically safe. Our ministry will be FUN!

## **PIONEER BIBLE CHURCH Thursday Morning Schedule**

- 8:30 – 9:30     Adult Bible Studies  
                     Kids play on a supervised playground
- 9:30 - 11:30    Worship Service
- 6:00 - 8:15     Youth Group (1<sup>st</sup> & 3<sup>rd</sup> Thursday Evening)

## **COVID-19 AWANA OPERATING PROCEDURES**

WHEREAS PIONEER BIBLE CHURCH PURPOSES TO PROTECT THE HEALTH OF VOLUNTEERS, CHILDREN, PARENTS AND ATTENDEES: IMPLEMENT MEASURES TO ENSURE VOLUNTEES DO NOT WORK IF ILL AND ARE PROTECTED FROM BECOMING ILL WHILE VOLUNTEERING.

### **This Facility uses the following methods to ensure protection of Volunteer Health while volunteering:**

All volunteers have been told not to come to work if ill.

Staff and volunteers administer self-health check at home, or receive a health survey at church campus, prior to the beginning of each meeting.

Staff and volunteers administer self-health check at home or receive a thermal or temperature scan on church campus prior to beginning each meeting.

Face shields worn by all volunteers who interact with the public (when unable to social distance with other volunteers or the public) are encouraged.

A copy of this procedure was shared with each volunteer to ensure they understand and agree to implement the procedures.

Other measures being taken to ensure protection of Volunteer health:

Restroom use is limited to 3 persons per restroom.

WHEREAS PIONEER BIBLE CHURCH PURPOSES TO MAINTAIN SOCIAL DISTANCING: IMPLEMENT MEASURES TO ENSURE SOCIAL DISTANCING IS ADHERED TO. TABLES SHALL BE SIX FEET APART OR IF UN-MOVABLE, A BARRIER OR PARTITION MUST SEPARATE TABLES TO PROTECT THE PUBLIC.

### **This Facility uses the following methods to ensure social distancing is adhered:**

Family groups are seated together.

Seating areas are separated six feet apart.

Tape or markings of at least six feet separation when members of the public may form a line.

WHEREAS PIONEER BIBLE CHURCH WILL PROVIDE EDUCATION FOR THE PUBLIC: IMPLEMENT MEASURES TO ENSURE THE PUBLIC IS EDUCATED ON GATHERING SAFELY, THROUGH PUBLIC NOTIFICATIONS.

### **This Facility uses the following methods to ensure education of the public:**

Signage is posted at entry to public gathering space to:

Maintain social distancing of six feet.

Wash hands or use sanitizer before entering meeting area.

Stay at home if they are ill or have symptoms consistent with COVID-19.

A copy of the COVID-19 Operating Procedures is available to the public.

Other measures used to ensure education of volunteers and public on safety:

Regular updates are communicated as available.

## **COVID-19 AWANA OPERATING PROCEDURES - continued -**

WHEREAS PIONEER BIBLE CHURCH WILL MAINTAIN MEASURES TO INCREASE SANITIZATION AND DISINFECTION: IMPLEMENT MEASURES TO PROTECT THE PUBLIC THROUGH THE LIMITATION AND FREQUENT DISINFECTION OF COMMON HAND TOUCH POINTS AND SURFACES.

**This Facility uses the following methods to increase sanitization and disinfection.**

No items are shared between groups such as pens, papers, books or papers.

Self-service machines such as coffee pots are not used during meetings

Disinfection wipes or hand sanitizer, tissues, and masks are provided.

Other measures used to prevent unnecessary contact or cross contamination:

Masked volunteer(s) will hand each participant snacks, drinks, paperwork.

# LOCATIONS OF: FIRE EXTINGUISHERS FIRST AID KITS AND AED MACHINE

