Summary of AWANA Roles

Commander (new name ministry director)

1. Responsible for planning, organizing and implementing the Awana year, about mid-August- mid-May.
2. Act as a liaison between Awana program and church leadership to insure Awana reflects the church's focus and goals.
3. Maintains the integrity of the Awana program.
4. Keeps the Awana finances within budget church gives/ program dues
5. Helps with recruiting new leaders
6. Is visible to parents and children before and after club in the lobby
7. Trouble shoots during club anything that comes up (needing leaders, or helping with a troubled child.

Director Roles Cubbies (3and 4 year olds), Sparks (K-2nd grade), and TNT (3rd-5th grade)

1. Plans individual schedule for the night within particular area
2. Prepares classroom space with whatever materials may be needed for that night (ie craft, snack, paper, pencils, etc.). Secretaries to the individual groups might also help with the set up
3. Greets parents and children as they arrive and at pick up
4. Cleans up afterwards

Leader Roles

1. Be at least 15 minutes early to Club
2. Greet and engage with children
3. Be prepared to share the Gospel
4. Implement the night's lesson, hear verses, and sign off verses

Helpers

1. Be 15 minutes early to Club
2. Greet and engage with children
3. Help leaders with keeping children on task and engaged in class and during activities

Secretaries (ideally one for commander and each director)

1. Maintain Awana paperwork—child's registration, record of verses, attendance
2. Prepare awards to be given out each week
3. Help at the Awana Awards Night in May

Games (for Sparks and TNT)

1. Help run Awana games during game time
2. Prepare and take Clubbers to Sparks a Rama and Awana Games in KC