

# Awana Leader Responsibilities

## Handbook Time

- ✚ Take Attendance, (and give stickers at yellow box dates).
- ✚ Maintain discipline (eye contact, timeout, warning from [Director](#) “3 count”).
- ✚ Ensure all clubbers have books (new kids “*Start Zone*” entrance).
- ✚ Listen to kids recite by going around team, only for 5 minutes each child.
- ✚ 2 helps per section ([Awana Intl. rule says 2 or 3 words, not for Bible reference](#))
- ✚ Ask one question about the meaning of the verse.
- ✚ *After table area is clean* lead children in line to Games (or assign a *Team Captain*).

## Game Time

- Ensure every clubber is standing behind the team line (starts in height order).
- Help Game Director with game (equipment, players, judging, etc.)
- Explain the rules to kids who do not understand.
- Have the next clubber (on-deck) ready **BEFORE** heat is run.
- After child is done with heat, they go to the end of the line.
- Maintain discipline (refer “bad” kids to Director for timeout/separation).
- Help scorekeeper (Game Director) with finishing place determination.
- Lead Team line single file upstairs to Council Time quietly (or Team Captain).

## Council Time

- All Leaders sit with your team in their row (corrective action assistance).
- Help maintain discipline and quietness.
- Look for Spiritual decisions during message.
- Maintain crowd control, ensure your team leaves when dismissed.
- Ensure safety outside after club, check only authorized person’s pick-up kids.

## During the week

Call kids on your team weekly to: get to know them, remind of studying, Theme.  
Pray for kids on your team, and other leaders, Director, Commander, etc...

Thanks for your support,

***Kirk Barnes***

CCC Awana T&T Boys Director