

Ministry Needs

We have made it our aim to ensure financial stewardship within the ministry. God has been very gracious in that over the last year we were able to meet all of our expenditures for the year. However, this does not mean that anyone needs to cut back on giving to the ministry; quite the contrary in fact. We are seeing new ministry opportunities come available every day, and we need help – not only financial help but volunteer help!

First of all, we need volunteers to help maintain communication among the existing clubs and to help existing clubs to flourish. Second, we need volunteers who are willing to help us in starting new clubs across the state. Third we need volunteers who are willing to help plan and staff local events (Bible Quiz, AwanaGames, Grand Prix, Regional Trainings, etc). With this need for volunteers comes the need for additional financial support in order to supply these volunteers with the necessary equipment to do their jobs. [To declare your intent to support the ministry on a monthly basis, please complete the Declaration of Support page provided on this disc and mail it to Awana Clubs International, Account #260, 1 E. Bode Rd., Streamwood, IL, 60107.](#)

The Vision

We have divided the state into 5 zones - NW, NE, SW, SE, and Central Oklahoma (OKC Metro area). Within those zones we are trying to recruit the following volunteers: 1) Zone Director, 2&3) Team Leaders and Staff for Bible Quiz, AwanaGames, Grand Prix, Presentations, Basic Trainings, and Communication. Job descriptions are available on this disc. To ensure Child Protection standards all positions require a complete background screening as well as a web-based Child Protection Tutorial and Test. Anyone interested in volunteering for one or more of these positions should contact us at (918) 286-3343.

Once all positions are filled, we will need the following materials for each zone:
Minimum of 1 complete AwanaGames and Sparks-a-Rama kit
Minimum of 1 complete Bible Quiz set
Presentation kits for all presenters
Basic Training kits for all trainers
Phone calling cards for communication volunteers (in case of any long distance needs)
Gas cards for Trainers
Eventually a Grand Prix track and accessories

Awana also has recently established a new field structure that we are going to be implementing in the near future. We will be looking to recruit Outreach (Event) and Development (Presentation) Missionaries for Oklahoma while we specialize as Church Care Missionaries for existing clubs. These missionaries can be full-time, part-time, or volunteer. This will mean that they will need to raise their support as well.

(Continued on next page)

Ideas for Missions / Service Projects

All of the kids in Sparks and above are required to do some sort of service project to complete at least one section in their handbook. Here are some ideas that would help the Oklahoma Ministry:

- ◆ Combine missions and Christian service. Have kids collect sponsorships toward baking cookies to be distributed to the elderly. If kids get a penny per cookie (most people are more than willing to sponsor a penny) and each child bakes 1 dozen cookies that equals only 12 cents from each sponsor. If each child gets ten sponsors, that is \$1.20 per child. If you have five children participating, that is \$6 raised. The more kids you have participating, the more you raise. Then have the kids to help distribute the cookies, maybe in a nursing home and let them sing a couple of songs for the residents so that even those who cannot eat the cookies get a benefit from their visit.
- ◆ Stamps: You can help the Awana Missionary deal with the cost of the hundreds of letters that are sent out each month by collecting first class and post card postage.
- ◆ Office Supplies: Have a "pounding" of general office supplies such as pencils, pens, Avery computer address labels, blank CD's, manila file folders, hanging file folders, 3 ring binders, paper clips, pads of paper, wide and thin markers, hi-liters, 3/4" clear or masking tape, packing tape, duct tape, padded and flat mailing envelopes (9" X 6" & 10" X 13"), staples, and binder clips of all sizes. There is also a separate list of frequently used items available on this disc.
- ◆ Paper Drive: Awana Missionaries run through thousands of sheets of paper each month for office and event needs. Providing the copy paper needed (20 lb 8½"X11") in either white or your choice of colors also helps the Awana Missionary.
- ◆ Those who are in the Tulsa/Broken Arrow area – there are an abundance of household projects that, until we get the Ministry Team up to full speed, we just do not have a lot of time to complete. Washing the van, mowing the yard, home maintenance, etc. have taken a backseat to ministry. Our neighbors would probably appreciate any help that we could receive.
- ◆ Again, those in the Tulsa/Broken Arrow area, there are some office projects that we could use some help with each month (filing, stuffing envelopes, etc).
- ◆ Any other ideas that you or your church might happen to generate to support the ministry would be greatly appreciated.

Cavanaugh Frequently Used Items

Canned Items

Hunt's tomato sauce and paste
Sliced black olives
Cream of Mushroom Soup

Boxed / Bagged Items

Betty Crocker Potato mixes
Kraft Macaroni and Cheese
Total cereal
Fruit flavored instant oatmeal
Flake cereal with strawberries (any brand)
Sunbelt Chewy Granola Bars
Baking soda
Spaghetti noodles
Rice: instant and long-grain
Lipton Rice Sides
Sugar
Brown sugar (light and dark)

Condiments

Miracle Whip
Heinz Ketchup

Drinks

Sam's Choice Strawberry Flavored Water
Diet Coke
Apple Juice
Grape Juice
Peach & White Grape Juice

Cleaning / Household Products

Cascade gel
Glade vanilla scented oil refills
Windex
Mr. Clean
Paper Towels
Cleaning wipes
Aluminum foil
Wax paper
Swiffer products
Ziploc type bags (all sizes)
Trash bags
Plastic wrap
Tide Liquid (or generic equivalent)

Bleach (any brand)
Dryer sheets (any brand)
Spray starch

Miscellaneous

Minced garlic
Vegetable oil
Crisco
Pam Cooking Spray
Spices: garlic, onion, and chili powders

Frequently Used Office Items

Postage stamps

Copy paper
Tape (masking, scotch, duct, clear packing)
Dry erase markers
Binder clips
Avery Address labels
Plastic storage containers

Other ideas:

- Coupons are always welcome!
(especially fast food coupons – easy to eat in the car on the road)
- Gas cards
- Pedigree dry dog food (or coupons)

Missionary:

- Oversee Zone Directors
 - Weekly contact
 - Ensuring that all Ministry Team members are properly trained
 - Troubleshooting
 - Mentoring / Encouraging
 - Protecting
- Church Care: Visiting and Calling churches in addition to the phonecalls they will receive from Ministry Team. Ministry Team will contact Club Commanders. The missionary will contact all pastors. Intense care for Red Flag Churches (those known to be in danger of dropping the ministry).
- Children's Ministry Advocate (working with churches who do not have Awana, but need help with Children's /Youth Ministry; teaching Children's /Youth Ministry workshops at denominational seminars / conventions, etc.)
- Ministry Team Care
- Fall Leadership Conference
- Ordering and Receiving all supplies
- Accounts Payable for all zones
- Liaison between Ministry Team and Headquarters
- Website updates
- USIS (Ministry Team Applications, interviews and background checks)
- Miscellaneous correspondence (newsletters, donor letters, etc.)
- Presentations and Basic Trainings as able
- Attend as many of the events and trainings scheduled by Ministry Team as possible
- Additional Missionary Recruitment
- State Reports

Zone Director:

- Is our main point of contact. We will set up a specific time for a weekly phonecall.
- Oversees Team Leaders
 - Keep them updated on announcements
 - Relay and remind about deadlines
 - Mentoring
 - Eventually receive order requests and pass them along to us (generally AwanaGames and Bible Quiz orders are due the same day)
- With our help, you recruit and train your own team leaders.
- Keep extra copies of event files
- Maintain a roster of churches within your zone
- Handle any minor problems with churches in zone and cc: missionary
- Plan and "host" (need not be at your church) a quarterly zone meeting for pastors, commanders, etc.
 - Keep everyone updated on news and events

- Mini-Training (one theme for each meeting – How to cast the vision for children’s ministry, How to run a Grand Prix, Leader Recruitment, etc.)

Team Leaders:

- AwanaGames / Sparks-a-Rama
 - Find location and set date
 - Prepare and keep to a budget. Ensure that income meets or exceeds expenses.
 - Send out registration forms / advertise
 - Receive registrations
 - Assign teams, officials, and workers (currently volunteers from participating churches - see positions below)
 - Recruit workers for setup / cleanup
 - Eventually they will be responsible for keeping awards inventory and letting Zone Director know what they will need to have ordered.
 - Keep records and statistics
 - Report activities to zone director
 - Eventually will recruit their own team of officials so that we do not have to keep retraining all new officials every year.
 - Event Staff (to be recruited):
 - Circle Directors
 - Line Judges
 - Scorekeepers
 - Concessions
 - Check-in
 - Admission Table
 - Runners (errands)
- Bible Quiz
 - Find location and set date
 - Prepare and keep to a budget. Ensure that income meets or exceeds expenses.
 - Send out registration forms / advertise
 - Receive registrations
 - Assign teams, officials, and workers (currently volunteers from participating churches - see positions below)
 - Recruit workers for setup / cleanup
 - Eventually they will be responsible for keeping awards inventory and letting Zone Director know what they will need to have ordered
 - Keep records and statistics
 - Report activities to zone director
 - Eventually will recruit their own team of officials so that we do not have to keep retraining all new officials every year.
 - Event Staff (to be recruited):
 - QuizMaster
 - Judges
 - Timers
 - Scorekeepers

- Written Test Proctor

- Grand Prix
 - Will train individual churches to run their own Grand Prix
 - Will be responsible for transporting Oklawana track while it is in the zone (Mike Stowe is playing “track guardian” for the state, so they will need to keep in contact with him as necessary).
 - Will need to be familiar with track care, setup / teardown, trouble shooting, etc.
 - Keep record of events and report to zone director monthly.
- Basic Training
 - Must be certified (eventually we will want them to become Master Trainers).
 - Will set up dates for new church trainings and send a monthly calendar to zone director. Ensure that churches have BT materials ahead of time.
 - Will find location and set date for quarterly Regional Basic Training
 - Will recruit additional trainers to be certified by a Master Trainer
- Phonecalls
 - Recruit 1 phonecaller for every 5-10 churches
 - Ensure that each church receives at least one phonecall every 4-6 weeks
 - Gather all phonecall reports to send to missionary
 - Report Red Flag churches *to missionary immediately* cc:zone director
 - Report minor problems to zone director
- Presentations
 - Set up date and time
 - Present Awana
 - Send monthly calendar to zone director

AWANA SUPPORT RAISING NETWORK

FAITH PROMISE

*I heard the voice of the Lord, saying,
“Whom shall I send,
and who will go for us?”
Then said I, “Here am I; send me.”*

– Isaiah 6:8

Because I believe in the need to reach children and youth in my area with the gospel of Jesus Christ, I want to join the Awana Support Raising Network and support my Awana missionaries, _____, with my prayers and gifts.

- As God provides, it is my intention to make the following faith promise of \$_____ to be given monthly or annually.
- Enclosed is my first gift of \$_____.
- Enclosed is my one-time gift of \$_____.

*Please make checks payable to Awana Clubs International
and place your missionary's name in the memo portion of your check.*

Name _____

Address _____

City, State, Zip _____

Phone, Email _____

Signature _____ Date Signed _____

Signature _____ Date Signed _____

For your convenience, Awana offers the option of making your gifts by credit card. If you choose this option, please complete the following.

Please charge my: Visa MasterCard Discover

Acct. No. _____ Expiration Date: _____

CVS Code (on back of card) _____

Signature _____

- Please send me information to see if my company will match my gift.
- Please send me information so I can give through Electronic Fund Transfer.