



puggles leader

role book



puggles leader

r o l e b o o k



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This book belongs to: _____

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Welcome Awana Puggles Leader!

Welcome to one of the most exciting and rewarding serving roles you can fill! Whether you're assuming this role in an already-functioning ministry or you're starting Awana at your church for the first time, you're in for a thrilling ride.

Children's ministry, including Awana, is the richest mission field in the church. Do you know that, according to research by George Barna, the probability of a person accepting Christ as Savior is highest between the ages of 4 and 14? And that religious beliefs are largely set by age 13 and, statistically, don't change much in adulthood? God has given children's and youth workers a unique window of opportunity to further the gospel

What a child experiences when he is young shapes how he will integrate new learning as he grows. Teaching Puggles Bible precepts lays the foundation for everything that he thinks as he grows. What a privilege it is to serve God in this way! You have a big responsibility, but Awana is right here beside you to help you along the way.



But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus (2 Timothy 3:14-15, KJV).

This role book will provide instruction to help you navigate all aspects of your new role, whether you are a Puggles leader or director. It will help equip you to shape your Awana club into a life-giving place for children.

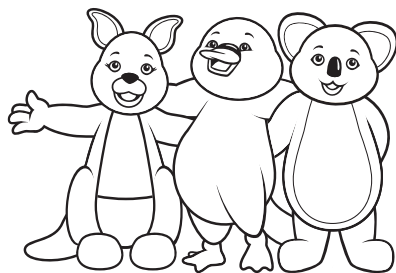
There is not a separate role book for leaders and directors, but directors will find some information written specifically for them as leaders of other leaders.

Please refer back to this role book throughout the club year as you seek to evaluate and improve your services to God and his little ones. Your commander, local Awana missionary and Awana ministry team will provide additional training and support, and all the resources of Awana are accessible to you.

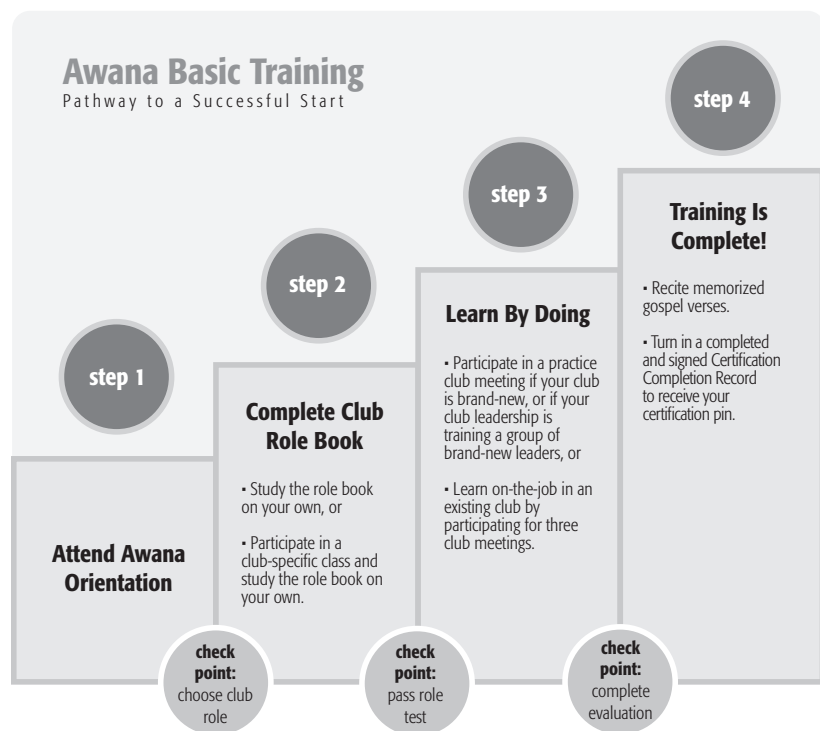
You are now part of over 250,000 volunteer Awana leaders across the globe in over 19,000 churches and 110 countries who are reaching children and youth

with the gospel through the Awana ministry. Thank you for your commitment to evangelism and discipleship among the children in your church and community

Are you ready to jump in?



About Basic Training and This Book



Basic Training (BT), as its name implies, is the basic training you and your leaders need to begin a successful Awana Ministry.

Hopefully you have attended Awana Orientation by the time you're reading this book. If not, contact your commander to schedule a session. Awana Orientation is a class led either by an Awana trainer or an experienced Awana leader in your

church. It is the first step of a four-step training process and is the best way to ensure a good start to your Awana ministry. If you are unable to attend an Awana Orientation, Section One of this role book will give you an overview of the Awana ministry.



See Appendix A: Glossary for definitions of many Awana-specific words.

What you have in your hands now — this role book — comprises the second training step. This is self-study training targeted to working with two- and three-year-olds in Puggles.

Your journey through this entire book will provide you with a comprehensive understanding of your new role. Take the test at the end of this document and turn it in to your commander or director. Commanders and directors: find test answers on the Leader Training page of the Awana Web site.

Section	What You'll Find
One: Introducing Awana	Overview of the Awana ministry
Two: Getting Started – Puggles Club Basics	Explanation of the key features of the Puggles club program and your role at a club meeting
Three: Going Deeper – Ministry Skills You'll Need	Practical guidance on ministry skills you'll need in your role as a Puggles leader or director
Four: Frequently Asked Questions	Answers to questions that may come up throughout the club year.
Appendices	Glossary, Gospel Wheel verses, Puggles Certification Completion Record, Puggles Leader Test, role descriptions

Throughout your role book, you will see the following icons:



The Resource icon references books, CDs, Awana products or other resources to assist you in your ministry. Many of the suggested resources are available through the *Awana Ministry Catalog*, either hard copy or online at www.awana.org/catalog or at www.awana.org/store.



The Tip icon indicates helpful hints, ideas and practical applications from experienced Awana leaders.

The third BT step is practice. Before you start your Awana club, we recommend that your church conduct a dry run of a club meeting. It is a great way to work out the kinks and practice what you've learned in Awana Orientation and role training. It will boost your confidence, too. Talk to your commander about a dry run.

The fourth and final step of BT is to memorize the Gospel Wheel verses. This will prepare you to share the gospel with anyone. Maybe you will have the opportunity of sharing the gospel with a young parent!

Leaders are recognized for completing the requirements of Basic Training by earning a BT Certification pin. A "Certification Completion Record" form is in Appendix C. Use this to track your progress toward certification.

So grab your Bible and let's learn about the Awana ministry.

Section One: Introducing Awana



Why Awana?

The statistics are staggering. Only nine percent of Christian youth and one-third of born-again adults believe in absolute moral truth – the stakes could not be higher for our kids and the future of the church. As researcher George Barna warns, “The church must focus on children and children’s ministry. We have virtually lost a generation. We cannot afford to lose another one.”

Now imagine 250,000 individual leaders trained and equipped to disciple kids of all ages for Christ – and trained to serve so well they could practically engage in any other ministry in their churches.

Awana BT components are designed to do more than simply help you implement another program into your church’s toolkit. Awana exists to help churches prepare and join the battle for a generation. Now, more than ever, the church needs well-trained, equipped and intentionally-focused adult leadership committed to turning the tide and reaching the next generation.

Take a minute before you take your next step and ask God to prepare you for this step in your journey.

What Is Awana?

The name Awana is derived from the phrase in 2 Timothy 2:15: “approved workmen are not ashamed.”

Awana is a ministry that helps parents and churches raise children and youth to know, love and serve Christ using:

- Fully integrated programs for ages two through 18
- The best evangelism tools to reach unsaved children, youth and families
- Teaching that builds an enduring biblical faith
- Resources that bring churches and parents together to disciple the next generation
- Initial and ongoing volunteer training
- Healthy mentor and peer relationships
- Irresistible fun for children, teenagers and adults alike!

The Awana ministry embraces five principles:

1. Awana is centered on the gospel.
2. Scripture memory is key.
3. Awana is exciting and fun.
4. Children and youth are trained to serve.
5. Awana is built on volunteer leadership.

At the core of Awana is Awana Clubs – weekly club programs in local churches. From age two to high school, children and youth have fun playing age-appropriate games, memorizing Bible verses in an organized, topical system and participating in large group Bible teaching.

The Awana children’s clubs are 90-minutes to two-hour club sessions featuring three main segments: Game Time, Handbook Time and Large Group Time. The two preschool clubs are Puggles for older twos and young threes (one

year prior to Cubbies) and Cubbies for children who will be starting Kindergarten in one to two years (older threes and fours), Sparks is for children in Kindergarten through second-grade and Truth & Training (T&T) is for third- through sixth-graders.

Children's clubs are:	
Puggles®	One year prior to Cubbies
Cubbies®	Two years prior to kindergarten
Sparks®	Kindergarten through second grade
Truth & Training®	Third through sixth grade

The Awana youth ministry is called 24-7 Ministries. The curriculum — Trek (two to three years of middle school) and Journey (high school) — are flexible to fit within your church's current youth group.

Awana also includes:

- Regional Events — Sparks-a-Rama®, AwanaGames™, Bible Quizzing and Awana Grand Prix™
- Missions — Leader based strategy and Adopt-a-Club
- Leader and Parent Development — Awana Ministry Conferences, Awana® at Home™, Club Clinic (online training modules), local training sessions, your commander's prayer and planning sessions and the Leader-in-Training (LIT).

You can see in Deuteronomy 32:46, Moses' final directions to the children of Israel: And he said unto them, *"Set your hearts unto all the words which I testify among you this day, which ye shall command your children to observe to do, all the words of this law"* (KJV).

Moses wanted the Israelites to remember their responsibility to obey God's Word and teach future generations to do the same. The content of Awana is God's Word. Children need to know God's Word and understand how to live it.

Various philosophies and methods of teaching are applied in children ministries. Some focus exclusively on Scripture and others on entertaining children. The principles of Awana clubs are rooted in the idea that children can have fun while learning God's Word — that capturing a child's sense of fun enhances his learning.

The good news of the gospel always is the main thing in Awana clubs but Awana also is fun. Free play and activity times are devoted to fun but all times should

be fun as you take advantage of toddlers' love of playing and learning. Bible Lesson Time and Coloring and Craft Time can engage children when you incorporate preschool teaching techniques the engage the children in the learning. These times are richly profitable when you use sensory activities.

You can help create a club where kids are clamoring to come learn about God's Word. May we challenge you to be a Christ-centered, gospel-focused, Spirit-filled vessel that will impact lives for eternity!

Awana Prayer and Values

Awana operates under guiding principles provided by our prayer statement and values.

Our Prayer is the purpose statement of Awana and describes why Awana exists.

Our Prayer

Our prayer is that all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ.

Key components of "Our Prayer" are:

Know – Our desire is that every child and youth will know Jesus personally and know that he has eternal life because he trusts in Jesus. See Philippians 3:10, John 17:3 and Romans 1:16.

Love – The Lord desires intimacy with His children. We want to disciple children and youth to grow in their love towards God and others. See Ephesians 3:19 and 1 John 2:5-6.

Serve – Serving Christ is a supernatural byproduct of loving Him. We want all believers to experience the joy of serving. See Colossians 1:10, 2 Timothy 3:17 and Ephesians 2:10.

We keep in mind through it all, that children and youth will not come to know, love and serve Jesus because of Awana, but because our Father calls His children to Himself. Awana claims to serve churches and parents and, together, we are all servants of our Lord who wants to see all people come to believe in Jesus.

Look up Matthew 28:19-20.

1. Are disciples made or born? _____
2. Where should we go? _____
3. We are to baptize them in the name of whom? _____
4. Who will go with us as we make disciples? _____

Awana seeks to accomplish this purpose through ongoing and intentional evangelism and discipleship to all children, youth and families. You will see, however, that our club and youth program materials focus on different aspects of the statement for different age groups. The main emphasis of Puggles, Cubbies and Sparks is on knowing God and Jesus. Puggles focuses specifically on respect for the awesomeness and authority of God. Evangelism is not neglected in any club or program, but the T&T materials are created to solidify knowledge about God and direct the older children toward loving God, and Trek and Journey intentionally focus teens' eyes outward, on ways to serve.

Your involvement in Awana will fully engage you in the Great Commission!

Our Values

We will glorify God and serve the Body of Christ by committing ourselves to these values:

- We proclaim the gospel of Jesus Christ with clarity and urgency.
- We commit to God's Word as our guide and standard.
- We treat all people as created and loved by God.
- We maintain a servant heart in all we do.
- We manage God's resources with faithfulness and integrity.
- We pursue excellence as unto the Lord.

The intention of Awana is to support your church in its efforts to fulfill the Great Commission. Our purpose should fit hand-in-hand with your church's – and our vision for how accomplish this is partnership with the local church.

The Importance of Children's Ministry

Read Mark 10:1-16. What were Jesus and His disciples doing when parents started bringing children to him?

That's right. Jesus was in a house teaching His disciples when people (presumably parents) started bringing their young children to Jesus for His blessing. Apparently, it irritated the disciples, and they rebuked the parents.

Because we know the whole story, it's easy for us to judge the disciples. But consider what we do when we're in adult conversations, especially when we're discussing weighty topics, and children enter the picture. Though we love and value children, we often consider such interruptions intrusions. If we didn't already know Jesus' response, we might side with the disciples.



Discuss this Bible study with other leaders and parents.

How would you describe Jesus' response?

The Bible says He was much (greatly) displeased, or indignant. Jesus was angry!

Jesus' response demonstrated His prioritization of drawing children near to Him. The disciples prioritized adult subjects rather than children who needed to be brought to Jesus. According to George Barna in his book *Transforming Children into Spiritual Champions*, research shows that the probability of accepting Jesus Christ as Savior is highest before age 14. We don't have the luxury of time. There will always be matters for discussion but even crucially important matters can be set aside to bring a little one to Jesus.

Bringing a person of any age to Jesus is more important than anything else. Because we know it is children who are most likely to accept Jesus, we must be diligent about reaching them. Not understanding this, many churches do not invest the greatest percentage of evangelism and discipleship resources in children's ministry.

Awana is all about bringing children and youth to Jesus, because He showed us they're His priority.

Larry Fowler, Executive Director of Global Training at Awana, and long-time Awana missionary, had this to say: "If children were important to Jesus, that's all I need."

Reflect on how this study will affect your ministry to children and youth:

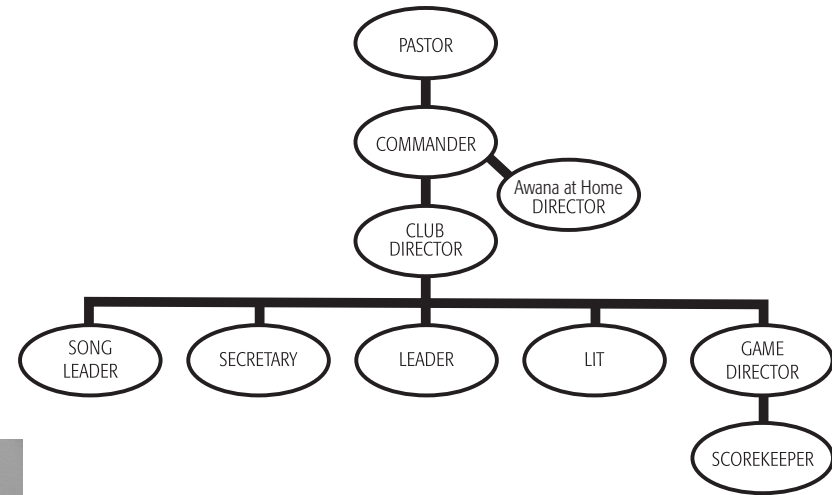


Read *Rock-Solid Kids* by Larry Fowler. You can find this book at www.awana.org/store or www.awana.org/catalog.



Awana Clubs Leadership Structure

One of your main responsibilities if you are a Puggles director is to equip others to serve, just as Jesus equipped the disciples to build His church. This is the discipleship model – the model of multiplication. Pastors equip commanders, commanders equip directors and directors equip leaders. God lays tremendous responsibility upon the shoulders of His men and women, and He will come alongside you to accomplish these things.



And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also (2 Timothy 2:2, KJV).

Child Protection

We live in a world of sinners. We know this and still we're appalled that we need to protect our children. We like to think our churches are safe from sexual predators, but they're not — there are churches of all sizes around the world that share in this heart-breaking reality. If your church doesn't have a child protection (CP) policy (or doesn't enforce the one it has), encourage your commander to work with the appropriate people in your church to create one (or to enforce the one you have).

Awana can't provide legal advice; your church leadership should consult with an attorney. Your leadership should be sure to address these seven areas with the attorney:

1. Develop policies and practices for child protection and follow them.
2. Screen workers.
3. Retain records.
4. Train workers.
5. Supervise workers.
6. Seek legal counsel and professional advice.
7. Report abuse and suspected abuse.

Statistics

- A child is molested every two minutes.
- Thirty-three percent of girls and 20 percent of boys will be abused by the age of 18.
- Ninety-five percent of sexual abuse victims know their abuser.
- There are an estimated 60 million survivors of sexual abuse in the U.S. (20 percent of the population).
- The typical child sex offender molests an average of 117 children — most children do not report the offense.
- Sixty percent of convicted sex offenders are on parole or probation.

Scripture provides insight into the importance Jesus placed on children coming to Him: "...Suffer [let] little children to come unto Me, and forbid them not ..." (Luke 18:16, KJV). It is imperative for the church to do everything it can to create a safe place for children to grow in the Lord.

Leadership and Parent Development

One of the main differentiations of Awana from other ministries is that it is both a curriculum producer and an ongoing support and network. That network – of missionaries, ministry teams and headquarters staff – exists to encourage and promote ongoing development of both leaders and parents.

Leaders

Awana hopes each and every leader will go through Basic Training, but that's just the beginning. There are many resources for training development, all of which can be seen on the Training Tracker on the Awana Web site. The primary opportunities are the Awana Ministry Conferences, Commander College and Club Clinic, our online training modules. Visit the Web site or talk to your commander to discover ways to engage in self development and also to help your leaders grow.

Helping your leaders to become better leaders and grow in their relationship with Christ is one of your primary responsibilities, and Awana provides many tools and resources for you.

Parents

Awana knows that, as important as children's workers are, parents have the greatest opportunity to influence the overall spiritual development of children. To that end, Awana has many resources available for parents.

Awana also has Awana at Home. Awana at Home is a family ministry that fits into the Awana Clubs structure. In Awana at Home parents are trained in a home devotional system that mirrors Awana clubs in your church. Parents are trained and equipped to lead a Game Time (fun with the family), Handbook Time (working with the kids in their handbooks so the kids are ready to recite sections to leaders) and Bible Time (Bible lessons).

Ten Standards of Excellence

The more effective and well run your Awana club is, the more inviting it will be to new clubbers and volunteers. Ultimately, that means more children and youth will come to know, love and serve the Lord Jesus Christ through your ministry. The Ten Standards of Excellence is a tool to help you run a successful club. Once clubs are up and running, you and your director should refer to these standards for annual goal setting and club evaluation. Your commander has an expanded version of the Ten Standards.

1. We reach boys and girls with the gospel of Christ and train them to serve Him.
2. We recruit, train and motivate leaders to serve the local church.
3. We use positive discipline and maintain order throughout the entire club meeting.

4. We attract children with games and activities.
5. We encourage memorization, understanding and application of Scripture.
6. We use the elements of Large Group Time effectively.
7. We motivate children through incentives.
8. We manage God's resources with faithfulness and integrity.
9. We minister to parents and family members.
10. We magnify the impact of our church's ministry through cooperation with the national Awana ministry.

Awana Missionary Role

Awana missionaries are dedicated to working with local churches. More than 100 Awana missionaries and 1,200 ministry team volunteers serve over 12,000 churches in the United States. Our ministry vision is to come along side you, the local church, to ensure all children the opportunity for evangelism and discipleship. Awana missionaries are on the front line of that vision.

Awana missionaries invite committed volunteers to be part of local Awana ministry teams. Together, they work with pastors and commanders to help elevate the position and quality of children's ministries in churches in their region. Your local ministry team serves in various ways, including starting and maintaining Awana clubs at churches; offering training opportunities for you, your leaders, the parents of your clubbers, and others; explaining 24-7 Ministries, the youth arm of Awana; and sponsoring regional events, such as AwanaGames™, Sparks-a-Rama, Bible Quizzing and Grand Prix.

Awana missionaries are faith supported. They rely on churches and individuals like you to support their ministry financially and prayerfully. This support structure allows local churches and individuals to invest in the growth of the ministry in their areas. Prayerfully consider supporting your local Awana missionary.



See www.awana.org for information about Awana missionaries.

My missionary: _____

Phone number: _____

E-mail address: _____

Missionary Web site: _____

Record your Awana missionary's name and contact information. To find this information, go to www.awana.org and locate your missionary by region.

Section Two: Getting Started — Puggles Club Basics



- Develop positive attitudes toward church and believers.
- Experience a sense of belonging.

The Puggles Leader Role

What is a Puggle?

The word “puggle” sometimes is used to describe a baby platypus and sometimes a pug/beagle mixed-breed dog. In Awana, Puggle is the name of a baby platypus character. In Awana clubs, a Puggle is a two- or three-year-old child in a Puggles club program.

Puggles leaders report to the Puggles director and, together, you are responsible for leading, teaching and engaging with all the children in your Puggles club. As a leader, you will be helping lay the foundation for the children's present and future spiritual development. You will have opportunities to cultivate and nurture relationships with the children and, hopefully, with their families.

Welcome to the lively world of Puggles! Puggles are older two-year-olds and younger three-year olds. These young children learn best when they are involved in learning through touching, hearing, seeing, saying and doing. In other words, be ready for lots of hands-on and sensory activities that occupy Puggles' curiosity and arouse their interest in God, Jesus and the Bible.

Through your work in Puggles, children will:

- Begin to build a foundation of proper spiritual attitudes.
- Begin to learn about the Bible and Scripture memorization.
- Hear the gospel and begin to recognize that they are sinners and in need of salvation.
- Begin to understand that loving Jesus is shown by being obedient.

Qualities of a Leader

Listed below are qualities that describe an effective Awana Leader.

- **You must have trusted Jesus Christ as your Savior.**
- **You must be walking with the Lord.** You are a role model for adults and children, therefore, you must demonstrate honesty, purity, cleanness of speech and actions, modesty, obedience to authority and respect for others.
- **You must be growing in your own relationship with the Lord.** As with any other relationship, it will only stay strong if you work on it. Talk to the Lord regularly through prayer and listen to Him talking back by reading the Bible. Attend church regularly to grow spiritually, to receive support from other Christians and to set an example for your clubbers.

- **Your attitude must be attractive to kids.** Excitement is contagious. If you are excited about working with your clubbers, they will be excited about being at club. If you're having fun, they will have fun. You must be patient and gentle, but firm in your standards. You need to be sensitive to your clubbers, aware of special needs, home situations, spiritual conditions and concerns. This approach will create an environment that offers opportunities to reach kids with the gospel.
- **You must be in compliance with the requirements of leadership in your church.** This is important, not only in major issues such as child protection, but in minor areas such as talking during Large Group Time.

Analyze yourself. Do you have all the necessary requirements?

In what areas do you need work?

Don't be discouraged. Nobody is perfect. The Christian life is a growth process. And the major portion of that growth is learning to trust in the Lord for what you need — including the qualifications to be a leader. Look up Philippians 2:13. What does this verse say about God's role in your Awana leadership?

Time Requirements

It typically takes about two to three hours a week (including club meeting) to serve as a Puggles leader. A small investment given the potential reward!

Leader to Child Ratio

When considering how many leaders are necessary, examine your state/province regulations for daycare or preschools. To protect yourself and your church, use these guidelines. While the state-required ratios are good guidelines, the smaller the ratio, the better. Finally, consider the qualifications of your leaders. This is not the nursery — you are teaching children and need an adequate number of leaders who are trained to teach, not just play with, small children.

Club Meeting Schedule

Working with young children requires flexibility and a sense of humor, but there's value in having a structure to the club meeting. This will ensure teaching time, and give the children a sense of security as well.

Here is a sample schedule for a 90-minute club, which intersperses quiet and active segments. Include more free play for longer meetings.

- 6:30 – 6:45 free play
- 6:45 – 7:00 singing, lesson with teaching card (Children may not sit still this long; you need to ascertain the needs of children in your group.)
- 7:00 – 7:10 free play and bathroom break
- 7:10 – 7:20 more singing and choice of active activity from the leader's guide
- 7:20 – 7:30 snack time
- 7:30 – 7:45 coloring and craft activity
- 7:45 – 8:00 Boz DVD
- 8:00 free play until parents come

Key Features of the Puggles Club Ministry

Sharing the Gospel

Remember the main thing? It's the gospel. And the reason Awana exists? To evangelize and disciple children and youth.

When we think of evangelism, we often visualize a moment when a person trusts Christ as Savior. We have to remember that before spiritual fruit is harvested, soil must be prepared and biblical seeds sown. This is especially important in Puggles.

Because Puggles are just beginning to hear spiritual concepts, extending invitations to accept Christ is inappropriate. The primary evangelistic role of a Puggles leader is to prepare children to understand God's truth and answer their questions. Equally important is to be alert to opportunities to share with parents the gospel message.

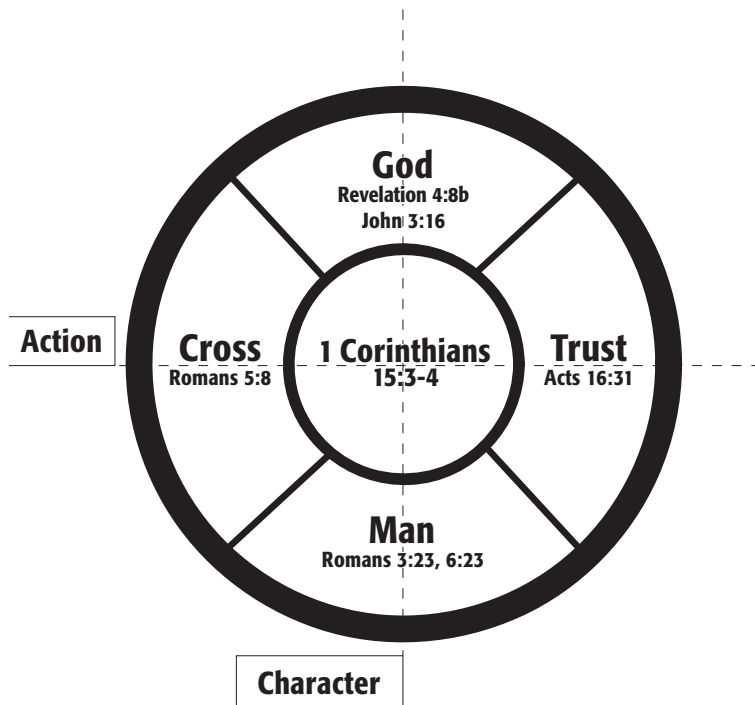
Encourage children to talk to you or their parents if they have questions about spiritual truths.

The best way for you to be prepared to explain God's Truth to anyone is for you to know the gospel message and Scripture yourself. You may find this simple model helpful.

The Gospel Wheel was designed to be a simple tool to help you remember and present the gospel. There is an outline within the model, but the real value is to prompt you to share the gospel using Scripture. In conversation, you can discern what aspect of the gospel message to start with, depending on the other person's questions. Respond to the other person's needs and let the Holy Spirit use the Word to lead a person to faith in Christ.

At the center of the circle, of course, is the gospel – this is what we believe according to Paul. This Gospel Wheel is the gospel presented using just Scripture.

The segments align themselves along two dimensions. The character line could begin with a discussion about God's character (love and holiness) or man's character (sin). Either segment gets to the gospel. You also could share along the action axis, demonstrating how God acted out of love through the cross or the corresponding action of a person, which is to believe.



Challenge: Memorize these verses. Practice reciting them to another Awana leader until you know them well.

Obviously you will not be sharing the Gospel Wheel with a Puggles-aged child, but knowing it will solidify your understanding of the gospel so you can answer even Puggle's questions confidently. You also never know when you may be able to share the gospel with a Puggles parent, grandparent or guardian. At the center, of course, is the gospel. (Christ died for our sins, was buried and rose again.)

Puggles Parents

The Puggles program comes with a strong parent component. Each child should go home with a *Puggles Take-home Card*. The cards summarize the lesson and provide daily suggestions for ways parents can reinforce the lesson. For children this age, repetition is key to learning.

You can build relationships with parents in the following ways:

- Talking with them at the beginning and end of club nights
- Providing them with the take-home cards and following up with them about how the activities went the previous week
- Calling, visiting, or sending e-mails
- Connecting at special events throughout the year
- Personalizing the Parent Pause downloadable resource from www.awana.org/resources

One parent shared how he was grateful for the *Parent Take-home Cards*. He felt ill equipped, yet desired to fulfill the biblical command to train his child spiritually. He wondered where and how to start. This resource started him on that journey. At the end of Puggles he was excited to take the lead in the spiritual training as his child moved to Cubbies.

To maximize your ministry, all leaders should focus on both Puggles and their parents throughout the year.

One Puggles director told how, after a parent night at their club, a parent came up to one of the leaders. The parent said she could not wait to try some of the things she saw and heard the director do. She was excited about how it would help her at home to teach and encourage her own child.

Precept Exploration

A key feature of Awana is Scripture memorization. We want children to commit Scripture to memory — so it is, as we read in Psalm 119:11, hidden in their hearts.

Three Reasons to Memorize Scripture:

1. To please God
2. To guard us from sinning against God
3. To draw on as we witness to others

Two keys to Scripture memory:

1. Review, review, review
2. Self-discipline

Puggles do not memorize Scripture verses, but they are introduced to Scripture memory by exploring and learning Bible precepts, which come directly from Scripture. For example, the Puggles precept “God ... made everything” comes from Genesis 1:1, John 1:3, Isaiah 42:5 and Ecclesiastes 3:11.



There are four precepts throughout the year – one for each eight weeks of the club year. The focus is on engaging children in understanding what God’s words mean and how He wants us to live. Take time to talk to children about what the words mean and how it applies to them personally. Some Puggles may even learn the precept, and be able to say it back to you. You are helping them develop a love for God and His Word along with the thrill of accomplishment. What a privilege it is to share God’s Word with these young children!

The goal is for each Puggle to recognize or know the four precepts by the end of the club year.

The intent for older clubbers being Scripture memorizers is that they will learn and live by God’s Word. Puggles can come to love God’s Word so they will want to memorize it when they’re able.

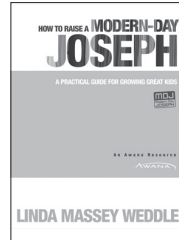
Puggles Characteristics

The early preschool years are known as the age of discovery. Listed below are the main characteristics of preschoolers. Keep in mind that these are general in nature; always get to know each individual child through observing, talking and listening to them.

- They love to imitate, so ... sing precepts to familiar tunes or set to rhymes.
- They have limited vocabulary, so ... use simple, short words repeated.
- They have a short attention span, so ... change activities often, provide variety.
- They need active play and rest, so ... alternate active and quiet times.
- They like to play alone, so ... allow free play and encourage sharing.
- They can be fearful, so ... have familiar items, leaders and schedule.
- They’re curious and they love to learn, so ... provide a safe, child-proof environment.



For more comprehensive information and ideas, read *How to Raise a Modern-Day Joseph: a Practical Guide for Growing Great Kids* by Linda Massey Weddle.



Awards

Although awards are a key feature in Awana clubs, Puggles do not earn awards the same way older clubbers do. In all the other clubs children receive awards for completing sections of their handbooks. Puggles are not motivated to learn this way. What does motivate them? Puggles love to gain adult attention and approval. Attention that is trustworthy, affirming and Christlike is what nurturing children is all about.

There is a Puggles participation certificate. They will be proud to receive this certificate at the end-of-the-year awards night, just like the big kids!






Why do the Awana clubs for older kids focus on awards?

Awards are a key feature of Awana clubs because they serve as motivational tools to get God's Word into the hearts and minds of children, teens and adults. Throughout Scripture awards are given in recognition of special achievement or obedience. The Israelites gained the Promised Land and believers are promised crowns which will be cast at the Master's feet.

Awards are biblical and motivating but they can be used incorrectly. You want to balance intrinsic and extrinsic motivation carefully. Ideally, awards are recognition of achievement that's intrinsically motivated. We are God's workmanship and are, therefore, created to be motivated by obedience to His word. Obedience feeds on itself when it's correctly rewarded.

Leader awards

As a leader, you can earn awards for years of service and achievements.

Award	Accomplished
BT Role Certification Pin 	Participation in Awana Orientation; score of 75 percent or higher on the role test for leaders (85 for directors); participation in practice session, memorization of Gospel Wheel verses
Service Pin 	To recognize each year of service
TruthScripts Pin 	Completion of TruthScripts goal

Uniforms

Uniforms for leaders and clubbers are an important component of the Awana ministry. Older clubbers display their achievement awards on their uniforms. While Puggles do not earn awards they still have a T-shirt for their uniform. Children enjoy belonging to clubs and uniforms reinforce the sense of community. Puggles love wearing their uniform T-shirt.

The example set by leadership will set the tone for each of the clubs. Every leader should be in uniform at every meeting. Not only will this encourage children to wear their uniforms but it will help parents to know which leaders are in which clubs.

Leader uniforms encourage the following:

- Clubbers wearing their uniforms
- Discipline
- Club unity
- Identification between leaders and clubbers
- Award achievement, because leaders can display their awards

Puggles leader uniforms are light blue polo shirts. Part of a leader's uniform is an Awana lanyard. Lanyards identify leaders by name, club and leadership position. They also provide a sturdy location for leader awards.



Awana lanyards with customized leader identification cards help parents and children recognize which adults belong in club. It's also a great place to display leader awards.



See the *Awana Ministry Catalog* for uniforms.

Discipline

The word discipline often is used negatively. Actually, discipline is meant to be a loving approach to teaching children appropriate behavior. It comes from the word disciple and literally means "to teach" or "to mold." Children need discipline to become healthy, mature adults.

The reason we are confused is that many people incorrectly refer to punishment as discipline. This chart helps clarify the difference.

	Punishment	Discipline
Purpose	Inflicts a penalty for an offense	Training for correction and development
Focus	Past offenses or misbehavior	Correct future behavior
Leader's Attitude	Hostility, frustration or anger	Love and concern for clubber
How Clubber Feels	Fearful, guilty or shamed	Secure

Positive discipline seeks to instruct and help children feel safe.

Your primary issue in Puggles is going to be that some children will do what you ask, such as sitting for the lesson, and some won't. The main way to deal with this is to encourage children to do what you ask, either by pointing out how other children are having fun through their obedience ("Look how much fun everyone is having singing and wiggling to that song!"), or by engaging in the activity with the Puggle.

The *Puggles Leader's Guide* makes the suggestion to begin the lesson time by singing the Puggles Quiet Song and doing corresponding hand motions. Soon your Puggles will look forward to this song and know what's expected of them.

Some steps for effective discipline with Puggles are the following:

1. Set clear expectations, simply.
2. Be consistent.
3. When giving directions make them simple and specific, keeping the number of steps the same as the child's age (two or three steps).
4. Encourage your Puggles when they do good things.



Decide on your discipline standard then consider putting it in word and picture form. One church used:

- Be Kind (picture of children taking turns)
- Be Loving (picture of children sharing)

Children this age may experience anxiety when a parent drops them off at Puggles. It is helpful to identify leaders in your club who are good with distraught children. A confident leader can usually help these children relax and get involved in an activity. In this situation, it's usually best to encourage the parent to leave with the promise that if the child is not soon okay that a leader will come find the parent. In most cases, everything is fine relatively quickly. (It's best to suggest mom or dad not pop back by to check on the child.)

Preschoolers get upset by confusion. They seek and need love, understanding and security. Discipline helps a child feel loved and secure. Children may act out, looking for boundaries; and it's unsettling not to find them. In fact, Scripture teaches us in Hebrews 12:8 that if we don't experience discipline from God the Father, then we are illegitimate children. It continues to teach us in verse 11: *No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it (NIV)*. So it is with the children we serve. It's our responsibility to be godly disciplinarians.

Remember to keep your expectations in line with their characteristics. Be flexible by allowing free play when you notice many of the children losing interest.

Toilet Training

Most children this age are in the toilet-training process, so you should expect accidents. It's a good idea to ask parents to bring a change of clothes so, whether it's a toilet accident or spilled juice, you have clean clothing for the child.

Check with your church nursery for existing guidelines in regard to changing children or taking them to the bathroom. Always follow your church's child protection policy. As with leader-to-child ratios, check your state or province's preschool and daycare regulations.

A Puggles Club Meeting

Now you understand the basic features of a Puggles club. But you may be wondering what to do when all those adorable Puggles come bouncing into their first meeting. This section will get you ready to make your Puggles club meeting a success!

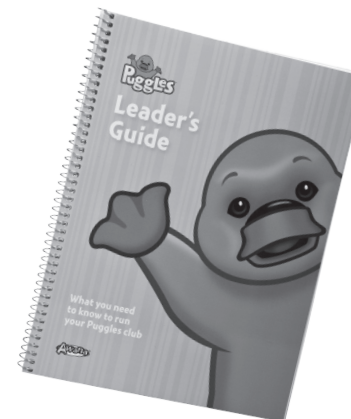
Preparation

Before club each week, your role is to:

- Pray – for your Puggles, their parents and your effectiveness as a leader.
- Read the lesson in your *Puggles Leader's Guide* for the week.
- Read the pertinent Bible verses listed in your leader's guide.
- Use the "Preparing to Teach" section of the lesson to make sure you are familiar with it.
- Be familiar with the entire lesson and gather any materials you will need.
- Practice using the Puggles teaching card.
- Ask God to speak to you through His Word.
- Spend time learning the precept.
- Arrive at least 15 minutes before club starts.



The *Puggles Leader's Guide* and the *Puggles Coloring and Activity Book* include all the activity ideas and teaching instructions you'll need throughout the club meeting.



Coming-in Time

What is Coming-in Time?

Coming-in Time is the 10-15 minutes prior to the official start of club. It is the warm-up to the actual start of a Puggles meeting.

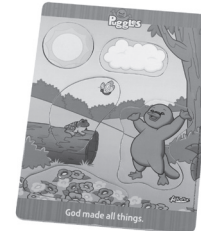
What are the objectives of Coming-in Time?

- Record attendance
- Welcome Puggles and parents
- Engage Puggles in free play to help combat separation anxiety
- Set a positive tone for the upcoming meeting



What is my role during Coming-in Time?

- Assist with the check-in process
- Be sure to have a completed registration form on each child.
- Communicate with parents
 - Welcome them – be a friend.
 - Give them an idea of some of the activities their children will be involved in.
 - Focus the conversation on their children.
 - Invite the parents to stay for club to see how well their children are progressing.
- Play Puggles Praise CD softly in background as Puggles arrive.
- Have available the Puggles puzzle, board books and finger puppets.
- Give attention and reassurance as needed so child feels secure, welcome.



Puggles clip art is available at www.awana.org, on the Awana Resources and Tools (ART) portal.

Where is Coming-in Time?

Coming-in Time takes place in the Puggles room.



Give new parents a copy of the *Parent Welcome Brochure* available in the *Awana Ministry Catalog*. It explains the Awana ministry and will answer many of parents' questions.

Singing and the Lesson

Transitions Puggles from free-play activities to the lesson time. One idea is to call each Puggle by name and allow them to put a sticker on the attendance chart. Then sit on the floor and sing the Puggles Quiet Song.

Singing might include simple praise songs or playing the Puggles Praise CD and singing along, with motions.



See the *Awana Ministry Catalog* for CD, board books and finger puppets.

What are the objectives of singing?

- Transition the children from free play to the lesson
- Prepare Puggles to hear the Bible lesson
- Start to share the joy of singing about God

What are the objectives of the lesson?

This is the club segment during which Puggles meet as a group and listen to a Bible lesson. Because this is when Puggles learn the Bible precept, this should be the first club segment. If they learn the precept at the beginning, you will have many opportunities to reinforce it during the rest of the meeting.

Preschoolers are sensory learners – knowledge is intangible to them until they can reinforce it in a sensory way. They need to touch, see, hear, taste, smell or talk about something before it will be learned. Senses reinforce lessons and make them real. This type of learning is good for all ages, but as we get older we are more able to accept learning that we have not personally experienced. Puggles still need to experience everything.

What is my role in singing and the lesson teaching?

Your primary role is to participate. Unless you are teaching, you should sit with the Puggles, participate in songs (including all hand and body motions), and help maintain order. If a Puggle is being disruptive, try to help them. Be sure to stay within your church's child protection guidelines at all times.

Puggles are just learning how to focus their attention. Help them focus by keeping them engaged through the use of their senses. Puggles are beginning to discover things very rapidly; therefore, it is prime time to help them learn about God!

Speak and sing slowly. Some Puggles are still learning to talk. Also, sing the same songs for weeks. They love repetition and will respond as the songs become familiar.

What if you are asked to lead singing?

Your director may ask you to lead the singing. Use the Puggles Praise CD and *Puggles Leader's Guide* for ideas and song suggestions. Just prior to the lesson, sing the Puggles Quiet Song to set the stage for listening to the Bible lesson.

Begin with the Puggles theme song. Puggles love singing this song! You can find the song in the *Puggles Leader's Guide*. Also, choose other songs that reinforce the Bible lesson or truth, choose songs with lots of motions, and then let the children participate in their own ways. Songs should have literal words and melodies that are repetitious, melodic and rhythmic and have a range of five to eight notes.

What if you are asked to teach the lesson?

If you are asked to teach the lesson, practice using *Puggles Teaching Cards* prior

to club. When planning, consider the lesson aim and your own talents, interests and personality. Tell the lesson in your own words, using your Bible and the *Puggles Teaching Cards*. Have your Bible open on your lap as you tell the story so Puggles see you referring to God's Word. Weave in the Puggles precept throughout the lesson and meeting.



Consider having each child hold the take-home card as the Bible lesson is taught using the large teaching card.

The reality-based *Puggles Teaching Cards* consist of thirty two lessons divided into four units. The first two units focus on God's creation. Unit Three centers on God's love for us all the time. The last unit teaches the Puggles to say thank you to God.



Mark the Puggles precept in your Bible and ask a Puggle to help you find the marker. Say it all together.

When possible, allow them to touch, taste, smell, hear, and see the lesson and precept. Repeat enjoyable activities again and again.

Since structure and predictability are important to preschoolers try to incorporate the same order each week. For example: gather them together – sing – pray – tell lesson – practice the precept – prayer of thanks.



Allow Puggles to add creation items each week to a mural or bulletin board on the wall at their eye level. You can also do this for giving thanks and ways God loves us.



From the Puggles Coloring and Activity Book, copy pages of a boy and girl praying, children singing and the open Bible. Laminate them for durability. As it is time to pray, sing or read the Bible, hold up the corresponding visual. This will help the Puggles to understand. Remember some Puggles are still learning to talk and follow directions. Visual prompts along with verbal directions will help them to respond correctly.

Coloring and Craft Time

What is coloring and craft time?

During this segment Puggles complete an activity to reinforce the Bible lesson and precept. It is an additional way for them to explore and learn. Center discussion on understanding the precept and lesson, and focus in on what they mean to the child.

What are the objectives of coloring and craft time?

- Help Puggles become more familiar with the Puggles precept.
- Make sure they hear the precept several times within the context of a fun sensory activity that stresses understanding.
- Encourage children to say the Bible precept.
- Assist them in completing their coloring and activity craft.

What is my role during coloring and craft time?

This is the one club segment in which each leader is helping two to three children complete their craft activity or coloring sheet at a table.

Encourage Puggles to:

- See it! (Use their eyes to see the Bible.)
- Say it! (Use their mouth and ears to talk about and listen to the lesson.)
- Do it! (Use their hands to do a craft.)

Repeat, reinforce, and review the Bible precepts.

You will need the following materials:

- Copies of the coloring and activity sheets from the *Puggles Coloring and Activity Book*
- Directions from the *Puggles Leader's Guide*
- Supplies to finish the coloring and activity sheets

Pray and review the Bible lesson and Puggles precept first. When you're done, hand out activity sheets for Puggles to work on. This is a great time to build relationships with the Puggles. Be available to listen to them and they will later listen to you.



Let's look at the four Puggles precepts. Can you think of an example for exploring these precepts with the Puggles? Brainstorm some ideas.

Puggles Precept: God made everything (Genesis 1:1).

Idea: _____

Puggles Precept: God saw that it was good (Genesis 1:10).

Idea: _____

Puggles Precept: God is love (1 John 4:8).

Idea: _____

Puggles Precept: Give thanks (Psalm 105:1).

Idea: _____

Where is coloring and craft time?

Situate Puggles at tables so that you can help them.

Caution: For your own protection, ensure that you are not alone in a room with a child at any time. Check your church's child protection guidelines regarding supervision policies.

Free Play and Activity Time

This segment of club is designed to allow Puggles to do what comes naturally – play! Two-year-olds have been described as terribly-busy twos so it is wise to take advantage of their natural curiosity and use it to teach. Puggles need to move so give them room to move. While intermittent times of free play occur throughout the meeting, there are also suggested activities for the whole group in the leader's guide.

Why free play and activities?

Play time is a time for fun and non-competitive activities that include all Puggles in a large-group setting. It takes place in their large group room. Make sure the room is large enough for the children to play. The room should be uncluttered and safe for play.

What are the objectives of free play and activity time?

- Develop motor skills and thought processes and give Puggles opportunities to try new things

- Capitalize on Puggles' wonder, joy, curiosity and energy and help them explore, experiment with and investigate the world
- Reinforce unit, lesson, and precept aim



If you serve snacks in your club, after play time is a good time to do this. The *Puggles Leader's Guide* includes suggested snacks to go with lessons! Know any food allergies of your Puggles. Consider placing any allergy information on the back of each Puggle's name badge. You may also want to place a white board at the drop-off location listing the snack (and ingredients) for parents to see when they drop off their Puggles.

What is my role during free play and activity time?

A leader's role during play time is to have fun with the Puggles and continue to help them learn. Praise and encourage the Puggles in the activities. Hopefully children will be fully engaged, but you may have to help Puggles who get distracted. As in all segments, be aware of children's interest levels. As it drops, change activities or move to snack time or free play. Keep a list of the activities they enjoyed and repeat them throughout the club year.



Snack Time Ideas:

- Encourage sharing, helping and taking turns.
- Emphasize good manners.
- Always pray before eating.

One leader shared that she uses this poem to help the children wait while snack is being handed out: "Wait for your snack, with hands behind your back."

Going-home Time

What is Going-home Time?

Going-home Time includes the following:

- Free play
- Puggles help with cleaning up the toys
- BOZ video or other resource that reinforces lesson

- Announcements
- Leaders interacting with parents



Do not do things for children they can do for themselves.

One leader makes up "clean-up" songs: Tune: Three Blind Mice

Let's clean up (repeat)

Let's put the toys on the shelves (repeat)

Mom and Dad will soon be here

We'll all be ready when they come

Thank you, Madison.

Thank you, Madison.

What are the objectives of Going-home Time?

- Summarize the evening's lesson.
- Supervise Puggles until parents come.
- Help Puggles learn responsibility by cleaning up their area and belongings.
- Continue to build relationships with parents.
- Carefully and completely follow check-out procedure.



Designate a small area of your Puggles room to display products and resources parents can use to spiritually nurture their preschoolers. Direct them to www.awana/athome.com for additional information and resources.

Section Three: Going Deeper — Ministry Skills You'll Need



While Section Two provided basic how-to instructions for functioning during Puggles, this section is intended to assist you in becoming a stronger, more effective ministry leader and follower of Christ. The time investment you make in yourself and your Puggles will have eternal awards and be pleasing to God.

Your exact focus and necessary skill set will depend on whether you are a leader or a director. In small clubs, both leaders and directors will be working directly with children and, in larger clubs, directors will focus more exclusively on leaders, while leaders work directly with the children.

This section will focus on leader development, and is appropriate for all leaders and directors. If you are a director, see Appendix E for more specific direction about leading other leaders.

"First I learned to love my teacher. Then I learned to love my teacher's God."

— Henrietta Mears

Being a Prepared Leader

You Are a Life-Long Learner

As a leader, remember that you are a life-long learner. The Christian life is a journey, and we all continue to grow under the guidance and teaching of the Holy Spirit. Trust and obedience are two of the key growth characteristics in our walk with Christ. Look up Psalm 20:7 and Psalm 119:42. In what do we trust?

Are you feeling at all overwhelmed with the responsibilities laid out in this role book so far? Look up Psalm 56:4 and Proverbs 3:5-6.

What are some of the benefits of trust?

In 2 John 6, God calls us to do what?

As a Puggles leader you will help set the foundation stated in Deuteronomy 32:46. What is this foundation?

Scripture Memory

Section Two explained Precept exploration for your Puggles. As a leader, you are not required to memorize verses, except the Gospel Wheel; however, you are strongly encouraged to do so.

Read the following three passages and indicate the importance of memorizing God's Word.

Psalm 119:9-11

2 Timothy 2:15

2 Timothy 3:16-17

Prayer

It's essential for you to stay in close contact with the Heavenly Father. Pray for your ministry, Puggles and their families. Pray also for your church and community – that many would come to know the gospel and accept Jesus Christ as their Savior.

Use this space to write out a prayer for your growth and for your role in the Puggles ministry this season.



Place photos of your Puggles in a small photo album. Across from each photo, place pertinent information on an index card. Pray daily for Puggles and their families. Variation: As you get to know your Puggles attach an interest, toy, pet, etc. with that child's name. Then every time you see that thing, remember to pray for the child. you see that item, remember to pray for that clubber. For example, one of your clubbers loves a certain fast-food restaurant. Every time you pass that restaurant pray for her.

Leader Meetings

All Puggles leaders should meet together weekly or monthly. The person serving as the Puggles director should schedule and lead these meetings. If there are only a few Puggles leaders, you may meet all together with the Cubbies leaders. From time to time your commander may schedule Awana-wide meetings. Make every effort to attend these meetings.

Check out *Awana Ideas*. You can go to the Web site to subscribe. You also may want to discuss some new ideas in team meetings for making your club better. Don't always wait for your director to come up with new ideas.

Leadership should make efforts to re-energize leaders with the ministry vision and their own visions for how Awana can impact the church and community. Week to week you may get so focused on keeping Puggles from jumping around during the lesson that you lose focus and passion for children's ministry. Directors, commanders and pastors should make it their priority to remind you of the big picture and passion of Awana.

These meetings are good team-building times. You will get to know your fellow leaders and hear about their experiences in club. Much of the reason people stay connected in a ministry is because they feel like they are serving with friends. Being part of this team will enhance your Awana experience.

Also, during meetings you will receive information you need to function well as a club leader. Club information may include announcements about upcoming events or awards nights. Meetings may double as training sessions or give directors a chance to talk about upcoming training opportunities. Regardless of specific content, these are valuable gatherings.

Some training resources Awana offers are:

- Basic Training (BT) – orientation, self-study role books and practice
- Online forums
- ART (Awana Resources and Tools) portal on the Awana Web site
- Online Club Clinic training modules
- Awana Ministry Conferences
- Commander College
- Mid-year training by your local Awana ministry teams
- Resources in the Awana Ministry Catalog or the Awana store

See www.awana.org to find out about all of these resources.

Being a Team Player

Being a team player means many things, including the following:

- Being on time – being late forces other leaders to cover for you.
- Assisting your director – help set up or whatever your director needs you to do.
- Leading sections – Puggles leaders often take turns leading the lesson, games or activities.
- Enforcing discipline – consistency across leadership is key.
- Upholding standards – all leaders should have the same expectations of clubbers.
- Adhering to policies and procedures – cutting corners will engender bad feelings among other leaders.
- Letting your director know when you cannot be at club – surprise absences are hard on kids as well as other leaders.

Do everything you can to make Puggles a great experience for children, parents and other leaders.

You have a three-fold commitment – first to God, then to the children and, finally, to the other leaders.

Communicating

Building Relationships With Parents and Caregivers

Awana is about more than engaging with kids for two hours a week. Parental involvement is the most significant factor in children's spiritual development, and Awana is designed to connect parents and the church as partners in nurturing children in the ways of the Lord.

As a leader, you have a unique opportunity to come alongside parents to encourage and support them in their God-given role. As you nurture children in club you can be building relationships with their parents. In your ministry to the family, be sensitive to individual circumstances within the family unit. Many clubbers come from single-parent homes or have primary guardians other than their parents. Any mention of parents in this role book should be taken to include all primary guardians. Some children are in joint-custody situations where they spend portions of the week or month with separate parents. You may even run into situations where one parent encourages a child to attend church and Awana while the other parent doesn't care or is opposed. You'll need to be sensitive to the circumstances and work out a solution with patience and prayer.

When children are very young is the easiest time for parents to begin intentional discipleship, so kids grow up hearing their parents talk about the things of God and engaging in conversations about Him on a regular basis.



Awana at Home is a ministry of Awana Clubs, designed to equip parents with resources, tools and a method for discipling their kids at home. If your church doesn't have Awana at Home, check it out at www.awana.org and talk to your director and commander about it

Here are some ways you can minister to your Puggles' families:

- Contact with the family as soon as children attend Awana. Most parents will welcome the opportunity to talk with the people who are ministering to their kids. In many cases, Puggles parents are Awana leaders or others who are involved at the church, so it's relatively easy to connect with them.
- Call or send a card when a Puggle misses club. Let the children and their families know that Awana leaders care.

- Call the parents or look for them in church to let them know how their children are doing.
- Send cards on Puggles' birthdays, when they've missed club or for special events. It may not make a big impact on the children at this age, but it will impact the parents and set a good precedent for the children's involvement in Awana in the future.
- Talk to parents during Coming-in and Going-home Time.
- Keep your eyes open around town and church. Whenever you have a chance to talk to parents, take advantage of it.

Families are God's plan for evangelizing and discipling children. Look up the following verses and write down how parents minister to children.

Deuteronomy 6:6-7

Ephesians 6:4

2 Timothy 1:5

Invite parents to club whenever possible.

- Parents Night. Some clubs have a night where the entire family or at least parents are invited. Other clubs have separate nights for moms and dads. This event should take place as early in the club year as possible so parents can meet you and see what their children are doing and what's expected of them.
- Awards Night. At the end of the year, invite families to attend church on a night when major awards are presented to clubbers. Puggles earn participation certificates for attendance and participation.



Good communication is essential to be an effective partner with parents. Use tools available in the Awana Ministry Catalog, such as the *Parent Welcome Booklet*. Use bulletin boards, white boards, parent e-mail newsletters and flyers as additional communication tools.



Discuss and decide ahead of time whether parents need to be in the church building for the duration of club.

Communicating Outside Club — Home Visits

Genuinely caring about children and parents should open your church doors into the community. Visiting families in their homes will speak volumes about how much you care.

During your visit, you can talk to parents about their child. Share with the parents how their child is doing in club. You may want to bring photos of their child engaged in activities. This is a great time to review the Parent Take Home card and answer questions. Visiting homes can speak volumes about your commitment to their children and their families. It also gives you insight into how you can effectively minister to each family. Be sure to ask how you can pray for them, and close in prayer.



Caution! Don't go on a home visit without checking with church leadership regarding policies and procedures. Remember, the biblical model is to go with a partner (Mark 6:7). See your commander for more information on home visits.

Shepherding

Shepherding children is your main role in Awana. Shepherds guide and direct and, as a shepherd, you are guiding and directing a small group of Puggles towards Jesus. It's capturing and capitalizing on every opportunity to help your Puggles in building a strong foundation that will lead them to know, love and serve the Lord Jesus Christ.

Shepherding both children and parents

Shepherding is a powerful tool in the development of children. Shepherding is biblical and practical. You can help motivate children towards learning proper perspectives of God, family and other people.

One of the great things about working with little children is that you get to know them and their parents! As a Puggles leader, you have the opportunity to mentor children and invest in their lives and help parents to raise godly children. Look for creative ways to shepherd and communicate.

A few things to keep in mind:

- Develop relationships. Make sure your Puggles know you don't just care about them when they're at club; you care about them all the time. And help parents know you care about them as people, not just as the parents of your Puggles.
- Connect with the Puggles through little things. Discover your Puggles' favorite foods, pet's names or television shows and talk with them about what interests them – not what interests you. This takes just a little time, and means so much. Remember, some of the Puggles are not yet verbal or may be difficult to understand. Take the time to listen and show interest – this speaks love to them.
- Get to know parents. Have listening ears, watchful eyes, helping hands and a loving heart.
- Don't expect every child household to be intact and healthy. For instance, don't assume every child has a mommy and a daddy. If a child says something confusing about her family or home life, talk to your director, especially if a child indicates anything that may lead you to suspect any kind of abuse.

What does it mean to shepherd parents?

You can build relationships with parents in the following ways:

- Talking with them during Coming-in and Going-home Time
- Phone calls, visits or e-mails
- Connecting at special events throughout the year

All leaders should actively seek to shepherd both clubbers and their parents throughout the year.

Application Bible Study

Read the following Scriptures: Psalm 23; John 10:1-18; Matthew 9:36 and Luke 15:1-7. Find eight characteristics of the shepherd and eight characteristics of sheep.

Shepherd

Sheep

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | 7. _____ |
| 8. _____ | 8. _____ |

1. Which characteristic(s) do you appreciate most about our Chief Shepherd Jesus Christ?

2. Which characteristics would you identify as areas you need to develop in your own shepherding of others?

3. Look at 1 Peter 5:2-3 and write in your own words how you are to shepherd your clubbers.

4. Spend some time in prayer asking God to work through you to develop your skills and shepherd others.

Recruiting

You may be surprised to find a section about recruiting leaders in a leader role book, but bringing leaders into Awana is everyone's responsibility. As you come to care about your Puggles and you realize what a crucial role you have in their lives, you will want to bring quality people in to lead other kids in all Awana clubs.

Imagine how much larger the pool of potential volunteers is when we all take responsibility to seek out new leaders. Your role is simply to share your excitement about serving in Awana with people whom you believe to be qualified. If they show some interest, connect them with your director or commander who will lead the person through your church's volunteer selection procedure.

The number one reason churches drop Awana is lack of leaders. Actively help your director and commander find leaders to serve alongside you in this life-changing ministry.

Recruit Volunteers Using Biblical Principles

Recruitment is identifying and attracting qualified volunteers.

Look at how leaders were selected in the Bible. The story of how Samuel selected David is found in 1 Samuel 16. After Samuel assembled Jesse's sons, the Lord told Samuel to select Saul's replacement. When Samuel looked at Eliab, he thought surely he was the one; however, in 1 Samuel 16:7b, the Lord instructs Samuel: ... *But the LORD said unto Samuel, "Look not on his countenance, or on the height of his stature; because I have refused him: for the LORD seeth not as man seeth; for man looketh on the outward appearance, but the LORD looketh on the heart"* (KJV).

Think about the qualities you want in leaders:

- Trust in Jesus as personal Savior — John 6:40
- A growing relationship with Jesus — Hebrews 5:14
- A love for children — Mark 10:14
- A teachable spirit — Isaiah 66:2
- Honesty — Acts 5:1-10
- Trustworthiness — Proverbs 11:13
- Responsible — Genesis 39:22-23

Can you think of other qualities?

Think about the people you know in your church. Would any of them be good Awana leaders? Don't focus only on those individuals who seem like super-Christians, but realize God may be calling someone to serve who is a new Christian or someone who seems a little rough around the edges but who loves Jesus and kids.

According to researcher Cyndi Maxey, a certified speaking professional, consultant and coach, 44 percent of Americans volunteer for something. Of those who don't, 68 percent say they would volunteer if asked.

Often we focus on clubbers' parents as the pool of potential leaders. Consider seniors, students, singles, and couples without kids.

Often, leaders fall into a trap of thinking they're asking people to do them a favor by volunteering. But in reality, you are inviting people into a serving relationship with God! Volunteering is a way for people to follow God's command to obey Him and, thereby, love Him.

Closing Thoughts

There's much more to learn about children's ministry and leadership than we could put in this book. BT is meant to get you started in Awana club leadership and to answer the questions you need to have answered before you're sitting in a room full of two and three-year-olds, wondering what to do.

Your next step towards Puggles leader certification is to take the Puggles leader test and turn it into your director or commander.

If you are serving in a brand new club, gather with the other leaders to participate in a club night dry run. Practicing club without the kids will help you know where to go and what the flow of club should be so the first night can run smoothly. It will also give you an opportunity to practice some of the skills you learned in Awana Orientation and this role book.

If you are joining an existing club, practice your new skills by participating in three club meetings. This counts toward your certification.

Finally, memorize the Gospel Wheel verses to complete certification requirements.

Have fun and may God bless your ministry!

Section Four: Frequently Asked Questions

Do I need to follow up on Puggles who don't come to club?

In Psalm 23 and John 10 we read about a shepherd who longs to find his missing sheep. He demonstrates concern by his search. By following up with these young children, you're really following up with the parents. We would love to see leaders who are concerned enough about Puggles and their families to call or visit homes of children who stop coming to club.

Should I visit homes of Puggles-aged children who attend our church?

It's a great idea to visit prospects for your Awana ministry; many parents may not be aware that you have a club for their two- and three-year-olds, and this is a great way to introduce them to Awana. Be sure to follow your church's policies regarding home visitations.

Can leaders earn awards?

Yes! Puggles don't earn awards and obviously leaders cannot earn awards for learning Puggles precepts, but leaders in any club can work through any Awana handbook (starting with T&T's *Ultimate Adventure Book One*), earning respective awards up to and including the Citation Award. Talk to your commander about this and other awards. You also can earn Rorheim Institute Units (RIUs) for completing various kinds of training. The RIUs can be displayed on your name badge and can lead to different colored lanyards to display your achievement. Visit the Awana Resources and Tools (ART) portal of the Awana Web site, and locate the Leader Training page.

Where do leaders display awards?

Leaders can display awards on their lanyards. Your current BT Role Certification pin should be on your identification badge to help signify your role in club, and, if you choose, you may attach additional pins to the lanyard itself.

What is the best way to discipline Puggles?

Discipline and nurture must go hand and hand when working with children. Remember the root word in "discipline" is "disciple" – we need to train and correct Puggles in a way that helps them to respond appropriately. Be consistent and nurturing and soon your Puggles will know just what to do. Check with your director for more suggestions.

What if one of the children is so upset, he or she cannot be calmed?

It will help to identify who among your leaders is least ruffled by this type of behavior; often there's at least one leader who seems to have a calming effect on children. If nothing works, then contact the child's parents. You may want to take the child out of the room to keep the others calm, but be very careful that you're always able to be seen by other leaders.

What are some ways I can get parents more involved?

Build relationships and nurture friendships with parents. Have open arms, listening ears, and loving words for the parents. Be eager to minister to them just as wholeheartedly as you minister to their children. Remember, your role is to come alongside them and encourage them in their role of raising their children in the ways of the Lord. Be watchful for opportunities to share ways they can be more involved.

Appendix A: Glossary

24-7 Ministries — Awana youth ministry featuring the Trek program for middle-school students and the Journey program for high-school students

Adopt-a-Club — program whereby individuals and churches sponsor an Awana club in another country

Awana Game Square — unique game setup that accommodates many different types of games

AwanaGames™ — game competition between teams from various churches in a region, based on the Awana Game Square games

Awana Grand Prix — a model car racing event that combines creativity and skill, and serves as a parent outreach event

Awana Ministry Team — volunteers who work with a missionary to serve the churches with Awana clubs in a local or regional area

Awana Missionary — Awana faith-supported field representative dedicated to serving the local church

Award — recognition of achievement for Scripture memory, handbook completion and discipline (team and individual based, in the forms of points, pins and plaques)

Bible Quizzing — Bible verse and handbook competition between teams from various churches in a region

Basic Training (BT) — training for church volunteers starting an Awana ministry or for new leaders in existing clubs; also suitable as a refresher for existing leaders

Child Protection (CP) — implementation of written policies and procedures for keeping children safe

Club — age-specific group of children who come together with their leaders for regular meetings; Awana clubs include the Puggles, Cubbies, Sparks and Truth & Training (T&T)

Clubber — child in an Awana club

Commander — leadership role for a church's Awana ministry; oversees more than one Awana club and/or youth program in a local church

Cubbies — children's club for the two years prior to kindergarten

Director — leadership role for individual clubs; oversees one club program

Discipleship — process of developing or helping someone else develop in their relationship with God and service to Him

Discipline — teaching, training and thoughtfully correcting

Entrance Booklet — booklet, including a gospel presentation and Scripture memory, given to each first time visitor to work through before becoming an official club member

Evangelism — sharing the good news of the gospel of Jesus Christ

Five-count — discipline technique for group attentiveness in Sparks and T&T

Game Director — Awana leader who plans and leads Game Time

Game Time — club segment during which clubbers play games, usually on the Awana Game Square

Handbook — materials developed to help clubbers learn and understand God and His Word

Handbook Time — Sparks and T&T club segment during which leaders help clubbers understand handbook sections and verses, and listen to clubbers recite memorized sections

Journey — Awana program for high-school students

Large Group Time — a time when all clubbers in Sparks or T&T come together for singing, Bible lessons, testimonies, award presentations and announcements (also called Council Time in T&T)

Leader — adult volunteer; can refer to all Awana leaders, but specifically refers to those who work directly with the clubbers

Leader-in-Training (LIT) — middle-school or high-school leader who serves under the supervision of an adult leader

Opening Ceremony — beginning of club meeting; can include flag ceremony, prayer, key verse recitation and pledge

Prayer Statement — the purpose of Awana: *That all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ.*

Puggles precepts — big ideas from Scripture about God and the world. There are four precepts, each of which are taught for eight consecutive weeks.

Puggles — preschool children's club for the one year prior to Cubbies (three years prior to kindergarten)

Secretary — clerical club manager

Shepherd — an individual who encourages spiritual growth in others

Sparks — Awana club for children in kindergarten through second grade

T&T (Truth & Training) — Awana club for children in third through fifth or sixth grade (depending on the church)

Ten Standards of Excellence — standards for evaluating Awana clubs

Three-count — discipline technique for individual correction in Sparks and T&T

Trek — Awana program for middle-school students. Trek can serve as a three-year curriculum (grades 6-8) or as a two-year curriculum (grades 7-8).

Appendix B: Puggles Leader Test

Name _____

Achieving a grade of 75 percent or better is required for a leader to pass this test; a director should achieve an 85 percent. After completing this test, turn it in to your director or commander score it for you. This contributes to becoming a certified Puggles leader or director. Be sure to record your achievement on the Certification Completion Record.

Each of the 20 questions is worth 5 points.

1. Which of the following is not a principle of Awana?
 - a. Awana is centered on the gospel.
 - b. Awana clubs must all be run the same way.
 - c. Awana is built on strong leadership.
 - d. All of the above are Awana principles.
2. What is the prayer statement of Awana?
 - a. That kids matter to God.
 - b. That all children and youth throughout the world will become believers.
 - c. That all children and youth throughout the world will come to know, love and serve Jesus Christ.
 - d. None of the above
3. True or False: _____ All leaders should be screened, trained and supervised.
4. Who are the most influential people in a child's spiritual development?
 - a. Parents
 - b. Children's workers
 - c. Awana leaders
 - d. All of the above
5. Write out each of the following:

John 3:16

Revelation 4:8b

Romans 3:23

Romans 6:23

Romans 5:8

Actions 16:31

1 Corinthians 15:3-4
6. During what segments are you teaching Puggles about God and Jesus?
 - a. Lesson time
 - b. Free play
 - c. Singing
 - d. During all segments

7. Puggles are taught biblical concepts using:

- a. Bible verses
- b. Stories
- c. Precepts
- d. Awana handbooks

8. What are characteristics of a Puggles-aged child?

- a. He loves to imitate.
- b. He has a short attention span.
- c. He likes to play alone.
- d. All of the above

True or False

- 9. _____ Puggles are motivated by awards.
- 10. _____ Puggles have uniforms.
- 11. _____ Puggles don't need discipline.
- 12. _____ You must have at least one leader for every six Puggles.

13. What should you do during Coming-in Time?

- a. Supervise Puggles
- b. Begin to focus children on an activity suited to help them learn the lesson
- c. Greet and interact with parents
- d. All of the above

14. What is the best way to keep Puggles' attention?

- a. Engage all of their senses.
- b. Tell them to pay attention.
- c. Give them snacks.
- d. None of the above

15. What resource is meant for you to give to parents to help them teach the precepts to their little ones at home?

- a. *Puggles Take-home Cards*
- b. *Puggles Teaching Cards*
- c. *Puggles Leader's Guide*
- d. None of the above

16. Where can you find good ideas for snacks and play activities that will relate to the precepts you're teaching?

- a. *Puggles Coloring and Activity Book*
- b. *Puggles Leader's Guide*
- c. *Puggles Take-home Cards*
- d. All of the above

17. Check each item that represents a training resource for you

- _____ Awana Ministry Conferences
- _____ Awana Resources and Tools (ART) on the Web site
- _____ Club Clinic modules
- _____ Training Tracker
- _____ Leader meetings

18. Who is Awana at Home designed to equip?

- a. Awana leaders
- b. Pastors
- c. Children
- d. Parents

19. What is God's main plan for evangelizing and discipling children?

- a. The church
- b. The family
- c. The school system
- d. The community

20. Besides passing this test, what do you need to do to become a certified Puggles leader?
- a. Nothing else
 - b. Talk to my commander, pastor and missionary
 - c. Attend Awana Orientation, memorize the Gospel Wheel verses and attend a practice club or three existing club meetings
 - d. Know the Puggles precepts

Puggles Test Answers

1. b
2. c
3. T
4. a
5. See verses
6. d
7. c
8. d
9. F
10. T
11. F
12. F (It depends on your state's guidelines for daycare, but the more adult attention you have in your club, the better.)
13. d
14. a
15. a
16. b
17.
 - ☒ Awana Ministry Conferences
 - ☒ Awana Resources and Tools (ART) on the Web site
 - ☒ Club Clinic modules
 - ☒ Training Tracker
 - ☒ Leader meetings
18. d
19. b
20. c

Appendix C: Puggles Certification Completion Record

Activity	Date	Director's Initials
Step One: Participated in an Awana Orientation Training.		
Step Two: Completed role book.		
Passed BT role test (75 percent or higher). (85 percent or higher for directors)		
Step Three: Completed practice evaluation sheets or participated in three club meetings.		
Step Four: Memorized the Gospel Wheel verses.		
1 Corinthians 15:3-4		
Romans 3:23		
Romans 6:23		
John 3:16		
Revelation 4:8b		
Acts 16:31		
Romans 5:8		

I (_____) have completed the requirements to become a recognized, certified Puggles leader.

Your signature

Date

Director's Signature

Date



Appendix D: Gospel Wheel Verses

Gospel Wheel Verses - KJV

Verses can be cut out and used as flash cards

	1 Corinthians 15:3-4 For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the Scriptures; and that He was buried, and that He rose again the third day according to the Scriptures.
God	John 3:16 For God so loved the world, that He gave his only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life.
God	Revelation 4:8b Holy, holy, holy, Lord God Almighty, which was, and is, and is to come.

Trust	Acts 16:31 And they said, "Believe on the Lord Jesus Christ and thou shalt be saved, and thy house.
Man	Romans 3:23 For all have sinned, and come short of the glory of God.
Man	Romans 6:23 For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord.
Cross	Romans 5:8 But God commendeth His love toward us, in that, while we were yet sinners, Christ died for us.

Gospel Wheel Verses - NKJV

Verses can be cut out and used as flash cards

	1 Corinthians 15:3-4 For I delivered to you first of all that which I also received: that Christ died for our sins according to the Scriptures, and that He was buried, and that He rose again the third day according to the Scriptures.
God	John 3:16 For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life.
God	Revelation 4:8b "Holy, holy, holy, Lord God Almighty, Who was and is and is to come!"
Trust	Acts 16:31 So they said, "Believe on the Lord Jesus Christ, and you will be saved, you and your household."

Man	Romans 3:23 For all have sinned and fall short of the glory of God.
Man	Romans 6:23 For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.
Cross	Romans 5:8 But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.

Gospel Wheel Verses - NIV

Verses can be cut out and used as flash cards

	1 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.
God	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.
God	Revelation 4:8b ... "Holy, holy, holy is the Lord God Almighty, who was, and is, and is to come."
Trust	Acts 16:31 They replied, "Believe in the Lord Jesus, and you will be saved— you and your household."

Man	Romans 3:23 For all have sinned and fall short of the glory of God.
Man	Romans 6:23 For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.
Cross	Romans 5:8 But God demonstrates his own love for us in this: While we were still sinners, Christ died for us.

Appendix E: Shepherding Leaders

Puggles Directors:

Of course it is your calling to love on the little ones that God puts in your Puggles club, but being a director is about more than working with children. You are a leader of leaders. It is your responsibility to shepherd the adult and teen leaders that God puts under your authority. Just as Jesus developed his disciples to take on greater ministry roles, you also should seek to develop your leaders.

This means expecting them to fulfill all the responsibilities of being a Puggles leader and also to be growing in their faith all the time.

You and your commander will set the tone for club leaders. If you expect them to become better, then they will. If you allow them to be half-hearted leaders, then many of them will. It's not that people don't care, but they're busy and they will put their energies where they're going to be held accountable.

Expect your leaders to challenge themselves, to grow in compassion and to seek to become better. Encourage them to seek the training opportunities provided through Awana as well as other resources. Ask about their walks with the Lord and how you can pray for them.

There are many many ways to shepherd leaders. We hope you will seek to develop your skills in this area throughout your life. This role book is going to highlight one indispensable opportunity.

As a director, you should seek to have regular Prayer and Planning Meetings.

See the following for meeting suggestions.

Prayer and Planning Meetings

Prayer and planning meetings are weekly or monthly get-togethers, planned by commanders or directors. Even if a commander plans and hosts them directors should also have some time with his or her leaders, either during those meetings or at another time. This is one of the greatest tools for leader motivation and retention.

Some items to be addressed are the following:

Vision for Awana and helping kids come to Christ

Take every opportunity available to remind leaders of their importance and the critical nature of their goal – to share Christ with kids and help them develop biblical worldviews. Use several methods, including talks, videos and readings.

New and upcoming events planning

Talk about the calendar year, brainstorm theme nights and other events.

Anything that's not working well in club

Are kids losing interest? Is discipline lax? Are leaders coming late? Are Large Group Time lessons boring? Gather leader feedback and do some problem solving.

Church issues

It may be construction in the parking lot or a new children's pastor, but in order for Awana to serve the church, Awana leaders should be kept abreast of church issues and needs. Not only does it honor leaders as integral parts of the body, but it encourages them to pray for their church and its leadership.

Leader well-being and prayer requests

A significant part of a commander's and director's job is to shepherd leaders. These meetings are ideal times to get to know leaders a little better. This also needs to happen one-on-one, but people can connect well through these regular meeting times.

Ongoing training

There can be some short training in these meetings, such as, discussing section standards or the gospel. This is a good venue for telling leaders about upcoming opportunities. Opportunities may include Awana-specific training, such as, upcoming Awana Ministry Conference or the online Training Tracker or Awana Club Clinic modules.

Team building

Team building is essential for two reasons. First, Awana leaders are a team with a common goal and clubs will function better if everyone thinks of themselves that way. Second, it is well documented that a big part of the reason people serve is to build friendships and spend time with those they enjoy. Clubs will retain more leaders if leaders feel like they have friends and a team.

Leader motivation

These gatherings are a good time to solicit feedback and new ideas from leaders and to otherwise demonstrate that their input matters. Use this opportunity to give leader awards and praise. Suggest a Scripture memory program and track progress during meetings.

Prayer

Leadership can plan and plan, but it will be flat without spending time praying: for the gospel to reach kids, for the church, for Awana and for each other.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]