

# Commander First Steps – part 1: Before the club year starts

**First Steps:** especially for New Commanders,  
yet an ideal for any Commander

# Where we are going tonight

- ▶ As Commander you have tasks that fit under these five “hats”
  - Advocate
  - Shepherd
  - Administrator
  - Leader
  - Communicator
- ▶ Tonight’s focus is on your planning & preparation, now, before your club year begins.
- ▶ Part 2 of will cover your Club Night and during-the-year activities.

As Advocate and Shepherd  
**PRAYER** is an essential first step!

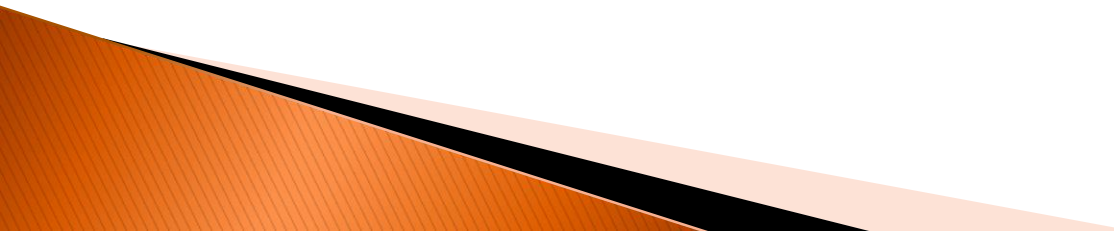
*...but in everything by prayer and supplication  
with thanksgiving let your requests be made  
known unto God.*

*Philippians 4:6*



# As Administrator: **PLANNING** is key

## ▶ Areas to Plan: **A-B-C-D-E-F-G**

- **A**ttendance Projections
  - **B**udget needs
  - **C**alendar
  - **D**efine your goals
  - **E**quip your Leaders
  - **F**ollow the program
  - **G**et the right people serving
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# Attendance Projections

- ▶ Have pre-registration
- ▶ Established clubs – review prior year rosters to determine who stays and who moves up to the next club level.

# Budget needs

- ▶ Common items to consider:
  - Entrance Booklets
  - Leader uniforms, lanyards & role books for new leaders.
  - Game equipment, large group time materials, and flags if needed.
  - “Next” handbooks for returning clubbers who completed their book last year.
- ▶ Estimate costs for special theme nights & events, leader training and awards.
- ▶ A Catalog is a great tool to assist you!

# Your Missionary is here to help!

- ▶ Did you know – your Missionary is available to help guide you on your first order, as well as any on-going ordering questions?!

# Calendar

- ▶ Check dates:
  - School calendar
  - Church calendar
  - Awana website events calendar
- ▶ Complete the full club year
- ▶ Incorporate events, specials and fun theme nights that support your goals
- ▶ Communicate to staff, your leaders, and parents the basic club calendar.
- ▶ Hold back some theme night details to generate anticipation.



# Defined goals

Have clear goals such as “Ten Standards of Excellence”

- ▶ Share the Gospel to evangelize for Christ
- ▶ Everyone in uniform
- ▶ Handbook Achievement
- ▶ Clubber Enjoyment
- ▶ Leader Enthusiasm
- ▶ Christian Training/Service Opportunities
- ▶ Reaching Parents

Question: does your calendar reflect these goals?

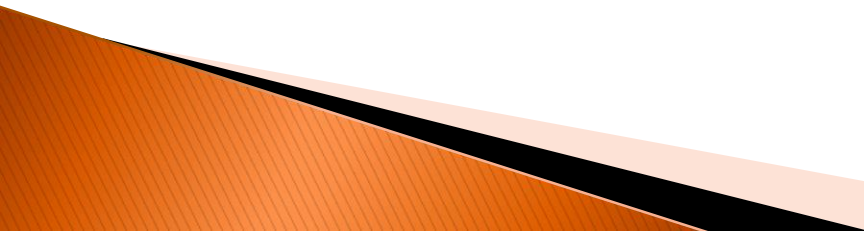


# Equip Leaders – Training steps

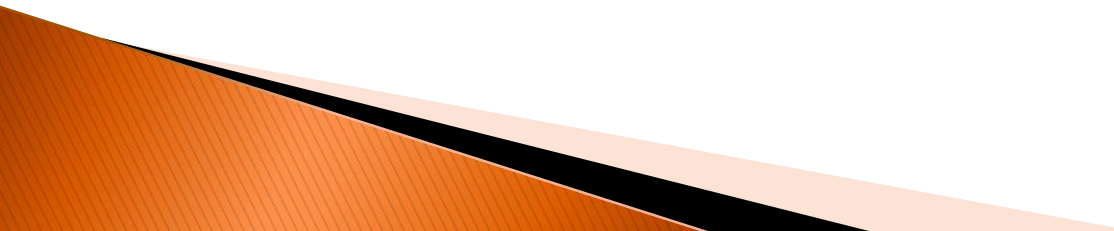
## ▶ For your Directors and Leaders –

1. Role Books – get them, reward completion
2. Regional Ministry Training Day (Orientation & dry run through)
3. Regional Ministry Conference
4. Prayer and Planning meetings you hold.

## ▶ For You as Commander –

1. All the above *PLUS these Commander exclusives:*
  2. Commander College 101 and 201
  3. Commander/Director Training Day
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# Equipped Leaders are **Certified**

- ▶ Your leaders (and you) feel great when they have completed the 4-steps to be certified. (there is an award pin to present when completed)
  - 1. Participate in Orientation Training
  - 2. Complete Role Book & Pass Test: 85% or more
  - 3. Participate in Practice club meeting (dry run) or THREE Club meetings
  - 4. Memorize six Gospel Wheel verses
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# Follow the Program

- ▶ Awana Leadership structure:
  - Pastor > Commander > Directors > Leaders and Secretaries
- ▶ Club overviews – who they serve
  - Puggles – 2 year olds
  - Cubbies – 3 and 4 (two years prior to K)
  - Sparks – K, 1<sup>st</sup> and 2<sup>nd</sup> grades
  - T&T – 3<sup>rd</sup> thru 6th
- ▶ Youth Programs – who they serve
  - Trek – 7<sup>th</sup> and 8<sup>th</sup> (could include 6<sup>th</sup> graders)
  - Journey – 9<sup>th</sup> thru 12th

# Follow the Program continued

- ▶ Club Night Structure:
  - Opening
  - Small Group Time (Handbook Time)
  - Game Time
  - Large Group Time (Council Time)
  - Closing
- There is **flexibility** bases on the numbers of kids and your facility. Let's look at a couple examples.

# Get the right people serving

- ▶ Recruit the Leaders needed to support the clubbers anticipated
  - Safety practice – minimum of two adults per room
  - Puggles – 2 to 6 ratio
  - Cubbies – 2 to 6 ratio
  - Sparks – 2 to 10 ratio
  - T&T– 2 to 10 ratio
- ▶ Recruiting Basics
  - Talk with key staff for names.
  - Make Awana visible. Be excited!
  - Require: Saved, loves kids, values God's Word, application and background check

# Get the right people, continued

## Recruiting P-L-A-N:

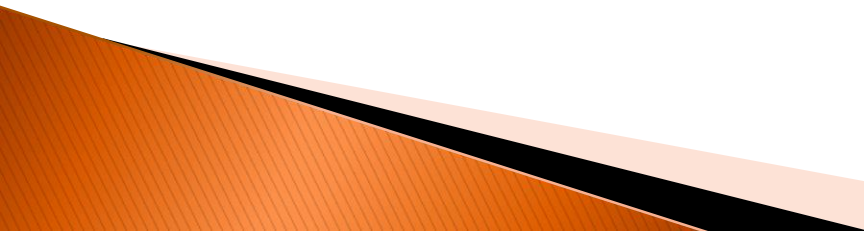
- ▶ P-ray for God to show you who to share your ministry with
- ▶ L-ook around you and find others who are not serving
- ▶ A-sk them to come and observe your ministry to see if they would like to try it
- ▶ N-ever know what God will do! The person may have been waiting for years and may be the next Director or Commander.

## ASK- Details

- ▶ If you continue to ask, “do you want to help with 5th grade boys on Wednesday?” You will continue to get the same results. As directors and commanders we must be effective in what we say.
- ▶ Consider mature youth to partner with adult leaders as LITs
- ▶ 1. Vision and purpose of your role – know what each role does.
- ▶ 2. Challenge (and inspire) – why you want them to serve with you.
- ▶ 3. Explain application process, training steps, and time commitment.
- ▶ 4. Short term serve- Try it out along side you for a few weeks.

# 6 year study on motivation

Results of the study revealed these factors as keys to what motivates people:

- ▶ 1) A challenging Job
  - ▶ 2) Feeling of achievement
  - ▶ 3) Responsibility
  - ▶ 4) Growth
  - ▶ 5) Achievement
  - ▶ 6) Enjoyment of work itself
  - ▶ 7) Earned recognition
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# 70% of the working people DON'T like their job.

- ▶ With that being true, they are coming from their job to serve in **your** club:  
How do you turn them from a potentially negative attitude to...
  - **Dynamic leadership at club?**
    - **Reminder: what were motivators to people?**
    - **Can you see how those could be things you can promote and deliver as part of serving in Awana?**

# Thank You

- ▶ We appreciate you.
- ▶ Remember, the steps you take before your club begins will make a **big** difference in how smooth, enjoyable & fruitful your journey will be this year!