That all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ

AWANA Database Policy and Procedures
Current as of: 1 Sept 2013

The AWANA Club at Calvary Road Baptist Church (CRBC) uses the Approved Workman Database to record and track a wealth of information related to Club members and activities. The purpose is to help leaders spend more of their precious time in ministry to the children instead of completing mountains of paperwork. More importantly, the use of this database is essential in assessing the "vital signs" of Club growth such as child attendance, handbook progression, and professions of faith.

The following policy and procedures outline the standards for maintaining the database as well as the procedures to ensure its timely maintenance and use.

Database Standard Information

The following is a standard list of information for each Leader and Clubber that should be in the database by the beginning of each Club year:

1. Name
2. Address
3. Phone Number
4. Emergency Contact and Phone Number
5. Birthday
6. Club (T&T, Sparks, Cubbies, etc)
7. Team Color – If applicable
8. Leader
9. Parent Location
10. Medical Info. (to include any allergies)

The following is a list of required information to include into the database on a weekly basis once the year commences:

1. Attendance (Clubber and Leader)
2. Book progression (Sections completed)
3. Professions of faith / decision card info.

Database Update Procedures

The primary location for updating the main AWANA database is in the Children's Ministry Office. As needed, the church provides a laptop which also contains the AWANA database that may be used for logging data. However, all information MUST be maintained on the AWANA database in the Children's Ministry Office.

At the conclusion of each Club night, secretaries or directors from each Club section must provide the AWANA Database Manager with the list of attendance (Clubber and Leader, Student Leader), book progression, and any decision cards for each Clubber. Additionally, any updates to Clubber or Leader information should be given to the Database Manager at the end of the night.

The Database Manager takes this information and updates the AWANA Database using either the main computer or the laptop. ALL data must be updated or transferred to ***the main database before the start of the next Club night.***

In addition to updating the AWANA Database, the Database Manager will provide the AWANA Commander an updated weekly report detailing Clubber, Leader and Student Leader attendance and progression as well as a monthly report showing attendance and progression trends.

These efforts ensure the AWANA Club at CRBC can effectively track the "vital signs" pertaining to overall Club growth, giving leaders valuable insight where changes or extra effort is needed. This ensures each Clubber receives the attention and encouragement he/she needs to enable them to know, love and serve Jesus Christ!