



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

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**AWANA Handbook Time Policies and Procedures  
Current as of: 1 Aug 2013**

Standards and Procedures for conducting Handbook Time for Sparks and T&T are based on guidance outlined in the AWANA Basic Training Manual. Upholding standards throughout Club, particularly Handbook Time guarantees fairness to each clubber. Most importantly, it assures God's Word is properly taught and that spiritual truth is correctly discerned from worldly lies. The following details the approved method for Leaders to conduct Handbook Time with each of their Clubbers:

1. The clubber will give you his handbook or pamphlet and show you the section they will be reciting.
2. Make sure clubbers are able to recite the verse and its reference word perfect from memory. Also, there are other memory requirements other than Bible verses for Sparks/T&T in each handbook. Please refer to the *Leader's Guide for the Hang Glider and Ultimate Adventure Handbooks for requirements for each section.*
3. You may give up to two (2) helps per section. A help is defined as a non-verbal or verbal hint that the leader/listener gives the clubber. If the help is verbal, it should be no more than 3-4 words. Be sure to challenge capable clubbers to pass sections flawlessly. Club directors can decide to adjust standards for clubbers with language barriers or special needs. *Note: Some sections have more than one verse. If you help a clubber twice on one verse, you can't help them anymore if there are multiple verses in that section.*
4. If the clubber needs more than two (2) helps on a section, you need to tell them to take a few minutes to study the verses and then come back and try again. If they still can't get it, tell them they can try again next week. Do not "sign off" on a verse if the child does not know it well. If

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another child is not waiting to recite his/her verses to you, you can also help the child study the verse.

5. In a perfect world, where time and leaders/listeners are plentiful, there would be no limit to the number of sections a clubber could pass per night. However, we do need to set a limit in order to give every clubber an opportunity to progress in his/her handbook in the time allowed during Handbook Time. We owe it to every clubber to provide him an opportunity to pass two Sections per club night. However, with time permitting, a leader/listener may pass clubbers on more than two sections per night after every clubber has had a chance to recite their prepared sections. In order to pace our clubbers, please limit a clubber to no more than six (6) sections passed per club night.
6. If a clubber does not come to club prepared to pass at least one section he must study the next section in his handbook during Handbook Time. If he is able, after studying, to recite that section and understand the meaning of the verse(s) the leader/listener may pass him on that section. This clubber may only recite one section during Handbook Time that club night.