



Church Event Guidebook

A list of jobs and details needed to run your own outreach event.

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Bible Quiz

Hosting a Bible Quiz

Church needs:

- Seating space large enough to accommodate the kids. They could be on a stage in chairs, in a fellowship hall or even in pews.
- PA system
- Electrical outlets
- Table(s) for emcee, quiz box and scorekeepers

Questions to ask when considering quizzing event:

- Are we going to charge a registration fee?
- What are we going to do for awards? Awana catalog? Local award provider? Something else entirely?
- When will it be? During Awana? On a weeknight? On a Saturday?
- Who else are we going to invite?
- Is there any other ministry we could partner with to host the event?

Staff

Registration co-ordinator / Check in

Question writer

Emcee to read the questions

Judges to listen to answers and determine whether or not they are correct (need at least 2)

Head scorekeeper

Scorekeeper for every 2-3 teams

Timer

Site judges (at least 2) to make sure quiz is performed fairly for all players

Proctor for written quiz (if applicable)

Registration

Registration can be done however you like as a church. One easy way to have teams register is to create a PDF registration form and send it to the interested churches and Awana leaders and have them E-mail, mail or fax registration back to you.

It is recommended that clubbers from each book quiz together, (i.e.- Ultimate Adventure 1, Ultimate Challenge 2, etc). So you might register two UA 1 teams, one UA 2 team, etc.

Also, teams should have 2-4 players per team. Individuals can sign up and would ideally be combined to form a team.

Types of possible Bible Quiz questions:

Speed questions

Speed questions use an electronic quiz box and teams buzz in to answer the question. First team to buzz in gets to answer, if they are incorrect the 2nd team gets a chance to answer.

Materials needed:

1 quiz box (available through Awana for \$299.99, or possible for rental from your local Awana missionary for a fee.)

1 buzzer cable for every 4 teams (available through Awana for 14.99)

1 pendant button for each team (available through Awana for 19.99)

Multiple Choice

Teams will select the correct answer out of three possibilities, A, B, or C.

Materials needed:

One set of paddles per team (available through Awana for 11.99 per set. You could also look into making your own.)

Short Answer

Teams have 30-60 seconds to write an answer on a white board.

Materials needed:

One white board, dry erase marker and eraser per team.

Written

Teams (or individuals) answer 10 questions, plus a bonus question. Written quiz could be a combination of short answer, essay, true / false, multiple choice, etc.

Materials needed:

One written quiz per team (or individual)

2 sharpened pencils per team (or individual)

Worker Jobs Explained

Registration Coordinator

The registration coordinator is the primary administrator for the quiz. This person sends out the registrations and collects them once teams signs up. He / she also handles payments (if applicable). They also make sure all the supplies are in place for running the quiz such as scoresheets and pencils for scorekeepers. This person also checks in teams on the day of the quiz.

Emcee

The Emcee reads all questions for the quiz. The emcee may also act as the head judge. The ruling of the Emcee on all questions is final. The Emcee should also make sure the kids are having fun during the quiz. Emcees are encouraged to have funny practice questions and find ways to help the kids relax. Emcees are also encouraged to emphasize important biblical truth that is mentioned in the quiz. Use the quiz as a way to show the kids and the audience how the Awana materials tell us the greater story of Jesus!

Materials needed for Emcee:

- Bible (multiple versions if necessary)
- All quiz materials such as entrance booklets, handbooks (multiple versions if necessary)
- A folder with all the quiz questions and answers, including multiple versions of verses if necessary

Head Judge

This could be the emcee, or a different person who makes the final rulings on whether or not answers are correct, with the help of the other judges. The Head Judge also ensures that the Emcee properly reads each question.

Judge

There should be 2 judges. The Judges check to make sure the Emcee read the questions correctly and clearly. They help determine whether a team's answer is correct or incorrect and make a ruling concerning any contested questions or answers. One Judge, or the Timer, needs to operate the quiz box during the speed round and call out the first team to buzz in.

Materials needed for Judges:

- A folder with all the quiz questions and answers, including multiple versions of verses if necessary
- Training or knowledge of how to operate the quiz box

Timer

The Timer keeps track of the amount of time in a round. Round times are flexible and could be 10-25 minutes each. It is the job of the Timer to notify the Emcee when time for the round is up. The Timer also keeps track of time during Speed Round answers: from the time the microphone is given to the quizzier, each participant has 10 seconds to begin and then 30 seconds to complete the answer. If the team takes longer than this amount of time, they are disqualified.

Having a time limit is highly recommended to keep your rounds moving and help avoid embarrassment for a quizzier who doesn't know the answer to a question.

The Timer, or one of the Judges, needs to operate the quiz box during the speed round and call out the first team to buzz in.

Materials needed for Timer:

- 2 Stopwatches, 1 for round length and 1 for answer length
- List of times for each round

Head Scorekeeper

The Head Scorekeeper is ultimately responsible for all points and scorekeeping. The Head Scorekeeper can help score keep during the quiz. It is the Head Scorekeeper who officially totals the score to find the winner for each book. The Head Scorekeeper needs to make sure the other scorekeepers know what they are doing.

Materials needed for Head Scorekeeper:

- Master list of all the teams participating (i.e.- excel spreadsheet)
- Calculator
- Additional scoresheets
- Additional pencils

Scorekeepers

One scorekeeper is needed for every 2 to 3 teams. The Head Scorekeeper will assign them a team or teams to keep score for on the scoresheet. The Scorekeeper MUST be accurate in keeping track of the questions their team(s) answer and if they are correct or incorrect. If a Scorekeeper has a question, he / she takes it to the Head Scorekeeper.

Materials needed for Scorekeepers:

- Scoresheet(s) for tracking team scores
- Pencil

Ready Room Administrator (optional)

If you have several books quizzing at the same time, you might need to rotate the books so that one is doing one part of the quiz while another book is doing another part. The Ready Room is for the quizzers whose turn at Multiple Choice Round is the next rotation. The administrator explains to clubbers what they need to know for Multiple Choice Round and any other part of the day the quizzers need to know about. The administrator needs to explain what is happening to the quizzers and help them be more at ease.

Transfer People (optional)

These are the people who walk quizzers from the Ready Room into the auditorium for Multiple Choice Round and from the Written Test room to wherever the group needs to go to next. They help the Ready Room Administrator and Written Test Administrator stay on time and make sure the quizzers go to the correct place on the next rotation.

****NOTE:** Whatever your schedule, it is imperative that the children are always supervised by at least 2 adults throughout the quiz! This is for their safety, as well as the safety of the church / Awana staff. If children are traveling to different rooms, please make sure that extra caution is taken that the children are not left alone for any reason.

Sample Types of Questions

Types of Questions:

Verse quotations:

Recite Romans 6:23:

Answer: For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord.

Verse completion:

Give the reference and complete this verse: "For all have sinned..."

Answer: Romans 3:23 - For all have sinned, and come short of the glory of God.

Key words and phrases:

Give the reference and quote the entire verse that includes these words: "... rightly dividing the word..."

Answer: 2 Timothy 2:15 Study to show thyself approved unto God, A workman that needeth not to be ashamed, rightly dividing the word of truth.

Doctrinal application:

Which of these verses describes the human heart?

- A) Acts 4:12
- B) Ephesians 2: 10
- C) Jeremiah 17:9**

Word definitions:

Define wages.

Answer: Payment

What word means payment?

Answer: Wages

Reference location:

Give the reference for this verse: "For God so loved... "

Answer: John 3:16

Reading Questions:

Answer questions based upon reading assignments from the search sites

Who was Timothy's grandmother?

- A) Hannah
- B) Eunice
- C) Lois**

Miscellaneous:

Questions from the material that may not fit in the above formats

What does the "a" behind the 10 mean in Jeremiah 10:10a?

Answer: The "a" means the first part of the verse

Forms Needed

The order in which they appear:

Multiple Choice Score Card

Speed Round Score Card

Multiple Choice Score Card

Team Name: _____

(Circle Book)

**Ultimate Adventure
Book 1**

**Ultimate Adventure
Book 2**

**Ultimate Challenge
Book 1**

**Ultimate Challenge
Book 2**

Circle number if correct. "X" number if incorrect.

Team #1	1	2	3	4	5	6	7	8	9	10	11	12	13	14
----------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----

Team #2	1	2	3	4	5	6	7	8	9	10	11	12	13	14
----------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----

Team #3	1	2	3	4	5	6	7	8	9	10	11	12	13	14
----------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----

Team #4	1	2	3	4	5	6	7	8	9	10	11	12	13	14
----------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----

Speed Round Score Card

Team Name: _____

(Circle Book)

**Ultimate Adventure
Book 1**

**Ultimate Adventure
Book 2**

**Ultimate Challenge
Book 1**

**Ultimate Challenge
Book 2**

Write "20" if correct. No deduction for incorrect.

Team #1														
Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Team #2														
Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Team #3														
Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Team #4														
Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14

AwanaGames and Sparks-a-Rama

Venue

Facility needs:

- Awana game square, either inside or the outdoor game kit
- Seating for audience
- PA system
- Tables and chairs for event staff

Questions to ask:

- Are we going to charge a registration fee?
- What are we going to do for awards? Awana catalog? Local award provider? Something else entirely?
- When will it be? During Awana? On a weeknight? On a Saturday?
- Who else are we going to invite?
- Is there any other ministry we could partner with to host the event and interact with families?
- Will we have a concessions stand? Or a cookout?
- Who can share the gospel during the event?
- How competitive will our event be? Do we need a rulebook? Or will we just assign teams when children arrive?

Staff

Registration Coordinator

Emcee

Gospel speaker

Set up / tear down crew

Concessions workers (if applicable)

Per circle – 1 circle director, 2-4 line judges, 2 scorekeepers, 1 equipment manager

Medic / Nurse

Rosters

To ensure fairness, having a roster of 10-15 children per team is usually a good size. It would also be good to limit the number of boys on a team if teams are co-ed, or keep boys and girls on separate games teams.

It is also a good idea to run Sparks games separate from T&T games due to the differing skill sets of those age groups.

Whether this is a competitive event or not, it will be important for the host church to know who is participating, so having a roster of children attending is always a good idea. This is also a way to track if a child has submitted a liability / consent form. Please see your church leadership or an attorney for guidance on legal matters.

Registration

Registration can be done however you like as a church. One easy way to have teams register is to create a PDF registration form and send it to the interested churches and Awana leaders and have them E-mail, mail or fax registration back to you.

Or, you might agree with other churches to split the costs for the event and not charge specific registration fees.

Materials Needed for Teams

T&T	Sparks
8 circle pins (2 for each color)	4 laundry baskets
4 colored beanbags & 4 striped	8 circle pins (2 for each color)
9 inch balloons (2 needed per team)	4 colored beanbags
round or 4-way tug rope	1 striped beanbag
3-legged race bands (1 per team)	9 inch balloons (3 needed per color)
4 batons	Two 60-ft lengths of lightweight rope
team color wristbands (one per team)	4 Sparky in/out containers
	2 nerf balls
	team color wristbands (1 per team),
	4 swimming noodles
	4 beanie babies per team

You are free to play any games you wanted to for your AwanaGames or Sparks-a-Rama event.

Items Needed for Officials

Emcee:

- Copy of games being played and schedule for the day
- Microphone

Circle Directors / Line Judges:

- 1 whistle
- officials shirts
- rulebooks (if applicable)

Scorekeepers:

- Scoresheets or Computer for tracking scores
- Projector to show scores to audience
- Pencils

Worker Jobs Explained

Emcee

It is the job of the emcee to welcome attendees and lead any kind of opening ceremony (national anthem, pledges, Awana song, prayer, or whatever you choose), announce and begin all games, and announce the results. The emcee must wait for the signal from the Circle Director before beginning a game.

Registration Coordinator(s)

This person collects the registrations for the games event and assigns teams to a color and time slot. On the day of the games, the Registration Coordinator will make sure that all teams check in when they have arrived and have any required paperwork (team rosters, parental consent forms, etc.).

If check-in is not done in advance, the Registration Coordinator oversees the registration of children to play the games, along with any needed paperwork.

Think of these events just like your Awana club and have an organized check-in / check-out policy.

Circle Director

One circle director is needed for each circle. All Line Judges report to the Circle Director. The Circle Director's decision is final. The Circle Director is responsible for:

- Coaches' meeting at start of meet.
- Circle operation after official start.
- Declaring placings, disqualifications and reruns
- Indicating event winners to Scorekeepers.
- Coordination and ultimate responsibilities of Line Judges.

Line Judges

Line Judges are 2-4 trained officials who are familiar with all AwanaGames events and rules. They should also know the policy for resolving ties and assist the Circle Director in watching for: false starts, broken rules, fallen pins, interference, etc. After each game, the Line Judges rotate counter clockwise. A Line Judge must be impartial in all decisions. It is the Line Judge's responsibility to get all equipment needed for each game.

Scorekeepers

Two individuals for each circle record the scores on the official Scoresheets for each event as reported by the Circle Director. After each game, the scorekeepers compare scores to ensure accuracy. Once the scores are deemed correct the scores may be posted on a projector or scoreboard for the audience to keep track of the scores.

Equipment Manager

One person on each circle should organize the game equipment and get equipment ready for each game. The Equipment Manager assists the Line Judges in clearing off equipment and getting new equipment onto the game floor. This aids in smoother transitions in between games.

Keynote Speaker

This is the individual who will share the Gospel with the participating clubbers and spectators.

Medic

The medic is there for both Sparks-a-Rama and AwanaGames. The medic is there in case any child gets hurt and needs medical attention.

AwanaGames Event Check List (sample)

Before event:

- Find date.
- Find location.
- Update registration sheet with date and location and contact.
- Put registration forms online.
- Get workers lined up (other sheet).
- Make list of churches pre-registered to give to check-in people and to know how many circles to lay.

Event set up before event starts:

- Set up circle(s).
- Set up check-in table/area.
- Set up award table.
- Set up sound system.

As kids / teams arrive:

- Check-in: teams and workers.
- Prepare game equipment
- Meet with line judges / circle director to discuss rules and questions
- Coaches meeting with officials
- Head score keeper: make sure score sheets have church names.

Begin games event:

- Welcome, prayer, national anthem, pledges
- Begin games
- End games
- Keynote speaker (could also be done during halftime of the games)
- Announce scores and handout awards
- Dismiss

Repeat steps for any additional time slots

Forms Needed

The order in which they appear:

- Sparks-a-Rama Score Sheet
- AwanaGames Score Sheet
- AwanaGames Team Assignment Sheet
- Sparks-a-Rama Team Assignment Sheet