

# Test – Secretary

Name: \_\_\_\_\_

Achieving a grade of 85 percent or better is required to pass this test. After completing the test, give it to your commander to score. Passing this test contributes to becoming a certified Awana secretary. Be sure to record your achievement on the Certification Completion Record.

There are 20 questions, worth five points each.

1. The prayer of Awana is that all children will come to \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ the Lord Jesus Christ.
2. What is the main focus in Awana clubs?
  - a. The gospel
  - b. Game Time
  - c. Awards
  - d. Worship
3. From Mark 10:1-16, what does Jesus demonstrate His attitude to be towards children?
  - a. They are irritations.
  - b. They should be seen and not heard.
  - c. They are important, but in their time and place.
  - d. They are important.
4. What is the reason for knowing the five principles?
  - a. They are part of Awana history.
  - b. They are helpful in evaluating whether a club is effective.
  - c. They help leaders to keep priorities straight.
  - d. All of the above
5. True or False. Each club is required to have its own secretary.
6. A club secretary provides \_\_\_\_\_ and \_\_\_\_\_ for the Christ-centered fun of Awana clubs.
  - a. Check-in, Check-out
  - b. Paperwork, Awards
  - c. Organization, Accountability
  - d. Leadership, Discipline
7. What do people need to understand and believe to be saved?
  - a. Jesus Christ died for our sins, was buried and rose again.
  - b. God created the world in six days.
  - c. Faith without works is dead.
  - d. God helps those who help themselves.
8. What is the goal for clubbers regarding handbooks?
  - a. Clubbers work in the handbooks to give them something to do during Handbook Time.
  - b. The goal is complete one handbook per year.
  - c. The goal is to work through as many handbooks as possible, as quickly as possible.
  - d. None of the above
9. What is the purpose of awards?
  - a. To allow clubbers to display their achievements.
  - b. To incent clubbers to learn Scripture.
  - c. To engage families in their children's enthusiasm.
  - d. All of the above
10. Why does Awana promote clubbers and leaders wearing uniforms?
  - a. Uniforms remind the pastor it's Awana night, so he knows why there are so many people in the church.
  - b. Uniforms promote unity and a sense of belonging.
  - c. Uniforms encourage a sense of discipline.
  - d. Both b and c
11. How does a child become eligible to purchase and wear a uniform?
  - a. By coming to Awana at least three times
  - b. By paying for it
  - c. By completing the entrance booklet requirements
  - d. None of the above
12. During which segment of club can clubbers and teams earn positive points?
  - a. Game Time
  - b. Handbook Time
  - c. Large Group Time
  - d. a & b
  - e. a, b & c
13. What is the purpose of Awana at Home?
  - a. To get parents to help their kids to memorize Scripture.
  - b. To convince parents to help their kids remember their handbooks and Bibles each week.
  - c. To train and equip parents to disciple their children.
  - d. None of the above

- 14.** *Bear Hug Brochure* and *Flight 3:16* are what?
- Handbooks
  - Handbook sections
  - Entrance booklets
  - Awards
- 15.** Which of the following is not a purpose for check-in?
- To make sure kids have worked on their handbooks.
  - To greet clubbers and parents.
  - To maintain accurate attendance records.
  - To make sure parents are dropping off children in the right place.
- 16.** Why is it so important to keep achievement records up to date?
- So you don't get buried in paperwork.
  - So achievements can be recognized the night they're earned.
  - In case your commander wants to see them.
  - Because you need to send them to Awana headquarters.
- 17.** What is the purpose for permanent achievement records?
- So a child who starts going to a new church can show his accomplishments to date.
  - So a church can verify major book award progress.
  - Both a & b
- 18.** Approximately how much inventory should you keep on hand?
- Just enough for the next week
  - Approximately two month's worth
  - One full year's worth
  - As much as the church can afford
- 19.** What three main responsibilities belong to a club secretary?
- Tracking attendance, distributing awards and collecting dues
  - Tracking attendance, recording achievement and managing materials
  - Gathering supplies, managing records and greeting parents
  - Running check-in, managing check-out and keeping inventory
- 20.** Besides this role book and test, what else do you need to do to become a certified Awana secretary?
- Participate in Awana Orientation
  - Participate in a practice club
  - Recite the Gospel Wheel verses from memory
  - All of the above