

Test – Secretary

Name: _____

Achieving a grade of 85 percent or better is required to pass this test. After completing this test, have your commander score it for you. This 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. Which of the following is not a characteristic of Awana?
 - a. committed to evangelism and discipleship
 - b. missions focused
 - c. only serves churches that agree to use the entire Awana program, Cubbies through Journey
 - d. nondenominational
2. Awana comes from the first letters of the phrase "Approved workmen are not ashamed." What verse contains this phrase?
 - a. 2 Timothy 2:2
 - b. 2 Timothy 2:15
 - c. 2 Timothy 3:16
 - d. None of the above
3. What is the main focus in Awana clubs?
 - a. the gospel
 - b. Game Time
 - c. awards
 - d. worship
4. The Prayer of Awana is that all children and youth throughout the world will come to _____, _____ and _____ the Lord Jesus Christ.
5. From Mark 10:1-16, what does Jesus demonstrate His attitude to be towards children?
 - a. they are an irritation
 - b. they should be seen and not heard
 - c. they are important, but in their time and place
 - d. they are important
6. True or False. Each club should have its own secretary.
7. A club secretary provides _____ and _____ to the Christ-centered fun of clubs.
 - a. check-in and check-out
 - b. organization and management
 - c. organization and discipline
 - d. paperwork and awards
8. During which club segment will clubbers earn individual achievements?
 - a. Large Group Time
 - b. Handbook Time
 - c. Game Time
 - d. all of the above
9. During which club segment can teams earn points?
 - a. Large Group Time
 - b. Handbook Time
 - c. Game Time
 - d. all of the above
10. What do people need to believe to be saved?
 - a. Jesus Christ died for our sins, He was buried and He rose again.
 - b. God created the world and all who dwell in it
 - c. faith without works is dead
 - d. God helps those who help themselves
11. Why does Awana focus on Scripture memory?
 - a. to help children please God
 - b. to help children guard against sinning
 - c. to help children witness to others
 - d. all of the above
12. *Bear Hug Brochure*, *Sparks Gate* and *Start Zone* are examples of what?
 - a. handbooks
 - b. handbook sections
 - c. entrance booklets
 - d. awards

- 13.** True or False. Awards are biblical.
- 14.** What are the three main areas of responsibility for a secretary?
- attendance, awards and dues
 - attendance, achievement and materials
 - supplies, records and greeting parents
 - check-in, check-out and inventory
- 15.** True or False. All clubs record whether clubbers bring the following: dues, Bibles, handbooks, uniforms and friends.
- 16.** Match clubs with awards.
- | | |
|---------|-------------------|
| Cubbies | achievement seals |
| Sparks | jewels |
| T&T | animal emblems |
- 17.** True or False. All clubs collect dues.
- 18.** When are clubbers eligible to purchase uniforms and handbooks?
- when they come to club three times
 - when they pay their dues
 - when they complete their entrance booklets
 - when they first come to club
- 19.** How often may winning teams be announced?
- after each club segment
 - at the end of each club night
 - once a month
 - at the end of the club year
- 20.** True or False. Orders may be placed by phone, fax or on the Web at www.awana.org/mgo.