

## **FACILITY/BUILDING**

### **How many class levels will your offer? A class level is the same as an English fluency level. For example: beginner, intermediate, advanced.**

This will mainly be decided by how many teachers you have. (I recommend that you have two teachers per classroom. Although a class can be run with just one teacher, it is helpful to have two. That way if one teacher has to be absent, it is not a crisis.) However, keep in mind that each level needs its own room. If this is not possible, then at a minimum you need dividers that help sound proof.

### **Is there a place for snack time?**

If you have the space, it really works best to bring all the classes together in one room for snack time (maybe your fellowship hall). You may also want a room that has an overhead projector and a big screen projector, if possible. Having a separate room also makes it easier to set up and clean up.

### **Parking**

Students get discouraged if they have to park too far away. So, if other activities are going on in your building, encourage your church members to leave the close parking spaces for your students.

### **Who else is in the building? How do I make them our allies?**

Earlier in the day: Does a private school use your building? You need to get in writing what time the classroom(s) become yours. You need to ask them to pick up the trash on the floor at the end of the day and tidy up their rooms. At the beginning of each semester, it is nice to give each teacher (of the rooms you are using) a small token gift such as candy with a note explaining that you will be sharing his or her space. Explain in this note that the English classes and the building (which includes the cleanliness of the building) may be the only “Bible” that your students ever see. Always leave the classrooms cleaner than you found them.

Simultaneously: Who else is in the building at the same time that you are? Talk to the Ministry Directors and let them know how important it is that everyone in the building be friendly and welcoming. Make sure that they know that most of your students do not speak English well. Explain that it can be very confusing and quite scary for your new students to come to this building. Make sure that you have in writing which rooms will be yours. If there is a room that is needed by both you and another ministry, work out a schedule together in writing. Try to

be as accommodating to other ministries as you can, so that they will be accommodating to you.

**Maintenance/Cleaning Personnel:** You want these people to be your friend. You will need their assistance. Invite them to join you during snack time or to come and get a snack before or after your snack time. Remember them at Christmas with a small thank you gift. Thank them for their effort and give good reports to their supervisors.

## **SIGN**

You will need a large, easy English sign directing new students to your registration room or classrooms.