

SCHEDULING INSTRUCTIONS FOR ESL TEACHER TRAINING

1. Recruit at least 7 people to take the training.

If you are going to begin a new ESL Ministry, it is good to have at least 7 people to start the ministry. 6 will be teachers; 2 teachers per class for 3 fluency levels (beginner, intermediate & advanced). The 7th person will be the Director. But please do not stop recruiting for volunteers when you reach 7 people. You can start with more than 3 classes and it is always extremely helpful to have trained helpers in each classroom. Remember that your volunteers do not need to speak a foreign language or be professional teachers. All they need to do is speak English and love Jesus and we can teach them the rest!!

- 2. Contact Nancy Booher, MNA ESL Ministries Director** at nbooher@pcanet.org or 410-868-3025 (cell). Looking for the most frugal way to train your church, she will determine if there is an ESL Training already scheduled in your area that you could attend. The cost per person is usually less than \$60. If no training is available in your area, she will work with you to schedule a training at your church.

Note: All trainers are volunteers.

MNA ESL does not have funds to cover training expenses, therefore, the host church must cover the following expenses:

Travel expenses for the trainer:

This includes airfare or mileage (usually volunteer rate set by US government), hotel room for 2 nights minimum and all meals.

Training manual:

“Teaching English Language Learners the Good News” is our training manual. You are welcome to print your own. Your trainer can send you a PDF download. Married couples can share a manual. You can also order them from Fed Ex Printing. Contact Nancy Booher (nbooher@pcanet.org) for instructions. They charge approximately \$10 per manual and there is no shipping charge if you arrange to pick them up at a Fed Ex location.

Training supplies:

In addition to the training manual, there is a participant notebook comprised of hand outs used during the training. The trainer can either mail you one copy and have you copy it for each participant or the trainer can copy it and the host church can pay for the copying and the postage to send the notebooks (if your trainer is flying they are too heavy to bring on the flight). These notebooks are about 35 pages long and are color coded so require several different colors of paper (but no color copying). Other supplies include , name tags, name tents, certificates (\$1 each), pens and highlighters for all participants and other supplies deemed necessary by your trainer. You can supply all of these yourself and just reimburse the trainer for the certificates.

Honorarium

It is customary to give the trainer a \$400 honorarium. Remember that all trainers are volunteers.

3. Work with the assigned ESL Trainer to determine a date for the training.

Trainings are usually scheduled at least 3 months in advance. The training is done in a Friday night (6:00 pm to 9:30 pm) and all day Saturday (8:45 am to 5:30 pm) format.

4. Create a wide prayer base for the training and overall ministry.

5. Create a registration form for the training.

The host church needs to be in charge of registration for the training. Most churches charge a small amount to help defer the expenses. You are encouraged to provide snacks/meals during the training for the participants. You may want to include the cost of food, along with the price of copying the manual and other supplies, in your per person cost. Registration should be limited to 24 participants unless prior approval from the trainer is received to go over this number.

Participants need to attend all sessions of the training. The training builds upon itself. You will actually do what you are learning. You will practice interviewing a student to determine their fluency level; you will learn and perform drills and communication activities. You will also write two lesson plans (beginner and advanced) during the training. In addition, each person will write and give a short 3 minute personal testimony in simple easy English without church jargon. Alumni (those who have completed the training before) are welcome to attend the whole training or just portions. Please make sure the trainer knows if alumni are coming and what portions they will attend. Alumni should bring their own manual.

6. Advertise the training in your local church.

There is a poster on our website, www.pcamna.org/esl-ministries, , which can be downloaded and used to advertise the training in your local church.

7. Advertise the training to other area churches.

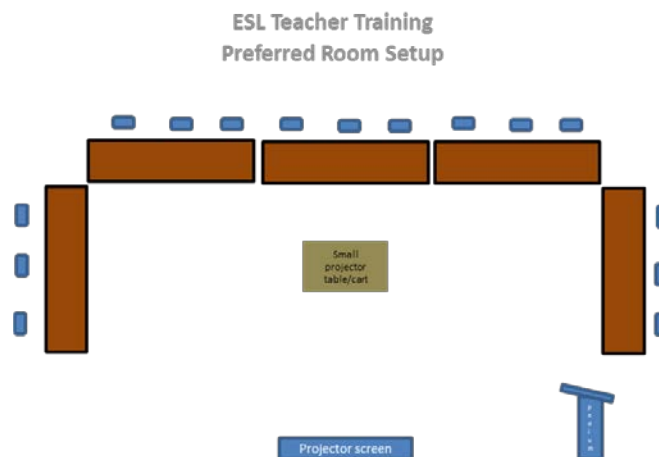
The MNA ESL Director can provide you with a list of churches you may want to invite to your ESL teacher training. Other churches may like to send participants so they can start their own ESL Ministry and you may also want to look to other churches for volunteers for your own ESL Ministry. Please ask your Pastor to advertise the training at Presbytery.

8. At least one month prior to the training, contact the trainer to determine their travel plans.

Provide the name and location of a good hotel, if needed. Some trainers are willing to stay in private homes to keep the cost down. However, you will need to clear this with the trainer. Some trainers also travel with their spouse or another helper. At this time also determine the audiovisual needs of the trainer. Some may need a lap top and/or a projector.

9. **One week prior to the training**, determine the food needs of the training. You should have heavy snacks and drinks for evenings (always water and caffeinated beverages). Many of your participants may be coming straight from work and will not have had time for dinner. Saturday morning you should have a continental breakfast available, including coffee. This should be set up by 8:15 am. The lunch break is only 30 minutes long. There will not be time for people to leave and go to a restaurant. Please provide all necessary food and drinks. It is to be served at 12 noon. If you are taking the training, you will need to recruit someone not in the training to do most of the food prep as you cannot miss the class time. Drinks, especially water, should be readily available during the whole training.

10. **One week prior to the training**, contact the trainer to inform them of the number of participants. If possible, provide the trainer with a list of the participants at this time so that she can be praying for them by name. Talk to them at this time about room set up. The best set up is a large “U” comprised of rectangular tables with participants sitting only on the outside of the “U”. At the open end of the “U” there needs to be a wall or screen for the power point projection and a podium. An additional table is needed near the projector for the trainer’s supplies and another table somewhere in the room for display material. The room needs to be large enough for the group to easily break up into pairs and small groups and move around.



11. **The day of the training**, the trainer will arrive approximately 3 hours before the training. The room should be set up before they arrive. You or someone else should meet them at the church and stay with them the whole time. Please have extra extension cords available and power strips. Any materials that have been mailed to you and supplies you have been asked to furnish should be in the room when the trainer arrives.

12. **The day of the training you should post signs** inside and outside of your church directing people to the correct room for training.

13. **The day of the training, the trainer will provide you with a sign in sheet.** It is your responsibility to make sure that it is completed properly by all participants and given to the trainer at the end of the training.

14. **If you would like the trainer to speak at church on Sunday** (the week-end of the training) during the Worship Service or in Sunday School classes, please let the trainer know when you first schedule the training so they can plan on staying an extra day. They can speak for an entire Sunday School class or for just a few minutes. Their talk will be a motivational talk with inspiring stories to get people excited about ESL Ministry.