**BUDGETS FOR ESL SCHOOLS**

 **Every ESL Ministry should be on the church budget so that they are considered an official ministry of the church. But how much should you request? Expenses fall into two categories. There are necessary expenses, things that you definitely need to have to get started, and there are optional expenses, other things that are nice to have but you can make do for a while.**

***NECESSARY EXPENSES***

 **Training for Volunteer Teachers**

 All volunteers that are going to be teachers need training, even ones that are professional ESL teachers. Helpers don’t have to be trained, but it is nice if they are. We recommend the training “Teaching English Language Learners the Good News.” It is offered through the PCA and the Southern Baptist. The training is approximately 11 hours long.

 One way to train teachers is to send them to another church that is hosting a training. Usually the registration fee is $50 or less per person (which includes your training manual and your food). However, you may live in an area where there are no other churches hosting trainings and will need to host one yourself.

 If you host a training, you need to cover the travel expenses of the trainer and a $400 honorarium (all trainers are volunteers). According to where you live the trainer may be in the same town or may be across the United States. You will be responsible to print manuals (about $10 each to copy) and provide food for the training. You can charge each participant a fee to help offset these expenses.

 We have also begun offering the training on Zoom because of the pandemic. It is usually done in a Friday night, Saturday morning, Sunday afternoon, Monday night format. You can go to [www.pcamna.org/ministry/esl-ministries](http://www.pcamna.org/ministry/esl-ministries) and look at up coming trainings to get a schedule or you can e-mail Nancy Booher, MNA ESL Ministries Director, at nbooher@pcanet.org. We do not charge a registration fee for the zoom training. However, donations are appreciated.

 **Basic Curriculum**

 We recommend that you use secular curriculum in your main ESL Classes. You will attract many more students. You bring the Gospel in through prayer, short devotions and relationships.

We recommend that you try to start with a minimum of 3 classes with 2 teachers in each classroom. That means that you will need teacher guides and student books for those levels. MNA ESL does not sell curriculum; however, we can recommend some that have worked well at other ESL Schools. For more information on curriculum, please contact the MNA ESL Ministries Director.

 We recommend that you have students pay for their own textbooks. The classes are free, but it is good for the students to have some investment in the classes. Some classes will have a single textbook and others will want to use a textbook and a workbook . It is helpful if the church can order books ahead of time and have the students reimburse the church for their book.

**Biblical Content**

 You will need a devotional system to use during your classes. There are several free devotional systems of the MNA ESL website ([www.pcamna.org/ministry/esl-ministries](http://www.pcamna.org/ministry/esl-ministries).

 In addition, you need a Bible for each of your students each class period. A good Bible to use is the NIRV, New International Readers Version. This is the NIV Bible in a 4th grade reading level. They are available through Biblica (Biblica.com) at a cost of about $3.75 per Bible in a case of 24. If you wish to use another version, just make sure that it is an easy English version and that all students have the exact same version.

 If you cannot afford to order Bibles, pick a common version and ask your congregation to bring in all their copies of that version that are sitting on their shelves collecting dust.

**Advertising**

You will need to create a simple brochure and then print enough to saturate your community. The brochure can be created on your computer and does not need to be professionally printed. You can copy it on your church Xerox machine. It is nice if it is on colored paper to make it stand out. A sample brochure is in the Start Up Kit on the MNA ESL Website ([www.pcamna.org/ministry/esl-ministries](http://www.pcamna.org/ministry/esl-ministries)) . In addition, take advantage of all the free social media that is available. Ask ethnic Facebook groups if they would post a notice about your ESL classes. Create content for your church’s website. If possible, put a large sign up by the road near your church.

**Snack Time**

 The average class is 2 hours in length. It is important to have a break- time about half way through for approximately 15 minutes. It is good during this time to offer snacks. If you are doing a night time school in particular, many of your students will have come to class with no dinner. We recommend that you provide at a minimum something like popcorn and water. But it is wonderful if you can provide fruit, vegetables and other filling goodies

 The cost of your snacks depends on how you get them. In some churches, the ESL School budget buys the snacks and volunteers prep the food and serve it. Some schools ask for donations from their congregation. Other schools ask for donations from local grocery stores and bakeries. We do not recommend that you ask students to provide the snacks. The ones that cannot afford it will be embarrassed and just drop out.

 Some ESL Schools even provide a full dinner for their students. You can recruit different small groups within your church to cook and host a dinner once a month. Your budget could reimburse them for the ingredients or perhaps the small groups would donate all of the food.

**School Supplies**

According to where you hold your classes, you will need a variety of classroom supplies. This might include chalk, erasers, white erase boards, white erase markers, staplers, paper clips, permanent markers, name tags, etc…

 You will need to make copies of volunteer application forms, registration forms, placement testing material, etc….

 Some churches include these costs in their ESL School Budget and some churches just include it as part of their day to day operating expenses.

**OPTIONAL EXPENSES**

**Childcare**

Offering free childcare really improves the attendance at your ESL School. Some churches are able to recruit enough volunteers and others have found that they need to pay some workers so that the children are more comfortable with the same faces weekly.

 We hope that you do not charge your students for childcare. This will be a deterrent for many.

 You may need to buy snacks, nursery supplies (i.e. diapers, wipes) and special occasion gifts (Christmas) for the children.

**Additional Training for Volunteers**

Trained teachers are encouraged to retake the training as often as every year if possible. The training covers a lot of material and is compared to taking a drink out of a fire hydrant. It is good to go back and take the training again to grasp parts you may not have gotten before.

 Additionally, it is good to send your volunteers to ESL Enrichment Conferences in your area. Some of these are just one day long and some are up to 3 days long.

**Curriculum**

In addition to the basic textbooks, it is good to have the following enrichment material:

 Pronunciation Contrasts in English – one per teacher

 Jazz Chants

 There are 3 in this series. It is good for each classroom to have at

least one book.

 Picture Dictionaries – at least one classroom set per school

 According to the needs and fluency levels of your students there is a world of enrichment curriculum that is available and helpful.

 There is a world of free material for ESL classes on the internet. Our website, [www.pcamna.org/ministry/esl-ministires](http://www.pcamna.org/ministry/esl-ministires), has a list of good websites.

 **Biblical Content**

 It is good to have heart language Bibles available for students. The cost will vary greatly depending on the language(s) you need.

 It is good to have the Jesus Film in your students’ languages.

 If you start other sections of an ESL Ministry, such as an International Sunday School Class or Bible Study, you will need curriculum for that. Please go to [www.pcamna.org/ministry/esl](http://www.pcamna.org/ministry/esl)-ministries for ideas on additional Biblically centered activities for ESL Ministries.

**Advertising**

 It is wonderful to have a sign on your church property advertising your English classes. These can range in cost anywhere from $100 to $400.

 It is great to have a sign within your church advertising the ESL Classes and also a sign that sends students to the appropriate classrooms.

**School Supplies**

 There are many supplies that are nice to have such as student notebooks and individual student sized white boards, etc…

 **Parties**

 It is good to have class celebrations for Thanksgiving, Christmas and Easter in particular. The cost for these can be very low to quite high depending on what you do. Please go to [www.pcamna.org/ministry/esl](http://www.pcamna.org/ministry/esl)-ministries and look through the section on Holiday Ideas.

 **Staff Appreciation**

 Volunteers need to be appreciated. Hand written notes are effective and inexpensive. It is also nice to have team events (i.e. Christmas party just for teachers) and small gifts of appreciation.