

All English as a Second Language (ESL) Ministries need a director. Most ESL Directors are volunteers but a small percentage of churches have made this a paid staff position. In addition, if possible, you should also have a co-director or assistant director. The co-director or assistant director could be one of your ESL teachers. Below are some questions to consider before accepting the position of ESL Ministry Director.

### **Will I be a Director only or will I have to teach too?**

It is best if you can just direct. Someone should be available outside of the classroom(s) during the entire class period. If you have to teach, then you will need to find a volunteer to do necessary things (i.e. interviewing new students, making copies for the teachers) while you are teaching.

### **Do I need experience?**

No experience is needed. I would recommend observing an existing church-based ESL School if possible and meeting with their Director. The MNA ESL Director is also available to talk or e-mail with you anytime. MNA ESL also has monthly ESL Director Support Group meetings on Zoom. To join, contact Nancy Booher, MNA ESL Ministries Director, at [nbooher@pcanet.org](mailto:nbooher@pcanet.org).

### **Do I have to take the 11-hour ESL Teacher Training?**

Yes. It will help you to understand that ESL is a Ministry and not a school and how that affects the way you run and organize it. In addition, you need to know how to teach in case you have to substitute in the classroom. You also need to know the basic flow of a classroom, so that you can help your teachers with resources and supplies. You need to have a basic understanding of what “good teaching” looks like in a once- a-week faith-based setting so that you can help your teachers improve. If you are a professional ESL Teacher, you still need to take the training. Teaching in a faith-based setting is very different from teaching in a high school or university.

### **Am I organized?**

Organization is a must. If you are not a naturally organized person, it will be harder, but not impossible. MNA ESL can teach you the proper way to organize and run an ESL Ministry. Hopefully you will have a co-director or assistant director that can share the workload with you.

### **How much time will this take?**

That depends on the size of your ministry. Good organization will cut down on the time needed. However, don't make the mistake of thinking that this is only a one night a week job. The main parts of your job will be done before the teachers

and students even arrive. On the day/night of your actual ESL classes you need to arrive an hour before classes start to allow time for set-up, prayer and meeting with your teachers. You also need to stay until the very last student and teacher has left. And you need time during the week for other activities such as recruiting volunteers, advertising for students, etc.... Once the ministry is up and running, it is usually about a 5-to-8-hour commitment per week depending on the scope of your ESL Ministry.

### **Prayer – Confirmation from others**

Before you accept this position, spend time in prayer about it. Ask others that know you well if they think this is a good fit for you. If you are married, your spouse needs to support you in this position. But do keep in mind that God “calls” the most unlikely of people in many situations. His glory is seen even better when He is working through someone that doesn’t “naturally” have the needed skills and talents. In other words, don’t limit God because you are concerned that you don’t have the necessary qualities. God is more concerned with your availability than your ability. He will equip you and MNA ESL will help!!

### **How is your Christian Walk?**

Jesus says to “seek first His Kingdom and righteousness, and all these other things will be added unto you” (Matthew 6:33). Your job will be so much easier if you take the time to have your quiet times with the Lord daily and read and study your Bible regularly.

### **Priorities: Can you do this job and keep your priorities intact?**

This job is very seductive in that you want to do more and more to reach the nations that God has sent to our doorstep for Christ. And this is a worthy calling. However, we must always keep our priorities in line with God’s Word: God first, then family, then ministry.