

SCHEDULING INSTRUCTIONS FOR ESL BASIC TRAINING

1. Recruit at least 6 people to take the training.
2. Contact Nancy Booher, MNA ESL Ministries Director at nbooher@pcanet.org or 410-465-0154. 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 \$50.
 - If no training is already scheduled, she will determine if a Baptist trainer is available in your local area and contact them to see if they would schedule a training for you.
 - If a Baptist trainer is not available, then a PCA Trainer will be assigned to your church.

Note: All trainers are volunteers. MNA ESL does not have funds to cover training expenses, therefore, the host church must cover the travel expenses of the trainer and provide them with a \$250 honorarium.

3. Work with the assigned ESL Trainer to determine a date for the training. Trainings are usually scheduled at least 3 months in advance. If a Baptist trainer is assigned the training will usually be done in a two Saturday format. If a PCA trainer is assigned, the training is done in a Friday night and all day Saturday format. Remember to reserve the proper facilities at your church. You will need a large room that has a screen for a power point projection.
4. Create a wide prayer base for the training and overall ministry.
5. Create a registration form for the training. Determine cost per participant. You are encouraged to provide snacks/meals during the training for the participants. Remember to include this, along with the price of the manual, 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.
6. Advertise the training in your local church.
7. Advertise the training in other area churches. The MNA ESL Director can provide you with a list of churches to include.

8. At least 3 weeks before the training, order the manuals: “Teaching English Language Learners the Good News” from the North American Mission Board at 1-866-407-6262. This will require a credit card. Currently the cost is approximately \$20 per manual including shipping.
9. 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.
10. One week prior to the training, determine the food needs of the training. 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. 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.
11. One week prior to the training, contact the trainer to inform them of the number of participants. At this time they will provide you with the necessary set up for the room – tables and chairs, etc...
12. 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.
13. The day of the training you should post signs inside and outside of your church directing people to the correct room for training.
14. 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.