

Literacy Missions

How to Plan an English as a Second Language (ESL) Workshop

1. **TIME** A. Look at your church calendar at least 8 weeks ahead for the days and times it can host an 11-hour ESL Workshop, plus: lunch breaks (if applicable), and stretch breaks. B. Please provide two options. C. You may want to look at the community and school calendars as well.

2. **WORKSHOP LEADER** Once you have chosen the dates and times for your ESL Workshop (with a couple of options), I will contact the nearest workshop leaders to secure one who will be able to lead it, and then provide you with his or her contact information.

3. **COST**

A. We suggest the following for the workshop leader:

1. An honorarium provided by the Baptist State Convention of NC.
2. Mileage and lodging (if needed) is provided by your church or the host of the workshop. If this is not possible, please let me know.

B. The “Teaching English Language Learners the Good News” workshop manual costs approximately \$10 for a coil-bound manual or under \$15 for a notebook format* (prices subject to change). Each workshop participant should have his own copy as it is full of instructions, tips, resources, and ideas for the newly trained ESL teachers to follow thereafter.

C. Option: Some churches or WMU groups provide light refreshments and/or lunch.

4. **WORKSHOP MANUALS** When the registration deadline for your workshop approaches, I will send you the steps for ordering the ESL workshop manuals which are entitled, “Teaching English Language Learners the Good News.”

5. **REGISTRATION FEE** You will want to charge a registration fee and request that it be sent to you ahead of time to: A. ensure that each person who registers is committed to taking the workshop; and B. defray your costs.

6. INFORMATION I WILL REQUEST FROM YOU BEFORE ADVERTISING

Since the Lord is working in the hearts of many other brothers and sisters in Christ throughout the state to share the Good News of Jesus Christ through teaching English as a Second Language, we would like to advertise your workshop so that they too may have the opportunity to be trained. The following is information which prospective workshop participants will want to know:

- A. Dates & times of the workshop;
- B. The full physical address of the site where the workshop will be held;
- C. The cost of the workshop;
- D. Who to make the check payable to;
- E. Where to mail the check;
- F. Who the contact person to register with is;
- G. The contact person's contact information (telephone number and/or E-mail address);
- H. The registration deadline; and
- I. Whether refreshments and/or lunch will be provided (if applicable), and if the workshop participants should bring a sack lunch (if applicable.)

7. ADVERTISING Once the information above has been compiled and a workshop leader has committed to lead your ESL workshop, we will want to disseminate this information as soon as possible by advertising. This will include an e-mail announcement to your Association and neighboring Associations (along with the SBC churches within each); the posting of your workshop on the "Events" tab of <https://ncbaptists.org/literacy>

OTHER INFORMATION Workshop limit: 20 people; minimum of 12 (for live training)

For more information contact: Jeanette Walters

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Additional information: Due to Covid-19 online training is offered following the above-mentioned format with the exceptions of cost on mileage, lodging, meals.