

A Program Planning Model & “ALPHA for ESOL”

CELT, Multnomah University

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- for now, copies of this handout are available on AACE website → Handouts

BC ESL Ministries Network (metro-Vancouver)

www.eslministries.com

- Since August 2006
- Website to be revamped shortly; working on Registered Non-profit Society Status
- “Foundations of Faith-Based ESL Ministry: A Seminar for Program Leaders”
www.carey-edu.ca/events full day; April 2014
- Oct 2014 – begin more formal volunteer training seminars

ESL Cooperative, Calgary, Alberta CESLM

<http://eslcooperative.ca>

- Since 2001
- Non-profit charitable society status, 2004
- 30 hour volunteer training program
- Yearly conference

Southern Ontario Cooperative of ESL Ministries (SOCEM)

www.eslministries.org

- Since 2003?
- Bible studies www.ESLIM.org (Virginia)
- Lessons www.eslministries.ca (Canada - future)
- Newsletters
- Yearly “Gatherings”

ALPHA for ESOL Contacts

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Faith-based ESL Program Planning Elements

What kind of program does God want you to lead?

There is no “best program.”

These questions are meant to focus your leadership team.

Some questions may not apply, and these may generate even more for you!

Purpose /Mission Statement

What is your focus?

- | | |
|--|--|
| Bible Study | Citizenship preparation |
| Conversation skills | Equipping of non-speaking Christians |
| Evangelism | Family ministry (Parenting 3 rd culture kids) |
| Income Tax workshops (or free services) | |
| One-to-one friendships with seniors in your congregation | |
| Socialization | Support for living in a new country |

Learners

Who lives in your neighborhood?

- Are there enough people that need and have time for English services?

Who do you want to serve?

- People in your immediate neighborhood?
- A particular language group?
- Believers or seekers who are familiar with your church?

What are their native languages?

- This may influence if you seek L1 language/translations for PR or during sessions.

How old are the majority of them?

- This will affect your scheduling (time of day) and number of hours per week.

What are their needs? Only language? Tax preparation? Health info?

- How do you know this information? How can you find out?

Do people in your neighborhood want to learn English?

- Is it okay with everyone if the learners are there more for “social interaction” and not really working hard to learn English? (Social club for seniors; a lot of L 1)

Church Context

a) Church’s Mission statement

How does this program fit into the DNA of your church?

- Is it part of missions? Outreach? A totally new division?
 - Where will funding come from to cover expenses?

Will your program be competing with other ministries in the church for volunteers?

b) Other ESL support programs?

What other faith-based programs exist in your area?

- How long have they operated? How is it going?
- Can your church cooperate with the existing programs somehow?
- Are there enough learners to start a new program?

Are there government sponsored English programs or private schools nearby?

- Will your program be seen as a competitor?

c) Facilities

How much space do you have for individual breakout/class rooms?

When is space available during the week?

Is there enough adult furniture for these rooms?

- If necessary, who will move the furniture before/ after classes?
- If this is added to the custodial duties, how much extra will this cost per month?

Is there a large space nearby for larger groups sessions if this is desired?

Is there comfortable space for beverage and food consumption?

Human Resources

Who is available to capably coordinate the program?

- preferably someone with an education or TESOL background
- Are you able to pay a coordinator/director? How much?

Who is able to facilitate?

- It's best to consider ourselves as facilitators instead of teachers
 - The term is less daunting for volunteers; the "professionals" don't get upset

How will volunteer facilitators be recruited?

- Does everyone need to be believers if the program does not have a Christian/Biblical content focus?

Are there enough facilitators to sustain the program longer than 1 or 2 sessions?

What are the benefits for the volunteer facilitators?

- What support will your program offer to prevent "burn out"?

Facilitator training

How will you screen the willing facilitators?

- instead of doing most of the talking)

Are they good communicators with people who don't speak English perfectly?

- Facilitators will need to be able to speak in basic English skills
 - not by using baby words, speaking louder, or slowing down
 - but by getting the point across in simple English with frequently used words

Will you be using curriculum that requires special skills?

- Internet search skills
- Computer word-processing skills for making classroom materials

Do you want the facilitators to take something similar to the “Plan to Protect” training or undergo a criminal record check?

- A protection plan for churches. The Christian and Missionary Alliance in Canada.
- www.winningkidsinc.ca

Program Outcomes

Does your church leadership and membership expect the learners to attend services?

- Will accommodations be made if they do come?

Will pastoral staff insist the learners and their families attend religious event?

- A sad example is a pastor who required the learners (predominately enthusiastic female Muslims) to attend an Easter event with their families. Whatever was said, the Muslim husbands were so upset that they refused to allow their wives to attend any future conversation classes.

Instructional Plan Options

a) Learner placement

How will you decide the level of the learners?

- Self report? Mini one-to-one interview? Observation of 4 people discussing a picture?
- Online evaluation test (yes there are free ones that exist)

b) Instructional Materials

Will you be using mainstream ESL textbooks?

Will you adapt existing Bible Study materials?

Where can you find out about Christian English language learning materials?

Will you choose material from the internet?

- How will topics be chosen for the sessions?
- Will all groups be discussing the same topic but in different ways?

Will all levels use similar texts?

- Bible – children’s for lowest level?; Good News version; Living Bible; etc

c) Length of time

How long will your terms be?

How long will the sessions/ classes be?

- 45 min? 60 min? 90 min?

Will there be a beverage and snack break?

- All classes at the same time? Where?
- Who will purchase the food items?

How will you know about dietary restrictions for individuals or specific ethnic/religious groups?

d) Group format: Large group and break out groups

Will everyone meet as a large group and then break out into smaller groups (levels)?

What will happen in large group?

- Singing? Object lessons? Devotional?
- Will the large group session be before or after small groups?
- If the large group session includes Christian content, will it be optional?

Funding and Promotion

a) Funding

** As a non-profit institution, churches cannot legally charge learners for the ESL program.

They may charge for textbooks or supplies (photocopies) or coffee break items.

- The BC government has disciplined one church that I know of because the church charged individuals for classes while claiming it was a “church program.”

Which part of the church budget will expenses be derived from?

If necessary, who pays for paper and photocopying?

Will the program be charged for utilities? (heating/electricity)

Will resource books be purchased for the instructors?

- a few grammar texts; language learner dictionaries

Will a class set of dictionaries be made available?

Will a set of graded readers be bought for a lending library?

Will a “class reservation fee” be charged with most of the money returned if learners have excellent attendance?

B) Promotion

How will non-native English speakers in your area be alerted of this opportunity?

What types of media will you use? English only? L2 as well?

How much time will there be between the announcement(s), registration and start of classes?

How many learners do you want in your first term?

- If things go well, word of mouth is all that is needed.

Accountability/ Evaluation

Who is the program team accountable to? Pastor? Board?

Will the learners be included in a program review?

Will the program team meet regularly for administration meetings?

What happens if a volunteer misses several sessions in a row?

How will a program review be completed? How often? By whom?

ALPHA for ESOL

- Same Content as original ALPHA – Rev. Nicky Gumbel, Holy Trinity Brompton, UK
 - Welcome Event (Christianity - boring? Irrelevant?) What's it all about?
 - Who is Jesus?
 - Why did Jesus die?
 - How can I be sure of my faith?
 - Why and how do I pray?
 - Why and how do I read the Bible?
 - How does God guide? (Holy Spirit retreat options)
 - How can I resist evil?
 - Why and how should we tell others?
 - Does God still heal today?
 - What about the church?
- North America: initiated by Kathy Watson, Seattle, WA (MA TESOL)
 - started 2006; official CD published 2009.
- New Zealand, John Eccles esol@alpha.org.nz
 - ALPHA Language Lessons – vocab, homework, 2000 + revisions
- USA & Canada 2012 online materials created
 - In order to access the materials, you need to register a program and a password is sent to you OR just contact Wanda/Lisa for initial support
- Training “the ALPHA Way”
 - Table leader videos available on-line but they are general - not specific to ESOL guests (I created my own for table leaders).

Format: Meal (food!) Speaker 10 min, Groups discuss – 10 min, Speaker -10 min ;
Groups discuss - 10 min

Online Materials

- thorough administrative support documents - templates for PR postcards, bookmarks; budgets; timelines; cookbook – for 50, 100, 150, etc
- complete speakers' notes (script/places to insert your own story),
- options for warm up tasks, weekly joke
- Guest notes (PDF) – Bible verses and Discussion Questions
 - Personally, i find the Guest Notes need tweaking.
 - I'll submit them to ALPHA by the end of August 2014.

JGTP - Coquitlam Community (Engl) & Nejat (Persian) & Hosannah (Korean)