

# **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 14 hours long.

The cheapest 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 \$250 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 \$20 each to copy) and provide food for the training. You can charge each participant a fee to help offset these expenses.

### **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. The ESL curriculum that most church based ESL Schools are currently using is the Side by Side Plus series published by Pearson Longman.

Each teacher needs their own Teachers Guide and Student Book. A Teachers Guide is about \$35 and a Student Book is about \$25. So the cost per teacher averages \$60. We recommend that you try to start with a minimum of 3 classes with 2 teachers in each classroom. That would be an initial cost of \$360 for teacher books.

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 (\$25) and others will want to use a textbook and a workbook (\$40). 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/esl](http://www.pcamna.org/esl)).

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 4<sup>th</sup> 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 make a minimum of 2,000 copies. 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/esl](http://www.pcamna.org/esl)).

## **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.

## **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**

### **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 it 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 (\$17) – one per teacher

Jazz Chants (\$25)

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

Picture Dictionaries (\$20) – 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.

## **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.pcama.org/esl](http://www.pcama.org/esl) 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.pcama.org/esl](http://www.pcama.org/esl) 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.

**A sample budget is located in the Start Up Kit on the website:  
[www.pcamna.org/esl](http://www.pcamna.org/esl).**