

1. Planning and Structure

- **Appoint a Director:** Select a committed coordinator for the ministry.
- **Establish a Pilot Program:** Start with a 6–8 week pilot to refine the program rather than committing to a full year immediately.
- **Determine Class Times:** Good times to schedule a class are mornings from 9-11 am or evenings 6-8 pm. Having classes at least twice a week is helpful for better learning and deeper relationships.
- **Set the Scope:** Plan for different groups of students based on proficiency levels (beginner, intermediate, advanced).

2. Recruiting and Training Volunteers

- **Volunteers do not need to be licensed teachers:** They just need to speak English, be trained, and have a heart to serve.
- **Training:** Different Christian organizations offer ESL training.
- **Build a Team:** Recruit teachers, classroom helpers, childcare providers, and hosts for refreshments.

3. Curriculum

- **Choose a Curriculum:** See the book page for the New in America Workbooks. Determine if the students should buy the books or if the program should pay the cost.
- **Integrate Faith:** See the book page for materials.

4. Advertising and Registration

- **Advertise Locally:** Place fliers at warehouses, international stores, schools, and apartment complexes. Write the fliers in English and local immigrant languages.
- **Registration/Placement:** Start the session with registration and placement testing to assess students' language levels. (See placement test under resources.)

5. Building Community

- **Refreshments:** Simple refreshments help build a welcoming, hospitable environment.
- **Building Relationships:** Emphasize the relationship-building aspect between church members and immigrants.