

# HOW TO PREPARE FOR A LITERACY MISSIONS WORKSHOP

## Nine Basic Tasks

1. Determine which literacy missions workshop you need.
2. Obtain church or associational approval.
3. Select a literacy missions program director or literacy missions committee.
4. Enlist prayer support.
5. Select dates and location for the workshop.
6. Make arrangements with the literacy missions workshop leader.
7. Order necessary books and materials.
8. Enlist people for the workshop.
9. Begin to enlist potential literacy students.

Here are some suggestions for completing these tasks:

### 1. *Determine which literacy missions workshop you need.*

The training for each literacy missions ministry is different. The ministries are:

*English as a Second Language (ESL)* - classes primarily for foreign-born, non-English-speaking people.

*Adult Reading and Writing (ARW)* - for low level readers or nonreaders who can speak English.

*Tutoring Children and Youth (TCY)* - tutoring help for children and youth currently enrolled in school.

Date Completed \_\_\_/\_\_\_/\_\_\_

If you are uncertain of the specific need in your community, How to Discover Literacy Missions Needs, available in the NAMB on-line resource library.

Date Completed \_\_\_/\_\_\_/\_\_\_

**IMPORTANT NOTE:** The basic workshops do not equip participants to teach teachers or to lead workshops. They do prepare participants to work with literacy students and to begin ministries.

### 2. *Obtain church or associational approval.*

Meet with appropriate church or associational staff and tell them about your desire to begin the ministry. Make certain you have their approval before you begin the ministry.

Date Completed \_\_\_/\_\_\_/\_\_\_

Determine which church or associational organization the literacy missions ministry will relate to - Missions Development Council, Woman's Missionary Union (WMU), education ministry, etc.

Date Completed \_\_\_/\_\_\_/\_\_\_

Meet with the appropriate leaders to tell them about your desire to begin a



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literacy missions ministry through their organizations. Obtain their approval.

Date Completed \_\_\_/\_\_\_/\_\_\_

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Get a vote of approval from the church or association. This helps the church or association view the ministry as part of its work.

Date Completed \_\_\_/\_\_\_/\_\_\_

## ***5. Select a literacy missions program director or literacy missions committee.***

This person or committee should organize and direct the ministry and enlist teachers and students. Selecting leaders before the workshop greatly increases the possibility of follow-through after training. Guidelines for organization will be discussed in the workshop.

Date Completed \_\_\_/\_\_\_/\_\_\_

## ***4. Enlist prayer support.***

Prayer is vital. Small groups of concerned individuals should meet to pray for teachers and other leaders to work in the ministry, for students, and for the total ministry.

Date Completed \_\_\_/\_\_\_/\_\_\_

## ***2. Select dates and location for the workshop.***

These dates should be planned three to six months ahead to allow time for promotion and delivery of materials. A workshop should not be planned in two

or three weeks. A minimum of 16 hours of classroom instruction is required for North American Mission Board (NAMB) certification in ARW, ESL and TCY.

Here are some of the most widely used schedules:

### **DAYTIME WORKSHOP:**

4 days-9 am-1 pm (no lunch break)

3 days-8:30am - 2:30pm (30 min. lunch)

### **NIGHT AND/OR WEEKEND WORKSHOP**

2 weekends - Friday, 6:30-9:30pm and Saturday, 8:30am - 2pm, each weekend.

2 nights and 1 weekend - Thursday and Friday, 6:30-9:30pm and Saturday, 8:30am-4pm, and Sunday 3-6pm.

Select at least three possible dates for the workshop to increase the possibility of a workshop leader being available.

Date Completed \_\_\_/\_\_\_/\_\_\_

## ***3. Make arrangements with the literacy missions workshop leader.***

Select your workshop leader. Contact your state convention or NAMB for names of Literacy Missions Associates (LMA) in your area. An LMA is a volunteer who has completed the NAMB sponsored Literacy Missions Leadership Workshop and requirements.

Date Completed \_\_\_/\_\_\_/\_\_\_



North American Mission Board, Inc.  
NAMB

4200 North Point Parkway, Alpharetta, GA 30022-4176

A Southern Baptist Convention agency supported by the Cooperative Program and the Annie Armstrong Easter Offering

For general information, call (770) 410-6000, or visit [www.namb.net/literacy](http://www.namb.net/literacy)

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The LMA's expenses should be paid by the sponsoring church, association, or state convention. It is customary to give an honorarium to a volunteer LMA.

Date Completed \_\_\_/\_\_\_/\_\_\_

Determine the cost for each workshop participant.

Date Completed \_\_\_/\_\_\_/\_\_\_

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Set a firm date and location for the workshop.

Date completed \_\_\_/\_\_\_/\_\_\_

Ask the LMA which materials to order. The workshop sponsor, not the LMA, should order them (see #7.)

Date Completed \_\_\_/\_\_\_/\_\_\_

Have the LMA send handouts to be copied.

Date Completed \_\_\_/\_\_\_/\_\_\_

Determine what equipment will be needed for the workshop (overhead projector, VCR, etc.)

Date Completed \_\_\_/\_\_\_/\_\_\_

Discuss travel and housing arrangements.

Date Completed \_\_\_/\_\_\_/\_\_\_

#### 4. ***Order the necessary books and materials.***

The LMA will tell you what is needed and provide addresses of publishers. Allow five or six weeks for delivery of materials. Workshop participants usually pay for their materials.

Date Completed \_\_\_/\_\_\_/\_\_\_

#### 5. ***Enlist people for the workshop.***

Enlist as many people as possible for the workshop. Pre-registration is recommended if feasible. An ideal number is 10 - 20. If more than 30 pre-register, you may want to divide the group and have two workshops.

*Note:* Enlisting a minimum of 12 people increases the possibility of having an effective workshop. Many workshops have fewer than 2 attend. However, experience has shown that workshops with only a few people often lack the interaction and enthusiasm necessary to begin a ministry. Experience has also shown that about half the people who say they will come to a workshop will actually attend; and not all who receive training will teach.

Date Completed \_\_\_/\_\_\_/\_\_\_

Personally contact those who have expressed interest in the ministry or those who would be suitable. *This is your best source of volunteers.* People usually have questions and contacting them gives them a chance to ask these questions. Ask others to help you with contacts.

Date Completed \_\_\_/\_\_\_/\_\_\_



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Speak to Baptist women's and men's groups, Sunday School classes, senior adults, and other church/associational groups. Always have a sign-up sheet or registration form when you speak about the workshop.

Date Completed \_\_\_/\_\_\_/\_\_\_

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Make the workshop a weekly prayer request at Wednesday night prayer meeting. Have a sign-up sheet available.

Date Completed \_\_\_/\_\_\_/\_\_\_

Include in your workshop publicity:

- Dates, times, place, cost
- Telephone number of contact person. (If the church or associational telephone number is given, be sure office personnel have complete information about the workshop. Many potential workers and students have lost interest because they did not receive adequate information.)
- Sign-up sheet or tear-off registration form.

Date Completed \_\_\_/\_\_\_/\_\_\_

Send or give fliers to church members, pastors, and key leaders of the church and association.

Date Completed \_\_\_/\_\_\_/\_\_\_

Promote the workshop in church and associational news-letters. However, do not limit your publicity to this form of advertising.

Date Completed \_\_\_/\_\_\_/\_\_\_

In the churches, place posters where people often pass. An excellent location is where the line forms for the Wednesday night supper.

Date Completed \_\_\_/\_\_\_/\_\_\_

## 5. *Begin to enlist potential literacy students.*

A workshop participant is more likely to use the training if there are students available soon after the workshop. The longer the time between the workshop and the opportunity to teach, the less likely the volunteer is to follow through.

Date Completed \_\_\_/\_\_\_/\_\_\_

One month before the workshop:

About four weeks before the workshop, arrange with the host church for child care, if needed, and break and lunch refreshments. Usually the sponsor provides drinks, and the participants bring sack lunches.

Date Completed \_\_\_/\_\_\_/\_\_\_

About two weeks before the workshop, make final arrangements with the LMA. Ask how to arrange the room. Give the LMA the address and telephone number where he or she will stay.

Date Completed \_\_\_/\_\_\_/\_\_\_

A week before the workshop:

Send a reminder to those who have enrolled.

Date Completed \_\_\_/\_\_\_/\_\_\_



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Verify that audiovisual equipment needed by the LMA will be available.

Date Completed \_\_\_/\_\_\_/\_\_\_

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Arrange for the building where the workshop will be held to be open for setup at least an hour and a half before the workshop begins.

Date Completed \_\_\_/\_\_\_/\_\_\_

After the workshop:

Organize to begin the ministry. Within the week following the workshop, hold an organizational meeting. Organizational guidelines will be presented in the workshop. Plan to begin the ministry within two or three weeks. It is best to start the ministry while workshop skills are still familiar to participants.

Date Completed \_\_\_/\_\_\_/\_\_\_

For more information about Literacy Missions Ministry, call 1-800-266-6477, x.3409 or visit us at our web site:

[www.kybaptist.org/  
literacy](http://www.kybaptist.org/literacy)

