

CHECKLIST for STARTING an ESL MINISTRY

1. **IDENTIFY NEED and RESEARCH AREA RESOURCES** _____
Date
2. **CONSULT with PASTOR and STAFF** _____
Date
3. **DECIDE on ORGANIZATION** _____
Date
4. **SEEK PRAYER SUPPORT** _____
Date
5. **CONDUCT WORKER INTEREST SURVEY** _____
Date
6. **SELECT a DIRECTOR** _____
Date
7. **CONTACT STATE LEADERSHIP** _____
Date
8. **MAKE INITIAL DECISIONS** _____
Date
9. **GET CHURCH APPROVAL** _____
Date
10. **DETERMINE BUDGET** _____
Date
11. **SELECT CURRICULUM & BEGIN RESOURCE CLOSET** _____
Date
12. **ENLIST WORKERS and PUBLICIZE MINISTRY** _____
Date
13. **CONVENE FIRST ALL WORKERS MEETING** _____
Date
14. **CONDUCT INTIAL TEACHER TRAINING** _____
Date
15. **ENLIST STUDENTS** _____
Date
16. **HAVE FINAL WORKERS MEETING** _____
Date
17. **HOLD REGISTRATION DAY** _____
Date
18. **DETERMINE CLASSES, PLACE STUDENTS & ASSIGN TEACHERS** _____
Date
19. **BEGIN CLASSES** _____
Date
20. **AND THEN ???** _____
Date