

UNITED METHODIST CHURCH DOWNTOWN MCKINNEY

ESL MINISTRY/PROGRAM

VOLUNTEER DISCERNMENT PROCESS

Thank you for considering becoming a volunteer with our ESL ministry/program at our church.

English as a Second Language at First United Methodist Church McKinney is both a ministry and a program.

It is a **ministry** because it engages church members and non-church members in service with our ESL students and their families. It is a ministry because all positions are filled by volunteers who express the love of Christ for our students and their families by willingly committing to serve God through their prayers, presence, gifts, service, and witness. It is a ministry because it gives an opportunity for other ministries in the life of the church to interact with our ESL students and their families, and also ministries with each other.

It is a **program** because it is organized and designed to meet the needs of non-English speakers willing to commit to a formal and informal language learning environment at our church facilities for a period of time. These non-English speakers are our ESL students and they come from all over the world. In the Fall of 2024, we had 33 nations represented in our program.

Therefore, English as a Second Language at FUMC McKinney is both a **ministry** and a **program**.

Ed Volfe

ESL Ministry/Program Director

Volunteers fill a variety of roles in our ESL ministry/program. The table below describes the roles, prerequisite skills, and responsibilities.

Role	Prerequisite	Responsibilities
Lead Teacher	>Good command of the English language >Genuine desire to be of service to students >Willingness to learn and take risks >Ability to work with others to maximize instructional efficiency >Embrace and value cultural diversity	>1.5 hrs/week of direct instruction (Wednesdays, 6:30-8:00 pm) >~ 1 hr/week lesson preparation/planning >~0.5 hrs/week communication w/ students (email, phone, whatsapp) >~3 hrs/semester for teacher meetings
Assistant Teacher	>Good command of the English language >Genuine desire to be of service to students >Willingness to learn and take risks >Ability to work with others to maximize instructional efficiency >Embrace and value cultural diversity	>1.5 hrs/week of direct instruction (Wednesdays, 6:30-8:00 pm) >Assist teacher with lessons and lesson planning as needed >Assist teacher with student communication
Substitute Teacher	>Good command of the English language >Genuine desire to be of service to students >Willingness to learn and take risks >Ability to work with others to maximize instructional efficiency >Embrace and value cultural diversity	>1.5 hrs/week of direct instruction per lesson (Wednesdays, 6:30-8:00 pm) >~ 1 hr/week lesson preparation/planning

Online Teacher	>Good command of the English language >Genuine desire to be of service to students >Willingness to learn and take risks >Ability to work with others to maximize instructional efficiency >Embrace and value cultural diversity	>1 hr/week of direct instruction (time determined by teacher) >~ 1 hr/week lesson preparation/planning >~0.5 hrs/week communication w/ students (email, phone, whatsapp) >~3 hrs/semester for teacher meetings
Greeter	>Welcoming, friendly personality >Good command of the English language >Genuine desire to be of service to teachers and students >Embrace and value cultural diversity	>~1 hr/week >Be in place in the main foyer at 6 pm on Wednesday evenings. >Greet and welcome students on Wednesday evenings >Help direct students to their correct classrooms and/or childcare
Instructional Materials Manager	>Genuine desire to be of service to teachers and students >Embrace and value cultural diversity	>~1 hr/week preparing and organizing teacher materials and placing them in each classroom >This should be done Wednesday afternoons so classrooms are ready for Wednesday evening sessions
Snacks/Drinks Manager	>Genuine desire to be of service to teachers and students >Embrace and value cultural diversity	> Set up snacks before classes start and put snacks away after classes are over for the night

Technology, including Zoom		Makes sure TV monitors are connected and ready to go for classes
Photographer		Take pics of students and ESL volunteers in actions once or twice a semester
Celebrations		Coordinate and help set up, serve, take down, signs, clean up
Two-Week Greeter (for the first two weeks of classes in the semester, only)	>Welcoming, friendly personality >Good command of the English language >Genuine desire to be of service to teachers and students >Embrace and value cultural diversity >Receive training to be able to help (no need to go through the whole Discernment Process)	>~1 hr/week >Be in place in the main foyer at 6 pm on two Wednesday evenings, from 6-7pm >Greet and welcome students only on the first two Wednesday evenings in the semester >Help direct students to their correct classrooms and/or childcare >Assist students to their classrooms and/or childcare >Help students pay for books online or cash >Help students who did not register previously to get their names on the waitlist

In order for the English as a Second Language Ministry/Program at First United Methodist Church to continue to thrive and remain sustainable, from the start we strive to discern whether the volunteer will be a good match for the ministry/program, and the ministry/program will be a good match for the volunteer.

Below is the **Discernment Process** to join our ESL ministry/program:

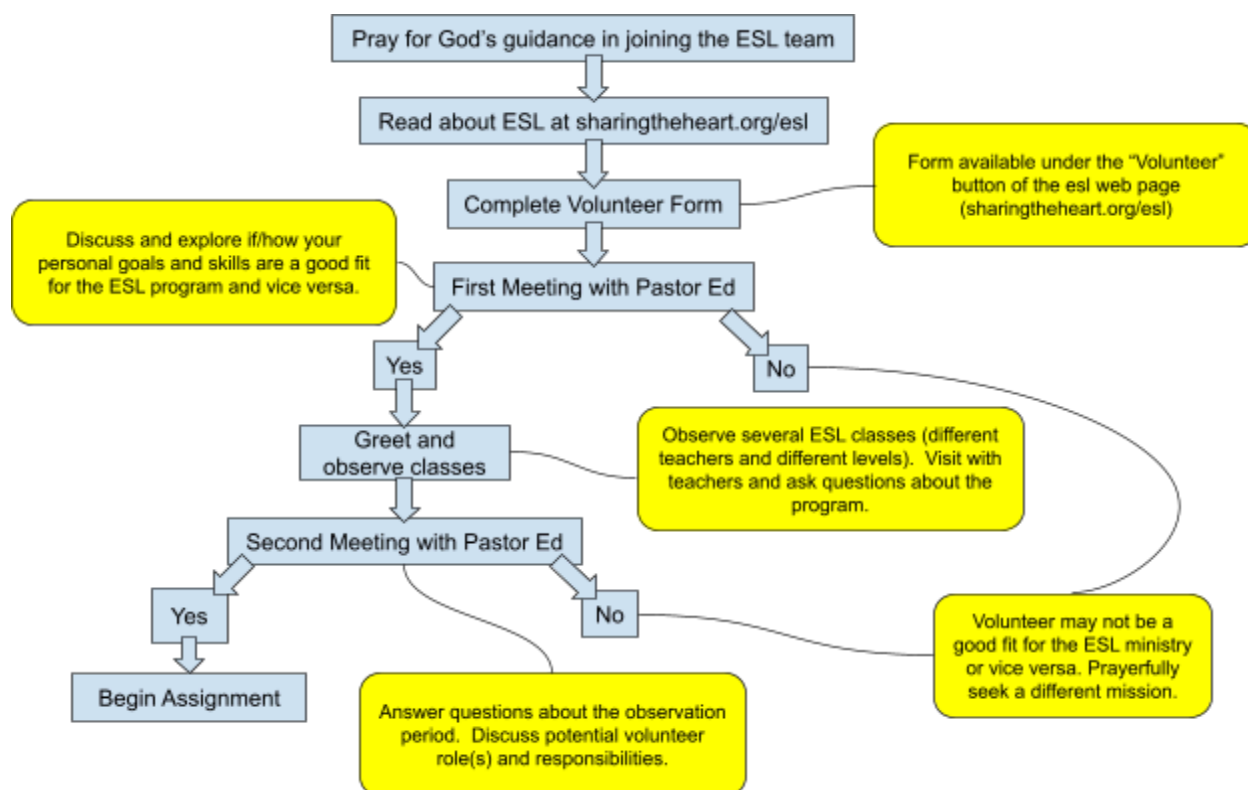
- First, pray about your decision to join our ESL Team.

- Then, read about the ESL ministry/program on our church web page at www.sharingtheheart.org/ministry/esl.
- Next, fill out the volunteer form at <https://forms.gle/GgtmUFiDmM8jYctp8> Expect 24-72 hours for a contact. Pastor Ed Volfe's email is edvolfe@sharingtheheart.org
- Then, meet with Pastor Ed Volfe to go over our ESL ministry/program. This is a short meeting of 30 minutes or less. No prior preparation for this meeting is needed.
- After meeting with Pastor Ed, a decision about your continuation in the discernment process will be sent to you via email within two weeks, or immediately. The decision will be a **YES** or a **NO**:
 - If the decision is a **NO**: Meaning, not a good match for either the program or the volunteer. Maybe God is calling you to serve in another ministry of the church and we encourage you to keep on discerning God's calling to you. Thank you for your time.
 - Sometimes, depending on the circumstances, the decision for a NO can be reached at the end of the meeting with Pastor Ed.
- If the decision is a **YES**: Follow these steps:
- First, help greet students at the door in the main lobby when they come to classes. Then, join different class levels during a session to observe, take notes and ask teachers your questions. This is the time for you to get familiar with the overall approach we all have to serving our students. Do that for about two-three weeks.
- Next, schedule a follow-up visit with Pastor Ed:
 - To talk about your experience so far and to ask your questions for clarification.
 - To let Pastor Ed know you still want to join the ministry/program OR not.
- At this meeting with Pastor Ed, if your decision is NOT to join the ministry/program, your discernment process ends. Thank you for your time.
 - Please, keep in mind that this is a discernment period for both you and Pastor Ed along with current volunteers. Pastor Ed consults with our ESL volunteers about new volunteers coming on board as part of the discernment process. That means Pastor Ed has the prerogative to decide whether you will be able to join the ministry on the basis of a "good match" for the sake of the homeostasis of the ministry. If it so happens Pastor Ed decides the discernment period needs to end because you will not be

joining the ministry, please do not take that personally. Our ESL ministry is looking for a “good match,” as you should be, as well.

- If your decision is to join the ministry/program, let Pastor Ed know. Please, keep in mind the “Volunteer Expectations” to join in.
- Next, you will continue auditing classes and even avail yourself to help as an assistant as needed. In some circumstances, you will be asked to become either an assistant or the lead teacher right away depending on the needs of the ministry/program.

Visual Diagram of the Discernment Process



Email pastor Ed Volfe at edvolfe@sharingtheheart.org to further inquire about our ESL ministry/program.

Last revised: 7/26/2026