
How to Start a Literacy Ministry in Your Church

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This material compiled with much thanks to

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all who provided most of the information contained in
this booklet.



- **English As a Second Language**
- **Adult Reading and Writing for English Speakers**
- **Tutoring Children and Youth**
- **GED Preparation**
- **Computer Literacy**



Getting Started



Your “To Do” Checklist

- Identify the need. ESL? Reading and writing for English-speaking adults? GED preparation?

Contact the Family and Community Ministries Department at Dallas Baptist Association for assistance with a community assessment.

- Seek prayer support.
- Consult with pastor and church staff.
- Contact the literacy consultant for your local association.
- Prepare an initial program description.
- Conduct a worker interest survey.
- Select a director.
- Director attends DBA basic training workshop.
- Develop goals, job descriptions, calendar.
- Review curriculum.
- Determine budget.
- Obtain church endorsement.
- Order curriculum and begin gathering teaching aids.
- Publicize ministry in the church and community.
- Conduct an interest/informational meeting for volunteers.
- Enlist teachers and workers.
- Conduct first workers’ meeting.
- All teachers attend DBA basic training workshop.
- Enlist students.
- Final workers’ meeting before classes begin.
- Student registration.
- Assign students and teachers to classes.
- Begin classes.
- Evaluate the progress of your students.



Did You Know. . .

- There are more than 170 language and culture groups in Dallas County?
- About 50 percent of adults in Dallas County are functionally illiterate?
- There is a positive correlation between income and level of education attained?

Source: North Texas Future Fund

Literacy Ministry Teacher

Qualifications: Christian, active member of local evangelical congregation, has a God-given passion for literacy ministry and has demonstrated an aptitude and interest in teaching internationals. Completes the basic training workshop offered by the association or a similar workshop offered by another organization. Is a team player, willing to help other teachers when needed.

Responsibilities:

1. Plans and prepares weekly classes.
2. Is on time and finishes class on time.
3. Keeps a current class list, attendance and student information
4. Generally follows the provided curriculum in teaching.
5. Enlists a substitute teachers when needed.
6. Attends regular workers meetings and in-service training.
7. Works to improve teaching skills.
8. Is positive about literacy and helps promote the ministry at the church.
9. Invites prospective students and teachers to be a part of the ministry.

**Christian Resources:**

Dallas Baptist Association
Jana Jackson, Director of Family & Community Ministries
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Dallas, TX 75228
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Hope Literacy, Inc.
Harry Wilson, executive director
www.hopeliteracy.com
817-999-9357
hwilson@hopeliteracy.com

Literacy ConneXus
Lester Meriwether, Coordinator
6387-B Camp Bowie Blvd., 333
Ft. Worth, TX 76116
www.literacyconnexus.org lester@literacyconnexus.org
817-696-9898

Lifeway Christian Resources
800-448-8032
www.lifeway.com
English Lessons from the Bible series

North American Mission Board
Kendale Moore, Literacy Missions Consultant
kmoore@namb.net
Teaching English Language Learners the Good News

Friendspeak
3201 Airport Freeway, Suite 115
Bedford, TX 76021
www.friendspeak.org info@friendspeak.org
1-800-794-2175

Resources (cont.)

American Bible Society
800-322-4253
www.americanbible.org
Tracts in Today's English Version

International Bible Society
800-524-1588
www.ibsdirect.com
Multi-lingual tracts

Jesus Film Project
1-800-432-1997

Available in any language

Resources for literacy curriculums:

Alfalit International, Inc.
305-597-9077
www.alfalit.org
Spanish literacy

Center for Applied Linguistics
202-362-0700
www.cal.org
Guides for teaching English to
different language groups

Delta Systems Company, Inc.
800-323-8270
www.delta-systems.com
Variety of excellent ESL curriculums

New Readers Press
800-448-8878
www.newreaderspress.com
Laubach method books and materials

Oxford University Press
ESL Department
800-451-7556
www.oup-usa.org
Basic Oxford Picture Dictionary and
more

Pearson Longman
800-202-4572
www.pearsonlongmanusa.com
Variety of excellent ESL curriculums

Prentice Hall
800-922-0579
www.prenticehall.com
Variety of excellent ESL curriculums

Verizon Foundation
www.thinkfinity.org
Free downloadable resources for
adult literacy and after school
programs

Sample Job Description

Literacy Ministry Director

Literacy Ministry Director

Qualifications: Christian, active member of a local evangelical congregation, has a God-given passion for literacy missions, has demonstrated leadership and administrative skills, and has completed the basic training workshop offered by the association or any other organization offering such training. Is willing to complete additional training as needed.

Responsibilities:

1. Provides general direction for the ministry.
2. Liaison to the church staff and appropriate committees or ministry teams.
3. Represents the literacy ministry at appropriate meetings and church functions.
4. Enlists and places workers.
5. Keeps a current list of all workers.
6. Supervises other workers.
7. Coordinates initial and continuing education for workers.
8. Conducts regular worker meetings.
9. Gives overall direction to registration.
10. Gives overall direction to enrolling, testing and placement of new students.
11. Prepares the annual literacy ministry budget and presents it to appropriate church staff and/or committees.
12. Creates and keeps current procedures manual, worker and student handbooks.
13. Orders necessary curriculum and supplies.
14. Coordinates childcare, if applicable, with the church's preschool/children's ministry.