

# ESL Volunteer Regulatory Policy v.2019-c

## 成人英文班义工守则 v.2019-c

**Ministry Goal:** The ESL ministry at Trinity Baptist Church has the purpose of teaching English and sharing our faith in Christ through songs, Bible stories, Bible verses, our experiences & behaviours, etc.

**事工目标:** 三一浸信会成人英文班事工之目的为英语教学，以及藉由分享诗歌、圣经故事、章节、见证、生活经验与嘉行等等，去分享我们对基督的信仰。

### **General Teaching Responsibilities 教学责任概括:**

1. ESL teachers are responsible for their classes from 10 am to 12 pm on Tuesday and Thursday mornings. Classes that are co-taught may split up the dates and/or times.

每週二及週四、上午 10 点至 12 点的上课时间，请各英文班教师负责班级教学；另外，合作教学的教师则请分别负责自己班级所教学的日期及时间。

2. ESL classes focus on practical English lessons, including occasional “field trips”, and assist students integration into Canadian culture, AS WELL AS learn English through Bible stories, Christian songs, and an introduction to Christian faith. Generally, the first half is English lessons and the second half is Christian learning.

英文班上课内容请着重于实用性课程，包括不定期的「课外教学」，以及帮助学生了解适应加拿大文化，还有通过圣经故事、诗歌、介绍基督信仰来学习英语。一般来说，每次课程的前半部为英语课程，后半部则是介绍信仰。

3. Please prepare your lessons well and let ESL Office know generally what teaching materials you are using for the upcoming Term. For example: the textbook you use, the focus of your lessons, a sample of your lessons, etc. This will greatly help the office in interviewing and placing the right students into a right level of class.

在新学期开始前请先行备课，并让英文班办公室大概了解您将使用何种教材与补充材料。举例来说，您所使用的课本、您上课的主要内容、甚至是补充教材样本等等。这些会帮助英文班办公室在与新学生面谈与分班时，顺利将学生安排至符合英语程度的班级。

4. Please remember what you are doing is a ministry. It is important for you to try to remember each student's names and to pray for their salvation.

请记得您所做的是一件事工。记得每位学生的姓名，以及为他们得到救恩而代祷，这对您来说是一件重要的事。

## **Special Cautions for all Volunteers 义工须知:**

(e.g., teachers, substitutes, office helpers, administrators, tea time helpers, etc.):

(包括所有教师、代课教师、办公室义工、面谈注册义工、厨房茶点义工等等。)

1. No volunteer is allowed to solicit any business from/for the students while they study language here at Trinity Baptist Church. For example:
  - ESL volunteer will NOT promote, advertise, or distribute literature or business cards connected with any business or financial venture.
  - ESL volunteer will NOT sell any products, including insurance, realty, financial planning, or investment.

所有义工皆不允许在三一教会藉着学语言，而向学生兜揽任何生意。例如：

- 英文班义工不可以用促销、做广告、派发生意文宣或名片的方式去推销任何生意或金融产品。
- 英文班义工不可以在课堂上贩卖任何物品，包括保险、房地产、理财投资产品与计画。

2. Teachers should exercise discretion in handling relationships with the students. This is a voluntary teaching ministry. Please keep in close contact with ESL Office and Pastoral team as well.
  - ESL volunteers will NOT ask students for money or financial benefits.
  - ESL volunteers are heavily discouraged from engaging in romantic relationships with students. There is a power imbalance between the students and the staff; students feel obliged to comply with teachers' biddings. We need to behave in a very professional manner so that the students have a safe learning environment.
  - ESL volunteers and students need to respect one another. Harassment, inappropriate language, innuendo, sexual advances of any kind are NOT tolerated.

英文班教师应慎重处理与学生们的关系，这是一项义务教学的事工，请保持与英文班办公室及牧师团队的密切联系。

- 英文班义工不允许向学生要求金钱或其它财务上的援助。
- 英文班极度不赞同义工与学生发展恋情。由于学生与义工存在的权力失衡，会让学生觉得需要遵守教师的邀约。我们需要保持非常专业的态度，去提供一个安全的学习环境。
- 英文班义工与学生们需要互相尊重。任何骚扰、不适当的语言、挖苦讽刺、性侵、甚至行为不当都是不被容忍的。

3. Watch your own spiritual life and walk close with God. He who has not been changed cannot change others.  
请注意您自己的灵命及与神亲近; 一个没有被神改变的人，是无法改变别人的。

## **Office-Related Responsibilities for Teachers 教师与办公室联繫义务:**

1. Please let the ESL Office know the maximum number of students you would like to have in your class before pre-registration.

在开班预先注册之前，请先通知英文班办公室您的班级人数最高限制。

2. Teachers are allowed to permit extra students into the class, if they give permission. If teachers have difficulty saying no to the students, please notify the ESL office so the office can impose a strict limit; however, if the teacher continues to give special permission, the office cannot be expected to follow the strict limit.

如果教师们允许，便可接受新增入班学生。如若教师因拒绝学生而感到困难，可通知英文班办公室，办公室义工会限制学生入班。然而，如果教师不断给予学生特殊允许入班，办公室就不能要求学生遵守人数限制的规定。

3. If the teacher cannot come to class or will be late, the teacher should contact the ESL Office at least one day ahead. Please try to arrange a substitute for your class.

如果教师教学当日不克前来或即将迟到，请尽量安排代课，或至少在一天前通知英文班办公室。

4. If the ESL Office is not able to find a suitable substitute teacher, the class may be closed for that day or merged with another class (if another teacher is willing).

如果教师请假，英文班办公室又无法找到代课教师，当天班级则会停课或与其他班级合班上课（如果其他教师愿意）。

5. If the teacher cannot come for the class for an extended period of time (e.g. over one week), the class may be closed until next term. If not closed, please be aware that your students may transfer themselves to another class.

如果教师某段时期无法上课（例如超过一週），班级又无法停课至学期结束，请注意您的学生或许会自行转到其他班级上课。

6. Kids are allowed to take our ESL classes only if a legal adult from their family is with them. For students bringing their non-registered kids into the class, it is up to the teacher to decide whether to allow it. The ESL helpers are NOT able to look after the children while students are in class.

孩童是被允许注册英文班课程，但必须有家庭监护人陪伴。若是学生带未注册孩童来班级上课，非经教师允许，孩子不可留在课室。英文班所有义工皆不可在上课时间，为学生看顾孩童。