

**Trinity Baptist Church**  
**Potential ESL Volunteer Form**

Date: \_\_\_\_\_

Current ESL Student?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Which country are you from? \_\_\_\_\_

How long have you been in Canada? \_\_\_\_\_ Are you a Canadian citizen? \_\_\_\_\_

What languages do you know? \_\_\_\_\_

Availability:  Tuesday morning  Thursday morning  Other days \_\_\_\_\_

In-person  Online

Duration:  Short-term (3 weeks)  Long-Term (10 weeks+)  Emergency only

Christian:  Church: \_\_\_\_\_ Baptized?: \_\_\_\_\_

Current Church Activities (e.g., bible studies, choir, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Christian Work/Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

General Work Experience / Education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

What field interests you?:

ESL office helper (Tuesdays and/or Thursdays, 9:30 am – 12:15 pm)

- Paperwork     Accounting     Greeting     Photocopying  
 Runner     Interviewing\*     Library

Tea Time helper (setup, serving & cleanup; Tuesday and/or Thursday mornings)

- Regular     Setup only     Cleanup only     Supplier\*

ESL Teaching (in-person [Tuesdays and/or Thursdays, 10 am – 12 pm]  
and/or online [any day or time])

- Regular     Substitute (on-call)     Teaching Assistant

Teaching Experience: \_\_\_\_\_

\_\_\_\_\_

Miscellaneous

- Choir Leader     Choir Pianist     Choir Assistant     Handyman\*  
 Special Events (closing day parties, opening day ceremonies)  
 Seminar (Topic: \_\_\_\_\_)\*  
 Other \_\_\_\_\_

ESL Briefing: (ESL Office to fill)

- Schedule     Policies/Procedures     Bible Study     Equipment  
 Activities     Teaching Material     Observation of class

Reference Check? \_\_\_\_\_

Pastoral Approval? \_\_\_\_\_

*“He told them, “The harvest is plentiful, but the workers are few.  
Ask the Lord of the harvest, therefore, to send out workers into his harvest field”. – Luke 10:2*

## **ESL General Staff Descriptions:**

**Teachers:** Responsible for teaching English and the Bible. Lower level teachers are usually Mandarin-speaking. Prospective teachers are double-interviewed by Administrator and Pastor for logistics and for spiritual suitability.

**Substitute Teachers:** Take care of classes when the regular teacher is unavailable. Arrangements in advance are attempted.

**Teaching Assistants:** Assist teachers in student conversations, aid in maintaining class discipline and help give personalized attention to students with difficulty. Position used to train prospective teachers.

**Office Helpers:** Dealing with student registrations, questions, and paperwork. Also guiding students to classes, creative projects, and teacher requests. Speaking Mandarin is an asset, but not entirely necessary.

**Tea Time Helpers:** Setup, serve and clean up ESL tea times. Also, talk to the students to help their conversation abilities.

**Special Events Helpers:** On call helpers for special events, e.g., opening / closing ceremonies, registration days, seminars.

**Library Helpers:** Assist students in taking out and returning Christian books from the church library. Organize ESL library materials. Recommend possible books.

**Interviewers:** Only for experienced staff. Tests students' English abilities to see what level / class would best match them.

**Administrator:** In charge of coordinating entire program. Ensure all reports are filed, deal with major problems, ensure adequate staffing & equipment, classroom assignments, interviewing prospective staff, and coordinating with church staff.



Trinity Baptist Church  
**English as a Second Language  
Ministry**  
**Volunteer Information**

- Motto:** Teaching English...Sharing Our Faith
- Mission:** To teach new immigrants English and Canadian customs, as well as share our faith in Christ with them.
- Duration:** 3 terms per year (Fall, Winter, Spring),  
10-12 weeks per term  
In-person classes on Tuesday & Thursday mornings, 10 am – 12 pm  
Online classes also available
- Levels:** Beginner, Intermediate, Advanced
- Class format:** Generally, first hour is for English lessons;  
second hour for Bible study.
- Attendance:** Over 200 students per term  
10-12 different classes
- Origin:** Conceptualized in 1987; started 1988.
- Church Address:** Trinity Baptist Church  
1460 West 49<sup>th</sup> Ave., Vancouver, BC V6M 2R5  
Tel: (604) 266-6238  
Website: [www.tbcvancouver.ca](http://www.tbcvancouver.ca)  
Email: [office@tbcvancouver.ca](mailto:office@tbcvancouver.ca)
- ESL contact info:** Website: [esl.brucelam.com](http://esl.brucelam.com)  
Email: [tbcesl@gmail.com](mailto:tbcesl@gmail.com)

